



A G E N D A
CITY OF WAUPUN COMMON COUNCIL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 10, 2019 at 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

No Public Participation after this point.

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [1.](#) Facilities Advisory Committee 05-23-19
- [2.](#) Community Development Authority 06-18-19
- [3.](#) Zoning Board of Appeals 07-08-19
- [4.](#) Board of Public Works 7-9-19
- [5.](#) Business Improvement District 07-10-19
- [6.](#) Plan Commission 07-17-19
- [7.](#) Facilities Advisory Committee 07-24-19
- [8.](#) Waupun Utilities 08-12-19
- [9.](#) Library 08-19-19
- [10.](#) Recreation 8-26-19
- [11.](#) Negotiations Committee 09-04-2019

DEPARTMENT REPORTS

- [12.](#) Recreation
- [13.](#) Library
- [14.](#) Building Inspector
- [15.](#) Fire Department
- [16.](#) Public Works
- [17.](#) Utility
- [18.](#) Aging Coalition Grant Funded Work - Quarterly Report
- [19.](#) Waupun PD Report
20. Administrator-Confidential

FUTURE MEETINGS AND GATHERINGS INVOLVING THE COMMON COUNCIL

- [21.](#) Future Meetings & Gatherings

PAYMENT OF THE BILLS

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

LICENSES AND PERMITS

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

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

CONSIDERATION - ACTION

- [24.](#) Accept Resignation to Recreation Board and Fill Vacancy (*Motion*)
- [25.](#) Budget Fundamental and Fiscal Monitoring: 2020 Budget Workshop (*Discussion Only*)
- [26.](#) 2020 Draft Department Goals (*Discussion Only*)

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.



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Thursday, May 23, 2019, at 2:00 PM

Committee Members Present:

Laura Hoekstra REACH Waupun
Pete Kaczmariski..... Common Council Representative
Rachel Kaminski.....Senior Center Director
Mary Jo KearleyCitizen
Jodi MallasMy Property Shoppe
Julie NickelMayor
Deb Winterhack..... Waupun Memorial Hospital

Committee Members Absent:

Marj PeachyCitizen
Barb SchroederCitizen
Jerry O'Connor NBW Bank

Staff Present:

Jeff DaaneDirector of Public Works
Kathy Schlieve..... Administrator
Sarah Van Buren..... Economic Development Coordinator

1. Call to Order

Ms. Van Buren called the meeting to order at 2:00 p.m.

2. Roll Call

Roll call and quorum determined.

3. Persons Wishing to Address the Committee

No members of the public were present.

4. Discussion/Updates

- A. Summary of visit to Watermark in Beaver Dam
I. Ms. Winterhack, Ms. Kaminiski, Ms. Schlieve, and Ms. Van Buren participated in a tour of the Watermark in Beaver Dam on May 17, 2019. A summary of the tour and discussion with Watermark staff were summarized for the group.

5. Action-Recommendations

- A. Nominations and Appointment of Chairman
I. A motion to appoint Ms. Kaminiski as Chair of the Facilitais Advisory Committee was made by Winterhack and seconded by Ms. Kearley. Motion passed unanimously.
B. Approval of April 18, 2019 Minutes
I. A motion to approve the April 18, 2019 minutes was made by Ms. Schlieve and seconded by Mr. Kaczmariski. Motion passed unanimously.
C. Approval of Revised Committee Roles and Responsibilities
I. A motion to approve the revised committee roles and responsibilities was made by Ms. Winterhack and seconded by Ms. Kearley. Motion passed unanimously.
D. Facilitation Services to Support Municipal Facilities Projects – Consultant Selection

- I. Ms. Van Buren provided the Committee a summary of the outreach effort done for the RFP. Various firms did express their gratitude for being given an opportunity to respond but were unable to due to commitments to other projects this year.
- II. One firm, Cedar Corporation, did submit a response. Ms. Van Buren did reach out to various references provided and all had positives things to say about Cedar Corporation.
- III. Committee member provided their feedback on the response submitted and Mr. Kaczmarski had questions regarding the number of site included in the proposal. Ms. Van Buren will follow-up with Cedar Corporation and forward the response to Mr. Kaczmarki in advance of the Common Council meeting on March 28th.
- IV. Mr. Daane wanted to remind the group that whatever the final recommendation is, we need to keep in consideration upkeep costs, maintenance, staffing, etc.
- V. A motion to recommend approval by the Common Council to select Cedar Corporation was made by Ms. Winterhack and seconded by Ms. Kearley. Motion passed unanimously.

6. Future Meetings

- A. Possible future agenda items
 - I. Committee kick-off meeting with Cedar Corporation
- B. Date of next scheduled meeting
 - I. Once the Council approves Staff to enter into a contract with Cedar Corporation, Ms. Van Buren will work with Cedar Corporation on potential dates and send out a Doodle poll to the group.

7. Adjournment

The motion to adjourn was made by Ms. Schlieve with a second from Ms. Kearley. The motion passed unanimously and the meeting was adjourned at 2:47 p.m.



MINUTES
CITY OF WAUPUN COMMUNITY
DEVELOPMENT AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, June 18, 2019 at 8:00 AM

Committee Members Present:

Derek Drews
John Karsten
Jill Vanderkin
Nancy Vanderkin
Casandra Verhage
Sue VandeBerg

Committee Members Absent:

Mayor Julie Nickel

Staff Present:

Jeff Daane Director of Public Works
Michelle Kast Accountant
Kathy Schlieve Administrator
Sarah Van Buren Economic Development Coordinator
Dan VandeZande City Attorney

Audience Present:

Jack Qualmann Q-Tronics

1) Call to Order

In the absence of Chair Nickel, Vice-Chair N. Vanderkin called the meeting to order at 8:00 a.m.

2) Roll Call of Board Members

Roll call and quorum determined.

3) Consideration/Action

a) Recognition of Mayoral Appointment of Members to the Business Improvement District Board

Recognition of Ms. VandeBerg for her reappointment for the CDA.

b) Nominations and Appointment of Chair of Community Development Authority

This item does not require action since the Mayor is the Chair, per CDA bylaws.

c) Nominations and Appointment of Vice-Chair of the Community Development Authority

A motion to appoint Ms. N. Vanderkin as Vice-Chair of CDA was made by Mr. Karsten and seconded by Ms. J. Vanderkin, passing unanimously.

d) Section of the day of Month and Time of Community Development Authority Meetings

A motion to continue with the third Tuesday at 8:00a.m. for the holding of the monthly meeting was made by Ms. Vandenberg and seconded by Ms. J. Vanderkin, passing unanimously.

e) March 19, 2019 Community Development Authority Minutes

Mr. Karsten requested a clarification as to the approval of the beaver gunite for the wall on the Dynamic Apparel building for the installation of the mural. Administrator Schlieve stated the cost was coming out of the streetscaping line item of the operating budget.

A motion to approve the March 19, 2019 minutes was made by Mr. Drews and seconded by Mr. Karsten, passing unanimously.

f) May 2019 Financial Statement

A motion to approve the May Financial Statement, as presented Ms. Kast, was made by Ms. J. Vanderkin and seconded by Ms. Vandenberg, passing unanimously.

g) Outstanding Grant Applications

i) Gysbers

Ms. Van Buren stated Ms. Bresser would like a 30-day extension for the installation of the awning and lighting. A delay has occurred due to weather, lane restrictions on Main Street, and a change in the availability of the contractor. Mr. Karsten moves to extend 60 days and second by Ms. J. Vanderkin, passing unanimously.

ii) Roadside Relics

Ms. Van Buren informed the group that Ms. Stook would like a 6-month extension to allow additional time to find needed barn board to finish the remaining façade work. Staff recommends closing out the project and reapplying for the additional work once a firmer deadline is known.

Mr. Karsten moves to extend the deadline an additional 30 days and if the project will not be completed by that time, it will be closed. Ms. VandeBerg seconded the motion, passing unanimously.

h) New Grant Applications

Jack Qualmann, Q-Tronics, submitted a Downtown Revitalization Grant application for the property located at 313 E. Main St. for the replacement of one window due to a crack on one of the front windows. The crack started in the winter but due to construction on Madison the vibrations have caused the crack expand. Replacement of the window is necessary to ensure the structural integrity of the building is maintained.

A motion to approve up to 50% of eligible, non-BID funded expenses, not to exceed \$222.50 and allow an exception to the rule regarding multiple applications within a two-year time period was made by Mr. Karsten. Motion seconded by Ms. Verhage, passing unanimously.

4) Discussion Items

a) Senior Democratic Seminar Update

The mural has been installed but due to construction installation of other streetscaping, elements have been delayed due to construction. Tweaks are also being made to the banners due to the recent historic district designation.

b) Historic Commercial District Designation

Ms. Van Buren provided an update on the Historic Commercial District designation and upcoming training opportunity on the use of Historic Tax Credits (HTC). Funding from the BID and CDA are not enough when it comes to the needs of downtown property owners, specifically for items like roofing repairs and HVAC. This designation allows property owners to utilize HTCs for such work. There will be a HTC informational workshop on June 26, 2019 from 6-7:30 p.m. in the large conference room of the library.

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

c) Administrator Report

Administrator Schlieve provided the members an update on the following:

- An update was provided regarding transitions occurring in the downtown. K's Boutique will be moving at the end of the month to 317 E. Main St. The former owner has moved to the industrial park. A new tenant is coming to 425 E. Main St. Warzala's Rustic Design opened May 3, 2019 in the space formerly occupied by Riel's Carpet and Vacuum.
- Errin Welty, from WEDC, will be coming to the July BID meeting to discuss visioning, as well as ways to better connect resources and increase effectiveness between the BID and CDA. This will be on July 10, 2019 at 7:00 a.m. and CDA members are encouraged to attend.
- City Staff has been working the Chamber to offer more entrepreneurial training opportunities. A survey will be going out shortly.
- The City submitted an AARP Community Challenge grant request for pedestrian project back in April. It is anticipated a decision will be made this week as to if the City was awarded the funding.
- Silgan will be closing November 8, 2019. Staff is still trying to find out more information as to the true impact of the closure and ways to assist displaced workers.
- Due to the tariff discussions, the land option expired on the property slated for the soybean processing facility. The city will not be actively marketing this land again.
- Envision Greater Fond du Lac continues working on gathering the needed support for its new talent led economic development strategy. Envision staff will be meeting with businesses to explain the plan to help raise the needed investments to implement the plan.

5) Advanced Planning

a) Possible future agenda items

- i) Applications
- ii) BID Visioning Session Update

b) Set next meeting date

- i) The next meeting is scheduled for Tuesday, July 16, 2019 at 8:00 a.m.

6) Adjournment

The motion to adjourn was made by Mr. Drews with a second by Ms. J. Vanderkin. The motion passed unanimously, and the meeting was adjourned at 8:30 a.m.



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, July 8, 2019 at 4:00 PM

CALL TO ORDER

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

ROLL CALL

Members present: Walters, Chairman Mesa, Dobbratz, Kaczmarski, Weber, Nickel (arrived at 4:03 pm.)
Also in attendance were Susan Leahy, Zoning Administrator, Property Owners Brian Schouten and Bryan Yohn.
Tesdaal

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

Discussion of a specific date was picked to be the 1st Monday of the month. Too many other meetings coincided with other days.

A motion was made by Kaczmarski to hold Zoning Board of Appeals meeting on the first Monday of the Month.
Weber 2nd motion. Roll call taken. 5 Ayes Motion carried

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

No persons appeared.

CONSIDERATION - ACTION

1. Approve minutes of the June 19, 2019 meeting. Motion by Dobbratz, second by Walters to approve the June 19, 2019 meeting minutes of the Zoning Board of Appeals. Motion carried unanimously.
2. Public Hearing –Mesa read request to Discuss/Approve Variance request of Brian Schouten at 728 West Main Street, to construct a detached garage with a side yard setback of 20-inches. Section 16.03(4)(c)(iv) requires a side yard setback of 3 feet from the overhang to the property line.
 - a. Mesa stated the hardship is the property is tight with the existing garage.
 - b. Schouten stated even with the new garage moved over the 20 inches it is still tight.
 - c. Walters asked if moving over 16 inches.
 - d. Dobbratz wanted it clarified if it was 20 inches from foundation or from overhang.
 - e. Yohn replied from the overhang.
 - f. Kaczmarski asked if any problems with the neighbors.
 - g. Schouten stated no.
 - h. Weber addressed that he does not have a problem with the request.
 - i. Weber made a motion to approve the variance request as read. Walter 2nd.
 - j. Roll call taken, 6 ayes. Motion carried unanimously.

ADJOURNMENT

Motion by Weber, seconded by Dobbratz to adjourn the meeting. Motion carried, meeting adjourned at 4:07 pm.

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



APPROVED MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 09, 2019 at 4:30 PM

CALL TO ORDER

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

ROLL CALL

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

Other Staff in attendance are Mayor Nickel, Administrator Schlieve, and Economic Development Coordinator Vanburen.

No other audience in attendance.

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

No member of the public appeared before the Board.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

The next regularly scheduled meeting of the Board of Public Works is August 13, 2019 at 4:30pm in the City Hall Council Chambers, if needed.

CONSIDERATION - ACTION

Approve minutes from the June 11, 2019 meeting

Motion Rasch, second Vossekuil to approve the June 11, 2019 minutes of the Board of Public Works. Motion carried 6-0.

Relocation Order for Fox Lake Rd. (State Project ID #6070-02-20)

The Relocation Order is due to the 2021 Mill and Overlay on Fox Lake Road that will start in Waupun on Main Street to City of Fox Lake. DOT standards, for new street projects, they need to make the curb ramps ADA compliant and need to acquire some parcels on the corners. DOT land surveyor will assess those properties and make offer to purchase the land needed. The City will pay for those parcels and be reimbursed by the DOT.

Motion Hull, second Matoushek to approve the Relocation Order for Fox Lake Road. Motion carried 6-0 on roll call.

Ped-flags for intersections.

Vanburen informs the Board that the City applied for an AARP Community Challenge Grant for the installation of Pedestrian signals to enhance the crosswalks at Main/Fond Du Lac and Main/Mill Streets. The City was not successful in obtaining this grant. However, at a recent joint Aging Coalition meeting that Schlieve and Vanburen attended, they were informed of other possible avenues.

Vanburen is proposing a pilot program consisting of three crosswalks: Main/Fond Du Lac Streets, Main/Mill, and Main/Harris. These areas were chosen due to number of pedestrian- vehicle incidents in a four year time period as well as public input. At the intersection, buckets with a pedestrian flag will be available for the pedestrian to take and hold up for visibility while crossing the street.

The hope is it can be a pilot program so when we reapply for the AARP Community Challenge Grant, we will have data that we tried other pilot type measures to enhance pedestrian crossing within the community. As we were denied the grant, the City would have to fund this, which costs would consist of 8-10 flags at each of

the three intersection at \$26-\$30 per flag plus the buckets and installation. Funding may come from the DPW Traffic budget or Schlieve states possible TID funds. Also included for this pilot program is enhanced striping of the cross walks.

Motion Vossekuil, second Rasch to approve Ped-Flags be installed at the intersections of Main/Fond Du Lac Streets, Main/Mill, and Main/Harris. Motion carried 6-0 on roll call.

Updated street plan

Due to the changes of the street plan throughout the year (adding mill and overlay, grant funding, etc.) Daane provide the revised street plan.

Motion Rasch, second Vossekuil to approve the long-range street plan. Motion carried 6-0 on roll call.

Updated Storm Pond Plan

Daane provides the updated stormwater quality plan (10-year budget plan). This provides the ability to apply for DNR grants, as this plan is required.

Motion Matoushek, second Rasch to approve the updated stormwater quality plan. Motion carried 6-0 on roll call.

2020 Capital Improvement and Equipment Replacement Budget.

Daane provides capital projects proposed for the 2020 budget. Discussion consisted of ADA improvements in parks such as blacktopping paths, Claggett Avenue storm sewer capacity evaluation, replacement of 19 heat detectors at City Garage, painting of the aquatic center pool, radar speed signs, resurface West End Park tennis courts, Shaler Park improvements to include road reconstruction, parking, landscaping, and ADA access; implementing the sidewalk replacement program on the northeast part of the City, replacement of smoke detectors at the City Hall, street repairs to S. Grove and E. Jefferson Street, installation of sump line on Edgewood Drive between Harmsen Avenue and Beske Street, and Televiser Section F of storm sewer system, replace cellular communication for security alarms that will no longer be supported by 2021. Crushing of concrete at City Garage landfill was removed from the list as Daane was informed by Michels that at this time it has too much dirt/debris in it and to let it add up with clean concrete for few years and then contact Michels again to inquire on their interest in obtaining the materials.

Motion Vossekuil, second Rasch of the 2020 Capital Improvements as prioritized by the Public Works Director. Motion carried 6-0 on roll call.

Daane provides equipment replacement for the 2020 budget. Discussion consisted of lawnmower/blower \$47,000, 1 ton flat bed with hoist \$47,000, bobcat loader \$55,000, grapple bucket \$21,000, and scanner equipment/tuff books \$22,000.

Motion Matoushek, second Vossekuil to approve the 2020 Equipment Replacement Budget. Motion carried 6-0 on roll call.

Dump box replacement for Truck #7-03

If funds remain in the 2019 Equipment Replacement Fund, Daane would like to purchase a dump box in the amount of \$12,656 from Madison Truck Equipment Inc.

Motion Hull, second Matoushek to approve the 2019 purchase, if funding permits, of a dump box from Madison Truck Equipment Inc. in the amount of \$12,656.00. Motion carried 6-0 on roll call.

ADJOURNMENT

Motion Rasch, second Vossekuil to duly call the meeting adjourned at 5:39pm.



MINUTES
CITY OF WAUPUN BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, July 10, 2019 at 7:00 AM

Committee Members Present:

- Krista Bishop
Gary DeJager
John Karsten
Rich Matravers
Teresa Ruch
John Theune
Tyler Schulz
Al Verhage

Committee Members Absent:

- Jack Dunham
Jan Harmsen

Staff Present:

- Kathy Schlieve..... Administrator
Sarah Van Buren..... Community & Economic Development Coordinator

Waupun Chamber of Commerce Present:

- Casey Despres... Interim Executive Director

Audience Present:

- Rohn Bishlop Weaving It Up To You
Jill Vanderkin CDA
Cassandra Verhage..... CDA
Errin Welty WEDC

Call to Order

Chair Bishop called the meeting to order at 7:02 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

1. Approval of Consent Agenda

A motion to approve the consent agenda was made by Mr. DeJager and seconded by Ms. Matravers, passing unanimously.

Mr. Schultz arrives at 7:05 a.m.

2. New applications for Review and Consideration

- A. Rohn Bishop, Weaving It Up To You, submitted a Façade Improvement Program application for the property located at 307 E. Main St. for the installation of uplighting under the storefront signage to promote better visibility. The total project cost is \$575. Staff recommends approval. Motion made by Mr. Karsten and

seconded by Ms. Ruch to approve 50% of the total project cost, not to exceed \$287.50, passing unanimously.

3. Discussion Items

A. Visioning Session

- I. Ms. Welty, Downtown Development Program Manager at WEDC, led the BID and CDA members through a visioning exercise to assist both groups in setting priorities for the upcoming year. A summary will be included in the agenda packet for next month's meeting.

Mr. Thune and Mr. Karsten left at 7:30 a.m.

Mr. Schulz left at 7:45 a.m.

Mr. Matravers left at 8:00 a.m.

- II. Ms. Van Buren stated the discussion today would provide the framework for the development of the 2020 Operating Plan and budget.

- III. Ms. Ruch, Ms. Despres, Mr. DeJager volunteered to assist with the development of the 2020 Operating Plan and budget. Ms. Bishop stated Rohn Bishop would like to continue being involved from the property owner perspective.

4. Advanced Planning

A. Possible future agenda items

- I. New application(s)

B. Date of next schedule meeting

- I. The next meeting is scheduled for August 14, 2019

5. Adjourn

The motion to adjourn was made and the meeting adjourned at 8:30 a.m.



MINUTES (APPROVED 8/20/19)
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 17, 2019 at 4:45 PM

CALL TO ORDER

The Plan Commission met at 4:45 pm in the Council Chambers, City Hall on July 17, 2019.

ROLL CALL

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Jerry Medema, and Jeff Daane

Members Excused: Elton TerBeest and Derek Drews

Staff Present: Susan Leahy, Zoning Administrator, Sarah VanBuren, and Mike Beer

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

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

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

CONSIDERATION - ACTION

Minutes from the June 19, 2019 meeting.

Chairman Nickel called for a motion to approve the minutes of the June 19, 2019 meeting. Motion by Medema, seconded by Matoushek to approve the minutes of the June 19, 2019 meeting as presented. Motion carried, minutes approved, unanimously.

Discussion on changing the fencing requirements around swimming pools. Referred to Plan Commission from the Zoning Board of Appeals.

Zoning Administrator Leahy, and Chairman Nickel noted that Scott Roffers and Jodi Mallas, 910 Taft Ln. have previously filed a variance request with the City Zoning Board of Appeals, to install an auto safety cover over their proposed pool in lieu of a fence around the pool as required by the City's Zoning Code. They felt a fence would be unsightly, unsociable, and because they are in a new subdivision they don't want a fence. The Board of Appeals felt they did not have the power to approve the variance request because the request is a safety issue. Therefore, they made a motion to refer this matter to the Plan Commission for discussion of an amendment to the fencing requirements for pools under the Zoning Code.

Today's discussion centered on whether the City should proceed with an amendment to the present ordinance that requires fencing of pools in the City and to allow hydraulic pool covers in lieu of the required fence. Daane and Lueck had several concerns with the covers, mainly the potential loss of electrical power for a short time or possibly days due to a storm or other event, or just forgetting to close the cover. The Roffers/Mallas reasons for not having a fence are that they are unsocial and unsightly really are not good reasons for not having a fence for safety purposes, among other reasons. Roffers/Mallas said the cost of their cover would be around \$9800 plus shipping. Daane said he contacted the California firm that sells these covers and they recommend fences in addition to the cover. Copies of some town and village ordinances that allows pool covers in their municipalities were provided for committee review. Lueck notes that most of the pictures of pools with covers appear to be on fairly large lots and town ordinances usually cover more rural areas with larger lots where as many new lots in Waupun Subdivisions are less than 100' wide.

Chairman Nickel thought that the Baraboo Ordinance looked the best and suggested the committee move forward on an ordinance amendment.

Motion by Matoushek, seconded by Nickel to recommend the City Staff/City Attorney look into amending Section 16.01(11)(g) of the City Zoning Code to allow pool covers in lieu of a security fence around a swimming pool under the present ordinance.

Vote: Matoushek and Nickel - "AYE"
Daane, Medema, and Lueck - "NAY"
Motion fails 3/2

Matoushek then asked to amend his previous motion to now recommend that the City Staff/City Attorney look into amending Section 16.01(11)(g) of the Zoning Code to allow a pool cover in lieu of a fence around a pool on the condition that the owner first get approval from the abutting property owners and that the verbiage of the amendment be patterned after the Baraboo pool ordinance.

Vote: Matoushek, Nickel, and Medema - "AYE"
Daane and Lueck - "NAY"
Motion carried 3/2

The proposed amendment will come to the Plan Commission at a future date for review and public hearing and the committee will then make a recommendation to the City Council to approve or disapprove the amendment.

ADJOURNMENT

Motion by Matoushek, seconded by Medema to adjourn the meeting. Motion carried, meeting adjourned at 5:08 pm.

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



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 24, 2019, at 1:00 PM

Committee Members Present:

Laura Hoekstra REACH Waupun
Rachel Kaminski.....Senior Center Director
Joan MeyerCitizen
Julie NickelMayor
Deb Winterhack (phone) Waupun Memorial Hospital

Committee Members Absent:

Pete Kaczmariski..... Common Council Representative
Mary Jo Kearley.....Citizen
Jodi MallasMy Property Shoppe
Jerry O’Connor NBW Bank
Marj PeachyCitizen

Staff Present:

Jeff DaaneDirector of Public Workds
Kathy Schlieve Administrator/Director of Economic Development
Sarah Van Buren.....Community & Economic Development Coordinator

Other:

Seth Hudson... Cedar Corporation
Cory Scheidler Cedar Corporation

Call to Order

Ms. Kaminski called the meeting to order at 1:00 p.m.

Roll Call

Roll call and there was not a quorum.

Persons Wishing to Address the Committee

No members of the public were present.

ACTION-RECOMMENDATIONS

- 1. Approval of May 23, 2019 Minutes
I. Due to a lack of a quorum, action on the May 23, 2019 Minutes will be delayed until the August meeting.
2. Nominations and Appointment of Vice-Chair
I. Due to a lack of a quorum, nomination and appointment of a Vice-Chair will be delayed until the August meeting.

DISCUSSION/UPDATES

- 3. Welcome and Introductions with Cedar Corporation & Committee Members
I. Introductions of committee members was completed, as well as a brief overview of Cedar Corporation.
4. Looking Back and Forward
I. Ms. Van Buren gave a brief overview of what has been done through MSA work and how the City got to the point of selecting Cedar Corporation.
5. Review of Relevant Studies

- I. Mr. Hudson highlighted the facility needs, and appropriate recommendations, identified in the 2040 Comprehensive Plan for such buildings as the Library, the Safety Building, the City Hall, the DPW garage, the Community Center, the Senior Center, and the Waupun Heritage museum.

Ms. Winterhack left the call at 1:38 p.m.

6. Group Exercise

- I. Dot Exercise – Mr. Hudson led committee members through an exercise to identify the top three facilities priorities of the group. The top choices were an Intergenerational/recreation facility, the City Hall, and the Safety Building.
- II. Mr. Scheidler handed out a map of the locations Cedar Corporation went through during their June 14, 2019 visit.
- III. Mr. Scheidler discussed the strengths and opportunities each of the facilities visited had. The biggest difference in findings between the work completed by MSA and Cedar Corporation is that the MSA plan highlighted maintenance needs. Whereas Cedar Corporation reviewed each of the facilities from the perspective of space sharing and programming opportunities.

Laura Hoekstra left at 2:43 p.m.

Julie Nickel left at 2.45 p.m.

7. Review of our Path Forward

- I. Identified potential meetings and topics of discussion at each meeting.

Ms. Meyers left at 3:15 p.m.

FUTURE MEETINGS

8. Possible future agenda items

- I. Approval of May 23, 2019 Minutes
- II. Approval of July 24, 2019
- III. Nominations and Appointment of Vice-Chair
- IV. Facilities Tour of Senior Center and City Hall

9. Date of next scheduled meeting

- I. Ms. Van Buren will send a Doodle poll for August 28, 2019 at 1p.m.

ADJOURNMENT

The meeting adjourned at 3:20 p.m.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, August 12, 2019**

The meeting was called to order by President Heeringa at 4:00 p.m.

Commissioners Gerritson, Heeringa, Homan, Kaczmariski, Mielke, Thurmer, and Westphal were present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the June 10, 2019, regular meeting.

On motion by Gerritson, seconded by Kaczmariski and unanimously carried, bills for the months of June and July 2019 were approved as presented.

General Manager Posthuma reported on Legislative Act 14 put into effect regarding the deployment of 5G advanced wireless equipment in municipal rights-of-way within the state. Municipal electric utilities will receive guidelines and model agreements, through Municipal Electric Utilities of WI (MEUW), to provide a consistent approach when negotiating future contracts.

Water & Sewer Maint/Treatment Supervisor reported that Whole Effluent Toxicity testing is complete for the third quarter. The testing is a measurement of potential effluent discharge toxicity to aquatic life in our receiving stream. The water and sewer crew continues to work on jetting the sanitary system, along with hydrant and valve maintenance.

Electric Supervisor Brooks reported on electrical work on the portion of Madison Street construction, several new residential electric services, and installation of new switchgear and distribution feeder from the Main substation. Report made of two outages due to Madison Street construction incidents, and one additional outage caused by a primary cable fault.

On motion by Westphal, seconded by Homan and unanimously carried, the year-to-date financial reports through July 2019 were approved as presented. Electric operating income was \$133,600 or \$30,800 below budget on lower margins and higher distribution expense. Water operating income was \$481,700 or \$93,500 above budget on higher revenues and lower operating expenses. Sewer operating income was \$234,300 or \$78,700 above budget on higher revenues and lower maintenance expenses.

Mike Peters, CEO of Wisconsin Public Power Inc (WPPI), presented "The Power of Great Places", focusing on what this means for Waupun as a member-owner of WPPI Energy. WPPI Energy is Waupun's power provider, and in addition offers diverse and competitive power supply, shared services and technology, and advocacy to promote and protect energy policy interests.

Discussion held on the history of water property tax equivalent paid to the City of Waupun, and projected increases due to water infrastructure replacement project costs. The request to lower the property tax equivalent will provide relief to the water utility ensuring water rates continue to be adequate to meet operation and maintenance needs and continue to replace aging water infrastructure. Motion made by Kaczmariski, that the Utilities Commission support and recommend the Resolution Authorizing Lower Water Property Tax Equivalent to the Common Council for adoption as presented. Motion carried, with a vote of five votes aye, and one vote nay.

Discussion held on the water utility long-term capital improvement plan funding options. In 2021, the cash requirements for planned capital projects will result in significant cash deficit that would impair the financial health of the water utility and will persist through 2026. An option to refund the 2014 and 2016 revenue bonds and extend the debt service by an additional five years would provide adequate cash to maintain the existing capital infrastructure replacement plan.

Management will work with Ehlers on the refunding proposal and bring it forward in September for review and approval.

On motion by Homan, seconded by Westphal and unanimously carried, the meeting was adjourned at 6:00 p.m.

The next commission meeting is scheduled on September 9, 2019, at 4:00 p.m.

Nancy Oosterhouse
Mapping/Admin Coordinator

Draft Minutes of the Waupun Public Library Board Meeting

August 19, 2019

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:31 p.m. on Monday, August 19, 2019. Also present were Schulz, Westphal, Sullivan, Hintze, Martens, Jaeger, and Rohrer.

ARTICLE I: Motion by Sullivan, supported by Martens, to accept the minutes of the July 22, 2019, meeting as written. Motion carried. **A note: To make clear to those gaining access to the Library Board Agenda on the City website, the monthly Library Board meetings always take place at the Library.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of July was 88,032 items.
2. Library visits through the end of July was 43,694 people.
3. Rural circulation through the end of July was 23,611 items, up 4.9% YTD.

ARTICLE IV: Current budget was discussed and no concerns noted.

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

ARTICLE VI: Committee Reports.

- a. The Budget Committee presented the 2020 Budget proposal, which included a 3% salary increase for the Assistant Director, and a 2% increase for the remaining staff based on contact with other libraries and projected consumer price index estimations. Several line items were adjusted up or down, depending on current and projected costs, and an additional part-time Library Assistant 1 was added which would be covered by the increased revenue from Fond du Lac County. With this budget proposal, and the increase from Fond du Lac County, the Library Board would be requesting \$4,836 less from the City of Waupun for 2020.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- August 21, 6:00 pm: Guided Meditation
- September 11, Device Day/Night, 1-3 p.m. and 5-7 p.m.
- September 12, Lego and Game Night, 4-8 p.m.
- September 26, Fall Flower Arranging, 6 p.m.

*Weekly Storytime starts Wednesday, September 11.

b. The Summer Reading Program ended and was again successful. This year 345 children signed up for the program and read for 2,046 hours. Additionally, 1,021 people attended the performer programs.

c. Pam, Heather, and Wayne staffed the Monarch Library System booth at the Dodge County Fair from 6:00-10:00p.m. on Saturday, August 17.

d. During recent inspection of the library elevator, a problem was found with the hydraulic packing, which could not be resolved without a complete replacement.

e. The annual WLA conference will be held October 9-11 at the Kalahari Convention Center in Wisconsin Dells.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business:

a. The Board recognized that the library elevator service is not only required by law, it is also vital to providing upstairs access to those patrons who cannot easily walk the steps.

Motion by Hintze, supported by Sullivan, to cover no more than the \$5,498 cost of the repair as quoted by the Otis Elevator Company, with the funds taken from the Library Trust Fund. Motion passed 7-0 on roll call.

b. Motion by Hintze, supported, by Schulz, to accept and approve the 2020 Library Budget, including all staff wages, as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

ARTICLE X: Motion by Rohrer, supported by Martens, to adjourn at 5:21 p.m. Motion carried.

Next tentative meeting: September 23, 2019, at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN RECREATION BOARD MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, August 26, 2019 at 4:30 PM

CALL TO ORDER

Recreation Board President Sullivan called the meeting to order at 4:35pm.

ROLL CALL

Those present on roll call are Larry Sullivan, Beth Lienhard, Jan Harmsen, Amy Ewert, Mike Matoushek, and Bobbie Vossekul. No members are absent.

Other City Staff in attendance are Public Works Director Daane and Administrator Schlieve.

Audience in attendance are YMCA Director Vandenberg and Alderman Jason Westphal.

No media is in attendance.

PERSONS WISHING TO ADDRESS THE RECREATION BOARD

No persons appeared before the Board.

APPROVAL OF PRIOR BOARD OF RECREATION MINUTES OF MEETING

Approve Minutes from the July 22, 2019 Board of Recreation

Motion Ewerdt, second by Harmsen to approve the Board of Recreation minutes from the July 22, 2019. Motion carried 6-0.

FUTURE MEETINGS OF THE BOARD OF RECREATION

2019 Future Meetings & Gatherings Involving the Board of Recreation

The Board reviewed the remaining 2019 scheduled meetings. The next scheduled meeting of the Board of Recreation is 6:00pm on Monday, September 23, 2019 at the Waupun Senior Center located at 301 E Main Street, Waupun.

CONSIDERATION - ACTION

Waupun Hockey Association: 2019-2020 Season and Public Open Skating Schedule

The Board reviewed the open public skating schedule provided by the Waupun Hockey Association. According to the terms of the Agreement, Waupun Hockey must provide a minimum of 4 hours per week of public skating access. In review of the schedule, the Board found 3.5 hours provided. Waupun Hockey will need to adjust the hours to provide the required minimum.

Motion Matoushek, second Ewerdt to accept the 2019-2020 Season and Public Open Skating Schedule contingent upon meeting the 4 hour per week minimum. Motion carried 6-0.

Waupun Hockey Association Financial Statement, Benefits to the Youth, Association Achievements/Goals

The Recreation Board reviewed the Waupun Hockey financials, benefits to the youth, and their achievements and goals. Financials provide they have adequate funding for maintenance, repairs, etc. Board request more information of financials such as open skate participation and concessions.

Consideration for Acceptance of Resignation from the Board of Recreation

Due to time constraints, Randy Armga has submitted his resignation from the Recreation Board. The Board questions if residency is a requirement for the Recreation Board.

Motion Matoushek, second Harmsen to recommend to the Common Council to accept Randy Armga's resignation from the Recreation Board and to fill the vacancy. Motion carried 6-0.

2020 Budget Consideration – Canoe Dock

Daane provides estimates and designs for consideration of an ADA accessible canoe dock for the 2020 budget. Placement possibilities are Pine Street Park, Harris Mill Park, and Fond Du Lac County Park. Fond Du Lac County would need to be addressed of this project and possible consideration of sharing in the cost. Could be an improvement to the County Park as the campers could be allowed access of the dock and river. Daane will make contact with Fond Du Lac County. The Board considers two site placements. Daane will review possible grants to aid in funding this project which would possibly provide a launch site up and down hill.

Motion Harmsen, second Ewerdt for dock placement at Pine Street Park and Harris Mill Park, with a third option of Fond Du Lac County Park. Motion carried 6-0.

DEPARTMENTAL REPORTS

Recreation Director

2014-2019 Park Program attendance is provided.

Director of Public Works

Wilcox Park ADA is complete. New concrete will be placed pending weather. Waupun Fine Arts have decided that future Concerts in the Park will be held at West End Park. They have made request for a concrete pad on the South end of the shelter. DPW will also pour a pad East of the basketball court for the concession building. This will be moved from Dodge park. Ash Trees are being taken down this fall and will be replaced as time permits.

YMCA Director of Dodge County

Jake Vandenberg: Pool closing Sunday, August 25, 2019. Over 1,000 participants this year, with July providing the most attendance (June and August lower temperatures). 2020 Budget and comparisons of past and present is forth coming. Any request or suggestions are welcome. New pool side chairs are ordered. Vandenberg thanks the Recreation Board and the City of Waupun for team work.

City Administrator

Casey Despres, is covering the leave of Rachel Kaminski (Recreation Director) and all appears to be going well. 2020 Budget is being worked on. The 2020 Budget is being worked on and we are reviewing grant opportunities to support recreation program needs. Staff will not begin policy work until later this fall when budget work is complete.

ADJOURNMENT

Motion Matoushek, second by Lienhard to duly call the Board of Recreation meeting adjourned. Motion carried 6-0.

Bobbi Vossekui, Recreation Secretary



MINUTES
CITY OF WAUPUN NEGOTIATIONS COMMITTEE
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, September 04, 2019 at 5:00 PM

CALL TO ORDER

Chairman Westphal calls the meeting to order at 5:00pm

ROLL CALL

Members present on roll call are Chairman Westphal, Alderman Vanderkin, and Alderman Mielke. Other City Staff in attendance are Ex-Officio Mayor Nickel, Administrator Schlieve, Police Chief Loudon, and City Clerk Hull.

CLOSED SESSION

The City of Waupun Negotiations Committee will adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for the purpose of deliberating a negotiations strategy for Union Negotiations with the WI Professional Police Association for bargaining a successor Collective Bargaining Agreement.

Motion Vanderkin, Second Mielke to adjourn to closed session under Section 19.85 (1) (e) of the WI Statutes for the purpose of deliberating a negotiations strategy for Union Negotiations with the WI Professional Police Association for bargaining a successor Collective Bargaining Agreement. Motion carried.

OPEN SESSION

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

Motion Vanderkin, Second Mielke to reconvene in open session under Section 19.85 (2) of the WI Statutes. Motion carried.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vanderkin, Second Mielke to adjourn the meeting at 5:39pm. Motion carried.

2014 - 2019

Park Program Attendance

<i>Total Attendance</i> ***Duplicate Counts	2014	2015	2016	2017	2018	2019	2020
Aquatic Center					306		
Baseball Complex					430		
Dodge Park	1,286	551	631	447	640	713	
Harris Mill Park			327	435			
Pine Street Park	716	675	316	445		484	
McCune Park	378	337			120		
West End Park	508	358	431	412	662	628	
Wilcox Park	1,475	889	817	434		531	
Zoellner Park	284	245					
Total Parks Open	6	6	5	5	5	4	
Total Week Open	10	10	10	10	10	9	
Total	4,568	3,055	2,522	2,163	2,158	2,356	
<i>Average Daily Attendance</i>	2014	2015	2016	2017	2018	2019	2020
Aquatic Center					8		
Baseball Complex					10		
Dodge Park	26	12	16	12	16	16	
Harris Mill Park			8	11			
Pine Street Park	14	15	8	13		12	
McCune Park	8	7			4		
West End Park	10	8	10	12	15	15	
Wilcox Park	30	18	19	11		12	
Zoellner Park	6	6					

2019 Special Events & Trips	Bike Rodeo 88	Earth Camp 0	Sports Camp 14	Fishing 32	Field Trip 0	Archery Shoot 72	Field Trip 0	Picnic 52
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Waupun Public Library
123 S. Forest Street
Waupun, WI 53963
(920) 324-7925

September 2019

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

Re: Report to Common Council

A. Statistics

Circulation/downloads through the end of August was 100,007 items.
Library visits through the end of August was 49,660 people.

B. Future programs

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

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

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

C. Elevator repair

The library has been without an elevator for a few weeks due to an issue discovered by the yearly inspection. At this writing, the Otis Elevator guys are spending a second day working on the elevator.

D. LED lighting conversion

Faith Technologies started the LED lighting conversion at the library a couple of weeks ago. As lighting in areas is changed, the old lighting still in place is easily recognized by the brownish color compared to the brighter LEDs. The Faith Technologies crew has been showing up at 5 am in the morning to make their impact minimal on our operations.

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

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

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	191 City of Waupun	201 East Main Street	Lighting upgrade	\$108.00	\$18,000.00
19-	195 Jan Harmsen	101 & 103 S Harris Ave	replace roof	\$90.00	\$15,000.00
19-	196 Chad Klatt	211 S State St	Replacement windows	\$50.00	\$4,525.00
19-	197 Penny Castle	1403 Flyway Drive	Reroof Manufactured Home & Garage	\$90.00	\$15,000.00
19-	199 Judith Lyon	200 Pleasant Avenue	Reroof, Reside & Replace Windows	\$180.00	\$30,000.00
19-	200 Marilyn Klobuchar	29 Carrington Street	6' high Fence	\$150.00	\$3,000.00
19-	201 MWS Properties, LLC	1212 Storbeck Drive	Replace AC Unit	\$50.00	\$7,740.75
19-	203 Tanya Kollmannn	724 Buwalda Drive	6' high Black Chain Link Fence	\$100.00	\$3,700.00
19-	204 GROWMARK, Inc	1208 West Brown Street	Dump Pit, Dryer, & Grain Bin	\$1,243.59	\$2,000,000.00
19-	205 AmericInn by Wyndham	204 Shaler Drive	Change out channel letters & flex faces	\$198.34	
19-	206 Esther Braun	527 East Jefferson Street	Reroof - Complete tear off	\$51.00	\$8,500.00
19-	207 Sam Giebink	600 McKinley Street	4' high chain link fence	\$100.00	\$1,300.00
19-	209 Aggie Vande Zande	810 East Jefferson Street	Replace Deck Boards w/ Composite	\$50.00	\$1,500.00
19-	210 Deborah Koss	307 Grandview Avenue	Repair Roof	\$50.00	\$400.00
19-	212 Springbrook Apartments	917 West Brown Street	Replace Gas Furnace	\$35.00	\$7,824.00
19-	213 Springbrook Apartments	921 West Brown Street	Replace Gas Boiler	\$35.00	\$7,825.00
19-	215 Julie Weyer	225 South Madison Street	Construct 24x28 Detached Garage	\$330.00	
19-	217 Judy Lyon	200 Pleasant Avenue	4' high chainlink fence for Dog	\$100.00	\$1,715.00
19-	219 Doug & Betty Woxland	10 Doty Street	Repair Roof plumbing, walls & electric	\$220.00	\$20,000.00
19-	221 Matthew Hakala	302 Pleasant Ave	replacement windows	\$50.00	\$2,000.00
19-	222 Gary Haas	602 South Madison Street	Remodel 2nd Floor - Renewal	\$50.00	\$300.00
19-	223 Stephanie Sterzelcki	504 Carrington Street	Replace Windows	\$50.00	\$6,500.00
19-	224 Shawn McLinn	551 Bronson Street	Detached Garage & Reside House	\$284.00	\$26,000.00
19-	225 Cache 3 LLC	820 E Brown St	interior plumbing	\$50.00	\$7,700.00
TOTAL				\$3,714.93	\$2,188,529.75

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	192 City of Waupun	16 East Main Street	Lighting upgrade	\$216.00	\$36,000.00
19-	193 City of Waupun	123 S Forest Street	Lighting upgrade	\$324.00	\$54,000.00
19-	194 City of Waupun	510 East Spring Street	Lighting upgrade	\$120.00	\$20,000.00
19-	198 William Schlamer	472 Neeval Avenue	Replace Mini-Split CAC System	\$35.00	\$5,263.00
19-	202 Kim Schmitz	255 N Watertown St	foundation repair & interior drain tile	\$108.00	\$18,694.00
19-	208 Waupun Self Storage	500 Fond du Lac Street	Stormsewer Laterals & Erosion Control Me	\$150.00	\$65,000.00
19-	211 Clem Neher	411 West Franklin Street	Install (3) Beams, Drain Tile Sump Crock, ,	\$69.30	\$11,565.00
19-	214 Excel Automotive	99 Fond du lac Street	Reroof	\$132.00	\$22,000.00
19-	216 Pat Stanton	740 Edgewood Drive	SFD w/ Attached Grage	\$2,025.61	\$180,000.00
19-	218 Bernice Seaman	608 Tulip Lane	Remodel breezway for Laundry Room	\$100.00	\$7,000.00
19-	220 Halley Kanthack	38 West Franklin Street	Reside & Replace (2) Windows	\$50.00	\$1,500.00
TOTAL				\$3,329.91	\$421,022.00

GRAND TOTAL **\$7,044.84** **\$2,609,551.75**

Permits issued in Dodge County	24
Permits issued in Fond du Lac Cty	11
Total Permits for the month	35
Building Permit Fees	\$7,044.84
Assessment Letters	\$140.00
Conditional Use Permit	\$150.00

CSM Review	\$130.00
Annexation	\$150.00
House Plan Copies	
Grand Total	\$7,614.84

BUILDING PERMIT COMPARISON

August 2018: Dodge County - 19 permits; Fond du Lac County - 11 Permits
Estimated Cost of Construction

\$1,153,586.83

EIGHT MONTH COMPARISON

January - August 2015	estimated cost of construction	\$1,377,621.00
January - August 2016	estimated cost of construction	\$19,672,505.20
January - August 2017	estimated cost of construction	\$7,298,685.98
January - August 2018	estimated cost of construction	\$21,393,929.83
January - August 2019	estimated cost of construction	\$10,322,666.70



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: September 4, 2019
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: August Report

Fire Calls:

There were sixteen (16) fire & rescue calls in the month of August for a total of one hundred and two (102) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
3	0	4	4	2	3	16

* 63% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
0	2	2	3	1	2	6	16

* 63% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Building Fire (111)	1	6.25
Vehicle Fire (131)	1	6.25
Rail Vehicle Fire (133)	1	6.25
Medical Assist (311)	3	18.75
Accident w/ injuries (322)	1	6.25
Electrical/Equipment problem (440)	1	6.25
Public Assistance (550)	1	6.25
Cancelled En Route (611)	2	12.50
No Incident Found (622)	1	6.25
False Alarm (700)	1	6.25
Alarm Activation – No Fire (745)	1	6.25
CO Activation – No CO (746)	1	6.25
Severe Weather Standby (815)	1	6.25

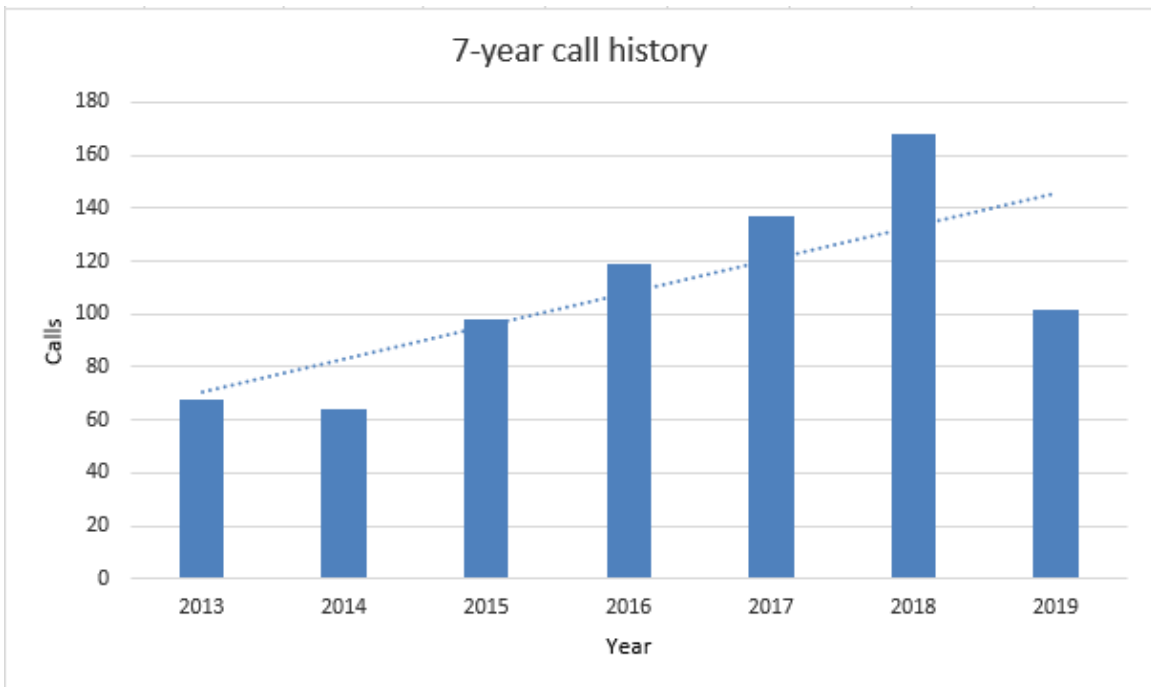
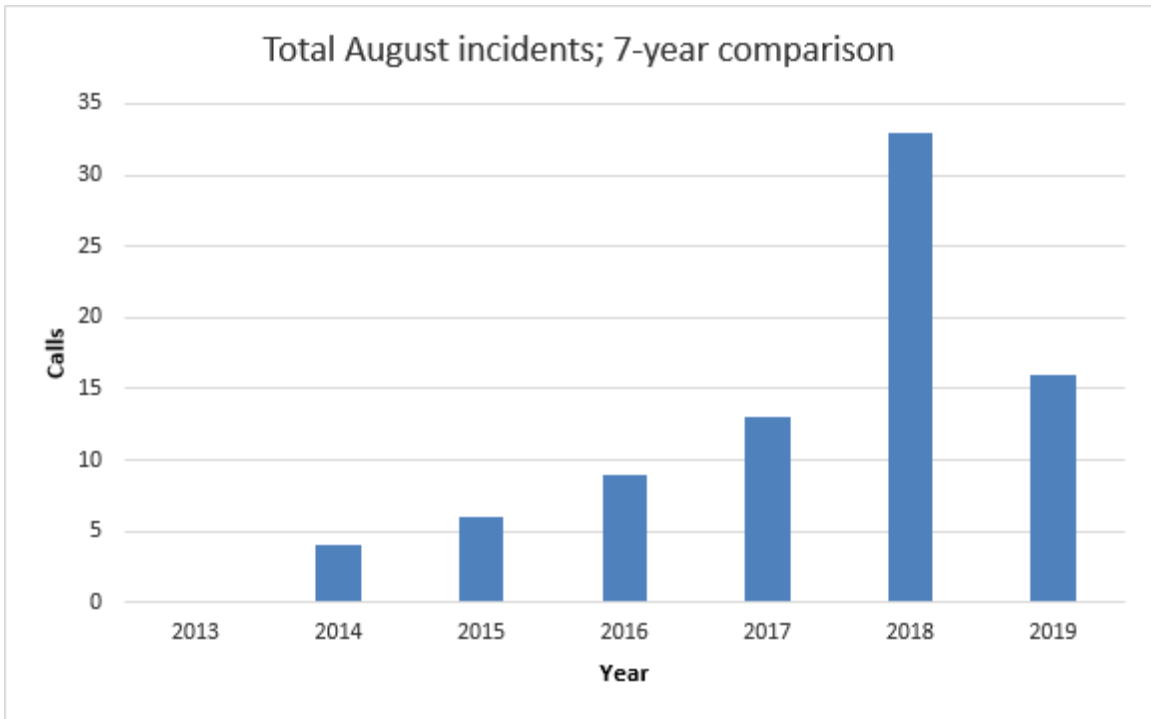
Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	11.0	41%
8P – 4A	12.2	45%

* Current roster is 27 members.

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

Call Breakdown Summary (7-year comparison):

<u>Breakdown of City calls:</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Structural Fires	4	6	7	2	2	7	3
Cooking Fires	6	0	1	1	0	2	
Vehicle Fires	g sepa	2	2	0	0	5	2
Grass / Brush Fires	0	1	0	0	2	0	
Fires Misc. (chimney, bonfire, etc.)	racking	1	6	9	7	4	4
Controlled Burn	racking	1	0	0	0	0	1
Smell of Smoke or Something Hot	0	0	2	1	1	0	1
Cooking Related - no fire	racking	6	7	7	4	4	2
Vehicle Accident	g sepa	4	6	12	12	10	8
Rescue tools	g sepa	0	0	0	0	0	
Fuel Leak/Spill	racking	1	1	2	2	1	
Electrical / Gas Leaks / CO	13	7	15	12	13	6	2
Bad Detector	racking	4	4	15	17	2	16
Equipment Malfunction	racking	5	5	3	8	16	5
Mutual Aid	3	5	6	6	10	14	4
Rapid Intervention Team (RIT)				5	7	9	1
EMS Assist	g sepa	2	2	7	6	12	11
Prison Farm	0	0	0	0	0	0	
False Alarms	19	17	15	21	29	36	28
Severe Weather Related	0	2	1	6	5	30	2
Misc. (Hazardous condition, etc.)	8	0	18	10	12	9	12
Vehicle Fires / Accidents	4	Began tracking separately in 2014					
Accident/EMS assist/Rescue Tools	11	Began tracking separately in 2014					
TOTAL:	68	64	98	119	137	167	102



September 4, 2019

Projects/Special Events/Information:

Aging Grant Housing Subcommittee met twice to review RFPs and to recommend contractor to Common Council.

Fond du Lac County Dispatch has begun the discovery process for Computer-Aided Dispatch (CAD) providers. One of the providers being considered (Spillman) would integrate well with our fire reporting Records Management System (RMS).

Met with Michelle and Jared to review 2020 operating budget, equipment replacement, and capital worksheets.

Date and time for the Community Services Open House have been set for Monday, October 7, from 5 – 8 p.m. Most City Departments will have a booth and/or equipment set up.

Work continues on the Consolidation project. Met with Kathy, Jared and Michelle to discuss the points to be included in the draft financial model which will be reviewed at the September meeting. From a regionalization standpoint, Kathy and I also met to put together a list of questions that will be shared with Beaver Dam to help further explore what regionalization could look like.

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

We submitted a grant through the Compeer Financial Emergency Response Equipment Grant in the amount of \$2,814.50. If awarded, we plan to use these funds to further enhance firefighter safety at roadside incidents. First Responders are extremely vulnerable while working at accident and roadway incidents. We plan to purchase 7 LED flashlights, 30 class 2 traffic safety vests, 10 LED traffic wands, and 2 LED Slow/Stop traffic control signs.

We continue to await word on our Assistance to Firefighters Grant (AFG). A \$44,500 grant application was submitted to replace all of our fire suppression hose and a number of our hose nozzles. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year's hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.

September 4, 2019

Staffing:

3 new recruits and 1 cadet started on August 28. 3 of these individuals come to us having already completed Firefighter 1 which is our minimum training requirement. All of them now begin their 1-year orientation.

Inspections:

Occupancy inspection was completed at Central Wisconsin Christian School. The building was approved for use.

Fire alarm system and occupancy inspection was completed at Meadowview Primary School. The system passed and the building was approved for use.

Site inspection was conducted at Federal Mogul related to a piece of equipment the company is looking to relocate in the area of a mezzanine stairwell.

Training:

Training for the August 1st meeting consisted of a Hazmat Drill alongside Waupun Memorial Hospital, the Waupun Police Department, and Lifestar Ambulance.

Training for the August 19th meeting consisted of forcible entry and hose advancement techniques. This was a joint training with the Alto Fire Department. The group Brew City Fools, which is comprised of firefighters from around SE Wisconsin, was on hand to provide the training.

Emergency Government:

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

September 4, 2019

Code Enforcement – Mike Beer:

July:

New Complaints: 21

Closed Complaints: 14 (7 were re-routed to other City departments)

Open Complaints: 7

Total time committed to Code Enforcement: 47 hours or 11.75 hrs/week

August:

New Complaints: 12

Closed Complaints: 8

Open Complaints: 11

Total time committed to Code Enforcement: 36 hours or 9 hrs/week

September 4, 2019

1. **Current Projects:**

- 2020 Operating, Capital Improvement, and Equipment replacement budget.
- Working on 2020 budget including Capital Improvements and Equipment Replacement.
- Attended LAPWA Meeting
- Attended Facility Advisory Committee Meeting.
- Automatic Door locks are completed at all City parks.
- Reviewing ATV/UTV ordinances
- Attended forklift and cyber training
- Planning for the Community Open House.
- Working with Faith Technology on the LED Lighting upgrade.
- Viewed a demonstration of Roadbotics that will be discussed at the Board of Public Works meeting.
- Working to get the electronic sign working by the Safety Building
- Pond Inspection by Heritage Ridge.
- Working with Otis Elevator to get the elevator fixed at the Library
- Mill and Overlay projects have started and paving should be done this week.
- Madison St. project update
8/29/19 - This week, sanitary sewer and water main work continued between Main Street and Brown Street. Tomorrow and next week, this work will continue between Brown and Jefferson Streets. Sanitary and water work is projected to be complete by the end of next week. Storm sewer work continued between Main Street and Jefferson Street. This work will continue from Jefferson Street to the south through next week.
- Working on Street ratings

2. **DPW Crew Projects**

- Aquatic Center duties
 - Building & Grounds building duties
 - Clean inlets
 - Curb Replacement
 - Cut Ditches
 - Diggers Hotline Locates
 - Fill Potholes
 - Haul brush bins
 - Inspect Storm Sewer Ponds
 - Mow buildings/ parks
 - Remove hills at Tanner Park
 - Repair Inlets
 - Set up for Truck-N-Show
 - Spill clean-up
 - Storm cleanup
-

-
- Street sweeping
 - Training
 - Tree trimming and removal
 - Vandalism at McCune Park
 - Vehicle Maintenance
 - Update sign inventory for N. Madison St.

Administrative Assistant

- Assessment Letters
- Weed Notices
- Set out sump pump letters for N. Madison St.
- Sold Megabands, Fish Fry tickets and updated spreadsheets
- Scanned in property information (permits, property record cards, house plans, inspections, etc.)
- Updated storm sewer system information and uploaded pictures/videos of storm sewer pipes that were televised this year.
- Updated Budget worksheets for equipment and capital projects
- Took Notary test
- Street Opening Permits
- Garbage/recycling container complaints
- Sent letters to properties with Storm Water ponds
- 2020 Garbage and Recycling magnets are ordered
- Ordered handouts for the Community Open House
- Compiled site plans for properties that have Stormwater ponds
- Updated website
- WPRR Ticket sales
- Issued street opening permits
- Entered Digger's Hotline tickets into database
- Cyber training
- CVMIC training
- Issued Special Assessment Letters
- Issued Building Permits
- Plan Commission Agenda, Public Hearing Notices and Minutes.
- Zoning Board Agenda and Public Hearing Notices
- Put requests into Cartegraph.
- Equipment Invoice and costs entered into Cartegraph
- Researched information on properties (dealing with permits, variances or conditional uses)
- Monthly building permit report
- Assign account #'s to bills.

Please call 324-7918 with any questions you may have.
Jeff Daane, Director of Public Works



TO: Waupun Utilities Commissioners
FROM: Randy Posthuma, General Manager
DATE: Sept. 6, 2019
SUBJECT: General Manager Report

Alliant Purchase Update: We continue to make progress in completing our fourth and final purchase of electric customers from Alliant Energy. Letters were sent out to 22 customers on Savage Rd. and County Rd. MMM asking for their consent to transfer electric service to Waupun Utilities. We are working with three remaining customers to provide their consent. All others have agreed to the transfer of ownership. Once all customers have responded to our request, we will file a customer transfer request with the PSC. If all goes according to schedule, we anticipate taking ownership of the additional customers late 2019 or the first part of 2020.

PHAS Legislation Update: On Friday, August 23, Governor Evers issued Executive Order #40 directing the Department of Natural Resources (DNR), along with the Department of Health Services (DHS), and Department of Agriculture, Trade, and Consumer Protection (DATCP) to:

- establish a PFAS public information website
- develop regulatory standards
- use natural resources damages claims under federal and state law to seek compensation for PFAS

Following up on his Executive Order, on Tuesday, August 27, the governor directed DNR to begin the rulemaking process to establish surface water, ground water and drinking water regulatory standards for PFAS contamination. DNR announced that the agency will address the rulemaking at the future Drinking Water and Groundwater Study Group meetings, and there will be technical advisory groups specifically for the administrative rules process.

On June 21, DHS recommended to DNR that the groundwater quality standard for perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS) be set at 20 ng/l which is 20 parts per trillion (ppt). DHS also recommended a combined preventative action limit (PAL) of 2 ppt. The 20 ppt standard is significantly lower than the health advisory of 70 ppt established by the United States Environmental Protection Agency (EPA), and the PAL of 2 ppt establishes a near-zero discharge standard for groundwater even though these compounds already exist in groundwater.

Wisconsin Rural Water Association (WRWA) is working closely with other public-sector organizations on this issue, including the League of Municipalities, MEG-Wastewater and MEG-Water. The coalition met recently with the governor's office and DNR on this issue. The group's goals are to advocate for science based standards, educate the public about PFAS, and communicate our concerns about the potential high cost to municipal utilities of complying with

the proposed PFAS standards.

Community Event Open House - Oct 7th: The Community Services Open House will run from 5 pm – 8 pm on Monday, October 7. The event will be held at the Safety Building, at 16 E. Main, and will feature displays from the entities serving and protecting the Waupun Community. Waupun Utilities, Fire Department, Department of Public Works, Police Department, Library, Senior Center and Life Star will have a presence at the event.

The community event coincides with our yearly celebration of Public Power Week, which is the first full week of October. We promote the utilities to our customers and the community by having staff on hand demonstrating PowerTown (electrical safety), offering bucket truck rides, providing online bill access information, and the customer favorite – giveaways!

The event is a well-rounded effort to showcase the service entities offered to the community. Please see the enclosed flyer for the event.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: September 4, 2019
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Municipal Well and Pump completed their annual inspections of all wells. No deficiencies were identified during these inspections. This is a direct result of the ongoing preventative maintenance performed by staff.

ER Controls replaced Well 4 and Well 5 PLC's (process logic controller). The old PLC's were no longer supported and parts were obsolete.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Due to field availability, only 1300 cubic yards have been applied to DNR approved agriculture land. Once field conditions are suitable for land application, the remaining biosolids will be applied.

CD Smith completed brick restoration and tuck pointing on the biotower. There was a section of brick that was imploded due to the driving freezing rain this past winter.

Water/Sewer Crew:

Staff's focus continues to be preventative maintenance of the distribution and collection system, which will continue over the next month.

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

Madison Street Update:

All water and sanitary main line has been installed. The remaining water and sanitary laterals will be completed by Friday, September 6th. This should conclude all water and sanitary work, with the exception of punch list items.

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



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

Electric Department Update:

Two power outages to report

1. Tuesday, August 6th, at 7:00 a.m. a power outage was reported at 225 Brandon St. The crew found a blown transformer fuse. The cutout was replaced and refused. Power was restored at 9:00 a.m.
2. Saturday, August 17th, a power outage was reported in the 400 block of S. West St. at 8:00 p.m. The crew found a blown lightning arrestor. The crew replaced the arrestor and refused the transformer. Power was restored at 8:45 p.m.

The outage management system reported both outages. We were able to have crews notified before the customers reported the outages. The outage management system continues to help minimize outage duration and help provide customers with reliable electric service.

The voltage conversion work for the West Sub feeder #1 is almost complete. The 3 phase power line running from County Park Rd. to the West in the back of Farm and Home going west to Tractor Supply is rebuilt. New poles, services, transformers, and insulators were installed. Most of the transformers still needing to be replaced are in the area of S. Harris Avenue.

Work has started west of the Main Substation on Monroe St. The crew is installing a new primary 3 phase feeder. This new feeder will allow us to pick up the load from the Alliant area 4 purchase. New conduits, cables, risers and switchgear have been installed. The crew will work to terminate and test the cable in the next few weeks.

Upcoming work

- Voltage conversion work on Feeder 1 West sub (north west side of town)
- Install new street lighting infrastructure on S. Madison Street
- Install new primary riser on new Alliant area 4 purchase. This will be installed east of County Park Rd., south of the aquatic center.

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

Waupun Community Coalition on Aging Implementation Plan (August 2019)

Based on our interpretation of the results, information about other successful strategies, and on feasibility factors, the Waupun Community Coalition on Aging developed the following plans.

Waupun objective #1: Develop a plan to improve accessibility and expand the senior center to strengthen social engagement, reduce isolation and promote wellness for older adults. Work will be done with the Facilities Advisory Committee.

<i>Tasks:</i>	<ul style="list-style-type: none"> a. Leverage existing Economic Development Coordinator to facilitate development of a facility plan. b. Utilize the recently adopted public participation plan to form a committee responsible for defining the facility plan. c. Assign a facility taskforce that includes members of the senior community to ensure their needs are reflected in the plan. d. Seek a Public Facilities Community Development Block Grant (CDBG) to help fund the future facility. e. Finalize funding solutions and address gaps in funding by seeking public-private resources needed to construct the proposed facility. f. Develop a communication and marketing plan, including a name change from senior center to something that encourages people to engage at an earlier age. g. Seek common council approval for plan and obtain a commitment to proceed with plan development.
<i>Timeline:</i>	<ul style="list-style-type: none"> a. January – December 2019: Finalize and approve facility taskforce; review facility study findings, formulate and finalize plan for council adoption. b. May 2020: Apply for Public Facilities Community Development Block Grant c. June 2020: Adjust City of Waupun Capital Improvement Budgets to reflect match requirement and identify any other funding opportunities from grants or private partners. d. April 2021: Begin construction of expanded senior center/community facility.
<i>Success criteria:</i>	<ul style="list-style-type: none"> a. Finalize plan and determine funding sources b. Submit and obtain Public Facilities CDBG award c. Finalize gap funding / revise and approve community match to support development
<i>Resources:</i>	<ul style="list-style-type: none"> a. In 2018, the City of Waupun added an Economic Development Coordinator position and a portion of that position will be dedicated to this project. b. Finalize plan and determine funding sources, including a Public Facilities CDBG award capped at \$500,000 which requires a match from the community/other sources. c. Source of match includes City of Waupun Capital Improvement Budget, the sale of the existing senior center facility, other possible grant sources if identified, and funding from public partners including but not limited to the Agnesian Foundation.

Waupun objective #1, continued

How to sustain: Operationally, the City of Waupun currently provides full funding for the existing senior center and through resolution has committed to pursuing an aging in place initiative that will ensure ongoing funding. This includes a full-time staff position to provide some programming at the senior center.

Waupun objective #2: *Create wrap-around services that expand education resources and promote utilization of services needed to help people effectively age well and remain as independent as possible across their lifespan. Work will be done with the Education & Resources Subcommittee.*

<i>Strategies:</i>	<ul style="list-style-type: none">a. Hire a part-time community development coordinator to develop framework to enable more effective service delivery.b. Strengthen public-private partnerships and expand substantive education and programming to foster an intergenerational commitment to an age-friendly community.
<i>Tasks:</i>	<ul style="list-style-type: none">a. Partner with different community resources (i.e., schools, churches, etc.) and strategic partners (United Way, Volunteer Centers, etc.).b. Expand programming with public partners and introduce intergenerational programming.c. Introduce or expand existing low-cost/no-cost services to support healthy living in the community (i.e., battery/smoke detector checks, ADRC Health Educator programming, UW Extension programming, AARP safe driver, etc.)d. Develop a volunteer center / site that works with area churches, non-profits, etc. to facilitate resources sharing to support the needs of individuals across their lifespane. Expand online presence to include resources that educate and connect older adults and their caregivers with solutions to support aging well.f. Forge a partnership with Agnesian Healthcare to establish a schedule and introduce nurse practitioner services onsite at the facility to support wellness and education needs.g. Continue and expand current programming through existing Recreation Program Director to encourage inclusion/engagement and promote mobility of older adults.h. Expand dementia-friendly training across the community.
<i>Timeline:</i>	<ul style="list-style-type: none">a. January 2019 and ongoing: Expand current programming and dementia-friendly training in the community.b. June 2019: Hire a grant-funded part-time community development coordinator.c. October 2019 and ongoing: Establish a contractual relationship with Agnesian Healthcare to implement regular nurse practitioner services at the senior center.d. July 2019 – April 2021: Develop community partnerships to expand offerings and streamline delivery of services.e. July 2019 and ongoing: Develop and maintain website presence

Waupun objective #2, continued

<i>Success criteria:</i>	<ul style="list-style-type: none">a. Number of trainings/education programs offered and attendanceb. Number of engaged community partners (ADRC, UW Extension, etc.)c. Number of certified dementia-friendly businessesd. Number of public/private partnerships established to improve service deliverye. Number of visits/utilization of Agnesian Nurse Practitioner servicesf. Expansion of visitors to Senior Center and utilization of services
<i>Resources:</i>	<ul style="list-style-type: none">a. In 2018, the City of Waupun added Recreation Director position and a portion of that position will be dedicated to this project.b. Funding from public partners including but not limited to United Way, ADRC, and the Agnesian Foundation.
<i>How to sustain:</i>	Operationally, the City of Waupun currently provides full funding for the existing senior center and through resolution has committed to pursuing an aging in place initiative that will ensure ongoing funding. This includes a full-time staff position to provide programming at the center. As new partnerships and programming are introduced, the City has had conversations with and will continue to work with the public school system to gain commitment for funding to support community education programming.

Waupun objective #3: Develop a housing plan that supports affordable, age-friendly housing development within the community. Work will be done with the Housing Subcommittee.

<i>Strategy:</i>	Leverage City of Waupun Economic Development Coordinator to lead plan development.
<i>Tasks:</i>	<ul style="list-style-type: none">a. Complete housing study and formulate a housing plan.b. Partner with county/regional economic development partners to attract development of age-friendly housing developments.
<i>Timeline:</i>	<ul style="list-style-type: none">a. January 2019 – December 2019: Develop housing plan and complete review of zoning.b. January 2020 and ongoing: Solicit development opportunities to fulfill housing plan.
<i>Success criteria:</i>	<ul style="list-style-type: none">a. Completed housing planb. Adapted zoning code completec. Private Development dollars investedd. Public dollars investede. Tax increment generatedf. Number of income restricted units available and utilized
<i>Resources:</i>	<ul style="list-style-type: none">a. Leverage existing Economic Development Coordinator to facilitate development of the plan.b. Housing grant programs and/or private development funds
<i>How to sustain:</i>	Operationally, the City of Waupun currently provides full funding for economic development. This includes a full-time staff position. The housing project is already integrated into our 2019 scope of work and we will pursue this objective with or without grant funding.

Waupun objective #4: Research and expand feasible alternative transit solutions that increase mobility of residents in our rural community. Work will be done with the Transportation Subcommittee.

<i>Strategies:</i>	<ul style="list-style-type: none"> a. Leverage City of Waupun Economic Development Coordinator to lead plan development. b. For 2020, explore expansion of shared ride taxi services c. Research and determine feasibility to launch an alternative transit model for rural communities. d. Participate in development of and raise awareness for ADRC transit plans/services. e. Establish a bench drop-off program in strategic locations around the community to provide support for the aging adults and their caregiver network.
<i>Timeline:</i>	<ul style="list-style-type: none"> a. July 2019 – November 2019: Explore expansion of shared-ride taxi program for 2020 implementation. b. October 2019 and ongoing: installation and education of bench program for senior drop off tied to expansion of dementia-friendly community training. c. January 2020 – December 2020: Explore alternative transit solutions and formulate plan. d. January 2021 and ongoing: Implement feasible transit alternatives.
<i>Success criteria:</i>	<ul style="list-style-type: none"> a. Hours of operation expansion b. Number of riders for shared-ride taxi c. Number of benches installed and businesses trained as dementia friendly d. Evaluation and determination of alternative transit programs e. Reduced numbers of people reporting transportation problems (baseline and ongoing community survey)
<i>Existing and needed resources:</i>	<ul style="list-style-type: none"> a. Leverage existing Economic Development Coordinator to facilitate development of the plan. b. Federal funds secured to operate existing and expanded taxi service
<i>How to sustain</i>	<p>Operationally, the City of Waupun currently provides full funding for economic development. This includes a full-time staff position who will work on a transportation plan to determine the best path forward. Currently federal funding and fees help to operate a shared-ride taxi program and the community intends to commit resources to continue operation of that program. Additionally, city staff recently engaged with the ADRC of Dodge County on a transit alternatives program and will continue to commit time to development of that plan. An alternative transit model will be implemented if research identifies a feasible and sustainable option.</p>

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 8/1/2019 To 8/31/2019

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

Total Number of Calls for this reporting period: 1,244

72 HOUR DETENTION	7	INTRUSION ALARM	17
911 CHECK	6	JA/UNDERAGE/ALCOHOL	1
911 MISDIAL	8	JUVENILE PROBLEM	16
ABANDONED VEHICLE	4	LAW ASSIST FIRE	2
ACCIDENT	12	LOST PROPERTY	1
ACCIDENT W/BLOCKAGE	2	LOST/FOUND ANIMAL	9
ACCIDENT/INJURIES	1	MINI/DIRT BIKE COMP	1
ALARM TEST	6	MISSING ADULT	1
ANIMAL BITE COMP	2	MISSING JUVENILE	1
ANIMAL COMPLAINT	19	NEIGHBOR DISPUTE	2
ASSIST CITIZEN	41	NOISE COMPLAINT	6
ASSIST MOTORIST	7	NOTIFY MED EXAMINER	1
ASSIST OTHER AGENCY	12	OCCUPIED DISABLED	1
ATTEMPT TO LOCATE	2	OD POISON ABN BREATH	1
BIKE STOP	1	OFFICER STAND BY	3
BUILDING CHECK	30	OPEN DOOR	2
CAR FIRE	2	PAPER SERVICE	2
CHECK WELFARE	17	PARKING ENFORCEMENT	24
CHILD ABUSE/NEGLECT	5	PRISONER TRANSPORT	5
CHILD CUSTODY	2	RECKLESS DRIVER	15
CIVIL PROBLEM	6	REPOSSESSED PROPERTY	1
COMMUNITY POLICING	13	SCAM	3
COMPUTER COMPLAINTS	1	SEXUAL ASSAULT	1
COUNTY AMBULANCE	36	SHOPLIFTER	1
CR DAMAGE TO PROP	6	SPECIAL ASSIGNMENT	13
DEPARTMENT K9 DOG	3	SPEED GRANT	8
DEPUTY RESERVE	3	STRUCTURE FIRE	1
DIRECTED AREA PATROL	273	SUBJECT STOP	12
DISORDERLY CONDUCT	11	SUSP ACTIVITY	14
DOMESTIC DISPUTE	9	SUSP PERSON	9
DRUG RECOGNITION EV.	2	SUSPICIOUS VEHICLE	28
DRUGS/NARCOTICS	2	THEFT	5
ESCORT FUNERAL	2	THREAT COMPLAINT	3
EVICTIONS	1	TRAFFIC ENFOR BYPASS	1
EXTRA PATROL	125	TRAFFIC PROBLEM	13
FIGHT	1	TRAFFIC STOP	219
FIRE ALARM	2	VANDALISM	5
FIRE GENERIC	1	WARRANT	3
FIRE WORKS COMPLAINT	1	WARRANT OTHER AGENCY	4
FLOODING	1	WAUPUN ORDINANCE	17
FOLLOW UP	49	WRONG WAY DRIVER	2
FOOT PATROL	3		
FOUND PROPERTY	13		
FRAUD/FORGERY	1		
GAS DRIVE OFF	1		
GRASS FIRE	1		
HARASSMENT	4		
HIT AND RUN	2		
INFORMATION	6		
INTOXICATED DRIVER	2		
INTOXICATED SUBJECT	3		

**Waupun Police Department Update
August, 2019**

Truckers Parade – Police Department provided extra staffing for this event. Events went very well in law enforcements perspective.

Waupun Police Department was recognized as the 16th safest city in the State and the safest city in both Dodge and FDL Counties.

Meetings – Department Head Meeting, FDL Law Enforcement Executive Meeting, Open House planning meeting, Dodge County Traffic Safety Commission Meeting, Child Abduction Response Team Meeting, and Local Emergency Planning Meeting.

Community Service Officer Alyssa Keller recognize on her last day at the pd. She served two years as our CSO.

Training – WMH Hazmat Drill/exercise, Cyber security training, Officer Schneider attended a Narcotics Conference, and Officer Halverson attended Street Smart Cop Patrol Tactics.

Waupun Police Department participated in Cops on the Roof for Special Olympics.

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

Investigations – Homicide and Arson Investigations.



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/19

TITLE: Future Meetings & Gatherings

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

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

Tuesday, September 24, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, October 8, 2019	Common Council	6:00pm	Council Chambers-City Hall
Monday, October 7, 2019	Community Services Open House	5:00pm-8:00pm	Waupun Safety Building
Tuesday, October 29, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, November 12, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, November 26, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, December 10, 2019	Common Council	6:00pm	Council Chambers-City Hall
<i>TBD due to holiday</i>	Committee of the Whole	5:30pm	Council Chambers-City Hall

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

None

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

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Manuals

CITY OF WAUPUN

Check Register - Council Check Register
Check Issue Dates: 8/30/2019 - 8/30/2019

Page: 1
Sep 03, 2019 10:07AM

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
08/30/2019	98242	MARINETTE COUNTY CLERK OF COU	150.00 M
08/30/2019	98314	FOND DU LAC COUNTY CLERK OF C	203.00 M
08/30/2019	98372	CHARTER COMMUNICATIONS	161.29 M
08/30/2019	98373	YMCA OF DODGE COUNTY	12,480.30 M
Grand Totals:			<u>12,994.59</u>

Report Criteria:
 [Report].Invoice Date = 08/30/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
10048 CHARTER COMMUNICATIONS				
9909-AUG19	library - internet, voice	08/30/2019	161.29	210-60-5511-3-31
Total 10048 CHARTER COMMUNICATIONS:			161.29	
13497 FOND DU LAC COUNTY CLERK OF COURTS				
8-30-19	Paid Warrant	08/30/2019	203.00	100-13850
Total 13497 FOND DU LAC COUNTY CLERK OF COURTS:			203.00	
18462 MARINETTE COUNTY CLERK OF COURTS				
8-30-19	Paid Warrant	08/30/2019	150.00	100-13850
Total 18462 MARINETTE COUNTY CLERK OF COURTS:			150.00	
29893 YMCA OF DODGE COUNTY				
8220	Manage/Lifeguard/Admin/Concessions	08/30/2019	11,770.78	100-20-5523-1-10
8220	Taxes	08/30/2019	709.52	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			12,480.30	
Grand Totals:			12,994.59	

Report GL Period Summary

GL Period	Amount
08/19	12,994.59
Grand Totals:	12,994.59

Vendor number hash: 71900
 Vendor number hash - split: 101793
 Total number of invoices: 4
 Total number of transactions: 5

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	12,994.59	.00	12,994.59
Grand Totals:	12,994.59	.00	12,994.59

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
09/05/2019	98380	AIRGAS USA, LLC	470.00
09/05/2019	98381	ALLIANT ENERGY/WP&L	256.81
09/05/2019	98382	ASSOCIATED APPRAISAL CONSULTA	2,192.66
09/05/2019	98383	AT & T LONG DISTANCE	8.80
09/05/2019	98384	AT & T	159.40
09/05/2019	98385	BALLWEG IMPLEMENT	53.15
09/05/2019	98386	BATTERIES PLUS LLC	219.50
09/05/2019	98387	AIR ONE EQUIPMENT INC	1,106.10
09/05/2019	98388	BOARD OF REGENTS OF UNIVERSITY	1,917.14
09/05/2019	98389	CAPITAL AUTOBODY, LLC	6,104.50
09/05/2019	98390	CAPITAL NEWSPAPERS	19.18
09/05/2019	98391	CAREW CONCRETE & SUPPLY INC	365.86
09/05/2019	98392	CARTRIDGE WORLD	20.70
09/05/2019	98393	CEDAR CORPORATION	5,000.00
09/05/2019	98394	CHARTER COMMUNICATIONS	917.75
09/05/2019	98395	CITIES & VILLAGES MUTUAL INS.	22,827.00
09/05/2019	98396	CNA SURETY	30.00
09/05/2019	98397	CRACK FILLING SERVICE CORP.	16,000.00
09/05/2019	98398	DALE MARKS	235.00
09/05/2019	98399	DEMAA JR., WILLIAM	63.59
09/05/2019	98400	DESTINATION LAKE WINNEBAGO RE	12,189.91
09/05/2019	98401	DSPS	55.00
09/05/2019	98402	EXCEL TECHNOLOGIES	150.00
09/05/2019	98403	EZ GLIDE GARAGE DOOR & OPENER	177.45
09/05/2019	98404	MARTENS ACE HARDWARE	1,191.84
09/05/2019	98405	FARMERS ELEVATOR CO.	270.00
09/05/2019	98406	FASTENAL CO.	68.05
09/05/2019	98407	FIRE SAFETY USA INC	1,495.00
09/05/2019	98408	FLEETPRIDE	279.64
09/05/2019	98409	GALLS, LLC	630.32
09/05/2019	98410	GENERAL COMMUNICATIONS	523.50
09/05/2019	98411	GOODYEAR COMMERCIAL TIRE & SE	1,300.00
09/05/2019	98412	GRAND VALLEY INSPECTION SERVIC	6,756.86
09/05/2019	98413	GUNDERSON, INC.	441.49
09/05/2019	98414	HRABAN, JASON	62.12
09/05/2019	98415	H & R SAFETY SOLUTIONS LLC	311.25
09/05/2019	98416	HALVERSON, ANDREW	18.72
09/05/2019	98417	HOME CONTRACTORS & SUPPLY INC	107.69
09/05/2019	98418	HULL, ANGELA J	250.82
09/05/2019	98419	IEH AUTO PARTS LLC	79.90
09/05/2019	98420	IMAGETREND INC	350.00
09/05/2019	98421	INTER-QUEST	206.17
09/05/2019	98422	J & S CARWASH LLC	140.00
09/05/2019	98423	JOHN FABICK TRACTOR CO	97.45
09/05/2019	98424	LEON METAL WORK LLC	170.00
09/05/2019	98425	LUECK, FRED	20.00
09/05/2019	98426	MSA PROFESSIONAL SERVICES INC.	156.50
09/05/2019	98427	MENARDS-FOND DU LAC	18.98
09/05/2019	98428	MENARDS - BEAVER DAM	763.26
09/05/2019	98429	NAPA AUTO PARTS-WAUPUN	3,265.29

Check Issue Date	Check Number	Payee	Amount
09/05/2019	98430	NEUMAN POOLS INC	361.62
09/05/2019	98431	NICKEL, JULIE	371.48
09/05/2019	98432	OSHKOSH OFFICE SYSTEMS	161.34
09/05/2019	98433	OTIS ELEVATOR COMPANY	6,259.32
09/05/2019	98434	PTASCHINSKI CONSTRUCTION INC	533,762.97
09/05/2019	98435	PETTY CASH-CITY HALL	4.21
09/05/2019	98436	PETTY CASH-POLICE DEPT.	35.01
09/05/2019	98437	PIGGLY WIGGLY DISCOUNT FOODS	81.08
09/05/2019	98438	PIT-STOP PORTABLES	137.25
09/05/2019	98439	PITNEY BOWES	640.17
09/05/2019	98440	PIZZA RANCH	124.67
09/05/2019	98441	Q-TRONICS	222.50
09/05/2019	98442	RIPON COMMUNITY PUBLICATIONS	455.00
09/05/2019	98443	ROET'S HOME HEATING	200.40
09/05/2019	98444	SAFETY KLEEN	20.00
09/05/2019	98445	SCHREIBER, CHRIS	129.95
09/05/2019	98446	STAPLES CREDIT PLAN	430.80
09/05/2019	98447	STICKS AND STONES	100.00
09/05/2019	98448	TAYLOR ENTERPRISES OF WI, INC	127.84
09/05/2019	98449	TOTAL BUSINESS PRODUCTS	60.00
09/05/2019	98450	TRU CLEANERS LLC	4,012.68
09/05/2019	98451	US CELLULAR	1,478.29
09/05/2019	98452	VANDE ZANDE & KAUFMAN, LLP	2,986.90
09/05/2019	98453	VON BRIESEN & ROPER, S.C.	632.50
09/05/2019	98454	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
09/05/2019	98455	WAUPUN UTILITIES	68,946.30
09/05/2019	98456	WELLS FARGO PAYMENT REMITT.	2,418.57
09/05/2019	98457	WI DEPT OF JUSTICE	210.00
09/05/2019	98458	WI DOT/BADGER TRACS	60.00
09/05/2019	98459	WI PARK AND RECREATION ASSOC	2,938.25
09/05/2019	98460	YESCO CENTRAL WISCONSIN	142.50
09/05/2019	98461	INSIGHT FS	78.00
09/05/2019	98462	MARCO TECHNOLOGIES LLC	244.86
Grand Totals:			718,348.81

Report Criteria:
Report type: Summary

Report Criteria:

[Report].Invoice Date = 09/05/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
987 AIRGAS USA, LLC				
9091859968	Chemicals - Pool	09/05/2019	470.00	100-20-5523-3-40
Total 987 AIRGAS USA, LLC:			470.00	
1174 ALLIANT ENERGY/WP&L				
5946940000-AUG19	Police Dept - monthly fuel charges	09/05/2019	37.50	100-40-5211-3-32
5946940000-AUG19	Fire Dept - monthly fuel charges	09/05/2019	21.09	100-50-5231-3-32
2831330000-AUG19	community center monthly fuel	09/05/2019	65.16	100-70-5410-3-32
1780510000-AUG19	CITY HALL monthly fuel charges	09/05/2019	56.71	100-70-5410-3-32
3264610000-AUG19	Garage monthly fuel	09/05/2019	76.35	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			256.81	
1787 ASSOCIATED APPRAISAL CONSULTAN				
144220	Monthly services - Sept 2019	09/05/2019	2,192.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,192.66	
1902 AT & T LONG DISTANCE				
AUGUST19	Aquatic Center	09/05/2019	8.80	100-20-5523-3-31
Total 1902 AT & T LONG DISTANCE:			8.80	
1904 AT & T				
7924-JULY/AUGUST2019	Police Dept monthly phone charges	09/05/2019	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
4015 BALLWEG IMPLEMENT				
P71469	switch, knob, washer, lock nut	09/05/2019	53.15	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			53.15	
4078 BATTERIES PLUS LLC				
P17815805	Batteries - 6V	09/05/2019	219.50	100-70-5410-3-36
Total 4078 BATTERIES PLUS LLC:			219.50	
5070 AIR ONE EQUIPMENT INC				
147695	annual airpack flow testing	09/05/2019	1,106.10	100-50-5232-3-36
Total 5070 AIR ONE EQUIPMENT INC:			1,106.10	
5601 BOARD OF REGENTS OF UNIVERSITY				
MIL0064521 03	Madison Ph 2 Historical Investigations	09/05/2019	1,917.14	400-70-5436-8-00
Total 5601 BOARD OF REGENTS OF UNIVERSITY:			1,917.14	
7057 CAPITAL AUTOBODY, LLC				
7790	paint rusted rims	09/05/2019	187.00	100-70-5411-3-36
7794	sandblast & paint truck 9-12	09/05/2019	5,917.50	100-70-5411-3-36
Total 7057 CAPITAL AUTOBODY, LLC:			6,104.50	

Invoice	Description	Invoice Date	Total Cost	GL Account
7058 CAPITAL NEWSPAPERS				
1654425	Public hearing	09/05/2019	19.18	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			19.18	
7065 CAREW CONCRETE & SUPPLY INC				
1141741	rod to pin curbs	09/05/2019	15.60	100-70-5433-3-36
1144443	concrete - inlet repair - E Jefferson St	09/05/2019	177.01	700-10-5192-3-36
1144297	concrete - inlet repair - Brandon St & Edgewood Dr	09/05/2019	173.25	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			365.86	
7075 CARTRIDGE WORLD				
76014	Cartridges	09/05/2019	20.70	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			20.70	
8046 CEDAR CORPORATION				
100716	Facilitation Services thru 8-17-19	09/05/2019	5,000.00	400-70-5420-8-00
Total 8046 CEDAR CORPORATION:			5,000.00	
10048 CHARTER COMMUNICATIONS				
13430-AUG19	city hall - tv, internet, voice	09/05/2019	367.75	100-10-5197-3-31
3194-AUG19	monthly FDLCOUNTY-PD	09/05/2019	550.00	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			917.75	
10226 CITIES & VILLAGES MUTUAL INS.				
WC-19-1152	2019 Worker's Comp Prem 4th QTR City Portion	09/05/2019	16,543.00	100-10-5196-3-38
WC-19-1152	2019 Worker's Comp Prem 4th QTR Utility Portion	09/05/2019	6,284.00	100-13850
Total 10226 CITIES & VILLAGES MUTUAL INS.:			22,827.00	
10338 CNA SURETY				
9-5-19	notary bond - Steinbach	09/05/2019	30.00	100-70-5420-3-38
Total 10338 CNA SURETY:			30.00	
10580 CRACK FILLING SERVICE CORP.				
9-5-19	CRACK SEALING various streets	09/05/2019	16,000.00	100-70-5431-3-36
Total 10580 CRACK FILLING SERVICE CORP.:			16,000.00	
10927 DALE MARKS				
3534	blue tooth items - clothing allowance - Hraban	09/05/2019	235.00	100-12634
Total 10927 DALE MARKS:			235.00	
11067 DEMAA JR., WILLIAM				
9-5-19	accountability tags for new firefighter's	09/05/2019	63.59	100-50-5232-3-38
Total 11067 DEMAA JR., WILLIAM:			63.59	
11275 DESTINATION LAKE WINNEBAGO REGION				
9-5-19	70% Of July Room Tax	09/05/2019	12,189.91	430-70-5436-3-42

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			12,189.91	
11442 DSPS				
9-5-19	Commercial Electrical Credentialing	09/05/2019	55.00	100-30-5241-3-38
Total 11442 DSPS:			55.00	
12624 EXCEL TECHNOLOGIES				
61326	Waupun PD-Basement WiFi-AV	09/05/2019	150.00	100-40-5211-3-38
Total 12624 EXCEL TECHNOLOGIES:			150.00	
12630 EZ GLIDE GARAGE DOOR & OPENERS				
0163262-IN	service call - repair door - safety building	09/05/2019	177.45	100-70-5410-3-36
Total 12630 EZ GLIDE GARAGE DOOR & OPENERS:			177.45	
12700 MARTENS ACE HARDWARE				
AUG2019	gloves	09/05/2019	11.99	100-10-5534-3-36
AUG2019	clothing allow - gun - O'Donovan	09/05/2019	399.98	100-12634
AUG2019	bulbs	09/05/2019	8.99	100-20-5523-3-36
AUG2019	padlock	09/05/2019	25.98	100-20-5523-3-36
AUG2019	cleaner/wax	09/05/2019	29.96	100-20-5523-3-36
AUG2019	soap	09/05/2019	23.98	100-20-5523-3-38
AUG2019	bucket/washbrush/dish soap	09/05/2019	29.14	100-50-5232-3-38
AUG2019	station supplies - FD	09/05/2019	33.55	100-50-5232-3-38
AUG2019	batteries	09/05/2019	65.96	100-50-5232-3-38
AUG2019	paint	09/05/2019	27.99	100-70-5410-3-36
AUG2019	cable ties/caulk	09/05/2019	37.97	100-70-5410-3-36
AUG2019	spraypaint	09/05/2019	27.54	100-70-5410-3-36
AUG2019	hornet & wasp spray	09/05/2019	59.88	100-70-5410-3-36
AUG2019	caulk	09/05/2019	39.96	100-70-5410-3-36
AUG2019	caulk	09/05/2019	29.97	100-70-5410-3-36
AUG2019	deadlatch strike	09/05/2019	2.99	100-70-5410-3-36
AUG2019	freezer bags	09/05/2019	5.99	100-70-5410-3-36
AUG2019	basketball net	09/05/2019	7.98	100-70-5410-3-36
AUG2019	roller covers	09/05/2019	7.99	100-70-5410-3-36
AUG2019	roller covers/gloves	09/05/2019	85.96	100-70-5410-3-36
AUG2019	garden fiber/garden wood	09/05/2019	51.98	100-70-5410-3-36
AUG2019	paint/tray liners - parks	09/05/2019	29.58	100-70-5410-3-36
AUG2019	conduit - West End Park	09/05/2019	8.37	100-70-5410-3-36
AUG2019	big gap - repair hole	09/05/2019	6.99	100-70-5410-3-36
AUG2019	trimmer line	09/05/2019	39.99	100-70-5411-3-36
AUG2019	cycle mix	09/05/2019	45.55	100-70-5411-3-36
AUG2019	fasteners	09/05/2019	5.70	100-70-5411-3-36
AUG2019	fasteners/adapter socket - Seymour St mailboxes	09/05/2019	19.93	401-70-5436-8-00
AUG2019	rain barrel for community open house	09/05/2019	20.00	700-10-5192-3-38
Total 12700 MARTENS ACE HARDWARE:			1,191.84	
12750 FARMERS ELEVATOR CO.				
138726	grass seed	09/05/2019	270.00	100-70-5410-3-36
Total 12750 FARMERS ELEVATOR CO.:			270.00	
12760 FASTENAL CO.				
WIBEA108289	parts-hang plaques on building at sports complex	09/05/2019	68.05	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12760 FASTENAL CO.:			68.05	
13011 FIRE SAFETY USA INC				
124917	turnout gear	09/05/2019	1,495.00	410-50-5231-4-00
Total 13011 FIRE SAFETY USA INC:			1,495.00	
13354 FLEETPRIDE				
32677208	reseal hydraulic cylinder - parts	09/05/2019	279.64	100-70-5411-3-36
Total 13354 FLEETPRIDE:			279.64	
14160 GALLS, LLC				
013528860	glo lockout tool kit/trunk first aid kit	09/05/2019	630.32	100-40-5211-3-38
Total 14160 GALLS, LLC:			630.32	
14553 GENERAL COMMUNICATIONS				
273139	t-rail mount universal	09/05/2019	523.50	100-40-5212-3-36
Total 14553 GENERAL COMMUNICATIONS:			523.50	
14641 GOODYEAR COMMERCIAL TIRE & SER				
132-1175470	tires - Police dept	09/05/2019	680.00	100-40-5212-3-36
132-1175805	tires - Police dept	09/05/2019	620.00	100-40-5212-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			1,300.00	
14698 GRAND VALLEY INSPECTION SERVICES				
2019-103	Building Insp/Zoning Admin for August 2019	09/05/2019	6,756.86	100-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			6,756.86	
15075 GUNDERSON, INC.				
772961	CITY HALL rugs	09/05/2019	62.93	100-70-5410-3-36
770675	Senior center rugs	09/05/2019	52.26	100-70-5410-3-36
770682	fire Dept-Rugs	09/05/2019	50.17	100-70-5410-3-36
770676	Library Rugs	09/05/2019	61.18	100-70-5410-3-36
775237	Library Rugs	09/05/2019	61.18	100-70-5410-3-36
774521	Garage supplies	09/05/2019	26.29	100-70-5411-3-36
772293	Garage supplies	09/05/2019	42.84	100-70-5411-3-36
776580	Garage supplies	09/05/2019	42.84	100-70-5411-3-36
774522	Uniform/charges	09/05/2019	18.39	100-70-5412-3-38
772294	Uniform/charges	09/05/2019	22.64	100-70-5412-3-38
771336	Credit Invoice	09/05/2019	18.39	100-70-5412-3-38
776581	Uniform/charges	09/05/2019	19.16	100-70-5412-3-38
Total 15075 GUNDERSON, INC.:			441.49	
15257 HRABAN, JASON				
9-5-19	meal reimbursement/fuel - training	09/05/2019	58.13	100-40-5215-3-37
9-5-19	training supplies	09/05/2019	3.99	100-40-5215-3-38
Total 15257 HRABAN, JASON:			62.12	
15297 H & R SAFETY SOLUTIONS LLC				
4174	gloves, earplugs, towelettes	09/05/2019	311.25	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 15297 H & R SAFETY SOLUTIONS LLC:			311.25	
15445 HALVERSON, ANDREW				
9-5-19	Meal reimbursement - training	09/05/2019	18.72	100-40-5215-3-37
Total 15445 HALVERSON, ANDREW:			18.72	
16001 HOME CONTRACTORS & SUPPLY INC.				
29368	PARTS - Wilcox Park concrete ADA upgrade	09/05/2019	78.32	400-20-5525-8-00
29369	PARTS - Wilcox Park concrete ADA upgrade	09/05/2019	29.37	400-20-5525-8-00
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			107.69	
16069 HULL, ANGELA J				
9-5-19	Mileage - clerk's conf 2019	09/05/2019	250.82	100-10-5141-3-37
Total 16069 HULL, ANGELA J:			250.82	
16088 IEH AUTO PARTS LLC				
039853158	oil dry for accident scenes - FD	09/05/2019	79.90	100-50-5232-3-38
Total 16088 IEH AUTO PARTS LLC:			79.90	
16096 IMAGETREND INC				
118122	ImageTrend training - FD	09/05/2019	350.00	100-50-5234-3-38
Total 16096 IMAGETREND INC:			350.00	
16440 INTER-QUEST				
65444	remote support/onsite support/travel - PD	09/05/2019	206.17	100-40-5211-3-38
Total 16440 INTER-QUEST:			206.17	
16603 J & S CARWASH LLC				
9-5-19	Car Washes - PD	09/05/2019	140.00	100-40-5212-3-38
Total 16603 J & S CARWASH LLC:			140.00	
16663 JOHN FABICK TRACTOR CO				
C116073	Parts - repair oil line	09/05/2019	97.45	100-70-5411-3-36
Total 16663 JOHN FABICK TRACTOR CO:			97.45	
17450 LEON METAL WORK LLC				
5379	truck panels - repair rusted out shield	09/05/2019	170.00	100-70-5411-3-36
Total 17450 LEON METAL WORK LLC:			170.00	
17900 LUECK, FRED				
9-5-19	Plan Commission Minutes - August 2019	09/05/2019	20.00	100-80-5632-1-10
Total 17900 LUECK, FRED:			20.00	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212056.0-57	CWC Bus Barn Site Review	09/05/2019	156.50	100-13840

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 18009 MSA PROFESSIONAL SERVICES INC.:			156.50	
18960 MENARDS-FOND DU LAC				
1259	QD sets	09/05/2019	18.98	100-70-5411-3-36
Total 18960 MENARDS-FOND DU LAC:			18.98	
18961 MENARDS - BEAVER DAM				
61206	parts/supplies - LED Lighting West End Park	09/05/2019	763.26	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			763.26	
19802 NAPA AUTO PARTS-WAUPUN				
252534	battery/core deposit/battery term brush - PD	09/05/2019	139.18	100-40-5212-3-36
252628	power steer/core deposit - PD	09/05/2019	114.99	100-40-5212-3-36
252987	air filter - PD	09/05/2019	6.99	100-40-5212-3-36
252988	air filter - PD	09/05/2019	55.16	100-40-5212-3-36
253007	tire pressure monitoring system - PD	09/05/2019	147.16	100-40-5212-3-36
253008	sensor - PD	09/05/2019	36.79	100-40-5212-3-36
253061	credit	09/05/2019	37.00-	100-40-5212-3-36
253301	brake pads/brake rotors - PD	09/05/2019	500.94	100-40-5212-3-36
253334	air filter	09/05/2019	8.79	100-40-5212-3-36
254005	sway bar link repair kit - PD	09/05/2019	16.78	100-40-5212-3-36
254010	wheel bearing hub assemb - PD	09/05/2019	124.99	100-40-5212-3-36
254027	hub assemb - PD	09/05/2019	97.69	100-40-5212-3-36
254227	credit	09/05/2019	222.68-	100-40-5212-3-36
253152	brake rotors/brake pads - FD trailblazer	09/05/2019	145.87	100-50-5232-3-36
252423	gripper kit/core deposit/brake drum - 11-01	09/05/2019	396.04	100-70-5411-3-36
252445	seal/axle flange gasket - 11-01	09/05/2019	16.90	100-70-5411-3-36
252564	hose end fitting - 107-96	09/05/2019	61.96	100-70-5411-3-36
252635	oil seal/seal - 11-01	09/05/2019	60.39	100-70-5411-3-36
252636	credit	09/05/2019	4.69-	100-70-5411-3-36
252759	starter with solenoid/core deposit - 27-98	09/05/2019	270.49	100-70-5411-3-36
252898	drill bits/coit pin/connectors/fuses/fittings/nuts	09/05/2019	179.95	100-70-5411-3-36
253061	credit	09/05/2019	260.78-	100-70-5411-3-36
253138	grommet - 9-12	09/05/2019	6.95	100-70-5411-3-36
253177	lamp/grommet/strobe/harness/led sup/pigtail	09/05/2019	506.24	100-70-5411-3-36
253239	lamp/lamp grommet	09/05/2019	6.54	100-70-5411-3-36
253325	belt	09/05/2019	13.19	100-70-5411-3-36
253367	55 Def	09/05/2019	160.89	100-70-5411-3-36
253490	plug	09/05/2019	7.14	100-70-5411-3-36
253548	gas cap	09/05/2019	10.49	100-70-5411-3-36
253756	batteries/core deposits	09/05/2019	335.37	100-70-5411-3-36
253808	fuel filter	09/05/2019	7.09	100-70-5411-3-36
253811	fuel filter	09/05/2019	7.09	100-70-5411-3-36
254114	tool/tire valve	09/05/2019	9.68	100-70-5411-3-36
254194	tire valves	09/05/2019	11.38	100-70-5411-3-36
254241	oil filter	09/05/2019	32.39	100-70-5411-3-36
254609	hose asy/disconnector	09/05/2019	49.98	100-70-5411-3-36
254698	radiator/cap	09/05/2019	213.88	100-70-5411-3-36
254716	oil filter/air filter	09/05/2019	31.08	100-70-5411-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			3,265.29	
20349 NEUMAN POOLS INC				
0096080-IN	Pool chemicals	09/05/2019	361.62	100-20-5523-3-40

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 20349 NEUMAN POOLS INC:			361.62	
20480 NICKEL, JULIE				
9-5-19	candy - Halloween on Main/city hall/homecoming parade	09/05/2019	331.48	100-10-5110-3-38
9-5-19	Reimbursement for cell phone use - September 2019	09/05/2019	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			371.48	
20900 OSHKOSH OFFICE SYSTEMS				
AR42174	City Hall Color Copier 6333	09/05/2019	161.34	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			161.34	
20912 OTIS ELEVATOR COMPANY				
CM04100919	Service contract charges - Safety building	09/05/2019	2,086.44	100-70-5410-3-36
CM04099919	Service contract charges - Library	09/05/2019	2,086.44	100-70-5410-3-36
CM04098919	Service contract charges - City Hall	09/05/2019	2,086.44	100-70-5410-3-36
Total 20912 OTIS ELEVATOR COMPANY:			6,259.32	
20996 PTASCHINSKI CONSTRUCTION INC				
5	Madison St Driveway Charges to Residents	09/05/2019	1,478.88	100-13850
5	Madison St Constr-Pmt 5	09/05/2019	470,136.07	400-70-5436-8-00
5	Madison St Constr-Pmt 5	09/05/2019	62,148.02	700-10-5192-8-00
Total 20996 PTASCHINSKI CONSTRUCTION INC:			533,762.97	
21450 PETTY CASH-CITY HALL				
9-5-19	card for Rachel	09/05/2019	4.21	100-10-5110-3-38
Total 21450 PETTY CASH-CITY HALL:			4.21	
21550 PETTY CASH-POLICE DEPT.				
9-5-19	Fuel reimbursement	09/05/2019	30.01	100-40-5212-3-38
9-5-19	Fuel reimbursement	09/05/2019	5.00	100-40-5212-3-38
Total 21550 PETTY CASH-POLICE DEPT.:			35.01	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
3144	PD purchase	09/05/2019	33.55	100-40-5211-3-38
7313	DPW purchase	09/05/2019	47.53	100-70-5410-3-36
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			81.08	
21790 PIT-STOP PORTABLES				
A-90993	Pine Street Park Port a Potty	09/05/2019	137.25	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			137.25	
21805 PITNEY BOWES				
3309580020	lease for mail machine - City Hall	09/05/2019	640.17	100-10-5141-3-36
Total 21805 PITNEY BOWES :			640.17	
21825 PIZZA RANCH				
9-5-19	park program	09/05/2019	32.67	100-20-5525-3-39
9-5-19	park program - end of summer party	09/05/2019	92.00	100-20-5525-3-39

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21825 PIZZA RANCH:			124.67	
22330 Q-TRONICS				
9-5-19	CDA Grant Reimbursement - 313 E Main St	09/05/2019	222.50	405-70-5436-3-38
Total 22330 Q-TRONICS:			222.50	
22956 RIPON COMMUNITY PUBLICATIONS				
54736	Truck-n-Show Ad 2019	09/05/2019	455.00	100-10-5534-3-36
Total 22956 RIPON COMMUNITY PUBLICATIONS:			455.00	
23062 ROET'S HOME HEATING				
23584	air filters	09/05/2019	200.40	100-70-5410-3-36
Total 23062 ROET'S HOME HEATING:			200.40	
23188 SAFETY KLEEN				
80781615	Service/stop fee non-prequal crankcase oil	09/05/2019	20.00	100-70-5411-3-36
Total 23188 SAFETY KLEEN:			20.00	
23326 SCHREIBER, CHRIS				
9-5-19	clothing allowance	09/05/2019	129.95	100-12634
Total 23326 SCHREIBER, CHRIS:			129.95	
24108 STAPLES CREDIT PLAN				
9-5-19	office supplies	09/05/2019	57.15	100-10-5131-3-30
9-5-19	office supplies	09/05/2019	57.15	100-10-5141-3-30
9-5-19	office supplies	09/05/2019	57.15	100-10-5191-3-30
9-5-19	office supplies	09/05/2019	145.04	100-20-5513-3-30
9-5-19	office supplies	09/05/2019	57.15	100-70-5420-3-30
9-5-19	office supplies	09/05/2019	57.16	100-80-5670-3-30
Total 24108 STAPLES CREDIT PLAN:			430.80	
24350 STICKS AND STONES				
10915	202 FDL St - mowing, bagging, weed removal	09/05/2019	100.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			100.00	
24816 TAYLOR ENTERPRISES OF WI, INC				
0141420-IN	Deep Fyer filters	09/05/2019	127.84	100-20-5523-3-39
Total 24816 TAYLOR ENTERPRISES OF WI, INC:			127.84	
25143 TOTAL BUSINESS PRODUCTS				
89272	trophy - truck-n-show mayor's choice	09/05/2019	60.00	100-10-5534-3-36
25143 TOTAL BUSINESS PRODUCTS:			60.00	
25450 TRU CLEANERS LLC				
CW090119	cleaning service for City of Waupun	09/05/2019	4,012.68	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,012.68	

Invoice	Description	Invoice Date	Total Cost	GL Account
25760 US CELLULAR				
0326074610	Clerk cell phone	09/05/2019	70.36	100-10-5141-3-31
0326074610	Economic Developer/Administrator	09/05/2019	74.45	100-10-5191-3-31
0326074610	PARK-rec cell phone	09/05/2019	42.35	100-20-5513-3-31
0326203678	POLICE DEPT monthly cell phone charges	09/05/2019	897.07	100-40-5211-3-31
0326074610	FIRE DEPT monthly cell phone charges	09/05/2019	200.73	100-50-5231-3-31
0326074610	DPW Director/Foreman monthly cell phone	09/05/2019	131.85	100-70-5420-3-31
0326074610	Library monthly cell	09/05/2019	61.48	210-60-5511-3-31
Total 25760 US CELLULAR:			<u>1,478.29</u>	
26042 VANDE ZANDE & KAUFMAN, LLP				
10518	Traffic monthly attorney fees	09/05/2019	2,986.90	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			<u>2,986.90</u>	
26465 VON BRIESEN & ROPER, S.C.				
294591	Personnel	09/05/2019	632.50	100-10-5143-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			<u>632.50</u>	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
SEPT2019	Monthly Contract	09/05/2019	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			<u>1,000.00</u>	
27450 WAUPUN UTILITIES				
4731	Finance Director - Shared labor & benefits	09/05/2019	3,688.56	100-10-5153-1-10
4731	Finance Director - Shared labor & benefits	09/05/2019	403.50	100-10-5153-2-20
4731	Finance Director - Shared labor & benefits	09/05/2019	241.60	100-10-5153-2-22
4731	Finance Director - Shared labor & benefits	09/05/2019	282.17	100-10-5153-2-23
4731	Finance Director - Shared labor & benefits	09/05/2019	14.60	100-10-5153-2-29
9-5-19	8-28-18 FEMA Declaration - Category F - Reimbursement	09/05/2019	63,290.91	100-13850
4726	festival services "C" field parking lot	09/05/2019	1,024.96	450-70-5440-3-38
Total 27450 WAUPUN UTILITIES:			<u>68,946.30</u>	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-JULY19	Mayor - Government 101	09/05/2019	90.00	100-10-5131-3-37
ANGIE-JULY19	In/Out Board	09/05/2019	73.99	100-10-5141-3-30
ANGIE-JULY19	verizon - ipads	09/05/2019	52.75	100-10-5141-3-31
ANGIE-JULY19	2019 WMCA Annual Conf	09/05/2019	210.00	100-10-5141-3-37
ANGIE-JULY19	training	09/05/2019	89.00	100-10-5141-3-37
SCOTT-JULY19	clothing allowance - Louden	09/05/2019	28.35	100-12634
ANGIE-JULY19	senior center supplies	09/05/2019	7.88	100-20-5513-3-30
SCOTT-JULY19	Varidesk - PD - proplus/dual monitor arm	09/05/2019	590.00	100-40-5211-3-30
SCOTT-JULY19	office supplies - PD	09/05/2019	251.28	100-40-5211-3-30
JEREMY-JULY19	registration - PD - Crime Laboratories	09/05/2019	75.00	100-40-5211-3-37
SCOTT-JULY19	microsoft - PD	09/05/2019	213.42	100-40-5211-3-38
JEREMY-JULY19	office 365 - microsoft	09/05/2019	73.84	100-40-5212-3-38
JEREMY-JULY19	hotel stay - training	09/05/2019	246.00	100-40-5215-3-37
JEREMY-JULY19	hotel stay - training	09/05/2019	230.00	100-40-5215-3-37
JEREMY-JULY19	hotel stay - training	09/05/2019	129.13	100-40-5215-3-37
ANGIE-JULY19	Festivals Charitable Org Renewal	09/05/2019	27.00	450-70-5440-3-38
ANGIE-JULY19	Facebook - Festivals	09/05/2019	3.93	450-70-5440-3-40
ANGIE-JULY19	Festivals Charitable Org Renewal	09/05/2019	27.00	450-70-5450-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 27935 WELLS FARGO PAYMENT REMITT.:			2,418.57	
28600 WI DEPT OF JUSTICE				
G3369-JULY19	G3369 - background checks - July 2019	09/05/2019	147.00	100-40-5213-3-38
G3369-AUG19	G3369 - background checks - Aug 2019	09/05/2019	63.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			210.00	
28965 WI DOT/BADGER TRACS				
2019-329384	Training - PD - Brzezinski	09/05/2019	60.00	100-40-5211-3-37
Total 28965 WI DOT/BADGER TRACS:			60.00	
29430 WI PARK AND RECREATION ASSOC				
9-5-19	Ticket sales - 2019	09/05/2019	2,938.25	100-20-5525-3-38
Total 29430 WI PARK AND RECREATION ASSOC:			2,938.25	
29897 YESCO CENTRAL WISCONSIN				
SVO-4547	repair electronic sign at FD	09/05/2019	142.50	100-70-5410-3-36
Total 29897 YESCO CENTRAL WISCONSIN:			142.50	
300032 INSIGHT FS				
200019862	bullseye	09/05/2019	78.00	100-70-5613-3-38
Total 300032 INSIGHT FS:			78.00	
300188 MARCO TECHNOLOGIES LLC				
64745161	KONMIN/BHC308	09/05/2019	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
Grand Totals:			718,348.81	

Report GL Period Summary

GL Period	Amount
09/19	718,348.81
Grand Totals:	718,348.81

Vendor number hash: 3105439
 Vendor number hash - split: 4391510
 Total number of invoices: 148
 Total number of transactions: 214

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	718,348.81	.00	718,348.81

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Grand Totals:	718,348.81	.00	718,348.81

Report Criteria:

[Report].Invoice Date = 09/05/2019



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/19

TITLE: **Authorize Approval of Licenses and Permits**

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

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

Operator License

Eli	A	Syens	418 W Lincoln St.	Waupun WI 53963
Rebecca	L	Haddy	712 Beekman St	Waupun WI 53963
Angela	R	Miller	226 W Franklin St	Waupun WI 53963
Denise	N	Maynard	624 S Madison St	Waupun WI 53963

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

None

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)



AGENDA SUMMARY SHEET

MEETING DATE: September 10, 2019

TITLE: **Accept Resignation to Recreation Board and Fill Vacancy** (Motion)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angie Hull, Clerk

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

ISSUE SUMMARY:

Due to time constraints, Randy Armga has submitted his resignation of his seat on the Board of Recreation. The Board of Recreation made motion at the August 26, 2019 meeting, to recommend the Common Council to accept his resignation and for the Mayor to fill the vacant seat.

STAFF RECCOMENDATION:

Accept the resignation of Randy Armga and fill the vacancy.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to accept the resignation of Randy Armga to the Board of Recreation and request the Mayor fill the vacant seat.

AGENDA ITEM: #

DATE: [EnterDate]



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/2019

TITLE: Budget Fundamental and Fiscal Monitoring:
2020 Budget Workshop (Discussion Only)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Administrator Kathy Schlieve
Accountant Michelle Kast

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2020 Budget Planning Session	

Note: On our budget timeline, we were scheduled to conduct budget workshop 2 at the August COW meeting. However, due to absences of several council members, that meeting moved to an earlier August date and we were unable to finalize presentation material by that earlier date.

In this presentation, staff will introduce the Fiscal Trend Monitoring System (FTMS) from ICMA (International City/County Management Association) which is a best practice in monitoring financial health of municipalities. We will examine financial trends over the 5-year period dating 2014-2018 and discuss implications of these trends on future budgets. First draft of the 2020 budget will occur at the September COW meeting on Sept 24.

STAFF RECOMMENDATION:

Discussion Only

ATTACHMENTS:

Budget Fundamental and Fiscal Monitoring 2020 Budget Workshop PowerPoint

RECOMMENDED MOTION:

N/A



Budget Fundamentals and Fiscal Monitoring
2020 Budget Workshop

Agenda

- Purpose of Budget Document
- Indicators of Growth
- The Basics of Funds
- ICMA Fiscal Trends Monitoring
 - Revenue
 - Expenses
 - Debt

Budget: An important financial planning tool

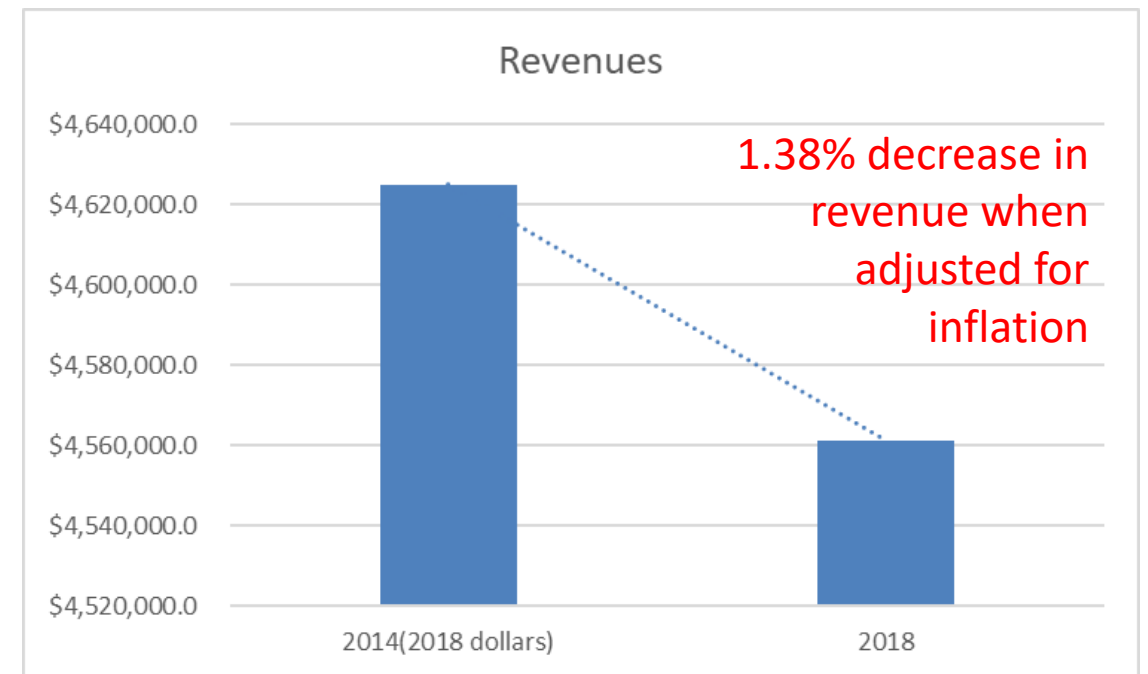
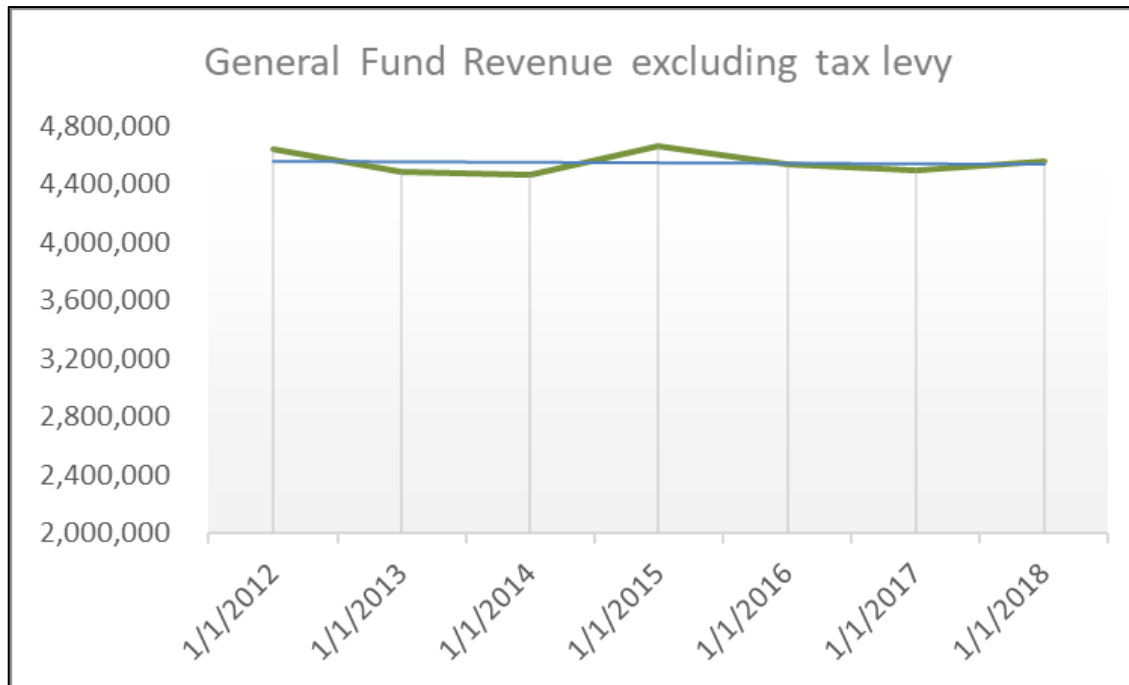
- Statutory Requirement: WI Stat Section 65.90
 - Requires balanced budget
 - Defines format requirements of budget document
- Shape financial direction of community
 - Goals and objectives
 - Service sustainability
- Importance of budget document
 - An accounting document (record & control expenditures)
 - A management document (determines who can spend how much)
 - Decision-making document (basis for sound decision-making by council & staff)
 - Communications document (informing public of how their money is being spent)
- Forecast – maximum spend
 - Expect actual results to be somewhat better than budget

FUNDS (Government Accounting is Fund Accounting)

- All revenues and expenditures must be assigned to a specific fund (GASB guidelines)
- Restricted funds (Capital Improvement vs. General Fund) – spent only for intended purpose

GOVERNMENTAL FUNDS	<ul style="list-style-type: none">• General Fund• Special Revenue Fund• Debt Service Fund• Capital Project Fund
PROPRIETARY FUNDS	<ul style="list-style-type: none">• Enterprise Funds• Internal Service Funds
FIDUCIARY/AGENCY FUNDS	<ul style="list-style-type: none">• Fiduciary Funds

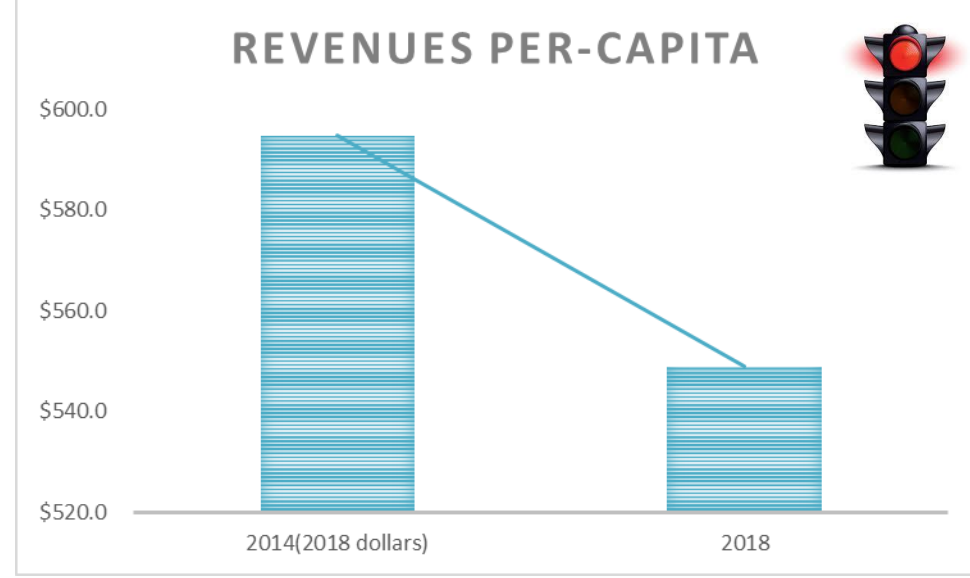
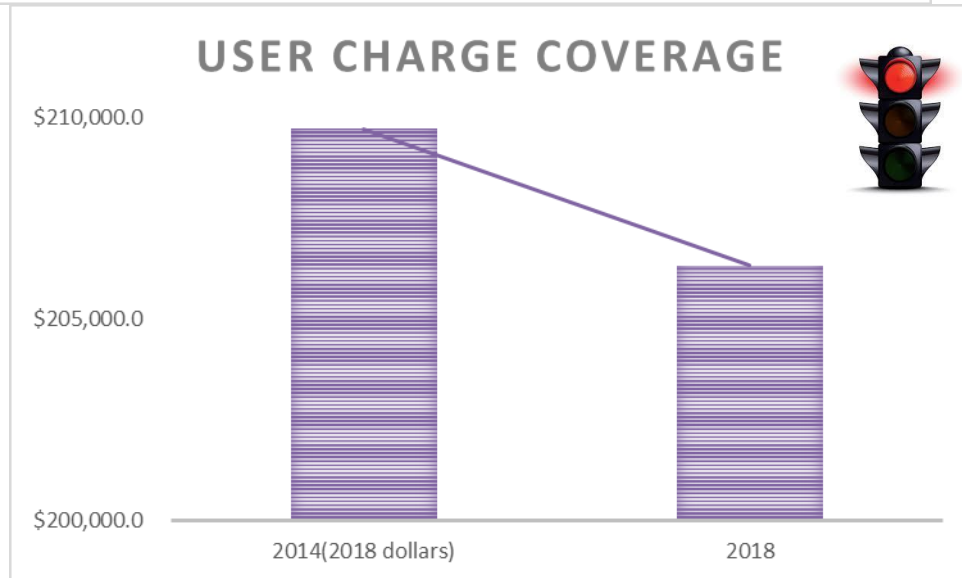
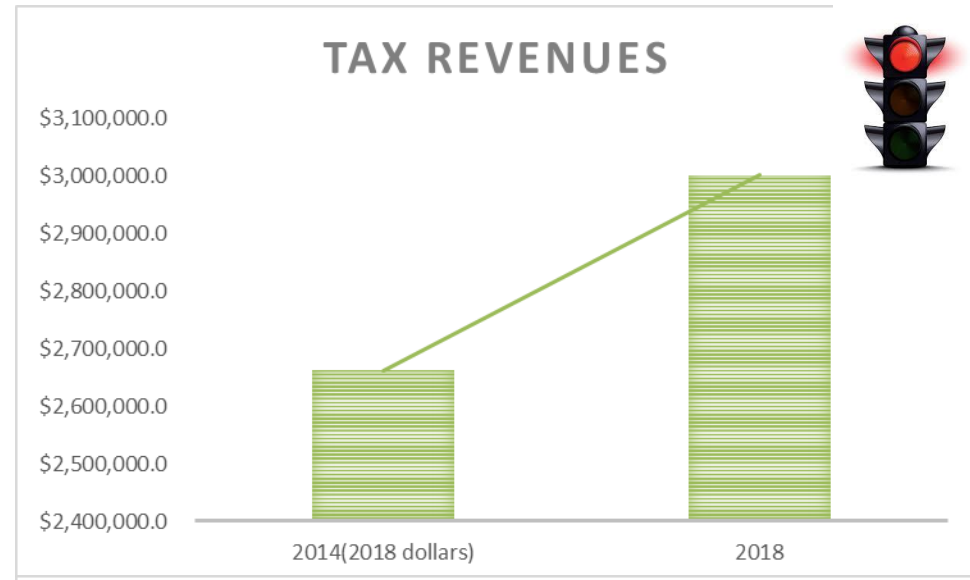
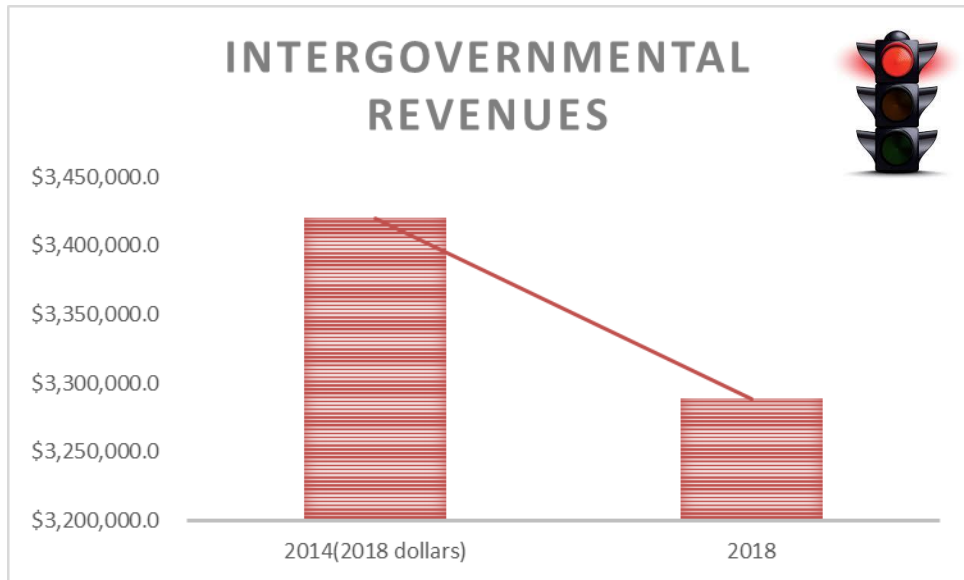
General Fund Revenues Indicator



ICMA Indicator; 2014 Adjusted for Inflation

- At left, general fund revenues appear to decline slightly over time
- When converted to constant dollars we see a more dramatic trend line which results in reduced buying power

ICMA REVENUE INDICATORS (2014 ADJUSTED FOR INFLATION)



Levy Limits



	Factors	2018	2019	2020	2021	2022	2023
Total Levy	3.0%	3,002,363	3,092,434	3,185,207	3,280,763	3,589,186	3,696,862
Debt Levy		637,216	625,000	900,000	900,000	1,200,000	1,200,000
Levy Excluding Debt		2,365,147	2,467,434	2,285,207	2,380,763	2,389,186	2,496,862
Levy Limit	0.75%	2,466,572	2,485,174	2,503,915	2,522,796	2,541,820	2,560,985
Levy Capacity		101,425	17,740	218,708	142,033	152,633	64,124
<u>Assumptions</u>							
1) Debt levy increases in 2020 from the Madison St project							
2) Total levy and debt levy increases in 2022 based on 2021 capital projects							
3) Levy limit increase of 0.75% annually based on net new construction							

Source: 2019 Budget Hearing Presentation

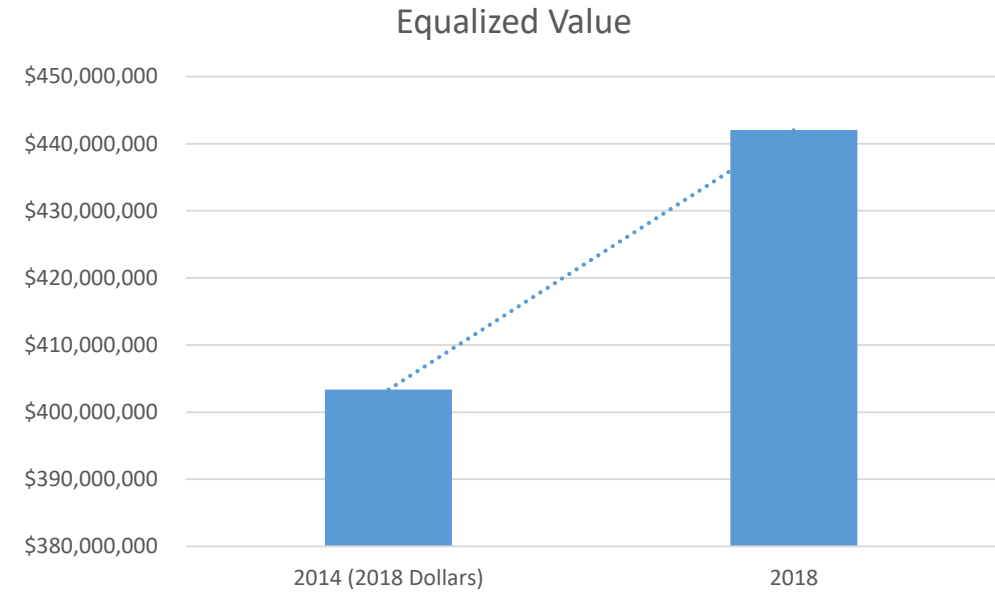
Equalized Value Indicator



LARGER TAXPAYERS

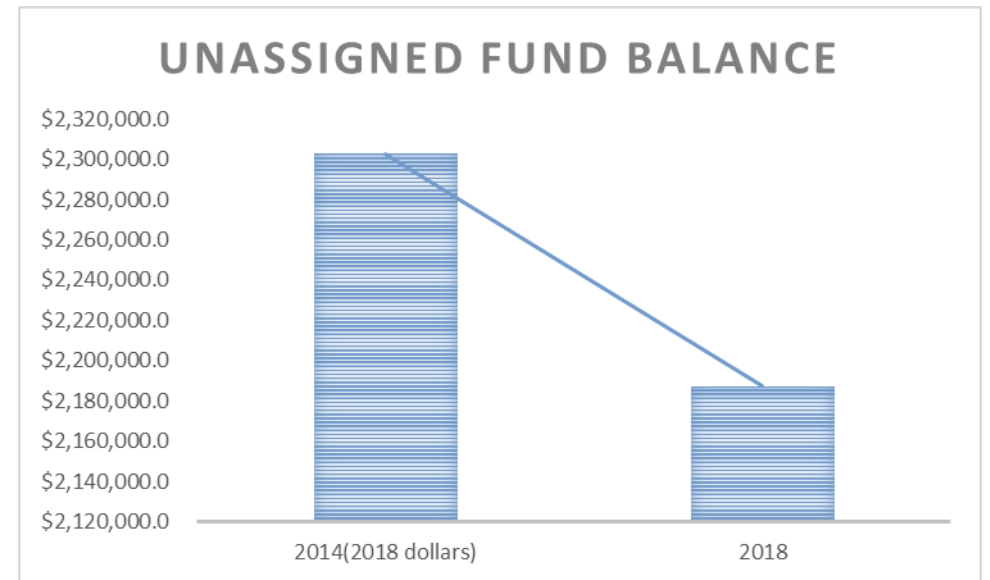
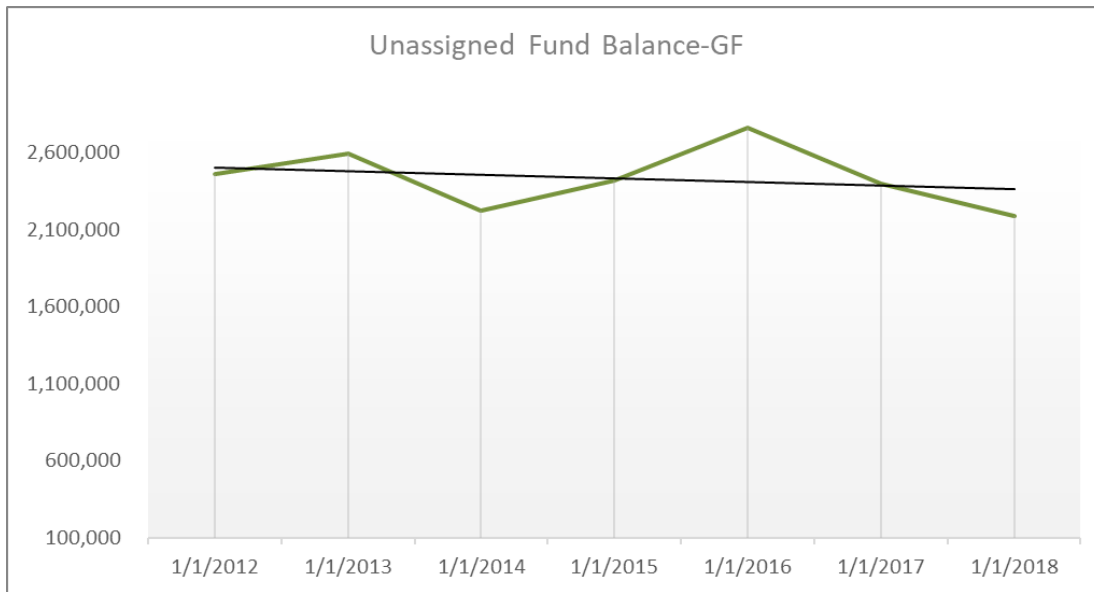
Taxpayer	Type of Business/Property	2018 Equalized Value ¹	Percent of City's Total Equalized Value
Waupun Memorial Hospital	Hospital	\$ 6,726,100	1.49%
Federal Mogul Piston	Manufacturer	4,680,315	1.04%
Marshview Hospitality LLC	Hospitality	4,017,837	0.89%
Silgan Containers MFG	Manufacturer	3,564,181	0.79%
Jenny Lake Investments LLC	Real Estate Holdings	3,500,514	0.78%
Rain Forest Apartments LLC	Real Estate Holdings	2,259,706	0.50%
Mayfair Apartments LLC	Real Estate Holdings	2,259,706	0.50%
Bdw Holdings Waupun LLC	Real Estate Holdings	2,219,354	0.49%
Rust-Oleum Corporation	Manufacturer	2,173,050	0.48%
Decker Real Estate	Real Estate Holdings	2,157,515	0.48%
Total		\$ 33,558,278	7.43%
City's Total 2018 Equalized Value ²		\$451,444,500	

Source: The City.



ICMA Indicator; 2014 Adjusted for Inflation

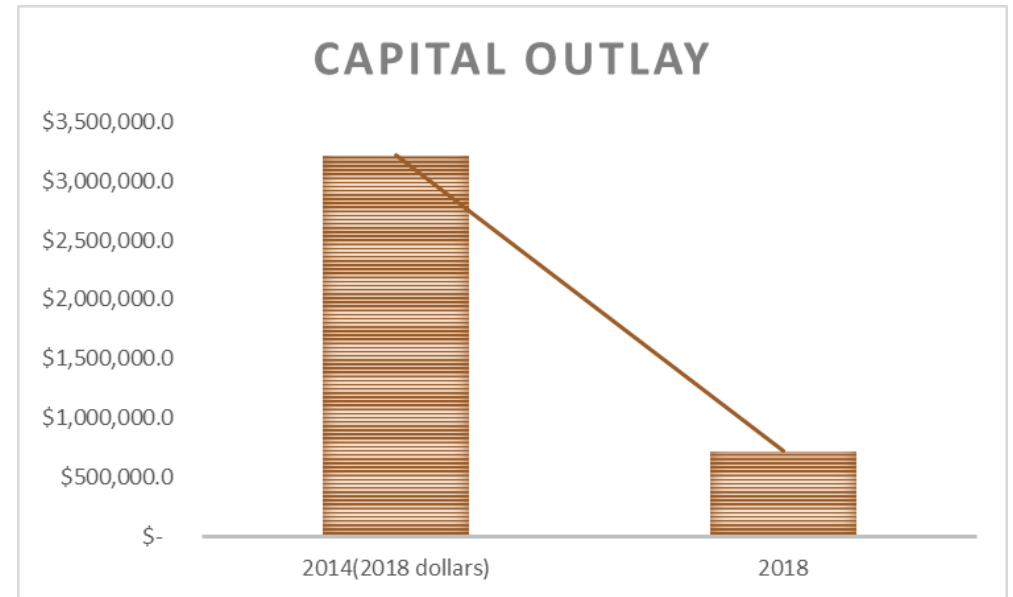
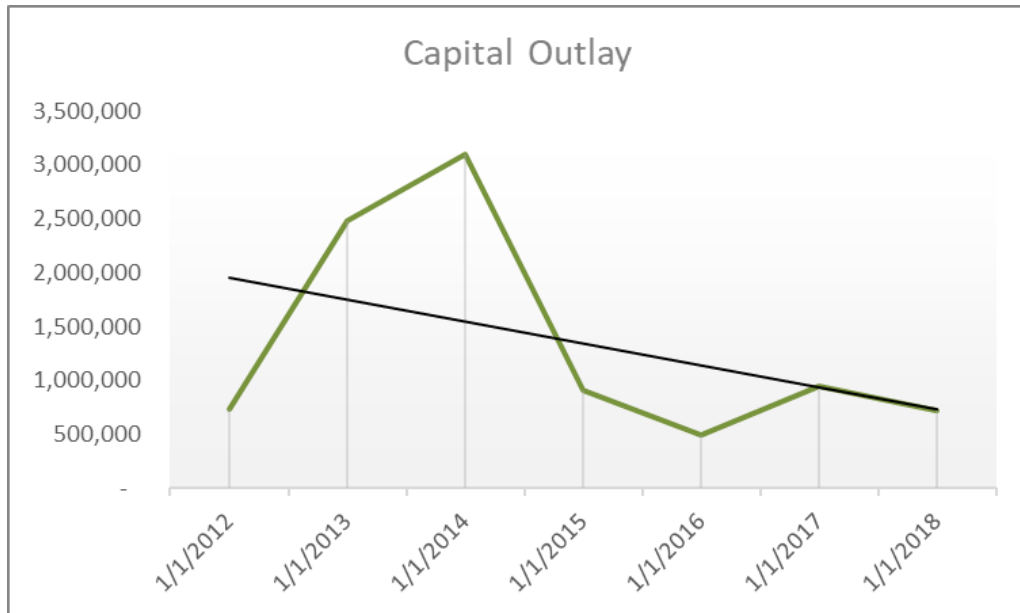
Unassigned Fund Balance Indicator



ICMA Indicator; 2014 Adjusted for Inflation

NOTE: There was an accounting classification change in how Utility PILOT is classified from assigned fund balance to unassigned fund balance. 2012-2014 have been adjusted in this analysis to provide a comparable analysis.

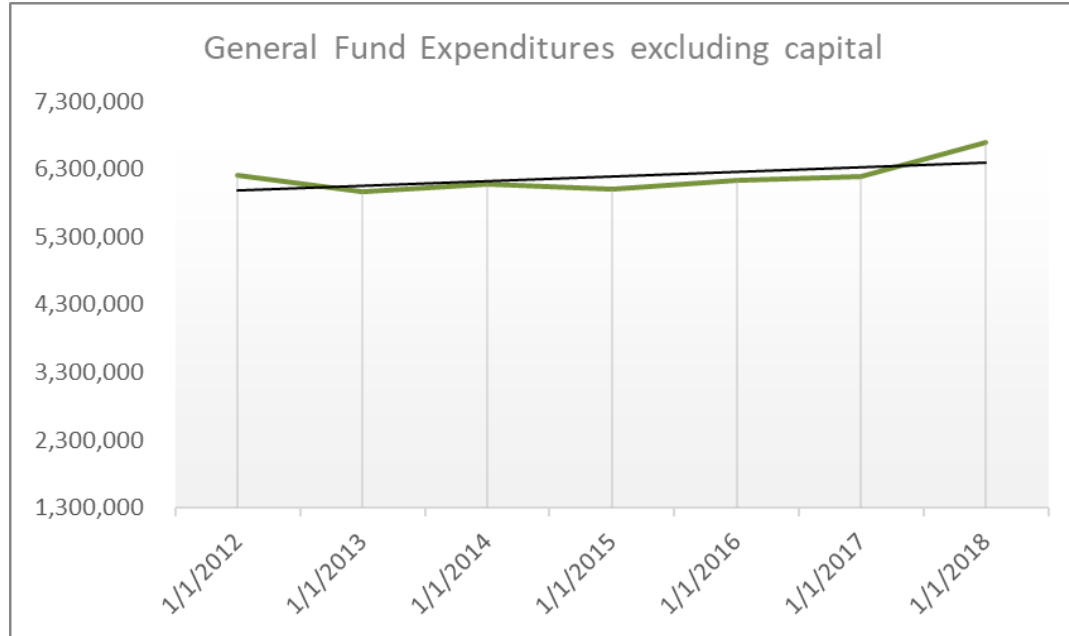
Capital Expenditures



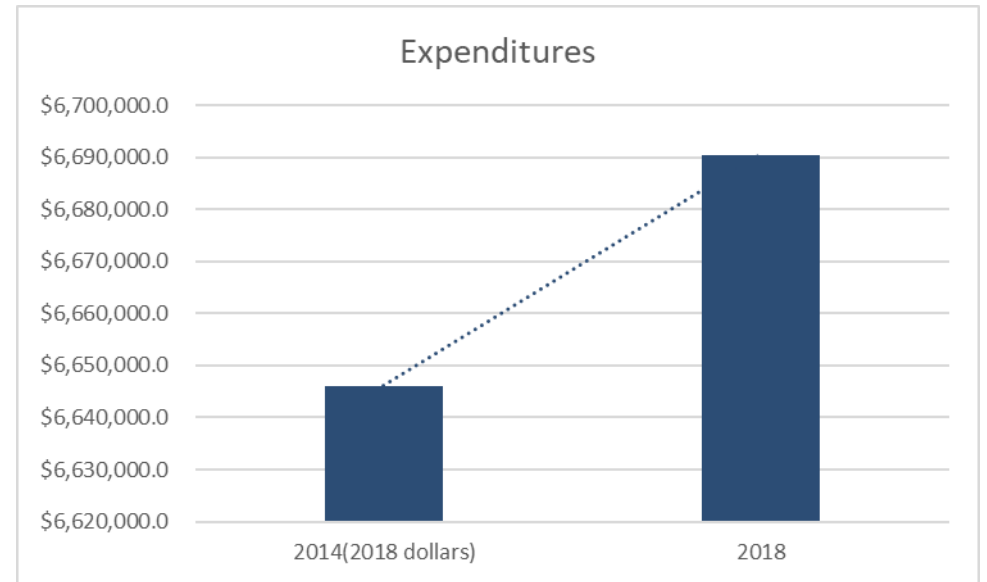
ICMA Indicator; 2014 Adjusted for Inflation

NOTE: There was a change in accounting procedure for capital expenditures in 2016. 2012-2015 previously reported in the general fund have been excluded in this analysis to provide a comparable analysis.

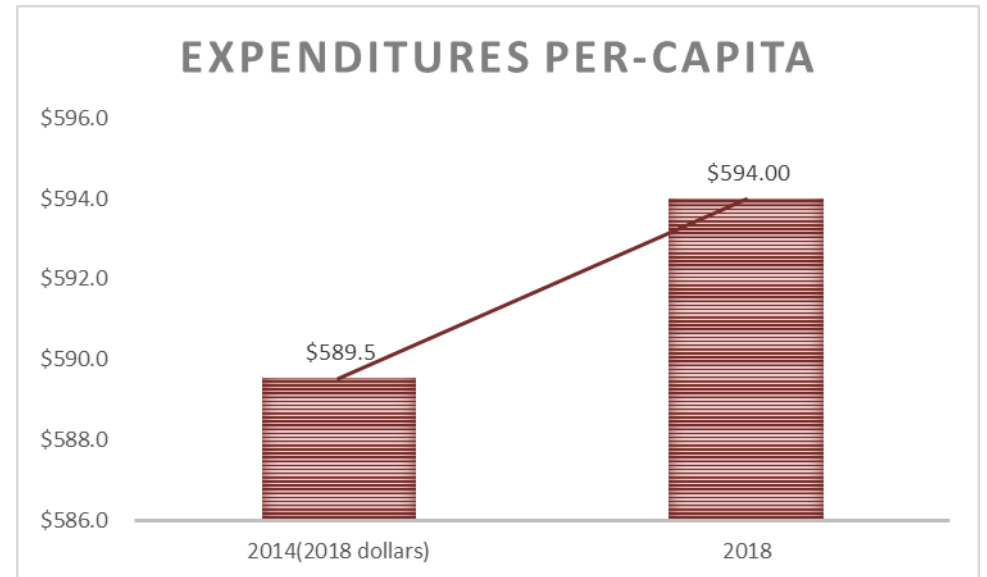
Expenditure Indicator



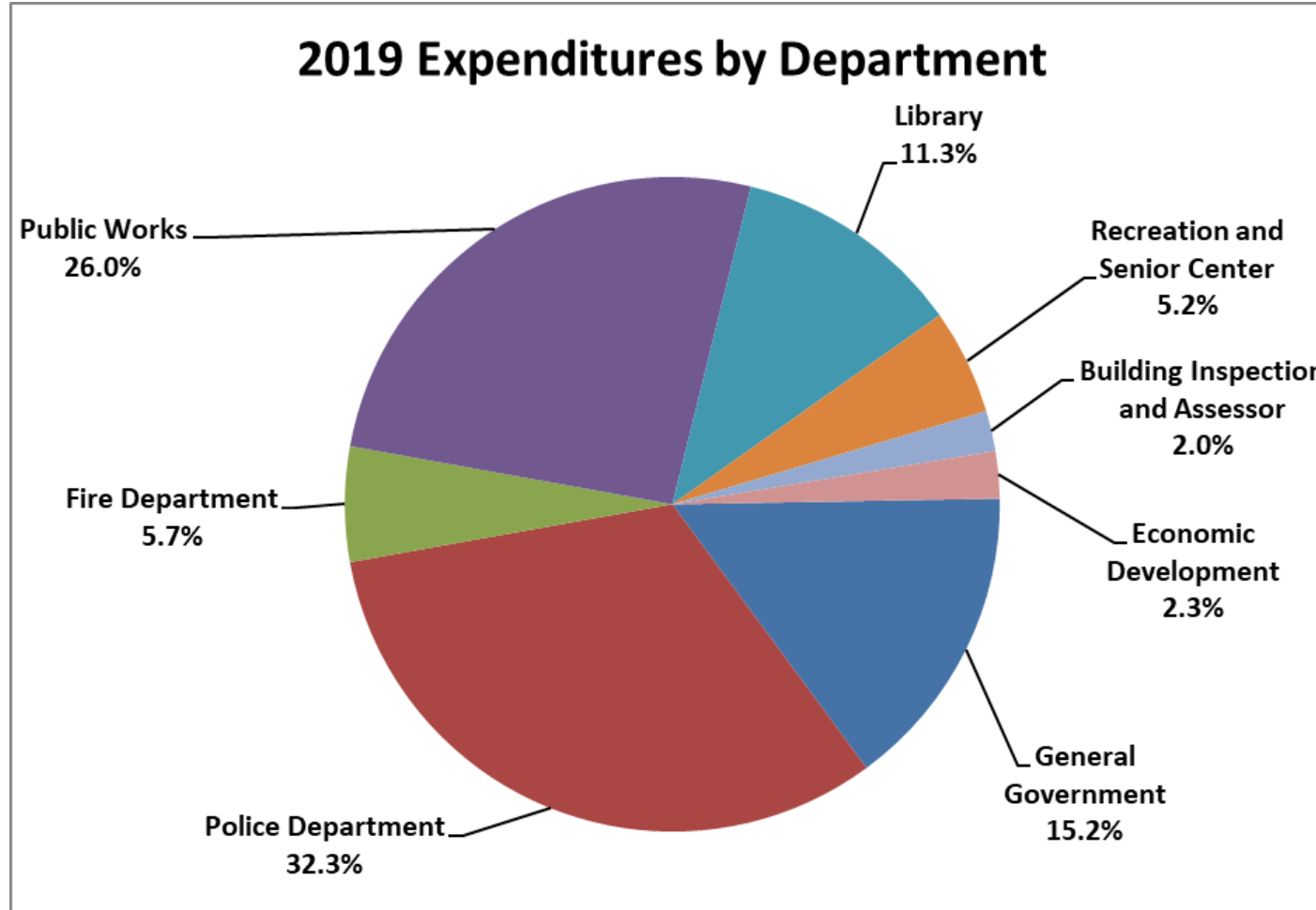
Note: There was a change in account procedure for capital expenditures in 2016. 2012-2015 previously reported in the general fund have been excluded in this analysis to provide a clear analysis.



ICMA Indicator; 2014 Adjusted for Inflation

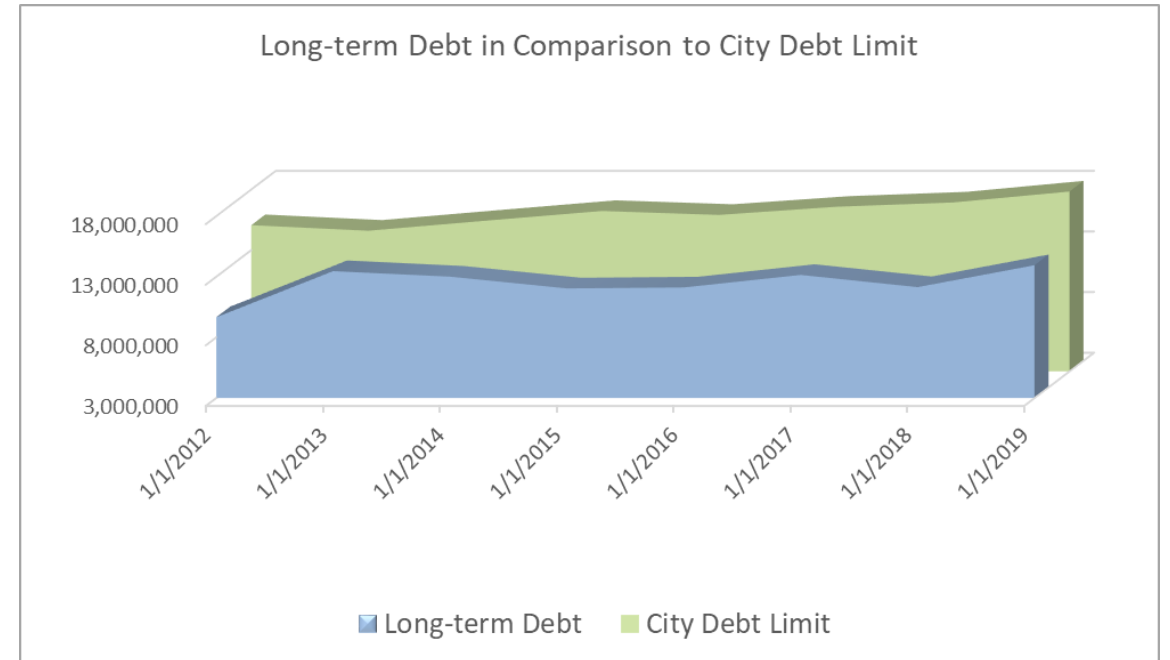
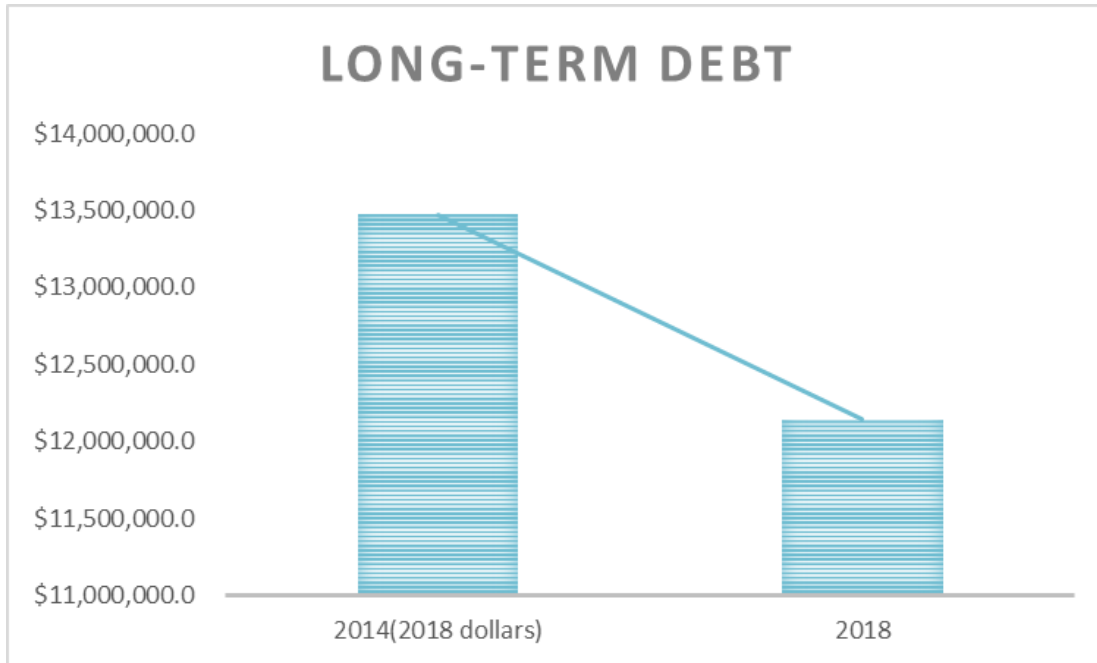


Spending Allocations



Source: 2019 Budget Hearing Presentation

Debt Service Indicators



	2014	2018
Long-term Debt	13,005,608	12,142,687
Statutory Debt Limit	20,564,140	22,572,225
% of Statutory Limit	63%	54%
City Debt Limit	15,423,105	16,929,169
% of City Policy Limit	84%	72%
Debt Capacity per city policy	2,417,497	4,786,482

Executive Summary – Concluding Remarks

- Over time, declining revenues are challenging city operations, driven largely by declining shared revenues. This is shifting more of the burden to the local taxpayer. Consideration should be given to the need to diversify revenue sources. Possible alternatives are limited but include things such as wheel tax, special assessments, user fees, and intergovernmental service agreements.
- When adjusted for inflation, expenditures have increased slightly (1%). Operationally, we must adopt a lean government mindset and actively pursue projects that identify and eliminate waste and create efficiency. Continued erosion of revenue streams over time may result in cuts to city services and/or challenge needs for capital improvements.
- The cost of construction (roads and buildings) is outpacing inflation, making it difficult to keep pace with increasing demands for capital outlay without borrowing.
- Debt is therefore an essential piece of the equation to achieve a balanced budget and meet demand to replace aging infrastructure. Managing borrowing in the context of strategic priorities will be imperative to maintain our strong bond rating position and manage our debt capacity. Assuming debt will provide some relief from levy limits. Remember that the city will need to levy separately for debt service payments.
- As we approach our levy limit, growth (measured by net new construction) is essential to increase our limits. This places particular importance on the role of economic development and resources will need to be allocated to support this growth.
- The indicators as outlined are intended to help guide you to monitor status of fiscal condition. Continued investment in strategic priorities remains essential to move the community forward.



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/2019

TITLE: 2020 Draft Department Goals (Discussion Only)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Administrator Kathy Schlieve
Accountant Michelle Kast

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
High Performance Government	2020 Budget Planning Session

Note: On our budget timeline, we were scheduled to conduct budget workshop 2 at the August COW meeting. However, due to absences of several council members, that meeting moved to an earlier August date and we were unable to finalize presentation material by that earlier date.

In this presentation, staff will highlight goals for the 2020 budget in relation to the following strategic priorities:

1. Quality of Place
2. Well-Maintained Infrastructure
3. Safe, Healthy and Sustainable Community
4. Economic Vitality
5. High Performance Government

Please note the goals are still in draft form until the final budget has been adopted later this year.

STAFF RECOMMENDATION:

Discussion Only

ATTACHMENTS:

2020 Budget Workshop 2 DRAFT Department Goals

RECOMMENDED MOTION:

N/A

2020 Budget Workshop 2

DRAFT Department Goals

September 10, 2019

STRATEGIC PRIORITIES

1. Quality of Place
2. Well-Maintained Infrastructure
3. Safe, Healthy and Sustainable Community
4. Economic Vitality
5. High Performance Government

STRATEGIC ACTION PLANS:

STRATEGIC PRIORITY 1: QUALITY OF PLACE

STRATEGIC ACTION	RESPONSIBLE PARTY	NOTES
1-1. Advance phase 2 of streetscaping plan through the incorporation of wayfaring signage to foster a vibrant community.	Lead: Van Buren Support: DPW, BID, CDA, Chamber	Finalize installation of seating, trash receptacles, banners, etc. Focus on wayfaring signage updates/installations.
1-2. Support the implementation plan developed by the community coalition on aging to address community preparedness on aging.	Lead: Van Buren Support: Aging Coalition / Kaminski, Loudon, DeMaa, Mayor/Council	Grant Guidelines must be met
1-3. Effectively manage the Waupun Public Library, achieve at least Tier 1 Level of Service based on State Guidelines for Libraries.	Lead: Jaeger Support: Library Staff, Library Board	Circulation/downloads, visits, update of policies, continuing education, onboarding process for new board members
1-4. Develop library staff to enhance service delivery at public library.	Lead: Jaeger Support: Library Staff, Library Board	
1-5. Improve accessibility, beautification and flooding issues at City Parks.	Lead: Daane Support: DPW Staff, Planners, Rec Board	
1-6. Improve City parks and amenities using the comprehensive outdoor plan and through the sourcing of grants to support projects.	Lead: Daane Support: Schlieve/Van Buren, Planners, Rec Board	Kayak launches being considered if grant funding can be identified/obtained

2020 Budget Workshop 2

DRAFT Department Goals

September 10, 2019

1-7. Increase participation in library community-based education programs.	Lead: Garcia Support: Library Staff, Community	
1-8. Expand training to city departments and community groups on dementia awareness.	Lead: Kaminski Support: Dept Heads, Community	Dementia-Friendly certifications
1-9. Grow participation/attendance at the Senior Center as a hub for an age-friendly community.	Lead: Kaminski / Van Buren Support: Community	Grant guidelines
1-10. Work in collaboration with area schools and gather community input to strengthen summer recreation program.	Lead: Kaminski Support: WASD staff, Community, Rec Board	

STRATEGIC PRIORITY 2: WELL MAINTAINED INFRASTRUCTURE

STRATEGIC ACTION	RESPONSIBLE PARTY	NOTES
2-1. Secure diagnostic equipment, reducing outsourced maintenance work annually by 75%.	Lead: Daane Support: DPW Staff, Police, Fire Utilities, External Customers	Establish baseline metric
2-2. Update maintenance fee schedules to reflect advanced diagnostic capabilities.	Lead: Daane Support: Oosterhouse/Kast	Incorporate fee for diagnostic equipment into rate structure to recoup cost
2-3. Improve 2 miles of roadway on average each year to maintain transportation infrastructure in the community.	Lead: Daane Support: DPW Staff, Oosterhouse/Kast, Mayor/Council	Street Plan – every other year major construction and mill and overlay in off years
2-4. Develop an energy efficient community plan and pursue grant funding to make needed energy improvements.	Lead: Daane Support: Consultant, Oosterhouse/Kast, Board of Public Works	Create and adopt plan that sets us up for future grant opportunities.
2-5. Create a facility capital improvement plan based on results of facility advisory committee findings.	Lead: Daane Support: Consultant, Board of Public Works, Facility Advisory Board	

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2-6. Utilize TID funding where appropriate to address public infrastructure needs.	Lead: Schlieve Support: Oosterhouse/Kast, Ehlers, ED Committee	
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STRATEGIC PRIORITY 3: SAFE, HEALTHY AND SUSTAINABLE COMMUNITY		
STRATEGIC ACTION	RESPONSIBLE PARTY	NOTES
3-1. Proactively manage community relations and evolve as an organization to continually meet the needs and demands of the community, citizens, and visitors.	Lead: Louden / DeMaa Support: Staff, Mayor/Council	Measure outreach event participation
3-2. Evaluate our hiring process and sponsorship protocol of police applicants.	Lead: Louden / Rasch Support: PD Staff	Measure employee retention
3-3. Evaluate current job descriptions and performance evaluations.	Lead: Louden / DeMaa Support: Staff	Overlap with 5-2 and 5-14. System-wide update of job descriptions and performance evaluation process.
3-4. Deploy technology upgrades to gain efficiency and manage increasing administrative workload relative to records management.	Lead: Louden / DeMaa Support: Staff	
3-5. Determine the best method to enhance community education of and increase focus on drug awareness and enforcement.	Lead: Louden Support: PD Staff	
3-6. Renew focus on training to ensure officer preparedness to emergency response and evolving community needs.	Lead: Louden Support: Staff	
3-7. Maintain one of the Safest Cities in Wisconsin.	Lead: Louden Support: Staff, Mayor/Council	
3-8. Examine Mental Health needs for the community.	Lead: Louden Support: Mayor/Council, Health & Human Rights Committee	Overlap with 5-8
3-9. Finalize fire district consolidation work/develop implementation plan based on results of planning work which occurred in 2018.	Lead: DeMaa Support: Schlieve, Oosterhouse/Kast, Mayor/Council	TBD based on work of study committee (currently working on creation of business plan)

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3-10. Equip staff with proper equipment to ensure safety and operational effectiveness.	Lead: DeMaa Support: Mayor/Council	Rotational schedule for turnout gear, self-contained breather apparatus, etc.
3-11. Participate in regional discussions/studies to devise plan for emergency response services.	Lead: DeMaa Support: Schlieve, Mayor/Council	Volunteer staffing should be monitored

STRATEGIC PRIORITY 4: ECONOMIC VITALITY

STRATEGIC ACTION	RESPONSIBLE PARTY	NOTES
4-1. Direct investment and resources in support of regional partnerships that align with economic development goals.	Lead: Schlieve Support: Van Buren, Mayor/Council	Evaluate Envision, THRIVE ED, MadREP, and Others; invest accordingly
4-2. Forge relationships with state and regional EDOs and site selectors aligned with the economic development goals.	Lead: Schlieve / Van Buren / EDO partner Support: Mayor/Council	Evaluate EDO partnerships on this capability
4-3. Finalize site readiness and market available properties in support of the strategic economic development plan.	Lead: Schlieve/Van Buren/EDO Support: Mayor/Council	Certified Site / Gold Shovel
4-4. Participate in regional/state programs that advance our workforce development needs.	Lead: Schlieve/Van Buren/EDO Support: Mayor/Council, Dept Heads, Community Partners	Focus on creation of smart Community Partnerships, i.e., Chamber, WASD, WMH, employers, etc.
4-5. Develop and implement a housing plan that addresses growing demand for a variety of housing options in Waupun.	Lead: Van Buren Support: Mayor/Council, Community Partners	2019 Housing Study to be used as basis for this work
4-6. Implement a business retention and expansion program.	Lead: Schlieve / Van Buren / EDO Support: Mayor/Council, Chamber	Track system needed – obtain in partnership with EDO
4-7. Expand programming for entrepreneurial services in the community and strengthen networking opportunities through Chamber and regional EDOs.	Lead: Van Buren Support: IGNITE! Network, BID, CDA, Chamber	
4-8. Leverage and strengthen official communication channels to increase awareness for the positive things happening in the city.	Lead: Schlieve Support: Department Heads/ Mayor/Council	Secure an intern to support social media presence and other communication channels.

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4-9. Communicate the brand and the benefits of locating, living and doing business in Waupun to all audiences.	Lead: Van Buren / Schlieve Support: Mayor/Council, BID, CDA, Chamber, DLWR	Website, Tourism, Print
4-10. Streamline service delivery (i.e., building administration, zoning, economic development, permitting and licensing) to enhance service delivery.	Lead: Schlieve Support: Code Enforcement, Building Inspection, DPW, Clerk	Tool identified – work toward full implementation

STRATEGIC PRIORITY 5: HIGH PERFORMANCE GOVERNMENT

STRATEGIC ACTION	RESPONSIBLE PARTY	NOTES
5-1. Implement compensation plan resulting from 2019 study.	Lead: Hull Support: Schlieve	Establish baseline metrics on Staff Retention, Time to Fill Open Positions
5-2. Develop and deploy a performance management system and train supervisors to effectively coach performance.	Lead: Schlieve/Hull Support: Department Heads, CVMIC	CVMIC training resources – need to determine required training
5-3. Proactively manage community relations, including internal and external communications, and evolve as an organization to meet the needs and demands of the community, citizens and visitors.	Lead: Department Heads Support: Mayor / Common Council	Consider introducing a community-wide survey to gauge citizen satisfaction (POLCO)
5-4. Employ strong fiscal management practices that help the city to maintain their A1 bond rating.	Lead: Oosterhouse/Kast Support: Schlieve/ Mayor/Council	Fiscal Trend Monitoring
5-5. Administer public elections, tax collections, records management, and licensing services in compliance with WI Statute and local ordinances.	Lead: Hull Support: Administrative Staff	
5-6. Implement technology solutions that help to gain efficiency enhance service delivery and/or reduce costs.	Lead: Dept Head Support: Department Heads/Staff	Accounting, financial and budget software; PD; Fire – imagine trend upgrade
5-7. Extend meeting management software to all boards and commissions to improve transparency and enhance communication with council and citizens.	Lead: Hull Support: Department Heads, Mayor/Common Council, Administrative Staff	Incorporate minutes

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5-8. Evaluate and refine board and commission structure/processes to meet current and future needs and increase overall effectiveness of city government.	Lead: Schlieve Support: Mayor/Common Council, Department Heads	Research/benchmark with other communities; develop committee charters; update ordinance
5-9. Establish intergovernmental agreements to strengthen service and to establish appropriate fee schedules for all shared services.	Lead: Schlieve Support: Mayor/Common Council, Department Heads	
5-10. Update facility use policies and establish appropriate fee schedules for all city facilities.	Lead: Schlieve Support: Boards/Community/WASD	Research/benchmark with other communities; engage boards/committees/community
5-11. Support 2020 Census work and redistricting processes.	Lead: Hull Support: Schlieve, Mayor/Common Council, Full Count Committee	
5-11. Complete ADA transition plan updates to comply with Title II of the Americans with Disabilities Act (ADA), addressing programs, services, activities, and facilities.	Lead: Schlieve Support: Department Heads / All Staff	CVMIC Resources to be engaged
5-12. Develop a clear cyber-security plan that includes process review and annual staff training.	Lead: Oosterhouse / Kast Support: All Staff, Mayor/Council	CVMIC and WPPI resources to be engaged
5-13. Update employee handbook to ensure legal compliance and relevance.	Lead: Hull Support: Department Heads, CVMIC	CVMIC – HR Audit, Legal team review
5-14. Evaluate and update current job descriptions based on JDQ outcomes from compensation study.	Lead: Dept Heads Support: Staff, Mayor/Council	JDQ used as basis
5-17. Finalize and deploy succession plans for key administrative functions.	Lead: Schlieve Support: Department Heads, Mayor/Council, Staff	
5-18. Develop and implement a toolbox safety program for DPW.	Lead: Daane Support: Steinbach, CMVIC	
5-19. Source grants where appropriate to reduce capital outlay for projects.	Lead: Dept Heads Support: Schlieve / Van Buren	Identify grant opportunities, State new transportation grant program