



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 14, 2021 at 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

1. Introduction of Patrol Officer Nicholas Kearns

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. Board of Public Works and Facilities Committee 6-8-21
4. Business Improvement District 7-14-21
5. Recreation and Wellness 7-14-21
6. Plan Commission 7-28-21
7. Utility Commission 8-9-21
8. Recreation and Wellness 8-11-21
9. Common Council 8-17-21
10. Library 8-18-21
11. Police and Fire Commission 8-25-21
12. Common Council 8-31-21

DEPARTMENT REPORTS

13. Library
14. Building Inspector
15. Police
16. Recreation
17. Public Works
18. Fire Department
19. Administrator-Economic Development

CONSIDERATION - ACTION

20. Discussion- Referendum Process and Planning
21. Discussion- Tourism Partnerships
22. Discussion: Consideration of Ordinance to amend Ch. 9.03 entitled Public Nuisances- Tree or Plant Diseases

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: 9-14-21

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

Future Meetings/Gatherings

Tuesday, September 28, 2021	Committee of the Whole	6:00pm
Tuesday, October 12, 2021	Common Council	6:00pm
Tuesday, October 19, 2021	Special Common Council	TBD
Tuesday, October 26, 2021	Committee of the Whole	6:00pm
Tuesday, November 9, 2021	Common Council	6:00pm
Tuesday, November 30, 2021	Committee of the Whole	6:00pm
Tuesday, December 14, 2021	Common Council	6:00pm
Tuesday, December 28, 2021	Committee of the Whole	6:00pm

License and Permit Applications

OPERATOR LICENSE:

Terri Daute, Samantha Schanilec, Jamie Vossekul

TEMPORARY CLASS B Fermented Malt Beverage License

ATTACHMENTS:

Expense Report(s)

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

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
08/27/2021	44	CREXENDO	495.22
08/27/2021	45	FAITH TECH, INC.	1,760.17
08/27/2021	46	KWIK TRIP STORES	5,741.52
08/27/2021	47	WELLS FARGO PAYMENT REMITT.	3,042.49
08/30/2021	102452	YMCA OF DODGE COUNTY	14,906.78 M
08/30/2021	102542	FOND DU LAC COUNTY CLERK OF C	579.00 M
09/09/2021	102588	AMAZON CAPITAL SERVICES	488.83
09/09/2021	102589	AGNESIAN WORK & WELLNESS-	125.00
09/09/2021	102590	ALLIANT ENERGY/WP&L	931.02
09/09/2021	102591	ASSOCIATED APPRAISAL CONSULTA	2,467.66
09/09/2021	102592	AT & T	39.82
09/09/2021	102593	AT&T MOBILITY	421.93
09/09/2021	102594	BEER, MIKE	71.49
09/09/2021	102595	BENTZ AUTOMOTIVE INC	123.00
09/09/2021	102596	CAPITAL NEWSPAPERS	230.20
09/09/2021	102597	CAREW CONCRETE & SUPPLY INC	1,618.75
09/09/2021	102598	CEDAR CORPORATION	3,771.00
09/09/2021	102599	CEDARQUIST, ANNIE	21.58
09/09/2021	102600	CHARTER COMMUNICATIONS	506.24
09/09/2021	102601	CITIES & VILLAGES MUTUAL INS.	25,601.00
09/09/2021	102602	CONSULTANTS LABORATORY-FDL	80.00
09/09/2021	102603	DEMAA JR., WILLIAM	34.95
09/09/2021	102604	DICKHUT, ZAK	40.00
09/09/2021	102605	EZ DOCK OF THE GREAT PLAINS	30,079.80
09/09/2021	102606	FAHRNER ASPHALT SEALERS, LLC	22,731.00
09/09/2021	102607	MARTENS ACE HARDWARE	968.62
09/09/2021	102608	FAULKES BROS. CONSTRUCTION, INC	2,629.30
09/09/2021	102609	FIRE SAFETY USA INC	330.00
09/09/2021	102610	FOND DU LAC COUNTY	3,270.77
09/09/2021	102611	FOX COMPUTER & NETWORKING INC	482.22
09/09/2021	102612	GENERAL COMMUNICATIONS	1,141.75
09/09/2021	102613	GRAND VALLEY INSPECTION SERVIC	22,115.43
09/09/2021	102614	GUNDERSON, INC.	306.75
09/09/2021	102615	GYSBERS JEWELRY	139.99
09/09/2021	102616	HEIDEMANN, TERESA	40.00
09/09/2021	102617	HERITAGE RIDGE TRAVEL PLAZA	166.11
09/09/2021	102618	HOMAN AUTO -GATEWAY	66.37
09/09/2021	102619	KIEFER AQUATICS	295.75
09/09/2021	102620	LIDTKE MOTORS INC.	351.63
09/09/2021	102621	LITE 11 LLC	1,885.00
09/09/2021	102622	MARCO TECHNOLOGIES LLC	56.95
09/09/2021	102623	MENARDS - BEAVER DAM	334.14
09/09/2021	102624	MIDSTATES RECREATION	1,252.89
09/09/2021	102625	NAPA AUTO PARTS-WAUPUN	2,300.79
09/09/2021	102626	NICKEL, JULIE	40.00
09/09/2021	102627	OSHKOSH FIRE & POLICE EQUIPMNT	360.95
09/09/2021	102628	OSHKOSH OFFICE SYSTEMS	100.75
09/09/2021	102629	PARAGON DEVELOPMENT SYSTEMS	2,650.00
09/09/2021	102630	PERKINS OIL	809.65
09/09/2021	102631	PETTY CASH-CITY HALL	85.58

Check Issue Date	Check Number	Payee	Amount
09/09/2021	102632	PIGGLY WIGGLY DISCOUNT FOODS	13.38
09/09/2021	102633	PIPIA, GINO	25.32
09/09/2021	102634	PITNEY BOWES	693.12
09/09/2021	102635	PURCHASE POWER	500.00
09/09/2021	102636	RHODES, TARA	40.00
09/09/2021	102637	SAN-A-CARE, INC	63.04
09/09/2021	102638	STICKS AND STONES	1,355.00
09/09/2021	102639	THURMER, MIKE	40.00
09/09/2021	102640	TRACTOR SUPPLY CREDIT PLAN	17.99
09/09/2021	102641	TRUCK EQUIPMENT INC	432.98
09/09/2021	102642	TRU CLEANERS LLC	4,532.81
09/09/2021	102643	US CELLULAR	1,227.72
09/09/2021	102644	VANDE ZANDE & KAUFMAN, LLP	1,801.53
09/09/2021	102645	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
09/09/2021	102646	WAUPUN EQUIPMENT COMPANY, INC.	57.18
09/09/2021	102647	WAUPUN UTILITIES	393.11
09/09/2021	102648	WI BUILDING SUPPLY	462.16
09/09/2021	102649	WI DEPT OF JUSTICE	83.00
09/09/2021	102650	WM CORPORATE SERVICES INC	44,648.46
09/09/2021	102651	YMCA OF DODGE COUNTY	12,617.78
09/09/2021	102652	INSIGHT FS	133.33
09/09/2021	102653	MARCO TECHNOLOGIES LLC	244.86
09/09/2021	102654	SALAMONE SUPPLIES	284.64
09/09/2021	102655	BETT, JOHN	40.00
Grand Totals:			228,797.25

Report Criteria:

Report type: Summary

Report Criteria:

[Report].Invoice Date = 08/27/2021,08/30/2021,09/09/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
48 AMAZON CAPITAL SERVICES				
131Y-WTMN-THQR	coffee for city hall break room	09/09/2021	40.74	100-10-5110-3-38
19XQ-11X7-W7NX	Cell case/USB Car charger/Phone cover/charging cube	09/09/2021	96.19	100-40-5211-3-30
16QT-CLRJ-PNND	office supplies	09/09/2021	325.58	100-40-5211-3-30
17WF-J31D-CMFQ	floor scrub pads for comm center	09/09/2021	26.32	100-70-5410-3-36
Total 48 AMAZON CAPITAL SERVICES:			488.83	
955 AGNESIAN WORK & WELLNESS-				
34592	Hearing Test - Halverson	09/09/2021	25.00	100-40-5215-3-37
34592	DOT Physical Exam - Schlieve	09/09/2021	100.00	100-70-5412-3-38
Total 955 AGNESIAN WORK & WELLNESS-:			125.00	
1174 ALLIANT ENERGY/WP&L				
3425110000-AUG21	MUSEUM monthly fuel charges - Aug 2021	09/09/2021	15.17	100-20-5512-3-32
5374620000-AUG21	Aquatic Center - Aug 2021	09/09/2021	542.79	100-20-5523-3-32
5946940000-AUG21	Police Dept - monthly fuel charges - Aug 2021	09/09/2021	39.73	100-40-5211-3-32
5946940000-AUG21	Fire Dept - monthly fuel charges - Aug 2021	09/09/2021	22.35	100-50-5231-3-32
1780510000-AUG21	CITY HALL monthly fuel charges - Aug 2021	09/09/2021	62.38	100-70-5410-3-32
2831330000-AUG21	community center monthly fuel-Aug 2021	09/09/2021	86.51	100-70-5410-3-32
3264610000-AUG21	Garage monthly fuel - Aug 2021	09/09/2021	94.91	100-70-5412-3-32
3517989074-JULY21	TIF#6 - Utilities McKinley St. Building - Aug 2021	09/09/2021	67.18	408-70-5436-3-32
Total 1174 ALLIANT ENERGY/WP&L:			931.02	
1787 ASSOCIATED APPRAISAL CONSULTAN				
156220	Monthly services - Sept 2021	09/09/2021	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
1904 AT & T				
JULY20-AUG19 2021	Police Dept monthly phone charges	09/09/2021	39.82	100-40-5211-3-31
Total 1904 AT & T:			39.82	
1906 AT&T MOBILITY				
AUG2021	FirstNet Mobile Aircards - Aug 2021	09/09/2021	421.93	100-40-5211-3-31
Total 1906 AT&T MOBILITY:			421.93	
5035 BEER, MIKE				
9-9-21	Beder/Beekman retirement cake/food storage	09/09/2021	71.49	100-50-5231-3-38
Total 5035 BEER, MIKE:			71.49	
5130 BENTZ AUTOMOTIVE INC				
19199	tow from Randolph to Waupun	09/09/2021	123.00	100-40-5212-3-36
Total 5130 BENTZ AUTOMOTIVE INC:			123.00	
7058 CAPITAL NEWSPAPERS				
65160	Notice of public Hearing	09/09/2021	83.18	100-10-5110-3-35
65163	Notice of public Hearing	09/09/2021	108.56	100-10-5110-3-35
67202	Ordinance Number 21-05	09/09/2021	19.23	100-10-5110-3-35

Invoice	Description	Invoice Date	Total Cost	GL Account
67200	Ordinance Number 21-04	09/09/2021	19.23	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			230.20	
7065 CAREW CONCRETE & SUPPLY INC				
1216222	Fibermesh for ball complex batting cages	09/09/2021	443.75	100-20-5525-3-36
1215981	Fibermesh for ball complex batting cages	09/09/2021	1,175.00	100-20-5525-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			1,618.75	
8046 CEDAR CORPORATION				
108335	Updated to Residential Zoning Code - services thru 8-21-	09/09/2021	3,771.00	220-54-5460-3-38
Total 8046 CEDAR CORPORATION:			3,771.00	
8049 CEDARQUIST, ANNIE				
9-9-21	reimbursement for fuel	09/09/2021	21.58	100-40-5212-3-38
Total 8049 CEDARQUIST, ANNIE:			21.58	
10048 CHARTER COMMUNICATIONS				
16011-SEPT21	senior center - tv, internet	09/09/2021	145.77	100-20-5513-3-38
18615-SEPT21	PD - voice, internet, tv	09/09/2021	360.47	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			506.24	
10226 CITIES & VILLAGES MUTUAL INS.				
WC-21-1132	2021 Worker's Com Prem 4th QTR - City Portion	09/09/2021	18,588.00	100-10-5196-3-38
WC-21-1132	2021 Worker's Com Prem 4th QTR - Utilities Portion	09/09/2021	7,013.00	100-13850
Total 10226 CITIES & VILLAGES MUTUAL INS.:			25,601.00	
10468 CONSULTANTS LABORATORY-FDL				
2617830	legal blood draws - Aug 2021	09/09/2021	80.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			80.00	
10651 CREXENDO				
204088887	City Hall Phone Charges - Aug 2021	08/27/2021	365.05	100-10-5197-3-31
204088887	Senior Center Phone Charges - Aug 2021	08/27/2021	26.08	100-20-5513-3-31
204088887	Garage Phone Charges - Aug 2021	08/27/2021	104.09	100-70-5412-3-31
Total 10651 CREXENDO:			495.22	
11067 DEMAA JR., WILLIAM				
9-9-21	Beder/Beekman retirement supplies	09/09/2021	34.95	100-50-5231-3-38
Total 11067 DEMAA JR., WILLIAM:			34.95	
11293 DICKHUT, ZAK				
9-9-21	8-25-21 Police & Fire Commission meeting	09/09/2021	40.00	100-10-5210-3-38
Total 11293 DICKHUT, ZAK:			40.00	
12633 EZ DOCK OF THE GREAT PLAINS				
4979	Kayak Launch	09/09/2021	10,269.90	220-20-5540-3-38
4979	Kayak Launch	09/09/2021	19,809.90	400-20-5525-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12633 EZ DOCK OF THE GREAT PLAINS:			30,079.80	
12672 FAHRNER ASPHALT SEALERS, LLC				
8300010321	Micro Seal Carrington St	09/09/2021	22,731.00	100-70-5431-3-36
Total 12672 FAHRNER ASPHALT SEALERS, LLC:			22,731.00	
12676 FAITH TECH, INC.				
AUG2021	energy efficiency ACH prmt 23 of 60	08/27/2021	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
AUG2021	wax for slides at aquatic center	09/09/2021	29.94	100-20-5523-3-36
AUG2021	utility hook	09/09/2021	9.99	100-40-5211-3-30
AUG2021	postage	09/09/2021	18.78	100-50-5231-3-33
AUG2021	wasp & hornet spray/batteries	09/09/2021	17.49	100-50-5232-3-38
AUG2021	surge protector/febreeze car/air freshener	09/09/2021	56.76	100-50-5232-3-38
AUG2021	copper pipe	09/09/2021	28.99	100-70-5410-3-36
AUG2021	spraypaint	09/09/2021	24.00	100-70-5410-3-36
AUG2021	sump pump - replace sump pump at museum	09/09/2021	124.99	100-70-5410-3-36
AUG2021	parts to replace sump pump at museum	09/09/2021	15.37	100-70-5410-3-36
AUG2021	credit	09/09/2021	8.99-	100-70-5410-3-36
AUG2021	parts to replace sump pump at museum	09/09/2021	4.59	100-70-5410-3-36
AUG2021	thread seal tape/paper towel	09/09/2021	20.56	100-70-5410-3-36
AUG2021	nails	09/09/2021	23.99	100-70-5410-3-36
AUG2021	gloves	09/09/2021	131.94	100-70-5410-3-38
AUG2021	disposable gloves	09/09/2021	149.91	100-70-5410-3-38
AUG2021	wasp & hornet spray	09/09/2021	29.95	100-70-5410-3-38
AUG2021	bug spray	09/09/2021	41.94	100-70-5410-3-38
AUG2021	fasteners - replace transmission filler bolts	09/09/2021	33.48	100-70-5411-3-36
AUG2021	cylce mix/hooks	09/09/2021	47.54	100-70-5411-3-36
AUG2021	fasteners	09/09/2021	33.48	100-70-5411-3-36
AUG2021	fasteners	09/09/2021	.65	100-70-5411-3-36
AUG2021	groved ball bear/circle clips	09/09/2021	24.98	100-70-5411-3-36
AUG2021	blade cutoff metal	09/09/2021	28.72	100-70-5411-3-36
AUG2021	plug ground pvc	09/09/2021	4.59	100-70-5412-3-36
AUG2021	v belt	09/09/2021	19.99	100-70-5412-3-36
AUG2021	plastic to cover sidewalk	09/09/2021	54.99	100-70-5444-3-36
Total 12700 MARTENS ACE HARDWARE:			968.62	
12765 FAULKS BROS. CONSTRUCTION, INC				
357128	infield mix - medema field diamond 2	09/09/2021	1,329.16	100-20-5525-3-36
357129	infield mix - medema field diamond 2	09/09/2021	1,300.14	100-20-5525-3-36
Total 12765 FAULKS BROS. CONSTRUCTION, INC:			2,629.30	
13011 FIRE SAFETY USA INC				
151221	flamefighter FL series NY Roof Hook	09/09/2021	330.00	220-50-5231-3-38
Total 13011 FIRE SAFETY USA INC:			330.00	
13495 FOND DU LAC COUNTY				
21610479	roadmarking paint/beads	09/09/2021	3,270.77	100-70-5441-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 13495 FOND DU LAC COUNTY:			3,270.77	
13497 FOND DU LAC COUNTY CLERK OF COURTS				
8-30-21	Paid Warrant - Brawley	08/30/2021	579.00	100-13850
Total 13497 FOND DU LAC COUNTY CLERK OF COURTS:			579.00	
13820 FOX COMPUTER & NETWORKING INC				
338384	envelopes - city clerk	09/09/2021	452.22	100-10-5141-3-30
338366	paper	09/09/2021	30.00	100-10-5141-3-30
Total 13820 FOX COMPUTER & NETWORKING INC:			482.22	
14553 GENERAL COMMUNICATIONS				
296221	New vehicle equipment - '21 Durango	09/09/2021	792.00	410-40-5211-4-00
297086	New vehicle equipment - '21 Durango	09/09/2021	419.25	410-40-5211-4-00
102363	credit applied	09/09/2021	69.50	410-40-5211-4-00
Total 14553 GENERAL COMMUNICATIONS:			1,141.75	
14698 GRAND VALLEY INSPECTION SERVICES				
2021-149	Building Insp/Zoning Admin for Aug 2021	09/09/2021	22,115.43	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			22,115.43	
15075 GUNDERSON, INC.				
1029940	Senior center rugs - Aug 2021	09/09/2021	56.53	100-70-5410-3-38
1029936	CITY HALL rugs - Aug 2021	09/09/2021	68.07	100-70-5410-3-38
1032531	Library Rugs - Sept 2021	09/09/2021	66.17	100-70-5410-3-38
1030012	Garage supplies - Aug 2021	09/09/2021	29.15	100-70-5411-3-38
1030013	Uniform/charges - Aug 2021	09/09/2021	19.89	100-70-5411-3-38
1032588	Garage supplies - Sept 2021	09/09/2021	47.05	100-70-5411-3-38
1032589	Uniform/charges - Sept 2021	09/09/2021	19.89	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			306.75	
15190 GYSBERS JEWELRY				
9-9-21	Beder retirement watch	09/09/2021	139.99	100-50-5231-3-38
Total 15190 GYSBERS JEWELRY:			139.99	
15736 HEIDEMANN, TERESA				
9-9-21	8-25-21 Police & Fire Comm per diem	09/09/2021	40.00	100-10-5210-3-38
Total 15736 HEIDEMANN, TERESA:			40.00	
15763 HERITAGE RIDGE TRAVEL PLAZA				
15914	PD Fuel	09/09/2021	20.83	100-40-5212-3-38
15911	FD - fuel	09/09/2021	72.35	100-50-5232-3-38
15984	FD - fuel	09/09/2021	72.93	100-50-5232-3-38
Total 15763 HERITAGE RIDGE TRAVEL PLAZA:			166.11	
15950 HOMAN AUTO -GATEWAY				
1016569	replace fuel tank straps	09/09/2021	41.34	100-70-5411-3-36
1016627	glow plug	09/09/2021	25.03	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 15950 HOMAN AUTO -GATEWAY:			66.37	
16977 KIEFER AQUATICS				
INV001112990	Guard jackets/rescue tube equipment	09/09/2021	295.75	100-20-5523-3-38
Total 16977 KIEFER AQUATICS:			295.75	
17175 KWIK TRIP STORES				
PD-JULY21	Police Dept monthly fuel - July 2021	08/27/2021	2,542.90	100-40-5212-3-38
FD-JULY21	Fire dept monthly fuel - July 2021	08/27/2021	267.34	100-50-5232-3-38
DPW-JULY21	DPW monthly fuel purchases - July 2021	08/27/2021	2,283.90	100-70-5411-3-38
DPW-JULY21	DPW monthly fuel purchases - July 2021	08/27/2021	323.78	700-10-5191-3-38
DPW-JULY21	DPW monthly fuel purchases - July 2021	08/27/2021	323.60	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			5,741.52	
17740 LIDTKE MOTORS INC.				
C160639	repairs to 2013 Ford - service fluid & added additive	09/09/2021	351.63	100-40-5212-3-36
Total 17740 LIDTKE MOTORS INC.:			351.63	
17827 LITE 11 LLC				
1515	install equip/removal of equip/equipment	09/09/2021	1,885.00	410-40-5211-4-00
Total 17827 LITE 11 LLC :			1,885.00	
18459 MARCO TECHNOLOGIES LLC				
INV9095600	Konica/A7PY011X001 contract - Sept 2021	09/09/2021	56.95	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			56.95	
18961 MENARDS - BEAVER DAM				
2635	repair picnic table - billed truckers	09/09/2021	6.32	100-13850
2637	Aquatic Center supplies	09/09/2021	108.24	100-20-5523-3-36
2637	Flush Steel Door - Comm Center	09/09/2021	170.00	100-70-5410-3-36
2637	Dickies durazone	09/09/2021	65.98	100-70-5411-3-36
2637	Impact 2" Phillips/impact bits	09/09/2021	12.96	100-70-5411-3-36
9-9-21	credit - Dickies Durazone	09/09/2021	29.36	100-70-5411-3-36
Total 18961 MENARDS - BEAVER DAM:			334.14	
19073 MIDSTATES RECREATION				
SINV-03639	replace broken slide at West End Park	09/09/2021	1,252.89	400-20-5525-8-00
Total 19073 MIDSTATES RECREATION:			1,252.89	
19802 NAPA AUTO PARTS-WAUPUN				
321041	fuel tank strap	09/09/2021	39.46	100-40-5212-3-36
319804	air cond & heater door - replace	09/09/2021	57.04	100-70-5411-3-36
319928	socket for shop	09/09/2021	29.99	100-70-5411-3-36
320221	air filter/fuel filter/oil filter	09/09/2021	117.67	100-70-5411-3-36
320560	oil filter	09/09/2021	38.24	100-70-5411-3-36
320681	oil filter/fuel filters	09/09/2021	84.07	100-70-5411-3-36
320713	emery cloth	09/09/2021	26.49	100-70-5411-3-36
320759	air filters/fuel filters/hydraulic filters/oil filters/trans filters	09/09/2021	187.60	100-70-5411-3-36
320904	air filter/fuel filter/oil filter/trans filter	09/09/2021	224.27	100-70-5411-3-36
321038	air filter	09/09/2021	95.82	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
321092	air brake tubing	09/09/2021	132.00	100-70-5411-3-36
321258	repair broken trailer air hookup	09/09/2021	27.44	100-70-5411-3-36
321360	coolant filter	09/09/2021	10.82	100-70-5411-3-36
321409	boxed miniatures/gasket maker	09/09/2021	18.07	100-70-5411-3-36
321433	oil filters/fuel filters/trans filter	09/09/2021	135.50	100-70-5411-3-36
321541	cable tie/coupler/grease/fitting	09/09/2021	25.11	100-70-5411-3-36
321685	hydraulic filters/oil filters/fuel filters/air filters/trans filters	09/09/2021	163.05	100-70-5411-3-36
321844	oil filter	09/09/2021	10.00	100-70-5411-3-36
321978	oil filter/coolant filter	09/09/2021	78.81	100-70-5411-3-36
322065	oil filter	09/09/2021	68.38	100-70-5411-3-36
322203	credit	09/09/2021	16.74-	100-70-5411-3-36
322205	trans filter	09/09/2021	74.96	100-70-5411-3-36
322206	trans filter/oil filter/fuel filters	09/09/2021	54.09	100-70-5411-3-36
322207	oil filter	09/09/2021	11.20	100-70-5411-3-36
322244	straight tubing/pipe connector/exhaust pipe spout	09/09/2021	113.33	100-70-5411-3-36
322251	fuel filter/trans filter/oil filter	09/09/2021	148.03	100-70-5411-3-36
322341	motor tuneup/extension	09/09/2021	24.70	100-70-5411-3-36
322620	fuel tank strap	09/09/2021	31.03	100-70-5411-3-36
322634	credit	09/09/2021	31.03-	100-70-5411-3-36
322666	oil filter	09/09/2021	8.65	100-70-5411-3-36
322688	roloc disc	09/09/2021	53.75	100-70-5411-3-36
322763	roloc disc	09/09/2021	4.50	100-70-5411-3-36
320175	snap ring plier set	09/09/2021	75.49	100-70-5411-3-38
321844	wheel charger	09/09/2021	179.00	100-70-5411-3-38
Total 19802 NAPA AUTO PARTS-WAUPUN:			2,300.79	
20480 NICKEL, JULIE				
9-9-21	Reimbursement for cell phone use - Sept 2021	09/09/2021	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20825 OSHKOSH FIRE & POLICE EQUIPMNT				
185015	SCBA compressor annual maint	09/09/2021	360.95	100-50-5232-3-36
Total 20825 OSHKOSH FIRE & POLICE EQUIPMNT:			360.95	
20900 OSHKOSH OFFICE SYSTEMS				
AR66457	City Hall Color Copier 6333 - contract - Aug 2021	09/09/2021	100.75	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			100.75	
21080 PARAGON DEVELOPMENT SYSTEMS INC				
2161836	2 laptops - Schlieve & Kast	09/09/2021	2,650.00	410-10-5140-4-00
Total 21080 PARAGON DEVELOPMENT SYSTEMS INC:			2,650.00	
21245 PERKINS OIL				
0129094-IN	Bulk oil	09/09/2021	809.65	100-70-5411-3-36
Total 21245 PERKINS OIL:			809.65	
21450 PETTY CASH-CITY HALL				
9-9-21	card - Kaufmann funeral	09/09/2021	5.58	100-10-5110-3-38
9-9-21	Rens Nursery GC - Kaufmann funeral	09/09/2021	50.00	100-10-5110-3-38
9-9-21	CDL - Schlieve	09/09/2021	30.00	100-70-5412-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21450 PETTY CASH-CITY HALL:			85.58	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
5221	FD - Fitness water	09/09/2021	13.38	100-50-5232-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			13.38	
21705 PIPIA, GINO				
9-9-21	Reimburse meals - Police Academy - 8/10/21-9/3/21	09/09/2021	25.32	100-40-5212-3-38
Total 21705 PIPIA, GINO:			25.32	
21805 PITNEY BOWES				
3314120533	lease for mail machine - City Hall	09/09/2021	521.52	100-10-5141-3-36
3314121325	lease for mail machine - PD	09/09/2021	171.60	100-40-5211-3-33
Total 21805 PITNEY BOWES :			693.12	
22324 PURCHASE POWER				
9-9-21	refill postage machine	09/09/2021	500.00	100-16210
Total 22324 PURCHASE POWER:			500.00	
22940 RHODES, TARA				
9-9-21	8-25-21 Police & Fire Comm per diem	09/09/2021	40.00	100-10-5210-3-38
Total 22940 RHODES, TARA:			40.00	
23224 SAN-A-CARE, INC				
551988	Cleaning supplies	09/09/2021	63.04	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			63.04	
24350 STICKS AND STONES				
12475	mowing & trimming - 619 Morse St	09/09/2021	65.00	100-70-5613-3-38
12474	mowing & trimming - 1104 W Main St	09/09/2021	45.00	100-70-5613-3-38
12477	remove weeds/small trees/stump pulling/lawn clean/fill sin	09/09/2021	1,200.00	100-70-5613-3-38
12490	mowing & trimming - 130 Brandon St	09/09/2021	45.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			1,355.00	
25027 THURMER, MIKE				
9-9-21	8-25-21 Police & Fire Commission per diem	09/09/2021	40.00	100-10-5210-3-38
Total 25027 THURMER, MIKE:			40.00	
25249 TRACTOR SUPPLY CREDIT PLAN				
9-9-21	pressure gauge for water tank	09/09/2021	17.99	100-70-5411-3-36
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			17.99	
25446 TRUCK EQUIPMENT INC				
966864-00	parts - repair rear brakes	09/09/2021	432.98	100-70-5411-3-36
Total 25446 TRUCK EQUIPMENT INC:			432.98	

Invoice	Description	Invoice Date	Total Cost	GL Account
25450 TRU CLEANERS LLC				
CW090121	cleaning service for City of Waupun - for Aug 2021	09/09/2021	4,052.81	100-70-5410-3-38
CW090121-A	additional cleaning service due to Covid-19 - for Aug 2021	09/09/2021	480.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,532.81	
25760 US CELLULAR				
0457003100	Clerk cell phone - Aug 2021	09/09/2021	83.88	100-10-5141-3-31
0457003100	Economic Developer/Administrator cell phone - Aug 2021	09/09/2021	42.81	100-10-5191-3-31
0457003100	Kast Hotspot #190 - Aug 2021	09/09/2021	38.03	100-10-5197-3-31
0457003100	Recreation cell phone - Aug 2021	09/09/2021	121.41	100-20-5513-3-31
0457260097	POLICE DEPT monthly cell phone charges - Aug 2021	09/09/2021	666.10	100-40-5211-3-31
0457003100	FIRE DEPT monthly cell phone charges - Aug 2021	09/09/2021	140.18	100-50-5251-3-31
0457003100	DPW Director/Foreman monthly cell phone - Aug 2021	09/09/2021	97.98	100-70-5420-3-31
0457003100	Library monthly cell - Aug 2021	09/09/2021	37.33	210-60-5511-3-31
Total 25760 US CELLULAR:			1,227.72	
26042 VANDE ZANDE & KAUFMAN, LLP				
AUG2021	monthly City Attorney Fees - Aug 2021	09/09/2021	1,215.00	100-10-5161-3-38
12882	Traffic monthly attorney fees - Aug 2021	09/09/2021	586.53	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			1,801.53	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
SEPT2021	Monthly Contract - Sept 2021	09/09/2021	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27000 WAUPUN EQUIPMENT COMPANY, INC.				
6562W	hydraulic pressure switch	09/09/2021	57.18	100-70-5411-3-36
Total 27000 WAUPUN EQUIPMENT COMPANY, INC.:			57.18	
27450 WAUPUN UTILITIES				
5307	WPPI support - Aug 2021	09/09/2021	335.00	100-10-5197-3-38
5306	Verizon Charges - DPW I-pads - Aug 2021	09/09/2021	58.11	100-70-5420-3-31
Total 27450 WAUPUN UTILITIES:			393.11	
27935 WELLS FARGO PAYMENT REMITT.				
KATHY-JUNE21/JULY21	Staples - meeting supplies - Schlieve	08/27/2021	102.69	100-10-5191-3-30
KATHY-JUNE21/JULY21	meal - meeting - Schlieve	08/27/2021	36.32	100-10-5191-3-37
KATHY-JUNE21/JULY21	Dodge Cty SHRM DEI Conf - Schlieve	08/27/2021	300.00	100-10-5191-3-37
RACHEL-JUNE21/JULY21	Walmart - Park Program crafts & games	08/27/2021	210.00	100-20-5525-3-39
RACHEL-JUNE21/JULY21	Walmart - Park Program sports	08/27/2021	62.99	100-20-5525-3-39
SCOTT-JULY21	AMAZON - flash drives - PD	08/27/2021	66.94	100-40-5211-3-30
SCOTT-JULY21	AMAZON - batteries - PD	08/27/2021	52.78	100-40-5211-3-30
SCOTT-JULY21	meal - squad drop off - PD	08/27/2021	29.36	100-40-5211-3-38
SCOTT-JULY21	Microsoft Subscription - PD	08/27/2021	184.00	100-40-5211-3-38
SCOTT-JULY21	meal - staff meeting - PD	08/27/2021	64.29	100-40-5211-3-38
SCOTT-JULY21	hotel - conf - PD	08/27/2021	810.00	100-40-5215-3-37
BJ-JUNE21/JULY21	hotel - WI State Fire Chief's Conf	08/27/2021	446.00	100-50-5231-3-37
BJ-JUNE21/JULY21	Adobe Acrobat Pro DC - FD	08/27/2021	15.81	100-50-5231-3-38
BJ-JUNE21/JULY21	credit - FD - incorrect charge on last statement	08/27/2021	49.00	100-50-5231-3-38
BJ-JUNE21/JULY21	Kwik Trip - Fuel - site visit	08/27/2021	64.62	100-50-5232-3-38
JEFF-JUNE21/JULY21	AMAZON - replacement battery for handheld radio - DPW	08/27/2021	19.99	100-70-5411-3-36
BRET-JULY21	Spectrum bill - Library	08/27/2021	174.97	210-60-5511-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
PAM-JULY21	leveled book web subscription - Library	08/27/2021	25.00	210-60-5511-3-38
ANGIE-JUNE21/JUY21	AMAZON - Celebrate Waupun supplies	08/27/2021	188.80	450-70-5440-3-38
ANGIE-JUNE21/JUY21	AMAZON - Celebrate Waupun supplies	08/27/2021	36.93	450-70-5440-3-38
ANGIE-JUNE21/JUY21	Facebook - Celebrate Waupun advertising	08/27/2021	200.00	450-70-5440-3-40
Total 27935 WELLS FARGO PAYMENT REMITT.:			3,042.49	
28247 WI BUILDING SUPPLY				
3539340	treated pine - repair batting cages @ baseball complex	09/09/2021	462.16	100-20-5525-3-36
Total 28247 WI BUILDING SUPPLY:			462.16	
28600 WI DEPT OF JUSTICE				
G3369-AUG21	G3369 - background checks - Aug 2021	09/09/2021	83.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			83.00	
29749 WM CORPORATE SERVICES INC				
0010469-2321-3	Aquatic center trash expense	09/09/2021	152.00	100-20-5523-3-36
0010469-2321-3	Residential Recycling - July 2021	09/09/2021	9,199.07	420-70-5436-3-38
0010469-2321-3	Residential Trash - July 2021	09/09/2021	35,297.39	425-70-5476-3-38
Total 29749 WM CORPORATE SERVICES INC:			44,648.46	
29893 YMCA OF DODGE COUNTY				
7292021	Concession/Pool Staff Wage & 25% Admin	08/30/2021	14,059.32	100-20-5523-1-10
8262021	Concession/Pool Staff Wage & 25% Admin	09/09/2021	11,900.45	100-20-5523-1-10
7292021	Taxes	08/30/2021	847.46	100-20-5523-2-23
8262021	Taxes	09/09/2021	717.33	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			27,524.56	
300032 INSIGHT FS				
220004278	erosion control blankets	09/09/2021	133.33	700-10-5192-3-36
Total 300032 INSIGHT FS:			133.33	
300188 MARCO TECHNOLOGIES LLC				
73671686	KONMIN/BHC308 - contract	09/09/2021	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300193 SALAMONE SUPPLIES				
154708	Building & Parks Supplies	09/09/2021	284.64	100-70-5410-3-38
Total 300193 SALAMONE SUPPLIES:			284.64	
300205 BETT, JOHN				
9-9-21	8-25-21 Per Diem - Police & Fire Commission	09/09/2021	40.00	100-10-5210-3-38
Total 300205 BETT, JOHN:			40.00	
Grand Totals:			228,797.25	

GL Period	Amount
09/21	202,272.07
08/21	26,525.18
Grand Totals:	<u>228,797.25</u>

Vendor number hash: 3715430
Vendor number hash - split: 4870154
Total number of invoices: 152
Total number of transactions: 214

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	228,797.25	.00	228,797.25
Grand Totals:	<u>228,797.25</u>	<u>.00</u>	<u>228,797.25</u>

Report Criteria:

[Report]. Invoice Date = 08/27/2021,08/30/2021,09/09/2021



Minutes
City of Waupun Board of Public Works
Tuesday, June 8, 2021 via Video Conference & teleconference - Zoom

CALL TO ORDER

Chairman Pete Kaczmariski called the meeting to order at 4:32 p.m.

ROLL CALL

Roll call was taken, members present:

- Alderpersons, Pete Kaczmariski, Mike Matoushek (absent with notification), Jason Westphal
- Citizens, Dave Rens, Ryan Mielke, Dale Heeringa, Gregg Zonnefeld (absent with notification)
- Ex-Officio – City Administrator Kathy Schlieve, DPW Director Jeff Daane, Mayor Julie Nickel (absent with notification)

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

There were no guests for public comment.

FUTURE MEETINGS AND GATHERING OF THE BOARD OF PUBLIC WORKS

Next meeting will be July 13, 2021 at 4:30 p.m.

CONSIDERATION - ACTION

1. Motion Rens, second Heeringa to approve minutes for May 11, 2021 meeting. MOTION CARRIED 5-0.

2. Discussed Wilcox Park playground design/layout and fund raising options. Lee Recreation present design for all-inclusive playground to be added to Wilcox Park and will assist with fundraising communication by providing posters and thermometers to measure progress. Total cost estimated at \$182,663. City staff will be responsible for site prep work to reduce overall cost. Discussion on approaching Piggly Wiggly to consider a round-up program and City staff agreed to approach store with request. Motion Westphal, second Rens to approve design as proposed and to include in 2022 budget. CARRIED 5-0.

3. Discussed City Hall air handling unit/air cooled condensing unit replacement. The City applied for an energy innovation grant for the heating and cooling system at City Hall (not awarded). In lieu of grant funding, money was budgeted for replacement of the Air handling/air cooled condensing unit that began having significant mechanical issues in 2019 and staff are recommending that we proceed with the replacement of this unit, which is at the end of its lifecycle (installed mid-1980s). The proposed unit will increase energy efficiency in the building. Two quotes were received and reviewed by BPW. Motion Heeringa, second

Rens to approve lowest-priced quote for J&H Controls for replacement of Air handling/air cooled condensing unit for \$23,720. CARRIED 5-0.

4. Discussed City Hall Air handling unit digital control upgrade. This was budgeted for this year. The current controls are old and can only be adjusted by having a contractor make a service call to hook up a computer to adjust. The proposed controls would have a touch screen and can be easily adjusted by staff, thus improving overall climate control, energy efficiency while reducing service/maintenance costs. Two quotes were received and reviewed. Motion Rens, second Heeringa to accept lowest-priced quote from J&H Controls for replacement of air handling unit digital control upgrade for \$8,075. CARRIED 5-0.
5. Jeff Daane has received a request from the property owner at 38 Taylor St to relocate the sidewalk on the East side of N. State St. from Taylor St. to the dead end. The property owner has concerns with the current sidewalk, which runs approximately 4' from his home at 38 Taylor St. When the owner's vehicle is parked in the driveway, the vehicle extends into the sidewalk. The sidewalk needs repairs and before those repairs occur the property owner requests consideration of his request to move the sidewalk west a few feet. The property owner operates a concrete company and will do the work at no cost to the city. He has spoken with the property owner to the north and they support the request. If relocated, work would be in the city right of way. Daane conferred with Attorney Vande Zande who indicated this is a council decision to approve or deny. Matter referred to June 15, 2021 Common Council meeting for review.
6. Motion Heeringa, second Westphal to adjourn. CARRIED 5-0. Meeting Adjourned at 5:07 p.m.



MINUTES
CITY OF WAUPUN – BUSINESS IMPROVEMENT
DISTRICT MEETING
In-Person & Teleconference
Wednesday, July 14, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Kate Bresser
Terri Crisp
Gary DeJager
Jodi Mallas
Rich Matravers
Teresa Ruch
Tyler Schulz

Committee Members Absent:

Austin Armga
Jonathan Leonard

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

CALL TO ORDER:

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

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

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

2. Approval of June 9, 2021 Minutes

A motion to approve the June 9, 2021 minutes was made by Mr. Schulz and seconded by Ms. Ruch passing unanimously.

3. Approval of the June 2021 Financial Statement

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

PRIOR OUTSTANDING APPLICATIONS:

4. The Clothing Pallet (18 N. Madison St.)

Ms. Van Buren provided the members a status of work being done at The Clothing Pallet. The work was completed the week of July 5, 2021 and once receipts are received, reimbursement will occur.

5. The Parlor Hair Boutique (8 W. Main St.)

Ms. Van Buren provided the members a status of work being done at The Parlor Hair Boutique. There has been a delay in getting the needed brackets for the sign. The project is expected to be completed in August.

6. c.verhage.photo (426 E. Main St.)

Ms. Van Buren provided the members a status of work being done at c.verhage.photo. The sign will not be ready until August. Once the sign is installed, the old balcony can be removed, painting can occur, and the

new balcony would be installed. The new lighting should be installed within the next few weeks.

7. Weaving It Up To You (307 E. Main St.)

Ms. Van Buren stated the project was completed earlier in July and reimbursement has occurred, which will be reflected in the July financial statement.

8. Thrivent Financial (407 E. Main St.)

Ms. Van Buren Provided the members a status of work being done at Thrivent Financial. The project has been moved to this week, the upstairs windows are delayed from the warehouse. Project completion is anticipated for late-July/early-August.

DISCUSSION ITEMS:

9. BID Assessment Strategic Planning Update

Ms. Van Buren provide the group a summary of a recent meeting held with the small group tasked with this effort. The small group will be doing educational posts in the Downtown Business Owners Facebook page on what the BID, what is the assessment, and what activities are funded by the assessment. This effort will be done in July. In August the group plans on sending out a flyer to all property owners with a reminder flyer to be distributed toward the end of August.

The goal is to have two informational sessions in mid-September; one in the morning and one at lunch. At this event a more formal presentation will be given on the history of the BID, highlight the accomplishments of the past few years, and then discuss the two options for the 2022 operational plan.

10. Downtown Market Analysis Update

Members of the group that are on this work group provided and update on the recent meeting with UW-Extension. At that meeting, goals, comparable communities, and the trade area were discussed. The group will be meeting bi-weekly with a final report being present in December.

11. 2021 Operational Plan Updates

Ms. Van Buren provided the following updates:

- Design
 - There is a small amount of funding available for the façade improvement program.
 - Discussed the possibility of doing a winter planting program in a future year.
- Economic Vitality
 - The application deadline for the Pop-Up program is August 13, 2021. To date no applications have been received.
 - There is funding allocated in our budget to go towards training opportunities for our businesses. The group was unsure as to what trainings should be scheduled for this year. It was agreed upon that the group will decide at the next meeting if this funding should remain in place or be reallocated to a different item.
- Organization
 - The 2022 Operational Plan Update will start in July/August with a first draft available in September and approval in October.
- Promotions
 - The Wine Walk will occur on August 20, 2021.
 - Working on details for Halloween on Main
 - Continue working on Winter Wonderland event for November

12. Waupun Chamber of Commerce Update

No update provided.

13. Administrator Update

Administrator Schlieve provided the following updates:

- Major construction project for the City is Rock and Newton. The goal of the improvements is to help remediate flooding issues. This will be a multi-year project.
- The Police Department is developing a recruitment and retention plan to help with the staffing issues they have been facing.
- A State budget has been approved and staff is working to understand all of the details. Our hope is that WEDC will more guidance as to changes made to their various funding opportunities.
- The City is working on strategic planning pieces, internally, to get a better financial model in place to understand financial impacts.
- Eagle Packaging will be opening in the Flexigraphic space
- Working on several industrial attraction projects and there will continue to be a workforce and

- housing issue.
- Daycare continues to be a need within the community. There is currently not enough space in the current daycare to meet the needs. WeeCare is looking into expansion options but a second daycare is also needed within the community.
- Recently state representatives convened a meeting to discuss the status of WCI and their continued workforce issues.
- The City will be receiving \$1.1 million in ARPA funds. A strategic planning meeting with the Department heads will be occurring to determine how best to expend the funds.

ADVANCED PLANNING:

14. Potential Agenda Items

- Potential reallocation of 2021 funds
- Assessment Update
- Grant Updates
- Status of 2021 Operational Plan

15. Date of Next Scheduled Meeting

The next meeting is scheduled for August 11, 2021 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. Matravers and seconded by Mr. DeJager passing unanimously. The meeting adjourned at 7:40 a.m.



MINUTES
CITY OF WAUPUN RECREATION & WELLNESS
BOARD MEETING
In-Person & Teleconference
Wednesday, July 14, 2021 at 4:30 p.m.

Committee Members Present:

Rohn Bishop	City Council
Sandy Buchholz.....	Citizen
BJ DeMaa (ex-officio).....	Waupun Fire Chief
Steve Hill (ex-officio).....	Waupun School District
Karen Gibbs	Church Health Services
Will Langford	City Council
Scott Loudon (ex-officio).....	Waupun Police Department
Mike Matoushek	City Council
Julie Nickel (ex-officio).....	Mayor
Linda Nickel	Citizen
Diane Posthuma (arrived at 4:36 p.m.)	Waupun Memorial Hospital
Terri Respalje	Waupun Food Pantry
Darian Schmitz	REACH Waupun

Guests:

Thea O'Connor.....	Church Health Services
Jeanne Ludjack.....	Dimensional Learning Systems

Staff Present:

Rachel Kaminski.....	Waupun Senior Center
Kathy Schlieve	Administrator
Sarah Van Buren	Community & Economic Development Coordinator

CALL TO ORDER:

Chair Matoushek called the meeting to order at 4:31 p.m. and facilitated introductions of the group.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Ms. L. Nickel and seconded by Ms. Buchholz, passing unanimously.

2. Approval of June 9, 2021 Recreation & Wellness Board Meeting Minutes

A motion to approve the June 9, 2021 minutes, with recommended changes to Ms. O'Connor's organizational affiliation, was made by Ms. Gibbs and seconded by Mr. Matoushek, passing unanimously.

DISCUSSION

3. Community Wellness Planning Workshop

Administrator Schlieve provided a community snap shot to give board members an overview of the type of issues facing the community. Such topics covered included population, average commuting times, graduation rates, and unemployment rates. The discussion included challenges regarding workforce, daycare needs, homelessness, mental health, and drugs.

Administrator introduced Jeanne Ludjack, a facilitator from Dimensional Learning Systems, who will be leading the members through a variety of community wellness planning workshops to assist in the creation of a work plan. Ms. Ludjack led a group activity to help identify Waupun's strengths and needs.

ADVANCED PLANNING:**4. Potential Agenda Items****5. Date of Next Scheduled Meeting**

- The next meeting will be August 11, 2021 at 4:30 p.m.

ADJOURNMENT

A motion to adjourn was made by Ms. Gibbs and seconded, passing unanimously. The meeting adjourned at 5:50 p.m.



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 Main Street, Waupun, WI
Wednesday, July 28, 2021 at 4:30 p.m.
(Approved 8/25/21)

Plan Commission Members Present:

Jeff Daane
Jon Dobbratz
Jerry Medema
Julie Nickel
Elton TerBeest
Jill Vanderkin

Plan Commission Members Absent:

Mike Matouschek

Staff Present:

Steve Brooks Waupun Utilities General Manager
Susan Leahy Building Inspector/Zoning Administrator
Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Other:

Patrick Beilfuss Cedar Corporation
Mark Buteyn CWC
Jared Oosterhouse CWC
Tom Kulczewski Real Sportcards
Dean Schulz Excel Engineering
Gregg Zonnefeld CWC

CALL TO ORDER:

Mayor Nickel called the meeting of the Plan Commission to order at 4:38 p.m.

ROLL CALL:

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION:

None.

FUTURE MEETINGS AND GATHERINGS INVOLVING THE PLAN COMMISSION

The next Plan Commission meeting will be on Wednesday, August 25, 2021 at 4:30 p.m.

CONSIDERATION-ACTION:

1. Approval of minutes of the June 16, 2021 meeting

A motion to approve the June 16, 2021 minutes was made by Mr. TerBeest and seconded by Mr. Medema, passing unanimously.

2. Public Hearing – Conditional Use Permit Application – ACS RBHS, LLC at 1025 Tanager St. for a split two-family dwelling per section 16.03(2)(d)(iii) of the Waupun Municipal Code

Ms. Leahy provided members a summary of the Conditional Use Permit request.

A motion to approve the Conditional Use Permit, as presented, was made by Mr. Dobbratz and seconded by Mr. TerBeest, passing unanimously.

3. Public Hearing – Conditional Use Permit Application – ACS RBHS, LLC at 1029 Tanager St. for a split two-family dwelling per section 16.03(2)(d)(iii) of the Waupun Municipal Code

A motion to approve the Conditional Use Permit, as presented, was made by Mr. Dobbratz and seconded by Mr. TerBeest, passing unanimously.

4. Public Hearing – Conditional Use Permit – Tom Kulczewski, Real Sportscards at 324 E. Main St. to install a projecting sign per section 16.11(2)(a) of the Waupun Municipal Code

Mr. Kulczewski presented a summary of the request. Ms. Leahy stated the Conditional Use Permit request is being brought to this group per the City's ordinance regarding projecting signs. Ms. Leahy inquired as to where the sign would be placed on the building and Mr. Kulczewski stated it would be placed on the Main Street side of the building. The contractors currently working on the site will do installation of the sign.

A motion to approve the Conditional Use Permit, as presented, was made by Mayor Nickel and seconded by Mr. Medema, passing unanimously.

5. Site Plan Review – Brittain House Parking Lot

In the absence of the property owner, Mr. Daane presented the item. The site plan demonstrated the parking will fit, the water will drain to the west and, as affirmed by MSA, the pond will service the lot. The lot will be paved with a crushed blacktop base. Arborvitaes will be planted to be a barrier between the Brittain House and the neighboring multi-family housing complex.

A motion to approve the site plan was made by Mr. Dobbratz and seconded by Ms. Vanderkin, passing unanimously.

6. Discuss Long Range Plan for Central WI Christian Development and Future Lincoln Street Expansion Requirements

Representatives from CWC, and their engineering firm, presented the future expansion of the CWC campus and discussion ensued regarding the concept in regards to the future Lincoln Street expansion.

Mr. Daane raised concerns about the potential costs associated with the relocation of the storm sewer due to the placement of the athletic fields. Questions were asked about timing of the expansion. Mr. Buteyn responded that timing would be dependent on enrollment. With the current projector of growth, Mr. Buteyn anticipates the bus garage starting in the fall of 2021, with the remainder of the work starting in 2023.

The next step would be for City staff to work with CWC, and their contractors, on the issues surrounding the relocation of the storm sewer. As for the site plans for the bus garage, Mr. Schulz anticipates the work can be completed within the next 4-6 weeks.

7. Residential Zoning District

Administrator Schlieve introduced the topic and provided background, as outlined in the staff report, on the work this group has been charged with.

Patrick Beilfuss, from Cedar Corporation, reviewed the changes the Plan Commission agreed to surrounding dimensional requirements and the change of two-family dwellings to a permitted use. Administrator Schlieve commented on the fact that minimum lot width should be lower than what was agreed upon at the last meeting. Having smaller lots create more affordable housing options and lower construction costs for developers. Examples of successful developments with smaller lot sizes were presented. Members agreed to make a change to lower the minimum lot width in an R-1 district to 60 feet.

Mr. Beilfuss asked the group to also consider changes to R-3, R-4, and R-5 districts regarding split two-family dwelling units. Agreement was made that in an R-3 district, split two-family dwelling units should be a permitted use. Members of the Plan Commission agreed that the language surrounding split-two family dwelling units in R-4 and R-5 districts are the same and should be combined into one. It was also agreed upon that split two-family dwelling units in these districts should remain as a conditional use.

Discussion began on developing the language for an ordinance for accessory dwelling units. A review was conducted of two example ordinances from communities within the state. Agreement was made to have Mr. Beilfuss draft an ordinance that will:

Requirements	
Where ADUs are Allowed	Lots occupied by SF home
Number of ADUs Allowed	One
Restrictions on ADU Occupants	No
Owners Occupancy Requirements	Yes
Parking Requirements	One

ADU Options	Four (Converting existing area within principal building; Adding floor area to an existing building; Converting space above an existing attached garage; Constructing a new principal dwelling with one of the above options)
Regulations	Conditional Use Permit
Size Regulations	Yes
Character Requirements	Yes
Building Permit Approval	Yes

ADJOURNMENT

The motion to adjourn was made by Mr. Medema and seconded by Mr. Dobbratz passing unanimously. The meeting adjourned at 6:24 p.m.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, August 9, 2021**

The meeting was called to order by President Heeringa at 4:02 p.m.

Commissioners Daane, Heeringa, Homan, Kaczmariski, Thurmer, Bishop (4:03 p.m.) and Vanderkin (4:22 p.m.) were present.

Motion made by Thurmer, seconded by Daane and unanimously carried, to approve minutes from the June 14, 2021 meeting.

On motion by Thurmer, seconded by Homan and unanimously carried, bills for months of June and July 2021 were approved as presented.

On motion by Kaczmariski, seconded by Homan and unanimously carried, year-to-date financial reports through June 2021 were approved as presented. Electric operating income was \$218,500 or \$164,600 above budget from higher than budgeted revenues and lower overall expenses/customer work. Water operating income was \$409,700 or \$119,100 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$126,000) or (\$207,700) below budget on decrease in public authority consumption related to COVID-19 closures.

General Manager Brooks reported on outages, work being completed as part of the overhead line rebuild/voltage conversion project and training completed with ATC. Due to the retirement announcement of WU's Customer Service Representative, the position was advertised, applications were received/reviewed, interviews held and position has been filled. Planning for the upcoming Community Services Open House in October and 2022 budget is underway.

With recent storms and flooding events, Commissioners commended Electric and Water/Sewer Facilities and Distribution crews on how impressed they are on crews' fast response to make necessary repairs to ensure there is minimum interruption time of service experienced by our customers.

Treatment Facilities and Operations Superintendent Schramm reported on performance of water and wastewater treatment facilities and preventative maintenance of facilities and distribution and collection system. Installation of sanitary main line and manholes, water main line, valves and hydrants have been completed for Newton and Rock Ave street project. Construction crews will begin to tie in sewer and water laterals for Newton Ave. Miron Construction has completed demolition and earthwork allowing the aggregate pier foundation systems to begin for buildings 68, 65 and 83; along with footings for grade system for building 65. A slide presentation was presented showing pictures of the demolition, drilling and replaced pipe for the ABNR project. Construction of the project is progressing well.

Motion made by Kaczmariski, seconded by Bishop and unanimously carried, the modification to the employee educational assistance program reimbursement policy was approved. The revision was made to establish a repayment schedule in the event an employee furthers their education at utility expense and termination of employment were to occur within four years after course completion.

On motion by Bishop, seconded by Daane and unanimously carried, approval of Resolution Recognizing the Retirement of Jenny Brown, Customer Service Representative for her 22 years of dedicated service to Waupun Utilities.

Patrick Glynn, of Carlson Dettmann presented an update on the 2022 wage matrix market update. Current market conditions, economy and workforce challenges were discussed. On motion by Homan, seconded by Bishop and unanimously carried, the update to the 2022 wage matrix market update was approved as presented.

On motion by Kaczmariski, seconded by Bishop and unanimously carried, meeting was adjourned at 5:45 p.m.

The next commission meeting is scheduled on September 13, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead



MINUTES
CITY OF WAUPUN RECREATION & WELLNESS
BOARD MEETING
In-Person & Teleconference
Wednesday, August 11, 2021 at 4:30 p.m.

Committee Members Present:

Sandy Buchholz.....	Citizen
BJ DeMaa (ex-officio).....	Waupun Fire Chief
Steve Hill (ex-officio).....	Waupun School District
Karen Gibbs	Church Health Services
Will Langford	City Council
Scott Loudon (ex-officio).....	Waupun Police Department
Mike Matoushek	City Council
Julie Nickel (ex-officio).....	Mayor
Linda Nickel	Citizen
Diane Posthuma	Waupun Memorial Hospital
Terri Respalje	Waupun Food Pantry

Committee Members Absent:

Rohn Bishop	City Council
Darian Schmitz	REACH Waupun

Guests:

Jeanne Ludjack	Dimensional Learning Systems
Thea O'Connor.....	Church Health Services
Molly Schwebach	UW School of Nursing

Staff Present:

Rachel Kaminski	Waupun Senior Center
Kathy Schlieve	Administrator
Sarah Van Buren	Community & Economic Development Coordinator

CALL TO ORDER:

Chair Matoushek called the meeting to order at 4:30 p.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Ms. L. Nickel and seconded by Mr. Langford, passing unanimously.

2. Approval of July 14, 2021 Recreation & Wellness Board Meeting Minutes

A motion to approve the July 14, 2021 minutes was made by Ms. Respalje and seconded by Ms. Buchholz, passing unanimously.

DISCUSSION

3. Community Wellness Planning Workshop #2

Ms. Ludjack, a facilitator from Dimensional Learning Systems, reviewed the strengths and needs identified at the July meeting. Members of the board also provided additional items for consideration.

For the next meeting, Ms. Ludjack would like the board members to review the strengths and needs to start seeing if there themes that the individual items can fit into or if there are items that are not appropriate for this group to work on.

ADVANCED PLANNING:**4. Potential Agenda Items****5. Date of Next Scheduled Meeting**

- The next meeting will be September 8, 2021 at 4:30 p.m.

ADJOURNMENT

A motion to adjourn was made by Mr. Hill and seconded by Mr. Matoushek, passing unanimously. The meeting adjourned at 5:37 p.m.



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 17, 2021 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

Council in attendance on roll call is:

Virtually: Mayor Nickel

In-Person: Alderman Kaczmariski, Alderman Langford, Alderman Bishop, Alderman Vanderkin, Alderman Westphal, and Alderman Matoushek.

No members are absent.

Management Staff present is:

Virtually: Clerk Hull, Attorney VandeZande, General Utility Manager Brooks, Fire Chief Demaa, Police Chief Loudon, Library Director Jaeger, Recreation Director Kaminski, and Finance Director Kast.

In-Person: Administrator Schlieve and Director of Public Works Daane

Staff absent and excused is Utility Finance Director Stanek.

City Staff present virtually is Community and Economic Development Coordinator VanBuren.

Audience in attendance is Philip Cosson of Ehlers and Jason Whitford.

No media is present.

PERSONS WISHING TO ADDRESS COUNCIL

No persons address the Common Council.

CONSENT AGENDA

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

RESOLUTIONS AND ORDINANCES:

18. Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,035,000 General Obligation Promissory Notes, Series 2021A

Phil Cosson of Ehlers is present. City is looking to refinance 2013 Pool bonds and the Rock/Newton street construction project, in an amount not to exceed \$3,035,000, to receive a lower interest rate and provide a savings of \$104K.

Motion Matoushek, second Kaczmariski to adopt Resolution #08-17-21-01 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,035,000 General Obligation Promissory Notes, Series 2021A. Motion carried 6-0 on roll call.

19. Ordinance to amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls- Brandon St./Rock River Ave Handicap parking area

ADA Improvements recommendation from the 2015 facilities assessment. This ordinance allows that addition of a handicapped parking stall on Brandon Street/Rock River Avenue near Heritage Park.

Motion Kaczmariski, second Matoushek to waive the first reading and adopt Ordinance #21-04 to amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls to add Handicap parking stalls at Heritage Park. Motion carried 6-0 on roll call.

20. Ordinance to Amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls- Buwalda Drive Handicap parking area

ADA Improvements recommended in the cities 2015 ADA facilities assessment. This ordinance allows that addition of a handicapped parking stall on Buwalda Drive near Buwalda Park.

Motion Matoushek, second Bishop to waive the first reading and adopt Ordinance #21-05 to amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls to add Handicap parking stalls at Buwalda Park. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

21. Stormwater Compliance Appeal to WI-DNR

In September 2011, United States Environmental Protection Agency (USEPA) approved a Total Maximum Daily Load (TMDL) for the Rock River Watershed that identified reductions of Total Suspended Solids (TSS) and Total phosphorus (TP) necessary to restore water quality to achieve designated uses for selected reaches of the Rock River and its tributaries. Despite ongoing investment in stormwater infrastructure, the 2017 report found the City's stormwater management system to fall short of TSS and TP reduction requirements identified in the TMDL for all three Reaches of the Rock River Watershed. For TMDL reaches where MS4s are not in compliance with the TMDL, the current permit requires additional reductions be achieved by the end of the permit term (April 30, 2024). To move toward compliance, the City's December 2017 stormwater study identified 21 potential locations where new water quality best management practices (BMPs) may be constructed or where significant modifications to existing BMPs could be made to substantially improve water quality treatment performance. However, even if all 21 sites were built out, the city would still not achieve full compliance and additional BMPs will be required to meet USEPA standards. The City did apply for an Urban Nonpoint Source Grant to partially fund a project for 2024 to expand on the 2017 plan to identify the additional BMPs, however, that grant was not awarded. Because of the extreme economic hardship that would be imposed on the City of Waupun to implement a stormwater quality compliance program in accordance with the requirements of General Permit WI-S050075-3, the City is requesting that WDNR allow a relaxed implementation schedule for achieving water quality targets. We are required to submit to the Wisconsin Department of Natural Resources (WDNR) a plan to achieve the target level of reduction by October 31, 2021.

Motion Westphal, second Matoushek to submit an appeal to WI-DNR for consideration and feedback on a modified TMDL plan for the purpose of obtaining feedback for inclusion in updated TMDL plan from City due October 31, 2021. It is understood that the final plan (due October 31, 2021) will be reviewed and approved by Council prior to submittal. Motion carried 5-1 on roll call with Bishop voting Nay.

22. Authorize a Stormwater Utility Rate Study

The storm water utility generates roughly \$600K annually and our annual expenditures over the last three-years have been around \$1M. Given the requirements being imposed by USEPA, Daane recommends a rate analysis be conducted this fall for review by the council.

Motion Matoushek, second Vanderkin to conduct a rate study of the Storm Water Utility. Motion carried 6-0 on roll call.

23. Transfer of K-9 Ownership to City of Beaver Dam

K9 Officer Schneider has submitted his resignation as he has accepted employment with the City of Beaver Dam K9 Unit. Officer Schneider has been the handler of K9 Boomer, which is age 6, for 4.5 years. According to the National Police Dog Foundation, depending on a police dog's age, the dog may retrain with a new handler, but frequently the dog transitions with its current handler if age and circumstances permit. The average service life for a K9 is around ten years. The department recruiting Officer Schneider is interested in acquiring Boomer. Proceeds from the sale of Boomer would be combined with ongoing community fundraising efforts to secure a new K9 at some point in the future.

Motion Westphal, second Matoushek to approve the sale of K9 Boomer and incidentals to the City of Beaver Dam for the purchase price of \$5,000. It is understood that the proceeds from this sale will be segregated in a separate K9 fund to support acquisition of a K9 when staffing levels permit. Motion carried 6-0 on roll call.

24. Consideration of Table Sponsorship-REACH Benefit Event

REACH is holding a benefit, Hawaiian Luau, on October 2, 2021 at the Rock. The benefit invites a table sponsorship of \$1000 for eight people.

Motion Westphal, second Matoushek to pledge the \$1000 for a table for the REACH benefit and allow REACH membership to appoint the eight individuals to attend. Motion carried 6-0 on roll call.

25. COVID-19 Policies and Updated CDC Guidance

Schlieve provides an update on the continuance of COVID-19 with the Delta variant increasing locally. The City's currently policy calls for adherence to current CDC guidelines which call for masking indoors for both vaccinated and unvaccinated people. As an employer we are required to take steps to ensure a safe workplace for all.

No motion is heard. The current policy stands.

CLOSED SESSION

At 7:08pm, Motion Vanderkin, second Langford to adjourn in closed session under Section 19.85 (1) (c)(e)(g) of the WI Statutes for reasons of Sworn Officer Retainment, Employment, and Compensation, Land Negotiations of 520 McKinley Street (TID 6), and Ambulance Services. Motion carried 6-0.

OPEN SESSION

At 8:05pm, Motion Bishop, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action in open session is taken.

ADJOURNMENT

At 8:06pm, Motion Vanderkin, second Bishop to call the meeting adjourned. Motion carried 6-0.

Minutes of the Waupun Public Library Board Meeting
Wednesday, August 18, 2021

The Waupun Public Library Board was called to order by Jan Sullivan, Vice President, per Zoom in the absence of Beverly Martens, President, at 4:36 pm on Wednesday, August 18, 2021. Dr. Martens attended shortly after the meeting convened. Also present were, Schultz, Gehl, Garcia, Langford, Jaeger, and Rohrer. Hintze was present per Zoom.

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

Motion by Hintze, supported by Rohrer, to amend the previous motion: to accept the minutes of the July 21, 2021 meeting after correcting the phrase, "Next tentative meeting: **Wednesday, August 8**" to read, "Next tentative meeting: **Wednesday, August 18**." Motion carried unanimously.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 67,034 items through the end of July.
- b. Curbside service: handled 1,560 transactions through the end of July.

ARTICLE IV: The 2021 Budget was discussed with no concerns noted.

ARTICLE V:

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

ARTICLE VI: Budget Committee Report given under New Business.

ARTICLE VII: Librarians' Report.

- a. Drive-thru Window Project Update: The contractor portion is near completion. Next will be installation of circulation computer and phone by the window, then exterior signage is being considered.
- b. Staffing: With recent changes in staff positions, four employees are in probationary training period and are doing well.
- c. Take & Make Kits have been very popular. The last 4 kits were picked up by 169 residents! Great work Tami, Heather and Pam!
- d. Book Bingo from June 7-August 7 was played by 20 people. Lisa Bille does a great job organizing these events.

e. Because of the popularity of the Take & Make home projects there is a need for more storage for all the materials. We are looking at adding lockable storage cabinets in the Carnegie and Shaler rooms.

f. Summer Reading Program: For 2021, there were 252 kids registered, and the five performer programs were attended by 1,481. Another successful year, Tami.

g. Both Tyra Walters and Mira LaCrosse were recognized by the Board for their hard work and commitment to making the library a welcoming place for our patrons during their years of service. We thank them and wish them well in their future endeavors.

ARTICLE VIII: Old Business:

a. Due to the unpredictability of Covid, the meeting rooms will remain closed to the public.

b. The library will continue to follow the City of Waupun and CDC guidelines concerning face-coverings for staff inside the library.

ARTICLE IX: New Business:

a. Motion by Martens, supported by Sullivan, to approve and forward to the City, the 2022 Library Budget request as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

ARTICLE X: Motion by Gehl, supported by Langford, to adjourn at 5:15 p.m. Motion carried.

***Next tentative meeting: Wednesday, September 15, 2021 at 4:30 p.m. The Board will meet face to face at the Library, but efforts will be made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, August 25, 2021 at 4:30pm

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

CALL TO ORDER

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

ROLL CALL

Present: John Bett, Teresa Heidemann, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison); WPD Chief Scott Loudon, WPD Deputy Chief Jeremy Rasch

Member(s) absent (excused): Zak Dickhut, WFD Chief BJ DeMaa

MINUTES FROM PREVIOUS MEETINGS

Minutes from the June 30, 2021 meeting were presented for approval. Motion to approve by J. Bett (T. Heidemann second; all in favor). Minutes approved as presented.

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

WPD Update from Chief Loudon:

- Staffing is moving in the right direction, morale seems to be improving (expecting to be fully-staffed by May, 2022). Newer Officers Dumke and Kearns are doing well. Chief Loudon has been meeting with the City Council and will provide an update at the September Commissioner's meeting.
- K9 program to be discussed at next PFC meeting. Officers Schneider/Boomer went to Beaver Dam; Officer Boomer was purchased by BDPD for \$5,000. Cost for dog with training was approximately \$14,000 last time; and there are funds that were raised in the community specifically for the K9 program; additional fundraising may be needed.
- Waupun Truck-N-Show had a very large turnout; moving forward will be collaborating with the WFD to help with traffic and other duties as needed.
- Moving forward with purchasing a new server this year or next, which will help to support the purchase of body and in-squad cameras which will be expected to be purchased later this year.

CLOSED SESSION

The Waupun Police and Fire Commission adjourned to closed session under Section 19.85 (1)(c) of the WI Statutes to conduct interview(s) with qualified applicant(s) for employment for Patrol Officer(s).

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

Motion to go into Closed Session at 4:45pm was made by T. Rhodes (second by J. Bett; all in favor).

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:25pm after motion from J. Bett (second by T. Rhodes; all in favor).

ACTION FROM CLOSED SESSION

Motion to recommend hire of applicant A. Gile, Patrol Officer candidate, was made by T. Rhodes (second by T. Heidemann; all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is scheduled for September 22nd at 4:30pm (the Commission meets quarterly, at minimum).

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

ADJOURNMENT

Motion to adjourn meeting at 5:29pm made by J. Bett (second by T. Rhodes; all in favor).

Respectfully submitted,
Tara Rhodes, Secretary

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



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 31, 2021 at 5:30 PM

CALL TO ORDER

Mayor Nickel called the meeting to order at 5:30pm.

ROLL CALL

Council in attendance on roll call is:

Virtually: None

In-Person: Mayor Nickel, Alderman Kaczmarski, Alderman Langford, Alderman Bishop, Alderman Vanderkin, Alderman Westphal, and Alderman Matoushek. No members are absent.

Management Staff present is:

Virtually: Clerk/Treasurer Hull, Attorney VandeZande, Administrator Schlieve, Finance Director Kast, Recreation Director Kaminski

In-Person: Fire Chief Demaa, Director of Public Works Daane

Staff absent and excused is Utility Finance Director Stanek, General Utility Manager Brooks, Police Chief Loudon, Library Director Jaeger

No other City Staff is present.

No audience is in attendance.

Media present is Ken Thomas of the Daily Citizen.

CLOSED SESSION

At 5:31pm, Motion Vanderkin, second Bishop to adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for purposes of Ambulance Services. Motion carried 6-0.

OPEN SESSION

At 5:55pm, Motion Westphal, second Vanderkin to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action in open session is taken.

CONSENT AGENDA

Vanderkin questions the room tax payment. This item will be placed on a future agenda.

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

ORDINANCES-RESOLUTIONS

3. Ordinance to amend Chapter 16 entitled Zoning Code- Adult Day Care Facility/Group Child Care Center

At the 8/25/21 Public Hearing Plan Commission meeting, a recommendation to adopt the ordinance, was heard, to add Adult Day Care Facilities and Group Child Care Centers to be allowed as Conditional Uses in the R-1 (Single Family), R-2 (Two-Family), R-3 (Multi-Family), and R-4 (Central Area Single Family) zoning districts.

Motion Bishop, second Matoushek to waive the first reading and adopt Ordinance #21-06 to amend Chapter 16.02 and 16.03 entitled Zoning Code-Adult Day Care Facility/Group Child Care Center. Motion carried 6-0 on roll call.

4. Ordinance to amendment Ch.16.01(10) entitled Zoning Code-Zoning Map

At the 8/25/21 Public Hearing Plan Commission meeting, a recommendation to adopt the ordinance, was heard, to rezone the property at 409 E. Jefferson St. from the R-5 Mixed Residential Zoning District to the B-2 Central Business Zoning District.

Motion Bishop, second Matoushek to waive the first reading and adopt Ordinance #21-07 to amend Ch.16.01(10) entitled Zoning Code-Zoning Map to rezone the property at 409 E. Jefferson St. from the R-5 Mixed Residential Zoning District to the B-2 Central Business Zoning District. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

5. Discussion- Stormwater Quality Plan Update and MS4 Compliance

An overview of the stormwater quality plan, based on a 2017 stormwater quality study, and the appeal process the City is undertaking with WIDNR was heard. In 2017, the City developed a stormwater quality plan that identified an inability to meet defined TMDL standards without additional BMPs. In that study, 21 sites across the community were identified to constructed new BMPs. Only 15 of the locations are recommended for construction. Additional BMPs will need to be identified. Total estimated construction of all recommended BMPs was approximately \$8.4M in 2017. Implementation experience suggests that costs will exceed this estimate.

City staff submitted an appeal to WIDNR to extend the length of time to achieve the current permit standards. The official determination on that request is pending WIDNR review, with final plan due October 31, 2021. Staff also submitted a planning grant request to study alternative BMPs and identify functional sites in the community for additional ponds. That grant request was not approved.

At present, the city is conducting a rate analysis to evaluate revenues for the utility. Additional capital will be required to support stormwater construction requirements to move the City toward permit compliance on a timeline yet to be determined.

6. Discussion- Budget Workshop: Updated Fiscal Health Analysis (2016-2020)

The Fiscal Trends Monitoring System (FTMS) is a tool developed by the International City/County Management Association (ICMA) as a method for monitoring the financial condition of local governments. This system identifies factors that affect financial condition to aid decision-making. FTMS analysis adjusts for inflation to convert current dollars into constant dollars based on CPI, recognizing that money available today is worth more than the same amount of money at a future date.

7. Discussion- Referendum Process and Support Services

Discussion is heard to a proposed referendum and an agency to assist in support the planning and communication Process. In 2022 there are two elections, April 5th and November 8th, if Council so wishes to advance to a referendum. The City has many needs in the public safety departments, capital and operational expenditures.

8. Discussion- Ordinance Ch. 9.03 Public Nuisances- Tree or Plant Diseases

Staff have been receiving a number of complaints from citizens about trees damaged or diseased on private property. The ordinance related to this was reviewed. Kaczmarek would like the ordinance to reflect current practices and requests language updates to the ordinance.

9. Action: Consideration of RFP for Demolition of 520 McKinley Street

City Administrator is recommending the demolition of 520 McKinley Street due to failing structure and expenses. The expense of demolition would be a TID 6 expense.

Motion Bishop, second Matoushek to issue an RFP to solicit bids for demolition of 520 McKinley Street and grant staff authority to staff finalize the general terms and start and completion dates within the draft RFP prior to publication. It is understood that the cost of demolition will be covered by TID 6 expenditures as part of the 2022 budget that will be approved in November of 2021. Motion carried 6-0 on roll call.

10. Action: Letter of Support and Commitment to the Division of Public Health for the Emergency Medical Responder Program

Part of the process of obtaining approval for the EMR operations plan with DHS is a letter of support from the Council indicating that there is ongoing support for the program.

Motion Matoushek, second Bishop to approve the letter of support and commitment to the Division of Public Health for the Emergency Medical Responder Program. Motion carried 6-0 on roll call.

ADJOURNMENT

At 7:29pm, Motion Vanderkin, second Langford to call the meeting adjourned. Motion carried 6-0.

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

September 2021

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

Re: Report to Common Council

A. Statistics

Through the end of August we have circulated/downloaded/loaned 77,301 items, with curbside service handling 1,580 transactions.

B. Drive-thru Window Project update

This project is nearing completion. A service button extension is in the works, and we are waiting for the exterior signage. Inside, we have added a phone line, and installed a circulation computer and materials desensitizer at the window.

C. Possible disc cleaning service

The Library Board will be looking at offering personal disc cleaning at the library due to the closing of Family Video, where they had offered that service. A decision will be made at the September 15 Library Board meeting.

D. Memorial donation

The library received a \$200 donation in memory of Jim Henderson.

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

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

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	170 Mayy & Sarah Hofman	804 W Jefferson St	Replace Furnace & AC	\$50.00	\$11,973.00
21-	174 Arlene Wetzel	419 W Jefferson St	Replace AC	\$50.00	\$3,365.11
21-	175 Mike & Laura Bronner	407 McKinley St	Replace Furnace & AC	\$50.00	\$9,898.52
21-	176 Denis Christopherson, Jr	812 W Jefferson St	3 Season Roof at Existing Deck	\$180.00	\$9,000.00
21-	178 Bruce Falksen	327 S Division St	Rerof & Remove Chimney	\$60.00	\$10,000.00
21-	179 Joseph Nicholas	432 Doty St	Remodel Kitchen	\$140.00	\$20,000.00
21-	180 Eric Vande Zande	603 Carrington Street	Foundation Repair	\$50.00	\$6,500.00
21-	181 Patti Searles	306 S Watertown St	Repalce Furnace	\$50.00	
21-	187 Los Ramos	405 Et Main St	4x8 Exterior wall mount Sign	\$66.00	\$650.00
21-	188 Cody Allard	102 Elm Ave	28x30 Detached Garage	\$197.60	\$15,000.00
21-	189 Raven Whisper	329 S Watertown St	Plumbing for Dog Bath Sink	\$50.00	
21-	190 David Hafenstein	320 S Division St	Reroof	\$184.21	\$30,702.00
21-	191 Greg Veranich	103 Olmstead St	Reroof	\$60.00	\$10,000.00
TOTAL				\$1,187.81	\$127,088.63

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	171 Linda Smith	246 Rounsville St	22x20 Bedroom & Bath Addition	\$505.80	\$70,000.00
21-	172 Dustin & Jennifer Schultz	411 W Spring St	Remove existing shed & replace with 12x20 garad	\$100.00	\$8,000.00
21-	173 Marianne Koerner	202 Brandon St	16x22 Deck & Front Porch Landing	\$200.00	
21-	177 Waupun Utilities	501 Fond du Lac St	WWTF Upgrades	\$21,563.53	\$30,000,000.00
21-	182 Marten's Ace Hardware	1100 W Main St	Replace AC	\$50.00	
21-	183 Jerry & Cheryl Pluim	601 Home Ave	Remodel Kitchen	\$60.00	\$10,000.00
21-	184 Brenda Mueller	1012 Tanager St	20x20/20x20 Deck	\$200.00	\$5,000.00
21-	185 Shelby Klawes	630 W Main St	Replace AC	\$50.00	
21-	186 Adam Tank	628 Park St	Replace AC	\$50.00	
21-	192 Elizabeth Feldmann	477 Neevel Ave	Tub to Shower	\$50.00	\$12,772.00
TOTAL				\$22,829.33	\$30,105,772.00

GRAND TOTAL	\$24,017.14	\$30,232,860.63
--------------------	--------------------	------------------------

Permits issued in Dodge County	13
Permits issued in Fond du Lac Cty	10
Total Permits for the month	23

Building Permit Fees	\$24,017.14
Assessment Letters	\$150.00
Rezoning	\$150.00
Site Plan Review	\$100.00
Plan Review	\$250.00
Copies of house plans	\$1.00
Grand Total	\$24,417.14

BUILDING PERMIT COMPARISON

August 2020: Dodge County - 22 permits; Fond du Lac County - 15 Permits
 Estimated Cost of Construction \$624,898.00

EIGHT MONTH COMPARISON

January - August 2017	estimated cost of construction	\$7,298,685.98
January - August 2018	estimated cost of construction	\$21,393,929.83
January - August 2019	estimated cost of construction	\$10,322,666.70
January - August 2020	estimated cost of construction	\$7,691,430.25
January - August 2021	estimated cost of construction	\$33,926,331.56

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 8/1/2021 To 8/31/2021

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

Total Number of Calls for this reporting period: 1,019

72 HOUR DETENTION	6	LAW ASSIST FIRE	4
911 CHECK	13	LOITERING	1
911 MISDIAL	8	MISSING JUVENILE	1
ABANDONED VEHICLE	3	NEIGHBOR DISPUTE	1
ACCIDENT	3	NOISE COMPLAINT	5
ACCIDENT W/BLOCKAGE	4	NOTIFY MED EXAMINER	2
ALARM TEST	1	OCCUPIED DISABLED	1
ANIMAL BITE COMP	3	OFFICER STAND BY	5
ANIMAL COMPLAINT	11	PAPER SERVICE	4
ASSIST CITIZEN	31	PARKING ENFORCEMENT	26
ASSIST MOTORIST	5	PRISONER TRANSPORT	2
ASSIST OTHER AGENCY	21	RAILROAD COMP/INFO	2
ATTEMPT TO LOCATE	5	RECKLESS DRIVER	5
ATV COMPLAINT	1	REPOSSESSED PROPERTY	1
BATTERY	1	RUNAWAY	1
BIKE STOP	1	SEARCH WARRANT	1
BUILDING CHECK	41	SEXUAL ASSAULT	3
BURGLARY	1	SPECIAL ASSIGNMENT	11
CHARLIE	1	SPEED GRANT	2
CHECK WELFARE	25	STRUCTURE FIRE	1
CIVIL PROBLEM	4	SUBJECT STOP	14
CLICK IT GRANT	1	SUSP ACTIVITY	15
COMMUNITY POLICING	7	SUSP PERSON	1
COUNTY AMBULANCE	52	SUSPICIOUS VEHICLE	9
COURT ORDER VIOLAT	6	TAVERN CHECKS	1
CR DAMAGE TO PROP	1	THEFT	5
DEPARTMENT K9 DOG	1	THREAT COMPLAINT	1
DEPUTY RESERVE	2	TRAFFIC COMPLAINT	2
DIRECTED AREA PATROL	202	TRAFFIC ENFORC DAP	9
DISORDERLY CONDUCT	10	TRAFFIC PROBLEM	3
DOMESTIC DISPUTE	6	TRAFFIC STOP	155
ESCORT FUNERAL	7	TRESPASSING	2
EXTRA PATROL	98	VANDALISM	2
FIGHT	1	VEHICLE LOCKOUT	4
FIRE ALARM	5	WARRANT	2
FIRE WORKS COMPLAINT	3	WARRANT OTHER AGENCY	3
FOLLOW UP	56	WAUPUN ORDINANCE	1
FOOT PATROL	5	WEATHER RELATED INFO	3
FOUND ANIMAL	3		
FOUND PROPERTY	9		
FRAUD/FORGERY	3		
GAS DRIVE OFF	4		
HARASSMENT	6		
HIT AND RUN	1		
INFO TO DOCUMENT	2		
INFORMATION	2		
INTOXICATED DRIVER	2		
INTOXICATED SUBJECT	4		
INTRUSION ALARM	11		
JA/UNDERAGE/ALCOHOL	2		
JUVENILE PROBLEM	7		

Waupun Police Department Update –August Report

Meetings – Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Wellness Meeting, Recruitment and retention meeting, First Net Meeting, Local Emergency Planning meeting, Code Enforcement meeting, and Police and Fire Commission meeting.

Training – Spillman/Motorola RMS Meetings/Coding training, and DRE update.

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

Events – Truck Parade, Tabletop reunification drill at Beaver Dam High School on 08/04/21
In-person, physical reunification drills conducted at Beaver Dam and Waupun High. Cops for Kids community event (FDL)

Hiring process –Officer Papia Hired in the academy. Conditional offer to Aaron Giles. Still hiring one position.

Complaints

2021-1202 Child Sexual assault complaint from FDL CPS; victim provided statement of consensual sex, but is not of age to give consent. ATL suspect for interview-

2021-1249 Runaway from IL; assisted Cary Police Dept. in locating female runaway who was found at 904 S. Madison St. in Waupun- female returned to Cary, IL without incident

2020-1551 Follow-up to drugs/narcotics case; conducted follow-up for FDL DA's office at their request for charges of Contr. To Delinquency of Minor child

2021-1339 Assist agency (FDL Co. Sheriff) with ICAC search warrant at 31 W. Franklin St.; suspects interviewed- charges pending

2021-1013/1014 M/V thefts from the city; conducted follow-up and interview of suspect in Milw. Co. Detention Facility; no admission to thefts, but both vehicles eventually recovered. Charges possible from Milw. PD

2021-1172 Theft from Ace Hardware; obtained suspect identification and possible residence of suspect; Ace Hardware elected not to file formal complaint or request charges

2021-1416 Death investigation; all appeared natural death and assisted in making notifications for family member

2021-1418 Child Sexual Assault complaint from FDL CPS; victim currently in Rogers Behavioral Health and unavailable for interview; will be following up with parent

Missing Juvenile – Tuesday August 10th at 9:02am, police responded to a residence in the 900 block of S Madison St in the attempts to locate a 16 year old Juvenile from Cary, Illinois. Police located the juvenile at a separate residence in the 900 block of S Madison St. The juvenile was transported back to Illinois by the Cary, IL Police Department.

Disturbance – Wednesday August 11th at 11:58am, police responded to a residence in the 300 block of Beaver Dam St for a report of a subject attempting to harm himself. Upon investigating police learned of a disturbance between a 26 year old Waupun man and his 23 year old wife. The man was taken into custody for Battery, Strangulation and Suffocation, Threats to Injure, and 2 counts of Possession of a Narcotic Drug w/out a Prescription. The man was transported to the Dodge County Jail.

Traffic Stop – Tuesday August 24th at 5:23pm, police conducted a traffic stop on Howard St at Taylor St. Police took a 30 year old Beaver Dam woman into custody on a Failure to Appear Cocaine Possession warrant and a Failure to Appear Bail Jumping warrant through Fond du Lac County. 2 charges of Felony Bail Jumping and a charge of Possession of Cocaine Paraphernalia are being referred to the Fond du Lac County DA's Office against the woman. The woman was also cited for Operating After Revocation and Open intoxicants. The woman was transported to the Fond du Lac County Jail

AUGUST 2021 SENIOR CENTER ACTIVITY ATTENDANCE: 1,339 participants (61 participants/day)

- SIA Insurance Bingo: 39 participants
- Book Club: 14 participants
- Drug Repository: 6 participants
- Tec Support: 5 participants
- Waupun Community Coalition on Aging Bingo: 56 participants
- My Helper's Care Bingo: 18 participants
- Foot Care Clinic: 34 participants
- Eyeglass Adjustments: 5 participants
- Craft Club: 16 participants
- Euchre: 103 participants
- Sheepshead: 240 participants
- Golf Cards: 34 participants
- Knit-Wits: 21 participants
- Yoga: 270 participants
- Aerobics & Tone: 97
- Board Games: 91
- Movie Afternoon: 22 participants
- Senior Swim: 150 participants
- Garden Club: 8 participants
- Curbside Lunch: 163 participants
- Mobile Meals: 282 participants
- Park Picnic: 44 participants
- Pickleball: 178 participants

AUGUST 2021 AQUATIC CENTER REPORT

Date	High Temp	Total Attendance	Admissions (Cash/Check)	Admissions (Square)	Concessions (Cash/Check)	Concessions (Square)	Time of Open	Time of Close	Special Events
1	72	56	\$139	\$39	\$58	\$0	12:00 PM	7:00 PM	
2	77	80	\$104	\$35	\$47	\$0	1:00 PM	6:00 PM	
3	82	154	\$248	\$17	\$107	\$0	1:00 PM	6:00 PM	
4	82	283	\$504	\$137	\$103	\$23	1:00 PM	6:00 PM	
5	82	184	\$263	\$25	\$138	\$4	1:00 PM	6:00 PM	
6	77	111	\$197	\$35	\$78	\$0	1:00 PM	4:30 PM	Senior Swim
7	75	42	\$108	\$93	\$12	\$3.50	12:00 PM	4:20 PM	Pavilion Rental
8	86	140	\$293	\$40	\$55	\$0.00	12:00 PM	7:00 PM	
9	73	4	\$0	\$0	\$0	\$0.00	3:00 PM	6:00 PM	Thunderstorms
10	104	208	\$322	\$107	\$212	\$6.50	1:00 PM	6:00 PM	Heat Advisory
11	84	113	\$185	\$15	\$59	\$10.75	1:00 PM	6:00 PM	Thunderstorms
12	84	246	\$609	\$150	\$141	13.5	1:00 PM	6:00 PM	
13	77	234	\$511	\$200	\$166	\$8	1:00 PM	6:00 PM	Senior Swim, Make-Up Lessons, & Park Program
14	78	190	\$363	\$120	\$119	\$22	12:00 PM	7:00 PM	
15	81	280	\$464	\$180	\$150	\$0	12:00 PM	7:00 PM	
16	81	176	\$252	\$70	\$61	\$0	1:00 PM	6:00 PM	
17	81	181	\$252	\$157	\$53	\$16	1:00 PM	6:00 PM	Reach Waupun
18	84.0	238	\$450	\$45	\$72.50	\$0	1:00 PM	6:00 PM	
19	88.0	298	\$485	\$50	\$117	\$6	1:00 PM	6:00 PM	
20	86.0	421	\$935	\$135	\$127.25	\$9.75	1:00 PM	6:00 PM	XC & Senior Swim
21	82.0	179	\$392	\$79	\$37	\$0	12:00 PM	7:00 PM	
22	77.0	305	\$392	\$107	\$60	\$7.50	12:00 PM	7:00 PM	Closing Day
Total Attendance		4123							

SENIOR CENTER

SEPTEMBER ACTIVITY CALENDAR

7

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	2 8am Fitness Center 8:30am Foot Care 9am Dominoes 10am Lunch 10:30am Yoga II 1pm Sheepshead	3 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II
6 CLOSED	7 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 6pm Pickleball	8 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	9 8am Fitness Center 9am Dominoes 9am Ping Pong 9am Bean Bag Toss 10am Lunch 10:30am Yoga II 1pm Sheepshead	10 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II 1pm SIA Bingo
13 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	14 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 1pm Watch Party 3:00pm Movie 6pm Pickleball	15 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 12:30pm Eyeglasses 1pm Sheepshead 6:15pm Knit-Wits	16 8am Fitness Center 8:30am Foot Care 9:00am Manicures 9am Dominoes 10am Lunch 10:30am Park Yoga 1pm Sheepshead	17 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II
20 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	21 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 11:30am Craft Club 3pm Movie Afternoon 6pm Pickleball	22 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	23 8am Fitness Center 9am Dominoes 9am Ping Pong 9am Bean Bag Toss 10am Lunch 10:30am Yoga II 1pm Sheepshead	24 8am Fitness Center 9am Book Club 9am Se7ens 10:30am Aerobics II 1pm WCCA Bingo
27 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	28 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone Noon Walk 6pm Pickleball	29 8am Fitness Center 9am Dice 9am Walk 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	30 8am Fitness Center 9am Dominoes 9am Ping Pong 10am Lunch 10:30am Yoga II 4pm Walk 1pm Sheepshead	
SCHEDULE IS SUBJECT TO CHANGES				
Please 324-7930 to verify and register for activities and lunch curbside lunch.				

September 8, 2021

1. **Current Projects:**

- Working with IWorq on the conversion from Cartegraph. We are live with Iworq. The DPW employees are entering their work into the system. We are having weekly meetings with IWorq to make sure everything is running smoothly and training with employees on how to use the system.
- Working on 2022 Budget, Capital Improvement Budget, and 5 Year Street Plan
- Board of Public Works agenda.
- LAPWA Meeting
- Rock River Stormwater Group meeting
- Working on Community Open House
- Reviewed BMP stormwater plan with the DNR
- Rock River Stormwater Group meeting
- Working with CWC on improvements to McCune Ball fields
- Working on Wayfinding signs
- Hwy 68 Weekly construction progress meeting
- Working on park playground for Wilcox Park
- Transportation Utility
- Working with Cedar Corp on building/park improvements.
- Working with Gremmer on S. Madison St. phase 2 plans
- Construction on Rock Ave. and Newton Ave. continues. The underground utilities should be complete this week. Street excavation should start this week. Creek work is underway and should be completed in the next couple weeks
- Working with CVMIC on the development of a safety committee.
- Working with MSA on the UNPS planning grant information for storm water.
- Working on signage for buildings (Authorized personal only)
- Harmsen and Oak Lane pond has started
- RFP is out for 520 McKinley St.
- Inspect driveway approach
- 3 windows for Museum are getting repaired
- Looking into slope mowing policy with CVMIC
- Canoe/kayak launch has been delivered
- Safety Intern is done for the year. He completed lockout/tagout for buildings. He also worked on a chemical audit at some of our buildings

2. **DPW Crew Projects**

- Aquatic Center – Daily Duties and closing down for the season
 - Buildings & Grounds daily duties
 - Brush pick-up
 - Burn Brush
 - Clean top of inlets from rain events
-

-
- Deliver garbage/recycle bins
 - Event takedown for Truckers
 - Fill Potholes
 - Haul brush bins
 - Diggers Hotline Locates
 - Inlet repairs
 - Mowed parks and buildings
 - Batting cages at Baseball Complex
 - Grade/fill Diamond 2 at Medema Field
 - Spray weeds
 - Street Sweeping
 - Training on IWorq
 - Trim Trees
 - Vehicle Maintenance

Administrative Assistant

- Working on the conversion from Cartegraph to IWorq. Weekly meetings to go over conversion, how to use program, group training, etc.
- Budget PowerPoint presentations
- DOT Street Maintenance/Construction Certifications
- Entering Street ratings into WISLR
- Scan in property records
- 2021 Fall Yard Waste Pick-up ad
- Capital Improvement rating survey for Board of Public Works members.
- Updated website on current projects
- Ordinances for parking, rezoning, and zoning ordinance amendments
- Conditional Use Hearing letters
- Assessment Letters
- Weed Notices
- Garbage Complaints – 43 issues were sent to Waste Management in the month of August. Most issues are resolved within a week of receiving them.
- Street Opening Permits
- Setup zoom meeting for Plan Commission, Zoning Board and Board of Public Works
- Monthly building permit report
- Assign account #'s to bills.

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



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

Monthly Report

Date: September 9, 2021
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: August report

Fire Calls:

There were thirteen (13) fire & rescue calls in the month of August for a total of ninety-four (94) in 2021.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
3	1	3	2	4	0	13

* 77% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
3	1	3	1	2	2	1	13

* 69% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Building fire (111)	1	7.69
Excessive heat, scorch burns w/ no ignition (251)	1	7.69
Medical assist, assist EMS crew (311)	1	7.69
Power line down (444)	2	14.38
Arcing, shorted electrical equipment (445)	1	7.69
Water rescue (521)	2	14.38
Smoke or odor removal (531)	1	7.69
Smoke detector activation, no fire – unintentional (743)	2	14.38
Alarm system activation, no fire – unintentional (745)	1	7.69
Carbon monoxide detector activation, no CO (746)	1	7.69

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	9.9	34%
8P – 4A	13.3	46%

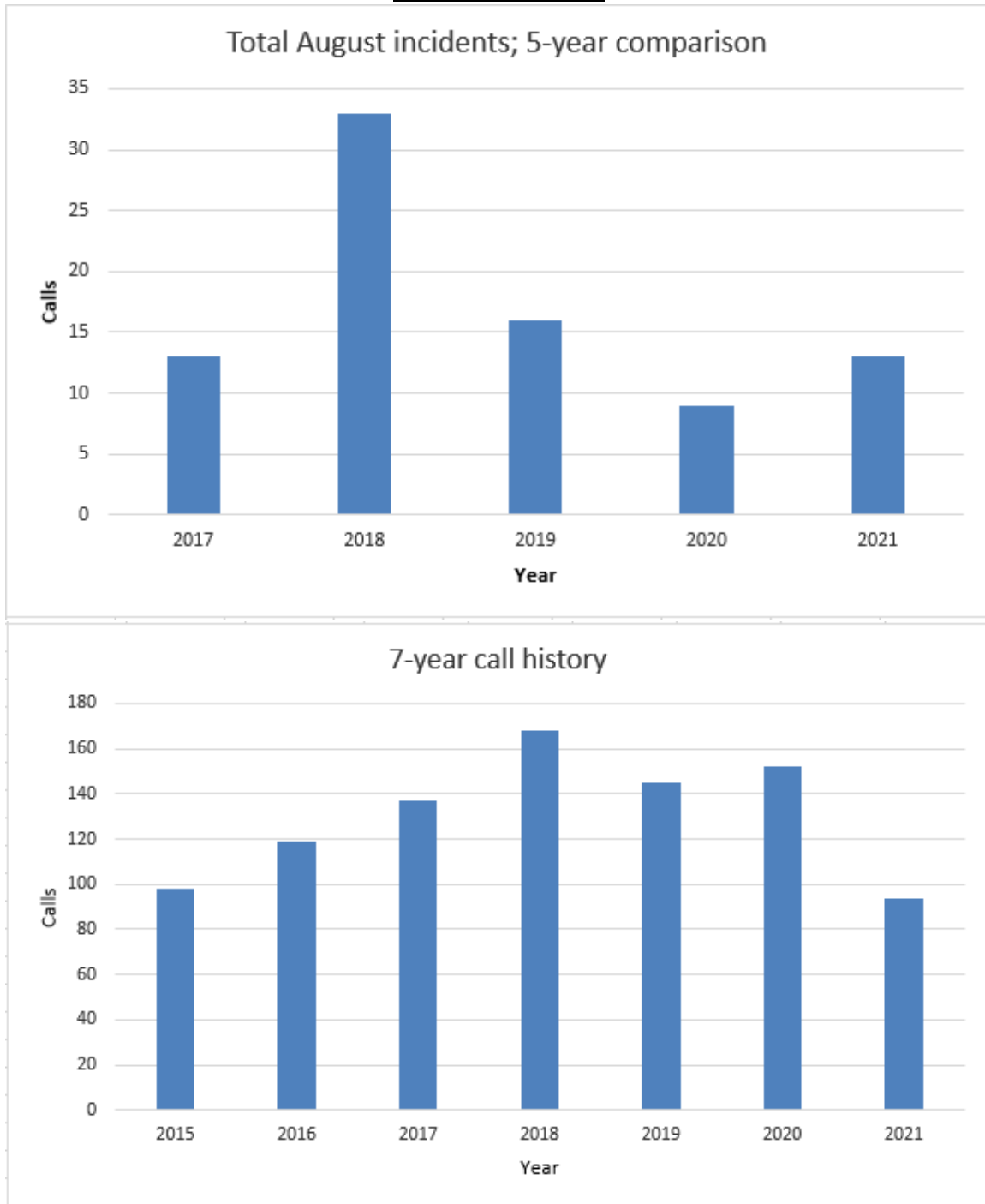
* Current roster is 29 members.

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

RED = below recommended industry best practices

GREEN = meets industry best practices

Call Summary:



Department Information:

Met with Doug Disch to discuss a continued partnership with the WASD. Opportunities for the High School Fire Intern program have grown with the addition of the Emergency Medical Responder (EMR) group. Marketing opportunities also exist related to recruitment videos and literature.

As a result of cost savings and enhanced service, we have decided to move our cell and mobile wifi service to FirstNet (AT&T). FirstNet's mission is to improve the high-speed nationwide broadband network which is dedicated to public safety. FirstNet has been conducting a significant build-out in this area which includes new towers and enhancements to existing towers. FirstNet provides dedicated bandwidth to first responders when systems are overloaded as a result of an emergency.

The pumper (Engine) which services the Townships has undergone 2 major repairs. The pressure relief valve on the pump was completely rusted through which resulted in it failing the 2021 pump test. Once the relief valve was replaced, it was discovered that the front suction valve had also failed along with some of the piping (rusted through). Total repairs for the vehicle will be in the \$8,000-\$9,000 range. As has been past practice, the City's reserve engine is being used to respond to township calls.

Plans for the Community Services Open House have been finalized for October 4, 2021, from 5 p.m. – 8 p.m. All city departments, along with Focus on Energy, Dodge and Fond du Lac County, and Lifestar will be participating.

The local non-profit group, Helping Local Heroes, held a fundraiser for the Fire Department. Firefighters put on a vehicle extrication demonstration showing the removal of a vehicle roof and vehicle stabilization.

We received word from SSM – Waupun Memorial Hospital that we will be receiving a \$4,000 Community Sponsor program grant to help cover the costs associated with the Emergency Medical Responder bags.

We submitted a Community Giving grant through United Co-op in the amount of \$4,800 to help with the purchase of pagers for the Emergency Medical Responder (EMR) program. The EMR program required 15 additional pagers.

We continue to await word on the status of our Assistance to Firefighters Grant (AFG) in the amount of ~\$49,500. This grant application is intended to replace a majority of our

September 9, 2021

fire suppression hose and some of our hose nozzles. We have chosen not to exceed \$50,000 so our grant retains “micro grant” status which provides higher scoring when placed against peer departments. 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:

There is 1 firefighter out on medical leave with non-work related injuries.

A retirement party was held for Assistant Chief Wally Beekman (2017) and Captain Paul Beder (2021). Together these men, and their families, faithfully served the City of Waupun and surrounding communities for 76 years.

Inspections:

Fire inspections for the second half of the year have been assigned and will begin in September.

Training:

August training focused on a new search concept called Vent, Enter, Search (VES) along with search and rescue, hoseline advancement, and radio communications.

Emergency Government:

Monthly calls have resumed with the planning group at the Emergency Management Institute (EMI) out in Emmitsburg, MD. These calls focus on the latest campus updates along with finalizing the programming for next year’s event. RSVPs from proposed attendees has been slowly coming in.

Code Enforcement – Mike Beer:

No report

EMS:

Met with Fond du Lac Fire/Rescue to discuss their concerns related to calls they are receiving in the City of Waupun and the Waupun Ambulance District. Mutual aid from surrounding agencies is meant for large, single incidents that exceed an agencies capacity. It is not designed to cover normal 9-1-1 calls.

EMR classes are scheduled to wrap up on September 15. Once EMRs have passed the Moraine Park exam, they will then need to register for and pass the National Registry exam before being certified as EMRs.

As part of our operations plan with the State of WI, an Affiliation Letter and Agreement was sent to Mike Krueger with Lifestar. The letter confirms that the Waupun Fire and Rescue Department will be affiliated with Lifestar as our transport service. It also seeks agreement that we will be able to replenish supplies from Lifestar's ambulances, similar to what is being done with Oakfield First Responders. At this time, we have received no response from Lifestar.

Kathy continues to try and make contact with Mike Krueger of Lifestar Ambulance to finalize a short-term (6 mo.) service agreement so that mutual aid agreements with neighboring agencies can be completed. This was a term that was agreed to by all parties the last time we met in April.

There were 3 occurrences in August in which an ambulance from another community needed to cover a 9-1-1 call. 2 of these took place in the city and 1 in the Township of Trenton.



AGENDA SUMMARY SHEET

MEETING DATE: 9-14-21

TITLE: Discussion- Referendum Process and Planning

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

In follow up to our August 31 discussion, we will continue talks on a possible referendum. As requested, the following items are included for your review prior to our meeting.

1. Framework that Waupun Area School District (WASD) utilized for their referendum process.
2. Capital and operational costs for three priority areas – Public Safety, Senior Center, City Hall.
3. Review of available debt capacity (taken from Fiscal Trends presentation).
4. A draft timeline and set of activities required to support a referendum process.

Note that operating costs reflected on this workshop are still being developed and that numbers presented are estimates and subject to change.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

WASD Referendum Timeline

Priority Capital and Operational Planning Spreadsheet

Debt Capacity Information

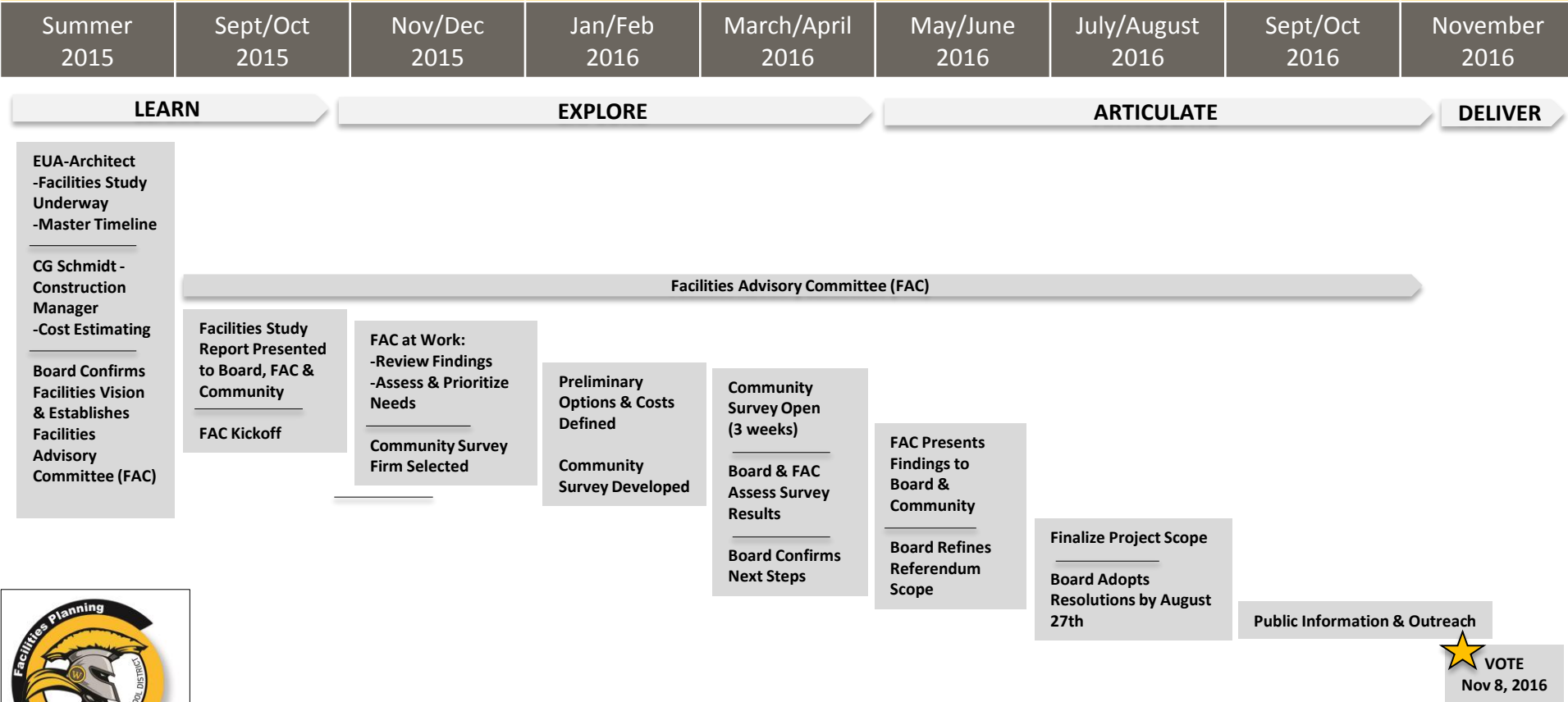
DRAFT Timeline to Support Referendum Planning for City

RECOMMENDED MOTION:

Discussion Only

WAUPUN AREA SCHOOL DISTRICT

LONG RANGE FACILITIES PLANNING TIMELINE | NOVEMBER 2016 REFERENDUM



CAPITAL IMPORVEMENTS - CITY HALL

ITEM	Short Term 1-2 years	Mod Term 2-5 years	Long Term 5-10 years	TOTAL
Exterior sidewalk replacement along east side	\$3,900	-	-	\$3,900
Provide accessible parking stall.	\$13,000	-	-	\$13,000
South side grading to remove non accessible stair	\$13,000	-	-	\$13,000
Provide accessible ramp at side of building	\$17,250	-	-	\$17,250
Repair parking lot & sealcoat	\$20,700	-	-	\$20,700
Raze garage and create parking area	\$48,750	-	-	\$48,750
City Hall HVAC - Heating - Cooling - updated Distribution boiler/cond. for full bldg.	\$150,000	-	\$800,000	\$950,000
Roof drain work	-	\$7,800	-	\$7,800
Monument sign out front	-	\$11,500	-	\$11,500
Replace east stairs	-	\$15,860	-	\$15,860
Clean / repair lintels	-	\$16,250	-	\$16,250
Repair / Replace South wall for aesthetics	-	\$40,950	-	\$40,950
Roof replacement	-	\$70,000	-	\$70,000
Replace north stairs	-	\$97,500	-	\$97,500
Exterior tuck pointing	-	\$145,600	-	\$145,600
Theatrical lighting / audio visual equipment	-	-	\$104,000	\$104,000
Water heating	-	-	\$8,625	\$8,625
Auditorium seating	-	-	\$30,188	\$30,188
Furniture / equipment	-	-	\$32,200	\$32,200
Update electrical switch gear	-	-	\$65,000	\$65,000
Update (2) restrooms for accessibility	-	-	\$70,200	\$70,200
Update council chamber and finishes	-	-	\$84,240	\$84,240
Fire alarm	-	-	\$117,000	\$117,000
Technology modification allowance no equipment	-	-	\$117,000	\$117,000
Access control / security	-	-	\$117,000	\$117,000
Update generator	-	-	\$130,000	\$130,000
Update electrical distribution	-	-	\$175,500	\$175,500
Update electrical lighting	-	-	\$175,500	\$175,500
Renovate eastern second level space for meeting space	-	-	\$198,900	\$198,900
Fire suppression	-	-	\$204,750	\$204,750

Renovate front office to improve security	-	-	\$280,800	\$280,800
Renovate office area to increase efficiency and meeting space	-	-	\$280,800	\$280,800
Auditorium HVAC, heating, addition of cooling	-	-	-	\$716,300
Plumbing updates part of restroom renovation	-	-	-	\$0
DESIGN COSTS	\$25,720	\$215,858	\$404,297	\$645,875
TOTAL PROPOSED IMPROVEMENT COST	\$292,320	\$621,318	\$3,396,000	\$5,025,938
OTHER ANTICIPATED BUDGET IMPACTS				
NON-ROUTINE OPERATING EXPENSE CHANGES	\$ -	\$ -	\$ -	\$ -
CAPITAL EQUIPMENT	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$292,320	\$621,318	\$3,396,000	\$5,025,938

CAPITAL IMPROVEMENTS - Public Safety Building

ITEM	Short Term 1-2 years	ModTerm 2-5 years	Long Term 5-10 years	Cost
Seal coat parking lot	\$25,000	-	-	\$25,000
Provide accessible access and parking	\$0	-	-	\$0
Add bollards at front	\$7,500	-	-	\$7,500
Exterior maintenance allowance, foam, siding,		\$100,000	\$100,000	\$200,000
Renovate to provide access to front desk of fire dept	-	\$92,500	\$92,500	\$185,000
Add exterior training space	-	\$5,000	\$5,000	\$10,000
Update elevator & equipment room	-	\$67,250	\$67,250	\$134,500
Add key fobs at all doors (assume 50 openings	-	\$550	\$550	\$1,100
Improve attic ventilation & air sealing allowance	-	\$15,000	\$15,000	\$30,000
Update stair railing for accessibly	-	\$5,000	\$5,000	\$10,000
Update fitness area in basement	-	\$59,250	\$59,250	\$118,500
Add multipurpose room - training space renovation of existing police garage	-	\$94,000	\$94,000	\$188,000
Shared space havoc improvements	-	\$24,000	\$24,000	\$48,000
Shared space finishes update	-	\$384,000	\$384,000	\$768,000
Add turnout gear space / locker / laundry	-	\$46,500	\$46,500	\$93,000
Add restroom / kitchen / day room / kitchen space / add meeting rooms space	-	\$123,000	\$123,000	\$246,000
Add fire apparatus bay with decon.	-	\$123,200	\$123,200	\$246,400
Add space for hazmat trailer, spill trailer, chief & run vehicle / added height for ladder truck	-	\$61,000	\$61,000	\$122,000
Renovate existing fire station	-	\$34,500	\$34,500	\$69,000
Renovate Fire Dept Apparatus Bay HVAC	-	\$22,000	\$22,000	\$44,000
Add vehicle exhaust	-	\$37,500	\$37,500	\$75,000
Provide police decon. shower	-	\$10,750	\$10,750	\$21,500
Minor repairs in police evidence	-	\$2,500	\$2,500	\$5,000
Update exhaust in police evidence	-	\$2,500	\$2,500	\$5,000
Break room for Police renovation of existing space	-	\$15,575	\$15,575	\$31,150
Sallyport modifications & addition - resulted from fire modifications	-	\$118,755	\$118,755	\$237,510
Laundry area renovation of existing garage	-	\$15,188	\$15,188	\$30,375
Hot water maintenance	-	\$5,000	\$5,000	\$10,000
Add bullet resistant glazing at police	-	\$5,000	\$5,000	\$10,000

Shooting range improvements allowance	-	\$9,750	\$9,750	\$19,500
Shower exhaust improvements	-	\$6,000	\$6,000	\$12,000
Sdd vehicle exhaust system	-	\$10,000	\$10,000	\$20,000
DESIGN COSTS		\$301,604	\$152,077	\$453,680
TOTAL PROPOSED IMPROVEMENT COSTS	\$32,500	\$1,796,871	\$1,647,344	\$3,476,715
CAPITAL EQUIPMENT				
Ladder Truck	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Transport Rig	\$ 100,000		\$ 250,000	\$ 350,000
TOTAL CAPITAL EQUIPMENT	\$ 1,600,000	\$ -	\$ 250,000	\$ 1,850,000
OTHER ANTICIPATED BUDGET IMPACTS				
NON-ROUTINE OPERATING EXPENSE CHANGES				
18th Officer	\$ 100,000	\$ 103,000	\$ 105,000	\$ 308,000
EMR	\$ 60,000	\$ 120,000	\$ 360,000	\$ 540,000
Fire/Emergency Response Personnel		\$ 60,000	\$ 120,000	\$ 180,000
TOTAL NON-ROUTINE OPERATING EXPENSE	\$ 160,000	\$ 283,000	\$ 585,000	\$ 1,028,000
SUBTOTAL	\$1,792,500	\$2,079,871	\$2,482,344	\$6,354,715

CAPITAL IMPROVEMENTS - SENIOR CENTER

ITEM	Short Term 1-2 years	ModTerm 2-5 years	Long Term 5-10 years	TOTAL
Seal coating (lot owned by others)	\$0	-	-	\$0
Added parking not possible	\$300,000	-	-	\$300,000
Covered entry	-	\$138,125	-	\$138,125
Accessible entrance , door / ramp replacement	-	\$19,500	-	\$19,500
Exterior tuck pointing	-	\$81,900	-	\$81,900
Elevator and stair way modifications for 2nd level shell *	-	\$90,000	-	\$90,000
Elevator and stair way modifications for 2nd level buildout	-	\$92,000	-	\$92,000
Exterior envelope improvements (door & window allowance)	-	\$78,000	-	\$78,000
Structural reinforcement of second floor	-	\$104,000	-	\$104,000
Interior renovation of basement & 1st floor	-	\$737,100	-	\$737,100
Interior renovation of 2nd floor	-	\$592,800	-	\$592,800
Kitchen equipment	-	\$57,500	-	\$57,500
Gymnasium function - not possible	\$0	-	-	\$0
Meeting / consult rooms - insufficient space	\$0	-	-	\$0
Green space - not available	\$0	-	-	\$0
Multigenerational spaces - not available	\$0	-	-	\$0
DESIGN COSTS	\$549,319	\$248,866	-	\$798,185
TOTAL PROPOSED IMPROVEMENT COSTS	\$849,319	\$2,239,791	\$0	\$3,089,110
OTHER ANTICIPATED BUDGET IMPACTS				
NON-ROUTINE OPERATING EXPENSE CHANGES	\$ -	\$ -	\$ -	\$ -
CAPITAL EQUIPMENT	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$0	\$0	\$0	\$0

Debt Utilization

	12/31/2016	12/31/2017	12/31/2018	12/31/2019	12/31/2020
Long-term GO Debt	12,116,272	13,150,080	12,142,687	13,949,372	12,509,528
Annual Debt Payments	996,069	1,176,615	1,245,124	1,197,653	1,986,953
Statutory Debt Limit	21,203,815	22,100,545	22,572,225	23,776,040	25,555,620
City Debt Limit	15,902,861	16,575,409	16,929,169	17,832,030	19,166,715
% Debt Used - Statutory Limit	57%	60%	54%	59%	49%
% Debt Used - City Policy	76%	79%	72%	78%	65%
Debt Capacity per city policy	3,786,589	3,425,329	4,786,482	3,882,658	6,657,187

Future Debt Requirements	Capital Requirement
Facilities	\$ 16,570,653
Streets	\$ 6,583,057
Stormwater	\$ 8,425,000
Equipment Replacement	\$ 3,094,236
Economic Development	\$ 5,000,000
Parks	\$ 500,000
	\$ 40,172,946

Demand 6X
Available Capacity

City of Waupun*Tentative Timeline for Referendum Planning (DRAFT)**Prepared September 9, 2021*

Timeline	Activity	Responsibility	Status
2019-2021	Architect / Staff complete on-site evaluation and assessment of buildings	Staff	Complete
Fall 2021	COW - meets to prioritize community needs based on completed assessments	Council	
Fall 2021	Issue RFP for communication/architectural firm as appropriate	Staff	
Dec-21	Finalize selection of consultant to support referendum planning process	Council	
Jan - Feb 2022	Community Survey / Feedback Sessions	Staff	
Tuesday, March 1, 2022	Community Feedback presented to Council	Staff	
Apr-Jul 2022	Council finalized priorities based on community feedback	Council	
Aug 22	Official resolution(s) adoption	Council	
Sept-Oct 22	Referendum Information Campaign	Staff/Consultant	
Sept-Oct 22	Referendum Information Meetings scheduled in various facilities	Staff/Consultant/Council	
Saturday, October 1, 2022	Budget hearing to include referendum information update	Staff	
Tuesday, November 1, 2022	Fall General Election/Referendum Date		



AGENDA SUMMARY SHEET

MEETING DATE: 9-14-21

TITLE: Discussion- Tourism Partnerships

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

WI Statute 66.0615 provides the authority and requirements for a municipal room tax. To achieve compliance in 2017, the City chose to partner with a Tourism Entity and selected Destination Lake Winnebago Region, a DMO that markets Fond du Lac County assets. Selection of a DMO satisfies the requirements of the statute, which requires that 70% of room tax collections be spent on tourism promotion and development. Tourism promotion and development is defined as:

- Marketing projects that attract tourists, tourist informational services or municipal development significantly used by tourists.
- Any funded project is required to be reasonably likely to generate paid overnight stays at multiple lodging properties

A municipality can accomplish this by either partnering with a Tourism Entity (non-profit focused on destination marketing) or forming a Tourism Commission. A Tourism Commission would be comprised of locals, including required representation from the lodging industry. The Commission group would be required to meet the above two bulleted requirements and must contract with a tourism entity per the above definition. Any tax collected that must be spent on tourism promotion and development shall be forwarded to either the Commission or directly to the Tourism Entity. By Statute, the City may retain 30% of the room tax collection, which is reflected in the annual budget that the Council approves.

There are distinct advantages to partnering with a DMO, including:

- Access to professional sales staff who actively work to attract market segments relevant to Waupun – i.e., motor coach, youth sports, and nature enthusiasts.
- Professional web and social media presence, aligned with how people seek information when researching travel opportunities
- Strength of region vs. only Waupun (broad assets that keep people in the area which generates paid hotel stays)

In addition to the 30% retained room tax, the City currently receives a \$10,000 annual repayment of room tax dollars from DLWR to be used for local promotion purposes. These dollars support promotion of local events.

Direct spending on Waupun promotion from our DMO/room tax dollars include:

- Committed sales staff that are actively marketing Waupun to target groups in motor coach and sports tourism
- Robust web and social media presence, and ad spends that reach target markets across the Midwest
- Intermittent underwriting of sculpture trolley tours
- Partnership with Waupun Fine Arts and Art All Around event
- Discover Wisconsin feature segment
- Asset definition with specific marketing collateral developed (i.e., photography and video)

- Buy local video campaign
- New print advertising material that enhance Waupun's image
- Dedicated space/customized content in Area Guide with extensive reach to tourism outlets across state

If the Council elected to move away from a direct contract with the areas DMO and pursue a Tourism Commission, here is what would be required:

- A part-time resource with marketing knowledge allocated to support work of the Tourism Commission, including administrative support, marketing and design skill, additional tracking and reporting requirements
- Identification of a tourism entity to contract with in lieu of/in addition to the area's DMO
- A clear understanding rules to comply with statutory requirements (i.e., this could not be used for local event marketing)
- Appointment of an additional mayoral committee the meets statutory requirements with lodging member participation

STAFF RECOMMENDATION:

Discussion only

ATTACHMENTS:

DOR Room Tax requirements

RECOMMENDED MOTION:

Discussion Only

AGENDA ITEM:

DATE:

Local Room Tax

(sec. 66.0615, Wis. Stats.)

2015 Wisconsin Act 55

Within the 2015-2017 budget (2015 Wisconsin Act 55), the state modified sec. 66.0615, Wis. Stats.

Summary of Changes

- "Tourism promotion and development" is replaced with "tourism promotion and tourism development"
- Effective with taxes collected and expenditures made on January 1, 2017:
 - » A municipality must forward to a tourism entity or commission, any room tax revenue exceeding the amount the municipality may retain. This room tax revenue must be spent on tourism promotion and tourism development. It cannot be spent directly by the municipality.
 - » A municipality that collected room tax on May 13, 1994 and retained more than 30% for purposes other than tourism promotion and development, may continue to retain the greater of either 30% of its current year room tax revenues, **or**:

For Fiscal Year	Room Tax Amount Retained in Fiscal Year
FY2017	FY2014
FY2018	FY2013
FY2019	FY2012
FY2020	FY2011
FY2021 and forward	FY2010

- A tourism entity's governing body must include at least one owner or operator of a lodging facility that collects room tax and is located within the municipality

Definitions

- **Tourism Entity** – a nonprofit organization that came into existence before January 1, 1992, spends at least 51% of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality. **Exception:** If no such organization exists in a municipality on January 1, 2016, a municipality may contract with such an organization if one is created in the municipality.
- **Commission** – an entity created by one municipality (or by two or more municipalities in a zone) to coordinate tourism promotion and tourism development for the zone
- **Tourism Promotion and Tourism Development** – any of the items listed below that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment where a tax may be imposed, that are owned by different persons and located within the municipality where a tax is in effect.
Note: If the municipality has only one such establishment, it must be reasonably likely to generate paid overnight stays in that establishment.

Tourism promotion and tourism development includes:

- » Marketing projects, including: advertising media buys; creation and distribution of printed or electronic promotional tourist materials; or efforts to recruit conventions, sporting events, or motor coach groups
- » Transient tourist informational services
- » Tangible municipal development, including a convention center

New Reporting Requirements in 2017

Starting in 2017, every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue (DOR). The form reporting 2016 activity is due May 1, 2017.

The following information from the previous year (2016) must be reported:

- Amount of room tax collected
- Room tax rate imposed
- Detailed accounting of:
 - » Amounts forwarded to a tourism entity or commission
 - » Expenditures of \$1,000 or more made by the tourism entity or commission
- For each tourism entity or commission that received room tax revenues in the previous year, a list of the commission's or tourism entity's governing body members, and the name of the business entity each member owns, operates, or is employed by (if any)
- For 2017 only, if a municipality collected room tax on May 13, 1994, the municipality must also attach:
 - » The room tax ordinance that was in effect on May 13, 1994
 - » A copy of the municipality's financial statement that was completed nearest to May 13, 1994 showing the percentage of room tax revenues the municipality retained for purposes other than tourism promotion and development

Common Questions

1. What is local room tax?

A municipality (town, village, or city) may impose room tax on the privilege of furnishing at retail (except sales for resale), rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations that are available to the public. The tax may not exceed 8%, unless exempt under sec. 66.0615(1m)(am), Wis. Stats.

2. How does a municipality submit its annual room tax report?

DOR will provide an electronic form with instructions including how to complete and submit the annual room tax report.

3. Will annual room tax reports be available to the public?

Yes. Annual room tax reports will be available on the DOR website.

4. What does a municipality do if it cannot provide the room tax ordinance in effect on May 13, 1994?

The municipality should still complete and submit the annual room tax report. The municipality should still attach the financial statement that was completed nearest in time to May 13, 1994, which shows the percentage of room tax revenues retained by the municipality for purposes other than tourism promotion and development.

5. The annual room tax report requires a municipality to detail expenditures made by a tourism commission or tourism entity of \$1,000 or more. How should "Payroll" expenditures be recorded in the annual room tax report?

On the DOR e-file form, a municipality will be allowed to report 'Payroll' as one expenditure.

6. What happens if a municipality does not file the required annual room tax report?

If a municipality does not file the required annual report, DOR may impose a penalty of up to \$3,000.

Certification Statement

As the Secretary of the Wisconsin Department of Revenue (DOR), I have reviewed this guidance document or proposed guidance document and I certify that it complies with secs. 227.10 and 227.11, Wis. Stats. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

DEPARTMENT OF REVENUE

A handwritten signature in black ink, appearing to read "Peter W. Barca". The signature is fluid and cursive, with the first name "Peter" being the most prominent.

Peter Barca

Secretary of Revenue

• 7.09 - TREE PLANTING.

Because of tree losses in the City due to age, disease, and storms, City residents are encouraged to plant and replace trees to provide shade, to enhance the beauty of their property, promote energy efficiency, and to provide an asset to the community. The following regulations shall apply:

(1) The intent of this section is to regulate the planting, trimming, pruning, and removal of trees growing on public property in the City. No trees shall be planted in violation of this section of the City ordinance. All those trees shall be removed at the expense of the property owners.

(2) No tree shall be planted within the vision clearance triangle (35 feet) as set forth in [§16.02](#)(46m) of the Zoning Code of the City of Waupun and [within] 20 feet of any street signal and light.

(3) No tree shall be planted within less than 10 feet from [where] a sewer main or lateral or water main or lateral exist.

(4) No tree shall be planted within the terrace areas less than 4 feet wide along the streets of the City. Terrace shall be defined as the area between the sidewalk and the street.

(5) Property owners shall keep all trees, bushes and shrubbery trimmed so that the limbs or branches are not less than 8 feet above the surface of a public sidewalk and not less than 15 feet above the surface of a public street.

(6) Property owners shall remove all dead limbs, **damaged limbs** and branches from trees, whether planted in the terrace or on their own property, so that such limbs and branches do not become a hazard ~~to the health and welfare of City residents.~~ **Dead limbs, damaged limbs and branches from trees that overhang the sidewalk or street that pose a safety hazard to pedestrians or motorists will be subject to code enforcement practices as described in §16.15. Dead limbs, damaged limbs and branches from trees on private property will be consider a civil matter to be addressed among neighbors.**

(7) The property owner shall be responsible for damage caused to the sidewalk, curb, sewer main or lateral or water main or lateral by the tree or tree roots in the City lands.

(8) All trees planted in violation of this section or limbs or branches which are permitted to grow or to remain in violation of this section, unless they have gotten a waiver as stated in [§7.09](#)(6), are declared to be a public nuisance and shall be dealt with under the provisions of [§9.02](#)(4) of this Municipal Code.

(9) No person shall plant, trim, prune, or remove a tree on public places in the City without first obtaining a permit issued by the Director of Public Works ~~and/or the Recreation Coordinator.~~ There will be no charge for this permit. No permit shall be required to cultivate, fertilize, or water trees.

(10) Only trees reaching a mature height of 18 feet or less may be planted beneath overhead utility lines.

(11) The Director of Public Works may refuse a tree permit on public area if the work will interfere with the safety, health, and welfare of the public, location of utilities, public sidewalk, driveways

and streetlights, general character of the area in which the tree is located or proposed to be located, type of soil, or characteristics and physiological need for the genus, species and variety of trees.

(12) There shall be a minimum distance of 35 feet between small sized trees and 50 feet between large or medium sized trees.

(13) Small sized trees should be planted at least 5 feet from driveways and alleys and large and medium sized trees shall be planted at least 15 feet from driveways and alleys. No trees shall be planted within the vision triangle of each intersection.

(14) No trees shall be planted within 20 feet from utility pole, even small sized trees that are only 12 feet wide. There shall be a minimum distance of 10 feet between trees and water/gas shutoffs.

(15) No person shall plant or grow a tree on any public place where no trees so as to be, in the opinion of Public Works Director, a traffic hazard.

(16) All trees shall have trunks not less than 6 feet in height or 1½ inches in diameter. The genus, species and variety of trees to be planted in public areas shall be selected from the City's recommended street tree list or otherwise approved by Public Works Director. ~~or the Recreation Coordinator.~~ The approved tree list can be obtained at City Hall.

9.02 – DEFINITIONS

(4) PUBLIC NUISANCES AFFECTING PEACE AND SAFETY. The following acts, omissions, places, conditions and things are hereby declared to be public nuisances affecting peace and safety, but such enumeration shall not be construed to exclude other nuisances affecting public peace or safety coming within the provisions of subsection (1) of this section:

(q) All limbs or branches of trees which are dead or diseased to the point where such limbs or branches constitute a hazard to the safety of persons walking on public sidewalks or riding on public streets. **Refer to 7.09 (6) for enforcement**

• 9.03 - TREE OR PLANT DISEASES. (Rep. & recr. #08-03)

(1) DECLARATION OF PUBLIC NUISANCE. The existence of trees, shrubs and other flora within the City are determined to be valuable public and private assets which substantially enhance the public welfare and are aesthetically significant and economically important in terms of increased value which accrue to public and private lands as a result of their existence. The continued existence of injured or diseased trees or other plantings, or the failure to properly treat the same if treatment is available, which is likely to cause the spread of disease or endanger persons because of the deteriorated condition, is hereby declared to be a public nuisance requiring abatement.

(2) **EXAMPLES.** The following conditions are exemplary, but not an inclusive list, of matters declared to be public nuisances under this section:

(a) Any dead or defective tree.

(b) Any elm tree infected with the Dutch elm disease fungus or which harbors any carrier of the same.

(c) Any oak tree infected with the oak wilt fungus or which harbors any carrier of the same.

(d) Any tree, bush, shrub or other plant which is infected with an insect or disease capable of infecting other plants.

(3) **ABATEMENT PROCEDURE.**

(a) Notice. If the ~~City Forester~~ Department of Public Works Director or Code Enforcement Officer determines that a dead or diseased tree or plant exists on any private property in violation of this section, a notice may be issued, in writing, by the ~~Forester~~ Department of Public Works Director or Code Enforcement Officer to the property owner directing, as appropriate, that such tree or plant be removed or treated as therein specified to protect surrounding trees or plants. A notice issued under this section shall provide a reasonable period of time, which shall not be less than 72 hours, within which to perform. The notice shall also state that the existence of the facts which gave rise to the notice constitute a public nuisance which may be abated by the City upon failure of the property owner to comply with the terms of the notice.

(b) Court Proceedings. If the corrective action set forth in the notice is not taken by the property owner within the time set forth in the notice, and likelihood that other trees or other plants will be infected, damaged or destroyed, or that persons will be injured, the ~~(City Forester)~~ Department of Public Works Director or Code Enforcement Officer shall request the commencement of a nuisance abatement action under Ch. 823, Wis. Stats..

(c) Summary Abatement. If, in the judgment of the ~~City Forester~~ Department of Public Works Director or Code Enforcement Officer delay is likely to cause injury to persons or the spread of disease to other trees or plants, then the ~~City Forester~~ Department of Public Works Director or Code Enforcement Officer may enter upon the property and take all necessary action including, but not limited to, trenching to separate root systems, inoculation or other treatment, or removal of the nuisance.

(d) Appeal. Appeal from the determination of the Public Works Director ~~or the Recreation Coordinator~~ as contained in any order under this section shall be to the Board of Public Works in accordance with the procedures set forth in Ch. 68, Wis. Stats. A written request for an appeal shall be made in writing within 10 days of the date of delivery of the notice. An appeal shall not delay the right of the Public Works Director or ~~the Recreation Coordinator~~ Code Enforcement Officer to summarily abate the nuisance as set forth in subsection (3)(c) of this section, but a ruling of such appeal in favor of the property owner shall relieve the owner of any obligation to pay the costs of such summary abatement.

(e) Costs. Costs of judicial abatement of any nuisance under this section shall be taxed and collected pursuant to Ch. 823, Wis. Stats. Costs of summary abatement shall be invoiced to the property owner and collected as a debt or, if permitted by law, may be assessed against the real estate and collected as a special tax against the property.