



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 15, 2021 at 6:00 PM

The Waupun Common Council will meet in person and via video/teleconference at **6:00pm on Tuesday, June 15, 2021**. Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/82279403603?pwd=ZHZOWjZRM2FhKzR2ejhyVFR2TjJlZz09>
Meeting ID: 822 7940 3603
Passcode: 288619

Join Teleconference: 1-312-626-6799

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

PUBLIC HEARING

1. 2021-2022 City of Waupun Liquor and Fermented Malt Beverage Licenses

ADJOURN TO CLOSED SESSION

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

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

2. Pausma vs City of Waupun

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

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.

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

4. Business Improvement District 3-10-21
5. Economic Development 3-30-21
6. Utility Commission 4-12-21
7. Board of Public Works 4-13-21
8. Community Development Authority 4-20-21

- [9.](#) Utility Commission 5-10-21
- [10.](#) Common Council 5-11-21
- [11.](#) Police and Fire Commission 5-12-21
- [12.](#) Business Improvement District 5-12-21
- [13.](#) Library Board 5-19-21
- [14.](#) Special Common Council 5-25-21
- [15.](#) Police and Fire Commission 5-26-21
- [16.](#) Board of Review 6-8-21

DEPARTMENT REPORTS

- [17.](#) Library
- [18.](#) Police Department
- [19.](#) Building Inspector
- [20.](#) Recreation
- [21.](#) Utility
- [22.](#) Public Works
23. Administrator-Economic Development

RESOLUTIONS AND ORDINANCES

- [24.](#) Resolution Authorizing Application of 2021 U.S. Department of Justice Office of Community Oriented Policing Services (COPS) Grant
- [25.](#) Resolution Establishing an American Rescue Plan Act (ARPA) Grant Fund

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

- [26.](#) Sign-on Bonus for Patrol Officers
- [27.](#) Sidewalk Relocation Request on N. State St. (from Taylor St. to Dead End)

CONSIDERATION - ACTION

- [28.](#) REACH Donation Request
- [29.](#) Construction in City Right of Way at property located at 307 E Pleasant Avenue.

2022 BUDGETARY DISCUSSIONS

- [30.](#) 2022 Budget Timeline

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 6/8/21

TITLE: 2021-2022 City of Waupun Liquor and
Fermented Malt Beverage Licenses

AGENDA SECTION: PUBLIC HEARING

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY

A Public Hearing is required annually as Liquor and Fermented Malt Beverage Licenses expire on June 30th and are brought before the Council for approval consideration.

According to Ch. 11.01(4):

(e) Inspection of Application and Premises. (Am. #05-11)

The City Clerk shall notify the Health Officer and Chief of Police of all license and permit applications, and these officials shall inspect or cause to be inspected each application and premises to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto, and the applicant's fitness for the trust to be imposed. These officials shall furnish to the Council in writing the information derived from such investigation. No license or permit provided for in this section shall be issued without the approval of the Council, and no license shall be renewed without a reinspection of the premises and report as herein required.

(f) Health and Sanitation.

No license shall be issued for any premises which do not conform to the sanitary, safety and health requirements of the State Department of Industry, Labor and Human Relations and the State Department of Health and social Services and to all such ordinances and regulations adopted by the City.

(g) Tax Delinquencies.

No license shall be granted for operation on any premises upon which taxes or assessments or other financial claims of the City are delinquent or unpaid.

STAFF RECCOMENDATION:

Approve licenses with contingency of approved inspections and any unpaid delinquencies be paid by a designated time limit

ATTACHMENTS:

City of Waupun Liquor and Fermented Malt Beverage License Listing

RECCOMENDED MOTION:

Motion to approve the 2021-2022 Fermented Malt Beverage and Intoxicating Liquor License Renewal Applications effective July 1, 2021 and the Fermented Malt Beverage contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, not to exceed sixty (60) days.

NOTICE OF 2021-2022 LIQUOR LICENSE APPLICATION

State of Wisconsin Counties of Dodge and Fond Du Lac, City of Waupun, NOTICE IS HEREBY GIVEN that pursuant to Section 11.01 of the Municipal Code of the City of Waupun, the following applications have been filed and will be acted upon at the public hearing on Tuesday, June 8, 2021 at 6:00pm at the City Hall Common Council Chambers located at 201 E Main Street, Waupun:

CLASS A FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES:

Mike's Wild Boar Liquor Store LLC DBA Mike's Wild Boar Liquor Store, Michael J. Maly (Agent), at 814 W. Main St., Fond du Lac County

East Main Foods Inc. DBA Piggly Wiggly-Cattails, Martin A. Koehler (Agent), at 96 and 100 Gateway Dr., Fond du Lac County

CLASS A FERMENTED MALT BEVERAGE & CIDER ONLY

Dolgenercorp LLC, DBA Dollar General Store #6554, Kelli VanBendegom (Agent), at 902 W. Main St., Fond du Lac County

CND Specialties Inc. DBA Heritage Ridge Travel Plaza, Calvin C. Hermann (Agent), at 1705 Shaler Drive, Dodge County

Wildo Corporation DBA Holliday Food & Sport, David R. Block (Agent), at 715 W. Main Street, Dodge County

Kwik Trip Inc. DBA Kwik Trip #651, Abby L. Minnig (Agent), at 800 W. Main Street, Fond du Lac County

Travel Mart Inc. DBA Marshland Travel Mart, Tracy M. Hawkinson (Agent), at 1001 E. Main Street, Dodge County

Condon Oil Co. Inc. DBA Waupun Ultimart, Kraig Bauman (Agent), at 612 E. Main Street, Fond du Lac County

Walgreen Co. DBA Walgreens #11649, Michelle Bertram (Agent), at 999 E. Main St., Dodge County

SG Mayville LLC DBA Waupun Mart, Raghu Bista (Agent) at 815 W. Main Street, Dodge County

CLASS B FERMENTED MALT BEVERAGE LICENSES:

Knights of Columbus John C. Burke Council 4897 DBA Knights of Columbus Council 4897, Patrick J. Kluz (Agent) at 26 N. Division Street, Fond du Lac County

Snow Links LLC DBA Snow Links, Todd A. Snow (Agent), at 17 Fond Du Lac Street, Fond du Lac County

Waupun Baseball Club DBA American Legion Baseball, Sandy L. DeBoer (Agent), at 559 Home Avenue, Fond du Lac County

Waupun Baseball Club DBA American Legion Baseball, Sandy L. DeBoer (Agent), at 810 E. Lincoln St., Dodge County

CLASS B FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES:

Marshview Hospitality LLC DBA AmericInn by Wyndham, Cynthia R Wojahn (Agent), at 204 Shaler Drive, Dodge County

Riverview Hospitality LLC DBA Bridges at the Rock, Andrew M. Anderson (Agent), at 700 County Park Road, Fond du Lac County

The Brittain House Supper Club LLC DBA The Brittain House, Scott E. Brittain (Agent), at 735 S. Watertown Street, Dodge County

Alcatraz Pub LLC DBA The Legion Bar, Brian N. Kibler (Agent), at 130 N. State St., Fond du Lac County

DeVicente of Waupun Inc. DBA as Cuco's Mexican Restaurant, Araceli DeVicente (Agent), at 405 E. Main St., Dodge County

The Goose Shot of Waupun LLC DBA The Goose Shot of Waupun, Andrew Soodsma (Agent), at 5 W. Main St., Dodge County

Alcatraz Pub LLC DBA Kibb's Pub, Brian N. Kibler (Agent), at 320 E. Main St., Fond du Lac County

Stephen P. Daute (Individual) DBA Other Bar, at 105 E. Main St., Dodge County

Tana L. Sloan-Barsch, (Individual) DBA Our Bar, at 433 E. Main St., Dodge County

Thirsty Marlins LLC DBA Thirsty Marlins, Kari A. Pattee (Agent), at 428 E. Main St., Fond du Lac County

Tony's Pizza LLC DBA Tony's Pizza, Antonino Evola (Agent), at 420 Fond du Lac St., Fond du Lac County

CND Specialties Inc. DBA Wild Goose Cafe, Calvin C. Hermann (Agent), at 1707 Shaler Drive, Dodge County

Wind and Unwined LLC DBA Wind and Unwined, Jeff Collien (Agent), at 310 E Main Street, Fond Du Lac County

Jud-Sons LLC DBA Jud-Sons, Jamie Marwitz (Agent), at 416 E. Main St., Fond du Lac County



AGENDA SUMMARY SHEET

MEETING DATE: 06/15/21

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

Future Meetings/Gatherings

Tuesday, June 29, 2021	Committee of the Whole	6:00pm
Tuesday, July 13, 2021	Common Council	6:00pm
Tuesday, July 27, 2021	Committee of the Whole	6:00pm
Tuesday, August 10, 2021	Common Council	6:00pm
Tuesday, August 31, 2021	Committee of the Whole	6:00pm
Tuesday, September 14, 2021	Common Council	6:00pm
Tuesday, September 28, 2021	Committee of the Whole	6:00pm
Tuesday, October 12, 2021	Common Council	6:00pm
Tuesday, October 26, 2021	Committee of the Whole	6:00pm
Tuesday, November 9, 2021	Common Council	6:00pm
Tuesday, November 30, 2021	Committee of the Whole	6:00pm
Tuesday, December 14, 2021	Common Council	6:00pm
Tuesday, December 28, 2021	Committee of the Whole	6:00pm

License and Permit Applications

2021-2022 ANNUAL LICENSES:

All entities and businesses that receive an annual license for Operator, Soda, Dairy, Amusement, Tobacco, and Junk Dealership will expire June 30 2021. These renewal licenses are before the Council for consideration of approval.

OPERATOR LICENSE:

2020-2021 Malena Lewis, Kayda Lopez, Jayde Brown, Clare Kelnhofer, Caitlyn Winning, Carlene Wojahn, Andrew Devries, Madalynn Noonan, Raine Zietlow

TEMPORARY CLASS B Fermented Malt Beverage / Wine

None

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION: Motion to approve the Consent Agenda. <i>(Roll Call)</i>
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2021-2022 Combination Licenses

<u>BUSINESS</u>	<u>BUSINESS NAME</u>	<u>SODA</u>	<u>DAIRY</u>	<u>TOBACCO</u>	<u>AMUSEMENT</u>	<u>JUNK DEALERSHIP</u>
Alcatraz Pub LLC	Kibb's Pub	X		X	X	
Alcatraz Pub LLC	The Legion Bar	X			X	
Aronson Recycling						x
Badgerland Youth for Christ	Badgerland Youth for Christ	X				
Baymont by Wyndham		X				
Central Wisconsin Christian School		X	X			
City of Waupun - City Hall		X				
City of Waupun - Community Center		X				
City of Waupun - Dodge Park		X				
City of Waupun - Harris Mill Park		X				
City of Waupun - McCune Park		X				
City of Waupun - Waupun Family Aquatic Center		X	X			
City of Waupun - Waupun Public Library		X				
City of Waupun - Waupun Sports Complex		X				
City of Waupun - West End Park		X				
City of Waupun - Wilcox Park		X				
CND Specialties	Wild Goose Café	X	X		X	
CND Specialties	Heritage Ridge Travel Plaza	X	X	X		
Condon Oil Co	A & W	X	X		X	
Condon Oil Co	Waupun Ulmart	X	X	X		
DeVicente of Waupun Inc	Cuco's Mexican Restaurant	X	X			
Dolgencorp LLC	Dollar General Store #6554	X	X	X		
Dollar Tree Stores Inc	Dollar Tree #6801	X	X			
East Main Foods	Piggly Wiggly	X	X	X		
Guth's Candy LLC	Guth's Candy	X	X			
Jimmy Johns		X				
Judson's LLC	Judsons	X			X	
Knights of Columbus		X				
Kwik Trip Inc	Kwik Trip 651	X	X	X		
Marshview Hospitality LLC	AmericInn by Wyndham	X	X			
Meadowview Primary		X				
Mike's Wild Boar Liquor Store LLC	Mike's Wild Boar Liquor Store	X		X		
National Rivet		X				
Our Bar		X		X	X	
River View Hospitality LLC	Bridges at the Rock	X	X	X		
Rock River Intermediate		X				
SG Mayville LLC	Waupun Mart	X	X	X	X	
Snow Links LLC	Snow Links	X			X	
Spring Street Burgers Inc	Culvers	X	X			
STKJR III LLC	McDonald's	X	X			
The Brittain House LLC	Brittain House	X	X		X	
The Goose Shot of Waupun LLC	The Goose Shot of Waupun	X	X		X	
The Other Bar		X	X		X	
Thirsty Marlins LLC	Thirsty Marlins	X			X	
Tony's Pizza LLC	Tony's Pizza	X	X			
Travel Mart Inc	Marshland Travel Mart	X	X	X		
Walgreen Co	Walgreens #11649	X	X	X		
Waupun Area Junior Senior High School		X	X			
Waupun Baseball Club - Home Ave	American Legion Baseball	X				
Waupun Baseball Club - Lincoln St	American Legion Baseball	X				
Waupun Girls Softball		X	X			
Waupun Hockey Association		X				
Waupun Little League		X				
Waupun Memorial Hospital		X	X			
Waupun Pizza Ranch		X	X		X	
Wildo Corporation	Holliday Food & Sport	X	X	X		
Wild's Subs Inc	Waupun Subway	X	X			
Wind & Unwined LLC	Wind & Unwined	X				
Inn Town Motel		X				
Chang Jiang		X				
Redbox Automated Retail LLC					X	
Alter Metal Recycling		X				X

2021-2022 Operator License Renewal

LAST NAME	FIRST	MID INIT	ADDRESS	CITY/STATE/ZIP
Acosta	Alexa	M	340 Carrington St	Waupun, WI 53963
Aellig	Jenna	L	955 Wilcox St #101	Waupun, WI 53963
Andrle	Autumn	C	735 S Grove St	Waupun, WI 53963
Anton	Kyle	J	635 Cochrane St	Waupun, WI 53963
Bartus	Lisa		110 S Division St Apt 202	Waupun, WI 53963
Bastian	Rodney	J	124 E Jefferson St	Waupun, WI 53963
Beekman	Katie	R	300 W Main St	Waupun, WI 53963
Belsma	Betty	A	512 W Brown St	Waupun, WI 53963
Benike	Brianna	H	135 N Peters Ave Apt 16	Fond du Lac, WI 54935
Benson	Amanda	L	425 E Main St Apt B	Waupun, WI 53963
Bertram	Michelle	L	N8315 Beachview Dr	Fond du Lac, WI 54937
Bille	Jordan	R	523 Pleasant Ave	Waupun, WI 53963
Bille	Sheryl	L	701 Horicon St Apt 8	Horicon, WI 53032
Bishop	Rohn	T	307 E Main St	Waupun, WI 53963
Bleecker	Kristen	K	126 S Forest St	Waupun, WI 53963
Bleecker	Daniel	R	126 S Forest St	Waupun, WI 53963
Bohl	Tabatha	Q	221 W Jefferson St	Waupun, WI 53963
Braatz	Renae	J	W6854 Blue Heron Blvd Apt 8	Fond du Lac, WI 54937
Brandenburg	Kristen	A	225 W Franklin St	Waupun, WI 53963
Brown	Daniel	R	PO Box 374	Waupun, WI 53963
Brown	Jayde	A	N11630 Cty Rd M	Waupun, WI 53963
Casey	Annette	M	707 W Jefferson St	Waupun, WI 53963
Christopherson	Denis	B	812 W Jefferson St	Waupun, WI 53963
Clark	Patricia	S	542 E Washington St	Brandon, WI 53919
Coburn	Laura	M	25 Pennycress Ct	Fond du Lac, WI 54935
Collien	Lisa	A	19 Caddie Ct	Waupun, WI 53963
Collien	Jeffrey	S	19 Caddie Ct	Waupun, WI 53963
Copeland	Alaura	L	957 Wilcox St #202	Waupun, WI 53963
Copeland	Alaura	L	957 Wilcox St #202	Waupun, WI 53963
Crook	Carly	J	W10054 Zoar Rd	Pickett, WI 54964
Crossley	Alyssa	M	717 W Lincoln St Apt 2	Waupun, WI 53963
Daute	Stephen	P	N28W6284 Alece At	Cedarburg, WI 53012
Dean	Dawn	M	620 W Mackle St	Beaver Dam, WI 53916
DeBoer	Sandra	L	501 McKinley St	Waupun, WI 53963
DeVicente	Lazaro		5126 Golden Leaf Trail	Madison, WI 53704
DeVries	Teresa	A	W12576 Hill Rd	Brandon, WI 53919
DeVries	Andrew	C	449 N Madison St	Waupun, WI 53963
Dillard	Stacie	A	322 York St	Beaver Dam, WI 53916
Drewa	Dan	A	307 S Watertown St	Waupun, WI 53963
Edmunds	Sandra	L	116 N Division St	Waupun, WI 53963
Elizalde	Mark	C	N2950 Savage Rd	Waupun, WI 53963

Fergelic	Miranda	N	703 Sawyer St	Waupun, WI 53963
Garster	Michelle	E	N89 W15304 Jefferson Ave	Menomonee Falls, WI 53051
Genette	Shyenne	A	1013 Rock Ave	Waupun, WI 53963
Golimowski	Janine	F	200 W Brown St #102	Waupun, WI 53963
Golz	Lori	L	118 N Madison St	Waupun, WI 53963
Graff	Jay	D	18 Taylor St	Waupun, WI 53963
Greenfield	Kelvin	L	W11485 Hawthorne Dr	Waupun, WI 53963
Guenther	Richard	R	N4518 Oak Grove Rd	Brandon, WI 53919
Haefemeyer	Susan	J	916 Rock Ave	Waupun, WI 53963
Harmsen	Adrian	J	N2990 Savage Rd	Waupun, WI 53963
Harmsen	Shyler	N	N2990 Savage Rd	Waupun, WI 53963
Harmsen	Adrian	J	N2990 Savage Rd	Waupun, WI 53963
Harmsen	Janet	S	101A S Harris Ave	Waupun, WI 53963
Hartgerink	Hale		N3286 Savage Rd	Waupun, WI 53963
Hawkinson	Tracy	M	811 Visser Ave	Waupun, WI 53963
Heine	Donald	R	N7061 Center St	Horicon, WI 53032
Hendricks	Melinda	K	1205 Andy Ln	Waupun, WI 53963
Hendrickson	Darien	G	601 Robin Rd Apt 15	Waupun, WI 53963
Herringa	Sherry	L	915 E Main St #12	Waupun, WI 53963
Hilbert	Kari	A	604 N Madison St	Waupun, WI 53963
Holz	Gregory	G	N3116 Savage Rd	Waupun, WI 53963
Homan	Kevin	A	1012 W Lincoln St	Waupun, WI 53963
Homan	Andrea		1012 W Lincoln St	Waupun, WI 53963
Kanthack	Haley	B	38 W Franklin St	Waupun, WI 53963
Kasuboski	Nicole	B	W13130 Carter Rd	Ripon, WI 54971
Kavonius	Keisha	C	123 Rubina Ln Apt 3	Fond du Lac, WI 54935
Kehrmeyer	Gary	E	W11425 Hawthorne Dr	Waupun, WI 53963
Keller	Keshia	L	31 N Sallie Ave	Fond du Lac, WI 54935
Kelnhofer	Clare	M	W11810 Cty Hwy TC	Brandon, WI 53919
Koehler	Megan	M	216 N State St	Waupun, WI 53963
Koehler	Brett	M	22 1/2 N Madison St	Waupun, WI 53963
Kottnitz	Daniel	R	312 Taylor St	Waupun, WI 53963
Kreuziger	Dean	L	114 E Franklin St	Waupun, WI 53963
Krohn	Cade	D	607 Carrington St	Waupun, WI 53963
Kuslits	William	J	28 Chapman Place	Waupun, WI 53963
Laing	Sherry Ann	R	W5257 Cty Rd I	Horicon, WI 53032
Lange	Rebecca	L	W7237 Cty Rd C	Burnett, WI 53922
Laper	Matthew	J	299 S Division St	Waupun, WI 53963
Large	Kaylee	M	N11684 State Rd 26	Waupun, WI 53963
Larson	Wanda	J	W10605 Blackhawk Trail	Fox Lake, WI 53933
Lewis	Malena	C	14 S Watertown St	Waupun, WI 53963
Logterman	Harold	M	1501 Petula Ave	N Fond du Lac, WI 54937
Lopez	Kayda	R	W12266 Whooley Rd	Waupun, WI 53963
Maleck	Jamie	P	1011 Lawndale Dr	Beaver Dam, WI 53916

Malovrh Spanbauer	Karin	A	501 Rosewood	Waupun, WI 53963
Malovrh Spanbauer	Karin	A	501 Rosewood	Waupun, WI 53964
Martinez	Shania		307 W Jefferson St	Waupun, WI 53963
Mason	Raeven	J	969 Wilcox St Apt 102	Waupun, WI 53963
Maynard	Denise	N	624 S Madison St	Waupun, WI 53963
Much	Craig	A	1186 Martin Ave	Fond du Lac, WI 54935
Muth	Sheryl	M	W1626 Mountain Rd	Theresa, WI 53091
Neuburg	Terri	L	W6071 State Rd 49	Waupun, WI 53963
Noonan	Madalynn	R	396 Fond du Lac St	Waupun, WI 53963
Olinski	Callie	R	602 1/2 E Brown St	Waupun, WI 53963
Pace	Dalene	D	215 N Forest St	Waupun, WI 53963
Parenteau	Jesse	A	N10578 Buckhorn Rd	Fox Lake, WI 53933
Peterson	Brian	D	1108 Rock Ave Apt 16	Waupun, WI 53963
Pobanz	Alvin	L	631 Morse St	Waupun, WI 53963
Pribbenow	Brett	A	700 Beekman St	Waupun, WI 53963
Rahn	Nicholas	L	601 Robin Rd Apt 15	Waupun, WI 53963
Rahn	Nicholas	L	601 Robin Rd Apt 15	Waupun, WI 53963
Ramus	Kelly	L	449 N Madison St	Waupun, WI 53963
Ritschke	Elysia	M	231 S State St	Waupun, WI 53963
Rohde	Mary	T	W12906 Cty Rd AS	Waupun, WI 53963
Ruenger	Jamie	M	507 N Lincoln Ave	Beaver Dam, WI 53916
Rusch	Nicholas	G	N7714 Redtail Ln	Malone, WI 53049
Salzman	Shannon	L	N4230 Amity Rd	Brandon, WI 53919
Schelter	Morgan	C	161 Harmsen Ave	Waupun, WI 53963
Schlieve	Samantha	M	454 W Hawthorne Dr	Waupun, WI 53963
Schlieve	Katlin	M	N3644 Heideman Rd	Waupun, WI 53963
Schlieve	Elizabeth	M	747 Wilcox St	Waupun, WI 53963
Schoenick	Steven	G	100 S Harris St Apt 202	Waupun, WI 53963
Schweitzer	Breighana	K	W9819 Zimmerman Dr	Beaver Dam, WI 53916
Shaw	Roger	D	N3348 Lemmenes Pkwy	Waupun, WI 53963
Sletto	Robert	F	554 W Main St	Waupun, WI 53963
Sloan-Barsch	Tana	L	N11175 Cty Rd M	Waupun, WI 53963
Smet	Lynda	J	W10945 St Rd 23	Rosendale, WI 54974
Smith	Nathan	T	815 Mayfair St	Waupun, WI 53963
Smith	Emily	R	414 W Hawthorne Dr	Waupun, WI 53963
Smith	Diane	K	422 Grandview Ave	Waupun, WI 53963
Sober	Alyson	C	101B S Harris Ave	Waupun, WI 53963
Soodsma	Andrew	D	PO Box 368	Waupun, WI 53963
Soravia	Rebecka	A	298 Harmsen Ave	Waupun, WI 53963
Sperger	Ryan	M	718 Grace St	Waupun, WI 53963
Staniec	Angela	M	915 Rock Ave	Waupun, WI 53963
Steinman	Laura	A	990 N Water St	Lomira, WI 53048
Straks	Brooke	A	N6709 Cty Rd M	Rosendale, WI 54974
Syens	Eli	A	418 W Lincoln St	Waupun, WI 53963

Tank	Taylor	A	N3298 Lemmenes Pkwy	Waupun, WI 53963
Taylor	Carol	A	827 Mayfair St Apt 14	Waupun, WI 53963
Thapa	Sujan		367 N Peters Ave M-6	Fond du Lac, WI 54935
Thomas	Candace	J	206 Jackson St	Waupun, WI 53963
Thomas	Candace	J	206 Jackson St	Waupun, WI 53963
VanBuren	Alyssa	M	719 W Brown St	Waupun, WI 53963
VanBuren	Wanda	J	W7153 Oakwood Rd	Waupun, WI 53963
VanBuren	Catherine	A	N9501 VanDyne Rd	VanDyne, WI 54979
VanBuren	Kelley	J	22 Reids Dr	Waupun, WI 53963
VandeKolk	Dana	J	9 Chapman Pl	Waupun, WI 53963
Vanderkin	Nancy	L	422 Fond du Lac St	Waupun, WI 53963
VandeSlunt	Richard	L	411 High St	Waupun, WI 53963
VandeSlunt	Lisa	M	606 Morse St	Waupun, WI 53963
VandeZande	Cari	A	606 S Grove St	Waupun, WI 53963
VanEgtern	Janith	M	749 Wilcox St	Waupun, WI 53963
VanGrinsven	Cheyenne	L	905 E Main St	Waupun, WI 53963
Vegter	Micaela		N6787 Streblow Dr Apt 12	Fond du Lac, WI 54937
Waskow	Gwendolyn	M	N3652 Heideman Rd	Waupun, WI 53963
Watters	Florenda		917 W Jefferson St #7	Waupun, WI 53963
Weber	Dylan	L	814 Summer Ave	Waupun, WI 53963
Wegener	Kailey	A	N6709 Cty Rd M	Rosendale, WI 54974
Wheeler	Deborah	L	345 N Watertown St	Waupun, WI 53963
Winning	Caitlyn	M	213 Walker St	Waupun, WI 53963
Wojahn	Cynthia	R	12 Young St	Waupun, WI 53963
Wojahn	Carlene	M	N3821 W Center Rd	Waupun, WI 53963
Wopp	KC	M	122 S Forest St	Waupun, WI 53963
Wrona	Melissa	A	88 1/2 E 11th St	Fond du Lac, WI 54935
Zarn	Lexis	M	211 S College Ave	Fox Lake, WI 53933
Zich	Jamie	T	15 S Watertown St	Waupun, WI 53963
Zietlow	Cindy	S	N3253 S Frontage Rd	Waupun, WI 53963
Zietlow	Raine	L	815 Mayfair St Apt 12	Waupun, WI 53963

Report Criteria:

Report type: Summary

Check.Type = "Calculated", "Manual"

Check Issue Date	Check Number	Payee	Amount
05/28/2021	30	BAKER TILLY US, LLP	7,441.00
05/28/2021	31	CREXENDO	499.27
05/28/2021	32	FAITH TECH, INC.	1,760.17
05/28/2021	33	KWIK TRIP STORES	4,731.62
05/28/2021	34	WELLS FARGO PAYMENT REMITT.	4,174.03
05/31/2021	102140	EWALD MOTORS OF OCONOMOWOC	31,323.50 M
06/10/2021	102141	ACE K9	474.00
06/10/2021	102142	AGNESIAN WORK & WELLNESS-	1,355.00
06/10/2021	102143	AIRGAS USA, LLC	1,137.54
06/10/2021	102144	ALLIANT ENERGY/WP&L	955.84
06/10/2021	102145	ALLIED 100	398.00
06/10/2021	102146	ASSOCIATED APPRAISAL CONSULTA	2,467.66
06/10/2021	102147	BUREAU OF CORRECTIONAL ENTER	117.00
06/10/2021	102148	BALLWEG IMPLEMENT	260.26
06/10/2021	102149	BELLA CAIN INC	6,250.00
06/10/2021	102150	BENTZ AUTOMOTIVE INC	20.00
06/10/2021	102151	BOOGIE AND THE YO-YO'Z	7,200.00
06/10/2021	102152	BROOKS SHOE & REPAIR	150.00
06/10/2021	102153	BUCHHOLZ, STEVE	75.00
06/10/2021	102154	CAPITAL NEWSPAPERS	164.19
06/10/2021	102155	CAREW CONCRETE & SUPPLY INC	7,273.39
06/10/2021	102156	CHARTER COMMUNICATIONS	1,184.64
06/10/2021	102157	CITIES & VILLAGES MUTUAL INS.	25,601.00
06/10/2021	102158	CONSULTANTS LABORATORY-FDL	40.00
06/10/2021	102159	DOBBRATZ, JON	75.00
06/10/2021	102160	DODGE COUNTY CLERK	283.58
06/10/2021	102161	DTAK LLC	2,100.00
06/10/2021	102162	ELLMANN, STEVE	900.00
06/10/2021	102163	EMERGENCY COMMUNICATION SYST	1,547.00
06/10/2021	102164	MARTENS ACE HARDWARE	534.88
06/10/2021	102165	FIRE SAFETY USA INC	270.00
06/10/2021	102166	FOX LAKE FIRE DEPARTMENT	506.00
06/10/2021	102167	GAPPA SECURITY SOLUTIONS LLC	55.00
06/10/2021	102168	GAUTHIER, MARK	1,100.00
06/10/2021	102169	GORDON, JEROME	750.00
06/10/2021	102170	GRAND VALLEY INSPECTION SERVIC	5,586.24
06/10/2021	102171	GUNDERSON, INC.	451.01
06/10/2021	102172	H & R SAFETY SOLUTIONS LLC	501.70
06/10/2021	102173	HAWKINS INC	208.62
06/10/2021	102174	HOME CONTRACTORS & SUPPLY INC	32.59
06/10/2021	102175	J & S CARWASH LLC	140.00
06/10/2021	102176	KINDSCHI ENTERPRISES LLC	578.00
06/10/2021	102177	KONDRECK, JOHN	600.00
06/10/2021	102178	LEAGUE OF WI MUNICIPALITIES	190.00
06/10/2021	102179	LEE RECREATION LLC	11,585.00
06/10/2021	102180	LYNNE, LARRY	1,400.00
06/10/2021	102181	MSA PROFESSIONAL SERVICES INC.	6,459.00
06/10/2021	102182	MARCO TECHNOLOGIES LLC	56.95
06/10/2021	102183	MODERN RENTALS, INC.	6,089.67

Check Issue Date	Check Number	Payee	Amount
06/10/2021	102184	MUNICIPAL CODE CORPORATION	1,348.00
06/10/2021	102185	NAMPEL, PATRICK	1,500.00
06/10/2021	102186	NAPA AUTO PARTS-WAUPUN	745.82
06/10/2021	102187	NEUMAN POOLS INC	369.00
06/10/2021	102188	NICKEL, JULIE	80.00
06/10/2021	102189	OSHKOSH OFFICE SYSTEMS	198.84
06/10/2021	102190	PETTY CASH-CITY HALL	5,341.00
06/10/2021	102191	PIGGLY WIGGLY DISCOUNT FOODS	14.76
06/10/2021	102192	PIT-STOP PORTABLES	137.50
06/10/2021	102193	PITNEY BOWES	693.12
06/10/2021	102194	PREMIER GOLF & UTILITY	1,815.00
06/10/2021	102195	PURCHASE POWER	500.00
06/10/2021	102196	RECORD ENTERTAINMENT	325.00
06/10/2021	102197	SAN-A-CARE, INC	339.50
06/10/2021	102198	SCHOOL DISTRICT OF WAUPUN	275.00
06/10/2021	102199	SHARE CORPORATION	2,522.81
06/10/2021	102200	SHULER, DEXTER	300.00
06/10/2021	102201	STANDARD & ASSOCIATES INC	392.00
06/10/2021	102202	STAPLES CREDIT PLAN	133.43
06/10/2021	102203	STEALTH	1,210.00
06/10/2021	102204	STEINBACH, RICHARD	75.00
06/10/2021	102205	STICKS AND STONES	617.35
06/10/2021	102206	STOBB PLUMBING & HEATING, INC.	1,296.90
06/10/2021	102207	TRACTOR SUPPLY CREDIT PLAN	294.97
06/10/2021	102208	TRU CLEANERS LLC	4,532.81
06/10/2021	102209	UNIFORM SHOPPE	367.75
06/10/2021	102210	US CELLULAR	1,533.58
06/10/2021	102211	VANDE ZANDE & KAUFMAN, LLP	2,502.08
06/10/2021	102212	VON BRIESEN & ROPER, S.C.	2,310.50
06/10/2021	102213	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
06/10/2021	102214	WAUPUN UTILITIES	29,150.26
06/10/2021	102215	WEBER, DYLAN	75.00
06/10/2021	102216	WESTPHAL	79.13
06/10/2021	102217	WI DEPT OF AGRICULTURE	2,800.00
06/10/2021	102218	WI DEPT OF JUSTICE	1,120.00
06/10/2021	102219	WI DEPART OF TRANSPORTATION	22,218.06
06/10/2021	102220	WI DEPT OF NATURAL RESOURCES	1,665.00
06/10/2021	102221	WI PARK AND RECREATION ASSOC	150.00
06/10/2021	102222	WM CORPORATE SERVICES INC	44,658.27
06/10/2021	102223	W.W. ELECTRIC MOTORS, INC.	3,500.32
06/10/2021	102224	XYLEM INC	496.00
06/10/2021	102225	INSIGHT FS	115.00
06/10/2021	102226	ROSETTI, JIM	600.00
06/10/2021	102227	TOP PACK DEFENSE LLC	156.64
06/10/2021	102228	MARCO TECHNOLOGIES LLC	244.86
06/10/2021	102229	WARRIOR GRAPHIC & DESIGN	59.00
06/10/2021	102230	WOLVERINE FIREWORKS DISPLAY IN	12,000.00
06/10/2021	102231	EISEN'S LED'S LLC	1,661.00
06/10/2021	102232	HARMSSEN, JAN	75.00
Grand Totals:			300,648.61

Report Criteria:

Report type: Summary

Check.Type = "Calculated","Manual"

Report Criteria:

[Report].Invoice Date = 05/28/2021,05/31/2021,06/10/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
445 ACE K9				
276705	Ace Watch Dog Service 7/2021-7/2022	06/10/2021	474.00	410-48-4861-0-00
Total 445 ACE K9:			474.00	
955 AGNESIAN WORK & WELLNESS-				
34033	EmR Candidate Physical	06/10/2021	175.00	100-10-5255-3-38
33887	EmR Candidates Physicals	06/10/2021	965.00	100-10-5255-3-38
33887	DPW - Schlieve Physical Exam	06/10/2021	215.00	100-70-5412-3-38
Total 955 AGNESIAN WORK & WELLNESS-:			1,355.00	
987 AIRGAS USA, LLC				
9113443263	Chemicals - Pool	06/10/2021	1,137.54	100-20-5523-3-40
Total 987 AIRGAS USA, LLC:			1,137.54	
1174 ALLIANT ENERGY/WP&L				
3425110000-MAY21	MUSEUM monthly fuel charges - May 2021	06/10/2021	38.97	100-20-5512-3-32
5374620000-MAY21	Aquatic Center - May 2021	06/10/2021	475.15	100-20-5523-3-32
5946940000-MAY21	Police Dept - monthly fuel charges - May 2021	06/10/2021	58.58	100-40-5211-3-32
5946940000-MAY21	Fire Dept - monthly fuel charges - May 2021	06/10/2021	32.95	100-50-5231-3-32
2831330000-MAY21	CITY HALL monthly fuel charges - May 2021	06/10/2021	87.59	100-70-5410-3-32
1780510000-MAY21	CITY HALL monthly fuel charges - May 2021	06/10/2021	126.98	100-70-5410-3-32
3264610000-MAY21	Garage monthly fuel - May 2021	06/10/2021	135.62	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			955.84	
1175 ALLIED 100				
1918239	AED battery	06/10/2021	398.00	100-40-5212-3-38
Total 1175 ALLIED 100:			398.00	
1787 ASSOCIATED APPRAISAL CONSULTAN				
154726	Monthly services - June 2021	06/10/2021	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
3072 BUREAU OF CORRECTIONAL ENTERPRISES				
306-185872	paper towel dispensers at Schlieve Field	06/10/2021	117.00	100-70-5410-3-36
Total 3072 BUREAU OF CORRECTIONAL ENTERPRISES:			117.00	
4005 BAKER TILLY US, LLP				
BT1804594	City's 12/31/20 financial statement audit	05/28/2021	6,641.00	100-10-5157-3-38
BT1804594	12/31/20 BID F/S Audit	05/28/2021	800.00	100-10-5157-3-38
Total 4005 BAKER TILLY US, LLP:			7,441.00	
4015 BALLWEG IMPLEMENT				
P15209	parts - repair rear left drive	06/10/2021	335.72	100-70-5411-3-36
P14350	parts - replace leaking cylinder	06/10/2021	371.63	100-70-5411-3-36
P08147	credit	06/10/2021	447.09-	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 4015 BALLWEG IMPLEMENT:			260.26	
5047 BELLA CAIN INC				
6-10-21	Celebrate Waupun 2021	06/10/2021	6,250.00	450-70-5440-3-41
Total 5047 BELLA CAIN INC:			6,250.00	
5130 BENTZ AUTOMOTIVE INC				
18063	install tire	06/10/2021	20.00	100-70-5411-3-36
Total 5130 BENTZ AUTOMOTIVE INC:			20.00	
5770 BOOGIE AND THE YO-YO'Z				
6-10-21	Celebrate Waupun 2021	06/10/2021	7,200.00	450-70-5440-3-41
Total 5770 BOOGIE AND THE YO-YO'Z:			7,200.00	
6162 BROOKS SHOE & REPAIR				
37565	boot allowance - Schlieve	06/10/2021	150.00	100-70-5412-3-38
Total 6162 BROOKS SHOE & REPAIR:			150.00	
6448 BUCHHOLZ, STEVE				
6-10-21	Board of Review 6-8-21	06/10/2021	75.00	100-30-5152-1-10
Total 6448 BUCHHOLZ, STEVE:			75.00	
7058 CAPITAL NEWSPAPERS				
52588	Ordinance Number 21-03	06/10/2021	20.58	100-10-5110-3-35
50640	Noxious Weed Notice	06/10/2021	143.61	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			164.19	
7065 CAREW CONCRETE & SUPPLY INC				
1202635	wheel barrow	06/10/2021	257.64	100-70-5412-3-38
1203532	concrete - curb repair N Madison St by bridge	06/10/2021	385.00	100-70-5433-3-36
1203660	concrete - sidewalk repair N Madison St by bridge	06/10/2021	477.00	100-70-5444-3-36
1203075	concrete - Madison St Bridge repair	06/10/2021	6,153.75	400-70-5436-8-00
Total 7065 CAREW CONCRETE & SUPPLY INC:			7,273.39	
10048 CHARTER COMMUNICATIONS				
13430-MAY21	city hall - internet	06/10/2021	134.98	100-10-5197-3-31
84621-MAY21	museum - internet - pd by Historical Society	06/10/2021	64.99	100-13850
16011-JUNE21	senior center - tv, internet	06/10/2021	135.77	100-20-5513-3-38
18615-JUNE21	PD - voice, internet, tv	06/10/2021	358.90	100-40-5211-3-38
3194-JUNE21	ethernet intrastate MBPS	06/10/2021	490.00	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,184.64	
10226 CITIES & VILLAGES MUTUAL INS.				
WC-21-1102	2021 Worker's Com Prem 3rd QTR - City Portion	06/10/2021	18,588.00	100-10-5196-3-38
WC-21-1102	2021 Worker's Com Prem 3rd QTR - Utilities Portion	06/10/2021	7,013.00	100-13850
Total 10226 CITIES & VILLAGES MUTUAL INS.:			25,601.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
10468 CONSULTANTS LABORATORY-FDL				
2617331	legal blood draws - May 2021	06/10/2021	40.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			40.00	
10651 CREXENDO				
2036589204	City Hall Phone Charges - May 2021	05/28/2021	368.04	100-10-5197-3-31
2036589204	Senior Center Phone Charges - May 2021	05/28/2021	26.29	100-20-5513-3-31
2036589204	Garage Phone Charges - May 2021	05/28/2021	104.94	100-70-5412-3-31
Total 10651 CREXENDO:			499.27	
11500 DOBBRATZ, JON				
6-10-21	Board of Review 6-8-21	06/10/2021	75.00	100-30-5152-1-10
Total 11500 DOBBRATZ, JON:			75.00	
11600 DODGE COUNTY CLERK				
4154	4-6-21 election supplies/ballots	06/10/2021	283.58	100-10-5142-3-38
Total 11600 DODGE COUNTY CLERK:			283.58	
12200 DTAK LLC				
49216	woodchips for park playgrounds	06/10/2021	2,100.00	100-20-5525-3-36
Total 12200 DTAK LLC:			2,100.00	
12505 ELLMANN, STEVE				
6-10-21	Celebrate Waupun 2021	06/10/2021	900.00	450-70-5440-3-41
Total 12505 ELLMANN, STEVE:			900.00	
12529 EMERGENCY COMMUNICATION SYSTEMS INC				
3314	Annual siren maint	06/10/2021	1,547.00	100-50-5251-3-36
Total 12529 EMERGENCY COMMUNICATION SYSTEMS INC:			1,547.00	
12620 EWALD MOTORS OF OCONOMOWOC LLC				
5-31-21	2021 Dodge Durango - PD	05/31/2021	31,323.50	410-40-5211-4-00
Total 12620 EWALD MOTORS OF OCONOMOWOC LLC:			31,323.50	
12676 FAITH TECH, INC.				
MAY2021	energy efficiency ACH pmt 20 of 60	05/28/2021	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
MAY2021	lime-rust remover	06/10/2021	5.99	100-20-5523-3-36
MAY2021	paint supplies - pool	06/10/2021	13.16	100-20-5523-3-36
MAY2021	parts - repair water line	06/10/2021	34.74	100-20-5523-3-36
MAY2021	parts - repair water line	06/10/2021	3.87	100-20-5523-3-36
MAY2021	parts - repair water line	06/10/2021	4.99	100-20-5523-3-36
MAY2021	blacktop crackstop - park path repair	06/10/2021	25.98	100-20-5525-3-36
MAY2021	wheel - repair chalker for ballfield	06/10/2021	25.98	100-20-5525-3-36
MAY2021	UPS postage - FD	06/10/2021	18.22	100-50-5231-3-33
MAY2021	nozzle & hose washers	06/10/2021	12.58	100-50-5232-3-36
MAY2021	couple	06/10/2021	1.58	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
MAY2021	blacktop crackstop - park path repair	06/10/2021	25.98	100-70-5410-3-36
MAY2021	gate hook	06/10/2021	2.59	100-70-5410-3-36
MAY2021	parts - repair water heater at little league concession stan	06/10/2021	15.99	100-70-5410-3-36
MAY2021	power bit/bit/screws	06/10/2021	42.96	100-70-5410-3-36
MAY2021	great stuff - repair hole in building	06/10/2021	11.98	100-70-5410-3-36
MAY2021	cycle mix	06/10/2021	45.55	100-70-5411-3-36
MAY2021	clamp/tube braid/thread seal/duct tape	06/10/2021	61.77	100-70-5411-3-36
MAY2021	supplies - install outlets	06/10/2021	32.16	100-70-5412-3-36
MAY2021	pipe/caps/keys	06/10/2021	112.83	100-70-5412-3-36
MAY2021	hose to soak bridge	06/10/2021	35.98	400-70-5436-8-00
Total 12700 MARTENS ACE HARDWARE:			534.88	
13011 FIRE SAFETY USA INC				
142234	4" storz with lock/5" storz	06/10/2021	270.00	100-50-5232-3-38
Total 13011 FIRE SAFETY USA INC:			270.00	
13822 FOX LAKE FIRE DEPARTMENT				
6-10-21	CPR/AED renewal	06/10/2021	506.00	100-50-5234-3-38
Total 13822 FOX LAKE FIRE DEPARTMENT:			506.00	
14275 GAPPA SECURITY SOLUTIONS LLC				
23260	security alarm battery - safety building	06/10/2021	15.00	100-70-5410-3-36
23289	bolt - fix door latch at McCune	06/10/2021	40.00	100-70-5410-3-36
Total 14275 GAPPA SECURITY SOLUTIONS LLC:			55.00	
14330 GAUTHIER, MARK				
6-10-21	CELEBRATE WAUPUN 2021	06/10/2021	1,100.00	450-70-5440-3-41
Total 14330 GAUTHIER, MARK:			1,100.00	
14642 GORDON, JEROME				
6-10-21	Celebrate Waupun 2021	06/10/2021	750.00	450-70-5440-3-41
Total 14642 GORDON, JEROME:			750.00	
14698 GRAND VALLEY INSPECTION SERVICES				
2021-96	Building Insp/Zoning Admin for May 2021	06/10/2021	5,586.24	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			5,586.24	
15075 GUNDERSON, INC.				
996298	fire Dept-Rugs - May 2021	06/10/2021	54.27	100-70-5410-3-38
996238	Library Rugs - May 2021	06/10/2021	66.17	100-70-5410-3-38
993697	CITY HALL rugs - May 2021	06/10/2021	68.07	100-70-5410-3-38
998291	Senior center rugs - June 2021	06/10/2021	56.53	100-70-5410-3-38
998289	CITY HALL rugs - June 2021	06/10/2021	68.07	100-70-5410-3-38
996293	Garage supplies - May 2021	06/10/2021	47.05	100-70-5411-3-38
996294	Uniform/charges - May 2021	06/10/2021	10.85	100-70-5411-3-38
993771	Uniform/charges - May 2021	06/10/2021	10.85	100-70-5411-3-38
993770	Garage supplies - May 2021	06/10/2021	29.15	100-70-5411-3-38
998365	Uniform/charges - June 2021	06/10/2021	10.85	100-70-5411-3-38
998364	Garage supplies - June 2021	06/10/2021	29.15	100-70-5411-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 15075 GUNDERSON, INC.:			451.01	
15297 H & R SAFETY SOLUTIONS LLC				
6078	first aid - garage/safety glasses, gloves, vests, earmuffs	06/10/2021	501.70	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			501.70	
15657 HAWKINS INC				
4951051	Pool Chemicals	06/10/2021	208.62	100-20-5523-3-40
Total 15657 HAWKINS INC:			208.62	
16001 HOME CONTRACTORS & SUPPLY INC.				
29743	supplies - soffit repair	06/10/2021	32.59	100-70-5410-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			32.59	
16603 J & S CARWASH LLC				
6-10-21	Car Washes - PD	06/10/2021	140.00	100-40-5212-3-38
Total 16603 J & S CARWASH LLC:			140.00	
17049 KINDSCHI ENTERPRISES LLC				
387	Celebrate Waupun 2021	06/10/2021	578.00	450-70-5440-3-41
Total 17049 KINDSCHI ENTERPRISES LLC:			578.00	
17136 KONDRECK, JOHN				
6-10-21	Celebrate Waupun 2021	06/10/2021	600.00	450-70-5440-3-41
Total 17136 KONDRECK, JOHN:			600.00	
17175 KWIK TRIP STORES				
PD-APR21	Police Dept monthly fuel - April 2021	05/28/2021	2,265.16	100-40-5212-3-38
FD-APR21	Fire dept monthly fuel - April 2021	05/28/2021	242.58	100-50-5232-3-38
DPW-APR21	DPW monthly fuel purchases - April 2021	05/28/2021	1,904.99	100-70-5411-3-38
DPW-APR21	DPW monthly fuel purchases - April 2021	05/28/2021	163.04	700-10-5191-3-38
DPW-APR21	DPW monthly fuel purchases - April 2021	05/28/2021	155.85	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			4,731.62	
17400 LEAGUE OF WI MUNICIPALITIES				
6-10-21	Chief Exec Summer Workshop 2021 - Membership Works	06/10/2021	190.00	100-10-5191-3-37
Total 17400 LEAGUE OF WI MUNICIPALITIES:			190.00	
17410 LEE RECREATION LLC				
13404-21	7 benches	06/10/2021	11,585.00	220-54-5460-3-38
Total 17410 LEE RECREATION LLC:			11,585.00	
17926 LYNNE, LARRY				
6-10-21	Celebrate Waupun 2021	06/10/2021	1,400.00	450-70-5440-3-41
Total 17926 LYNNE, LARRY:			1,400.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
18009 MSA PROFESSIONAL SERVICES INC.				
R00212069.0-2021-1	Waupun Closed Landfill 2021	06/10/2021	4,980.00	100-70-5420-3-38
R00212096.0-24	Newton-Rock-Walker Permitting - DNR Chapter 30	06/10/2021	121.97	400-70-5436-8-00
R00212096.0-24	Newton-Rock-Walker Construction Admin - Shop Drawing	06/10/2021	162.33	400-70-5436-8-00
R00212119.0-7	Harmsen Ave & Oak Lane Storm Pond construction relate	06/10/2021	679.50	700-10-5192-8-00
R00212096.0-24	Newton-Rock-Walker Permitting - DNR Chapter 30	06/10/2021	221.03	700-10-5192-8-00
R00212096.0-24	Newton-Rock-Walker Construction Admin - Shop Drawing	06/10/2021	294.17	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			6,459.00	
18459 MARCO TECHNOLOGIES LLC				
INV8802643	Konica/A7PY011X001 contract - June 2021	06/10/2021	56.95	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			56.95	
19295 MODERN RENTALS, INC.				
6-10-21	Celebrate Waupun 2021	06/10/2021	6,089.67	450-70-5440-3-38
Total 19295 MODERN RENTALS, INC.:			6,089.67	
19695 MUNICIPAL CODE CORPORATION				
00357657	PDF of supplement 16 to the code of ordinances	06/10/2021	1,348.00	100-10-5163-3-38
Total 19695 MUNICIPAL CODE CORPORATION:			1,348.00	
19799 NAMPEL, PATRICK				
6-10-21	Celebrate Waupun 2021	06/10/2021	1,500.00	450-70-5440-3-41
Total 19799 NAMPEL, PATRICK:			1,500.00	
19802 NAPA AUTO PARTS-WAUPUN				
312116	tie rod end/exhaust intermediate pipe	06/10/2021	86.57	100-40-5212-3-36
312155	u-bolts	06/10/2021	10.23	100-40-5212-3-36
312308	cable ties	06/10/2021	10.65	100-70-5410-3-36
311427	new grease gun	06/10/2021	35.95	100-70-5411-3-36
312534	oil filter/bulbs	06/10/2021	17.64	100-70-5411-3-36
312882	sleeve retainer	06/10/2021	7.99	100-70-5411-3-36
312995	AC refrigerant	06/10/2021	21.44	100-70-5411-3-36
313141	battery	06/10/2021	135.99	100-70-5411-3-36
313307	oil filter/fuel filter	06/10/2021	33.11	100-70-5411-3-36
313380	wheel bearing	06/10/2021	193.48	100-70-5411-3-36
313493	air conditioning evaporator core	06/10/2021	141.29	100-70-5411-3-36
311446	cleaner for bearing work done by DOT	06/10/2021	51.48	400-70-5436-8-00
Total 19802 NAPA AUTO PARTS-WAUPUN:			745.82	
20349 NEUMAN POOLS INC				
2868	leaking chlorinator valve replacement	06/10/2021	49.40	100-20-5523-3-36
2979	Pool chemicals	06/10/2021	319.60	100-20-5523-3-40
Total 20349 NEUMAN POOLS INC:			369.00	
20480 NICKEL, JULIE				
6-10-21	Reimbursement for cell phone use - June 2021	06/10/2021	40.00	100-10-5131-3-31
6-10-21-2	Board of Review 6-8-21	06/10/2021	40.00	100-30-5152-1-10
Total 20480 NICKEL, JULIE:			80.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
20900 OSHKOSH OFFICE SYSTEMS				
AR63566	City Hall Color Copier 6333 - contract - May 2021	06/10/2021	198.84	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			198.84	
21450 PETTY CASH-CITY HALL				
6-10-21	start up drawer for Celebrate Waupun 2021	06/10/2021	5,341.00	100-11801
Total 21450 PETTY CASH-CITY HALL:			5,341.00	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
3508	Bd of Review supplies	06/10/2021	14.76	100-10-5110-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			14.76	
21790 PIT-STOP PORTABLES				
A-114737	Pine Street Park Port a Potty	06/10/2021	137.50	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			137.50	
21805 PITNEY BOWES				
3313561927	lease for mail machine - City Hall	06/10/2021	521.52	100-10-5141-3-36
3313566386	lease for mail machine - PD	06/10/2021	171.60	100-40-5211-3-33
Total 21805 PITNEY BOWES :			693.12	
22115 PREMIER GOLF & UTILITY				
6-10-21	Celebrate Waupun 2021 golf cart rental	06/10/2021	1,815.00	450-70-5440-3-38
Total 22115 PREMIER GOLF & UTILITY:			1,815.00	
22324 PURCHASE POWER				
6-10-21	Postage refill fee	06/10/2021	500.00	100-16210
Total 22324 PURCHASE POWER:			500.00	
22668 RECORD ENTERTAINMENT				
6-10-21	Celebrate Waupun 2021 - Karaoke	06/10/2021	325.00	450-70-5440-3-41
Total 22668 RECORD ENTERTAINMENT:			325.00	
23224 SAN-A-CARE, INC				
546377	Cleaning supplies	06/10/2021	339.50	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			339.50	
23300 SCHOOL DISTRICT OF WAUPUN				
6-10-21	Bus fee - Landscaping class tranp fee to Harris Mill Park	06/10/2021	275.00	100-70-5410-3-38
Total 23300 SCHOOL DISTRICT OF WAUPUN:			275.00	
23589 SHARE CORPORATION				
168839	Sanitation supplies for Celebrate Waupun	06/10/2021	2,522.81	450-70-5440-3-38
Total 23589 SHARE CORPORATION:			2,522.81	
23608 SHULER, DEXTER				
6-10-21	Refund Solisitor Bond Payment	06/10/2021	300.00	100-13850

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 23608 SHULER, DEXTER:			300.00	
24103 STANDARD & ASSOCIATES INC				
SA000047193	entry level law enforcement officer selection test	06/10/2021	392.00	100-40-5211-3-38
Total 24103 STANDARD & ASSOCIATES INC:			392.00	
24108 STAPLES CREDIT PLAN				
6-10-21	business cards	06/10/2021	34.48	100-10-5110-3-38
6-10-21	share of office supplies	06/10/2021	16.49	100-10-5131-3-30
6-10-21	share of office supplies	06/10/2021	16.49	100-10-5141-3-30
6-10-21	share of office supplies	06/10/2021	16.49	100-10-5191-3-30
6-10-21	share of office supplies	06/10/2021	16.49	100-20-5513-3-30
6-10-21	share of office supplies	06/10/2021	16.49	100-70-5420-3-30
6-10-21	share of office supplies	06/10/2021	16.50	100-80-5670-3-30
Total 24108 STAPLES CREDIT PLAN:			133.43	
24200 STEALTH				
5078	Pest control services - Library	06/10/2021	295.00	100-70-5410-3-36
5086	Pest control services - City Garage	06/10/2021	295.00	100-70-5410-3-36
5079	Pest control services - Pool	06/10/2021	310.00	100-70-5410-3-36
5087	Pest control services - City Hall	06/10/2021	310.00	100-70-5410-3-36
Total 24200 STEALTH:			1,210.00	
24291 STEINBACH, RICHARD				
6-10-21	board of review 6-8-21	06/10/2021	75.00	100-30-5152-1-10
Total 24291 STEINBACH, RICHARD:			75.00	
24350 STICKS AND STONES				
12810	stone - Shaler Park Memorial	06/10/2021	77.35	100-20-5525-3-36
12400	mowing & trimming - multiple addresses	06/10/2021	240.00	100-70-5613-3-38
12406	mowing & trimming - multiple addresses	06/10/2021	135.00	100-70-5613-3-38
12408	mowing & trimming - multiple addresses	06/10/2021	165.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			617.35	
24400 STOBBS PLUMBING & HEATING, INC.				
12205	tested 8 backflow preventers	06/10/2021	1,195.95	100-70-5410-3-36
12181	repair urinal at McCune	06/10/2021	100.95	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			1,296.90	
25249 TRACTOR SUPPLY CREDIT PLAN				
6-10-21	TRV TBE ATV 25x12	06/10/2021	29.99	100-70-5411-3-36
6-10-21	20V Drill	06/10/2021	189.99	100-70-5411-3-38
6-10-21	farm jack - Newton & Rock project - shed move	06/10/2021	74.99	700-10-5192-8-00
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			294.97	
25450 TRU CLEANERS LLC				
CW060121	cleaning service for City of Waupun - for May 2021	06/10/2021	4,052.81	100-70-5410-3-38
CW060121-A	additional cleaning service due to Covid-19 - for May 202	06/10/2021	480.00	100-70-5410-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 25450 TRU CLEANERS LLC:			4,532.81	
25482 UNIFORM SHOPPE				
310633	clothing allowance	06/10/2021	121.90	100-12634
310852	clothing allowance	06/10/2021	95.95	100-12634
310844	clothing allowance	06/10/2021	149.90	100-12634
Total 25482 UNIFORM SHOPPE:			367.75	
25760 US CELLULAR				
0440192701	Clerk cell phone - May 2021	06/10/2021	90.12	100-10-5141-3-31
0440192701	Economic Developer/Administrator cell phone - May 2021	06/10/2021	69.55	100-10-5191-3-31
0440192701	Kast Hotspot #190 - May 2021	06/10/2021	39.00	100-10-5197-3-31
0440192701	Recreation cell phone - May 2021	06/10/2021	108.86	100-20-5513-3-31
0440430267	POLICE DEPT monthly cell phone charges - May 2021	06/10/2021	818.35	100-40-5211-3-31
0440192701	FIRE DEPT monthly cell phone charges - May 2021	06/10/2021	195.58	100-50-5231-3-31
0440192701	DPW Director/Foreman monthly cell phone - May 2021	06/10/2021	145.30	100-70-5420-3-31
0440192701	Library monthly cell - May 2021	06/10/2021	66.82	210-60-5511-3-31
Total 25760 US CELLULAR:			1,533.58	
26042 VANDE ZANDE & KAUFMAN, LLP				
12637	Traffic monthly attorney fees - May 2021	06/10/2021	832.08	100-10-5161-3-38
MAY2021	monthly City Attorney Fees - May 2021	06/10/2021	1,670.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			2,502.08	
26465 VON BRIESEN & ROPER, S.C.				
356521	General thru April 30, 2021	06/10/2021	855.50	100-10-5143-3-38
356522	Personnel Issues - April 2021	06/10/2021	885.00	100-10-5143-3-38
356512	Waupun - Mitchell Litigaton - April 2021	06/10/2021	570.00	100-10-5194-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			2,310.50	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
JUNE2021	Monthly Contract - June 2021	06/10/2021	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27450 WAUPUN UTILITIES				
5240	WPPI support - May 2021	06/10/2021	940.25	100-10-5197-3-38
MAY2021	Monthly utility charges	06/10/2021	141.34	100-20-5512-3-32
MAY2021	Monthly utility charges	06/10/2021	242.26	100-20-5513-3-32
MAY2021	Monthly utility charges	06/10/2021	5,915.77	100-20-5523-3-32
MAY2021	Monthly utility charges	06/10/2021	3,671.76	100-20-5525-3-32
MAY2021	Monthly utility charges	06/10/2021	825.93	100-40-5211-3-32
MAY2021	Monthly utility charges	06/10/2021	464.58	100-50-5231-3-32
MAY2021	Monthly utility charges	06/10/2021	16.00	100-50-5251-3-32
MAY2021	Monthly utility charges	06/10/2021	2,160.45	100-70-5410-3-32
5209	Bulb recycling 2021	06/10/2021	121.46	100-70-5410-3-36
MAY2021	Monthly utility charges	06/10/2021	986.48	100-70-5412-3-32
5225	Verizon Charges - DPW I-pads - May 2021	06/10/2021	58.11	100-70-5420-3-31
MAY2021	Monthly utility charges	06/10/2021	212.48	100-70-5441-3-32
MAY2021	Monthly utility charges	06/10/2021	10,808.64	100-70-5442-3-32
MAY2021	Monthly utility charges	06/10/2021	1,505.85	210-60-5511-3-32
MAY2021	Monthly utility charges - McKinley Property	06/10/2021	165.32	408-70-5436-3-32
MAY2021	Monthly utility charges	06/10/2021	43.58	700-10-5192-3-32

Invoice	Description	Invoice Date	Total Cost	GL Account
5239	Stormwater Billing & Collection Fees - May 2021	06/10/2021	870.00	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			29,150.26	
27907 WEBER, DYLAN				
6-10-21	Board of Review 6-8-21	06/10/2021	75.00	100-30-5152-1-10
Total 27907 WEBER, DYLAN:			75.00	
27935 WELLS FARGO PAYMENT REMITT.				
ANG-MAR21/APR21	Alcohol Beverage Regulation & Licensing	05/28/2021	20.00	100-10-5141-3-37
ANG-MAR21/APR21	Alcohol Beverage Regulation & Licensing Part 2	05/28/2021	20.00	100-10-5141-3-37
ANG-MAR21/APR21	Amazon - Election supplies	05/28/2021	39.54	100-10-5142-3-38
ANG-MAR21/APR21	Brandon Meats - Election supplies	05/28/2021	34.14	100-10-5142-3-38
ANG-MAR21/APR21	Kwik Trip - Election Supplies	05/28/2021	118.05	100-10-5142-3-38
SCOTT-APRIL21	Amazon - PD - receipt books/envelopes/coffee maker	05/28/2021	142.45	100-40-5211-3-30
SCOTT-APRIL21	Microsoft - PD - online services	05/28/2021	184.00	100-40-5211-3-38
SCOTT-APRIL21	Jimmy Johns - PD - lunch - meeting	05/28/2021	30.93	100-40-5211-3-38
SCOTT-APRIL21	Amazon - PD - Car Jump starter/Floor cleaners/Battery	05/28/2021	294.30	100-40-5212-3-38
SCOTT-APRIL21	DOT DMV - Registration Suspension Fee - April 2021	05/28/2021	3.06	100-40-5212-3-38
SCOTT-APRIL21	Amazon - PD - sharps container	05/28/2021	17.98	100-40-5213-3-38
SCOTT-APRIL21	Positive Promotions - bicycle safety stickers	05/28/2021	553.91	100-40-5214-3-38
BJ-MAR21/APR21	replacement AED battery - FD	05/28/2021	395.00	100-50-5232-3-36
JEFF-MAR21/APR21	Amazon - DPW - Canopy lights for park	05/28/2021	437.98	100-70-5410-3-36
JEFF-MAR21/APR21	Amazon - DPW - outdoor lights @ buildings & parks	05/28/2021	381.96	100-70-5410-3-36
JEFF-MAR21/APR21	Amazon - DPW - ADA under sink covers	05/28/2021	801.30	100-70-5410-3-36
BRET-APR21	Spectrum bill - library	05/28/2021	180.47	210-60-5511-3-31
PAM-APRIL21	Ancestry.com - Library	05/28/2021	199.00	210-60-5511-3-42
JEFF-MAR21/APR21	Northern Tool - DPW - cylinders	05/28/2021	319.96	700-10-5192-3-36
Total 27935 WELLS FARGO PAYMENT REMITT.:			4,174.03	
27987 WESTPHAL				
56266	Celebrate Waupun 2021 Posters	06/10/2021	79.13	450-70-5440-3-40
Total 27987 WESTPHAL:			79.13	
28443 WI DEPT OF AGRICULTURE				
115-0000021954	Weights/Measures inspection contract	06/10/2021	2,800.00	100-10-5246-3-38
Total 28443 WI DEPT OF AGRICULTURE:			2,800.00	
28600 WI DEPT OF JUSTICE				
G3369-MAY21	G3369 - background checks - May 2021	06/10/2021	1,120.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			1,120.00	
28963 WI DEPART OF TRANSPORTATION				
395-0000220557	Fox lake Street - Preliminary Engineering	06/10/2021	.06	100-70-5420-3-38
395-0000220558	Fox lake St Roadway Item - Parking	06/10/2021	22,218.00	400-70-5436-8-00
Total 28963 WI DEPART OF TRANSPORTATION:			22,218.06	
29080 WI DEPT OF NATURAL RESOURCES				
420014100-2021-1	Woodburning Permit Renewal	06/10/2021	165.00	100-70-5443-3-38
114115540	Stormwater fees	06/10/2021	1,500.00	700-10-5192-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 29080 WI DEPT OF NATURAL RESOURCES:			1,665.00	
29430 WI PARK AND RECREATION ASSOC				
2261/REISSUE	membership - 2021	06/10/2021	150.00	100-20-5525-3-37
Total 29430 WI PARK AND RECREATION ASSOC:			150.00	
29749 WM CORPORATE SERVICES INC				
0003535-2321-0	Aquatic center	06/10/2021	161.81	100-20-5523-3-36
0003535-2321-0	Residential Recycling - May 2021	06/10/2021	9,199.07	420-70-5436-3-38
0003535-2321-0	Residential Trash - May 2021	06/10/2021	35,297.39	425-70-5476-3-38
Total 29749 WM CORPORATE SERVICES INC:			44,658.27	
29875 W.W. ELECTRIC MOTORS, INC.				
F115431	replace drives on pump 1 & 3 pool house	06/10/2021	3,047.87	100-20-5523-3-36
F115430	replace fuse on pump 1 pool house	06/10/2021	452.45	100-20-5523-3-36
Total 29875 W.W. ELECTRIC MOTORS, INC.:			3,500.32	
29889 XYLEM INC				
3556B73130	Service/Parts at lift station on Spring St	06/10/2021	1,120.00	700-10-5192-3-36
3556B75488	credit on service/parts at lift station	06/10/2021	624.00	700-10-5192-3-36
Total 29889 XYLEM INC:			496.00	
300032 INSIGHT FS				
220002652	bullseye	06/10/2021	115.00	100-70-5613-3-38
Total 300032 INSIGHT FS:			115.00	
300033 ROSETTI, JIM				
6-10-21	Celebrate Waupun 2021	06/10/2021	600.00	450-70-5440-3-41
Total 300033 ROSETTI, JIM:			600.00	
300187 TOP PACK DEFENSE LLC				
6231	clothing allowance	06/10/2021	156.64	100-12634
Total 300187 TOP PACK DEFENSE LLC:			156.64	
300188 MARCO TECHNOLOGIES LLC				
72691244	KONMIN/BHC308 - contract	06/10/2021	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300208 WARRIOR GRAPHIC & DESIGN				
40FE1254-0002	event boards - new dates/event banners	06/10/2021	59.00	100-10-5534-3-36
Total 300208 WARRIOR GRAPHIC & DESIGN:			59.00	
300213 WOLVERINE FIREWORKS DISPLAY INC				
6-10-21	Celebrate Waupun 2021	06/10/2021	12,000.00	100-10-5534-3-38
Total 300213 WOLVERINE FIREWORKS DISPLAY INC:			12,000.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
300216 EISEN'S LED'S LLC				
4034	lighting for F-250 - FD	06/10/2021	1,661.00	410-50-5231-4-00
Total 300216 EISEN'S LED'S LLC:			1,661.00	
300226 HARMSSEN, JAN				
6-10-21	Board of Review 6-8-21	06/10/2021	75.00	100-30-5152-1-10
Total 300226 HARMSSEN, JAN:			75.00	
Grand Totals:			300,648.61	

Report GL Period Summary

GL Period	Amount
06/21	250,719.02
05/21	49,929.59
Grand Totals:	300,648.61

Vendor number hash: 5282779
Vendor number hash - split: 6779327
Total number of invoices: 170
Total number of transactions: 242

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	300,648.61	.00	300,648.61
Grand Totals:	300,648.61	.00	300,648.61

Report Criteria:

[Report].Invoice Date = 05/28/2021,05/31/2021,06/10/2021



MINUTES
CITY OF WAUPUN AMENDED – SPECIAL BUSINESS
IMPROVEMENT DISTRICT MEETING
Zoom
Wednesday, March 10, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Gary DeJager
Jonathan Leonard
Rich Matravers
Teresa Ruch
Tyler Schulz

Committee Members Absent:

Austin Armga
Kate Bresser
Jan Harmsen
Jodi Mallas

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

CALL TO ORDER:

Chair Bishop called the meeting to order at 7:01 a.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

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

2. Approval of February 10, 2021 Minutes

A motion to approve the February 10, 2021 minutes was made by Ms. Ruch and seconded by Mr. Leonard, passing unanimously.

3. Approval of February 2021 Financial Statement

A motion to approve the February 2021 financial statement was made by Mr. Matravers and seconded by Ms. Ruch, passing unanimously.

NEW APPLICATIONS FORE REVIEW AND CONSIDERATION:

4. Tom Kulczewski – Real Sportscards (324 E. Main St.)

Tom Kulczewski, Real Sportscards, submitted a Façade Improvement Program application for the property located at 324 E. Main St. to replace the windows on the second floor of the building. The total project cost is \$24,000. Staff recommends approval. Motion made by Mr. DeJager and seconded by Mr. Schulz to approve 50% of the total project cost, not to exceed \$2,000, passing unanimously.

DISCUSSION ITEMS:

5. 2021 Operational Plan Updates

- Design
 - Reached out to Tari Costello, WAHS, to engage her students in helping to draft

- alternatives for the Main Street Planters and to determine their ability to assist with the planting.
- Will reach out to side street businesses within the next week to determine their level of interest in participating.
- Economic Vitality
 - Pop-Up 2020 program has concluded and will need to start looking for space for the 2021 year.
 - Internal review of three downtown market analysis proposals will occur tomorrow.
- Organization
 - Baker Tilley, accounting firm, has concluded their annual audit of the BID. Their report will be presented at a future meeting.
- Promotions
 - The Waupun Downtown Promotions Committee have the following upcoming events:
 - Egg Hunt
 - Farmers Market starts in June
 - Wine Walk in August
 - Halloween on Main is still up in the air
 - Discussion starting with Waupun Festivals regarding 2021 Winter Wonderland

6. Main Street Update

Mr. DeJager, Ms. Ruch, and Ms. Van Buren provided an update of the work group progress since the February 10, 2021 BID meeting. The focus of the weekly meetings have been learning more about the direction of the Chamber and discuss the various options for organizational structure. The next meeting will be held with Ms. Welty from the Wisconsin Main Street and Connect Communities program.

7. Administrator Update

Administrator Schlieve provided the following updates:

- After the April elections, there will be a change in membership on this Board. If you know of anyone interested in participating, please let staff know.
- Earlier this month, the Senior Center and the Library have opened to the public with restrictions. Dodge County is still in Phase 2 but, based on numbers, they are expected to move to Phase 3 as well.
- In January, the CDA approved changes to the Revitalization grant and created two additional grant opportunities; the Targeted Reinvestment grant and the COVID-19 Technology grant. More information, and applications, can be found on the City website.
- Staff is looking for space to house the 2021 Pop-Up Waupun program. If you, or another downtown property owner, has available commercial space, please reach out to Ms. Van Buren.
- Working with WEDC on two CDI grant opportunities. At this time staff cannot disclose what the projects are but within the central business district.
- Closure of the Industrial Park TID will allow the City to structure a new TID to support perspective projects.
- The Senior Center project is on hold until the City hears if its grant application to the PSC was successful. If awarded, the City Hall boiler will be replaced.
- 520 McKinley Street owned currently owned by City and an RFP for redevelopment of the site is being drafted to assist in generating new interest in the site.
- Parking continues to be an issue on the north side of the 300 block of E. Main Street.
- New entrepreneurial resources from WEDC are included in the Governor's proposed budget. Staff will provide updates as they are known.
- Housing continues to be an issue and there continues to be an ongoing challenge determining the area for future housing developments
- Housing continues to be an issue and there continues to be an ongoing challenge determining the area for future housing developments.
- The City has commissioned a Transportation Utility study. More information on this study will be provided at a future meeting to inform BID members on what it is and what it could do for the community.
- On March 22nd Destination Lake Winnebago Region is going to do a shop local video and reaching out to businesses to participate. The videos will be a great asset in promoting our community.
- The Chamber has an interim director, Zac Dickhut, through the end of the year to lead the organization through structural changes. In his role, Mr. Dickhut will support day-to-day operations of the Chamber. A formal announcement, with updated Chamber hours will be going out soon.

Mr. DeJager asked if there were space within the Chamber's new location to house the 2021 Pop-Up program. Administrator Schlieve stated the Chamber is going to work with the current space to figure how

how it can meet their current and future needs. The City has received interest from a downtown property

ADVANCED PLANNING:

8. Potential Agenda Items

- Grant Requests, if any
- Main Street Update
- BID Audit Update
- Downtown Market Analysis Update
- Transportation Utility Feasibility Study Update

9. Date of Next Scheduled Meeting

The next meeting is scheduled for April 14, 2021 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. DeJager and seconded by Ms. Bishop passing unanimously. The meeting adjourned at 7:47 a.m.



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE MEETING
Zoom
Tuesday, March 30, 2021 at 4:30 p.m.

Committee Members Present:

Jim Cleveland (arrived at 4:33p.m.) Envision Greater Fond du Lac
Pete Kaczmariski..... City Council
Ryan Mielke City Council
Julie Nickel Mayor
Jason Westphal City Council

Committee Members Absent:

Steve Brooks Waupun Utilities

Staff Present:

Michelle Kast City of Waupun
Kathy Schlieve Administrator
Jeff Stanek Waupun Utilities
Sarah Van BurenCommunity & Economic Development Coordinator
Dan VandeZande City Attorney

CALL TO ORDER:

Mr. Kaczmariski called the virtual meeting of the Economic Development Committee meeting to order at 4:32 p.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

Administrator Schlieve requested item 3, approval of February 23, 2021 Closed Session Minutes, be tabled until the next meeting since they were not included in the meeting packet.

A motion to approve the agenda, as amended, was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

2. Approval of February 23, 2021 Economic Development Committee Meeting Minutes

A motion to approve the February 21, 2021 minutes was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

DISCUSSION

3. Downtown Market Analysis

Administrator Schlieve stated the BID and CDA had budgeted for this work to be done in 2020 however, due to COVID, it was put on hold until 2021. Three proposals have been received and decision will be made this month. The results of this analysis will contain relevant data pertaining to trade area, retailer gaps, etc.

Mr. Kaczmariski asked if this item was budgeted for. Administrator Schlieve stated the BID and CDA budgeted for the work in 2020 and the funding was carried over into 2021.

ADJOURN TO CLOSED SESSION:

A motion was made by Mayor Nickel and seconded by Mr. Westphal to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

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

unanimously approved.

4. **Negotiations on city-owned land in TID 7**
5. **Redevelopment of 21 E. Jefferson Street Negotiation in TID 3**
6. **Negotiations on Industrial Land owned by City of Waupun**

RECONVENE TO OPEN SESSION

A motion was made by Mayor Nickel and seconded by Mr. Westphal to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion unanimously approved.

ACTION FROM CLOSED SESSION

None

ADVANCED PLANNING:

7. Potential Agenda Items

- Will be determined, as needed.

8. Date of Next Scheduled Meeting

The next meeting will be April 27, 2021 at 4:30 p.m. Due to the pace of opportunities presented, the members are willing to be flexible with future meeting dates and times.

ADJOURNMENT

The motion to adjourn was made by Mr. Westphal and seconded by Mayor Nickel, passing unanimously. The meeting adjourned at 5:20 p.m.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, April 12, 2021**

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

Commissioners Gerritson, Heeringa, Homan, Kaczmariski and Thurmer were present in-person. Commissioners Mielke and Westphal were present via Zoom.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from the March 8, 2021 meeting.

On motion by Kaczmariski, seconded by Gerritson and unanimously carried, bills for month of March 2021 were approved as presented.

On motion by Thurmer, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through February 2021 were approved as presented. Electric operating income was \$49,500 or \$14,600 above budget from lower than budgeted revenues and lower A&G operating expenses. Water operating income was \$126,700 or \$32,400 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$7,400) or \$21,500 below budget on decrease in public authority sales.

General Manager Brooks reported the electric crew has been working with ATC and will continue throughout the summer for the line rerate project that requires our crew to install new poles, transformers, cross-arms, services, and URD cabinets. ATC will cover costs associated with the rerate project. Residential surveys will be sent out to a number of residential customers asking for feedback regarding their opinion of the quality of customer service and the programs our utility offers. All feedback received from the survey will remain anonymous. General Manager Brooks was asked and has accepted to join the MEUW Board of Directors in June 2021. Waupun Utilities has earned first place recognition for the American Public Power Association's Safety Award of Excellence for safe operating practices in 2020. The PSCW voted March 18, 2021 to allow utilities to resume residential disconnections beginning April 15, 2021.

Treatment Facilities and Operations Superintendent Schramm reported treatment facilities staff have participated in several trainings over the past month. Trainings consisted of a workshop with Strand and Associates covering risk assessments and emergency response plans, WDNR virtual update on NR Code 149 regarding changes for registered laboratories and the Annual Biosolids Symposium. Sabel Trucking has completed the spring biosolids land application of 900 cubic yards of biosolids to 40 acres of DNR approved agriculture land. Distribution and collections system crew focus has been on meter installs, bleeders, locating services and wrapping up the televising of sanitary sewer system.

Aaron Worthman, Partner and Ryan Theiler, Senior Associate, Baker Tilly, reported on the 2020 financial audit. The audit objective was to provide reasonable assurance that Waupun Utilities' financial statements are free from material misstatement. We received an unmodified opinion, which is the highest level of assurance that can be placed on financial statements. Worthman noted the overall financial health of the Utilities is good.

Discussion held on resolution stating that Waupun Utilities is solely responsible for management of the wastewater treatment facilities and will make payment on any debt incurred. The payments on the system are funded by our utility user revenues and not by the City of Waupun. On Motion made by Kaczmariski, seconded by Homan to approve Resolution No. 04-12-21-01 declaring an agreement between the City of Waupun and Waupun Utilities for the management of sewer treatment facilities and debt service obligations associated with the wastewater treatment plant upgrade and USDA rural development loan financing repayments.

Finance Director Stanek presented the lowest bid received for the ABNR construction project at the Wastewater Treatment Plant was from Miron Construction Co. Inc. On discussion held regarding the bid, motion was made by Thurmer and seconded by Gerritson to approve Resolution No. 04-12-21-02 to award construction contract for utility wastewater treatment plant upgrade and advanced biological nutrient recovery system.

General Manager Brooks recognized three outgoing commissioners for their years of commitment and service to the Waupun Utilities Commission. Commissioner David Gerritson serving for 11 years, Commissioner Ryan Mielke serving for 8 years and Commissioner Jason Westphal serving for 4 years were all a great asset to our commission and utility and will be missed. Commission President Heeringa also thanked the commissioners for volunteering their time and service to Waupun Utilities.

On motion by Gerritson, seconded by Mielke and unanimously carried, meeting was adjourned at 5:37 p.m.

The next commission meeting is scheduled on May 10, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead



MINUTES CITY OF WAUPUN BOARD OF PUBLIC WORKS

Tuesday, 11-May-2021 – via Video Conference & Teleconference - Zoom

CALL TO ORDER

Chairman Ryan Mielke called the meeting to order at 4:30 PM

ROLL CALL

Roll call was taken members present:

Alderpersons—Peter Kaczmariski, Mike Matoushek, Jason Westphal

Citizens—Dale Heeringa, Ryan Mielke, Gregg Zonnefeld

Ex-officio—Mayor Julie Nickel, City Administrator Kathy Schlieve (absent with notification), DPW Director Jeff Daane, Recreation

Director Rachel Kaminski

Guest—Dave Rens

PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

There were no guests for public comment.

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS

Next meeting will be June 8 at 4:30 PM.

CONSIDERATION - ACTION

1. Recognition of Mayoral Appointment of Board Members

Peter Kaczmariski (Chairman), Jason Westphal (Alderman), Ryan Mielke (Citizen)

Motion (Zonnefeld/Matoushek) for approval. **MOTION CARRIED (6-0)** Pete Kaczmariski took over leadership of the meeting at 4:34PM.

2. Nominations and Appointment of Clerk

Motion (Matoushek/Heeringa) for Gregg Zonnefeld to continue as clerk. **MOTION CARRIED (5-0, Zonnefeld abstention)**

3. Establish Day of Month and Time of Board Meeting

Motion (Matoushek/Westphal) to continue to meet at 4:30PM on the second Tuesday of the month. **MOTION CARRIED (6-0)**

4. Approve minutes of the April 13, 2021 Board of Public Works Meeting.

Minutes of the April 13th meeting were presented. Motion (Matoushek/Heeringa) for approval. **MOTION CARRIED (6-0)**

5. IWORQ Service Agreement

DPW Director Jeff Daane shared the history of using Cartograph for maintenance monitoring of equipment. After searching for other systems, they recommend that we convert to using IWORQ, which includes facility maintenance, road mapping, and other capabilities as well. Motion (Zonnefeld/Matoushek) to contract with IWORQ at a cost of \$4,750 for year one and \$9,500 annually in the future. **MOTION CARRIED (6-0)**

6. Trail from Beske Street to Pine Street

DPW Director Daane shared on frequent feedback from citizens about responsibilities to maintain this path of screenings. Developer Kathy Hendricks (Front Edge) has an easement with the property owner, and it is not city property. BPW discussed and determined no action is necessary.

7. Design services-Contract Amendment No. 1 Madison Street STP-Urban (Doty Street to Lincoln Street) Project

Due to delays, DPW Director Daane shared the need for an updated proposal with Gremmer & Associates. The DOT did say they will limit plan review costs in the project restart and allow the City to apply for more grant dollars in 2022 toward this project. Motion (Matoushek/Mielke) to recommend to the Council acceptance of the amendment at a cost of \$5,970. **MOTION CARRIED (6-0)**

8. Wilcox Park Playground Equipment

DPW Director Daane presented three proposals for updated playground systems at Wilcox Park. Last year's playground insurance inspection recommended replacement of the equipment at the park. Mayor Nickel shared that silent auction of the old downtown benches will have those funds go toward this project. It was discussed to do a sponsorship/fundraising program to raise awareness of this project and perhaps raise funds to support it. Motion (Westphal/Matoushek) to move forward with the full poured in place option, with final costs and details. **MOTION CARRIED (5-1 - Mielke)**

9. April 2021 Recreation Report

Recreation Director Rachel Kaminski reported that YMCA Aquatic Director Drew Buteyn told her that over 200 students have signed up for swimming lessons, which makes it profitable – just 25 open seats remain. The Health Inspector approved the plan for the menu and layout for concessions this year. Inservicing for 26 new employees will take place later this month.

All Senior Center programming is in place, with Fond du Lac County discussing the missing piece of onsite meals this coming week. Kaminski is very pleased with how things are going. Park leaders will all be located at Tanner Park this year in partnership with the School District's Summer School Program, thus giving full day support to kids and families. Curbside lunch will be provided by the School District.

ADJOURNMENT

Motion (Matoushek/Heeringa) to adjourn the meeting of the BPW at 5:28PM. **MOTION CARRIED (5-0)**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", written over a horizontal line.

Gregg Zonnefeld, BPW Clerk



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Zoom
Tuesday, April 20 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Derek Drews
Julie Nickel
Sue VandeBerg
Jill Vanderkin
Nancy Vanderkin (left at 9:00 a.m.)

Committee Members Absent:

Cassandra VerHage

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan VandeZande City Attorney

Other:

Daniel Links Links Martial Arts
Tammylin Links Links Martial Arts
Tom Kulczewski Real Sportscards
Ashley VandeKolk The Parlor Hair Boutique

CALL TO ORDER

Mayor Julie Nickel called the virtual and teleconference meeting of the Community Development Authority to order at 8:02 a.m.

ROLL CALL

Roll call and quorum determine.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate

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

2. Approval of March 16, 2021 Community Development Authority Minutes

A motion to approve the March 16, 2021 Community Development Authority Minutes was made by Ms. VandeBerg and seconded by Ms. N. Vanderkin, passing unanimously.

3. Approval of March 16, 2021 Community Development Authority Closed Session Minutes

A motion to approved the March 16, 2021 Community Development Authority Closed Session Minutes, was made by Ms. J. Vanderkin and seconded by Ms. N. Vanderkin, passing unanimously.

4. Approval of March 2021 Financial Statement

A motion to approve the March 2021 Financial Statement was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

5. Design for Rear Façade Improvements – c.verhage.photo (426 E. Main St.)

The last sentence of Chapter 25.03(5)(b) states, "Plans for substantial remodeling of building facades shall be approved by the Community Development Authority prior to construction". Upon consultation with the City's

Building Inspector, this item is being brought to the CDA for approval since the language is unclear as to if this is applicable to rear facades.

A motion to approve the proposed design for the rear façade was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

DOWNTOWN SMALL BUSINESS COVID-19 TECHNOLOGY GRANT REQUESTS

6. Links Martial Arts - Daniel Link (315 E. Main Street)

Daniel Links, Links Martial Arts, submitted a Downtown Small Business COVID-19 Technology Grant application for the business located at 315 E. Main Street, to upgrade the business website, include Google Meet option to students, include an on-line purchasing of merchandise their website, and include sanitation stations. The total project cost is \$1,527.22

A motion to approve up to 75% of the eligible project costs, not to exceed, \$1,145.41 was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

DOWNTOWN REVITALIZATION GRANT REQUESTS

7. ABB+J Investments Property, LLC - Jeff Collien (312 E. Main Street)

Jeff Collien, ABB+J Investments Property, LLC., submitted a Downtown Revitalization Grant application for the property located at 312 E. Main Street, to remove and installed new windows and doors, as well as finish the siding with stone and mortar. The total project cost is \$19,900.

A motion to approve up to 50% of the eligible project costs, not to exceed, \$9,550 was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

DOWNTOWN TARGETED REINVESTMENT GRANT REQUESTS

8. ABB+J Investments Property, LLC - Jeff Collien (312 E. Main Street)

Jeff Collien, ABB+J Investments Property, LLC., submitted a Downtown Targeted Reinvestment Grant application for the property located at 312 E. Main Street, to renovate the second floor apartments and to renovate the first floor to allow for the expansion of Wind & Unwind. The total project cost is \$85,750.

9. Real Sportcards - Tom Kulczewski (324 E. Main Street)

Tom Kulczewski, Real Sportcards, submitted a Downtown Targeted Reinvestment Grant application for the property located at 324 E. Main Street, to turn the second floor into an e-commerce workspace, create employee workstations, three offices, a lounge, a bathroom, and a conference room. The total project cost is \$301,871.

10. The Parlor Hair Boutique – Ashley VandeKolk (8 W. Main Street)

Ashley VandeKolk, The Parlor Hair Boutique, submitted a Downtown Targeted Reinvestment Grant application for the property located at 8 W. Main Street, to expand the space to add three salon chairs allowing the business to grow. The total project cost is \$20,499.65.

ADJOURN TO CLOSED SESSION

A motion was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

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

11. Rock Shop

12. Determination on Downtown Targeted Reinvestment Grant Requests

RECONVENE TO OPEN SESSION

A motion was made by Ms. N. Vanderkin and seconded by Mr. DeJager to reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

A motion to approve to the Targeted Reinvestment Grant request from ABB+J Investments Property, LLC for \$15,000 was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

A motion to approve the Targeted Reinvestment Grant request for Real Sportscards for \$20,000 was made by Mr. DeJager and seconded by Ms. Vanderkin, passing unanimously.

A motion to approve the Targeted Reinvestment Grant request for The Parlor Hair Boutique for \$10, 249.83 was made by Ms. N. Vanderkin and seconded by Mr. DeJager. The motion passed 5-0 with an abstention from Ms. J. Vanderkin.

DISCUSSION ITEMS

13. Administrator Update

- Staff has been very busy with potential economic development opportunities.
- The City is experiencing a housing shortage.
- Continue to work with WEDC and local partners about incentive packages for development opportunities (both current and new facilities).
- Workforce continues to be an issue for many of our employers.
- Construction on Hwy 68 begins the last week of April. The project on South Madison has been delayed until 2022 due to a WisDOT process failure. Bridge work on North Madison will take about a month to complete.
- An RFP for 520 McKinley Street will be issued soon.
- The construction of multifamily units at the former Washington School site will start this summer with and anticipated April 2022 opening. Once completed, this development will bring an additional 28 units to the City.

ADVANCED PLANNING

14. Possible Future Agenda Items

- Budget Amendment
- Grant Requests, if necessary
- Transportation Utility Update

15. Date of Next Scheduled Meeting – May 18, 2021

The date of the May meeting may be rescheduled to an earlier date to accommodate the closing of the Rock Shop that is scheduled for May 15, 2021.

ADJOURNMENT

A motion to adjourn was made by Ms. J. Vanderkin and seconded by Ms. VandeBerg, passing unanimously. The meeting adjourned at 9:08 a.m.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, May 10, 2021**

The meeting was called to order by General Manager Brooks at 4:02 p.m.

Commissioners Bishop, Daane, Heeringa, Homan, Kaczmarski and Thurmer were present. Mayor Nickel was present. Commissioner Langford was absent.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from the April 12, 2021 meeting.

On motion by Bishop, seconded by Daane and unanimously carried, bills for month of April 2021 were approved as presented.

On motion by Thurmer, seconded by Kaczmarski and unanimously carried, year-to-date financial reports through March 2021 were approved as presented. Electric operating income was \$67,100 or \$28,800 above budget from lower than budgeted revenues and lower distribution expenses. Water operating income was \$191,300 or \$57,000 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$37,500) or \$51,500 below budget on decrease in public authority consumption related to COVID-19 closures.

Finance Director Stanek reported on the re-instatement of utility disconnection policy, the number of notices that were mailed out, the amount of arrears collected and the number of disconnections that took place. The winter moratorium came to an end April 15, 2021, followed by disconnection of electric services in arrears on April 22, 2021.

General Manager Brooks reported on an outage due to a gas leak, electric work being completed in preparation for upcoming construction projects and trainings completed in April. The Wastewater Treatment Plant project was recognized on Earth Day by the USDA due to the environmentally friendly technology being used in the treatment process with the ABNR upgrade. The groundbreaking celebration for the WWTP upgrade took place on May 6, 2021 with good representation of attendees from persons and organizations involved with the project.

Treatment Facilities and Operations Superintendent Schramm reported on the completion of Volatile Organic Compounds (VOCs) testing for 2020 for the Water Treatment Facility. All compound results were Non-Detect. Whole Effluent Toxicity (WET) testing has been completed for the second quarter of 2021 at the WWTP. Beginning May 1st going through September, disinfection season will take place as required for our WPDES permit to prevent the spread of waterborne diseases downstream and the environment. Water/Sewer crew continues work of leak detection and preventative care of the distribution system performing hydrant maintenance and exercising valves. Construction at the WWTP is planned to begin in June.

Citizen Nate Daane and Alderman/Commissioner's Rohn Bishop and William Langford were received by Mayoral Appointment to the Utility Commission.

Election of officers was held. On nomination by Kaczmarski, seconded by Homan, and unanimously carried, Joe Heeringa was elected Commission President. On nomination by Kaczmarski, seconded by Homan and unanimously carried, Mike Thurmer was elected Vice-President. On motion by Daane, seconded by Thurmer and unanimously carried, General Manager Brooks was elected Secretary, with the option to designate minute taker.

Dawn Lawson, CCM – Director of Client Engagement at Ehlers presented a review of the Utilities' 2019-2020 investment portfolio results. The main objectives include safety, liquidity and yields, which are components of the utilities' investment policy. The Utilities' investment portfolio is in compliance with the investment policy. Discussion was held on the current low interest rates and decreased interest earnings, looking at other investment alternatives to pursue that will yield higher interest earnings with a decrease in amount of fees paid towards investments. Finance Director Stanek will look into other alternatives.

Treatment Facilities and Operations Superintendent Schramm reported on the 2020 Annual Water Quality Report, also referred as the Consumer Confidence Report (CCR). The report is an annual requirement by the Federal Environmental Protection Agency. Treatment Facilities and Operations Superintendent Schramm was pleased to report that Waupun continues to supply high quality water that meets or exceeds federal and state standards for health and safety. The 2020 Annual Water Quality Report can be viewed online at our website, at our office and upon request via email.

On motion by Bishop, seconded by Homan and unanimously carried, meeting was adjourned at 5:29 p.m.

The next commission meeting is scheduled on June 14, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 11, 2021 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

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

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

City Staff present is Community and Economic Development Coordinator VanBuren, Lieutenant Pfalzgraf, and Patrol Officer Dumke.

Audience in attendance is Jake Vanderwerff, Sam Kaufman, Jodi Mallas, Jason Whitford, Dave Gerritsen, Missy Hartung, and Tabby Vanderwerff.

Media present is Ken Thomas of the Daily Citizen and Justin Wylesky of WBEV.

PERSONS WISHING TO ADDRESS COUNCIL

1. Introduction of Officer Graham Dumke

Lieutenant Pfalzgraf presents Patrol Officer Graham Dumke who was hired December 21, 2020 and has now completed field training.

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

Kaufman offers discussions of the Fond Du Lac County Board, such as ATV trails/usage with the Wild Goose Trail, sales tax, and redistricting.

3. Jake Vanderwerff - Climate Crisis and Waste Consumption

Jake Vanderwerff, student of Central WI Christian School, is before the Council of his concerns with the climate and waste consumption. Vanderwerff provides several ways of saving on waste to enhance our environment.

4. My Property Shoppe owner Jodi Mallas- Area Housing

Jodi Mallas of My Property Shoppe comes before the Council to provide information on the lack of available housing in the City of Waupun.

CONSENT AGENDA

Consent agenda consists of future Meetings & Gatherings, License and Permit Applications, and expenses for discussion and approval.

Motion Matoushek, second Vanderkin to approve the consent agenda. Motion carried 6-0 on roll call.

RESOLUTIONS AND ORDINANCES:

18. Ordinance to amend Ch. 16.01(10) Zoning Map -Rezone Dodge County Parcel 292-1315-0514-103 to Institutional District

The City received a petition to rezone parcel 292-1315-0514-103 from R-4 Central Area Single Family Residential Zoning District to the IN - Institutional Zoning District from Pella Lutheran Church. Pella Church had purchased the lot north of the church about 20 years ago for a possible parking lot expansion. The home was removed and a garage is presently located on the property. The State wishes to purchase this property for an off street, employee parking lot. On April 28, 2021 a public hearing of the Plan Commission was held and a recommendation to approve was made.

Motion Bishop, second Matoushek to waive the first reading and adopt Ordinance 21-03 to amend Ch. 16.01(10) Zoning Map -Rezone Dodge County Parcel 292-1315-0514-103 to Institutional District. Motion carried 5-1 on roll call with Westphal abstain.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

19. Gremmer & Associates Inc. Design services -Contract Amendment No. 1 for Madison Street STP-Urban (Doty Street to Lincoln Street) Project

Due to S. Madison Street project being delayed until 2022, design plans required updates. These updates are provided to the Council for consideration. The Board of Public Works made recommendation of approval at the Tuesday, May 11, 2021 meeting.

Motion Kaczmariski, second Bishop to approve the Gremmer & Associates Inc. Design services –Contract Amendment No. 1 for Madison Street STP-Urban (Doty Street to Lincoln Street) Project. Motion carried 6-0 on roll call.

20. IWorQ Service Agreement

City departments have reviewed a software program, IWorQ, as a reporting program to track labor, equipment and material costs, licensing and permitting, and code enforcement for \$4,750 in 2021 and \$9,500 each year after. The Board of Public Works made recommendation of approval at the Tuesday, May 11, 2021 meeting.

Motion Matoushek, second Bishop to approve the service agreement with IWorQ. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

21. American Legion Baseball Gretchel-Nelson Post 210 Request for Sponsorship for Central Plains Region National Tournament August 6-9, 2021

Dave Gerritsen of the American Legion Gretchel-Nelson Post 210 is before the Council requesting sponsorship from the City for the Central Plains Regional National Tournament scheduled August 6-9, 2021 in Waupun.

Motion Vanderkin, second Matoushek to approve the \$2500 Grand Slam level for a sponsorship to the American Legion Gretchel-Nelson Post 210 for the Central Plains Regional National Tournament scheduled August 6-9, 2021 in Waupun. Motion carried 6-0.

22. Appointment to Board of Public Works - Dave Rens

Motion Vanderkin, second Matoushek to appoint Dave Rens to the Board of Public Works. Motion carried 6-0 on roll call.

23. Board of Public Works Mechanic Job Description

Motion Matoushek, second Westphal to approve the Department of Public Works Job Description. Motion carried 6-0 on roll call.

24. Tourism Partnership Update

Schlieve provides a brief update on tourism and our partnership with Destination Lake Winnebago Region (DLWR). With the tourism sector slowly recovering, those staff members are slowly coming back online to increase marketing and sales efforts for the region tourism revenue is down but there is still a lot of work to market the future. Efforts have been strongly focused on developing content to promote local communities for future marketing campaigns.

MAYORAL CORRESPONDENCE/PRESENTATIONS

25. Open Meetings Law

Attorney VandeZande provides an overview of open meetings law.

ADJOURN TO CLOSED SESSION

At 7:23pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) (g) of the WI Statutes for discussion of Investment of Public Funds for proposed project at 505 Libby Street, Investment of public funds for proposed project at 417 E Main Street in TID 3, and Ambulance Services. Motion carried 6-0.

RECONVENE TO OPEN SESSION

At 8:30pm, motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

At 8:31pm, motion Bishop, second Matoushek to call the meeting adjourned. Motion carried 6-0.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, May 12, 2021 at 3:50pm

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

CALL TO ORDER

Meeting convened at 3:50pm by PFC President in the Waupun Safety Building.

ROLL CALL

Present: John Bett, Zak Dickhut, Teresa Heidemann, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison)

Also present: WFD Chief BJ DeMaa, Mayor Julie Nickel

Member(s) absent (excused): WPD Chief Scott Loudon

MINUTES FROM PREVIOUS MEETINGS

Minutes from the March 16, 2021 meeting were presented for approval. Motion to approve by Z. Dickhut (J. Bett Dickhut second; all in favor). Minutes approved as presented.

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

The PFC would like to recognize Commissioner Carole Cronin; in great appreciation of serving on the Commission for many years. Welcome to new Commissioner Teresa Heidemann.

CLOSED SESSION

The Waupun Police and Fire Commission will adjourn in closed session under Section 19.85 (1)(c) of the WI Statutes to conduct interviews with qualified applicants for employment for Emergency Medical Responders.

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

Motion to go into Closed Session at 3:52pm was made by Z. Dickhut (second by J. Bett; all in favor).

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 8:15pm after motion from Z. Dickhut (second by J. Bett; all in favor).

ACTION FROM CLOSED SESSION

Motion to accept all ten Emergency Medical Responder candidates at 8:15pm was made by J. Bett (second by Z. Dickhut; all in favor).

Mayor Julie noted appreciation to the PFC for overall support for this program and specifically for extended time for the interviews conducted. PFC recognized Chief BJ DeMaa for planning and organization of candidates and needed documentation which resulted in a very efficient meeting.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is May 26, 2021 at 4:30pm

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

ADJOURNMENT

Motion to adjourn meeting at 8:17pm made by Z. Dickhut (second by T. Rhodes; all in favor).

Respectfully submitted,
Tara Rhodes, Secretary

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



MINUTES
CITY OF WAUPUN – BUSINESS IMPROVEMENT
DISTRICT MEETING
In-Person & Teleconference
Wednesday, May 12, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Kate Bresser
Terri Crisp
Gary DeJager (arrived 7:07 a.m.)
Jonathan Leonard
Rich Matravers (left at 7:45 a.m.)
Teresa Ruch (arrived at 7:05 a.m.)
Tyler Schulz

Committee Members Absent:

Austin Armga
Jodi Mallas

Waupun Area Chamber of Commerce

Zac Dickhut (arrived at 7:04 a.m.) Interim Executive Director

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Other:

Andrea Oosterhouse The Clothing Pallet

CALL TO ORDER:

Ms. Van Buren called the meeting to order at 7:00 a.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

Ms. Van Buren informed the group that item 5 on the agenda should read "Selection of the Day of Month and Time of Business Improvement District Board Meetings".

A motion to approve the agenda, as amended, was made by Mr. Matravers and seconded by Ms. Bishop, passing unanimously.

2. Recognition of Mayoral Appointment of Members of the Business Improvement District

Recognition of Ms. Crisp to the BID Board is heard.

3. Nominations and Appointment of Chair of the Business Improvement District

A motion to appoint Ms. Bishop as Chair of the BID Board was made by Ms. Bishop and seconded by Ms. Bressar. A motion to appoint Mr. DeJager as Chair was made by Mr. Schulz and seconded by Mr. Leonard. Through a roll call vote, Ms. Bishop was appointed Chair by a 4-2 vote.

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

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

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

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

6. Approval of March 10, 2021 Minutes

A motion to approve the March 10, 2021 minutes was made by Mr. Matravers and seconded by Mr. Schulz passing unanimously.

7. Approval of the March 2021 Financial Statement

A motion to approve the March 2021 financial statement was made by Mr. DeJager and seconded by Mr. Leonard, passing unanimously.

8. Approval of April 2021 Financial Statement

A motion to approve the April 2021 financial statement was made by Mr. DeJager and seconded by Mr. Leonard, passing unanimously.

9. 2021 Business Improvement District Audit

As required by Wisconsin Statutes regulating Business Improvement Districts, Baker Tilly completed the 2020 Waupun Business Improvement District audit, as part of the City's annual audit process. No material modifications to the financial statements were needed in order to comply with accounting principles.

A motion accepting the 2020 audit was made by Mr. DeJager and seconded by Mr. Schulz, passing unanimously.

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

10. Maria Ruissen – The Clothing Pallet (18 N. Madison St.)

In the absence of Maria Ruissen, co-owner of The Clothing Pallet, Andrea Oosterhouse presented their request for funding from the Façade Improvement Program application for the property located at 18 N. Madison St. The project will be installing new windows, painting the exterior of the building, and installing a new sign and new lighting. The total project cost is \$11,438.56. Staff recommends approval. Motion made by Mr. Leonard and seconded by Mr. Schulz to approve 50% of the total project cost, not to exceed \$2,000, passing unanimously.

DISCUSSION ITEMS:

11. 2021 Operational Plan Updates

- Design
 - Adopt-A-Planter participants will receive their planters the morning of May 25th.
 - After working with the Terri Costello, the Main Street Planters will contain grass, petunias, and sweet potato vines. High school students will once again be able to do the plantings. Planting day will be the afternoon of May 25th.
- Economic Vitality
 - Still looking for space to be able to hold the 2021 Pop-Up program.
 - Three proposals were received, and interviews were conducted, for the Downtown Market Analysis. Through this process, staff feels the proposal from UW-Extension best aligns with the goal of this activity. Administrator Schlieve shared an example of their work that was done for Sauk Prairie. The group feels the work is important and looks forward to working on this effort with UW-Extension staff.
- Organization
 - 2022 Operating Plan will need to start being worked on this summer so will be engaging the small working group.
- Promotions
 - The Waupun Downtown Promotions Committee have the following upcoming events:
 - Farmers Market will start June 5th. Casey has been hired as the Farmers Market manager.
 - Wine Walk is being planned for August 20th
 - Group has been brainstorming ideas on how to bring more family friendly activities to the downtown.
 - Discussion with Nancy Vanderkin regarding 2021 Winter Wonderland. Currently the event is scheduled for November 12-14.
 - Work has started on the Discover Waupun website. Every downtown business will be listed with links to their respective websites. There will also

be a section for specials being offered and job opportunities.

12. Waupun Chamber of Commerce Update

Mr. Dickhut provided the following updates:

- Open house yesterday – descent participation and to get a feel as to what the chamber members are looking for in 2021
- Board currently has 5 vacancies.
- Annually meeting will be planned soon and will hopefully be able to get more board members.
- New chamber space has been updated. Fine Arts group is interested in also interested in sharing the space with monthly artist highlighting their art. Hope this is a start of more collaboration between entities that have shared goals
- Idea – also of businesses/spaces used to be two store fronts and might be something to take into consideration for future

13. Administrator Update

Administrator Schlieve provided the following updates:

- At the April CDA meeting, the board approved one Downtown Small Business COVID-19 Technology Grant, one Downtown Revitalization Grant, and three Downtown Targeted Reinvestment Grants All of the proposed projects will be bringing big, positive changes to our Downtown
- Continue to look at broader state programs to facilitate work in our downtown.
- Wayfinding signage was put on hold in 2020 due to COVID. The goal for 2021 is to design and install the new signage throughout the City.
- Our tourism partner, Destination Lake Winnebago Region, will be coming back to our community to film more tourism videos to help market our assets.
- Staff is reaching out and collaborating with eligible entities on the Restaurant Revitalization Fund and continues to research other opportunities identified in the ARPA legislation.
- Working on several industrial attraction projects and there will be continue to be a workforce issue and housing issue.

ADVANCED PLANNING:

14. Potential Agenda Items

- Grant Requests, if any

15. Date of Next Scheduled Meeting

The next meeting is scheduled for June 9, 2021 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. DeJager and seconded by Ms. Bishop passing unanimously. The meeting adjourned at 7:50 a.m.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, May 19, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:33 p.m. on Wednesday, May 19, 2021. Also present were, Schultz, Hintze, Gehl, Sullivan, Garcia, Jaeger, and Rohrer, via Zoom.

Dr. Bev Martens and Sandy Rohrer were recognized for being re-appointed to the Library Board by the Mayor.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the April 21, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics will continue to be affected by COVID.

- a. Circulated/downloaded/loaned: 35,958 items through the end of April, up 5.4% YTD.
- b. Curbside service: handled 1,501 transactions through the end of April.

ARTICLE IV: The current budget was discussed.

ARTICLE V:

- a. Motion by Hintze, supported by Gehl, to pay the May bills. Motion carried on 6-0 roll call.

ARTICLE VI: The Library Director Evaluation Committee has been connecting per email and will be meeting Thursday, May 22 to begin the revision of the present evaluation process. It will then move on to the evaluation of the director.

ARTICLE VII: Librarians' Report

- a. Tracking foot traffic during the last hour of Friday continued as adjusting the Friday and Saturday hours is being considered. With a change, total hours would stay the same; one hour would be subtracted from Friday and added to Saturday. Both days would then be open from 9 am-4:30 pm. Action to be taken under New Business.
- b. Summer Reading Program theme is "Tails and Tales." Virtual events are scheduled for May 19, June 16, 23, 30, and July 7. Further details available at the library or on the library's Facebook page.
- c. At this time the starting date of the the Drive-up window project remains June 7, 2021.
- d. Staffing: One of our desk assistants is leaving and a Library Page, Bryce Greenfield, has been promoted to fill the position. Applications are being received for the Library Page opening available in June. Our Circulation Librarian will also be leaving and her position will need to be filled.

e. The Senior Center has been spotlighting a city department every month. May 25, at 11:30 a.m., Bret, Pam and Tami will be presenting a brief program at the Waupun Senior Center as the spotlight. It will be recorded and posted on the library's YouTube page.

f. Adult Programming:

Eleanor Brinsko of Carlon Genealogical Services, presented the program titled "Get Started on Your Genealogy." There were 9 people in attendance. The program was recorded and Eleanor has allowed the library to keep the video up on its YouTube page (link accessible through the library website) for a month. A handout related to the program is available on the website as well.

Upcoming programs:

- *An adult take and make craft series during June, July, and August

- *A painting program in September

- *Chad Lewis, paranormal researcher, in October

- *Beth Amos, author, in November

Future programs are being developed. All programs will be virtual unless social distancing recommendations change.

g. The 2021 Dewey Awards will be presented during staff meeting on May 21st.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Rohrer, supported to Hintze, to nominate and re-elect Beverly Martens as Library Board President. Motion carried unanimously.

b. Motion by Hintz, supported by Rohrer, to nominate and re-elect Jan Sullivan as Library Board Vice-President. Motion carried unanimously.

c. Motion by Sullivan, supported by Gehl, to nominate and re-elect Rohrer as Library Board Secretary-Treasurer. Motion carried unanimously.

d. Motion by Rohrer, supported by Sullivan, to hold the monthly Library Board meeting at 4:30 p.m. on the 3rd Wednesday of each month. Motion passed unanimously.

e. Motion by Schultz, supported by Hintze, to allow Jaeger to fill the Circulation Librarian position, which will open in mid-July. Motion carried.

f. As a result of COVID, the Library ended 2020 with a budget surplus of approximately \$81,000.

Motion by Rohrer, supported by Sullivan, to accept the City of Waupun's Finance Director's proposal regarding the 2020 library budget surplus. The proposal is as follows:

- a. Reserve \$29,000 of the surplus for drive-up window installation costs, as this expense was not included in the 2021 Budget.
- b. Reserve an additional \$14,000 of the surplus for Accounts Payable and Accrued Payroll costs. These were 2020 expenses, but were not paid for until 2021.
- c. Transfer the remaining \$38,000 to the City's Capital Improvement Fund. This process is in line with how the 2020 Budget surpluses were handled for other City departments.

Motion carried on 6-0 roll call.

g. Motion by Schultz, supported by Hintze, to accept Jaeger's recommendation to increase the Unique Collection Agency Threshold from \$30.00 to \$50.00. Motion carried.

h. Motion by Sullivan, supported by Rohrer, to change the hours of operation on Friday and Saturday, with one hour subtracted from Friday and added to Saturday. Both Friday and Saturday hours would be 9 am - 4:30 pm. This change will begin on Friday, June 4th. Motion carried.

i. Considering the recent update of the CDC, Bret developed and presented a plan, called Mask Expectations. The purpose of this plan is to help keep staff and patrons safe as the library adjusts to the new mask recommendations of the CDC. Staff will be given an opportunity to provide suggestions, ask questions and address concerns at the staff meeting on Friday, May 21.

ARTICLE IX: Motion by HIntz, supported by Rohrer, to adjourn at 5:44 p.m. Motion carried.

***Next tentative meeting: Wednesday, June 16, 2021 at 4:30 p.m. The Board will meet face to face at the Library, but efforts are being made to provide availability for the those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
City Hall 201 E Main Street, Waupun WI
Tuesday, May 25, 2021 at 6:00 PM

CALL TO ORDER

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

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Kaczmariski, Alderman Langford, Alderman Matoushek, Alderman Bishop, and Alderman Vanderkin. No members are absent.

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

City Staff present is Fire Department Code Enforcer Beer and Community and Economic Development Coordinator VanBuren.

Audience in attendance is Joe, Arielle, and Max Barnes; Thomas, Isaiah, Carly O'Neill; Kim Clover, Mike Tuler, Paul Beder, Mike Thurmer, and Jason Whitford.

Media present is Ken Thomas of the Daily Citizen.

CONSENT AGENDA

Consent agenda consists of future Meetings & Gatherings, License and Permit Applications, and expenses for discussion and approval.

Motion Matoushek, second Bishop to approve the consent agenda. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

1. Oath of Office offered to Fire Department Staff

City Clerk Hull offers the Oath of Office to Fire Fighters Joseph J. Barnes, Thomas M. O'Neill, and Michael T. Tuler.

2. City of Waupun COVID-19 Plan and Employment Policies Update

Due to recent changes to the CDC guidelines relating to the mask mandate, the City of Waupun's policy has been updated.

Motion Vanderkin, second Matoushek to approve the revised City of Waupun COVID-19 Plan and Employment Policies. Motion carried 6-0 on roll call.

3. Mayoral Appointments to the Utility Commission and Library Board

Due to conflicts with Board meeting start time and personal schedules, a request was made to remove Alderman Will Langford from the Utility Commission and replace with Alderman Nancy Vanderkin.

Motion Bishop, second Matoushek to accept the revised Mayoral appointments to the Utility Commission and Library Board. Motion carried 6-0 on roll call.

4. Vacancy of Paid on Call Fire Fighter Position

Paid on Call Fire Fighter, Paul Beder, has submitted his resignation for retirement from the Waupun Fire Department, effective June 1, 2021. As this resignation will create a vacancy, Chief Demaa requests to fill it.

Motion Matoushek, second Bishop to authorize filling the vacant Paid on Call Fire Fighter position. Motion carried 6-0 on roll call.

5. Police Department Staffing Concerns

Due to staffing concerns, Chief Loudon makes request for the approval to include the hiring of an additional Patrol Officer in his 2022 budget.

Motion Kaczmariski, second Vanderkin to approve filling an 18th patrol position in the 2022 budget, contingent upon availability of funding in the 2022 City of Waupun operating budget. Motion passes 4-2 on roll call with Westphal and Matoushek voting nay.

6. City of Waupun Strategic Planning/Budget Process Overlay

The City is expected to face a variety of challenges, such as, declining shared revenues and increasing concerns of capital needs, unfunded state/federal mandates, community mental health and workforce availability. The goal is to create a plan at the staff level that informs decision-making, work plans and resources allocations for fiscal years 2022-2027. The plan will result in the creation of a financial model that help Council make priority-based decisions based on identified priorities. Departments have provided their 2020 accomplishments for review.

ADJOURNMENT

At 7:07pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, May 26, 2021 at 4:30pm

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

CALL TO ORDER

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

ROLL CALL

Present: John Bett, Zak Dickhut, Teresa Heidemann, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison); WFD Chief BJ DeMaa, WPD Chief Scott Loudon,

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

RECOGNITION OF MAYORAL APPOINTMENT AND NOMINATION OF APPOINTMENTS

The following annual Commission Nomination and Appointments were recognized:

- Recognition of Mayoral Appointment of Citizen Teresa Heidemann.
- Recognition of Mayoral Appointment of Council Member Liaison N. Vanderkin.
- Nomination and motion by T. Rhodes, J. Bett for M. Thurmer for President; all in favor, motion passed.
- Nomination and motion by T. Rhodes, Z. Dickhut for J. Bett for Vice President; all in favor, motion passed.
- Nomination and motion by J Bett, M. Thurmer for T. Rhodes for Secretary; all in favor, motion passed.

The Commission will meet on quarterly basis; dates to be established due to wanting to align meetings with interview needs of Fire and Police departments.

MINUTES FROM PREVIOUS MEETINGS

Minutes from the May 12, 2021 meeting were presented for approval. Motion to approve by J. Bett (Z. Dickhut second; all in favor). Minutes approved as presented.

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

WFD Update from Chief BJ DeMaa:

- Conditional offer made and accepted by all ten EMR candidates interviewed this month at 5/12 meeting. All candidates will next complete physicals and background checks. Anticipated EMR class start date in June through Moraine Park Technical College; dependent on availability of new curriculum (online or book); goal is for October start date on responding to calls.
- Averaging 12 calls/month in city; 5-6 calls in township. During the day, response is usually 11 of 30 members; with 16 of 30 responding to evening calls. Reasons firefighters are unable to respond is due to family and/or work commitments; Chief DeMaa noting that 18 is the minimum desired. Chief DeMaa is considering options to change the staffing model to ensure 18 are available, currently he is requesting information from other "like" fire departments across WI. This information will be shared with the Commission in the future.
- The Cadet program ended today (aligns with end of school); positive feedback from participants; one is anticipated to start fire school this fall and will likely look to rejoin fire department in "Cadet" role which is geared towards individuals pursuing firefighting as a career.
- Firefighters Joe Barnes, Tom O'Neill and Mike Tuler were sworn in 5/26; congratulations from the Commission.

- Effective June 1, 2021 Captain/Fire Inspector Paul Beder will be retiring; the Commission thanks him for 30 years of service. Due to timing of City Council/Commission meetings, the Council acknowledged receipt of P. Beder's retirement at their meeting 5/25/2021. The Commission also acknowledges this retirement. The WFD will begin process (interview) for Captain role.
- Discussion of the general process for the Cadet role. A motion was made by T. Rhodes (Z. Dickhut second; all in favor) to approve promotion of Cadet Selena Rosales to the Paid-On-Call firefighter position created by P. Beder's retirement.
- The job description for Deputy Fire Inspector job description was presented to the Commission as informational and was discussed. Wally Beekman currently performs in this role. A motion to approve a hiring process by J. Bett (Z. Dickhut second; all in favor) to hire an additional Deputy Fire Inspector. Candidates will come to the Commission for interviews and position will be posted publicly; selected candidate will be required to attend the WI Fire Inspector I class if they don't already have that certification.
- Emergency Management Drill completed successfully (simulated during Truck-N-Show) and focused on roles/responsibility of on-scene incident command and Emergency Operations Center.
- Community Services Open House held every other year; we are moving forward with this year's event scheduled for Monday October 4th, 5-8pm.

WPD Update

- On track for 14,000 calls for 2021; this would be the highest call volume ever experienced.
- Have been assisting the Lake Winnebago Area Metro Unit with heroin drug busts because Waupun is on the route of dealers who move drugs between the Fox Valley and Chicago. Local drug activity is up; with two recent heroin busts in Waupun noted.
- Currently have three vacancies (1 open position, 1 on FMLA, 1 opening, 1 in field training who will start to mid/late August). Chief Loudon discussed how difficult it is to keep up with normal operations and filling in for vacations and concerns around staff morale. He has requested City Council to reopen 18th officer position which had previously been approved but was on-hold. Chief Loudon noted the changes in the hiring process (now starts much earlier and includes sponsorship and academy participation) has extended the timeframe from months to over a year. Additionally, the increasing call-volume supports moving forward with 18th officer position. The current state of police force in the news has placed an emphasis on training which also increases time not spent on patrol.
 - Commission asked about sign-on bonuses; Chief Loudon noted this was discussed at City Council.
 - Motion made by J. Bett (Z. Dickhut second; all in favor) to request the City Council explore a sign-on bonus structure (amount, anticipated savings related to turnover/vacancy, milestone payout structure, etc.).
- Discussion related to the difficulties around responding to mental-health calls. Crisis response is handled at the County level. A Wellness Committee comprised of community services to begin related discussions.
- K9 Boomer doing better after a recent physical issue; looking into a step for police vehicle to help reduce impact of jumping in/out of vehicle.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is not yet scheduled (the Commission meets quarterly, at minimum).

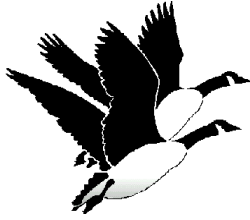
If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

ADJOURNMENT

Motion to adjourn meeting at 5:37pm made by Z. Dickhut (second by T. Rhodes; all in favor).

Respectfully submitted,
Tara Rhodes, Secretary

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



City of Waupun
201 E. Main Street
Waupun, Wisconsin 53963
Phone: 920-324-7900
Fax: 920-324-7939
www.cityofwaupun.org

"Wild Goose Center of Wisconsin"

Board of Review Minutes of Meeting- June 8, 2021

The Board of Review met in regular session on Tuesday, June 8, 2021 at 9:00 a.m. in the City Hall Council Chambers located at 201 E. Main Street, Waupun.

Clerk Hull calls the meeting to order at 9:00am.

Clerk Hull takes roll call.

Board of Review members present on roll call are Richard Steinbach, Julie Nickel, Dylan Weber, Jon Dobbratz, Steve Buchholz, and Jan Harmsen. No members are absent. A quorum is noted.

Also present is City Assessor Craig Olson of Associated Appraisal.

Audience present is Christopher and Rhonda Blotzer.

Clerk calls for nominations for Board Chairman.

Motion Nickel, second Harmsen to appoint Dobbratz as Board Chairman.

As no other nominations are heard, nominations are closed.

Motion carried to appoint Dobbratz as Chairman.

The Notice of the Board of Review was published 15 days prior to the meetings of Open Book and Board of Review. The notice was published as a Class 1 Notice on May 21 and May 24, 2021 and posted in 3 public places of the Waupun City Hall, Waupun Public Library, and Waupun Utilities

Open Book which was conducted by Craig Olson of Associated Appraisal on May 17, 2021 through virtual and teleconferencing due to COVID-19.

Affidavits of the Board members, Clerk and Assessor have been received.

The policy of Sworn Telephone or Written Testimony was previously adopted by the Board of Review.

Craig Olson of Associated Appraisal provides the 2021 assessment roll to the Clerk and provides information on the open book happenings and process.

Clerk offers the Oath of Office to Craig Olson of Associated Appraisal and Christopher and Rhonda Blotzer.

The Board hears the objection received by Christopher and Rhonda Blotzer for the residential property of 717 Sunrise Avenue, Waupun, Dodge County property tax key number 292-1315-0922-025. The Assessor has this property value as \$50,000 improvements and \$26,500 land for a total assessment of \$76,500.

Blotzer contests the structure is a wick home, constructed by Flood Homes, and they have endured mold and electrical and plumbing deficiencies. Blotzer states they did not receive a final occupancy permit. Blotzer is currently in litigation regarding this property in which the hearing is scheduled for April 2022. With the issues with the home, Blotzer requests the improvement value to be adjusted from \$50,000 to \$0. Assessor Olson sympathizes with the Blotzer's for what they have endured but attributes the issues to poor workmanship. Olson understands there are litigation issues to a level of \$400,000. In 2015, the assessed value provided \$168,600 which was reduced several times over the years. Olson believes the structure continues to hold value and could be sold as cash sale, with or without occupancy permit.

Motion Nickel, second Harmsen to rule the Assessors evaluation to be correct. Motion carried 5-1 with Weber voting nay.

As no additional objectors made request for a scheduled appointment to appear before the Board and no audience is present to be heard, the tape recording was turned off.

At 10:52am the Clerk turned on the tape recording.

No objections were heard.

Motion Harmsen, second Nickel to conclude the two-hour session at 11:01am and adjourn the Board of Review. Motion carried.

Angela J. Hull, Board of Review Clerk

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

June 2021

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

Re: Report to Common Council

A. Statistics

Through the end of May we have circulated/downloaded/loaned 45,061 items, with curbside service handling 1,518 transactions.

B. Drive-thru Window Project update

We were informed that there is still at delay at the manufacturer's plant so we don't expect delivery of the window/drawer unit until late July.

C. Summer Reading Program

The theme for this year's Summer Reading Program is "Tails and Tales," and registration is underway. Upcoming virtual events are scheduled for June 16, 23, 30, and July 7. Further details will be available at the library, or on the library's Facebook page.

D. Staffing

With the recent resignations of a Library 4 and Library 2 position, in-house promotions have been occurring as staff are moving up to various positions. The end result is two openings for Library 1 Library Page positions, which should be filled, or in the process of being filled, by the time you read this.

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

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 5/1/2021 To 5/31/2021

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

Total Number of Calls for this reporting period: 1,183

72 HOUR DETENTION	3	LITTERING	1
911 CHECK	12	MINI/DIRT BIKE COMP	1
911 MISDIAL	11	NEIGHBOR DISPUTE	2
ACCIDENT	11	NOISE COMPLAINT	7
ACCIDENT W/BLOCKAGE	2	OCCUPIED DISABLED	1
ACCIDENT/INJURIES	2	OFFICER STAND BY	2
ALARM TEST	1	OPEN DOOR	1
ANIMAL BITE COMP	4	PAPER SERVICE	18
ANIMAL COMPLAINT	7	PARKING ENFORCEMENT	30
ASSIST CITIZEN	21	PRISONER TRANSPORT	3
ASSIST MOTORIST	7	RECKLESS DRIVER	8
ASSIST OTHER AGENCY	19	REPOSSESSED PROPERTY	1
ATTEMPT TO LOCATE	4	RESTRAIN ORDER VIOL	1
AUTO THEFT	2	RUNAWAY	3
BIKE STOP	1	SCAM	1
BUILDING CHECK	39	SCHOOL BUS COMPLAINT	1
BURGLARY	1	SEARCH WARRANT	2
CAR VS DEER	1	SEXUAL ASSAULT	1
CHECK WELFARE	15	SPECIAL ASSIGNMENT	15
CHILD ABUSE/NEGLECT	2	SUBJECT STOP	8
CHILD CUSTODY	2	SUBJECT WITH GUN	1
CIVIL PROBLEM	1	SUSP ACTIVITY	6
CLICK IT GRANT	1	SUSP PERSON	4
COMMUNITY POLICING	6	SUSPICIOUS VEHICLE	8
COUNTY AMBULANCE	44	TAVERN CHECKS	23
COURT ORDER VIOLAT	2	THEFT	3
CR DAMAGE TO PROP	2	THREAT COMPLAINT	5
DEPARTMENT K9 DOG	6	TRAFFIC ENFORC DAP	9
DIRECTED AREA PATROL	358	TRAFFIC PROBLEM	6
DISORDERLY CONDUCT	9	TRAFFIC STOP	97
DOMESTIC DISPUTE	8	TRESPASSING	1
DRUGS/NARCOTICS	3	TRUANCY	9
ESCORT FUNERAL	4	WARRANT	5
EXTRA PATROL	140	WARRANT OTHER AGENCY	2
FIRE ALARM	3	WAUPUN ORDINANCE	12
FIRE GENERIC	1	WRONG WAY DRIVER	1
FOLLOW UP	60		
FOOT PATROL	11		
FOUND ANIMAL	3		
FOUND JUVENILE	2		
FOUND PROPERTY	7		
FRAUD/FORGERY	1		
GAS DRIVE OFF	6		
HARASSMENT	4		
HIT AND RUN	6		
HOUSE WATCH REQUEST	7		
INFO TO DOCUMENT	1		
INFORMATION	2		
INTRUSION ALARM	4		
JA/UNDERAGE/ALCOHOL	8		
JUVENILE PROBLEM	7		

Waupun Police Department Update –May Report

Meetings – Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, LEPC Meeting, Corrections Meeting, Communications Meeting, and Walkathon Meeting.

Training – Spillman/Motorola RMS Meetings/Coding training, Emergency Management Exercise, Performance Management Training, and Firearms Training.

Evidence Room- continue purging, destroying and returning evidence. All weapons and ammunition were taken to the Wisconsin State Crime for destruction that were no longer needed for evidentiary purposes

Events – Memorial Day Parade, Dodge LE Memorial

Hiring process –Officer Kerns in Field Training. Application taken for open vacancy.

Drug Unit – LWAM took over 50 pounds of Meth off the street. Seized crack, smaller amount of Heroin, and a lot of drug paraphernalia. Numerous drug charges and arrests. There were a lot of drug overdoses in the surrounding counties.

Complaints

2021-0725	Check welfare/disorderly conduct complaint- voluntary commitment to HCC
2017-0888	Guns for destruction to Wisconsin State Crime Lab- identified all weapons and verified case status
2016-1308	Guns for destruction to Wisconsin State Crime Lab
2016-1493	Guns for destruction to Wisconsin State Crime Lab-
2019-1313	Drugs to Wisconsin State Crime Lab for testing for upcoming court trial
2020-0236	Follow-up for Dodge County District Attorney; did cell download for text message content for Dom. Abuse/DC/Battery/False Imprisonment/Fel. Elude case
2021-0804	Sexual assault incident; female victim and male actor- still under investigation
2021-0607	Search Warrant, 208 N. Mill St.; search of residence for drug evidence- photographed, collected and inventoried evidence
2021-0162	Follow-up for FDL DA for stolen vehicle case

Sexual Assault Kit Initiative per the Attorney General and catalogued and inventoried all sexual assault kits in the possession of the Waupun Police Department. We are now in compliance with the state requirements for documenting sexual assaults.

Strege Case – Jeremy, Ted, Winscher, Det Rolfs, Det Lake, Canine Search Solutions

Theft – Friday 5/07/21 at 7:47am, police responded to a residence in the 1100 block of Rock Ave for a theft of a handgun. Sunday 5/09/21 at 9:51pm, police responded to a the same residence for an additional handgun that had been stolen. The complainant also let a known subject use his vehicle, but the subject had not returned the vehicle. The vehicle was located parked on a city street and was turned over to the complainant. Monday 5/10/21 at 1:37pm, police responded to the 200 block of S Madison St for a report of a stolen vehicle. Monday 5/10/21 at 9:10pm, police responded to a residence in the 1100 block of Rock Ave for a report of a handgun theft. An associate of the handgun owner was alleged to have stolen the guns and the vehicle. A 27-year-old Waupun man was taken into custody on a separate arrest warrant and numerous theft charges were referred to the DA's Office for the gun and vehicle thefts.

Auto Theft – Monday 5/10/21 at 9:13am, police responded to the 1200 block of S Watertown St for a report of a stolen school mini bus. The vehicle had been returned but GPS and local surveillance showed the vehicle had been stolen over the weekend. A 36-year-old Waupun man was taken into custody on a separate arrest warrant and charges were referred to the Dodge County DA's Office for Operating w/out Owners Consent.

Search Warrant – Tuesday 5/25/21 at 8:20am, police conducted a drug related search warrant at a residence in the 200 block of N Mill St. A 46-year-old Waupun man was taken into custody for Possession of Controlled Substances, Possession of Drug Paraphernalia, and a Probation warrant. A 38-year-old Waupun woman was taken into custody for Possession of Controlled Substances and Possession of Drug Paraphernalia. Both subjects were transported to the Fond du Lac County Jail.

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for May 2021

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	74 Kristi Thurk	451 Bittersweet Ln	Swimming Pool w/ deck & fence	350	25000
21-	87 Timothy Bartow	704 Buwalda Dr	4' High Black Chain Link Fence	100.00	6,578.00
21-	88 Eric Smith	817 Seymour Ave	6' Dogeared Wood Fence	100.00	4,000.00
21-	89 Kevin Winter	608 Cochrane St	18x24 Detached Garage	230.00	24,000.00
21-	90 Abigail Moyer	7 Reeds Dr	6' High Wood Privacy Fence	100.00	2,400.00
21-	91 Nick Hartman	532 E Brown St	Replace existing fence	100.00	
21-	92 Megan Van Ruiswyk	979 W Main St	Reroof & Reside	50.00	4,000.00
21-	99 Michael Giebink	554 E Brown St	Service	80.00	1,000.00
21-	101 Cheryl Ross	700 Buwalda Dr	Replace Furnace & AC	50.00	8,981.46
21-	107 Dan Wucherer	708 Sunrise Ave	Generator	80.00	
21-	109 Wayne Strehlow	737 Sunrise Ave	Replace Picture Window & Kitchen Window	50.00	4,000.00
21-	110 Cody & Danielle Allard	102 Elm Street	Concrete for garage, patio, and driveway	150.00	24,000.00
21-	112 Kurt DeBoer	824 Sunset Ave	Garage Addition & Concrete Patio w/ Roof	355.00	10,000.00
21-	113 Waupun Public Library	123 S Forest St	Install Drive-Thru Window	252.56	28,760.00
21-	117 First CRC - Rectory	10 Bly Street	12x14 Deck	150.00	
21-	118 Justyne Dalske	20 S State St	6' High Fence	100.00	4,000.00

TOTAL \$2,297.56 \$146,719.46

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	86 Jim Svitavsky	546 W Franklin St	roof repair	50.00	1,250.00
21-	93 Mark Vande Zande	159 Harmsen Ave	Replace AC	50.00	3,356.00
21-	94 Real Breaks	324 E Main St	Remodel - HVAC System	214.00	58,783.00
21-	95 Siebers-Strege	163 Harmsen Ave	Reroof	75.00	12,500.00
21-	96 Nathan Mertz	221 Brandon St	Garage Rewire	50.00	
21-	97 Real Breaks Card Shop	324 E Main St	PHASE II, III, & IV - Renovate 2nd Floor	1,871.09	311,849.00
21-	98 Michael Lunde	111 W Franklin St	6' High Chain Link Fence	100.00	5,500.00
21-	100 Dean & Julie Schulz	548 W Spring St	Replace Furnace & AC	50.00	11,947.27
21-	102 Dylan Weber/Eric Stein	512 E Main St	Electrical Upgrades	80.00	
21-	103 Theresa Respalje	620 W Main St	Demo Existing Garage & new detached garage	280.00	10,000.00
21-	104 Tyler Vodak	612 Park St	Reroof Garage	50.00	2,000.00
21-	105 Shirley Williams	920 Rock Ave	16x10 Deck w/ Stairs	200.00	12,000.00
21-	106 Mike Flier	601 Beekman St	Service Upgrade	80.00	
21-	108 Real Breaks Card Shop	324 E Main St	Remodel 2nd Floor - Plumbing	88.80	14,800.00
21-	114 Nate Hopp	700 Brandon St	Kitchen Remodel	120.00	20,000.00
21-	115 Bonnie Oosterhouse	155 Ackerman Ave	Service Upgrade	80.00	800.00
21-	116 Scott McGowan	609 Fern St	Reside	137.15	22,857.56
21-	111 Larry Stam	448 Neevel Ave	Install Egress Window	50.00	6,230.00

TOTAL \$3,626.04 \$493,872.83

GRAND TOTAL \$5,923.60 \$640,592.29

Permits issued in Dodge County 16
 Permits issued in Fond du Lac Cty 18
Total Permits for the month 34

Building Permit Fees \$5,923.60
 Special Assessment Letter Fees \$160.00
 Conditional Use Permit Applications \$450.00
 Variance
Grand Total \$6,533.60

BUILDING PERMIT COMPARISON

May 2020: Dodge County - 12 permits; Fond du Lac County - 12 permits

Total estimated cost of construction:	\$	581,000.55
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FIVE MONTH COMPARISON

January - May 2018	estimated cost of construction	\$19,315,215.00
January - May 2019	estimated cost of construction	\$6,179,695.83
January - May 2020	estimated cost of construction	\$3,593,521.55
January - May 2021	estimated cost of construction	\$2,320,339.08

JUNE SENIOR CENTER STATUS UPDATE

All of our activities have resumed with the exception of in-house lunch dining and transportation. Fond du Lac County Department of Senior Services will determine if those services will resume in July. Senior Swim is brought to us by the Waupun Community Coalition on Aging. This seasonal activity will be offered on Fridays at 11:00am at the Waupun Family Aquatic Center.

May Waupun Senior Center Programs:

- **SIA Insurance Bingo:** 39 participants
 - **Book Club:** 9 participants
 - **Buddy Bingo:** 31 participants
 - **Waupun Community Coalition on Aging Bingo:**33 participants
 - **Virtual Storytelling:** 5 participants
 - **Foot Care Clinic:** 34 participants
 - **Manicures:** 3 participants
 - **Eyeglass Adjustments:** 7 participants
 - **Craft Club:** 12 participants
 - **Pen Pals:** 22 participants
 - **Drug Repository:** 2 participants
 - **Euchre:** 97 participants
 - **Sheepshead:** 113 participants
 - **Knit-Wits:** 23 participants
 - **Picnic:** 19 participants
 - **Walking Wednesday:** Rescheduled due to weather
 - **Yoga:** 282 participants
 - **Aerobics & Tone:** 177
 - **Board Games:** 118
 - **Movie Afternoon:** 17 participants
 - **Curbside Lunch:** 220 participants
 - **Mobile Meals:** 462 participants
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JUNE 2021 SENIOR CENTER ACTIVITY CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone	2 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	3 8am Fitness Center 8:30am Foot Care 9am Dominoes 10am Lunch 10:30am Yoga II 1pm Sheepshead	4 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II
7 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	8 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 11:30am Craft Club	9 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	10 8am Fitness Center 9am Dominoes 9am Sequence 10am Lunch 10:30am Park Yoga 1pm Sheepshead	11 8am Fitness Center 9am Se7ens 10am Lunch 11am Senior Swim 1pm SIA Bingo
14 8am Fitness Center 9am Marbles 10am Lunch 1pm Euchre 1pm Golf Cards <u>NO YOGA</u>	15 8am Fitness Center 9am Hand & Foot 10am Lunch 1:00pm Caregiver Presentation <u>NO TONE</u>	16 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 12:30pm Eyeglasses 1pm Sheepshead 6:15pm Knit-Wits	17 8am Fitness Center 8:30am Foot Care 9am Dominoes 10am Lunch 10:30am Yoga II 1pm Sheepshead	18 8am Fitness Center 9am Se7ens 10am Lunch 11am Senior Swim
21 8am Fitness Center 9am Marbles 10am Lunch 1pm Euchre 1pm Golf Cards <u>NO YOGA</u>	22 8am Fitness Center 9am Hand & Foot 10am Lunch <u>NO TONE</u>	23 8am Fitness Center 9am Dice 10am Lunch 1pm Sheepshead 6:15pm Knit-Wits <u>NO AEROBICS</u>	24 8am Fitness Center 9am Dominoes 9am Sequence 10am Lunch 1pm Sheepshead <u>NO YOGA</u>	25 8am Fitness Center 9am Book Club 9am Se7ens 10am Lunch 11am Senior Swim 1pm WCCA Bingo
28 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	29 8am Fitness Center 9am Hand & Foot 9am Manicures 10am Lunch 10:30am Tone 3:00pm Movie	30 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits		

SCHEDULE IS SUBJECT TO CHANGES

Please 324-7930 to verify and register for activities and lunch curbside lunch.



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: June 14, 2021
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- On May 10th at 10:00 am a power outage was reported at W7375 Hwy 49. A tree came in contact with the secondary line causing a phase to neutral fault. The transformer bayonet fuse blew resulting in a power outage. Once the tree was removed, crew worked to repair the line and refuse the transformer. Power was restored at 12:10 pm.
- On Tuesday May 25th at 3:30 am, I received a call from the lead maintenance tech at Tenneco (Federal Mogul) stating the plant at 401 Industrial Dr was completely without power. Tenneco is Waupun Utilities' largest customer and has a direct feed from the Comtech substation distributed to four 1500kva and one 2500kva transformers. All five transformers were without power. Electric staff was called in to troubleshoot the cause of the outage. It was determined the cause of the outage was a raccoon that climbed the steel structure in the substation coming in contact with 12400 volts. This caused a phase to phase arc and blew all three overcurrent devices, in addition to causing damage to the lightning protection equipment. Crew worked to replace the damaged equipment and power was restored at 5:10 am.

Overhead Line Rebuild / Voltage Conversion

- The electric crew is working to rebuild overhead lines in the back lot lines of W Main St, W Jefferson St, and W Brown St, all located between S West St and Fox Lake Rd. A complete rebuild will include the following:
 - 11 new poles
 - Primary and secondary conductors
 - Dual Voltage Transformers

LED Street Lights

- The decorative street lights located downtown have been converted to LED.

General Manager Update:

MEUW Management Training Program

Chad Flegner and Owen Vande Kolk attended Session B of the MEUW Management Training Program. Session B focused on topics related to effective skills for leadership and team building. Chad and Owen have now completed two of six sessions of the program. The six-session program is scheduled throughout a two-year period.

Performance Reviews

- Management is working to complete performance reviews for all departments. Reviews will be completed by June 18th.

Office Staff

With our Customer Billing Representative out on extended leave, we are utilizing part time help from Nancy Oosterhouse. While Nancy is covering the Customer Service Representative duties, it provides an opportunity for Jenny Brown to complete the Customer Billing Representative's tasks, with support from Jen Benson and Christina Keller. Everyone in the office is helping to cover gaps to ensure all work and processes are being completed, all the while still providing exceptional customer service during the time of leave.

Customer Disconnections

- 258 Disconnection notices were mailed to customers in arrears > \$150 for a total of \$74,300
- 292 Friendly Reminder notices were mailed to customers in arrears < \$150 for a total of \$252,100
- 22 customers were disconnected due to non-payment of the past due balance on May 19th totaling \$5,000

Grant Funding to Help with Overdue Utility Bills

Governor Tony Evers, partnering with the Wisconsin Department of Administration (DOA) and the Public Service Commission (PSC) announced end of April 2021 that more than \$21 million in grant funds would be made available to cover utility bill arrearages for more than 36,000 qualifying utility customers across Wisconsin through the Wisconsin Home Energy Assistance Program (WHEAP).

A list of customers was provided by the DOA on May 28th to Waupun Utilities of potential qualifying customers to receive the grant funding. The DOA requested that our utility report back the amount in electric arrearages for those customers included on their listing. Staff completed the data request and submitted back to the DOA on June 2nd.

This concludes my report for June 2021. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: June 8, 2021
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Interior and exterior visual inspection of Tower 1 and Tower 2 were completed by Suez as part of our maintenance contract. Both inspection reports stated minimal residue was present and coatings are in great shape. The WDNR requires that the interior and exterior of all water storage facilities of 10,000 gallons or larger shall be inspected and maintained a minimum of every 5 years by a professional tank inspection firm or by a registered professional engineer. Interior and exterior coatings on steel elevated water storage tanks or treatment structures shall be inspected by a person trained to evaluate the integrity of the paint system.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Sabel Mechanical completed rebuilding and replacing the internal components of both intermediate clarifiers. This is a cost-effective solution versus replacing with an entirely new system. The clarifier tanks maintain a suitable operating condition while the skimmer arm, center well, drive assembly, and sludge rakes corrode and wear beyond an acceptable level.

Xylem Sanitaire completed annual cleaning of the aeration diffusers. Regular cleaning and maintenance of the diffusers will ensure optimal equipment performance, consistently effective treatment of wastewater, and substantial energy savings.

Staff's main focus has been tank maintenance. This maintenance will continue throughout the remainder of the summer. The length of the schedule is due to a combination of vacations, and operational challenges with the upcoming ABNR construction project.

Water/Sewer Crew:

There was one call-in this month, for a loss of water pressure. The loss of pressure was due to a contractor driving over the customer's curb stop and compressed service line, allowing minimal flow to home. Repairs were made at the contractor's expense.

Water/Sewer Crew - Continued:

During the annual leak detection survey, the crew identified and correlated (5) service leaks that were not surfacing. The leaks were located on Brown St., Monroe St., Jefferson St., Harmsen Ave., and Barnes St. In addition to the service leaks, (2) main leaks were identified. The first on Division St. and second on McKinley St. Repairs were made to all services and mains. As a direct result, pumpage reduced approximately 20,000 gallons per day.

MEUW provided groundman training to the crew. This training will be very beneficial, when assisting the electric department on projects or emergencies. Training consisted of the following:

- Basic Electrical Theory
- Components of an electric distribution system
- Down wire safety
- Truck set-up
- Tools and equipment used in the electric industry
- Rubber glove inspection and care
- Bucket rescue

Staff's focus will be preventative maintenance of the distribution and collection system over the next month. These tedious tasks are identified below:

- Valve exercising will continue over the next month. By regular surveying and valve exercising we will have detailed records to ensure the operability of our distribution system. Surveying helps identify the condition and location of all our valves. Knowing the condition of the valves and having an updated GIS system helps eliminate higher costs associated with water main breaks, lost time digging up buried valves and congested traffic due to excavating roadways.
- Jetting the entire sanitary sewer basin will continue throughout the summer. Jetting is the use of a high-pressure jet/vac truck to clean the sanitary sewer system. To clean sanitary sewers high-pressure water is propelled through a jet nozzle at the end of a specialized hose through the sewer pipeline, breaking through obstructions and blockages. A flushing nozzle is installed on the end of the jet truck's hose and the hose is lowered into the downstream manhole of the sewer section being cleaned.

Rock and Newton Update:

PTS will begin the project of drilling rock for the lift station on 6/10/21. Full excavation of lift station and temporary bypass pumping will commence the week of 6/14/21.

Wastewater Treatment Facility ABNR Project Update:

Miron will commence mobilization and earthwork the week of 6/14/21.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: June 14, 2021
SUBJECT: April 2021 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

Construction activity for the month was minimal for the water and sewer crews as much of the work was centered towards maintenance activities typical for this time of year. The electric crew completed preparation work for the ATC upgrade project scheduled for August 2021 and replaced / upgraded poles and wire at various locations within the service territory.

There was no plant activity for April 2021. The electric utility sold its old backhoe for \$21,250 during the month.

MONTHLY OPERATING RESULTS – April 2021 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **19.1% above** budget & **19.6% higher** than April 2020 on increased sales to Large Industrial Power. It was this time last year we began to see the effects of the COVID-19 shut-downs.

Water

- Monthly sales units of 100 cubic feet were **6.1% above** budget & **1.4% higher** than April 2020 sales; usage increase primarily in the commercial customer class.

Sewer

- Monthly sales units of 100 cubic feet were **15.8% below** budget & **23.9% lower** than April 2020 sales due to lower public authority volume. Sales to public authority customers continue to remain effected by the onset of COVID beginning in the spring of 2020.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$16,500 and \$500 respectively, due to higher than budgeted demand and overall higher associated purchased power costs.
- Gross margin was \$16,000 **above** budget
- Operating expenses were \$19,600 **below** budget primarily due to more labor hours and material being applied to construction work orders than operational expenses.
- Operating income was \$146,800 or \$94,300 **above** budget from higher than budgeted revenues and lower overall expenses.
- Net income was \$160,700 or \$122,300 **above** budget primarily from the increase in Large Industrial operating revenues and lower than budgeted operating expenses.

Water

- Operating revenues were \$11,000 **above** budget due to overall higher consumption, primarily from the commercial class.
- Operating expenses were \$82,700 **below** budget due to fewer main breaks and the timing of chemical purchases compared to the prior year.
- Operating income was \$262,100 or \$84,500 **above** budget from lower than budgeted operating expenses.
- Net income was \$218,600 or \$85,000 **above** budget.

Sewer

- Operating revenues were \$102,900 **below** budget on a continued trend of a decrease in public authority sales from 2020.
- Operating expenses were \$50,500 **below** budget on lower than budgeted maintenance expenses at the WWTP.
- Operating income (loss) was (\$31,900) or (\$66,300) **below** budget
- Net income (loss) was (\$59,200) or (\$72,900) **below** budget due to the decrease in public authority consumption related to COVID-19 closures.

Balance Sheets

Electric

- Balance sheet **increased** \$75,500 from April 2021 largely due to lower purchased power and operating expenses and an increase in A/R collections.
- Unrestricted cash increased \$97,000 from the prior month largely due to the sale of the old backhoe for \$21,250.
- Accounts receivable **decreased** \$10,700 from an increase in collections resulting from the re-instatement of the disconnection policy during the month.
- Accounts payable **decreased** \$31,900 on lower purchased power expense outstanding for the month.

Water

- Balance sheet **increased** \$70,500 from April 2021 largely due to an increase in A/R collections and lower operating expense paid for the month.
- Total unrestricted and restricted cash **increased** \$132,200 as a result of an increase in collections from the disconnection re-instatement process and lower operating expenses for the month.
- Accounts receivable **decreased** \$5,600.
- Net position **increased** by \$61,900 because of the increase in cash balance for the month.

Sewer

- Balance sheet **increased** \$59,600 from April 2021.
- Unrestricted cash **increased** \$81,600 primarily from an **increase** in A/R collections of \$54,200 and the receipt of \$48,000 from the USDA for loan reimbursement request #2.
- Long-term debt increased \$48,000 for reimbursement request #2 from the USDA. For context, the utility submitted \$228,100 in past paid expenses for reimbursement.

Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances, and graphs that present long-term investments by maturity, type, and rating.

- Total cash and investments **increased** \$369,700 or **4.1%** from March 2021 primarily from increases in collections within each utility from re-instatement of the utility's disconnection policies, sale of backhoe and receipt of funds from the USDA for reimbursement request #2.
- Received interest and distributions of \$10,000 and recorded an unrealized **negative** market adjustment of (\$4,200), along with \$600 in management fees, resulting in a net portfolio **gain** of \$5,200 for the month.

- Total interest and investment income earned on all accounts for the month was \$9,500.

OTHER FINANCIAL MATTERS

Re-Establishment of Customer Disconnections *(Carried-Forward from March 2021 Report)*

As of April 15, 2021, the Utilities reinstated our disconnection policy in accordance with our current PSCW rate orders and regulations. Previously the Utilities had suspended disconnections to comply with PSCW guidelines surrounding COVID-19 and the winter moratorium. As of April 30, 2021, the following is a summary of customers who received either a reminder or disconnect notice generated on March 30, 2021:

- Balances over \$150 (disconnect notice): 259 residential customers - \$92,400 in arrearages - *\$79,200 collected by the time for disconnection*
- Balances under \$150 (reminder notice): 169 residential customers - \$14,370 in arrearages - *\$9,100 collected by the time for disconnection*
- 24 residential disconnections took place on April 22nd for a total of \$12,668 in arrears of which 3 of the properties are vacant.

WWTP Upgrade – Construction Update and Progress

The second Application for Payment was submitted to the USDA on April 8, 2021 totaling \$228,000 and included the reimbursement of costs incurred and paid by the utility from September 2020 to March 2021. The USDA did not reimburse the full requested amount as presented below because a \$142,000 contribution was required from the utility and the remaining unreimbursed funds were for costs that exceeded the USDA's budget for allocated funds. Listed below is a summary of the costs requested for reimbursement to date:

Total Project Budget <i>(4/14/2021):</i>	\$ 36,008,000
Loan Draws – Project to Date:	\$ 1,948,000
Total Project Costs to Date <i>(Thru 5/28/21):</i>	\$ 2,170,994
Application for Payment #3 (Requested):	\$ 95,261
Application for Payment #3 (Paid):	\$ -

This concludes my report. Please do not hesitate to contact me at 324-7920 or jstanek@waupunutilities.org with any questions or comments.

June 9, 2021

1. **Current Projects:**

- Working with IWorq on the conversion from Cartegraph. Reviewing vehicle inventory, parts, buildings, etc. We are expecting to go live with the new system in July of 2021.
- Board of Public Works agenda.
- Attended Link360 training. This is new software we will be having the summer intern use to completed/update the Lockout /Tagout procedures.
- Reviewed BMP stormwater plan with the DNR.
- ICS/EOC Training
- Hwy 68 Weekly construction progress meeting
- The new mechanic, Nate Schlieve, started working in May.
- The summer intern, Jacob Matoushek, started working in May and will be updating our Lockout/Tagout procedures for electrical equipment.
- Performance Management training.
- Receiving blacktop quotes
- Working on park playground for Wilcox Park
- Repairs to the Air Conditioning system at City Hall and getting quotes to have it replaced. The BPW approved the quote from J&H Controls.
- Code Inspection / Property Complaints meeting.
- Working on wayfinding signs.
- The SDS classes finished their projects that they were working on
- Sidewalk marking for 2022 sidewalk replacement has started.
- Transportation Utility
- Rock River Stormwater group meeting.
- Grant for walk path along Gateway Dr.
- Discussing indoor facilities for youth programs.
- Working with Cedar Corp on building/park improvements.
- We have an agreement with DOT on HWY 26 Mill and overlay tentatively scheduled for 2024-2026
- Working with Gemmer on S. Madison St. phase 2 plans
- Working with MSA on Rock Ave and Newton Ave plans. The construction will start June 10th.
- Working with CVMIC on the development of a safety committee.
- Working with MSA on the UNPS planning grant information for storm water.

2. **DPW Crew Projects**

- Aquatic Center – prepare for season.
 - Buildings & Grounds daily duties
 - Brush pick-up
 - Curb replacement
 - Cut ditches
-

-
- Deliver garbage/recycling bins
 - Newton & Rock Ave project.
 - Leaf pick-up
 - Diggers Hotline Locates
 - Mow buildings and parks
 - Post replacement for signs
 - Pour concrete on Madison St. bridge project
 - Spray weeds
 - Street sweeping
 - Turn compost
 - Vehicle Maintenance
 - Water trees

Administrative Assistant

- Working on the conversion from Cartegraph to IWorq. Verifying all of our assets (signs, sign posts, stormwater system – manholes, inlets, pipes, outfalls, endwalls, etc). Vehicle inventory and parts, buildings/parks, work order history
- Letters were sent to residents on Newton/Rock Ave. regarding the street project.
- Helped clerk's office with Operator Licenses
- Trained on Link360 the Lockout/Tagout program that we are using this summer with the summer intern.
- are correct in ArcGIS to make the transfer smooth. Completed Storm Water Management Program for approval from the Council.
- Letters sent to S. Madison St. residents regarding postponement of the S. Madison St. reconstruction project.
- Bulk pick-up door hangers
- Yard Waste Pick-up door hangers
- Garbage Complaints – 14 issues were sent to Waste Management in the month of May. Since we began tracking complaints (February 2021) we have received 103 complaints either about garbage/recycle pick-up or broken bins. Most issues are resolved within a week of receiving them.
- 3 Public Hearing notices for the June Plan Commission meeting.
- Completed the 2021 on call calendar for the Aquatic Center.
- Weed notices have been sent to 18 properties. Sticks and Stones have done the mowing at 3 of the properties.
- Plan Commission / Public Hearing notices
- Assessment Letters
- Street Opening Permits
- Setup zoom meeting for Plan Commission, Zoning Board and Board of Public Works
- 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



AGENDA SUMMARY SHEET

MEETING DATE: 6/15/2021

TITLE: Resolution Authorizing Application of 2021 U.S. Department of Justice Office of Community Oriented Policing Services (COPS) Grant

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Police Chief Louden
Administrator Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Safety	Anticipated City budget requirement of \$267,936 over five year reporting period	

ISSUE SUMMARY:

We are requesting a resolution allowing the Police Department to apply for the 2021 Community Oriented Policing Services (COPS) Hiring Program Grant that is provided through the US Dept. of Justice. The grant, if received, would partially fund the 18th officer position for a three-year period. The grant awards cover up to 75% of an entry-level officer's salary and fringe benefits, capped at \$125,000. The reporting period of the grant is five years during which time the position funded must be retained. Applications are due June 22 and Sarah Van Buren will assist the PD in completing the submission. Preliminary calculations for the grant budget are as follows:

Grant Application:	\$125,000
City's Portion:	\$267,936
TOTAL:	\$392,936

ATTACHMENTS:

Resolution Authorizing Grant Application with the US Dept. of Justice for the 2021 Community Oriented Policing Services (COPS) Hiring Grant.

RECOMENDED MOTION:

Approve resolution #_____ authorizing a grant application with the US Dept. of Justice for the 2021 Community Oriented Policing Services (COPS) Grant as presented.

RESOLUTION # _____

**Resolution Authorizing Grant Application with the US Dept. of Justice for the 2021
Community Oriented Policing Services (COPS) Hiring Grant**

WHEREAS, The City Council of Waupun, WI (Council) recognizes the importance of public safety; and

WHEREAS, the Council has charged the Waupun Police Department with maintaining peace and ensuring the safety and welfare of residents of the City of Waupun; and

WHEREAS, due to increasing call volumes the Police Chief has recommended the addition of a new officer position to ensure the safety and welfare of residents of the City of Waupun; and

WHEREAS, the US Department of Justice's Community Oriented Policing Services (COPS) Hiring Program is designed to advance public safety through community policing by addressing the full-time sworn officer needs of local law enforcement agencies; and

WHEREAS, the COPS Hiring Program provides funds directly to law enforcement agencies to hire new law enforcement officers to increase community policing capacity and crime-prevention efforts; and

WHEREAS, the City of Waupun Police Department is eligible to apply for funding through the COPS Hiring Program for Fiscal Year 2021; and

WHEREAS, The Council understands the financial match requirements of the COPS Hiring Program and acknowledges that securing funding through the COPS Hiring Program is in the best interest of the City of Waupun and the safety and welfare of its residents.

NOW, THEREFORE BE IT RESOLVED, that the Council of the City of Waupun hereby authorizes the Waupun Police Department to submit an application to the COPS Hiring Program for fiscal year 2021 in order to secure grant funding to cover a portion of the entry-level salary and fringe benefits of an additional full-time officer.

BE IT FURTHER RESOLVED, that the applicant hereby designates Scott Loudon, Police Chief; Kathy Schlieve, City Administrator; and Michelle Kast, Finance Director, as administrators responsible to execute all documents/agreements between the Waupun Police Department and the US Department of Justice Office of Community Oriented Policing Services (COPS).

Approved this _____ day of June 2021.

Julie J. Nickel, Mayor, City of Waupun

Date

ATTEST:

Angela J. Hull, Clerk, City of Waupun

Date



AGENDA SUMMARY SHEET

MEETING DATE: 6/15/2021

TITLE: Resolution Establishing an American Rescue Plan Act (ARPA) Grant Fund

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Administrator Schlieve

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

The Federal Government made \$1.9 trillion dollars available to states, counties, municipalities, tribes and territories, including \$130 billion for local governments split evenly between municipalities and counties, through the American Rescue Plan Act (ARPA) signed into law on March 11, 2021.

The City of Waupun's share of the ARPA funds is estimated to be \$1,172,183.14, payable in two tranches (half at end of June and half 12 months later).

Because of the reporting requirements on ARPA funds, potential audit implications, and to avoid impact on Expenditure Restraint and Levy Limits, a best practice recommended by the League and the Dept of Treasury is to maintain ARPA dollars in a separate fund. The attached resolution directs creation of such a fund.

As communicated previously, we have been working to understand the guidance documents coming from Treasury. A formal plan for use of the funds will involve input and no expenditures will be made until a plan is approved. I would anticipate an August workshop on a preliminary plan. The City will have until the end of 2024 to fully spend available funds.

ATTACHMENTS:

Resolution Establishing an American Rescue Plan Act Grant Fund

RECOMENDED MOTION:

Motion to approve a resolution to establish an American Rescue Plan Act Grant Fund as presented.

RESOLUTION NO. ____

RESOLUTION ESTABLISHING AN
AMERICAN RESCUE PLAN ACT GRANT FUND

Whereas, the Federal Government made \$1.9 trillion dollars available to states, counties, municipalities, tribes and territories, including \$130 billion for local governments split evenly between municipalities and counties, through the American Rescue Plan Act (ARPA) which was signed into law on March 11, 2021; and

Whereas, the City of Waupun's share of the ARPA funds is estimated to be \$1,172,183.14; and

Whereas, the ARPA funds will be distributed to the City in two equal tranches, with the first tranche to be distributed on/around June 25, 2021, and the second tranche to be distributed approx. 12 months later; and

Whereas, it is recommended by federal and state agencies that the ARPA funds be held in a separate and distinct revenue fund from the General Fund to ensure accurate accounting, monitoring and reporting of ARPA funds.

Now, Therefore, Be It Resolved, that the City of Waupun, establishes and assigns a separate fund with a description of "ARPA FUNDS" and directs the Clerk to set up said revenue fund in the accounting software and follow the Wisconsin Department of Revenue account structure for governmental funds.

Dated this _____ day of June 2021.

Julie J. Nickel, Mayor

ATTEST:

Angela J. Hull, Clerk-Treasurer



AGENDA SUMMARY SHEET

MEETING DATE: 6/15/2021

TITLE: Sign-on Bonus for Patrol Officers

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Police Chief Scott Loudon

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	Excellence in Government	

ISSUE SUMMARY

The Waupun Police Department (WPD) is having difficulties recruiting officer candidates.

There are currently two open officer positions: one vacancy and the recent 18th officer position which was approved for reopening by the Waupun Common Council.

Rationale:

- Increases in call volumes; on track for 14,000 calls for 2021; this would be the highest call volume ever experienced
- Changes in the hiring process impacts time from offer to hire; the process now starts much earlier and includes sponsorship and academy participation; this extends the timeframe from months to over a year
- Difficult to keep up with normal operations and filling in for vacations
- Staff morale is impacted

PFC RECOMMENDATION:

The May 26, 2021 Waupun Police & Fire Commission (PFC) discussed the need to take action to support the WPD's recruitment strategy to help address staffing difficulties.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to explore a sign-on bonus structure (amount, anticipated savings related to turnover/vacancy, milestone payout structure, etc.) for the WPD.



AGENDA SUMMARY SHEET

MEETING DATE: 6/15/21

TITLE: Sidewalk Relocation Request on N. State St.
(from Taylor St. to Dead End)

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Jeff Daane Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	\$	

ISSUE SUMMARY:

We received a request asking to relocate the sidewalk on the East side of N. State St. from Taylor St. to the dead end. The property owner has a couple issues with the current sidewalk. It is about 4' from the home at 38 Taylor St. The other issue as you can see from the picture when he is parked in the driveway the vehicle extends into the sidewalk.

The sidewalk needs a few repairs and before he makes those repairs he has asked if this could be moved to the west a few feet. He does have a concrete pouring company and has offered to do all the work at no cost to the city. He has spoken with the property owner to the north and they are okay with the change.

The current sidewalk runs close to the property line and this is typically how the city would install the sidewalk street reconstructs. If the sidewalk is relocated what possible future issues could this cause, work done near the sidewalk on the home owners side would be in the city right of way.

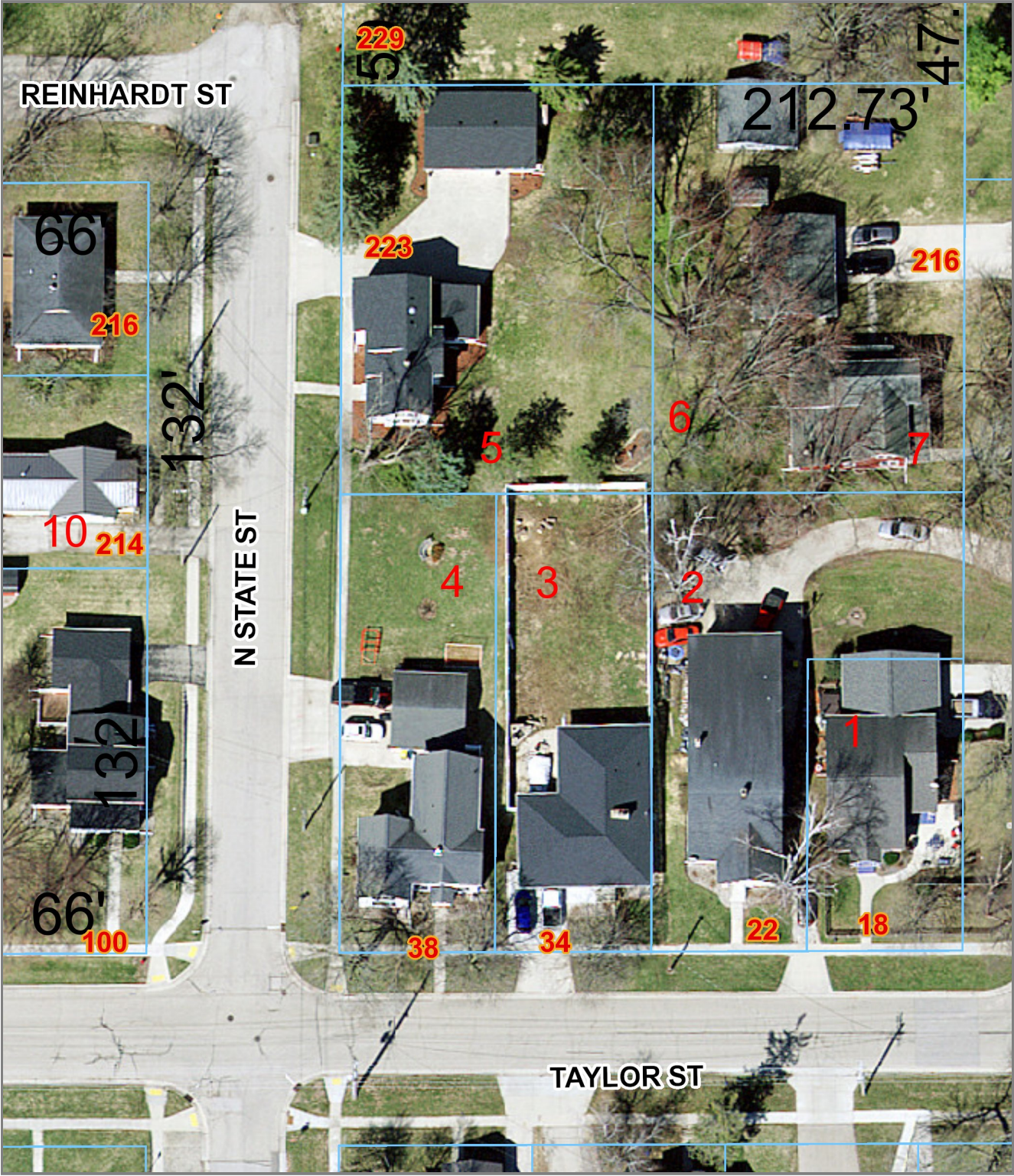
STAFF RECOMENDATION:

ATTACHMENTS:

Picture of lot 38 Taylor St.

<u>MOTIONS FOR CONSIDERATION:</u>
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Fond du Lac County, WI



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale
1 inch = 50 feet
5/27/2021



To our faithful supporters,

May 16, 2021

You may have seen that REACH is running a Spring Fling fundraising campaign throughout the month of May, with a goal of raising \$25,000. The reason behind this campaign is due to the financial impact the Covid-19 pandemic has had on REACH, which is being seen now as we approach the end of our fiscal year (June 30th).

Funding for REACH is provided almost exclusively through community donations. Each year, we count ourselves fortunate to be supported by such an outstanding community. 2020 was no different! When we put out the call for assistance, we received it! When the schools closed and virtual learning began, REACH put a pause on our REACH One mentoring program, but substantially increased the number of bags given out weekly through Mission Backpack, and decided to continue the program through the summer. Donations poured in. Later in the year, we decided to take a leap and move into a new space, and thanks to so many businesses and individuals, we raised all the money we needed for The 101 without having to dip into our normal budget! The facility has now been a wonderful asset to the REACH One program, allowing the mentors and mentees to meet someplace safely during the pandemic, especially when they could no longer meet at school. The space has also opened the doors for new programming, such as Hangout hours each week, and other things to come!

Yet as June 30th approaches, it has shown us more clearly the deficit in our budget. This is largely in part to having the "Evening of Elegance" benefit event that was generously put on by Homan Auto cancelled at the end of our 2019-2020 fiscal year, and now the 2020-2021 fiscal year, due to large event restrictions with the pandemic. This has previously been a wonderful fundraising event for REACH, providing \$20,000 for the organization in its first year!

When we realized we had a deficit in our budget, we applied for and were approved for a PPP loan through Covid relief. With that in mind, we are still looking to raise a total of \$25,000 during our Spring Fling Campaign in the month of May. At this point, halfway through the month, we have only raised \$1,600. So, once again, we are putting out the call to the community who has supported us so much throughout the last 6 years.

Will you partner with REACH to make a lasting impact in the lives of children in our community?

If you feel so inclined, donations can be sent to PO Box 302 Waupun, WI 53963 with "Spring Fling" in the memo line, or online by going to www.reachwaupun.org/spring-fling

Warmly,

REACH Waupun Board of Directors
Darian Schmitz, Executive Director



AGENDA SUMMARY SHEET

MEETING DATE: 6/15/2021

TITLE: Construction in City Right of Way at property located at 307 E Pleasant Avenue.

AGENDA SECTION: CONSIDERATION - ACTION

PRESENTER: Public Works Director Daane
Administrator Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Quality of Life	--	

ISSUE SUMMARY:

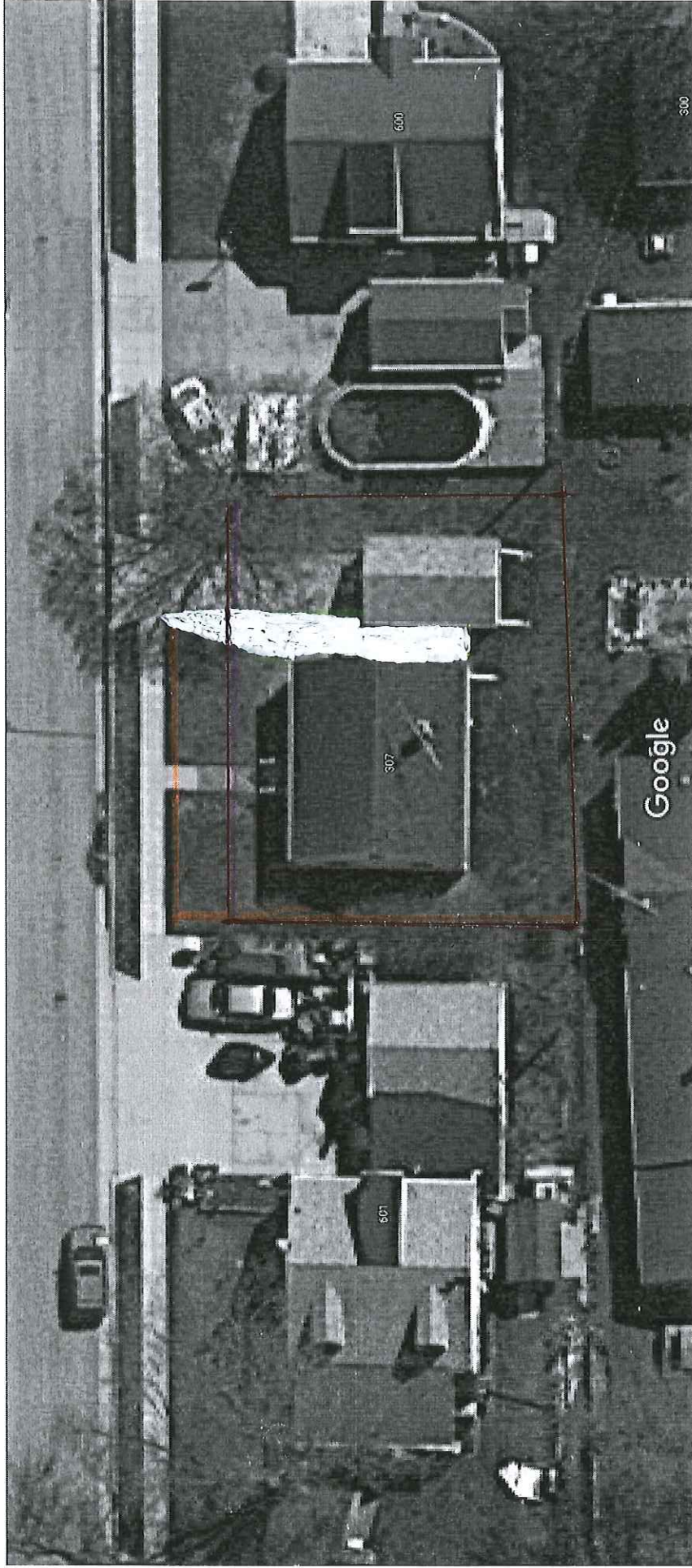
The property owner located at 307 E Pleasant Avenue contacted the City because he is interested in making improvements to his property front yard. In planning for said improvements, the property owner realized that City Right of Way (ROW) extends into his front yard. The planned improvements would occur within the City's ROW and the property is seeking approval from the City to make planned improvements in the ROW.

ATTACHMENTS:

Maps of Parcel located at 307 E Pleasant Avenue

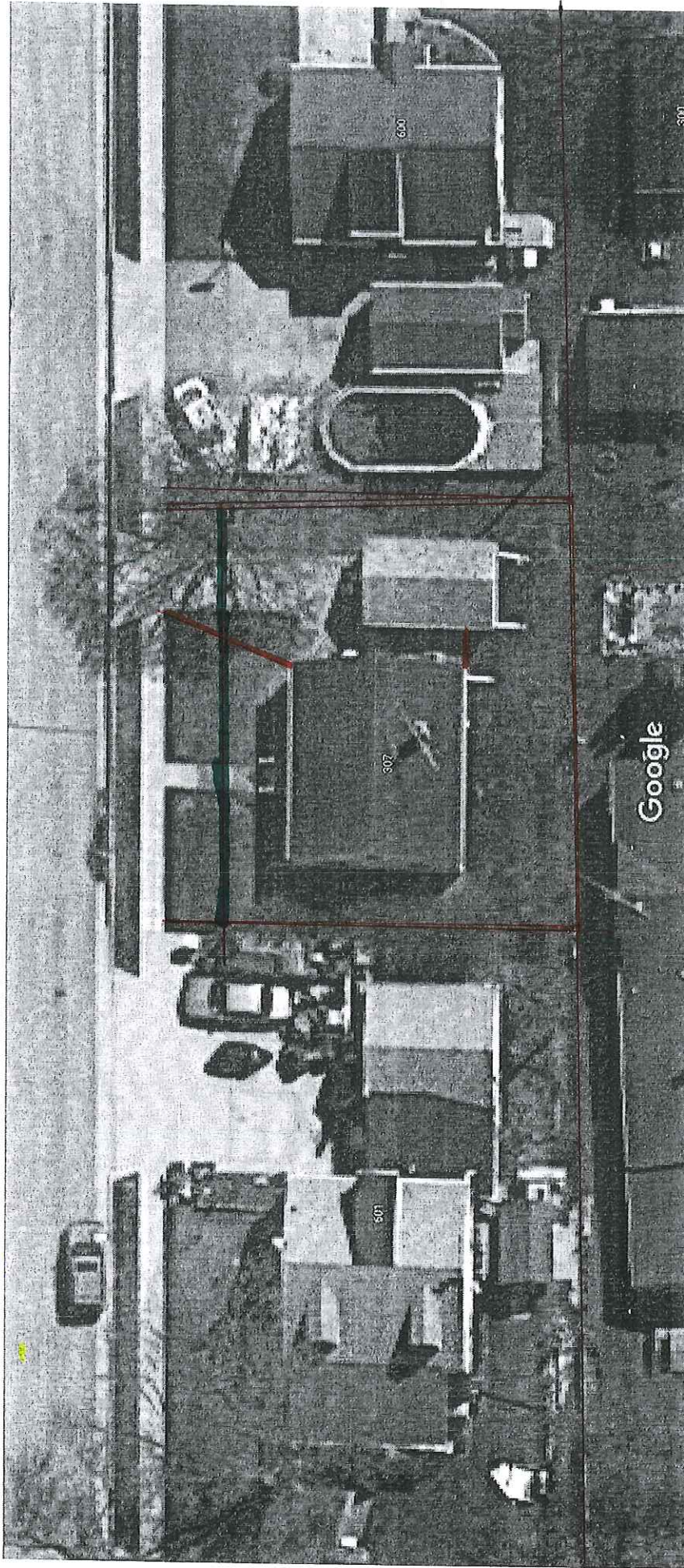
RECOMENDED MOTION:

Motion to approve/deny request, granting permission to the property owner located at 307 E Pleasant Avenue to make planned improvement within the City ROW.



Map data ©2021, Map data ©2021 20 ft

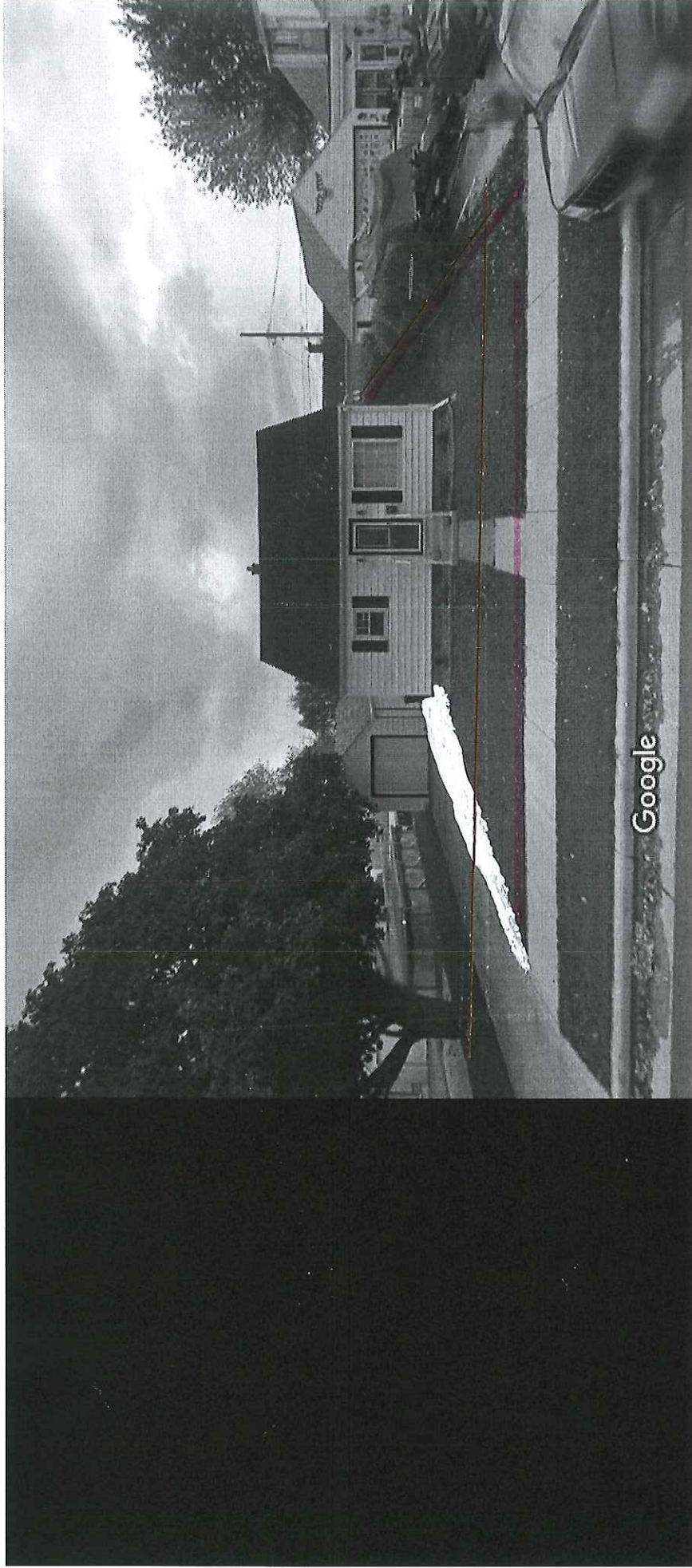
- Property line
- Proposed white Picket Fence
- Proposed new concrete 4 ft high
- Linear distortion due to camera location



Map data ©2021, Map data ©2021

20 ft 20 ft

Google Maps 307 Pleasant Ave



Google

Date de l'image : oct. 2013 © 2021 Google

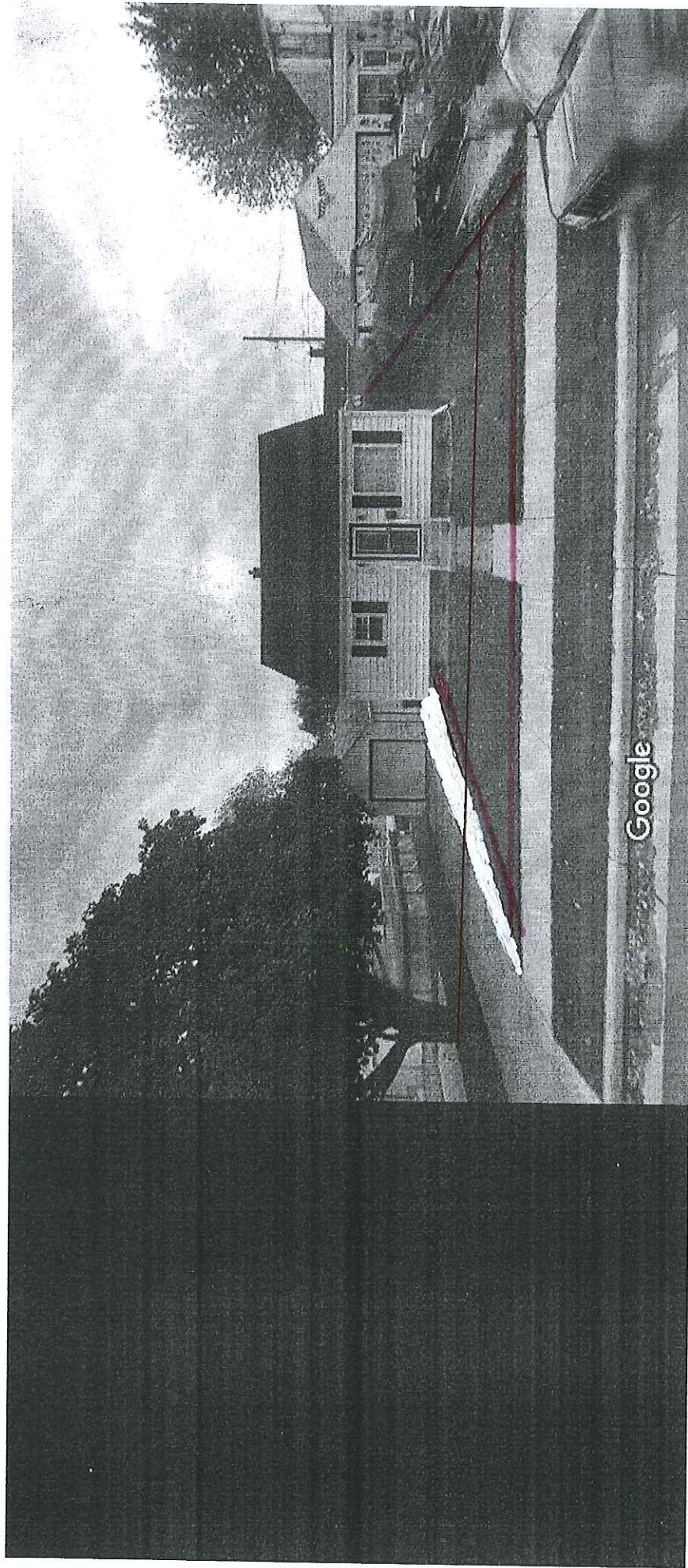
Waupun, Wisconsin



Street View

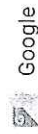
City-Property owner
lines
Proposed New Concrete
Proposed white picket
fence, 4ft high

Google Maps 307 Pleasant Ave



Date de l'image : oct. 2013 © 2021 Google

Waupun, Wisconsin



Street View

City-Property owner line
Proposed New Concrete
Proposed white picket
fence, 4ft. high

Some distortion of linear relations
due to camera angle



AGENDA SUMMARY SHEET

MEETING DATE: 6/15/2021

TITLE: 2022 Budget Timeline

AGENDA SECTION: 2022 BUDGETARY DISCUSSIONS

PRESENTER: Administrator Schlieve

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

ISSUE SUMMARY:

Staff will walk Council through the 2022 budget planning timeline and process.

ATTACHMENTS:

2022 Budget timeline

RECOMENDED MOTION:

N/A

CITY OF WAUPUN

DRAFT CALENDAR FOR ADOPTION OF 2022 BUDGET

DATE	MAJOR STEPS IN BUDGET PREPARATION
June	Finance Director issues capital budget forms for capital budget needs with instructions
June 29	Committee of the Whole Overview of 2022 Budget Process
June-July	Department Heads work with committees/boards/commissions to establish budget priorities
July	Finance Director issues budget forms for compiling the details of department operating budgets
July 27	Committee of the Whole Budget Workshop
July 30	Deadline for departments to submit 5 year equipment and capital budget requests
August 6	Deadline for departments to submit initial operating budget
August 31	Committee of the Whole Budget Workshop
Aug-Sept	Department heads meet with committees to approve budget submittals
Aug-Sept	Department heads meet with Finance Director to go over budget submittals and requests
September	Administrator and Finance Director review department budget submittals
September 28	Committee of the Whole Budget Workshop – City Administrator and Finance Director present proposed 2021 Capital and Equipment budget
October 12	Common Council Budget Review Session – Council approves publishing the public hearing notice
Oct 18-20	Publish Notice of Public Hearing
November 2	Post Budget and Narrative online/social media
November 9	Common Council Public Hearing on 2022 budget
November 9	Adoption of the 2022 budget