



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

The Waupun Common Council will meet in person and via video/teleconference at **6:00pm on Tuesday, May 11, 2021**. Instructions to join the meeting are provided below:

1. Join Zoom Meeting

<https://us02web.zoom.us/j/82279403603?pwd=ZHZOWjZRM2FhKzR2ejhyVFR2TjJlZz09>

Meeting ID: 822 7940 3603

Passcode: 288619

2. Dial: 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)*

1. Introduction of Officer Graham Dumke
2. Fond Du Lac County Supervisor Sam Kaufman-Update of County Proceedings
3. Jake Vanderwerff - Climate Crisis and Waste Consumption
4. My Property Shoppe owner Jodi Mallas- Area Housing

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.

- 5.** Future Meetings & Gatherings, License and Permit Applications, Expenses

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- 6.** Board of Public Works 3-9-21
- 7.** Community Development Authority 3-16-21
- 8.** Plan Commission 3-17-21
- 9.** Common Council 4-13-21
- 10.** Common Council 4-20-21
- 11.** Library Board 4-21-21
- 12.** Common Council 4-28-21

DEPARTMENT REPORTS

- 13.** Fire Department
- 14.** Police Department
- 15.** Library
- 16.** Recreation
- 17.** Building Inspector
- 18.** Administrator

19. Utilities

RESOLUTIONS AND ORDINANCES:

20. Ordinance to amend Ch. 16.01(10) Zoning Map -Rezone Dodge County Parcel 292-1315-0514-103 to Institutional District (*Roll Call Motion*)

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

21. Gremmer & Associates Inc. Design services-Contract Amendment No. 1 for Madison Street STP-Urban (Doty Street to Lincoln Street) Project (*Roll Call Motion*)

22. IWorQ Service Agreement (*Roll Call Motion*)

CONSIDERATION - ACTION

23. American Legion Baseball Gretchel-Nelson Post 210 Request for Sponsorship for Central Plains Region National Tournament August 6-9, 2021 (*Roll Call Motion*)

24. Appointment to Board of Public Works - Dave Rens (*Motion*)

25. Board of Public Works Mechanic Job Description (*Motion*)

26. Tourism Partnership Update (*Discussion*)

MAYORAL CORRESPONDENCE/PRESENTATIONS

27. Open Meetings Law (*Discussion*)

ADJOURN TO CLOSED SESSION

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

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

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

28. Investment of Public Funds for proposed project at 505 Libby Street

29. Investment of public funds for proposed project at 417 E Main Street in TID 3

30. Ambulance Services

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

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: 05/11/21

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

Future Meetings/Gatherings

Tuesday, May 25, 2021	Committee of the Whole	6:00pm
Tuesday, June 8, 2021	Common Council	6:00pm
Tuesday, June 29, 2021	Committee of the Whole	6:00pm
Tuesday, July 13, 2021	Common Council	6:00pm
Tuesday, July 27, 2021	Committee of the Whole	6:00pm
Tuesday, August 10, 2021	Common Council	6:00pm
Tuesday, August 31, 2021	Committee of the Whole	6:00pm
Tuesday, September 14, 2021	Common Council	6:00pm
Tuesday, September 28, 2021	Committee of the Whole	6:00pm
Tuesday, October 12, 2021	Common Council	6:00pm
Tuesday, October 26, 2021	Committee of the Whole	6:00pm
Tuesday, November 9, 2021	Common Council	6:00pm
Tuesday, November 30, 2021	Committee of the Whole	6:00pm
Tuesday, December 14, 2021	Common Council	6:00pm
Tuesday, December 28, 2021	Committee of the Whole	6:00pm

License and Permit Applications

OPERATOR LICENSE:

Alaura Copeland, Darien Hendrickson, Dalene Pace, Florenda Watters

TEMPORARY CLASS B Fermented Malt Beverage / Wine

Waupun Festivals Inc – Celebrate Waupun on 6/25-27/21 at Tanner Park

ATTACHMENTS:

Expense Report(s)

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

Report Criteria:

Report type: Summary

Check.Type = "Calculated"

Check Issue Date	Check Number	Payee	Amount
04/28/2021	26	BAKER TILLY US, LLP	12,188.00
04/28/2021	27	CREXENDO	499.27
04/28/2021	28	FAITH TECH, INC.	1,760.17
04/28/2021	29	WELLS FARGO PAYMENT REMITT.	4,699.39
04/21/2021	101973	AIRGAS USA, LLC	224.09
04/21/2021	101974	ALLIANT ENERGY/WP&L	1,356.41
04/21/2021	101975	BOND TRUST SERVICES CORPORATI	800.00
04/21/2021	101976	BROWN CAB SERVICE INC	9,063.60
04/21/2021	101977	CAPITAL NEWSPAPERS	815.00
04/21/2021	101978	CHARTER COMMUNICATIONS	1,703.88
04/21/2021	101979	CHURCH HEALTH SERVICES	75,000.00
04/21/2021	101980	CONSULTANTS LABORATORY-FDL	40.00
04/21/2021	101981	CONTREE	65.01
04/21/2021	101982	DULTMEIER SALES LLC	156.81
04/21/2021	101983	EHLERS AND ASSOCIATES INC	625.00
04/21/2021	101984	MARTENS ACE HARDWARE	1,785.74
04/21/2021	101985	FASTENAL CO.	177.55
04/21/2021	101986	FLEXIBLE PIPE TOOL COMPANY	180.80
04/21/2021	101987	FDL COUNTY LE EXECUTIVE ASSOCI	40.00
04/21/2021	101988	GOODYEAR COMMERCIAL TIRE & SE	584.04
04/21/2021	101989	GRAND VALLEY INSPECTION SERVIC	4,886.58
04/21/2021	101990	GUNDERSON, INC.	300.07
04/21/2021	101991	HULL'S 151 IMPLEMENT, INC.	1,000.00
04/21/2021	101992	JMB & ASSOCIATES, LLC.	685.00
04/21/2021	101993	KEARNS, NICK	46.16
04/21/2021	101994	LEAGUE OF WI MUNICIPALITIES	400.00
04/21/2021	101995	LINCOLN CONTRACTORS	56.99
04/21/2021	101996	MSA PROFESSIONAL SERVICES INC.	4,771.23
04/21/2021	101997	MARCO TECHNOLOGIES LLC	56.95
04/21/2021	101998	MENARDS - BEAVER DAM	430.24
04/21/2021	101999	MONROE TRUCK EQUIPMENT, INC	200.91
04/21/2021	102000	MOTOROLA	8,180.94
04/21/2021	102001	NAPA AUTO PARTS-WAUPUN	30.68
04/21/2021	102002	NAVIS, MIKE	6.10
04/21/2021	102003	NEUMAN POOLS INC	216.30
04/21/2021	102004	O'REILLY AUTOMOTIVE INC	82.12
04/21/2021	102005	Q-TRONICS	11.48
04/21/2021	102006	RENNERTS	30.35
04/21/2021	102007	RENS NURSERY RETAIL	789.75
04/21/2021	102008	SAN-A-CARE, INC	325.80
04/21/2021	102009	SHRED-IT	98.96
04/21/2021	102010	STOBB PLUMBING & HEATING, INC.	532.00
04/21/2021	102011	SUPERIOR CHEMICAL CORP.	104.31
04/21/2021	102012	TRAFFIC & PARKING CONTROL CO.	225.88
04/21/2021	102013	WAUPUN UTILITIES	23,449.29
04/21/2021	102014	INSIGHT FS	3,097.96
04/21/2021	102015	MARCO TECHNOLOGIES LLC	244.86
04/21/2021	102016	EISEN'S LED'S LLC	1,653.89
05/06/2021	102017	AGNESIAN WORK & WELLNESS-	57.50

Check Issue Date	Check Number	Payee	Amount
05/06/2021	102018	ALLIANT ENERGY/WP&L	435.42
05/06/2021	102019	ALLIED 100	75.99
05/06/2021	102020	ANYTHING & EVERYTHING HOME MN	2,975.00
05/06/2021	102021	APPLIED CONCEPTS INC	2,192.00
05/06/2021	102022	ASSOCIATED APPRAISAL CONSULTA	2,467.66
05/06/2021	102023	BAYCOM	279.33
05/06/2021	102024	BENTZ AUTOMOTIVE INC	28.75
05/06/2021	102025	BISHOP'S DETAILING	562.50
05/06/2021	102026	BRADY SOFTWARE SOLUTIONS	1,956.97
05/06/2021	102027	CAPITAL NEWSPAPERS	87.05
05/06/2021	102028	CAREW CONCRETE & SUPPLY INC	495.19
05/06/2021	102029	COUNTRY HILLS PET HOSPITAL	350.51
05/06/2021	102030	DESTINATION LAKE WINNEBAGO RE	3,981.87
05/06/2021	102031	EWALD'S HARTFORD FORD LLC	32,567.50
05/06/2021	102032	MARTENS ACE HARDWARE	853.78
05/06/2021	102033	FASSE DECORATING CENTER	1,940.00
05/06/2021	102034	FOND DU LAC COUNTY	3,908.44
05/06/2021	102035	GOODYEAR COMMERCIAL TIRE & SE	584.04
05/06/2021	102036	GUNDERSON, INC.	457.21
05/06/2021	102037	HOME CONTRACTORS & SUPPLY INC	36.48
05/06/2021	102038	IIMC	200.00
05/06/2021	102039	KEARNS, NICK	125.57
05/06/2021	102040	LEAGUE OF WI MUNICIPALITIES	100.00
05/06/2021	102041	LIFESTAR EMERGENCY MEDICAL	22,000.00
05/06/2021	102042	LITE 11 LLC	877.50
05/06/2021	102043	LUECK, FRED	20.00
05/06/2021	102044	NAPA AUTO PARTS-WAUPUN	810.31
05/06/2021	102045	NICKEL, JULIE	40.00
05/06/2021	102046	OSHKOSH OFFICE SYSTEMS	332.03
05/06/2021	102047	PT TIRE & SERVICE CORP	252.50
05/06/2021	102048	PETTY CASH-CITY HALL	323.85
05/06/2021	102049	PETTY CASH-POLICE DEPT.	42.51
05/06/2021	102050	PHC TRANSIT LLC	95.00
05/06/2021	102051	PIT-STOP PORTABLES	172.32
05/06/2021	102052	PITNEY BOWES INC	67.99
05/06/2021	102053	POMP'S TIRE	307.12
05/06/2021	102054	QUALITY AGGREGATE LLC	110.00
05/06/2021	102055	SERWE IMPLEMENT	653.50
05/06/2021	102056	STAPLES CREDIT PLAN	799.57
05/06/2021	102057	STEINIG TAL KENNEL LLC	100.00
05/06/2021	102058	TIPTON, ALEXANDRA	52.75
05/06/2021	102059	TRU CLEANERS LLC	5,332.81
05/06/2021	102060	UNIFORM SHOPPE	159.85
05/06/2021	102061	US CELLULAR	1,518.36
05/06/2021	102062	VANDE ZANDE & KAUFMAN, LLP	240.00
05/06/2021	102063	C.VERHAGE.PHOTO	175.00
05/06/2021	102064	VON BRIESEN & ROPER, S.C.	10,108.00
05/06/2021	102065	WAUKESHA CTY TECH COLLEGE	125.00
05/06/2021	102066	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
05/06/2021	102067	WAUPUN UTILITIES	9,270.05
05/06/2021	102068	WI BUILDING SUPPLY	99.87
05/06/2021	102069	WI DEPT OF JUSTICE	14.00
05/06/2021	102070	WI DEPART OF JUSTICE	358.50

Report Criteria:

[Report], Invoice Date = 04/21/2021,04/28/2021,05/06/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
955 AGNESIAN WORK & WELLNESS-				
33781	DOT Drug Screening	05/06/2021	57.50	100-70-5412-3-38
Total 955 AGNESIAN WORK & WELLNESS-:			57.50	
987 AIRGAS USA, LLC				
9111972338	parts	04/21/2021	145.98	100-70-5411-3-36
9112071646	Carbon dioxide	04/21/2021	78.11	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			224.09	
1174 ALLIANT ENERGY/WP&L				
3425110000-FEB21	MUSEUM monthly fuel charges - Feb 2021	04/21/2021	444.75	100-20-5512-3-32
3425110000-MAR21	MUSEUM monthly fuel charges - Mar 2021	04/21/2021	293.11	100-20-5512-3-32
7255200000-FEB21	Senior Center monthly heat - Feb 2021	04/21/2021	347.63	100-20-5513-3-32
7255200000-MAR21	Senior Center monthly heat - Mar 2021	04/21/2021	183.60	100-20-5513-3-32
7255200000-APR21	Senior Center monthly heat - April 2021	05/06/2021	222.56	100-20-5513-3-32
5946940000-APR21	Police Dept - monthly fuel charges - April 2021	05/06/2021	136.23	100-40-5211-3-32
5946940000-APR21	Fire Dept - monthly fuel charges - April 2021	05/06/2021	76.63	100-50-5231-3-32
3517989074-MAR21	TIF#6 - Utilities McKinley St. Building - Mar 2021	04/21/2021	87.32	408-70-5436-3-32
Total 1174 ALLIANT ENERGY/WP&L:			1,791.83	
1175 ALLIED 100				
1891412	Adult Defibrillation Electrodes	05/06/2021	75.99	100-40-5212-3-38
Total 1175 ALLIED 100:			75.99	
1360 ANYTHING & EVERYTHING HOME MNT				
4174	Stump grinding in parks from ash trees	05/06/2021	2,975.00	100-70-5443-3-38
Total 1360 ANYTHING & EVERYTHING HOME MNT:			2,975.00	
1459 APPLIED CONCEPTS INC				
383160	New Squad Radar Unit	05/06/2021	2,192.00	410-40-5211-4-00
Total 1459 APPLIED CONCEPTS INC:			2,192.00	
1787 ASSOCIATED APPRAISAL CONSULTAN				
154223	Monthly services - May 2021	05/06/2021	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
4005 BAKER TILLY US, LLP				
BT1785368	12/31/20 City F/S Audit	04/28/2021	11,707.00	100-10-5157-3-38
BT1785368	TID 5 - 12/31/20 F/S Compilation	04/28/2021	80.17	401-70-5436-3-39
BT1785368	TID 1 - 12/31/20 F/S Compilation	04/28/2021	80.16	402-10-5701-3-39
BT1785368	TID 3 - 12/31/20 F/S Compilation	04/28/2021	80.16	405-70-5436-3-39
BT1785368	TID 7 - 12/31/20 F/S Compilation	04/28/2021	80.17	407-70-5436-3-39
BT1785368	TID 6 - 12/31/20 F/S Compilation	04/28/2021	80.17	408-70-5436-3-39
BT1785368	TID 8 - 12/31/20 F/S Compilation	04/28/2021	80.17	418-70-5436-3-39
Total 4005 BAKER TILLY US, LLP:			12,188.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
4089 BAYCOM				
SRVCE000000033494	portable radio - PD	05/06/2021	165.15	100-40-5212-3-36
SRVCE000000033493	portable radio - PD	05/06/2021	114.18	100-40-5212-3-36
Total 4089 BAYCOM:			<u>279.33</u>	
5130 BENTZ AUTOMOTIVE INC				
17800	tire repair	05/06/2021	28.75	100-70-5411-3-36
Total 5130 BENTZ AUTOMOTIVE INC:			<u>28.75</u>	
5452 BISHOP'S DETAILING				
5-6-21	interior shampoos - police cars	05/06/2021	562.50	100-40-5212-3-38
Total 5452 BISHOP'S DETAILING:			<u>562.50</u>	
5760 BOND TRUST SERVICES CORPORATION				
63704	2016 Bonds Paying Agent Fee	04/21/2021	400.00	300-10-5943-6-00
63705	2017 Bonds Paying Agent Fee	04/21/2021	400.00	300-10-5943-6-00
Total 5760 BOND TRUST SERVICES CORPORATION:			<u>800.00</u>	
6035 BRADY SOFTWARE SOLUTIONS				
BASQ210557	2021 CVMIC Safety Grant - lockout/tagout software	05/06/2021	1,956.97	220-70-5410-3-38
Total 6035 BRADY SOFTWARE SOLUTIONS:			<u>1,956.97</u>	
6252 BROWN CAB SERVICE INC				
1566	Mar monthly taxi service 2021	04/21/2021	9,063.60	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			<u>9,063.60</u>	
7058 CAPITAL NEWSPAPERS				
44468	Notice - public hearing - Zoning	05/06/2021	20.58	100-10-5110-3-35
42487	Type D notice - election April 2021	05/06/2021	28.01	100-10-5142-3-35
42484	Notice of public test - election April 2021	05/06/2021	7.75	100-10-5142-3-35
45974	employments ads	05/06/2021	30.71	100-70-5420-3-35
38665-1	2021 Dodge Cty Tourism	04/21/2021	815.00	430-70-5436-3-38
Total 7058 CAPITAL NEWSPAPERS:			<u>902.05</u>	
7065 CAREW CONCRETE & SUPPLY INC				
1199721	concrete sealer - aquatic center	05/06/2021	116.96	100-20-5523-3-36
119943	concrete - pool deck repair	05/06/2021	378.23	100-20-5523-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			<u>495.19</u>	
10048 CHARTER COMMUNICATIONS				
13430-APRIL21	city hall - internet	04/21/2021	124.98	100-10-5197-3-31
84621-APRIL21	museum - internet - pd by Historical Society	04/21/2021	64.99	100-13850
16011-APRIL21	senior center - tv, internet	04/21/2021	135.77	100-20-5513-3-38
54053-APRIL21	aquatic center	04/21/2021	110.47	100-20-5523-3-38
41336-APRIL21	PD - voice	04/21/2021	178.21	100-40-5211-3-31
3194-APRIL21	ethernet intrastate MBPS	04/21/2021	490.00	100-40-5211-3-38
18615-APRIL21	PD - voice, internet, tv	04/21/2021	388.55	100-40-5211-3-38
41336-APRIL21	FD - voice	04/21/2021	24.30	100-50-5231-3-31
15199-APRIL21	garage - tv, internet	04/21/2021	186.61	100-70-5412-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10048 CHARTER COMMUNICATIONS:			1,703.88	
10196 CHURCH HEALTH SERVICES				
4-21-21	Mental Health Clinic Construction at RRS	04/21/2021	75,000.00	200-80-5502-3-38
Total 10196 CHURCH HEALTH SERVICES:			75,000.00	
10468 CONSULTANTS LABORATORY-FDL				
2616392	legal blood draws - Mar 2021	04/21/2021	40.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			40.00	
10475 CONTREE				
66391	parts - for salt brine tanks	04/21/2021	65.01	100-70-5411-3-36
Total 10475 CONTREE:			65.01	
10579 COUNTRY HILLS PET HOSPITAL				
182192	K-9 Medical services - 2021	05/06/2021	350.51	410-48-4861-0-00
Total 10579 COUNTRY HILLS PET HOSPITAL:			350.51	
10651 CREXENDO				
2035192291	City Hall Phone Charges - April 2021	04/28/2021	368.04	100-10-5197-3-31
2035192291	Senior Center Phone Charges - April 2021	04/28/2021	26.29	100-20-5513-3-31
2035192291	Garage Phone Charges - April 2021	04/28/2021	104.94	100-70-5412-3-31
Total 10651 CREXENDO:			499.27	
11275 DESTINATION LAKE WINNEBAGO REGION				
5-4-21	70% Of Room Tax - Mar 2021	05/06/2021	3,981.87	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			3,981.87	
12170 DULTMEIER SALES LLC				
3804184	replace vavie springs on pressure washer	04/21/2021	156.81	700-10-5192-3-36
Total 12170 DULTMEIER SALES LLC:			156.81	
12437 EHLERS AND ASSOCIATES INC				
86702	Transportation Utility Feasibility Study	04/21/2021	625.00	100-10-5153-3-38
Total 12437 EHLERS AND ASSOCIATES INC:			625.00	
12622 EWALD'S HARTFORD FORD LLC				
5-6-21	2021 Ford F-250	05/06/2021	32,567.50	410-50-5231-4-00
Total 12622 EWALD'S HARTFORD FORD LLC:			32,567.50	
12676 FAITH TECH, INC.				
APRIL2021	energy efficiency ACH pmt 19 of 60	04/28/2021	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
MAR2021	clothing allowance - PD	04/21/2021	579.99	100-12634
APR2021	part - repair pool deck	05/06/2021	36.73	100-20-5523-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
MAR2021	basketball nets	04/21/2021	25.14	100-20-5525-3-36
MAR2021	parts - backstop net install	04/21/2021	9.98	100-20-5525-3-36
MAR2021	UPS - ballfield controller repair shipping	04/21/2021	24.54	100-20-5525-3-36
MAR2021	parts - batting cage net install	04/21/2021	26.99	100-20-5525-3-36
MAR2021	parts - backstop net install	04/21/2021	83.85	100-20-5525-3-36
APR2021	supplies - SDS class painting garbage cans in parks	05/06/2021	149.89	100-20-5525-3-36
APR2021	repairs at Harris Mill Park	05/06/2021	24.15	100-20-5525-3-36
APR2021	replace basketball hoop nets	05/06/2021	11.97	100-20-5525-3-36
MAR2021	LED leash	04/21/2021	27.96	100-40-5212-3-38
APR2021	UPS postage	05/06/2021	18.00	100-40-5212-3-38
APR2021	windshield wonder/glass cleaner	05/06/2021	14.98	100-40-5212-3-38
MAR2021	batteries - FD	04/21/2021	53.96	100-50-5232-3-36
APR2021	tools/tool box for command - FD	05/06/2021	131.93	100-50-5232-3-36
MAR2021	parts - senior center toilet leak	04/21/2021	6.99-	100-70-5410-3-36
MAR2021	parts - senior center toilet leak	04/21/2021	7.99	100-70-5410-3-36
MAR2021	blade cutoff metal/drill bit	04/21/2021	34.31	100-70-5410-3-36
MAR2021	parts - Pine St Park Bridge repair	04/21/2021	39.98	100-70-5410-3-36
MAR2021	parts - Pine St Park Bridge repair	04/21/2021	54.97	100-70-5410-3-36
MAR2021	parts for bench install on Main	04/21/2021	26.48	100-70-5410-3-36
MAR2021	parts for bench install on Main	04/21/2021	115.43	100-70-5410-3-36
MAR2021	post eye light control - Gus	04/21/2021	13.99	100-70-5410-3-36
MAR2021	replace rear light at senior center	04/21/2021	2.59	100-70-5410-3-36
MAR2021	battery - complex emerg light	04/21/2021	16.99	100-70-5410-3-36
MAR2021	parts - city hall wifi	04/21/2021	8.58	100-70-5410-3-36
MAR2021	parts - city hall wifi	04/21/2021	10.20	100-70-5410-3-36
MAR2021	keys/basketball net	04/21/2021	55.79	100-70-5410-3-36
MAR2021	fasteners	04/21/2021	1.99	100-70-5410-3-36
MAR2021	caulk - ball complex	04/21/2021	9.99	100-70-5410-3-36
MAR2021	park paint for SDS & batteries for lights	04/21/2021	193.35	100-70-5410-3-36
APR2021	parts - repair bubbler at Medema	05/06/2021	20.58	100-70-5410-3-36
APR2021	replace lights under shelter - Harris Mill	05/06/2021	15.76	100-70-5410-3-36
APR2021	parts - light repairs	05/06/2021	62.84	100-70-5410-3-36
APR2021	parts - flag pole repair	05/06/2021	24.35	100-70-5410-3-36
APR2021	paint supplies - ball diamonds	05/06/2021	24.15	100-70-5410-3-36
APR2021	pipe/putty knives/fit bar stl	05/06/2021	29.12	100-70-5410-3-36
APR2021	pine sol/clorox - cleaning comm center	05/06/2021	18.58	100-70-5410-3-36
APR2021	belt for comm center garage door	05/06/2021	13.99	100-70-5410-3-36
APR2021	paint for garbage cans - SDS class	05/06/2021	11.99	100-70-5410-3-36
APR2021	marking paint	05/06/2021	19.77	100-70-5410-3-36
APR2021	elbow/couple/tape meas	05/06/2021	18.15	100-70-5410-3-36
APR2021	hole saw arbor	05/06/2021	19.99	100-70-5410-3-36
APR2021	parts	05/06/2021	1.98	100-70-5410-3-36
APR2021	elbow pvc	05/06/2021	1.79	100-70-5410-3-36
MAR2021	parts - Pine St Park Bridge repair	04/21/2021	13.48	100-70-5411-3-36
MAR2021	tube - tire repair	04/21/2021	15.99	100-70-5411-3-36
MAR2021	repair handle on push mower - parts	04/21/2021	5.59	100-70-5411-3-36
MAR2021	belt	04/21/2021	12.99	100-70-5411-3-36
MAR2021	bulbs/fasteners	04/21/2021	19.77	100-70-5411-3-36
APR2021	parts - repair chute on snowblower	05/06/2021	4.97	100-70-5411-3-36
APR2021	paint stick/chalk reel	05/06/2021	62.98	100-70-5412-3-36
MAR2021	parts - air compressor project	04/21/2021	96.49	410-50-5231-4-00
MAR2021	parts - air compressor project	04/21/2021	39.72	410-50-5231-4-00
MAR2021	parts - air compressor project	04/21/2021	120.85	410-50-5231-4-00
MAR2021	parts - air compressor project	04/21/2021	42.81	410-50-5231-4-00
APR2021	move sheds - Newton/Rock project	05/06/2021	79.16	700-10-5192-8-00
APR2021	move sheds - Newton/Rock project	05/06/2021	.99	700-10-5192-8-00
APR2021	replace door spring	05/06/2021	34.99	700-10-5193-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12700 MARTENS ACE HARDWARE:			2,639.52	
12759 FASSE DECORATING CENTER				
147459	white/yellowrylic traffic	05/06/2021	1,940.00	100-70-5441-3-36
Total 12759 FASSE DECORATING CENTER:			1,940.00	
12760 FASTENAL CO.				
WIBEA116261	backstop net rope	04/21/2021	144.00	100-20-5525-3-36
WIBEA116377	shop supplies	04/21/2021	33.55	100-70-5411-3-36
Total 12760 FASTENAL CO.:			177.55	
13379 FLEXIBLE PIPE TOOL COMPANY				
26075	replace valves on vac trailer	04/21/2021	180.80	700-10-5192-3-36
Total 13379 FLEXIBLE PIPE TOOL COMPANY:			180.80	
13495 FOND DU LAC COUNTY				
21610201	salt	05/06/2021	3,908.44	100-70-5435-3-36
Total 13495 FOND DU LAC COUNTY:			3,908.44	
13635 FDL COUNTY LE EXECUTIVE ASSOCIATION				
2021	2021 FDL Law Enfor Exec Assoc Annual Dues	04/21/2021	40.00	100-40-5211-3-34
Total 13635 FDL COUNTY LE EXECUTIVE ASSOCIATION:			40.00	
14641 GOODYEAR COMMERCIAL TIRE & SER				
132-1185560	tires - Police dept	04/21/2021	584.04	100-40-5212-3-36
132-1186023	tires - Police dept	05/06/2021	584.04	100-40-5212-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			1,168.08	
14698 GRAND VALLEY INSPECTION SERVICES				
2021-55	Building Insp/Zoning Admin for Mar 2021	04/21/2021	4,886.58	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			4,886.58	
15075 GUNDERSON, INC.				
978645	CITY HALL rugs - April 2021	04/21/2021	65.45	100-70-5410-3-38
978648	Senior center rugs - April 2021	04/21/2021	54.35	100-70-5410-3-38
981147	Library Rugs - April 2021	04/21/2021	66.17	100-70-5410-3-38
986141	Library Rugs - April 2021	05/06/2021	66.17	100-70-5410-3-38
986199	fire Dept-Rugs - April 2021	05/06/2021	54.27	100-70-5410-3-38
983624	CITY HALL rugs - April 2021	05/06/2021	68.07	100-70-5410-3-38
978727	Uniform/charges - April 2021	04/21/2021	19.13	100-70-5411-3-38
978726	Garage supplies - April 2021	04/21/2021	28.03	100-70-5411-3-38
981203	Uniform/charges - April 2021	04/21/2021	19.89	100-70-5411-3-38
981202	Garage supplies - April 2021	04/21/2021	47.05	100-70-5411-3-38
986195	Uniform/charges - April 2021	05/06/2021	19.89	100-70-5411-3-38
986194	Garage supplies - April 2021	05/06/2021	47.05	100-70-5411-3-38
983702	Uniform/charges - April 2021	05/06/2021	19.89	100-70-5411-3-38
983701	Garage supplies - April 2021	05/06/2021	29.15	100-70-5411-3-38
988719	Garage supplies - May 2021	05/06/2021	29.15	100-70-5411-3-38
988720	Uniform/charges - May 2021	05/06/2021	123.57	100-70-5411-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 15075 GUNDERSON, INC.:			757.28	
16001 HOME CONTRACTORS & SUPPLY INC.				
29742	PARTS/supplies - shed move	05/06/2021	36.48	700-10-5192-8-00
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			36.48	
16068 HULL'S 151 IMPLEMENT, INC.				
38	roller rental	04/21/2021	1,000.00	100-70-5411-3-38
Total 16068 HULL'S 151 IMPLEMENT, INC.:			1,000.00	
16550 IIMC				
2021ANGIE	annual membership renewal	05/06/2021	200.00	100-10-5141-3-34
Total 16550 IIMC:			200.00	
16595 JMB & ASSOCIATES, LLC.				
35817	Annual calibration - Safety Building	04/21/2021	210.00	100-70-5410-3-36
35817	Annual calibration - DPW Garage	04/21/2021	475.00	100-70-5412-3-36
Total 16595 JMB & ASSOCIATES, LLC.:			685.00	
16939 KEARNS, NICK				
4-15-21	Reimburse meals - Police Academy 4/5/21 thru 4/9/21	04/21/2021	46.16	100-40-5212-3-38
5-6-21	Reimburse meals - Police Academy 4/12/21 thru 4/15/21	05/06/2021	44.20	100-40-5212-3-38
5-6-21/2	Reimburse meals - Police Academy 4/19/21 thru 4/23/21	05/06/2021	51.66	100-40-5212-3-38
5-6-21/3	Reimburse meals - Police Academy 4/26/21 thru 4/28/21	05/06/2021	29.71	100-40-5212-3-38
Total 16939 KEARNS, NICK:			171.73	
17400 LEAGUE OF WI MUNICIPALITIES				
82755	CTFO Webinar	05/06/2021	100.00	100-10-5141-3-37
4-21-21	Local Gov Stormwater Group - Daane	04/21/2021	400.00	700-10-5192-3-38
Total 17400 LEAGUE OF WI MUNICIPALITIES:			500.00	
17759 LIFESTAR EMERGENCY MEDICAL				
21-0004	ACLS Service Jan 2021	05/06/2021	5,500.00	100-10-5255-3-38
21-0015	ACLS Service Feb 2021	05/06/2021	5,500.00	100-10-5255-3-38
21-0016	ACLS Service Mar 2021	05/06/2021	5,500.00	100-10-5255-3-38
21-0022	ACLS Service April 2021	05/06/2021	5,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			22,000.00	
17800 LINCOLN CONTRACTORS				
N30555	parts - N Madison St bridge repair	04/21/2021	56.99	100-70-5431-3-36
Total 17800 LINCOLN CONTRACTORS:			56.99	
17827 LITE 11 LLC				
1505	install mobile units/docking station/K9 ram repair	05/06/2021	877.50	100-40-5212-3-36
Total 17827 LITE 11 LLC:			877.50	
17900 LUECK, FRED				
5-6-21	Plan Commission Minutes - April 2021	05/06/2021	20.00	100-80-5632-1-10

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 17900 LUECK, FRED:			20.00	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212096-0-22	Permitting - DNR Chapter 30	04/21/2021	629.87	400-70-5436-8-00
R00212096-0-22	Bidding Related Services - Newton & Rock	04/21/2021	317.20	400-70-5436-8-00
R00212096-0-22	Construction Admin - Preconstruction Meeting	04/21/2021	366.89	400-70-5436-8-00
R00212096-0-22	Construction Admin - Shop Drawing Review	04/21/2021	382.72	400-70-5436-8-00
R00212096-0-22	Permitting - DNR Chapter 30	04/21/2021	1,141.38	700-10-5192-8-00
R00212096-0-22	Bidding Related Services - Newton & Rock	04/21/2021	574.80	700-10-5192-8-00
R00212096-0-22	Construction Admin - Preconstruction Meeting	04/21/2021	664.84	700-10-5192-8-00
R00212096-0-22	Construction Admin - Shop Drawing Review	04/21/2021	693.53	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			4,771.23	
18459 MARCO TECHNOLOGIES LLC				
INV8612316	Konica/A7PY011X001 contract - April 2021	04/21/2021	56.95	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			56.95	
18961 MENARDS - BEAVER DAM				
95028	seal concrete walk path - Harris Mill Park	04/21/2021	430.24	100-20-5525-3-36
Total 18961 MENARDS - BEAVER DAM:			430.24	
19390 MONROE TRUCK EQUIPMENT, INC				
830520	parts for snow plow wing repair	04/21/2021	200.91	100-70-5435-3-36
Total 19390 MONROE TRUCK EQUIPMENT, INC:			200.91	
19526 MOTOROLA				
8281106912	Portable radios	04/21/2021	7,768.72	410-40-5211-4-00
8281103482	chargers/audio accessories	04/21/2021	412.22	410-40-5211-4-00
Total 19526 MOTOROLA:			8,180.94	
19802 NAPA AUTO PARTS-WAUPUN				
307967	air filters/brake pads - PD	05/06/2021	102.08	100-40-5212-3-36
307970	brake pads - PD	05/06/2021	39.99	100-40-5212-3-36
479865	disc brake pad - PD	05/06/2021	68.39	100-40-5212-3-36
308262	credit	05/06/2021	36.99-	100-40-5212-3-36
308265	window regulator - PD	05/06/2021	34.43	100-40-5212-3-36
308273	combo ball mount - PD	05/06/2021	35.40	100-40-5212-3-36
308451	credit	05/06/2021	34.43-	100-40-5212-3-36
304501	oil & antifreeze	04/21/2021	30.68	100-50-5232-3-36
307382	oil filters	05/06/2021	141.32	100-70-5411-3-36
307813	oil filter	05/06/2021	37.09	100-70-5411-3-36
308454	tubing/brake fluid	05/06/2021	44.34	100-70-5411-3-36
309565	shop tire supplies	05/06/2021	32.99	100-70-5411-3-36
309568	muffler - FD	05/06/2021	160.19	100-70-5411-3-36
309662	credit	05/06/2021	101.09-	100-70-5411-3-36
309834	oil filters/hydraulic filters	05/06/2021	57.46	100-70-5411-3-36
310284	battery	05/06/2021	115.03	100-70-5411-3-36
310424	safety switch	05/06/2021	59.39	100-70-5411-3-36
310554	battery cables	05/06/2021	9.89	100-70-5411-3-36
308966	clamps/tubing/u-boil/flex tubing	05/06/2021	27.15	700-10-5192-3-36
309573	male connector/external pipe	05/06/2021	14.12	700-10-5192-3-36
309648	male connector for new hydraulic cylinder	05/06/2021	3.56	700-10-5192-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 19802 NAPA AUTO PARTS-WAUPUN:			840.99	
20252 NAVIS, MIKE				
4-21-21	clothing allowance	04/21/2021	6.10	100-12634
Total 20252 NAVIS, MIKE:			6.10	
20349 NEUMAN POOLS INC				
2412	repair cracked concrete on pool deck	04/21/2021	216.30	100-20-5523-3-36
Total 20349 NEUMAN POOLS INC:			216.30	
20480 NICKEL, JULIE				
5-6-21	Reimbursement for cell phone use - May1 2021	05/06/2021	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20800 O'REILLY AUTOMOTIVE INC				
2391-429715	winn reg assy - PD	04/21/2021	82.12	100-40-5212-3-36
Total 20800 O'REILLY AUTOMOTIVE INC:			82.12	
20900 OSHKOSH OFFICE SYSTEMS				
AR62611	City Hall Color Copier 6333 - contract - April 2021	05/06/2021	332.03	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			332.03	
20997 PT TIRE & SERVICE CORP				
23112	repair tire on loader	05/06/2021	252.50	100-70-5411-3-36
Total 20997 PT TIRE & SERVICE CORP:			252.50	
21450 PETTY CASH-CITY HALL				
5-6-21/1	mileage reimbursement - Nicke, Matoushek, Schlieve - off	05/06/2021	38.98	100-10-5110-3-37
5-6-21	start up drawer for aquatic center 2021	05/06/2021	260.00	100-11801
5-6-21/1	Return dog tag fee	05/06/2021	6.00	100-44-4422-0-00
5-6-21/1	reimburse Allen Ehls - Electronic Industries purchase	05/06/2021	18.87	100-70-5411-3-36
Total 21450 PETTY CASH-CITY HALL:			323.85	
21550 PETTY CASH-POLICE DEPT.				
5-6-21	Postage - PD	05/06/2021	10.65	100-40-5211-3-33
5-6-21	Guth's Candy - Dispatcher Appreciation	05/06/2021	30.80	100-40-5211-3-38
5-6-21	Dollar General - Dispatcher Appreciation	05/06/2021	1.06	100-40-5211-3-38
Total 21550 PETTY CASH-POLICE DEPT.:			42.51	
21560 PHC TRANSIT LLC				
2804	screenings delivered to city shop	05/06/2021	95.00	100-70-5431-3-36
Total 21560 PHC TRANSIT LLC:			95.00	
21790 PIT-STOP PORTABLES				
A-113595	Pine Street Park Port a Potty	05/06/2021	172.32	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			172.32	

Invoice	Description	Invoice Date	Total Cost	GL Account
21801 PITNEY BOWES INC				
1018056876	E-Z seal for postage machine	05/06/2021	67.99	100-10-5141-3-36
Total 21801 PITNEY BOWES INC:			67.99	
22026 POMP'S TIRE				
520099125	tires	05/06/2021	307.12	100-70-5411-3-36
Total 22026 POMP'S TIRE:			307.12	
22330 Q-TRONICS				
10081395	backup buzz/spst mementary nc round	04/21/2021	11.48	100-70-5411-3-36
Total 22330 Q-TRONICS:			11.48	
22350 QUALITY AGGREGATE LLC				
2838	screenings - street & driveway work	05/06/2021	110.00	100-70-5431-3-36
Total 22350 QUALITY AGGREGATE LLC:			110.00	
22750 RENNERTS				
43447	hose connectors - Engine 591	04/21/2021	30.35	100-50-5232-3-36
Total 22750 RENNERTS:			30.35	
22850 RENS NURSERY RETAIL				
4-21-21	Trees for parks	04/21/2021	789.75	220-20-5520-3-38
Total 22850 RENS NURSERY RETAIL:			789.75	
23224 SAN-A-CARE, INC				
542264	floor cleaner	04/21/2021	265.60	100-70-5410-3-36
542717	floor cleaner	04/21/2021	60.20	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			325.80	
23557 SERWE IMPLEMENT				
8064	replacement knives for mower	05/06/2021	653.50	100-70-5411-3-36
Total 23557 SERWE IMPLEMENT:			653.50	
23612 SHRED-IT				
8181751806	destruction of records	04/21/2021	98.96	100-40-5211-3-38
Total 23612 SHRED-IT:			98.96	
24108 STAPLES CREDIT PLAN				
5-6-21	share of office supplies	05/06/2021	24.40	100-10-5131-3-30
5-6-21	office fan for clerk	05/06/2021	22.49	100-10-5141-3-30
5-6-21	share of office supplies	05/06/2021	24.40	100-10-5141-3-30
5-6-21	election supplies	05/06/2021	585.39	100-10-5142-3-38
5-6-21	share of office supplies	05/06/2021	24.40	100-10-5191-3-30
5-6-21	share of office supplies	05/06/2021	24.39	100-20-5513-3-30
5-6-21	building inspector cardstock	05/06/2021	22.66	100-30-5152-3-38
5-6-21	DPW - cardstock	05/06/2021	22.66	100-70-5420-3-30
5-6-21	share of office supplies	05/06/2021	24.39	100-70-5420-3-30
5-6-21	share of office supplies	05/06/2021	24.39	100-80-5670-3-30

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24108 STAPLES CREDIT PLAN:			799.57	
24290 STEINIG TAL KENNEL LLC				
1583	K-9 Dog boarding	05/06/2021	100.00	410-48-4861-0-00
Total 24290 STEINIG TAL KENNEL LLC:			100.00	
24400 STOBBS PLUMBING & HEATING, INC.				
12085	parts - bubbler repair @ McCune & Schlieve	04/21/2021	510.00	100-70-5410-3-36
12088	replace fitting	04/21/2021	22.00	700-10-5192-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			532.00	
24610 SUPERIOR CHEMICAL CORP.				
298684	hand sanitizer	04/21/2021	104.31	100-70-5410-3-36
Total 24610 SUPERIOR CHEMICAL CORP.:			104.31	
25061 TIPTON, ALEXANDRA				
5-6-21	Clothing allowance	05/06/2021	52.75	100-12634
Total 25061 TIPTON, ALEXANDRA:			52.75	
25250 TRAFFIC & PARKING CONTROL CO.				
694360	locate flags	04/21/2021	225.88	700-10-5192-3-38
Total 25250 TRAFFIC & PARKING CONTROL CO.:			225.88	
25450 TRU CLEANERS LLC				
CW050121	cleaning service for City of Waupun - for April 2021	05/06/2021	4,052.81	100-70-5410-3-38
CW050121-A	additional cleaning service due to Covid-19 - for April 202	05/06/2021	1,280.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			5,332.81	
25482 UNIFORM SHOPPE				
309821	clothing allowance	05/06/2021	159.85	100-12634
Total 25482 UNIFORM SHOPPE:			159.85	
25760 US CELLULAR				
0434637327	Clerk cell phone - April 2021	05/06/2021	92.17	100-10-5141-3-31
0434637327	Economic Developer/Administrator cell phone - April 2021	05/06/2021	71.60	100-10-5191-3-31
0434637327	Kast Hotspot #190 - April 2021	05/06/2021	39.00	100-10-5197-3-31
0434637327	cellular backup - April 2021	05/06/2021	1.29	100-10-5197-3-31
0434637327	Recreation cell phone - April 2021	05/06/2021	110.91	100-20-5513-3-31
0434869352	POLICE DEPT monthly cell phone charges - April 2021	05/06/2021	788.03	100-40-5211-3-31
0434637327	FIRE DEPT monthly cell phone charges - April 2021	05/06/2021	199.68	100-50-5231-3-31
0434637327	DPW Director/Foreman monthly cell phone - April 2021	05/06/2021	149.40	100-70-5420-3-31
0434637327	Library monthly cell - April 2021	05/06/2021	68.86	210-60-5511-3-31
Total 25760 US CELLULAR:			1,518.36	
26042 VANDE ZANDE & KAUFMAN, LLP				
12524	Traffic monthly attorney fees - April 2021	05/06/2021	240.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			240.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
26353 C.VERHAGE.PHOTO				
4420294	Common council photos - Langford & Bishop	05/06/2021	90.00	100-10-5143-3-38
4420293	Dumke - PD picture	05/06/2021	85.00	100-40-5211-3-38
Total 26353 C.VERHAGE.PHOTO:			175.00	
26465 VON BRIESEN & ROPER, S.C.				
353437	Personnel Issues - Mar 2021	05/06/2021	1,180.00	100-10-5143-3-38
353432	Waupun - Mitchell Litigaton - Mar 2021	05/06/2021	8,928.00	100-10-5194-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			10,108.00	
26740 WAUKESHA CTY TECH COLLEGE				
S0740928	Tuition fees - Williams	05/06/2021	125.00	100-40-5211-3-37
Total 26740 WAUKESHA CTY TECH COLLEGE:			125.00	
26790 WAUPUN AREA ANIMAL SHELTER,INC				
MAY2021	Monthly Contract - May 2021	05/06/2021	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER,INC:			1,000.00	
27450 WAUPUN UTILITIES				
5-6-21	Share of 2019 Liability Dividend (2020 declared)	05/06/2021	4,154.00	100-10-5194-3-38
5199	WPPI support - April 2021	05/06/2021	3,559.89	100-10-5197-3-38
MAR2021	Monthly utility charges	04/21/2021	111.24	100-20-5512-3-32
MAR2021	Monthly utility charges	04/21/2021	251.52	100-20-5513-3-32
MAR2021	Monthly utility charges	04/21/2021	843.70	100-20-5523-3-32
MAR2021	Monthly utility charges	04/21/2021	2,467.58	100-20-5525-3-32
MAR2021	Monthly utility charges	04/21/2021	798.92	100-40-5211-3-32
MAR2021	Monthly utility charges	04/21/2021	449.39	100-50-5231-3-32
MAR2021	Monthly utility charges	04/21/2021	16.00	100-50-5251-3-32
MAR2021	Monthly utility charges	04/21/2021	4,814.41	100-70-5410-3-32
MAR2021/2	Monthly utility charges - Missed payment in error	05/06/2021	627.55	100-70-5410-3-32
MAR2021	Monthly utility charges	04/21/2021	1,130.28	100-70-5412-3-32
5187	Verizon Charges - DPW I-pads - April 2021	05/06/2021	58.11	100-70-5420-3-31
MAR2021	Monthly utility charges	04/21/2021	266.12	100-70-5441-3-32
MAR2021	Monthly utility charges	04/21/2021	10,706.08	100-70-5442-3-32
MAR2021	Monthly utility charges	04/21/2021	1,343.12	210-60-5511-3-32
MAR2021	Monthly utility charges - McKinley Property	04/21/2021	204.79	408-70-5436-3-32
MAR2021	Monthly utility charges	04/21/2021	46.14	700-10-5192-3-32
5201	Stormwater Billing & Collection Fees - April 2021	05/06/2021	870.50	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			32,719.34	
27935 WELLS FARGO PAYMENT REMITT.				
ANG-FEB21/MAR21	Staples - 1099 Forms	04/28/2021	34.99	100-10-5141-3-38
JEFF-FEB21/MAR21	Amazon - wifi repair - city hall	04/28/2021	500.70	100-10-5197-3-38
SCOTT-MAR21	clothing allowance - PD - Louden	04/28/2021	110.61	100-12634
SCOTT-MAR21	clothing allowance - PD - Louden	04/28/2021	63.25	100-12634
BJ-FEB21/MAR21	Blauer - clothing allowance - Beer	04/28/2021	314.97	100-12634
RACHEL-FEB21/MAR21	Motion Picture - movie license - Senior Center	04/28/2021	349.89	100-20-5513-3-38
SCOTT-MAR21	Amazon - PD - stand up desk converter	04/28/2021	169.99	100-40-5211-3-30
SCOTT-MAR21	Staples - pens/K-cups/hanging folders/monitor/copy pape	04/28/2021	286.14	100-40-5211-3-30
SCOTT-MAR21	Staples - office chairs	04/28/2021	359.98	100-40-5211-3-30
SCOTT-MAR21	Staples - office chair - Sullivan	04/28/2021	179.99	100-40-5211-3-30
SCOTT-MAR21	Staples - office chair - Greenfield	04/28/2021	179.99	100-40-5211-3-30
SCOTT-MAR21	Amazon - PD - coin envelopes	04/28/2021	24.99	100-40-5211-3-30

Invoice	Description	Invoice Date	Total Cost	GL Account
JEREMY-MAR21	WI Chiefs Cold Case Rev - meal	04/28/2021	54.92	100-40-5211-3-38
SCOTT-MAR21	Microsoft - PD - online services	04/28/2021	184.00	100-40-5211-3-38
SCOTT-MAR21	DOT DMV - Registration Suspension Fee - Mar 2021	04/28/2021	48.96	100-40-5211-3-38
SCOTT-MAR21	Jimmy Johns - meeting with Judge Walker - PD	04/28/2021	52.10	100-40-5211-3-38
SCOTT-MAR21	DOT DMV - Registration Suspension Fee - Mar 2021	04/28/2021	61.20	100-40-5211-3-38
JEREMY-MAR21	K9 Cadaver Search Day - meal	04/28/2021	38.47	100-40-5212-3-38
SCOTT-MAR21	Amazon - PD - flash drives/shipping envelopes	04/28/2021	44.89	100-40-5213-3-38
JEREMY-MAR21	Training in FDL - meal	04/28/2021	29.65	100-40-5215-3-37
BJ-FEB21/MAR21	Microsoft Office 365 subscription - FD	04/28/2021	105.49	100-50-5231-3-30
BJ-FEB21/MAR21	Fire Dept Clothing - Dept jackets - FD	04/28/2021	157.77	100-50-5231-3-38
BJ-FEB21/MAR21	FF Express - gloves - FD	04/28/2021	170.00	100-50-5232-3-38
JEFF-FEB21/MAR21	Amazon - DPW - tank drains for air compressor	04/28/2021	173.80	100-70-5411-3-36
KATHY-FEB21/MAR21	WEDA - Sm organization renewal fee - Schlieve	04/28/2021	540.00	100-80-5670-3-34
KATHY-FEB21/MAR21	WEDA - WEDA Academy - regular fee - Schlieve	04/28/2021	75.00	100-80-5670-3-37
BRET-MAR21	Spectrum bill - library	04/28/2021	180.47	210-60-5511-3-31
JEREMY-MAR21	Wells Fargo Cash Back - PD	04/28/2021	42.35-	400-48-4813-0-00
ANG-FEB21/MAR21	Wells Fargo Cash Back - Hull	04/28/2021	71.17-	400-48-4813-0-00
ANG-FEB21/MAR21	Rowe Electronics - replace remote control	04/28/2021	157.76	700-10-5192-3-36
JEFF-FEB21/MAR21	Amazon - DPW - foam for door seal - leaf vac	04/28/2021	113.94	700-10-5192-3-36
JEFF-FEB21/MAR21	2021 Watershed Conf - Steinbach	04/28/2021	49.00	700-10-5192-3-38
Total 27935 WELLS FARGO PAYMENT REMITT.:			4,699.39	
28247 WI BUILDING SUPPLY				
3538347	wood - move sheds	05/06/2021	99.87	700-10-5192-8-00
Total 28247 WI BUILDING SUPPLY:			99.87	
28600 WI DEPT OF JUSTICE				
G3389-APRIL21	G3369 - background checks - April 2021	05/06/2021	14.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			14.00	
28650 WI DEPART OF JUSTICE				
455TIME-0000010555	Time System-quarterly billing	05/06/2021	358.50	100-40-5212-3-38
Total 28650 WI DEPART OF JUSTICE:			358.50	
300032 INSIGHT FS				
220001325	ballfield supplies	04/21/2021	1,997.90	100-20-5525-3-36
220001325	merit 50 lb	04/21/2021	918.00	100-70-5410-3-36
220001673	triplet weed spray	04/21/2021	91.03	100-70-5613-3-38
22001650	triplet weed spray	04/21/2021	91.03	100-70-5613-3-38
Total 300032 INSIGHT FS:			3,097.96	
300188 MARCO TECHNOLOGIES LLC				
72008392	KONMIN/BHC308 - contract	04/21/2021	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300216 EISEN'S LED'S LLC				
4033	2021 squad - lights/hood brackets/siren/controller/face pla	04/21/2021	1,653.89	410-40-5211-4-00
Total 300216 EISEN'S LED'S LLC:			1,653.89	
Grand Totals:			275,856.71	

GL Period	Amount
05/21	112,177.15
04/21	163,679.56
Grand Totals:	275,856.71

Vendor number hash: 4436975
Vendor number hash - split: 7170701
Total number of invoices: 181
Total number of transactions: 314

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	275,856.71	.00	275,856.71
Grand Totals:	275,856.71	.00	275,856.71

Report Criteria:
[Report].Invoice Date = 04/21/2021,04/28/2021,05/06/2021



MINUTES
CITY OF WAUPUN
BOARD OF PUBLIC WORKS MEETING
201 E Main St
Tuesday, March 9, 2021 at 4:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Board of Public Works met at 4:30 pm on Tuesday, March 9, 2021 at 4:30 pm.

CALL TO ORDER

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

ROLL CALL

Roll call was taken members present:

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

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

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

Guest—Drew Buteyn, Dodge County YMCA Aquatic Director

PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

There were no guests for public comment.

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS

Next meeting will be April 13th at 4:30 PM.

CONSIDERATION - ACTION

1. Approve minutes of the February 9, 2021 Board of Public Works Meeting.
Minutes of the February 9th meeting were presented. Motion (Matoushek/Heeringa) for approval. **MOTION CARRIED (5-0)**
2. 2021 Spring Cleanup dates
DPW Director Jeff Daane shared the plan for this year's spring cleanup, the week after bulk pick-up. Motion (Zonnefeld/Vossekui) to approve setting spring clean-up from April 12th-May 3rd, weather permitting. **MOTION CARRIED (5-0)**
3. Transportation Utility and Street funding Feasibility RFP
DPW Director Daane recapped the summary from last month's meeting regarding what a transportation utility is, comparing it to a stormwater utility, directed toward construction and maintenance work. Sustainable funding for road projects is a growing challenge for the City. City Staff heard proposals from two different clients on this service. Motion (Zonnefeld/Vossekui) to recommend to the Common Council approval of the proposal from Ehlers and raSmith to conduct a Transportation Utility and Street Funding Feasibility Analysis in an amount not to exceed \$20,500. **MOTION CARRIED (5-0)**
4. Newton Avenue & Rock Avenue Reconstruction Phase 1 Bid Results
MSA conducted the bid review from four contractors for the reconstruction Phase 1 of Newton Avenue & Rock Avenue, scheduled for 2021. While they are a new contractor, DPW Director Daane received acceptable feedback from Lomira in their work with PTS Contractor. Motion (Matoushek/Vossekui) to recommend to the Council acceptance of the bid from PTS Contractors, Inc. for the bid amount of \$2,400,000.00. **MOTION CARRIED (5-0)**
5. Purchase used John Deere Tractor and Mower

Previously DPW Director Daane had requested replacement funds for our weed mower. Due to budget constraints, the number budgeted needed to drop from \$88,000 to \$60,000. This would replace a 1988 tractor that is currently in use. Currently City staff are mowing 80-90 acres of land. Motion (Vossekuil/Matoushek) to approve the purchase of a used John Deere 6330 Tractor and Tiger mower from Serwe Implement Municipal Sales for \$58,000. **MOTION CARRIED (5-0)**

6. Link 360 Proposal

Electronic equipment has a lock-out capability for safety for our staff. This would be put in place via a potential summer intern position. The software would allow safe lockout/tagout to update all procedures. Motion (Zonnefeld/Heeringa) to approve the purchase of LINK360 software and program set-up for \$1,956.97. **MOTION CARRIED (5-0).**

7. March 2021 Recreation Report

Recreation Director Rachel Kaminski that the re-opening of the Senior Center has gone very well in respecting mask and entry/exit procedures. Our seniors are very excited about being able to be back together again. Virtual presentation and activities are continuing, with hybrid options also being offered.

8. Park Rental Fees

Recreation Director Kaminski shared result of research on park fees in area communities. New schedule for Waupun Parks (Buwalda, Dodge, Harris Mill, McCune, West End, Wilcox) to be \$50 for resident, \$75 for non-resident with an additional \$15 cleaning fee, and for McCune Park Concessions stand to be \$85 for resident, \$100 for non-resident, a \$50 security deposit plus an additional \$15 cleaning fee. Motion (Vossekuil/Zonnefeld) to raise the rental fees and add a cleaning fee to align us with neighboring communities with keeping COVID-19 sanitation in mind. **MOTION CARRIED (5-0)**

9. Pool Dates and Times

Two comparable projections were given regarding pool dates and times for 2021, from June 5th – August 22nd, utilizing the COVID budgeting. Recreation Director Kaminski dialogued with Fond du Lac County Health, which was comfortable with 50% capacity at Phase 2 (300 users), eliminating the need for the reservation system. Motion (Heeringa/Zonnefeld) is made to utilize the dates and times from June 5-August 22. **MOTION CARRIED (5-0)**

10. Swimming Lessons Fees

The originally adopted budget did not include swimming lessons as an option. It would take 170 paying participants at \$30 to reach the break-even point and cover the cost of the program. Motion (Matoushek/Vossekuil) to provide swimming lessons this summer at the Waupun Aquatic Center. **MOTION CARRIED (5-0)**

11. Start out Safe Free Swimming Lessons Use

Motion (Matoushek/Vossekuil) to allow Start Out Safe free swimming lesson program to utilize the Waupun Family Aquatic Center. **MOTION CARRIED (5-0)**

12. Pool Fees

A comparative study of daily pool fees for area pools was shared with the Board of Public Works. Recreation Director Kaminski and YMCA Aquatic Director Drew Buteyn did the research and answered questions about current operations indoor at the YMCA, where they are experiencing waiting lists for their lessons. Motion (Zonnefeld/Matoushek) to keep the rates the same as 2020 to increase participation and attendance. **MOTION CARRIED (5-0)**

13. DPW Director Daane shared an update from the Department of Transportation regarding the South Madison Street project. Due to federal bidding requirements, there will be a change in the contractor on the project. There could be a delay in the timeframe due to these adjustments. Daane will also keep the BPW updated on the State Highway 68 project.

ADJOURNMENT

Motion (Matoushek/Vossekuil) to adjourn the meeting of the BPW at 5:15PM. **MOTION CARRIED (5-0)**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", written over a light-colored rectangular background.

Gregg Zonnefeld, BPW Clerk



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Zoom
Tuesday, March 16, 2021 at 8:00 AM

Committee Members Present:

- Derek Drews
- Julie Nickel
- Sue VandeBerg
- Jill Vanderkin
- Nancy Vanderkin
- Cassandra VerHage

Committee Members Absent:

- Gary DeJager

Staff Present:

- Michelle Kast (left at 8:11a.m.) Director of Finance
- Kathy Schlieve Administrator
- Sarah Van Buren Community & Economic Development Coordinator
- Dan VandeZande..... City Attorney

CALL TO ORDER

Mayor Julie Nickel called the virtual and teleconference meeting of the Community Development Authority to order at 8:03 a.m.

ROLL CALL

Roll call and quorum determine.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate

Administrator Schlieve would like to include the Administrator Update under the Discussion item.

A motion to approve the agenda, as amended, was made by Ms. N. Vanderkin and seconded by J. Vanderkin, passing unanimously.

2. Approval of January 19, 2021 Community Development Authority Minutes

A motion to approve the January 19, 2021 Community Development Authority Minutes was made by Mr. Drews and seconded by Ms. VandeBerg, passing unanimously.

3. Approval of December 2020 Financial Statement

A motion to approved the December 2020 Financial Statement, as presented by Ms. Kast, was made by Mr. Drews and seconded by Ms. VandeBerg, passing unanimously.

4. Approval of January 2021 Financial Statement

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

5. Approval of February 2021 Financial Statement

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

DISCUSSION ITEMS

6. Administrator Update

Administrator Schlieve provided the following updates:

- New benches and trash receptacles were installed last week in the downtown. Overall, staff have received positive feedback from the community. This year, wayfaring signage will be the focus, as it was delay from 2020 due to COVID.
- FDL County has moved to Phase 3 of its reopening plan. Dodge County is still in Phase 2 but is expected to move to Phase 3.
- Destination Lake Winnebago Region will be in Waupun the week of March 22nd to interview and film 10 downtown businesses. The final video will help the city promote its local businesses.
- Restructuring of other City boards and committees will occur at the April Council reorganization meeting. No changes will be occurring to this board.
- The new CDA grants that were approved at the January 2020 meet are live.
- 2020 Pop-Up program was very successful and the owner is staying in the current location. If you know of any available space for the 2021 program, please reach out to Ms. Van Buren.
- Activity engaged with WEDC about CDI grant opportunity for our community. Looking at combination opportunities and will keep this group.
- Closure of the Industrial Park TID will allow the City to structure a new TID to support perspective projects.
- The Senior Center project is on hold until the City hears if its grant application to the PSC was successful. If awarded, the City Hall boiler will be replaced.
- The McKinley Street property is owned by the City and staff will be developing an RFP.
- Parking continues to be an issue on the north side of the 300 block of E. Main Street.
- New entrepreneurial resources from WEDC are included in the Governor's proposed budget. Staff will provide updates as they are known.
- Housing continues to be an issue and there continues to be an ongoing challenge determining the area for future housing developments.
- The City will be undergoing a Transportation Utility Feasibility Study and updates will be provided at a future meeting.
-

ADJOURN TO CLOSED SESSION

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

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

7. Rock Shop

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

None.

ADVANCED PLANNING

8. Possible Future Agenda Items

- Grant Requests, if any
- Transportation Utility Feasibility Study Update
- Downtown Market Analysis Update
- Rock Shop

9. Date of Next Scheduled Meeting - April 20, 2021

ADJOURNMENT

A motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. J. Vankderin, passing unanimously. The meeting adjourned at 8:33 a.m.



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
201 E Main St
Wednesday, March 17, 2021 at 4:45 PM
(Approved 4/28/21)

CALL TO ORDER

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

ROLL CALL

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

Member Excused: Elton TerBeest

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 Wednesday, April 21, 2021 at 4:45 pm.

CONSIDERATION - ACTION

1. Approve minutes of the February 17, 2021 Plan Commission meeting.

Chairman Nickel asked for a motion to act on the Plan Commission minutes of February 17, 2021. Motion by Daane, seconded by Matoushek to approve the minutes of February 17, 2021 as presented. Motion carried, unanimously.

2. CSM Review – Lot 28 of Park Estates (1032 and 1034 Tanager St).

This CSM proposes to divide Lot 28 of Park Estates into two lots dividing a two family home presently located on this lot in accordance with Section 16.03 (2)(d) of the City Zoning Ordinance. The home will be divided and have an attached zero lot line. The CSM shows each proposed lot will contain more than the required 4,000 sq. ft. of area. The restrictive covenants still have not been submitted. Neither the contractor nor the surveyor attended this meeting to add any additional information.

Daane said that according to the survey, the two units comply with the required setbacks from Tanager St. and County Park Rd (CTH MMM) as well as the required sideyard setbacks. Lueck questioned whether the restrictive covenants were submitted regarding property maintenance. He questions what does property maintenance really mean (i.e. shoveling sidewalk, raking leaves, what if an ice dam causes a water problem in the other unit, what if a water or sewer pipe breaks and floods the other unit, leaking roofs, repair of any shared driveway, and many more issues and problems that can arise in these types of homes). Should the ordinance be amended to include a set of minimum maintenance standards before the issuance of the Conditional Use Permit with the City Zoning Administrator/Building Inspector authorized to allow the contractor/owner to add additional covenants to meet their particular type of structure or lot size. Chairman Nickel indicated she would discuss this issue with the City Attorney. The committee has no further questions so Chairman Nickel called for a motion to act on this CSM.

Motion by Medema, seconded by Matoushek to send a favorable recommendation to the City Council for the proposed CSM for Lot 28, Park Estates, being part of the NE ¼-SW ¼ of Sec. 31, T14N R15E, City of Waupun, Fond du Lac County, WI

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

3. CSM Review – Lot 27 Park Estates (1033 and 1035 Tanager St)

This CSM proposes to divide Lot 27 of Park Estates into two lots by dividing a two family home, presently located

on this lot in accordance with Section 16.03(2)(d) of the City Zoning Ordinance. This home will be divided and have an attached zero lot line. The CSM shows each proposed lot will contain more than 4,000 sq. ft. as required by the ordinance. The restrictive covenants required by the ordinance apparently have not been submitted. Neither the contractor nor the surveyor were in attendance to provide any new information. Daane again noted the two units comply with all required setbacks. The committee had no further questions, so Chairman Nickel called for a motion to act on this request for approval.

Motion by Matoushek, seconded by Vanderkin to provide a favorable recommendation to the City Council for the proposed CSM for Lot 27, Park Estates, and being Part of the NE ¼, SW ¼, Section 31, T14N R15E, City of Waupun, Fond du Lac County, Wisconsin.

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

Motion carried, unanimously.

4. CSM – Lot 1 CSM #6201 – Reinhard St. – Vliet St.

A one lot CSM has been submitted by Grothman and Associates for Michael and Debra Leu of Waupun. The proposed lot is located at the northern terminus of N. State St. and Reinhard St. on its west boundary, the Rock River on its NW boundary, and Vliet St. on its SE boundary. The proposed owner has been maintaining this property as they live in this area, according to Steve Brooks, City Utility Manager. Lueck questioned how the property is zoned and what is its intended use? Steve believes they intend to build a shed on this lot. Lueck questioned if this would be allowed as most zoning ordinances don't allow accessory buildings on a lot until their principle structure (home) is present on the same lot. Steve thought they have a home on some adjacent land but not on this lot. Lueck also questioned, is the shed for personal storage or for a business? Nickel thought the property is zoned R-2. Lueck noted the survey shows a meander line near the Rock River and questioned if any of the lot was in a Floodplain and if so, that should be noted on the survey. Nickel believes there is no flood plain here as she thinks the property is about 20' above the river. Matoushek questioned if there is a home on this new lot or is their home on an adjacent abutting lot? That situation is unclear. No further questions were asked by the committee, so Chairman Nickel called for a motion to act on this request.

Motion by Matoushek, seconded by Medema to forward a favorable recommendation to the City Council on a proposed CSM for Michael and Debra Leu and being Lot 1 of CSM #6201 and Part of Outlot 83 of North Ward Outlots all located in the SE ¼ of the SW 1/4. Section 32, T14N R15E, City of Waupun, Fond du Lac County, Wisconsin.

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

Motion carried, unanimously 6/0.

5. Extraterritorial Zoning Review – CSM – W. Center Rd., Town of Waupun/

Fond du Lac County Land Information Department has submitted a request for approval of a CSM under the City of Waupun's Extraterritorial land division ordinance jurisdiction within 1 ½ miles from the City limits of Waupun. The present land owner is Patrick Schomisch and the buyer is James Steinmetz of Brookfield, WI. The proposed parcel is located in the SW ¼, SE ¼ of Section 21, T14N R15E, Town of Waupun, Fond du Lac County, WI. The present land use is forested and the intended use is residential. Lueck noted that without an aerial photo or other map of this area, it is difficult to determine where this proposed lot is located and whether it's actually within 1 ½ miles of the City. It looks as if 33' of road is being dedicated so the question is, is this an extension of a dead end road? Daane called Sue Leahy, City Zoning Administrator, and asked her questions regarding this proposed land division. She said this is not a dead end road. Lueck questioned if the City has any plans for roads and or subdivisions in this area that could be affected by this land division. Nickel indicated she is not aware of any City plans for this area at this time.

Motion by Matoushek, seconded by Vanderkin to inform Fond du Lac County and the Town of Waupun that the City has no objection to the proposed lot in the SW ¼, SE ¼, Section 21 T14N R15E, Town of Waupun, Fond du Lac County, Wisconsin.

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

Motion carried unanimously 6/0

ADJOURNMENT

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

Fred Lueck
Secretary



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 13, 2021 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

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

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

City Staff present is Sarah VanBuren, Community and Economic Development Coordinator.

Audience in attendance is Andrea Jansen of Baker Tilly and Will Langford.

Media present is Ken Thomas of the Daily Citizen.

PUBLIC HEARING

No public hearing.

PERSONS WISHING TO ADDRESS COUNCIL

No audience appeared before the Council.

CONSENT AGENDA

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

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

CONSIDERATION - ACTION

20. 2020 City of Waupun Audit Report

Andrea Jansen of Baker Tilly provide the 2020 Annual Audit findings.

Motion Kaczmariski, second Vanderkin to accept the 2020 City of Waupun audited financial statements. Motion carried 5-0 on roll call.

21. Accept Fire and Police Commission Board Member Resignation – Cronin

Carol Cronin has submitted her resignation from the Fire and Police Commission effective March 22, 2021.

Motion Matoushek, second Mielke to accept the resignation of Carol Cronin from the Fire and Police Commission. Motion carried 5-0 on roll call.

Alderman Vossekuil arrived at the Council meeting at 6:19pm.

22. Donald Pausma vs the City of Waupun Claim

The City received a Notice of Circumstance from Lakeside Legal, on behalf of Donald Pausma, who resides at N3010 County Road M, Waupun, consisting of a claims relief against the City in the amount of \$8,731.50. Pausma claims his land has been altered due to the City dumping of snow and the removal of the retaining pond, which caused flooding of his field rendering it unfarmable. The City's liability insurance company has reviewed the claim and recommends denial as the claim does not contain enough information to prove negligence on the part of the City.

Motion Matoushek, second Kaczmariski to deny the Notice of Circumstance received from Lakeside Legal, on behalf of Donald Pausma, for the claims relief against the City in the amount of \$8,731.50. Motion carried 6-0 on roll call.

23. Update COVID-19 Employment Policies

Due to the recent changes to the CDC guidelines, the COVID-19 Plan and Employment Policies have been updated for consideration.

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

24. Emergency Medical Responder Operations Budget

At the February 23, 2021 Special Common Council meeting, the Council approved up to \$15,000 to be used for Training of Emergency Medical Responders. Demaa request the approval of an operations budget which allows for the hiring of up to 15 EMRs with an anticipated hire date of June 1, 2021.

Motion Westphal, second Matoushek to approve the stipend model of the 2021 EMR Operations Budget which includes the hiring of up to 15 Emergency Medical Responders with funds coming out of the contingency fund. Motion carried 6-0 on roll call.

Vossekuil is excused from the meeting at 6:50pm.

RESOLUTIONS AND ORDINANCES:

25. Resolution Designating Official Authorized to Declare Official Intent Under Reimbursement Bond Regulations

Phase 1 of the Rock/Newton street reconstruction project begins in spring and the 2021 budget calls for debt issuance to fund a portion. As the 2013 pool bonds are callable on 12/1/2021, we will pursue refunding later in the year in attempt to obtain interest savings. We will issue debt late summer/early fall to combine the Rock/Newton debt issuance with the 2013 pool bond refunding. Some expenses for the Rock/Newton street reconstruction project will be incurred prior to the debt issuance, and will be paid for using city reserves. In order to reimburse the street reconstruction expenses out of the debt proceeds, a resolution is required in order to declare our intent to reimburse project expenses with proceeds from a future borrowing, and further allows the Finance Director to make the declaration for this project as well as applicable future projects.

Motion Kaczmariski, second Westphal to adopt Resolution 04-13-21-01 Designating Official Authorized to Declare Official Intent Under Reimbursement Bond Regulations. Motion carried 5-0 on roll call.

26. Resolution Suspending Waupun Common Council Standing Committee Rules Through April 15, 2022

As the current ordinance does not reflect the current practice of a Committee of the Whole, resolution is provided to authorize a temporary suspension of City of Waupun Ordinance 2.04 (1) on Standing Committees through April 15, 2022, and outlines a committee structure that will be in place through that date.

Motion Westphal, second Vanderkin to adopt Resolution 04-13-21-02 to Suspend Waupun Common Council Standing Committee Rules as outlined in City Ordinance 2.04 (1) through April 15, 2022 and adopt a temporary standing committee structure. Motion carried 5-0 on roll call.

27. Resolution to Support Shared Revenue Aid to Local Municipalities

Over the past 20 years, there has been reductions in State Shared Revenue payments and increases in services causing more of the financial burden to the local property tax payer. A resolution is provided, which emphasizes the need for a strong partnership with the state to fund critical services which are needed to maintain quality communities and attract families and businesses. The resolution calls for the state legislature to increase funding for the shared revenue program in the 2021-2023 biennium budget currently being negotiated in Madison.

Motion Matoushek, second Vanderkin to adopt Resolution 04-13-21-03 to Support Shared Revenue Aid to Local Municipalities. Motion carried 5-0 on roll call.

DISCUSSION/REVIEW

28. Utility Waste Water Treatment Plant Upgrade & Advanced Biological Nutrient Recovery System

At the April 12, 2021 Utility Commission, two resolutions were approved and are provided to the Council as informational. The First Resolution “Declaring an Agreement between the City of Waupun and Waupun Utilities for the Management of Sewer Treatment Facilities and Debt Service Obligations associated with the Wastewater Treatment Plant Upgrade and USDA Rural Development Loan Financing Repayments” is due to a request by the USDA which provides the management and debt payments are the sole responsibility to the Utilities and no burden on the City. The second Resolution, a “Resolution to Award Construction Contract for Utility Wastewater Treatment Plant Upgrade and Advanced Biological Nutrient Recovery System” is due to the construction award to Myron Construction.

ADJOURN TO CLOSED SESSION

At 7:15pm, Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) (g) of the WI Statutes for Negotiations of Marshview Hospitality Developer’s Agreement TID 5 and Heritage Ridge Option in TID 7. Motion carried 5-0.

RECONVENE TO OPEN SESSION

Motion Vanderkin, second Matoushek to reconvene to 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 Mielke to call the meeting adjourned at 7:30pm. Motion carried 5-0.



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
AND SEATING OF THE NEWLY APPOINTED
COMMON COUNCIL
Virtual and Teleconference
Tuesday, April 20, 2021 at 5:30 PM

CALL TO ORDER

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

ROLL CALL

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

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

No City Staff is present.

Audience in attendance is Rohn Bishop Sr., Rohn Bishop Jr., Jennifer Bishop, and William Langford.

Media present is Ken Thomas of the Daily Citizen.

CONSIDERATION - ACTION

1. Operator License - Alyssa Crossley

Vanderkin, second Vossekuil to approve the operator license to Alyssa Crossley. Motion carried 6-0 on roll call.

2. Authorize Future Payment of Expenses

Due to not holding a Committee of the Whole at the end of the month, City Clerk requests to issue expenses to not cause late fees.

Vossekuil, second Matoushek to approve the operator license to Alyssa Crossley. Motion carried 6-0 on roll call.

3. Proclamation in Recognition of Alderman Mielke and Alderman Vossekuil

Mayor Nickel reads a proclamation in recognition of exiting Alderman, Mielke and Vossekuil.

ADJOURNMENT

Vanderkin, second Vossekuil to duly call the meeting adjourned at 5:35pm. Motion carried 6-0.

During the intermission, City Clerk Hull offers the Oath of Office to newly elected Alderpersons Langford and Bishop.

CALL TO ORDER

Mayor Nickel called the meeting to order at 5:39pm.

ROLL CALL

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

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

No City Staff is present.

Audience in attendance is Rohn Bishop Sr. and Jennifer Bishop.

Media present is Ken Thomas of the Daily Citizen.

CONSIDERATION - ACTION

4. Nomination and Election of Common Council President

Westphal nominates Kaczmarski, Matoushek seconds the motion. Hearing no other nominations, Westphal makes motion to close nominations and appoint Kaczmarski. Bishop seconds the motion. 6-0 on roll call.

5. Selection of Day of Month and Time of meetings of the Body of the Common Council

Discussion is heard on the day of the month and time of the Council meetings. Mayor discusses holding both the Common Council meeting and Committee of the Whole at the same time due to confusion. Council members would prefer both meeting being held on the second and last Tuesday of each month at 6pm.

Motion Kaczmarski, second Matoushek to hold the Common Council meeting and Committee of the Whole meeting on the second and last Tuesday of each month at 6pm. Motion carried 6-0 on roll call.

6. Resolution Designating Public Depositories and Authorizing Withdraws of City Monies

Westphal, second Vanderkin to approve Resolution 04-20-21-01 Designating Public Depositories and Authorizing Withdraws of City Monies. Motion carried 6-0 on roll call.

7. Designation of Official Newspaper

Consideration requests were received from Capital Newspapers and the Fond Du Lac Reporter.

Vanderkin, second Matoushek to designate Capital Newspapers as the Official City Newspaper. Motion carried 6-0 on roll call.

8. Mayoral appointments to Boards, Committees, and Commissions

Mayor Nickel provided her appointments to the City Boards, Committees, and Commissions for the 2021-2022 term.

CLOSED SESSION

At 5:52pm, Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for discussions of TID 3, TID 5, TID 6, TID 7, TID 8 and the Waupun Industrial Park. Motion carried 6-0.

OPEN SESSION

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

ACTION FROM CLOSED SESSION

No action.

ADJOURN

Vanderkin, second Matoushek to call the meeting adjourned at 6:59pm. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
April 21, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:32 p.m. on Wednesday, April 21, 2021. Also present were Schultz, Hintze, Gehl, Sullivan, Westphal (due to job responsibilities arrived shortly before the meeting ended), Garcia, Jaeger, and Rohrer, via Zoom.

*Following this meeting, Council representative, Jason Westphal will be leaving the Board to accept responsibilities on other city committees. The Board thanked him for his time and his commitment to support the library and to keep the Board connected to the City. Getting his point of view as a member of the City Council was vital to continued good relationships with the City. Thank you, Jason!

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the March 17, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

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

- a. Circulated/downloaded/loaned: 26,679 items through the end of March.
- b. Curbside service: handled 1,470 transactions through the end of March.

ARTICLE IV: The Budget was discussed. No concerns noted.

ARTICLE V:

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

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

a. Drive-up window project: The company is in the process of manufacturing the window/drawer. It will be several weeks before it is delivered.

b. Summer Reading Program and Performers: Performers will be virtual, while looking for other options to provide safe programming. The intent of the summer reading program remains the same: to keep kids reading throughout the summer so they don't fall behind when school starts. We will have the usual Reading Logs so kids can keep track of books they read during the program, with incentive prizes for the different levels of reading reached during the program.

c. For several years, Bret has been wondering about changing Friday and Saturday hours. With a change, total hours would stay the same; one hour would be subtracted from

Friday and added to Saturday. Both days would then be open from 9 am-4:30 pm. This will be addressed in the future.

d. **Virtual Programming:**

- *1. April 20 at 6:30 p.m.: Waupun Historical Society, “Say Cheese.” A brief local history of farming and a recreation of a century-old cheese recipe. (Attended by 7 people.)
- *2. May 6 at 6:30 p.m.: Eleanor Brinsko of Carlon Genealogical Services. “Get started on Your Genealogy.” An introductory program about genealogy.
- *3. June, July, and August: a “Summer Craft Series” for adults. More details on the series and the fall programming to come.

e. Replacing automatic door touch pads with motion sensors is being considered. Due to forceful daily use, the contacts bend inside and the doors will not close. DPW is called for repairs and have needed to call in a company to repair one of the pads. Due to the complexity of installing contactless sensors, further investigation will be required to determine if the library could go that route.

f. Raising the dollar threshold of using the library collection agency is being considered.

g. Bret will be giving a library tour to two new aldermen. He will include a packet entitled “Library Board Powers and Duties,” which will help them understand laws affecting libraries.

h. The library has received a memorial gift in memory of Alene Hull with a request for the purchase of a specific book.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Sullivan, supported by Rohrer, to accept the job description revisions as presented, to be effective May 2, 2021. They include Audiovisual and Promotions, Library 3 (full-time); Processing and Repair, Library 3 (part-time), and Interlibrary Loan, Library 3 (part-time), with the Library Director to adjust wages on the grid. Motion carried on 6-0 roll call.

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

Next tentative meeting: **Wednesday, May 19, 2021 at 4:30 p.m.via Zoom**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
MEETING
Video and Teleconference
Wednesday, April 28, 2021 at 6:00 PM

CALL TO ORDER

Mayor Nickel called the meeting to order at 6:02pm.

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Langford, Alderman Kaczmariski, Alderman Bishop, and Alderman Matoushek. Alderman Vanderkin is absent and excused.

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

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

Audience in attendance is Jim Cleveland and Elle Henne, Envision Greater Fond Du Lac

No Media is present.

CLOSED SESSION

Motion Matoushek, second Bishop to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for discussions of the development of 505 Libby Street in Waupun Industrial Park. Motion carried 5-0.

OPEN SESSION

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

ACTION FROM CLOSED SESSION

No action.

ADJOURN

Motion Westphal, second Matoushek to call the meeting adjourned at 8:35pm. Motion carried 5-0.



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: May 4, 2021
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: April Report

Fire Calls:

There were twelve (12) fire & rescue calls in the month of April for a total of forty-seven (47) in 2021.

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

* 55% of fire calls came in during prime working hours.

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

* 100% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Cooking fire, confined to container (113)	2	16
Gas leak (natural gas or LPG) (412)	1	8
Breakdown of light ballast (443)	1	8
Accident, potential accident, other (460)	1	8
Malicious, mischievous false call, other (710)	2	16
Detector activation, no fire (744)	1	8
Alarm system activation, no fire – unintentional (745)	3	25
Carbon monoxide detector activation, no CO (746)	1	8

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	10.6	35%
8P – 4A	11.6	39%

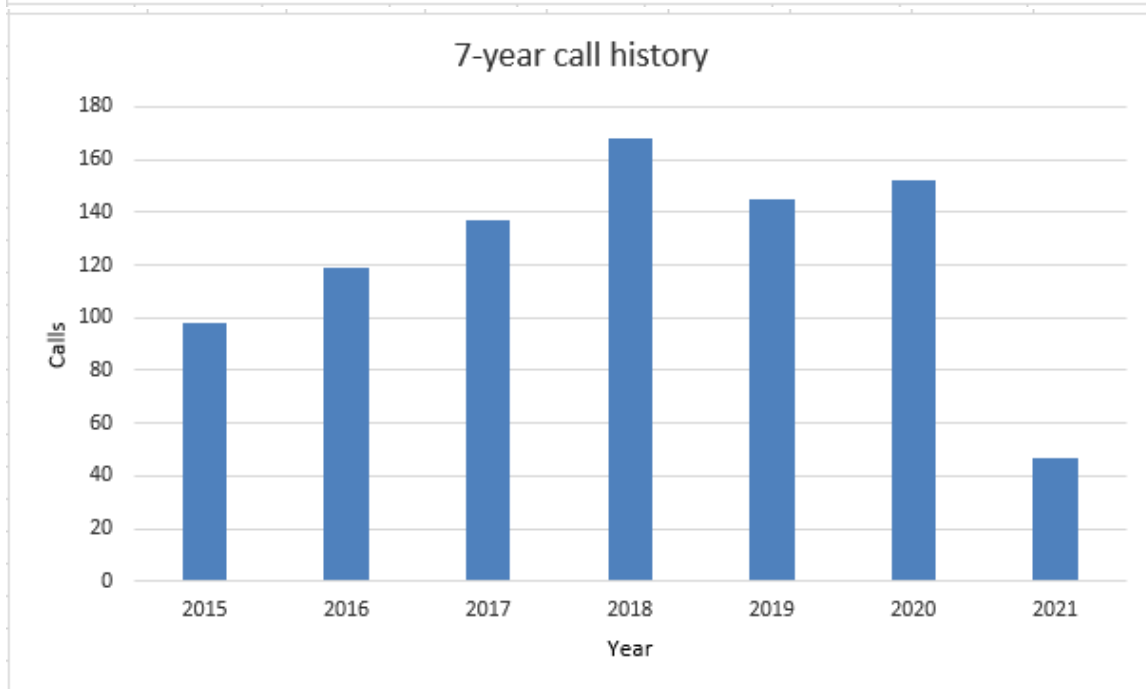
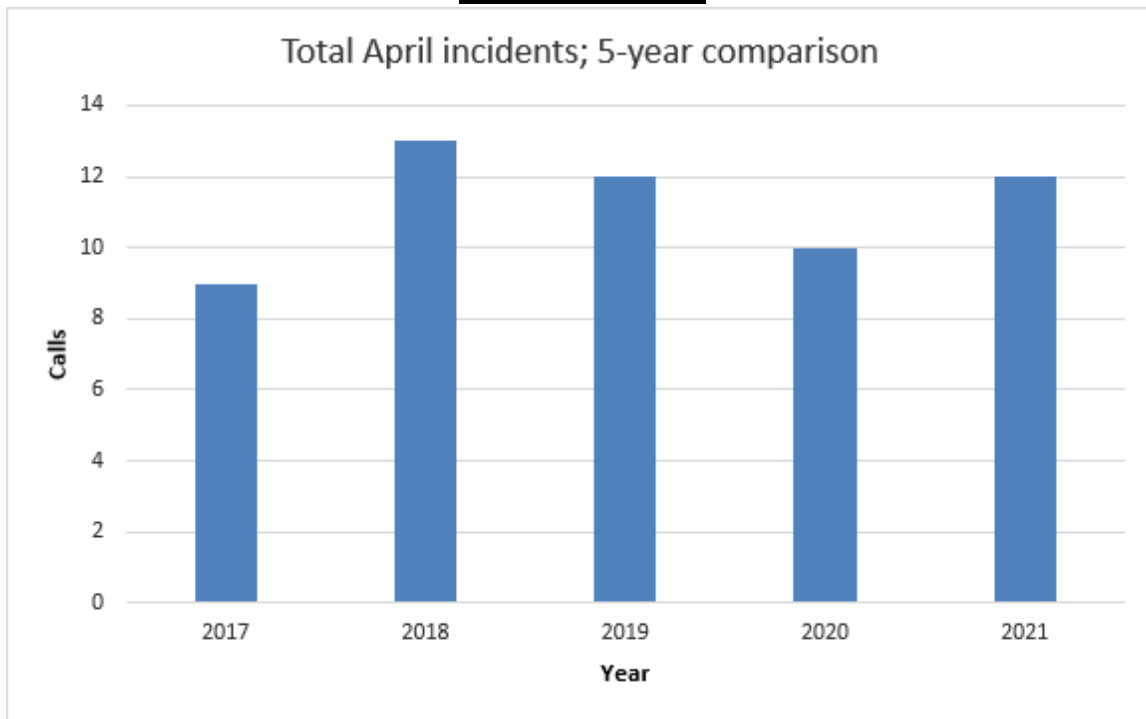
* Current roster is 30 members.

** 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:



May 6, 2021

Department Information:

Work continues on an overview of all department policies and revised job descriptions.

Met with Dawn and Danyelle to train on inputting fire call information. We are looking for additional support with data entry, specifically related to fire calls, as the current work load exceeds capacity.

The quote from North Shore Environmental to get rid of our PFAS-containing firefighting foam came in at \$6,200. There will also be an additional cost of \$5,000 to purchase replacement foam. In early February, an email was shared with Council members detailing the current concerns around PFAS foam and the impact it has on the fire department.

Both High School Fire Interns are doing well. We will have both of them until late May/early June at which time the school year ends. One of the interns has expressed his desire to return in August, after he turns 18, as part of our Cadet program. Both of these programs align with needs identified in the Fire Department's 5-year Strategic Plan.

Continue to investigate fire and safety information related to the proposed business development in the Town of Chester. The business is looking to store asphalt cement, a tar-like substance, in a large holding tank and then transfer it to trucks where it would be trucked to their quarries. Conversations have been had with chiefs from the Chippewa Fire District and the Superior Fire Department.

We continue to await word on the status of our Assistance to Firefighters Grant (AFG) in the amount of ~\$49,500. This grant application is intended to replace a majority of our fire suppression hose and some of our hose nozzles. We have chosen not to exceed \$50,000 so our grant retains "micro grant" status which provides higher scoring when placed against peer departments. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year's hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.

Staffing:

There are 2 firefighters out on medical leave with non-work related injuries.

May 6, 2021

Inspections:

Spring inspections are underway. All but 1 of our inspectors have returned and all emergency orders related to inspections have been lifted. We continue to take a cautious approach to inspections at large facilities to ensure the safety of our group.

Training:

April training focused on pump operations and electrical safety for first responders.

Emergency Government:

Tornado and Severe Weather Awareness week took place April 12-16. Notices were sent to all businesses in the community encouraging them to review and practice their emergency plans.

We appear to have some direction around solving the polygon activation of our outdoor warning sirens. After another round of discussions with American Signal, Baycom, and Fond du Lac County, the plan is to change the activation tones from Dual Tone Multiple-Frequency (DTMF) to two-tone. As part of this process, it appears there is a larger issue throughout the county for those municipalities using the Federal Signal sirens. Additional testing has been completed and it appears this is impacting all Federal Signal sirens in the county. Despite the issue, we still have the ability to activate locally and Dispatchers in Fond du Lac also have the ability to activate our sirens from their dispatch consoles.

Code Enforcement – Mike Beer:

New complaints – 4
Closed complaints – 2
Open complaints – 2
Citations issued – 0

EMS:

Met with Lifestar to discuss the service agreement that remains unsigned. While the body of the agreement will largely remain unchanged, a recommendation to change the term of the agreement is likely.

May 6, 2021

The application period has closed for our EMR program. 5 firefighters will be enrolled and we received interest from 10 community members. Interviews are scheduled to take place on Monday, May 10.

We continue to meet with Moraine Park Technical College to discuss delivery options for the EMR training.

Waupun Police Department Update –April Report

Meetings –WI Emergency Management Planning Meeting, Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Code Enforcement Meeting, Salvation Army Meeting, Communications Meeting, MOCIC Meeting and FDL County Judge Walker Meeting.

Training – Professional Communication Training, K-9 Training, and Infragard webinar training.

Evidence Room- continue purging, destroying and returning evidence.

Events –

Hiring process – Officer Dumke is now on the schedule. Officer Kerns continues training at FVTC Police Academy and will graduate May 14th. Written test for open position and 7 will be moving on to the Lieutenants interview.

Complaints

20-2230 OWI felony follow-up at DA request

21-0588 Vandalism/CDTP complaint at Tanner park; did follow-up and completed report requesting extra patrol

21-0599 Child sexual contact at Daycare; worked with State of Wisconsin on investigation and daycare will be closing- no charges filed as children both under 10 yrs. of age.

03-7407 Sexual Assault Kit Initiative (SAKI) follow-up; kit received from Wisconsin State Crime Lab

06-2074 Sexual Assault Kit Initiative (SAKI) follow-up; kit received from Wisconsin State Crime Lab

99-1634 Sexual Assault Kit Initiative (SAKI) follow-up; kit received from Wisconsin State Crime Lab

21-0622 Drug take back; collected drugs and delivered to Drug Drop location in FDL

21-0155 Burglary at Waupun Self Storage follow-up charges sent to FDL DA's office for 3 counts of burglary

21-0628 On 4/19/21 at approximately 10:51pm a 42-year-old Kingston man was taken into custody in the 700 block of W Main St in the city of Waupun. The man had stolen a vehicle from the Kingston area and Green Lake County Sheriff had pursued the suspect. The vehicle was later located at a

gas station in Waupun by Waupun PD officers. OnStar was able to disable the vehicle. The suspect refused to exit the vehicle for over an hour while officers communicated and negotiated with him. Two approach teams made contact with the suspect and the suspect then complied and exited the vehicle. The man was taken into custody without force and he was turned over to the Green Lake Sheriff's Office for their local charges. Agencies that assisted with this incident were the Waupun Police Department, Green Lake County Sheriff's Office, Fond du Lac County Sheriff's Office, Dodge County Sheriff's Office, Beaver Dam Police Department, and Ripon Police Department.

Miscellaneous: SAKI cases were done for State Crime Lab and Attorney General; created evidence list of all kits in possession of the WPD, including dates, case numbers, case disposition.

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 4/1/2021 To 4/30/2021

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

Total Number of Calls for this reporting period: 1,079

72 HOUR DETENTION	1	NEIGHBOR DISPUTE	1
911 CHECK	11	NOISE COMPLAINT	4
911 MISDIAL	10	NOTIFY MED EXAMINER	1
ABANDONED VEHICLE	1	OFFICER STAND BY	4
ACCIDENT	7	ORDINANCE VIOLATION	1
ACCIDENT W/BLOCKAGE	1	PAPER SERVICE	1
ALARM TEST	4	PARKING ENFORCEMENT	14
ALPHA	1	PRISONER TRANSPORT	1
ANIMAL BITE COMP	2	PROBATION HOLD/VIOL	1
ANIMAL COMPLAINT	9	RECKLESS DRIVER	9
ASSIST CITIZEN	19	REPOSSESSED PROPERTY	2
ASSIST MOTORIST	5	RIPON DAP	1
ASSIST OTHER AGENCY	14	RUNAWAY	1
ATTEMPT TO LOCATE	3	SCAM	4
ATV COMPLAINT	2	SEXUAL ASSAULT	1
BATTERY	1	SHOPLIFTER	1
BUILDING CHECK	80	SPECIAL ASSIGNMENT	5
CHECK WELFARE	16	STRUCTURE FIRE	2
CHILD CUSTODY	1	SUBJECT STOP	5
CIVIL PROBLEM	5	SUBJECT WITH GUN	1
COMMUNITY POLICING	3	SUSP ACTIVITY	8
COUNTY AMBULANCE	30	SUSP PERSON	3
CR DAMAGE TO PROP	4	SUSPICIOUS VEHICLE	18
DEPARTMENT K9 DOG	3	TAVERN CHECKS	2
DIRECTED AREA PATROL	320	THEFT	3
DISORDERLY CONDUCT	10	THREAT COMPLAINT	3
DOMESTIC DISPUTE	8	TRAFFIC ENFORC DAP	15
DRUGS/NARCOTICS	4	TRAFFIC PROBLEM	5
ESCORT FUNERAL	4	TRAFFIC STOP	84
EXTRA PATROL	158	TRESPASSING	2
FIRE ALARM	6	TRUANCY	1
FOLLOW UP	39	VANDALISM	3
FOOT PATROL	1	VEHICLE LOCKOUT	1
FOUND ANIMAL	3	WARRANT	2
FOUND JUVENILE	2	WARRANT OTHER AGENCY	3
FOUND PROPERTY	5	WAUPUN ORDINANCE	23
FRAUD/FORGERY	3		
GAS DRIVE OFF	6		
GAS LEAK	2		
HARASSMENT	4		
HIT AND RUN	3		
HOUSE WATCH REQUEST	13		
INFORMATION	3		
INTOXICATED DRIVER	2		
INTRUSION ALARM	3		
JUVENILE PROBLEM	6		
LAW ASSIST FIRE	1		
LOITERING	1		
LOST PROPERTY	1		
MINI/DIRT BIKE COMP	1		
MISSING JUVENILE	1		

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

May 2021

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

Re: Report to Common Council

A. Statistics

Through the end of April we have circulated/downloaded/loaned 35,958 items, with curbside service handling 1,501 transactions.

B. Reviewing hours of operation

For several years we have considered slightly adjusting the Friday and Saturday hours. Total hours open for the week would be the same, but we would subtract one hour from Friday and add it to Saturday. At this time, we are tracking foot traffic for the last hour of Friday. If we move forward with these new hours, Friday and Saturday would have identical hours open to the public: 9 am – 4:30 pm. Currently, Fridays are 9 am – 5:30 pm, and Saturdays 10 am – 4:30 pm.

C. Summer Reading Program

The theme for this year's Summer Reading Program is "Tails and Tales." Virtual events are scheduled for May 19, June 16, 23, 30, and July 7. Further details will be available at the library, or on the library's Facebook page.

D. Automatic door sensors

We are looking into replacing the current automatic door touch pads with motion sensors. The current touch pads are used daily, sometimes hit hard, even punched, and eventually the contacts bend inside and the doors will not close after opening. Recently, DPW had to call in a company to repair one of the pads. We are hoping a contactless sensor could be an option, but DPW still needs to look at each of the four pads we have to determine if we can go this route. Contactless sensors need to be hardwired with a specific type of wire.

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

MAY SENIOR CENTER STATUS UPDATE

All of our activities have resumed with the exception of in-house lunch dining and transportation. Fond du Lac County Department of Senior Services will determine if those services will resume in June.

April Waupun Senior Center Programs:

- **SIA Insurance Bingo:** 37 participants
 - **Book Club:** 11 participants
 - **Learn to Zoom/Tech Support:** 2 participants
 - **Waupun Historical Society Tour:** participants
 - **One Waupun Presentation:** 26 participants, 2 participants received lawn mowing, 1 participant received landscaping, 1 participant received power washing of siding, 1 participant requested transportation
 - **Buddy Bingo:** 29 participants
 - **Waupun Community Coalition on Aging Bingo:** 38 participants
 - **Virtual Storytelling:** 7 seniors
 - **City Interview:** 27 participants
 - **Foot Care Clinic:** 34 participants
 - **Manicures:** 3 participants
 - **Eyeglass Adjustments:** 5 participants
 - **Craft Club:** 14 participants
 - **Pen Pals:** 22 participants
 - **Drug Repository:** 8 participants
 - **Euchre:** 87 participants
 - **Sheepshead:** 99 participants
 - **Knit-Wits:** 20 participants
 - **Fine Arts Presentation:** 4 participants
 - **Picnic:** 8 participants
 - **Walking Wednesday:** Rescheduled due to weather
 - **Yoga:** 261 participants
 - **Aerobics & Tone:** 172
 - **Board Games:** 112
 - **Movie Afternoon:** 12 participants
 - **Curbside Lunch:** 220 participants
 - **Mobile Meals:** 462 participants
-

MAY 2021 SENIOR CENTER ACTIVITY CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone	8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 1:30pm Bike Ride 6:15pm Knit-Wits	8am Fitness Center 8:30am Foot Care 10am Lunch 10:30am Yoga II 1pm Sheepshead	8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II
10	11	12	13	14
8am Fitness Center 9am Pen Pals 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 11:30am Craft Club 1:30pm Storytelling	8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	8am Fitness Center 9am Dominoes 10am Lunch 10:30am Yoga II 1pm Sheepshead	8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II 1:00pm SIA Bingo
17	18	19	20	21
8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 1:30pm Fine Arts 3:00pm Movie	8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 11:30am Walking Wednesday 12:30pm Eyeglasses 1pm Sheepshead 6:15pm Knit-Wits	8am Fitness Center 8:30am Foot Care 10am Lunch 10:30am Yoga II 1pm Sheepshead	8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics I 11:30am Dementia Friendly 1:30pm Buddy Bingo
24	25	26	27	28
8am Fitness Center 9am Pen Pals 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 11:30am City Interview 1:30pm Buddy Picnic	8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	8am Fitness Center 9am Dominoes 10am Lunch 10:30am Yoga II 1pm Sheepshead	8am Fitness Center 9am Book Club 9am Manicures 9am Se7ens 10am Lunch 10:30am Aerobics II 1:00pm WCCA Bingo

TANNER PARK PROGRAM

This year, the City of Waupun Park Program is teaming up with the Waupun Area School District Summer School Program! All City of Waupun Park Leaders will be stationed at Tanner Park for ten weeks this summer to supervise organized activities for children. The Park Program opens on Monday, June 14. The last day of the Park Program will be Friday, August 20. Tanner Park Program will be open from 11:00am—5:00pm, Monday—Thursday. We have special activity/event days on Fridays. Join in on the summer fun!



Who:

•Kids ages 5—12

Activities & Events:

Field Trips, Sports, Tag & Water Games, Board Games, Competitions, Crafts, Bike Rodeo, Fishing Tournament, Swimming, Archery Shoot & more!

Where:

*New location! Join us after Summer School at Tanner Park

Tanner Park is located at 503 E. Spring Street. Tanner Park is right next to Rock River Intermediate School. Park Leaders will escort Park Program participants from summer school to Tanner Park. Non-Summer School participants can be dropped off in the Tanner Park parking lot and a Park Leader will greet them. The Community Center (510 E Spring Street, across the street from Tanner Park) will also be used for indoor activities, weather shelter, and restrooms.

Special Fridays & Locations:

- June 18—Bike Rodeo at the Community Center, Please bring a bike and helmet, Registration at 12:30pm, Activities from 1pm—3pm
- June 25—Minute to Win It Games at Tanner Park
- July 2—Water Games at Tanner Park. Please bring a swim suit and towel
- July 9—Sports at Tanner Park
- July 16—Fishing Tournament at Harris Mill Park, Please bring fishing equipment. If you do not have fishing equipment, we have fishing equipment that can be used. We will walk over as a group to Harris Mill Park or you can join us at 12:30pm for registration. Tournament from 1—3pm
- July 23—Slime Activities at Tanner Park
- July 30—Field Trip to Beaver Dam Lake, Bus departs from Tanner Park at 11:30am, Returns at 4:30pm. Registration required. Call 324-7930 for more information on field trip.
- August 6—Archery Shoot at Community Center from 1pm—3pm
- August 13—Swimming Day at the Waupun Family Aquatic Center. Please bring a swim suit and towel. Bus departs at 12:30pm and returns at 4:30pm. Call 324-7930 for more information on field trip.
- August 20—Pizza Picnic and Lawn Games at Tanner Park. Pizza will be served at Noon

Contact:

- Rachel Kaminski, parks@cityofwaupun.org, (920) 324-7930
- Waupun Senior Center & Recreation Department, 301 E Main Street



WAUPUN FAMILY AQUATIC CENTER

The YMCA of Dodge County in collaboration with the City of Waupun, will be providing lifeguard management and staff of the Waupun Family Aquatic Center.



City of Waupun General Swimming Pool Information

LOCATED IN FOND DU LAC COUNTY PARK

The Waupun Family Aquatic Center features a zero depth entry, two water slides, a kiddie slide, water spouts and fountains; a lap pool area, two water basketball hoops, a one meter diving board, a bathhouse with private changing and showering areas; lounges, large shade umbrellas and concession stand with snacks and refreshments. There is a shelter area available to be rented for private parties.

ONLINE REGISTRATION AVAILABLE FOR SWIM LESSONS AND SEASON PASSES!

Passes may be purchased prior to pool opening online at www.theydc.org starting April 12 at 7:30 AM, at the Waupun Senior Center by appointment by calling (920)324-7930, or at the Waupun Family Aquatic Center beginning June 5.

Swim lessons may be purchased prior to pool opening online at www.theydc.org starting April 12 at 7:30 AM, at the YMCA of Dodge County, or at the Waupun Family Aquatic Center beginning June 5.

PURCHASE A SUMMER PASS BEFORE APRIL 23 AND SAVE \$5!

Waupun Family Aquatic Center	(920)324-7924
Waupun Senior Center (appointment only)	(920)324-7930
YMCA of Dodge County	(920)887-8811



Follow us on Facebook for up to date closings and pool information at Waupun Family Aquatic Center

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

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	56 Rachel Brenholt	223 Walker St	Electrical for New Garage	\$80.00	
21-	58 Teri Schulz	106 E Lincoln St	Deck, install Door w/ Sidelight	\$200.00	\$2,000.00
21-	59 Kaitlyn & Nicholas Coughlin	419 S Watertown St	Remodel 2nd Floor Bath	\$150.00	\$4,000.00
21-	62 Patt Collins	110 Johnson St	Reroof	\$50.00	\$6,500.00
21-	63 Steve Fischer	430 Park Ave	Foundation Repair	\$130.00	\$26,000.00
21-	64 Laura Bronner	407 McKinley St	4' high chain link fence	\$100.00	\$1,200.00
21-	66 Penny Castle	1403 Flyway Dr	14x16 Deck	\$100.00	\$5,000.00
21-	69 Carlton Kempfer	237 Walker St	Tub to Shower Replacement	\$50.00	\$12,345.00
21-	71 Virginia Koski	214 Fox Lake Rd	200 amp Service Upgrade & Egress Window	\$130.00	\$2,400.00
21-	75 Faith Baptist Church	608 Buwalda Dr	Parking Lot Light Pole & Fixture	\$80.00	\$4,500.00
21-	77 Bradley & Madeson Lewin	804 Seymour St	12x12 Deck	\$150.00	\$2,500.00
21-	78 Justyne Dalske	20 S State St	Drywall, electrical, and insulation	\$50.00	\$1,500.00
21-	79 Adam & Rachel Mecklenberg	120 Olmstead St	Fence	\$100.00	
21-	81 Huizenga Construction	416 Grace St	Foundaiton repair, siding, roof, porch	\$164.40	\$27,400.00
21-	82 Doug Duer	314 S Grove St	Reside	\$50.00	\$4,000.00
21-	84 Rebecca Geelan	510 Wilcox St	Replace Furnace & AC	\$150.00	
TOTAL				\$1,734.40	\$99,345.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	55 Pam Deich	521 W Franklin St	Tub to Shower Replacement	\$50.00	\$18,574.00
21-	57 Real Breaks Card Shop	324 E Main St	windows/doors, remove addition and stoops, stairs	\$749.96	\$124,994.00
21-	60 Kwik Trip	800 W Main St	Replace RTU	\$90.00	\$15,000.00
21-	61 American Tower Corporation	5 Monroe St	Replace antenna and ground equipment	\$210.00	\$35,000.00
21-	65 Tom Kulczewski	324 E Main St	Remodel - Electric	\$384.00	\$64,000.00
21-	67 Jenny Krajenka	545 E Franklin St	Reroof	\$66.00	\$11,000.00
21-	68 Theresa Respalje	620 W Main St	Water Heater	\$50.00	
21-	70 Bob Engelhardt	242 Fond du Lac St	Replace (9) Windows	\$57.75	\$9,625.00
21-	72 Don Mielke	1013 Church St	Service Upgrade	\$80.00	
21-	73 Steve Bresser	410 W Spring St	Servie Upgrade	\$80.00	
21-	76 Excel Automotive	99 Fond du Lac St	Remodel	\$150.00	\$2,000.00
21-	80 ACS RBHS LLC	1028/1030 Tanager S	2-Family Dwelling	\$2,613.76	\$380,000.00
21-	83 Harvey Alsum	206/208 Mill St	Replace Front Porch	\$50.00	\$4,500.00
21-	85 Chelsea Hribar	901 Rock Ave	Reroof	\$50.00	\$6,000.00
TOTAL				\$4,681.47	\$670,693.00

GRAND TOTAL

\$6,415.87 \$770,038.00

Permits issued in Dodge County	16
Permits issued in Fond du Lac Cty	14
Total Permits for the month	30

TOTAL FEES

Building Permit Fees	\$6,415.87
Special Assessment Letter Fees	\$200.00
Conditional Use Permit	\$150.00
Rezoning	\$150.00
House Plan Copies	\$2.00
Chicken Permit	\$65.00
Grand Total	\$6,615.87

BUILDING PERMIT COMPARISON

April 2020: Dodge County - 17 permits; Fond du Lac County - 11 permits

Total estimated cost of construction: \$ 2,131,158.00

FOUR MONTH COMPARISON

January - April 2018	estimated cost of construction	\$19,265,037.00
January - April 2019	estimated cost of construction	\$3,973,083.47
January - April 2020	estimated cost of construction	\$3,012,521.00
January - April 2021	estimated cost of construction	\$1,679,746.79



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: May 10, 2021
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- No unscheduled power outages to report after the windy weather and thunderstorms we experienced. The distribution system performed well. This is a direct result of Waupun Utilities' aggressive line clearance program.

Gas Leak

- On April 21st at approximately 3:00 pm we received a call from Alliant Energy requesting the power to be disconnected due to a contractor hitting a gas main causing a leak. Customers effected by the outage were Pizza Ranch, Dollar General, and Agnesian Pharmacy. The Waupun Fire Department was on site working to evacuate the buildings. The electric crew was able to offer assistance to provide temporary power from the bucket truck to power fans and help ventilate the gas from the buildings and keep a refrigerator running that contained thousands of dollars' worth of medications. The gas leak was contained and the power was restored 4:45 pm.

Y-306 Rerate Project Update

- Michels Power will be working for American Transmission Company (ATC) on the Y-306 rerate project in Waupun. The electric department met with Michels Power for a pre-construction meeting to discuss the project and work that Waupun Utilities will perform before the contractor installs new transmission poles.

Newton and Rock Avenue

- Crews have installed new poles, primary and secondary conductors and dual voltage transformers.

Load Shed Training

- The electric department staff participated in virtual training from American Transmission Company (ATC) to discuss Load Shed procedures. There are situations when ATC will request for customer load to be shed to protect the Bulk Electric System (BES). The information shared in the training reviewed the process ATC uses to shed firm load and the ATC communication protocol utilized in the process.

General Manager Update:

WWTP Upgrade Project Recognized Nationally

- The USDA recognized our WWTP upgrade project for Earth Day through means of their website and submitting a press release to over 390 TV and newspapers across the Midwest due to the environmentally friendly technology being used in the wastewater treatment process with the ABNR upgrade.

ABNR Groundbreaking Celebration

- Groundbreaking Celebration for the WWTP upgrade was held May 6, 2021. Individuals in attendance included:
 - Amy Resop State Legislative Liaison for Ron Johnson, and Michael Schraa Member of the Wisconsin State Assembly representing the 53rd district
 - USDA Representatives Nathan Billingham, Joseph Dorava, and Scott Schatschneider
 - Key employees from Miron Construction, Applied Technologies, CLEARAS Water Recovery, and Mulcahy-Shaw
 - Utility Commissioners Peter Kaczmariski, Jeff Homan and Rohn Bishop
- Thank you to Peter Kaczmariski, representing the City of Waupun as Council President and Utility Commissioner, for delivering a welcome speech to start the ceremony.

Customer Disconnections

- Due to cooler forecasted temperatures, we did not disconnect electric services as originally planned on April 21st. Disconnection was postponed until April 22nd.
- Out of the 259 residential disconnection notices sent for a total of \$92,400; we were able to collect \$79,200 by the time of disconnection.
- Out of the 169 residential reminder notices that were sent out for a total of \$14,370; we were able to collect \$9,100.
- 24 residential disconnections took place on April 22nd for a total of \$12,668 in arrears. We currently have 3 properties disconnected which we believe are vacant.

Funding to Support WI Residents with Arrearages

- Last week WI Governor Tony Evers announced that more than \$21 million is available to cover utility bill arrearages for residential customers who qualify for the Wisconsin Home Energy Assistance Program (WHEAP). The funds will be administered through the WI Department of Administration (DOA).

Electric Hazard Training for EMS

- On April 19th Waupun Utilities provided electric hazard training for the Waupun Fire Department. A few of the topics discussed were: Downed power lines, Back feed, Step potential, Parts of an electrical distribution system, Conductors, Hazards in and around substations, Oil capacity in regulators and transformers and Vehicle accidents.

MEUW Operations Expo

- Several Waupun Utility employees attended training at the operations expo organized by MEUW On April 29th. Training sessions included: Working safely around 5G wireless facilities, Electric vehicles and the power grid and Trends and opportunities for electric system planning.

Joint Action Leadership Certification Program.

- The Joint Action Leadership Certification Program is a new educational program for member utility leaders to become more acclimated to the WPPI joint action agency in which their utilities are member-owners, and learn more about the valuable partnership by directly connecting concepts and content back to the individual communities. The program is designed to take a minimum of two years to complete. Jeff and myself attended the first virtual event April 27th. The next meeting is scheduled for May 25th.

Electronics Recycling Event Totals

- PCs: 685
- CRT TVs: 5,390
- Consumer electronics: 1,999
- Projection TVs: 783
- Flat TVs: 2,226
- Dehumidifiers/microwaves: 6,480

Total Collected: 17,563 lbs. (about 40% of last year's weight)

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: May 5, 2021
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Volatile Organic Compounds (VOCs) testing has been completed for 2020. All compound results were Non-Detect (ND).

- What are VOC's? Organic chemicals widely used as ingredients in household products. Paints, varnishes and wax all contain organic solvents, as do many cleaning, disinfecting, cosmetic, degreasing and hobby products. Fuels are made up of organic chemicals as well.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Whole Effluent Toxicity (WET) testing has been completed for the second quarter. Both acute and chronic toxicity tests were performed. WET testing is the measurement of potential effluent (discharge) toxicity to aquatic life in our receiving stream. In whole effluent toxicity (WET) tests, lab-reared aquatic organisms are exposed to various dilutions of effluent for a specific time period, in order to predict at what levels the effluent may cause harm to the organisms (e.g., at what level death, reproductive impairment, or growth inhibition occurs).

Sabel Trucking has completed spring biosolids land application. Our nutrient management plan allowed 1400 cubic yards of biosolids to be applied to 55 acres of DNR approved agriculture land.

Our WPDES permit requires disinfection beginning May 1st through September 30th. Disinfection is considered to be the primary mechanism for the inactivation/destruction of pathogenic organisms to prevent the spread of waterborne diseases to downstream users and the environment.

Water/Sewer Crew:

Staff identified a corporation leak on a water main, which was caused by "hot" soils. The leak was approximately 52 gallons per minute or 75,000 gallons per day and ran for an estimated duration of 9 days, totaling 675,000 gallons of lost water. Repairs were made and service was restored to the area.

Water/Sewer Crew: Continued

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

- Staff continues jetting the entire sanitary sewer basin.
- Staff will begin to work on the fire hydrant preventative maintenance program. This efficient and cost effective asset management program keeps hydrants working and helps avoid a large capital expenditure, when things break down and need immediate replacement.

Visu-Sewer has completed lining a combined total of 1,130 feet of sanitary sewer main line on Brown St. and Interceptor Easement, north of the baseball complex. The lining process rehabilitates pipes by installing a new fully structural cured-in-place pipe inside the host pipe from above ground. The new pipe "inside the old pipe" will provide maximum strength and flow capacity without the need for digging.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: May 10, 2021
SUBJECT: March 2021 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

Construction activity for the month was minimal for the electric, water and sewer crews as much of the work was centered towards maintenance activities typical for this time of year. Construction season is anticipated to begin to ramp up at the end of April and into May 2021.

Plant activity for March 2021 included the purchase of a zero turn lawn mower and GIS collector split equally between the three utilities. Additionally, the sewer utility replaced ten (10) valves at the WWTP as part of its routine maintenance schedule and purchased a UTV for the WWTP in the amount of \$28,500. All equipment purchased was included in the 2021 capital budget. The electric utility sold its old backhoe replaced in February 2021 for \$21,250.

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

Sales

Electric

- Monthly kWh sales were **2.8% above** budget & **1.3% higher** than March 2020 on increased sales to Large Industrial Power.

Water

- Monthly sales units of 100 cubic feet were **10.0% above** budget & similar to March 2020 sales; usage increases in residential and commercial customer classes.

Sewer

- Monthly sales units of 100 cubic feet were **11.1% below** budget & **19.9% lower** than March 2020 sales due to lower public authority volume. Sales to public authority customers continue to trend downward beginning in the spring of 2020 with the onset of COVID.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget \$33,900 and \$39,100 respectively, due to lower than budgeted demand and overall lower associated purchased power costs.
- Gross margin was \$5,300 **below** budget
- Operating expenses were \$25,800 **below** budget primarily due to lower maintenance costs associated with overhead line and general maintenance repairs.
- Operating income was \$67,100 or \$28,800 **above** budget from lower than budgeted revenues and lower distribution expenses.

- Net income was \$58,500 or \$30,800 *above* budget primarily from operating expenses coming in under budget for the month.

Water

- Operating revenues were \$5,500 *above* budget due to overall higher consumption
- Operating expenses were \$58,500 *below* budget due to fewer main breaks and the timing of chemical purchases compared to the prior year.
- Operating income was \$191,300 or \$57,000 *above* budget from lower than budgeted operating expenses.
- Net income was \$156,700 or \$55,300 *above* budget

Sewer

- Operating revenues were \$78,100 *below* budget on a continued trend of a decrease in public authority sales from 2020.
- Operating expenses were \$37,000 *below* budget on lower than budgeted maintenance expenses at the WWTP.
- Operating income (loss) was (\$37,500) or \$(51,500) *below* budget
- Net income (loss) was (\$61,600) or \$(60,000) *below* budget due to the decrease in public authority consumption related to COVID-19 closures.

Balance Sheets

Electric

- Balance sheet *decreased* \$114,500 from March 2020 largely due to debt payments made during the month.
- Unrestricted cash increased \$36,600 from the prior month due to slight increases in collections as the PSCW moratorium ending in April approaches.
- A cash transfer was also made in the amount of \$41,400 to restrict and re-create a Depreciation Reserve account associated with the 2019 Revenue Bonds. This restricted cash account is a requirement associated with holding Revenue Bonds and was historically maintained with past Revenue debt but eliminated with the 2019 debt transactions. The funds will remain in this restricted account until the bonds are paid off and are only to be used in the event of short-falls in our debt redemption accounts.
- Accounts receivable *increased* \$20,900 from an increase in sales from large industrial customers for the month
- Accounts payable *increased* \$46,200 on higher purchased power expense outstanding for the month from the increased sales
- A principal and interest payment on the 2019 Refunding Revenue bonds was made on March 1, 2021 which required a \$181,000 cash payment and included \$165,000 of principal pay down. Funds are segregated monthly to fund this payment.

Water

- Balance sheet *decreased* \$430,700 from March 2020 largely due to debt payments made during the month.
- Total unrestricted and restricted cash *decreased* \$377,000 as a result of debt payments made at the beginning of the month. Total debt payments amounted to \$482,900 and included the annual principal payments on both 2019 debt issuances of \$420,000.
- A cash transfer was also made in the amount of \$158,600 to restrict and re-create a Depreciation Reserve account associated with the 2019 Revenue Bonds. This restricted cash account is a requirement associated with holding Revenue Bonds and was historically maintained with past Revenue debt but eliminated with the 2019 debt transactions. The funds will remain in this restricted account until the bonds are paid off and are only to be used in the event of short-falls in our debt redemption accounts.
- Accounts receivable *decreased* \$5,200.
- Net position *increased* by \$53,600 because of the reduction of the principal payment on debt and related accrued interest.

Sewer

- Balance sheet *decreased* \$33,900 from March 2020
- Unrestricted cash *decreased* \$167,300 primarily from budgeted capital expenditures made during the month and payment for engineering costs associated with the WWTP. The engineering expenses were submitted for reimbursement through a USDA loan draw.
- Receivables *increased* \$64,200 as result of delayed receipts for the prison billings received in April vs. March.
- Advances from the City of Waupun *decreased* \$36,500 from an annual installment payment received from the City for the funds advanced for the industrial park land purchase.

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* \$592,000 or 6.0% from February 2021 primarily from principal and interest payments on debt made for the electric and water utilities totaling \$663,900.
- Received interest and distributions of \$4,900 and recorded an unrealized *negative* market adjustment of (\$6,100), along with \$600 in management fees, resulting in a net portfolio *loss* of (\$1,800) for the month.
- Total interest and investment income earned on all accounts for the month was \$3,900.
- The water utility transferred \$600,000 of unrestricted cash reserves from its operating & reserve accounts to its investment accounts at TD Ameritrade. These funds will be temporarily invested (less than 12 months) as they were earmarked for payment on street projects that were budgeted for 2021 but delayed until 2022.

OTHER FINANCIAL MATTERS

Re-Establishment of Customer Disconnections

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

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

WWTP Upgrade – Loan Application and Construction Award Approval

The application process for the fourth and final construction loan has been completed and accepted by the USDA which obligated an additional \$5.0 million in loans at 1.375% for total project funding of \$27.8 million in loans and \$8.1 million in grant funding. The final loan closing will take place in 2022 when all funds from the first three loans are exhausted and prior to the grant funding being applied. The Utilities awarded the construction bid for the project and held a USDA nationally recognized ground-breaking event on May 6th.

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

exceeded the USDA's budget for allocated funds. Listed below is a summary of the costs requested for reimbursement to date:

Application for Payment #2 (Requested):	\$ 228,143
Application for Payment #2 (Paid):	\$ 48,000
Total Project Budget:	\$ 36,008,000
Loan Draws – Project to Date:	\$ 1,948,000
Total Project Costs to Date <i>(Thru 4/30/21)</i>:	\$ 2,075,733

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

ORDINANCE # 21 - ____

**AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE
OF THE CITY OF WAUPUN ENTITLED "ZONING ORDINANCE."**

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.01 (10) of the Municipal Code of the City of Waupun entitled "Zoning Map" is amended so that real estate currently owned by Pella Lutheran Church and presently zoned in the R-4 Central Area Single Family Residential is rezoned to the IN Institutional District. The real estate to be rezoned is described as follows:

Parcel #: 292-1315-0514-103
LOT 85 ASSESSOR'S PLAT NO 5, City of Waupun, Dodge, Wisconsin

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

Enacted this ____ day of _____, 2021.

Julie J. Nickel
Mayor

ATTEST:

Angela J. Hull
City Clerk



CITY OF WAUPUN
 201 E. Main Street
 WAUPUN, WISCONSIN 53963

PETITION FOR REZONING

From: Pella Lutheran Church
315 S. Madison Street
WAUPUN, WI 53963

Phone: 920-324-
 Fax: _____

The petition of Pella Lutheran Church respectfully alleges and petitions the Common Council
 Owners Name:

of the City of Waupun as follows:

1. That the petitioner is owner of real estate which is situated in the City of Waupun,
Dodge County, Wisconsin and legally described as follows:

Parcel/Tax Key Number - 292-1315-0514-103
Lot 85 Assessors Plat No 5

2. That the petitioner is the owner of the real estate described above which lies in the
~~R2~~ R4 District of the City of Waupun for zoning purposes.

3. That the petitioner wishes that the above described real estate be rezoned and placed in the
IN Institutional District of the City of Waupun for zoning purposes.

Dated this 5th day of March, 2021

Petitioners Signature George Baumann

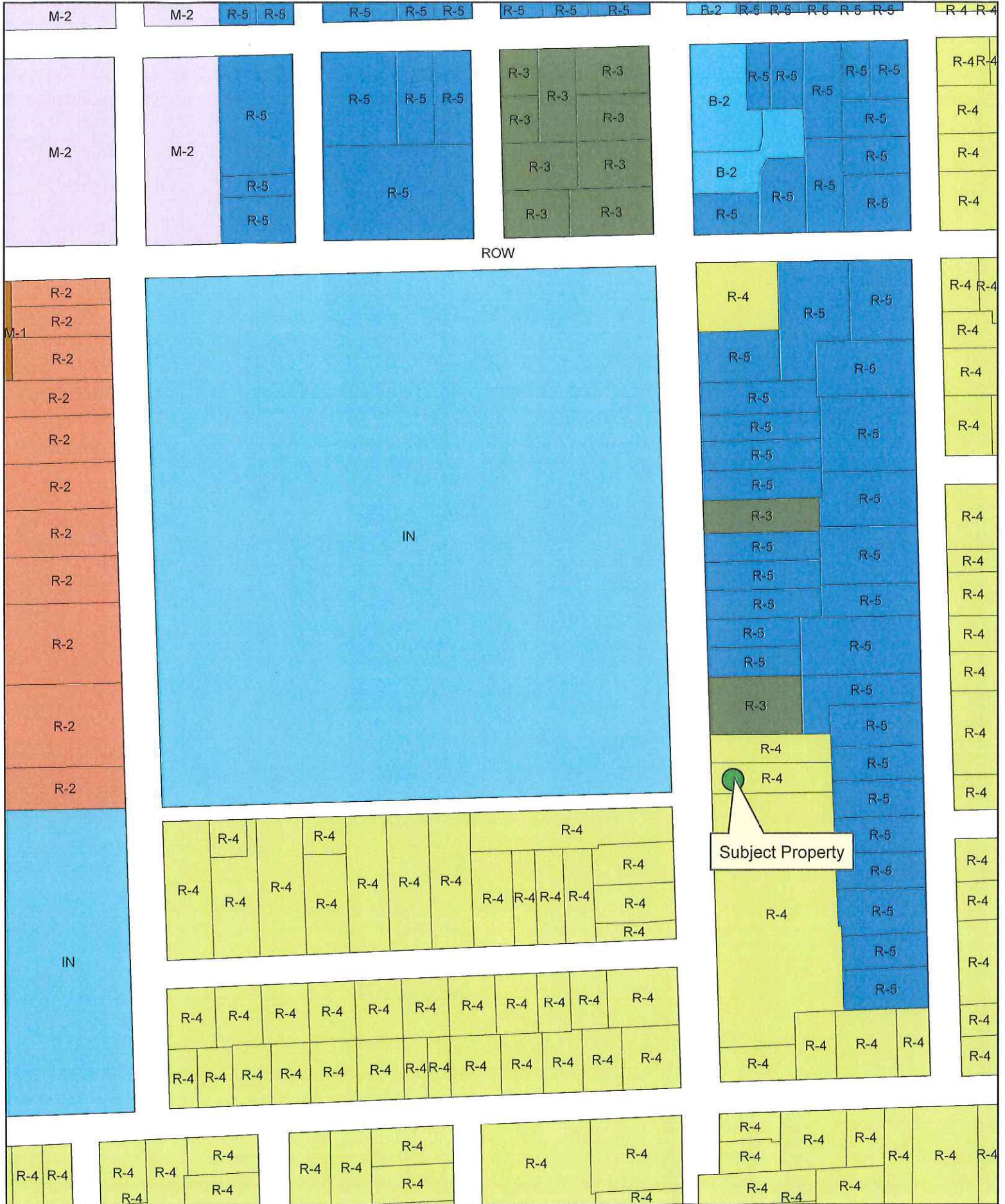
Petitioners Signature _____

Petitioners Signature _____

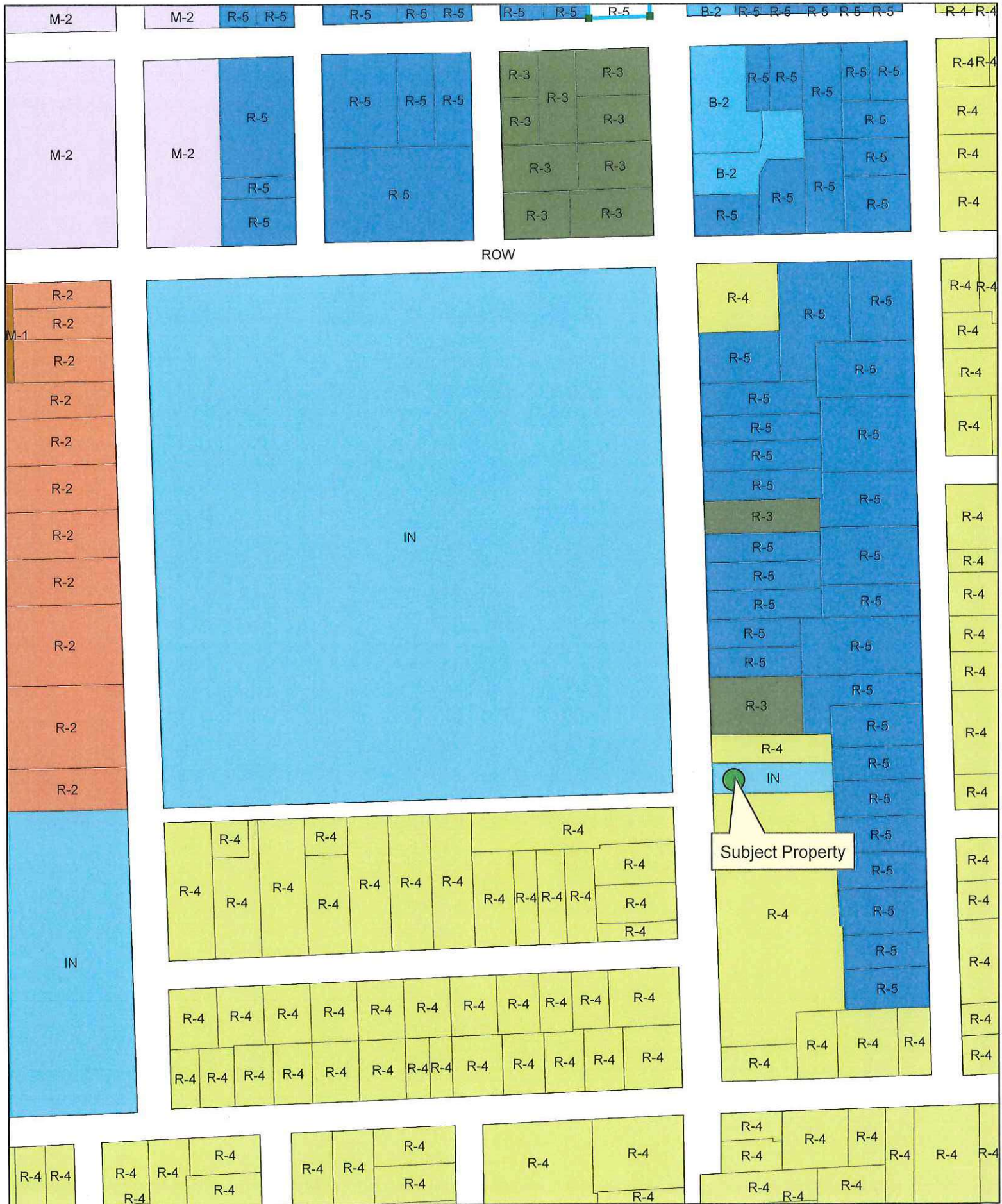
\$150.00 Application fee payable upon filing. Date paid: 4/5/2021

File Petition with: Zoning Administrator
 City of Waupun
 201 E. Main St.
 Waupun, WI 53963

Waupun Zoning Map (Current)



Waupun Zoning Map (Proposed)





AGENDA SUMMARY SHEET

MEETING DATE: 5/11/21

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

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	\$5,970	

ISSUE SUMMARY:

Due to the S. Madison Street project getting pushed back to 2022, the project design plans need to be updated.

STAFF RECOMENDATION:

On May 11, 2021, the Board of Public Works made recommendation to the Council. Staff recommends accepting Gremmer & Associates Inc. Contract Amendment No. 1 Proposal.

ATTACHMENTS:

Gremmer & Associates Inc. Contract Amendment No. 1 Proposal

MOTIONS

Approve Gremmer & Associates Inc. design services-contract amendment No. 1 for Madison Street STP Urban (Doty Street to Lincoln Street) project in the amount of \$5,970



93 S. Pioneer Road
Suite 300
Fond du Lac, WI 54935
Phone (920) 924-5720
Fax (920) 924-5725

May 5, 2021

City of Waupun Engineering Department
201 E. Main St.
Waupun, WI 53963

Attention: Mr. Jeff Daane
Director of Public Works

Subject: Design services - Contract Amendment No. 1
Madison Street STP-Urban (Doty Street to Lincoln Street) project

Dear Mr. Daane:

The following is Contract Amendment No. 1 for additional design services for the Madison Street STP-Urban (Doty Street to Lincoln Street) project. The original contract dated 4/30/19 is amended as follows:

ADDITIONAL SCOPE OF WORK

Update the PS&E documents for an August 1, 2021 PS&E date. Scope does not include a revised draft PS&E submittal to WisDOT.

COMPENSATION

ENGINEER'S lump sum fee to complete the additional scope of work is a lump sum of \$5,970. This amendment increases the total lump sum fee of the contract to \$82,945.

AUTHORIZATION

If this amendment is acceptable, please sign below and return one copy to us for our files. The receipt of a signed copy of this amendment shall be considered as authorization to proceed with the services described.

For the ENGINEER



Thomas Lanser, President
Gremmer & Associates, Inc.

5/5/21

Date

Accepted by the OWNER

Jeff Daane
Director of Public Works

Date



AGENDA SUMMARY SHEET

MEETING DATE: 5/11/21

TITLE: IWorQ Service Agreement

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Technology	\$4,750 year 1 and \$9,500 on a yearly basis

ISSUE SUMMARY:

The City of Waupun currently uses a reporting system called Cartegraph. We use this to track labor, equipment and material costs for projects completed. We also use this for our vehicle maintenance records and storm water reporting. We use this to track city assets like signs, storm sewer pipes, inlets, ponds, manholes and outfalls.

We have been looking for a program that could be more user friendly and set us up to track more information.

IWorQ gives us the ability to track all these same expenses and more. At facilities we can track work and invoices on boilers, furnaces and air conditioners. It also gives us the ability to track pavement ratings, this will give us a detailed map in color of how all of the city streets are rated.

The extra expense this year is unbudgeted. We would use funds saved in equipment costs that came in under budget and postponing a utility trailer until next year.

IWorQ also has software we are looking that the city can use for code enforcement, permitting and citizen engagement.

STAFF RECCOMENDATION:

On May 11, 2021, the Board of Public Works made recommendation to the Council. Staff recommends accepting the IWorQ Service Agreement.

ATTACHMENTS:

IWorQ Service Agreement

MOTION:

Approve IWorQ Service Agreement, proposal for work management software, in the amount of \$4,750 in 2021 and \$9,500 each year after.

AGENDA ITEM: #

DATE: [EnterDate]

IWORQ SERVICE AGREEMENT

For iWorQ applications and services

Waupun here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image. Access to iWorQ cannot be used to record personal or confidential information such as driver license numbers, social security numbers, financial data, credit card information or upload any images or documents considered personal or confidential.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

Data upload and storage is provided to every Customer. This includes uploading files up to 3MB and 10 GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

4. CUSTOMER DATA:

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 7. TERMINATION).

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 3MB and 10 GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly.

7. TERMINATION:

Either party may terminate this agreement, after the initial 2-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Should Customer terminate any application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed.

Upon termination (6. TERMINATION), iWorQ will discontinue all application(s) and or service(s) under this Agreement; iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data for a cost of no more than \$2,500; and all provisions of this Agreement will continue.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MICELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah.

10.CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact _____ Title _____

Office Phone _____ Cell _____

Email _____

Secondary Implementation Contact _____ Title _____

Office Phone _____ Cell _____

Email _____

11. CUSTOMER BILLING INFORMATION:

Billing Contact _____ Title _____

Billing Address: _____

Office Phone _____ Cell _____

Email _____

PO# _____ (if required) Tax Exempt ID # _____

12.ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____

Effective Date: _____

Printed Name _____

Title _____

Office Number _____

Cell Number _____

iWorQ Service(s) Agreement

APPENDIX A

iWorQ Price Proposal

Waupun	Population- 10718
201 E Main Street Waupun, WI 53963	Prepared by: Cade Gunnell

Annual Subscription Fees

<u>Application(s) and Service(s)</u>	<u>Package Price</u>	<u>Billing</u>
<p>Public Works Package (Basic)</p> <p>Package includes:</p> <ul style="list-style-type: none"> *Work Management *Sign Management *Pavement Management <ul style="list-style-type: none"> -Available on any computer, tablet, or mobile device using Chrome browser -Track and manage work by location using OpenStreetMap -Work order scheduling and templates -Track inventory, parts, material -Sign and Pavement Management with OpenStreetMap -Quarterly GIS Updates 	\$9,500	Annual
<p>Stormwater Package</p> <p>Package includes:</p> <ul style="list-style-type: none"> -Work Management -SWPP Permit Management -Capital Asset Management <ul style="list-style-type: none"> - Available on any computer, tablet, or mobile device using Chrome browser - Track work orders and maintenance history for MS4 compliance - Track location using asset management with OpenStreetMap - Issue permits (SWPP) - Track inspections and compliance - Manage and reduce illicit discharge - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms. 	Included	Annual
<p>Fleet Management</p> <ul style="list-style-type: none"> -Available on any computer, tablet, or mobile device using Chrome browser 	Included	Annual

-Fuel log tracking and uploads -Work orders for employee cost, inventory, and purchase orders -Manage maintenance schedules -Inventory management -Configurable dashboard, fields, and reports		
Facilities Management Package Includes: *Facilities Asset Management *Work Management -Available on any computer, tablet, or mobile device -Track assets such as HVAC, plumbing, electrical, elevators, etc. -Work orders for employee cost, inventory, and purchase orders -Track inventory, parts, material -Maintenance schedules, work order scheduling, and templates -Inventory management -Configurable dashboard, fields, and reports	Included	Annual
Subscription Fee Total (This amount will be invoiced each year)	\$9,500	Annual

One-Time Setup, GIS integration, and Data Conversion Fees

<u>Service(s)</u>	<u>Full Price Cost</u>	<u>Package Price</u>	<u>Billing</u>
Implementation and Setup cost year 1	\$6,000	\$6,000	Year One
Up to 5 hours of GIS integration and data conversion	\$1,000	Included	Year One
Data Conversion	\$4,900	Included	Year One
One-Time Setup Total (This amount will be added year 1)	\$11,900	\$6,000	Year One
Grand Total Due Year 1	\$21,400	\$9,500	

NOTES AND SERVICE DESCRIPTION

- I. iWorQ will send out two invoices, first invoice will be a prorated amount of \$4,750 on June 1st, 2021. Second invoice will be sent on January 1st, 2022 of \$9,500, covering annual software costs for calendar year 2022.
- II. This subscription Fee and Agreement have been provided at the Customer's request and is valid until 5/14/21.
- III. This cost proposal cannot be disclosed or used to compete with other companies.
- IV. Discounts, and changes in billing require a two-year contract term.



AGENDA SUMMARY SHEET

MEETING DATE: 5/11/21 **TITLE:** American Legion Baseball Gretchel-Nelson Post 210 Request for Sponsorship for Central Plains Region National Tournament August 6-9, 2021

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angie Hull, Clerk/Treasurer

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

ISSUE SUMMARY

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

In 2014, the Council provided \$1500 for their expenses, \$2500 Grand Slam donation level in 2016, and \$2500 Grand Slam donation level in 2019.

ATTACHMENTS:

The American Legion Gretchel-Nelson Post 210 letter requesting donations



AMERICAN LEGION BASEBALL

Getchel – Nelson Post #210

130 N. State St. Waupun, WI 53963 (920) 324-2741

The Waupun American Legion Baseball Team is hosting the Central Plains Region National Tournament, August 6-9, 2021. Waupun will be host to teams from Wisconsin, Minnesota and North Dakota. Waupun participated in this tournament in 2013 (Pratt, Kansas), 2014 (Milbank, South Dakota), 2016 (host), 2018 (Wahpeton, ND), 2019 (host). This will be the third time Waupun has played host to the event. It should be an exciting and memorable week for not only the Waupun Legion Baseball Program, but for the city of Waupun as well! Playing host to this event is an honor, but also comes with many expenses. We are asking for your assistance in supporting this event by being a sponsor in the following way.

GRAND SLAM (\$2500)

1. Banner at Gus Thompson Field at entrance.
2. Full back page colored ad of program.
3. Throw out the first pitch at the opening ceremony.

HOME RUN (\$1500)

1. Full page colored ad on the inside cover or back cover of program.

TRIPLE (\$1000)

1. Full page ad in program.

DOUBLE (\$500)

1. 1/2 page ad in program.

SINGLE (\$250)

1. 1/4 page ad in program.

BUNT (\$100)

1. 1/8 page ad in program.

As part of hosting this event, Waupun Legion Baseball is responsible to pay for all costs associated with lodging for the players and coaches. We are also responsible to provide two meals per day to the players and coaches. With your sponsorship/donation, the funds will help to offset those costs associated with hosting the tournament.

If you feel there are other sponsorship opportunities that may fit your business better, feel free to contact Coach Standke with your ideas.

Attached is the order form to be a National Tournament Sponsor. Please fill in form and return. Please check all boxes below that apply to your sponsorship.

If you are not interested in the advertisement opportunities but would still like to make a monetary donation, please send donation to Coach Standke at the address below.

We thank you for your loyal support to Waupun Baseball this year and the years to come!

If you have any questions, please feel free to contact us. Thank you for your time and consideration.

Sincerely,

Derrick Standke
Waupun High School Head Coach
Waupun Legion Baseball Head Coach
Dstandke@waupun.k12.wi.us
(920) 979-7579

Steve Lenz
National Tournament Director
slenz@waupun.k12.wi.us
(920) 210-2527

Bob Spanbauer
Waupun High School Assistant Coach
Waupun Legion Baseball Assistant Coach
Bspanny@gmail.com
(920) 579-8396

Please fill in your business information:

Business Name: _____

Contact Person: _____

Phone: _____

Email: _____

National Tournament Sponsor – Please return by: June 1, 2021

Please √ appropriate box:

Grand Slam (only 1 spot avail.)

Home Run (only 2 spots avail.)

Triple

Double

Single

Bunt

Please include a business card/design you wish to be used in the National Tournament Program. You may also send this via email in jpeg form (preferred) to:

Dstandke@waupun.k12.wi.us

Please send this form and payment to:

Derrick Standke
221 Forest St.
Fox Lake, WI 53933

Make checks payable to: Waupun Legion Baseball
Memo: 2021 National Tournament Sponsor

Job Description

Job Title: ~~Lead~~ Mechanic
Department: Public Works
Reports To: Director of Public Works
FLSA Status: Non-Exempt
Prepared By: Director of Public Works
Approved By: Waupun Common Council
Approved Date: ~~March 28, 2017~~ March 11, 2021

SUMMARY

Performs duties in repair of municipal equipment, inventory and ordering of parts, welding, tire repairs, and other public works functions by performing the following duties.

Essential Functions

- Performs routine maintenance and repair on automobiles, trucks, heavy and light equipment and **small** engines (including, but not limited to: police vehicles, pick-ups, dump trucks, end loaders, graders, excavators, concrete saws and push mowers, etc.).
- Performs major repairs to vehicles/equipment (i.e. engines, transmissions, hydraulic systems, etc.).
- Keeps records on all municipal equipment maintenance and repair.
- Performs diagnostic checks on equipment/vehicles to ascertain problems with equipment/vehicles performance
- Orders equipment/vehicle parts, including filters, gaskets and tires, etc.
- Completes daily log of assignments and reports.
- Operates equipment, including, but not limited to: dump truck/plow/wing/salter, skid loader, forklift, street sweeper, lawn mowers, etc. for street re-construction, snow removal, street sweeping and hauling debris, etc.
- Test drives all repaired vehicles/equipment to ensure proper and safe operation.
- Repairs tires, including changing/balancing tires, and plugging and patching repairs.
- Performs various types of welding as necessary, including, but not limited to: Stick, Tig, and Mig.
- Performs welding and fabrication to vehicles and equipment (i.e. buckets, booms, dump truck boxes, etc.)
- Performs welding and fabrication to building infrastructure (i.e. sink supports, park benches, interior/exterior doors and covers for venting system, etc.).
- Maintains equipment and parts inventory (i.e. filters, belts, nuts/bolts, oil, tires, etc.).
- Prepares seasonal equipment for operation (i.e. leaf pickers, snow plows, etc.).
- Reviews equipment inventory for replacement.
- Attends safety awareness training and meetings.
- Operates heavy equipment, including, but not limited to: backhoe, front end loader, drop hammer, etc.
- Note: May not include all of the duties listed, nor do examples cover all duties that may be performed

NON-ESSENTIAL FUNCTIONS

- Maintains Public Works Garage/Parts Room in an orderly and clean manner.
- Mows grass and trims hedges, fence lines, trees and roadways on municipal properties and parks, etc.
- Assists in snow removal operation
- Runs vehicles and/or equipment to job sites.
- Sets up for community events (i.e. elections, festivals, etc.)
- Answers shop telephone
- Performs other duties and responsibilities as assigned.

OTHER REQUIREMENTS

This position is typically required to work occasional overtime, and more frequent overtime during the winter months.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent and completion of two years of technical training in Auto Technician and/or Diesel Mechanic from an approved technical training. Five years related experience or equivalent combination of education and experience.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the operation of vehicles and heavy equipment.
- Ability to make major repairs to vehicles/equipment and repair on automobiles, trucks, heavy and light equipment
- Ability to do various types of welding.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to provide information in one-on-one and small group situations to public and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to make minor decisions and apply these to work problems.
- Valid commercial motor vehicle license with ABCD endorsements, with no air brake restrictions, and a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Regularly stand, walk and sit up to 6 or more hours during their shift.
- Reach with hands and arms.
- Climb, balance, stoop and crawl.
- Talk and hear.
- Regularly lift and/or move up to 50 pounds.
- Occasionally lift and/or more up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock and vibration
- Occasional exposure to high, precarious places and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.



AGENDA SUMMARY SHEET

MEETING DATE: 5/11/21

TITLE: Tourism Partnership Update

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator/
Ec. Development Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	N/A	

ISSUE SUMMARY:

We will provide a brief update on tourism and our partnership with Destination Lake Winnebago Region (DLWR). A majority of staff from DLWR were furloughed in 2020. With the tourism sector slowly recovering, those staff members are slowly coming back online to increase marketing and sales efforts for the region. As of late, efforts have been strongly focused on developing content to promote local communities for future marketing campaigns. A series of business videos is currently being produced and the following compilation video provides an overview of the work that has been occurring.

<https://www.facebook.com/visitFondduLac/videos/5391804240891770>

ATTACHMENTS:

None

RECOMENDED MOTION:

Discussion Only



AGENDA SUMMARY SHEET

MEETING DATE: 5/11/21

TITLE: Open Meetings Law (Informational)

AGENDA SECTION: MAYORAL
CORRESPONDENCE/PRESENTATIONS

PRESENTER: Vande Zande / Schlieve

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Excellence in Government	N/A	

ISSUE SUMMARY:

This is an annual training that provides an overview of Wisconsin Open Meetings law and discusses fundamentals of the law that impact you as an elected official. Later this year, we will be bringing forward additional policies that outline considerations for new/changing technology and how Open Meetings legislation impacts its use.

ATTACHMENTS:

League Article – Understanding & Complying with Wisconsin’s Open Meeting Law
Top Ten List of Open Meeting Pitfalls

RECOMMENDED MOTION:

Discussion Only

“TOP TEN” LIST OF OPEN MEETING PITFALLS

1. If you want to talk about something at a meeting, ask that it be put on the agenda in as much detail as reasonably possible.

- a. Stats. § 19.84(2) provides that “Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.”
- b. A good test is to ask whether a citizen will be able to understand what you want to talk about having no information other than the notice.

2. Don't deviate from the agenda without a very good reason.

- a. The Attorney General has advised that a governmental body should not conduct business under a general subject matter designation (1) where a member of the governmental body was aware, prior to the time notice was given, that the matter might come before the body or (2) where the matter is of importance or great public concern. In either case, any discussion of or action on the matter should be held over to another meeting for which more specific notice can be given. 66 Op. Att'y Gen. 93, 96 (1977).
- b. More recent opinions of the Attorney General were more restrictive, recommending that only basic questions may be addressed where answers do not require discussion or deliberation.

3. Outside of noticed meetings, avoid discussing municipal business with more than 2 elected officials at a time. Two is company, but 3 is usually a crowd.

- a. The Wisconsin Supreme Court has held that the open meetings law applies whenever a gathering of members of a governmental body satisfies two requirements: (1) there is a purpose to engage in governmental business

and (2) the number of members present is sufficient to determine the governmental body's course of action. As such, a gathering of less than one-half the members of a body may be a meeting if the number of members present constitutes a "negative quorum," i.e., a sufficient number to block action by the body on a particular matter. *State ex rel. Newspapers v. Showers*, 135 Wis. 2d 77, 102, 398 N.W.2d 154 (1987).

- b. This applies to "round robin" discussions or email communication, particularly if they lead to "tacit agreements." *Showers*, 135 Wis. 2d at 92, citing *State ex ref. Lynch v. Conta*, 71 Wis. 2d 662, 687, 239 N.W.2d 313 (1976).
- c. This does not apply to "social times" where no municipal business is discussed by any of the persons who are present. Stats. § 19.82 (2) states that "the term [meeting] does not include any social or chance gathering or conference which is not intended to avoid this [law]."

4. Be careful about committing yourself to a final position before you have heard all sides of an issue.

- a. If a final decision is made before hearing all sides, then the public is deprived of its right to see the entire decision-making process. Your constituents may also feel as though they are not being heard.
- b. This approach also avoids the problem with "tacit agreements" as discussed above.
- c. This should not prohibit members from expressing their views, concerns and questions, so long as they remain open to hearing the views of others.

5. You don't have to open your mouth to have an open meetings problem.

- a. In *State ex rel. Badke v. Village Board of the Village of Greendale*, 173 Wis.2d 553, 494 N.W.2d 408 (1993), the Wisconsin Supreme Court held that the village board conducted a "meeting," as defined in the open meetings

law, when a quorum of the board attended a plan commission meeting to observe the commission's proceedings on a development plan that was subject to the board's approval. The court stressed that a governmental body is engaged in governmental business when its members gather to simply hear information on a matter within the body's realm of authority. The members need not actually discuss the matter or otherwise interact with one another to be engaged in governmental business.

- b. This does not apply to “chance” meetings where information-gathering may take place.

6. Don't hit the send button on your email message without first asking yourself, "What would this look like on the front page of the local newspaper?" Your message may end up there.

- a. Email communication is subject to public record requests.

7. Don't send out global email to elected officials if you can avoid it. If you do send a global email, do not invite a reply.

- a. This is particularly important concerning substantive messages, as opposed to messages that are only procedural.
- b. If the communications closely resemble an in-person discussion, then they may constitute a meeting if they involve enough members to control an action by the body. In addressing these questions, courts are likely to consider such factors as the following: (1) the number of participants involved in the communications; (2) the number of communications regarding the subject; (3) the time frame within which the electronic communications occurred; and (4) the extent of the conversation-like interactions reflected in the communications.

8. When discussing matters in closed session, stick to the agenda.

- a. The governmental body must limit its discussion in closed session to the business specified in the announcement. Wis. Stat. § 19.85(1).
- b. Make sure you understand why you need to discuss something in closed session before you begin the discussion.
- c. When you need to discuss something in closed session, be certain to keep it confidential until no longer necessary.

9. Remember that the purpose of the open meeting/public record laws is to show the public how you go through the decision-making process.

- a. § 19.81(1) of the Wisconsin Statutes includes the following policy declaration: “In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.”
- b. If the public feels that matter has been decided by back-room discussions before they ever get to the meeting to express their opinion, then they feel that no one is listening at City Hall.

10. Make every effort to be cordial and cooperative with other Council members, regardless of whether you are in the Council Chambers.

- a. Residents, business owners and potential developers are all watching how the Council treats its own members, staff, residents and others.
- b. This is not intended to curtail debate, but to put debate in the context of wanting to advance the best interests of our community. “Where all men think alike, no one thinks very much” — Walter Lippmann

UNDERSTANDING AND COMPLYING WITH

By Claire Silverman, Legal Counsel

Wisconsin's open meeting law applies with equal force to every city and village, regardless of size or other characteristics. Because it applies whenever a governmental body conducts the business that it is entrusted with, it is critical that members of local governmental bodies be aware of the open meeting law and understand its requirements. This month's legal comment provides an overview of the law, as well as a more detailed explanation of some of the law's key provisions.

The open meeting law is found in sections 19.81 through 19.98 of the Wisconsin Statutes.

The law does not require absolute openness. However, the legislature has declared that the "public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business."¹ To that end, the law requires that all meetings of governmental bodies be preceded by public notice, be held in places reasonably accessible to the public, and be open to all citizens except as otherwise specifically provided.² The law authorizes governmental bodies to meet in closed session if the subject matter comes within one of a set number of exemptions set forth in the law.³

DEFINITIONS ARE KEY TO UNDERSTANDING LAW

The open meeting law only applies to meetings of a "governmental body" as defined by Wis. Stat. sec. 19.82(1). This definition, together with the definition of "meeting" in sec. 19.82(2), is the key to understanding when the

open meeting law applies to a particular gathering of local officials. A "governmental body" includes a "local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order," as well as "formally constituted" subunits of any of these bodies. Thus, a common council and village board are obviously subject to the open meeting law, as are municipal committees, boards and commissions. Quasi-governmental bodies are also subject to the open meeting law.⁴

Bodies formed for or meeting for the purpose of collective bargaining are specifically excluded from the definition of "governmental body."⁵

A "meeting" is defined as the convening of members of a governmental body for the purpose of exercising the responsibilities vested in that body. A meeting does not include social or chance gatherings that are not intended to avoid the law. When one-half or more of the members of a governmental body are present, a meeting is "re-

1. Wis. Stat. sec. 19.81(1).

2. Wis. Stat. secs. 19.81 and 19.83.

3. The exemptions are set forth under sec. 19.85.

4. A private entity is a "quasi-governmental corporation" within the meaning of the open meetings and public records laws if, based on the totality of circumstances, it resembles a governmental corporation in function, effect, or status. Key factors include but are not limited to: (1) the entity's finances; (2) whether the entity serves a public function; (3) whether it appears to the public to be a government entity; (4) whether the entity is subject to government con-

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buttably presumed" to be for official purposes.⁶

In addition to the above two definitions, the term "open session" is also important. It is defined as a meeting "which is held in a place reasonably accessible to members of the public and open to all citizens at all times."⁷ The Wisconsin Supreme Court has interpreted this to mean "that a governmental body must meet in a facility which gives reasonable public access, not total access, and that it may not systematically exclude or arbitrarily refuse admittance to any individual."⁸

WHEN IS THERE A MEETING SUBJECT TO THE LAW?

The simplistic answer to this question is, "Whenever a governmental body meets." Although the application of the open meeting law is usually straightforward, determining whether there is a "meeting" can sometimes be complicated and there are pitfalls for the unwary.

The statutory definition of a meeting, which provides that a meeting is pre-

sumed if one-half of the members of a governmental body are present at a meeting, may lull officials into a false sense of security. The trouble is that the courts have interpreted the law to apply when there is less than one-half of the body present. In the *Showers*⁹ case, the Wisconsin Supreme Court ruled that the test of whether a meeting occurs is twofold: "First, there must be a purpose to engage in governmental business, be it discussion, decision or information gathering. Second, the number of members present must be sufficient to determine the parent body's course of action regarding the proposal discussed."

With regard to the second part of the *Showers* test, the potential of a gathering to determine the parent body's course of action concerning a proposal can be either the affirmative power to pass or the negative power to defeat. Thus, a gathering of less than one-half the members of a body may constitute a meeting if the number of members present constitutes a "negative quorum," (i.e., a sufficient number to block action by the body on a particular issue).

For example, when a proposal requires a two-thirds vote of the entire body, such as a budget amendment under Wis. Stat. sec. 65.90(5), if more than one-third of the governmental body members are present at an unnoticed meeting, discussion of that particular proposal would violate the open meeting law. This is what happened in the *Showers* case. Four out of eleven members met privately to discuss a budget matter. The court held that the meeting was illegal because four members constituted a negative quorum since they could determine the outcome by voting as a block against the budget change, which required a two-thirds majority vote.

The same principle would seem to apply with regard to matters that can be passed by a vote based on the quorum rather than total membership, such as a majority or fraction of a quorum. In such cases, the safest approach to calculating the number of votes necessary to block the matter is to subtract from the quorum the number of votes required to pass the measure and then

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trol; and (5) the degree of access that government bodies have to the entity's records. No one factor is determinative and determinations must be made on a case-by-case basis. *State of Wisconsin v. Beaver Dam Area Development Corporation*, 2008 WI 90. See *Governing Bodies 386* for a more detailed summary of this case.

5. Wis. Stat. sec. 19.82(1).

6. Wis. Stat. sec. 19.82(2).

7. Wis. Stat. sec. 19.82(3).

8. *State ex rel. Badke v. Village Bd. of Greendale*, 173 Wis.2d 553, 580, 494 N.W.2d 408, 418 (1993).

9. *State ex rel. Newspapers, Inc. v. Showers*, 135 Wis.2d 77, 102, 398 N.W.2d 154, 165 (1987).

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add one. However, this minimum figure for determining whether the open meeting law is triggered may be lower than the figure obtained if it is assumed that more than a quorum will be present at a subsequent meeting on the issue. For example, if a village board has seven members and all attend a meeting, a matter requiring a majority vote may be blocked by four members. But if only four members attend, the matter may be blocked by two.¹⁰

Local officials must also be aware of and avoid what is sometimes called a “walking quorum.” A “walking quorum” is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum.¹¹ A series of gatherings, telephone calls, or e-mails between a small enough number of officers so as not to trigger the law at one specific gathering may constitute an illegal meeting.¹²

From the public’s perspective, the danger of the walking quorum is that it may produce a consensus or predetermined outcome with the result being that the publicly-held meeting is a mere formality without any real

discussion or consideration of the issue being conducted in public.

The use of a walking quorum to conduct business is subject to prosecution under the open meeting law.¹³ Local officials must use caution when using electronic message technologies. These technologies have the potential to create walking quorums because of the rapid pace of communication and the inability of the sender to control whether and how other members may choose to respond. For this reason, the Attorney General strongly discourages members of governmental bodies from using electronic mail to communicate with other members of the body about matters within the body’s realm of authority.¹⁴ The Wisconsin Department of Justice’s 2009 *Open Meeting Compliance Guide* provides as follows:

Because the applicability of the open meetings law to such electronic communications depends on the particular way in which a specific message technology is used, these technologies create special dangers for governmental officials trying to comply with the law. Although two members of a governmental body larger than four members may generally discuss the body’s

business without violating the open meetings law, features like “forward” and “reply to all” common in electronic mail programs deprive a sender of control over the number and identity of the recipients who eventually may have access to the sender’s message. Moreover, it is quite possible that, through the use of electronic mail, a quorum of a governmental body may receive information on a subject within the body’s jurisdiction in an almost real-time basis, just as they would receive it in a physical gathering of the members.

Because e-mail is so easy, quick and inexpensive, it is unlikely that governmental bodies will be able or willing to refrain from using it completely. However, it is advisable to set procedures in place or parameters for the use of e-mail to ensure that its use does not violate the open meeting law. The Attorney General’s *Open Meeting Compliance Guide* suggests that inadvertent violations of the open meetings law through the use of electronic communications can be reduced “if electronic mail is used principally to transmit information one-way to a body’s membership; if the originator of the message reminds recipients to

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10. A UW law review note criticizes the *Showers* court for not considering this issue, and recommends that “To be safe, officials will need to hold in public all meetings at which at least a majority of a quorum is present.” 1988 Wis. L. Rev. 827, 851, 856. This is hardly the safe approach where, as in the example in the above text, less than a majority of the quorum can block a matter. Consider also an eleven member village board. A quorum is six and four is thus a majority. So three can defeat a matter if only six are present.
 11. *Showers*, 135 Wis.2d at 92.
 12. See *Showers*, 398 N.W.2d at 161, 164; 1988 Wis. L. Rev. at 846-7, 855; *Governing Bodies* 339 and 371.
 13. *State ex rel. Lynch v. Conta*, 71 Wis.2d 662, 687, 239 N.W.2d 313 (1976).
 14. Wisconsin Department of Justice *Open Meeting Compliance Guide* (2009), at p. 8 citing Correspondence, October 3, 2000.

reply only to the originator, if at all; and if message recipients are scrupulous about minimizing the content and distribution of their replies.”

In addition to being careful about the number of members of a particular body that gather to talk about topics pertaining to that body, it is important to be aware that a “meeting” might take place when a sufficient number of members are present at meetings of other governmental bodies. Clearly, planned joint meetings of governmental bodies must be separately noticed by each governmental body planning to attend the joint meeting. But what about situations where members of one governmental body independently attend the meeting of another governmental body?

In the *Badke* case,¹⁵ a majority of the village board regularly attended meetings of the village plan commission to gather information about subjects over which they had decision-making responsibilities. The Wisconsin Supreme Court concluded that since the trustees regularly attended plan commission meetings, the gatherings were not chance and therefore should have been noticed as meetings of the village board. Specifically, the Wisconsin Supreme Court held that when one-half or more of the members of a governmental body attend a meeting of another governmental body to gather information about a subject over which they have ultimate decision-making responsibility, such a gathering is a “meeting” within the meaning of the open meeting law and must be

noticed as such, unless the gathering is social or chance.

Thus, whenever a majority of the members of one governmental body regularly attend or plan in advance to attend the meeting of another governmental body, it is necessary to provide notice that a majority of that body will be attending the meeting of another body for the purpose of observing and gathering information. However, municipalities should avoid routinely placing boilerplate language designed to comply with *Badke* at the bottom of all committee, commission and board meetings notices.

Such a *Badke* notice should be provided only if:

- 1) governing body members routinely attend the meetings of a second body, such as a committee or commission;

or

- 2) the chair of the governing body or clerk has been informed or otherwise has reason to believe that governing body members will likely be attending the meeting of the second body.

For a further discussion of this issue see *Governing Bodies* 353.

Badke also held that when a quorum of a governing body is present at a meeting of a second governmental

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“
THE WISCONSIN
SUPREME COURT
CONCLUDED
THAT SINCE THE
TRUSTEES REGULARLY
ATTENDED PLAN
COMMISSION
MEETINGS, THE
GATHERINGS WERE
NOT CHANCE AND
THEREFORE SHOULD
HAVE BEEN NOTICED
AS MEETINGS OF THE
VILLAGE BOARD.”

15. *Badke, supra*, n.7.

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body merely because all of the individual members of the quorum make up the membership of the second governmental body, additional notice is **not** required.¹⁶

Local officials should not place too much reliance on the exception to the definition of a meeting for chance or social gatherings. Remember, that exception is qualified by the tag “not intended to avoid” the law. If a negative quorum (or more) of a body gets together by chance or for a social occasion there is no violation of the law unless the discussion turns to matters pertaining to that body, in which case the gathering probably converts to an improper meeting.

By now it should be clear that governmental body members must be very careful when discussing public body business with other members outside of a properly noticed meeting. The numbers test raises a troubling question, however, relating to the legality of one-on-one conversations between members outside of a meeting. The obvious problem is that prohibiting person-to-person discussions outside of meetings does not jibe with how government works. Officials need to discuss matters they are working on. In addition, the legislature chose not to make the requirements of the open meeting law automatically applicable

whenever two members of a governmental body get together.

The Wisconsin Supreme Court strongly suggested in an earlier case that such one-on-one discussions would be protected by the First Amendment and would not violate the open meeting law, but, unfortunately, this was not discussed in the *Showers* or *Badke* cases.¹⁷

If governmental body members should arguably violate the law by discussing matters outside of a meeting, a wise course to take would be to make sure that the matter receives an appropriate level of discussion at a properly noticed meeting before it is voted on. This may help avoid prosecution and decrease the likelihood that a court will void the action.

NOTICE REQUIREMENT

The open meeting law requires that all meetings of a governmental body be preceded by public notice. The presiding officer of a governmental body, or that person’s designee (typically the clerk), must give proper notice of a meeting twenty-four hours in advance. If good cause exists and twenty-four-hour notice is impossible or impractical, shorter notice may be given but in no case may the notice be provided less than two hours in advance of the meeting.¹⁸ If the notice is mailed, it must be mailed early enough to allow

it to arrive within the statutory time frame.¹⁹

The notice must specify the date, time, place and subject matter of the meeting, and any contemplated closed sessions must be included.²⁰ The notice must be in such form as is “reasonably likely to apprise” members of the public and the news media of the time, date, place and subject matter of the meeting.

A few years ago, the Wisconsin Supreme Court overruled *State ex rel. H.D. Enterprises II, LLC v. City of Stoughton*, which held that general notice of a topic (e.g., licenses) is sufficiently specific to comply with the notice requirement in sec. 19.84(2).²¹ The Wisconsin Supreme Court stated that the notice requirement in sec. 19.84 is not amenable to a bright line rule but, rather is subject to a “reasonableness standard.” This reasonableness standard requires taking into account the circumstances of the case in determining whether notice is sufficient. This includes analyzing such factors as the burden of providing more detailed notice, whether the subject is of particular public interest, and whether it involves non-routine action that the public would be unlikely to anticipate.²²

The court further stated:

The determination of whether notice is sufficient should be

16. *Id.* at 417-418.

17. The earlier case is *State ex rel. Lynch v. Conta*, 71 Wis.2d 662, 239 N.W.2d 313, 331 (1976), and this issue is discussed in *Governing Bodies* 309, which was published in the July 1987 issue of *the Municipality*, pp. 262-263.

18. Wis. Stat. sec. 19.84(3).

19. 77 Op. Att’y Gen. 312 (1988).

20. Wis. Stat. sec. 19.84(2).

21. *State ex rel. Buswell v. Tomah Area School District*, 2007 WI 71

22. *Id.*, 2007 WI 71 para. 28.

based upon what information is available to the officer noticing the meeting at the time notice is provided, and based upon what it would be reasonable for the officer to know. Thus, whether there is particular public interest in the subject of a meeting or whether a specific issue within the subject of the meeting will be covered, and how that affects the specificity required, cannot be determined from the standpoint of when the meeting actually takes place. Rather, it must be gauged from the standpoint of when the meeting is noticed.²³

League attorneys are often asked whether it is appropriate to rely on broad umbrella clauses such as “old business” or “miscellaneous business” on the agenda to take up unforeseen matters which arise shortly before the scheduled meeting. In most cases, the answer is no. It is best to deal with late-breaking events by amending the notice, with twenty-four hours, or postponing the matter until it can be properly noticed. Minor matters may appropriately be subsumed under broader topics, but matters of particular interest should be given explicit notice. In recent years, the attorney general has taken the view that governing bodies may not rely on a general

designation clause in their agenda, such as “other business,” to discuss, receive information or take action on a matter not identified in the notice of that meeting.

A related issue is whether governmental bodies may discuss or act on matters raised by citizens during a “public comment” or “citizen participation” portion of a meeting if the subject is not on the agenda. The open meeting law allows governing bodies to designate a period for public comment in the notice of the meeting.²⁴ During such a designated public comment period, a governmental body may “discuss” information raised by a member of the public.²⁵ A governmental body may not take action on matters raised during a public comment period if the subject was not on the agenda.

Some governing body members have inquired whether they, as members of the public, can bring up items not specifically designated on the agenda under a period of public comment allowed by Wis. Stat. sec. 19.84(2). The answer is no. The limited exception allowing members of the public to bring up items not specifically on the agenda during a period of noticed public comment was intended to allow local governments to be responsive to their constituents and to allow the governing body to receive information

from members of the public. It was not intended to allow governing body members to bring up items for discussion without placing the items on the agenda. Any such use of the exception by governing bodies in that way will likely be viewed as an attempt to circumvent the notice requirements of the open meeting law.²⁶

With regard to who must be given notice of a meeting, notice has to be given to any news medium that has requested the notice, and to the official newspaper or, if there is none, to a newspaper, TV or radio station that is likely to give notice in the area.²⁷ The open meeting law does not require that the notice actually be published,²⁸ although it does require that notice be given as required by other specific statutes governing the subject matter (e.g., Wis. Stat. sec. 62.23 (7)(d)2, requires a Class 2 notice be published in advance of a proposed rezoning).²⁹ As an alternative to written notice, telephone or other verbal communication to members of the news media is sufficient.³⁰ The law also requires some form of direct notice to the public; this requirement may be met by posting the notice in one, or preferably several, public places.³¹

A limited exception to the notice requirement allows subunits of gov-

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23. *Id.*, para 32.

24. Wis. Stat. sec. 19.84(2).

25. Wis. Stat. sec. 19.84(2).

26. For additional discussion of this issue see *Governing Bodies* 361.

27. Wis. Stat. sec. 19.84(1)(b).

28. *Martin v. Wray*, 473 F. Supp. 1131 (E.D. Wis. 1979); 77 Op. Att’y Gen. 312 (1988).

29. Notice requirements of other statutes must be met in addition to the requirements of the open meeting law. Wis. Stat. sec. 19.84(1)(a).

30. 77 Op. Att’y Gen. 312 (1988).

31. Wis. Stat. sec. 19.84(1)(b); 63 Op. Att’y Gen. 509, 510-11 (1976); 66 Op. Att’y Gen. 93, 95 (1977).

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ernmental bodies³² to meet during the meeting of the parent body, during a recess, or directly after such meeting, to discuss or act on matters that were the subject of the meeting of the parent body.³³ The presiding officer of the parent body must announce the time, place and subject matter of the subunit meeting in advance at the meeting of the parent body. This announcement must mention any contemplated closed session.³⁴

No charge may be made for providing notice to meet the requirements of the open meeting law. However, once these notice requirements have been met, charges may be made, under the public records law, for additional notices and supplementary information.³⁵

CLOSED SESSIONS

Generally, meetings of governmental bodies must be held in open session.

However, the law authorizes meetings to be closed if the subject matter falls within one of the specific exemptions set forth in Wis. Stat. sec. 19.85. Note that the general authority to close a meeting is inapplicable where specific authority requires openness, as in the case of hearings before a police and fire commission under Wis. Stat. sec. 62.13(5), and Board of Review meetings under sec. 70.46(2m).

As a general rule, we recommend using the term “closed” session or meet-

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- 32. The League has opined that statutory boards or commissions, such as a library board, a utility commission and a police and fire commission, are not subunits of a common council or village board, although committees (e.g., a finance committee, a public safety committee) are typically subunits. *Governing Bodies* 310.
 - 33. Wis. Stat. sec. 19.84(6).
 - 34. 65 Op. Att’y Gen. Preface vi (1976).
 - 35. 77 Op. Att’y Gen. 312 (1988); *Governing Bodies* 323.

ing instead of “executive” session, which suggests that meetings may be closed whenever the body wishes to take action on a matter.

Section 19.85 authorizes closing meetings for a number of reasons including the following:

- 1) deliberating after a quasi-judicial hearing;
- 2) considering the discipline of an employee or person licensed by the municipality;
- 3) considering employment, promotion, compensation or performance evaluation data of a public employee;
- 4) deliberating or negotiating the purchase of public properties, or conducting other business whenever competitive or bargaining reasons require a closed session;³⁶
- 5) considering financial, medical, social, personal history and disciplinary data of specific persons or specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect on the person’s reputation; and
- 6) conferring with legal counsel with respect to litigation in which the

body is involved or is likely to become involved.

See Wis. Stat. sec. 19.85(1)(a)-(j), for the specific exemptions. For more detailed information on the appropriate use of these exemptions, see *Governing Bodies* 375.

When deciding whether it is appropriate to hold a particular meeting in closed session, a good rule of thumb is to ask the preliminary question: “Is there a reason why this matter is best discussed privately, other than the desire to escape the scrutiny of the public eye or the media?” When closing a meeting is appropriate, it is important to follow the statutory procedures. As mentioned above, closed sessions planned in advance must be specified in the public notice; however, if the closed session was not contemplated, the meeting may still be closed for a valid reason.³⁷ The body must first convene in open session and vote to go into closed session. Before the vote is taken, the presiding officer must announce the nature of the business to be discussed and the specific statutory provision which authorizes the closed session. The vote of each member must be recorded and preserved.³⁸

Attendance at the closed session is limited to the body, necessary staff and other officers, such as the clerk and attorney, and any other persons whose

presence is necessary for the business at hand. If the meeting is of a subunit of a parent body, such as a committee, the members of the parent body (i.e., the common council or village board) must be allowed to attend the closed session, unless the rules of the parent body provide otherwise.³⁹ Discussion in the closed session must be limited to the topics for which the meeting was closed.⁴⁰

Questions sometimes arise as to whether a member of a governmental body may tape record closed sessions. An individual member of a governmental body does not have the right to tape record closed sessions of the governmental body. Although a governmental body is obliged under sec. 19.90 to make a reasonable effort to accommodate any person desiring to record, film or photograph an open meeting (provided the person does not do so in a disruptive manner), the law does not apply to closed sessions.⁴¹

A governmental body may not reconvene in open session until twelve hours after completion of the closed session, unless notice of the subsequent open session was given at the same time and in the same manner as the public notice of the meeting held prior to the closed session.⁴²

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36. This exemption was read rather narrowly by the Wisconsin court of appeals in *State ex rel Citizens for Responsible Development v. City of Milton*, 2007 WI App. 114, 300 Wis.2d 649, 731 N.W.2d 640. For an in-depth summary of that case, see *Governing Bodies* 380 (*the Municipality*, May 2007).

37. Wis. Stat. sec. 19.84(2); 66 Op. Att’y Gen. 106 (1977); *Governing Bodies* 325.

38. Wis. Stat. sec. 19.85(1). These requirements also apply to a closed session of a subunit meeting without notice as provided by sec. 19.84(6). 65 Op. Att’y Gen. Preface vi (1976).

39. Wis. Stat. sec. 19.89.

40. Wis. Stat. sec. 19.85(1).

41. See 66 Op. Att’y Gen. 318 (1977).

42. Wis. Stat. sec. 19.85(2).

PENALTIES AND REMEDIES

Violations of the open meeting law may be prosecuted by the district attorney, the attorney general, or by a private individual, if the district attorney does not take the case.⁴³ Governmental body members who violate the open meeting law are subject to a forfeiture of between \$25 and \$300; this is a personal liability which may not be reimbursed by the municipality.⁴⁴ However, members may very likely obtain reimbursement for costs and attorney fees incurred in defending against prosecutions under the open meeting law.⁴⁵ Members may protect themselves from liability by voting in favor of a motion to prevent the viola-

tion (e.g., voting against going into an unauthorized closed session).⁴⁶ In addition to finding personal liability for violations of the law, a court may also order the violations to cease and void action illegally taken. In order to void action taken in violation of the open meeting law, the court must find that the public interest in enforcing the open meeting law outweighs the public interest in sustaining the validity of the action taken.⁴⁷

CONCLUSION

Members of local governmental bodies must understand and comply with the open meeting law. As with other legal matters, officials should consult their

municipal attorneys if they have questions.

For additional information on Wisconsin's open meeting law, see the Wisconsin Department of Justice's *Open Meeting Compliance Guide* on the Department of Justice's website <www.doj.state.wi.us>. Another good source of information is the State Bar of Wisconsin, Government Lawyers Division's *Wisconsin Public Records and Open Meeting Handbook* which is available from the State Bar for a fee. The Bar's phone number is (800) 728-7788.

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43. Stat. sec. 19.97(1), (2) and (4).

44. Wis. Stat. sec. 19.96.

45. Wis. Stat. secs. 62.115, 895.35 and 895.46(1)(a); 77 Op. Att'y Gen. 177 (1988).

46. Wis. Stat. sec. 19.96.

47. Wis. Stat. sec. 19.97(3).