



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, June 09, 2020 at 6:00 PM

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Common Council will meet virtually at 6:00pm on June 9, 2020, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

**1. Join Zoom Meeting**

<https://us02web.zoom.us/j/87167097472?pwd=TFVmY0FOYVJlY0NtaFVHT0Z5RmlaQT09>

Meeting ID: 871 6709 7472

Password: 754604

**2. By Phone:**

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. 2020-2021 City of Waupun Liquor and Fermented Malt Beverage Licenses

**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.*

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

**BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES**

3. Zoning Board 8-19-19

4. Plan Commission 3-18-20

5. Utility Commission 5-11-20

6. Common Council 5-12-20

7. Library Board 5-18-2020

8. Special Council 5-19-20

9. Joint Review Board 5-20-20

10. Special Common Council 5-26-20

**DEPARTMENT REPORTS**

11. Administrator

12. Library

13. Building Inspector

14. Police Department

15. Fire Department

16. Public Works

17. Utilities

## **ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION**

### **COMMUNICATIONS FROM BOARDS, COMMITTEES, COMMISSIONS**

- [18.](#) EMS Process and Contract update

### **RESOLUTIONS AND ORDINANCES:**

- [19.](#) Resolution Authorizing & Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost relating to Improvements to the City of Waupun Wastewater Treatment Plant & Facilities
- [20.](#) Resolution Authorizing the Issuance and Sale of \$22,807,000 Sewerage System Mortgage Rev Bonds of the City of Waupun, Dodge and Fond Du Lac Counties, WI, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds
- [21.](#) Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District NO. 6, City of Waupun, WI
- [22.](#) Resolution Suspending Waupun Common Council Rules During COVID-19 Public Health Pandemic
- [23.](#) Ordinance to amend Ch.6.05(3) (c) entitled Traffic Code-Handicapped Parking Stalls

### **CONSIDERATION - ACTION**

- [24.](#) Request to fill Department of Public Works Light Equipment Operator Position
- [25.](#) 2020 Micro Surfacing proposals
- [26.](#) 2020 Crack Sealing Proposal
- [27.](#) **Newton Ave. & Rock Ave. Reconstruction Project Amendment NO. 1**
- [28.](#) Telephone system Upgrade

### **CITY OF WAUPUN COVID-19**

- [29.](#) City of Waupun COVID-19 Reopening Plan

### **ADJOURN TO CLOSED SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) **(e)** 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*

30. Closed Session – Tanager Negotiations TID 8

### **OPEN SESSION**

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

### **ACTION FROM CLOSED SESSION**

### **ADJOURNMENT**

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** June 9, 2020

**TITLE:** 2020-2021 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:

2020-2021 City of Waupun Liquor and Fermented Malt Beverage License Listing

### **RECCOMENDED MOTION:**

Motion to approve the 2020-2021 Fermented Malt Beverage and Intoxicating Liquor License Renewal Applications effective July 1, 2020 and the 2020-2021 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 2020-2021 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 9, 2020 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**

DolgenCorp LLC, DBA Dollar General Store #6554, Christine Engelhardt (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 LLC DBA The Goose Shot, John C. Dunham (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:** 6/9/2020

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

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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

**ISSUE SUMMARY:**

The Consent Agenda consist of future meetings and gatherings of the Common Council and consideration of licenses and permits and payment of expenses.

**Future Meetings/Gatherings (Due to certain circumstances- may be held in person at the City Hall or Virtually/Telephonically)**

Tuesday, June 30, 2020	Committee of the Whole	5:30pm
Tuesday, July 14, 2020	Common Council	6:00pm
Tuesday, July 28, 2020	Committee of the Whole	5:30pm

**License and Permit Applications**

**2020-2021 ANNUAL LICENSES:**

All entities and businesses that receive an annual license for Operator, Soda, Dairy, Amusement, Tobacco, and Junk Dealership will expire June 30 2020. These renewal licenses are before the Council for consideration of approval.

**OPERATOR LICENSE:**

2019-2020 Julie Wellenreiter, Nicole Kasuboski

**TEMPOARY CLASS B LICENSE:**

Waupun Grid-Iron – June 13<sup>th</sup> at McCune Park for Men’s Softball Tournament

**TEMPORARY OPERATOR LICENSE:**

None

**STAFF RECOMENDATION:**

Approve the Consent Agenda

**ATTACHMENTS:**

Expense Report

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

## Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount	
05/29/2020	100070	CHARTER COMMUNICATIONS	171.84	M
06/04/2020	100071	ALLIANT ENERGY/WP&L	566.44	
06/04/2020	100072	APWA	223.00	
06/04/2020	100073	ASSOCIATED APPRAISAL CONSULTA	2,467.66	
06/04/2020	100074	AT & T	159.40	
06/04/2020	100075	BALLWEG IMPLEMENT	7.60	
06/04/2020	100076	BLACKSTONE TECHNOLOGIES LLC	1,099.28	
06/04/2020	100077	CAPITAL NEWSPAPERS	126.47	
06/04/2020	100078	CAREW CONCRETE & SUPPLY INC	669.69	
06/04/2020	100079	CARTRIDGE WORLD	74.18	
06/04/2020	100080	CITIES & VILLAGES MUTUAL INS.	21,096.00	
06/04/2020	100081	CUSTOM TROPHIES	84.40	
06/04/2020	100082	FERGUSON WATERWORKS #1476	4,360.89	
06/04/2020	100083	DODGE COUNTY CLERK	504.62	
06/04/2020	100084	MARTENS ACE HARDWARE	634.69	
06/04/2020	100085	FIX, TRAVIS	43.24	
06/04/2020	100086	FLEETPRIDE	62.76	
06/04/2020	100087	SIGNARAMA	1,080.00	
06/04/2020	100088	FOX COMPUTER & NETWORKING INC	253.97	
06/04/2020	100089	GAPPA SECURITY SOLUTIONS LLC	100.00	
06/04/2020	100090	GRAND VALLEY INSPECTION SERVIC	4,900.12	
06/04/2020	100091	GUENTHER SUPPLY INC	89.60	
06/04/2020	100092	GUNDERSON, INC.	111.53	
06/04/2020	100093	H & R SAFETY SOLUTIONS LLC	170.25	
06/04/2020	100094	HAWKINS INC	4,239.39	
06/04/2020	100095	HEINE, DONALD R	10.00	
06/04/2020	100096	HOLIDAY WHOLESALE	103.15	
06/04/2020	100097	HOMETOWN GLASS & IMPROVEMENT	570.00	
06/04/2020	100098	HOPPERS SILK SCREENING	72.00	
06/04/2020	100099	IEH AUTO PARTS LLC	3.47	
06/04/2020	100100	LANGE ENTERPRISES	999.75	
06/04/2020	100101	MSA PROFESSIONAL SERVICES INC.	18,661.25	
06/04/2020	100102	MENARDS - BEAVER DAM	130.38	
06/04/2020	100103	MILTON PROPANE INC	171.00	
06/04/2020	100104	NAPA AUTO PARTS-WAUPUN	2,070.05	
06/04/2020	100105	NEUMAN POOLS INC	337.40	
06/04/2020	100106	NICKEL, JULIE	40.00	
06/04/2020	100107	OSHKOSH OFFICE SYSTEMS	191.23	
06/04/2020	100108	PT TIRE & SERVICE CORP	172.50	
06/04/2020	100109	PHC TRANSIT LLC	237.50	
06/04/2020	100110	PIT-STOP PORTABLES	162.50	
06/04/2020	100111	PRECISION BUILDING PRODUCTS IN	50.00	
06/04/2020	100112	QUALITY AGGREGATE LLC	1,230.01	
06/04/2020	100113	SAN-A-CARE, INC	1,327.42	
06/04/2020	100114	SHARE CORPORATION	364.47	
06/04/2020	100115	STAPLES CREDIT PLAN	276.44	
06/04/2020	100116	STEALTH	870.00	
06/04/2020	100117	STREICHER'S	6,512.00	
06/04/2020	100118	HIGHLAND GROUP	4,290.00	
06/04/2020	100119	TRAFFIC & PARKING CONTROL CO.	896.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
06/04/2020	100120	TRIPLE CROWN PRODUCTS	284.26
06/04/2020	100121	TRUCK COUNTRY	31.40
06/04/2020	100122	TRU CLEANERS LLC	4,052.81
06/04/2020	100123	US CELLULAR	1,004.44
06/04/2020	100124	VON BRIESEN & ROPER, S.C.	2,365.50
06/04/2020	100125	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
06/04/2020	100126	WAUPUN UTILITIES	4,876.21
06/04/2020	100127	WI DEPT OF AGRICULTURE	2,800.00
06/04/2020	100128	WI DEPT OF NATURAL RESOURCES	1,500.00
06/04/2020	100129	YMCA OF DODGE COUNTY	1,691.22
06/04/2020	100130	ZERO WASTE USA	174.13
06/04/2020	100131	INSIGHT FS	74.67
06/04/2020	100132	MARCO TECHNOLOGIES LLC	257.11
06/04/2020	100133	SALAMONE SUPPLIES	374.19
Grand Totals:			<u>103,531.48</u>

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Report Criteria:  
Report type: Summary

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## Report Criteria:

[Report]. Invoice Date = 05/29/2020-06/04/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
5374620000-MAY20	Aquatic Center	06/04/2020	54.82	100-20-5523-3-32
5946940000-MAY20	Police Dept - monthly fuel charges	06/04/2020	76.60	100-40-5211-3-32
5946940000-MAY20	Fire Dept - monthly fuel charges	06/04/2020	43.09	100-50-5231-3-32
2831330000-MAY20	community center monthly fuel	06/04/2020	88.68	100-70-5410-3-32
1780510000-MAY20	CITY HALL monthly fuel charges	06/04/2020	145.01	100-70-5410-3-32
3264610000-MAY20	Garage monthly fuel	06/04/2020	158.24	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			566.44	
<b>1475 APWA</b>				
6-4-20	membership 6/1/20-5/31/21	06/04/2020	223.00	100-70-5420-3-34
Total 1475 APWA:			223.00	
<b>1787 ASSOCIATED APPRAISAL CONSULTAN</b>				
148724	Monthly services - June 2020	06/04/2020	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
<b>1904 AT &amp; T</b>				
7924APRIL/MAY20	Police Dept monthly phone charges	06/04/2020	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
<b>4015 BALLWEG IMPLEMENT</b>				
P88239	spark plugs	06/04/2020	7.60	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			7.60	
<b>5538 BLACKSTONE TECHNOLOGIES LLC</b>				
201294	Performance Patch Mix	06/04/2020	1,099.28	100-70-5431-3-36
Total 5538 BLACKSTONE TECHNOLOGIES LLC:			1,099.28	
<b>7058 CAPITAL NEWSPAPERS</b>				
1706254	Notice - Open Book/bd of review	06/04/2020	126.47	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			126.47	
<b>7065 CAREW CONCRETE &amp; SUPPLY INC</b>				
1167126	concrete - storm sewer repair - N State - ticket 534998	06/04/2020	214.30	700-10-5192-3-36
1166592	concrete - storm sewer repair - N State - ticket 534978	06/04/2020	455.39	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			669.69	
<b>7075 CARTRIDGE WORLD</b>				
79103	Cartridges	06/04/2020	74.18	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			74.18	
<b>10048 CHARTER COMMUNICATIONS</b>				
MAY20	library - tv, internet	05/29/2020	171.84	210-60-5511-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10048 CHARTER COMMUNICATIONS:			171.84	
<b>10226 CITIES &amp; VILLAGES MUTUAL INS.</b>				
WC-20-1114	2020 Worker's Comp Prem 3rd QTR City Portion	06/04/2020	15,192.00	100-10-5196-3-38
WC-20-1114	2020 Worker's Comp Prem 3rd QTR Utility Portion	06/04/2020	5,904.00	100-13850
Total 10226 CITIES & VILLAGES MUTUAL INS.:			21,096.00	
<b>10800 CUSTOM TROPHIES</b>				
95-52020	signs/engraving	06/04/2020	84.40	100-70-5410-3-36
Total 10800 CUSTOM TROPHIES:			84.40	
<b>11013 FERGUSON WATERWORKS #1476</b>				
0296093	parts/supplies - Edgewood Dr sump line	06/04/2020	4,360.89	700-10-5192-8-00
Total 11013 FERGUSON WATERWORKS #1476:			4,360.89	
<b>11600 DODGE COUNTY CLERK</b>				
1133	4-7-20 election supplies/ballots	06/04/2020	504.62	100-10-5142-3-38
Total 11600 DODGE COUNTY CLERK:			504.62	
<b>12700 MARTENS ACE HARDWARE</b>				
MAY2020	bolt	06/04/2020	4.59	100-20-5525-3-36
MAY2020	postage - UPS	06/04/2020	16.80	100-50-5231-3-33
MAY2020	mounting tape/duct tape/masking tape	06/04/2020	16.97	100-50-5232-3-38
MAY2020	nozzle	06/04/2020	6.59	100-70-5410-3-36
MAY2020	drain	06/04/2020	2.99	100-70-5410-3-36
MAY2020	paint/brushes - planters	06/04/2020	67.97	100-70-5410-3-36
MAY2020	paint/brushes/tray liner - planters	06/04/2020	76.53	100-70-5410-3-36
MAY2020	washer hose	06/04/2020	3.59	100-70-5410-3-36
MAY2020	iquad nails/bracket/spreader nozzle/wire	06/04/2020	26.57	100-70-5410-3-36
MAY2020	paint/brushes - planters	06/04/2020	45.98	100-70-5410-3-36
MAY2020	paint/brushes - planters	06/04/2020	49.17	100-70-5410-3-36
MAY2020	paint/antifreeze/mini roller cover	06/04/2020	43.58	100-70-5410-3-36
MAY2020	correction fluid	06/04/2020	5.18	100-70-5410-3-36
MAY2020	sprayers/exit sign	06/04/2020	41.97	100-70-5410-3-36
MAY2020	bleach/sponge/brush/q-connect - parks	06/04/2020	22.54	100-70-5410-3-36
MAY2020	hand sanitizer	06/04/2020	55.93	100-70-5410-3-36
MAY2020	cable ties	06/04/2020	76.71	100-70-5411-3-36
MAY2020	fasteners	06/04/2020	25.48	100-70-5411-3-36
MAY2020	cycle mix	06/04/2020	45.55	100-70-5411-3-36
Total 12700 MARTENS ACE HARDWARE:			634.69	
<b>13275 FIX, TRAVIS</b>				
6-4-20	clothing allowance	06/04/2020	43.24	100-12634
Total 13275 FIX, TRAVIS:			43.24	
<b>13354 FLEETPRIDE</b>				
52422252	fittings	06/04/2020	17.79	100-70-5411-3-36
52119481	hydraulic fittings	06/04/2020	44.97	100-70-5411-3-36
Total 13354 FLEETPRIDE:			62.76	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>13450 SIGNARAMA</b>				
IN-F-33841	Signs for buidlings & parks - Covid	06/04/2020	1,080.00	100-70-5410-3-36
Total 13450 SIGNARAMA:			1,080.00	
<b>13820 FOX COMPUTER &amp; NETWORKING INC</b>				
337777	solid envelopes - city clerk	06/04/2020	253.97	100-10-5141-3-30
Total 13820 FOX COMPUTER & NETWORKING INC:			253.97	
<b>14275 GAPPa SECURITY SOLUTIONS LLC</b>				
21251	service call - PD	06/04/2020	100.00	100-70-5410-3-36
Total 14275 GAPPa SECURITY SOLUTIONS LLC:			100.00	
<b>14698 GRAND VALLEY INSPECTION SERVICES</b>				
2020-84	Building Insp/Zoning Admin for May 2020	06/04/2020	4,900.12	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			4,900.12	
<b>15048 GUENTHER SUPPLY INC</b>				
324475	2 ball valves for water tank	06/04/2020	89.60	100-70-5411-3-36
Total 15048 GUENTHER SUPPLY INC:			89.60	
<b>15075 GUNDERSON, INC.</b>				
864301	Garage supplies - May 2020	06/04/2020	45.24	100-70-5411-3-38
864302	Uniform/charges - May 2020	06/04/2020	19.13	100-70-5411-3-38
861933	Garage supplies - May 2020	06/04/2020	28.03	100-70-5411-3-38
861934	Uniform/charges - May 2020	06/04/2020	19.13	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			111.53	
<b>15297 H &amp; R SAFETY SOLUTIONS LLC</b>				
4963	gloves/lens cleaning/earplugs	06/04/2020	170.25	100-70-5410-3-36
Total 15297 H & R SAFETY SOLUTIONS LLC:			170.25	
<b>15657 HAWKINS INC</b>				
4720324	Pool Chemicals	06/04/2020	4,239.39	100-20-5523-3-40
Total 15657 HAWKINS INC:			4,239.39	
<b>15737 HEINE, DONALD R</b>				
6-4-20	Refund due to overpayment of operator license	06/04/2020	10.00	100-13850
Total 15737 HEINE, DONALD R:			10.00	
<b>15920 HOLIDAY WHOLESALE</b>				
9386104	vinyl gloves	06/04/2020	68.35	100-20-5523-3-38
9383798	vinyl gloves	06/04/2020	34.80	100-20-5523-3-38
Total 15920 HOLIDAY WHOLESALE:			103.15	
<b>16020 HOMETOWN GLASS &amp; IMPROVEMENT</b>				
223160	plexiglass - library	06/04/2020	570.00	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 16020 HOMETOWN GLASS & IMPROVEMENT:			570.00	
<b>16049 HOPPERS SILK SCREENING</b>				
68660	plaques for Forsythe	06/04/2020	36.00	100-40-5211-3-38
68660	plaques for Forsythe	06/04/2020	36.00	100-50-5232-3-38
Total 16049 HOPPERS SILK SCREENING:			72.00	
<b>16088 IEH AUTO PARTS LLC</b>				
398000707	spark plug	06/04/2020	3.47	100-70-5411-3-36
398000658	spark plug	06/04/2020	1.34	100-70-5411-3-36
398000649	spark plug	06/04/2020	2.34	100-70-5411-3-36
398000663	credit	06/04/2020	3.68-	100-70-5411-3-36
Total 16088 IEH AUTO PARTS LLC:			3.47	
<b>17280 LANGE ENTERPRISES</b>				
72610	replace old street signs	06/04/2020	999.75	100-70-5441-3-36
Total 17280 LANGE ENTERPRISES:			999.75	
<b>18009 MSA PROFESSIONAL SERVICES INC.</b>				
R00212056.0-65	Growmark/Insight Site Plan Review	06/04/2020	1,593.75	100-13840
R00212069.0-2020-1	Waupun Closed Landfill 2020	06/04/2020	4,920.00	100-70-5420-3-38
R00212096.0-15	Newton-Rock-Walker Design	06/04/2020	1,964.90	400-70-5420-8-00
R00212096.0-15	Newton-Rock-Walker Design	06/04/2020	1,870.60	700-10-5192-3-38
R00212096.0-15	Harris Creek Analysis Prelim Design	06/04/2020	7,212.00	700-10-5192-3-38
R00212116.0-1	Dam Auxiliary Spillway Design	06/04/2020	1,100.00	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			18,661.25	
<b>18961 MENARDS - BEAVER DAM</b>				
76938	library parts/supplies - Covid	06/04/2020	52.38	100-70-5410-3-36
76938	parks/diamonds/ball complex - parts/supplies - Covid	06/04/2020	78.00	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			130.38	
<b>19169 MILTON PROPANE INC</b>				
19169	fork lift cylinders	06/04/2020	171.00	100-70-5411-3-36
Total 19169 MILTON PROPANE INC:			171.00	
<b>19802 NAPA AUTO PARTS-WAUPUN</b>				
279240	powerated belt - pool heater	06/04/2020	9.99	100-20-5523-3-36
277073	sensor - PD	06/04/2020	36.79	100-40-5212-3-36
278007	battery - PD	06/04/2020	132.69	100-40-5212-3-36
278008	air filter - PD	06/04/2020	55.16	100-40-5212-3-36
278227	credit	06/04/2020	5.00-	100-40-5212-3-36
278900	wiper blade	06/04/2020	14.98	100-40-5212-3-37
277453	fuse holder - repair fountain	06/04/2020	4.69	100-70-5410-3-36
277089	motor tune-up	06/04/2020	41.94	100-70-5411-3-36
277384	credit	06/04/2020	3.68-	100-70-5411-3-36
278144	battery's	06/04/2020	326.38	100-70-5411-3-36
278227	credit	06/04/2020	20.00-	100-70-5411-3-36
278227	credit	06/04/2020	20.00-	100-70-5411-3-36
278314	hose clamp/drill bits/washers/locknuts/nuts/screws/fittings	06/04/2020	708.24	100-70-5411-3-36
278496	coupler	06/04/2020	27.44	100-70-5411-3-36



Invoice	Description	Invoice Date	Total Cost	GL Account
278901	connector/flare tee/coupling/connector/pipe flare swivel	06/04/2020	70.98	100-70-5411-3-36
279198	elbow	06/04/2020	104.45	100-70-5411-3-36
279209	credit	06/04/2020	20.00-	100-70-5411-3-36
279450	fitting	06/04/2020	61.96	100-70-5411-3-36
279499	oil filters	06/04/2020	28.16	100-70-5411-3-36
279500	connector	06/04/2020	2.99	100-70-5411-3-36
279569	connector/tie	06/04/2020	30.35	100-70-5411-3-36
279588	super trim adh	06/04/2020	31.99	100-70-5411-3-36
277338	oil dry	06/04/2020	449.55	100-70-5431-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			2,070.05	
<b>20349 NEUMAN POOLS INC</b>				
0100022-IN	Pool chemicals	06/04/2020	337.40	100-20-5523-3-40
Total 20349 NEUMAN POOLS INC:			337.40	
<b>20480 NICKEL, JULIE</b>				
6-4-20	Reimbursement for cell phone use - June 2020	06/04/2020	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
<b>20900 OSHKOSH OFFICE SYSTEMS</b>				
AR51726	City Hall Color Copier 6333	06/04/2020	177.25	100-10-5141-3-36
AR51970	copy machine MPC 3500 - fire dept	06/04/2020	13.98	100-50-5231-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			191.23	
<b>20997 PT TIRE &amp; SERVICE CORP</b>				
21453	repair flat tire	06/04/2020	172.50	100-70-5411-3-36
Total 20997 PT TIRE & SERVICE CORP:			172.50	
<b>21560 PHC TRANSIT LLC</b>				
2397	4 loads of gravel delivered	06/04/2020	237.50	400-20-5525-8-00
Total 21560 PHC TRANSIT LLC:			237.50	
<b>21790 PIT-STOP PORTABLES</b>				
A-100723	Pine Street Park Port a Potty	06/04/2020	162.50	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			162.50	
<b>22120 PRECISION BUILDING PRODUCTS INC</b>				
45861	replace remote	06/04/2020	50.00	100-70-5412-3-36
Total 22120 PRECISION BUILDING PRODUCTS INC:			50.00	
<b>22350 QUALITY AGGREGATE LLC</b>				
2496	ADA park paths - base	06/04/2020	1,230.01	400-20-5525-8-00
Total 22350 QUALITY AGGREGATE LLC:			1,230.01	
<b>23224 SAN-A-CARE, INC</b>				
518387	Cleaning supplies (extra) - Covid	06/04/2020	973.96	100-70-5410-3-36
518392	Cleaning supplies	06/04/2020	353.46	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 23224 SAN-A-CARE, INC:			1,327.42	
<b>23589 SHARE CORPORATION</b>				
132034	hand sanitizer	06/04/2020	364.47	100-70-5410-3-36
Total 23589 SHARE CORPORATION:			364.47	
<b>24108 STAPLES CREDIT PLAN</b>				
6-4-20	office supplies	06/04/2020	33.51	100-10-5131-3-30
6-4-20	license card stock	06/04/2020	19.27	100-10-5141-3-30
6-4-20	license envelopes	06/04/2020	21.49	100-10-5141-3-30
6-4-20	license card stock	06/04/2020	22.66	100-10-5141-3-30
6-4-20	office supplies	06/04/2020	33.51	100-10-5141-3-30
6-4-20	office supplies	06/04/2020	33.51	100-10-5191-3-30
6-4-20	office supplies	06/04/2020	33.51	100-20-5513-3-30
6-4-20	office supplies	06/04/2020	11.97	100-30-5152-3-38
6-4-20	office supplies	06/04/2020	33.51	100-70-5420-3-30
6-4-20	office supplies	06/04/2020	33.50	100-80-5670-3-30
Total 24108 STAPLES CREDIT PLAN:			276.44	
<b>24200 STEALTH</b>				
4504	Pest control services - City Hall	06/04/2020	300.00	100-70-5410-3-36
4503	Pest control services - City Garage	06/04/2020	285.00	100-70-5410-3-36
4495	Pest control services - Library	06/04/2020	285.00	100-70-5410-3-36
Total 24200 STEALTH:			870.00	
<b>24470 STREICHER'S</b>				
1423237	gas masks	06/04/2020	732.00	410-40-5211-4-00
1425129	gas masks/carriers/canister filter	06/04/2020	5,780.00	410-40-5211-4-00
Total 24470 STREICHER'S:			6,512.00	
<b>24902 HIGHLAND GROUP</b>				
INV4	Ph 2 S Madison St Negotiation Fee/recording fees	06/04/2020	4,290.00	400-70-5436-8-00
Total 24902 HIGHLAND GROUP:			4,290.00	
<b>25250 TRAFFIC &amp; PARKING CONTROL CO.</b>				
669626	Annual Traffic Signal Prev Maint - supplies/parts	06/04/2020	896.00	100-70-5441-3-36
Total 25250 TRAFFIC & PARKING CONTROL CO.:			896.00	
<b>25399 TRIPLE CROWN PRODUCTS</b>				
250080	washable face masks	06/04/2020	284.26	100-70-5412-3-38
Total 25399 TRIPLE CROWN PRODUCTS:			284.26	
<b>25445 TRUCK COUNTRY</b>				
X202605476:02	insul-hanger - repair exhaust	06/04/2020	31.40	100-70-5411-3-36
Total 25445 TRUCK COUNTRY:			31.40	
<b>25450 TRU CLEANERS LLC</b>				
CW060120	cleaning service for City of Waupun	06/04/2020	4,052.81	100-70-5410-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 25450 TRU CLEANERS LLC:			4,052.81	
<b>25760 US CELLULAR</b>				
0373964259	Clerk cell phone	06/04/2020	68.93	100-10-5141-3-31
0373964259	Economic Developer/Administrator	06/04/2020	73.53	100-10-5191-3-31
0373964259	Kast Hotspot #190	06/04/2020	45.50	100-10-5197-3-31
0373964259	PARK-rec cell phone	06/04/2020	41.43	100-20-5513-3-31
0374171198	POLICE DEPT monthly cell phone charges	06/04/2020	390.54	100-40-5212-3-38
0373964259	FIRE DEPT monthly cell phone charges	06/04/2020	204.94	100-50-5231-3-31
0373964259	DPW Director/Foreman monthly cell phone	06/04/2020	119.53	100-70-5420-3-31
0373964259	Library monthly cell	06/04/2020	60.04	210-60-5511-3-31
Total 25760 US CELLULAR:			1,004.44	
<b>26465 VON BRIESEN &amp; ROPER, S.C.</b>				
321863	Covid-19 Policies	06/04/2020	940.50	100-10-5143-3-38
321863	GENERAL Professional Services	06/04/2020	1,425.00	100-10-5143-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			2,365.50	
<b>26790 WAUPUN AREA ANIMAL SHELTER, INC</b>				
JUNE2020	Monthly Contract	06/04/2020	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
<b>27450 WAUPUN UTILITIES</b>				
6-4-20	Share of 2018 Liability Dividend (2019 declared)	06/04/2020	4,460.21	100-10-5194-3-38
4895	WPPI monthly email user/archiving accts	06/04/2020	176.00	100-10-5197-3-38
4895	Member Network Assessment/Monitoring Service	06/04/2020	44.00	100-10-5197-3-38
4895	Install 2 computers	06/04/2020	168.00	100-10-5197-3-38
4895	OPSWAT Ticket/Password Ticket - Mayor	06/04/2020	28.00	100-10-5197-3-38
Total 27450 WAUPUN UTILITIES:			4,876.21	
<b>28443 WI DEPT OF AGRICULTURE</b>				
115-0000017202	Weights/Measures inspection contract	06/04/2020	2,800.00	100-10-5246-3-38
Total 28443 WI DEPT OF AGRICULTURE:			2,800.00	
<b>29080 WI DEPT OF NATURAL RESOURCES</b>				
114115540-20	Stormwater fees	06/04/2020	1,500.00	700-10-5192-3-36
Total 29080 WI DEPT OF NATURAL RESOURCES:			1,500.00	
<b>29893 YMCA OF DODGE COUNTY</b>				
622020	C19 Pool Exp's-Reservation System etc	06/04/2020	861.88	100-20-5523-3-38
622020	Swim Suits/T-shirts/Fannie Packs/etc	06/04/2020	829.34	100-20-5523-3-38
Total 29893 YMCA OF DODGE COUNTY:			1,691.22	
<b>29940 ZERO WASTE USA</b>				
342527	roll bag case of 4000	06/04/2020	174.13	100-70-5410-3-36
Total 29940 ZERO WASTE USA:			174.13	
<b>300032 INSIGHT FS</b>				
200029297	bullzeye	06/04/2020	74.67	100-70-5613-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 300032 INSIGHT FS:			74.67	
<b>300188 MARCO TECHNOLOGIES LLC</b>				
68150065	KONMIN/BHC308	06/04/2020	257.11	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			257.11	
<b>300193 SALAMONE SUPPLIES</b>				
145061	Building & Parks Supplies	06/04/2020	309.93	100-70-5410-3-36
145061-1	Building & Parks Supplies	06/04/2020	64.26	100-70-5410-3-36
Total 300193 SALAMONE SUPPLIES:			374.19	
Grand Totals:			103,531.48	

Report GL Period Summary

GL Period	Amount
06/20	103,359.64
05/20	171.84
Grand Totals:	103,531.48

Vendor number hash: 3016267  
 Vendor number hash - split: 3877139  
 Total number of invoices: 108  
 Total number of transactions: 154

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	103,531.48	.00	103,531.48
Grand Totals:	103,531.48	.00	103,531.48

Report Criteria:

[Report].Invoice Date = 05/29/2020-06/04/2020

## 2020-2021 Operator License Renewal

LAST NAME	FIRST	MID INIT	ADDRESS	CITY/STATE/ZIP
Aellig	Jenna	L	955 Wilcox St #101	Waupun, WI 53963
Aylesworth	Scott	R	490 Neevel Ave	Waupun, WI 53963
Bastian	Rodney	J	124 E Jefferson St	Waupun, WI 53963
Beck	Lynn	M	W12997 Cty Rd AS	Waupun, WI 53963
Belsma	Betty	A	512 W Brown St	Waupun, WI 53963
Benike	Brianna	H	904 Security Dr Apt 204	Fond du Lac, WI 54935
Benson	Amanda	L	425 E Main St Apt B	Waupun, WI 53963
Berndt	Amy	R	218 W Church St	Oakfield, WI 53065
Bille	Emily	J	716 W Spring St	Waupun, WI 53963
Bille	Sheryl	L	701 Horicon St #8	Horicon, WI 53032
Bille	Jillian	K	107 Welch St	Waupun, WI 53963
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
Braatz	Renae	J	W3874 Cty Rd H	Fond du Lac, WI 54937
Brown	Daniel	R	PO Box 374	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	308 Morris St	Fond du Lac, WI 54935
Collien	Lisa	A	19 Caddie Ct	Waupun, WI 53963
Collien	Jeffrey	S	19 Caddie Ct	Waupun, WI 53963
Collien	Jaden	S	19 Caddie Ct	Waupun, WI 53963
Cook	Angelic	M	204 W Brown St #201	Waupun, WI 53963
Cross	Mary	A	319 S Division St	Waupun, WI 53963
Currier	James	B	314 E Huron St	Berlin, WI 54923
Daute	Stephen	P	707 Sandy Acre Dr	West Bend, WI 53090
Dean	Dawn	M	620 W Macbre St	Beaver Dam, WI 53916
DeBoer	Sandra	L	501 McKinley St	Waupun, WI 53963
DeMotts	Donald	V	W13674 Marshview Rd	Waupun, WI 53963
Despres	Casey	Jo	233 Grandview Ave	Waupun, WI 53963
Despres	Casey	Jo	233 Grandview Ave	Waupun, WI 53963
DeVicente	Lazaro		5126 Golden Leaf Trail	Madison, WI 53704
Dillard	Stacie	A	610 McKinley St	Waupun, WI 53963
Drewa	Dan	A	307 S Watertown St	Waupun, WI 53963
Dunn	Pamela	C	820 E Main St	Waupun, WI 53963
Duscheck	Christine	M	W12709 Hill Rd	Brandon, WI 53919

Ehlert	Alissa	G	827 Mayfair St #11	Waupun, WI 53963
Engel	Abigail	M	815 Mayfair St #16	Waupun, WI 53963
Farr	Stephen	N	709 W Jefferson St	Waupun, WI 53963
Fix	Crystal	L	721 W Lincoln St #4	Waupun, WI 53963
Frye	Arlene	M	PO Box 435	Brownsville, WI 53006
Frye	Brenda	S	W6073 Milligan Rd	Waupun, WI 53963
Gabrhel	Brianne	E	431 1/2 E Main St	Waupun, WI 53963
Genette	Shyenne	A	1013 Rour Ave	Waupun, WI 53963
Gilgenbach	Emma	T	229 W Franklin St	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
Haddy	Jordyn	A	712 Beekman St	Waupun, WI 53963
Haddy	Rebecca	L	712 Beekman St	Waupun, WI 53963
Haefemeyer	Susan	J	916 Rock Ave	Waupun, WI 53963
Harder	Claire	S	N10224 Hwy 26	Burnett, WI 53922
Harmsen	Janet	S	101 A S Harris Ave	Waupun, WI 53963
Hartgerink	Aime	Jo	W7339 Walnut Rd	Beaver Dam, WI 53916
Hauerwas	Michelle	E	N89W15304 Jefferson Ave	Menomonee Falls, WI 53051
Hawkinson	Tracy	M	811 Visser Ave	Waupun, WI 53963
Hawkinson	Dale	A	811 Visser Ave	Waupun, WI 53963
Heine	Donald	R	N7061 Center St	Horicon, WI 53032
Hendricks	Melinda	K	1205 Andy Ln	Waupun, WI 53963
Henson	Jamie	J	154 Olmstead St	Waupun, WI 53963
Herrmann	Michael	T	W4050 Campbell Dr	Campbellsport, WI 53010
Homan	Madison	P	951 Wilcox St #204	Waupun, WI 53963
Janzen	Ericka	D	26 N Forest St #B	Waupun, WI 53963
Kanthack	Haley		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
Kielmann	Richard	R	622 Roosevelt St	Waupun, WI 53963
Koehler	Brett	M	22 1/2 N Madison St	Waupun, WI 53963
Koehler	Megan	M	521 Wilcox St #2	Waupun, WI 53963
Kottnitz	Daniel	R	312 Taylor St	Waupun, WI 53963
Krohn	Cade	D	907 W Lincoln St	Waupun, WI 53963
Kuslits	William	J	28 Chapman Pl	Waupun, WI 53963
Laing	Shelly Ann	R	W5257 Cty Rd E	Horicon, WI 53032
Lange	Rebecca	L	W7237 Cty Rd C	Burnett, WI 53922

Lawson	Briana	K	12 Overlook Dr Apt 8205	Fond du Lac, WI 54937
Logterman	Harold	M	1501 Petula Ave	N Fond du Lac, WI 54937
Maleck	Jamie	P	1011 Lawndale Dr	Beaver Dam, WI 53916
Maly	Karissa	A	W8120 Chapel Rd	Beaver Dam, WI 53916
Maly	Myles	D	W8120 Chapel Rd	Beaver Dam, WI 53916
Maly	Matthew	J	404 Pleasant Ave	Waupun, WI 53963
Martinez	Gregory	M	W655 Hickory Dr	Markesan, WI 53946
Martinez	Shania		307 W Jefferson St	Waupun, WI 53963
McCartney	Brandon	J	W12497 Sheldon Rd	Brandon, WI 53919
Montalto	Cynthia	M	912 W Brown St #1	Waupun, WI 53963
Nelson	Seth	M	W10416 Church Rd	Waupun, WI 53963
Parenteau	Jesse	A	N10578 Buckhorn Rd	Fox Lake, WI 53933
Parramore	Selena	C	352 Carrington St	Waupun, WI 53963
Pribbenow	Brett	A	700 Beekman St	Waupun, WI 53963
Rens	Amy	Jo	727 W Lincoln St #7	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
Salzman	Makayla	T	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	Elizabeth	M	747 Wilcox St	Waupun, WI 53963
Schmitz	Nicole	D	424 1/2 S Center St	Beaver Dam, WI 53916
Shaw	Roger	D	N3345 Lemmenes Pkwy	Waupun, WI 53963
Sletto	Robert	F	554 W Main St	Waupun, WI 53963
Sloan-Barsch	Tana	L	N11181 Cty Td M	Waupun, WI 53963
Smet	Lynda	J	W10945 St Hwy 23	Rosendale, WI 54974
Smith	Nathan	T	815 Mayfair St #6	Waupun, WI 53963
Smith	Emily	R	414 W Hawthorne Dr	Waupun, WI 53963
Sober	Aylson	C	101B S Harris Ave	Waupun, WI 53963
Stachowski	Christina	M	204 W Brown St Apt 203	Waupun, WI 53963
Stelsel	Felicia	J	806 Rock River Ave	Waupun, WI 53963
Straks	Brooke	A	N6709 Cty Rd M	Rosendale, WI 54974
Swangstu	Tieraney	R	266 E Johnson St	Fond du Lac, WI 54935
Syens	Eli	A	418 W Lincoln St	Waupun, WI 53963
Tank	Taylor	A	N3298 Lemmenes Pkwy	Waupun, WI 53963
Tanksley	Cheryl	A	352 Carrington St	Waupun, WI 53963
Teachout	Melissa	M	5 E Lincoln St	Waupun, WI 53963
Thapa	Sujan		367 N Peters Ave M-G	Fond du Lac, WI 54935

Thomas	Candace	J	206 Jackson St	Waupun, WI 53963
Thomas	Candace	J	206 Jackson St	Waupun, WI 53963
Tschudy	Chloe	E	602 E Franklin St	Waupun, WI 53963
VanBuren	Kathrine	R	600 Park St	Waupun, WI 53963
VanBuren	Catherine	A	N9501 VanDyne Rd	Van Dyne, WI 54979
VanBuren	Kelley	J	22 Reids Dr	Waupun, WI 53963
Vanderkin	Nancy	L	422 Fond du Lac St	Waupun, WI 53963
VandeSlunt	Richard	L	411 High St	Waupun, WI 53963
VandeZande	Dawn	M	306 Bly St	Waupun, WI 53963
VandeZande	Ryan	M	159 Harmsen Ave	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	L	480 1/2 Forest Ave	Fond du Lac, WI 54935
Watson	Jessica	C	416 Harrison St Apt 2	N Fond du Lac, WI 54937
Wegener	Kailey	A	N6407 Cty Rd M	Rosendale, WI 54974
Wellenreiter	Julie	A	957 Wilcox St #102	Waupun, WI 53963
Wheeler	Deborah	L	345 N Madison St	Waupun, WI 53963
Wojahn	Cynthia	R	12 Young St	Waupun, WI 53963
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	Cindy	S	N3253 S Frontage Rd	Waupun, WI 53963
Zills	Courtney	J	222 Washington St	Beaver Dam, WI 53916



**2020-2021 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			
Martens Farm & Home	Martens Farm & Home	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				
Route 41 Pizza LLC	Domino's Pizza #2109	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			
Tenneco		X	X			
The Brittain House LLC	Brittain House	X	X		X	
The Goose Shot LLC	The Goose Shot	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	X			
Waupun Little League		X				
Waupun Memorial Hospital		X	X			
Waupun Pizza Ranch		X	X		X	
Wildo Corporation	Holiday Food & Sport	X	X	X		
Wild's Subs Inc	Waupun Subway	X	X			
Wind & Unwined LLC	Wind & Unwined	X				



**MINUTES**  
**CITY OF WAUPUN ZONING BOARD OF APPEALS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Monday, August 19, 2019 at 4:00 PM**  
**(Approved 5/20/20)**

**CALL TO ORDER**

Chairman Mesa called The Zoning Board of Appeals meeting at 4:04 p.m.

**ROLL CALL**

Members present: Walters, Chairman Mesa, Kaczmariski, and Nickel.

Absent: Dobbratz and Weber

Also in attendance were Susan Leahy, Zoning Administrator and Melissa, Signarama

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

No persons appeared.

**CONSIDERATION - ACTION**

1. Approve minutes of the July 8, 2019 meeting. Motion by Nickel, second by Walters to approve the July 8, 2019 meeting minutes of the Zoning Board of Appeals. Motion carried unanimously.
  
2. Public Hearing –Mesa read request to Discuss/Approve Variance request of Signarama, representing the Waupun School District, to install signage that will exceed the allowable square footage, height and length per Section 16.11(4) Type 1.
  - Melissa is asking that a sign be installed on the gymnasium portion of Meadow View School. Sign not illuminated.
  - Walters asked if the sign will be located as shown on the drawing. Melissa verified that yes that will be the location.
  - Mesa made a motion to approve the signage as submitted, Kaczmariski seconded motion.
    - 4 Ayes, 0 Nays. Motion carried unanimously.
  
3. Mesa asked if there was any new business. None

**ADJOURNMENT**

Motion by Kaczmariski, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 4:09 pm.

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



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**City Hall, Council Chambers**  
**Wednesday, March 18, 2020 at 4:45 PM**  
(Approved 5/20/20)

**CALL TO ORDER**

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

**ROLL CALL**

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

Member Excused: Derek Drews

Staff Present: BJ DeMaa

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--**

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

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

Chairman Nickel indicated the next meeting of the Plan Commission may be April 15, 2020 at 4:45 pm.

**CONSIDERATION - ACTION**

1. Approve minutes of the February 19, 2020 meeting  
Motion by Daane, seconded by TerBeest to approve the minutes of the February 19, 2020 meeting as presented. Motion carried, unanimously.
  
2. Site Plan Review - Pine Valley Apartments - Mayfair St.  
A zoning staff review was provided by the City Zoning Administrator. The review noted the owner of the proposed Waupun Pine Valley Apartments LLC is Steve Foote of Beaver Dam. The address is shown as 677, 721, 753, and 785 Mayfair St. on parcel #292-1315-0433-053 just east of the intersection of Mayfair St. and STH 26 (Watertown St.)

The project area is included in a Planned Community Development, which is zoned R-3 multi-family residential. The proposal for the site is to construct three - 4 unit apartment buildings and one - 6 unit apartment. The zoning administrator after reviewing all applicable zoning requirements for this proposal, such as Section 16.03(3) & 16.07 indicate that the proposed Waupun Pine Valley Apartment Development meets all zoning requirements and recommends the site plan be approved as submitted, however she noted that no landscaping plan has been submitted for the development. A photometric plan was not submitted as no lighting is intended to be installed along the private drive as there will be standard residential exterior light fixtures on each building. Storm water plans still need to be reviewed by the City Engineer as well as Utilities. No signs are noted at this time.

The apartments will rent for \$1,100 a month and \$1,150 for a corner apartment. In floor heating will be the source of heat and each unit will have two box openings for air conditioners. Fire Chief BJ DeMaa noted there will be a fire hydrant on the NE corner of the lot along Mayfair St. and one private hydrant on the SW corner of Unit #2. He also requests that there be one fire alarm panel on each building. There needs to be some discussion with MSA regarding the private hydrant near Unit #2.

Lueck feels the PCD section of the Zoning Ordinance isn't being interpreted correctly, as in such a case as this one, there should have been at least one or possibly more than one public hearing for a development like this in order to let neighbors know what is being developed in their neighborhood. Some people along Taft

Ln. may not have bought or built their new homes along this street if they knew there was going to be 18 new apartment units in their backyard, which could possibly lower their assessment when they want to sell in the future rather than increasing their property value.

No further points of discussion were brought up, so Chairman Nickel called for a motion to act on this site plan.

Motion by Nickel, seconded by Medema to approve the site plan for the Waupun Pine Valley Apartments at 677, 721, 753, and 785 Mayfair St. subject to the following conditions:

1. A landscaping plan shall be submitted prior to development,
2. Stormwater and utility plans shall be reviewed and approved by the City Engineer,
3. A dumpster enclosure shall be provided at the west end of the development, and
4. A fire alarm panel shall be provided for each unit and approved by the City Fire Chief.

Vote: Daane, TerBeest, Medema, Matoushek, Lueck, and Nickel - "AYE". Motion carried, unanimously 6/0.

### **ADJOURNMENT**

Motion by Medema, seconded by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 5:00 pm.

Fred Lueck  
Secretary

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, May 11, 2020**

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

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

Motion made by Thurmer, seconded by Westphal and unanimously carried, to approve minutes from the April 13, 2020 meeting and April 22, 2020 special meeting.

On motion by Westphal, seconded by Gerritson and unanimously carried, bills for month of April 2020 were approved as presented.

On motion by Kaczmarski, seconded by Westphal and unanimously carried, year-to-date financial reports through March 2020 were approved as presented. General Manager Brooks presented a brief overview of key points for the March Financial report.

General Manager Brooks reported on outages that had occurred and repairs made. Currently in the planning stages, General Manager is working with ATC to replace poles due to aging and clearance issues. Waupun Utilities has recently received national recognition from American Public Power Association (APPA) with the award of "Certificate of Excellence in Reliability" for 2019. Our average outage time was 2.4 minutes a year compared to national average outage time of 143 minutes a year.

Office and Customer Service Lead presented a comparison of number of past due notices mailed and customer balances in arrears for months of April/May 2018, 2019 & 2020. There is a notable increase in balances in arrears due to Covid-19 and emergency order to suspended disconnection of services for non-payment.

Treatment Facilities and Operations Superintendent reported that operations have been running smoothly at the water and wastewater treatment facilities. Quarter 1 testing of Volatile Organic Compounds has been completed for the water treatment facility and all compound results were Non-Detect. Whole Effluent Toxicity testing was performed at the wastewater treatment facility and passed with good results. Water/Sewer Crew staff will be working on preventative maintenance of the distribution and collection system over the next months including jetting the sanitary sewer basin and fire hydrant preventative maintenance program. Maintenance programs help to keep our systems working smoothly and help to prevent large repairs and costly expenses down the road.

Treatment Facilities and Operations Superintendent provided an update on USDA Financing for ABNR project at the WWTP. Project costs have increased by approximately \$2.5 million however loan rates have decreased by 1%. Reduced interest rates will cover the potential project increase and will save over \$4.0 million over life of loan. No additional changes will be needed to customer's rates.

Jim Smith, Applied Technologies, presented an update in regards to the Waste Water Treatment Plant project using ABNR cogeneration system. A cogeneration system would supply most of the electricity and heating needed for the WWTP as well as sequester 16,000 pounds of carbon per day. With the cogeneration system, it would produce the necessary CO2 needed for the ABNR system.

On motion by Kaczmarski, seconded by Homan, to approve Amendment No. 02 to Owner-Engineer Agreement between Waupun Utilities and Applied Technologies, Inc. for Waupun WWTP Upgrade with ABNR project. Motion carried unanimously.

Motion by Thurmer, seconded by Kaczmarski and unanimously carried, to appoint Steve Brooks as WPPI Energy Board Director and Jeff Stanek as WPPI Energy Board Alternate.

On motion by Homan, seconded by Kaczmarski and unanimously carried, meeting was adjourned at 5:09 p.m.

The next commission meeting is scheduled on June 8, 2020, 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 12, 2020 at 6:00 PM

**CALL TO ORDER**

Mayor called the virtual and teleconference 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 Vossekul, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

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

Other City Staff present is Sarah Van Buren, Community & Economic Development Coordinator.

Audience in attendance is Andrea Jensen o Baker Tilly and Rebekah Gaumitz and Dirk Langfoss of the YMCA.

No media is in attendance.

**PERSONS WISHING TO ADDRESS COUNCIL**

No persons address the Council.

**CONSENT AGENDA**

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

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

**ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION**

No items were removed for further discussion.

**CONSIDERATION - ACTION**

**19. 2019 City of Waupun Audit Report Presentation**

Andrea Jensen of Baker Tilly presents the 2019 Audit.

Motion Matoushek, second Vanderkin to accept the 2019 City of Waupun Audit Report. Motion carried 6-0 on roll call.

**20. 2019 MS4 Annual Report**

Daane provides the Annual Report Under MS4, issued by the Department of Natural Resources, for review.

Owners of a Municipal Separate Storm Sewer System (MS4) are required to submit an annual report to the DNR by March 31 of each year.

Motion Vanderkin, second Mielke to approve the Annual Report Under MS4. Motion carried 6-0 on roll call.

## **21. Resignation and Appointment to the Zoning Board of Appeals**

Due to the resignation of Zoning Board member, Paul Neevel, Mayor Nickel requests Council to accept the resignation and appoint Patricia Beyer to fulfill this vacancy.

Motion Vossekui, second Matoushek to accept the resignation of Paul Neevel from the Zoning Board of Appeals and appoint Patricia Beyer to fulfill the vacancy for the remainder of the term. Motion carried 6-0 on roll call.

## **22. Board of Public Works Appointments**

At the April 28, 2020 Special Council meeting, the Common Council adopted Ordinance 20-04 to repeal and recreate the Board of Public Works. This ordinance provides “the Board of Public Works shall consist of three (3) Alderpersons and four (4) additional City residents, all of whom shall be appointed by the Mayor subject to approval by the Common Council”. Mayor Nickel requests Council to accept the following as the body of the Board: Alderpersons: Ryan Mielke, Bobbie Vossekui, and Mike Matoushek and City residents, Dale Heeringa, Brian Markus, Jessica Mueller, and Gregg Zonnefeld.

Motion Vanderkin, second Kaczmarski to accept the Board of Public Works Appointments as presented. Motion carried 6-0 on roll call.

## **23. 2020 City of Waupun Farmer's Market**

The Waupun Chamber of Commerce request to hold the Farmers Market in the O'Connor, Wells & Vander Werff, LLC parking lot, located on the corner of East Main Street and South Forest Street on Saturday's from 8:00am to 12:00pm between June 6 and September 26, 2020.

Motion Matoushek, second Westphal to approve the 2020 Waupun Farmers Market as presented, providing compliance with any Executive Orders relating to Farmer's markets. Motion carried 6-0 on roll call.

## **24. City of Waupun Conflict of Interest Policy**

Due to USDA financing for the Waupun Utilities wastewater treatment plant, we are subject to federal rules that require we establish a Conflict of Interest Policy as it relates to entities receiving federal funds for projects. The policy complies with federal recommendations as provided by the USDA. As part of this policy and prior to closing the USDA loan on the Utilities project, we will be completing a conflict of interest disclosure statement in accordance with this policy and USDA guidelines.

Motion Mielke, second Matoushek to approve the Conflict of Interest Policy. Motion carried 6-0 on roll call.

## **25. City of Waupun Language Access Plan**

Due to USDA financing for the Waupun Utilities wastewater treatment plant, we are subject to federal rules that require we establish a Language Access Plan. Recipients of federal funding must take reasonable steps to ensure that Limited-English Proficient (LEP) individuals have meaningful access to activities and programs. The Language Access Plan before Council complies with federal recommendations as provided by the USDA.

Motion Kaczmarski, second Matoushek to approve the Language Access Plan. Motion carried 6-0 on roll call.

## **RESOLUTIONS AND ORDINANCES:**

### **26. Resolution Temporarily Reducing or Waiving Certain Licensing Fees Imposed by the City of Waupun**

At the April 28, 2020 Special Council meeting, the Common Council made motion to approve the State minimum fee for Class B Liquor and Beer Licenses; waive license fees for Soda, Dairy, and amusement; and provide a \$10 fee for Operator Licenses for the 2020-2021 licensing period, due to COVID-19. As these fees are provided in Ordinance, a resolution must be approved for these temporary fees.

Motion Kaczmarski, Vanderkin to Approve Resolution 05-12-20-01 Temporarily Reducing or Waiving Certain Licensing Fees Imposed by the City of Waupun. Motion carried 6-0 on roll call.

## **27. Resolution - Use of Streets and Alleys**

Attorney VandeZande provides a resolution to provide the Waupun Utilities the use of streets and alleys as required by the USDA.

Motion Kaczmariski, second Matoushek to approve Resolution 05-12-20-02 Use of Streets and Alleys. Motion carried 6-0 on roll call.

## **28. Ordinance to amend Ch.6.05(3) (c) entitled Traffic Code-Handicapped Parking Stalls**

The Waupun Post Office has requested a handicapped parking stall be placed in front of their building on E. Franklin Street which will require an ordinance change. Majority of Council question the stall be placed on N. Madison. Daane will contact the Postal Service to inquire on relocation and return to a future meeting on his findings.

This item is tabled for a future meeting.

## **CITY OF WAUPUN COVID-19 UPDATE**

### **29. City of Waupun COVID-19 Update**

Jaeger states the Library has begun curbside services. Schlieve comments on economic development in relation to Waupun businesses, business grants, and relief programs as it relates to COVID. Kast provides budgetary scenarios of the financial impact of COVID-19.

### **30. Recreational Facilities COVID-19 Update**

Kaminski will meet with the YMCA on May 18, 2020 to make a decision on the aquatic center status for 2020. If it is found to be favorable to open the aquatic center, a target date of June 13<sup>th</sup> is considered for possible opening. Schlieve provides information on the status of opening/closings of Wisconsin municipalities aquatic facilities as forwarded by the League of WI Municipalities.

Council will meet on Tuesday, May 19, 2020 at 6:00pm for discussion of the aquatic center.

## **ADJOURN TO CLOSED SESSION**

Motion Matoushek, second Vanderkin to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Developer Negotiations for Tanager Street-TID 8 and Investing in Public Funds relating to 231 and 235 Fond Du Lac Street. Motion carried 6-0.

## **RECONVENE OPEN SESSION**

Motion Vanderkin, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

## **ACTION FROM CLOSED SESSION**

No action.

## **ADJOURNMENT**

Motion Matoushek, second Vanderkin to duly call the meeting adjourned at 8:15pm. Motion carried 6-0.



**Minutes of the Waupun Public Library Board Meeting  
May 18, 2020**

The online Zoom meeting of the Waupun Public Library Board was called to order by Beverly Martens, Vice President, at 4:45 pm on May 18, 2020. Also present were Hintze, Schultz, Westphal, Garcia, Jaeger, and Rohrer. Sullivan was absent.

Janet Gehl was welcomed as a newly appointed member of the Board, along with mayoral appointments Sadie Schultz and Alderman Jason Westphal. Claudia Waskow left the Library Board in March after many years of serving on the Board as President. Her love of the library was obvious. Her commitment to the continuing success of the library throughout the years is greatly appreciated. Thank you, Claudia. You will be missed.

ARTICLE I: Motion by Schultz, supported by Hintze, to accept the minutes of the March 23, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of April, 2020 was 34,121 items.
2. Library visits through the end of April, 2020 was 14,726 people.
3. A majority of Monthly Statistics YTD will be negatively affected since the closure beginning in mid-March due to the Covid-19 Virus.

ARTICLE IV: Current budget was discussed. No issues noted.

ARTICLE V: Motion by Schultz, supported by Hintze, to pay the May bills. Motion carried. 6-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Curbside service began on Monday, May 11. All procedures were in place for minimal staff contact with each other, and there is no contact between staff and patrons picking up materials. Adjustments will be made as deemed necessary.

b. The library will receive an estimated \$5,000 from the Ellen Johnson estate. Since the funds can only be transferred from her Edward Jones investment account to another Edward Jones account, an Edward Jones account for the library is being set up. Once completed, the library will be prepared in future years to receive other such estate gifts held in Edward Jones investment accounts.

c. DPW is looking at a new phone system for city hall and is including the library. After reviewing marketing documents, Jaeger feels the system the library has at this time is stable and reliable. Also, we have just reached the return on investment from the purchase

of needed equipment three years ago when we switched to Spectrum. This new system would also require the purchase of new phones.

d. Cough/sneeze shields have been installed around the circulation desk and several workstations to protect staff once the library building is opened.

e. The Board engaged in a lengthy discussion concerning the reopening of the library. Considering there has been little guidance statewide as to the proper procedure for safety of staff and patrons, and there are many questions concerning safety, Jaeger and Garcia will create a plan, using all available information, including attention to results of other libraries which may have reopened, and provide the plan to the board members a week before the June 15<sup>th</sup> meeting. This will provide an opportunity for members to study the plan, and come with questions and concerns. The Board will then be able to make an informed decision on a reopening date.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Hintze, supported to Rohrer, to nominate and elect Bev Martens as President. Motion carried unanimously.

b. Motion by Gehl, supported by Rohrer, to nominate and elect Jan Sullivan as Vice President. Motion carried unanimously.

c. Motion by Hintze, supported by Westphal, to nominate and elect Rohrer as Secretary-Treasurer. Motion carried unanimously.

d. Sullivan and Rohrer were appointed to the Evaluation Committee.

e. In order to maintain consistency: Motion by Rohrer, supported by Westphal, to hold all future Library Board meetings at 4:45 pm on the third Monday of every month. Motion carried.

f. Motion by Westphal, supported by Hintze, to continue to pay part-time staff working from home during this emergency closure, with payment not to go past the pay period ending June 27, 2020. Motion carried 6-0 on roll call.

ARTICLE IX: Motion by Rohrer, supported by Westphal, to adjourn at 5:46 pm. Motion carried.

Next tentative meeting: **June 15, 2020, at 4:45 p.m.**

SANDRA ROHRER Secretary  
SR/bkj



**MINUTES**  
**CITY OF WAUPUN SPECIAL COUNCIL**  
**VIDEO CONFERENCE AND TELECONFERENCE**  
**Tuesday, May 19, 2020 at 6:00 PM**

**CALL TO ORDER**

Mayor called the virtual and teleconference meeting to order at 6:00pm.

**ROLL CALL**

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

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Director of Public Works Daane, Recreation Director Kaczmarski, and Fire Chief Demaa.

YMCA of Dodge County Staff present is Rebekah Gaumitz and Dirk Langfoss.

**CONSIDERATION - ACTION**

**1. Consideration of 2020 Recreational Services due to COVID-19**

**Aquatic Center:**

WEDC and CDC have established best practices for reopening. Schlieve provides four (4) budget impact scenarios.

**Pool Capacity:** Under guidelines, our pool capacity of 600 (8,370 square feet) would allow 58 swimmers (additional spectators may be able to view from pool deck).

**Swimming lessons:** Guidelines are followed by Red Cross. Only could hold lessons for "advanced" swimmers or parent/child lessons.

**Concessions:** City may not have concessions, however, could possibly provide prepacked items.

**Budget:** Worst case scenario provides a deficit of \$150,000. City continues to review options to cut costs such as eliminating 2020 park improvements such as kayak launch, senior center programing, tennis court resurfacing, etc.

**Hours:** Reduced and/or variations of opening/closing hours throughout the day to allow cleaning periods.

**Signage:** Internal signage would be required as advised by our insurance liability company.

**Opening:** 2-3 weeks would be needed to have the pool functioning. Possibly June 13.

Motion Vossekuil, second Vanderkin to open the Waupun Aquatic Center for the 2020 season. Motion carried on roll call 6-0.

**Baseball Diamonds**

Meeting was held with the associations. Associations would like to know the restrictions so they can come back with a proposal for the use of the diamonds. Associations will assist in safety protocol.

**Expenses:** signage, PPE, sanitation stations, etc.

**Considerations for Opening:** May limit outside visitor's access to diamonds. City Staff will be talking with its liability insurance carrier.

**CDC Guidelines:** Provides to suspend sports activities as they are tied to schools.

**Opening:** Possibly could open by mid-June, if approved.

Motion Westphal, second Matoushek to open baseball and softball ball diamonds in the city on June 13,2020 in conjunction with the opening of the pool. Motion carried on roll call 6-0.

## **Parks**

**Park Rentals:** Additional cleaning will be necessary between rentals. Daane recommends a seasonal employee working the weekends to cover the rentals and taking time off during the week to reduce overtime costs of the regular full time staff.

**Restrooms:** Signage, sanitation stations, and additional cleaning will be required.

**Events in Parks:** Fine Arts wishes to hold musical events, a car show is scheduled, etc.

Motion Matoushek, second Kaczmarski to open city parks effective June 6, 2020. Motion carried on roll call 6-0.

City will be asking the associations to provide plans and recommendations of operations. City will provide guidelines to the associations.

Next Tuesday, May 26, 2020 the City will bring a plan of re-opening of all facilities.

Vossekuil comments that she has received inquiries for pool donations.

## **ADJOURNMENT**

Motion Westphal, second Matoushek to duly call the meeting adjourned at 7:39pm. Motion carried 6-0.



**MINUTES**  
**CITY OF WAUPUN JOINT REVIEW BOARD**  
**VIDEO CONFERENCE AND TELECONFERENCE**  
**Wednesday, May 20, 2020 at 4:00 PM**

**CALL TO ORDER**

Mayor Nickel called the virtual and teleconference meeting to order at 4:00pm.

**ROLL CALL**

Members in attendance on roll call is City Representative Mayor Nickel, Fond Du Lac County Representative Gerred, Waupun School Representative Hintze, Moraine Park Technical College Representative Schelter, and Public Member Vanderkin. Those absent and excused are Dodge County Representative Russell Kottke.

City Management Staff present is Clerk Hull and Administrator Schlieve.

Others present are Phil Cosson of Ehlers Public Finance Advisors and Sarah Van Buren Economic Development Coordinator for City of Waupun.

**1. Consideration and appointment and/or reaffirmation of the Joint Review Board's public member**

The Board accepts Nancy Vanderkin as the public member.

**2. Election and/or reaffirmation of Chairperson**

Motion Vanderkin, second Hintze to appoint Nickel as Chairman. Motion carried 5-0 on roll call.

**3. Discuss responsibilities of the Joint Review Board**

Phil Cosson of Ehlers presents the purpose of this meeting.

**4. Review & discuss project plan amendment**

TID 6 is an existing blighted area district, created in 2012. The City desires to amend the boundaries to add territory, making the project expenditures approximately \$350,000, not including financing costs and potential interest to undertake projects in the amendment areas as listed in the Project Plan.

As a result of the amendment of this District, the City projects additional land and improvement value of approximately \$1,500,000 as a result of new development & the redevelopment of a vacant school building, and appreciation in the value of existing properties.

A public hearing will be held today by the Plan Commission for the consideration of the resolution for this amendment.

Possibilities for this area are a multi-family housing, duplex units, and a senior center development.

**5. Set next meeting date**

The next meeting of the Joint Review Board is Thursday, June 25<sup>th</sup> at 3:30pm, via Zoom, to hold the annual meeting as well as consideration of the TID 6 amendment.

**6. Adjourn**

Motion Vanderkin, second Gerred to duly call the meeting adjourned at 4:18pm. Motion carried 5-0.



**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**VIRTUAL AND TELECONFERENCE**  
**Tuesday, May 26, 2020 at 5:30 PM**

**CALL TO ORDER**

Mayor called the virtual and teleconference meeting to order at 5:30pm.

**ROLL CALL**

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

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

Other City Staff present is Sarah Van Buren, Community & Economic Development Coordinator.

Audience in attendance is Mark Tomashek of New Frontier Land Surveying.

Media is in attendance is Ken Thomas of Daily Citizen.

**CONSENT AGENDA**

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

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

**RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS**

**2. Certified Survey Map-8 Lori Court (Plan Commission 5/20/20)**

Mark Tomashek of New Frontier Land Surveying, who is present, submitted a Certified Survey Map for owner, Lorraine Stam for 8 Lori Court, as she wishes to separate the lot into two parcels in order to sell one of the lots. On 5/20/20, the Plan Commission made recommendation to the Council for approval.

Motion Matoushek, second by Vossekul to approve the Certified Survey Map of 8 Lori Court. Motion carried 6-0 on roll call.

**3. Certified Survey Map-216 Welch Street (Plan Commission 5/20/20)**

Mark Tomashek of New Frontier Land Surveying, who is present, submitted a Certified Survey Map for owner, Chad Rosenow for 216 Welch Street as he wishes to combine the two lots in order to place a shed on this area. On 5/20/20, the Plan Commission made recommendation to the Council for approval.

Motion Vossekul, second by Matoushek to approve the Certified Survey Map of 216 Welch Street. Motion carried 6-0 on roll call.

Mark Tomashek of New Frontier Land Surveying excuses himself from the meeting at 5:39pm.

**4. Minor Land Division- Letter of Intent Form- Guell & Rens (Plan Commission 5/20/20)**

Jeff Butzke of Compass Surveying LLC, submitted a Minor Land Division- Letter of Intent Form to Dodge County Land Resources and Parks Department for consideration of land division on Cortes Road. Due to the City's Subdivision Ordinance, when land to be subdivided lies within 1½ miles of the limits of the City of Waupun, approval is required by the City. This was provided to the Plan Commission on 5/20/20, of which a favorable recommendation to the Council was heard.

Motion Matoushek, second by Vossekul to approve the Minor Land Division- Letter of Intent Form for land subdivision on Cortes Road. Motion carried 6-0 on roll call.

#### **5. Revisions to 2020 Business Improvement District Operating Budget (BID Board 5-14-20)**

Due to COVID-19, the impact to Waupun businesses was reviewed. Findings were such as the needs of educational and promoting businesses opportunities (website, on line sales/digital orders, etc.). A review of the 2020 Business Improvement District (BID) Operating Plan was completed to help identify ways the current budget could assist in meeting the needs. It was recommended to reduce the Downtown Market Analysis budget item and make a request for proposals for marketing and business promotion. Proposals were accepted by Moraine Park Technical College (MPTC) and the Venture Center at Fox Valley Technical College (Venture Center). On 5/14/20, the Business Improvement District Board approved the proposal from the Venture Center in the amount of \$1485.00.

Motion by Kaczmariski, seconded by Matoushek to reduce the 2020 Business Improvement District Downtown Market Analysis budget item by \$1,485 to fund three (3) educational programs, provided by the Venture Center at Fox Valley Technical College, for businesses located within the boundaries of the BID. Motion carried 6-0 on roll call.

#### **CITY OF WAUPUN COVID-19**

#### **6. City of Waupun COVID-19 Update**

At the June 9<sup>th</sup> Council meeting, Schlieve intends to provide additional employee policies as well as a resolution to continue the virtual and teleconference meetings. Kast provides scenarios of 2020 projected financial impact due to COVID and the departmental reductions relating to their 2020 budgets.

A park rental policy has been established with the aid of Cities and Villages Mutual Insurance Company.

Discussion of the City's Park Program was heard. Due to the low attendance and budget restraints, Council considers the suspension of the program for this year.

Motion Westphal, second Kaczmariski to suspend the 2020 Park Program. Motion provided a 3-3 tie vote with Matoushek, Vossekul, and Vanderkin voting Nay. Mayor Nickel Votes Aye, concluding the motion to suspend the 2020 Park Program.

Baseball leagues provided reopening guidelines with the use of CDC practices and procedures. Guidelines provide social distancing (seating of parents, players distanced 6ft apart) no shared equipment, and game participants and locations. An agreement with the City is to be prepared.

Targeting June 8<sup>th</sup> as City Hall and Utility lobby opening; June 8<sup>th</sup> through the first week of July the soft opening/by appointment at the Senior Center and safety building lobby; and gradually considering the library.

#### **7. Waupun Park Rental Policy**

Schlieve provides a draft park rental policy which provides guidelines through the use of the CDC and Cities and Villages Mutual Insurance Company for review/consideration. Schlieve will provide non-profits, as well as schools, the use of parks at no charge.

Kaczmariski questions the parking on the grass and sound amplification that is restricted in the policy. Our current ordinance does provide these restrictions. Language could be provided in the policy for approval by staff for special events and possibly change the ordinance language at a future date.

Motion Matoushek, second Vossekul to approve the Waupun Park Rental Policy with the revisions to include approval by City staff for parking on grass grounds and amplification as well as the inclusion of waiving the fee rental to non-profits. Motion carried 5-1 with Kaczmariski voting Nay.

#### **ADJOURNMENT**

Motion Matoushek, second Vossekul to duly call the meeting adjourned at 7:00pm. Motion carried 6-0.

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

**June 2020**

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

**Re: Report to Common Council**

**A. Curbside service**

Curbside service, which began May 11, has been going well. In just under three weeks in May, 379 people picked up 1,325 items using curbside service.

**B. Re-Opening Plan**

The Library Board will be discussing a draft of the library's re-opening plan on June 15<sup>th</sup>, which needs to be in place before the Library Board decides when to open the building to the public. This draft is a working document so it will likely be revised on a regular basis to adjust services and procedures to reflect current needs and issues.

Any questions, please contact Bret at 324-7925 or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org).



TO: Mayor & Common Council  
 FROM: Susan Leahy  
 SUBJECT: Building Permits for May 2020

**DODGE COUNTY**

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	25 Sundrop Properties, LLC	11 S Watertown St	remodel, roof, siding, stone, fence	\$306.00	\$26,000.00
20-	61 Robert Ganz	235 Pleasant Ave	24x10 Deck	\$150.00	
20-	65 Eric Wagner	124 S State St	6' High Privacy Fence	\$250.00	\$8,000.00
20-	67 DILANA BUTLER	17 Beverly Ct	6' High Privacy Fence	\$100.00	\$5,349.00
20-	69 Mark Roecker	207 Walker St	replace windows and door	\$50.00	\$2,000.00
20-	70 Missy Beardsley	231 S Madison St	6' High Dogeared Fence	\$100.00	\$1,200.00
20-	72 Mike Roecker	126 S Madison St	Service Upgrade	\$80.00	
20-	75 Roger Burkholder	532 E Brown St	Replace Siding, Soffit & Fascia	\$132.00	\$22,000.00
20-	76 Barbara Gysbers	318 S Madison St	Reroof	\$57.19	\$9,531.55
20-	77 Jill Rickerman	310 S Division St	Replace Windows and Front Door	\$58.20	\$9,700.00
20-	79 Craig Heesen	506 S West St	Replace Furnace & AC	\$50.00	\$8,800.00
20-	82 Tim Price	231 Hillyer St	Raze existing Detached Garage	\$50.00	
TOTAL				\$1,383.39	\$92,580.55

**FOND DU LAC COUNTY**

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	62 Mark & Julie Nickel	197 Harsen Ave	10x14 shed w/ 4'x10 Porch	\$150.00	\$4,000.00
20-	63 Cody Rabehl	741 Edgewood Dr	SFD w/ Attached Garage	\$2,187.48	\$320,000.00
20-	64 Tony Stobb	385 Fond du lac St	Reside & 20x22 Deck	\$200.00	\$11,000.00
20-	66 Terry Meyer	601 Autumn Ave	16x16 Sunroom/7'x16 Deck	\$305.00	\$49,000.00
20-	68 Melissa Nelson	439 N Madison St	6' high privacy fence, dogeared	\$100.00	\$850.00
20-	71 Dan Tank	414 Rosewood Dr	Reroof	\$53.22	\$8,870.00
20-	73 Huizenga Construction	127 Fond du Lac St	Reside	\$50.00	\$5,400.00
20-	74 Lucas Riehbrandt	420 Edgewood Dr	Remodel, porch addition, siding, windows &	\$430.00	\$55,000.00
20-	78 Barbara Gentz	101 Ackerman Ave	8x7 Deck and front of House	\$150.00	
20-	80 Allan Lang	226 Fond du Lac St	roof, siding, porch addition	\$186.60	\$31,100.00
20-	81 Daniel Kohl	38 Taylor St	Above ground swimming pool	\$100.00	
20-	83 Arbutus Pillsbury	204 Howard St	Reroof	\$50.00	\$3,200.00
TOTAL				\$3,962.30	\$488,420.00

**GRAND TOTAL** **\$5,345.69** **\$581,000.55**

Permits issued in Dodge County 25  
 Permits issued in Fond du Lac Cty 19  
**Total Permits for the month 44**

Building Permit Fees \$5,345.69  
 Special Assessment Letter Fees \$90.00  
 CSM Review \$200.00  
 Variance \$150.00  
**Grand Total \$5,785.69**

**BUILDING PERMIT COMPARISON**

May 2019: Dodge County - 25 permits; Fond du Lac County - 19 permits  
 Total estimated cost of construction: \$ 2,206,612.36

**FIVE MONTH COMPARISON**

January - May 2017 estimated cost of construction \$1,822,804.96  
 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

# WAUPUN POLICE DEPARTMENT

## Monthly City Council Report

Dispatch Summary From 5/1/2020 To 5/31/2020

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

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Total Number of Calls for this reporting period: 1,012

72 HOUR DETENTION	3	INTOXICATED SUBJECT	1
911 CHECK	15	INTRUSION ALARM	8
911 MISDIAL	5	JA/UNDERAGE/ALCOHOL	1
ABANDONED VEHICLE	2	JUVENILE PROBLEM	10
ACCIDENT	5	LAW ASSIST FIRE	3
ACCIDENT W/BLOCKAGE	1	LITTERING	2
ACCIDENT/INJURIES	2	LOST ANIMAL LOCATED	1
ALARM TEST	3	LOST PROPERTY	1
ANIMAL ABUSE	1	MISSING ADULT	1
ANIMAL BITE COMP	2	MISSING JUVENILE	2
ANIMAL COMPLAINT	20	NEIGHBOR DISPUTE	2
ANNOYING PHONE CALLS	1	NOISE COMPLAINT	10
ASSIST CITIZEN	37	NOTIFY MED EXAMINER	1
ASSIST MOTORIST	2	OFFICER STAND BY	2
ASSIST OTHER AGENCY	13	OPEN DOOR	4
ATTEMPT TO LOCATE	2	PAPER SERVICE	2
ATV COMPLAINT	5	PARKING ENFORCEMENT	16
AUTO THEFT	1	PHONE CO TESTING	1
BUILDING CHECK	22	PRISONER TRANSPORT	2
BURGLARY	2	PUBLIC HEALTH ORDER	3
CAR IN DITCH	1	RAILROAD COMP/INFO	1
CHECK WELFARE	17	RECKLESS DRIVER	15
CHILD CUSTODY	3	RESTRAIN ORDER VIOL	1
CIVIL PROBLEM	9	RUNAWAY	1
CLICK IT GRANT	4	SCAM	3
COMPUTER COMPLAINTS	1	SEX OFFENDER	2
COUNTY AMBULANCE	50	SPECIAL ASSIGNMENT	1
COURT ORDER VIOLAT	1	STRUCTURE FIRE	1
CR DAMAGE TO PROP	5	SUBJECT STOP	5
DEPARTMENT K9 DOG	1	SUSP ACTIVITY	10
DIRECTED AREA PATROL	209	SUSP PERSON	2
DISORDERLY CONDUCT	9	SUSPICIOUS VEHICLE	21
DOMESTIC DISPUTE	11	TAVERN CHECKS	21
DRUGS/NARCOTICS	3	THEFT	6
ESCORT FUNERAL	2	THREAT COMPLAINT	3
EXTRA PATROL	153	TRAFFIC ENFOR BYPASS	1
FIGHT	1	TRAFFIC ENFORC DAP	8
FIRE ALARM	6	TRAFFIC PROBLEM	3
FIRE WORKS COMPLAINT	2	TRAFFIC STOP	87
FOLLOW UP	59	TRESPASSING	2
FOOT PATROL	2	VANDALISM	1
FOUND ANIMAL	5	VEHICLE LOCKOUT	1
FOUND PROPERTY	7	WARRANT	2
GAS DRIVE OFF	6	WARRANT OTHER AGENCY	2
GAS LEAK	2	WAUPUN ORDINANCE	10
HARASSMENT	6	WRONG WAY DRIVER	1
HIT AND RUN	1		
HOUSE WATCH REQUEST	4		
INFO TO DOCUMENT	2		
INFORMATION	1		
INTOXICATED DRIVER	1		

## Waupun Police Department Update – May Report

**Meetings** –Several City Meetings (via zoom) and Internal Meetings (social distancing).

**Events**- Recognized Peace Officer Memorial

**Program** - In the process of putting together a Chaplin program to assist the police department in tragic events.

**Department Training** – Emergency Vehicle Operation Training (classroom) Whiteboard Critical Incident Training.

**Promotional/Hiring Process** – Lieutenant Williams started his new responsibilities as Lieutenant. Alyssa Keller was offered the vacant Patrol Officer position and accepted and will start in mid-June.

**Purging**- Purging weapons that had been maintained in evidence. Also continue to purge additional evidence on drug cases that are no longer needed.

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

### Complaints

**Disturbance** – Saturday May 2<sup>nd</sup> at 4:57pm, police responded to a residence in the 400 block of Grandview Ave for a report of a physical disturbance. A 35 year old Waupun man was taken into custody for Domestic Disorderly Conduct, Strangulation, and False Imprisonment. The man was also taken into custody on an Obstructing a Court Order warrant through Winnebago County and a Probation and Parole warrant. The man was transported to the Dodge County Jail.

**Drugs** – Saturday at May 9<sup>th</sup> 12:00am, police conducted a traffic stop on Beaver Dam St at Hazel St. A 35 year old Rhinelander woman was taken into custody on a Probation and Parole warrant. The woman was transported to the Dodge County Jail. A 26 year old Waupun woman was cited for Operating After Revocation. Charges of Possession of Controlled Substances and Possession of Drug Paraphernalia are being referred to the Dodge County DA's Office against a 26 year old McFarland man.

**Assist Agency** – Saturday May 30<sup>th</sup> at approximately 11:55pm, Wisconsin Emergency Police Services requested the assistance of officers from the Waupun Police Department Mobile Field Forces Team. Five members of the department were mobilized to assist in Madison, WI. Prior to leaving the police department and the city of Waupun, the Waupun officers were called off as our assistance was no longer needed.





# Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

## Monthly Report

Date: June 3, 2020  
 To: Mayor, Council, City Administrator, and PFC  
 From: Fire Chief, B.J. DeMaa  
 Re: May Report

### Fire Calls:

There were twenty (20) fire & rescue calls in the month of May for a total of seventy-four (74) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
3	1	4	7	3	2	20

\* 75% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
3	2	2	2	1	2	8	20

\* 45% of fire calls came in during Monday-Friday work week.

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

<b>Incident Type:</b>		
<b>Incident Type</b>	<b>Count</b>	<b>% of Incidents</b>
Fire, other (100)	1	5.00
Building fire (111)	1	5.00
Medical assist, assisted EMS crew (311)	1	5.00
Motor Vehicle Accident, no injuries (324)	1	5.00
Gasoline or other flammable liquid spill (411)	1	5.00
Power line down (444)	1	5.00
Arching, shorted electrical equipment (445)	1	5.00
Vehicle accident, general cleanup (463)	1	5.00
Water or steam leak (522)	1	5.00
Smoke or odor removal (531)	1	5.00
Animal rescue (542)	3	15.00
Good intent call, other (600)	1	5.00
Dispatched and cancelled en route (611)	2	10.00
False alarm (700)	1	5.00
Smoke detector activation, no fire (743)	2	10.00

June 3, 2020

Alarm system activation, no fire (745)	1	5.00
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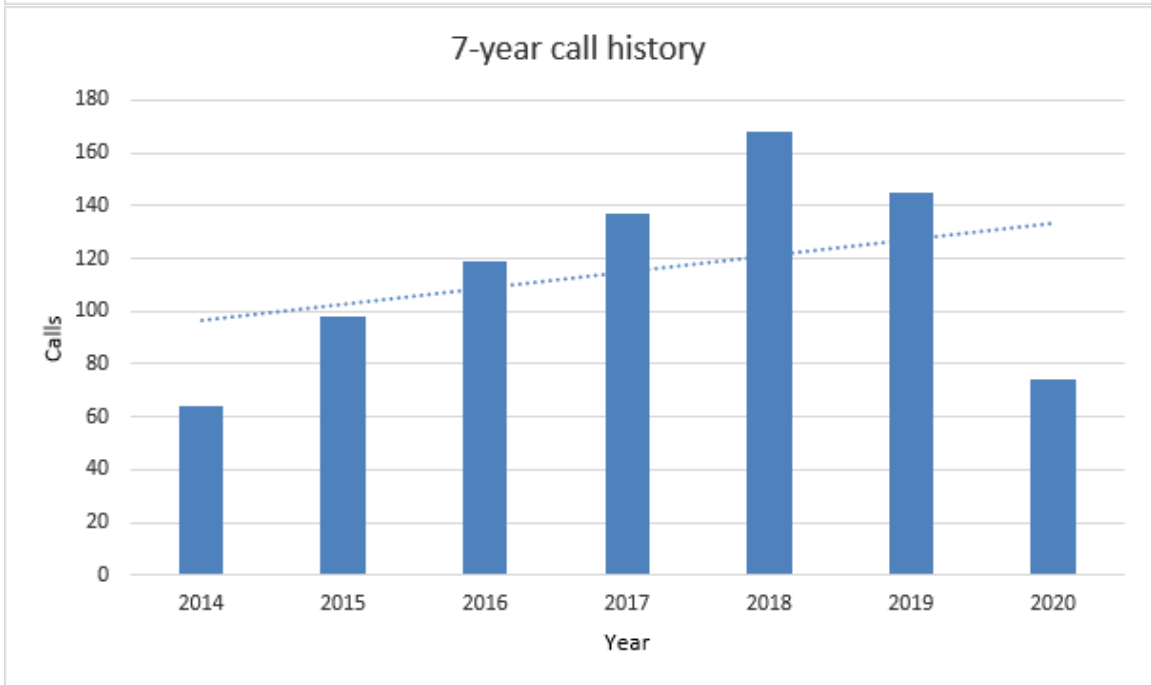
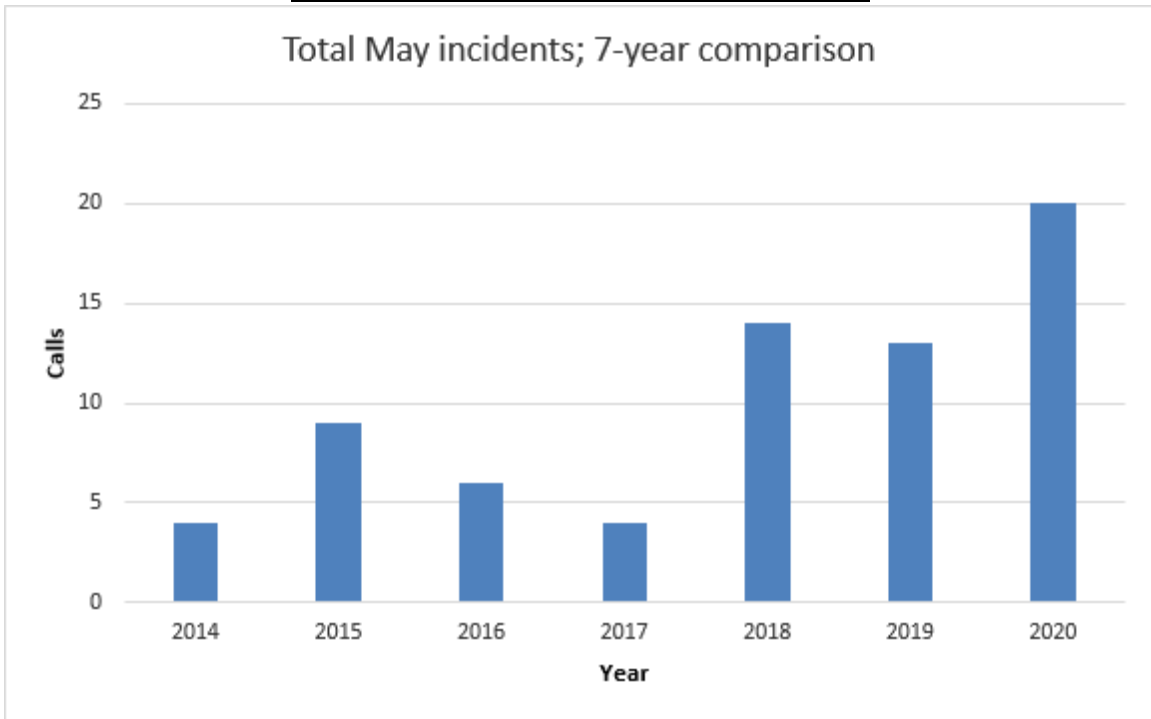
<b>Average Personnel Response (excluding mutual aid):</b>		
	Avg # of Responders	% of Total Department
4A – 8P	10.3	34%
8P – 4A	11.5	38%

\* Current roster is 30 members.

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

**RED** = below recommended industry best practices

**Call Summary (7-year comparison):**





June 3, 2020

## **Department Information:**

Waupun Ambulance District met twice and has presented a draft contract to Lifestar Ambulance for review. The 3-year contract will be negotiated over the month of June with the hope of going into effect July 1, 2020.

Continuing to serve roles with both Counties related to the Emergency Operations Center (EOC) and the PPE Distribution Task Force.

We continue to push the Department of Corrections for better communication, specifically around the COVID outbreak at Waupun Correctional Institution. We were part of conference calls that detailed how institution-wide testing was going to take place. As of June 1, all 3 facilities in Waupun have undergone testing of inmates and staff.

The Waupun Fire Department will be home to 1 of the 2 water rescue boats owned by the Dodge County Fire Chiefs Association. Our commitment is to train with the boat and respond if it is ever needed.

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

## **Staffing:**

A number of firefighters completed their state certifications.

- Joe Barnes – Firefighter 1
- Michelle Fenz, Erick Searvogel, Rick Searvogel, Rick Smith, Emily Truttman, Mike Tuler – Firefighter 2

Congratulations to this group for their hard work and focus on skill development despite the disruption in learning due to COVID!

## **Inspections:**

Alcohol inspections are wrapping up. 2 inspections and 1 follow-up will need to be completed in early June so permits can be issued.

June 3, 2020

A re-opening plan specific to fire inspections has been completed. After the completion of alcohol inspections, focus will shift to apartment complexes, then to industrial/commercial occupancies, and we'll wrap up with general business inspections. Despite the hold on inspections, the WI Department of Safety and Professional Services (DSPS) has indicated that all inspections held as a result of COVID-19 will need to be made up. Concerns exist over staffing as we lost significant capacity with one of our inspectors as a result of the Silgan closing and two other inspectors fall into a high risk category due to pre-existing medical conditions. Contact will be made with a retired inspector from Beaver Dam Fire Department to gauge interest in assisting with the balance of our 2020 inspections.

Work continues on loading pre-plan information into our responding programs.

### **Training:**

The May training format continued with our small groups of 10. Training included ground ladder set-ups and pump operations.

Based on the current information we have, our plan is to resume to full-department training in June.

### **Emergency Government:**

We continue to troubleshoot the polygon activation of our outdoor warning sirens. Discussions continue with Federal Signal, American Signal, Baycom, and Fond du Lac County to determine the root cause. A recorder was set up in the radio room at the Public Safety Building to record the signal coming from the County. Meetings will continue into June. The issue that caused intermittent activations from the dispatch consoles has been resolved.

We received word that our Integrated Emergency Management Course (IEMC) dates have been scheduled for April 12-15, 2021. Travel days will be April 11 and 16. Next steps will include a course manager and exercise director coming onsite to work on the development of our exercise. The IEMC is a four day, exercise-based training activity for Emergency Operations personnel and community stakeholders to practice simulated, but realistic, crisis situations, within a structured learning environment. The jurisdiction selects the hazards and core capabilities it wishes to simulate in classroom and exercise components of the course. The design will reflect the jurisdiction's specific hazards and

June 3, 2020

organizational structure included in its emergency plans. Our application was 1 of 12 selected from throughout the US and will be a once-in-a-career opportunity.

### **Code Enforcement – Mike Beer:**

**May:** Contact was made with 2 properties regarding excessive junk. The PD is also involved and a citation ended up being issued for 1 of the 2.

Most code enforcement issues have been placed on hold unless it is determined to be a significant safety issue. As we enter summer, we are seeing a rise in the number of complaints being submitted.

EMS report

Jan-20      Feb-20      Mar-20      Apr-20      May-20

<b>Monthly Breakdown:</b>					
Pre-Hospital Calls	64%	71%	66%	79%	72%
DOC Calls	19%	23%	14%	11%	14%
Care Facility Calls	18%	6%	20%	10%	15%

<b>Annual Breakdown:</b>	
Pre-Hospital Calls	70%
DOC Calls	16%
Care Facility Calls	14%

<b>Annual Call Type Breakdown:</b>	
Allergic Reaction	0%
Altered Mental Status	4%
Bleeding	2%
Chest Pain	7%
Choking	0%
CO Poisoning	0%
Diabetic	1%
Dead on Arrival	2%
Dog Bite	0%
Fainting	4%
Falls	9%
Falls - no transport	7%
Fever	2%
Headache	0%
Heat/Cold Exposure	0%
Ingestion	0%
Laceration	1%
Medical Alarm	3%
Motor Vehicle Collision	3%
N/V	4%
Obstetrical	0%
Overdose	2%
Pain	7%
Pulseless, Non-breathing	1%
Psychiatric	4%
Shortness of Breath	11%
Stroke	2%
Seizure	5%
Suicide Attempt	2%
Trauma	1%
Unknown	4%
Unresponsive	1%
Weakness	6%
FD standby	3%

EMS report

PD standby	1%
Paramedic Intercept	0%

<b>Annual Call Disposition:</b>	
Medical Facility	77%
No transport	23%

<b>Annual Dept. of Corrections Usage:</b>	
DCI	53%
FLCI	15%
John Burke	4%
WCI	28%

<b>Annual Care Facility Usage:</b>	
Christian Home	32%
Christian Homestead	8%
Marvin's Manor	13%
Prairie Ridge	24%
Anchor Communities - Brandon	2%
Bethesda Lutheran - Brandon	21%

<b>Interfacility Transports out of WMH:</b>	
Total requests	79
Total accepted	69
Acceptance rate	87%

June 3, 2020

1. **Current Projects:**

- COVID-19 – working on policies, procedures, ordering supplies, attending meetings, working on cleaning services, ordered signage and supplies.
- Pool walkthrough to get the pool opened.
- Working on possibly updating the phone system at City Hall
- Working to install a sump pump line in the 700 block of Edgewood Dr.
- Working with MSA on Harris Creek improvements.
- Ordered new furniture/desk partitions for Accounting Specialist
- Site Plan Review for Insight FS
- The summer employees have all started.
- Working to get the parks re-opened with new signage / supplies.
- Working on a berm at Rock River Intermediate School
- Equipment was sold on GovDeals
- Attended Rock River Stormwater group
- Receiving quotes for Ash Tree removal
- DOT meeting for parcel acquisition on S. Madison St.
- Working with library for safety of employees due to Covid 19.
- Department Head meeting.

2. **DPW Crew Projects**

- Aquatic Center setup
  - COVID 19 setup and safety procedures
  - Mowing
  - Curb replacement
  - Cut ditches
  - Fill potholes
  - Haul brush bins
  - Flags for Memorial Day
  - Install Signs
  - Barricades for painters on Madison St.
  - Diggers Hotline Locates
  - Pour concrete
  - Repair construction work
  - Replace signs
  - Roll parks
  - Spray weeds
  - Street sweeping
  - Vehicle Maintenance
-

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### **Administrative Assistant**

- Sent out weed notices
- Issued assessment letters
- S. Madison St – landscaping removal letters
- Grass clipping door hangers
- Summer employee project lists – cleaning, ball diamonds, parks
- Aquatic cleaning protocol, on call calendar
- Cleaning protocol for park shelters / restrooms
- Little League and Girls Softball facility use agreements.
- Public Hearing notice for Variance Request
- Updated bulk pickup flyer for the Bulk Drop Off
- Invoices for Madison St. project
- Entered Diggers Hotline located into database
- Street Opening Permits
- Entered equipment invoices into Cartegraph.
- Updated website.
- Garbage/recycling container complaints
- Monthly building permit report
- Assign account #'s to bills.

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



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: June 8, 2020  
SUBJECT: General Manager Report

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## **Electric Department Update:**

### Power Outages

- May 29<sup>th</sup> at 2:15 p.m. a power outage was reported at 352 & 352 1/2 Carrington St. A large tree branch fell onto the service wire pulling the service wire to the ground. Repairs were made and power was restored at 2:45 p.m.
- On May 31<sup>st</sup> at 1:45 a.m. we received a call that a car had struck a power pole. The crew replaced the pole, anchor, down guy, and span guy. Work was completed at 5:45 a.m.
- On June 2<sup>nd</sup> a strong line of thunderstorms with damaging winds moved through the Waupun area. The high winds damaged trees and brought down power lines. A total of 14 power outages were reported. In addition to the outages, we had several reports of tree branches on power lines. Crews were called in to work at 8:45 p.m. Linemen worked to remove trees and repair downed power lines. Power was restored to all customers at 12:30 a.m.

### Pine View Apartments

- The street light pole on Mayfair Street was moved to accommodate one of the new driveways for the apartment complex.
- A primary extension is required to provide electric service for the new apartments. This includes installing 775 feet of new primary cable, and 3 new transformers. The project will add 22 new electric meters to the system. The tentative start time is the last week in June.

### Voltage Conversion

- New dual voltage transformers were installed for Flexographic Packaging Co on Taylor St. This is part of Main Substation Feeder #1.
- Work continues on Grace St. installing new poles, conductor, and dual voltage transformers.

## **General Manager Update:**

### Finance Director

- We are pleased to welcome Jeff Stanek as part of the management team at Waupun Utilities. Jeff is doing a great job learning all the responsibilities associated with his new position and is a valuable asset to our organization.



## USDA Loan

- Jeff and Steve have been working endless hours to meet the requirements for the USDA loan. The closing date on the loan has changed to an earlier date than anticipated. This new closing date will allow us to take advantage of a lower interest rate which will save the sewer utility several million dollars over the life of the loan.

## Public Service Commission

- Despite the lifting of many restrictions enacted as a result of the public health emergency, administrative rules that were temporarily suspended by the Public Service Commission mid-March remain suspended. Utilities continue to be prohibited from disconnecting any customer for non-payment.

## COVID-19 Community Recharge Funds

- Committed to community service, locally owned, not-for-profit public power utilities have a rich history of giving back to the people they serve through a range of community support programs. Now –More than ever – community members and organizations in WPPI communities need additional support due to the current COVID-19 public health emergency.
- Waupun Utilities received funds from WPPI as part of the COVID-19 Community Recharge Program. The Community Recharge Funds are specifically intended to be used in connection with the COVID-19 public health emergency to provide charitable donations and other acts of goodwill in our community. Waupun Utilities donated to the food pantry to help address some immediate needs. We also donated to REACH Waupun to help support their Mission Backpack and REACH Relief program. Mission Backpack is a program designed to supplement the nutritional needs of students in the Waupun Area School District which will continue to help provide food for kids this summer. REACH Relief provides resources to families towards expenses such as utility bills, medical bills, childcare costs, food, clothing and other needs determined by their team. Other donations will include salvation army, lunch for essential employees, and some gifts bought from local small businesses to be used to promote the Waupun Utilities Facebook page.

## Electronics Recycling Event

- Electronics Recycling Event is rescheduled for Saturday, September 12<sup>th</sup> from 10:00 a.m. to 2:00 p.m. The event will be held at Waupun Utilities main office. Information will be posted on Waupun Utilities website, Facebook page, and sent out with the billing material.

This concludes my report for June 2020. Please contact me at 324-7920 or sbrooks@wppienergy.org with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: June 4, 2020  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

Interior washouts of Tower 1 and Tower 2 were completed by Suez as part of our maintenance contract. Washouts are required to remove biofilm and inorganic residues that can collect on interior surfaces of the water tower which can lead to taste and odor complaints, regulatory compliance issues, and system function problems. Both inspection reports stated minimal residues present and interior structure and coatings are in great shape.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

The main focus of staff has been tank maintenance. This maintenance will continue throughout the remainder of the summer and into the early fall. The length of the schedule is due to a combination of vacations, and the total number of tanks to be inspected. Currently the aerated grit tanks and two primary clarifiers have been completed.

### **Water/Sewer Crew:**

There was one water main break located on Pleasant Ave. This was a 12 inch main with a 6" "blow hole" break. The break was leaking at approximately 7529 gallons per minute, for 30 minutes, totaling 225,872 gallons. This break was extremely powerful as it imploded the road and dropped tower levels 5 feet in a matter of 5 minutes.

Staff remain focused on preventative maintenance of the distribution and collection system. This will continue over the next few months. These tedious tasks are identified below.

- Jetting the entire sanitary sewer basin.
- Fire hydrant preventative maintenance.

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



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: June 8, 2020  
SUBJECT: April 2020 Financial Report

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## MONTHLY OPERATING RESULTS – April 2020 Monthly and YTD

### Sales

#### Electric

- Monthly kWh sales were **13.0% below** budget & **16.8% lower** than April 2019 sales; decreases across all customer classes with largest decrease experienced with large industrial power sales
- YTD kWh sales were **5.2% below** budget & **8.7% lower** than April 2019 YTD actual sales

#### Water

- Monthly sales units of 100 cubic feet were **0.6% below** budget & **0.7% lower** than April 2019 sales; usage increase in residential and industrial with decreases in commercial and public authority
- YTD water sales were **1.1% above** budget & **0.9% higher** than April 2019 YTD actual sales with usage pattern changes across customer classes similar to April 2020 results

#### Sewer

- Monthly sales units of 100 cubic feet were **11.4% above** budget & **6.6% higher** than April 2019 sales due to higher public authority volume.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were **below** budget \$180,100 and \$171,500 respectively, due to decreased demand and overall lower purchased power costs
- Gross margin was \$8,700 **below** budget
- Operating expenses were \$23,600 **below** budget primarily due to lower distribution expenses attributed to COVID-19 stay-at-home policies
- Operating income was \$50,800 or \$6,000 **above** budget due to fewer expenses incurred while distribution employees were working from home
- Net income was \$11,900 or \$12,500 **below** budget primarily from an acquisition adjustment of \$62,000 associated with the Alliant Energy asset purchase for area 4.

#### Water

- Operating revenues were \$2,300 **above** budget
- Operating expenses were \$18,500 **below** budget due to less project and material requirements during the COVID-19 period
- Operating income was \$197,000 or \$10,000 **above** budget
- Net income was \$155,100 or \$35,400 **above** budget

### Sewer

- Operating revenues were \$75,300 **above** budget on strong public authority treatment charges and the first month of revenues at new rates (7.23% effective April 1, 2020)
- Operating expenses were \$18,800 **below** budget on lower WWTP operation and maintenance expenses for the COVID-19 period
- Operating income was \$142,400 or \$82,100 **above** budget
- Net income was \$175,300 or \$115,500 **above** budget on higher operating revenues and investment income

## **Balance Sheets**

### Electric

- Balance sheet decreased \$49,700 from March 2020
- Unrestricted cash increased \$140,800
- Accounts receivable decreased \$76,900 on lower sales for the month
- Accounts payable decreased \$84,300 on lower purchased power expense and lower operating expenses

### Water

- Balance sheet increased \$36,000 from March 2020
- Total unrestricted and restricted cash increased \$127,000
- Net position increased by \$57,300

### Sewer

- Balance sheet increased \$59,000 from March 2020
- Unrestricted cash decreased \$83,700 from payments made for engineering work completed for the WWTP upgrade
- Plant increased by \$79,100 for engineering work completed for the WWTP upgrade less monthly depreciation expense

## **CONSTRUCTION AND PLANT ADDITIONS**

The electric utility construction and plant activity consisted primarily of the replacement of the backyard machine (\$91,730), Alliant Energy Area 4 purchase (\$174,183) and the install of LED streetlights. The water utility purchased a valve turner for \$33,086 and the sewer utility paid \$163,168 in engineering fees for the WWTP upgrade.

## **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 \$271,000 from March 2020
- Received interest and distributions of \$5,800 and recorded an unrealized positive market adjustment of \$12,400, along with \$500 in management fees, resulting in a net portfolio gain of \$17,700 for the month.
- Total interest and investment income earned on all accounts for the month was \$8,900 and \$72,100 year-to-date

This concludes my report. Please do not hesitate to contact me at 324-7920 or [jstanek@wppienergy.org](mailto:jstanek@wppienergy.org) with any questions or comments.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/10/2020

**TITLE:** EMS Process and Contract update

**AGENDA SECTION:** Communications from Boards,  
Committees, Commissions

**PRESENTER:** B.J. DeMaa, Fire Chief  
Kathy Schlieve, Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]
Safe, Healthy and Sustainable Community	Informational	

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**ISSUE SUMMARY:**

Provide an update on EMS discussions that have taken place with the jurisdictions of the Waupun Ambulance District.

**STAFF RECOMMENDATION:**

Informational

**ATTACHMENTS:**

EMS information - Council

**RECOMMENDED MOTION:**

N/A

Amulance 9-1-1 Calls  
Lifestar  
1/1/2019 - 11/20/2019

Grid Number	Number of Calls	Jurisdiction	% of Total Call Volume	Population Counts	Per Capita Cost based on \$66,000	Subsidy Savings	** Admin Fee (6.5%)	Difference (cost vs subsidy savings)
AL-01-04	26	Town of Alto	2.8%	1,045	\$3,842	\$4,094	\$250	-\$2
BRA01	98	Village of Brandon	10.4%	879	\$3,232	\$3,443	\$210	-\$1
OA-01-06	12	Town of Oakfield	1.3%	703	\$2,585	\$2,754	\$168	-\$1
ME03, 05	0	Town of Metomen	0.0%	185	\$680	\$725	\$44	\$0
OAK01	45	Village of Oakfield	4.8%	1,075	\$3,953	\$4,211	\$257	-\$2
SP-04-05	18	Town of Springvale	1.9%	236	\$868	\$924	\$56	\$0
WA-02-05	32	Town of Waupun	3.4%	1,375	\$5,056	\$5,386	\$329	-\$2
WAU01-04	619	City of Waupun	65.6%	11,340	* \$41,696	\$13,617		\$28,079
DODGE	94	Dodge County (Trenton, Chester, FLCI)	10.0%	1,112	\$4,089	\$0	\$265	\$4,353
Total	944		100%	17,950	\$66,000	\$35,154	***	

\* The Fond du Lac County total population being used for Waupun is 3,476. Total polulation is 11,340 based on the 2010 census.

\*\* Subsidy savings should be based off FDL County population only (8,974) however it results in net \$0 or a rebate in some cases. Need to talk with Michelle and Jared to confirm calculations.

\*\*\* 2020 Fond du Lac County Subsidy payment to the Waupun Ambulance District

**LOAN RESOLUTION**  
(Public Bodies)A RESOLUTION OF THE Common CouncilOF THE City of Waupun

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Improvements to the City of Waupun Wastewater Treatment Plant and Facilities

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the City of Waupun

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Twenty-Two Million, Eight Hundred Seven Thousand (\$22,807,000)pursuant to the provisions of Section 66.0621 of the Wisconsin Statutes; and**WHEREAS**, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:**NOW THEREFORE**, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*





**CERTIFICATION TO BE EXECUTED AT LOAN CLOSING**

I, the undersigned, as City Clerk of the City of Waupun  
 hereby certify that the Common Council of such Association is composed of  
seven members, of whom, four constituting a quorum, were present at a meeting thereof duly called and  
 held on the \_\_\_\_\_ day of \_\_\_\_\_ ; and that the foregoing resolution was adopted at such meeting  
 by the vote shown above, I further certify that as of \_\_\_\_\_ ,  
 the date of closing of the loan from the United States Department of Agriculture, said resolution remains in effect and has not been  
 rescinded or amended in any way.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
**Angela Hull**  
 Title City Clerk, City of Waupun

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF  
\$22,807,000 SEWERAGE SYSTEM MORTGAGE REVENUE BONDS  
OF THE CITY OF WAUPUN, DODGE AND FOND DU LAC COUNTIES, WISCONSIN,  
AND PROVIDING FOR THE PAYMENT OF THE BONDS AND  
OTHER DETAILS WITH RESPECT TO THE BONDS

WHEREAS, the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin ("City") now owns and operates and has for many years owned and operated its Sewerage System, a public utility (the Sewerage System and all properties of every nature in connection with such System now or hereafter owned by the City, including all improvements and extensions thereto, all real and personal property of every nature comprising part of and used or useful in connection therewith, and all appurtenances, contracts, leases, franchises and other intangibles, are hereinafter referred to collectively as the "System"); and

WHEREAS, under the provisions of Chapter 66, Wis. Stats., any municipality in the State of Wisconsin may, by action of its governing body, provide funds for extending, adding to and improving a public utility, which bonds are to be payable only from the income and revenues of such utility and are to be secured by a pledge of the revenues of the utility and may be secured by a mortgage lien on such utility; and

WHEREAS, pursuant to Resolution No. 4-29-03-01 adopted on April 29, 2003 (the "Prior Resolution"), the City has heretofore issued its Sewerage System Revenue Bonds, Series 2003, dated May 14, 2003 (the "Prior Bonds") which Prior Bonds are payable from the Revenues of the System (defined herein); and

WHEREAS, the Prior Resolution permits the issuance of bonds payable from the Revenues of the System on a parity with the Prior Bonds upon certain conditions and those conditions have been met; and

WHEREAS, the City has determined that additions, extensions and improvements to the System are necessary to adequately supply the needs of the City and the residents thereof (the "Project"); and

WHEREAS, it is desired to authorize and sell revenue bonds for such purpose payable solely from the Revenues of the System, which bonds are to be authorized and issued pursuant to the provisions of Section 66.0621, Wis. Stats.; and

WHEREAS the Common Council has determined that the City is unable to obtain sufficient credit elsewhere taking into consideration prevailing private rates and terms currently available and that the United States of America, acting through Rural Development, United States Department of Agriculture or other applicable agency (hereinafter called "Government"), similarly has determined and has indicated its intent to purchase such bonds as are necessary for such purpose; and

WHEREAS, other than the Prior Bonds, the City has no bonds or obligations outstanding which are payable from the Revenues of the System.

NOW, THEREFORE, the Common Council of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, do resolve that:

Section 1. Authorization of Bonds. To provide funds for the Project, there shall be borrowed on the credit of the Revenues of the System the sum of TWENTY-TWO MILLION EIGHT HUNDRED SEVEN THOUSAND DOLLARS (\$22,807,000) and the fully-registered bonds of the City in said principal amount shall be issued in evidence thereof (the "Bonds"). The Bonds shall be designated "Sewerage System Mortgage Revenue Bonds", be dated their date of delivery, be initially numbered R-1 through R-3, and shall bear interest at the rate of 1.375% per annum (but only on such amounts as shall have been drawn under the Bonds from the dates such amounts are drawn), or such lower rate as may be available on the date of their delivery. Installments of principal shall be payable on May 1 of each year in the years and principal amounts as set forth on the schedules attached to the Bonds. Interest on the Bonds shall be payable commencing on November 1, 2020 and semi-annually thereafter on May 1 and November 1 of each year. The Bond initially numbered R-1 shall be issued in the principal amount of \$9,000,000; the Bond initially numbered R-2 shall be issued in the principal amount of \$8,000,000 and the Bond initially numbered R-3 shall be issued in the principal amount of \$5,807,000.

Such principal payments are subject to the right of prepayment on the terms and with the effect set forth in Section 13 hereof.

The amount of annual debt service payments is reasonable in accordance with prudent municipal utility practices.

The Bonds shall be signed by the manual or facsimile signatures of the Mayor and City Clerk of the City (provided that, unless the City has contracted with a fiscal agent to authenticate the Bonds, at least one of such signatures shall be manual), and sealed with the corporate seal of the City.

The Bonds, together with interest thereon, shall not constitute an indebtedness of the City nor a charge against its general credit or taxing power. The Bonds, together with interest thereon, shall be payable only out of the Debt Service Fund hereinafter provided, and shall be a valid claim of the owner thereof only against the Debt Service Fund and the Revenues, on a parity with the pledge granted to the owners of the Prior Bonds. Sufficient Revenues are hereby pledged to the Debt Service Fund, and shall be used for no other purpose than to pay the principal of and interest on the Bonds, the Prior Bonds and Parity Bonds as the same fall due.

Section 2. Form of Bonds. The Bonds shall be in substantially the forms attached hereto as Exhibit A-1, Exhibit A-2 and Exhibit A-3 and incorporated herein by this reference.

Section 3. Definitions. In addition to the words defined elsewhere in this Resolution, the following words shall have the following meanings unless the context or use indicates another or different meaning or intent:

"Act" means Section 66.0621, Wisconsin Statutes.

"Annual Debt Service Requirement" means the total amount of principal and interest due in any Fiscal Year on the Prior Bonds, the Bonds and Parity Bonds.

"Bond Year" means the one-year period ending on a principal payment date or mandatory redemption date for the Bonds.

"Code" means the Internal Revenue Code of 1986, as amended.

"Fiscal Year" means the fiscal year adopted by the City for the System, which is currently the calendar year.

"Net Revenues" means the Revenues minus all Operation and Maintenance Expenses of the System.

"Operation and Maintenance Expenses" or "Current Expenses" means the reasonable and necessary costs of operating, maintaining, administering and repairing the System, including salaries, wages, costs of materials and supplies, insurance and audits, but excluding depreciation, debt service, tax equivalents and capital expenditures.

"Parity Bonds" means additional bonds issued on a parity as to pledge and lien with the Bonds in accordance with the provisions of Section 9 of this Resolution.

"Reserve Requirement" means an amount equal to the least of (a) the amount required to be on deposit in the Reserve Account by the Government (b) maximum annual debt service on the Bonds in any Bond Year and (c) 125% of average annual debt service on the Bonds. If Parity Bonds which are to be secured by the Reserve Account are issued, the Reserve Requirement shall mean the least of (a) the amount required to be on deposit in the Reserve Account prior to the issuance of such Parity Bonds plus the amount permitted to be deposited therein from proceeds of the Parity Bonds pursuant to Section 148(d)(1) of the Code, (b) the maximum annual debt service requirement for outstanding obligations secured by the Reserve Account and the Parity Bonds to be issued in any Bond Year and (c) 125% of average annual debt service on the outstanding obligations secured by the Reserve Account and the Parity Bonds to be issued.

"Revenues" or "Gross Earnings" means the gross earnings of the System, including earnings of the System derived from sewerage charges imposed by the City, all payments to the City under any wastewater treatment service agreements between the City and any contract users of the System, and any other monies received from any source including all rentals and fees and any special assessments levied and collected in connection with the Project.

Section 4A. Funds and Accounts. In accordance with the Act, for the purpose of the application and proper allocation of the revenues of the System, and to secure the payment of the principal of and interest on the Prior Bonds, the Bonds and Parity Bonds, certain funds of the System which were created and established by a resolution adopted on April 15, 1999, continued by the Prior Resolution and are hereby continued and shall be used solely for the following respective purposes:

- (a) Sewerage System Revenue Fund (the "Revenue Fund"), into which shall be deposited as received the Gross Earnings of the System, which money shall then

be divided among the Operation and Maintenance Fund, the Debt Service Fund, the Reserve Account, and the Surplus Fund in the amounts and in the manner set forth in Section 4B hereof and used for the purposes described below.

- (b) Sewerage System Operation and Maintenance Fund (the "Operation and Maintenance Fund"), which shall be used for the payment of Current Expenses.
- (c) Interest and Principal Account within the Sewerage System Special Redemption Fund (the "Debt Service Fund"), which shall be used for the payment of the principal of, premium, if any, and interest on the Prior Bonds, the Bonds and Parity Bonds as the same becomes due.
- (e) Sewerage System Reserve Account (the "Reserve Account"), which is hereby established and, which shall be used to secure the payment of principal of and interest on the Bonds and Parity Bonds secured by the Reserve Account. The Reserve Account shall not be used to secure the Prior Bonds. The Reserve Account is a required emergency fund for debt repayment on the Bonds. With prior written approval of the Government, Reserve Account funds may be withdrawn and used for emergency maintenance or extensions to the System.
- (d) Sewerage System Surplus Fund (the "Surplus Fund"), which shall first be used whenever necessary to pay principal of, premium, if any, or interest on the Prior Bonds, the Bonds and Parity Bonds when the Debt Service Fund, including the Reserve Account, shall be insufficient for such purpose, and thereafter shall be disbursed as follows: (i) at any time, to remedy any deficiency in any of the Funds provided in this Section; and (ii) money thereafter remaining in the Surplus Fund at the end of any Fiscal Year may be transferred to any of the funds or accounts created herein or to reimburse the general fund of the City for advances made by the City to the System.

Section 4B. Application of Revenues. After the delivery of the Bonds, the Gross Earnings of the System shall be deposited as collected in the Revenue Fund and shall be transferred monthly to the funds listed below in the following order of priority and in the manner set forth below:

- (a) to the Operation and Maintenance Fund, in an amount equal to the estimated Current Expenses for such month and for the following month (after giving effect to available amounts in said Fund from prior deposits);
- (b) to the Debt Service Fund, an amount equal to one-sixth (1/6) of the next installment of interest coming due on the Prior Bonds, the Bonds and any Parity Bonds then outstanding and an amount equal to one-twelfth (1/12) of the installment of principal of the Prior Bonds, the Bonds and any Parity Bonds coming due during such Bond Year (after giving effect to available amounts in said Fund from accrued interest, any premium or any other source);
- (c) to the Reserve Account, an amount equal to one-sixth (1/6) of the required semi-annual deposit of approximately \$40,000 as further required by the Government

until an amount equal to the Reserve Requirement is accumulated in the Reserve Account. At no time should the total amount in the Reserve Account exceed the Reserve Requirement. The Reserve Account shall be used to secure the Bonds and at no time will be used to secure the Prior Bonds; and

- (d) to the Surplus Fund, any amount remaining in the Revenue Fund after the monthly transfers required above have been completed.

Transfers from the Revenue Fund to the Operation and Maintenance Fund, the Debt Service Fund, the Reserve Account, and the Surplus Fund shall be made monthly not later than the tenth day of each month, and such transfer shall be applicable to monies on deposit in the Revenue Fund as of the last day of the month preceding. Any other transfers and deposits to any fund required or permitted by subsection (a) through (d) of this Section, except transfers or deposits which are required to be made immediately or annually, shall be made on or before the tenth day of the month. Any transfer or deposit required to be made at the end of any Fiscal Year shall be made within sixty (60) days after the close of such Fiscal Year. If the tenth day of any month shall fall on a day other than a business day, such transfer or deposit shall be made on the next succeeding business day.

It is the express intent and determination of the Common Council that the amounts transferred from the Revenue Fund and deposited in the Debt Service Fund (including the Reserve Account) shall be sufficient in any event to pay the interest on the Prior Bonds, the Bonds and any Parity Bonds as the same accrues and the principal thereof as the same matures.

The City covenants and agrees that at any time that the Reserve Account is drawn on causing the amount in the Reserve Account to be less than the Reserve Requirement, monthly deposits shall be resumed or shall continue to be made, aggregating \$80,000 annually, until there is accumulated an amount equal to the Reserve Requirement, at which time deposits shall be discontinued. If at any time the amount on deposit in the Reserve Account exceeds the Reserve Requirement, the excess shall be transferred to the Debt Service Fund and used to pay principal and interest on the Bonds. If for any reason there shall be insufficient funds on hand in the Debt Service Fund to meet principal or interest becoming due on the Bonds or Parity Bonds secured by the Reserve Account, then all sums then held in the Reserve Account shall be used to pay the portion of interest or principal on such Bonds or Parity Bonds becoming due as to which there would otherwise be default, and thereupon the payments required by this paragraph shall again be made into the Reserve Account until an amount equal to the Reserve Requirement is on deposit in the Reserve Account.

Section 4C. Mortgage Lien. For the further protection of the owners of the Bonds, a mortgage lien upon the System is hereby granted to and in favor of the owner or owners of the Bonds, which lien is hereby recognized as valid and binding upon the City and as a valid and binding lien upon the System and any additions and improvements to be made thereto. The City Clerk is hereby directed to perfect said mortgage lien by recording this Resolution in the records of the City. The Prior Bonds are not secured by a mortgage lien.

Section 5. Service to the City. The reasonable cost and value of any service rendered to the City by the System, including reasonable health protection charges, shall be charged against

the City and shall be paid by it in monthly installments as the service accrues, out of the current revenues of the City collected or in the process of collection, exclusive of the revenues derived from the System, to wit: out of the tax levy of the City made by it to raise money to meet its necessary current expenses. It is hereby found and determined that the reasonable cost and value of such service to the City in each year shall be in an amount which, together with Revenues of the System, will produce Net Revenues equivalent to not less than 1.10 times the Annual Debt Service Requirement. Such compensation for such service rendered to the City shall, in the manner provided hereinabove, be paid into the separate and special funds described in Section 4 of this Resolution. However, such payment is subject to (a) annual appropriation by the Common Council and (b) applicable levy limits, if any; and neither this Resolution nor such payment shall be construed as constituting an obligation of the City to make any such appropriation over and above the reasonable cost and value of services rendered to the City or to make any subsequent payment over and above such reasonable cost and value.

Section 6. Operation of System; City Covenants. It is covenanted and agreed by the City with the owner or owners of the Bonds, and each of them, that:

It will faithfully and punctually perform all duties with reference to the System required by the Constitution and Statutes of the State of Wisconsin, including the making and collecting of reasonable and sufficient rates lawfully established for services rendered by the System, and will segregate the Revenues of the System and apply them to the respective funds and accounts described hereinabove;

It will not sell, lease, or in any manner dispose of the System, including any part thereof or any additions, extensions, or improvements that may be made part thereto, except that the City shall have the right to sell, lease or otherwise dispose of any property of the System found by the City to be neither necessary nor useful in the operation of the System, provided the proceeds received from such sale, lease or disposal shall be paid into the Debt Service Fund or applied to the acquisition or construction of capital facilities for use in the normal operation of the System, and such payment shall not reduce the amounts otherwise required to be paid into the Debt Service Fund;

It will cause the Project to be completed as expeditiously as reasonably possible;

It will pay or cause to be paid all lawful taxes, assessments, governmental charges, and claims for labor, materials or supplies which if unpaid could become a lien upon the System or its Revenues or could impair the security of the Bonds;

It will maintain in reasonably good condition and operate the System, and will establish, charge and collect such lawfully established rates and charges for the service rendered by the System, so that in each Fiscal Year Net Revenues shall not be less than 110% of the Annual Debt Service Requirements, and so that the Revenues of the System herein agreed to be set aside to provide payment of the Prior Bonds, the Bonds and Parity Bonds and the interest thereon as the same becomes due and payable, and to meet the Reserve Requirement, will be sufficient for those purposes; and

It will prepare a budget not less than sixty days prior to the end of each Fiscal Year and, in the event such budget indicates that the Net Revenues for each Fiscal Year will not exceed the Annual Debt Service Requirement for each corresponding Fiscal Year by the proportion stated hereunder, will take any and all steps permitted by law to increase rates so that the aforementioned proportion of Net Revenues to the Annual Debt Service Requirement shall be accomplished as promptly as possible.

Section 7. Books and Accounts; Inspection. The City will keep proper books and accounts relative to the System separate from all other records of the City and will cause such books and accounts to be audited annually by a recognized independent firm of certified public accountants including a balance sheet and a profit and loss statement of the System as certified by such accountants. Each such audit, in addition to whatever matters may be thought proper by the accountants to be included therein shall include the following: (1) a statement in detail of the income and expenditures of the System for the Fiscal Year; (2) a balance sheet as of the end of such Fiscal Year; (3) the accountants' comment regarding the manner in which the City has carried out the requirements of this Resolution and the accountants' recommendations for any changes or improvements in the operation of the System; (4) the number of connections to the System at the end of the Fiscal Year, for each user classification (i.e., residential, commercial, public and industrial); (5) a list of the insurance policies in force at the end of the Fiscal Year setting out as to each policy the amount of the policy, the risks covered, the name of the insurer, and the expiration date of the policy; and (6) the volume of water used.

The owners of any of the Bonds shall have at all reasonable times the right to inspect the System and the records, accounts and data of the City relating thereto.

Section 8. Insurance. So long as any of the Bonds are outstanding the City will carry for the benefit of the owners of the Bonds: (a) adequate fire, lightning, vandalism, riot, strike, explosion, civil commotion, malicious damage, tornado and windstorm insurances on all portions of the System which are subject to loss through such casualties; (b) adequate insurance against loss of use and occupancy resulting from such casualties; (c) adequate public liability insurance and (d) insurance of the kinds and in the amounts normally carried by private companies engaged in the operation of similar systems. All money received for loss of use and occupancy shall be considered Revenue of the System payable into the separate funds and accounts named in Section 4 of this Resolution. All money received for losses under any of such casualty policies, except those specified in (b) above, shall be used in repairing the damage or in replacing the property destroyed provided that if the Common Council shall find it is inadvisable to repair such damage or replace such property and that the operation of the System has not been impaired thereby, such money, including proceeds from insurance under (b) above, shall be deposited in the Debt Service Fund, but in that event such payments shall not reduce the amounts otherwise required to be paid into the Debt Service Fund.

Section 9. Additional Bonds. The Bonds are issued on a parity with the Prior Bonds. No bonds or obligations payable out of the Revenues of the System may be issued in such manner as to enjoy priority over the Bonds. Additional obligations may be issued if their lien and pledge is junior and subordinate to that of the Bonds. While the Government is the registered owner of the Bonds, additional bonds on a parity with the pledge and lien of the Bonds may be issued only with the consent of the Government. If the Government is not the registered owner of the Bonds,



additional obligations may be issued on a parity with the Bonds as to the pledge of Revenues of the System ("Parity Bonds") only if all of the following conditions are met:

a. The Net Revenues of the System for the Fiscal Year immediately preceding the issuance of such additional bonds must have been equal to at least 1.20 times the highest annual principal and interest requirements on all bonds outstanding payable from Revenues of the System and on the bonds then to be issued in any Fiscal Year. Should an increase in permanent rates and charges, including those made to the City, be properly ordered and made effective during the Fiscal Year immediately prior to the issuance of such additional bonds or during that part of the Fiscal Year of issuance prior to such issuance, then Revenues for purposes of such computation shall include such additional Revenues as an independent certified public accountant, consulting professional engineer or the Wisconsin Public Service Commission may certify would have accrued during the prior Fiscal Year had the new rates been in effect during that entire immediately prior Fiscal Year.

b. The payments required to be made into the funds enumerated in Section 4 of this Resolution (including the Reserve Account, but not the Surplus Fund) must have been made in full.

c. The additional bonds must have interest payments due on May 1 and November 1 of each year and principal payments due on May 1 of each year.

d. If the Parity Bonds are to be secured by the Reserve Account, the Reserve Requirement must be increased to an amount equal to the Reserve Requirement applicable upon the issuance of Parity Bonds as defined in Section 3 of this Resolution.

e. The proceeds of the additional bonds must be used only for the purpose of providing additions, extensions or improvements to the System, or to refund obligations issued for such purpose.

So long as the Prior Bonds are outstanding, additional obligations may be issued on a parity with the Bonds only if the conditions set forth in the Prior Resolution are met.

Section 10. Sale of Bonds. The City shall sell and deliver the Bonds to the Government for the purchase price of \$22,807,000. The officers of the City are authorized and directed to do any and all acts necessary to conclude delivery of the Bonds to the Government, upon receipt of the purchase price, as soon after adoption of this Resolution as is convenient.

Section 11. Application of Bond Proceeds. All accrued interest received from the sale of the Bonds shall be deposited into the Debt Service Fund. The proceeds, less the expenses incurred in authorizing, issuing and delivering the Bonds, shall be deposited in a special fund designated as "Sewerage System Improvement Fund." Said special fund shall be adequately secured and used solely for the purpose of meeting costs of extending, adding to and improving the System, as described in the preamble hereof. The balance remaining in said Improvement Fund after paying said costs shall be transferred to the Debt Service Fund for use in payment of principal of and interest on the Bonds.

Section 12. Amendment to Resolution. After the issuance of any of the Bonds, no change or alteration of any kind in the provisions of this Resolution may be made until all of the Bonds have been paid in full as to both principal and interest, or discharged as herein provided, except:

a. The City may, from time to time, amend this Resolution without the consent of any of the owners of the Bonds, but only to cure any ambiguity, administrative conflict, formal defect, or omission or procedural inconsistency of this Resolution; and

b. This Resolution may be amended, in any respect, with the written consent of the owners of not less than two-thirds of the principal amount of the Bonds then outstanding, exclusive of Bonds held by the City; provided, however, that no amendment shall permit any change in the pledge of Revenues derived from the System, or in the maturity of any Bond issued hereunder, or a reduction in the rate of interest on any Bond, or in the amount of the principal obligation thereof, or in the amount of the redemption premium payable in the case of redemption thereof, or change the terms upon which the Bonds may be redeemed or make any other modification in the terms of the payment of such principal or interest without the written consent of the owner of each such Bond to which the change is applicable.

Section 13. Redemption and Graduation. At any time when the Government is the owner of any Bonds (a) City may redeem, at its option from time to time, any or all of the outstanding Bonds, and (b) if it shall appear to the Government that the City is able to refund upon call for redemption or with consent of the Government the then outstanding Bonds by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time, the City will upon request of the Government apply for and accept such loan in sufficient amount to pay the Government's loan (i.e., the Bonds) in full, and will take all such action as may be required in connection with such loan. This graduation requirement may not be altered by the defeasance of the Bonds.

Section 14. Defeasance. While the Government is the registered owner of the Bonds, the City shall not defease the Bonds, nor borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the System, exclusive of normal maintenance, without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the Bonds.

Section 15. Resolution Subject to Loan Resolution. So long as the Government is the owner of any of the Bonds, the City and this Resolution shall be subject to the loan resolution authorizing this transaction, between the Government and the City, a copy of which is available in the offices of the City and subject to inspection during regular office hours by the owners of any of the Bonds.

Section 16. Investments and Arbitrage. Monies accumulated in any of the funds and accounts referred to in Sections 4 and 11 hereof which are not immediately needed for the respective purposes thereof, may be invested in legal investments subject to the provisions of Sec. 66.0603(1m), Wis. Stats., until needed. All income derived from such investments shall be credited to the fund or account from which the investment was made; provided, however, that at

any time that the Reserve Requirement is on deposit in the Reserve Account, any income derived from investment of the Reserve Account shall be deposited into the Debt Service Fund and used to pay principal and interest on the Bonds. A separate banking account is not required for each of the funds and accounts established under this Resolution; however, the monies in each fund or account shall be accounted for separately by the City and used only for the respective purposes thereof. The proceeds of the Bonds shall be used solely for the purposes for which they are issued but may be temporarily invested until needed in legal investments. No such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations of the Commissioner of Internal Revenue thereunder (the "Regulations").

An officer of the City, charged with the responsibility for issuing the Bonds, shall, on the basis of the facts, estimates and circumstances in existence on the date of closing, make such certifications as are necessary to permit the conclusion that the Bonds are not "arbitrage bonds" under Section 148 of the Code or the Regulations.

Section 17. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the City and the owner or owners of the Bonds, and after issuance of any of the Bonds no change or alteration of any kind in the provisions of this Resolution may be made, except as provided in Section 12, until all of the Bonds have been paid in full as to both principal and interest. The owner or owners of any of the Bonds shall have the right in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction, to enforce such owner's or owners' rights against the City, the governing body thereof, and any and all officers and agents thereof including, but without limitation, the right to require the City, its governing body and any other authorized body, to fix and collect rates and charges fully adequate to carry out all of the provisions and agreements contained in this Resolution.

Section 18. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the City Clerk or City Treasurer (the "Fiscal Agent").

Section 19. Persons Treated as Owners; Transfer of Bonds. The City Clerk shall keep books for the registration and for the transfer of the Bonds. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the City Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity, and the City Clerk shall record the name of each transferee in the registration book. No registration shall be made to bearer. The City Clerk shall cancel any Bond surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

The fifteenth day of each calendar month next preceding each interest payment date shall be the record dates for the Bonds. Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the City at the close of business on the corresponding record date.

Section 20. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Bonds and their ownership, management and use will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

The foregoing covenants shall remain in full force and effect, notwithstanding the defeasance of the Bonds, until the date on which all of the Bonds have been paid in full.

Section 21. Records. The City Clerk shall provide and keep a separate record book and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds.

Section 22. Closing. The Mayor and City Clerk are hereby authorized and directed to execute and deliver the Bonds to the Government upon receipt of the purchase price. The Mayor and City Clerk may execute the Bonds by manual or facsimile signature, but, unless the City has contracted with the Fiscal Agent to authenticate the Bonds, at least one of said officers shall sign the Bonds manually.

The officers of the City hereby are directed and authorized to take all necessary steps to close the bond issue as soon as practicable hereafter, in accordance with the terms of sale thereof, and said officers are hereby authorized and directed to execute and deliver such documents, certificates and acknowledgments as may be necessary or convenient in accordance therewith.

Section 23. Conflicting Ordinances or Resolutions. All ordinances and resolutions other than the Prior Resolution or orders, or parts thereof heretofore enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed and this Resolution shall be in effect from and after its passage. In case of any conflict between this Resolution and the Prior Resolution, the Prior Resolution shall control so long as any Prior Bonds are outstanding.

Adopted and approved June 9, 2020.

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Julie J. Nickel  
Mayor

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Angela J. Hull  
City Clerk

EXHIBIT A-1

(Form of Bond)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS
	STATE OF WISCONSIN	
	DODGE AND FOND DU LAC COUNTIES	
NO. R-1	CITY OF WAUPUN	\$9,000,000
	SEWERAGE SYSTEM MORTGAGE REVENUE BOND	

ORIGINAL DATE OF ISSUE:

INTEREST RATE:

[\_\_\_\_], 2020

[\_\_\_\_]%

REGISTERED OWNER: UNITED STATES OF AMERICA, ACTING THROUGH RURAL DEVELOPMENT, UNITED STATES DEPARTMENT OF AGRICULTURE

KNOW ALL MEN BY THESE PRESENTS that the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin (the "City") hereby acknowledges itself to owe and for value received promises to pay to the registered owner shown above, or registered assigns, from the fund hereinafter specified, the principal sum of the amount identified above plus interest on the outstanding principal amount at the rate of interest per annum identified above (but only on such amounts as shall have been drawn under the Bonds from the dates such amounts are drawn), all subject to the provisions set forth herein regarding redemption prior to maturity. Installments of principal shall be payable annually on May 1 of each year in the amounts and the years set forth on the attached schedule and incorporated herein by this reference. Interest is payable semi-annually on May 1 and November 1 of each year commencing on November 1, 2020 until the aforesaid principal amount is paid in full. Both principal hereof and interest hereon are hereby made payable in lawful money of the United States of America to the registered owner hereof at the address shown on the registration book of the City. The payment of the last installment of principal shall be made only upon presentation and surrender of this Bond to the City.

At any time when the Government is the owner of any Bonds (a) the City may redeem, at its option from time to time, any or all of the outstanding Bonds, and (b) if it shall appear to the Government that the City is able to refund upon call for redemption or with consent of the Government the then outstanding Bonds, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time, the City will upon request of the Government apply for and accept such loan in sufficient amount to repay the Government and will take all such action as may be required in connection with such loans. Not less than ten (10) day notice of each prepayment shall be given, which notice shall be mailed by registered mail to the registered owner of this Bond.

This Bond is transferable only upon the books of the City kept for that purpose at the office of the City Clerk, by the registered owner in person or his duly authorized attorney, upon surrender of this Bond together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the City Clerk duly executed by the registered owner or his duly authorized attorney. Thereupon a new Bond or Bonds of the same aggregate principal amount, series and maturity shall be issued to the transferee in exchange therefor. The City may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal or interest hereof and for all other purposes. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons.

This Bond is one of an issue aggregating \$22,807,000, issued for the purpose of financing additions, improvements and extensions to the City's Sewerage System, pursuant to Article XI, Section 3, of the Wisconsin Constitution, Section 66.0621, Wisconsin Statutes, acts supplementary thereto and a Resolution adopted June 9, 2020, and entitled: "A Resolution Authorizing the Issuance and Sale of \$22,807,000 Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details With Respect to the Bonds" (the "Resolution") and is payable only from the Revenues derived from the operation of said Sewerage System. Such revenues have been set aside and pledged as a special fund for that purpose and identified as "Debt Service Fund", created by a resolution adopted by the City on April 13, 1999 and continued by the Resolution. The Bonds are issued on a parity with the City's Sewerage System Revenue Bonds, Series 2003, dated May 14, 2003. This Bond does not constitute an indebtedness of the City within the meaning of any constitutional or statutory debt limitation or provision.

A mortgage lien, which is hereby recognized as valid and binding on said Sewerage System, together with all extensions and improvements thereto, has been granted by the City to and in favor of the registered owner or owners of bonds of this issue of Bonds. The Sewerage System shall remain subject to such mortgage lien until the payment in full of the principal of and interest on this Bond and the issue of which it forms a part.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen, and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; and that sufficient income and revenue to be received by said City from the operation of its Sewerage System has been pledged to and will be set aside into a special fund for the payment of the principal of and interest on this Bond.

IN WITNESS WHEREOF, the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, has caused this Bond to be signed by its Mayor and City Clerk, and its corporate seal to be impressed hereon, all as of the date of original issue specified above.

CITY OF WAUPUN,  
DODGE AND FOND DU LAC  
COUNTIES, WISCONSIN

By \_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(SEAL)



Registration Provisions

This Bond shall be registered on books of the City kept by its City Clerk, upon presentation hereof to said City Clerk, such registration to be noted on the registration blank below and upon said books, and this Bond may thereafter be transferred only upon a written assignment duly executed by the registered owner or his attorney, such transfer to be made on such books and endorsed hereon.

<u>Date of Registration</u>	<u>In Whose Name Registered</u>	<u>Signature of City Clerk</u>
<u>[____], 2020</u>	<u>United States of America</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>

PRINCIPAL REPAYMENT SCHEDULE

<u>Date</u>	<u>Principal Amount</u>
May 1, 2021	\$ 20,000
May 1, 2022	20,000
May 1, 2023	182,300
May 1, 2024	183,600
May 1, 2025	186,100
May 1, 2026	188,700
May 1, 2027	191,300
May 1, 2028	193,900
May 1, 2029	196,500
May 1, 2030	199,300
May 1, 2031	202,000
May 1, 2032	204,800
May 1, 2033	207,600
May 1, 2034	210,400
May 1, 2035	213,300
May 1, 2036	216,300
May 1, 2037	219,200
May 1, 2038	222,300
May 1, 2039	225,300
May 1, 2040	225,300
May 1, 2041	228,400
May 1, 2042	231,500
May 1, 2043	234,700
May 1, 2044	238,000
May 1, 2045	241,200
May 1, 2046	244,500
May 1, 2047	247,900
May 1, 2048	251,300
May 1, 2049	254,800
May 1, 2050	258,300
May 1, 2051	265,400
May 1, 2052	269,100
May 1, 2053	272,800
May 1, 2054	276,500
May 1, 2055	280,300
May 1, 2056	284,200
May 1, 2057	288,100
May 1, 2058	292,100
May 1, 2059	296,100
May 1, 2060	<u>300,100</u>
	<u>\$9,000,000</u>

EXHIBIT A-2

(Form of Bond)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS
	STATE OF WISCONSIN	
	DODGE AND FOND DU LAC COUNTIES	
NO. R-1	CITY OF WAUPUN	\$8,000,000
	SEWERAGE SYSTEM MORTGAGE REVENUE BOND	

ORIGINAL DATE OF ISSUE:

INTEREST RATE:

[\_\_\_\_], 2020

[\_\_\_\_]%

REGISTERED OWNER: UNITED STATES OF AMERICA, ACTING THROUGH RURAL DEVELOPMENT, UNITED STATES DEPARTMENT OF AGRICULTURE

KNOW ALL MEN BY THESE PRESENTS that the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin (the "City") hereby acknowledges itself to owe and for value received promises to pay to the registered owner shown above, or registered assigns, from the fund hereinafter specified, the principal sum of the amount identified above plus interest on the outstanding principal amount at the rate of interest per annum identified above (but only on such amounts as shall have been drawn under the Bonds from the dates such amounts are drawn), all subject to the provisions set forth herein regarding redemption prior to maturity. Installments of principal shall be payable annually on May 1 of each year in the amounts and the years set forth on the attached schedule and incorporated herein by this reference. Interest is payable semi-annually on May 1 and November 1 of each year commencing on November 1, 2020 until the aforesaid principal amount is paid in full. Both principal hereof and interest hereon are hereby made payable in lawful money of the United States of America to the registered owner hereof at the address shown on the registration book of the City. The payment of the last installment of principal shall be made only upon presentation and surrender of this Bond to the City.

At any time when the Government is the owner of any Bonds (a) the City may redeem, at its option from time to time, any or all of the outstanding Bonds, and (b) if it shall appear to the Government that the City is able to refund upon call for redemption or with consent of the Government the then outstanding Bonds, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time, the City will upon request of the Government apply for and accept such loan in sufficient amount to repay the Government and will take all such action as may be required in connection with such loans. Not less than ten (10) day notice of each prepayment shall be given, which notice shall be mailed by registered mail to the registered owner of this Bond.

This Bond is transferable only upon the books of the City kept for that purpose at the office of the City Clerk, by the registered owner in person or his duly authorized attorney, upon surrender of this Bond together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the City Clerk duly executed by the registered owner or his duly authorized attorney. Thereupon a new Bond or Bonds of the same aggregate principal amount, series and maturity shall be issued to the transferee in exchange therefor. The City may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal or interest hereof and for all other purposes. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons.

This Bond is one of an issue aggregating \$22,807,000, issued for the purpose of financing additions, improvements and extensions to the City's Sewerage System, pursuant to Article XI, Section 3, of the Wisconsin Constitution, Section 66.0621, Wisconsin Statutes, acts supplementary thereto and a Resolution adopted June 9, 2020 and entitled: "A Resolution Authorizing the Issuance and Sale of \$22,807,000 Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details With Respect to the Bonds" (the "Resolution") and is payable only from the Revenues derived from the operation of said Sewerage System. Such revenues have been set aside and pledged as a special fund for that purpose and identified as "Debt Service Fund", created by a resolution adopted by the City on April 13, 1999 and continued by the Resolution. The Bonds are issued on a parity with the City's Sewerage System Revenue Bonds, Series 2003, dated May 14, 2003. This Bond does not constitute an indebtedness of the City within the meaning of any constitutional or statutory debt limitation or provision.

A mortgage lien, which is hereby recognized as valid and binding on said Sewerage System, together with all extensions and improvements thereto, has been granted by the City to and in favor of the registered owner or owners of bonds of this issue of Bonds. The Sewerage System shall remain subject to such mortgage lien until the payment in full of the principal of and interest on this Bond and the issue of which it forms a part.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen, and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; and that sufficient income and revenue to be received by said City from the operation of its Sewerage System has been pledged to and will be set aside into a special fund for the payment of the principal of and interest on this Bond.

IN WITNESS WHEREOF, the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, has caused this Bond to be signed by its Mayor and City Clerk, and its corporate seal to be impressed hereon, all as of the date of original issue specified above.

CITY OF WAUPUN,  
DODGE AND FOND DU LAC  
COUNTIES, WISCONSIN

By \_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(SEAL)

Registration Provisions

This Bond shall be registered on books of the City kept by its City Clerk, upon presentation hereof to said City Clerk, such registration to be noted on the registration blank below and upon said books, and this Bond may thereafter be transferred only upon a written assignment duly executed by the registered owner or his attorney, such transfer to be made on such books and endorsed hereon.

<u>Date of Registration</u>	<u>In Whose Name Registered</u>	<u>Signature of City Clerk</u>
<u>[____], 2020</u>	<u>United States of America</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>

PRINCIPAL REPAYMENT SCHEDULE

<u>Date</u>	<u>Principal Amount</u>
May 1, 2021	\$ 20,000
May 1, 2022	20,000
May 1, 2023	162,100
May 1, 2024	163,100
May 1, 2025	165,300
May 1, 2026	167,600
May 1, 2027	169,900
May 1, 2028	172,200
May 1, 2029	174,600
May 1, 2030	177,000
May 1, 2031	179,500
May 1, 2032	181,900
May 1, 2033	184,400
May 1, 2034	187,000
May 1, 2035	189,500
May 1, 2036	192,100
May 1, 2037	194,800
May 1, 2038	197,500
May 1, 2039	200,200
May 1, 2040	202,900
May 1, 2041	205,700
May 1, 2042	208,500
May 1, 2043	211,400
May 1, 2044	214,300
May 1, 2045	217,300
May 1, 2046	220,200
May 1, 2047	223,300
May 1, 2048	226,300
May 1, 2049	229,500
May 1, 2050	232,600
May 1, 2051	235,800
May 1, 2052	239,000
May 1, 2053	242,300
May 1, 2054	245,700
May 1, 2055	249,000
May 1, 2056	252,500
May 1, 2057	255,900
May 1, 2058	259,500
May 1, 2059	263,000
May 1, 2060	<u>266,600</u>
	<u>\$8,000,000</u>

EXHIBIT A-3

(Form of Bond)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS
	STATE OF WISCONSIN	
	DODGE AND FOND DU LAC COUNTIES	
NO. R-1	CITY OF WAUPUN	\$5,807,000
	SEWERAGE SYSTEM MORTGAGE REVENUE BOND	

ORIGINAL DATE OF ISSUE:

INTEREST RATE:

[\_\_\_\_], 2020

[\_\_\_\_]%

REGISTERED OWNER: UNITED STATES OF AMERICA, ACTING THROUGH RURAL DEVELOPMENT, UNITED STATES DEPARTMENT OF AGRICULTURE

KNOW ALL MEN BY THESE PRESENTS that the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin (the "City") hereby acknowledges itself to owe and for value received promises to pay to the registered owner shown above, or registered assigns, from the fund hereinafter specified, the principal sum of the amount identified above plus interest on the outstanding principal amount at the rate of interest per annum identified above (but only on such amounts as shall have been drawn under the Bonds from the dates such amounts are drawn), all subject to the provisions set forth herein regarding redemption prior to maturity. Installments of principal shall be payable annually on May 1 of each year in the amounts and the years set forth on the attached schedule and incorporated herein by this reference. Interest is payable semi-annually on May 1 and November 1 of each year commencing on November 1, 2020 until the aforesaid principal amount is paid in full. Both principal hereof and interest hereon are hereby made payable in lawful money of the United States of America to the registered owner hereof at the address shown on the registration book of the City. The payment of the last installment of principal shall be made only upon presentation and surrender of this Bond to the City.

At any time when the Government is the owner of any Bonds (a) the City may redeem, at its option from time to time, any or all of the outstanding Bonds, and (b) if it shall appear to the Government that the City is able to refund upon call for redemption or with consent of the Government the then outstanding Bonds, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time, the City will upon request of the Government apply for and accept such loan in sufficient amount to repay the Government and will take all such action as may be required in connection with such loans. Not less than ten (10) day notice of each prepayment shall be given, which notice shall be mailed by registered mail to the registered owner of this Bond.



This Bond is transferable only upon the books of the City kept for that purpose at the office of the City Clerk, by the registered owner in person or his duly authorized attorney, upon surrender of this Bond together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the City Clerk duly executed by the registered owner or his duly authorized attorney. Thereupon a new Bond or Bonds of the same aggregate principal amount, series and maturity shall be issued to the transferee in exchange therefor. The City may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal or interest hereof and for all other purposes. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons.

This Bond is one of an issue aggregating \$22,807,000, issued for the purpose of financing additions, improvements and extensions to the City's Sewerage System, pursuant to Article XI, Section 3, of the Wisconsin Constitution, Section 66.0621, Wisconsin Statutes, acts supplementary thereto and a Resolution adopted June 9, 2020 and entitled: "A Resolution Authorizing the Issuance and Sale of \$22,807,000 Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details With Respect to the Bonds" (the "Resolution") and is payable only from the Revenues derived from the operation of said Sewerage System. Such revenues have been set aside and pledged as a special fund for that purpose and identified as "Debt Service Fund", created by a resolution adopted by the City on April 13, 1999 and continued by the Resolution. The Bonds are issued on a parity with the City's Sewerage System Revenue Bonds, Series 2003, dated May 14, 2003. This Bond does not constitute an indebtedness of the City within the meaning of any constitutional or statutory debt limitation or provision.

A mortgage lien, which is hereby recognized as valid and binding on said Sewerage System, together with all extensions and improvements thereto, has been granted by the City to and in favor of the registered owner or owners of bonds of this issue of Bonds. The Sewerage System shall remain subject to such mortgage lien until the payment in full of the principal of and interest on this Bond and the issue of which it forms a part.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen, and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; and that sufficient income and revenue to be received by said City from the operation of its Sewerage System has been pledged to and will be set aside into a special fund for the payment of the principal of and interest on this Bond.

IN WITNESS WHEREOF, the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, has caused this Bond to be signed by its Mayor and City Clerk, and its corporate seal to be impressed hereon, all as of the date of original issue specified above.

CITY OF WAUPUN,  
DODGE AND FOND DU LAC  
COUNTIES, WISCONSIN

By \_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mayor

(SEAL)

Registration Provisions

This Bond shall be registered on books of the City kept by its City Clerk, upon presentation hereof to said City Clerk, such registration to be noted on the registration blank below and upon said books, and this Bond may thereafter be transferred only upon a written assignment duly executed by the registered owner or his attorney, such transfer to be made on such books and endorsed hereon.

<u>Date of Registration</u>	<u>In Whose Name Registered</u>	<u>Signature of City Clerk</u>
<u>[____], 2020</u>	<u>United States of America</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>

PRINCIPAL REPAYMENT SCHEDULE

<u>Date</u>	<u>Principal Amount</u>
May 1, 2021	\$ 10,000
May 1, 2022	10,000
May 1, 2023	117,300
May 1, 2024	118,600
May 1, 2025	120,200
May 1, 2026	121,900
May 1, 2027	123,500
May 1, 2028	125,200
May 1, 2029	127,000
May 1, 2030	128,700
May 1, 2031	130,500
May 1, 2032	132,300
May 1, 2033	134,100
May 1, 2034	135,900
May 1, 2035	137,800
May 1, 2036	139,700
May 1, 2037	141,600
May 1, 2038	143,600
May 1, 2039	145,500
May 1, 2040	147,500
May 1, 2041	149,600
May 1, 2042	151,600
May 1, 2043	153,700
May 1, 2044	155,800
May 1, 2045	158,000
May 1, 2046	160,100
May 1, 2047	162,300
May 1, 2048	164,600
May 1, 2049	166,800
May 1, 2050	169,100
May 1, 2051	171,400
May 1, 2052	173,800
May 1, 2053	176,200
May 1, 2054	178,600
May 1, 2055	181,100
May 1, 2056	183,600
May 1, 2057	186,100
May 1, 2058	188,600
May 1, 2059	191,200
May 1, 2060	<u>193,900</u>
	<u>\$5,807,000</u>



## AGENDA SUMMARY SHEET

**MEETING DATE:** 6/9/2020

**TITLE:** RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN AND BOUNDARIES OF TAX INCREMENTAL DISTRICT NO. 6, CITY OF WAUPUN, WISCONSIN

**AGENDA SECTION:** CONSIDERATION/ACTIONS

**PRESENTER:** Kathy Schlieve

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	Outlined per Project Plan	

---

### ISSUE SUMMARY

Ehlers representatives will be here to walk us through an amendment plan for TID 6. The primary objective of this amendment is to include property located at 520 McKinley Street in TID 6. This property is currently owned by the Waupun Historical Society. TID 6 is a blight elimination TID and inclusion of the property would allow the City to utilize TID 6 resources to potentially acquire and/or support redevelopment and blight elimination on the McKinley Street property. The Plan Commission approved this plan by resolution on May 20, 2020. With your approval, this will move back to Joint Review Board review and final approval on June 25, 2020.

### STAFF RECOMMENDATION:

Approve resolution for TID 6 project Plan amendment

### ATTACHMENTS:

RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN AND BOUNDARIES OF TAX INCREMENTAL DISTRICT NO. 6, CITY OF WAUPUN, WISCONSIN

<b>RECOMMENDED MOTION:</b>
----------------------------

Motion to approve the TID 6 project plan amendment as presented.
--

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN AND  
BOUNDARIES OF TAX INCREMENTAL DISTRICT NO. 6,  
CITY OF WAUPUN, WISCONSIN**

WHEREAS, the City of Waupun (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 6 (the "District") was created by the City on August 21, 2012 as a blighted area district; and

WHEREAS, the City now desires to amend the Project Plan and boundaries of the District (the "Amendment") in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, such Amendment will:

- a. Add to the District as permitted under Wisconsin Statutes Section 66.1005(4)(h)2.
- b. Amend the categories, locations or costs of project costs to be made as permitted under Wisconsin Statutes Section 66.1005(4)(h)1.

WHEREAS, an amended Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the amendment of the District promotes the orderly development of the City;
- k. An opinion of the City Attorney or of an attorney retained by the City advising that the Project Plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to owners of all property in the proposed district, to the chief executive officers of Fond du Lac County, the Waupun School District, and the Moraine Park Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on May 20, 2020 held a public hearing concerning the proposed amendment to the Project Plan and boundaries of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the amended district, adopted the Project Plan, and recommended to the Common Council that it amend the Project Plan and boundaries for the District, and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Waupun that:

1. The boundaries of the District named "Tax Incremental District No. 6, City of Waupun", are hereby amended as identified in Exhibit A of this Resolution.
2. The territory being added shall become part of the District effective as of January 1, 2020.
3. The Common Council finds and declares that:
  - (a) Not less than 50% by area of the real property within the District, as amended, is a blighted area within the meaning of Wisconsin Statutes Section 66.1105(2)(ae)1. Or was a blighted area at the time the District was created.
  - (b) Based upon the finding stated in 3.a. above, the District is declared to be, and remains, a blighted area district based on the identification and classification of the property included within the District.
  - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District. OR There are no additional improvements as a result of this amendment.
  - (d) The equalized value of the taxable property within the territory to be added to the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.
  - (e) That there are no parcels to be added to the District that were annexed by the City within the three-year period preceding adoption of this Resolution.
  - (f) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
  - (g) The project costs relate directly to promoting the elimination of blight of the area consistent with the purpose for which the District is created.
4. The Project Plan for "Tax Incremental District No. 6, City of Waupun" (see Exhibit B), as amended, is approved, and the City further finds the Project Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2020, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby

authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this 9<sup>th</sup> day of June, 2020.

---

Julie J. Nickel, Mayor

---

Angela J. Hull, City Clerk



**LEGAL BOUNDARY DESCRIPTION OR MAP OF  
TAX INCREMENTAL DISTRICT NO. 6  
CITY OF WAUPUN**

[INCLUDED WITHIN PROJECT PLAN]

**PROJECT PLAN**

[DISTRIBUTED SEPARATELY]



May 18, 2020

# Project Plan for the Territory & Project Plan Amendment of Tax Incremental District No. 6

## CITY OF WAUPUN, WISCONSIN

Organizational Joint Review Board Meeting Held:	May 20, 2020
Public Hearing Held:	May 20, 2020
Consideration for Approval by Plan Commission:	May 20, 2020
Consideration for Adoption by Common Council:	June 9, 2020
Consideration for Approval by the Joint Review Board:	June 25, 2020

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# SECTION 1: Executive Summary

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## Description of District

### Type of District, Size and Location

Tax Incremental District (“TID”) No. 6 (the “TID” or “District”) is an existing blighted area district, which was created by a resolution of the City of Waupun (“City”) Common Council adopted on August 21, 2012 (the “Creation Resolution”).

### Amendments

The District was previously amended in 2013, whereby a resolution was adopted to add additional territory and to remove territory from the District, and to amend the list of projects to be undertaken. This amendment was the first of four territory amendments permitted for this District.

The District was previously amended in 2014, whereby a resolution was adopted to allow the District to share excess increment with TID No. 3.

### Purpose of this Amendment

To further facilitate redevelopment within areas adjacent to the District, the City desires to amend its boundaries to add territory. A map, located in Section 3 of this plan, identifies the Territory to be added and its geographic relationship to the existing District’s boundaries.

This amendment will cause territory to be added to the District and modify the eligible projects to be undertaken, providing incentive and opportunities for additional private development and redevelopment.

### Estimated Total Project Expenditures

The City anticipates making project expenditures of approximately \$350,000 not including financing costs and potential interest to undertake projects in the amendment areas as listed in this Project Plan. It is anticipated that the remaining and additional projects will be completed one phase. The Expenditure Period of this District terminates on August 21, 2034. The remaining and additional projects to be undertaken pursuant to this Project Plan are expected to be financed with general obligation debt issued in 2020 or 2021, however, the City may use other alternative financing methods which may provide overall lower costs of financing, preserve debt capacity, mitigate risk to the City, or provide other advantages as determined by the Common Council. A discussion and listing of other possible financing mechanisms, as



well as a summary of project financing by phase is located in Section 10 of this plan.

### **Economic Development**

As a result of the amendment of this District, the City projects that additional land and improvements value of approximately \$1,500,000 will be created as a result of new development & the redevelopment of a vacant school building, and appreciation in the value of existing properties. This additional value will be a result of the improvements made and projects undertaken within the amended area. A table detailing assumption as to the timing of new development and redevelopment, and associated values is located in Section 10 of this plan. In addition, the amendment of the District is expected to result in further economic benefits as detailed in the Summary of Findings hereafter.

### **Expected Termination of District**

TID No. 6 has a maximum statutory life of 27 years, and must close not later than August 21, 2039, resulting in a final collection of increment in budget year 2040. Pre-amendment cash flow projections considering only existing increment value and assuming no additional projects are undertaken or revenue sharing with TID 3 occurs, the anticipate total cumulative revenues that will exceed total liabilities by the year 2029, enabling the District to close 11 years earlier than its maximum life. Based on the Economic Feasibility Study located in Section 10 of this Plan, amendment of the District would shift the projected closure year from 2029 to 2030.

### **Summary of Findings**

As required by Wisconsin Statutes Section 66.1105, and as documented in this Project Plan Amendment and the exhibits contained and referenced herein, the following findings are made:

1. That “but for” amendment of this District, the additional development projected to occur within the amendment areas as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner at the values, or within the timeframe desired by the City. In making this determination, the City has considered the following information:
  - Some sites proposed for redevelopment have remained vacant for years due to the financial challenge of redeveloping a vacant school, possible need for demolition or incentives to assist in the redevelopment. Given that the sites have not redeveloped as would have been expected under normal market conditions, it is the judgment of the City that the use of tax incremental financing (“TIF”) will be required to provide the necessary inducements to encourage redevelopment on the site consistent with that desired by the City.

2. The economic benefits of amending the Tax Incremental District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the City has considered the following information:

- As demonstrated in the Economic Feasibility Section of this Project Plan, the total tax increments projected to be collected are more than sufficient to pay for the actual and proposed Project Costs within the original District and the amended areas. On this basis alone, the finding is supported.
- The additional development expected to occur in the amendment area(s) is likely to generate residential units, providing housing opportunities for workers.

3. The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.

- If approved, the boundary amendment would become effective for valuation purposes as of January 1, 2020. As of this date, the values of all existing development would be frozen, and the property taxes collected on this base value would continue to be distributed amongst the various taxing entities as they currently are now. Taxes levied on any additional value established within the amendment area due to new construction, renovation or appreciation of property values occurring after January 1, 2020 would be collected by the TID and used to repay the costs of TIF-eligible projects undertaken within the District.
- Given that additional development is not likely to occur or in the same manner without the use of tax incremental financing (see finding # 1), and since the District will generate additional economic benefits that are more than sufficient to compensate for the additional cost of the improvements (see Finding #2), the City reasonably concludes that the overall additional benefits of the District outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the “but for” test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the District is not amended. As required by Section 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been made and can be found in Appendix A of the Project Plan.



4. Not less than 50% by area of the real property within the District, as amended, is a blighted area within the meaning of Wisconsin Statutes Section 66.1105(2)(ae)1.
5. Based upon the findings, as stated above, and the original findings as stated in the Creation Resolution, the District remains declared a blighted area District based on the identification and classification of the property included within the District.
6. The Project Costs of the District relate directly to promoting the elimination of blight consistent with the purpose for which the District was created.
7. The improvements to be made within the territory incorporated by this Amendment are likely to enhance significantly the value of substantially all of the other real property in the District.
8. The equalized value of the taxable property within the territory to be added to the District by this amendment, plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.
9. The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
10. The Project Plan for the District, as amended, is feasible, and is in conformity with the Master Plan of the City.

## **SECTION 2: Type and General Description of District**

---

The District was created under the authority provided by Wisconsin Statutes Section 66.1105 on August 21, 2012 by resolution of the Common Council. The District's valuation date, for purposes of establishing base value, was January 1, 2012.

The existing District is a "Blighted Area District," created on a finding that at least 50%, by area, of the real property within the District was blighted. The District will remain in compliance with this finding after the addition of the Territory identified in this Amendment.



Wisconsin Statutes Section 66.1105(4)(h)2. provides authority for a City to amend the boundaries of an existing Tax Increment District for purposes of adding and/or subtracting territory up to a total of four times during the life of the District. The boundaries of the District have been amended once prior to this Amendment.

This Project Plan Amendment supplements and does not supersede or replace any component of the original Project Plan, or any component of previously adopted Project Plan Amendments, unless specifically stated. All components of the original Project Plan, and its previously adopted Project Plan Amendments, remain in effect.

The purpose of the Amendment is to facilitate redevelopment within areas adjacent to the existing District. The amendment to the District boundaries and the Project Plan will enable the City to make additional necessary related expenditures that will create redevelopment opportunities consistent with the original purposes for which the District was created.

A map depicting the boundaries of the District is found in Section 3 of this Plan. Based upon the findings as stated above, and the original findings as stated in the Creation Resolution, the District remains a blighted area District based on the identification and classification of the property included within the District.

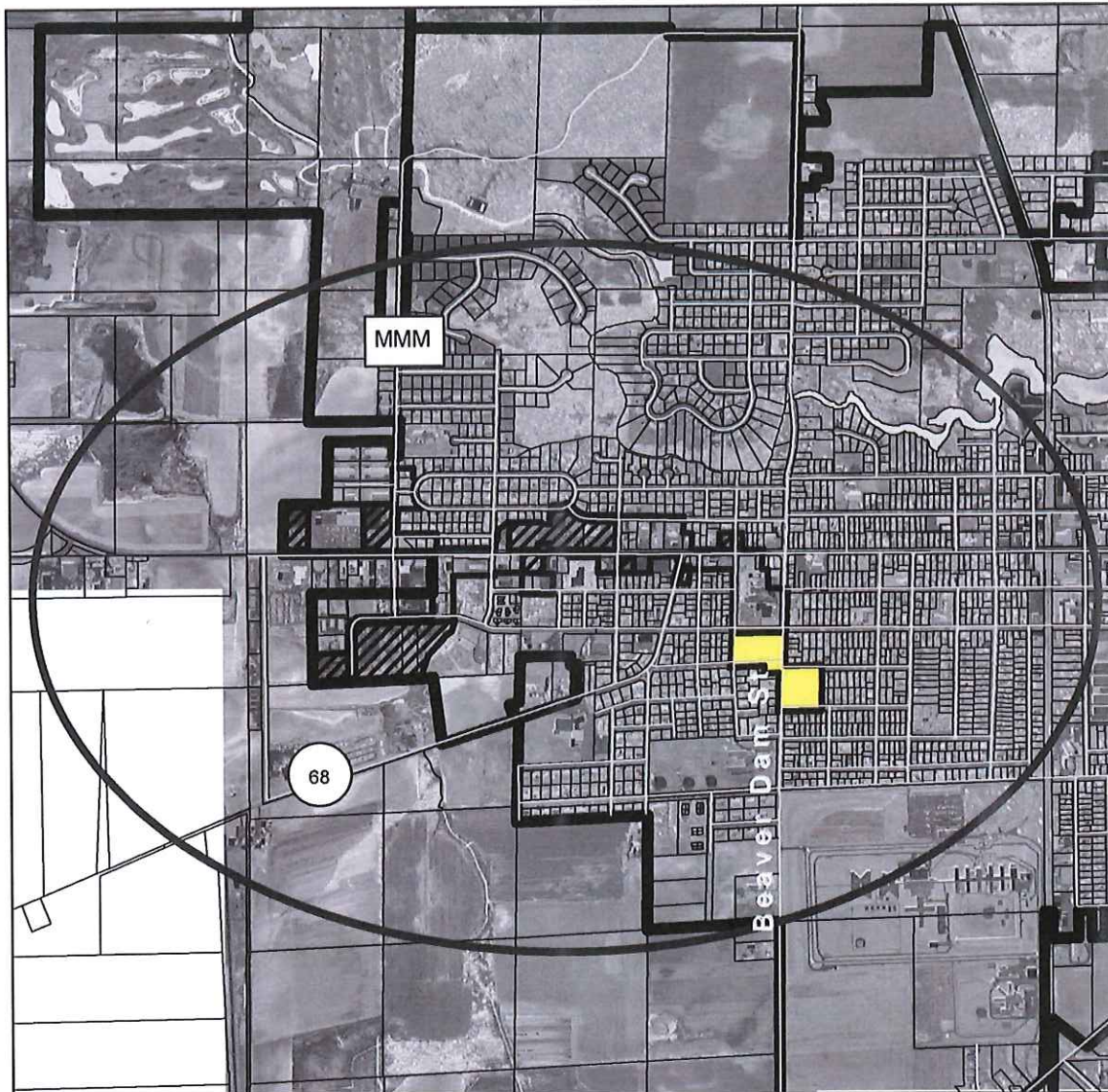
### **SECTION 3:**







## **Preliminary Maps of Original District Boundary and Territory Amendment Area Identified**


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See following pages


**CITY OF WAUPUN, WISCONSIN**  
**Proposed Tax Incremental Finance District #6**  
 Map 1A - Proposed Boundary Amendment - May 20, 2020



LEGEND	
 City of Waupun	 TID # 6 1/2 Mile Buffer
 Parcels	 Blighted Parcels
 TID #6	 TID #6 Amendment

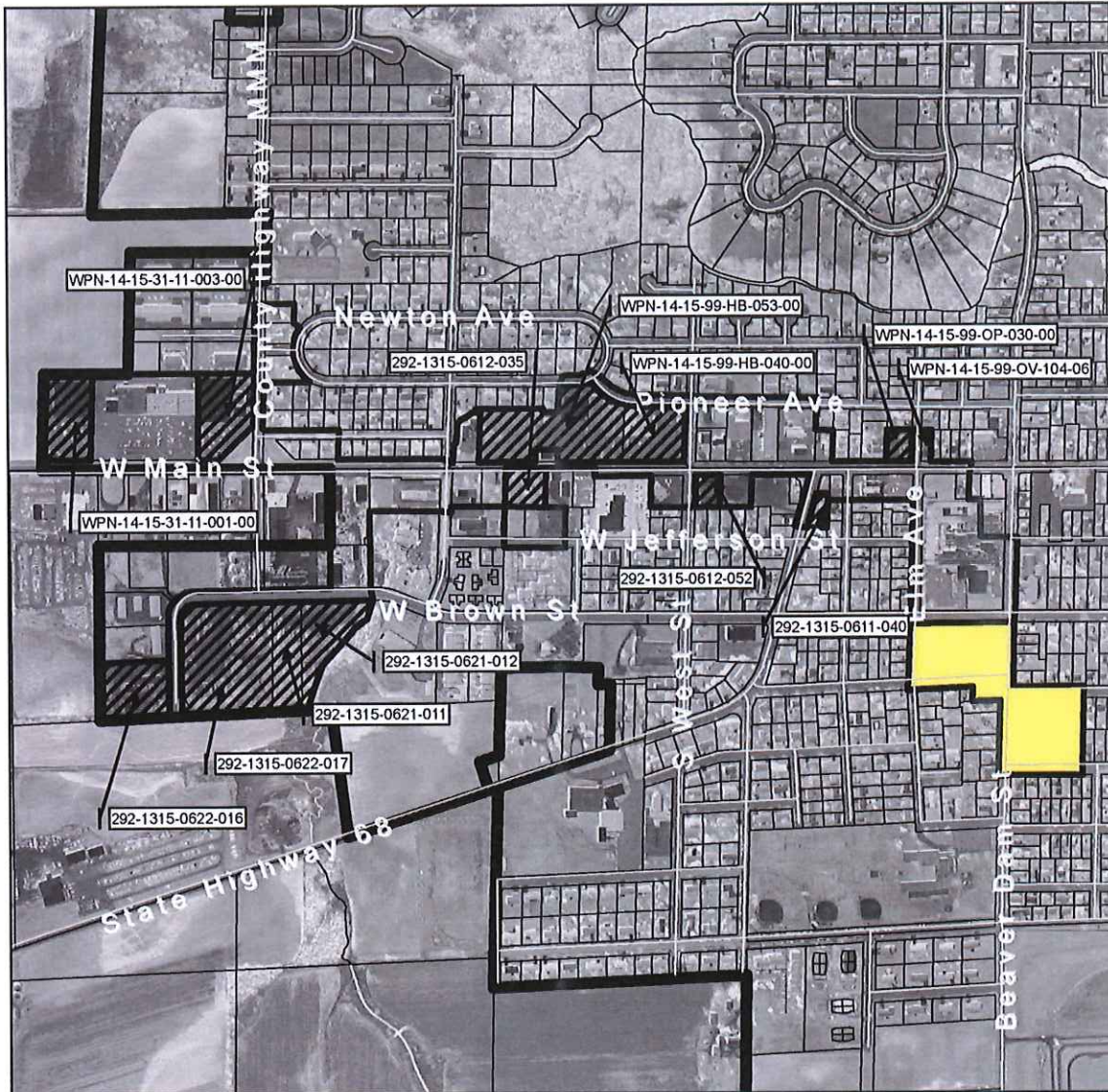


**CITY OF WAUPUN**  
municipal government







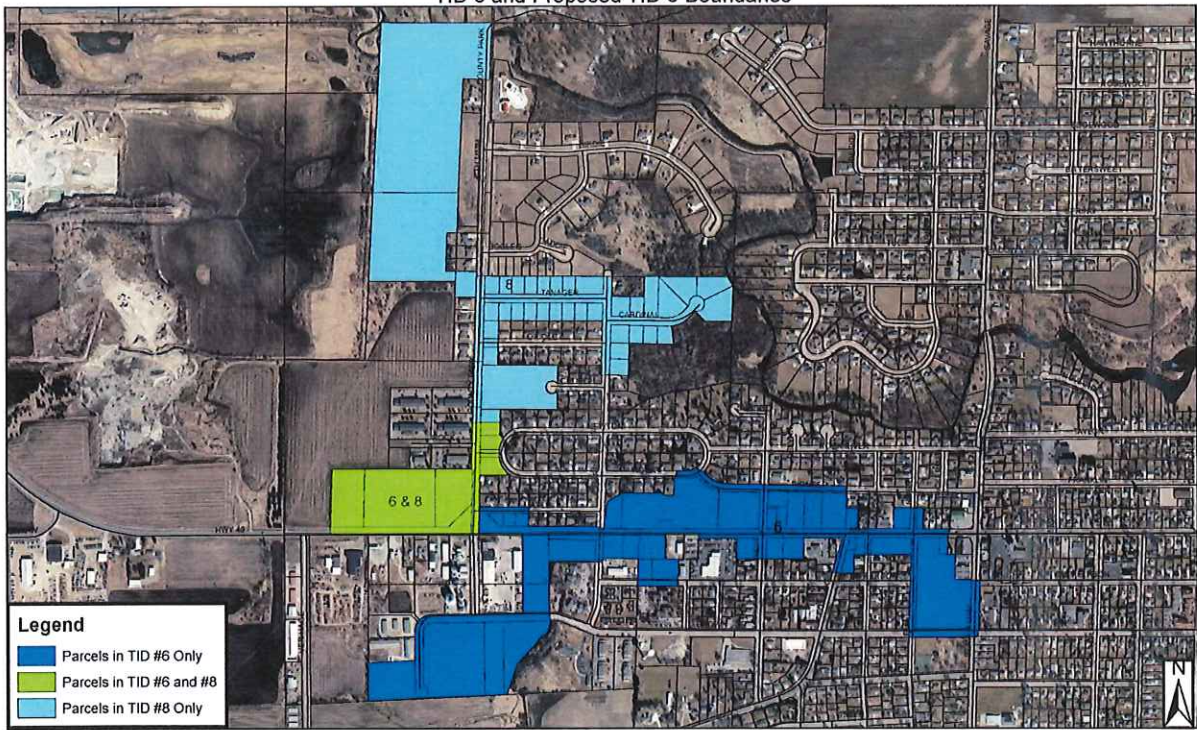
**CITY OF WAUPUN, WISCONSIN**  
**Proposed Tax Incremental Finance District #6**  
 Map 1B - Proposed Boundary Amendment - May 20, 2020



LEGEND	
	City of Waupun
	Parcels
	TID #6
	Blighted Parcels
	TID #6 Amendment

CITY OF WAUPUN  
TID 6 and Proposed TID 8 Boundaries



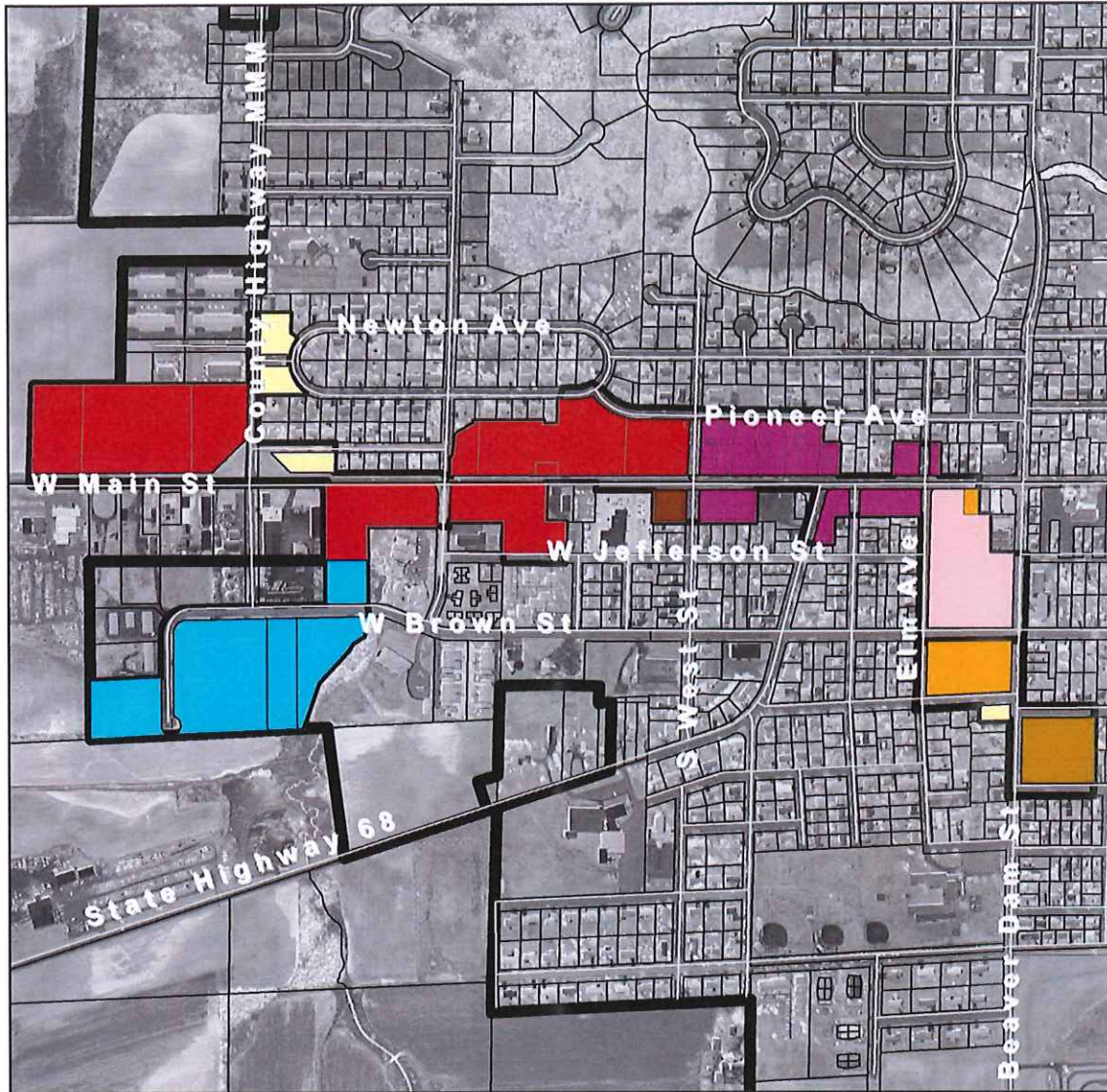


## **SECTION 4: Maps Showing Existing Uses and Conditions Within the Territory To Be Added**


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See following pages


**CITY OF WAUPUN, WISCONSIN**  
**Proposed Tax Incremental Finance District #6**  
 TID #6 - Zoning - May 20, 2020



LEGEND			
	City of Waupun		R-1
	Parcels		R-3
	TID #6		R-4
			B-1
			B-2
			B-3
			B-6
			M-2

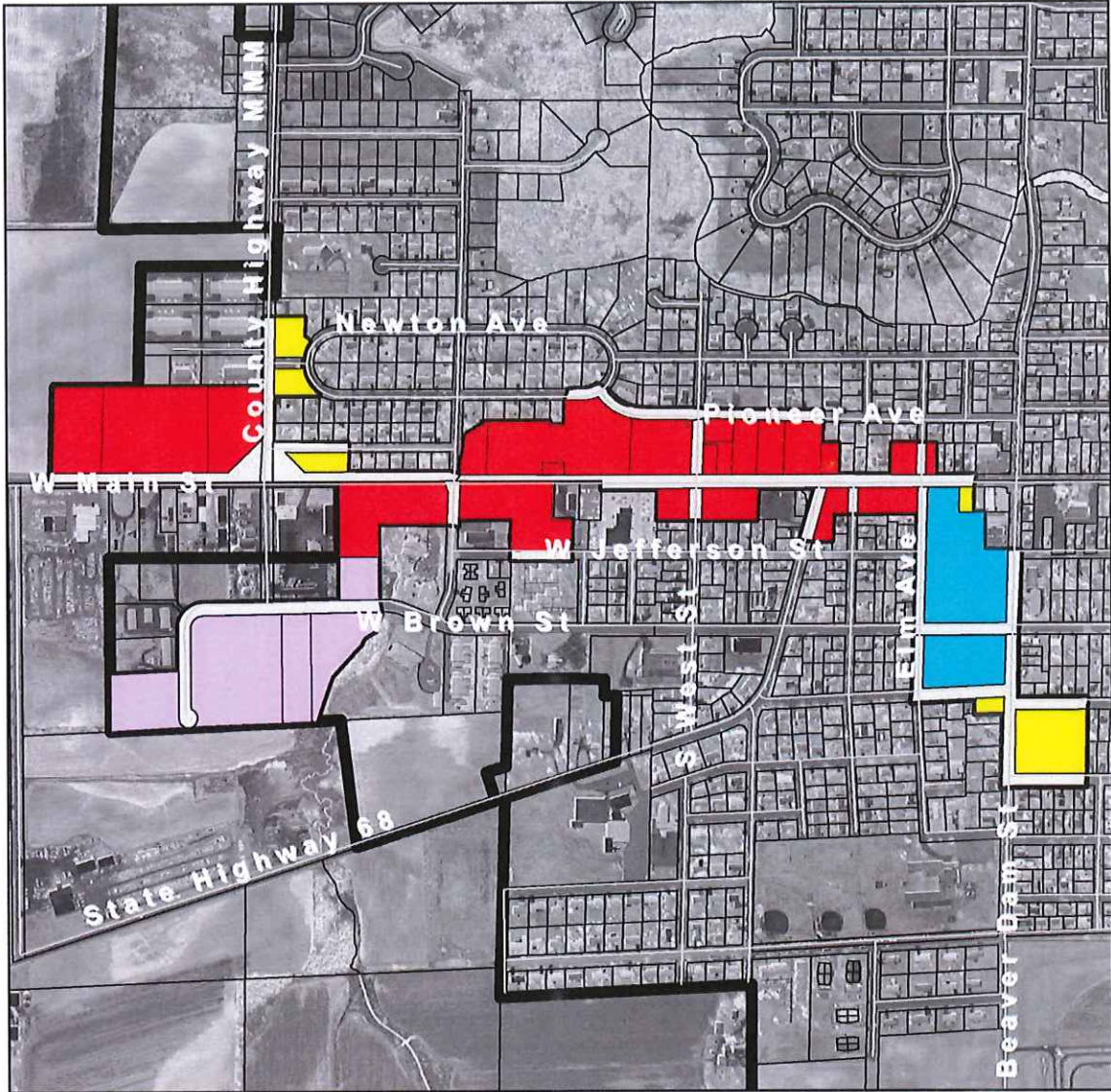


**CITY OF WAUPUN**  
municipal government







**CITY OF WAUPUN, WISCONSIN**  
**Proposed Tax Incremental Finance District #6**  
 Map 2 - Existing Land Use - May 20, 2020



LEGEND	
	City of Waupun
	Parcels
	TID #6
<b>TID 6 Existing Land Use</b>	
	Single Family and Duplex
	Multi Family
	Commercial
	Industrial
	Public/Tax Exempt
	Transportation



**CITY OF WAUPUN**  
municipal government





# SECTION 5: Preliminary Parcel List and Analysis Within The Territory To Be Added

City of Waupun, Wisconsin													
Tax Increment District # 6													
Base Property Information													
				Assessment Information				Equalized Value					
Parcel Number	Street Address	Owner	Acreage	Land	Imp	PP	Total	Equalized Value Ratio	Land	Imp	PP	Total	
				0			0	100.00%	0	0	0	0	0
292-1315-0611-068	Beaver Dam Street	City of Waupun	2.78	0	0	0	0	100.00%	0	0	0	0	0
292-1315-0614-013	310 Beaver Dam Street	Gerald & Susan Medema	0.24	22,000	67,100	0	89,100	100.00%	22,000	67,100	0	89,100	
292-1315-0523-106	520 McKinley Street	Waupun Historical Society	2.75	0	0	0	0	100.00%	0	0	0	0	0
				0			0	100.00%	0	0	0	0	0
			<b>Total Acreage</b>	<b>5.77</b>									
				22,000	67,100	0	89,100		22,000	67,100	0		
												<b>Estimated Base Value</b>	<b>89,100</b>

## SECTION 6: Equalized Value Test

---

The following calculations demonstrate that the City is in compliance with Wisconsin Statutes Section 66.1105(4)(gm)4.c., which requires that the equalized value of the Territory to be added to the District, plus the value increment of the District being amended, plus the value increment of all other existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the City.

The equalized value of the Territory to be incorporated by this Amendment, plus the increment value of TID No. 6, plus the value increment of all other existing tax incremental districts within the City, totals \$42,287,700. This value is less than the maximum of \$ 57,062,496 in equalized value that is permitted for the City of Waupun. The City is therefore in compliance with the statutory equalized valuation test and may proceed with amendment of this District.

<b>City of Waupun, Wisconsin</b>	
Tax Increment District # 6	
Valuation Test Compliance Calculation	
District Creation Date	8/21/2012
	Valuation Data
	Currently Available
	2019
Total EV (TID In)	475,520,800
12% Test	57,062,496
Total Existing Increment	42,198,600
Projected Base of New or Amended District	89,100
Less Value of Any Underlying TID Parcels	0
Total Value Subject to 12% Test	42,287,700
Compliance	PASS

## **SECTION 7: Statement of Kind, Number and Location of Proposed Public Works and Other Projects**

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The original project costs will not change and have not been restated in this amendment. The statement of kind, number and location of proposed public works and other projects as documented in the Original and/or Amended Project Plan Documents remains in effect. The additional TID eligible improvements resulting from this amendment are listed below.

### **Property, Right-of-Way and Easement Acquisition**

#### **Property Acquisition Redevelopment**

In order to promote and facilitate redevelopment the City may acquire property within the amended area of the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred in order to make the property suitable for development and/or redevelopment. Any revenue received by the City from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the City to acquire property and make it suitable for redevelopment exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered "real property assembly costs" as defined in Wisconsin Statutes Section 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

#### **Acquisition of Rights-of-Way**

The City may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire rights-of-way are eligible Project Costs.

#### **Acquisition of Easements**

The City may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire easement rights are eligible Project Costs.



## **Site Preparation Activities**

### **Environmental Audits and Remediation**

There have been no known environmental studies performed within the proposed District. If, however, it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the City related to environmental audits, testing, and remediations are eligible Project Costs.

### **Demolition**

In order to make sites suitable for redevelopment, the City may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

### **Site Grading**

Land within the District may require grading to make it suitable for redevelopment, to provide access, and to control stormwater runoff. The City may need to remove and dispose of excess material or bring in fill material to provide for proper site elevations. Expenses incurred by the City for site grading are eligible Project Costs.

### **Miscellaneous**

#### **Cash Grants (Development Incentives)**

The City may enter into agreements with property owners, lessees, or developers of land located within the District for the purpose of sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover Project Costs. No cash grants will be provided until the City executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the City are eligible Project Costs.

#### **Professional Service and Organizational Costs**

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to: architectural; environmental; planning; engineering; legal, audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

#### **Administrative Costs**

The City may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by City employees in connection with the implementation of the Plan.

## **Financing Costs**

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, site preparation, legal and other consultant fees, testing, environmental studies, permits, updating City ordinances and plans, judgments or claims for damages, and other expenses are included as Project Costs.

In the event any of the public works project expenditures are not reimbursable out of the special tax increment finance fund under Wisconsin Statutes Section 66.1105, in the written opinion of counsel retained by the City for such purpose or a court of record so rules in a final order, then such project or projects shall be deleted here from and the remainder of the projects hereunder shall be deemed the entirety of the projects for purposes of this Project Plan Amendment.

**The City reserves the right to implement only those projects that remain viable as the Plan period proceeds.**

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred, by the City and as outlined in this Plan or the original Project Plan. To the extent the costs benefit the City outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning is completed. Prorations of costs in the Plan are also estimates and subject to change based upon implementation, future assessment policies and user fee adjustments. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received by the City in connection with the implementation of this Plan.

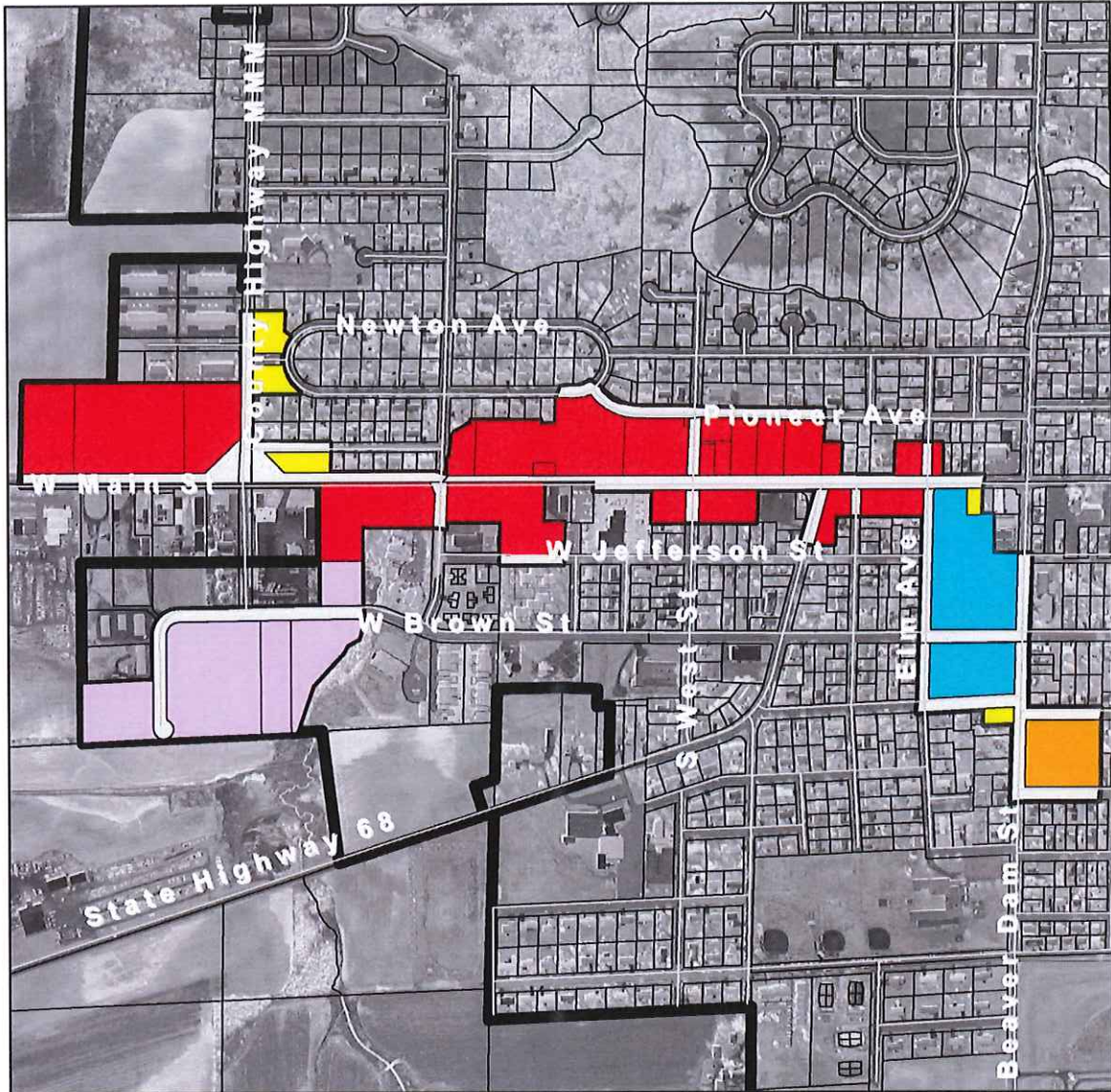
## **SECTION 8: Maps Showing Proposed Improvements and Uses Within The Territory To Be Added**

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See following pages



**CITY OF WAUPUN, WISCONSIN**  
**Proposed Tax Incremental Finance District #6**  
 Map 3 - Planned Land Use - May 20, 2020

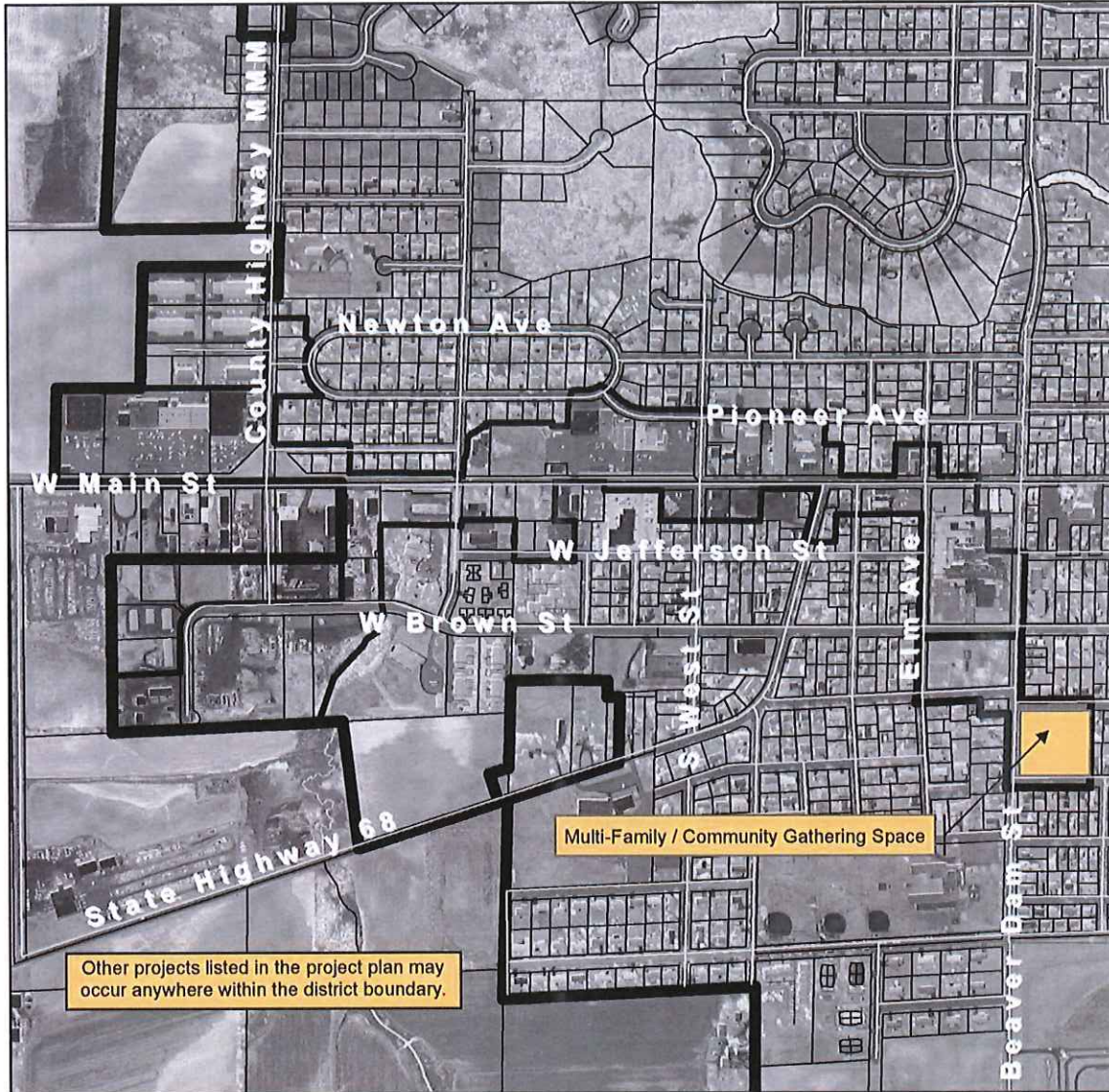








LEGEND		TID 6 Planned Land Use	
	City of Waupun		Single Family and Duplex
	Parcels		Industrial
	TID #6		Multi Family
			Public/Tax Exempt
			Commercial
			Transportation

**CITY OF WAUPUN**  
municipal government



**CITY OF WAUPUN, WISCONSIN**  
**Proposed Tax Incremental Finance District #6**  
 Proposed Improvements/Projects



<b>LEGEND</b>		 <b>CITY OF WAUPUN</b> municipal government
 City of Waupun	 TID #6	
 Parcels	 TID #6 Projects	



## **SECTION 9: Detailed List of Additional Project Costs**

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This Section contains information relative to the specific projects and expenditures that the City anticipates it will undertake or make within the Territory to be incorporated into the District by this Amendment.

All costs are based on 2020 prices and are preliminary estimates. The City reserves the right to increase these costs to reflect inflationary increases and other uncontrollable circumstances between 2020 and the time of construction. The City also reserves the right to increase certain Project Costs to the extent others are reduced or not implemented without amending the Plan. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

This Plan is not meant to be a budget, nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on best information available. The City retains the right to delete projects or change the scope and/or timing of projects implemented as they are individually authorized by the Common Council, without further amending this Plan.

## Proposed TIF Project Cost Estimates

City of Waupun, Wisconsin				
Tax Increment District # 6				
Estimated Project List				
Project ID	Project Name/Type	Phase I Year	Phase II Year	Total (Note 1)
	1 Demolition	225,000		225,000
	2 Acquisition of Property	25,000		25,000
	3 Misc Professional Services	100,000		100,000
	<b>Total Projects</b>	<u>350,000</u>	<u>0</u>	<u>350,000</u>
Notes:				
	Note 1 Project costs are estimates and are subject to modification			

## **SECTION 10: Economic Feasibility Study, Financing Methods, and the Time When Costs or Monetary Obligations Related are to be Incurred**

---

The information and exhibits contained within this Section demonstrate that the District, as proposed to be amended by the addition of territory, will remain economically feasible insofar as:

- The City has available to it the means to secure the necessary financing required to accomplish the remaining projects contained within this Plan. A listing of “Available Financing Methods” follows.
- The City expects to complete the remaining projects in one phase and can adjust the timing of implementation as needed to coincide with the pace of private redevelopment. A discussion of the phasing and projected timeline for project completion is discussed under “Plan Implementation” within this Section. A table identifying the financing method for each phase and the time at which that financing is expected to be incurred is included.
- The development anticipated to occur as a result of the continued implementation of this Plan will generate sufficient tax increments to pay for the cost of the projects. Within this Section are tables identifying: 1) the redevelopment expected to occur, 2) an updated projection of tax increments to be collected resulting from that redevelopment and other economic growth within the District, and 3) an updated cash flow model demonstrating that the projected tax increment collections and all other revenues available to the District will be sufficient to pay all Project Costs.

### **Available Financing Methods**

The following is a list of the types of obligations the City may choose to utilize.

#### **General Obligation (G.O.) Bonds or Notes**

The City may issue G.O. Bonds or Notes to finance the cost of projects included within this Plan. The Wisconsin State Constitution limits the principal amount of G.O. debt that the community may have outstanding at any point in time to an amount not greater than five percent of its total equalized value (TID IN). As of the date of this plan, the City has adequate capacity to undertake the projects identified in the plan.



### **Bonds Issued to Developers (“Pay as You Go” Financing)**

The City may issue a bond or other obligation to one or more developers who provide financing for projects included in this Plan. Repayment of the amounts due to the developer under the bonds or other obligations are limited to an agreed percentage of the available annual tax increments collected that result from the improvements made by the developer. To the extent the tax increments collected are insufficient to make annual payments, or to repay the entire obligation over the life of the District, the City’s obligation is limited to not more than the agreed percentage of the actual increments collected. Bonds or other obligations issued to developers in this fashion are not general obligations of the City and, therefore, do not count against the City’s statutory borrowing capacity.

### **Utility Revenue Bonds**

The City can issue revenue bonds to be repaid from revenues of its various utility systems, including revenues paid by the City that represent service of the system to the City. There is neither a statutory nor constitutional limitation on the amount of revenue bonds that can be issued, however, water rates are controlled by the Wisconsin Public Service Commission and the City must demonstrate to bond purchasers its ability to repay revenue debt with the assigned rates. To the extent the City utilizes utility revenues other than tax increments to repay a portion of the bonds, the City must reduce the total eligible Project Costs in an equal amount.

### **Plan Implementation**

As stated in the original project plan, projects identified will provide the necessary anticipated governmental services and/or development incentives to the remaining district. The order in which expenditures are made should be adjusted in accordance with development and execution of developer agreements, if any. The City reserves the right to alter the implementation of this Plan to accomplish this objective.

It is anticipated developer agreements between the City and property owners will be in place prior to major public expenditures. These agreements can provide for development guarantees or a payment in lieu of development. To further assure contract enforcement these agreements might include levying of special assessments against benefited properties.

The order in which expenditures are made should be adjusted in accordance with development and execution of developer agreements. The City reserves the right to alter the implementation of this Plan to accomplish this objective.

Interest rates projected are based on current market conditions. Municipal interest rates are subject to constantly changing market conditions. In

addition, other factors such as the loss of tax-exempt status of municipal bonds or broadening the purpose of future tax-exempt bonds would affect market conditions. Actual interest expense will be determined once the methods of financing have been approved and securities or other obligations are issued.

If financing as outlined in this Plan proves unworkable, the City reserves the right to use alternate financing solutions for the projects as they are implemented.

## Implementation and Financing Timeline

<h3>City of Waupun, Wisconsin</h3> <h4>Tax Increment District # 6</h4> <h4>Estimated Financing Plan</h4>		
	State Trust Fund Loan 2020 - 2022	Totals
Projects		
Demolition	225,000	225,000
Acquisition of Property	25,000	25,000
Misc Professional Services	100,000	100,000
Total Project Funds	<u>350,000</u>	<u>350,000</u>
Estimated Finance Related Expenses	10,000	
Municipal Advisor		
Total Financing Required	360,000	
Net Issue Size	<b>360,000</b>	<b>360,000</b>
Notes:		

## Development Assumptions

<div style="text-align: center;"> <b>City of Waupun, Wisconsin</b>  <b>Tax Increment District # 6</b>  <b>Development Assumptions - Fond du Lac County</b> </div>							
Construction Year		Actual	Existing Area	Amended Area	Annual Total	Construction Year	
1	2012	(122,000)			(122,000)	2012	1
2	2013	(245,400)			(245,400)	2013	2
3	2014	(210,100)			(210,100)	2014	3
4	2015	(243,000)			(243,000)	2015	4
5	2016	(92,800)			(92,800)	2016	5
6	2017	(545,000)			(545,000)	2017	6
7	2018	(372,500)			(372,500)	2018	7
8	2019				0	2019	8
9	2020				0	2020	9
10	2021				0	2021	10
11	2022				0	2022	11
12	2023				0	2023	12
13	2024				0	2024	13
14	2025				0	2025	14
15	2026				0	2026	15
16	2027				0	2027	16
17	2028				0	2028	17
18	2029				0	2029	18
19	2030				0	2030	19
20	2031				0	2031	20
21	2032				0	2032	21
22	2033				0	2033	22
23	2034				0	2034	23
24	2035				0	2035	24
25	2036				0	2036	25
26	2037				0	2037	26
27	2038				0	2038	27
Totals		(1,830,800)	0	0	(1,830,800)		

Notes:



# City of Waupun, Wisconsin

## Tax Increment District # 6

### Development Assumptions - Dodge County

Construction Year		Actual	Existing Area	Amended Area	Annual Total	Construction Year	
1	2012	4,436,000			4,436,000	2012	1
2	2013	521,000			521,000	2013	2
3	2014	315,100			315,100	2014	3
4	2015	(93,200)			(93,200)	2015	4
5	2016	137,300			137,300	2016	5
6	2017	(540,300)			(540,300)	2017	6
7	2018	441,500			441,500	2018	7
8	2019		1,100,000		1,100,000	2019	8
9	2020				0	2020	9
10	2021			1,500,000	1,500,000	2021	10
11	2022				0	2022	11
12	2023				0	2023	12
13	2024				0	2024	13
14	2025				0	2025	14
15	2026				0	2026	15
16	2027				0	2027	16
17	2028				0	2028	17
18	2029				0	2029	18
19	2030				0	2030	19
20	2031				0	2031	20
21	2032				0	2032	21
22	2033				0	2033	22
23	2034				0	2034	23
24	2035				0	2035	24
25	2036				0	2036	25
26	2037				0	2037	26
27	2038				0	2038	27
Totals		5,217,400	1,100,000	1,500,000	7,817,400		

Notes:



# Increment Revenue Projections

City of Waupun, Wisconsin										
Tax Increment District # 6										
Tax Increment Projection Worksheet - Existing										
Type of District	Blighted Area				Base Value	5,180,600				
District Creation Date	August 21, 2012				Appreciation Factor	1.00%		Apply to Base Value		
Valuation Date	Jan 1,		2012		Base Tax Rate	\$22.30				
Max Life (Years)	27				Rate Adjustment Factor					
Expenditure Period/Termination	22		8/21/2034							
Revenue Periods/Final Year	27		2040							
Extension Eligibility/Years	Yes		6		Tax Exempt Discount Rate	2.50%				
Eligible Recipient District	Yes				Taxable Discount Rate	4.00%				

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt		
								NPV Calculation	Taxable NPV Calculation	
6	2017	-540,300	2018	0	4,775,900	2019	\$22.95	109,593	89,948	80,078
7	2018	441,500	2019	0	5,217,400	2020	\$22.30	116,327	183,094	161,808
8	2019	1,100,000	2020	52,174	6,369,574	2021	\$22.30	142,016	294,036	257,749
9	2020	0	2021	63,696	6,433,270	2022	\$22.30	143,436	403,355	350,922
10	2021	0	2022	64,333	6,497,602	2023	\$22.30	144,870	511,074	441,407
11	2022	0	2023	64,976	6,562,578	2024	\$22.30	146,319	617,217	529,283
12	2023	0	2024	65,626	6,628,204	2025	\$22.30	147,782	721,806	614,623
13	2024	0	2025	66,282	6,694,486	2026	\$22.30	149,260	824,865	697,502
14	2025	0	2026	66,945	6,761,431	2027	\$22.30	150,752	926,416	777,990
15	2026	0	2027	67,614	6,829,045	2028	\$22.30	152,260	1,026,480	856,156
16	2027	0	2028	68,290	6,897,336	2029	\$22.30	153,783	1,125,081	932,067
17	2028	0	2029	68,973	6,966,309	2030	\$22.30	155,320	1,222,238	1,005,789
18	2029	0	2030	69,663	7,035,972	2031	\$22.30	156,874	1,317,973	1,077,384
19	2030	0	2031	70,360	7,106,332	2032	\$22.30	158,442	1,412,308	1,146,914
20	2031	0	2032	71,063	7,177,395	2033	\$22.30	160,027	1,505,262	1,214,438
21	2032	0	2033	71,774	7,249,169	2034	\$22.30	161,627	1,636,777	1,331,215
22	2033	0	2034	72,492	7,321,661	2035	\$22.30	163,243	1,729,286	1,397,447
23	2034	0	2035	73,217	7,394,878	2036	\$22.30	164,876	1,820,442	1,461,769
24	2035	0	2036	73,949	7,468,826	2037	\$22.30	166,525	1,910,264	1,524,235
25	2036	0	2037	74,688	7,543,515	2038	\$22.30	168,190	1,998,771	1,584,899
26	2037	0	2038	75,435	7,618,950	2039	\$22.30	169,872	2,085,983	1,643,814
27	2038	0	2039	76,189	7,695,139	2040	\$22.30	171,570	2,171,919	1,701,028
<b>Totals</b>	<b>6,317,400</b>		<b>1,377,739</b>		<b>Future Value of Increment</b>		<b>3,352,963</b>			

**Notes:**  
 Actual results will vary depending on development, inflation of overall tax rates.  
 NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs).

# City of Waupun, Wisconsin

## Tax Increment District # 6

### Tax Increment Projection Worksheet - Amended

Type of District	Blighted Area	Base Value	5,180,600	<b>Apply to Base Value</b>
District Creation Date	August 21, 2012	Appreciation Factor	1.00%	
Valuation Date	Jan 1, 2012	Base Tax Rate	\$22.30	
Max Life (Years)	27	Rate Adjustment Factor		
Expenditure Period/Termination	22 8/21/2034	Tax Exempt Discount Rate	2.50%	
Revenue Periods/Final Year	27 2040	Taxable Discount Rate	4.00%	
Extension Eligibility/Years	Yes 6			
Eligible Recipient District	Yes			

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt		
								NPV Calculation	Taxable NPV Calculation	
6	2017	-540,300	2018	0	4,775,900	2019	\$22.95	109,593	89,948	80,078
7	2018	441,500	2019	0	5,217,400	2020	\$22.30	116,327	183,094	161,808
8	2019	1,100,000	2020	52,174	6,369,574	2021	\$22.30	142,016	294,036	257,749
9	2020	0	2021	63,696	6,433,270	2022	\$22.30	143,486	403,355	350,922
10	2021	1,500,000	2022	64,333	7,997,602	2023	\$22.30	178,314	535,942	462,296
11	2022	0	2023	79,976	8,077,578	2024	\$22.30	180,097	666,588	570,458
12	2023	0	2024	80,776	8,158,354	2025	\$22.30	181,898	795,322	675,500
13	2024	0	2025	81,584	8,239,938	2026	\$22.30	183,717	922,173	777,511
14	2025	0	2026	82,399	8,322,337	2027	\$22.30	185,554	1,047,167	876,580
15	2026	0	2027	83,223	8,405,561	2028	\$22.30	187,410	1,170,332	972,792
16	2027	0	2028	84,056	8,489,616	2029	\$22.30	189,284	1,291,694	1,066,227
17	2028	0	2029	84,896	8,574,512	2030	\$22.30	191,177	1,411,280	1,156,968
18	2029	0	2030	85,745	8,660,257	2031	\$22.30	193,089	1,529,117	1,245,091
19	2030	0	2031	86,603	8,746,860	2032	\$22.30	195,020	1,645,229	1,330,672
20	2031	0	2032	87,469	8,834,329	2033	\$22.30	196,970	1,759,642	1,413,785
21	2032	0	2033	88,343	8,922,672	2034	\$22.30	198,939	1,919,189	1,554,280
22	2033	0	2034	89,227	9,011,899	2035	\$22.30	200,929	2,033,055	1,635,802
23	2034	0	2035	90,119	9,102,018	2036	\$22.30	202,938	2,145,255	1,714,972
24	2035	0	2036	91,020	9,193,038	2037	\$22.30	204,967	2,255,812	1,791,859
25	2036	0	2037	91,930	9,284,968	2038	\$22.30	207,017	2,364,752	1,866,528
26	2037	0	2038	92,850	9,377,818	2039	\$22.30	209,087	2,472,097	1,939,043
27	2038	0	2039	93,778	9,471,596	2040	\$22.30	211,178	2,577,872	2,009,466
<b>Totals</b>		<b>7,817,400</b>		<b>1,654,196</b>		<b>Future Value of Increment</b>	<b>4,008,957</b>			

**Notes:**

Actual results will vary depending on development, inflation of overall tax rates.

NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs).

**Cash Flows**

City of Waupun, Wisconsin														
Tax Increment District # 6														
Cash Flow Projection - No Amendment														
Year	Projected Revenues						Expenditures				Balances			Year
	Tax Increment - Dodge County	Tax Increment - Fond Du Lac County	Interest Earnings/ (Cost)	Exempt Computer Aid	Other Revenue	Total Revenues	Professional Services	Transfer to Debt Service Fund	Admn.	Total Expenditures	Annual	Cumulative	Principal Outstanding	
2019	109,593	0		5,573		115,166	1,058	53,000		54,058	61,108	(415,724)		2019
2020	116,327	0	(16,629)	4,832		104,530	15,200	55,500	10,768	81,468	23,062	(392,663)		2020
2021	142,016	0	(15,707)	4,832		131,141	31,500	58,000	7,650	97,150	33,991	(358,671)		2021
2022	143,436	0	(14,347)	4,832		133,921	31,600	60,000	7,700	99,300	34,621	(324,050)		2022
2023	144,870	0	(12,962)	4,832		136,740	19,200	60,000	3,950	83,150	53,590	(270,460)		2023
2024	146,319	0	(10,818)	4,832		140,332	19,200	60,000	3,950	83,150	57,182	(213,278)		2024
2025	147,782	0	(8,531)	4,832		144,083	19,200	60,000	3,950	83,150	60,933	(152,345)		2025
2026	149,260	0	(6,094)	4,832		147,998	19,200	60,000	3,950	83,150	64,848	(87,497)		2026
2027	150,752	0	(3,500)	4,832		152,085	19,200	60,000	3,950	83,150	68,935	(18,562)		2027
2028	152,260	0	(742)	4,832		156,350	19,200	60,000	3,950	83,150	73,200	54,638		2028
2029	153,783	0	2,186	4,832		160,800	19,200		15,000	34,200	126,000	181,238		2029
2030	155,320	0		4,832		160,152	19,200		3,950	23,150	137,002	318,240		2030
2031	156,874	0		4,832		161,706	19,200		3,950	23,150	138,556	456,796		2031
2032	158,442	0		4,832		163,274	19,200		3,950	23,150	140,124	596,920		2032
2033	160,027	0		4,832		164,859	19,200		3,950	23,150	141,709	738,629		2033
2034	161,627	0		4,832		166,459	19,200		3,950	23,150	143,309	881,938		2034
2035	163,243	0		4,832		168,075	6,700		3,950	10,650	157,425	1,039,363		2035
2036	164,876	0		4,832		169,708	6,700		3,950	10,650	159,058	1,198,421		2036
2037	166,525	0		4,832		171,357	6,700		3,950	10,650	160,707	1,359,128		2037
2038	168,190	0		4,832		173,022	6,700		3,950	10,650	162,372	1,521,499		2038
2039	169,872	0		4,832		174,704	6,700		3,950	10,650	164,054	1,685,553		2039
2040	171,570	0		4,832		176,402	6,700		3,950	10,650	165,752	1,851,306		2040
Total	3,352,963		(87,145)	107,045	0	3,372,864	0	349,958	586,500	108,268	1,044,726			Total
Notes:	Projected TID Closure													

City of Waupun, Wisconsin																	
Tax Increment District # 6																	
Cash Flow Projection - With Amendment Costs & Development																	
Year	Projected Revenues						Expenditures						Balances			Year	
	Tax Increment - Dodge County	Tax Increment - Fond Du Lac County	Interest Earnings/ (Cost)	Exempt Computer Aid	Other Revenue	Total Revenues	State Trust Fund Loan 360,000			Transfer to Debt Service			Total Expenditures	Annual	Cumulative		Principal Outstanding
						Dated Date:	OS/01/20	Prindpal	Est. Rate	Interest	Professional Services	Debt Service Fund	Admn.				
2019	109,593	0		5,573		115,166					1,058	53,000		54,058	61,108	(415,724)	2019
2020	116,327	0	(16,629)	4,832		104,530					15,200	55,500	10,768	81,468	23,062	(392,663)	2020
2021	142,016	0	(15,707)	4,832		131,141			3.50%	12,600	31,500	58,000	7,650	109,750	21,391	(371,271)	2021
2022	143,436	0	(14,851)	4,832		133,417	2,500	3.50%	12,600	31,600	60,000	7,700	114,400	19,017	(352,254)	2022	
2023	178,314	0	(14,090)	4,832		169,056	25,000	3.50%	12,513	19,200	60,000	3,950	120,663	48,393	(303,861)	2023	
2024	180,097	0	(12,154)	4,832		172,775	30,000	3.50%	11,638	19,200	60,000	3,950	124,788	47,987	(255,874)	2024	
2025	181,898	0	(10,235)	4,832		176,495	35,000	3.50%	10,588	19,200	60,000	3,950	128,738	47,758	(208,116)	2025	
2026	183,717	0	(8,325)	4,832		180,225	40,000	3.50%	9,363	19,200	60,000	3,950	132,513	47,712	(160,404)	2026	
2027	185,554	0	(6,416)	4,832		183,970	45,000	3.50%	7,963	19,200	60,000	3,950	136,113	47,858	(112,546)	2027	
2028	187,410	0	(4,502)	4,832		187,740	55,000	3.50%	6,388	19,200	60,000	3,950	144,538	43,203	(69,344)	2028	
2029	189,284	0	(2,774)	4,832		191,342	60,000	3.50%	4,463	19,200		3,950	87,613	103,730	34,386	2029	
2030	191,177	0	1,375	4,832		197,384	67,500	3.50%	2,363	19,200		3,950	93,013	104,372	138,758	2030	
2031	193,069	0	5,550	4,832		203,471				19,200		15,000	34,200	169,271	308,029	2031	
2032	195,020	0		4,832		199,852				19,200		3,950	23,150	176,702	484,731	2032	
2033	196,970	0		4,832		201,802				19,200		3,950	23,150	178,652	663,382	2033	
2034	198,939	0		4,832		203,771				19,200		3,950	23,150	180,621	844,004	2034	
2035	200,929	0		4,832		205,761				6,700		3,950	10,650	195,111	1,039,114	2035	
2036	202,938	0		4,832		207,770				6,700		3,950	10,650	197,120	1,236,234	2036	
2037	204,967	0		4,832		209,799				6,700		3,950	10,650	199,149	1,435,384	2037	
2038	207,017	0		4,832		211,849				6,700		3,950	10,650	201,199	1,636,583	2038	
2039	209,087	0		4,832		213,919				6,700		3,950	10,650	203,269	1,839,852	2039	
2040	211,178	0		4,832		216,010				6,700		3,950	10,650	205,360	2,045,213	2040	
Total	4,008,957		(98,756)	107,045	0	4,017,246	360,000		90,475		349,958	586,500	108,268	1,495,201			Total
Notes:															Projected TID Closure		



## **SECTION 11: Annexed Property**

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There are no lands within the Territory proposed to be included within the District by Amendment that were annexed by the City on or after January 1, 2004.

## **SECTION 12: Estimate of Additional Property to be Devoted to Retail Business**

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The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b)

## **SECTION 13: Proposed Zoning Ordinance Changes**

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The City anticipates that a portion of the Territory to be incorporated into the District by Amendment will be rezoned prior to development.

## **SECTION 14: Proposed Changes in Master Plan, Map, Building Codes and City of Waupun Ordinances**

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It is expected that this Plan will be complementary to the City's Master Plan. There are no proposed changes to the Master Plan, map, building codes or other City ordinances for the implementation of this Plan.

## **SECTION 15: Relocation**

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It is not anticipated there will be a need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the City will follow applicable Wisconsin Statutes Section chapter 32.

## **SECTION 16: Orderly Redevelopment of the City of Waupun**

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This amendment contributes to the orderly redevelopment of the City by providing the opportunity for continued growth in tax base and general economic activity.

## **SECTION 17: List of Estimated Non-Project Costs**

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Non-Project Costs are public works projects that only partly benefit the District or are not eligible to be paid with tax increments, or costs not eligible to be paid with TIF funds.

The City does not expect to incur any non-project costs in the implementation of this Project Plan.

**SECTION 18:  
Opinion of Attorney for the City of Waupun  
Advising Whether the Plan is Complete and  
Complies with Wisconsin Statutes 66.1105**

---

VANDE ZANDE & KAUFMAN, LLP  
ATTORNEYS AT LAW  
408 EAST MAIN STREET  
POST OFFICE BOX 430  
WAUPUN, WISCONSIN 53963-0430  
(920) 324-2951  
FACSIMILE (920) 324-2968

DANIEL L. VANDE ZANDE, JD, PhD  
COURT COMMISSIONER  
[dan@vklaw.us](mailto:dan@vklaw.us)

CLARENCE VANDE ZANDE  
1952 -1999

SAM KAUFMAN  
COURT COMMISSIONER  
[sam@vklaw.us](mailto:sam@vklaw.us)

June 5, 2020

Mayor Julie Nickel  
City of Waupun  
201 East Main Street  
Waupun, WI 53963

*Re: City of Waupun, Wisconsin Tax Incremental District No. 8*

Dear Mayor Nickel:

As City Attorney for the City of Waupun, I have reviewed the Project Plan Amendment for the City's Tax Incremental District No. 6 dated May 18, 2020. In my opinion the Project Plan as amended is complete and complies with Section 66.1105(4)(f) of the Wisconsin Statutes.

If you have any questions, please contact me.

Sincerely,



Daniel L. Vande Zande

DVZ/cj

cc: Ms. Kathy Schlieve (via email)  
Ms. Angela Hull (via email)

**CITY OF WAUPUN  
COMMON COUNCIL**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION SUSPENDING WAUPUN COMMON COUNCIL RULES  
DURING THE COVID-19 PUBLIC HEALTH PANDEMIC**

**WHEREAS**, in December 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the state of Wisconsin, and

**WHEREAS**, the federal government, state governments, and local governments are working together to contain the further spread of the disease and treat existing cases, and

**WHEREAS**, on January 31, 2020, the U. S. Department of Health & Human Services declared a public health emergency; on March 11, 2020, the World Health Organization declared COVID-19 a pandemic; and on March 12, 2020, the Governor of the state of Wisconsin declared a health emergency in the state, and

**WHEREAS**, the City of Waupun has been working to protect the health and well-being of its residents from the spread of COVID-19 and to prepare for the impacts the disease is likely to have on the city, and

**WHEREAS**, the Waupun Common Council, on March 31, 2020, under the authority granted by Ordinance 2.07 passed Resolution No. 03-31-20-01 suspending the operation of Ordinance 2.02(2) to permit Waupun Common Council members and others to attend and conduct board and committee meetings remotely during the period of emergency, and

**WHEREAS**, the Waupun declaration of emergency has or will expire shortly.

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with Waupun City Ordinance 2.07, the Waupun Common Council Rules as outlined in City of Waupun Ordinance 2.02(2) are hereby suspended pending further affirmative resolution of the Waupun Common Council.

**BE IT FURTHER RESOLVED** that Waupun Common Council members are hereby authorized to conduct and attend board and committee meetings remotely with all other meeting participants, including without limitation, remote roll-call, discussion and voting, and that the Waupun Common



Council shall take all actions necessary to effectuate the same in compliance with all other applicable laws.

**FURTHER RESOLVED** that Waupun Common Council shall comply with all applicable requirements for remote meetings as required under the Wisconsin Open Meetings law.

Adoption by Common Council June 9, 2020.

ATTEST:

\_\_\_\_\_  
Julie J. Nickel, Mayor

\_\_\_\_\_  
Angela J. Hull, City Clerk



# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/8/20

**TITLE:** Ordinance to amend Ch.6.05(3) (c) entitled Traffic Code-Handicapped Parking Stalls

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Jeff Daane, Director of Public Works

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]
[EnterGoals]	[EnterFiscalImpactStatement]	

**ISSUE SUMMARY:**

The Waupun Post Office has requested a Handicapped parking stall be placed on the side of their building on N. Madison St. There was not a Board of Public Works meeting prior to the Council meeting to discuss this ordinance change. The Post Office originally asked for a stall on E. Franklin St., however the Council asked for the stall to be installed on N. Madison St. at the May 12, 2020 Common Council Meeting. The Ordinance has been revised to reflect that change.

**STAFF RECOMMENDATION:**

Approve the ordinance.

**ATTACHMENTS:**

- Handicapped Parking Ordinance – Post Office – N Madison St (document)
- Handicapped Parking Ordinance – Post Office – N Madison St (photo)

**MOTIONS FOR CONSIDERATION:**

Approve Ordinance # \_\_\_\_\_ to amend Ch.6.05(3) (c) entitled Traffic Code-Handicapped Parking Stalls to install a handicapped parking stall on N Madison St.

ORDINANCE NUMBER 20-\_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE OF THE  
CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

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

SECTION 1: Section 6.05 (3) (c) of the Waupun Municipal Code entitled  
"Handicapped Parking Stalls" is amended to add the following subsection:

7. On the east side of N. Madison St. commencing 38 feet north of the north  
curbline of E. Franklin St. going north for 20 feet.

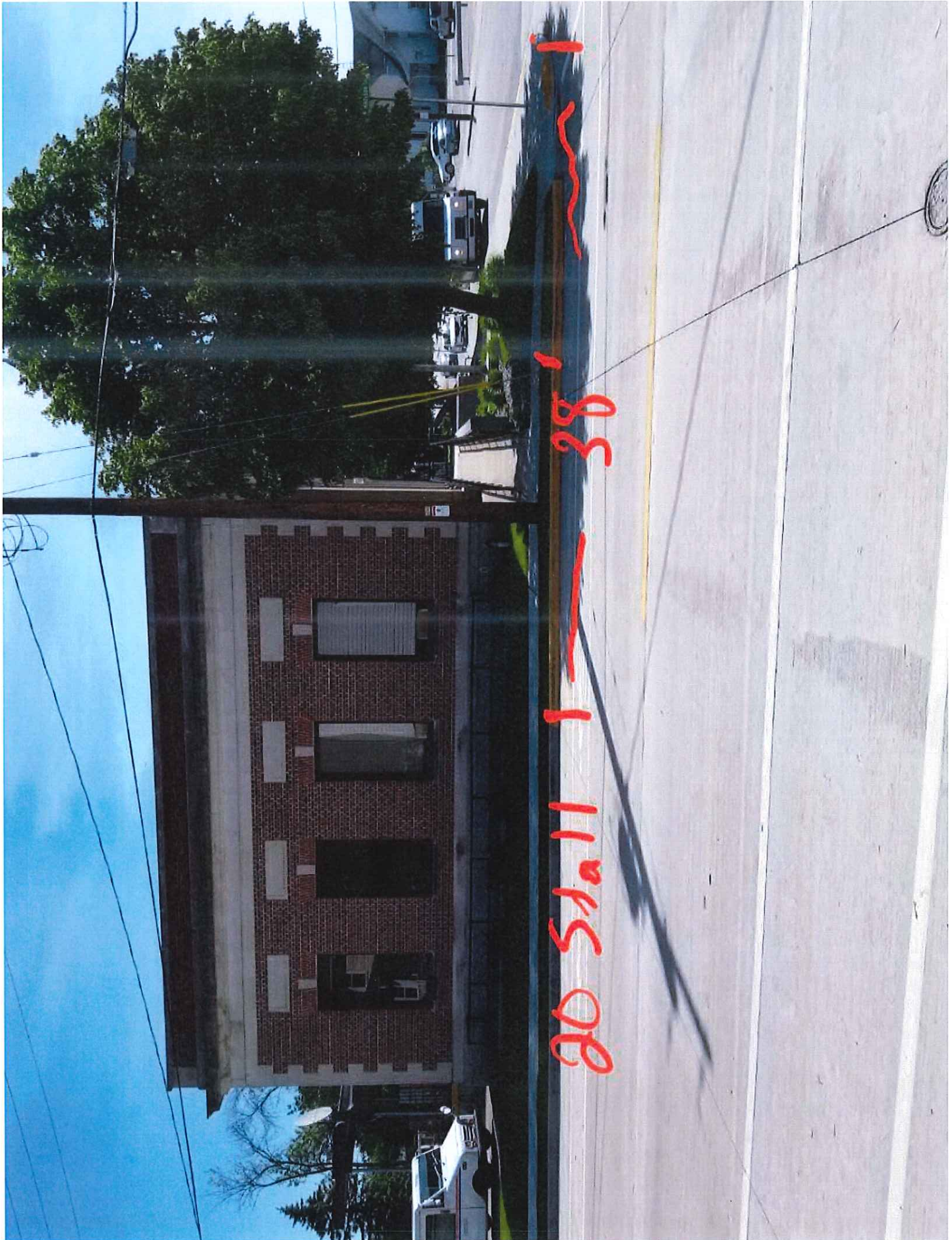
SECTION 2: This Ordinance shall be in full force and effect upon its passage  
and publication as provided by law.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Julie Nickel  
Mayor

ATTEST:

\_\_\_\_\_  
Angela Hull  
City Clerk



20 Stall 1

38

# ***FleetPride***<sup>®</sup>

**TRUCK & TRAILER PARTS**



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I Tim Sauer will be leaving  
THE CITY OF WAUPUN DPW on June 19<sup>TH</sup>  
2000

Tim Sauer



# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/9/20

**TITLE:** 2020 Micro Surfacing proposals

**AGENDA SECTION:** CONSIDERATION - ACTION

**PRESENTER:** Jeff Daane, Director of Public Works

---

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Follow street plan	\$41,000	

---

**ISSUE SUMMARY:**

Two proposals were submitted for the 2020 Micro Surfacing project that was included in the 2020 Budget. The proposals are from Struck & Irwin Paving Inc. and Fahrner Asphalt. Struck & Irwin Paving has done the Micro Surfacing for the City of Waupun the past couple of years. Both Proposals came in over budget and both very close on price.

**STAFF RECOMMENDATION:**

Approve one of the proposal for an amount of \$41,000

**ATTACHMENTS:**

Struck & Irwin Paving Inc. proposal  
Fahrner Asphalt proposal

**MOTIONS FOR CONSIDERATION:**

1. Accept micro surfacing proposal from Fahrner Asphalt not to exceed \$41,000
2. Accept micro surfacing proposal from Struck & Irwin Paving Inc not to exceed \$41,000



**PROPOSAL / CONTRACT**

Job. No. \_\_\_\_\_

Date: February 07, 2020

PLOVER, WI 54467  
2800 Mecca Drive  
Ph.: 715.341.2868  
Fax: 715.341.1054

WAUNAKEE, WI 53597  
316 Raemisch Road  
Ph.: 608.849.6466  
Fax: 608.849.6470

KAUKAUNA, WI 54130  
860 Eastline Road  
Ph.: 920.759.1008  
Fax: 920.759.1019

EAU CLAIRE, WI 54703  
6615 U.S. Hwy 12 W  
Ph.: 715.874.6070  
Fax: 715.874.6717



*Pavement Maintenance Contractors*

*EEO/AA Employer*

CORPORATE OFFICE: 1.800.332.3360

FREDERIC, WI 54837  
3468 115th Street  
Ph.: 715.653.2535  
Fax: 715.653.2553

SAGINAW, MI 48601  
2224 Veterans Memorial Pkwy  
Ph.: 989.762.9200  
Fax: 989.752.9205

DUBUQUE, IA 52002  
7680 Commerce Park  
Section C  
Ph.: 563.566.6231  
Fax: 563.566.1240

OAKDALE, MN 56128  
7500 Hudson Blvd., Ste. 305  
Ph.: 651.340.6212  
Fax: 651.340.6221

Contact Name: Jeff Daane

Contract Price **\$45,339.00**

PURCHASER: CITY OF WAUPUN

TELEPHONE: (920) 324-7918

ADDRESS: 201 E MAIN ST  
WAUPUN, WI 53963

DESCRIPTION OF PROPERTY:

Micro Surfacing 2020

WAUPUN, WI 53963

1. FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:

Micro Surfacing 2020:

Thoroughly clean the existing surface with a self propelled broom. Furnish all labor, equipment, material, supplies, signage, traffic control, and other incidentals necessary to provide a Micro Surface.

Micro Surface will consist of a mixture of emulsified asphalt, Class A granite mineral aggregate, water, and specified additives, proportioned, mixed and uniformly spread over a properly prepared asphalt surface at a rate of 18 to 20 LBS/SY.

The completed Micro surface shall leave a homogeneous mat, adhere firmly to the prepared surface, and have a skid-resistant surface texture throughout its service life.

Micro Surface will be put down curb line to curb line. Radius areas will not be done with intersecting streets.

Pothole and base patching is recommended prior to micro surface.

Reflective cracking will occur within the first year.

Street to be considered:

Franklin St: N.Division to N. Madison

Jackson/Taylor St: N. Division to N. Madison

This proposal may be withdrawn if not accepted and received by CONTRACTOR within 20 days of the date above and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

2. If proposal is accepted please sign, retain one copy and forward a copy to our office.

3. The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of \$45,339.00 and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work.

PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:

Fahrner Asphalt Sealers, LLC: Cell: (920) 410-0243  
Bill.Glatz@fahrnerasphalt.com

PURCHASER:

I have read and understand the terms and conditions on both sides of this contract.

Bill Glatz

(PRINT OR TYPE NAME)

By:

(CONTRACTOR REPRESENTATIVE)

(PRINT OR TYPE NAME)

By:

(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: February 07, 2020

Date of acceptance: \_\_\_\_\_



SLURRY SURFACING SPECIALISTS

# STRUCK & IRWIN PAVING, INC.

7219 Gene Street • DeForest, WI 53532 • Phone: 608-842-1676 • Fax: 608-842-1680

March 13, 2020

Mr. Jeff Daane  
Director of Public Works, City of Waupun  
201 E. Main Street  
Waupun, WI 53963

Re: Pavement Maintenance Proposal - City of Waupun

Dear Jeff:

Thank you for your patience regarding our proposal for possible street maintenance work in Waupun.

Our proposal is in the form of an Agreement. Attached are two copies of an Agreement for your consideration. Signing and returning one copy of the attached Agreement will authorize us to proceed with the work outlined in the Agreement.

I would like mention that the pitting that existed on portions of Franklin Street back in 2018 has worsened to the point that they have advanced to small potholes over the past two winters. As a result, we need to patch these potholes with asphalt, which is a different level of effort than the spray patching assumed in our September 2018 budget letter. Franklin Street remains a good micro-surfacing candidate once our preparatory work is completed on this street.

Struck & Irwin Paving maintains Workers Compensation and Employer's Liability insurance for its employees as required by state laws. We also maintain general liability and automobile liability insurance for personal injury and property damage. A certificate of insurance will be issued upon execution of the Agreement.

We appreciate the opportunity to submit our proposal and look forward to your favorable response. In the meantime, please do not hesitate to call if you have any questions or if we can be of further assistance.

Sincerely,

STRUCK & IRWIN PAVING, INC.

D. Joseph Wessley  
Project Manager

Enclosures



# AGREEMENT

This is an agreement by and between STRUCK & IRWIN PAVING, INC. (CONTRACTOR) and the CITY OF WAUPUN (OWNER).

**SCOPE OF WORK:** Contractor shall furnish materials and labor necessary to complete the Work described as follows:

Perform preparatory work (crack sealing in accordance with Contractor's specification for rubberized crack sealing at unsealed primary cracks and at previously sealed primary cracks that have split open/failed; spray patching in accordance with Contractor's specification for spray patching at unsealed secondary cracks, at previously sealed secondary cracks that have split open/failed, and at smaller pitted areas; and asphalt patching at larger pitted areas and potholes) onto the street segments listed below. Contractor shall supply all labor, material, equipment, and traffic control devices needed to complete the preparatory work.

Apply micro-surfacing in accordance with Contractor's specification for micro-surfacing onto the street segments listed below. Contractor shall supply all labor, material, equipment, and traffic control devices needed to complete the micro-surfacing work.

**COST:** The Scope of Work outlined herein shall be completed as follows:

Item	Preparatory Work Cost	Micro-surfacing Work Cost	Total Work Cost
<u>E. Franklin Street</u> from N. Division Street to N. Madison Street	\$4,483.30	\$19,458.70	\$23,942.00
<u>Taylor Street / E. Jackson Street</u> from N. Division Street to N. Madison Street	\$2,933.50	\$18,795.30	\$21,728.80
		Total Work Cost:	\$45,670.80

NOTE: Full payment to the Contractor shall be made no later than 30 days after invoice date. Interest accrues at a rate of 1½ percent per month (18 percent annually) for past due invoices.

**AUTHORIZATION:** This Agreement shall be binding upon authorization of the Contractor's and Owner's representatives below. Contractor shall commence the work described herein upon receipt of a fully executed Agreement from the Owner.

CITY OF WAUPUN  
Dodge County, Wisconsin

STRUCK & IRWIN PAVING, INC.  
DeForest, Wisconsin

By: \_\_\_\_\_

By: *D. Joseph Wessley*  
D. Joseph Wessley  
Project Manager

Name: \_\_\_\_\_  
(please print or type)

Title: \_\_\_\_\_  
(please print or type)

Date: 3/13/2020

Date: \_\_\_\_\_

NOTE: This proposal may be withdrawn by Contractor if not accepted and received within 30 days.



**STRUCK & IRWIN PAVING, INC.**  
SLURRY SURFACING SPECIALISTS



# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/9/20

**TITLE:** 2020 Crack Sealing Proposal

**AGENDA SECTION:** CONSIDERATION - ACTION

**PRESENTER:** Jeff Daane, Director of Public Works

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]
Follow street plan	\$16,000	

---

**ISSUE SUMMARY:**

A proposal from Crack Filling Service Corp. was submitted for the 2020 Crack Sealing work that was approved in the budget.

**STAFF RECOMMENDATION:**

Approve the proposal

**ATTACHMENTS:**

Crack Filling Service Corp. proposal

**MOTIONS FOR CONSIDERATION:**

Approve Crack Filling Service Corp. proposal for 2020 Crack Sealing Project.

**Crack Filling Service, Corp.**

**4033 Barlow Road**

**Cross Plains, WI 53528**

**1-800-732-4379**

**Fax (608) 798-4379**

Pioneers in crack routing and rubberized sealants

---

City of Waupun  
Attn: Jeff Daane  
P.O. Box 232  
Waupun, WI 53963  
[jeff@cityofwaupun.org](mailto:jeff@cityofwaupun.org)

3/20/2020

2020 Crack Sealing Proposal

Crack Sealing Procedure:

1. Rout cracks 1 to 1 ratio.
2. Blow cracks clean of debris with compressed air.
3. Torch cracks with LP heat lance to clean and thoroughly dry.
4. Fill cracks with C.F.S. 3405 rubberized sealant and squeegee with V shaped squeegee.

Spot Sealing Procedure:


1. Torch areas to be sealed with heat lance to clean and dry the pavement.
2. Cleaned areas are covered with modified C.F.S. sealant and squeegeed with a wide squeegee.
3. Asphalt coated chips are then blown into the rubberized sealant.

Crack sealing and spot sealing as needed on streets.

Possible streets shown on map.

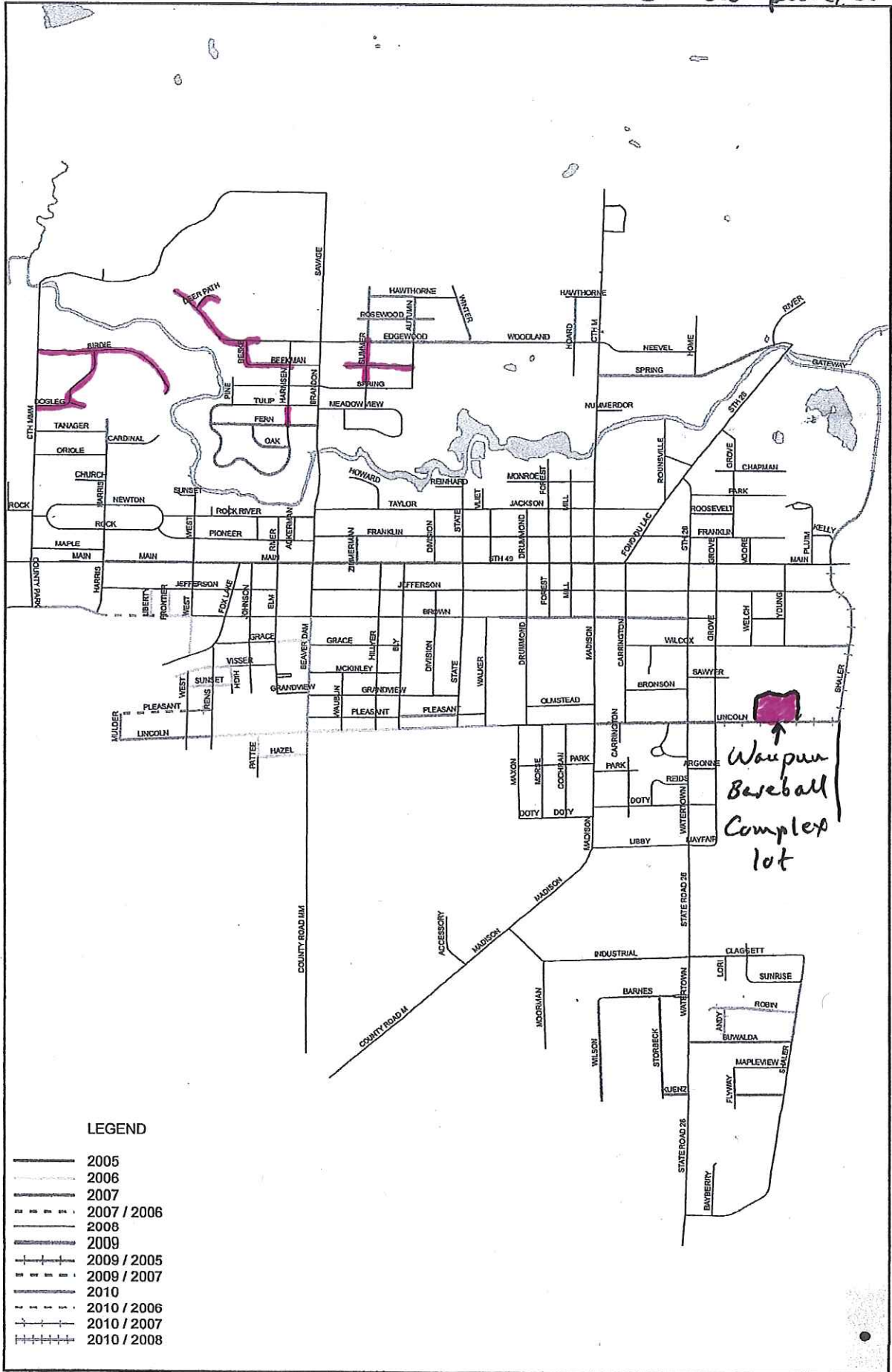
Price not to exceed \$16,000

Respectfully,

  
Jim Herrling

# 2005-2010 Crackfilling

Waupun, C.





# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/9/20

**TITLE:** Newton Ave. & Rock Ave. Reconstruction  
Project Amendment NO. 1

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Public Works Director

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Follow Street Plan	\$4,100 2020, additional \$1,840 2020 if budget is approved \$43,650 2021 Total costs \$49,550	

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**ISSUE SUMMARY:**

The Newton Ave. & Rock Ave initial agreement was combined with the Walker St. project. This was split into 2 projects with Walker Street getting completed in 2018. This agreement will take this project through construction. The impact on this years budget would be \$4,100 for specs and permitting. Specs would not change if project was pushed out unless we changed design. Permits are good for 3 years. The \$1,850 is for a public meeting that would be held late November or early December and we would know if budget for 2021 was approved. The remaining portion done in 2021 if project is approved during the budget process.

**STAFF RECOMENDATION:**

To approve the amendment this is needed to have this project ready to bid early January of 2021. We have discussed at a staff level only doing the eastern portion for budget reasons.

**ATTACHMENTS:**

MSA Amendment to the Agreement for the Newton Avenue and Rock Avenue Construction Project

**MOTIONS FOR CONSIDERATION:**

Motion to approve the Newton Avenue & Rock Avenue Reconstruction Project Amendment NO.1



# Amendment No. 1

To: **City of Waupun, WI**  
**Julie Nickel, Mayor**  
**201 E. Main Street**  
**Waupun, WI 53963**

**Date of Issuance: May 21, 2020**

**MSA Project No.: 00212096**

This is an amendment to the Agreement dated May 16, 2017 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

**Project Name:** Newton Avenue & Rock Avenue Reconstruction Project, City of Waupun, WI

**The project scope has changed due to:** The original MSA agreement for this project included design and construction related services for the reconstruction of Walker Street, Newton Avenue, and Rock Avenue as one prime contract. Due to City budget restraints, only the Walker Street portion of the overall project was finalized and constructed in 2018. The City of Waupun now desires to finalize and construct the remaining portion of the project (Newton Ave. and Rock Ave.). MSA's original agreement includes finalizing the construction plans for Newton Avenue and Rock Avenue; however, it does not include the preparation of a second set of project specifications, re-permitting and re-bidding the project, as well as additional construction related services.

**The scope of the work authorized is:** MSA proposes to provide the following scope of services:

## 1. PROJECT SPECIFICATIONS

MSA will prepare technical specifications for the proposed site improvements in conjunction with Waupun Utilities' portion of the project. The specifications shall also incorporate City standard requirements, where appropriate as well as information needed to bid the project work on behalf of the City. These specifications will still be valid if the project bidding is delayed by one-year; however, they may need to be revised or redone if the project scope is changed or is divided into multiple phases.

Deliverables: One electronic (PDF format) version of the project specifications.

## 2. PROJECT PERMITTING

MSA proposes to prepare and submit permit applications on behalf of the Owner for the following anticipated permits:

- i. WDNR WRAPP permit for site disturbance over 1-acre (split with Waupun Utilities).
- ii. WDNR Chapter 30 Waterway Permit.

These permits are typically valid for 3-years once approved by the WDNR. All permit and review fees shall be the responsibility of the Owner and are not included in the fees shown herein. Any other permits not specifically listed as included within this contract are assumed to be by others or can be performed by MSA as additional services.

Deliverables: Permit applications filled out on behalf of the Owner for the permits listed above.

## 3. PUBLIC INVOLVEMENT MEETING

MSA will assist the City with preparation of a meeting notice, meeting handout, and plan display exhibits as directed by the City staff as well as attend one public involvement meeting at a date and time mutually agreed upon with the City.

Deliverables: Meeting notice, handout, and plan display exhibits as directed by the City staff.

#### **4. BIDDING RELATED SERVICES**

MSA shall assist the Owner with publicly bidding the proposed project improvements (both Waupun Utilities' and the City of Waupun's portion), which shall include the following:

- a. Assist Owner in advertising for and obtaining bids or proposals for the Work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued.
- b. Coordinate the distribution of the bid documents to perspective bidders, subcontractors and suppliers.
- c. Answer bidder's questions to clarify the intent of the contract documents. Assist the Owner with issuing any addenda needed to change the bidding documents.
- d. Conduct an electronic bid opening, compile the bid results, and make a recommendation for the award of the construction contract to the Owner.

#### **5. CONSTRUCTION ADMINISTRATION SERVICES**

Provide construction administration services as directed by the Owner, which may include the following. These services will be split between the City's and Waupun Utilities' portion of the project.

- a. Conduct one preconstruction conference with the contractor(s), representatives of the Owner, resident field engineer, project manager, and other affected service utilities as applicable.
- b. Review and approve shop drawing submittals as applicable.
- c. Confer with the Owner in preparing, administering and accepting change orders and field modifications.
- d. Review the contractor's periodic payment requests and make a recommendation to the Owner for payment.
- e. Provide a periodic review of the construction progress and overall work schedule.
- f. Conduct a final site visit with the Contractor and the Owner. Prepare a punch list of items to be corrected and/or completed. Provide a follow-up check to see that all punch list items are successfully completed.
- g. Assist the Owner with the construction contract closeout documentation.
- h. Prepare construction record drawings of the completed improvements.

#### **6. CONSTRUCTION STAKING SERVICES**

Provide control stakes for alignment and grade of the proposed storm sewer and curb improvements as identified in the project specifications and/or as directed by the Owner. The construction staking services described within the project specifications shall be done one time for both horizontal and vertical reference during construction. Additional staking required because of lost or damaged stakes during construction or staking in addition to what is described within the project specifications can be provided as an additional cost. Staking will require a 48-hour prior notice.

#### **7. CONSTRUCTION OBSERVATION SERVICES**

Provide the services of a Resident Project Representative (RPR) to observe the storm sewer and roadway construction activities of the contractor. The estimated fee below is based upon the assumption of twenty-five 10-hour days for the storm sewer utility installation and ten 5-hour days for roadway installation. These assumptions for observation were based on non-weekend and non-holiday days as well as they include travel time, observation record keeping, and reimbursable expenses).



**SCHEDULE OF SERVICES:**

It is anticipated that the project design will be finalized by the end of the 2020 calendar year. Bidding of the project is anticipated to occur in January of 2021 and construction of the project is anticipated to occur during the spring/summer of 2021.

**ESTIMATED FEE SCHEDULE SUMMARY:**

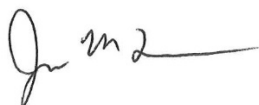
<u>DESCRIPTION</u>	<u>AMOUNT</u>
1. Project Specifications (2020)	\$ 1,520
2. Project Permitting (2020)	\$ 2,580
3. Public Involvement Meeting (2020)	\$ 1,840
4. Bidding Related Services (2021)	\$ 1,150
5. Construction Administration Services (2021)	\$ 9,610
6. Construction Staking Services (2021)	\$ 4,960
7. Construction Observation Services (2021)	\$ 27,930
=====	
<b>TOTAL</b>	<b>\$ 49,590</b>

Authorization for the work described above shall amend the Agreement between MSA and OWNER. Any attachments or exhibits referenced in this Amendment are made part of the Agreement. Payment for these services will be on a time and materials basis in accordance with the attached rate schedule.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

**CITY OF WAUPUN, WI**

**MSA PROFESSIONAL SERVICES, INC.**



\_\_\_\_\_  
Julie Nickel  
City Mayor

\_\_\_\_\_  
Jason M. Laue  
MSA Project Manager

Date: \_\_\_\_\_

Date: May 21, 2020

201 E. Main Street  
Waupun, WI 53963  
Phone: 920-324-7900

201 Corporate Drive  
Beaver Dam, WI 53916  
Phone: 920-887-4242  
[jlaue@msa-ps.com](mailto:jlaue@msa-ps.com)



**ATTACHMENT A:  
RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects .....	\$115 – \$175/hr.
Clerical .....	\$ 60 – \$115/hr.
CAD Technician .....	\$ 95 – \$143/hr.
Geographic Information Systems (GIS).....	\$ 75 – \$143/hr.
Housing Administration .....	\$ 75 – \$120/hr.
Hydrogeologists .....	\$125 – \$155/hr.
Planners .....	\$ 85 – \$170/hr.
Principals.....	\$175 – \$275/hr.
Professional Engineers .....	\$ 86 – \$190/hr.
Project Manager .....	\$150 – \$238/hr.
Professional Land Surveyors .....	\$ 87 – \$165/hr.
Staff Engineers.....	\$ 80 – \$150/hr.
Technicians .....	\$ 65 – \$128/hr.
Wastewater Treatment Plant Operator.....	\$ 75 – \$ 95/hr.

**REIMBURSABLE EXPENSES**

Copies/Prints .....	Rate based on volume
Fax .....	\$1.00/page
GPS Equipment .....	\$40/hour
Mailing/UPS .....	At cost
Mileage – Reimbursement (currently \$0.575/mile).....	Rate set by Fed. Gov.
Mileage – MSA Vehicle (currently \$0.70/mile) .....	Rate set by Fed. Gov
Nuclear Density Testing .....	\$25.00/day + \$10/test
Organic Vapor Field Meter .....	\$100/day
PC/CADD Machine.....	Included in labor rates
Stakes/Lath/Rods .....	At cost
Total Station .....	Included in labor rates
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing .....	At cost
Trimble Geodimeter.....	\$30/hour

\* Labor rates represent an average or range for a particular job classification. These rates are in effect until January 1, 2021.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/09/20

**TITLE:** Telephone system Upgrade

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Public Works Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
High performing government	N/A

**ISSUE SUMMARY:**

Over the past few weeks and months dealing with the COVID 19 Pandemic we have had a few issues exposed with our phone system.

We had a very good contact that would help us through most of our phone needs, however he has left the company and we are starting over with a new service tech. He has had some challenges trying to get our system to function the way we need it to.

We have also had staff working from home or off sight and we don't have the flexibility to take the current phones to another sight.

Crexendo is a cloud based system that will meet the needs of the city. The system will give us the flexibility to use the phones off site during a disaster. The phone are warrantied for life. We would not need any more onsite tech support, if there is ever an issue they can't repair over the phone we would plug in a spare and they would send us a replacement. We currently pay \$469.91 for voice service at City Hall, Senior Center and City garage. The contract would be for 5 years we pay \$3022.73 for the phones and 1<sup>st</sup> month service. We would get the next 4 months free saving us \$1879.64 at our current charges through Spectrum. Our new bill would be \$313.48 per month plus fees a savings of \$100 to \$150 per month.

We would install a WIFI back up device through US Cellular for \$299 and this has a monthly bill of \$5.00 per month. This gives us a backup if the internet goes out to run phones and computers.

**STAFF RECOMENDATION:**

None

**ATTACHMENTS:**

Crexendo services document

**MOTIONS FOR CONSIDERATION:**

Motion to approve a telephone system contract with Crexendo for City Hall, Senior Center, City Garage and add a WIFI backup system through US Cellular.

# Crexendo's Complete Cloud Solution



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# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/9/2020

**TITLE:** City of Waupun COVID-19 Reopening Plan

**AGENDA SECTION:** CONSIDERATION/ACTIONS

**PRESENTER:** Kathy Schlieve

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Informational unless included in specific updates	

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The attached draft-reopening plan provides for a phased approach to how public facilities will be brought back online. As noted, a one-sized-fits-all approach is not recommended. Consideration was given to the purpose of each facility, the audiences served and the ability to maintain proper safety and sanitation practices while adhering to public health guidelines. Staff will provide a general overview and answer questions related to the reopening plan.

**STAFF RECOMMENDATION:**

This is an operational plan and as such is for informational purposes only.

**ATTACHMENTS:**

City of Waupun COVID-19 2.0 DRAFT Reopening Plan

**RECOMMENDED MOTION:**

N/A

## Introduction

In March 2020, the State of Wisconsin issued a number of Health Orders that closed non-essential businesses and put into place Stay-at-Home orders to limit the spread of COVID-19. These measures have begun to show effectiveness against the indiscriminate spread of the virus, “flattening the curve” of the infection rate in our community. However, the strictest of these prevention strategies, like Safer at Home, also has a significant economic impact on businesses, schools, and the health and well-being of our community at large. Therefore, a reopening plan must be considered. The city does not have a local public health official and works with Dodge and Fond du Lac county resources for guidance on public health matters. At present, city officials are aware of spikes of COVID-19 in our community. While it is evident that this is due to the large number of correctional institutions in our community, ongoing monitoring of this situation is critical and city officials must be ready to act in the event that spread becomes evident. As such, it is important for the city’s reopening plan to focus on mitigation strategies that serve to prevent the spread, protect our most vulnerable, and maintain strict protocols in public facilities to protect staff necessary to deliver essential public services. Furthermore, the defined reopening plan must be responsive to local public health conditions with the ability to tighten/loosen controls over time to address changing prevalence of the virus in our community. Protecting emergency responders needed for delivery of essential public services such as elections, police and fire, etc. must remain a strong focus of the city’s plan. Based on this rationale, a one-sized fits all reopening plan is not being considered. Each public facility was evaluated for level of risk and the corresponding plan provides for a phased reopening in accordance with County, CDC and WI Economic Development Corporation (WEDC) reopening guidelines based on the following criteria:

- **Phase 1:** Lowest risk based audience served, purpose of the facility, and ability to maintain staff and public safety. Allows for gradual reopening of essential services/buildings with additional safety protocols in place.
- **Phase 2:** Higher risk reentry based on audience served, purpose of the facility, and ability to maintain staff and public safety. Requires a plan to adapt and reopen non-essential services with additional safety protocols in place. This includes services that call for large group gatherings, essential public safety services and areas where vulnerable populations congregate.
- **Phase 3:** Business as usual with all facilities and services open without restriction.

The timing of each of the phases is uncertain, however, we assume that for the balance of 2020, we will be operating in either Phase 1 or 2. Ongoing review and adaption of this plan will be essential until the health crisis clears and Phase 3 is realized.

## Re-Opening of City Facilities

To achieve a safe re-opening of City facilities, a comprehensive plan that includes the following elements is being implemented.

### 1. Assure social distancing in all city facilities

- a. Reduce the number of employees and visitors present within publicly accessible spaces and work areas of City facilities to meet the recommended six feet of social distancing space at all times.
- b. Develop a personnel plan that reduces building occupancy to meet social distancing standard among employees.
- c. Whenever possible, encourage remote work in accordance with guidelines as outlined in objective 3.
- d. Develop a comprehensive plan to control the occupancy load and movement of visitors within City facilities deemed essential for public access.
- e. Whenever six feet of social distancing cannot be maintained, staff is required to wear a mask.

### 2. Educate the general public on the importance of following CDC guidelines on the threat of COVID-19 and what can be done to slow/control the spread

- a. Post signage in accordance with guidelines at all public facilities in areas visible to the public, including signage that request those with symptoms of COVID-19 not enter public buildings.
- b. Provide floor markings in public spaces subject to waiting lines to ensure proper social distancing of all visitors.
- c. Make hand sanitizer available upon entry to public facilities and at any commonly shared surfaces throughout the building and post signage to encourage use of PPE.
- d. Schedule regular social media posts and communications to keep the public informed on any changes/updates occurring with public facility access, as well as with the threat of COVID-19 virus across the community.

### 3. Devise a staff plan to ensure ongoing delivery of essential city services.

In most cases, department heads are in the best position to determine levels of coverage needed to deliver essential city services and should devise a staffing plan that works to meet those requirements. That plan should consider the following strategies:

- a. Consider an alternating schedule for staff to ensure adequate office coverage needed to deliver essential services through the duration of Phase 2. That may involve staggered start times, work rotations, or remote work arrangements.
- b. As an alternative, consider changes in hours of operation to reduce the need for personnel to cover downtime, such as breaks, lunch periods and routine cleaning.
- c. Permit those who are able to work remotely to do so in accordance with the city's work from home policy.
- d. Whenever six feet of social distancing cannot be maintained, staff should be advised to wear a mask.

- e. Enhance online service delivery whenever/wherever possible to promote self-service and increase access of services to the public.

#### 4. Protect Health of Employees

City employee health is essential to our ability to deliver essential services to our community. Protecting the health of all City employees requires that additional best practices and protocols be instituted. The following outreach, physical improvements, and protocols will be implemented at all City facilities and integrated into all city policies:

- a. Employee Education: Employees will receive training that outlines ways to protect themselves and others in the workplace from transmission of COVID-19.
- b. Employees are required to comply with all employment policies pertaining to COVID-19 as adopted.
- c. Finalize an off-site/remote work policy to guide the work of any employees working remotely during this time period.
- d. In accordance with current employment policies governing COVID-19, restrict non-essential travel and avoid face-to-face meetings whenever possible. The city will provide access to a ZOOM account for the purpose of scheduling remote meetings to ensure continuity of operations.
- e. Health Monitoring: Every City employee reporting for work will complete a health screening that includes a health assessment questionnaire and temperature check. Employees with an elevated temperature are directed to notify their supervisor and will not be allowed to enter the work area.
- f. Personal Protective Equipment: Employees will be provided with personal protective equipment, including gloves and masks, as appropriate to their job activities. A mask must be worn if the employee is unable to maintain six feet of social distancing.
- g. Gloves are available and use is mandatory if staff is exchanging money, documents, or articles with a member of the public.
- h. Barriers: Plexiglass and sneeze guards are to be installed at all service counters and in confined work areas where social distancing is not achievable as a physical barrier to the person-to-person transmission of COVID-19.
- i. Hand Sanitizer Stations: City facilities will be outfitted with multiple wall-mounted and free-standing hand sanitizer stations for use by employees and visitors.

#### 5. Increase sanitation practices in accordance with CDC in all public facilities

- a. Enhanced cleaning/disinfecting of facilities: All open public facilities will receive additional daily cleaning, and a complete deep cleaning every weekend, by the city's contracted janitorial service. An additional contract for services planned through 2020 should be secured.
- b. Make CDC compliant cleaning supplies/wipes available and encourage staff to complete routine wipe downs of hard/commonly shared surfaces in each facility.

- c. Devise a plan for COVID-19 positive disinfection by a service provider that specializes in this level of cleaning.
- d. Ambient Air Quality: The HVAC filters used at all facilities will be upgraded to the highest attainable standard to enhance interior air quality in all facilities.
- e. Cleaning/Disinfecting of Tools and Equipment: Employees should avoid sharing of equipment/tools. Any shared equipment/tools must be disinfected and cleaned following use and before any other employee uses the tools or piece of equipment. This includes phones, computers, copiers, and other equipment commonly shared on a job site. Disinfecting wipes and other disinfecting products will be supplied to employees for this purpose.
- f. Signage: To ensure there is proper observance of protocols in place for the safety of employees, signage will be placed on the exterior and interior of City facilities.
- g. Visitors: All visitors are encouraged to use hand sanitizer and practice social distancing while in city facilities. Visitors who are displaying symptoms of COVID-19 are asked to not enter public facilities.

### The Re-Opening Schedule

A process to assess each facility’s risk factors and mitigation strategies was conducted that considered capacity, exposure factors, and any existing guidelines in place that inform best practices related to the nature of the facility. Based on those determinants, a rolling reopening schedule was devised as follows:

Current	Phase 1 (June 8, 2020)	Phase 2 (July 6, 2020)	Phase 3 (TBD)
<ul style="list-style-type: none"> <li>•All public facilities closed</li> <li>•Essential employees work staggered or alternative work schedules where possible</li> <li>•Library curbside pickup service</li> <li>•Senior Center closed</li> <li>•Playgrounds open</li> <li>•Ball diamonds and park shelters open to public June 6, 2020</li> <li>•Park Programs Canceled</li> <li>•DPW Garage remains closed to public; accepts deliveries by appointment</li> </ul>	<ul style="list-style-type: none"> <li>•Waupun City Hall Lobby (7:30 a.m. noon and 1:00 p.m. to 4:00 p.m., accommodating reduced staffing due to rotational staffing plans and permitting additional sanitation practices throughout the day)</li> <li>•Waupun Utilities Lobby (8:00 a.m. to 4:00 p.m.)</li> <li>•Waupun Senior Center access restricted to scheduled one-on-one appointments</li> <li>•Aquatic Center opens with restricted capacity and no concessions (June 13, 2020)</li> </ul>	<ul style="list-style-type: none"> <li>•Waupun Safety Building Lobby opening evaluated on ongoing basis.</li> <li>•Reevaluate plan for opening Waupun Senior Center - plan for adapted programming is presented and approved by administration.</li> <li>•Library board meets late June and determines reopening plan for Library</li> <li>•Auditorium rentals with restrictions (presently 25% capacity per Dodge County guidelines)</li> <li>•Facility rentals for indoor (i.e., hockey/ice skating, etc.) plans developed</li> </ul>	<ul style="list-style-type: none"> <li>• Normal operations resume when public health threat subsides and/or a vaccine is available</li> </ul>

*\*While we are planning for a linear progression to reopen facilities, it is important to note that, dependent on public health directives and changing realities tied to virus prevalence in the community, facility plans may need to be adapted with temporary restrictions added back in*



*until we can attain Phase 3 normal business operations.*

## Facility/Departmental Plans

### 1. City Hall / Public Works Facilities

#### A. Building Access and Signage

- Building lobby opens June 8, 2020
- All electronically secured doors are to remain closed and staff are advised to carry access fobs with them as they move about the building
- Signage posted at entrance
- Hand sanitizer available; floor markings are installed to encourage social distancing practices with visitors
- Staff entering the building will self-monitor their health status using the employee screening protocol as defined in this plan
- Staff who are unable to maintain six feet of distancing from others are required to wear a mask during that time
- The Waupun Chamber of Commerce will be relocated to allow for adequate distancing space for essential city hall workers. At present the Chamber Executive Director is rarely in office and the Chamber does not currently pay for space provided.
- Sanitary wipes will be provided in shared spaces (i.e., break room, copier room, etc.) and staff are required to wipe down common surfaces after each use (i.e., refrigerator, microwave, copier, etc.)
- Make certain there is clearly marked signage and communicate use of drop boxes at various city facilities.

#### B. City Administration

- City Administrator will maintain regular office hours at City Hall
- Meetings will continue to be remote via Zoom or other means
- Determine and finalize any office relocations needed to enable safety protocols as outlined per plan before reaching full onsite staffing.

#### C. Front Counter / Shared Resources

- Sneeze guards installed on main counter area and PPE (masks, sanitizer, wipes, and gloves) accessible for staff.
- Side desk windows are to remain closed at this time and until further notice.
- Specialized plans to address large-scale service delivery – i.e., elections or tax collection – will be developed to ensure needed safety protocols are in place.
- Shared computers, phones or other equipment are to be sanitized between uses, including the front counter computer, copier / printer / mail machine.
- Staff in this area are critical to essential operations such as elections and other city services. Do to the importance of election management; a rotational work plan will be implemented that have some staff remote working under the updated remote work

policy. This is an essential step to ensure continuity of operation for this mission-critical function.

#### D. Clerk/Deputy Treasurer

- 2 FTE staff (define work plan)
- Staff in this area are critical to essential operations such as elections and other city services. Due to the importance of election management, a rotational work plan will be implemented that have some staff remote working under the updated remote work policy. This is an essential step to ensure continuity of operation for this mission-critical function.

#### E. Finance

- 2 Part-time staff will work a staggered schedule
- VPN access in place
- Remote work where possible will continue under updated remote work policy

#### F. Economic & Community Development

- Current office space poses some challenges to allow 6 ft of social distancing; staff will continue with remote work under updated remote work policy and until spaces can be reconfigured to ensure 6 ft of distancing
- VPN access in place

#### G. Building Inspection / Zoning Administration

- This is a contracted service for the city and as such, the city's vendor is required to have a COVID-19 operations plan in place.
- Office hours will be maintained per the current agreement, however, contractors are recommended to utilize online and digital tools to limit in-person meetings
- Code enforcement services resumed in May and will be maintained so long as social distancing requirements can be met.

#### H. Department of Public Works

- Work team has staggered shift start times to minimize staff interactions and achieve social distancing requirements
- All part-time seasonal staff hired and working staggered start times; Each completes COVID-19 training to ensure that they understand current employment policies
- Staff are required to not congregate in break rooms where they are unable to maintain six feet of distancing
- Staff who are unable to maintain six feet of distancing from others are required to wear a mask during that time

#### I. Council Chambers/Meeting Rooms

- Council meetings as well as board and commission meetings will continue to be

conducted remotely

- Public hearings will be held remotely with written public comment allowed. Additionally written public comment may be received by the City Clerk and read into record during a public hearing meeting. If an in-person meeting is required, the room will be configured in such a way as to adhere to social distancing of 6 feet. As such, meeting locations may change on occasion to allow for large group accommodations.
- All open meetings laws per State Statute will be adhered to.

#### J. Meetings

- Face to face meetings are strongly discouraged
- The City will continue to provide access to a Zoom account for the purpose of facilitating remote meetings.

#### K. Cleaning

- Cleaning is done via a contracted service for the city and as such, the city's vendor is required to have a COVID-19 operations plan in place.
- For all city facilities that have daily activities, a daily cleaning protocol will be implemented in accordance with CDC cleaning guidelines to ensure staff and public health/safety.
- Staff are required to routinely wipe down common/shared surfaces and are required to maintain their individual workspaces.

#### L. PPE

- The following PPE will be made available for public use: masks and hand sanitizer
- The following PPE will be made available for staff: masks and hand sanitizer; neck gators for DPW staff

## 2. City Hall Auditorium Rentals

### A. Capacity

- Adhere to CDC and county guidelines for determining rental access based on anticipated group size for individual rentals. At present Dodge County Public Health advises gatherings be limited to 25% of space capacity.
  - Current capacity of floor level: 356 (25% would permit groups up to 89 people)
  - Current capacity of balcony and floor level: 668 (25% would permit groups up to 167 people)

### B. Policy Considerations

- Review rental policies to ensure compliance with insurance parameters.
- Additional fees for cleaning should be considered given that more thorough cleaning protocols will need to be implemented to maintain the space.

## 3. Waupun Utilities

#### A. Administration

- Administration staff will maintain regular office hours
- Spacing of administration offices are in compliance with 6 feet social distance requirements
- Staff is advised to maintain proper 6 feet social distance requirement between other staff at all times
- Masks are provided to staff for instances when 6 feet social distance cannot be maintained
- Staff entering the building will self-monitor their health status
- Hand sanitizer, sanitizing wipes, sanitizing spray with disposable towels, gloves and masks are available to staff
- Increased sanitization of wiping down commonly used areas such as countertops, doorknobs, microwave & refrigerator doors, workstations, etc.
- Signage posted on outer facility doors stating CDC guidelines and recommendations
- Glass barrier separates customer space from office space
- Hand Sanitizer and Sanitizing wipes will be accessible to customers in lobby
- Lobby furniture and literature has been removed until Covid-19 threat is diminished
- Maximum of 2 customers will be permitted inside Front Lobby at a time
- Public access to bathroom facilities will not be permitted

#### B. Electric

- Electric crew will maintain regular working hours
- Staff is advised to maintain proper 6 feet social distance requirement between other staff at all times
- Masks are provided to staff for instances when 6 feet social distance cannot be maintained
- Staff entering the building will self-monitor their health status
- Hand sanitizer, sanitizing wipes, sanitizing spray with disposable towels, gloves and masks are available to staff
- Increased sanitization of wiping down commonly used areas such as countertops, doorknobs, microwave & refrigerator doors, workstations, etc.

#### C. Water/Sanitary Sewer

- Water/Sanitary crew will maintain regular working hours
- Staff is advised to maintain proper 6 feet social distance requirement between other staff at all times
- Masks are provided to staff for instances when 6 feet social distance cannot be maintained
- Staff entering the building will self-monitor their health status
- Hand sanitizer, sanitizing wipes, sanitizing spray with disposable towels, gloves and masks are available to staff

- Increased sanitization of wiping down commonly used areas such as countertops, doorknobs, microwave & refrigerator doors, workstations, etc.

#### D. Treatment Facilities

- Treatment Facilities staff will maintain regular working hours with staggered start times
- Staff is advised to maintain proper 6 feet social distance requirement between other staff at all times
- Masks are provided to staff for instances when 6 feet social distance cannot be maintained
- Staff entering the building will self-monitor their health status
- Hand sanitizer, sanitizing wipes, sanitizing spray with disposable towels, gloves and masks are available to staff
- Increased sanitization of wiping down commonly used areas such as countertops, doorknobs, microwave & refrigerator doors, workstations, etc.

### 4. Public Safety Building

#### A. Police

- All staff continue with regularly assignments with limited remote work occurring.
- VPN access in place
- Staff in this area are critical to essential operations of police services. Due to the importance of maintaining a continuity of operations within the department, a rotational work plan will be used with some staff working remotely under the updated remote work policy.
- The public safety building will remain closed to ensure continuity of operation. This decision will be evaluated on a monthly basis, with special consideration given to known prevalence of virus in the community that could pose a risk to essential staff.
- Normal policing operations will continue, with staff advised to take added precautions during interactions with the public.
- Signage posted at entrance
- Sanitizer will be made available for visitors; floor markings are installed to encourage social distancing practices with visitors
- Staff entering the building will self-monitor their health status using the employee screening protocol as defined in this plan
- Staff who are unable to maintain six feet of distancing from others are required to wear a mask during that time

#### B. Fire

- 2 FTE staff
- VPN access in place.
- Staff in this area are critical to essential operations such as fire protection and inspection services. Due to the importance of maintaining a continuity of operations

within the department, a rotational work plan will be used with some staff working remotely under the updated remote work policy.

- Upon the soft reopening of the Public Safety Building, all members of the public will be encouraged to enter the building through the Police Department lobby where staff can interact through the safety window. Police staff can page Fire staff to visitor lobby if there is a need to speak directly with the fire department.
- Department-wide training will begin effective June 1. Social distancing is advised where work tasks allow.
- Fire inspections have already begun with a focus on those needed for alcohol/liquor license renewals. Inspection focus will then shift to apartment complexes due to large groups of people. Face masks will be worn while conducting inspections.
- Signage posted at entrance
- Hand sanitizer available; floor markings are installed to encourage social distancing practices with visitors
- Staff entering the building will self-monitor their health status using the employee screening protocol as defined in this plan
- Staff who are unable to maintain six feet of distancing from others are required to wear a mask during that time

#### C. Meetings

- Face to face meetings are strongly discouraged
- The City will continue to provide access to a Zoom account for the purpose of facilitating remote meetings.

#### D. Cleaning

- This is a contracted service for the city and as such, the city's vendor is required to have a COVID-19 operations plan in place.
- For all city facilities that have daily activities, a daily cleaning protocol will be implemented in accordance with CDC cleaning guidelines to ensure staff and public health/safety.
- Staff are required to routinely wipe down common/shared surfaces and are required to maintain their individual workspaces.

#### E. PPE

- The following PPE will be made available for public use: masks and hand sanitizer
- The following PPE will be made available for staff: masks and hand sanitizer; neck gators for DPW staff

### 5. Park and Recreation

#### A. Senior Center

- Phase 2: Center remains closed, scheduled 1-on-1 appointments for essential services

(i.e., foot care, tech support, etc.) allowed.

- Phase 4: Reevaluate opening of Senior Center

#### B. Park Programming

- Park programming for the summer of 2020 is canceled.

#### C. Park Shelter Rentals

- Park shelters are open and a revised rental policy agreement is in place. Renters are advised to follow the current CDC guidelines for planned gatherings and policy documents provide information on where to access the latest guidelines.
- City staff will complete a thorough cleaning daily of park shelter spaces (includes weekends).
- Staff will wear PPE (masks and gloves) during cleaning.

#### D. Ball Diamonds

- Ball diamonds are open and agreements with individual youth organizations are being finalized. Any groups utilizing facilities are strongly advised to adhere to CDC guidelines on sports gatherings.
- City staff will complete a thorough cleaning daily of shelter spaces/bathrooms (includes weekends).
- Staff will wear PPE (masks and gloves) during cleaning.

#### E. Aquatic Center

- The Waupun Aquatic Center opens to the public on June 13, 2020 with restricted capacity and other safety protocols in place.
- A reopening plan is being finalized and approved through the Fond du Lac County Public Health Department.

#### F. Community Center

- Renters are strongly advised to follow the current CDC guidelines for planned gatherings.
- If a larger group gathering is held, city staff will assist with setup. City staff will not be available to support cleaning during the event and cleanup will be delayed for a minimum of 72 hours to reduce risk of exposure.
- Work will begin with the hockey/figure skating association to develop an operating plan before ice is installed.

### 6. Library

- A. Library Board will determine reopening plan.