



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 13, 2020 at 6:00 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Common Council will meet virtually at 6:00pm on Tuesday, October 13, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting

<https://us02web.zoom.us/j/87268169555?pwd=Ri9wZHN6NVJONm1RNzRaWE05Z3VXZz09>

Meeting ID: 872 6816 9555

Passcode: 796954

2. By Phone: 1-312-626-6799

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

No Public Participation after this point.

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

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

2. Facility Advisory Committee 12-19-19
3. Zoning Board 5-20-20
4. Business Improvement District 7-21-20
5. Business Improvement District 8-12-20
6. Community Development Authority 8-18-20
7. Board of Public Works 8-18-20
8. Plan Commission 8-19-20
9. Economic Development 8-25-20
10. Police and Fire Commission 8-26-20
11. Plan Commission 8-31-20
12. Common Council 9-8-20
13. Negotiations Committee 9-14-20
14. Utility Commission 9-14-20
15. Special Common Council 9-16-20
16. Library Board 9-21-20
17. Common Council 9-29-20

DEPARTMENT REPORTS

- [18.](#) Utility- September
- [19.](#) Utility- October
- [20.](#) Library
- [21.](#) Recreation
- [22.](#) Building Inspector
- [23.](#) Public Works
- [24.](#) Police Department
- [25.](#) Fire Department
- 26. Administrator-Economic Development

CONSIDERATION - ACTION

- [27.](#) Municipal Facilities Facilitation Project for a Senior/Multi-Generational Facility
- [28.](#) Brooks Fund Disbursement (Thea O'Connor, Executive Director of Church Health Services)
- [29.](#) Provide General Manager, or his designee, authorization to execute documents necessary to carry out USDA agreement terms for the Wastewater Treatment Plant Project
- [30.](#) Emergency Management Institute (EMI) Integrated Community-Specific Emergency Management course

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 10/13/20

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

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

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

Tuesday, October 20, 2020	Special Common Council	5:30pm	
Tuesday, October 27, 2020	Committee of the Whole	5:30pm	
Tuesday, November 10, 2020	Common Council	6:00pm	
Tuesday, November 24, 2020	Committee of the Whole	5:30pm	* Thanksgiving- November 26
Tuesday, December 8, 2020	Common Council	6:00pm	
Tuesday, December 29, 2020	Committee of the Whole	5:30pm	* Christmas- December 24 & 25

License and Permit Applications

OPERATOR LICENSE:

Autumn Andrie

TEMPORARY CLASS B:

None

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Thursday, December 19, 2019, at 12:00 PM

Committee Members Present:

Laura Hoekstra REACH Waupun
Rachel Kaminski Senior Center Director
Pete Kaczmarek Common Council Representative
Mary Jo Kearley Citizen
Jodi Mallas My Property Shoppe
Joan Meyer Citizen
Julie Nickel Mayor
Deb Winterhack Waupun Memorial Hospital

Committee Members Absent:

Jerry O'Connor NBW Bank
Marj Peachy Citizen

Staff Present:

Kathy Schlieve Administrator/Director of Economic Development
Sarah Van Buren Community & Economic Development Coordinator

Other:

Seth Hudson Cedar Corporation
Terri Respalje Waupun Food Pantry
Cory Scheidler Cedar Corporation
Darian Schmitz Waupun Area School District

Call to Order

Ms. Kaminski called the meeting to order at 12:04 p.m.

Roll Call

Roll call and a quorum was determined.

Persons Wishing to Address the Committee

No members of the public wished to speak

ACTION-RECOMMENDATIONS

- A) Approval of November 20, 2019 Minutes
 - i) A motion to approve the November 20, 2019 minutes was made by Ms. Nickel and seconded by Ms. Winterhack, passing unanimously.

DISCUSSION

- B) Review of Conceptual Building Footprint of Multigenerational Facility
 - I) Representatives from Cedar Corporation summarized a phone call that was conducted with impacted stakeholders (the Senior Center, REACH, and the Waupun Food Pantry), that have expressed interest in being part of a multigenerational facility, to gain a better understanding of needs and uses to help determine the size of the potential facility.
 - II) A handout of the conceptual design was given to committee members. The general design incorporates the needs shared by stakeholders and what was seen during walk throughs with the consultant and committee members.
 - III) Proposed space is 23,200 sqft would cost between \$4.6-\$5 million to construct.

- IV) Funding for this type of facility would be enhanced by a CDBG-PF grant (a max award of \$1 million). Senior Centers automatically qualify but the other interested parties would need to demonstrate they serve LMI populations in order to qualify.

Ms. Nickel left the meeting at 12:50pm

- C) Discussion on the Pros and Cons of Potential Sites for Multigenerational Facility
- I) The drafted footprint was overlaid on nine (9) potential sites to house the multigenerational facility. Based on facility size and the amount of required parking, three of the nine sites could accommodate a building size and required parking.
 - (1) The three sites that meet the space and parking requirements are:
 - (A) Community Center
 - (B) McKinley School Site
 - (C) Vacant land near the Truck Stop
 - II) Location of two of the three potential sites could prevent stakeholders from collaborating in the effort.
 - (1) Community Center concerns – Spring St. closed at various times of the year for events; flooding; potential to lose partners due to location; distance of travel.
 - (2) Vacant land near the Truck Stop – No sidewalks lead to concerns over bicycle and pedestrian safety; distance of travel; could lose partners due to location.
 - III) A motion to choose the McKinley School site as the preferred location for a multigenerational facility was made by Mr. Kaczmariski and seconded by Ms. Winterhack. Motion passed unanimously.

Ms. Schlieve arrived at 1:25pm

Ms. Winterhack left at 1:29pm

- D) Walk Through of Facilities Capital Improvement Plan
- I) Cedar Corporation passed a document highlighting the various needs by facility with estimated probable costs and broken down by time period. The total to address all items would be \$13,658,700.

Ms. Kearley and Ms. Myer left at 1:51 pm

- E) Next Steps
- i) At this point, the work of this Committee is complete and the findings and recommendations of this study will be presented at a future City Council meeting.

FUTURE MEETINGS

The work of this Committee is complete and it is not anticipated additional meetings will be needed.

ADJOURNMENT

Without a quorum, the meeting ended at 2pm.



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, May 20, 2020 at 4:30 PM
(Approved 10/5/20)

CALL TO ORDER

Chairman Mesa called the Virtual Zoning Board of Appeals meeting at 4:31 p.m via Zoom.

ROLL CALL

Members present: Mark Nickel, Chairman Frank Mesa, Pete Kaczmarski, Dylan Weber, and Derek Minnema.

Absent: Patricia Beyer

Also in attendance were Susan Leahy, Zoning Administrator, Kathy Schlieve, Administrator, Jeff Daane, DPW and Todd Tesdal, FS Insight

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

No persons appeared.

CONSIDERATION - ACTION

1. Approve minutes of the August 19, 2019 meeting. Motion by Weber, second by Kaczmarski to approve the August 19, 2019 meeting minutes of the Zoning Board of Appeals. Motion carried unanimously.
2. Zoning Board of Appeals meeting shall remain the first Monday of the Month at 4:00 pm.
 - 5 Ayes, 0 Nays
3. Chairman Mesa read the Recognition of Mayoral Appointment of Council Members and Citizens to the Zoning Board.
 - Citizen 4-30-22 Mark Nickel
 - Citizen 4-30-23 Derek Minnema
 - Citizen 4-30-21 Frank Mesa, Chairman
 - Citizen Alternate 4-30-21 Dylan Weber
 - Citizen 4-30-23 Patricia Beyer
 - Council Member 4-30-23 Pete Kaczmarski
 - Public Works Dir., Ex Officio
 - Utility Manager, Ex Officio
4. Public Hearing –Mesa read request to Discuss/Approve Variance request of Insight FS, a division of GROWMARK, INC. at 1208 West Brown Street to construct a structure over 65 feet tall. Municipal Code Section 16.02©(iii) states "Not to exceed a maximum building height of 65 feet". The proposed structure will be 133 feet.
 - Mesa asked about the height of the new grain bin.
 - Leahy stated it is the same height as the grain bin approved in 2019.
 - Mesa asked if there were any questions.
 - Weber stated that if they are making an investment to the community we should not stand in their way.
 - Nickel agrees with Weber's statement.
 - Mesa added that he recommends the approval of the variance.
 - Kaczmarski asked if Daane has any concerns.

- Daane stated he does not have any with the height.
- Mesa asked for other comments.
- Kaczmarski asked if there were any concerns from the Fire Department last time. No concerns.
- Kaczmarski made a motion to approve the variance as written. Weber seconded motion.
 - 5 Ayes, 0 Nays. Motion carried unanimously.

ADJOURNMENT

Motion by Kaczmarski, seconded by Weber to adjourn the meeting. Motion carried, meeting adjourned at 4:43 pm.

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



MINUTES
CITY OF WAUPUN AMENDED – SPECIAL BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 21, 2020 at 7:00 AM

Committee Members Present:

Krista Bishop
Kate Bresser
Gary DeJager
Jodi Mallas
Teresa Ruch
Tyler Schulz

Committee Members Absent:

Austin Armga
Jan Harmsen
Jonathan Leonard
Rich Matravers

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Other:

Victoria Tripp House of Handcrafters

Call to order

Chair Bishop called the meeting to order at 7:04 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

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

2. Approval of June 10, 2020 Minutes

A motion to approve the June 10, 2020 minutes was made by Mr. DeJager and seconded by Ms. Ruch, passing unanimously.

3. Approval of June 2020 Financial Statement

A motion to approve the June 2020 financial statement was made by Mr. DeJager and seconded by Mr. Schulz, passing unanimously.

NEW APPLICATIONS:

4. House of Handcrafters (11 N. Madison St.)

Victoria Tripp, House of Handcrafters, submitted a Façade Improvement Program application for the property located at 11 N. Madison St. to prepare work and repainting of the building façade. The total project cost is \$1,424.09. Staff recommends approval. Motion made by Mr. Schulz and seconded by Ms. Mallas to approve 50% of the total project cost, not to exceed \$712.05, passing unanimously.

DISCUSSION ITEMS:

5. Waupun Area Chamber of Commerce Update

Ms. Despres was not able to attend the meeting but did provide a written report that was included in the meeting packet.

6. Administrator Update

Administrator Schlieve provided the following updates:

- a. The Council adopted Resolution 06-09-20-04 which provides Common Council in-person meetings to begin after July 27, 2020. The first in-person meeting to be held will be the Committee of the Whole on July 28, 2020. The wearing of facemasks is requested. Other Boards, Committees, and Commission members may continue virtual meetings or in-person as well as Department Staff. New technology has been installed in the Council Chambers to provide the continuation of Zoom meetings of those who attend at City Hall.
- b. In response to COVID-19 impacts to capacity of restaurants and bars, the Council approved a revision to the ordinances at their July 14, 2020 meeting that would allow outdoor seating and beer gardens. Restaurants and bars that are interested will need to apply for a conditional use permit through the Plan Commission.
- c. Staff assisted 39 business apply for WEDC's "We're All In" grant program.
- d. 28 business applied for and received funding from the COVID-19 Downtown Business Support Program. At today's CDA meeting, staff will recommend suspending this program and resuming funding revitalization grant requests.
- e. The recent Connect Communities award announcement has brought additional attention to our downtown from small businesses looking to locate to the community.
- f. Details for the Pop-Up program are being finalized and staff will be touring one additional property. An update will be provided at next month's meeting.
- g. The amendment to the TID 6 boundaries has been approved allowing for redevelopment opportunities to occur in the upcoming months.
- h. The multi-family housing development near the Brittan House are on track to be completed in the fall and have already been rented.

ADVANCED PLANNING:

7. Possible Future Agenda Items

- a. New grant requests
- b. 2021 Operational Plan
- c. Pop-Up Program

8. Date of Next Scheduled Meeting

The next meeting is scheduled for August 12, 2020.

ADJOURNMENT

The motion to adjourn was made by Mr. Schulz and seconded by Mr. DeJager passing unanimously. The meeting adjourned at 7:21 a.m.



MINUTES
CITY OF WAUPUN AMENDED – SPECIAL BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, August 12, 2020 at 7:00 AM

Committee Members Present:

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

Committee Members Absent:

Austin Armga
Jan Harmsen
Jonathan Leonard

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Other:

Katrina Hoinacki K's Boutique
Rich Oosterhouse Finishing Touches by Rich

Call to order

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

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

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

2. Approval of July 21, 2020 Minutes

A motion to approve the July 21, 2020 minutes was made by Ms. Ruch and seconded by Mr. Schulz, passing unanimously.

3. Approval of July 2020 Financial Statement

A motion to approve the July 2020 financial statement was made by Mr. Schulz and seconded by Mr. Matravers, passing unanimously.

PRIOR OUTSTANDING APPLICATIONS:

4. Scott Aylesworth – House to Home Properties (314 E. Main St.)

Ms. Van Buren provided the members a status of Mr. Ayelsworth's project. The painter indicated that some of the wooden trim on the front of the building is extremely rotted and needs to be replaced prior to painting. Painting is temporarily on hold until the needed repairs can be made. The property owner cannot afford to pay for the needed repairs so Mr. Aylesworth is looking into what can be done.

NEW APPLICATIONS:

5. Katrina Hoinacki – K's Boutique (317 E. Main St.)

Katrina Hoinacki, K's Boutique, submitted a Façade Improvement Program application for the property located at 317 E. Main St. to install a projecting sign. The total project cost is \$1,760. The Plan Commission approved a conditional use permit for the sign at their July 15, 2020 meeting. Staff recommends approval. Motion made by Ms. Mallas and seconded by Ms. Bresser to approve 50% of the total project cost, not to exceed \$880, passing unanimously.

6. Rich Oosterhouse – Finishing Touches by Rich (432 E. Main St.)

Rich Oosterhouse, Finishing Touches by Rich, submitted a Façade Improvement Program application for the property located at 432 E. Main St. to install new signage. The total project cost is \$3,006.75. Staff recommends approval. Motion made by Ms. Mallas and seconded by Ms. Ruch to approve 50% of the total project cost, not to exceed \$1,503.38, passing unanimously.

7. Kate Bresser – Gysbers Jewelry (305 E. Main St.)

Due to a conflict of interest, Ms. Bresser abstained for the discussion and voting.

Kate Bresser, Gysbers Jewelry, submitted a Façade Improvement Program application for the property located at 305 E. Main St. to build an addition to the rear of the building. The total project cost is \$87,000. Staff recommends approval. Motion made by Ms. Mallas and seconded by Mr. Schulz to approve 50% of the total project cost, contingent upon site plan approval by Plan Commission and Code Review of plans, not to exceed \$2,000. Motion passed 6-0 with one abstention.

DISCUSSION ITEMS:

8. Pop-Up Waupun

Information regarding the Pop-Up Waupun program was shared with the Board. A location has been selected and advertising for the program began on July 28th. To date, four inquiries resulting in three applications distributed, with one being returned. The deadline to apply is August 15th at 12pm.

Mr. Schulz, Ms. Mallas, and Ms. Bresser agreed to assist staff in reviewing applications and selection of business(s).

9. 2021 Operating Plan

Staff will begin development of the 2021 Operating Plan and budget and reconvene the small group utilized in 2020 with one change. It was recommended last year to better align the work of the BID and the CDA and therefore, a member of the CDA will be added to the group in place of the "property owner" represented. Ms. Ruch, Ms. Despres, Mr. DeJager volunteered to assist with the development of the 2021 Operating Plan and budget. Ms. Van Buren will work with these members to identify a date to meet and the draft 2021 Operating Plan will be presented at a future BID meeting.

10. Waupun Area Chamber of Commerce Update

Ms. Despres was not able to attend the meeting but provided an update to Ms. Van Buren in an email. Members of the BID requested the email be forwarded to them and have Ms. Van Buren include the information in the minutes (see Attachment A – July Chamber Executive Director Report).

11. Administrator Update

Administrator Schlieve provided the following updates:

- a. Due to the Governor's recent statewide mask mandate the City Council will reconsider how they proceed with conducting meetings.
- b. In response to COVID-19 impacts to capacity of restaurants and bars, the Council approved a revision to the ordinances at their July 14, 2020 meeting that would allow outdoor seating and beer gardens. Restaurants and bars that are interested will need to apply for a conditional use permit through the Plan Commission.
- c. The recent Connect Communities award announcement has brought additional attention to our downtown from small businesses looking to locate to the community.
- d. The amendment to the TID 6 boundaries has been approved and the City will be closing on the McKinley Street property today allowing redevelopment opportunities to occur in the upcoming months.
- e. Envision Greater Fond du Lac has approved the use of a dedicated staff member to lead entrepreneurship development within the county. This has led to the restructuring of the IGNITE network and Ms. Schlieve has been selected to chair that group. The first order of business is to develop a strategic plan.

- f. Good headway is being made on the implementation of streetscaping efforts. The new banners have arrived and will be installed soon. The CDA will be selecting the new benches at their August meeting.
- g. The CDA will be discussing future funding strategies to better utilize the TID funding before its expiration in 2027.
- h. Meeting housing demand for the community is still a priority.
- i. COVID-19 continues to affect the current state and local budgets. Moving forward, the City will be developing a strategic plan as to how to deal with budgeting for the future.

ADVANCED PLANNING:

12. Potential Agenda Items

- a. Pop-Up Waupun Update
- b. 2021 Operational Plan Update

13. Date of Next Scheduled Meeting

The next meeting is scheduled for September 9, 2020.

ADJOURNMENT

The motion to adjourn was made by Mr. DeJager and seconded by Ms. Mallas passing unanimously. The meeting adjourned at 7:45 a.m.



MINUTES
COMMUNITY DEVELOPMENT AUTHORITY
MEETING
Virtual/Teleconference
August 18, 2020 at 8:00 AM

Committee Members Present:

Gary DeJager
Derek Drews
Mayor Julie Nickel
Jill Vanderkin
Nancy Vanderkin
Sue VandeBerg
Cassandra VerHage

Staff Present:

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

Other:

Rich Oosterhouse Finishing Touches by Rich

Call to order

Mayor Nickel called the virtual and teleconference meeting of the Community Development Authority to order at 8:01 a.m.

Roll Call of Board Members

Roll call and quorum determined

Public Comment

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS

1. Approval July 21, 2020 Community Development Authority Minutes

A motion to approve the July 21, 2020 minutes was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

2. Approval of July 2020 Financial Statement

A motion to approve the July Financial Statement was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

NEW GRANT APPLICATIONS

3. Katrina Hoinacki – K's Boutique (317 E. Main St.)

Katrina Hoinacki, K's Boutique, submitted a Façade Improvement Program application for the property located at 317 E. Main St. to install a projecting sign. The total project cost is \$1 760. The Plan Commission approved a conditional use permit for the sign at their July 15, 2020 meeting. Staff recommends approval.

A motion to approve up to 50% of eligible, non-BID funded expenses, not to exceed \$440.00. Motion made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

4. Rich Oosterhouse – Finishing Touches by Rich (432 E. Main St.)

Rich Oosterhouse, Finishing Touches by Rich, submitted a Façade Improvement Program application for the property located at 432 E. Main St. to install new signage. The total project cost is \$3,006.75. Staff recommends approval.

A motion to approve up to 50% of eligible, non-BID funded expenses, not to exceed \$751.69. Motion made by Ms. Nickel and seconded by Ms. VerHage, passing unanimously.

5. Kate Bresser – Gysbers Jewelry (305 E. Main St.)

Kate Bresser, Gysbers Jewelry, submitted a Façade Improvement Program application for the property located at 305 E. Main St. to build an addition to the rear of the building. The total project cost is \$87,000. Staff recommends approval of a larger amount since the project will add value to the district, as well as add jobs.

A motion to approve non-BID funded expenses, not to exceed \$15,000. Motion made by Ms. N. Vanderkin and seconded by Ms. VandeBerg passing unanimously.

STATUS OF OUTSTANDING GRANT APPLICATIONS

6. The Golden Cup (400 E. Main St.)

The CDA's February 18, 2020 approval was **contingent** on providing the following required information that was missing from your application:

- A copy of the cost estimate for the project; and
- A sample of the proposed paint color(s) or material sample(s) that was to be used on the project.

The project was completed and a copy of the receipt has been submitted for reimbursement. A copy of the cost estimate for the project was received however; a sample of the proposed paint color(s) or material(s) was not submitted to the group for their review and approval. Ms. Van Buren requested feedback and direction from the group on how to proceed.

Since the applicant did not meet all conditions cited in the approval letter, Ms. VandeBerg made a motion to reimburse the applicant for \$4,500 instead of \$5,000 with a second from Ms. J. Vanderkin. Motion passed unanimously.

7. House of Handcrafters (11 N. Madison St.)

Ms. Van Buren stated Ms. Tripp has ordered and purchased the paint, the building has been power washed, some scraping and repairs (caulking, filling of screw holes, replacing some nails in the siding) has started, and shutters have been removed to prepare them for painting. Due to the weather, painting has not occurred and but the contractor is on schedule to finish by the end of the month.

DISCUSSION ITEMS

8. Status of City of Waupun COVID-19 Business Relief Program

At the July CDA meeting, this program was rescinded. In summary a total, twenty-eight (28) businesses received funding. With the potential to move back down to Phase I, there could be an impact again to businesses. If so, no relief funding will be available but when developing the budget for 2021, this may be something the group considers.

9. Streetscape Update

Ms. Van Buren provided a status update on the installation of the new banners. Administrator Schlieve presented four options for the CDA members to consider for benches. Four benches will be replaced and one new one will be installed by the Senior Center. Funding for the benches is coming from the aging in place grant. Trash receptacles will also be replaced. The group decided on the design that had marsh grass to better align with the City's brand.

10. Future CDA Strategy & Priorities

The last year of expenditure for TID 6 is 2027 and the members of the CDA will be discussing at the September meeting what the role of the CDA should be and how it can be used to shape the future of the community. Administrator Schlieve mentioned that moving forward the group needs to be strategic about the working being done in the district to facilitate sustainability and increase the value within the district.

Various members of the CDA asked about the status of the Rock Shop and discussed next steps the CDA could undertake in the future.

11. Administrator Report

Administrator Schlieve provided the following update:

- a. In response to COVID-19 impacts to capacity of restaurants and bars, the Council approved a revision to the ordinances at their July 14, 2020 meeting that would allow outdoor seating and beer gardens. Restaurants and bars that are interested will need to apply for a conditional use permit through the Plan Commission. The Plan Commission will take action on the first application at the August meeting.
- b. The recent Connect Communities award announcement has brought additional attention to our downtown from small businesses looking to locate to the community.

- c. The amendment to the TID 6 boundaries has been approved and the City will be closing on the McKinley Street property today allowing redevelopment opportunities to occur in the upcoming months.
- d. Meeting housing demand for the community is still a priority.
- e. Envision Greater Fond du Lac has approved the use of a dedicated staff member to lead entrepreneurship development within the county. This has led to the restructuring of the IGNITE network and Ms. Schlieve has been selected to chair that group. The first order of business is to develop a strategic plan.
- f. Ms. Van Buren provided an update on the Pop-Up program.
- g. COVID-19 continues to affect the current state and local budgets. Moving forward, the City will be developing a strategic plan as to how to deal with budgeting for the future.

FUTURE MEETINGS AND GATHERINGS

12. Possible Future Agenda Items

- a. Strategic Planning

13. Next Schedule Meeting

- a. The next scheduled meeting will be September 15, 2020

ADJOURNMENT

The motion to adjourn was made by **Ms. N. Vanderkin** and seconded by Mr. DeJager, passing unanimously. The meeting adjourned at **9:03 a.m.**



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS
MEETING
201 E Main St
Tuesday, August 18, 2020 at 4:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Board of Public Works met virtually at 4:30 pm on Tuesday, August 18, 2020, via Zoom.

CALL TO ORDER

Chairman Ryan Mielke called the meeting to order at 4:33 PM

ROLL CALL

Roll call was taken members present:

Alders—Mike Matoushek, Ryan Mielke (Chair), Bobbie Vossekul

Citizens—Dale Heeringa (absent), Brian Markus (absent with notification), Jessica Mueller (absent with notification), Gregg Zonnefeld

Ex-officio – Mayor Julie Nickel, City Administrator Kathy Schlieve, DWP Director Jeff Daane, Recreation Director Rachel Kaminski

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS--

There were no guests for public comment.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

Next meeting will be September 8th at 4:30 PM.

CONSIDERATION - ACTION

1. Approve minutes of the July 14, 2020 Board of Public Works meeting.
Minutes of the July 14th meeting were presented. Motion (Matoushek/Zonnefeld) for approval. **MOTION CARRIED (5-0)**
2. Approve Fall Yard Waste pick-up dates. (October 12 - November 16)
DPW Director Jeff Daane shared that these dates are similar to what has been used in previous years in a window following the Bulk Pick Up, which will run from October 5-7. Dates will be distributed via Facebook and websites. Motion (Matoushek/Zonnefeld) to approve the schedule as presented. **MOTION CARRIED (5-0)**
3. Handicapped Parking Ordinance - S. Watertown St.
DPW Director Daane presented that this connects with the current ADA pathway that was added earlier this summer. This will involve a pair of 20-foot stalls for ADA parking along with ramped access. Motion (Vossekul/Matoushek) to approve the ordinance and forward to the Common Council for action/approval. **MOTION CARRIED (5-0)**
4. Aquatic Center Update
Recreation Director Rachel Kaminski shared an update on behalf of the Aquatic Center Staff. They handled the Wojahn Swim Program virtually, with 70 participants. The pool closes this Sunday for the season. The Waupun Coalition for Aging and an Aging Grant enabled the Senior Swim to continue clearly to the end of the year. \$1100 of donations were received from the WARP Fundraising drive to assist the Aquatic Center in covering COVID concerns. Rachel was very pleased with the staff and their work through a challenging summer. With capacity limits and the nice weather we've had, the Center was reaching its 75% capacity on weekends. Next month she will share with the BPW the full season statistics.
Senior Center Update

5. Senior Center Update

Rachel Kaminski reported that on August 3rd the Senior Center expanded their activities at the Center, at the Aquatic Center, and outdoors at Harris Park. The Aging Grant provided some excellent resources as they utilized Harris Park in the beautiful weather, and activity level has been high and feedback extremely positive. The plan is continue the current operation plans into September. Fond du Lac County Aging will not be doing in-person dining during September.

ADJOURNMENT

Motion (Vossekuil/Zonnefeld) to adjourn the meeting of the DPW at 4:47PM. **MOTION CARRIED (5-0)**

Respectfully submitted,
Gregg Zonnefeld, BPW Clerk



CITY OF WAUPUN PLAN COMMISSION MEETING
Video Conference and Teleconference
Wednesday, August 19, 2020 at 4:45 pm
(Approved 8/31/20)

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Plan Commission met virtually at 4:45 pm on August 19, 2020, via Zoom.

CALL TO ORDER

The Waupun Plan Commission met virtually at 4:45 pm via Zoom.

ROLL CALL

Members Present: Julie Nickel, Fred Lueck, Elton TerBeest, Jerry Medema, Jeff Daane, and Jill Vanderkin

Member Excused: Mike Matoushek

Staff Present: Sarah VanBuren and Sue Leahy

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION-

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

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next meeting of the Plan Commission will be August 31, 2020, at 4:45 pm

CONSIDERATION - ACTION

1. **APPROVE MINUTES** of the July 15, 2020 Plan Commission Meeting.
Motion by Medema, seconded by Vanderkin to approve the minutes of the July 15, 2020 Plan Commission meeting as presented. Motion carried, unanimously.
2. **PUBLIC HEARING – CONDITIONAL USE PERMIT** - Wind & Unwind Coffee & Wine House, 310 E Main St. Waupun.
Application to provide outside service under Section 11.12(4)(a) of the City of Waupun ordinance in a B-2 Central Business District subject to a Conditional Use Permit. Chairman Nickel noted this matter has been withdrawn as the Public Hearing Notice was not published. This matter is now rescheduled for Monday, August 31, 2020 at 4:45 pm in the Council Chambers, City Hall, Waupun.
3. **SITE PLAN REVIEW** – Judson's – 412 E. Main St
Glen Marwitz, agent for Judson's submitted a site plan to construct an 18' x 22' covered patio on the west dimension of their present building. They would provide a green space for the patio. Sue Leahy said the structure will meet all yard and setback requirements of the zoning ordinance.

Glen asked if he could bring in fill on Saturday. Sue said he can go ahead.

Chairman Nickel asked for a motion to act on this Site Plan.

Motion by Medema, seconded by Nickel to approve the site plan for the patio addition at Judson's at 412 E. Main St.

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

4. **SITE PLAN REVIEW** – 412 E Main St. An application for a permit has been submitted by Gysbers Jewelry to construct a 16' x 24' single story goldsmith shop on the rear or south dimension of their present jewelry store business. The addition may create 1-3 new jobs. There is an asphalt area there from a former garage. Sue said the addition meets all yard and setback requirement. Lueck asked if the City has a setback requirement from a platted alley. Sue indicated there is no minimum setback from an alley. Lueck feels there should be a minimum setback otherwise someone could build right up to the platted alley or maybe even on it and obstruct traffic.

Chairman Nickel called for a motion to act on the Gysbers Jewelry Store Addition

Motion by Vanderkin, seconded by Daane to approve the site plan for a 16' x 24' single story goldsmith addition on the south dimension of the jewelry store.

Vote: Vanderkin, Daane, TerBeest, Medema, Lueck, and Nickel – “AYE” Motion carried, unanimously 6/0.

5. **EXTRATERRITORIAL ZONING REVIEW** – N10565 Cottonwood Rd. Dodge County has submitted a letter of intent notification of a proposed minor subdivision that lies within the City of Waupun's extraterritorial zoning requirements. The City's subdivision ordinance has jurisdiction within 1 ½ miles of the City limits. Charles Schranz proposes to separate an approximate 3.8 acre parcel from an existing 40 acre parcel. The proposed new lot contains an existing set of buildings at N10656 Cottonwood Rd., Section 24, Town of Trenton, Dodge County, Wisconsin. The intended use would be single family residential.

Lueck questioned whether the proposed development was in accordance with the City's 2006 Comprehensive Plan for extraterritorial area. Sue Leahy said there is no problem with the City's plan.

Chairman Nickel called for a motion to act on the minor land division letter of intent from Dodge County.

Motion by Vanderkin, seconded by Medema to send an approval recommendation to Dodge County on the proposed land division of Charles and Roberta Schranz, Section 24, Town of Trenton, N10565 Cottonwood Rd., Waupun. Motion carried, unanimously.

6. **ADJOURNMENT** Motion by Vanderkin, seconded by Nickel to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 5:00 pm

Fred Lueck
Secretary



MINUTES
CITY OF WAUPUN AMENDED – ECONOMIC
DEVELOPMENT COMMITTEE MEETING
Zoom
Tuesday, August 25, 2020 at 4:30 PM

Committee Members Present:

Steve Brooks	Waupun Utilities
Jim Cleveland	Envision Greater Fond du Lac
Pete Kaczmariski.....	City Council
Ryan Mielke	City Council
Julie Nickel	Mayor
Jason Westphal	City Council

Staff Present:

Michelle Kast	Director of Finance
Kathy Schlieve	Administrator
Sarah Van Buren	Community & Economic Development Coordinator
Dan VandeZande	City Attorney

Other:

Dennis Navis	W&D Navis, Inc.
Matt Navis	W&D Navis, Inc.

Call to order

Mayor Nickel called the virtual meeting of the Economic Development Committee meeting to order at 4:30 p.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

None.

REVIEW PURPOSE OF ECONOMIC DEVELOPMENT COMMITTEE:

1. Economic Development Committee Charter

The Economic Development Committee is a committee allowed by ordinance. Administrator Schlieve presented a draft committee charter.

APPOINT COMMITTEE CHAIR:

Mayor Nickel informed the committee that she had appointed Mr. Kaczmariski as the Chair of the Economic Development Committee.

Mr. Kaczmariski assumed the responsibility of presiding over the meeting.

ADJOURN TO CLOSED SESSION:

A motion was made by Mayor Nickel and seconded by Mr. Mielke to adjourn into closed session under Section 19.85(1)(e) of the WI Statutes for the deliberation and negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business.

OPEN SESSION:

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

ACTION FROM CLOSED SESSION:

No action.

ADVANCED PLANNING:

2. Determine Date and Time of Monthly Meeting

- a. Members of the Committee decided to meet at 4:30 p.m. on the same day as a Council of a Whole meeting

3. Potential Agenda Items

- a. Investing public funds to address parking needs in the 300 Block E. Main St. (TID 3)
- b. Multi-Family land negotiation (TID 5)

ADJOURNMENT

The motion to adjourn was made by Mr. Westphal and seconded by Mayor Nickel passing unanimously. The meeting adjourned at 5:31 p.m.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Tuesday, August 26, 2020 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 4:35 p.m. by PFC President in the Waupun Safety Building.

ROLL CALL

Members present: John Bett, Carole Cronin, Zak Dickhut, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison).

Members absent (excused): N/A

Also present: WPD Chief Scott Loudon, WPD Deputy Chief Jeremy Rasch, WFD Chief BJ DeMaa.

MINUTES FROM PREVIOUS MEETING

Minutes from the June 23, 2020 meeting were presented for approval. Motion to approve by J. Bett (C. Cronin second; all in favor). Minutes approved as presented.

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

WFD Chief BJ DeMaa provided the following update(s):

- **Staffing:** Three firefighters that will complete their probationary period at the end of August. All 3 have completed the requirements to move to regular status.
- **Strategic Plan:** Gaps exist in four areas: 1) daytime response levels of firefighters (currently 8.7 responders/industry standard is 18); 2) fire inspectors (we have gone from 5 down to 2 due to medical issues and job changes. It takes ~2 years and 60+ hours of school for train new inspectors.); 3) Fire Officer development (changes to SPS 330 now require additional 40+ hours of training for firefighters to promote to officer positions). There is also little pay difference (~\$200) between the Officer and Firefighter positions; and, 4) workload for 2 FT staff members is no longer sustainable. It is important to note that as training requirements increase, firefighters receive no compensation for extra training they attend.
- **Sustainability:** Continue to work on the fire district consolidation with a focus on concluding current conversations with the townships and examining regional opportunities to ensure sustainability of the city's fire and emergency response services in the future.
- **Community Preparedness:** Current Emergency Operation Plan is weather-focused and does not prepare the City for emerging risks that are seen across the state and country (i.e. pandemics, mass casualty incidents, active threats, civil unrest, etc.). Emergency Management Institute visit in 2021.
- **Emergency Medical Service (EMS):** Gaps exist in EMS service as current funding levels do not secure the needed number of ambulances to provide adequate coverage. This will likely lead to conversations around a First Responder group.

WPD Chief Scott Loudon provided the following update(s):

- **Kenosha:** Chief Loudon participated in EPS to help get support (need mobile/patrol officers); WPD does not have staff to send; Kenosha has closer alternatives (National Guard now involved). Concern with reaction when investigation is not complete. Situation is affecting morale and decreasing interest in pursuing a law enforcement career. We are small, safer community so we may benefit from transferring officers.
- **Service Calls:** Similar to last year; reminder with COVID there is an overall decrease.
- **Truck-N-Show:** No injuries and very few arrests; city is addressing the black marks on Brandon street.

- **Pursuit:** Recent short-pursuit in Waupun (Main to Bly Streets) resulting in charges; person involved was not from Waupun. Noted a trend that people are not stopping for law enforcement.
- **Budget:** Considering purchasing body cameras for 2021; looking into grant funding for the cost of \$17,000-\$20,000; and would require Council approval. Commission discussion around liability resulted in a formal motion to support WPD: Motion by Z. Dickhut. to explore the purchase of body cameras (C. Cronin second; all in favor). Additional purchases planned include two squad cards, Evidence Room software, general equipment replacements (vests, tasers, squad items, etc.).
- **Cyber security:** Transition/upgrades through FDL County have resulted in increased security and lowered costs (bulk purchasing, lower service call fees).
- **K9 Brat Fry:** September 4 & 5, 9:00am to 2:00pm at Piggly Wiggly
- **Training:** WPD is holding a Fall and Spring inservices; 24 hours of training per year is required. Due to COVID, many in-person sessions offered by others have been/will be canceled.

Chiefs DeMaa and Loudon and M. Thurmer plan to present John Forsythe with recognition plaque.

CLOSED SESSION

The Waupun Police and Fire Commission adjourned in closed session under Section 19.85 (1) (c) of the WI Statutes to discuss Police Department staffing.

(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 5:11pm was made by J. Bett (second by T. Rhodes; all in favor).

OPEN SESSION

Open Session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 5:21pm after motion from T. Rhodes (second by C. Cronin; all in favor).

ACTION FROM CLOSED SESSION

None.

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting to-be-determined.

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 5:28pm made by C. Cronin (second by M. Thurmer; all in favor).

Respectfully submitted,
Tara Rhodes, Secretary

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



CITY OF WAUPUN PLAN COMMISSION MEETING
Video Conference and Teleconference
Monday, August 31, 2020 at 4:45 pm
(Approved 9/16/20)

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Plan Commission met virtually at 4:45 pm on August 31, 2020, via Zoom.

CALL TO ORDER

The Waupun Plan Commission met virtually at 4:45 pm via Zoom.

ROLL CALL

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

Staff Present: Sarah VanBuren and Steve Brooks

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION-

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

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next meeting of the Plan Commission will be September 16, 2020, at 4:45 pm.

CONSIDERATION - ACTION

1. **APPROVE MINUTES** of the August 19, 2020 Plan Commission Meeting.
Motion by TerBeest, seconded by Medema to approve the minutes of the August 19, 2020 Plan Commission meeting as presented. Motion carried, unanimously.
2. **PUBLIC HEARING – CONDITIONAL USE PERMIT** - Wind & Unwind Coffee & Wine House, 310 E Main St. Waupun.
Application to provide outside service under Section 11.12(4)(a) of the City of Waupun ordinance in a B-2 Central Business District subject to a Conditional Use Permit. Chairman Nickel read the call of the hearing and its purpose. Chairman Nickel said that the Council approved restrictions and guidelines for outdoor service, sidewalk café, and beer gardens with a license and in accordance with Chapter 11.12 of the City of Waupun Ordinance. She also noted that Jeff Collien, owner of Wind & Unwind at 310 E. Main St. applied for a Conditional Use Permit to allow tables and chairs on the sidewalk in front of his coffee and wine house business. The applicant nor anyone representing the applicant appeared to discuss his Conditional Use Permit Application.

A general discussion of the need for these type of services in Waupun outside certain businesses in the B-1, B-2, B-3, and B-4 Zoning districts was had. Chairman Nickel noted that the owner of the business to the east of Wind & Unwind Coffee and Wine House was not opposed to the outside service as long as it is not in the street. Daane referred to a business blocking off one parking stall in front of the street for a band. Lueck feels that Main Street in Waupun is a state highway and the state probably would not allow anything on its right of way except the parking of cars.

Lueck said he is in favor of outdoor service, sidewalk café, and beer gardens but the ordinance recently approved by the Council appears only to refer to licenses for those uses, but not for permits for these type of land uses under the City's Zoning Ordinance. He said he could not vote for this Conditional Use Permit tonight as the City Zoning Ordinance has not been amended to allow these type of uses in the B-1, B-2, B-3

& B-4 zoning districts under the Conditional Use Permit section at this time. He feel the City Attorney or the City Zoning Administrator should have filed an amendment to the Zoning Ordinance as soon as the Council approved the Chapter 11.12 amendment to the City Ordinance. As he understands this amendment may not be accomplished until late September. In addition, he noted that the business address on this Conditional Use Permit Application is 310 E. Main St., however, his site plan shows the tables and chairs extending on to property at 306 E Main St. (Club Fitness). Mr. Collien apparently owns both properties. Lueck questioned whether he meets the restriction for a sidewalk café as that ordinance requires that you derive more than 50% of your gross business revenue from the sale of food on that premises in the B-2 Zoning District. Does the property owner west of Club Fitness actually know that the outside café (6 tables and 12 chairs) are proposed to extend right up to his lot line.

No further facts or questions were entered into the record so Chairman Nickel closed the hearing and asked for a motion on the Conditional Use Permit Application.

Motion by Daane, seconded by Matoushek to grant the Conditional Use Permit for a sidewalk Café at 310 E. Main St. which is located in a B-2 Zoning District on the condition this use meets the restrictions, requirements, and guidelines of Chapter 11.12(5)(a) of the City Ordinance. We find that this Conditional Use Permit will not be detrimental to adjacent businesses, will be an appropriate use, will not create traffic hazards, will not hinder future development in the area, will not create undesirable levels of noise or light in the area and will allow property values to increase.

Vote: Matoushek, TerBeest, Medema, Daane, Vanderkin, and Nickel – “AYE”

Lueck – Abstain

Motion carried 6-0-1

3. **Site Plan Review:** Municipal Well and Pump at 1212 Storbeck Dr.

Chairman Nickel briefly noted that Municipal Well and Pump is proposing a new storage building at 1212 Storbeck Dr.

Dale Pokorny representing Municipal Well & Pump appeared and discussed their plan for a 72' x 120' new storage building behind their parking lot. The structure will be used for storage of more trucks, pumps, etc. and give them a better area to load and unload vehicles and equipment. Daane had some questions on drainage around the area where the new building is to be located. Mr. Pokorny said they have had the drainage checked out by their engineers and it should be OK. Daane made reference to MSA checking this out. Lueck noted he had spoken to the owner of Horizon Construction across the street today and he was unaware of this new structure and didn't have any concerns if constructed at its proposed location

Chairman Nickel called for a motion to act on the site plan.

Motion by Matoushek, seconded by TerBeest to approve the site plan for Municipal Well & Pump for construction of a 72' x 120' storage building on their lot at 121 Storbeck Dr.

Vote: Matoushek, TerBeest, Medema, Daane, Vanderkin, Lueck, and Nickel – “AYE”

Motion carried, unanimously 7/0.

4. **ADJOURNMENT** Motion by Matoushek, seconded by TerBeest to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 5:09 pm.

Fred Lueck
Secretary



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 08, 2020 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

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

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

No audience in attendance.

Media present is Ken Thomas of the Daily Citizen.

PERSONS WISHING TO ADDRESS COUNCIL

No persons address the Council.

CONSENT AGENDA

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

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

CONSIDERATION - ACTION

16. Waupun Chamber Downtown Mini Market October 3-31, 2020

Waupun Chamber wishes to extend the Farmers Market through the month of October and will continue safe practices according to COVID-19 guidelines.

17. COVID-19 Implications to City Operations

Dodge County holds at Phase 2 currently. Public Health is recommending suspension of youth sports until October 1st. Waupun School District has postponed fall contact sports. Individual sports continue. The City is in current discussions with Waupun Hockey staff relating to this.

Westphal agrees to involve the health department with the sports leagues to provide a plan of their safety guidelines. Does not agree with barring the sports leagues with the use of the facilities. We should allow them to provide a plan of their safety guidelines.

Schlieve recommends following the County that holds the strictest guidelines between Fond Du Lac and Dodge.

Council agrees to follow County guidelines.

ADJOURNMENT

Motion Vossekui, second Vanderkin to call the meeting adjourned at 6:26pm. Motion carried.



MINUTES
CITY OF WAUPUN NEGOTIATIONS COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, September 14, 2020 at 5:30 PM

CALL TO ORDER

Chairman Westphal calls the meeting to order at 530pm.

ROLL CALL

Committee members present are Jason Westphal, Nancy Vanderkin, and Ryan Mielke. Ex-Officio member, Julie Nickel, is present.

Staff present are Administrator Schlieve, City Clerk Hull, Finance Director Kast, General Manager Brooks, and Utility Finance Director Stanek.

No members of the public are present.

No media is present.

CONSIDERATION – ACTION

1. Objectives of Committee

Committee guidelines were reviewed.

2. First Responder COVID-19 Leave Policy Amendment

In the start of the COVID 19, we exempted several employees who we designated as first responders and affected by COVID in the leave policy, as guided by the City Labor Attorney. Due to a number of staff having to quarantine, there is need for policy revision. Proposed is adding 2 weeks (prorated based on hours worked) of sick time specific to COVID-19 exposures through the end of the year, which is in accordance with the timing of FFCRA. The Committee reviewed the policy which outlines the language and makes the policy retroactive to April 1, 2020, when FFCRA became effective.

Motion Vanderkin, second Mielke, to recommend to the Common Council to approve the proposed resolution COVID-19 Plan Policy. Motion carried 3-0 on roll call.

CLOSED SESSION

Motion Vanderkin, second Westphal to adjourn to closed session under Section 19.85 (1) [c] of the WI Statutes for discussing 2021 Compensation Strategy. Motion carried 3-0.

OPEN SESSION

Motion Vanderkin, second Mielke to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 3-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vanderkin, second Mielke to call the meeting adjourned at 635pm. Motion carried 3-0.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, September 14, 2020**

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

Commissioners Heeringa, Homan, Kaczmariski, Mielke and Westphal were present in person with Gerritson present via Zoom video conference. Commissioner Thurmer was absent with notice.

Motion made by Westphal, seconded by Homan and unanimously carried, to approve minutes from the August 10, 2020 meeting.

On motion by Kaczmariski, seconded by Homan and unanimously carried, bills for month of August 2020 were approved as presented.

On motion by Mielke, seconded by Westphal and unanimously carried, year-to-date financial reports through July 2020 were approved as presented. Electric operating income was \$173,400 or \$105,600 above budget from lower power costs and the reduction in distribution expenses. Water operating income was \$404,600 or \$40,200 above budget on lower operating expenses due to less project and material requirements during the COVID-19 period. Sewer operating income was \$253,500 or \$88,700 above budget on lower WWTP expenses and maintenance costs.

Finance Director Stanek reported on financial health of utility. Utility is in a good position regarding net income and revenues due to the COVID-19 period and lower costs than budgeted for as a result of less projects and material requirements and reduced distribution expenses. The closing of the USDA loan took place on September 9, 2020 for the WWTP ABNR upgrade project. The 2021 budget draft is being compiled and will be presented in October, looking for final approval of the budget in November 2020.

General Manager Brooks reported on outages and status of projects. Work at Pine View Apartments is complete, transformers have been changed out for the voltage conversion project and work to relocate Feeder #1 is in progress. Electric crew is working with ATC to replace power poles near Jackson St as part of the Feeder #1 project. The PSC has extended the moratorium at this time until October 1, 2020 for residential disconnections.

Treatment Facilities and Operations Superintendent Schramm reported pumping was down in August and water loss is at a low. The decrease in water loss is attributed to previous work completed utilizing our water logger to detect and pinpoint leaks allowing the water/sewer maintenance crew to make the necessary repairs. Reduction in water loss allows the utility to save on power and chemical costs at the water plant. Water/wastewater treatment crews will work on the cleaning of digesters in September in preparation for the upcoming start of construction at the WWTP. Design engineering is at the 95% completion mark for the wastewater facility upgrade project. The USDA funding is complete with next steps being the WDNR & USDA design submittals and review, followed by the project bid date, bid award and notice to proceed with construction. Schramm expressed a sincere "Thank you" to previous Finance Director Jared Oosterhouse and current Finance Director Jeff Stanek for the countless hours they have spent in completion of the necessary requirements of the USDA loan process.

Discussion held in regards to performance evaluation for General Manager Brooks. Waupun Utilities staff gave positive feedback in regards to Brooks' performance and feel that our utility continues to move forward in a positive direction. No negative feedback was received.

On motion by Kaczmariski, seconded by Mielke and unanimously carried, meeting was adjourned at 4:51 p.m.

The next commission meeting is scheduled on October 12, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
City of Waupun 201 E Main Street, Waupun WI
53963
Wednesday, September 16, 2020 at 5:30 PM

CALL TO ORDER

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

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Vossekuil, Alderman Kaczmarski, Alderman Mielke, and Alderman Matoushek. Members absent are Alderman Vanderkin.

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

Other City Staff present is Sarah VanBuren, Economic Development Coordinator.

Audience in attendance is Rich Leaver of Leaver Land Surveying LLC and Matt Navis of W&D Navis.

No media is present.

CONSENT AGENDA

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

Motion Matoushek, second Vossekuil to approve the consent agenda. Motion carried 5-0 on roll call.

CONSIDERATION - ACTION

2. **Certified Survey Map Review - Stanton & Son LLC - a re-division of Lot 31 of Woodland Hills** *(Plan Commission 9/16/20)*

Rich Leaver of Leaver Land Surveying LLC is present, representing the owner, Patrick Stanton. Waupun Plan Commission made recommendation in favor of the Certified Survey Map.

Motion Kaczmarski, second Matoushek to approve the Certified Survey Map for Patrick Stanton of Lot 31. Motion carried 5-0 on roll call.

3. **Ordinance to amend Ch. 16.04 entitled Zoning Code-Business District Requirements** *(Plan Commission 9/16/20)*

The proposed ordinance provides including outdoor premise as a conditional use.

Motion Westphal, second Matoushek to waive the first reading and adopt Ordinance 20-08 to amend Ch. 16.04 entitled Zoning Code-Business District Requirements. Motion carried 5-0 on roll call.

4. **Ordinance to amend Ch.6.03 entitled Traffic Code-Other Intersection Controls for Stop Sign Placement at Church St., N. Harris Ave. & Maple St., N. Harris Ave.** *(Board of Public Works 9/8/20)*

Due to the Tanager development and expected traffic flow, the Board of public works made recommendation to approve stop sign placement at Church St., N. Harris Ave. & Maple St., N. Harris Ave.

Motion Kaczmarski, second Westphal to accept the first reading of the proposed ordinance to amend Chapter

6.03(2) entitled Other Intersection Controls to add subsections (bl) and (bm) for the installation of stop signs at the intersection of Church St. and N. Harris Ave. and Maple St. and N. Harris Ave. Motion carried 5-0 on roll call.

Alderman Vanderkin appeared at the meeting at 5:42pm.

5. Ordinance to amend Ch.6.03 entitled Traffic Code-Modified Through Streets and Other Intersection Controls for Yield Sign Removal and Stop Sign Placement at Rock Ave. & N. Harris Ave. and Newton Ave. & N. Harris Ave. (Board of Public Works 9/8/20)

Due to the Tanager development and expected traffic flow, as well as the traffic flow due to the aquatic center, the Board of public works made recommendation to approve stop sign placement.

Motion Westphal, second Matoushek to accept the first reading of the proposed ordinance to amend Chapter 6.03(2) entitled Other Intersection Controls and (3) Modified Through Streets to eliminate yield signs at the intersections of Rock Ave. & Harris Ave. and Newton Ave. & Harris Ave. and for stop sign placement at the intersections of Newton Ave. & N. Harris Ave. and Rock Ave. & N. Harris Ave. Motion carried 6-0 on roll call.

6. City of Waupun COVID-19 Plan Amendment (Negotiations Committee 9/14/20)

Prior policy exempted a list of first responders from Family First Coronavirus Response Act (FFCRA) paid leave. At the time our labor attorney advised that we may want to add an 80-hour provision for paid sick leave to support staff designated as first responders and affected by the virus. As a number of employees have recently been affected, we believe there is a need to include this provision.

Motion Vanderkin, second Westphal to approve the amendment to the City of Waupun COVID-19 Plan to include two (2) weeks of sick leave specific to COVID-19. Motion carried 6-0 on roll call.

CONSIDERATION-ACTION

7. Fill Patrol Officer Vacancy

Due to the resignation of Officer Rasmussen, Chief Loudon makes request to fill the position.

Motion Matoushek, second Vossekul to approve filling the vacant Patrol Officer position in the Waupun Police Department. Motion carried 6-0 on roll call.

8. Routes to Recovery (CARES) Funding Expenditures

City is allocated through the Routes to Recovery Grant, \$186,360 in reimbursable expenses due to COVID-19. We have submitted for expenses in the approximate amount of \$54,000 at this time. Departments provided additional expenditures which will reduce budget in future years and seeks approval to continue with these projects with the understanding the total cost will not exceed \$186,360.

Motion Kaczmariski, second Vanderkin to approve COVID-19 safety expenditures in accordance with the State of WI Routes to Recovery grant funding eligibility guidelines in an amount not to exceed \$186,360. Motion carried 6-0 on roll call.

CLOSED SESSION

Motion Vanderkin, second Vossekul to adjourn in closed session under Section 19.85 (1) [e] of the WI Statutes for Negotiation of city-owned property located at 520 McKinley St in TID 6 and Multi-Family land negotiations in TID 5. Motion carried 6-0.

OPEN SESSION

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

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vossekuil, second Matoushek to call the meeting adjourned at 6:33pm. Motion carried.

Minutes of the Waupun Public Library Board Meeting September 21, 2020

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:48 p.m. on September 21, 2020. Also present were Hintze, Schultz, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, per Zoom.

ARTICLE I: Motion by Sullivan, supported by Gehl, to accept the minutes of the August 17, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Downloads (OverDrive) up 24% YTD.
 - a. 64,839 YTD
 - b. 20,885 YTD
 - c. Curbside: 1,335 residents

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

ARTICLE V: Motion by Rohrer, supported by Hintze, to pay the September bills. Motion carried, 7-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was given authorization to do so.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Statistics will now reflect the fact that the library has returned to curbside pickup.
- b. Bret is waiting for quotes on the drive-up window project which is being investigated. A drive-up window would create a system which would be more efficient, would prevent staff from having to go out into the elements during a curbside delivery, and also keep patrons safe by allowing them to pick up books without getting out of their vehicles, especially in inclement weather.
- c. The library remains in curbside service mode because one of our counties (Fond du Lac) moved back to Phase 1 of their Covid-19 plan. As of 9-18-2020, Dodge County moved back to Phase 1 of their Covid-19 Plan. This was not known at the time the librarian's report was written, but was known at the time of the board meeting.
- d. The library is back to full staff, which is a good thing. It might be thought that because the library is back to curbside service the staff should find little to keep them busy. In reality, the opposite is true. Because staff is working with fewer people at one time they often find themselves busier than when the library is actually open. They are gathering material for patrons, answering phone calls, and delivering materials as patrons arrive.
- e. Michelle Kast, City Finance Director, has been working with John Taylor regarding the issue of donating funds to the library from an Edward Jones account. The latest information: the Library Board will not be able to keep an Edward Jones account for future donations, since Edward Jones is not registered as a municipal advisor with the State of Wisconsin.

f. Pam's Report.

Curbside services are going well for the most part. Staff is doing their best to help patrons struggling with the change, working to get them whatever they need. They appreciate the positive comments, a recent one from a patron being, "the kindness and cheeriness of the staff does not go unnoticed."

We have been watching the REALM study closely, and recently went to a 7-day quarantine based on the results indicating the existence of the virus on library materials in a stacked configuration. The REALM study partners are in the midst of a literature review and additional testing. Important questions we don't know answers to include whether or not the virus is actually transmittable off of library materials and how many particles of the virus is needed to get an individual sick. Knowing these answers would allow us to provide a balance between keeping the public safe and providing their materials in a timely manner. Right now we are basing our decision solely on the existence of the virus on the material.

Directly related to the quarantine is the delay of materials becoming available for patrons. Items within the system are taking up to 2 weeks to be available for patrons to pick up. Items shipped through WISCAT/ILL are taking 3-4 weeks.

COVID has resulted in three additional homebound patrons for me to manage, resulting in a total of seven. An eighth patron is managed by another staff member. A third staff member manages materials for the Christian Home and Prairie Ridge.

Applications for the page position are due this Saturday, September 19. I am hoping for an October 17 start date so that I can be present.

g. The "Dewey Awards" will be presented at the staff meeting on Friday, September 24, 2020.

h. The library meeting rooms will remain closed until further notice.

ARTICLE VIII: Ellen Johnson Estate/Edward Jones account.

Motion by Sullivan, supported by Hintze, stating once the funds from the Ellen Johnson Estate's Edward Jones account are received, they will be transferred to the Library Board's Local Government Investment Pool (LGIP) fund. Motion carried, 7-0 on roll call.

ARTICLE IX: New Business.

a. Because of the unpredictability caused by COVID-19, the Library Operations Guidelines will be accepted as presented, with the recognition that they could possibly change as the situation changes.

ARTICLE IX: Motion by Hintze, supported by Rohrer, to adjourn at 5:14 p.m. Motion carried.

Next tentative meeting: **Monday October 19, 2020, at 4:45 p.m. per Zoom.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
City Hall 201 E Main Street Waupun WI 53963
Tuesday, September 29, 2020 at 5:30 PM

CALL TO ORDER

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

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Vanderkin, Alderman Vossekuil, Alderman Kaczmariski, Alderman Mielke, and Alderman Matoushek. Members absent are Alderman Westphal.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Director of Public Works Daane, Library Director Jaeger, Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Loudon, Finance Director Kast, and Fire Chief Demaa. No staff is absent or excused.

No other City Staff is present.

No audience is in attendance.

Media present is Ken Thomas of Daily Citizen.

PUBLIC HEARING

1. Requesting Waiver from State Mandate Regarding Housing Affordability Report 2020 Deadline

WI Act 243 requires the annual filing of the Housing Affordability Report. Mandate waivers are offered by the WI Department of Revenue and can provide exemption for the City from this report for the standard four-year timeframe. As the Housing Affordability Report is more complicated, staff does not have capacity to produce this report in 2020 and provides a resolution to request exemption from filing this report.

Motion Kaczmariski, second Matoushek to approve Resolution 09-29-20-01 Requesting Waiver from State Mandate Regarding Housing Affordability Report 2020 Deadline. Motion carried on roll call 5-0.

CONSENT AGENDA

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

Motion Vanderkin, second Vossekuil to approve the consent agenda. Motion carried 5-0 on roll call.

ORDINANCES & RESOLUTIONS

2. Ordinance to amend Ch.6.03 entitled Traffic Code-Other Intersection Controls for Stop Sign Placement at Church St., N. Harris Ave. & Maple St., N. Harris Ave.

Due to the Tanager development and expected traffic flow, stop sign placement at Church St., N. Harris Ave. & Maple St., N. Harris Avenue is recommended.

Motion Vanderkin, second Matoushek to adopt Ordinance 20-09 to amend Chapter 6.03(2) entitled Other Intersection Controls to add subsections (bl) and (bm) for the installation of stop signs at the intersection of Church St. and N. Harris Ave. and Maple St. and N. Harris Ave. Motion carried 5-0 on roll call.

4. Ordinance to amend Ch.6.03 entitled Traffic Code-Modified Through Streets and Other Intersection Controls for Yield Sign Removal and Stop Sign Placement at Rock Ave. & N. Harris Ave. and Newton Ave. & N. Harris Ave.

Due to the Tanager development and expected traffic flow, as well as the traffic flow due to the aquatic center,

recommendation is to approve stop sign placement.

Motion Vanderkin, second Vossekul to adopt ordinance 20-10 to amend Chapter 6.03(2) entitled Other Intersection Controls and (3) Modified Through Streets to eliminate yield signs at the intersections of Rock Ave. & Harris Ave. and Newton Ave & Harris Ave and for stop sign placement at the intersections of Newton Ave. & N. Harris Ave. and Rock Ave. & N. Harris Ave. Motion carried 5-0 on roll call.

5. Tax Incremental District (TID) #1 Affordable Housing Extension Resolution

TID 1, created in 1987, is projected to close in 2021. TID 1 revenues are projected to be roughly \$260,000 next year. 2021 expenditures are estimated to be \$25,000. WI Statutes 66.1105(6)(g) allows extension of a TID up to one year, using the last year of tax increment to improve a community's housing stock. In doing so, the community must segregate the funds and commit to using at least 75 % of the final increment to benefit affordable housing. The remaining portion may be used to improve housing stock throughout the community. Passing an Affordable Housing Resolution for the TID is the first step in securing funds for this purpose to benefit our community.

Motion Matoushek, second Vanderkin to approve Resolution 09-29-20-02 Tax Incremental District (TID) #1 Affordable Housing Extension. Motion carried 5-0 on roll call.

CONSIDERATION-ACTION

6. Brooks Fund Disbursement

Schlieve provides the current balance in the Brooks Fund is approximately \$96,000. Schlieve believes there is a public project that these funds could be used for and requests the release. The Council states they wish to approve the project(s).

Motion Kaczmariski, second Matoushek to approve full disbursement of the Brooks Fund, totaling \$96,288.27, contingent on Council approval of the public health project(s) and they are to be consistent with the original intent of the fund. Motion carried 5-0 on roll call.

7. Agreement with LifeStar Emergency Services LLC for Emergency Ambulance Service 2020-2023

The proposed agreement, between the City of Waupun and LifeStar Ambulance for the 2020-2023 term, is before the Council for consideration.

Motion Matoushek, second Vanderkin to approve the agreement for Emergency Ambulance Service by and between the City of Waupun and LifeStar Emergency Medical Services LLC for the term of 2020-2023. Motion carried 5-0 on roll call.

8. 2021 Budget Workshop 3: Capital and Equipment

The Capital (proposed estimate \$1,203,122) and Equipment (proposed estimate \$268,545) budget for 2021 is provided for review.

CLOSED SESSION

Motion Matoushek, second Vanderkin to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes for Developer's Agreement for MVP Site in TID 5 and Possible Litigation. Motion carried 5-0.

OPEN SESSION

Motion Vanderkin, second Vossekul to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vanderkin, second Matoushek to call the meeting adjourned at 6:59pm. Motion carried.



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: September 10, 2020
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- August 13th at 11:45 a.m., the meter at 524 Summerville St. reported a power outage. A tree damaged the electric service wire running from the pole to the home. The service was repaired and power was restored at 1:00 p.m.
- August 19th at 8:15 p.m., a customer reported blinking lights in the area of Jackson and Forest St. The crew found that a wire connecting the transformer to the secondary line had melted due to a bad connection. Crew replaced the wire and restored power at 9:45 p.m.
- August 26th at 4:15 a.m., the meters at 236 and 232 W. Franklin St. reported a power outage. A large tree branch fell and damaged both electric services running from the pole to the homes. The crew removed the tree branch and installed new service wires the homes. Power was restored at 8:00 a.m.

Pine View Apartments

- Work on the Pine View Apartment project is complete.

Voltage Conversion

- All of the pad mount transformers on Feeder #1 from the Main sub have been replaced with new more efficient dual voltage transformers.

Relocate Feeder #1 Comtech Sub

- The relocation project of Feeder #1 has begun. The river crossing went better than expected due to crews not having issues with rock like we anticipated. The next step is installing conduit along Gateway Dr.

Electric Sales

- With the warmer weather in August we experienced strong electric sales for the month. On August 27th at 3:00 p.m., Waupun Utilities reached a Demand of 21.7 Mega Watts. That is the highest demand we have recorded for 2020.

General Manager Update:

Public Service Commission Update

- The Public Service Commission of Wisconsin (PSC) voted 2-1 to continue the moratorium on utility residential customer disconnections and refusal of service for nonpayment until October 1st. The PSC will review the matter again at its September 17th meeting. We continue to work with WPPI and MEUW to monitor the situation.
- Due to the extension of the moratorium for residential disconnections and the current status of COVID-19, Waupun Utilities has made the decision to delay assessing a late payment penalty in a non-discriminatory manner of 1.0% at the very minimum until the tax roll process is completed on November 16, 2020. After the 2020 tax roll process is complete and the current bill due date, we will re-evaluate the economic impact on our customers of re-establishing a 1.00% late payment penalty to the total unpaid balance for utility service, including unpaid payment charges as stated in our tariff. Waupun Utilities will continue to work diligently with all customers to develop payment arrangements for balances incurred during and after the COVID-19 Emergency period.

WPPI Board of Directors Meeting

- On Thursday September 17th, Jeff and I will participate virtually in the WPPI Board of Directors and Annual Meeting. This year's abbreviated meeting will focus on the business of the board with a few special features:
 - State of WPPI Energy in 2020 featuring speaker Mike Peters, President and CEO WPPI
 - Issues outlook for Public Power perspectives from our national association featuring speaker Joy Ditto, President and CEO American Public Power Association.
 - Chairman's remarks: Celebrating joint action featuring speaker Jeff Feldt, WPPI Chair Board of Director and General Manager Kaukanuna Utilities.

APPA Public Power Leadership Virtual Summit

- I was able to attend the APPA Public Power Leadership Virtual Summit last month. It was a great opportunity to hear and learn from leaders in the industry. The topics covered were very insightful and will be beneficial knowledge going forward.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: September 9, 2020
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There was one call-in to report this month. A lightning strike caused numerous communication issues between various PLC's.

The water treatment facility is performing well and water quality continues to be consistent barring the varying weather temperature swings.

Average daily pumpage is down 23.5% or 160,000 gpd year to date compared to August 2019.

Wastewater Treatment Facility:

There was one call-in to report this month. A lightning strike caused numerous communication issues between various PLC's.

Due to field availability, only 800 cubic yards have been applied to DNR approved agriculture land. Once field conditions are suitable for land application, the remaining biosolids will be applied.

Water/Sewer Crew:

The crew has been performing semi-annual inspections of the utility's hydrant assets. By regular testing and checking movement of the pumper caps and operational valve, this will ensure that these vital components will work when they're needed. When these steps are followed, you can ensure that the system will operate properly or that appropriate maintenance can be scheduled to make repairs as needed. If a hydrant needs maintenance, it is tagged with an out of service sign so the fire department is aware during an emergency that the hydrant is inoperable.

Main line and service valve repairs have been completed for the year. Having all valves operable prior to the winter is critical to prevent extended service outages during water main breaks.

Wastewater Facility Project Update:

- Design engineering is at the 95% completion mark.
- 9/2/20 - USDA application and signing process was completed.
- 10/1/20 - WDNR design submittal and review.

Wastewater Facility Project Update Continued:

- 10/1/20 - USDA design submittal and review.
- 1/2/21 - Project bid date.
- 2/1/21 - Bid award and notice to proceed.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: September 14, 2020
SUBJECT: July 2020 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted primarily of routine replacement work and the installation of new services. The sewer and water utilities continue to each pay their portion of Madison Street reconstruction phase 2 engineering costs. Total costs to date amounted to \$4,000 for each utility. The sewer utility incurred \$211,924 in engineering costs related to the wastewater treatment plant upgrade project and continues work on the SCADA upgrade project.

MONTHLY OPERATING RESULTS – July 2020 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **6.7% above** budget & **3.1% lower** than July 2019 sales on higher large residential power sales
- YTD kWh sales were **5.1% above** budget & **6.2% lower** than July 2019 YTD actual sales

Water

- Monthly sales units of 100 cubic feet were **6.6% above** budget & **9.4% lower** than July 2019 sales; usage decrease in residential, commercial and public authority
- YTD water sales were **2.2% above** budget & **1.0% lower** than July 2019 YTD actual sales

Sewer

- Monthly sales units of 100 cubic feet were **2.5% below** budget & **14.7% lower** than July 2019 sales due to lower industrial and public authority volume.
- YTD sewer sales are **1.5% higher** than July 2019 YTD actual sales

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget \$79,100 and \$166,000 respectively, due to lower than budgeted demand and overall lower purchased power costs
- Gross margin was \$86,800 **above** budget
- Operating expenses were \$28,900 **below** budget primarily due to lower distribution expenses attributed cut-backs from COVID-19 project delays.
- Operating income was \$173,400 or \$105,700 **above** budget from lower power costs and the reduction in distribution expenses
- Net income was \$149,400 or \$31,100 **above** budget primarily from an acquisition adjustment of \$62,000 associated with the Alliant Energy asset purchase for area 4 and decreases in operating expenses

Water

- Operating revenues were \$11,200 *above* budget
- Operating expenses were \$48,400 *below* budget due to fewer project and material requirements during the COVID-19 period
- Operating income was \$565,100 or \$40,200 *above* budget
- Net income was \$328,500 or \$84,900 *above* budget

Sewer

- Operating revenues were \$87,700 *above* budget on strong public authority treatment charges
- Operating expenses were \$21,900 *below* budget on lower WWTP and maintenance costs
- Operating income was \$253,500 or \$88,700 *above* budget
- Net income was \$293,000 or \$129,100 *above* budget on higher operating revenues and investment income

Balance Sheets

Electric

- Balance sheet *increased* \$50,007 from June 2020
- Unrestricted cash *decreased* \$42,483
- Accounts receivable *increased* \$181,988 on higher sales
- Accounts payable *increased* \$148,784 from June 2020 due to an increase in power costs associated with increases in kWh sales

Water

- Balance sheet *increased* \$72,000 from May 2020
- Total unrestricted and restricted cash *increased* \$96,207
- Net position *increased* by \$40,675

Sewer

- Balance sheet *increased* \$24,373 from June 2020
- Unrestricted cash *decreased* \$150,701 from payments made for engineering work completed for the WWTP upgrade
- Plant *increased* by \$157,078 for engineering work completed for the WWTP upgrade less monthly depreciation expense

Cash and Investments

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

- Total cash and investments *decreased* \$45,415, or 0.7% from June 2020
- Received interest and distributions of \$3,100 and recorded an unrealized *negative* market adjustment of \$1,600, along with \$500 in management fees, resulting in a net portfolio *gain* of \$1,000 for the month.
- Total interest and investment income earned on all accounts for the month was \$2,000 and \$97,400 year-to-date

OTHER FINANCIAL MATTERS

USDA Loan – WWTP Upgrades

The utility completed the initial signatory phase of its USDA loan closing on September 3, 2020 with an official close date of September 9, 2020. Management completed and met all USDA requests and requirements which allowed for the processing of the first reimbursement for \$1.9 million. The first reimbursement replenished the sewer utility cash reserves used to pay preliminary engineering costs through August 2020 for the project. The utility's first interest payment on the USDA loan is due on November 1, 2020 with the first principal payment coming due in May 2021. Management is working closely with the engineer to develop the necessary contracts needed to complete the bid process in early 2021.

2021 Utility Budget Process

The draft 2021 utility budgets are being finalized for initial presentation to the board during the October Commission meeting. The Commission will be provided a copy of the budget prior to the October meeting and is encouraged to ask questions as they see fit. The final budget is scheduled to be approved at the November 2020 Commission meeting.

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: October 12, 2020
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- On September 28th at 1:22 pm, a power outage was reported in the 700 block of W. Main St. The crew found a transformer was blown. The transformer failed the field tests and was replaced. Power was restored at 3:10 pm.

Comtech Substation Feeder #1 Relocate Update (Gateway Dr.)

- 1,700 feet of new conduit is installed
- 5,400 feet of 500MCM primary cable is installed
- New riser pole installed and terminated
- Load transfer switch installed
- 12-way junction cabinet installed

New Services

- New URD electric services installed for the railroad crossings on Lincoln St. and Brown St.
- New URD electric service installed for Gysbers Jewelry
- 2 new URD electric services installed on N. Harris Ave.

New Secondary Extension

- A new secondary line extension was installed on N. Harris Ave. to provide electric service for 2 new homes.

General Manager Update:

Employee Recognition

- Steve Schramm was informed he will be awarded "Wastewater Operator of the Year" from the Wisconsin Wastewater Operators' Association. This is a great honor for Steve, his staff and everyone at Waupun Utilities. We are excited to have a key employee receive this type of recognition at the state level. This award is well deserved and is a testament of Steve's dedication, hard work and extensive knowledge and expertise. Steve is known as a leader throughout the industry. As we move forward with the ABNR project in 2021, I am certain the industry will be watching closely how Steve and his staff implement this new treatment process.
- Waupun Utilities is fortunate to have knowledgeable and dedicated employees on our team in all departments. Their positive attitude, work ethic and quality of work does not go unnoticed.

Smart Energy Provider

- Waupun Utilities recently earned the designation “Smart Energy Provider” (SEP) from the American Public Power Association (APPA). The SEP designation recognizes public power utilities for demonstrating leading practices in four key disciplines: smart energy program structure, energy efficiency and distributed energy programs, environmental and sustainability initiatives, and the customer experience. Currently 85 public power utilities nationwide hold a SEP designation. The Smart Energy Provider (SEP) program is a best practices designation for utilities that show commitment to and proficiency in energy efficiency, distributed generation, renewable energy, and environmental initiatives.

Public Service Commission Moratorium Update

- The Public Service Commission of Wisconsin (PSC) voted to continue the moratorium on residential customer disconnections and refusal of service until November 1, 2020. Their decision effectively means that electric utilities will not be allowed to disconnect residential customers until April 15, 2021, due to the winter moratorium going into effect November 1st of each year.
- The PSC will meet to discuss the matter of water service disconnections to occur after November 1, 2020 at their October 22, 2020 open meeting. Water can only be disconnected at a property during the winter moratorium if the water service is not a necessary part of the dwelling's heating system.

Electronics Recycling Event

- The electronics recycling event held on September 12, 2020 was a great success. Listed below are the numbers broken down into each category showing pounds collected and total cost.
 - Computers: 1,348 lbs.
 - CRT TV's: 18,831 lbs.
 - Consumer Scrap: 5,658 lbs.
 - Items with Freon and microwaves: 1,1784 lbs.
 - Projection and console TV's: 3,089 lbs.
 - Flat panel TV's: 3,033 lbs.
 - Total: 43,743 lbs.

Item	Customer Cost	Waupun Utilities Buydown	WU Count	WU Cost	Legacy Recycling Fee
TVs	\$10	\$15	316	\$4,740	\$25
Console or Projection TVs	\$20	\$20	35	\$700	\$40
CRT Computer Monitor	\$5	\$5	57	\$285	\$10
Small Freon (dehumidifier, window AC, dorm fridge)	\$5	\$0	200	NA	\$5
		Totals	408	\$5,725	

Public Power Week

- In recognition of Public Power Week Oct. 4 – 10th, Waupun Utilities will give away prizes funded through Community Recharge funds provided by WPPI Energy. This is a great way to promote public power, help some local businesses, and offer some prizes for our customers. Prizes consist of a \$100 and \$50 utility bill credit and Waupun Chamber Certificates.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: October 6, 2020
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

The water treatment facility is performing well and water quality continues to be consistent barring the varying weather temperature swings.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff has been working on cleaning the digesters and sludge storage tank over the past three weeks. This labor intensive and time consuming task is performed every 2-3 years. Over the years, buildup of grit and debris (hair, sand, rags etc.) can negatively impact the operation of a digester by reducing its solids retention time and not allowing the full proper digestion process to take place. This grit and debris is very harsh on pumping and heating equipment, causing higher maintenance costs.

Crane Engineering performed internal coating and structural inspection of the digesters and sludge storage tank. Concluding their inspection, no coating or structural deficiencies were identified.

Water/Sewer Crew:

The crew has performed several confined space entries into manholes making adjustments and modifications to clean outs. These modifications allow for non-entry access during main line televising and jetting maintenance.

The crew assisted treatment facility staff with digester cleaning.

Visu-Sewer has completed rehabilitating (5) manholes. This procedure consists of an epoxy system that protects below-ground structures from hydrogen sulfide attack. The epoxies eliminate infiltration, provides an exceptional bond to moisture-filled substrates and results in a complete structural enhancement with an ultra-high build thickness. This is 4 times less cost than replacing manholes, a savings of approximately \$9-\$12,000 per manhole.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: October 12, 2020
SUBJECT: August 2020 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted primarily of routine replacement work and the installation of new services for the Pine View Apartments. The sewer utility incurred \$136,327 in engineering costs related to the wastewater treatment plant upgrade project which is virtually complete and ready for the bidding process in early 2021. The sewer and water utilities continue to work on the SCADA upgrade project.

MONTHLY OPERATING RESULTS – August 2020 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **1.2% below** budget & **5.2% lower** than August 2019 sales on lower residential and large power sales
- YTD kWh sales were **1.5% below** budget & **6.1% lower** than August 2019 YTD actual sales

Water

- Monthly sales units of 100 cubic feet were **2.6% above** budget & **4.8% lower** than August 2019 sales; usage decrease in residential and industrial
- YTD water sales were **2.3% above** budget & **1.3% lower** than August 2019 YTD actual sales

Sewer

- Monthly sales units of 100 cubic feet were **1.4% below** budget & **13.5% lower** than August 2019 sales due to lower industrial and public authority volume.
- YTD sewer sales are **0.6% lower** than August 2019 YTD actual sales

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget \$122,700 and \$231,100 respectively, due to lower than budgeted demand and overall lower purchased power costs
- Gross margin was \$108,400 **above** budget
- Operating expenses were \$24,500 **below** budget primarily due to lower distribution expenses attributed cut-backs from COVID-19 project delays.
- Operating income was \$208,400 or \$122,800 **above** budget from lower power costs and the reduction in distribution expenses
- Net income was \$182,000 or \$138,500 **above** budget primarily from higher gross margins from lower purchased power costs.

Water

- Operating revenues were \$12,700 **above** budget
- Operating expenses were \$46,300 **below** budget due to fewer project and material requirements during the COVID-19 period
- Operating income was \$471,800 or \$36,900 **above** budget
- Net income was \$384,100 or \$88,000 **above** budget

Sewer

- Operating revenues were \$82,200 **above** budget on strong public authority treatment charges from the 2nd quarter
- Operating expenses were \$30,100 **below** budget on lower WWTP and maintenance costs
- Operating income was \$292,700 or \$88,400 **above** budget
- Net income was \$331,000 or \$127,700 **above** budget on higher operating revenues and investment income

Balance Sheets

Electric

- Balance sheet **decreased** \$46,500 from July 2020 largely due to non-cash depreciation expense
- Accounts receivable **increased** \$34,000 on an increase in delinquencies
- Accounts payable **decreased** \$53,300 from July 2020 due to a decrease in power costs associated with lower kWh sales

Water

- Balance sheet **decreased** \$24,300 from July 2020
- Total unrestricted and restricted cash **increased** \$6,100 as a result of higher operating income for the month and a loan payment made on outstanding debt
- Accounts receivable **increased** \$15,600 on an increase in delinquencies
- A correcting entry for accrued interest expense is required to adjust for new payment requirements associated with the 2019 bonds
- Net position **increased** by \$55,700

Sewer

- Balance sheet **increased** \$44,500 from July 2020
- Unrestricted cash **decreased** \$11,861 from payments made for engineering work completed for the WWTP upgrade
- Accounts receivable **increased** \$16,600 from a continued trend in an increase in delinquencies

Cash and Investments

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

- Total cash and investments **increased** \$20,000, or 0.5% from July 2020
- Received interest and distributions of \$7,200 and recorded an unrealized **negative** market adjustment of \$3,400, along with \$500 in management fees, resulting in a net portfolio **gain** of \$3,300 for the month.
- Total interest and investment income earned on all accounts for the month was \$4,300 and \$101,700 year-to-date

OTHER FINANCIAL MATTERS

2021 Utility Budget Process

See separate 2021 Budget Memo for summary analysis of the draft budget.

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

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

October 2020

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

Re: Report to Common Council

A. Statistics

Through the end of September we have circulated 72,999 items, and curbside service has had 2,072 transactions.

B. Drive-up window project

We are currently waiting for quotes.

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

Senior Center

We are continuing to operate as we did in the month of September. Nail services will be the only inside activity/service that we will have in the Senior Center building in October. Curbside lunch will remain the same. Outdoor activities like exercise and outdoor clubs will remain the same. Outdoor activities may be cancelled due to cold weather under 50°F. Temperature related cancellations will be posted on the Waupun Senior Center Facebook page. Participants are encouraged to text or call Rachel, as well. All outdoor park activities in October will be held at Harris Mill Park with the exception of the walking activities.

Senior Center 2020 October Reopening Plan Recap

- 9:00am exercise classes have been combined with the 10:30am exercise classes
- Park restrooms are also sanitized before and after outdoor activities will close after October 19
- Pickleball has moved inside the Union Youth Center gymnasium following the policies set by the participants, Union Youth Center staff and Rachel Kaminski
- Participants are encouraged to follow WI Department of Health Guidelines
- Signs are posted to promote social distancing, proper handwashing, and mask use
- Maintaining six feet of social distancing during all activities other than nail services
- Masks became required after Order #1 by Governor Evers. Masks are required for all outdoor activities
- Lunch and front desk volunteers will not start until senior dining site re-opens. Indoor dining remains closed through the month of September. Curbside lunch pick-up is still open
- If staff test positive for COVID-19 or a second wave of COVID-19 takes place, the Senior Center will close and all activities will be cancelled
- All participants are required to view and sign a waiver prior to entering the building and/or participating in activities
- Harris Mill Park picnic tables, folding tables and chairs are sanitized before and after use.
- Rachel Kaminski is taking and recording her temperature daily

Hours of Operation:

Hours vary based on October newsletter activities. Reservations are no longer required as we have not experienced overwhelming attendance at one time. The activity schedule in the October Waupun Senior Center newsletter is a reflection of that. We will continue to review and update these hours on a month to month basis.

PPE:

All participants and staff have access to use disposable gloves and handmade masks. Hand sanitizer is readily available.

SENIOR CENTER 2020 ATTENDANCE Duplicate Count/*Individual Count	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.
Monthly Attendance	1,246	1,348	604 <small>CLOSED on March 17</small>	CLOSED	CLOSED	219	453	698 <small>SEMI CLOSED on August 24</small>	481
Average Daily Attendance	54	67	56	-	-	-	-	-	-
*Rentals	2	5	2	-	-	-	5	-	-
Mobile Meals	267	272	302	318	257	254	265	283	223
Table Meals	247	216	98	-	-	-	29 (curb)	47 (curb)	153 (curb)
Transportation Rides	31	26	16	-	-	-	-	-	-
SPECIAL EVENTS & TRIP									
*Party/Special/Social	54	61	-	-	-	177	29	14	22
*Movie Afternoon/Night	26	18	-	-	-	-	-	-	-
*Trips	-	-	-	-	-	-	-	-	-
GAMES									
Monday Euchre	82	87	41	-	-	-	-	34	-
Tuesday Hand & Foot Cards	51	51	20	-	-	-	-	29	-
Sheepshead	227	209	108	-	-	-	-	47	-
Bank or Bust Dice	42	48	24	-	-	-	-	-	-
Board Games/Marbles	15	17	9	-	-	-	-	-	-
*Euchre Tournament	38	43	34	-	-	-	-	-	-
*Sheepshead Tournament	-	22	-	-	-	-	-	-	-
*Book Club	16	15	-	-	-	-	-	12	6
Bingo	139	198	49	-	-	-	18	56	35
Friday Sevens Cards	33	28	14	-	-	-	-	23	-
Open Billiards	136	127	35	-	-	-	9	6	-
Tuesday Billiards League	48	48	-	-	-	-	-	-	-
FITNESS									
Yoga Stretch	342	367	124	-	-	-	157	202	189
Tuesday Tone	52	63	17	-	-	-	-	31	45
Pickleball	61	48	25	-	-	20	20	25	36
Walking Wednesday	-	-	-	-	-	-	-	6	6
*Wednesday Workout	81	82	36	-	-	-	63	42	63
Friday Fitness	44	52	21	-	-	-	-	-	34
Senior Swim	-	-	-	-	-	-	81	86	-
CLUBS & CLASSES									
*Craft Club	13	6	-	-	-	-	8	5	5
*Paint Pals	-	8	8	-	-	-	6	9	10
* Learning Opportunities	10	98	59	-	-	-	-	-	-
*Computer/Tech Classes	12	16	5	-	-	8	23	12	-
Thursday Night Knit-Wits	25	20	6	-	-	20	20	20	-
SERVICES									
Foot Care Clinic	-	10	-	-	-	34	15	32	30
Eyeglass Adjustments	10	9	-	-	-	-	4	-	-
Blood Pressure Checks	-	4	-	-	-	-	-	-	-
Manicures	-	-	-	-	-	-	-	7	-

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

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	171 Kevin Lang	117 Bly Street	Panel Upgrade from Fire	\$80.00	
20-	172 Nathaniel Johnston	555 S Madison St	6' high wood privacy fence	\$100.00	\$2,130.00
20-	175 Municipal Well & Pump	1212 Storebeck Dr	72x120 Storage Building	\$1,978.00	
20-	176 Dakota Schraufnagel	108 Welch St	Remodel house & garage	\$352.00	\$32,000.00
20-	177 Jodi Mallas	94 Fox Lake Rd	6' high Wood Privacy Fence	\$100.00	\$3,000.00
20-	181 Mitchell Moeller	548 E Jefferson St	privacy fence in back yard	\$100.00	
20-	182 The Treasure Box LLC	407 E Main St	Replace signage	\$53.42	
20-	183 Jodi Mallas	94 Fox Lake Rd	Replace Windows	\$50.00	\$4,000.00
20-	185 Brian & Sheila Wilkum	601 Clagget St	6' H Vinyl Fence	\$100.00	
20-	188 Ken Liebnow	207 W Brown St	Remodel 2nd floor bedroom to bath	\$130.00	
20-	191 Holy Trinity Church	315 E Jefferson St	Exterior Repairs	\$210.00	\$35,000.00
20-	193 The River	200 Fox Lake Rd	Interior Remodel, ADA Ramp, Doors	\$200.00	\$20,000.00
20-	194 Scott Lee	612 E Jefferson St	Reshingle Detached Garage	\$50.00	
20-	196 Cecelia Layman	540 W Lincoln St	Foundation Repair	\$95.00	\$19,000.00
20-	197 Timothy Hardy	11 Johnson St	12x26 Concrete Slab for Future Garage	\$50.00	\$1,500.00
TOTAL				\$3,648.42	\$116,630.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	157 Waupun Self Storage	500 Fond du Lac St	Full payment for permit issued in August	\$100.00	
20-	170 Christopher Cormack	206 Brandon St	24x30 Detached Garage	\$280.80	\$10,000.00
20-	173 Linda & Dennis Navis	23 Meadow View Cir	Replace AC	\$50.00	\$3,433.63
20-	174 Mike Holder	912 Rock Ave	Replace (10) Windows	\$50.00	\$6,159.00
20-	178 Earl Mills	405 W Franklin St	24x30 Detached Garage	\$230.80	
20-	179 Pat Stanton	721 Edgewood/609 Be	2-Family Duplex w/ Attached Garages	\$2,753.48	\$300,000.00
20-	180 Trace Blakely	16 Fond du Lac St	Reroof	\$268.92	\$44,820.00
20-	184 Dan Vande Zande	176 Harmsen Ave	Replace (4) Basement Windows	\$50.00	\$1,136.00
20-	186 Valido Homes Inc.	1032/1034 Tanager St	Duplex w/ Attached Garages	\$2,613.76	\$320,000.00
20-	187 Valido Homes, Inc	1033/1035 Tanager St	Duplex w/ Attached Garages	\$2,613.76	\$320,000.00
20-	189 Angelo & Kelly Scholten	172 Harmsen Ave	Reroof, Gutters & Downspouts	\$78.00	\$13,750.00
20-	190 MSH	416 E Main St	18x22 Open Pavilion	\$220.00	\$20,000.00
20-	192 James & Kathy Savage	192 Harmsen Ave	25x14 Deck	\$200.00	\$5,000.00
20-	195 Jordan Oosterhouse	459 Rosewood Dr	Replace AC	\$50.00	\$2,725.93
TOTAL				\$9,559.52	\$1,047,024.56

GRAND TOTAL	\$13,207.94	\$1,163,654.56
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Permits issued in Dodge County 15
 Permits issued in Fond du Lac Cty 14
Total Permits for the month 29

Building Permit Fees \$13,207.94
 Special Assessment Letter Fees \$180.00
 Conditional Use \$300.00
 Variance \$150.00
 Site Plan \$0.00
Grand Total \$13,837.94

BUILDING PERMIT COMPARISON

September 2019 Dodge County -10 permits; Fond du Lac County - 10 permits

Estimated cost of construction: \$ 603,818.74

NINE MONTH COMPARISON

January - September 2017	estimated cost of construction	\$ 14,178,470.98
January - September 2018	estimated cost of construction	\$ 26,653,509.83
January - September 2019	estimated cost of construction	\$10,926,485.44
January - September 2020	estimated cost of construction	\$8,855,084.81

October 8, 2020

1. **Current Projects:**

- New door entry was installed at City Hall for keyless entry in the front and back entrances.
- Reviewing / ordering supplies for Covid19 Grant funding.
- Reviewing hockey agreement for Community Center
- Attended Rock River Stormwater Group meeting
- Reviewing budget.
- Tennis courts have been resurfaced
- Met with Interquest to see if they would be interested in IT work for the City.
- Looking at playground options for Wilcox Park.
- Preconstruction meeting for Tanager Street construction.
- Met with Little League to discuss tree planting at the baseball complex.
- We received the license from the DNR to burn brush.
- Working with Cedar Corp on building/park improvements.
- Routes to Recovery funding meetings.
- Working on 2021 budget for street projects, equipment replacement, capital projects.
- Working with DOT on HWY 26 Mill and overlay tentatively scheduled for 2023
- Working with Gemmer on S. Madison St. phase 2 plans
- Working with MSA on Rock Ave and Newton Ave plans
- Working with MSA and residents along Harris Creek for improvements during street construction.
- Storm water site inspections.
- Met contractor to get prices on tuck pointing City Hall and Museum in the future.
- Working with WPPI and Focus on Energy on energy savings LED lighting at City Garage.
- Fall Yard Waste cleanup has begun.

2. **DPW Crew Projects**

- Aquatic Center daily duties
 - Buildings & Grounds daily duties
 - Bulk Pick-up
 - Clean inlets
 - Curb replacement
 - Cut ditches
 - Diggers Hotline Locates
 - Fill Potholes
 - Haul brush bins
 - Inspect storm inlets
 - Install signs
 - Install flags
 - Mow parks and buildings
-

-
- Pour concrete
 - Deliver garbage / recycle bins
 - Repair signs
 - Spray weeds
 - Street sweeping
 - Vehicle Maintenance

Administrative Assistant

- Harris Creek Easements were sent to property owners for signatures
- 2020 Street Construction Report for the DOT
- Scan in project folder for Madison St. project
- Create spreadsheet for property frontages for all parcels in Waupun for budgeting purposes.
- Submitted 2021 Recycling Grant application
- Bulk pick-up flyer updated and put on website
- Created MS4 Control Measures Spreadsheet
- Sent out weed notices
- Issued assessment letters
- Put items (building permits / assessment letters / property maintenance letters) into Laserfiche.
- Conditional Use Permit Public Hearing – notifications
- Plan Commission Agenda and minutes
- Street opening permits
- Scan building inspection reports
- Updated security codes at the Museum, City Hall and the Garage
- Setup zoom meeting for Plan Commission, Zoning Board and Board of Public Works meetings.
- Entered Diggers Hotline located into database
- Entered equipment invoices into Cartegraph.
- Updated website.
- Garbage/recycling container complaints
- Monthly building permit report
- Assign account #'s to bills.

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

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 9/1/2020 To 9/30/2020

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

Total Number of Calls for this reporting period: 1,052

72 HOUR DETENTION	3	JUVENILE PROBLEM	9
911 CHECK	10	LAW ASSIST FIRE	1
911 MISDIAL	9	LEWD/LACIVIOUS	1
ABANDONED VEHICLE	3	LITTERING	2
ACCIDENT	10	LOST PROPERTY	1
ACCIDENT/INJURIES	3	MISSING ADULT	2
ALARM TEST	6	MISSING JUVENILE	1
ANIMAL ABUSE	1	NEIGHBOR DISPUTE	2
ANIMAL BITE COMP	4	NOISE COMPLAINT	1
ANIMAL COMPLAINT	7	NOTIFY MED EXAMINER	2
ASSIST CITIZEN	34	OCCUPIED DISABLED	2
ASSIST MOTORIST	8	OFFICER STAND BY	4
ASSIST OTHER AGENCY	6	PAPER SERVICE	8
ATTEMPT TO LOCATE	8	PARKING ENFORCEMENT	32
ATV COMPLAINT	1	PHONE CO TESTING	1
BUILDING CHECK	19	PRISONER TRANSPORT	2
BURGLARY	1	PROBATION HOLD/VIOL	1
CAR FIRE	1	RECKLESS DRIVER	9
CHARLIE	1	REPOSSESSED PROPERTY	2
CHECK WELFARE	17	RUNAWAY	1
CHILD ABUSE/NEGLECT	3	SCAM	4
CHILD CUSTODY	2	SEXUAL ASSAULT	2
CIVIL PROBLEM	4	SPECIAL ASSIGNMENT	11
CLICK IT GRANT	1	SPEED GRANT	3
COMMUNITY POLICING	2	SUBJECT STOP	11
COUNTY AMBULANCE	32	SUSP ACTIVITY	14
CR DAMAGE TO PROP	2	SUSP PERSON	6
DEPARTMENT K9 DOG	1	SUSPICIOUS VEHICLE	23
DEPUTY RESERVE	1	TAVERN CHECKS	4
DIRECTED AREA PATROL	207	THEFT	7
DISORDERLY CONDUCT	12	THREAT COMPLAINT	9
DOMESTIC DISPUTE	8	TRAFFIC ENFORC DAP	1
DRUGS/NARCOTICS	5	TRAFFIC PROBLEM	3
ESCORT FUNERAL	6	TRAFFIC STOP	133
EXTRA PATROL	136	TRESPASSING	1
FIGHT	1	VEHICLE LOCKOUT	2
FIRE ALARM	6	VIN CHECK	1
FOLLOW UP	63	WARRANT	1
FOOT PATROL	6	WARRANT OTHER AGENCY	4
FOUND ANIMAL	3	WAUPUN ORDINANCE	7
FOUND PROPERTY	8	WRONG WAY DRIVER	1
FRAUD/FORGERY	2		
GAS DRIVE OFF	6		
HARASSMENT	1		
HIT AND RUN	7		
HOUSE WATCH REQUEST	14		
INFORMATION	4		
INTOXICATED DRIVER	4		
INTOXICATED SUBJECT	4		
INTRUSION ALARM	16		
JA/UNDERAGE/ALCOHOL	1		

Waupun Police Department Update –September Report

Meetings –FEMA Emergency Management Meeting, WI Emergency Management Planning Meeting, Marcy’s Law Subcommittee, Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, and Aging Coalition Meeting.

Training – Department Wide Evidence Training

Evidence Room- continue purging, destroying and returning evidence.

Events – Juneau 911 Silent Parade, accepting applications to fill Officer Vacancy.

Complaints

- 1.) ICAC- Child pornography case involving a resident in Waupun. Appears to be possession of child pornography, not manufacture. Investigation is ongoing and a search warrant of the residence will be conducted in the near future with DOJ/DCI and possibly Dodge County S.O.
- 2.) Felony Theft/Criminal Damage to Property- Suspect(s) destroyed two self-serve carwash attendant machines at Shiny Wash, 200 Gateway Drive. Concrete station was smashed, and suspect(s) forcibly removed the two machines, valued at approximately \$18,000.00 each. The two machines combined had a total of approximately \$1700.00 in cash/change. Appears suspect(s) parked at adjacent business and carried machines to waiting vehicle before fleeing scene. Suspect vehicle is gray/silver older crew or extended cab pickup truck with rust around wheel wells.
- 3.) Burglary- The Other Bar was burglarized on Wednesday morning, September 30, 2020. Surveillance video captured male entering business at approximately 3:36 A.M. and take bank bags totaling over \$2500.00 in cash and checks. Building was not forcibly entered and video showed what appeared to be a current employee entering business. We obtained a confession from the suspect, on Thursday, October 1st. No money was recovered at the time, but since then, partial restitution has been paid by suspect to the bar owner. Charges are forthcoming.



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

Monthly Report

Date: October 7, 2020
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: September Report

Fire Calls:

There were twelve (12) fire & rescue calls in the month of September for a total of one hundred eighteen (118) YTD.

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

* 67% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	0	3	5	2	1	0	12

* 92% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Passenger vehicle fire (131)	1	8.3
Medical assist, assisted EMS crew (311)	1	8.3
Motor vehicle accident w/ injuries (322)	2	16.6
Service call, other (500)	1	8.3
Good intent call (600)	1	8.3
CO detector activation due to malfunction (736)	1	8.3
Smoke detector activation, no fire (743)	4	33.2
Alarm system activation, no fire (745)	1	8.3

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	10	33%
8P – 4A	15.5	52%

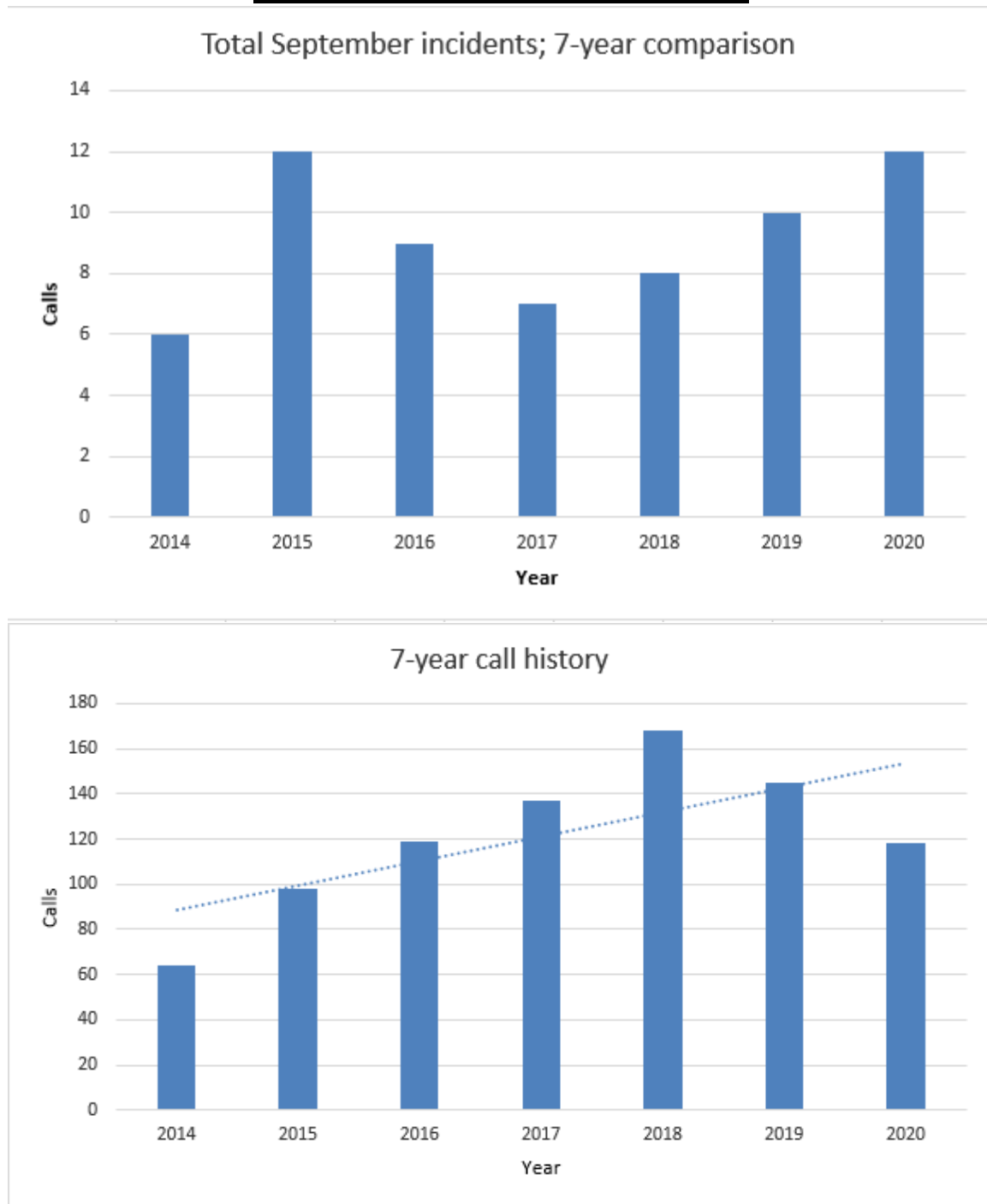
* Current roster is 30 members.

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

RED = below recommended industry best practices

GREEN = meets industry best practices

Call Summary (7-year comparison):



Department Information:

EMS Agreement for the Waupun Ambulance District was completed. Next steps include the development of a supplemental agreement between the City of Waupun and the other jurisdictions within the district. Work will also continue with Dan Williams related to a first responder group within the City.

Annual hose testing has been completed. A total of 8,850' of hose was tested. The fail rate was 6% which is an increase of 2% over 2019.

Fire Prevention Week and Community Risk Reduction (CRR) videos were put together.

We received word that our grant through Compeer Financial in the amount of \$2,960 was approved. This grant will allow us to purchase additional SCBA face pieces and an electrostatic sprayer to sanitize PPE and the station. The additional masks eliminate the need for any firefighters to have to share face pieces.

We received word that our grant through Firehouse Subs in the amount of \$22,440 was denied. This grant application was intended to replace our 1 3/4" fire attack hose and nozzles and ultimately reduce the financial burden on next year's equipment replacement schedule. 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 have been seen in recent hose testing.

We continue to await word on our Assistance to Firefighters Grant (AFG) in the amount of \$44,500. It is likely that we will not be receiving this grant as most departments have already received notification if they were being awarded funds. This grant application is intended to replace all of our fire suppression hose and a number of our hose nozzles. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year's hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.

Staffing:

We have two firefighters self-isolating due to a possible COVID exposure. One firefighter who did have COVID completed his quarantine and has returned to the department.

Inspections:

Apartment inspections are underway. Calls with the landlords are being completed ahead of time to gauge the COVID risk prior to entering the building.

Training:

September training focused on annual hose testing.

Emergency Government:

We continue to troubleshoot the polygon activation of our outdoor warning sirens. Discussions are ongoing between American Signal, Baycom, and Fond du Lac County to determine the root cause. Based on the testing completed so far, our sirens do not appear to be the issue. In addition to our ability to activate locally, Dispatchers in Fond du Lac also have the ability to activate our sirens from their dispatch consoles.

Met with Dodge County Emergency Management to finalize the After-Action Review (AAR) from the Mass Casualty Incident tabletop that was conducted in July. This exercise series is funded through a grant so a functional and full-scale exercise are forthcoming. Smaller focus sessions are being planned to help the team better understand how the Emergency Operations Center (EOC) would be activated along with understanding roles and responsibilities. These meetings will also be important for our IEMC visit.

We are currently meeting every other week with the Integrated Emergency Management Course (IEMC) team. We have a draft agenda completed and are working on the concept and objectives worksheet which will assist in the development of the tabletop exercises that will be completed while in Emmitsburg, MD during April 2021.

Met multiple times to review Routes to Recovery funding. Primary focus was on current expenditures that qualified for the program in addition to identifying projects that would qualify. An emphasis was placed on projects that support remote/virtual work along with focusing on future capital projects that qualify under the funding. Completing future projects will help to reduce budget stress in coming years.

October 9, 2020

Code Enforcement – Mike Beer:

September:

New complaints – 2

Closed complaints – 6

Open complaints – 5

Citations issued – 0

Total time committed to Code Enforcement: 6 hours



AGENDA SUMMARY SHEET

MEETING DATE: 10/13/2020

TITLE: Municipal Facilities Facilitation Project for a Senior/Multi-Generational Facility

AGENDA SECTION: CONSIDERATION/ACTIONS

PRESENTER: Kathy Schlieve,
Administrator

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

SUMMARY ISSUE

In 2019, the City of Waupun hired Cedar Corporation to evaluate public facilities. A Facility Advisory Committee ("FAC") was formed to gather public input. Cedar Corporation facilitated a number of meetings that included reviewing the 2018 Strategic Facilities Study, walking tours of all eight City facilities, a public open house, and facilitating a discussion to identify priorities that the City should be working on. The following facility priorities were identified:

1. The Senior Center
2. City Hall & Auditorium
3. Public Safety, specifically showers for fire fighter safety

In January of 2020, the Waupun Common Council approved the plan, with the following recommendations:

- Evaluate sites for senior center and prepare to seek CDBG-Public Facilities grant.
- Incorporate Facilities Recommendations (short, medium, long-term investments) in City's Capital Improvement Plan.

It is important to note that as part of the Senior Center discussion, there was data gathered that identified the need for a broader intergenerational community space for the community. Work in 2020 was temporarily suspended due to budgetary uncertainties caused by COVID-19. In August of 2020, the FAC regrouped to conduct site evaluations for the senior center. In total, five sites were evaluated, including the current Senior Center, an area to the East of the Community Center that is currently an underutilized ball diamond, and properties located at 1134 W Main St., 606 W Main St., and 507 S Watertown St. After careful review, the Community Center site was selected based on the following criteria:

1. City-owned property ensuring no negative impact to the tax roll.
2. There is plenty of available green space to support outdoor wellness.
3. Close to schools and other community recreation assets (bike path, Tanner Park, Community Center, ball diamonds) with plenty of parking, making it easy to access and ideal for a longer-term intergenerational facility. It was also noted that there may be opportunity to cross-purpose the existing Community Center space for programming.
4. The site is not land-locked and of adequate size to accommodate phased development, i.e., Senior Center constructed in phase one; expansion of a multi-generational community center in phase two.
5. The location increases the potential for a grant-funded recreation trail expansion between Rock River Intermediate School and Waupun Area Junior/Senior High School, as it would enhance connectivity to an additional community asset. Note that trail expansion along Gateway Drive is an essential piece to accomplishing the longer-term vision of connecting the City with the Wild Goose State Trail, located near the Horicon Marsh.

High-level costs to develop Phase 1 of the project are estimated \$2.2M. The next phase of work on this project would be to identify the site specifications and outline financing options for a facility. Key to moving a project would be the city's ability to secure a CDBG-Public Facilities grant, which potentially could provide \$1M in funding to support the project. We are recommending that this work proceed with the goal of submitting a CDBG-Public Facilities grant in the spring of 2021.

Next phase of engineering work is quoted at \$29,050. The project will commence using approved 2020 budget dollars and the 2021 capital budget will include the dollars to support the balance of the work.

STAFF RECOMMENDATION:

Approval an agreement with Cedar Corporation to complete remaining work to identify site specifications and to write and submit a CDBG-Public Facilities grant in 2021.

ATTACHMENTS:

Cedar Corporation Proposal
Site Map of Proposed Site

RECOMMENDED MOTION:

Motion to approve the agreement with Cedar Corporation for \$29,050 to finalize plans for a new Senior Center/Multi-Generational Facility and to prepare a CDBG-Public Facilities Grant for Phase 1 of that project for 2021 submittal.

**Confirmation of Client Request for Services
between Cedar Corporation (ARCHITECT/ENGINEER)
and City of Waupun (CLIENT)**

Authorization to Perform Professional Architectural/Engineering Services

ARCHITECT/ENGINEER is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ARCHITECT/ENGINEER.

Project: Waupun Senior Center and Lot Development

Scope of Work: ARCHITECT/ENGINEER will complete design services as outlined in Attachment A

Method of Compensation: Work will be compensated as outlined in Attachments B

Payments are due and payable thirty (30) days from the date of the ARCHITECT/ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

Timetable: Work will be completed as outlined in Attachments B

THIS AGREEMENT is hereby approved and executed this ____ day of _____, 2020.

CITY OF WAUPUN

CEDAR CORPORATION

By: _____

By: _____

Name: Jeff Daane

Name: Cory A Scheidler, AIA

Title: Director of Public Works

Title: Director of Architecture

By: _____

By: _____

Name: Julie Nickel

Name: Lynn McIntyre

Title: Mayor

Title: Planning and Grant Team Lead

Attachment A Scope of Work

Cedar Corporation is pleased to submit this proposal to provide professional Architectural and Engineering services for your building project located in the City of Waupun, Wisconsin.

SCOPE OF SERVICES:

SECTION 1 – ARCHITECTURAL AND ENGINEERING SERVICES

The PROJECT includes the following improvements:

Project Name: City of Waupun Senior/Multi-Generational Facility Design and Downtown Parking Lot Planning, and CDBG Grant Application

We understand the project will construct a Senior Center/Multi-Generational facility at the current hockey arena site located at 510 E. Spring Street. The Municipal Facilities Project Facilitation Report presented in February 2020, recommended moving forward with a Senior Center or Multi-Generational facility. In response, Cedar Corporation investigated additional sites. The Committee recommended moving forward with the Community Center (hockey area) site.

The preliminary analysis assumes that a Senior Center will be approximately 7,000 square feet, and a multi-generational facility will include 6,200 square feet, with a 5,800 square foot gymnasium used for both groups. While a needs assessment and space planning has not yet been completed, we have prepared a preliminary space plan as part of the original study. The next phase of design will require additional needs evaluation and space planning to outline the final project scope and cost.

The City also recognizes a need for downtown parking. The project also includes the planning for the development of the two (2) residential lots to the south of the existing parking area for green space and parking.

1.1 ARCHITECTURAL/ENGINEERING SERVICES

The ARCHITECT/ENGINEER agrees to provide the following Building Design Services for the PROJECT:

Building Design Services associated with this PROJECT will be completed in accordance with the Wisconsin Commercial Building Code, local requirements, and applicable handicap accessibility standards.

Services provided by ARCHITECT/ENGINEER will include conceptual design as follows:

Site Selection Analysis

This phase is intended to provide sufficient information make a determination on what site the City would like to move forward with. As part of the additional evaluation for the Senior and Multi-Generational facility, we have reviewed five additional sites. The additional sites included re-evaluating the Senior Center with additional property, the Community Center (hockey arena), the former Pamida building, the Video Store, and the former bus garage.

Conceptual Architectural Design Phase

This phase is intended to provide sufficient information to understand the renovation size, configuration, and extent of renovation to allow for cost estimating. Our services will include a preliminary meeting to gather information and review space needs. This phase will include a review of the facility, group, and department needs.

During this phase, we will prepare a conceptual building diagram, conceptual site layout, and conceptual exterior elevation. These preliminary drawings and descriptions will be used for defining the needs of the Senior Center/Multi-Generational Facility and reviewing the potential construction budget. The basis of the conceptual estimate will be square foot building cost. These costs will be based on historical averages and RS Cost Means Data factored for this region.

Grant Application

Upon completion of the Conceptual Design, we will have a more thorough understanding of the project scope, building systems, underlying challenges within the renovation, necessary structural modifications, and potential land and development cost. This information will be utilized in the preparation of a grant application for a Community Development Block Grant for Public Facilities (CDBG-PF).

Hazardous Material Investigation

As part of the initial due diligence phase, a hazardous materials assessment will be needed for the existing Senior Center and the two adjacent houses. The hazardous materials investigation will identify readily accessible materials that may contain lead paint and asbestos.

Topographic Survey

As part of the due diligence phase, a topographic survey will be needed to review the existing grades and site conditions. This information will be utilized to review accessibility, grading, and drainage and utility relocation and design.

1.2 ADDITIONAL PROFESSIONAL SERVICES

The ARCHITECT/ENGINEER shall under this paragraph provide *optional* other professional services which are often a part of the project, but which have not been included under previous paragraphs. These services shall be provided **AT ADDITIONAL COST** under the method indicated in SECTION 2.

Design Phase

This will include additional meetings to review the current plan, review of the existing site, topographic survey, refinement of the current plan, preliminary site layout, preliminary floor plan layout, and preliminary exterior elevation. This phase will include a written diagrammatic drawing of the mechanical, electrical, and plumbing systems that are recommended for the project. These preliminary drawings and descriptions will be used for further defining the needs of the Senior Center, reviewing the construction budget, and defining the project schedule.

Upon award of the grant and at the request of the City, Cedar Corporation will begin the final design process. Cedar Corporation realizes the importance of quality, timeliness, cost, and that construction document clarity and accuracy are crucial in achieving competitive and comparable bids. Our team employs a quality control process into our design and utilizes document standardization to provide accurate and concise bidding documents. During this stage, our team will continue coordination and constructability reviews along with real time cost estimating.

Also, during this phase, we will continue to collaborate with the City in making design decisions regarding building finishes, materials, any potential bid alternates, etc. Construction documentation deliverables include:

- Preparation of final technical specifications, drawings, details, and schedules
- Development of front end, general conditions, and requirements
- Preparation of Contracts for bidding (project manual) and owner – contractor agreement
- Preparation of final design calculations
- Prepare submittals to obtain regulatory agency approval
- Quality control review of coordination and constructability
- Update real time cost estimate and review of current market conditions
- Update construction schedule
- Recommendations for bid packages to take advantage of market conditions
- Submit for DSPS and WDNR regulatory review and approvals

Deliverables from the Construction Documents Phase include:

- Final site/civil, landscape, architectural, structural, mechanical, electrical, plumbing drawings including plans, sections, elevations, and details
- Final specifications
- Final bidding documents
- Proposed construction schedule
- Updated opinion of construction cost including opinion of current market conditions
- Regulatory approval documents

The ARCHITECT/ENGINEER shall submit sufficient copies of the Plans to the various agencies which have final review authority on the design of the PROJECT and shall make such adjustments to these documents as required to receive final approval.

The following Building Design approvals are anticipated:

- WDSPS Building Approvals
- WDNR Storm Water Review

We understand that the site may have wetlands and potential flood way or flood plain conflicts. As we review the project scope with you, visit the site, and complete our topographic survey, we will review any items that may require coordination with the regulatory agencies, wetland, or flood plain work and review the options and additional services that may be required. Cedar Corporation does have an assured wetland delineator and flood plain experts on staff and can provide these services in a timely manner. The site/civil engineering services do not include any coordination for endangered resources, environmental or historical studies, title searches, boundary or land surveying work, and coordination for highway improvements with the County or WDOT.

Grant Administration

Upon award of a CDBG-PF grant, Cedar Corporation will provide grant administration services. These services will include submittal of all pre-agreement documents, environmental review and report, labor standards compliance, reporting as required by the grant award agreement from the Department of Administration, Fair Housing Actions, citizen participation hearing, file monitoring in conjunction with the States requests, disbursement requests, and any additional paperwork as required by the State for the CDBG-PF project.

Bidding and Contract Administration

Upon Agency and City approval, our Team will solicit bids through an online plan room and local Builders Exchanges. During the Bidding Phase, we will:

- Distribute bid documents
- Maintain a bidders list
- Address bidding questions
- Prepare addendums as required
- Receive and review bids with the owner
- Review appropriate instruments of financial security including bonds
- Provide a written recommendation for project award
- Prepare contracts for construction between the Owner and the Contractor

Upon award of the contract our team will:

- Conduct a preconstruction meeting
- Provide project oversight and contract management through construction
- Review and distribute shop drawing submittals

- Conduct regularly scheduled monthly site visits and on-site construction meetings
- Provide monthly updates to the City
- Review construction schedule and progress to manage cost
- Review and mitigate disputes and change orders
- Review cost saving measures during construction for owner savings
- Review and clarify any questions and prepare construction bulletins
- Respond to Requests for Information
- Prepare and review contractor pay requests and related submittals

Attachment B METHOD OF COMPENSATION

SECTION 2 - COMPENSATION

2.1 ARCHITETURAL SERVICES

Whereas the CLIENT has elected to compensate the ARCHITECT/ENGINEER for Architectural Services on a "Lump Sum" basis, the lump sum price shall include all cost items including labor, overhead, direct expense, and professional fee, and shall be in the amount as follows:

• Site Selection Analysis	\$ 2,850
• Conceptual Architectural Design	\$14,750
• Grant Application	\$ 7,500
• Topographic Survey	\$ 3,950

Other Compensation: It is understood that when requested by the OWNER, the ARCHITECT/ENGINEER shall procure the serves of independent inspection bureaus, laboratories, soil exploration firms, etc. However, this is for the convenience of the OWNER, and the ARCHITECT/ENGINEER shall provide coordination only of these services at the labor rates determined above.

2.2 ADDITIONAL SERVICES

Whereas the CLIENT has elected to compensate the ARCHITECT/ENGINEER for design, grant administration, bidding, and construction administration services on a "Lump Sum" basis, the lump sum price shall include all cost items including labor, overhead, direct expense, and professional fee.

Once the conceptual design is completed, we will evaluate the scope of the project and provide the City with an updated agreement. The fee for the remaining phases will be amended to a lump sum fee upon completion of the conceptual design phase. The intent of the conceptual design phase is to define the scope, cost, and schedule of the project which may have an effect on the design cost. The current fee range is based on what is known about the project.

Design Phase	Estimated 6-8% of project cost
Grant Administration	Estimated \$30,000
Bidding and Contract Administration Services	Estimated 6-8% of project cost

SECTION 3 - TIMETABLE

The project schedule is estimated as follows:

Commence Services	October 2020
Conceptual Facility Design	December 2020 - February 2021
Topographic Survey	December 2020
CDBG Application Submittal	May 2021
Grant Determination	August 2021
Approval of Design Contract	August 2021
CDBG Pre-agreement Submittals	September 2021
CDBG Contracts	November 2021
Final Design	January 2022
Advertise for Bidding	February 2022
Begin Construction	April 2022

*This schedule is established based on typical concurrence from the State Department of Administration and typical grant requirements.

NO. 1	DATE	REVISION

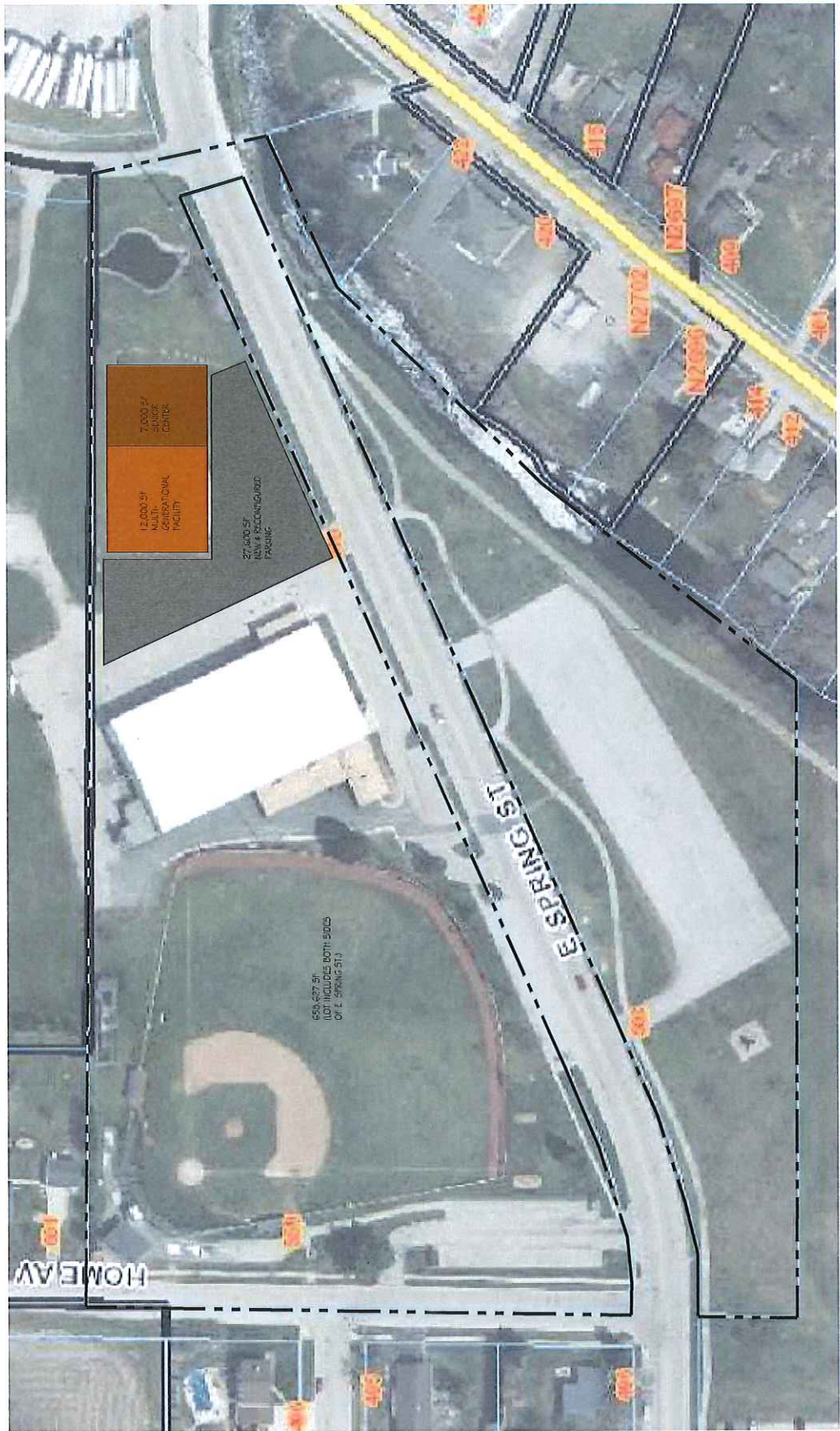
ARCHITECT/OWNER
Cedar corporation
 engineers • architects • planners • environmental specialists
 land surveyors • landscape architects • interior designers
 800.472.2172
 www.cedarcorp.com

CONSULTANT:

CITY OF WAUPUN
 COMMUNITY CENTER
 201 E. MAIN ST.
 WAUPUN, WI 53963

DATE: AUG 22, 2003
 DRAWN BY: BWR
 CHECKED BY: CAS
 PROJECT NO: C102
 PRELIMINARY
 AERIAL VIEW
 OPTION 2

0 25 50 100
 FEET
 C102



1 AERIAL VIEW - OPTION 2
 510 E. SPRING ST.



AGENDA SUMMARY SHEET

MEETING DATE: 10/13/2020

TITLE: Brooks Fund Disbursement

AGENDA SECTION: CONSIDERATION/ACTIONS

PRESENTER: Kathy Schlieve,
Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Healthy Community	N/A	

SUMMARY ISSUE

At the 9/29/20 COW meeting, the Council took action to approve distribution of the Brooks Fund in the amount of \$96,288.27, contingent on approval of a public health project that is consistent with the original intent of the fund. Today we are submitting a request to disburse \$75,000 from the existing Brooks Fund to support a community project lead by Church Health Services, Inc. The group is proposing to construct a clinic site at Rock River Intermediate School. Completion of this proposed project will allow Church Health Services to provide mental health services for students and to eventually provide these same services along with medical and dental to members of our community.

CHS is a faith-based healthcare organization that conducts primary, dental and mental health care services for the poor, uninsured and underinsured. In 2016, CHS formed a partnership with Waupun Area School District (WASD) to provide mental health resources to students in need. According to Wendi Dawson, Director of Student Services for WASD, the district consistently has a waiting list for these services and this expansion at Rock River Intermediate will help to close this gap. At present ~40% of the student population at WASD qualifies for free or reduced lunch.

City staff are of the opinion that the \$75,000 disbursement if approved extends the reach of CHS into our community to serve those individuals who would normally benefit from disbursements from the Brooks Fund. Furthermore, extension of these services in our community through the CHS model has the potential to serve far more residents than could be served through reimbursement of medical expenses on a case-by-case basis, particularly given that no funds have been disbursed since 2012.

STAFF RECOMMENDATION:

Authorize disbursement of a \$75,000 from the Brooks Fund to be used to construct a CHS clinic site at Rock River Intermediate School that will benefit low-income families in Waupun.

ATTACHMENTS:

Daily Citizen Article

RECOMMENDED MOTION:

Motion to disburse \$75,000 from the Brooks fund to Church Health Services for the purpose of constructing a clinic site at Rock River Intermediate School in Waupun to serve students and low income families in Waupun.

Initiative grows to support mental health project in Waupun schools

Pederson, T. (2020 August 17). *Initiative grows to support mental health project in Waupun schools*. Beaver Dam Daily Citizen. Beaver Dam, WI.



Waupun Area School District, with the assistance of Church Health Services, is in the fundraising stage of bringing a secure, confidential area to the district for students to receive mental health services. Pictured are Waupun Area School District Director of Student Services Wendi Dawson, left, and Church Health Services Executive Director Thea O'Connor outside the school.
TERRI PEDERSON/Daily Citizen

WAUPUN — Waupun Area School District, with the assistance of Church Health Services, is in the fundraising stage of bringing a secure, confidential area to the district for students to receive mental health services.

The Rock River Build Out for Counseling and Health Services Project goal is adding a space in the Rock River School, which serves students in second through sixth grade, that would only be accessed from outside the building. It will eventually be able to add additional health services and offer services for the community, Waupun Area School District Director of Student Services Wendi Dawson said.

Church Health Services Executive Director Thea O'Connor said the group started offering mental health services to area schools five years ago, with services being offered in Beaver Dam Unified School District. Waupun followed the year after Beaver Dam.

O'Connor said Church Health Services assists low income families and provides things like 1:1 therapy and AODA programs for students.

"We won't get every kid to quit, but we do want to help them to develop coping skills and give them tools to change their patterns," she said.

O'Connor said that although its services focus on low income families, it does not deny services to children.

Dawson said 40 percent of the students in Waupun qualify for free and reduced lunches.

"Our largest provider is Church Health Services," Dawson said.

Dawson said there are three other outside counselors that come in to help over 80 students who need mental health services during their school day.

"We have had a waiting list for the last two years," Dawson said. "We want to get a fifth counselor because of the demand."

O'Connor said numbers may go up as well with trauma that students now have of living through a pandemic.

Waupun was granted a Wisconsin Department of Public Instruction grant that outlined the new project.

"We knew we needed something to stand out and came up with the idea of a site clinic at one of our schools," Dawson said.

Rock River Intermediate School had both a location, which had been a storage area, which was ideal in the facility as well as housing the largest number of students being assisted by the counselors.

"We want to grow from there and hopefully add dental and medical services like Beaver Dam has now," Dawson said.

The project would be completed in phases and allow the area to be used without having access to the rest of the building, Dawson said. Phase one would be the three mental health rooms the students would have access to at the school.

The project has already raised \$20,000 of the \$100,000 goal and will begin construction when they are at \$50,000. Those wanting to donate can see the website online at churchclinic.org adding a memo: Rock River Build Out.

In kind donations are accepted as well including: plumbing skills and materials, electronic skills and materials, dry wall and finishing materials, painters and painting supplies, framing of rooms and construction supplies.

Follow Terri Pederson on Twitter @tlp53916 or contact her at 920-356-6760.

SIGNATORY AUTHORIZATION

WHEREAS, the City of Waupun has authorized and provided for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving and extending improvements to the Wastewater Treatment Plant ("the Project") by the City of Waupun and its wholly owned utility, the Waupun Utilities (collectively, "the City");

AND WHEREAS, the City has obtained assistance from the United States Department of Agriculture acting under the provisions of the Consolidated Farm and Rural Development Act (collectively, "the USDA") with respect to the Project;

AND WHEREAS, all documentation considered necessary or appropriate the Project was executed by the City and USDA on September 9, 2020;

AND WHEREAS, the City desires to authorize the General Manager of the Waupun Utilities, or his or her designee, to have authority to execute any additional documents considered necessary or appropriate to carry out the terms of all agreements and terms of Project, including without limitation the authority to make application for and execute closing documents to obtain additional loans or other USDA funding of the Project;

NOW, THEREFORE, the City hereby authorizes the General Manager of the Waupun Utilities, or his or her designee, to execute all documentation considered to be necessary or appropriate to carry out the terms of all agreements related to the Project as set forth above, including without limitation the authority to make application for and execute closing documents to obtain additional loans or other USDA funding of the Project; provided however, that this authorization shall not be construed to permit waiver or modification of any terms of any agreement between the USDA and the City.

Dated this ____ day of October, 2020.

City of Waupun

By: _____
Julie J. Nickel
Mayor

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss:
_____ COUNTY)

Personally appeared before me this day and year above written, Julie J. Nickel, as Mayor of the City of Waupun, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin
My Commission:

AGENDA SUMMARY SHEET

MEETING DATE: 10/13/2020

TITLE: Emergency Management Institute (EMI)
Integrated Community-Specific Emergency
Management course

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: B.J. DeMaa, Fire Chief/Emergency
Management Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]
Quality of Place Safe, Healthy, and Sustainable Community Economic Vitality High Performance Government	[EnterFiscalImpactStatement]	

ISSUE SUMMARY:

Emergency Operations Plans are a critical component in a community's readiness to a number of emergencies. Through the years, incidents that have impacted the City of Waupun have largely revolved around severe weather. COVID-19, along with a number of the other emerging threats (cyber security, civil unrest, active threats, etc.), has identified large gaps in our Emergency Operations Plan. We have also had significant changeover in City Leadership (Mayor, City Administrator, Police Chief, Fire Chief, DPW Director, Utilities General Manager, Finance) which leaves uncertainty surrounding roles/responsibilities when emergencies occur. We are at a critical cross-road in terms of readiness. EMI's Community Specific Emergency Management Course is a 4-day course which focuses on many facets of managing an emergency and the recovery process.

STAFF RECOMMENDATION:

Information for 2021 staff development

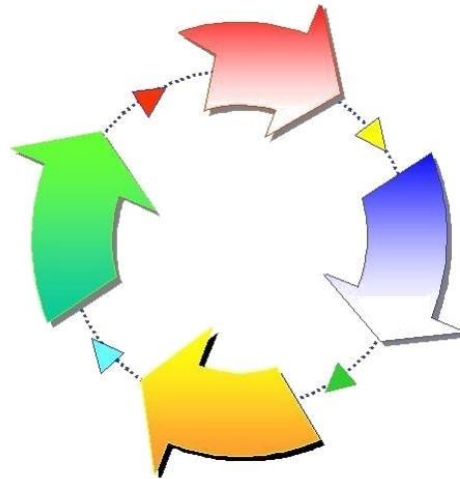
ATTACHMENTS:

PowerPoint

RECOMMENDED MOTION:

N/A

E930: Integrated Emergency Management Course



Dodge County, WI
April 12 – 15, 2021



FEMA

What is an IEMC?

- An exercise-based training activity that addresses the integration of emergency management related to the five mission areas highlighted in the National Preparedness Goal
 - Prevention
 - Protection
 - Mitigation
 - Response
 - Recovery



FEMA

IEMC Goal

- To build awareness and skills needed to execute plans, implement policies, and develop procedures to protect life and property in the event of a disaster or emergency.



FEMA

Whole Community Approach

- National preparedness is the shared responsibility of the whole community
- The whole community approach is long term and encompasses all hazards and all levels of government
- Consider inviting members of YOUR whole community to the IEMC assuming they have a role in your EOC response operations
 - Examples: Voluntary Organizations Active in Disasters (VOAD), Private Industry (Utility or critical infrastructure), Fire/EMS, Law Enforcement, Public Works, Media/PIO's, Red Cross, Salvation Army, etc.



FEMA

Sample Community Goals*

- Analyze and validate community emergency plans, policies and procedures
- Identify additional planning and/or resource needs
- Clarify roles and responsibilities
- Improve team communication and coordination
- Improve response/recovery capabilities
- ***NOTE: Course goals and objectives will be developed specifically for your jurisdiction in coordination with your assigned Exercise Planning Team using your selected Core Capabilities.**



FEMA

IEMC Methodology

- Lectures by Subject Matter Experts
- Tabletop Exercise
- Functional Exercises
- Feedback
 - Exercise Hot Wash
 - Feedback from SME's
 - No formal evaluation



FEMA

Likely Training Topics

- All Hazards Emergency Planning
- Public Information & Social Media
- Incident Command (IC) and Emergency Operations Center (EOC) interface
- Mass Care
- HAZMAT
- Situational Awareness & Common Operating Picture



FEMA

Likely Training Topics

- Public Policy
- EOC and Emergency Management (EM)
- Continuity of Operations Planning (COOP)



FEMA

NETC Overview



FEMA

NATIONAL EMERGENCY TRAINING CENTER (NETC) - Emmitsburg, MD

