



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 10, 2023 at 5:15 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Virtual Access: <https://us02web.zoom.us/j/88975185869?pwd=THJ4VGdZc25vMmc5QXEVT01LdFhsdz09>

Teleconference Access: 1-312-626-6799

Meeting ID: 889 7518 5869 **Pass Code:** 157171

CALL TO ORDER

ROLL CALL

CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

1. Wage and Schedule Concessions to the 2023-2026 WI Professional Police Association Union Contract for City of Waupun Police Officers

RECONVENE TO OPEN SESSION (per WI Statutes 19.85(2))

ACTION FROM CLOSED SESSION

There will be a slight recess to allow those attending to be seated - Meeting to resume at 6:00pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL

PERSONS WISHING TO ADDRESS COUNCIL--State name, address, and subject of comments

2. Dan Streit and Maddie Koolbeck of Slipstream- City of Waupun Energy Plan
3. Jeni Maly and Julie Pangallo - Waupun City of Sculpture Non-Profit and Affiliate Sculpture Program
4. Joe Venhuizen and Lisa McArthur of Envision Greater Fond Du Lac - Importance of Regional Economic Development

No Public Participation after this point.

RESOLUTIONS AND ORDINANCES:

5. Resolution Supporting Public Investment in Envision Greater Fond Du Lac as the Fond Du Lac County Regional Economic Development Organization

CONSIDERATION - ACTION

6. Notice Residents to Serve for the Remainder of the Unexpired Term of the Aldermanic District 3, Dodge County, Seat
7. Authorize Publication and Public Hearing Notice of the Proposed 2024 Budget

MAYORAL CORRESPONDENCE/PRESENTATIONS

8. Fire Prevention Week (October 8 - 14, 2023)
9. WI Firefighters Memorial Day - October 14, 2023

CONSENT AGENDA

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

11. Business Improvement District 6-20-23
12. Board of Public Works 7-11-23
13. Community Development Committee 7-18-23
14. Economic Development Committee 7-25-23
15. Business Improvement District 8-15-23
16. Community Development Committee 8-15-23
17. Plan Commission 8-16-23
18. Utility Commission 9-11-23
19. Common Council 9-12-23
20. Police and Fire Commission 9-13-23
21. Library Board 9-20-23
22. Police and Fire Commission 9-21-23
23. Special Common Council 9-26-23

DEPARTMENT REPORTS

24. Police Department
25. Fire Department
26. Library
27. Recreation
28. Public Works
29. Utilities
30. Finance
31. City Clerk-Treasurer-HR
32. Administrator-Economic Development

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 10/10/2023

TITLE: City of Waupun Energy Plan

AGENDA SECTION: PERSONS WISHING TO ADDRESS THE COUNCIL

PRESENTER: Jeff Daane, Public Works Director

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

ISSUE SUMMARY

For more than a decade, the City of Waupun has been committed to lowering its energy use and carbon impact. In 2009, the City signed a resolution for a 25% reduction in energy use by 2025. In 2018, the City reconfirmed its commitment with a resolution to reduce energy use in municipal operations by 5% in five years, and then quickly met that goal by upgrading lighting across city buildings.

To build on its previous efforts and identify additional potential energy cost savings, the City was awarded a planning grant from the State Office of Energy Innovation (OEI) at the Public Service Commission in 2022. Over the past year, the City of Waupun worked with Slipstream and Waupun Utilities, to develop a municipal energy plan that identified near-term cost-effective energy saving opportunities.

The project process included:

- Collection of energy use and cost data from buildings and fleet
- Compilation of energy data to develop energy and emissions baselines
- Energy assessment walkthroughs at three city facilities
- Analysis of energy data, along with building and vehicle information to identify cost-savings opportunities for renewable energy, fleet conversions, and building energy efficiency

Creating an inventory of current energy use, costs, and carbon by source is a vital first step in a planning process. The energy profile allows for identification of savings opportunities and serves as a baseline to use when tracking future progress. The team started by inventorying the number of buildings and fleet vehicles, and associated energy use and costs

STAFF RECCOMENDATION:

None. Informational only.

ATTACHMENTS:

- Power point
- City of Waupun Energy Plan (final report)

RECCOMENDED MOTION:

Informational only

Waupun Energy Plan

Final Results

October 10, 2023

Agenda

Project Background

Baseline Energy Use

Recommendations

- Building Energy Efficiency
- Solar Opportunities
- Municipal Fleet
- Funding

Questions



Objectives



Develop a baseline energy profile of municipal operations

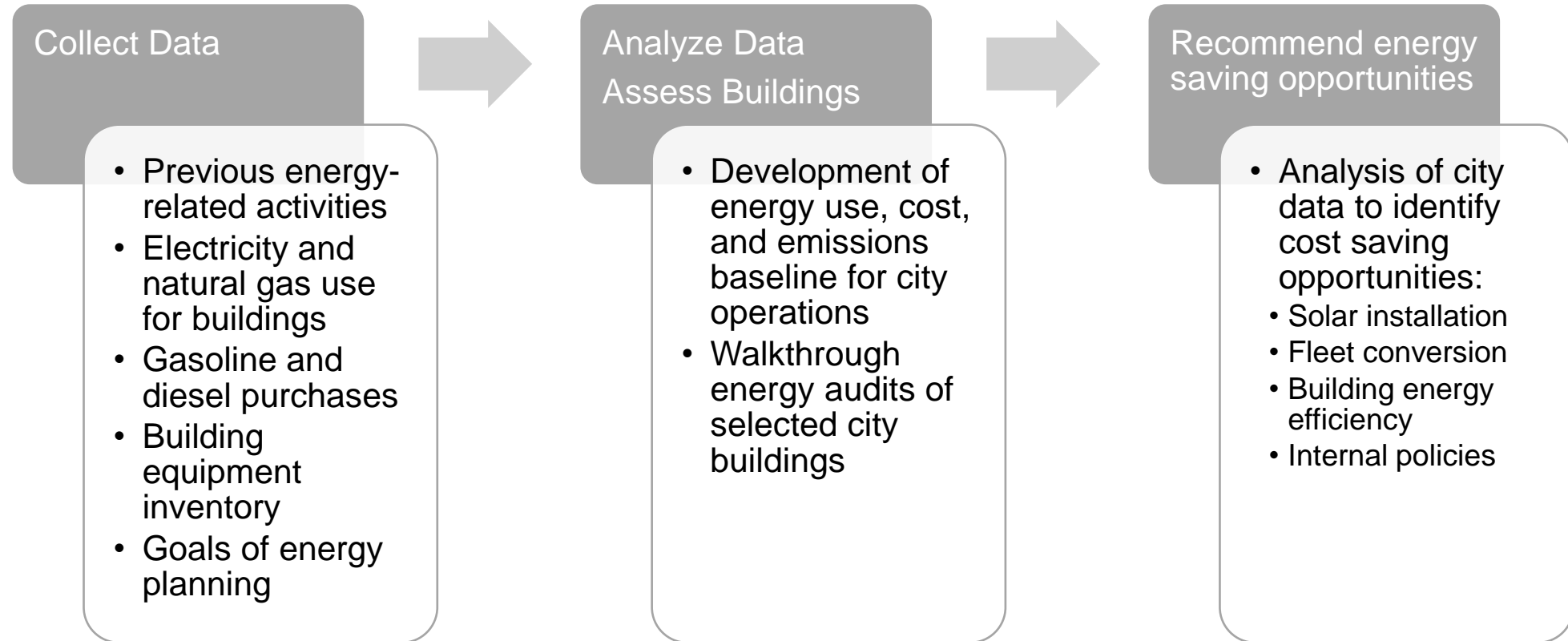


Create an actionable energy plan that identifies 10 to 15 near-term and medium-term opportunities for building energy efficiency and fleet

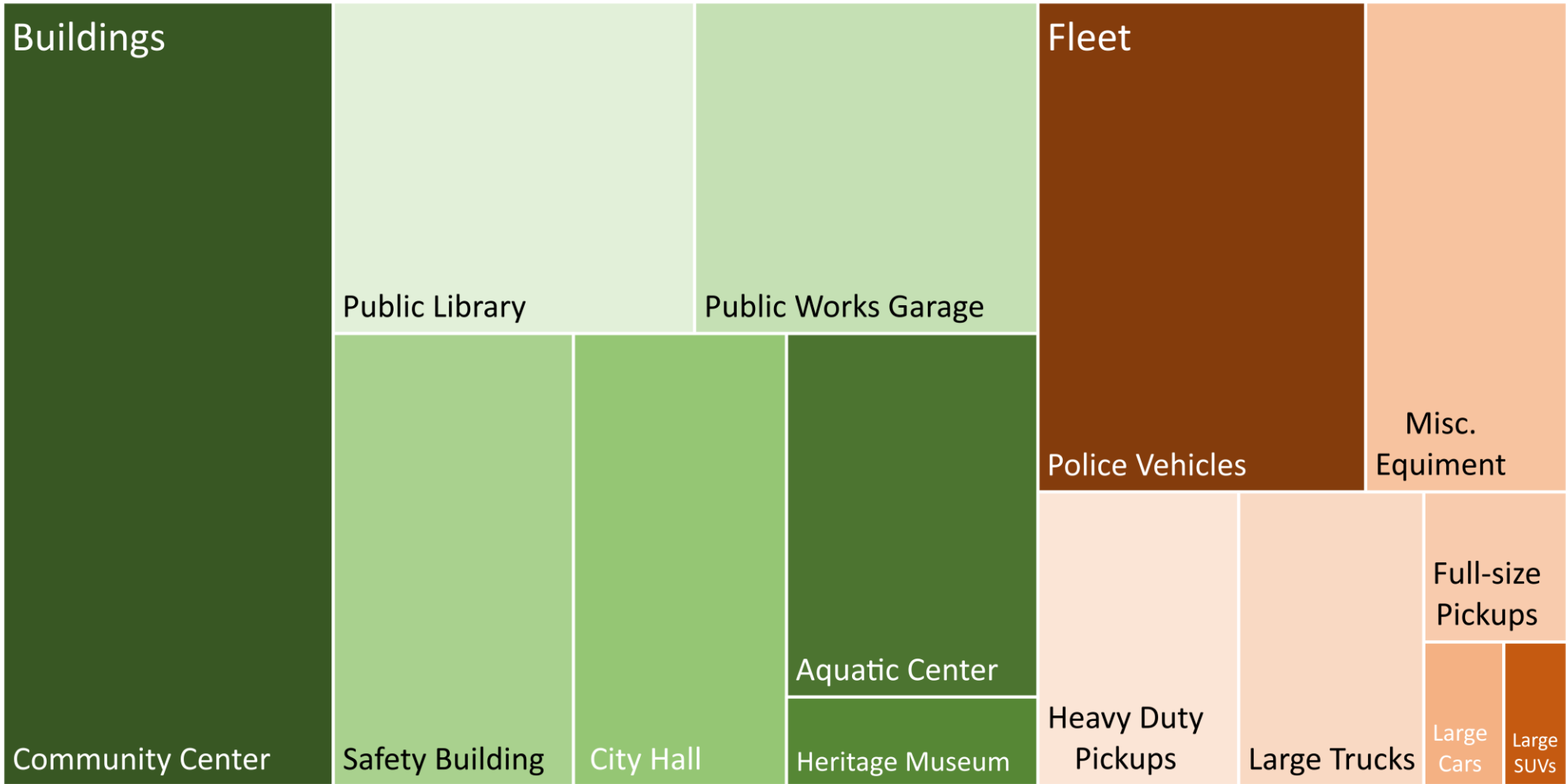


Identify policies to ensure continued progress

Overview of Process



Current Energy Use - Baseline



Recommendations



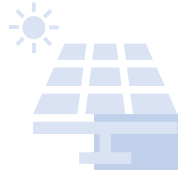
Energy Efficiency

Continue **ongoing benchmarking** of building performance

Implement recommended measures for audited buildings.

Adopt standard **operating procedures** across buildings.

Institute standard **purchasing policies** for building equipment across all buildings.



Solar + Energy Storage

Install **100-150 kW of solar** at city buildings offsetting 15% to 20% of site electricity use.

Require all new construction for city buildings to **be solar-ready**.

Consider **battery installations** at time of generator replacement



Vehicles

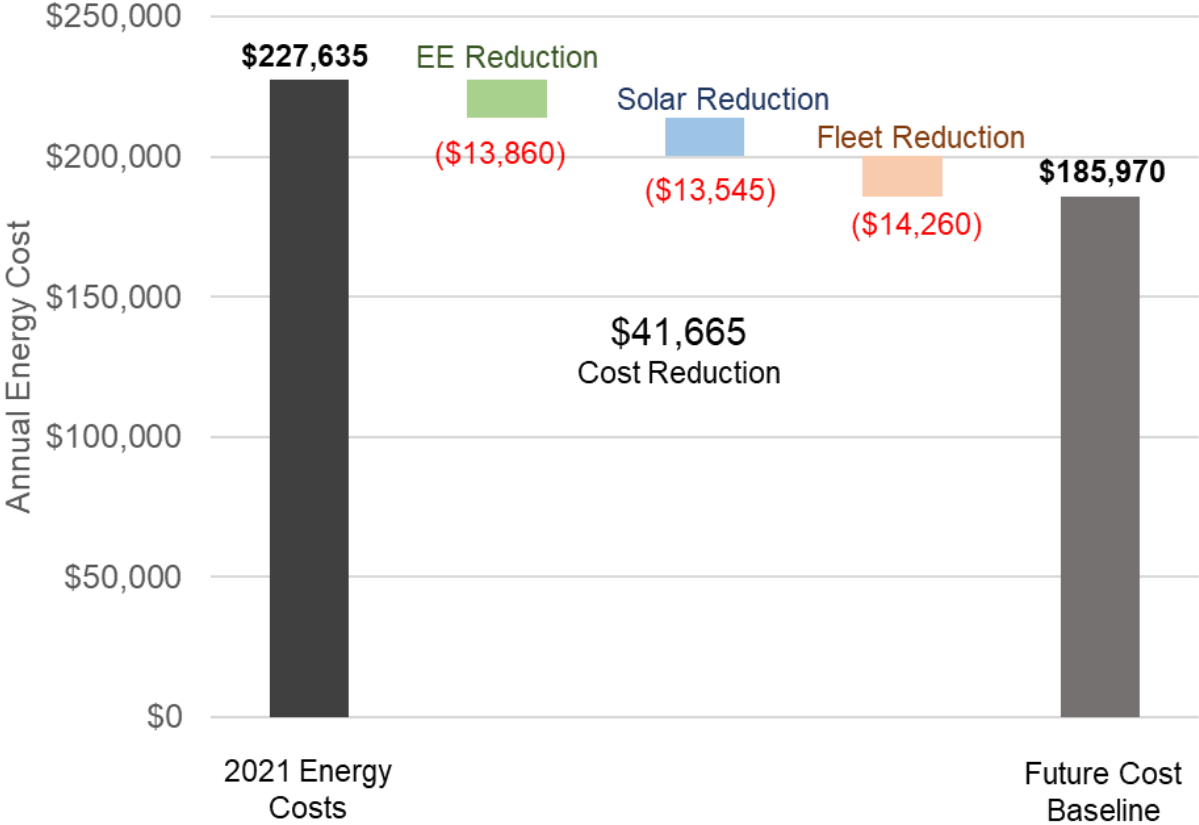
Pilot **two to three electric vehicles** in the municipal fleet.

Use **estimated total cost** of vehicle ownership to guide vehicle purchasing decisions.

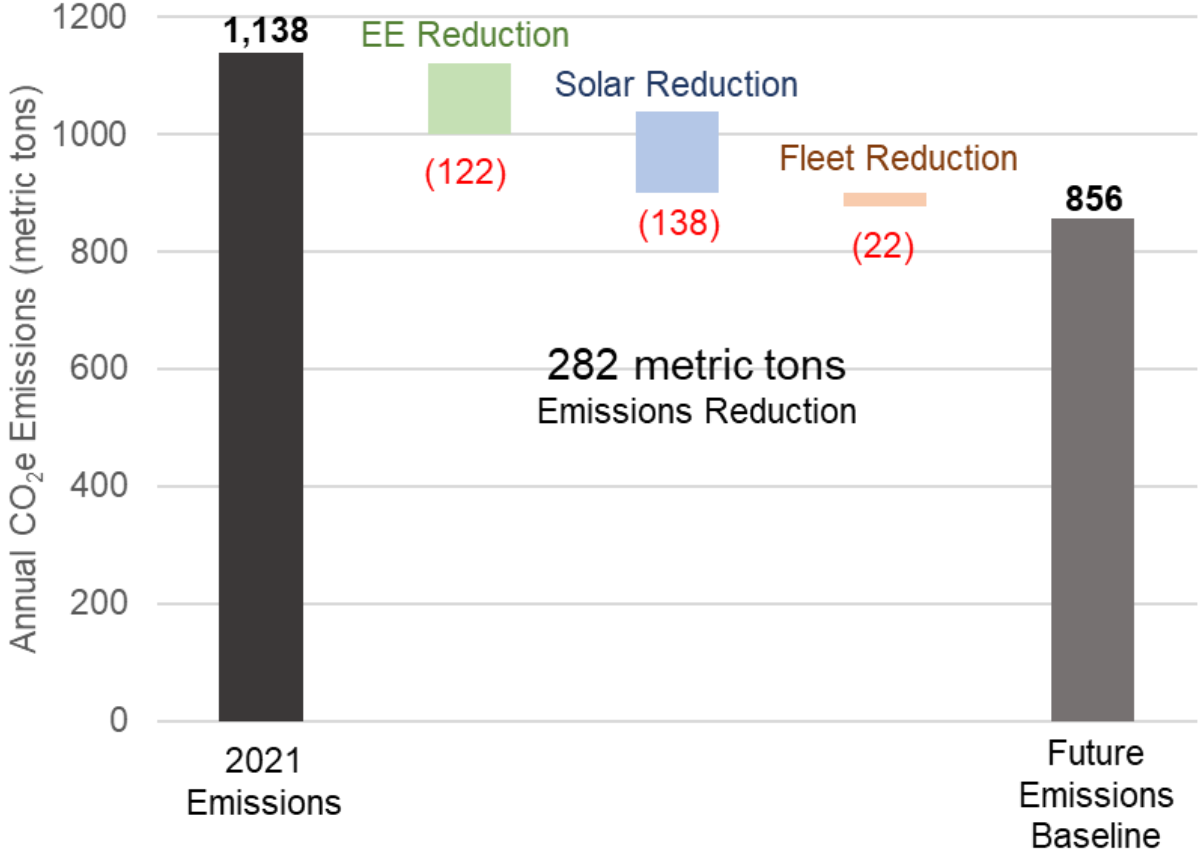
Consider how the city can advance municipal and public **EV charging**

Potential Cost and CO₂ Reductions

Cost



Carbon Dioxide





Building Energy Efficiency Opportunities

Building Recommendations

Implement recommended measures for audited buildings.

	CITY HALL	LIBRARY	SAFETY BUILDING
PRIORITY	<ul style="list-style-type: none"> Steam trap review/study Steam pipe insulation 	<ul style="list-style-type: none"> Maintenance refresh Low flow plumbing fixtures 	<ul style="list-style-type: none"> Maintenance refresh Limit electric space heaters Low flow plumbing fixtures Retro-commissioning
AT REPLACEMENT	<ul style="list-style-type: none"> Upgrade steam boiler system. 	<ul style="list-style-type: none"> Upgrade building insulation Perform air sealing Upgrade windows Upgrade HVAC units Add ENERGY STAR appliances 	<ul style="list-style-type: none"> Upgrade windows Upgrade HVAC units Add ENERGY STAR appliances



Solar Opportunities

Solar Recommendations

Install 100-150 kW of solar at city buildings to generate 15% to 20% of the City's electricity use.

Building	Size (kW dC)	Site Renewable Electricity	Payback (Years)	Annual CO ₂ Savings (metric tons)	Annual Energy Cost Savings
City Hall	26	42%	12.6 - 14.4	20	\$2,906 - \$3,316
Library	45	38%	13 - 14.9	41	\$2,894 - \$3,302
Public Works	43	45%	14.5 - 16.6	39	\$3,524 - \$4,021
Safety Building	26	22%	15.8 - 18	19	\$4,222 - \$4,817

Buildings	Total Upfront Cost*	Focus on Energy Incentives*	IRA Tax Credit*	Net Cost*
City Hall	\$65,000	\$3,750	\$19,500	\$41,750
Library	\$112,500	\$6,125	\$33,750	\$72,625
Public Works Garage	\$108,539	\$5,927	\$32,562	\$70,050
Safety Building	\$65,000	\$3,750	\$19,500	\$41,750

*All cost, incentive, and tax credit amounts are estimates



Fleet Opportunities

Fleet Recommendations

Pilot 2-3 electric vehicles in the municipal fleet.

- Replace 2-3 vehicles with EVs
 - 2008 Chevrolet Impala (large car)
 - 2003 Chevrolet Silverado 1500,
 - 2016 Ford Explorer

- Install charging equipment
 - Safety Building and DPW Garage
 - Min. 2 level 2 charging ports at each location

- Train drivers and maintenance staff

Category	Current Vehicle	New gasoline vehicle benchmark	Ex. EV Alternative	EV Incremental Cost	Cost Savings/Mile	Miles for Financial Payback
Large Sedan	Chevrolet Impala	31 mpg \$30,933	Ford Mach-E	\$4,600	\$0.088	52,000
Large SUV	Chevrolet Tahoe	17 mpg \$54,200	Mazda CX-90 PHEV	\$0	\$0.143	0
Police Patrol	Ford Explorer	20 mpg \$41,800	Ford Lightning Pro SSV	\$10,700	\$0.123	87,000 (~5.5 years)
Full-size Pickup	Chevrolet Silverado 1500	20 mpg \$41,800	Ford F150 Lightning	\$8,500	\$0.123	70,000 (~17.7 years)

Fleet Recommendations

Continue transition to EVs for light-duty City vehicles beyond pilot

Use estimated total cost of vehicle ownership to guide purchasing

- Upfront cost differential
- Ongoing fuel costs
- Maintenance costs
- Forecasted resale values



Funding Opportunities

Funding Available

- Focus on Energy and Waupun Utilities rebates
- Inflation Reduction Act tax credits on vehicle purchases and renewable energy installations
- State and federal grant programs

Questions?



Dan Streit
Slipstream

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Maddie Koolbeck
Slipstream

mkoolbeck@slipstreaminc.org

Building Energy Potential Savings

	Upfront Cost (\$)	Annual Energy Cost Savings (\$)	Percent Cost Savings	Annual CO ₂ Savings (metric tons)	Percent CO ₂ Savings	Average Payback
Library	>\$345,350	\$5,600	17%	36.3	29%	-
Priority Measures	\$50	\$270	1%	1.6	1%	<1 year
EOL Measures	>\$345,300	\$5,330	16%	34.7	28%	-
Safety Building	\$60,400	\$3,300	16%	21.1	16%	-
Priority Measures	\$10,700	\$2,600	13%	17.2	13%	3 years
EOL Measures	\$49,700	\$700	3%	3.6	3%	-
City Hall	>\$556,400	\$4,000-\$6,100	18%-28%	45.3 – 65.0	34% - 49%	-
Priority Measures	\$6,400	\$4,000	18%	29.6	22%	2 years
EOL Measures	>\$550,000	\$0-\$2,100	0%-10%	15.8 - 35.5	12% - 27%	-



CITY OF WAUPUN DEPARTMENT OF PUBLIC WORKS
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City of Waupun Energy Plan

OCTOBER 1, 2023
City of Waupun

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Executive Summary

For more than a decade, the City of Waupun has been committed to lowering its energy use and carbon impact. In 2009, the City signed a resolution for a 25% reduction in energy use by 2025. In 2018, the City reconfirmed its commitment with a resolution to reduce energy use in municipal operations by 5% in five years, and then quickly met that goal by upgrading lighting across city buildings.

To build on its previous efforts and identify additional potential energy cost savings, the City was awarded a planning grant from the State Office of Energy Innovation (OEI) at the Public Service Commission in 2022. Over the past year, the City of Waupun worked with Slipstream and Waupun Utilities, to develop a municipal energy plan that identified near-term cost-effective energy saving opportunities.

The project process included:

- Collection of energy use and cost data from buildings and fleet
- Compilation of energy data to develop energy and emissions baselines
- Energy assessment walkthroughs at three city facilities
- Analysis of energy data, along with building and vehicle information to identify cost-savings opportunities for renewable energy, fleet conversions, and building energy efficiency

Creating an inventory of current energy use, costs, and carbon by source is a vital first step in a planning process. The energy profile allows for identification of savings opportunities and serves as a baseline to use when tracking future progress. The team started by inventorying the number of buildings and fleet vehicles, and associated energy use and costs.

The City of Waupun has seven municipal buildings, or roughly 150,000 square feet of buildings, and an eighth building in the design and construction process. The City also owns 35 fleet vehicles, including police vehicles, dump trucks, pickup trucks, lawnmowers and passenger SUVs or cars. The annual energy use of these buildings and vehicles produces roughly 1,138 metric tons of carbon dioxide (CO₂) and costs roughly \$227,635. Table 2 provides the breakdown of costs and carbon across each existing building and for fleet.

Table 1. Annual emissions and costs by source (2021 data)

Source	CO ₂ Emissions (metric tons)	Percent of Total Carbon	Cost
Waupun Aquatic Center	107	9%	\$16,955
Waupun City Hall	113	10%	\$17,900
Waupun Community Center	304	27%	\$48,095
Waupun Heritage Museum	26	2%	\$4,160
Waupun Public Library	140	12%	\$22,235
Waupun Public Works Garage	133	12%	\$21,135
Waupun Safety Building	127	11%	\$20,155
Fleet	183	16%	\$77,000
Total	1,138	-	\$227,635

Using the baseline, the team identified recommendations for fleet conversions, solar installations, and energy efficiency improvements for municipal buildings. In addition to recommendations on direct upgrades, the plan also includes recommendations on internal guidelines or policies that can help institutionalize progress to ensure savings continue.

Figure 1 provides the overview of the recommendations by category. The recommendations serve as initial items for consideration to save energy and reduce the carbon impact of the city. Funding is available through local utility rebates, federal funding, and state funding to implement these recommendations. More detail is in the report on funding options for the recommendations.

Figure 1. City of Waupun Recommended Energy Actions

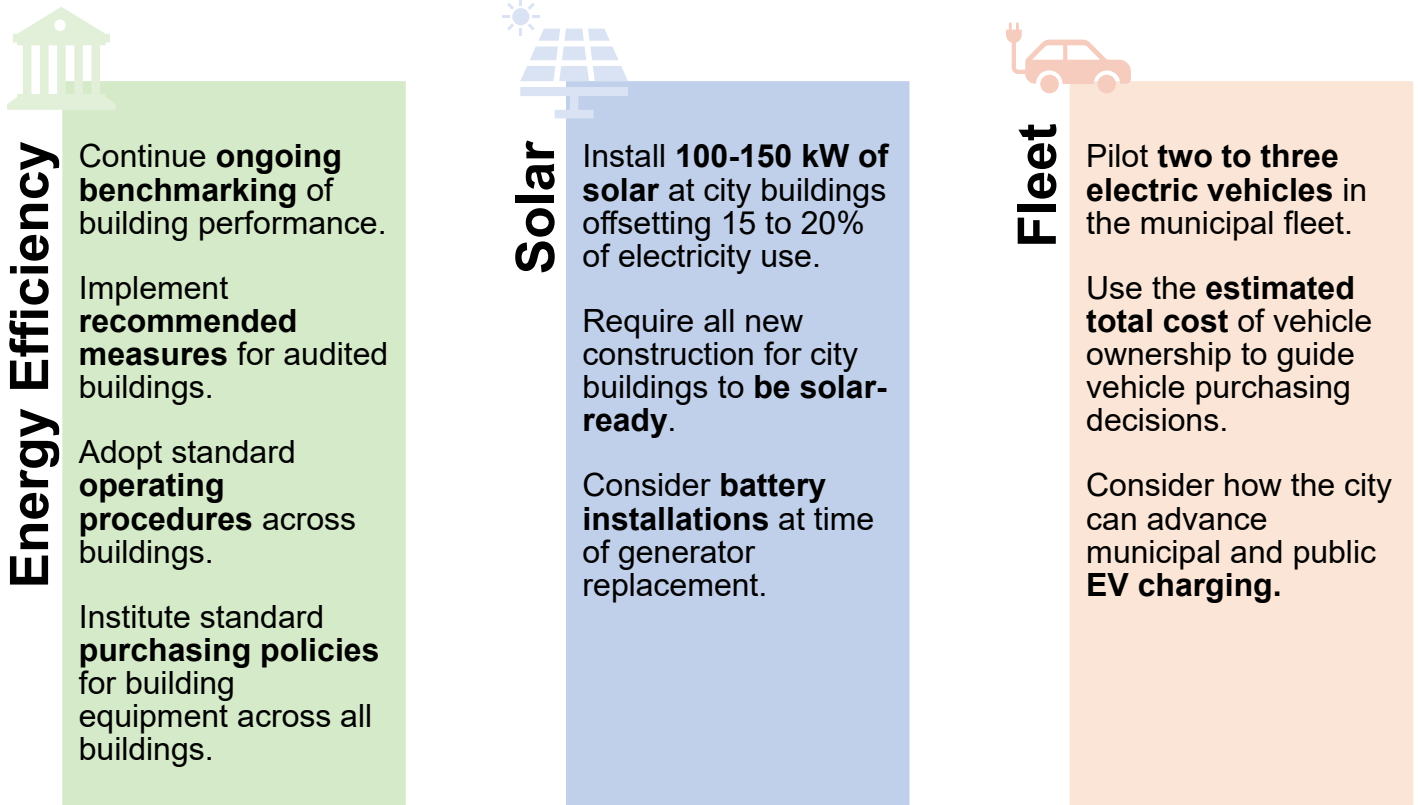
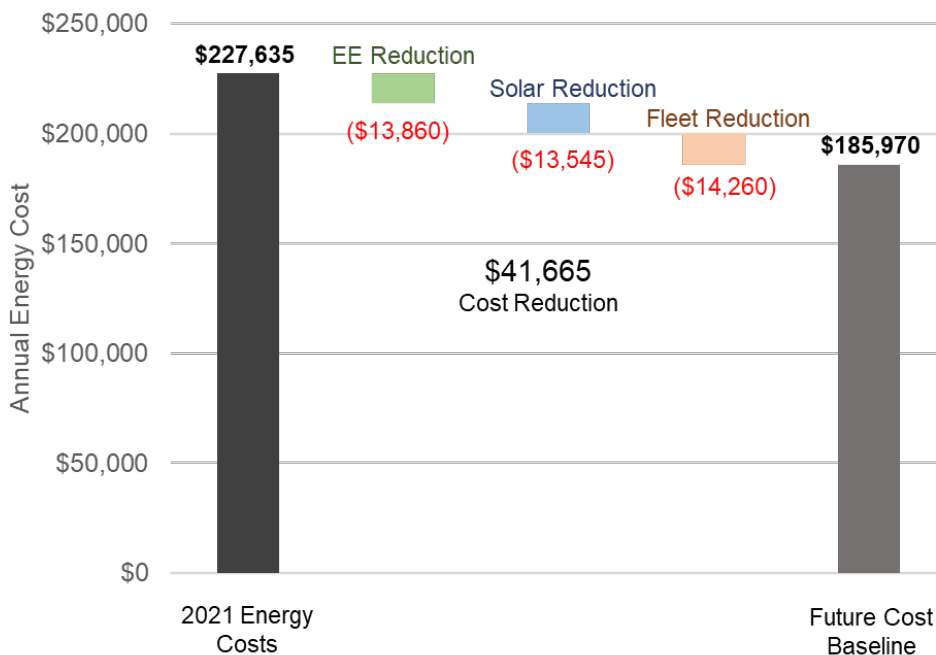


Figure 2 illustrates the potential cost reduction from implementing the recommended measures from this plan. Energy efficiency leads to \$13,860 savings, solar installations lead to \$13,545 savings, and fleet conversions to EVs lead to \$14,260 savings. This amounts to a 18% reduction in cost, or roughly \$41,000 savings.

Figure 2. Potential cost reduction from recommended actions



Glossary

Battery energy storage system (BESS): Equipment that is able to store energy and then release it when needed for use. These are often lithium-ion batteries.

Direct pay: A provision in the Inflation Reduction Act that makes non-taxable entities eligible for tax credits for clean energy items (including renewable energy and alternative vehicles)

Energy walkthrough: Assesses how a building currently uses energy and identifies opportunities to reduce the building's energy consumption.

Electric vehicle (EV): vehicles; cars, trucks, and buses powered by a battery and electricity

Focus on Energy: Wisconsin's statewide program to increase energy efficiency and renewable energy use among residents, businesses, and local governments.

Heat pump: Single heat pump replaces both furnace and an air conditioner; fueled only by electricity and very efficient

Internal combustion engine (ICE): Conventional gasoline or diesel vehicles

Inflation Reduction Act (IRA): Federal law passed in 2022 that directs significant funding to clean energy and climate solutions. A portion of funding is directed at local governments through rebates or grant programs.

Microgrid: A group of interconnected loads and energy resources that can connect and disconnect from the grid. Can operate as part of larger group or on its own.

Net metering: Billing mechanism that credits solar energy owners for electricity added to grid

Non-taxable entity: An entity that is not required to pay income taxes. Includes nonprofits, local and state governments.

PV: Photovoltaic solar energy; converts energy from the sun to electricity

Renewable energy: Energy that is generated from a naturally replenishing resource that does not release carbon, such as solar energy, wind energy, or geothermal.

Total cost of ownership (TCO): Total cost of owning equipment, including upfront cost, any energy or maintenance costs, and resale forecast

Introduction

For more than a decade, the City of Waupun has been committed to lowering its energy use and carbon impact. In 2009, the City signed a resolution for a 25% reduction in energy use by 2025. In 2018, the City reconfirmed its commitment with a resolution to reduce energy use in municipal operations by 5% in five years, and then quickly met that goal by upgrading lighting across city buildings.

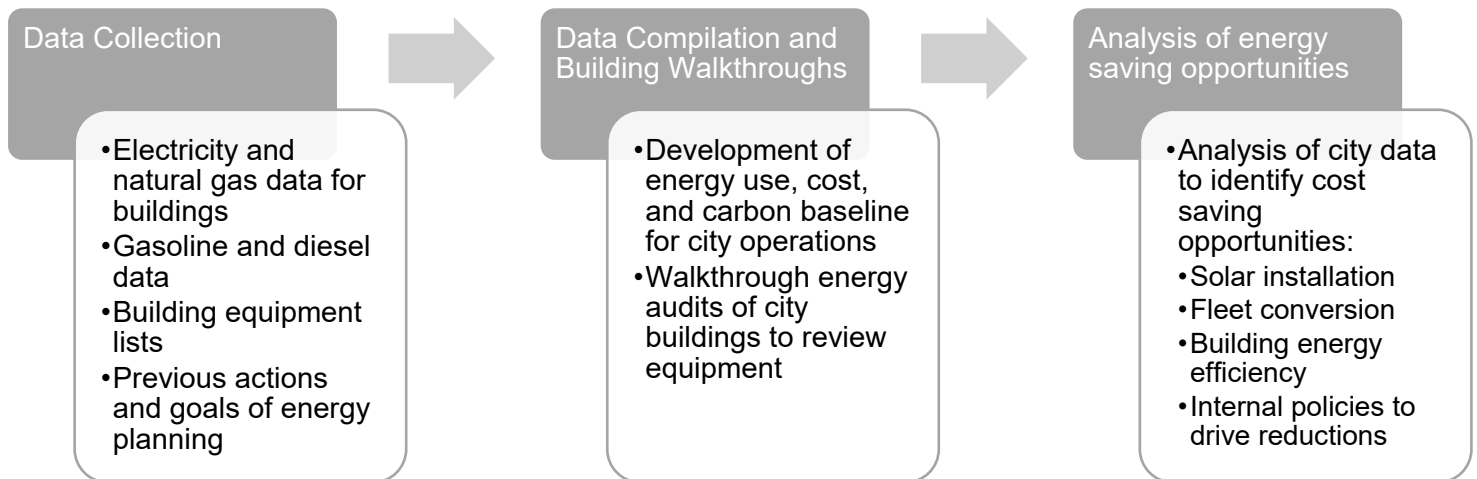


In 2021, the City identified the benefit of developing an energy plan that would identify and prioritize energy-saving measures for municipal operation. The City applied for and was awarded a planning grant from the State Office of Energy Innovation (OEI) at the Public Service Commission to complete this work.

Over the past year, the City of Waupun worked with Slipstream and Waupun Utilities to compile current energy, building, and fleet data. Slipstream, a nonprofit, served as the technical energy advisor to the City. The project process included collection of energy use from buildings and fleet, compilation of energy data to develop an energy baseline, energy walkthroughs at three city facilities, and analysis of energy data to identify cost-savings opportunities for renewable energy, fleet conversions, and building energy efficiency.

This document details the City's energy plan. It starts with a summary of the baseline energy profile for City of Waupun buildings and fleet. It then provides recommendations for building efficiency upgrades, solar installations on city facilities, and fleet upgrades to electric vehicles.

Figure 3. Overview of planning process



Baseline Data

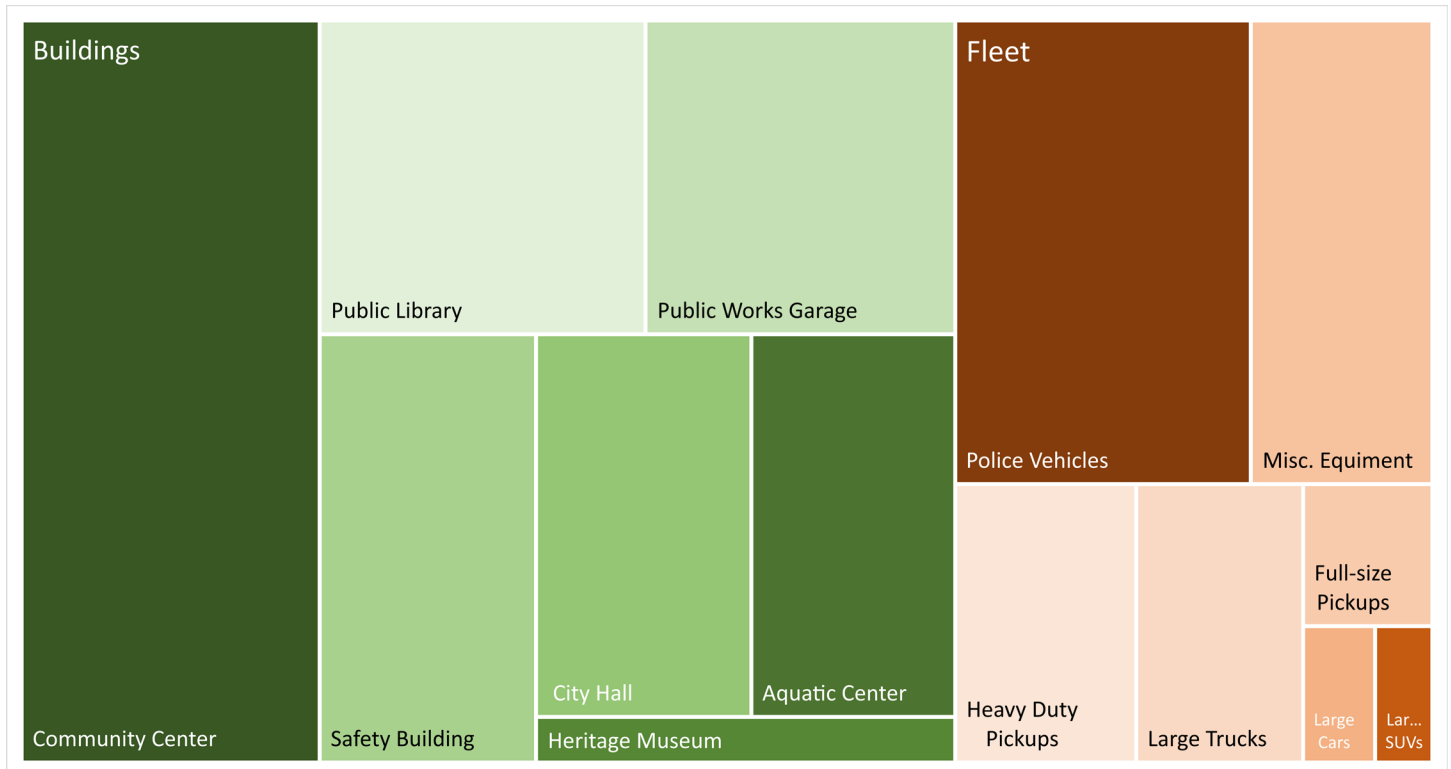
The City of Waupun has seven municipal buildings or roughly 150,000 square feet of buildings, and an eighth building in the design and construction process. The City also owns 35 fleet vehicles – including police vehicles, dump trucks, pickup trucks, lawnmowers and passenger SUVs or cars. The City currently has no renewable energy installations and only owns internal combustion (ICE) vehicles. The energy use of these buildings and vehicles amounts to roughly 1,138 metric tons of carbon dioxide (CO₂) emitted a year and roughly \$227,635 a year. Table 2 provides the breakdown of costs and carbon across each existing building and for fleet.

Table 2. Annual emissions and costs by source (2021 data)

Source	CO ₂ Emissions (metric tons)	Percent of Total Carbon	Cost
Waupun Aquatic Center	107	9%	\$16,955
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Total	1,138	-	\$227,635

The total cost for energy purchases varies across buildings and fleet based on hours of occupancy, efficiency of the building or vehicle stock, cost of the energy, and size of the building or number of vehicles in a category. Figure 4 illustrates the relative cost impact across the two main categories of energy use (buildings in green and fleet in orange). The Community Center/Hockey Rink has the largest energy cost contribution for buildings and police vehicles have the largest contribution across all fleet.

Figure 4. Annual energy cost impacts of City buildings and fleet



Recommendation Overview

Slipstream analyzed potential opportunities to lower energy use, reduce carbon emissions, and save money across fleet conversions, solar installations, and energy efficiency improvements in city buildings. For each of these areas, the team identified recommendations for near-term installations or upgrades and recommendations for ongoing internal policies for purchasing, new construction, and operations. The recommendations focus on both near-term upgrade opportunities and ways to institutionalize progress to ensure savings continue into the future.

The recommendations are split into three primary categories – energy efficiency upgrades, solar upgrades, and fleet upgrades or conversions. We recommend the City prioritize a few upgrades each year starting with the following:

- Install priority energy efficiency measures for buildings over the next two years.
- Install solar at one or two buildings in the next couple of years. Prioritize a building where demonstration to public is also possible (Waupun Library or City Hall).
- Purchase electric vehicles for two to three large passenger vehicles in the next two years.
- Begin to develop and institute standard operating and purchasing guidelines to help institutionalize the plan and City’s commitment to these efforts.

Figure 5 provides the overview of the recommendations by category. The following sections of the report provide into more detail on each of the recommendations. Funding opportunities for each of the recommendations are also presented in detail.

Figure 5. City of Waupun Recommended Energy Actions

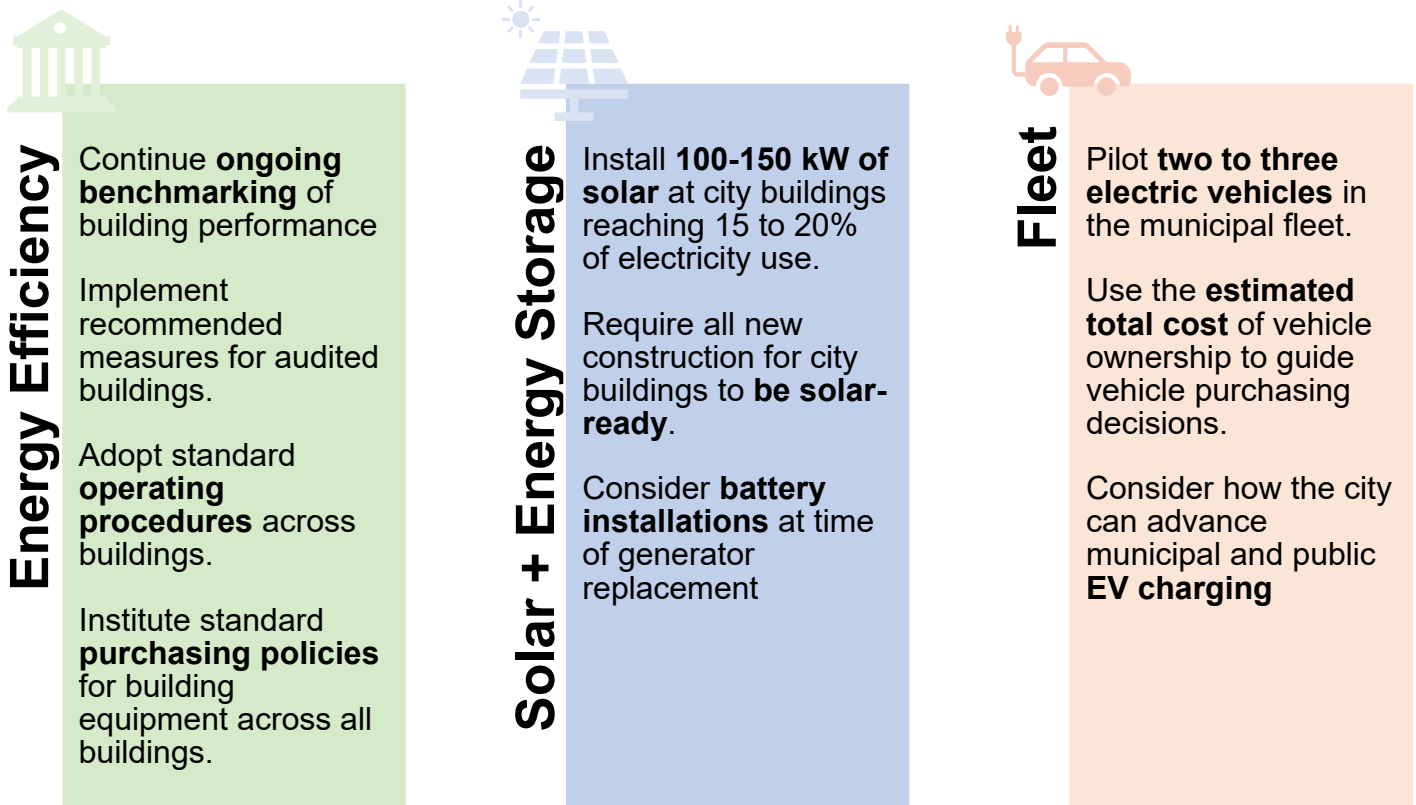


Figure 6 illustrates the potential cost reduction from implementing the recommended measures from this plan. Energy efficiency leads to \$13,860 savings, solar installations lead to \$13,545 savings, and fleet conversions to EV's lead to \$14,260 savings. This amounts to a 18% reduction in cost, or roughly \$41,000 savings. The energy efficiency reduction includes all savings from recommended end-of-life equipment replacements, fleet reduction includes savings from transitioning all vehicles with eligible alternatives to EVs, and solar reduction includes installation of all recommended arrays.

Figure 6. Potential cost reduction from recommended actions

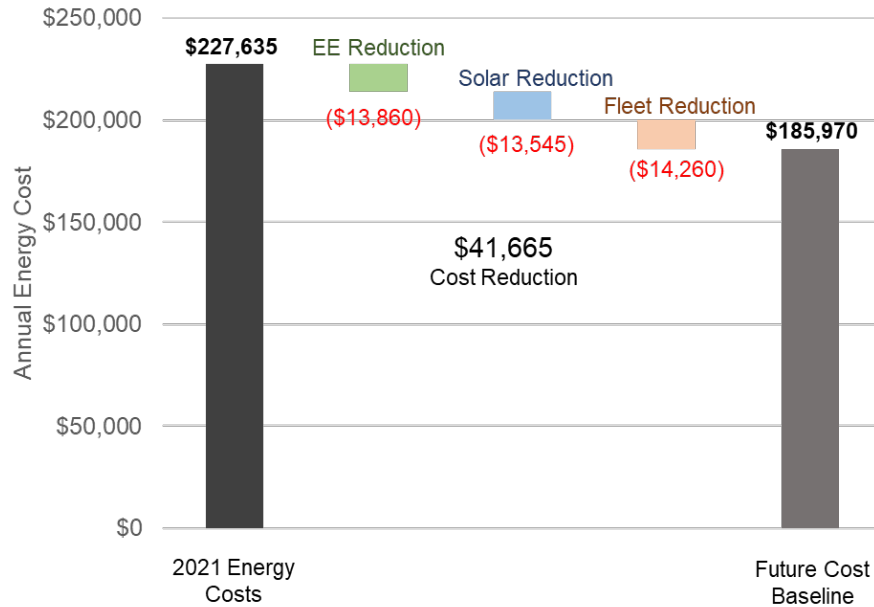
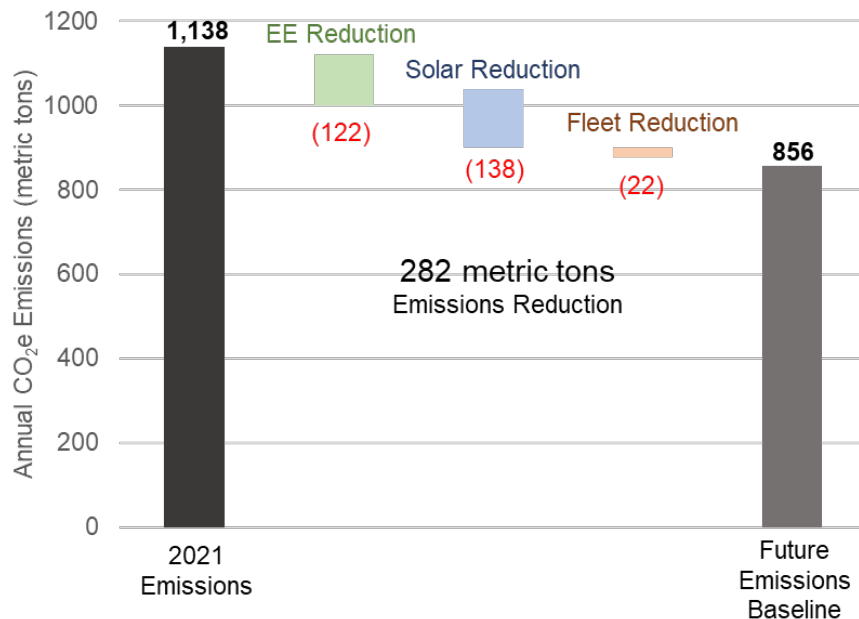


Figure 7 illustrates the potential CO₂ reduction from implementing the recommended measures from this plan. Energy efficiency installations leads to 122 metric tons of savings, solar installations lead to 138 metric tons of savings, and fleet conversions leads to 22 metric tons of savings. This amounts to a 25% reduction in carbon, or 282 metric tons of savings. As Waupun Utilities continues to transition to renewable energy and more vehicles and building equipment transitions to electricity, further reductions in CO₂ emissions will be possible.

Figure 7. Potential CO₂ reduction from recommended actions



Energy Efficiency Recommendations

Recommendations

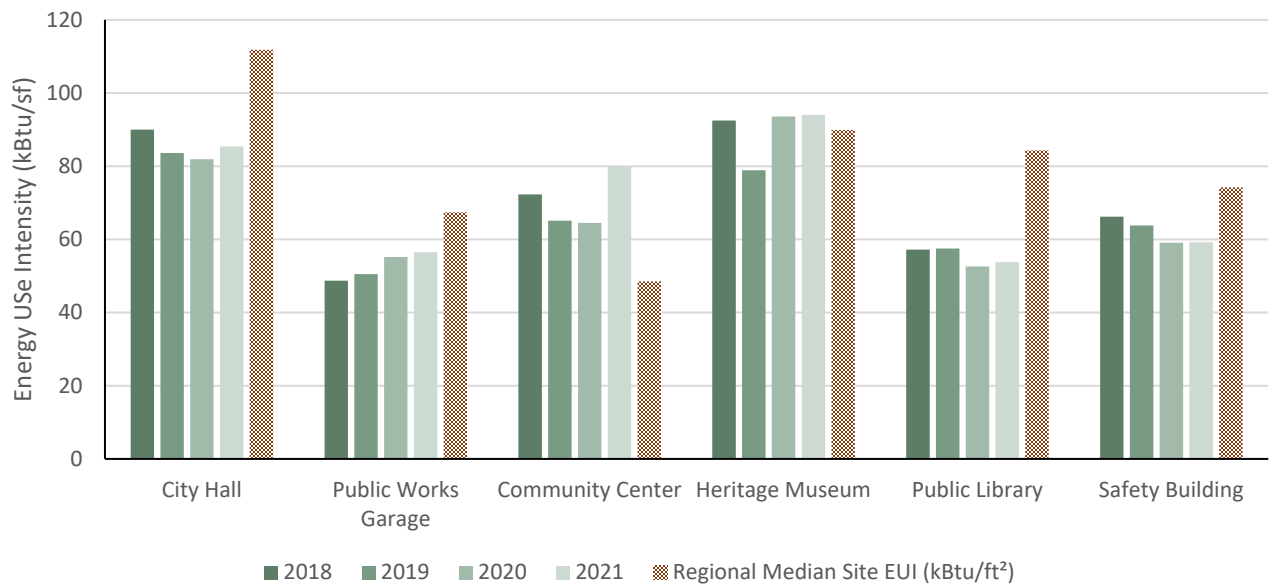
- Continue benchmarking building energy performance.
- Implement recommended measures for buildings to achieve near-term savings.
- Adopt standard operating procedures across buildings.
- Institute standard purchasing policies for building equipment across all buildings.

Recommendation 1: Continue ongoing benchmarking of building performance

The energy performance of buildings can be tracked by examining energy use intensity over time or in comparison to other buildings, through a process called benchmarking. Energy use intensity (EUI) is a metric that shows the building's total energy use divided by square feet of the building and provides a standard approach to examine the energy performance of a building.

Figure 8 illustrates the energy use intensity of all Waupun city buildings over time and compared to the median energy use intensity of similar buildings in the climate zone. The Aquatic Center is not included in the graph as it is difficult to normalize a pool's energy use using square feet data. In general, the buildings all perform well compared to the median energy use intensity for similar types of buildings and are relatively consistent over time. The Community Center performs slightly worse than the median EUI – which likely reflects its joint operation as a hockey rink and the high electricity use from the rink. For the other buildings, the strong performance of the EUIs reflects the recent efforts by Waupun to lower energy use across buildings but does not suggest that there are not further opportunities to lower energy use and save money.

Figure 8. Energy use intensity of city facilities compared to median energy use intensity of similar buildings in same climate zone



Continuing to benchmark the City's buildings over time is a key mechanism to address unexpected changes in energy use, identify maintenance needs, and measure progress toward energy saving goals. EnergyStar Portfolio Manager is a free tool that provides a centralized location for data collection and the ability to benchmark against a national sample of similar building types. The City of Waupun started adding data to the website during this project timeline and the project team recommends that the City continue adding data at least annually to the tool.

Recommendation 2: Implement recommended measures for walkthrough buildings

The project team performed energy walkthroughs at two buildings, the Safety Building and the Library. The team also examined City Hall's heating system. Slipstream then developed energy models to provide a representative assessment and estimate savings opportunities. The models were informed by onsite review of equipment, the condition of the facilities, code requirements at time of construction, and typical meteorological year weather data.

Measure costs were based on past project experience, secondary research, and industry reference materials. These estimates intend to inform prioritizing improvement measures. Actual energy savings from the recommended improvements will be highly dependent on the weather and actual building operation costs. Further engineering and final pricing of all recommended measures will be required prior to implementation.

New LED lighting was installed in all City buildings in 2019. Based on our walkthrough of the buildings, building systems seem well maintained, although some equipment is near end-of-life and should be replaced.

Table 3 illustrates the recommended measures across the three audited buildings. The measures are organized by high priority vs end-of life (EOL) priority. The high priority measures are items with short payback periods or significant savings. End-of-life are upgrade recommendations for when equipment reaches replacement age. A maintenance refresh is installation of low to no-cost items like new filters, air sealing around windows or doors, or installing weatherstripping.

Table 3. Overview of recommended measures

	CITY HALL	LIBRARY	SAFETY BUILDING
PRIORITY	Steam trap review/study Steam pipe insulation	Maintenance refresh Low flow plumbing fixtures	Maintenance refresh Limit electric space heaters Low flow plumbing fixtures Retro-commissioning
END OF LIFE	Upgrade steam boiler system.	Upgrade building insulation Air sealing Upgrade windows Upgrade HVAC units ENERGY STAR appliances	Upgrade windows Upgrade HVAC units ENERGY STAR appliances

Table 4 details the upfront cost, annual cost savings, payback period, and annual CO₂ savings. The upfront cost is estimated and does not include incentives. It is recommended that the City discuss potential incentives with their Focus on Energy representative. Payback period is calculated as total upfront cost divided by annual cost savings. The end-of-life measures payback period is not included as it depends on incremental cost compared to the other option being considered at replacement time.

The library's high cost is reflective of a higher window replacement cost and added cost for wall insulation, both at EOL. The high cost for City Hall reflects the complexity of the steam boiler replacement. It is an estimated cost, and the historic characteristics of the existing system may increase these costs significantly. Appendix 1: Individual Building Results has a full description for each walkthrough building.

Table 4. Cost and carbon savings from recommended measures

	Upfront Cost (\$)	Annual Energy Cost Savings (\$)	Percent Cost Savings	Annual CO ₂ Savings (tons)	Percent CO ₂ Savings	Average Payback
Library	>\$345,350	\$5,600	17%	36.3	29%	-
Priority Measures	\$50	\$270	1%	1.6	1%	<1 year
EOL Measures	>\$345,300	\$5,330	16%	34.7	28%	-
Safety Building	\$60,400	\$3,300	16%	21.1	16%	-
Priority Measures	\$10,700	\$2,600	13%	17.2	13%	3 years
EOL Measures	\$49,700	\$700	3%	3.6	3%	-
City Hall	>\$556,400	\$4,000-\$6,100	18%-28%	45.3 – 65.0	34% - 49%	-
Priority Measures	\$6,400	\$4,000	18%	29.6	22%	2
EOL Measures	>\$550,000	\$0-\$2,100	0%-10%	15.8 - 35.5	12% - 27%	-

Recommendation 3: Institute a standard operating policy at all buildings

The operation of a building and the behavior of building occupants, has a significant impact on building energy use. Operational policies can have impacts beyond energy use, most notably the potential to impact occupant comfort and productivity. We recommend that City of Waupun develop policies that define clear rules and standards for the operation of municipal buildings.

These types of policies are a way to potentially save energy without spending money on new equipment or controls. However, they need to find the right balance between energy performance and occupant comfort and safety. To that end, we recommend that along with operational policies, the City of Waupun set up the appropriate communications channels so that building occupants can provide ongoing feedback.

Figure 9 provides a full list of items to consider for an operating policy. In the walkthroughs at the City of Waupun, we identified a few areas where standard operating procedures could lead to potential savings. One item to highlight is establishing setpoints and setbacks for occupied and unoccupied times. Some buildings already follow this practice but instituting across buildings could lead to additional savings and ensure that the policy continues to be followed through potential staff changes.

Another recommendation is to consider how many individual pieces of equipment are in offices and consider if there are ways to consolidate or eliminate some pieces of equipment. For example, as improvements in heating comfort at buildings are made, the removal of space heaters can reduce electricity use in the winter.

Figure 9. Operating policy examples

Operational Policies	Maintenance	Follow regular maintenance schedule for buildings and equipment.
		Change air filters on regular basis.
		Ensure air-conditioning units maintain refrigerant charge.
	Heating, ventilation, and air conditioning (HVAC) systems	Establish temperature setpoints and setbacks for occupied and unoccupied times.
	Keep a list of operating parameters, including the temperature set points and operating schedule for each piece of equipment. Keep the list in a visible location to make sure equipment is programmed correctly.	
	Post guidance on when operable windows can be opened based on room thermostat setpoints. For example, assuming thermostats are set from 70 degrees to 75 degrees, building occupants should have clear direction that they can open windows between 68-77 degrees outdoor temperature.	
	Create communication channels for building occupants to provide feedback on comfort or operational issues. A regularly administered survey can be useful to gather additional feedback on occupant comfort.	
Plug loads	Develop a policy that prohibits or limits the use of individual fridges, space heaters, printers, and other peripheral equipment at workstations. Consider ways to consolidate the number of fridges and printers across the building.	
	Implement computer power management on staff computers using a 30 minute or less delay before putting computers to sleep.	
	Implement TV sleep requirements to ensure TVs are not running all day.	
Lighting	Promote or incentivize occupants to turn off switched lights when not in use.	

Recommendation 4: Institute a standard purchasing policy for future upgrades at all buildings

There are opportunities to increase building efficiency with any new piece of equipment that uses energy. In limited cases, it may make sense to upgrade equipment early; but more importantly, the decision at replacement is important and impacts energy use for decades. We recommend that purchasing policies be put in place such that all municipal employees that are responsible for purchasing such equipment have a clear guideline as to what is an acceptable purchase to meet the municipal energy goals.

Figure 10 summarizes the purchasing recommendations.

Figure 10. Purchasing policy example items

Purchasing Policies	Heating, ventilation, and air conditioning (HVAC) systems	Consider installation of air source or dual-fuel heat pumps to replace HVAC systems.
		Install a minimum of condensing furnaces and boilers with efficiency higher than 95%.
		Install a minimum of ENERGYSTAR certified AC with SEER2 ≥ 15.2 . Refer to CEE Tiers for energy efficient equipment for larger cooling equipment like RTUs.
		Install smart thermostats with occupancy sensors to setback temperatures.
		Consider installing or upgrading the building automation system when replace major equipment.
Appliances and other equipment	Purchase ENERGY STAR equipment to replace office equipment and water heaters.	
	New windows should meet or exceed ENERGY STAR requirements. Large commercial windows or store front windows should target U-value of 0.3 and SHGC of 0.25.	
	Consider replacing water heaters with hybrid electric water heaters.	
Lighting	Consider addition of daylighting and occupancy controls for LED systems.	

Electrification Considerations

Electrification is the process of phasing out equipment that uses fossil fuels (i.e., natural gas, propane, gasoline, and diesel fuel) with equipment that uses electricity. For Waupun, this is applicable to heating systems and water heating systems in most buildings. The main benefit of electrification is a reduction in CO₂ emissions compared to fossil-fuel equipment. CO₂ emissions from electric equipment will continue to drop as the electric grid becomes cleaner while gas equipment will maintain a constant emissions rate throughout time.

Historically, heat pumps have been more expensive than high-efficiency natural gas systems. However, state and federal incentives and changing energy costs are causing heat pumps to become more cost competitive. As the costs on heat pumps continue to drop, the City should consider heat pumps as an option for future HVAC and water heating upgrades. The City should review the incentives available, the resulting overall cost and CO₂ differential between heat pumps and natural gas systems when replacing existing equipment. Table 5 lists the heat pump options for existing systems across Waupun buildings. It's recommended to start with furnace split-systems and potentially the City Hall boiler.

Table 5. Heat pump system options for existing systems in Waupun buildings

Existing System	Heat Pump System	Notes
Furnace and A/C Split System	Dual-Fuel Air-Source Heat Pump	A cost-effective electrification option that still uses gas but electrifies heating at temperatures above 25°F.
	Air-Source Heat Pump	Full electrification option.
Steam Boiler System	Air-Source Variable Refrigerant Flow (VRF)	Suitable for historic retrofit applications.
	Geothermal heat pump system	Requires land for geothermal bore field. Inflation Reduction Act offsets 30% to 50% of the cost.
Single Zone RTU	Heat-Pump RTU	Emerging technology.

Renewable Energy Recommendations

Recommendations

Install 100-150 kW of solar at city buildings to generate 15 to 20% of the City's electricity use.
 Require all new construction for city buildings to be solar-ready.
 Consider battery installations at time of generator replacement.

Recommendation 1: Install 100 – 150 kW of solar at city buildings

Solar energy installations are a cost-effective way to reduce carbon emissions and generate cost savings for the City. The analysis examined all City buildings for solar installations and identified four buildings that were good candidates for solar installations. The analysis incorporated available space at each building, hourly historical data for the building, and the current utility rates.

Table 6 provides the solar array capacity recommendations, percent renewable electricity for each site that the system would generate, and a simple payback period. The solar array size is determined by examining available roof space, hourly energy use of the building, and cost effectiveness. The payback period is calculated by dividing yearly utility bill savings by the net upfront cost. The annual cost savings represent utility bill savings. Both the energy cost savings and payback period are demonstrated as a range – the low value assumes current electric rates and high value applies a 1% increase yearly. The CO₂ savings represent annual emissions avoided.

Table 6. Solar PV installation recommendations for Waupun city buildings

Building	Size (kW dC)	Percent Renewable Electricity	Payback (Years)	Annual CO ₂ Savings (metric tons)	Annual Energy Cost Savings
City Hall	26	42%	12.6 - 14.4	20	\$2,906 - \$3,316
Library	45	38%	13 - 14.9	41	\$2,894 - \$3,302
Public Works	43	45%	14.5 - 16.6	39	\$3,524 - \$4,021
Safety Building	26	22%	15.8 - 18	19	\$4,222 - \$4,817

The costs for each of the solar installations are in Table 7. The estimated upfront cost is \$2,500 per kW for solar installations but it should be noted that only final bids can give actual costs for each installation. The Focus on Energy incentives represent local utility incentives available for installations of solar and is based on the size (generating capacity) of the solar array. Cities are eligible for the Inflation Reduction Act tax credits through elective pay, a provision that allows non-taxable entities to receive clean energy tax credits (see Funding Opportunities for Recommendations). The credit is 30% of the total upfront cost. Net cost represents total cost after the state incentives and tax credit is applied.

Table 7. Cost details of solar PV installations for Waupun city buildings

Buildings	Total Upfront Cost	Focus on Energy Incentives	IRA Tax Credit	Net Cost
City Hall	\$65,000	\$3,750	\$19,500	\$41,750
Library	\$112,500	\$6,125	\$33,750	\$72,625
Public Works Garage	\$108,539	\$5,927	\$32,562	\$70,050
Safety Building	\$65,000	\$3,750	\$19,500	\$41,750

The full recommendations for each building, including placement of solar panels and input details are included in Appendix 2: Solar Methodology and Details.

Recommendation 2: Require all new construction for city buildings to be solar-ready.

Design characteristics of buildings – such as orientation, available roof space, and roof type – greatly impact the feasibility of future solar installations on a building. A solar-ready building is designed to minimize costs and optimize production of a future solar installation. The added design requirements often add minimal, if any, construction costs for a new building. The main design recommendations are listed below and can be integrated into design requirements for the construction or design firms¹:

1. Avoid shading over portions of the roof with potential southern exposure during peak sunlight hours, if possible
2. Minimize and/or cluster equipment on rooftop to ensure space is available for solar panels
3. Prioritize making roof space available for south-facing portion of roof
4. Consider roof type to ensure it can carry extra load from solar panels
5. Determine mounting strategy and feasibility
6. Place electrical panel near future PV location and keep breaker free for PV circuit
7. Consider running electrical conduit from electrical panel to future PV location
8. Plan locations for inverter components



¹ L. Lisell. 2009. "Solar Ready Buildings Planning Guide." <https://www.nrel.gov/docs/fy10osti/46078.pdf>

Recommendation 3: Consider battery energy storage systems at generator replacement.

Fossil fuel generators have been the most common solution for resiliency needs at a building because of their ability to run during power outages and relatively low upfront costs. However, generators alone often are restricted by code from running during normal operations. Instead, battery energy storage systems (BESS) paired with solar PV, operating as a microgrid, are increasingly used as the primary backup system because they provide benefits during normal operations and provide backup power during emergencies. The inclusion of solar PV with the battery allows for recharging of the battery during grid outages, and for additional energy cost savings during normal operations.

The U.S. Department of Energy (DOE) defines a microgrid as “a group of interconnected loads and distributed energy resources within clearly defined electrical boundaries that acts as a single controllable entity with respect to the grid. A microgrid can connect and disconnect from the grid to enable it to operate in both grid-connected or island-mode.”²

The primary concern with BESS is cost. As costs continue to decline, BESS is becoming a viable option especially for new construction or at generator replacement. From 2010 to 2018, battery prices fell by 85%, and costs are predicted to continue to decline at a rate of 18%.³ The U.S. National Renewable Energy Lab (NREL) estimates that a BESS costs \$388 per kWh of energy and \$775 per kW of capacity, compared to a diesel generator at \$500 per kW of capacity.⁴ For a BESS, the per kW and per kWh costs are additive— a one kW, one kWh battery would cost approximately \$388 plus \$775, or \$1,063.

As costs continue to fall, microgrids are important to consider when replacing a generator or constructing a new building. Figure 11 includes a checklist for items to consider at time of generator replacement.

Figure 11. Microgrid considerations checklist

Consider batteries where backup power is needed	At time of generator replacement or purchase, compare upfront equipment costs, ongoing operation and maintenance costs, the potential energy and demand cost savings, and performance requirements to determine best option.
Utilize microgrid ready design during renovations and construction	Similar to solar-ready, microgrid-ready design spreads out costs and ensures a building is ready for a battery in the future. Key considerations include physical space for a battery and making sure solar inverters are compatible if solar is installed first.
Consider energy efficiency and demand management to decrease solar and storage capacity needs	When sizing a BESS, the baseline load is the single most important factor. If there are ways to decrease total energy use through energy efficiency and demand management, this can allow for a smaller and less costly system.
Consider length of outage system needs to cover	The length of outage for the system to cover is a key input in determining backup system size. It's important to think through functions of the building and how those relate to number of hours a system should cover.
When sizing DER components, determine the critical loads at the facility	The amount of load that must be sustained during an outage is a key factor in the size of storage required. Stakeholders familiar with the building load and needs can estimate which functions should be considered critical load.

² Ton and Smith, “The U.S. Department of Energy’s Microgrid Initiative.”

<https://www.energy.gov/sites/prod/files/2016/06/f32/The%20US%20Department%20of%20Energy%27s%20Microgrid%20Initiative.pdf>

³ Goldie-Scot, “A Behind the Scenes Take on Lithium-Ion Battery Prices.” <https://about.bnef.com/blog/behind-scenes-take-lithium-ion-battery-prices/>

⁴ S. Mishra et al., “The ReOpt Web Tool User Manual,” 2021. <https://reopt.nrel.gov/tool/reopt-user-manual.pdf>

Fleet Recommendations

Recommendations

Pilot 2-3 electric vehicles in the municipal fleet.
 Use estimated total cost of vehicle ownership to guide purchasing.
 Consider how the City can advance municipal and public EV charging.

Recommendation 1: Pilot 2-3 Electric Vehicles in Municipal Fleet

The City of Waupun’s current fleet includes 17 gasoline-powered vehicles and 15 diesel-fueled vehicles. Table 8 shows fuel use, miles driven, and miles per gallon in 2021 across seven vehicle categories. It excludes fuel use for off-road equipment. Police vehicles include small and mid-sized SUVs. These vehicles were grouped together to reflect the unique use patterns and shorter replacement schedules.

Table 8. City of Waupun fleet vehicle baseline

Category	Number of Vehicles	Fuel Purchased (gallons)	Fuel cost	Emissions (metric tons CO ₂)	Miles Driven	Avg MPG
Large Sedan	2	597	\$2,135	5.1	15,750	26.4
Large SUV	1	475	\$1,699	4.0	5,795	12.2
Full-size Pickup	4	1,116	\$3,992	9.5	15,774	14.1
Heavy Duty Pickup	9	2,674	\$10,958	26.1	26,954	10.1
Police SUVs	8	8,330	\$29,798	71	120,107	37
Large Truck	7	2,361	\$10,102	24.1	13,753	5.8
Street Sweeper	1	1,114	\$4,766	11.4	3,316	3.0
Total	32	20,173	77,000	183	201,449	12.0

EVs offer several advantages compared to diesel or gasoline vehicles (see sidebar). EVs have similar performance capabilities as gasoline vehicles and the range of new EVs satisfies most city needs. Typical daily mileage for most City vehicles is less than 40 miles and most EVs can drive over 200 miles before they need to be recharged. Therefore, assuming that City vehicles rarely travel more than 200 miles per day, City vehicles may primarily be charged when off-duty. To identify alternatives to save money and reduce emissions compared to the existing vehicles, the project team focused on opportunities for Waupun to replace its existing cars and trucks with EVs.

To ease into the transition to EVs and address potential concerns about driving and maintaining an EV fleet, the project team recommends that the City of Waupun start by replacing 2-3 existing vehicles ready for replacement with EV alternatives. This pilot approach would include three components:

1. Replace a limited number of vehicles in the City’s existing fleet with EV alternatives.
2. Install EV charging stations to fuel the vehicles in the pilot
3. Train staff to drive and maintain EVs, as applicable.

During the 12–18-month pilot period, the City will track the cost and amount of electricity used to charge the EVs, the maintenance requirements, and any feedback from drivers on their experiences driving the cars. The City can use this information to guide how it adds more EVs into its municipal fleet in the future.

Benefits of EVs



Lower fuel cost (\$/mile) than gasoline or diesel vehicles.



Maintenance costs 50% lower compared to gasoline or diesel vehicles.



Reduce CO₂ emissions 40% - 55% with current electricity mix.



Lower energy use while idling reduces engine wear and saves money

Pilot Component 1: Replace existing fleet vehicles with EVs

The first component of the pilot is to replace 2 to 3 existing vehicles with EV options when the current vehicles reach replacement age. The project team analyzed fleet data to identify which vehicles have cost-competitive electric options compared to conventional vehicles, are near-replacement age, and had similar performance capabilities of gasoline vehicles.

The project team started by reviewing available EVs to determine which vehicle categories have market-ready EV alternatives, and then calculating incremental cost and payback periods to identify which categories are feasible for adoption in the near-term. More details on this analysis methodology are available in Appendix 3: Fleet Analysis Methodology.

Table 9 shows the four vehicle categories in Waupun's fleet for which EVs are available and are currently cost-competitive with gasoline-powered alternatives. The current vehicle column shows an existing vehicle in that category in Waupun's fleet, and the new gasoline vehicle benchmark lists the approximate cost and fuel efficiency rating for a new conventional vehicle in the same category. The EV incremental cost is the difference between the cost of the new conventional vehicle and the cost of the corresponding EV. It includes the expected reduction in cost from Inflation Reduction Act credits (up to \$7,500) for each vehicle.⁵ The cost savings per mile is the reduced per mile cost of fueling and maintaining the EV instead of the conventional vehicle. Miles for financial payback indicates the number of miles and years after which the cumulative benefit of the lower cost of driving the EV would surpass the higher cost of purchasing the EV.

Table 9. Potential EV Alternatives by Vehicle Category

Category	Current Vehicle	New gasoline vehicle benchmark	Ex. EV Alternative	EV Incremental Cost	Cost Savings/Mile	Miles for Financial Payback
Large Sedan	Chevrolet Impala	31 mpg \$30,933	Ford Mach-E	\$4,600	\$0.088	52,000
Large SUV	Chevrolet Tahoe	17 mpg \$54,200	Mazda CX-90 PHEV	\$0	\$0.143	0
Police Patrol	Ford Explorer	20 mpg \$41,800	Ford Lightning Pro SSV ⁶	\$10,700	\$0.123	87,000 (~5.5 years)
Full-size Pickup	Chevrolet Silverado 1500	20 mpg \$41,800	Ford F150 Lightning	\$8,500	\$0.123	70,000 (~17.7 years)

Based on this analysis, commercially available EVs in the four categories shown in Table 9 could replace 47% of the City's on-road vehicles. Nine Waupun vehicles are 11 or more years old and are in a category for which a cost-competitive EV is available.

Instead of an immediate full transition, the Project team recommends initially purchasing 2-3 EVs through the City's regular vehicle replacement process and collecting data and stakeholder feedback to inform how it transitions additional vehicles. Potential candidates for replacement with an EV include a 2008 Chevrolet Impala (large car), a 2003 Chevrolet Silverado 1500, and a 2016 Ford Explorer, used as a police patrol vehicle.⁷ Replacing the three vehicles recommended for the pilot with the corresponding EV alternatives shown in Table 9 would generate \$3,180 in annual operating cost savings and avoid 4 tons of CO₂ emissions. This amounts to roughly an over 50% reduction in costs and almost a 35% reduction in emissions. The emissions reduction would be even larger with the addition of solar at the buildings.

If outside factors prevent one or more of the recommended vehicles from being replaced with an EV, other similar vehicles owned by the City should be considered.

⁵ The value of any available Federal tax credits are applied to the EV MSRP to calculate the EV incremental cost.

⁶ Based on feedback from City of Waupun, we model an option for replacing police vehicles with F150s. Another option is to replace with Ford Mach-E SUVs.

⁷ Due to demand vehicle use patterns and high-performance requirements, police patrol vehicles have a shorter vehicle replacement cycle compared to other types of vehicles.

Pilot Component 2: Install EV Charging Stations

The City will need to install adequate EV charging stations so that its vehicles can be sufficiently charged to meet their daily service requirements. Level 2 charging stations require 240V electric service and can fully charge a vehicle in 4-10 hours, depending on the battery capacity of the vehicle. Level 1 chargers use standard 120V electric service, but are unable to fully recharge a battery overnight, while Level 3 chargers can fully recharge a vehicle in less than 30 minutes but are much more expensive than Level 2 chargers. Table 10 summarizes the three levels of EV charging stations.

The costs shown for Level 1 and Level 2 chargers in Table 10 indicate typical ranges for the combined cost of the station hardware, electrical upgrades, and electrician labor to install each EV charging port. The hardware cost for Level 2 charging stations is modest; however, installing conduit between existing electrical panels and the location of the charging station and upgrading electrical service (if necessary) can add complexity and expense to installing the stations. Due to the wide variation in the costs of installing the high voltage electrical service for Level 3 stations, the cost listed for Level 3 stations only represents the material expenses.

Table 10. EV Charging Station Types

Charger type	Range miles per charging hour	Uses	Installed cost per port (est.)
Level 1 (120V AC)	~5	Home charging	~\$1,200 - \$1,500
Level 2 (240V AC)	~25	Home, workplace, and public charging (most common)	~\$1,500 - \$4,200
Level 3 (DC)	200+	Public charging; transportation corridors	~\$20,000 - \$150,000 (Hardware only)

Based on the understanding that the pilot vehicles will typically be off-duty overnight, we recommend installing Level 2 chargers at the Safety Building and at the DPW Garage. In planning for EV chargers at these locations and other municipal facilities in the future, the project team recommends the following:

- Assess total future electrical service needs when upgrading for new vehicle charging stations. When planning for any electrical service upgrades or laying of new conduit, assess total potential electric vehicles that may be stationed at the location and the corresponding associated number of charging stations needed. Support long-term cost savings by including future needs in current upgrade plans.
- Consider how many vehicles a single charger can support. In Waupun, average daily miles driven for vehicles recommended for replacement suggests that EV alternatives may not require daily charging,⁸ thus allowing one level 2 charging station to support two or three EVs. However, the City may choose to plan for a worst-case scenario and install one level 2 charger per EV that it purchases so that all vehicles can charge simultaneously.



⁸ Statement is based on a finding that the average miles driven per workday for most City vehicles is less than half of the advertised driving range between charges for typical EV models.

Pilot Component 3: Train city staff to drive and maintain electric vehicles

City staff who drive an EV during the pilot may have questions about the vehicle's driving range, how to charge the vehicle, when the vehicle should be charged, and any differences between driving an EV and driving a conventional vehicle.

To help answer these questions, the City should identify an EV ambassador - either a staff person or a dealership representative. The ambassador can provide a brief EV orientation to discuss the benefits of the vehicles and answer any remaining questions. After the pilot, those staff who drove the pilot EV may take on the roles of "EV ambassador" as additional staff start using the electric vehicles. The City should prepare a draft of an internal policy document that outlines rules for using the EVs. At a minimum, the rules and supporting materials should provide for:

- Prohibiting non-EVs from parking at municipal charging stations.
- The conditions (level of charge, frequency, time of day, other) under which a driver should charge a vehicle after use.
- A map of public charging stations in the Waupun area. The City may also consider creating an account with a public charging station provider, such as Plug Share or Charge Point to facilitate accounting for charging municipal vehicles at public charging stations.
- Protocols for tracking and allocating costs for electricity used to charge vehicles.
- Procedure for reimbursing driver expenses for use of non-municipal charging stations, when needed.

EVs have fewer moving parts than gasoline or diesel vehicles and require less maintenance. City staff who maintain vehicles may be able to reduce time spent on routine maintenance as Waupun adopts EVs. However, to help alleviate concerns from maintenance staff, we recommend that the City's vehicle maintenance staff receive education on this topic. Most EV manufacturers offer training on maintaining electric vehicles and how it differs from ICEs.

As another point of training and education, Waupun may benefit from contacting other municipalities in Wisconsin that have successfully introduced EVs into their fleets. For example, the City of Madison has emerged as a leader in transitioning its fleet from gas and diesel vehicles to electric models and often offers opportunities for other cities to test their vehicles or discuss EV experiences.



Recommendation 2: Use estimated total cost of vehicle ownership to guide purchasing

The analysis of Waupun’s fleet identified 15 vehicles for which there are cost-competitive EV options that would save the City money in the long-run and reduce emissions. In addition, the EV market is rapidly changing with new models being announced frequently and the cost of new EVs decreasing.

To reflect this changing market and the benefits of EVs, we recommend that the City adopt a vehicle purchasing policy so that it prioritizes selecting vehicles that offer the lowest total cost of ownership (TCO), rather than the lowest purchase price, while still meeting the City’s performance requirements for the vehicle. A TCO-based purchasing policy will ensure that future decisions about fleet transitions reflect the changing costs of EVs vs ICEs and the long-term operational cost savings potential of EVs. The analysis should incorporate the following components:

- Upfront cost differential
- Ongoing fuel costs: cost to charge an EV vs. cost to purchase gasoline or diesel needed for an ICE
- Maintenance costs
- Forecasted resale values of both vehicles

Table 11 summarizes which vehicle has the cost advantage across factors.

Table 11. EV vs conventional vehicle cost comparisons - upfront and operating

Cost of Ownership Factor	Advantage?
Purchase Cost	Cost differentials between EV and conventional vary by vehicle category
Fuel Cost	Fuel cost per mile lower for EVs than for all conventional vehicles
Maintenance Cost	Studies show approximately 50% lower maintenance costs for EVs. ⁹
Resale Value	Some analyses have shown higher resale value for EV, but irregularities in markets for all vehicles from 2020 – 2023 create uncertainty.

A TCO purchasing policy will gradually lead to adoption of EVs across vehicle types. Table 12 shows the annual operating cost saving and emissions reduction potential of replacing eligible vehicles with EVs that have a lower TCO than conventional vehicles. The operating cost savings value includes savings from both reduced fuel costs and reduced maintenance expenses. The CO₂ savings represent around 12% of all fleet emissions, and fuel cost savings alone represent close to 18% savings compared to all current fuel costs. The CO₂ savings would be larger if vehicles were charged using renewable energy.

Table 12. Potential annual savings from adding EVs to City fleet

Vehicle category	Operating Cost Savings	CO ₂ Emissions Savings
Large Car	\$1,465	1.7
Large SUV	\$825	1.0
Police	\$14,755	16.9
Full Size Pickup	\$1,940	2.2
Total	\$18,985	21.8

Another way for a municipal fleet to save money is to optimize the total number of vehicles in the fleet. For example, there are several vehicles in the City fleet that are driven less than 5,000 miles per year. Low annual mileage may create opportunities for Waupun to use fewer vehicles to complete the same set of services. To implement this in practice, at the time of purchasing, the City should review the proposed use of the vehicle, as well as the actual use of other similar vehicles to determine whether uses may be consolidated into a single vehicle. A new vehicle would only be purchased if leaders determined that the services for which the proposed vehicle would be used could not be performed with an existing vehicle in the fleet.

⁹ Harto, C. *Electric Vehicle Ownership Costs: Chapter 2 – Maintenance*. Consumer Reports. September, 2020. (<https://advocacy.consumerreports.org/wp-content/uploads/2020/09/Maintenance-Cost-White-Paper-9.24.20-1.pdf>)

Recommendation 3: Consider how the City can advance municipal and public EV charging

Use EV-ready guidelines during municipal construction or renovation

Adding electric vehicles to the City of Waupun's fleet will require the City to install adequate EV charging infrastructure at its facilities. Based on the types of EVs that the City may add to its fleet and the use patterns (daily miles driven and times of use), the City will most effectively meet its EV charging needs by installing Level 2 charging stations.

Rather than laying conduit and upgrading electrical service as needed to meet increasing charging needs, the City can reduce costs by including EV-capability or EV-readiness into the plans for all new municipal facilities and into any renovations of existing municipal facilities.

For each municipal new construction and renovation project, the City should evaluate the total number of light duty municipal fleet vehicles that may regularly be parked at the facility, which translates into number of stations. After determining the number of charging stations needed, the City may incorporate an appropriate number of EV-capable and EV-ready parking spots into facility plans so that it can avoid additional costs in the future for piecemeal electrical upgrades to meet growing need for EV charging stations.

EV-Capable: there is sufficient electrical panel capacity for a charging station with a dedicated branch circuit and a continuous raceway from the panel to the future EV parking spot

EV-Ready: there is adequate electrical panel capacity and raceway *with conduit, ending at a junction box or 240V outlet* at the EV parking location

Work with partners to install public charging for residents and travelers

Currently, there are two public charging stations in the City and the two next closest stations are in Beaver Dam and Mayville. As more Waupun residents purchase electric vehicles, there may be increasing demand or expectations for public-facing charging stations at some municipal facilities and at other publicly-available locations in the community.

EV charging stations are being installed by a variety of partners across the United States – private businesses, state and local governments, and utilities. The project team identified several ways that the City can support development of robust public charging infrastructure in Waupun.

- Engage with Wisconsin DOT to optimize their placement of EV chargers near Waupun. The Wisconsin Department of Transportation approved the Wisconsin Electric Vehicle Infrastructure (WEVI) Plan in September 2022. The WEVI plan identifies U.S. Hwy 151 exits 144 and 146, near Waupun as gaps in current EV charging infrastructure in the State's transportation corridors and therefore future priorities. The City should engage with the Wisconsin DOT to ensure placement encourages travelers to stop in Waupun for charging. This can lead to additional visits at local restaurants, grocery stores, and retail locations.
- Highlight EV charging infrastructure incentives for residents or businesses. Most residents in Waupun will primarily charge at home or work. Waupun Utilities offers a \$250 incentive for fast EV charging that should be highlighted for residents and businesses.
- Consider appropriate areas for installations of chargers. Municipal facilities that residents visit for an extended period, such as the library and the aquatic center, may be ideal locations for public charging stations. Additionally, encourage chargers close to multifamily buildings as those residents likely have the lowest ability to add a charger in their home.
- Work with partners to determine and install an adequate mix of level 2 and 3 charging. A mix of Level 2 and 3 charging across the City is the ideal charging infrastructure. Level 3 chargers are essential for long-route drivers that may be passing by Waupun while Level 2 chargers are ideal for in-town drivers. Level 3 chargers should be located close to Highway 151 or close to retail and restaurant locations in the City, while Level 2 chargers should be close to multifamily housing and at places residents usually spend an hour or more. We would also encourage the City to reach out to organizations like Electrify America and ask them to consider adding Level 3 charging stations within the City limits.

Funding Opportunities for Recommendations

The cost of the upgrades identified in this energy plan is substantial and may be a barrier to implementing some of the recommended measures. This section is intended to provide an overview of funding opportunities for the various upgrades identified in the report.

Inflation Reduction Act

The Inflation Reduction Act (IRA) represents an unprecedented amount of funding for energy and climate actions. The IRA channels a substantial amount of its funding through tax credits and rebates for renewable energy and fleet. Through this funding, it also includes a provision, direct pay, that makes non-taxable entities eligible for the tax credits. The alternative vehicle tax credits have a limit per vehicle but there are no limits on total amount of projects rebated in a year or total amount of money the City can receive in a year. All credits are available starting for any projects implementing in 2023 and extend to 2032.

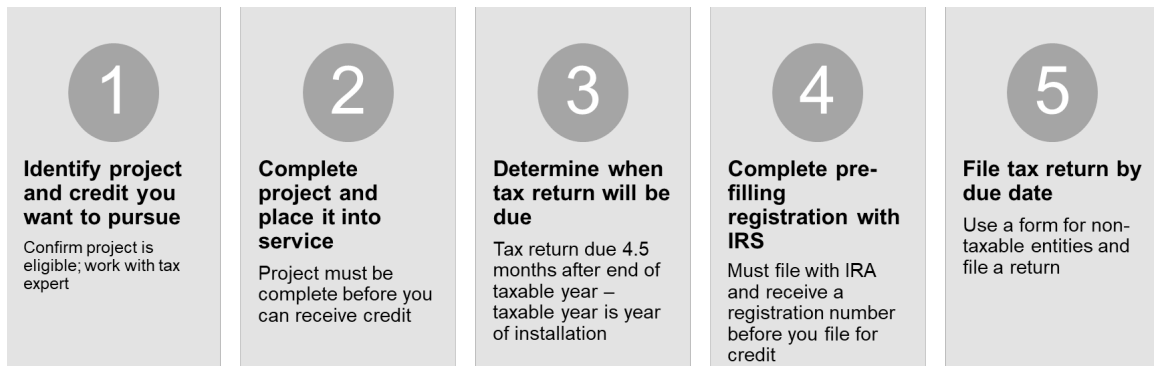
One item to point out is that commercial vehicles must be purchased from a qualified manufacturer.¹⁰ This is less restrictive than the requirements for residential purchases of EVs.

Table 13. Eligible Tax Credits for Direct Pay

Energy Plan Items	Renewable Energy	Alternative Vehicles
	Solar installations Geothermal	Electric vehicle or PHEV purchases
Amount	30% of upfront cost	30% of vehicle cost (or 15% for PHEVs) or incremental cost compared to ICE
Limit	-	\$40,000 for vehicles over 14,000 lbs \$7,500 for vehicles under 14,000 lbs
Bonus	10% if meets domestic content requirements for steel and iron	-
Restrictions	-	From a qualified manufacturer

The IRS has recently released initial guidance on how entities can receive direct pay. The set of steps are listed below. More guidance is expected to be released by the end of 2023. The City of Waupun should work with a tax expert once they identify a project they would like to install.

Figure 12. Inflation Reduction Act direct pay – steps for receiving credit



¹⁰ A list of qualified commercial vehicles is here: <https://www.irs.gov/credits-deductions/manufacturers-for-qualified-commercial-clean-vehicle-credit>

Focus on Energy and Local Utility Incentives

Waupun Utilities participates in Focus on Energy statewide incentives for renewable energy installations and energy efficiency upgrades and installations. It's recommended that the City provide a copy of this report to its Energy Advisor and ask for assistance in identifying the best way to access rebates. The amount available determines on the measure and often specific characteristics of the equipment, such as the size of the solar system or efficiency of the new building equipment.

In addition to those incentives, Waupun Utilities offers supplemental incentives for certain efficiency measures and offers an electric vehicle charging incentive. The city should collaborate directly with Waupun Utilities on understanding the potential applicability of those incentives.

Other Grants and Opportunities

Other grants and opportunities through the state government or federal government also could potentially provide funding for installation of these projects. The state will receive an Energy Efficiency Community Block Grant (EECBG) of \$2.3 million and 60% (\$1.38 million) must be passed along to local governments not eligible for formula funding. Waupun should look for opportunities for funding from the state in early 2024. Additionally, future rounds of the Energy Innovation Grant Program grant program would be a good opportunity to apply for an innovative new heating system or solar installation.

Appendix 1: Individual Building Results

Waupun Library

Size: 25,647 ft²

Age: Original construction in 1968 with additions in 1997 and 2008.

Existing heating and cooling system: Rooftop units and several furnaces with split system air conditioners.

Electricity Use: 145,000 kWh

Natural Gas Use: 8,020 therms

EUI: 53.8 kBtu/square foot. Significantly better than median from comparable buildings in region.



Waupun Library has made several improvements in the last several years, including a full LED replacement and partial roof replacement in 2017. The building also uses regular thermostat setbacks and setups and implements regular maintenance.

Table 14 summarizes the recommended measures between high priority and end-of-life. The end-of-life measures' payback period is not included as it depends on incremental cost compared to the other option being considered at replacement time. Maintenance refresh does not have a payback as the first cost is zero.

Table 14. Waupun Public Library measure prioritization and estimated savings

Improvement measure	Priority	First Cost	Annual Utility Cost Savings		Annual Energy Savings		Simple Payback	Annual Carbon Savings	
			\$	(%)	Electric Savings (%)	Gas Savings (%)		Years	Tons CO ₂ e
Maintenance refresh	● High	\$0	\$200	1%	1%	1%	-	1.2	1%
Low flow fixture and aerators	● High	\$50	\$70	0%	0%	1%	Less than 1	0.4	0%
Insulation upgrade - Roof	● EOL	\$27,700	\$2,100	10%	5%	25%	-	14.5	12%
Insulation upgrade - Walls	● EOL	>\$100,000	\$1,600	8%	3%	20%	-	10.9	9%
Air sealing	● EOL	\$19,800	\$300	1%	0%	4%	-	1.7	1%
Upgrade windows	● EOL	>\$100,000	\$500	2%	2%	3%	-	3.1	2%
New packaged RTU	● EOL	\$96,200	\$800	4%	5%	0%	-	4.4	4%
ENERGY STAR residential refrigerator	● EOL	\$1,600	\$30	0%	0%	0%	-	0.1	0%
Total Priority Measures	● High	\$ 50	\$ 270	1%	1%	2%	Less than 1	1.6	1%

High Priority: Maintenance Refresh

Next Step: Implement any of the steps below that can be completed by facilities staff.

We recommend a basic maintenance refresh be done every couple of years. It can be primarily carried out by facilities staff or local contractors and have an immediate impact on energy consumption. Items for the library include:

- Check/replace door seals; make sure windows operate and seal properly.
- Air seal around windows
- Air seal exterior walls and ceilings around accessible plumbing, electrical, and HVAC penetrations.
- Air seal and insulate roof access hatch if needed.

High Priority: Low Flow Aerators

Next Step: Review faucets and install aerators on faucets without existing aerators

Low-flow faucets are an easy do-it-yourself upgrade that can result in a quick payback. Standard aerators deliver 2.2 gallons per minute (gpm) while low-flow versions should deliver 1.0 gpm or less.

EOL: Roof and Wall Insulation with Air Sealing

Next Step: Have an engineer or contractor inspect current insulation and determine how much additional insulation should be added where feasible.

We recommend roof insulation be improved to R-35 or better the next time the waterproof roof membrane is replaced. Original portions of the library constructed in 1968 have little to no insulation. Walls appear to be constructed of bare concrete block or brick with no insulation. This lack of insulation results in high gas consumption. Improving the wall insulation and wall air sealing, however, would be a major challenge since the interior surface of exterior walls are often covered with drywall or other finishes, and the exterior surface of walls are architectural brick. Wall insulation with air sealing would likely need to be part of a larger remodel of the facility's exterior.

EOL: Upgrade Windows

Next Step: Obtain a quote from a qualified contractor for window replacements.

We recommend replacing windows as they reach end-of-life to address the warm conditions in the second floor reading area. Window films have been retrofitted onto some of the windows in the main entrance, which have resulted in some marginal improvements in reducing solar heat gain but has also caused some issues such as glass breakage. When these windows (and nearby skylights) reach their effective useful life, specify products certified by ENERGY STAR® or by the National Fenestration Rating Council (NFRC) and look for products with a U-Value of less than 0.30 and a Solar Heat Gain Coefficient (SHGC) of less than 0.25.

EOL: High Efficiency Packaged Rooftop HVAC Equipment or Heat Pumps

Next Step: Have a contractor review current systems and determine replacement plan for all heating and cooling equipment.

At end of useful life, it is recommended that the City procure new rooftop and split-system equipment with efficiency levels well above code minimum or consider adoption of a heat pump system. Both RTUs and split-systems can be replaced with heat pump technology that uses electricity efficiently to both heat and cool rather than cooling-only. Determining a replacement plan before failure will allow for better budgeting and easier implementation of emerging technologies such as packaged cold-climate heat pump rooftop units with gas backup.

EOL: ENERGYSTAR Appliances

Next Step: Review an ENERGY STAR list before purchase of new refrigerator or other new appliances.¹¹

When the refrigerator in the break room reaches end of life, we recommend replacement with an ENERGY STAR model. ENERGY STAR energy efficient products should also be implemented for all key measures.

¹¹ A list of qualified ENERGYSTAR products is here: https://www.energystar.gov/products/products_list

Waupun Safety Building

Size: 21,381 ft²

Age: 1986 with a 2009 addition

Existing heating and cooling system: Several furnaces with split system air conditioners.

Electricity Use: ~122,000 kWh

Natural Gas Use: ~7,500 therms

EUI: 59.2 kBtu/square foot. Significantly better than median from comparable buildings in region.



The Safety Building implemented a full LED replacement in 2018 and has established habits around turning lights off when rooms are not in use. The occupants expressed concerns about comfort in the winter and thermostat functionality. The material of the building makes insulation upgrades expensive and difficult to install. The recommended measures below work to address the concerns while keeping cost in mind.

Table 15 summarizes the recommended measures for the Safety Building. The end-of-life measures payback period is not included as it depends on incremental cost compared to the other option being considered at replacement time. The measures with no upfront cost also do not include a simple payback.

Table 15. Waupun Safety Building recommended measures, first cost, and savings

Improvement measure	Priority		First Cost	Annual Utility Cost Savings		Simple Payback	Annual Energy Savings		Annual Carbon Savings	
				\$	(%)		Electric Savings (%)	Gas Savings (%)	Tons CO ₂ e	%
Multiple Retrocommissioning Measures	●	High	\$10,700	\$900	5%	12	5%	5%	6.4	5%
Maintenance Refresh	●	High	\$0	\$1,200	6%	-	7%	7%	8.5	7%
Remove Electric Space Heaters	●	High	\$0	\$400	2%	-	7%	-6%	2.1	2%
Low Flow Faucet Aerators	●	High	\$100	\$100	0%	Less than 1	0%	0%	0.2	0%
Energy Star Air Conditioners	●	EOL	\$44,800	\$400	2%	-	3%	0%	2.1	2%
Replace Windows	●	EOL	\$4,800	\$300	1%	-	2%	0%	1.5	1%
Total Priority Measures	●	High	\$ 10,800	\$2,600	14%	4	18%	6%	17.2	13%

High Priority: Retrocommissioning Measures

Next Step: Focus on Energy provides incentives and a list of qualified contractors for retrocommissioning or building tune-ups. Contact them to understand potential programs and enroll.¹²

We recommend the Safety Building explore retrocommissioning to address the concerns around comfort and thermostat functionality in the building. Retrocommissioning is a process of servicing and repairing existing heating and air conditioning equipment to restore it to nearly its original level of performance. Although the retrocommissioning payback is somewhat longer, we recommend this measure to address current comfort issues in the building. Retrocommissioning for the safety building would include furnace and air conditioner tune-ups, air duct sealing and cleaning, ventilation system testing and balancing, replacing furnace filters, and testing thermostat setbacks.

High Priority: Maintenance Refresh

Next Step: Implement any energy efficiency measures that can be completed by facilities staff.

We recommend a basic maintenance refresh be done every couple of years. For the Safety Building, the maintenance refresh should focus on air sealing. Weatherstripping and sealing any openings will improve

¹² Information on Focus' retrocommissioning incentives are here: <https://focusonenergy.com/business/building-optimization>

comfort. We believe this work can be accomplished by facilities staff or local contractors and have an immediate impact on energy consumption.

High Priority: Remove Electric Space Heaters

Next Step: Implement other measures to improve comfort and then limit electric space heaters.

We recommend limiting the number of electric space heaters used in offices. The building has a significant increase in electric bills during the winter months which can be attributed to running these space heaters. The measures described above should improve the heating system's performance and eliminate excess heating loads, allowing these space heaters to be either removed or not operated.

High Priority: Low Flow Aerators

Next Step: Audit all faucets and install aerators on faucets without existing aerators.

Low-flow faucets are an easy do-it-yourself upgrade that can result in a quick payback. Standard aerators deliver 2.2 gallons per minute (gpm) while low-flow versions should deliver 1.0 gpm or less.

EOL: Replace Windows

Next Step: Obtain a quote from a qualified contractor for window replacements.

We recommend replacing windows as they reach end-of-life, especially in the original wing of the building. The building's exterior windows are aging and an opportunity exists to replace them with better insulating windows. New windows also produce less solar heat gain (excess heating caused by the non-visible portion of solar radiation shining through the windows). When replacing windows, specify products certified by ENERGY STAR® or by the National Fenestration Rating Council (NFRC) and look for products with a U-Value of less than 0.30 and a Solar Heat Gain Coefficient (SHGC) of less than 0.25.

EOL: ENERGY STAR Air Conditioners

Next Step: Discuss air conditioning replacement with Focus on Energy. Incentives are available for qualifying products.¹³

We recommend replacing the air conditioners that are nearing the end of their service lives with new ENERGY STAR® certified air conditioners. This will help lower electric bills in the summer. Prioritize replacing the oldest air conditioners first. The City could also consider heat pump options to replace existing furnaces and AC units at the same time. Determining a replacement plan before failure will allow for better budgeting and easier implementation of heat pumps.

¹³ Focus on Energy incentive list is located here: https://s3.us-east-1.amazonaws.com/focusonenergy/staging/inline-files/2023/BIZ-Summary_of_Services_and_Incentives.pdf

Waupun City Hall Heating

Size: 25,647 ft²

Age: Original construction in 1928

Existing heating and cooling system: Steam radiators and air conditioning system in offices and conference rooms

Electricity Use: 60,000 kWh

Natural Gas Use: ~14,000 therms (higher natural gas use than expected for age and condition of building)

EUI: 85.4 kBtu/square foot. Better than median EUI of comparable buildings in climate zone



The project team looked specifically at the City Hall steam boiler system. The boiler is near end-of-life and needs replacement. The steam boiler piping is also nearing the end of its life, as staff had identified four pipes that are corroding and will likely need replacement. Because the City Hall is a historic landmark, city staff are concerned about ripping out and installing new steam or hot water piping throughout the building.

The age of the system and the uninsulated condensate return pipes are likely contributing to higher natural gas use. The team modeled alternative solutions for the City Hall heating system.

Table 16 summarizes the various options and longer descriptions are below. The first costs are estimated for the heating systems – however the historic characteristics of these existing system may increase these costs significantly. The negative electricity savings from VRF and geothermal are a result of that each system will add air conditioning to the theater and thus increase overall air conditioning energy use in the building.

Table 16. City Hall heating system replacements

Measure	Priority	First Cost	Annual Utility Cost Savings		Simple Payback	Annual Energy Savings		Annual Carbon Savings	
			\$	(%)		Electric Savings (%)	Gas Savings (%)	Tons CO _{2e}	%
Stream trap study / repair	High	\$3,100	\$1,200	5%	3	0%	10%	8.5	6%
Steam Pipe Insulation	High	\$3,300	\$2,800	13%	1	0%	24%	21.0	16%
Hot Water Boiler	EOL	>\$550,000	\$2,100	10%	-	0%	18%	15.8	12%
VRF	EOL	>\$650,000	-\$700	-3%	-	-116%	88%	25.2	19%
Geothermal System	EOL	>\$750,000	\$1,100	5%	-	-105%	94%	35.5	27%
Total Priority Measures		\$ 6,400	\$ 4,000	18%	2	0%	34%	29.5	22%

Option A: Steam Trap Repair and Steam Pipe Insulation

The repair of the current steam system is the lowest cost option but will lead to minimal savings and not fully address the concerns with the heating system. It would involve replacing the existing system with a new steam boiler, repairing pipes, repairing steam traps and insulating steam pipes.

Option B: Hot Water Boiler System

Another option is to replace the steam system with an entirely new hot water condensing boiler system. The new boiler would be more efficient and save energy. However, it would require significant work to replace the existing steam radiators and install new piping throughout the building.

Option C: Variable Refrigerant Flow (VRF) System

A third option is to add a VRF system or heat pumps that both heat and cool the space with refrigerant run to each space. Replacing the steam system with a VRF still requires work throughout the building, but the smaller refrigerant lines require less space than hot water and steam. Radiators could be replaced with heat pumps and heat pump outdoor units could go on the roof with a cold-climate design. As the air conditioning was

recently replaced in many spaces, it is a less economical solution as it would be replacing relatively new AC. It could add some air conditioning to the theater. VRF systems are well suited to historic renovations as it is easier and less expensive to run refrigerant piping than the larger piping of steam or hot water.

Option D: Geothermal Heat Pump System

Geothermal heat would require finding a location for a large borefield outside of the building, but if there is a location, it has the most energy savings. It also has the potential for the lowest cost due to the federal Inflation Reduction Act, which offers direct pay option as replacement for tax credits up to 30% of the cost of a geothermal system.

Next Steps

It is recommended that the City contact a heating contractor to discuss the options for the City Hall heating system and discuss internally the benefits and costs of the various options. Table 17 summarizes the considerations for each heating system.

Table 17. Summary of heating replacement options

	First Cost	Maintenance	Energy Cost Savings	Other considerations
Steam Remediation	\$	●	●	Need to replace corroding pipes
Hot Water Boiler	\$\$\$	●	●	
VRF	\$\$\$	●	●	A/C for Theater, exterior equipment, easier retrofit
Geothermal Heat pump	\$\$\$\$*	●	●	A/C for Theater, Requires large geothermal borefield

* Inflation Reduction Act tax credits would reduce the first cost by 30%.

● Requires Review ● Better ● Best

Appendix 2: Solar Methodology and Details

Methodology

The project team identified solar opportunities by reviewing energy use profiles and roof space available by building. The project team removed the Aquatic Center, Community Center/Hockey Rink, and Heritage Museum. The Community Center had little to no energy consumption in the summer and high consumption in the winter – which is opposite of the times of year when solar panels produce the most electricity. The Aquatic Center had little space available, and the Heritage Museum had little space available and low consumption.

For the other buildings, the team started by identifying the space available by reviewing the buildings with Google satellite mapping and through discussions on roof age and condition. The satellite imaging provides the direction the roof faces and degree tilt. Buildings with south-facing roofs generally offer the most cost-effective opportunities for installing solar arrays, followed by buildings with east or west facing roofs. The degree tilt represents how angled the panels are on the roof. On average, matching the degrees of tilt for the panels to the degrees latitude of the solar array will produce the most electricity over the course of a year. If a building's roof is not tilted at this angle, panel mounting can apply a tilt that balances shading with optimal angle.

The roof space available was combined with hourly energy data and utility bill rates and entered into a technoeconomic tool, ReOpt, to find the most cost-effective solution. ReOpt takes inputs of a building's energy loads, utility rate, and based on inputs and constraints from the user optimizes the sizing of solar PV.

The analysis assumes that the net metering limit is 26 kW dC. This is the current limit set by Waupun Utilities¹⁴ and any solar installation below this size receives the full utility retail rate (the same as what is paid) for any overproduction of solar that is sent back to the grid. Any solar size above 26 kW dC receives the buyback rate (or wholesale rate) instead. The buyback rate is lower than the retail rate and changes yearly. Both rates are only applicable when the amount of solar produced at a certain time is higher than the building's consumption. The remainder of the time the solar production is saving money as no energy must be purchased from the grid.

Other assumptions include:

- The lifetime of the system is 25 years. This is a conservative with estimates going up to 50 years.
- The estimated upfront cost is \$2,500/kW for systems below 100 kW. Only bids can give real costs.
- Roof loading and electrical panel space needs to be verified by a trained design professional.
- Operations and maintenance costs are low. The largest cost is inverter replacement at 15 years

We present inputs and a set of scenarios that minimize payback period or maximize CO2 emissions for each building. Table 18 below includes a definition for each output shared for the buildings.

Table 18. Solar analysis output definitions

Output	Definition
System Size	Total solar photovoltaics size in kW dc.
Payback (years)	Calculated as total upfront cost (after incentives) divided by first year cost savings. Shown with constant electric rates and a 1% increase each year.
Percent Renewable Electricity	Total electricity produced divided by total energy consumption
Lifetime Carbon Savings (metric tons)	Electricity consumption converted to solar. Avoided energy from grid multiplied by carbon emissions factor on hourly level.
Lifetime Energy Savings	Total energy bill savings over the lifetime of the solar panels (25-years). Shown with constant electric rates and a 1% increase each year.
Total Upfront Cost	Total initial upfront cost (\$2500/kW multiplied by system size)
Focus on Energy Incentives ¹⁵	Focus on Energy Business rebates
IRA Tax Credit	30% direct pay through Inflation Reduction Act.
Total Cost	Total initial upfront cost minus rebates and tax incentives

¹⁴ There are currently cases being heard by the PSC to change this net metering limit or remove it. However, those cases have not been decided so at this point in time this limit still holds. If it changes in the future, payback periods may change slightly.

¹⁵ Focus on Energy solar incentive information: <https://assets.focusonenergy.com/production/inline-files/2023/RR-Solar-PV-APL.pdf>

City Hall



Available roof space: 2,600 square feet available.
Excludes flat sections of the roof as identified as likely unable to hold solar panels.

Utility rates: Flat rate of \$0.1095/kWh; no demand charge.

Wholesale (buyback) energy rate: \$0.032 in off-peak; \$0.045/kWh in on-peak

Orientation: West and east-facing at 30-degree tilt (angle of roof)

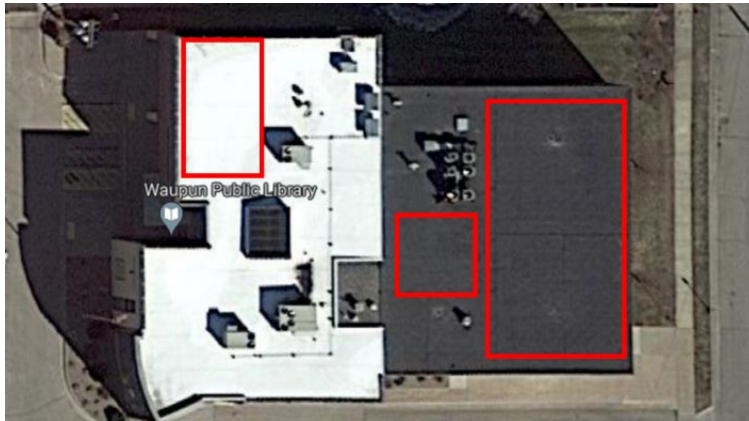
Annual energy use: ~60,000 kWh

Table 19 presents one option for solar arrays on City Hall. It maximizes roof space and minimizes payback.

Table 19. City Hall recommended solar array

Metric	System Information
System Size	26 kw dC
Payback (years)	12.6 - 14.4
Percent Renewable Electricity	42%
Lifetime Carbon Savings (metric tons)	488
Lifetime Energy Savings	\$72,649 - \$82,900
Total Upfront Cost	\$65,000
Focus on Energy Incentives	-\$3,750
IRA Tax Credit	-\$19,500
Total Cost	\$41,750

Library



Available roof space: 4,500 square feet available.

Utility rates: Time-of-use rate. \$0.0615/kWh in off-peak, \$0.085/kWh in on-peak; \$8.5/kW demand charge in peak

Wholesale (buyback) energy rate: \$0.032 in off-peak; \$0.045/kWh in on-peak

Orientation: South facing at 20-degree tilt

Annual energy use: ~145,000 kWh

Table 20 provides system information for two separate solar installations. The first array is the cost-optimized solution with the lowest payback period. The second array maximizes space available on the roof. As the second option only slightly increases the payback period, we recommend pursuing that option.

Table 20. Library recommended solar array

Metric	Cost-Optimized	Maximize Renewables
System Size	37 kW dC	45 kW dC
Payback (years)	12.6 - 14.3	13 - 14.9
Percent Renewable Electricity	31%	38%
Lifetime Carbon Savings (metric tons)	836	1017
Lifetime Energy Savings	\$103,992 - \$118,666	\$122,054 - \$139,264
Total Upfront Cost	\$92,500	\$112,500
Focus on Energy Incentives	-\$5,125	-\$6,125
IRA Tax Credit	-\$27,750	-\$33,750
Total Cost	\$59,625	\$72,625

Public Works Garage



Available roof space: 11,800 square feet available. Only need 2,600 – 4,500 square feet.

Utility rates: Flat rate: \$0.1095/kWh; no demand charge.

Wholesale (buyback) energy rate: \$0.032 in off-peak; \$0.045/kWh in on-peak

Orientation: South facing with 20-degree tilt

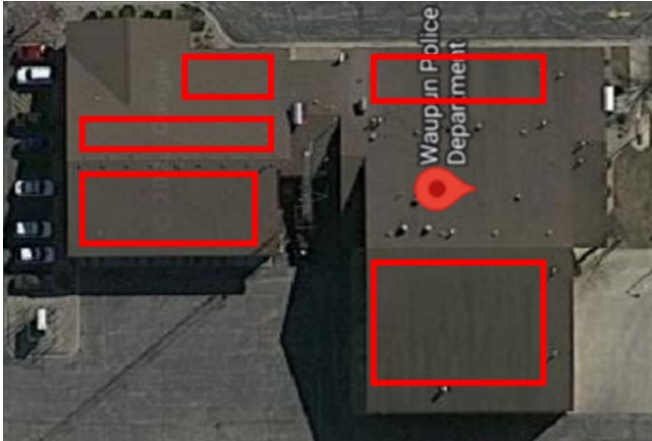
Annual energy use: ~71,000 kWh

Table 21 provides system information for two solar installations. The first array is the cost-optimized solution with the lowest payback period. The second option increases the percent renewable electricity to 75% but increases the payback. We recommend the second option as it is the only city facility that can serve as an example of getting close to 100% renewable electricity.

Table 21. Public Works Garage recommended solar array

Metric	Cost-Optimized	Maximize Percent Renewable
System Size	26	43
Payback (years)	10.4 - 11.8	14.5 - 16.6
Percent Renewable Electricity	45%	75%
Lifetime Carbon Savings (metric tons)	587	981
Lifetime Energy Savings	\$88,098 - \$100,527	\$105,544 - \$120,437
Total Upfront Cost	\$65,000	\$108,539
Focus on Energy Incentives	-\$3,750	-\$5,927
IRA Tax Credit	-\$19,500	-\$32,562
Total Cost	\$41,750	\$70,050

Safety Building



Available roof space: 8,500 square feet available.

Utility rates: Time-of-use rate. \$0.0615/kWh in off-peak, \$0.085/kWh in on-peak; \$8.5/kW demand charge in peak

Wholesale (buyback) energy rate: \$0.032 in off-peak; \$0.045/kWh in on-peak

Orientation: Mix of east, west, and south facing with 30-degree tilt

Annual energy use: ~122,000 kWh

Table 22 illustrates the cost-optimized solution and the solution that maximize renewable energy. We recommend the cost-optimized solution in this situation as the larger system significantly increases payback.

Table 22. Safety Building recommended solar array

Metric	Cost-Optimized	Maximize Renewables
System Size	26	85
Payback (years)	15.8 - 18	21.8 - 24.8
Percent Renewable Electricity	22%	71%
Lifetime Carbon Savings (metric tons)	481	1574
Lifetime Energy Savings	\$57,870 - \$66,041	\$138,573 - \$158,109
Total Upfront Cost	\$-65,000	\$212,500
Focus on Energy Incentives	-\$3,750	-\$11,125
IRA Tax Credit	-\$19,500	-\$63,750
Total Cost	\$41,750	\$137,625

Appendix 3: Fleet Analysis Methodology

The analysis measured the current annual energy, cost, and emissions impacts of the City of Waupun's municipal fleet. It also applied data on current vehicles to performance metrics of new gasoline, diesel, and electricity-fueled vehicles to recommend a strategy through which the City can cost-effectively reduce the energy used and emissions generated by its vehicles. The methodology used to calculate data on current vehicles and prepare recommendations for fleet vehicle replacements is described below.

1. Calculate key performance indicators (KPIs) for municipal fleet vehicles.
 - Collected data showing the number of gallons and cost of fuel purchased for each vehicle, as well as the fuel type (gasoline, diesel, or other) during a 12-month period
 - Collected data showing the number of miles driven by each vehicle during the same 12-month period.
 - Applied data for fuel use, fuel type, and miles driven to calculate the pounds of CO₂e emitted by each vehicle
 - All City-owned vehicles were assigned to one of seven categories: Large Car, Full-size Pickup Truck, Heavy-duty truck, Small SUV, Mid-size SUV, Large Truck, Street Sweeper, and "Other." [Other includes lawnmowers, and fuel trucks.]
 - Calculated the annual fuel use, fuel cost, miles driven, and CO₂e emissions for all of the City's vehicles, then segmented each metric for each vehicle category.
2. Surveyed the market to identify all electric vehicles available in the existing vehicle categories in the City's fleet.
 - Limited findings to eliminate vehicles that are not yet in production or had limited market share, making them difficult for the City to obtain.
 - Within each vehicle category, identified a cost-effective EV option that met minimum driving range requirements and had a strong fuel economy (kWh/100 miles) rating to use for opportunity analysis.
 - Used the commercial clean vehicle tax credit qualified manufacturer list to reduce the assumed cost of each EV by the value of any Federal tax credit for which it may be eligible. Through the Inflation Reduction Act, municipalities have access to tax credits through a direct pay provision.
3. Surveyed the market to identify a leading gasoline or diesel-powered vehicle in the existing vehicle categories in the City fleet that the City would be likely to consider for purchase during its normal vehicle retirement and replacement process.
 - Identified cost and fuel economy metrics for each selected vehicle.
4. Used average gasoline, diesel, and electricity costs to calculate the cost of fuel used to drive one mile by the selected EV and by the selected gasoline or diesel vehicle in each vehicle category.
 - Gasoline = \$3.58/gallon – Based on average per gallon gasoline cost reported for the period by five Wisconsin municipalities currently engaged in energy planning projects.
 - Diesel = \$4.28/gallon - Based on average per gallon diesel cost reported for the period by five Wisconsin municipalities currently engaged in energy planning projects.
 - Electricity = \$0.11/kWh – Based on U.S. Energy Information Administration (EIA) average commercial electricity cost for the State of Wisconsin.

5. Applied research by Consumer Reports¹⁶ to estimate the average per mile maintenance costs for EVs and gasoline or diesel-powered vehicles.
6. Calculated the potential cost savings per mile that the City could obtain by purchasing an EV in place of a gasoline or diesel vehicle. If the net purchase cost of the EV exceeded the cost of the gasoline or diesel vehicle, calculated the number of miles after which the per mile cost savings from driving the EV would surpass the incrementally higher purchase cost of the EV.

¹⁶ Harto, C. *Electric Vehicle Ownership Costs: Chapter 2 – Maintenance*. Consumer Reports. September, 2020. (<https://advocacy.consumerreports.org/wp-content/uploads/2020/09/Maintenance-Cost-White-Paper-9.24.20-1.pdf>)

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF WAUPUN SUPPORTING PUBLIC INVESTMENT IN
ENVISION GREATER FOND DU LAC AS THE FOND DU LAC COUNTY REGIONAL ECONOMIC DEVELOPMENT
ORGANIZATION

WHEREAS, regional economic development organizations foster public-private partnerships needed to build capacity in people and places that increase a region's ability to leverage opportunity and compete in a global economy; and

WHEREAS, Wisconsin workforce data clearly establishes that today's workforce is not confined to the geography of a single municipality, but rather commutes regionally to a wide-variety of industry sectors to meet the diverse interests and needs of a competitive workforce who in turn pay local and county taxes that support municipal operations in communities across Fond du Lac County; and

WHEREAS, communities within Fond du Lac County have shared economic needs and can create efficiency by directing limited resources and expertise to shared initiatives; and

WHEREAS, the International Economic Development Council (IEDC) identifies as a best practice that evolving local and regional economies benefit from having dedicated resources focused on working with businesses and local governments to act in the interest of local businesses, seek new economic opportunities, and develop new partnership that drive economic growth; and, furthermore, that Envision Greater Fond du Lac is the combined Chamber of Commerce and Economic Development office serving all of Fond du Lac County for this purpose; and

WHEREAS, as evidenced by accomplishments such as the retention and ongoing expansion of businesses such as Mercury Marine, Alliance Laundry, and more in Fond du Lac County; expansion of the STH 23 corridor between Fond du Lac and Sheboygan to support business growth; entrepreneurial support that results in numerous new business startups and expansions each year; workforce programs that serve to attract and retain needed talent in the region; and more; Envision Greater Fond du Lac has been instrumental in strengthening investment in workforce, infrastructure, industries, and technologies to create sustainable regional economic growth that benefits the businesses and residents in Waupun and all of Fond du Lac County; and

WHEREAS, all municipalities in Fond du Lac County have a significant stake in regional economic diversification which will result in expanded employment, increased tax revenues and quality of life for residents of Fond du Lac County;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Waupun hereby call on elected officials at all levels of government across Fond du Lac County to maintain historic levels of investment in Envision Greater Fond du Lac; furthermore, that they direct municipal staff to work collaboratively with stakeholders across Fond du Lac County to strengthen the region's economy in partnership with Envision Greater Fond du Lac and its public and private partners; and, that the Clerk of the City of Waupun immediately distribute this resolution upon approval to all municipal clerks in Fond du Lac County and request immediate distribution to all elected officials for further consideration and action.

Adopted this _____ day of October 2023.

Rohn W Bishop, Mayor, City of Waupun

ATTEST:

Angela Hull, Clerk, City of Waupun



AGENDA SUMMARY SHEET

MEETING DATE: 10/10/23

TITLE: Notice Residents to Serve for the Remainder of the Unexpired Term of the Aldermanic District 3, Dodge County, Seat

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angie Hull, City Clerk/Treasurer

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

ISSUE SUMMARY

Due to the recent vacancy in the City of Waupun, Dodge County, Aldermanic District 3 (Wards 5-6), the Council has options to consider, according to Statute 17.23, in the filling of this seat:

1. Appoint a successor to serve for the residue of the unexpired term
2. Hold a special election, as ordered by the common council under s. [8.50](#)
3. Office may remain vacant until an election is held

STAFF RECCOMENDATION:

As the Aldermanic District 3 seat does not expire until April 2025, I recommend I solicit for candidates to submit their interest in this vacancy, no later than Tuesday, November 7, 2023 by 4:00pm, for Council consideration and appointment at the November 14, 2023 Common Council meeting.

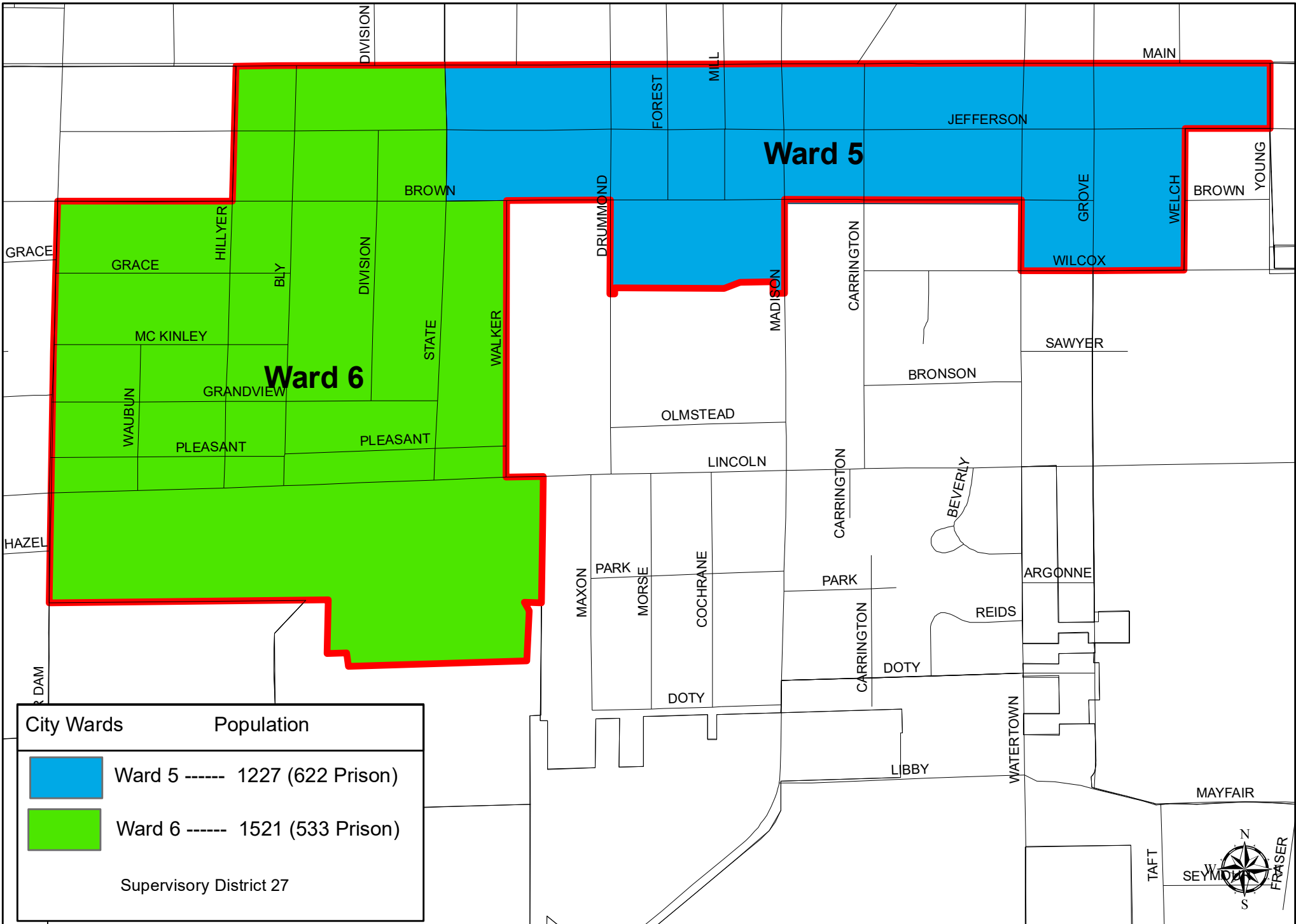
ATTACHMENTS:

Aldermanic District 3 Ward Map
Boards, Committee, Commissions of District 3 Alderperson

RECCOMENDED MOTION:

Authorize City Clerk Hull to publish notice and accept application from eligible candidates who wish to serve for the unexpired term of the Aldermanic District 3 seat. Application shall be due no later than Tuesday, November 7, 2023 by 4:00pm, for Council consideration and appointment at the November 14, 2023 Common Council meeting.

Aldermanic District 3



District 3
Term Expires: April 15, 2025

Boards, Commissions, Committees – Monthly Meetings

Board of Public Works:

Day of Month: 2nd Tuesday
Time: 430pm
Location: Waupun City Hall Council Chambers

Waupun Common Council:

Day of Month: 2nd Tuesday
Time: 6pm
Location: Waupun City Hall Council Chambers

Committee of the Whole:

Day of Month: Last Tuesday
Time: 530pm
Location: Waupun City Hall Council Chambers

Transit Committee:

Day of Month: Meet on an as needed basis.
Time: Members will be solicited for availability
Location: Waupun City Hall Council Chambers



AGENDA SUMMARY SHEET

MEETING DATE: 10/10/23

TITLE: Authorize Publication and Public Hearing Notice of the Proposed 2024 Budget

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: City Administrator, Kathy Schlieve

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
HIGH PERFORMANCE GOVERNMENT	2024 BUDGET	

ISSUE SUMMARY:

Per Wisconsin State Statute, the city is required to post a Notice of Public Hearing for the 2024 Annual Budget.

STAFF RECOMMENDATION:

Authorize publication of the public hearing notice for the City of Waupun’s 2024 budget hearing on November 7, 2023.

ATTACHMENTS:

Notice of Public Hearing 2024 Budget

RECOMMENDED MOTION:

Motion to authorize staff to publish the notice as required by state statute, indicating that the proposed 2024 City of Waupun budget is available for public review, and schedule the public hearing for the 2024 budget on November 14, 2023.

**CITY OF WAUPUN
NOTICE OF PUBLIC HEARING
2024 BUDGET**

NOTICE IS HEREBY GIVEN, that a public hearing on the 2024 budget will be held at the Waupun City Hall, 201 E. Main St. Waupun, WI or by Video and Teleconference, on Tuesday, November 14, 2023 at 6:00pm. Virtual Access: <https://us02web.zoom.us/j/88975185869?pwd=THJ4VGdZc25vMmc5QXEvT01LdFhsdz09> Teleconference Access: 1-312-626-6799 (Meeting ID: 889 7518 5869 and Pass Code: 157171)
The proposed 2024 Budget, in detail, is available for inspection at www.cityofwaupun.org or at the City Clerk/Treasurer's Office during regular office hours from 7:00 a.m. to 4:00 p.m. Monday through Thursday and 7:00 a.m. to 11:00 a.m. on Friday. The following is a summary of the proposed 2024 Budget:

			PERCENTAGE CHANGE INCREASE (DECREASE)
Fund 100 - General Fund			
REVENUES (FUND 100)	2023 BUDGET	2024 BUDGET	
General Fund Levy	\$ 1,686,658	\$ 1,612,203	-4%
Other Taxes	719,112	666,841	
Special Assessments	100	100	
Intergovernmental	3,340,523	3,970,768	
Licenses and Permits	58,160	55,230	
Fines and Penalties	45,500	42,500	
Public Charges for Services	266,368	299,143	
Miscellaneous Revenue	50,000	62,500	
Other Financing Sources			
Transfers In	-	-	
Fund Balance Applied	710,046	190,701	
TOTAL REVENUES	\$ 6,876,467	\$ 6,899,986	0%

EXPENDITURES (FUND 100)	2023 BUDGET	2024 BUDGET	
General Government	\$ 1,240,536	\$ 1,335,634	
Culture and Recreation	385,944	801,837	
Public Safety	2,811,059	2,894,918	
Public Works	1,721,767	1,669,965	
Conservation and Development	37,161	22,145	
Transfers Out	680,000	175,487	
TOTAL EXPENDITURES	\$ 6,876,467	\$ 6,899,986	0%

All Government and Proprietary Funds Combined	Fund Balance 1/1/2024	Total Revenues	Total Expenditures	Fund Balance 12/31/2024	Total City Levy		Percentage Change Increase (Decrease)
					2023 Property Tax Levy Contribution	2024 Property Tax Levy Contribution	
General Fund (100)	\$ 6,964,147	\$ 6,899,986	\$ 6,899,986	\$ 6,964,147	\$ 1,686,658	\$ 1,612,203	
Trust Funds (200)	33,195	12	-	33,207	-	-	
Library (210)	465,188	776,221	776,221	465,188	516,792	553,896	
Grants and Donations (220)	(7,533)	6,010	6,000	(7,523)	-	-	
Building Inspection (230)	14,466	84,500	76,769	22,197	-	-	
Affordable Housing (250)	248,387	-	-	248,387	-	-	
Debt (300)	60,432	1,819,042	1,819,042	60,432	788,080	812,105	
Capital Improvements (400)	1,769,590	3,156,364	3,128,800	1,797,154	340,000	340,000	
Business Park (404)	1,557,108	10,453	10,000	1,557,561	-	-	
Equipment Replacement (410)	256,633	239,000	263,741	231,892	225,000	225,000	
Recycling (420)	106,651	162,877	154,602	114,926	-	-	
Solid Waste (425)	47,472	428,259	432,045	43,686	-	-	
Tourism (430)	31,680	70,000	70,000	31,680	-	-	
Taxi (501)	(2,409)	115,000	212,918	(100,327)	45,000	45,000	
Home/HCRI Housing (507)	154,113	10	-	154,123	-	-	
CDBG Housing (509)	1,196,256	20	73,000	1,123,276	-	-	
Stormwater (700)	669,356	592,500	540,628	721,228	-	-	
TID 3 (405)	79,889	244,061	206,132	117,818	-	-	
TID 5 (401)	(1,719,661)	436,020	379,200	(1,662,841)	-	-	
TID 6 (408)	(380,378)	111,724	72,780	(341,434)	-	-	
TID 7 (407)	(336,112)	54,237	156,088	(437,963)	-	-	
TID 8 (418)	32,167	178,277	125,302	85,142	-	-	
TID 9 (418)	(1,017,484)	24,440	130,950	(1,123,994)	-	-	
TOTALS	\$ 10,223,153	\$ 15,409,013	\$ 15,534,204	\$ 10,097,962	\$ 3,601,530	\$ 3,588,204	-0.37%



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER #197

Relating to a Proclamation that the Flag of the United States and the Flag of the State of Wisconsin Be Flown at Half-Staff as a Mark of Respect for the Firefighters of Wisconsin Who Have Given Their Lives in the Line of Duty

WHEREAS, firefighters bravely serve and protect our communities, courageously answering every call and willing to imperil their lives to order to save others’;

WHEREAS, this year, the National Fallen Firefighters Memorial Service will be held on May 7, 2023, in Emmitsburg, Maryland, to honor all firefighters who died in the line of duty during the previous year;

WHEREAS, as prescribed by Wisconsin State Statutes, Wis. Stat. 995.225(1) designates annually the week during which October 9 falls as Fire Prevention Week and designates the Saturday at the end of Fire Prevention Week as Wisconsin Firefighters Memorial Day;

WHEREAS, beginning on October 8, 2023, Fire Prevention Week features observances, ceremonies, exercises, and activities related to fire safety education, and culminates with the observance of Wisconsin Firefighters Memorial Day on Saturday, October 14, 2023, in recognition of the firefighters of this state who perished in the performance of their duties; and

WHEREAS, every year, the Wisconsin State Firefighters Memorial in Wisconsin Rapids holds a Final Alarm Ceremony in memory of all those members of Wisconsin’s fire services who have made the ultimate sacrifice.

NOW, THEREFORE, I, TONY EVERS, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and the Laws of the State, hereby:

1. Order that the flag of the United States and the flag of the State of Wisconsin shall be flown at half-staff at all buildings, grounds, and military installations of the State of Wisconsin, beginning at sunrise on **Sunday, May 7, 2023**, and ending at sunset on that date.
2. Order that the flag of the United States and the flag of the State of Wisconsin shall be flown at half-staff at all buildings, grounds, and military installations of the State of Wisconsin, beginning at sunrise on **Saturday, October 14, 2023**, and ending at sunset on that date.
3. Order that the flag of the United States and the flag of the State of Wisconsin shall be flown at half-staff at all buildings, grounds, and military installations of the State of Wisconsin, beginning at sunrise and ending at sunset on the date of the Final Alarm Ceremony at the Wisconsin State Firefighters Memorial.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this fourth day of May in the year of two thousand twenty-three.

Tony Evers

TONY EVERS
Governor

By the Governor:

Sarah Godlewski
SARAH GODLEWSKI
Secretary of State



AGENDA SUMMARY SHEET

MEETING DATE: 10/10/23

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Tuesday, October 31, 2023	Committee of the Whole	5:30PM
Tuesday, November 14, 2023	Common Council	6:00PM
Tuesday, November 28, 2023	Committee of the Whole	5:30PM
Tuesday, December 12, 2023	Common Council	6:00PM

LICENSE/PERMIT APPLICATIONS

Operator:

Taxi Cab License – Brown Cab Services Inc. DBA Waupun Taxi – Justin Running

EXPENSES

Attached

RECOMENDED MOTION:

Motion to approve the Consent Agenda, to include the Monthly Finance Report. *(Roll Call)*

Report Criteria:

Report type: Summary

Invoice.Batch = "A","92623","101023"

Check Issue Date	Check Number	Payee	Amount
09/29/2023	160	CINTAS CORPORATION NO 2	779.21
09/29/2023	161	CREXENDO	452.15
09/29/2023	162	KWIK TRIP STORES	8,455.32
09/29/2023	163	WELLS FARGO PAYMENT REMITT	4,940.54
09/26/2023	106616	WI ASSOCIAION OF SENIOR CENTER	125.00
10/05/2023	106617	AMAZON CAPITAL SERVICES	1,197.23
10/05/2023	106618	ADVANTAGE POLICE SUPPLY INC	248.00
10/05/2023	106619	AIRGAS USA LLC	205.59
10/05/2023	106620	AIR MARKETING GROUP LLC	3,738.95
10/05/2023	106621	ASSOCIATED APPRAISAL CONSULTA	3,186.36
10/05/2023	106622	AT & T	129.40
10/05/2023	106623	AT&T MOBILITY	829.55
10/05/2023	106624	BALLWEG IMPLEMENT	140.83
10/05/2023	106625	BENTZ AUTOMOTIVE INC	92.65
10/05/2023	106626	CAPITAL AUTOBODY LLC	396.25
10/05/2023	106627	CARDIO PARTNERS INC	645.54
10/05/2023	106628	CEDAR CORPORATION	14,615.45
10/05/2023	106629	CIVIC PLUS LLC (PAYMENTS)	350.00
10/05/2023	106630	DALE MARKS	375.00
10/05/2023	106631	DETROIT INDUSTRIAL TOOL	211.48
10/05/2023	106632	EHLERS AND ASSOCIATES INC	5,000.00
10/05/2023	106633	MARTENS ACE HARDWARE	905.83
10/05/2023	106634	FASTENAL CO	42.00
10/05/2023	106635	FORWARD CONTRACTORS LLC	216,772.40
10/05/2023	106636	GAPPA SECURITY SOLUTIONS LLC	162.00
10/05/2023	106637	GFL ENVIRONMENTAL	46,271.08
10/05/2023	106638	GLOBAL EQUIPMENT COMPANY	2,349.83
10/05/2023	106639	GRAND VALLEY INSPECTION SERVIC	5,090.42
10/05/2023	106640	GREENFIELD, DAWN	26.00
10/05/2023	106641	HOMAN AUTO -GATEWAY	23.40
10/05/2023	106642	JUDSONS LLC	4,741.57
10/05/2023	106643	KARTECHNER BROTHERS LLC	40,755.85
10/05/2023	106644	KREUZIGER, JEFFREY D	830.00
10/05/2023	106645	LAPPEN SECURITY PRODUCTS	31.00
10/05/2023	106646	LINCOLN CONTRACTORS	1,067.70
10/05/2023	106647	MAEDOX TAX & ACCOUNTING	3,162.65
10/05/2023	106648	MENARDS - BEAVER DAM	65.94
10/05/2023	106649	MILTON PROPANE INC	52.79
10/05/2023	106650	NAPA AUTO PARTS-WAUPUN	548.10
10/05/2023	106651	O'REILLY AUTOMOTIVE INC	1,704.77
10/05/2023	106652	PETTY CASH-CITY HALL	65.00
10/05/2023	106653	PROS 4 TECHNOLOGY INC	3,602.50
10/05/2023	106654	PUBLIC ADMINISTRATION ASSOCIATE	9,666.00
10/05/2023	106655	QUALITY AGGREGATE LLC	728.76
10/05/2023	106656	RENS FLORAL	50.00
10/05/2023	106657	SSM HEALTH AT WORK	675.00
10/05/2023	106658	SAN-A-CARE INC	788.12
10/05/2023	106659	SCHLIEVE, ALEX C	77.52
10/05/2023	106660	SHERWIN WILLIAMS	107.97

Check Issue Date	Check Number	Payee	Amount
10/05/2023	106661	SHERWIN INDUSTRIES	1,246.47
10/05/2023	106662	STOBB PLUMBING & HEATING INC	917.75
10/05/2023	106663	STREICHER'S	565.03
10/05/2023	106664	TRUCK EQUIPMENT INC	1,590.35
10/05/2023	106665	TRU CLEANERS LLC	4,134.27
10/05/2023	106666	US CELLULAR	370.62
10/05/2023	106667	VANDEZANDE & KAUFMAN, LLP	2,890.00
10/05/2023	106668	VON BRIESEN & ROPER, S.C.	5,525.00
10/05/2023	106669	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
10/05/2023	106670	WAUPUN UTILITIES	62.25
10/05/2023	106671	WEE CARE CHILD CENTER	30,000.00
10/05/2023	106672	WESTPHAL	1,250.00
10/05/2023	106673	WIND & UNWIND LLC	5,000.00
10/05/2023	106674	WI DEPT OF JUSTICE	105.00
10/05/2023	106675	LEADSONLINE	2,419.00
10/05/2023	106676	BISHOP, ROHN	40.00
10/05/2023	106677	SALAMONE SUPPLIES	382.48
Grand Totals:			<u>443,976.92</u>

Report Criteria:

Report type: Summary

Invoice.Batch = "A","92623","101023"

Report Criteria:

Report type: Invoice detail
 Check.Type = {<>} "Adjustment"
 Invoice.Batch = "A","92623","101023"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ADVANTAGE POLICE SUPPLY INC						
ADVANTAGE POLICE SUPPLY INC	CLOTHING ALLOWANCE - WILLIAMS	10/05/2023	23-0353	100-12634	248.00	248.00
Total ADVANTAGE POLICE SUPPLY INC:						248.00
AIR MARKETING GROUP LLC						
AIR MARKETING GROUP LLC	REPLACE DEHUMIDIFIER AT SAFETY BUILDING	10/05/2023	23-17186	100-70-5410-3-36	3,738.95	3,738.95
Total AIR MARKETING GROUP LLC:						3,738.95
AIRGAS USA LLC						
AIRGAS USA LLC	GAS FOR CUTTING & WELDING	10/05/2023	9142060187	100-70-5411-3-36	205.59	205.59
Total AIRGAS USA LLC:						205.59
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	WALL FILE HANGER	10/05/2023	1CXM-D7VY-4	100-10-5110-3-38	19.39	19.39
AMAZON CAPITAL SERVICES	REPLACE FLUSH MODULE AT SAFETY BUILDING - POLICE SIDE	10/05/2023	1CXM-D7VY-	100-70-5410-3-36	180.33	180.33
AMAZON CAPITAL SERVICES	PET WASTE BAGS	10/05/2023	1KLX-7MHF-G	100-70-5410-3-36	293.99	293.99
AMAZON CAPITAL SERVICES	MANILA FOLDERS	10/05/2023	1Y1W-TCY7-6	100-10-5141-3-30	25.01	25.01
AMAZON CAPITAL SERVICES	PAPER	10/05/2023	1TYG-VM1M-	100-80-5670-3-30	539.20	539.20
AMAZON CAPITAL SERVICES	COMM SERVICE OPEN HOUSE SUPPLIES	10/05/2023	1KW4-Q1C9-	100-10-5141-3-38	21.60	21.60
AMAZON CAPITAL SERVICES	SENIOR CENTER OFFICE SUPPLIES - TONER/LAMINATING POUCHES	10/05/2023	1LW9-6FMF-K	100-20-5513-3-30	117.71	117.71
Total AMAZON CAPITAL SERVICES:						1,197.23
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM SEPT 2023	10/05/2023	170730	100-30-5152-3-38	3,186.36	3,186.36
Total ASSOCIATED APPRAISAL CONSULTAN:						3,186.36
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	10/05/2023	AUG20-SEPT	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - AUG 24-SEPT 23 2023 WP	10/05/2023	287307537700	100-40-5211-3-31	829.55	829.55
Total AT&T MOBILITY:						829.55
BALLWEG IMPLEMENT						
BALLWEG IMPLEMENT	REPLACE CRANKSHAFT PULLEY #160 -96	10/05/2023	P74333	100-70-5411-3-36	140.83	140.83
Total BALLWEG IMPLEMENT:						140.83
BENTZ AUTOMOTIVE INC						
BENTZ AUTOMOTIVE INC	ALIGNMENT #30-06	10/05/2023	27813	100-70-5411-3-36	92.65	92.65

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BENTZ AUTOMOTIVE INC:						92.65
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - OCT 2023	10/05/2023	10-3-23	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
CAPITAL AUTOBODY LLC						
CAPITAL AUTOBODY LLC	SET UP NEW FLAT BED #52-23	10/05/2023	10016	410-70-5412-4-00	396.25	396.25
Total CAPITAL AUTOBODY LLC:						396.25
CARDIO PARTNERS INC						
CARDIO PARTNERS INC	CS BATTERY FOR POWERHEART G5, ELECTRODES ADULT G5 AED	10/05/2023	INV3185768	100-40-5212-3-38	645.54	645.54
Total CARDIO PARTNERS INC:						645.54
CEDAR CORPORATION						
CEDAR CORPORATION	PROFESSIONAL SERVICES - SENIOR/COMM CENTER - THRU 9/16/23	10/05/2023	117199	400-20-5513-8-00	14,615.45	14,615.45
Total CEDAR CORPORATION:						14,615.45
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - AUG 2023	09/29/2023	1904231206	100-70-5411-3-38	132.30	132.30
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - AUG 2023	09/29/2023	4165026603	100-70-5411-3-38	50.96	50.96
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - AUG 2023	09/29/2023	4165730560	100-70-5410-3-38	88.27	88.27
CINTAS CORPORATION NO 2	LIBRARY RUGS - AUG 2023	09/29/2023	4165730667	100-70-5410-3-38	104.30	104.30
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - AUG 2023	09/29/2023	4165730693	100-70-5410-3-38	53.16	53.16
CINTAS CORPORATION NO 2	CITY HALL RUGS - AUG 2023	09/29/2023	4165730733	100-70-5410-3-38	116.27	116.27
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - AUG 2023	09/29/2023	4165730916	100-70-5411-3-38	84.07	84.07
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - AUG 2023	09/29/2023	4166488631	100-70-5411-3-38	49.96	49.96
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - SEPT 2023	09/29/2023	4166988689	100-70-5411-3-38	49.96	49.96
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - SEPT 2023	09/29/2023	4167828583	100-70-5411-3-38	49.96	49.96
Total CINTAS CORPORATION NO 2:						779.21
CIVIC PLUS LLC (PAYMENTS)						
CIVIC PLUS LLC (PAYMENTS)	ADMINISTRATIVE SUPPORT FEE 12/1/23 - 11/30/24	10/05/2023	277608	100-10-5163-3-38	350.00	350.00
Total CIVIC PLUS LLC (PAYMENTS):						350.00
CREXENDO						
CREXENDO	SENIOR CENTER PHONE CHARGES - SEPT 2023	09/29/2023	SEPT2023	100-20-5513-3-31	452.15	452.15
Total CREXENDO:						452.15
DALE MARKS						
DALE MARKS	AMBULANCE RADIO INSTALL HEALTHCARE INFRA GRANT	10/05/2023	3568	410-50-5231-4-00	375.00	375.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total DALE MARKS:						375.00
DETROIT INDUSTRIAL TOOL						
DETROIT INDUSTRIAL TOOL	SHOP TOOLS	10/05/2023	597432	100-70-5411-3-38	211.48	211.48
Total DETROIT INDUSTRIAL TOOL:						211.48
EHLERS AND ASSOCIATES INC						
EHLERS AND ASSOCIATES INC	TID 7 SUPPLEMENTAL REPORT	10/05/2023	1251	407-70-5436-3-39	5,000.00	5,000.00
Total EHLERS AND ASSOCIATES INC:						5,000.00
FASTENAL CO						
FASTENAL CO	WASHERS TO FASTEN AND REPLACE SIGNS	10/05/2023	WIBEA126720	100-70-5441-3-36	42.00	42.00
Total FASTENAL CO:						42.00
FORWARD CONTRACTORS LLC						
FORWARD CONTRACTORS LLC	2023 SIDEWALK REPLACEMENT PROGRAM	10/05/2023	26-SEP-23 #1	400-70-5444-8-00	216,772.40	216,772.40
Total FORWARD CONTRACTORS LLC:						216,772.40
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	DOOR LATCH REPAIRS - CITY PARK BATHROOMS	10/05/2023	28243	100-20-5525-3-36	162.00	162.00
Total GAPPA SECURITY SOLUTIONS LLC:						162.00
GFL ENVIRONMENTAL						
GFL ENVIRONMENTAL	ROSEWOOD DR SHED CLEAN UP	10/05/2023	U9000016095	100-70-5412-3-36	46,271.08	46,271.08
Total GFL ENVIRONMENTAL:						46,271.08
GLOBAL EQUIPMENT COMPANY						
GLOBAL EQUIPMENT COMPANY	REPLACE SENSOR UNIT FOR JET TANK ON STREET SWEEPER	10/05/2023	679766	700-10-5192-3-36	2,349.83	2,349.83
Total GLOBAL EQUIPMENT COMPANY:						2,349.83
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR SEPT 2023	10/05/2023	2023-173	230-30-5241-3-38	5,090.42	5,090.42
Total GRAND VALLEY INSPECTION SERVICES:						5,090.42
GREENFIELD, DAWN						
GREENFIELD, DAWN	REIMBURSE MEAL/CART TRAINING	10/05/2023	09212023	100-40-5211-3-37	26.00	26.00
Total GREENFIELD, DAWN:						26.00
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	FD - FILTERS	10/05/2023	1021519	100-50-5231-3-36	23.40	23.40
Total HOMAN AUTO -GATEWAY:						23.40

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
JUDSONS LLC						
JUDSONS LLC	CDA GRANT REIMBURSEMENT - FACADE	10/05/2023	10-4-23	405-70-5436-3-38	4,741.57	4,741.57
Total JUDSONS LLC:						4,741.57
KARTECHNER BROTHERS LLC						
KARTECHNER BROTHERS LLC	WILCOX ST - MILL & OVERLAY	10/05/2023	2992	400-70-5436-8-00	40,755.85	40,755.85
Total KARTECHNER BROTHERS LLC:						40,755.85
KREUZIGER, JEFFREY D						
KREUZIGER, JEFFREY D	SEPTEMBER LAWN MOWING	10/05/2023	786525	100-70-5613-3-36	830.00	830.00
Total KREUZIGER, JEFFREY D:						830.00
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - AUG 2023	09/29/2023	DPW-AUG23	100-70-5411-3-38	5,038.44	5,038.44
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - AUG 2023	09/29/2023	FD-AUG23	100-50-5232-3-38	289.82	289.82
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - AUG 2023 - IN-STORE PURCHASE - WATER	09/29/2023	PD-AUG23	100-40-5212-3-38	3,127.06	3,127.06
Total KWIK TRIP STORES:						8,455.32
LAPPEN SECURITY PRODUCTS						
LAPPEN SECURITY PRODUCTS	REPLACEMENT KEY FOR COMMUNITY CENTER	10/05/2023	LSPQ49664	100-70-5410-3-36	31.00	31.00
Total LAPPEN SECURITY PRODUCTS:						31.00
LEADSONLINE						
LEADSONLINE	LEADSONLINE TOTAL TRACK INVESTIGATION SYS SER PACKAGE - RENEWAL	10/05/2023	407322	100-40-5213-3-38	2,419.00	2,419.00
Total LEADSONLINE:						2,419.00
LINCOLN CONTRACTORS						
LINCOLN CONTRACTORS	BUILDING REPAIRS	10/05/2023	i68869	100-70-5410-3-36	218.70	218.70
LINCOLN CONTRACTORS	PUMP FOR WATER REMOVAL ON PROJECTS	10/05/2023	i69555	100-70-5411-3-38	849.00	849.00
Total LINCOLN CONTRACTORS:						1,067.70
MAEDOX TAX & ACCOUNTING						
MAEDOX TAX & ACCOUNTING	CDA GRANT REIMBURSEMENT - BUILDING IMPROVEMENT	10/05/2023	10-4-23	405-70-5436-3-38	3,162.65	3,162.65
Total MAEDOX TAX & ACCOUNTING:						3,162.65
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	PAINTER TAPE/ROLLER	10/05/2023	231100	100-20-5523-3-36	29.97	29.97
MARTENS ACE HARDWARE	PIPE BLACK	10/05/2023	231113	100-70-5410-3-36	17.99	17.99
MARTENS ACE HARDWARE	PAINT TRAY LINERS	10/05/2023	231126	100-20-5523-3-36	14.32	14.32
MARTENS ACE HARDWARE	PAINTER TAPE	10/05/2023	231158	100-20-5523-3-36	9.99	9.99
MARTENS ACE HARDWARE	FASTENERS	10/05/2023	231191	100-20-5525-3-36	17.76	17.76
MARTENS ACE HARDWARE	PRECISION PENCIL COMPASS	10/05/2023	231194	100-70-5410-3-36	8.99	8.99
MARTENS ACE HARDWARE	JOIST HANGER	10/05/2023	231204	100-20-5525-3-36	5.97	5.97
MARTENS ACE HARDWARE	COMM CENT MINERAL					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	SPIRITS/SWIVEL LIGHT CONTROL	10/05/2023	231230	100-70-5410-3-36	49.97	49.97
MARTENS ACE HARDWARE	COMUNITY CENT. PATCH CONCRETE	10/05/2023	231241	100-70-5410-3-36	27.99	27.99
MARTENS ACE HARDWARE	PLUG LOCKING/CORD- NEW AMBULANCE	10/05/2023	231272	100-70-5410-3-36	23.36	23.36
MARTENS ACE HARDWARE	FASTENERS	10/05/2023	231285	100-70-5411-3-36	64.62	64.62
MARTENS ACE HARDWARE	FASTENERS	10/05/2023	231293	100-70-5411-3-36	33.90	33.90
MARTENS ACE HARDWARE	CAULK - LIBRARY	10/05/2023	231296	100-70-5410-3-36	25.98	25.98
MARTENS ACE HARDWARE	ELEMENT	10/05/2023	231308	100-20-5525-3-36	16.99	16.99
MARTENS ACE HARDWARE	CAULK GUN	10/05/2023	231311	100-70-5444-3-36	23.98	23.98
MARTENS ACE HARDWARE	FASTENERS- NEW FLATBED	10/05/2023	231318	410-70-5412-4-00	9.28	9.28
MARTENS ACE HARDWARE	FASTENERS - NEW FLATBED	10/05/2023	231323	410-70-5412-4-00	7.88	7.88
MARTENS ACE HARDWARE	CATCH DRAW/FASTENERS	10/05/2023	231351	100-70-5412-3-36	7.89	7.89
MARTENS ACE HARDWARE	MARINE ANTIFREEZE	10/05/2023	231414	100-20-5523-3-36	42.00	42.00
MARTENS ACE HARDWARE	GREASE/TRANS FLUID	10/05/2023	231424	100-50-5232-3-36	18.98	18.98
MARTENS ACE HARDWARE	FASTENERS	10/05/2023	231454	100-70-5441-3-36	22.28	22.28
MARTENS ACE HARDWARE	BOARD/CAULK	10/05/2023	231485	100-20-5525-3-36	46.97	46.97
MARTENS ACE HARDWARE	RUBBER BANDS	10/05/2023	231514	100-70-5412-3-36	5.18	5.18
MARTENS ACE HARDWARE	ANCHORS/MAGNETIC NUT DRIVER	10/05/2023	231522	100-70-5410-3-36	17.37	17.37
MARTENS ACE HARDWARE	POSTAGE	10/05/2023	231527	100-50-5231-3-33	20.00	20.00
MARTENS ACE HARDWARE	MOUSE TRAPS	10/05/2023	231529	100-70-5410-3-36	15.98	15.98
MARTENS ACE HARDWARE	CAR WASH/AIR FRESHENERS/CLIP HITCH PIN	10/05/2023	231555	100-70-5412-3-36	66.87	66.87
MARTENS ACE HARDWARE	PAINT TRAY LINERS/BRUSH	10/05/2023	231566	100-20-5525-3-36	21.93	21.93
MARTENS ACE HARDWARE	PAINT	10/05/2023	231582	100-20-5525-3-36	44.99	44.99
MARTENS ACE HARDWARE	STORAGE TOTES	10/05/2023	231603	100-50-5233-3-38	143.94	143.94
MARTENS ACE HARDWARE	CONTRACTOR PAINT ROLLERS	10/05/2023	231605	100-20-5525-3-36	19.98	19.98
MARTENS ACE HARDWARE	FASTENERS/DRIVE CHAIN	10/05/2023	231612	100-70-5411-3-36	22.53	22.53
Total MARTENS ACE HARDWARE:						905.83
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	REPLACE DEHUMIDIFIER AT SAFETY BUILDING	10/05/2023	42724	100-70-5410-3-36	65.94	65.94
Total MENARDS - BEAVER DAM:						65.94
MILTON PROPANE INC						
MILTON PROPANE INC	LP FOR FIRE EXTINGUISHER TRAINER	10/05/2023	T530886	100-50-5233-3-38	17.60	17.60
MILTON PROPANE INC	FILL PROPANE TANKS FOR GRILL FOR K9 BRAT FRY	10/05/2023	T531525	220-40-5212-3-38	35.19	35.19
Total MILTON PROPANE INC:						52.79
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	FLARE BULKHEAD/MALE CONNECTOR	10/05/2023	390874	100-70-5411-3-36	22.57	22.57
NAPA AUTO PARTS-WAUPUN	LOCKNUT	10/05/2023	390938	100-70-5411-3-36	2.51	2.51
NAPA AUTO PARTS-WAUPUN	SCREW	10/05/2023	391173	100-70-5411-3-36	89.85	89.85
NAPA AUTO PARTS-WAUPUN	SCREWS	10/05/2023	391249	100-70-5411-3-36	89.85	89.85
NAPA AUTO PARTS-WAUPUN	UNIVERSAL JOINT	10/05/2023	391321	100-70-5411-3-36	56.78	56.78
NAPA AUTO PARTS-WAUPUN	HYDRAULIC FILTER	10/05/2023	391568	100-70-5411-3-36	62.09	62.09
NAPA AUTO PARTS-WAUPUN	MOTOR TUNE-UPS	10/05/2023	391778	100-70-5411-3-36	186.78	186.78
NAPA AUTO PARTS-WAUPUN	BEARING - ROLLER BALL	10/05/2023	391820	100-70-5411-3-36	27.02	27.02
NAPA AUTO PARTS-WAUPUN	MALE CONNECTORS/UNION	10/05/2023	392107	100-70-5411-3-38	21.84	21.84
NAPA AUTO PARTS-WAUPUN	EARLY PAY DISCOUNT	10/05/2023	CREDIT	100-70-5411-3-36	11.19-	11.19-
Total NAPA AUTO PARTS-WAUPUN:						548.10

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O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	VEHICLE WASH SUPPLIES	10/05/2023	2391-111991	100-50-5232-3-38	74.99	74.99
O'REILLY AUTOMOTIVE INC	HYD FILTER - STREET SWEEPER SERVICE	10/05/2023	2391-112415	700-10-5192-3-36	40.71	40.71
O'REILLY AUTOMOTIVE INC	SET UP NEW FLATBED #52-23	10/05/2023	2391-112736	410-70-5412-4-00	861.22	861.22
O'REILLY AUTOMOTIVE INC	HARNES - TRAILER	10/05/2023	2391-112917	100-70-5411-3-36	65.00	65.00
O'REILLY AUTOMOTIVE INC	FREON/TRIGER GAUGE - FD	10/05/2023	2391-113545	100-50-5231-3-36	79.96	79.96
O'REILLY AUTOMOTIVE INC	#30-06 WARRANTY - REPLACE STEERING GEAR BOX	10/05/2023	2391-114149	100-70-5411-3-36	275.77	275.77
O'REILLY AUTOMOTIVE INC	WARRANTY RETURN	10/05/2023	2391-115063	100-70-5411-3-36	275.77-	275.77-
O'REILLY AUTOMOTIVE INC	SET UP NEW FLATBED #52-23	10/05/2023	2391-116001	410-70-5412-4-00	410.00-	410.00-
O'REILLY AUTOMOTIVE INC	SHOP SUPPLIES	10/05/2023	2391-116614	100-70-5411-3-36	12.99	12.99
O'REILLY AUTOMOTIVE INC	SERVICE #3-08	10/05/2023	2391-116794	100-70-5411-3-36	180.07	180.07
O'REILLY AUTOMOTIVE INC	SERVICE #9-12	10/05/2023	2391-116792	100-70-5411-3-36	348.90	348.90
O'REILLY AUTOMOTIVE INC	SERVICE TRUCK #5-09	10/05/2023	2391-116795	100-70-5411-3-36	314.23	314.23
O'REILLY AUTOMOTIVE INC	SERVICE #11-01	10/05/2023	2391-116796	100-70-5411-3-36	136.70	136.70
Total O'REILLY AUTOMOTIVE INC:						1,704.77
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REFUND PARK RENTAL - SCHMITZ	10/05/2023	10-5-23	100-46-4672-0-00	65.00	65.00
Total PETTY CASH-CITY HALL:						65.00
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	MANAGED SERVICE OCT 2023	10/05/2023	46267	100-10-5197-3-38	2,785.00	2,785.00
PROS 4 TECHNOLOGY INC	PROS4 ADVANCED SECURITY	10/05/2023	46268	100-10-5197-3-38	632.00	632.00
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT 10/23	10/05/2023	46269	100-10-5197-3-38	101.50	101.50
PROS 4 TECHNOLOGY INC	MANAGED BACKUP SERVICE 10/23	10/05/2023	46270	100-10-5197-3-38	84.00	84.00
Total PROS 4 TECHNOLOGY INC:						3,602.50
PUBLIC ADMINISTRATION ASSOCIATES						
PUBLIC ADMINISTRATION ASSOCIAT	2023 FIRE AND EMS STUDY	10/05/2023	C-130-23	100-50-5231-3-38	9,666.00	9,666.00
Total PUBLIC ADMINISTRATION ASSOCIATES:						9,666.00
QUALITY AGGREGATE LLC						
QUALITY AGGREGATE LLC	ROAD SHOULDERING - WATERTOWN ST., LIBBY ST., BEAVER DAM ST.	10/05/2023	3740	100-70-5431-3-36	728.76	728.76
Total QUALITY AGGREGATE LLC:						728.76
RENS FLORAL						
RENS FLORAL	VASE TO BROWN SERVICE	10/05/2023	2288	100-10-5110-3-38	50.00	50.00
Total RENS FLORAL:						50.00
SALAMONE SUPPLIES						
SALAMONE SUPPLIES	BUILDING SUPPLIES	10/05/2023	169543	100-70-5410-3-38	382.48	382.48
Total SALAMONE SUPPLIES:						382.48
SAN-A-CARE INC						
SAN-A-CARE INC	BUILDING SUPPLIES	10/05/2023	606563	100-70-5410-3-38	788.12	788.12
Total SAN-A-CARE INC:						788.12

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SCHLIEVE, ALEX C SCHLIEVE, ALEX C	REIMBURSE CDL FEE	10/05/2023	9-27-23	100-70-5412-3-38	77.52	77.52
Total SCHLIEVE, ALEX C:						77.52
SHERWIN INDUSTRIES SHERWIN INDUSTRIES	PATCH FOR STREETS	10/05/2023	1250MB	100-70-5431-3-36	1,246.47	1,246.47
Total SHERWIN INDUSTRIES:						1,246.47
SHERWIN WILLIAMS SHERWIN WILLIAMS	PAINT BATHROOMS	10/05/2023	1273-8	100-20-5525-3-36	107.97	107.97
Total SHERWIN WILLIAMS:						107.97
SSM HEALTH AT WORK SSM HEALTH AT WORK SSM HEALTH AT WORK	EAP QUARTERLY FEE PRE-EMPLOYMENT PHYSICALS - PD	10/05/2023 10/05/2023	40787 40887	100-10-5143-3-38 100-40-5215-3-37	450.00 225.00	450.00 225.00
Total SSM HEALTH AT WORK:						675.00
STOBB PLUMBING & HEATING INC STOBB PLUMBING & HEATING INC STOBB PLUMBING & HEATING INC	REPLACE MOTOR & SQUIREL CAGE - LOWER SOUTH FURNACE UNIT - LIBRARY REPLACE URINAL FLUSH VALVE BACK MENS BATHROOM - CITY HALL	10/05/2023 10/05/2023	14934 14937	100-70-5410-3-36 100-70-5410-3-36	580.00 337.75	580.00 337.75
Total STOBB PLUMBING & HEATING INC:						917.75
STREICHER'S STREICHER'S STREICHER'S	AMMO - 9MM 147GR, GOLD-DOT 2 CLOTHING ALLOWANCE - HAGUE	10/05/2023 10/05/2023	1656369 11655581	100-40-5215-3-38 100-12634	502.04 62.99	502.04 62.99
Total STREICHER'S:						565.03
TRU CLEANERS LLC TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR SEPT 2023	10/05/2023	CW100123	100-70-5410-3-38	4,134.27	4,134.27
Total TRU CLEANERS LLC:						4,134.27
TRUCK EQUIPMENT INC TRUCK EQUIPMENT INC TRUCK EQUIPMENT INC TRUCK EQUIPMENT INC TRUCK EQUIPMENT INC	FUEL FILTER #8-20 CLEARPLUS BLADES REPLACE BRAKES #9-12 REPLACE BRAKES #9-12	10/05/2023 10/05/2023 10/05/2023 10/05/2023	1068677-00 1068743-00 1069343-00 1069343-01	100-70-5411-3-36 100-70-5411-3-36 100-70-5411-3-36 100-70-5411-3-36	83.37 198.88 978.56 329.54	83.37 198.88 978.56 329.54
Total TRUCK EQUIPMENT INC:						1,590.35
US CELLULAR US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - SEPT 2023	10/05/2023	0605009695	100-10-5191-3-31	370.62	370.62
Total US CELLULAR:						370.62
VANDEZANDE & KAUFMAN, LLP VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - SEPT 2023	10/05/2023	15073	100-10-5161-3-38	435.00	435.00

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VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - SEPT 2023	10/05/2023	SEPT2023	100-10-5161-3-38	2,455.00	2,455.00
Total VANDEZANDE & KAUFMAN, LLP:						2,890.00
VON BRIESEN & ROPER, S.C.	005504-00002 GENERAL - PD RECORDS REQUEST	10/05/2023	437324	100-10-5194-3-38	1,397.50	1,397.50
VON BRIESEN & ROPER, S.C.	5504-00033 PERSONNEL-AUGUST 2023	10/05/2023	437325	100-10-5143-3-38	4,127.50	4,127.50
Total VON BRIESEN & ROPER, S.C.:						5,525.00
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - SEPTEMBER 2023	10/05/2023	5946	100-70-5420-3-31	62.25	62.25
Total WAUPUN UTILITIES:						62.25
WAUPUN AREA ANIMAL SHELTER INC	MONTHLY CONTRACT - OCT 2023	10/05/2023	OCT2023	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WEE CARE CHILD CENTER	CDA GRAND REIMBURSEMENT - REINVESTMENT GRANT	10/05/2023	10-4-23	405-70-5436-3-38	30,000.00	30,000.00
Total WEE CARE CHILD CENTER:						30,000.00
WELLS FARGO PAYMENT REMITT	CIVIC SYSTEMS - CIVIC SYMPOSIUM - GREENFIELD	09/29/2023	ANGIE-JULY2	100-10-5153-3-37	693.95	693.95
WELLS FARGO PAYMENT REMITT	ZAZZLE - BUSINESS CARDS - DEMAA & BEER	09/29/2023	BJ-JUNE23/J	100-50-5231-3-38	3,107.30	3,107.30
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 7/18/23-8/17/23	09/29/2023	BRET-AUG23	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	KWIK TRIP - MEETING SUPPLIES	09/29/2023	JEFF-JUNE23	100-70-5410-3-38	20.21	20.21
WELLS FARGO PAYMENT REMITT	HOTEL - WNOA 2023 TRAINING CONF	09/29/2023	JEREMY-AUG	100-40-5215-3-37	248.00	248.00
WELLS FARGO PAYMENT REMITT	MICROSOFT ONLINE SERVICES - JULY 2023	09/29/2023	KATHY-JULY2	100-10-5197-3-38	168.00	168.00
WELLS FARGO PAYMENT REMITT	JOANN STORES - ADULT CRAFT SUPPLIES	09/29/2023	PAM-AUG23	210-60-5511-3-44	88.15	88.15
WELLS FARGO PAYMENT REMITT	DOLLAR TREE - PICNIC & OLYMPICS	09/29/2023	RACHEL-JUL	100-20-5525-3-39	265.10	265.10
WELLS FARGO PAYMENT REMITT	STAPLES - OFFICE SUPPLIES - FD	09/29/2023	SCOTT-AUG2	100-50-5231-3-30	169.86	169.86
Total WELLS FARGO PAYMENT REMITT:						4,940.54
WESTPHAL	NEW AMBULANCE GRAPHICS	10/05/2023	67408	410-50-5231-4-00	1,250.00	1,250.00
Total WESTPHAL:						1,250.00
WI ASSOCIAION OF SENIOR CENTERS	SENIOR CENTER MEMEBERSHIP/2023 WASC FALL TRAINING	09/26/2023	1	100-20-5513-3-37	125.00	125.00
Total WI ASSOCIAION OF SENIOR CENTERS:						125.00
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - SEPT 2023	10/05/2023	G3369-SEPT2	100-40-5213-3-38	105.00	105.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total WI DEPT OF JUSTICE:						105.00
WIND & UNWIND LLC	CDA GRANT REIMBURSEMENT -	10/05/2023	10-4-23	405-70-5436-3-38	5,000.00	5,000.00
WIND & UNWIND LLC	FACADE IMPROVEMENT					
Total WIND & UNWIND LLC:						5,000.00
Grand Totals:						443,976.92

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-38	175.01	.00	175.01
100-10-5131-3-30	57.21	.00	57.21
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	115.35	.00	115.35
100-10-5141-3-31	74.47	.00	74.47
100-10-5141-3-37	290.00	.00	290.00
100-10-5141-3-38	21.60	.00	21.60
100-10-5143-3-38	4,577.50	.00	4,577.50
100-10-5153-3-37	403.95	.00	403.95
100-10-5153-3-38	57.21	.00	57.21
100-10-5161-3-38	2,890.00	.00	2,890.00
100-10-5163-3-38	350.00	.00	350.00
100-10-5191-3-30	57.21	.00	57.21
100-10-5191-3-31	74.48	.00	74.48
100-10-5194-3-38	1,397.50	.00	1,397.50
100-10-5197-3-31	333.29	.00	333.29
100-10-5197-3-38	3,770.50	.00	3,770.50
100-12634	310.99	.00	310.99
100-20-5513-3-30	174.92	.00	174.92
100-20-5513-3-31	65.30	.00	65.30
100-20-5513-3-37	125.00	.00	125.00
100-20-5513-3-38	90.00	.00	90.00
100-20-5523-3-36	96.28	.00	96.28
100-20-5525-3-36	444.56	.00	444.56
100-20-5525-3-39	175.10	.00	175.10
100-21100	622.19	66,616.55-	65,994.36-
100-30-5152-3-38	3,186.36	.00	3,186.36
100-40-5211-3-30	113.76	.00	113.76
100-40-5211-3-31	958.95	.00	958.95
100-40-5211-3-37	26.00	.00	26.00
100-40-5211-3-38	6.12	.00	6.12
100-40-5212-3-38	3,772.60	.00	3,772.60
100-40-5213-3-38	2,524.00	.00	2,524.00
100-40-5215-3-37	473.00	.00	473.00
100-40-5215-3-38	502.04	.00	502.04
100-40-5343-3-38	1,000.00	.00	1,000.00
100-46-4672-0-00	65.00	.00	65.00
100-50-5230-3-34	600.00	.00	600.00
100-50-5230-3-38	111.94	.00	111.94
100-50-5231-3-30	49.98	.00	49.98
100-50-5231-3-33	20.00	.00	20.00

GL Account	Debit	Credit	Proof
100-50-5231-3-36	103.36	.00	103.36
100-50-5231-3-37	225.00	.00	225.00
100-50-5231-3-38	9,772.41	.00	9,772.41
100-50-5232-3-36	18.98	.00	18.98
100-50-5232-3-38	419.81	.00	419.81
100-50-5233-3-38	2,280.72	335.23-	1,945.49
100-50-5234-3-37	225.00	.00	225.00
100-70-5410-3-36	5,466.29	.00	5,466.29
100-70-5410-3-38	5,687.08	.00	5,687.08
100-70-5411-3-36	4,021.58	286.96-	3,734.62
100-70-5411-3-38	5,716.94	.00	5,716.94
100-70-5412-3-31	95.04	.00	95.04
100-70-5412-3-36	522.54	.00	522.54
100-70-5412-3-38	77.52	.00	77.52
100-70-5420-3-30	57.20	.00	57.20
100-70-5420-3-31	200.96	.00	200.96
100-70-5431-3-36	1,173.48	.00	1,173.48
100-70-5441-3-36	64.28	.00	64.28
100-70-5444-3-36	23.98	.00	23.98
100-70-5613-3-36	830.00	.00	830.00
100-80-5670-3-30	57.20	.00	57.20
210-21100	.00	309.60-	309.60-
210-60-5511-3-31	221.45	.00	221.45
210-60-5511-3-44	88.15	.00	88.15
220-21100	.00	35.19-	35.19-
220-40-5212-3-38	35.19	.00	35.19
230-21100	.00	5,090.42-	5,090.42-
230-30-5241-3-38	5,090.42	.00	5,090.42
400-20-5513-8-00	14,615.45	.00	14,615.45
400-21100	.00	272,143.70-	272,143.70-
400-70-5436-8-00	40,755.85	.00	40,755.85
400-70-5444-8-00	216,772.40	.00	216,772.40
401-21100	.00	1,250.00-	1,250.00-
401-70-5436-3-39	1,250.00	.00	1,250.00
405-21100	.00	44,154.22-	44,154.22-
405-70-5436-3-38	42,904.22	.00	42,904.22
405-70-5436-3-39	1,250.00	.00	1,250.00
407-21100	.00	1,250.00-	1,250.00-
407-70-5436-3-39	1,250.00	.00	1,250.00
408-21100	.00	1,250.00-	1,250.00-
408-70-5436-3-39	1,250.00	.00	1,250.00
410-21100	410.00	2,899.63-	2,489.63-
410-50-5231-4-00	1,625.00	.00	1,625.00
410-70-5412-4-00	1,274.63	410.00-	864.63
420-21100	.00	12,233.56-	12,233.56-
420-70-5436-3-38	12,233.56	.00	12,233.56
425-21100	.00	33,594.92-	33,594.92-
425-70-5476-3-38	33,594.92	.00	33,594.92
700-10-5191-3-38	539.67	.00	539.67
700-10-5192-3-36	3,192.29	.00	3,192.29
700-10-5192-3-38	1,679.36	1,230.00-	449.36
700-21100	1,230.00	5,411.32-	4,181.32-
Grand Totals:	<u>448,501.30</u>	<u>448,501.30-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail
Check.Type = {<>} "Adjustment"
Invoice.Batch = "A","92623","101023"



MINUTES
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 20, 2023 at 7:00 AM

Meeting called to order by Chairperson Krista Bishop at 7 a.m.

Roll call taken. Member present: Gary DeJager, Rich Matravers, Teresa Ruch, Craig Much, Kate Bresser, Jodi Mallas, Tyler Schulz, and Krista Bishop. Absent and excused is Mitch Greenfield. Also present Administrator Schlieve, Assistant Administrator Langenfeld, Mayor Bishop, Raina Lyman, Envision Greater Fond du Lac, Glenn Marwitz and Jason Whitford (online).

Motion Much, second Matravers to approve May 10, 2023 Business Improvement District Meeting Minutes. Carried unanimously.

Motion DeJager, second Gysbers to approve financials for 2023 as presented. Carried unanimously.

Administrator Schlieve provides an overview of outstanding applications for Wind & Unwined, Broken Threads, K's Boutique, Chic Tique. Wind & Unwined is in process but Schlieve recommends an extension through September 30, 2023. An application for Weaving It Up to You is cancelled as building is sold. Broken Threads and K's are both reporting delays with contractors and/or supplies. Schlieve notes that there is time and we should monitor progress. Finally, Chic Tique work is complete and staff is waiting for final receipts for reimbursement. Motion Schulz, second Matravers to extend Wind & Unwined grant through September 30, 2023. Carried unanimously.

Glenn Marwitz presents application for Judson's located at 416 E Main St. Business is painting exterior of front façade and adding updated signage. Motion Schulz, second DeJager to approve matching grant of \$2,000 for the project. Carried 8-0.

Kate Gysbers presents application for 307 E Main St. Gysber's Jewelry acquired the building and is expanding into the space. Motion Schulz, second Matravers to approve matching grant of \$2,000 for the project. Carried 7-0 with Bresser abstaining.

Raina Lyman provides an update on the Waupun Business Alliance. A general overview of entrepreneurial program is provided. Golf outing planned for August 1 at the Rock.

Administrator Schlieve provides an update, announcing that the City has received a Vibrant Space grant to create a food truck alley in the downtown green space east of Stone & Suede and that we are pending on a large DNR grant for the west-side plaza. Staff continue to look for space for new businesses looking to locate in Waupun. Schlieve the overviews the marketing plan authorized during previous BID meeting. Of the \$5k allocated, planned expenditures will total \$5,100 with \$2,400 dedicated to social media and website enhancements; \$1,500 updating the Downtown Promotions website functionality; and \$1,200 supporting creation of print including a map of the downtown district. Any remaining funds will support a campaign with Inspire Magazine and the Discover Downtown Waupun billboard. Schlieve reports that bids for the Senior Center project have been accepted and that the team is moving into a fundraising stage and that the City intends to sell the existing building when construction is completed. Design WI with the UW Extension team will conduct the Design Charrette on September 18 & 19 and individuals are asked to reserve those dates on calendars.

No advanced planning.

Motion Much, second DeJager to adjourn meeting. Carried unanimously. Meeting adjourns at 7:25 a.m.



MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Tuesday, 11-July-2023 – City Council Chambers

CALL TO ORDER

Chairman Peter Kaczmarki called the meeting to order at 4:15 PM

ROLL CALL

Roll call was taken:

Alders—Peter Kaczmarki, William Langford, Mike Matoushek (absent with notification)

Citizens—Dale Heeringa, Dave Rens, Andrew Sullivan, Gregg Zonnefeld

Ex-officio—DPW Director Jeff Daane, Mayor Rohn Bishop, City Administrator Kathy Schlieve, Recreation Director Rachel Kaminski

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE

Next meeting will be on Tuesday, August 8th at 4:30PM.

CONSIDERATION - ACTION

1. Approve minutes of the June 13, 2023 Board of Public Works & Facilities Meeting.
Minutes of the June 13, 2023 meeting were presented. Motion (Heeringa/Langford) to approve minutes as presented.
MOTION CARRIED (6-0)
2. Approve 5 year street plan
DPW Director Jeff Daane shared the five-year street plan. There is a potential grant to allow for a fuller redo of Wilcox Street which could alter that. If there isn't a grant, the project would simply be a mill & overlay. Motion (Zonnefeld/Rens) to approve the five-year street plan as present. **MOTION CARRIED (6-0).**
3. Pavement condition summary and street rating presentation
DPW Director Daane shared the process and product of the current street ratings (42.3 miles of city jurisdiction) that are made biannually. Construction on state highways through the city is the responsibility of the state, but maintenance falls on the city. City Administrator Kathy Schlieve shared the challenges to find ways to fund street maintenance/replacement in a world of increasing costs. Motion (Zonnefeld/Rens) to budget a minimum of \$325,000 for street maintenance for 2024. **MOTION CARRIED. (6-0)**
4. Jurisdictional transfer of the limits of CTH MM
Fond du Lac County approached the City to find out if City of Waupun would want to assume jurisdiction over .48 miles of County MM. Motion (Heeringa/Sullivan) to hold off on jurisdictional transfer until future development occurs.
MOTION CARRIED (6-0).
5. Rank and recommend Capital projects to City Council to use during budgeting
DPW Director Daane shared potential projects for capital expenditures in the coming budget. Members are asked to return their ranked capital projects by July 18th to the City Office.
6. Rank and recommend equipment replacement to City Council to use during budgeting
DPW Director Daane shared the need for a truck and line painter. Motion (Rens/Zonnefeld) to recommend purchase of truck and line painter. **MOTION CARRIED (6-0).**

ADJOURNMENT

Motion (Heeringa/Rens) to adjourn the meeting of the BPW & Facilities at 5:27PM. **MOTION CARRIED (6-0).**

Respectfully submitted,

Gregg Zonnefeld, BPW Clerk



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 18, 2023 at 7:45 AM

Meeting called to order at 7:49 a.m. by Mayor Bishop, Chairperson.

Roll call taken. Present: Mayor Bishop, Gary DeJager, Sue Vandeberg, Derek Drews, and Bobbi Joe Kunz are present. Also presented, Administrator Schlieve and Assistant Administrator Langenfeld. Jason Whitford is present online. Absent and excused is Cassandra VerHage.

Motion Vanderkin, second Drews to nominate Sue Vandeberg as Vice-Chair. Carried unanimously.

Motion Vandeberg, second Vanderkin to approve minutes from June 20, 2023 CDA meeting. Carried unanimously.

Motion Vandeberg, second Drews to approve June 2023 financials for CDA. Carried unanimously.

Administrator Schlieve provided an update on outstanding project, noting that progress is occurring on each. No action required to extend projects at this time.

Administrator Schlieve provides an overview of a targeted reinvestment application for Wee Care located at 1 W Brown St. An initial application was received in December of 2022. Schlieve explains the critical infrastructure needs of childcare to support workforce, noting that the City recently extended support through a Childcare Stabilization Grant. The childcare industry is struggling and there is a need to remove more capital cost from the project to bring it to reality. Schlieve requests consideration of a \$30,000 grant application to increase city support. Motion Drews, second Vandeberg to approve a \$30,000 reimbursement grant for Wee Care. Carried unanimously.

Schlieve leads a brief discussion on future planning, noting that the final expenditure year for TID 3 is in 2027. There will be roughly \$500,000 worth of investment that can be made notes that there is a need for the CDA to be strategic about their investment choices. Discussion centers around possible expansion of BID boundaries to increase that groups possible funding, methods to slow down traffic through the central business district, and the need for a pillar/video display sign to advertise events. Schlieve asks the group to give consideration to priorities for 2024 and beyond. A future planning discussion will be held to determine priorities.

Motion Vanderkin, second Kunz to adjourn the meeting. Carries unanimously. Meeting adjourned at 8:32 a.m.



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 25, 2023 at 4:15 PM

Chairperson Westphal called the meeting to order at 4:15 pm.

Roll call taken with the following members present: Dan Siebers, Pete Kaczmarski, Kathy Schlieve, Dan Vande Zande, Rohn Bishop, Steve Brooks, Jason Westphal, and Lisa McArthur from Envision Greater Fond du Lac. Also present is Jeff Daane.

Motion Siebers, second Brooks to approve regular and closed session Minutes from June 27, 2023 Economic Development Committee Meeting. Carried unanimously.

Motion Kaczmarski, second Siebers to move to closed session under Section 19.85 (1) of the WI Statutes for: (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Carried unanimously.

Motion Siebers, second Brooks to reconvene in open session. Carried unanimously.

No action from closed session.

Motion Siebers, second Brooks to adjourn the meeting. Meeting adjourned at 5:25 p.m.



MINUTES
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 15, 2023 at 7:00 AM

Meeting called to order at 7 a.m. by chairperson Krista Bishop.

Roll call taken. Member present: Gary DeJager, Rich Matravers, Craig Much, Jodi Mallas, Tyler Schulz, and Krista Bishop. Mitch Greenfield. Absent and excused are Teresa Ruch and Kate Bresser. Also present Administrator Schlieve, Assistant Administrator Langenfeld, as well as Janelle Kartechner, Steven Chmielewski, and CDA members Mayor Bishop, Derek Drews, Jill Vanderkin and Cassandra VerHage.

Motion Schulz, second Matravers to approve minutes of June 20, 2023 BID meeting. Carried unanimously.

Administrator Schlieve discussed current budget in relation to the work plan, noting that applications have been strong and that the BID will deplete their funds and be unable to allocate money to a pop up program this year. Schlieve notes that there is opportunity to run this program this year. Motion DeJager, second Greenfield to approve financials for June and July 2023. Carried unanimously.

Administrator Schlieve notes that all projects are in process and no extensions are needed at this time.

Administrator Schlieve notes that the application for 42 Fond du Lac St is incomplete because the property owner has been unable to get a formal quote from his vendor. Peters & Associates was recently acquired by Maedox Tax & Accounting and the owner is remodeling the building to accommodate more staff. The current monument sign and window decals will be replaced. Krista Bishop recommends tabling the agenda item until a completed application is submitted and the group reaches consensus on the recommendation. No action is taken.

BJ Yohn is present to explain the projects for 14, 16 and 20 W Main Street. The front awning will be removed and each of the three businesses (Edward Jones, State Farm, and B&B Plumbing) will add a canvas awning with their branding to improve the professional appearance of the building. Motion Schulz, second Much to approve each business application as a matching grant capped at \$2,000 each for a total of \$6,000. Carried unanimously.

No one is present from the Waupun Business Alliance to provide an update. Administrator Schlieve notes that there are several training and networking events and informs the group that information on each is shared with the Downtown Business Owner's Facebook group.

Administrator Schlieve explains the purpose of the Waupun Fire & Emergency Response Staffing study and encourages the group to complete the community survey that can be found on the City's Facebook page and website. Schlieve also announces that the ground breaking for the Senior Center will be September 26, 2023, at 2 p.m. Costs for construction exceeded the initial budget and the city has entered a fundraising campaign to fully fund the project. An overview of the facility and facility sponsorship opportunities is provided.

Jodi Mallas provides an overview of IceFest Winter Festival planned for February 2024. The festival is design to include businesses across Waupun and drive traffic during the slow months of the year. Mallas notes that businesses will be approached to sponsor ice carvings for the event.

Steve Chmielewski with UW Extension provided an update on the Design WI Project planned in Waupun on September 18 and 19. A meeting with the initial planning team will be held on August 23 at 10 a.m. via Zoom. Teams of people will be conducting business interviews from now until the event and there is a community survey launching in the near future to gather community feedback that will be used in the design process. The city is

currently working with the school district to secure a group of teens to work with our group and provide input. Schlieve will publish a full schedule in the near future once a final meeting location is determined.

Krista Bishop asked that we plan to discuss increasing the assessment at a future meeting, noting that costs for projects continue to rise.

Motion Greenfield, second Matravers to adjourn the meeting. Carried unanimously. Meeting adjourned at 7:36 a.m.



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 15, 2023 at 7:45 AM

Mayor Bishop called the meeting to order at 7:45 a.m.

Roll Call taken. Present are Mayor Bishop, Gary DeJager, Sue Vandenberg, Derek Drews, Jill Vanderkin and Cassandra VerHage. Also present Administrator Schlieve, Assistant Administrator Langenfeld and BJ Yohn.

Approve Vandenberg, second DeJager to approve minutes from July 18, 2023 CDA meeting. Carried unanimously.

Motion DeJager, second Drews to approve July 2023 CDA Financials. Carried unanimously.

Review of application for 42 Fond du Lac St for Maedox Tax & Accounting. Schlieve notes that the request is for interior remodel and that is outside the scope of the current program guidelines. However, the guidelines as written do allow the CDA discretion in decisions such as this. Schlieve notes that the business currently serves about 1,800 clients in the area and that it is important to keep an accounting firm in the community. After deliberation, motion DeJager, second Vandenberg to approve a 50% matching grant, capped at \$5,000. Carried unanimously.

BJ Yohn is present to explain the projects for 14, 16 and 20 W Main Street. The front awning will be removed and each of the three businesses (Edward Jones, State Farm, and B&B Plumbing) will add a canvas awning with their branding to improve the professional appearance of the building. Motion Vandenberg, second Vanderkin to approve 20 W Main (B&B Plumbing) and 16 W Main (State Farm) applications as a matching grant capped at \$5,000; and, 14 W Main (Edward Jones) as a matching grant capped at 2,360. Total investments \$12,360 for the three projects. Carried unanimously.

Motion DeJager, second VerHage to adjourn meeting. Carried unanimously. Meeting adjourned at 7:58 a.m.



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, August 16, 2023 at 4:30 PM

The Waupun Plan Commission met on Wednesday, August 16, 2023 at 4:30 pm in the Waupun City Hall Council Chambers. The meeting was held in person, virtual, and teleconference.

Chairman Bishop called the meeting to order at 4:30 pm.

Roll Call taken. Members Present: Elton TerBeest, Rohn Bishop, Jill Vanderkin, Mike Matoushek, Jason Whitford, Jeff Daane and Gerald Medema. Staff Present: Kathy Schlieve, Susan Leahy (online). Also present, Eric Mulder, Roger Schregardus (online arrived at 4:45 pm) and Jenna and Levi Frens, Excel Engineering and Derek Drews.

No public present to address the Plan Commission.

Chairman Bishop indicates the next meeting is planned for September 20, 2023 at 4:30 p.m.

Matoushek motion, Vanderkin second to approve minutes of July 19, 2023. Carried unanimously.

Motion TerBeest, second Whitford to open a public hearing, Jenna Frens is seeking a conditional use to move their car dealership business from current location on corner of Main and Drummond to 501 E Main St, which is a business owned by her father. No public questions or comments are given. Motion Matoushek, second Whitford to close the public hearing. Motion Matoushek, second Whitford to approve the conditional use application as presented. Carried unanimously.

Excel Engineering presents specifics of proposed certified survey map for FVSBank, located at 101 S Madison St in Waupun. Survey map combines lot the bank acquired previously to the east of the main building. Motion Vanderkin, second Whitford to approve the certified survey map as presented. Carried unanimously.

Excel Engineering presents site plan for improving the parking lot at 101 S Madison Street. Jeff Daane notes that storm water requirements have been met. Motion Whitford, second Matoushek to approve the site plan as presented. Carried unanimously.

Jeff Daane explains the site plan for a drive easement through City owned property on Shaler Drive and that WisDOT is requiring movement of the driveway to gain access to STH 26 and Shaler Drive. Motion Matoushek, second Whitford to approve the site plan as presented. Carried unanimously.

Roger Schregardus provides an overview of the site plan for Eric Mulder Construction project in Heritage Ridge Business Park. Motion Matoushek, second Whitford to approve the site plan as presented. Carried unanimously.

Motion Vanderkin, second Matoushek to adjourn meeting. Carried unanimously. Meeting adjourned at 4:54 p.m.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, September 11, 2023**

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

Commissioners Daane, Heeringa, Homan, Kunz, Siebers, Thurmer, Westphal and Mayor Bishop present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from August 14, 2023 meeting.

Motion by Homan, seconded by Kunz and unanimously carried, bills for month of August 2023 approved as presented.

On motion by Westphal, seconded by Kunz and unanimously carried, year-to-date financial reports through July 2023 approved as presented by Finance Director Stanek. Electric operating income was \$259,900. Water operating income was \$478,600. Sewer operating income was \$425,600.

General Manager Brooks reported on call-ins and electric projects. A significant outage occurred August 20th in the South West area of town due to wildlife coming in contact with the line. As a result of the outage, AC Engineering came to complete testing on the relays on the Comtech and Main substations, making some adjustments to prevent future outages. Overhead rebuild of Lincoln St and Pleasant Ave is complete. Temporary 3 phase electric service was installed and energized for the United Coop scale building. Crew continues work on installation of infrastructure for the coop project. Street lighting infrastructure and conduit for future primary extension is being installed on Wilson and Shaler Dr. Apprentice Line Technician Carson Schramm joined the Waupun Utilities team end of August. All positions within the electric department are now filled.

Treatment Facilities and Operations Superintendent Schramm reported on operations at water and wastewater treatment facilities and distribution/collection system. ER Controls, local business in Waupun, replaced PLC's on Tower 1 & 2. ER Controls has been great to work with and has helped on occasions when utility has been in a pinch due to supply chain issues. With the ABNR startup and testing, facilities staff have been monitoring trends which are displayed on several monitors in the control room, watching to see how the ABNR process is running and grasping what is happening. The trends allow staff to figure out why things happen. Distribution/collection crew had one call-in at the Harris Lift Station for a pump failure due to a kitchen towel clogging the pump and repaired two water main breaks occurring in the area of N Madison St and Neevel Ave.

Algae Biomass Summit will be held in Madison October 9-11th. Summit agenda for October 11th includes an opportunity for registered attendees of the summit to be bused to Waupun Utilities' Waste Water Treatment Facility for an ABNR facility tour to learn about the process of advancing nutrient removal and recovery through algae-based technologies.

On motion by Homan, seconded by Kunz and unanimously carried, meeting adjourned at 4:30 p.m.

The next regular commission meeting date has been rescheduled due to Community Services Open House Event and will be held on October 16, 2023 at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 12, 2023 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

The Pledge of Allegiance is heard followed by a moment of silence.

ROLL CALL

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

Council absent/excused: None

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

Management Virtual: None

Management absent and excused: Utility Finance Director Stanek

Audience in-person: Tyler Loomans; Travis and Jessica Schultz; Alissa and Madelynn Bishop; Barrett Lang; Pam, Morgan, and Branden Gremminger; Hailey Bresser; Adam and Owen Pulda; Nate Pulda; Jerrod and Brax Vanloo; Dylan Pribbenow; Lucas Dawson; Kyle Ohland; Ryan Arndt; Jeremiah Larsen; Matt Maly; Travis Hull; Nicholas Tank; Gerrad Kibbel; Bob Spanbauer; Danielle McKnight; John Hoekstra; Kevin, Melinda and Lydia Smith; Chase Beahm; Mason Holz; Laura, Jax, and Ashton Demaa; Bambi, Malachi, and Micah Buchholz; Charlie, Angie, Henry, and Jack Voight; Mike Batzler; Josh Thone; Jill Milani; Austin Ehlenfeld; Justine Koehorn; Sue and Katie Procise; Brittany and Branden Falk; Jaedon Buchholz

Audience Virtual: None

PUBLIC HEARING

1. 2024 Waupun Taxi Fares

Mayor notes the purpose for the public hearing is to provide the Public the proposed taxi fare rates to be effective January 1, 2024.

Motion Matoushek, second Langford to open the public hearing. Motion carried 6-0.

No questions or comments were heard from the Council and audience.

Motion Matoushek, second Siebers to close the public hearing. Motion carried 6-0.

Motion Langford, second Matoushek motion to adopt the proposed rates for the 2024 Taxi Fares. Motion carried 6-0 on Roll Call.

PERSONS WISHING TO ADDRESS COUNCIL

Members of the Centennial Ceremony Committee invite Council and Staff to the dedication of the Recording Angel on Saturday, October 7, 2023 at 10:00am at the Forest Mound Cemetery.

Tyler Loomans of Waupun Hockey, Travis Schultz of Waupun Little League Baseball and Alissa Bishop of Waupun Figure Skating: Thanking the Common Council for consideration of funding and to Staff for their on-going assistance and support.

RESOLUTIONS AND ORDINANCES:

2. Resolution Closing American Rescue Plan Act Fund

Motion Siebers, second Matoushek to approve Resolution #09-12-23-01 Closing American Rescue Plan Act Fund. Motion carried 6-0 on Roll Call.

3. Resolution Establishing Reserve Funds for the Purpose of Enhancing Quality of Life Assets in the Community

Motion Matoushek, second Siebers to approve Resolution #09-12-23-02 Establishing Reserve Funds for the Purpose of Enhancing Quality of Life Assets in the Community. Motion carried 6-0 on Roll Call.

4. Resolution Authorizing a \$100,000 Grant in Support of Waupun Hockey Association Floor Replacement Project

Motion Matoushek, second Kunz to approve Resolution #09-12-23-03 Authorizing a \$100,000 Grant in Support of Waupun Hockey Association Floor Replacement Project. Motion carried 6-0 on Roll Call.

5. Resolution Authorizing a \$100,000 Grant in Support of Waupun Baseball Complex Turf Replacement Project

Motion Kunz, second Langford to approve Resolution #09-12-23-04 Authorizing a \$100,000 Grant in Support of Waupun Baseball Complex Turf Replacement Project. Motion carried 6-0 on Roll Call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

6. Certified Survey Map - Fox Valley Bank, 101 S Madison Street (Plan Commission 8/16/23)

Motion Kunz, second Matoushek to approve the Certified Survey Map for Fox Valley Bank located at 101 S Madison Street, Waupun. Motion carried 6-0 on Roll Call.

7. Site Plan - Driveway Easement through City Property on Shaler Drive (Plan Commission 8-16-23)

Motion Matoushek, second Kunz motion to approve Site Plan for a Driveway Easement through City Property on Shaler Drive. Motion carried 6-0 on Roll Call.

8. Asphalt Paving Contract Wilcox St. (Board of Public Works 9/12/23)

Motion Langford, second Matoushek to award the Asphalt Paving Contract-Wilcox Street bid to Kartechner Brothers LLC in the amount of \$43,017. Motion carried 6-0 on Roll Call.

CONSIDERATION – ACTION

9. Intergovernmental Cooperation Agreement for Operation of an Employee Health Clinic with WASD

Motion Matoushek, second Siebers to approve the intergovernmental cooperation agreement for operation of an employee health clinic and authorize the City Administrator to enter this agreement with WASD. Motion carried 6-0 on Roll Call.

10. Service Agreement for Dedicated Employee Clinic with SSM Health Dean Medical Group

Motion Siebers, second Kunz to approve the Service Agreement with SSM Health Dean Medical Group for a dedicated employee clinic. Motion carried 6-0 on Roll Call.

11. Agreement with Cedar Corporation to Engineer the Food Truck Alley

Motion Kunz, second Westphal to approve agreement with Cedar Corporation to engineer the Food Truck Alley funded by TID 3 and WEDC Vibrant Spaces Grant. Motion carried 6-0 on Roll Call.

MAYORAL CORRESPONDENCE/PRESENTATIONS

12. Recognition of Public Power Week October 1-7, 2023

Mayor reads a proclamation "A Week-Long Celebration of Waupun Utilities Year-Round Service to Waupun" in recognition of Public Power Week, October 1-7, 2023.

CONSENT AGENDA

Motion Matoushek, second Kunz to accept the Consent Agenda and approve the monthly financial report. Motion carried 6-0 on roll call.

ADJOURNMENT

At 6:57pm, Motion Kunz, second Matoushek to call the meeting adjourned. Motion carried 6-0.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, September 13, 2023 at 4:30pm

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

CALL TO ORDER

Meeting convened at 4:33pm by PFC President in the Waupun Safety Building.

ROLL CALL

Present: John Bett, Bobbi Jo Kunz, Tara Rhodes, Mike Thurmer, Waupun Police Department (WPD) Chief Scott Loudon

Member(s) absent (excused): Bambi Buchholz, Teresa Heidemann, Waupun Fire Department (WFD) Chief BJ DeMaa

Guests: N/A

MINUTES FROM PREVIOUS MEETINGS

Minutes from the August 16, 2023 meeting were presented for approval. Motion to approve minutes as submitted at 4:34pm by J. Bett, T. Rhodes second; all in favor, motion passed.

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct interviews with qualified applicants for the open Patrol Officer positions.

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

Motion to go into Closed Session at 4:35pm was made by J. Bett, T. Rhodes second; all in favor, motion passed.

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:46pm after motion from T. Rhodes, second by J. Bett; all in favor, motion passed.

ACTION FROM CLOSED SESSION

Motion at 5:47pm to extend conditional offers to candidates D. Roberts and M. Lexvold (in this order) was made by T. Rhodes, second by J. Bett; all in favor, motion passed.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting September 21, 2023 (the Commission meets quarterly, at minimum).

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

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.

ADJOURNMENT

Motion to adjourn meeting at 5:48pm made by T. Rhodes, second by J. Bett; all in favor, motion passed.

Respectfully submitted,
Tara Rhodes, Secretary

**Minutes of the Waupun Public Library Board Meeting
Wednesday, September 20, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, September 20, 2023. Present were Schultz, Gehl, Siebers, Rohrer, Garcia, and Jaeger. Hintze present via Zoom. Sullivan present via phone. Beer was absent.

ARTICLE I: Motion by Gehl, supported by Martens, to accept the minutes of the August 19, 2023, meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 94,258 items through the end of August, up 10%.
- b. 38,884 people visited the library through the end of August, up 19%.
- c. Program attendance up 112% through the end of August.
- d. Meeting room use up 115% through the end of August.

ARTICLE IV: Budget was reviewed.

ARTICLE V:

- a. Motion by Siebers, supported by Schultz, to pay September 2023 bills. Motion carried 7-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. The Fond du Lac County libraries are finishing up a draft of the next five-year service agreement with Fond du Lac County. Waupun Public Library is part of both Fond du Lac and Dodge County agreements.
- b. Result of the 10 Book Adult Reading Challenge from June 5 to August 31: a. total of 35 patrons played; b.53 Challenge sheets returned which qualified for 11 prizes. Lisa Bille did a great job creating and supervising this Challenge.
- c. The 2023 Wisconsin Library Association (WLA) Conference will be held in Madison, October 25-27.
- d. On September 8, AT&T performed hardware maintenance with a "cutover" from old equipment to new. The equipment is connected to our fiber line which runs back to the Monarch Library System office.
- e. Adult programming:
 1. Three (3) business job fair, September 26, at 6pm.
 2. History of the Recording Angel, October 3, at 6pm.

3. Crafts continue second Tuesday of every month, at 6pm.
4. Two Book Club groups meet the second Wednesday of every month, at 11am and 6pm.

f. The library will have a table at the Community Services event at the Safety Building on Monday, October 9th, from 5 – 8 pm. Tami Lont, Pam Garcia and Heather Van Buren will be representing the library at the table.

g. Alyssa Sommerfeldt, from Fond du Lac County Health, will provide the library staff with a refresher program on Dementia. This will be a review and update on information the staff has received previously.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Current Mission Statement was reviewed with no additions or changes noted.

ARTICLE IX: Motion by Siebers, supported by Rohrer, to adjourn at 4:49 p.m. Motion carried.

*Next tentative meeting: Wednesday, October 18, 2023, at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)
Waupun Safety Building – 16 E. Main Street, Waupun WI
Thursday, September 21, 2023 at 4:30pm

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

CALL TO ORDER

Meeting convened at 4:36pm by PFC President in the Waupun Safety Building.

ROLL CALL

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Bobbi Jo Kunz, Tara Rhodes, Mike Thurmer, Waupun Fire Department (WFD) Chief BJ DeMaa, Waupun Police Department (WPD) Chief Scott Louden

Member(s) absent (excused): N/A

Guests: Assistant Fire Chief Mike Beer

MINUTES FROM PREVIOUS MEETINGS

Minutes from the September 13, 2023 meeting were presented for approval. Motion to approve minutes as submitted at 4:37pm by J. Bett, T Heidemann second; all in favor, motion passed.

GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT (WPD) AND WAUPUN FIRE DEPARTMENT (WFD)

WPD

Staffing:

- Three conditional offers have been made, 1 of these candidates is certified and 2 are in process.
- Currently staffed at 13
- The City and Union will be meeting to discuss key items which include compensation, benefits and shift schedule for qualified and in-training staff, M. Thurmer noting the importance of addressing in-training staff compensation/benefits to ensure we are competitive with other area departments and able to recruit and retain.

Training:

- Joined the Dodge/Fond du Lac County teams in Child Abduction Response Team training.
- Deputy J. Rasch, D. Greenfield and D Deboer attended sessions focusing on stress management and emotional intelligence.
- Crime Scene training occurred with Dodge County to ensure/reinforce proper protocols are followed.

Police:

- School is back in session and Officer liaison is very busy with related school needs.
- Five children have been removed from unsafe conditions (neglect/drug activity); coordinated with Child Protective Services
- Two sex-offender requests to live in Waupun were denied
- Investigations in-process related to drug overdose and sexual assault cases.
- Domestic Violence Event (Brown Street): Officers responded to this event which resulted in an armed suspect taking his own life. Due to the presence of officers when it occurred, Dodge County was called in to investigate and no concerns were identified. The officer who had a gun aimed at him has received support and the department participated in a debriefing.

The WPD, along with the WFD, will be offering the annual Community Services Open House on 10/9 from 5-8 p.m.

WFD

Staffing:

- Firefighters: Three new hires onboarded this summer; two are working through training program and third is attending Firefighter 1 classes through May 2024. Currently short 1 Firefighter.
- EMRs: Three new hires were onboarded in late spring/early summer; completed final test last evening, with next step being the NREMT test in October/November. The goal is to have them schedule-available by January. Currently short 3 EMRs.
- Chief DeMaa recommends the following fire/EMR promotions:
 - Fire: Cliff Teletzke from Lieutenant to Captain (position vacated by Paul Beder)
 - Fire: Wayne Oppermann from Firefighter to Lieutenant (position vacated by Cliff Teletzke)
 - EMR: Bobbie Vossekuil from EMR to EMR Captain – Scheduling

Fire:

- Fire study continuing to progress. A community survey was completed as was a member survey. Call, training, and administrative data was also shared; expecting an initial draft of report in 2-4 weeks.
- Currently have one high school fire intern from the Waupun Area School District (a second individual was interested however has not responded to recent emails).
- Chief DeMaa attended the monthly Mayor's update at the Senior Center to share information on the staffing study and the trends that are driving this discussion.
- Met with all three Waupun Department of Corrections (DOC) facility Wardens to clarify fire response. The WFD had received inquiries from the NY Times (which was WFD's first notification of the fire) and WIS Politics regarding a fire incident that took place at Waupun Correctional Institution (WCI). PFC discussion around regular meetings confirmed this type of conversation occurs at the annual WFD and DOC Work Disturbance meetings.

EMS:

- The EMS Flex Grant will be closing soon; \$20K of funds were reallocated to best meet agency needs
- Strategically, we are looking at what it will take to evolve into a transport-level agency (what we had referred to as phase 2 in previous discussions).
- Monitoring of the contracted EMS service continues and recognized there has been a higher number of misses by our contracted EMS service than normal. Since July 9th, six mutual aid requests (4th time since 8/27) have been made to the City of Beaver Dam. The EMR program has helped support however does not eliminate the risk of a possible emergency need/inability for EMS to respond timely.

Community Risk Reduction (Public Education):

- Met with 2 local youth to go through our Juvenile Firesetter Program.
- Were able to participate in the Downtown Market with our Survive Alive house, the end-of-the-year party with the Rec Department with a giant sprinkler, and a show-and-tell event at First Reformed Church VBS.
- Fire extinguisher training at a local business
- Evacuation chair training with SSM Health – Waupun Memorial Hospital
- Multiple requests from local groups for CPR/AED training
- Fire Prevention Week scheduled for October 8-14. Community Services Open House will take place on 10/9 from 5-8 p.m.

Emergency Management:

- August 16th siren issue caused evening activation of two of the four sirens (both on Madison Street corridor). It is believed that the activation came from a low-power source; no source has been located.
- Training through TEEEX (Texas A&M Engineering Extension Service) on Infrastructure Disaster Management. TEEEX is an internationally recognized leader in emergency response training, workforce training and technical assistance.
 - Disaster Management for Public Services (MGT317)
 - Disaster Preparedness for Hospitals and Healthcare Organizations within the Community Infrastructure (MGT341)
 - Management for Electric Power Systems (MGT345)

- Disaster Management for Water and Wastewater Utilities (MGT343)

Motion to accept recommendation to promote Cliff Teletzke (current Lieutenant) to Captain at 5:23pm made by J. Bett, T. Heidemann second; all in favor, motion passed.

Motion to accept recommendation to promote Wayne Oppermann (current firefighter) to Lieutenant at 5:24pm made by J. Bett, T. Rhodes second; all in favor, motion passed.

Motion to accept recommendation to promote Bobbi Vossekuil (current EMR) to EMR Captain (scheduling) at 5:25pm made by J. Bett, B. Buchholz second; all in favor, motion passed.

Chief DeMaa shared an effective date of 10/1/2023 for these promotions.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is scheduled for December 13, 2023 at 4:30pm (the Commission meets quarterly, at minimum).

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

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.

ADJOURNMENT

Motion to adjourn meeting at 5:27pm made by J. Bett, T. Heidemann second; all in favor, motion passed.

Respectfully submitted,
Tara Rhodes, Secretary



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 26, 2023 at 4:45 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 4:45pm.

ROLL CALL

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

Council absent/excused: None

Management in-person: Attorney VandeZande, Administrator Schlieve, Police Chief Loudon

Management Virtual: City Clerk/Treasurer Hull

CLOSED SESSION

Motion Matoushek, second Langford to adjourn to closed session under Section 19.85 (1) (c) (e) of the WI Statutes for consideration to re-open the 2023-2026 WI Professional Police Association Union contract for City of Waupun Police Officers. Motion carried 6-0.

RECONVENE TO OPEN SESSION

At 5:30pm, motion Matoushek, second Kunz to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

Motion Kaczmarek, second Westphal to provide the Waupun Police Officer-in-Training position to participate in the City of Waupun health insurance program, according to the parameters in the WPPA contract, on the first of the month following hire, and to provide the hourly wage according to the starting wage of the Patrol Officer position indicated in the WPPA contract. Motion carried 6-0 on roll call.

A slight recess was held to allow those attending open session to be seated.

CALL TO ORDER

Mayor Bishop called the meeting to order at 5:41pm.

ROLL CALL

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

Council absent/excused: None

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

Management Virtual: City Clerk/Treasurer Hull

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

Audience in-person: Mike Beer, Brian Retzlaff, Jaedon Buchholz

Audience Virtual: Jason Whitford

CONSENT AGENDA

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

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

3. Certified Survey Map – KT Real Estate Holdings LLC 800 & 732 W Main Street (*Plan Commission 9/20/23*)

At the September 20, 2023 Plan Commission meeting, there was a motion to recommend to the Council, to approve the Certified Survey Map of KT Real Estate Holdings LLC to combine the parcels of the Kwik Trip Store at 800 W. Main St. and the parking lot of 732 W. Main St. into one parcel due to expansion and remodeling.

Motion Matoushek, second Kunz to approve the Certified Survey Map for KT Real Estate Holdings LLC, to combine the lots of 800 W Main Street and 732 W Main Street into one lot. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

4. Riseling Group Agreement to Conduct an Organizational Assessment

Due to struggling recruitment and retention efforts with sworn Officers, staff is recommending the services of a Police Consultant, the Riseling Group, to assess the organization for possible recommendations of improvement in Command and department staff structure, wage and benefits, etc.

Motion Langford, second Kunz to approve the agreement with the City of Waupun and the Riseling Group to conduct an organizational assessment of the Waupun Police Department. Motion carried 6-0 on roll call.

5. Land Sale and Developer Agreement with Eric Mulder Construction LLC

Eric Mulder of Eric Mulder Construction LLC proposes to purchase City owned land in Dodge County, parcel 292-1315-0933-004, in the amount of \$65,000, for the construction of a shop in the Heritage Ridge Business Park.

Motion Westphal, second Matoushek to approve the sale of City owned land in Dodge County, parcel 292-1315-0933-004, in the amount of \$65,000 and the terms of developer's agreement with Eric Mulder of Eric Mulder Construction, LLC. Motion carried 6-0 on roll call.

6. Land Sale and Developer Agreement with Retzlaff Milk Transport, LLC

Brian Retzlaff of Retzlaff Milk Transport LLC proposes to purchase City owned land in Dodge County, parcel 292-1315-0933-005, in the amount of \$144,960, for the construction of a two-bay automated truck wash in the Heritage Ridge Business Park.

Motion Matoushek, second Langford to approve the sale of City owned land in Dodge County, parcel 292-1315-0933-005, in the amount of \$144,960 and the terms of developer's agreement with Brian Retzlaff of Retzlaff Milk Transport LLC. Motion carried 6-0 on roll call.

7. 2024 City of Waupun Final Budget Presentation (*Discussion Only*)

Staff provides completed draft of the proposed 2024 budget for discussion and review.

MAYORAL CORRESPONDENCE/PRESENTATIONS

8. Acceptance of Alderman Langford Resignation

Alderman Langford submits his resignation from Council effective September 30, 2023 as he will no longer live in the District he currently serves.

ADJOURNMENT

At 6:16pm, Motion Kunz, second Langford to call the meeting adjourned. Motion carried 6-0.



Waupun Police Department Total Call Report

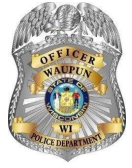


From: September 01, 2023 To: September 30, 2023

Agency	Incident Type	Total Incidents	WP	DRUGS/NARCOTICS	5
WP	911 CHECK	24		EXTRA PATROL	92
	ABANDONED VEHICLE	1		FOLLOW UP	67
	ACCIDENT	8		FOOT PATROL	11
	ACCIDENT W/BLOCKAGE	1		FOOT PURSUIT	1
	ACCIDENT W/INJURY	3		FOUND ANIMAL	3
	AMBULANCE	57		FOUND PROPERTY	4
	ANIMAL BITE	1		FRAUD COMPLAINT	4
	ANIMAL COMPLAINT	12		FUNERAL ESCORT	2
	ASSIST AGENCY	21		GAS DRIVE OFF	3
	ASSIST CITIZEN	31		HARASSMENT	4
	ASSIST MOTORIST	2		HIT AND RUN	3
	ATTEMPT TO LOCATE	6		HOUSE WATCH REQUEST	12
	ATV UTV TRAFFIC	1		INFORMATION TO DOCUMENT	5
	BATTERY	1		INTOXICATED DRIVER	4
	BUILDING CHECK	61		INTOXICATED SUBJECT	1
	BURGLARY	2		INTRUSION ALARM	7
	CARCASS IN ROADWAY	1		JUVENILE PROBLEM	14
	CHECK WELFARE	31		LEWD/LACIVIOUS	1
	CHILD ABUSE/NEGLECT	1		LITTERING	2
	CIVIL PROBLEM	6		LOITERING	8
	COURT ORDER VIOLATION	1		LOST ANIMAL	3
	DEPARTMENT K9 DOG	2		LOST ANIMAL LOCATED	1
	DIRECTED AREA PATROL	222		NEIGHBOR DISPUTE	2
	DISABLED VEHICLE	2		NOISE COMPLAINT	5
DISORDERLY CONDUCT	8		NOTIFY MED EXAMINER	3	
DOMESTIC	8		OCCUPIED DISABLED	2	
			OFFICER STANDBY	2	



Waupun Police Department Total Call Report



From: September 01, 2023 To: September 30, 2023

WP	OPEN DOOR	1
	ORDINANCE VIOLATION	17
	PAPER SERVICE	2
	PARKING ENFORCEMENT	19
	PATROL ASSIST FIRE	9
	PRISONER TRANSPORT	1
	RECKLESS DRIVER	10
	REPOSSESSION	4
	SCAM COMPLAINT	2
	SEXUAL ASSAULT	1
	SHOPLIFTER	3
	SPECIAL ASSIGNMENT	5
	SUBJECT STOP	10
	SUSPICIOUS ACTIVITY	23
	SUSPICIOUS VEHICLE	14
	TAVERN CHECK	7
	THEFT	4
	THREATS COMPLAINT	1
	TRAFFIC ENFORCEMENT	2
	TRAFFIC PROBLEM	4
	TRAFFIC STOP	110
	TRESPASSING	4
	TRUANCY	2
	VANDALISM	4
	WARRANT OTHER AGENCY	1
	Total	1045
Total		1045

Waupun Police Department Update – September Report

Training: Officer Navis attended Leadership Training. Officer Hague attended Critical Incident Training. Lt Williams, Lt Sullivan, Admin Assistant Greenfield, DC Rasch attended Child Abduction Response Training. CVMIC Soft Skills – Records Clerk DeBoer, Admin Assistant Greenfield, DC Rasch.

Events/Reports:

Memorial Day Parade – Successful event

Police and Fire met with CWC reference alarm responses, security, and communications

Police staff met with the Dodge DA's Office reference a new software used for sharing digital discovery with the DA's Office

Staffing/Hiring Process:

Our current staff level is 13 sworn personnel and 2 non-sworn personnel. We are currently hiring 4 officer positions. We have one accepted offer that needs the academy. We have two conditional offers.

Briefs:

Calls for Service: 1045

Traffic Stops: 110

Arrests: 19

Code Enforcement	Warnings	Citations
January	10	5
February	10	6
March	5	10
April	8	1
May	19	2
June	11	1
July	11	1
August	8	2
September	11	3

Complaints:

Calls for Service

On 9/01/23 at approximately 5:44pm, police conducted a traffic stop on W Main St at S Harris Ave. Charges of Possession of Controlled Substances, Possession of Drug Paraphernalia, and Carrying a Concealed Weapon were referred to the Dodge County DA's Office against a 32 year old man.

On 9/01/23 at approximately 9:16pm, police conducted a traffic stop on Shaler Dr at E Jefferson St. A 23 year old woman was cited for Operating w/out a Valid Driver's License.

On 9/02/23 at approximately 3:06pm, police responded to a residence on E Franklin St for a report of a physical disturbance. A 32 year old man was taken into custody for Disorderly Conduct Domestic Related. The man was transported to the Fond du Lac County Jail.

On 9/03/23 at approximately 6:12am, police responded to a business on S Watertown St for a report of a burglary. The complaint remains under investigation.

On 9/03/23 at approximately 11:12am, police conducted a traffic stop on Fond du Lac St at Gateway Dr. A 40 year old man was cited for Operating After Suspension.

On 9/03/23 at approximately 1:20pm, police conducted a traffic stop on S Madison St at Park Ave. A 28 year old woman was cited for travelling 57mph within the 25mph speed zone.

On 9/03/23 at approximately 6:54pm, police conducted a traffic stop on Fond du Lac St at E Franklin St. A 25 year old woman was cited for Operating w/out a Valid Driver's License.

On 9/03/23 at approximately 9:49pm, police responded to a residence on W Lincoln St for a report of a physical disturbance. A 21 year old man was taken into custody on charges of Child Abuse Causing Bodily Harm and Disorderly Conduct. The man was transported to the Dodge County Jail.

On 9/04/23 at approximately 3:38pm, police conducted a traffic stop on E Lincoln St at Carrington St. A 44 year old man was cited for Possession of Controlled Substances and Possession of Drug Paraphernalia.

On 9/05/23 at approximately 7:37pm, police responded to a residence on Park St for a report of a disturbance. A 47 year old man was taken into custody for a charge of Disorderly Conduct and a warrant through Probation and Parole. The man was transported to the Fond du Lac County Jail.

On 9/06/23 at approximately 8:06pm, police responded to the 800 block of E Main St for a 2 vehicle crash. A 62 year old woman was taken into custody for Operating While Intoxicated Causing Injury. The woman was transported to the Fond du Lac County Jail. A 15 year old juvenile suffered non-life threatening injuries.

On 9/07/23 at approximately 10:28am, police responded to the 900 block of Kelly Ave for report of a man that fell. Police learned the 64 year old man was violating his conditions of bond as he was intoxicated. The man was transported by EMS to a medical facility. A Felony Bail Jumping charge was referred to the Fond du Lac County DA's Office against the man.

On 9/09/23 at approximately 11:19pm, police conducted a traffic stop on W Main St at Beaver Dam St. A 22 year old man was cited for Operating w/out a Valid Driver's License.

On 9/10/23 at approximately 2:41am, police conducted a traffic stop in the 500 block of E Spring St. A 56 year old man was taken into custody for Operating While Intoxicated. The man was later released to a responsible party.

On 9/10/23 at approximately 7:53am, police conducted a traffic stop on Moore St at E Franklin St. A 22 year old man was cited for travelling 51mph in a 25mph zone.

On 9/11/23 at approximately 10:00pm, police conducted a traffic stop in the 700 block of County Park Rd. A 45 year old man was cited for Operating After Revocation, 22nd Offense.

On 9/12/23 at approximately 11:40am, police responded to a residence on Fox Lake Rd for a welfare check of a subject who had left the residence after making suicidal comments. Police were able to make contact with the 25 year old man and a safety plan was put in place with Dodge County Crisis.

On 9/14/23 at approximately 7:17pm, police responded to a residence on W Main St for a welfare check of a juvenile in crisis. The juvenile was placed on a voluntary committal.

On 9/16/23 at approximately 10:02pm, police conducted a traffic stop on USH 151 at STH 26. A 42 year old man was cited for Operating w/out a Valid Driver's License.

On 9/16/23 at approximately 11:37pm, police conducted a traffic stop in the 600 block of E Main St. A 32 year old man was taken into custody on a Dodge County Failure to Appear warrant. The man was turned over to a Dodge County Deputy and transported to jail. Charges of Possession of Methamphetamine, Possession of THC, and Possession of Drug Paraphernalia were referred to the Fond du Lac DA's Office against the man.

On 9/17/23 at approximately 4:11pm, police responded to a business in the 900 block of W Main St for a shoplifting complaint. A 29 year old woman was cited for shoplifting.

On 9/17/23 at approximately 4:53pm, police responded to a business in the 1100 block of W Main St for a shoplifting complaint. A 75 year old woman was cited for shoplifting.

On 9/18/23 at approximately 9:57pm, police conducted a traffic stop on S Watertown St at E Brown St. A 52 year old man fled from the traffic stop via foot. A charge of Obstructing an Officer was referred to the Dodge County DA's Office against the man.

On 9/19/23 at approximately 5:37am, police conducted a traffic stop on S Watertown St at Libby St. A 30 year old man was cited for Operating w/out a Valid Driver's License and Speeding.

On 9/19/23 at approximately 8:42am, police responded to a residence on N Division St for a report of a disturbance. A 34 year old man was taken into custody for Obstructing an Officer and 4 counts of Misdemeanor Bail Jumping. The man was transported to the Fond du Lac County Jail.

On 9/21/23 at approximately 4:50pm, police conducted a traffic stop on W Lincoln St at Hillyer St. A 22 year old man was cited for Operating After Revocation. A charge of Possession of a Narcotic w/out Prescription was referred to the Dodge DA's Office against the man.

On 9/22/23 at approximately 12:45am, police conducted a subject stop on S Grove St at Argonne St as a man was walking down the middle of the road wearing pajamas and no shoes. A 33 year old man was cited for Possession of Controlled Substances.

On 9/22/23 at approximately 3:18am, police responded to a residence on S Grove St for a report of a disturbance. A 42 year old woman was taken into custody for Disorderly Conduct. The woman was transported to the Dodge County Jail.

On 9/22/23 at approximately 1:21pm, police made contact with a suspicious vehicle in the first block of Gateway Dr. A 34 year old man was cited for Possession of Controlled Substances.

On 9/22/23 at approximately 5:40pm, police conducted a traffic stop on W Main St at River St. A 41 year old man was cited for Operating w/out a Valid Driver's License.

On 9/22/23 at approximately 9:43pm, police conducted a traffic stop on W Main St at Fox Lake Rd. A 34 year old woman was cited for Operating After Suspension.

On 9/22/23 at approximately 10:55om, police conducted a traffic stop on Fond du Lac St at E Franklin St. A 24 year old woman was taken into custody for Operating While Intoxicated 2nd Offense. The woman was released to a responsible party.

On 9/23/23 at approximately 1:56pm, police conducted a traffic stop on USH 151 at STH 26. A 30 year old woman was cited for Operating After Revocation 11th Offense.

On 9/24/23 at approximately 12:38am, police conducted a traffic stop in the 800 block of W Main St. A 25 year old man was taken into custody for Operating While Intoxicated. The man was released to a responsible party.

On 9/24/23 at approximately 12:20pm, police responded to a residence on S Grove St for a report of a disturbance. A 32 year old man was taken into custody for Disorderly Conduct and transported to the Dodge County Jail. A Disorderly Conduct charge was also referred to the Dodge County DA's Office against a 42 year old woman.

On 9/26/23 at approximately 1:02pm, police responded to the 100 block of S Forest for a disturbance. An 18 year old man was cited for Destruction of Property.

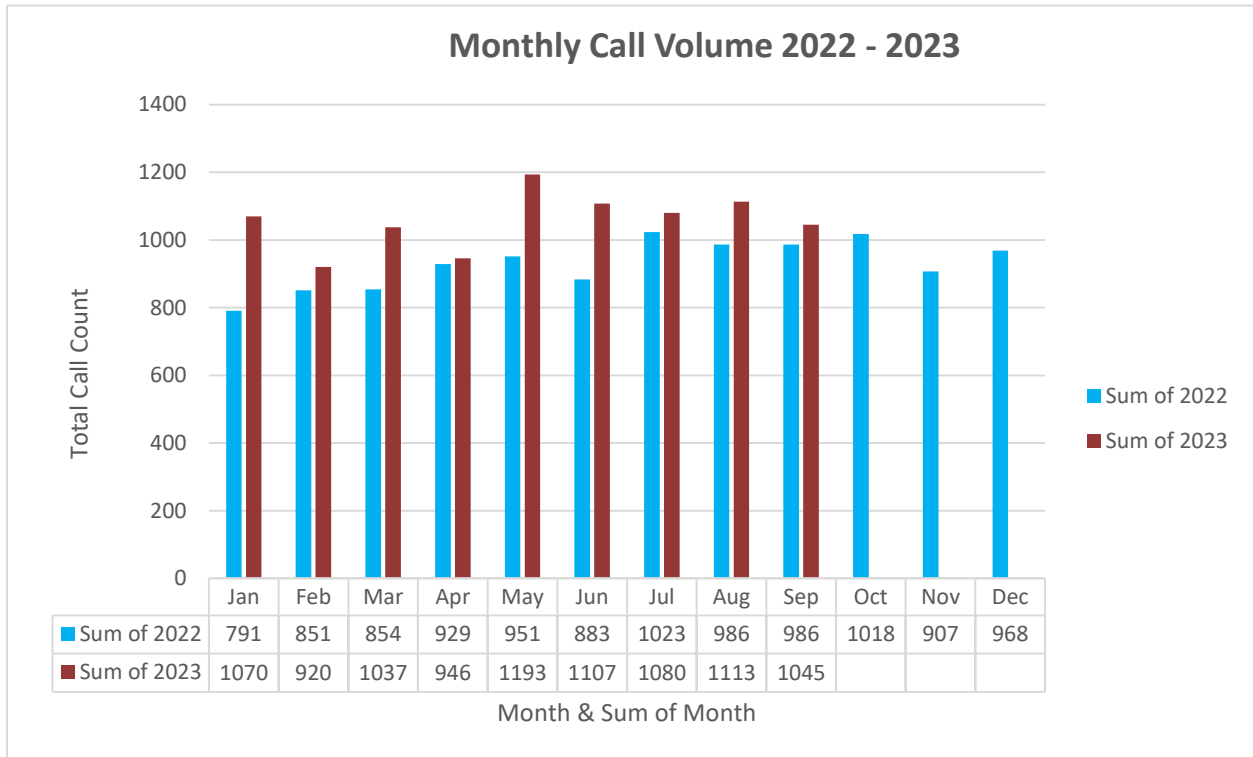
On 9/26/23 at approximately 7:44pm, police responded to a residence on Bly St for a report of a disturbance. A 48 year old man was taken into custody for Domestic Disorderly Conduct and Bail Jumping. The man was transported to the Dodge County Jail.

On 9/27/23 at approximately 2:33am, police responded to the 400 block of E Main St for a report of two subjects performing a lewd act in public. A 36 year old man and a 38 year old woman were both cited for Lewd and Lascivious.

On 9/29/23 at approximately 8:35pm, police responded to the police department lobby for a suicidal subject. A juvenile was admitted under a voluntary commitment.

September 2023

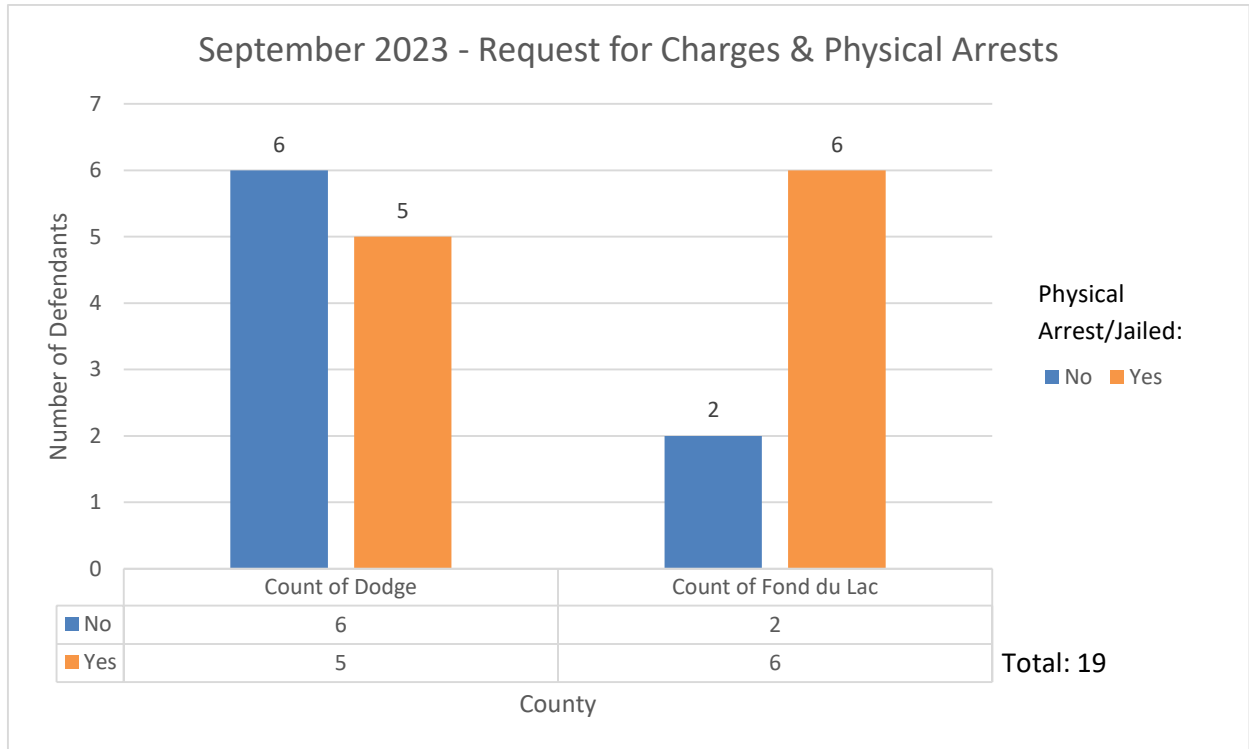
Monthly Call Volume Report



Call Volume Monthly 2022 - 2023			
Month	2022	2023	Percent Difference
January	791	1070	26.1%
February	851	920	8.1%
March	854	1037	21.4%
April	929	946	1.8%
May	951	1193	25.4%
June	883	1107	25.4%
July	1023	1080	5.6%
August	986	1113	12.9%
September	986	1045	6.0%
October	1018		
November	907		
December	968		
Grand Total:	11,147	9,511	

September 2023

Request for Charges & Physical Arrest Report





Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

Monthly Report

Date: October 5, 2023
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: September report

Fire Calls:

There were twelve (12) fire & rescue calls in the month of September for a total of one hundred nineteen (119) year-to-date. EMRs ran a total of forty-three (43) medical calls in the month of September for a total of four hundred forty-five (445) year-to-date.

Average Fire Personnel Response (excluding mutual aid & shift calls):		
	Avg # of Responders	% of Total Department
4A – 8P	10.5	36%
8P – 4A	11.6	40%

* Current roster is 29 members.

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

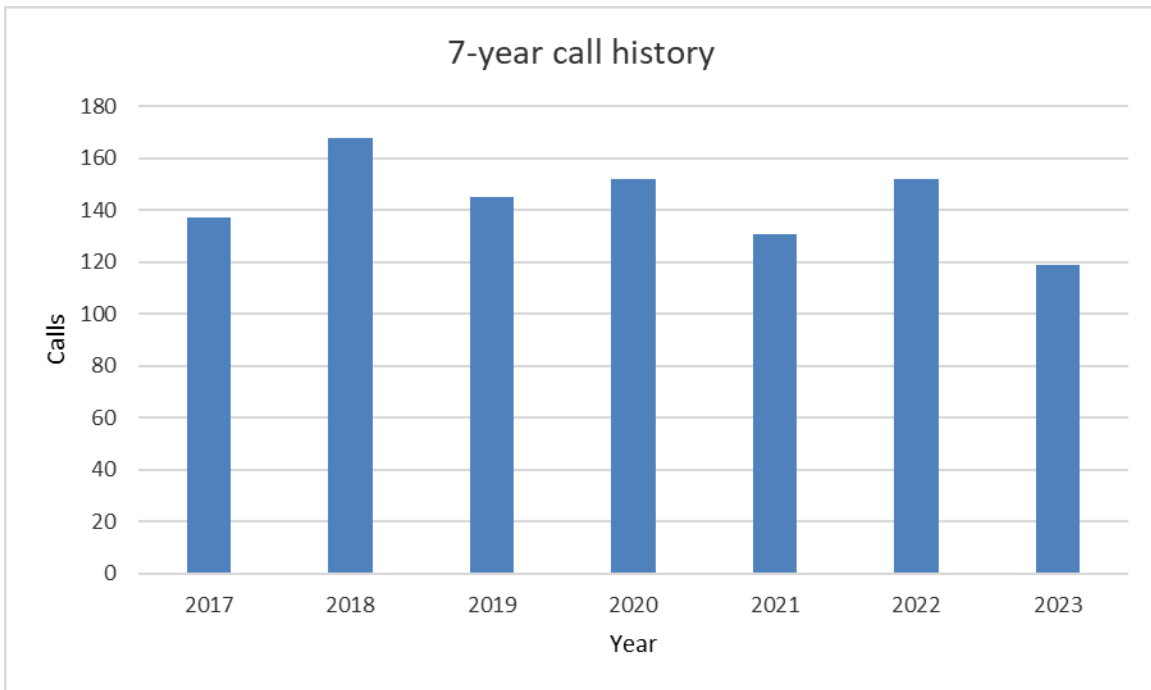
RED = below recommended industry best practices

GREEN = meets industry best practices

Average Fire Personnel Response (excluding mutual aid & shift calls) YTD:												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4A – 8P	9.0	8.7	10.8	9.7	9.0	8.8	9.1	12.4	10.5			
8P – 4A	9.0	8.0	8.3	9.3	7.0	10.0	11.3	15.0	11.6			

Fire notes:

- Staffing:
 - o FFs: 29 (can go up to 30)
 - 1 firefighter currently enrolled in Firefighter 1 through MPTC.
 - o 1 High School Fire Intern from WASD.
- Staffing study through PAA is nearing completion. Once a rough draft is complete, we will be meeting with the PAA team to review.
- 0 mutual aid calls for the month
- Community Outreach opportunities:
 - o Fire extinguisher training for 13 employees at Tenneco.
 - o Fire and life-safety meeting with Central WI Christian School
- Attended WI Fire Chief’s Education Conference.



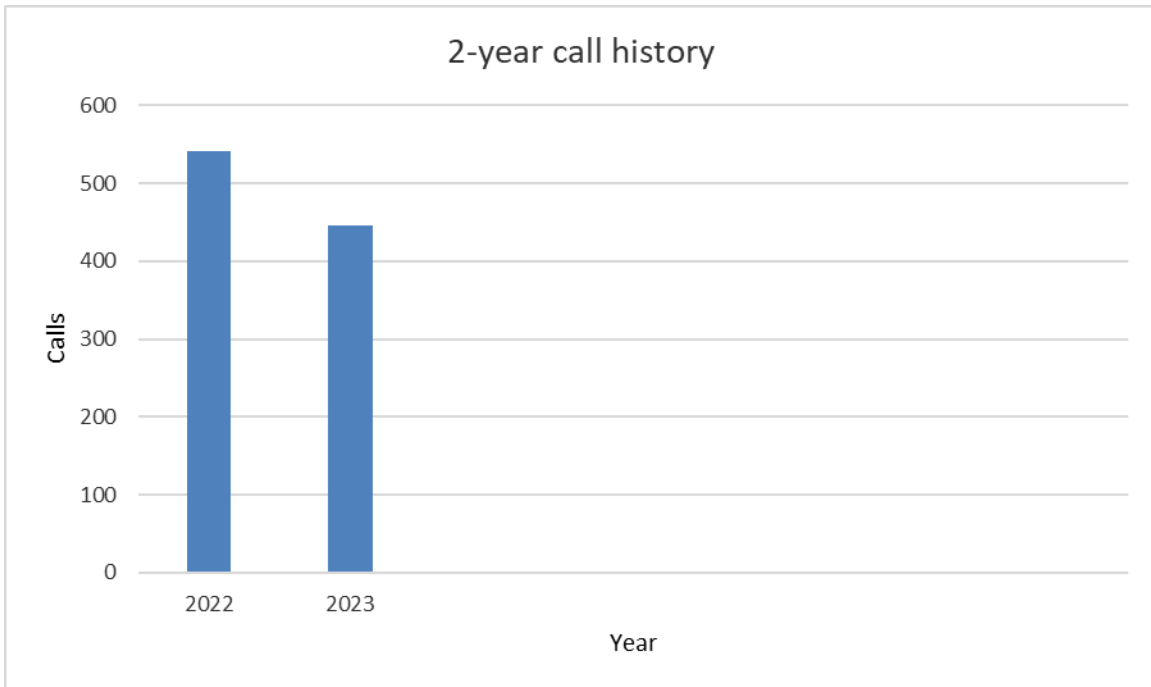
EMR Call Summary:

Emergency Medical Responder Calls YTD:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
48	45	45	48	74	70	37	35	43				445

EMS notes:

- Staffing:
 - o EMRs: 12 (can go up to 15)
 - 3 EMRs setting up NREMT test.
- Total calls EMRs first on scene – 18 (42%)
- Avg. arrival time before contracted service – 1.3 minutes (does not include mutual aid calls)
- Mutual aid requests by contracted service – 4
- Shift calls – 19 (44%)
- Calls not covered by EMRs for the month – 0
- Final report for EMS Flex Grant has been submitted.



2023 Fire Department Strategic Initiatives Update:

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

#2 – Complete staffing study for fire and EMR to form recommendations for sustainable emergency response model:	
Work with contractor on study	All information has been submitted

#3 – Command Staff restructuring to balance call response and workload:	
Work with existing staff on structure	Discussing what needs to be in place
Post vacancies	
Fill vacancies and train	

#4 – Determine need for public safety referendum and timing:	
Dependent on staffing study and other inputs	See Initiative #2

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

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

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

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

LIBRARY	MONTHLY REPORT October 2023
Subject	Summary
Statistics	Through the end of September, the library circulated/downloaded/loaned 104,765 items, up 7%, and 42,668 people walked through our doors, up 18%. Program attendance is up 103%, and meeting room use is up 101%.

RECREATION	MONTHLY REPORT TO COMMON COUNCIL – October 10, 2023	
Activity/Project	Status	Notes/Other
Senior Center Attendance – September	1,293 participants signed in Average daily attendance - 64 participants	Open 20 days. Did not have group fitness classes on September 28 & 29.
Senior Center Rentals – September	0 rentals	0 rentals in September 2022
Senior Center Meals – September	Serving Monday – Wednesday 54 Indoor Dining Meals Serving Monday – Friday 252 Mobile Meals	Average daily attendance indoor dining – 5 meals Average daily attendance mobile meals – 13 meals
Senior Center Special Activities/Events – September	<ul style="list-style-type: none"> • September 26 – Groundbreaking Ceremony • September 28 & 29 – Wisconsin Association of Senior Centers Conference in Fond du Lac 	
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> • October 3 – Thrivent Lunch & Learn • October 5 – Senior Expo • October 9 – Community Services Open House • October 24 – Prairie Ridge Assisted Living Lunch & Learn • October 27 – Buddy Bingo • October 28 – Halloween on Main • October 31 – Halloween Party 	<p>Information Booth, Yoga Demonstration, Prizes and Games</p> <p>Information Booth, Prizes and Games</p> <p>Not doing a haunted house this year. Opening the building for other businesses/organization to use. Recreation Department will be hosting an event in the downtown greenspace.</p>
Park Rentals - September	Dodge Park – 1 rental Harris Mill Park – 0 rentals McCune Park – 1 rental West End Park – 2 rentals Wilcox Park – 0 rentals	3 rentals in September 2022 1 rental in September 2022 2 rentals in September 2022 7 rentals in September 2022 0 rentals in September 2022
2023 Aquatic Center Report Attached		

Waupun Family Aquatic Center

Revenue								
Year	June	July	August	September	Swim Lessons	# of youth	Totals	
2014	\$18,786.00	\$35,033.75	\$19,321.50		\$5,462.50	273	\$78,603.75	
2015	\$42,101.60	\$32,859.94	\$14,657.35	\$2,185.00	\$7,490.00	372	\$99,293.89	
2016	\$45,962.15	\$22,951.00	\$16,873.00	\$2,511.00	\$7,600.00	304	\$95,897.15	
2017	\$42,536.20	\$26,414.00	\$8,781.00	\$750.00	\$7,700.00	308/5	\$86,181.20	
2018	\$40,691.13	\$21,748.55	\$11,629.20	\$0.00	\$9,420.00	305/9	\$83,488.88	
- Admissions	\$19,431.45	\$14,582.00	\$8,562.00	\$42,575.45	*No revenue this year from Labor Day weekend			
- Concessions	\$7,625.68	\$5,351.55	\$3,067.20	\$16,044.43	\$91,388.88			
- Season Pass Pool	\$13,634.00	\$1,815.00	\$0.00	\$15,449.00				
- Season Pass City Hall	\$7,900.00							
2019	\$27,402.74	\$34,609.30	\$6,730.00	\$0.00	\$8,670.00	283/6	\$77,412.04	
- Admissions	\$8,378.00	\$23,008.00	\$3,840.00	\$35,226.00	*No revenue this year from Labor Day weekend			
- Concessions	\$2,744.74	\$8,711.30	\$2,890.00	\$14,346.04				
- Season Pass Pool	\$16,280.00	\$2,890.00	\$0.00	\$19,170.00				
- Season Pass City Hall								
2020	\$7,720.00	\$2,430.00	\$4,279.00	\$0.00	\$0.00	0	\$14,429.00	
- Admissions	\$5,504.00	\$2,055.00	\$4,275.00					
- Concessions(Water)	\$6.00	\$0.00	\$4.00					
- Season Pass Pool	\$2,210.00	\$375.00	\$0.00					
- Season Pass City Hall								
2021	\$36,097.45	\$21,291.80	\$11,405.45	\$0.00	\$8,490.00	283	\$82,284.70	
- Admissions	\$32,135.00	\$16,909.00	\$9,303.95					
- Concessions	\$3,962.45	\$4,382.80	\$2,101.50					
- Season Pass Online	April - \$1,200	May - \$1,175	June - \$2,625	\$5,000.00				
2022	\$44,319.21	\$21,243.50	\$7,674.27		\$7,710.00	277	\$80,946.98	
- Admissions	\$9,707.30	\$16,882.00	\$6,377.00					
- Concessions	\$4,506.16	\$3,506.50	\$1,297.27		Family Res.	Family Non Res.	Indi. Res.	Indi. Non Res.
- Season Pass Online	\$9,977.25	-	-		164	26	20	0
- Season Pass Pool	\$20,128.50	\$855.00	-					
2023	\$57,266.00	\$29,509.51	\$13,366.55		\$9,576.00	266	\$109,718.06	
- Admissions	\$16,649.45	\$20,792.00	\$10,205.00					
- Concessions	\$8,696.55	\$7,447.51	\$3,161.55					
- Season Pass Online	\$12,690.00	\$180.00	-		Family Res.	Family Non Res.	Indi. Res.	Indi. Non Res.
- Season Pass Pool	\$19,230.00	\$1,090.00	-		169	14	33	1

Please Note: All sales shown were paid for by cash or check.

YMCA/Payroll Expense

Year	June	July	August	September	Totals
2014	\$2,409.44	\$28,790.08	\$29,733.37	\$5,213.93	\$66,146.82
2015	\$14,782.93	\$28,977.02	\$26,209.17	\$7,351.72	\$77,320.84
2016	\$14,512.92	\$26,283.70	\$36,832.90	\$3,083.98	\$80,713.50
2017	\$26,633.03	\$29,640.83	\$22,967.64	\$2,173.08	\$81,414.58
2018	\$17,051.00	\$31,696.00	\$44,588.00	\$0.00	\$93,335.00
2019	\$9,622.24	\$48,244.26	\$28,438.71	\$0.00	\$86,305.21
2020	\$22,923.27	\$24,543.53	\$23,621.96	\$0.00	\$71,088.76
2021	\$22,323.56	\$28,841.95	\$28,950.81	\$0.00	\$80,116.32
2022	\$8,589.88	\$42,896.96	\$27,664.44	\$1,284.11	\$80,435.39
2023	\$33,638.48	\$32,046.99	\$32,792.20	\$2,730.39	\$101,208.06

*Took on concession dept. from Waupun rec program

Passes

Year	Family	Individual	City Hall Sales	Online Sales	Total	Family Pass Price	Ind. Pass Price	Daily Price	Swim Lessons
2014	206	31			237	\$100.00	\$50.00	\$4.00	\$25.00
2015	281	60			341	\$100.00	\$50.00	\$4.00	\$25.00
2016	262	42			304	\$100.00	\$50.00	\$4.00	\$25.00
2017	295	55			350	\$100.00	\$50.00	\$5.00	\$25.00
2018	196	33	336		565	\$100.00	\$50.00	\$5.00	\$30.00
2019	49	7			56	\$125.00	\$50.00	\$5.00	\$30.00
2020	NA	NA	NA			\$125.00	\$50.00	\$5.00	\$30.00
2021	247			48	295	\$125.00	\$50.00	\$5.00	\$30.00
2022	190	20		66	210	\$150/\$175	\$75/\$85	\$5.00	\$30.00
2023	183	34		75	217	\$180/\$200	\$90/\$100	\$6.00	\$36.00

Attendance

Year	June	July	August	September	Total
2014	2193	9838	5938		17,969
2015	6718	11347	4427		22,492
2016	7655	8971	6555	726	23,907
2017	6512	8511	3291	250	18,314
2018	4862	6629	4512	0	16,003
2019	3109	10275	3840	0	17,224
2020	2412	2182	2668	0	7,262
2021	6149	7044	4123	0	17,316
2022	5173	5578	2485	0	13,236
2023	6024	6817	3385	0	16,226

2023 Summary

2023	Attendance	Average Attendance	Admissions	Season Passes	Concessions	Swim Lessons	Total
June	6024	232	\$16,649.45	\$31,920.00	\$8,696.55	\$2,484.00	\$59,750.00
July	6817	227	\$20,792.00	\$1,270.00	\$7,447.51	\$5,040.00	\$34,549.51
August	3385	178	\$10,205.00	\$0.00	\$3,161.55	\$2,052.00	\$15,418.55
Total	16226	212	\$47,646.45	\$33,190.00	\$19,305.61	\$9,576.00	\$109,718.06

DATE: October 10th, 2023			
Project	Status		Other
Community/Senior Center	We had our first construction meeting. Security fence is up and erosion control and site clearing should start his week. Working on keying and other furnishings for the building		
Wilson Dr. and Shaler Dr. Street construction	Utilities have been working on street lighting infrastructure. Restoration work and signage work should start soon.		
Park bathrooms	Most bathrooms are closed for the winter. Medema, ball complex and McCune are open only for weekend fall ball and events. Staff painted Zoellner and Schlieve bathrooms		
Fall yard waste pickup	We will start on Monday October 9th		
McCune Park	School class continues to build new dugouts. With more games scheduled here next year. We will be removing a lip around the outfield edge and grading to re-install new sod edge. A few other smaller repairs to concession stand countertop will be done.		
Facilities	Staff has gone through and did inspections on furnaces. Changing belts, firing them up and servicing as needed.		
Annual Rock River cleanup	We had a great turnout again this year about 28 people. We collected 10 bags of garbage and a few other large items.		
Staff projects	Burned brush pile Finished up work on the shooting range Shoulder streets Installed new dehumidifier in Safety Building basement Cleanup and prepare area for leaves and brush collection Mowing Cleaned up wood related shed debris on city land West of Rosewood Dr.		

Sidewalk Replacement Program

We have verified any differences on as-builts for the work and invoices have been sent out





**MONTHLY FINANCIAL REPORT
2023**

January

Revenues	Expenses
\$22,215 - Library Board approved to move 2022 surplus from Library Fund to the Capital Project fund in 2023.	

February

Revenues	Expenses
\$55,389 Municipal Services Payment	
\$4,103 Parking Violation Revenue	
\$20,666 Interest Income	

March

Revenues	Expenses
\$30,819 Fond du Lac County Sales & Use Tax	\$175,192 Payment for Land Purchase
\$15,365 DOA Law Enforcement Agency Grant (Fund 220)	\$105,797 Payment to Stone & Suede from WEDC Grant
\$199,548 & \$22,215 year end transfers from GF and Library to Capital (Fund 400)	
\$210,452 transfer from GF to Bus Park (Fund 404) pay remaining loan payment to utilities	
\$134,200 WEDC CDI Grant Payment (Fund 405)	
\$80,000 assigned funds transfer in for Ambulance (Fund 410)	
\$16,956.14 DOT FED Grant (Fund 501)	

April

Revenues	Expenses

May

Revenues	Expenses
\$1,000 (Fund 100) Donation Economic Development from Waupun Utilities	
\$15,189 (Fund 410) Sale of 2 PD Explorers	
\$10,000 (Fund 410) Sale of Skid Loader	
\$220.00 (Fund 410) sale of snow blower	
\$134,300 (Fund 410) EMS Flex Grant Payment Received	

June

Revenues	Expenses

July

Revenues	Expenses
\$50,000 PSC Innovation Grant (Fund 220 pg 5, ln 85)	\$216,713 Fire/EMR Purchased new Ambulance (Fund 410) expense covered with Flex Grant

August

Revenues	Expenses
\$3,104,330 Grant Revenue Received for Senior/Community Center	



**MONTHLY FINANCIAL REPORT
AUGUST 31, 2023**

A B C D E
 % of Year Past
67%

1
2 **FUND 100**

3 **General Operations Fund**

8/31/2023 8/31/2023 8/31/2023 8/31/2023
Month Activity YTD Actual Budget Amount Unearned Percent

	8/31/2023	8/31/2023	8/31/2023	8/31/2023	
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES	53,384	1,731,719	2,405,770	674,051	71.98
SPECIAL ASSESSMENTS	13	2,248	100	(2,148)	2248.49
INTERGOVERNMENTAL AIDS	3,588	1,064,004	3,340,523	2,276,519	31.85
LICENSES & PERMITS	11,150	37,701	58,160	20,459	64.82
PENALTIES, FOREFEITURES	2,586	29,003	45,500	16,497	63.74
PUBLIC CHARGES FOR SERVICE	30,187	247,357	266,368	19,011	92.86
INTERGOVERNMENTAL CHARGES	-	-	-	-	
MISCELLANEOUS REVENUE	18,238	183,048	50,000	(133,048)	366.10
SPECIAL FUNDS ACTIVITY	-	-	710,046	710,046	0.00
TOTAL REVENUE	119,145	3,295,081	6,876,467	3,581,386	

16
17

EXPENDITURES					
GENERAL GOVERNMENT	57,512	1,201,906	1,880,661	678,755	63.91
ECO DVLP/ADMIN	3,471	34,417	37,161	2,744	92.62
RECREATION	104,348	329,421	385,944	56,523	85.35
ASSESSOR/INSPECTOR	3,186	25,791	39,875	14,084	64.68
POLICE	156,631	1,331,833	2,288,462	956,629	58.20
FIRE	51,566	249,249	522,597	273,348	47.69
PUBLIC WORKS	90,772	1,007,233	1,721,767	714,533	58.50
TOTAL EXPENDITURES	467,486	4,179,851	6,876,467	2,696,616	
NET REVENUE OVER EXPENDITURES	(348,341)	(884,771)	0	884,771	

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41 **FUND 200**

42 **Trust Fund**

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
44 REVENUE					
45 ST AID-WINNEFOX/MID-WISC	-	-	-	-	0.00
46 INTEREST/DIVIDEND/GRANT	-	6	75	69	7.83
47 UNREALIZED GAINS	-	-	-	-	0.00
48 TOTAL REVENUE	-	6	75	69	

49					
50					
51 EXPENDITURES					
52 OPERATING TRANSFER OUT	-	-	-	-	0.00
53 LIBRARY EXPENSES	-	-	-	-	0.00
54 TOTAL EXPENDITURES	-	-	-	-	

55					
56 NET REVENUE OVER EXPENDITURES	-	6	75	69	



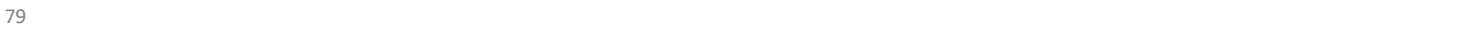
60 **FUND 210**

63 **Library Fund**

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
64 REVENUE					
65 GENERAL PROPERTY TAXES	-	391,049	516,792	125,743	75.67
66 INTEREST/DIVIDEND/GRANT	-	213,939	213,938	(1)	100.00
67 FEES	124	577	1,200	623	48.06
68 DIVIDEND/REVENUE/DONATIONS	2,675	24,056	11,000	(13,056)	218.69
69 TOTAL REVENUE	2,799	629,620	742,930	113,310	

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72 EXPENDITURES					
73 LIBRARY EXPENSES	57,761	472,658	742,930	270,272	63.62
74 TRANSFER OUT - CAPITAL FUND	-	-	-	-	0.00
75 TOTAL EXPENDITURES	57,761	472,658	742,930	270,272	

76					
77 NET REVENUE OVER EXPENDITURES	(54,963)	156,963	-	(156,963)	



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FUND 220

A B C D E

Grants and Donations Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
PSC/FEDERAL GRANT	-	50,000	-	(50,000)	0.00
GRANTS	-	46,085	6,010	(40,075)	766.81
TOTAL REVENUE	-	96,085	6,010	(90,075)	

EXPENDITURES					
GEN GOVERNMENT	-	5,000	-	(5,000)	0.00
GRANT EXPENSES - RECREATION	4,896	5,779	-	(5,779)	0.00
GRANT EXPENSES - POLICE	4,625	18,870	5,000	(13,870)	377.39
GRANT EXPENSES - FIRE/EMR	-	4,983	-	(4,983)	0.00
GRANT EXPENSES - DPW	-	-	-	-	0.00
ECONOMIC DEVELOPMENT EXPENSES	-	-	1,000	1,000	0.00
TOTAL EXPENDITURES	9,521	34,631	6,000	(28,631)	

NET REVENUE OVER EXPENDITURES	(9,521)	61,454	10	(61,444)	
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FUND 230

Building Inspection Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-BLDG IN	-	-	-	-	0.00
PERMITS-BUILDING	13,269	72,220	75,000	2,780	96.29
FEES	2,495	11,455	9,150	(2,305)	125.19
TOTAL REVENUE	15,764	83,675	84,150	475	

EXPENDITURES					
OPERATING SUPPLIES/WAGES	23,934	68,547	86,816	18,269	78.96
TOTAL EXPENDITURES	23,934	68,547	86,816	18,269	

NET REVENUE OVER EXPENDITURES	(8,171)	15,128	(2,666)	(17,794)	
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FUND 240

ARPA Fund

A **B** **C** **D** **E**
 Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
FED GRANT (PD BY STATE)-ARPA	-	-	-	-	0.00
INTEREST INCOME-ARPA	<u>5,521</u>	<u>38,989</u>	<u>7,500</u>	<u>(31,489)</u>	519.85
TOTAL REVENUE	<u>5,521</u>	<u>38,989</u>	<u>7,500</u>	<u>(31,489)</u>	

EXPENDITURES					
ARPA POLICE OPERATING EXP	-	-	-	-	
ARPA EXPENSES	<u>-</u>	<u>45,281</u>	<u>-</u>	<u>(45,281)</u>	
ARPA EXPENSES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

NET REVENUE OVER EXPENDITURES	5,521	38,989	7,500	(31,489)	
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FUND 300

Debt Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
PAID TO ESCROW AGENT	-	-	-	-	0.00
GENERAL PROPERTY TAXES	-	596,329	788,080	191,751	75.67
FUNDS APPLIED	146	1,024	375	(649)	273.05
DEBT SERVICE FUND TRANSFERS IN	<u>-</u>	<u>693,504</u>	<u>827,080</u>	<u>133,576</u>	83.85
TOTAL REVENUE	<u>146</u>	<u>1,290,857</u>	<u>1,615,535</u>	<u>324,678</u>	

EXPENDITURES					
ROCK NEWTON 2021 P&I	-	137,350	137,350	-	100.00
PRINCIPAL AND INTEREST PAYMENTS	<u>-</u>	<u>1,005,072</u>	<u>1,478,185</u>	<u>473,114</u>	67.99
TOTAL EXPENDITURES	<u>-</u>	<u>1,142,422</u>	<u>1,615,535</u>	<u>473,114</u>	

NET REVENUE OVER EXPENDITURES	146	148,435	-	(148,435)	
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158 **FUND 400**159 **Capital Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-CIF	-	257,273	340,000	82,727	75.67
SIDEWALKS	-	-	100,000	100,000	0.00
STATE SHARED REVENUES-EXP REST	3,104,330	3,468,450	2,574,434	(894,016)	134.73
FEES-REC FACILITY MAINTENANCE	-	15,500	15,000	(500)	103.33
CO & MUNIC-STREET & HIGHWAYS	-	-	-	-	0.00
INTEREST AND MISC	2,000	37,101	8,000	(29,101)	463.77
TRANSFERS IN FROM OTHER FUNDS	-	221,763	680,000	458,237	32.61
TOTAL REVENUE	<u>3,106,330</u>	<u>4,000,088</u>	<u>3,717,434</u>	<u>(282,654)</u>	

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EXPENDITURES					
CITY HALL	-	-	-	-	
RECREATION	20,609	327,271	2,530,000	2,202,729	12.94
PUBLIC SAFETY	3,188	185,950	255,095	69,145	72.89
LIBRARY AND DPW	-	-	-	-	0.00
STREETS	2,444	165,001	450,000	284,999	36.67
TRANSFER OUT	-	-	-	-	0.00
TOTAL EXPENDITURES	<u>26,242</u>	<u>678,222</u>	<u>3,235,095</u>	<u>2,556,873</u>	

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NET REVENUE OVER EXPENDITURES	3,080,088	3,321,866	482,339	(2,839,527)	
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185 **FUND 401**186 **TID 5 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	314,834	408,345	93,511	77.10
DEVELOPER GUARANTEES	-	24,735	-	(24,735)	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 5 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>339,569</u>	<u>408,345</u>	<u>68,776</u>	

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EXPENDITURES					
TID 5 OPERATING EXPENSES	-	379,963	381,050	1,088	99.71
TOTAL EXPENDITURES	<u>-</u>	<u>379,963</u>	<u>381,050</u>	<u>1,088</u>	

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NET REVENUE OVER EXPENDITURES	-	(40,393)	27,295	67,688	
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FUND 404

Business Park Fund

A **B** **C** **D** **E**
 Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAX INCREMENT	-	-	-	-	0.00
INTEREST INCOME	-	-	-	-	0.00
LEASES/FUND BALANCE	-	219,526	224,103	4,577	97.96
TOTAL REVENUE	-	219,526	224,103	4,577	

EXPENDITURES					
OPERATING EXPENSES	474	3,625	15,109	11,484	23.99
TOTAL EXPENDITURES	474	3,625	15,109	11,484	

NET REVENUE OVER EXPENDITURES	(474)	215,901	208,994	(6,907)	
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FUND 405

TID 3 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	115,710	150,598	34,888	76.83
PAYMENT IN LIEU OF TAX	-	9,762	9,000	(762)	108.47
GRANTS	-	134,200	-	(134,200)	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
PROCEEDS LONG TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	-	259,672	159,598	(100,074)	

EXPENDITURES					
TID 3 OPERATING EXPENSES	1,533	158,624	159,083	459	99.71
TRANSFER TO A DIF FUND	-	-	-	-	0.00
TOTAL EXPENDITURES	1,533	158,624	159,083	459	

NET REVENUE OVER EXPENDITURES	(1,533)	101,049	515	(100,534)	
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243 **FUND 407**244 **TID 7 Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	37,796	45,000	7,204	83.99
PERMITS-BUILDING-TIF 7	-	-	-	-	0.00
STATE GRANT	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
TOTAL REVENUE	-	37,796	45,000	7,204	

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EXPENDITURES					
INTEREST ON ADVANCES OTHER FUNDS	-	28,069	131,138	103,069	21.40
TID 7 OPERATING EXPENSES	-	913	6,500	5,588	14.04
TOTAL EXPENDITURES	-	28,981	137,638	108,657	

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NET REVENUE OVER EXPENDITURES	-	8,815	(92,638)	(101,453)	
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264 **FUND 408**265 **TID 6 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	83,057	98,488	15,431	84.33
STATE/FEDERAL GRANT-TIF 6	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS/TRANSFERS	-	-	-	-	0.00
TOTAL REVENUE	-	83,057	98,488	15,431	

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EXPENDITURES					
FUND TRANSFERS OUT	-	53,000	65,630	12,630	0.00
TID 6 OPERATING EXPENSES	1,155	10,160	30,266	20,106	33.57
TOTAL EXPENDITURES	1,155	63,160	95,896	32,736	

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NET REVENUE OVER EXPENDITURES	(1,155)	19,897	2,592	(17,305)	
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FUND 410

Equipment Fund

A **B** **C** **D** **E**
 Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
GENERAL PROPERTY TAXES-ERF	-	170,254	225,000	54,746	75.67
FEDERAL GRANT-MISC	-	268,600	-	(268,600)	0.00
MISCELLANEOUS	1,004	32,431	5,000	(27,431)	648.62
TRANSFERS	-	80,000	-	(80,000)	0.00
TOTAL REVENUE	<u>1,004</u>	<u>551,285</u>	<u>230,000</u>	<u>(321,285)</u>	

EXPENDITURES					
EQUIPMENT ADMINISTRATION	1,586	1,586	7,000	5,414	0.00
EQUIPMENT RECREATION	-	5,000	5,000	-	100.00
EQUIPMENT POLICE	4,305	116,701	130,187	13,486	3.31
EQUIPMENT FIRE	8,777	226,882	30,500	(196,382)	743.88
EQUIPMENT LIBRARY	-	-	-	-	0.00
EQUIPMENT DPW	8,535	114,436	141,500	27,064	80.87
TOTAL EXPENDITURES	<u>23,203</u>	<u>464,606</u>	<u>314,187</u>	<u>(150,419)</u>	

NET REVENUE OVER EXPENDITURES	(22,199)	86,679	(84,187)	(170,866)	
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FUND 418

TID 8 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	104,702	125,000	20,298	83.76
PERMITS-BUILDING-TIF 8	-	-	-	-	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 8 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	447,111	-	(447,111)	0.00
TOTAL REVENUE	<u>-</u>	<u>551,813</u>	<u>125,000</u>	<u>(426,813)</u>	

EXPENDITURES					
TRANSFER OUT	-	15,171	15,405	235	0.00
TID 8 OPERATING EXPENSES	-	580,432	131,150	(449,282)	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>595,603</u>	<u>146,555</u>	<u>(449,048)</u>	

NET REVENUE OVER EXPENDITURES	-	(43,790)	(21,555)	22,235	
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327	FUND 419	A	B	C	D	E
328	TID 9 Fund	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
329						
330	REVENUE					
331	TAXES-TAX INCREMENTAL DISTRICT	-	-	-	-	0.00
331	TIF 9 INTEREST REVENUE	14,410	21,896	-	(21,896)	0.00
332	PROCEEDS LONG TERM DEBT	-	2,345,000	-	(2,345,000)	0.00
333	TOTAL REVENUE	<u>14,410</u>	<u>2,366,896</u>	<u>-</u>	<u>(2,366,896)</u>	

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336	EXPENDITURES					
337	TRANSFER OUT	-	(66,929)	-	66,929	0.00
338	TID 9 OPERATING EXPENSES	309,439	1,521,683	115,116	(1,406,567)	1321.87
339	TOTAL EXPENDITURES	<u>309,439</u>	<u>1,454,754</u>	<u>115,116</u>	<u>(1,339,638)</u>	

340						
341	NET REVENUE OVER EXPENDITURES	(295,030)	912,142	(115,116)	(1,027,258)	

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345	FUND 420					
346	Recycling Fund	Month Activity	YTD Actual	Budget Amount	Unearned	Percent

347						
348	REVENUE					
349	STATE GRANT-RECYCLING	-	50,365	50,000	(365)	0.00
350	FEES-RECYCLING	11,884	71,289	99,561	28,272	71.60
351	INTEREST REVENUE	462	3,232	750	(2,482)	430.95
352	TOTAL REVENUE	<u>12,346</u>	<u>124,886</u>	<u>150,311</u>	<u>25,425</u>	

353						
354						
355	EXPENDITURES					
356	OPERATING	11,979	88,389	148,828	60,439	59.39
357	TOTAL EXPENDITURES	<u>11,979</u>	<u>88,389</u>	<u>148,828</u>	<u>60,439</u>	

358						
359	NET REVENUE OVER EXPENDITURES	367	36,498	1,483	(35,014)	

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FUND 425

Solid Waste Fund

A **B** **C** **D** **E**
Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
FEES-SOLID WASTE	35,651	213,867	441,689	227,822	48.42
TOTAL REVENUE	35,651	213,867	441,689	227,822	

EXPENDITURES					
OPERATING	32,778	234,885	436,846	201,961	53.77
TOTAL EXPENDITURES	32,778	234,885	436,846	201,961	

NET REVENUE OVER EXPENDITURES	2,873	(21,018)	4,843	25,861	
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FUND 430

Tourism Fund

Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
LOCAL ROOM TAX-TOURISM FUND	8,594	43,317	60,000	16,683	72.20
MISCELLANEOUS REVENUE-TOURISM	-	-	10,000	10,000	0.00
TOTAL REVENUE	8,594	43,317	70,000	26,683	

EXPENDITURES					
OPERATING EXPENSES	17,437	45,102	70,000	24,898	64.43
TOTAL EXPENDITURES	17,437	45,102	70,000	24,898	

NET REVENUE OVER EXPENDITURES	(8,843)	(1,785)	-	1,785	
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FUND 501
Taxi Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
GENERAL PROPERTY TAXES	-	34,051	45,000	10,949	0.00
FED GRANT (PD BY ST)-TRANSPORT	-	75,016	109,930	34,914	68.24
SALE OF CITY PROPERTY-TAXI	-	-	-	-	0.00
OPERATING TRANSFER IN-GF	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>109,067</u>	<u>154,930</u>	<u>45,863</u>	

EXPENDITURES					
OPERATING EXPENSES	<u>11,689</u>	<u>77,949</u>	<u>163,303</u>	<u>85,354</u>	47.73
TOTAL EXPENDITURES	<u>11,689</u>	<u>77,949</u>	<u>163,303</u>	<u>85,354</u>	

NET REVENUE OVER EXPENDITURES	<u>(11,689)</u>	<u>31,118</u>	<u>(8,373)</u>	<u>(39,491)</u>	
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FUND 509
CDBG Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
INTEREST REVENUE	3	34	20	(14)	169.35
TOTAL REVENUE	<u>3</u>	<u>34</u>	<u>20</u>	<u>(14)</u>	

EXPENDITURES					
OPERATING EXPENSES	<u>49,229</u>	<u>63,314</u>	<u>73,000</u>	<u>9,686</u>	0.00
TOTAL EXPENDITURES	<u>49,229</u>	<u>63,314</u>	<u>73,000</u>	<u>9,686</u>	

NET REVENUE OVER EXPENDITURES	<u>(49,226)</u>	<u>(63,280)</u>	<u>(72,980)</u>	<u>(9,700)</u>	
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432 **FUND 700**433 **StormWater Fund**

434

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
435	REVENUE				
436	-	-	-	-	0.00
437	-	-	-	-	0.00
438	50,394	353,372	588,800	235,428	60.02
439	-	-	-	-	0.00
440	TOTAL REVENUE	50,394	353,372	235,428	
441					
442					
443	EXPENDITURES				
444	3,161	26,482	42,815	16,333	61.85
445	1,426	10,451	27,493	17,042	38.01
446	107	1,717	3,200	1,483	53.65
447	25,670	65,778	79,906	14,128	82.32
448	7,675	77,399	141,900	64,501	54.54
449	-	6,417	45,626	39,209	14.06
450	-	189,206	196,020	6,814	96.52
451	TOTAL EXPENDITURES	38,038	377,451	159,509	
452					
453	NET REVENUE OVER EXPENDITURES	12,356	(24,079)	51,840	75,919

Administrative Report for September 2023

Prepared by K Schlieve, 10/5/23

Personnel

- The Rising Group will begin work within the police department to complete an organizational assessment the week of October 9, 2023.
- Ongoing turnover within police is an issue departments across the country are facing. Staff are engaged with WPPA and their members on discussion surrounding wage and schedule concessions within the 2023-2026 WPPA contract with City of Waupun police officers.
- Completed in-person open enrollment meetings with all staff for 2024 health plan renewal. The dedicated employee clinic was introduced at these meetings and received favorably by staff.

Planning:

- Commenced engineering design on the Food Truck Alley in the downtown 400 E Main Block in the parcel located to the east of Stone & Suede.
- Concluding work with PAA on the fire staffing study. We are currently working on review of recommendations, and are planning intergovernmental meetings the week of December 4, 2023 to present findings/recommendations.

Grants:

- Submitted final receipts and close out for the EMS Flex grant at the end of September. The grant was fully utilized and helped to fund a new ambulance and supplies with the
- CDA awarded \$10,000 Façade Improvement Grants in September to support improvements at 4 Fond du Lac St, and 16 S Madison Street. BID awarded \$4,974 in grants to support those same projects as well as work at 42 Fond du Lac St. Projects completing work with support of both of these groups include façade updates for both 416 E Main (Jud-son's) and 310 E Main (Wind & Unwined expansion).

Senior / Community Center Updates:

- The groundbreaking ceremony for the Waupun Senior Center was well attended; the first construction meeting was held on October 5. We are reviewing alternatives on mezzanine design. Site excavation is scheduled to begin 10/9.
- The City has received a sponsorship commitment of \$125,000 from Mike Werner on behalf of Werner Harmsen for sponsorship of the new senior/community center multi-purpose space. Additional requests are pending and more focus will be placed on this work in the coming weeks as we transition beyond budget preparation. A copy of the sponsorship flyer is included with this report for reference.
- We are commencing work to finalize tenant lease agreements with the Food Pantry and REACH Waupun. Likewise, work on policies surrounding the new facility operations is beginning.

Community/Economic Development:

- UW Extension/Design WI was completed September 18 & 19, 2023. The work affirmed direction we are pursuing with downtown revitalization; New ideas were generated related to use of back alley and we will work with the BID and CDA to integrate into our planning work to determine next steps.
- Scheduling closings for land sale with Eric Mulder Construction, LLC and Retzlaff Milk Transport, LLC for land in the Heritage Ridge Business Park. Mulder will construct a showroom/shop for his construction business. Retzlaff plans to construct a 2-bay automated truck wash.

Budget:

Administrative Report for September 2023

Prepared by K Schlieve, 10/5/23

- Work is underway on finalizing the budget narrative for formal publication of the 2024 City of Waupun budget. The budget remains consistent with the information presented at the September COW meeting and we are seeking Council approval to publish the public hearing notice for the budget hearing to be held November 14, 2023.

Waupun Community Center

Naming Sponsorship Opportunities for Businesses Serving the Community

In 2018, in collaboration with numerous community partners, a vision was created for a new intergenerational facility to enhance quality of life in Waupun. In 2022, the City of Waupun was awarded a \$4.9M Neighborhood Investment Fund Grant to construct a 22,000 square foot facility that will be home to the Waupun Senior Center, Waupun Food Pantry, and REACH Waupun. The facility will be located at 520 McKinley St, the former Central Wisconsin Christian Elementary School site. The facility will have common spaces for community meeting and gathering, a regulation-sized gym and a fitness center. We envision that the facility will serve the needs of area residents for generations to come.



Artist rendering of the facility. This project is being supported in part by American Rescue Plan Act funds awarded to the City of Waupun via the Wisconsin Department of Administration by the U.S. Department of the Treasury.

Naming Sponsorship Opportunities:

Naming of key areas within the Waupun Community Center is an effective way for your business to reach customers and receive repeat exposure to large audiences. The benefits of a naming sponsorship include:

- Increase your brand name visibility and awareness.
- Leverage recreation, health, fitness and wellness as a platform to associate with your brand.
- Opportunity to showcase community partnerships.
- Promotional tie-in opportunities.
- Increase goodwill and enhance quality of life for Waupun area residents.
- Evidence of your brand's commitment to the community as a local and regional leader.

There are several naming opportunities within the new facility. Sponsors of the various community rooms will be provided with a plaque that displays their logo and room name. Sponsorship terms are negotiable and start with a 10-year naming right.

Senior/Community Center Naming Sponsorship:

This premiere naming sponsorship provides a business with an opportunity to display their name on the 22,000 square foot facility to demonstrate their long-term commitment to the residents of Waupun. This sponsorship is valued at \$500,000.

Gymnasium Naming Sponsorship:

This naming sponsorship provides full naming rights to the regulation gym located within the facility. The gym will be a community facility that will host pickle ball, basketball, volleyball and a variety of community fitness classes. The value of this sponsorship is \$250,000.

Fitness Center Sponsorship:

The fitness center creates a unique naming opportunity within the facility. The naming sponsorship will fund equipment and room design, including flooring and media. The value of this sponsorship is \$125,000.

Multi-Purpose / Community Gathering Space Sponsorship:

The multi-purpose community gathering space provides seating for 200, media, etc. and will be used to hold community meetings and events. The naming sponsorship will fund furnishings and technology to equip the room with modern technology to meet the needs of the community. The value of this sponsorship is \$125,000.

