



A G E N D A
CITY OF WAUPUN SPECIAL MEETING OF THE
COMMON COUNCIL
City Hall 201 E Main Street Waupun
Tuesday, March 31, 2020 at 6:00 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Common Council will meet virtually at 6:00pm on March 31, 2020, via Zoom.

The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting

<https://zoom.us/j/436734764>

Meeting ID: 436 734 764

2. By phone

+13126266799, 436734764#

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

CONSIDERATION - ACTION

- [1.](#) Resolution Suspending Waupun Common Council Rules During the COVID-19 Public Health Emergency
- [2.](#) City of Waupun COVID-19 Plan
- [3.](#) Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy addendum to the City of Waupun's FMLA Policy
- [4.](#) Families First Coronavirus Response Act Paid Sick Leave Policy
- [5.](#) Resolution Designation of "Emergency Responder" Employees
- [6.](#) Authorize the Director of Public Works to administer and submit to the Department of Natural Resources for the transfer of the Monroe Street Pond site to Harmsen Avenue and Oak Lane site
- [7.](#) Authorize the Director of Public Works to administer and submit the Department of Natural Resources Urban Non-Point Source (UNPS) Construction Grant on behalf of the City of Waupun
- [8.](#) Future Meetings & Gatherings, License and Permit Applications, Expenses
- [9.](#) Authorize the release of future expenses and Licenses/Permits

ADJOURNMENT

-

CC

Waupun Common Council

Department Managers

News Media

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.

RESOLUTION NO. _____

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

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

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

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

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

WHEREAS, the Waupun Common Council, on March 17, 2020, passed Resolution No. 03-17-20-01 declaring a state of emergency in the City of Waupun concerning the COVID-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED that the Waupun Common Council Rules as outlined in City of Waupun Ordinance 2.02 (2) and in accordance with Waupun City Ordinance 2.07 are hereby suspended during the period of emergency.

BE IT FURTHER RESOLVED that Waupun Common Council members are hereby authorized to attend board and committee meetings remotely and to roll-call vote remotely and that the Waupun Common Council shall take all actions necessary to effectuate the same in compliance with all other applicable laws.

FISCAL NOTE: This resolution does not require an appropriation from the county general fund.

APPROVED BY:

Julie Nickel
MAYOR

APPROVED BY:

Angie Hull
CLERK

City of Waupun, WI COVID-19 Plan

1. The following COVID-19 response employment policy is effective under resolution 03-17-20-01 declaring a state of emergency in the City of Waupun in response to the COVID-19 virus as adopted by the Waupun Common Council on March 17, 2020. This policy is subject to further change that may come as a result of federal and state legislation or through further modification by the Waupun Common Council.
2. **Purpose.** The purpose of this plan is to state the guidelines under which the City of Waupun will operate in responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item and reviewed by the Waupun Common Council every two (2) weeks or more frequently if needed, until the Public Health Emergency is declared concluded. The Plan includes protocols and procedures that must be followed by the City and its employees to best safeguard its workplaces and its citizens.

3. Communication Plan

The City's Director of Emergency Management or City Administrator shall serve as the liaison between department heads and the Public Health Officer.

At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.

The City Administrator or a staff member appointed by the City Administrator will periodically post information on Facebook concerning COVID-19. City departments that have Facebook sites are encouraged to post links to the Waupun Municipal Government Facebook page.

4. About COVID-19 and Its Spread

- 4.01 On March 11, 2020, the World Health Organization declared that the new coronavirus outbreak, now identified as COVID-19 is a pandemic. This signaled the recognition that the health emergency from COVID-19 spread is at the highest level across the world.
- 4.02 COVID-19 is a new disease and the CDC is still learning how it spreads but it has resulted in the deaths of thousands and is continuing to result in an exponential number of fatalities in countries and regions where steps have not been taken to stem its spread. The severity of the illness and related risks cannot be understated. It is critical for Waupun employees to understand how the virus spreads and to take all possible action to prevent the spread of the virus. Currently, the virus is thought to spread: :
 - A. Between people who are in close contact with one another (within about 6 feet);
 - B. Through respiratory droplets produced when an infected person coughs or sneezes;
 - C. By symptomatic and asymptomatic people;
 - D. By an individual who has touched a surface or object that has the virus on it and

then touched their own mouth, nose, or eyes.

Because of this transmission, the City has put policies in place to minimize risk of contagion for employees and citizens. The following practices are to be followed by all employees.

5. Limiting Risk/Non-Pharmaceutical Interventions. To slow the spread of COVID-19 the City will require employees to immediately do the following:

- 5.01 Stay home when sick, which will be subject to other City rules;
- 5.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
- 5.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;
- 5.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
- 5.05 Avoid touching your eyes, nose, and mouth;
- 5.06 Greet others without shaking their hands;
- 5.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;
- 5.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
- 5.09 Avoid travel to areas within the United States and abroad having verified COVID-19 infections (see Travel Restrictions below);
- 5.10 Avoid non-essential large gatherings of 10 or more people; and
- 5.10 Avoid non-essential visits to long term care facilities.

6. Social Distancing

Social distancing must occur immediately to limit contact with others. This should be done in three ways:

Limiting face-to-face meetings: To the greatest extent possible, limit face-to-face meetings, including by using email, phone conferences, or videoconferencing. All non-essential meetings within departments or within the community, should be cancelled, rescheduled to a time later this year, or conducted remotely with the use of technology.

Modifying work schedules: Department Heads should immediately determine ways to modify work schedules to reduce overlap of staff in our non-24/7 operations.

Working remotely: Department Heads should consider whether and how staff may be able to work remotely. Not all departments and functions will be able to accommodate this, as many city services require direct client interaction. Limitations on technology and equipment may restrict the ability to implement this option. The Department Head and City Administrator must approve proposals for remote work.

6. When to Stay Home from Work

Anticipating the spread of COVID-19 to the City of Waupun, we will have staff who will need to stay home, either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures.

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19. As we plan for ways to continue to provide necessary, and in some cases, life-saving services for our community at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the community.

To help manage the distribution of staffing resources city-wide and plan for more significant interventions, we will be implementing a protocol so that we can centrally track which staff are out due to flu-like symptoms or potential COVID-19 exposure. Specifically, when you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- 4) Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?
- 5) Have you traveled to a state or country with "community spread/transmission" in the past 15 days?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for guidance.

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected. In addition, a Department Head, in consultation with the City Administrator, may send an employee home who reports to work exhibiting signs of illness as described below. Under some circumstances, an employee taken out of work may be eligible for paid leave under the Families First Coronavirus Response Act ("FFCRA").

An employee who is has exhausted all available paid leave under City Policy or a collective bargaining agreement, or who is ineligible for paid leave under the FFCRA will be granted paid leaves of absence under the following circumstance:

- The employee is exhibiting COVID-19 symptoms.
- Someone in the employee's household or family and with whom the employee has had contact is exhibiting COVID-19 symptoms.
- The employee has been exposed to someone who is being quarantined due to

- suspicion of or potential exposure to COVID-19.
- A diagnosed case of COVID-19 by receiving a positive test result. An employee diagnosed with COVID-19 should contact the Human Resources Department to determine FMLA eligibility.

Generally, an employee who has been diagnosed with COVID-19 will not be able to return to work unless the employee the following criteria:

- a. Non-Hospitalized Employees: An employee must wait 14 days, and have gone 72 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines;
- b. Hospitalized employees: An employee must wait 14 days, and have gone 72 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines; and must have 2 negative test results taken 24 hours apart.

This will be determined on a case-by-case basis. Employees who have been on leave for any of the above reasons may be required to provide verification of need for leave and in order to return.

7. Travel Restrictions

- a. It is strongly recommended that employees postpone or cancel domestic and international personal travel. Employees who choose to travel outside the state of Wisconsin are required to self-report travel plans to their supervisor prior to departure including their planned activities, contacts, modes of travel and lodging.
- b. Domestic travel: The CDC determines which states are sustained community transmission states. States with sustained community transmission are considered high-risk. If an unforeseen, urgent circumstance requires travel to a designated community transmission state, notify your supervisor and the City Administrator You will be required to self-report your travel plans as specified above.
- c. Self-Quarantine will be required under the following circumstances:
 1. If you or a member of your traveling party have come into contact with someone who has contracted COVID-19 or if you otherwise have reason to believe someone in your party may have contracted COVID-19 you will not be returned to work and you will be asked to self-quarantine for 14 days prior to being eligible to return to work.
 2. If, you have traveled to a state or country designated by the CDC as having "community transmission" or "community spread" you may be required to self-quarantine. This means that transmission is occurring not only through individuals who have traveled, but is expected to be generally prevalent in the community. Employees should keep in mind that the CDC is regularly updating community transmission states and, due to the fluidity of the situation, community transmission may be identified in their travel destination after their departure and before their return.

Please consult the following map to identify states with community transmission: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>. Scroll down to the map and hover your mouse over each state; those that indicate "Community Transmission: Yes" are subject to this rule. This will be determined on a case by case basis and will require your full disclosure of the details of your travel and contacts.

In this circumstance, self-quarantine means remaining away from work and other public areas, typically in one's home, for 14 calendar days.

- d. Effective through April 2, 2020, this quarantine will be without pay unless the employee uses available accrued paid leave. Use of paid leave for this purpose will require use of vacation followed by use of available sick leave. Effective April 3, 2020, paid leave administration will follow then-current federal and state law and city policy. This policy will be updated at that time.

As noted above the CDC provides a daily update of the list of states deemed sustained community transmission states.

- e. Travel shall be limited to essential purposes to conduct City business or operations.

- 8. School or Daycare Closure:** Subject to Department Head approval, if an employee is needed to be home to take care of their children who are not in school and/or daycare, a temporary waiver of the City of Waupun Personnel Policy on Sick Leave, is implemented until April 2, 2020. The temporary waiver will remain in effect until further action is taken by the Waupun Common Council. If both parents work for the City, only one of the parents may take time off or utilize sick leave to care for their children on this basis at a time.

- Taking unpaid time under this section will not affect the accrual of benefits.
- For tracking purposes, the Department Head shall provide a report to the City Administrator listing those employees who are on leave due to a school or daycare closure.
- This waiver automatically is void without further action needed on April 2, 2020 when the FFRCA leave provisions become effective.

- 9. Office Closures:**

- a. All rental facilities are closed until further notice.
- b. The Senior Center is closed until further notice.
- c. The Library is closed until further notice.
- d. The Community Center is closed until further notice.
- e. The Public Safety Building is closed to the public.
- f. The Department of Public Works building is closed to the public with the exception of essential deliveries.
- g. Waupun Utilities lobby is closed to the public. The drive-up window remains open.

- h. City Hall remains open for the purpose of early voting; Areas other than the lobby of the building that houses early voting are restricted to public.
- i. During this time period, staff are present and working within the building to deliver essential services to the community.
- j. Outside vendors are only permitted in buildings for essential needs during the period of time this policy remains in effect.

10. Emergency Declaration. Based upon the City’s declaration of a state of emergency all department heads shall immediately begin tracking and recording eligible expenses relating to COVID-19 planning and preparedness.

Julie Nickel
Mayor of Waupun

Date

Kathy Schlieve
City Administrative

Date

Families First Coronavirus Response Act **Emergency Paid Sick Leave Policy**

In response to the public health crisis created by the pandemic spread of the COVID-19 virus (“coronavirus”), the Families First Coronavirus Response Act (“FFCRA”) was signed into law effective March 18, 2020. As part of the FFCRA, the Emergency Paid Sick Leave Act (“EPSLA”), established paid sick leave entitlement for eligible employees during an absence for qualifying reasons, as set forth below.

The City of Waupun desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the City of Waupun provides paid sick leave benefits to eligible employees in accordance with the EPSLA. This Policy is intended to provide employees with information regarding your rights and responsibilities as they relate to the paid sick leave afforded under the EPSLA. Should you have any questions about this Policy, please contact Human Resources or the City Administrator.

A. EMPLOYEE ELIGIBILITY

Eligible employees may receive emergency paid sick leave benefits, regardless of their length of employment with the City of Waupun , provided that a qualifying reason for leave exists and is adequately communicated to the City of Waupun as soon as practical. Paid sick leave under this Policy is available for immediate use for any of the qualifying reasons identified in Section B.

Employees who are classified as emergency responders are not eligible for paid sick leave or the benefits available under this policy or the FFCRA pursuant to Section 5102 of the FFCRA. The City of Waupun has classified the following positions as emergency responders for purposes of this policy:

- City of Waupun Administrator
- HR Director
- Economic Development Coordinator
- Police Chief
- Deputy Police Chief
- Police Lieutenants
- Police Officers
- Police Lieutenant Investigator
- All sworn law enforcement personnel
- All Police Administrative personnel
- Fire Chief
- Assistant Fire Chief
- All firefighting personnel
- Utility General Manager
- All Utility personnel
- Public Works Director
- Public Works Foreman
- Public Works Administrative Assistant

- All Public Works personnel
- Clerk
- Finance Director
- Accounting Specialist
- Clerk Secretary

The nature of the work performed by these employees, the possible need for additional staffing, and the exigent and dire circumstances that may exist when these employees are needed most necessitates their availability as emergency responders. The City of Waupun may amend this list of emergency responders at any time.

B. QUALIFYING REASONS FOR PAID SICK LEAVE

Employees may use emergency paid sick leave under this Policy if the employee is unable to work (or telework) due to any of the following reasons:

- i. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- ii. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- iii. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- iv. The employee is caring for an individual who is subject to an order or has been advised by a health care provider to self-quarantine;
- v. The employee is caring for a son or daughter of the employee and the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; and
- vi. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Leave available under this Policy may only be used for reasons permitted by this Policy unless otherwise required by law.

C. REQUESTING PAID SICK LEAVE

Employees must request leave under this Policy in writing, including email if forms for that purpose are unavailable. Requests for paid sick leave should be directed to Human Resources. An employee seeking such leave should notify the City of the need for leave as soon as practical after the employee becomes aware of the need for paid sick leave but no later than the first workday (or portion of such workday) that the employee has need for EPSLA Paid Sick Leave. Please note

that leave will not be automatically granted because you make a request. Your request will be evaluated and you will be notified whether or not your leave is granted.

The notice to the City of Waupun and request for leave must identify the need for leave as identified in Section B (i) – (vi) above. If leave is being sought under B(v) above, the notice must include at least the following: the name and age of your child for whom you are needed to care, and a notice of closure or unavailability from your child’s school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or child care provider. If required by the City of Waupun you will be expected to supplement that documentation with information that demonstrates the basis for the need to care for the son or daughter under age 18 that makes the employee unable to work (or telework) in circumstances when the child’s school or place of care is closed or the child care provider of such son or daughter is unavailable due to a public health emergency. Among other considerations, the City of Waupun will assess whether spouses or other family members are available to provide needed care thus eliminating the employee’s need for the ESPLA Leave.

An employee may request leave as follows, or on the designated form prepared by the City of Waupun:

Dear City of Waupun Administrator/Human Resources Director,

I am requesting leave pursuant to the Emergency Paid Sick Leave Policy. My need for leave is based on Section (B)(INSERT SPECIFIC PROVISION) as identified in the Policy. I will need leave from _____, 2020 until _____, 2020.

*Sincerely,
Eligible Employee*

The City may follow up with an employee requesting such leave to obtain additional information and to advise you of other benefits available to you including FMLA and EFMLEA benefits. Your requesting leave does not automatically mean it is granted. The City will evaluate each request and notify you whether the leave will be granted.

D. DURATION AND USE OF PAID SICK LEAVE

Eligible full-time employees are entitled to 80 hours of emergency paid sick leave under this Policy. Full-time staff who work a variable schedule will be paid their regularly scheduled days during the 2-week period from date of first notification of being sick. Eligible part-time employees are entitled to a number of hours equal to the number of hours that they work, on average, over a 2-week period. If your hours of work are variable, the average bi-weekly hours you worked over the prior 6 months will be used. Unused paid sick leave under this Policy will not carryover from one year to the next and such leave expires no later than December 31, 2020. On an employee’s separation from employment, any unused paid sick leave under this policy is not paid to the employee.

Unless an employee is demonstrably teleworking, paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It **cannot** be taken intermittently if the leave is being taken because:

- You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- You are experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- You are caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Unless you are teleworking, once you begin taking paid sick leave for one or more of these qualifying reasons, you must continue to take paid sick leave each day until you either (1) use the full amount of paid sick leave or (2) no longer have a qualifying reason for taking paid sick leave. This limit is imposed because if you are sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the intent of FFCRA is to provide such paid sick leave as necessary to keep you from spreading the virus to others.

E. COMPENSATION DURING LEAVE

When taking paid sick leave under sections B(i)-B(iii) above, employees are entitled to receive their regular rate of pay as compensation during a period of absence. However, in no event shall such paid sick time pay exceed \$511 per day and \$5,110 in the aggregate.

When taking paid sick leave under Sections B(iv) - B(vi) above, employees are entitled to receive two-thirds of their regular rate of pay as compensation during such leave. However, in no event shall such paid sick time exceed \$200 per day and \$2,000 in the aggregate.

The eligible employee receives an aggregate maximum of 80 hours total if full-time and prorated downward for non-full-time employees.

F. EFFECT ON EXISTING POLICIES

This Policy is not intended to replace any existing leave or paid time off policies maintained by the City of Waupun. Paid sick leave provided under this Policy is made available to eligible employees in addition to any leave or paid time off benefits provided under any of the City of Waupun's existing policies.

Eligible employees may first use paid sick leave under this Policy for any of the qualifying reasons identified in Section B above before using other accrued paid leave which may be available to the employee under any of the City of Waupun's existing policies. The City of Waupun is prohibited by law from requiring employees to first use other unused and accrued paid time off benefits to

which employees may be entitled under other existing policies prior to using emergency paid sick leave under this Policy.

G. NONDISCRIMINATION AND NO RETALIATION

The City of Waupun strictly prohibits any form of discrimination or retaliation in the administration of this Policy. The requesting or taking of leave under this Policy will not be used against any employee in any employment decision, including in the determination of raises, employment opportunities, or discipline. Similarly, paid sick leave under any section of this Policy will not serve as a negative factor or count against any employee for purposes of meeting the City of Waupun's attendance requirements.

It is unlawful for the City of Waupun to interfere with, restrain, or deny the exercise of, or the attempt to exercise, employees' rights established under the EPSLA, or this Policy. The City of Waupun will not retaliate against individuals because of their participation in or commencement of an action, proceeding, or investigation related to paid sick leave entitlement under the EPSLA, or this Policy or for opposing any practice made unlawful by the EPSLA.

H. EXPIRATION OF BENEFIT

In accordance with the EPSLA, the paid emergency sick leave benefits under the EPSLA, and in this Policy, expire on December 31, 2020.

I. QUESTIONS

If you have any questions regarding the operation or interpretation of this Policy, please contact Human Resources or City Administrator.

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT: PUBLIC HEALTH EMERGENCY
FAMILY AND MEDICAL LEAVE POLICY ADDENDUM TO THE CITY OF WAUPUN 'S
FMLA POLICY**

The Emergency Family and Medical Leave Expansion Act (“EFMLEA”), an amendment to the federal Family and Medical Leave Act (“FMLA”), is part of the Families First Coronavirus Response Act (“FFCRA”). The goal of the EFMLEA is to allow for use of up to twelve weeks of federal FMLA leave during the COVID-19 crisis. The law permits an eligible employee to take leave when the employee is unable to work (or telework) due to a need for leave to care for the son or daughter (under 18 years of age) of the employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable due to a public health emergency.

The City of Waupun endeavors to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the City of Waupun has established this EFMLEA Policy Addendum to our FMLA policy to ensure that employees are informed of their rights and responsibilities as they relate to family and medical leave provided under the EFMLEA. Leave under the EFMLEA provides one additional reason for leave protected under the FMLA. There is variance between some provisions of the EFMLEA and the FMLA however, so we recommend careful review of this Policy. Should you have any questions about this Policy, please contact the City Administrator or Human Resources.

A. ELIGIBILITY AND REQUESTS FOR LEAVE

Employees who have been employed by the City of Waupun for at least 30 calendar days and who are eligible under this Policy may be entitled to leave under this Policy. Eligible employees with a qualifying need related to a public health emergency, as described in Section B below, may be eligible for up to 12 weeks of EFMLEA leave. This 12-week entitlement, however, will be reduced by FMLA leave otherwise taken by an employee under the City of Waupun’s FMLA Policy.

Eligible employees must provide the City of Waupun with notice of their need for leave under this Policy as soon as reasonably practicable. Notice should be provided using the City’s required form. If the form is unavailable, then notice must be provided in writing, including via e-mail to Human Resources or the City Administrator in the absence of HR. The failure to provide notice of your need for leave may result in an unauthorized absence from work and leave may not be granted. Your requesting leave does not automatically mean it is granted. The City of Waupun will evaluate and notify you as to whether your leave is granted. Additional information may be required in evaluating your leave request before if your initial request is not complete or adequate.

Employees who are classified as emergency responders are not eligible for leave or the benefits available under this policy, or the FFCRA pursuant to Section 3105 of the FFCRA. The City of Waupun has classified the following positions as emergency responders for purposes of this policy:

- City of Waupun Administrator
- HR Director
- Economic Development Coordinator

- Police Chief
- Deputy Police Chief
- Police Lieutenants
- Police Officers
- Police Lieutenant Investigator
- All sworn law enforcement personnel
- All Police Administrative personnel
- Fire Chief
- Assistant Fire Chief
- All firefighting personnel
- Utility General Manager
- All Utility personnel
- Public Works Director
- Public Works Foreman
- Public Works Administrative Assistant
- All Public Works personnel
- Clerk
- Finance Director
- Accounting Specialist
- Clerk Secretary

The nature of the work performed by these employees, the possible need for additional staffing, and the exigent and dire circumstances that may exist when these employees are needed most necessitates their availability as emergency responders. The City of Waupun may amend this list of emergency responders at any time.

B. QUALIFYING NEED RELATED TO A PUBLIC HEALTH EMERGENCY

The EFMLEA entitles an eligible employee to seek leave to when the employee is **unable to work (or telework)** due to a need to care for the son or daughter (under 18 years of age) of the employee, if the child's school or place of care has been closed, or the child care provider of such son or daughter is unavailable due to a public health emergency.

C. COMPENSATION AND BENEFITS DURING LEAVE

Protected leave under this Policy may consist of a combination of both unpaid and paid leave periods. The first 10 workdays for which an employee takes leave under this Policy are unpaid. While not required, employees may elect to substitute any accrued paid leave benefits available to the employee to cover the first 10 workdays of unpaid leave, including but not limited to, any paid sick leave to which the employee is entitled under the Emergency Paid Sick Leave Policy. To substitute paid leave for the otherwise unpaid period, the employee must satisfy all requirements for taking the accrued leave.

Any leave under this Policy taken after 10 workdays is paid as required by law. For each day of leave the employee takes after 10 workdays, the employee will be compensated in an amount equal to two-thirds of the employee's regular rate of pay multiplied by the number of hours the employee

would normally be scheduled to work. In no event shall pay while on EFMLEA leave exceed \$200 per day, and \$10,000 in the aggregate.

During an approved leave of absence under this Policy, the City of Waupun will continue to make available to the employee the same insurance benefits which are available to similar employees who are not on leave. The employee on leave will continue to have responsibility to contribute his or her portion of any employee-paid premium during leave. If the employee is paid during the leave period, then the premium will be deducted from the employee's pay. If the leave is unpaid, then the employee is responsible for arranging with Human Resources the payment of his or her share of the premium during the period of leave.

Upon termination from employment, any remaining premium amounts due from the employee for unpaid coverage will be deducted from the employee's final check, if permitted by law. The failure to make timely premium payments may result in the loss of benefits.

No employee will lose any accrued seniority or benefits while on this protected leave.o

D. VERIFICATION OF NEED

To qualify for leave under the EFMLEA, an employee must provide information to the City of Waupun verifying the need for EFMLEA Leave. This information must be provided in writing and include at least the following: the name and age of your child for whom you are needed to care, and a notice of closure or unavailability from your child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or child care provider. If required by the City of Waupun you will be expected to supplement that documentation with information that demonstrates the basis for the need to care for the son or daughter under age 18 that makes the employee unable to work (or telework) in circumstances when the child's school or place of care is closed or the child care provider of such son or daughter is unavailable due to a public health emergency. Among other considerations, the City of Waupun will assess whether spouses or other family members are available to provide needed care thus eliminating the employee's need for the EFMLEA Leave.

Employees who wish to take a medical leave of absence for a serious health condition, for the employee or to provide needed care for an eligible family member, may seek leave under the City of Waupun's standard FMLA policy. This addendum would not be applicable to such leave. See the FMLA Policy for the procedures for requesting FMLA leave under City of Waupun policy including certification requirements for FMLA leave.

E. RETURNING FROM EFMLEA LEAVE

Where possible, employees on EFMLEA leave should provide the City of Waupun with at least 2 weeks' written notice of their intent to return to work. However under no circumstances may an employee provide fewer than 2 workdays' notice of their intent to return to work, if returning early. Any employee who returns from leave within 12 weeks, or the lesser amount of leave that was available to that employee due to other use of FMLA leave, will be reinstated to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The City of Waupun cannot guarantee reinstatement to employees whose leave extends beyond 12 weeks in any 12-month period, except to the extent necessary to comply with applicable state or federal laws. An employee will not have any greater right to employment than he/she would have if FMLA leave had not been taken.

If due to economic conditions or other changes in the operating conditions of the City of Waupun a position no longer exists, the City of Waupun will make a reasonable offer to restore employee to equivalent employment; or if no such position exists, the City of Waupun will continue to consider the employee for equivalent employment that may arise for one year following the conclusion of leave.

F. NONDISCRIMINATION AND NO RETALIATION

The City of Waupun strictly prohibits any form of discrimination or retaliation in the administration of this Policy. The requesting or taking of leave under this Policy will not be used against an employee in any employment decision, including in the determination of raises, employment opportunities, or discipline. Similarly, leave under this Policy will not serve as a negative factor or count against any employee for purposes of meeting the City of Waupun's attendance requirements.

It is unlawful for the City of Waupun to interfere with, restrain, or deny the exercise of, or the attempt to exercise, employees' rights established under the FFCRA, the EFMLEA, or this Policy. The City of Waupun will not retaliate against individuals because of their participation in or commencement of an action, proceeding, or investigation related to leave entitlement under the FFCRA or this Policy or for opposing any practice made unlawful by the FFCRA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer in such cases.

G. EXPIRATION OF BENEFIT

In accordance with the EFMLEA, benefits pursuant to the EFMLEA and this policy expire on December 31, 2020.

H. QUESTIONS

If you have any questions regarding the operation or interpretation of this Policy, please contact the City Administrator at 920.324.7912.

RESOLUTION NO. _____
Designation of “Emergency Responder” Employees

WHEREAS, in December, 2019, a novel strain of the coronavirus was detected, now named COVID-19, and it has spread throughout the world, including every state in the United States;

WHEREAS, on January 3, 2020, the World Health Organization declared COVID-19 to be a Public Health Emergency of International Concern;

WHEREAS, on March 12, 2020, Governor Tony Evers declared a public health emergency to direct all resources needed to respond to and contain COVID-19 in Wisconsin;

WHEREAS, on March 13, 2020, President Donald Trump proclaimed a National Emergency concerning COVID-19;

WHEREAS, on March 17, 2020, the City of Waupun proclaimed a local state of emergency concerning COVID-19;

WHEREAS, on March 18, 2020, President Donald Trump signed the Families First Coronavirus Response Act (“FFCRA”), which expands the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), and creates a paid sick leave entitlement for certain eligible employees (Emergency Paid Sick Leave Act);

WHEREAS, the provisions of the FFCRA allows employers to exempt “emergency responders” and “health care provider” from coverage of the FFCRA;

WHEREAS, on March 24, 2020, the State of Wisconsin issued a Safer at Home Emergency Order, Emergency Order #12, in response to the emergency;

WHEREAS, Paragraphs 1 and 12 of that Order recognize that all services provided by local governments to ensure the continuing operation of the government body and provide and support the health, safety, and welfare of the public are considered “Essential Governmental Functions” that must continue for the duration of Emergency Order #12;

WHEREAS, Emergency Order #12 categorically exempts broad categories of local government employees from the restrictions contained therein and otherwise provides local governments with broad discretion to identify employees and contractors necessary for the performance of a local government’s “Essential Governmental Functions;” and

WHEREAS, the purpose of this Resolution is to provide the process for identifying employees, categories of employment, positions and/or departments that are “emergency responders” or “health care providers” under the FFCRA and, as a result, exempt from the provisions of the FFCRA.

NOW, THEREFORE, BE IT RESOLVED:

1. The following positions in the City of Waupun are hereby designated as “emergency responders” for purposes of identifying employees who are exempted for purposes of the application and implementation of the FFCRA: City Administrator; HR Director;

Economic Development Coordinator; Police Chief; Deputy Police Chief; Police lieutenants; Police Officers; Police Lieutenant Investigator; all sworn law enforcement personnel; All Police Administrative personnel; Fire Chief; Assistant Fire Chief; all firefighting personnel; Utility General Manager and Finance Director; all utility personnel; Public Works Director; Public Works Foreman; all Public Works personnel; Public Works Administrative personnel; Clerk; Finance Director; accounting specialist; Clerk Secretary.

2. It is the intent of this Resolution to define the term “emergency responder” in the broadest sense possible consistent with the law in an effort to ensure and continue our essential functions during this time of emergency. Final determinations regarding the definition of emergency responder as applied to any employment position with Waupun shall be determined by the City Administrator, with such decision being final.
3. This Resolution is effective immediately.

APPROVED:

Julie Nickel, Mayor

Date

Angie Hull, Clerk

Date



Print Date: 3/17/2020
 Printed By: istowe, File: P:\2_105\212\00212110\GIS\00212110_HarmsenAve_PartV_C_1_Municipality_Owned_Pervious_Area.mxd

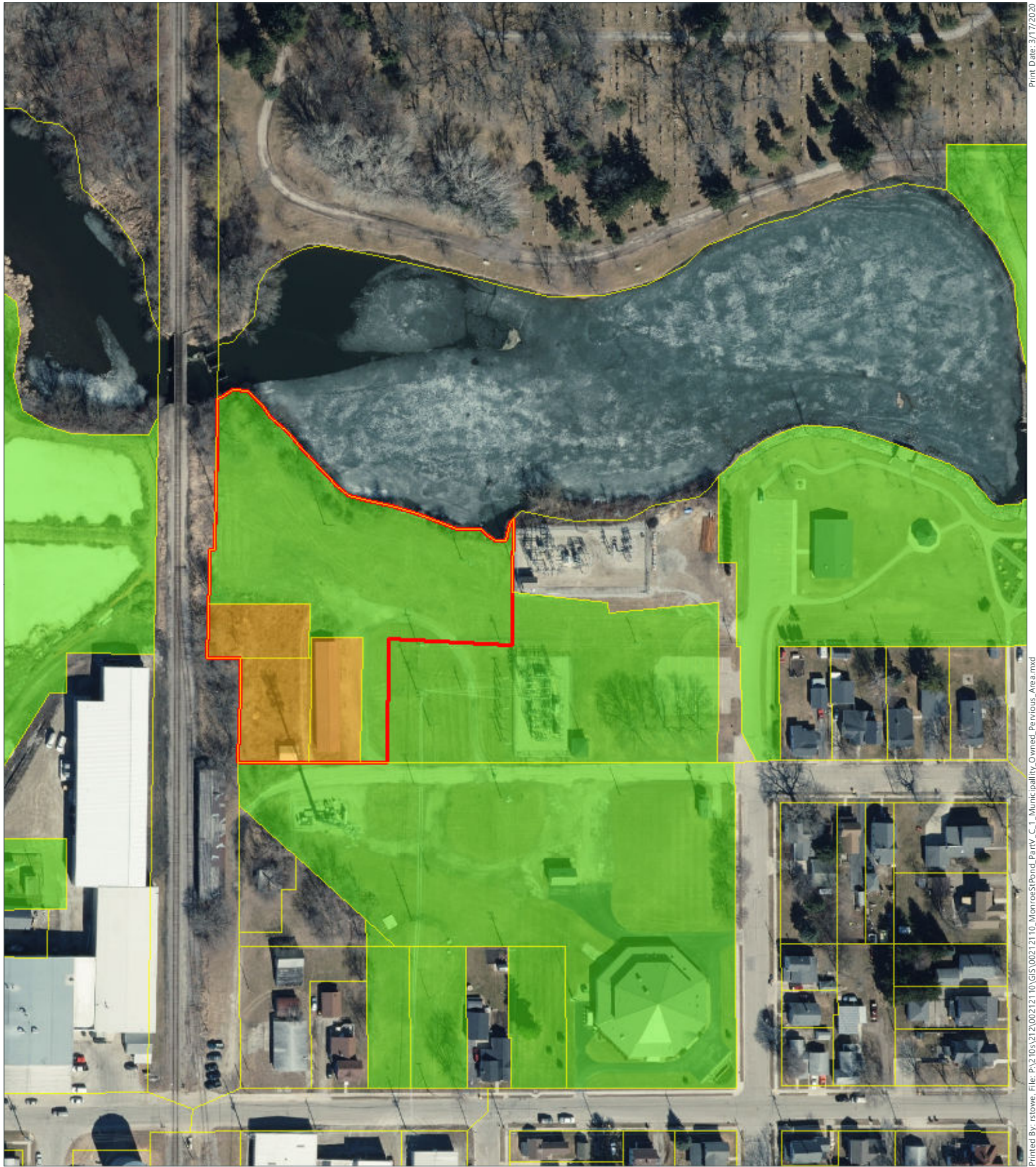
MSA

- Project Area
- Parcels
- City Owned Parcels

0 50 100 Feet

Figure ## Part V. C. 1 Municipally Harmsen Avenue Detention Pond Grant Amendment Application

CITY OF WAUPUN
 FOND DU LAC CO., WI



Print Date: 3/17/2020
 Printed By: istowe, File: P:\2.105\212\00212110_MonroeStPond_PartV_C_1_Municipality_Owned_Pervious_Area.mxd

- MSA** Project Area
- Parcels
- City Owned Parcels
- Proposed Land to be Acquired



Figure ## Part V. C. 1 Municipally Monroe Street Detention Pond Grant Application

CITY OF WAUPUN
 FOND DU LAC CO., WI



AGENDA SUMMARY SHEET

MEETING DATE: 3/31/2020

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

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

Future Meetings and Gatherings

| | | | |
|-------------------------|-----------------------------|--------|-----------|
| Tuesday, April 14, 2020 | Common Council | 6:00pm | City Hall |
| Tuesday, April 21, 2020 | Seating of the 2020 Council | 5:30pm | City Hall |

License and Permit Applications

TEMPORARY OPERATOR LICENSE:

None

OPERATOR LICENSE:

Abigal Engel
Micaela Vegter
Skyler Ostruske
Jill Moede

TEMPOARY CLASS B LICENSE:

None

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

| Check Issue Date | Check Number | Payee | Amount |
|------------------|--------------|--------------------------------|-----------|
| 03/26/2020 | 99693 | ADVANCED DISPOSAL | 43,394.26 |
| 03/26/2020 | 99694 | AIRGAS USA, LLC | 675.35 |
| 03/26/2020 | 99695 | ALLIANT ENERGY/WP&L | 526.71 |
| 03/26/2020 | 99696 | ALLIED 100 | 1,653.60 |
| 03/26/2020 | 99697 | ASSOCIATED APPRAISAL CONSULTA | 2,467.66 |
| 03/26/2020 | 99698 | BAKER TILLY VIRCHOW KRAUSE LLP | 12,649.00 |
| 03/26/2020 | 99699 | BAYCOM | 301.94 |
| 03/26/2020 | 99700 | BEAR GRAPHICS, INC. | 35.64 |
| 03/26/2020 | 99701 | BROWN CAB SERVICE INC | 7,118.73 |
| 03/26/2020 | 99702 | BURLAGE, GREG | 595.00 |
| 03/26/2020 | 99703 | CAPITAL NEWSPAPERS | 356.80 |
| 03/26/2020 | 99704 | CHARTER COMMUNICATIONS | 1,836.26 |
| 03/26/2020 | 99705 | FERGUSON WATERWORKS #1476 | 921.00 |
| 03/26/2020 | 99706 | EVERBRIDGE INC | 4,000.00 |
| 03/26/2020 | 99707 | FASSE DECORATING CENTER | 628.25 |
| 03/26/2020 | 99708 | FASTENAL CO. | 30.48 |
| 03/26/2020 | 99709 | FLEETPRIDE | 14.99 |
| 03/26/2020 | 99710 | SIGNARAMA | 159.80 |
| 03/26/2020 | 99711 | FOND DU LAC COUNTY | 13,918.53 |
| 03/26/2020 | 99712 | FOX VALLEY TECHNICAL COLLEGE | 380.00 |
| 03/26/2020 | 99713 | GALLS, LLC | 155.74 |
| 03/26/2020 | 99714 | GOODYEAR COMMERCIAL TIRE & SE | 1,154.02 |
| 03/26/2020 | 99715 | GREMMER & ASSOCIATES INC | 6,222.13 |
| 03/26/2020 | 99716 | GUNDERSON, INC. | 570.83 |
| 03/26/2020 | 99717 | H & R SAFETY SOLUTIONS LLC | 190.65 |
| 03/26/2020 | 99718 | HOMAN AUTO -GATEWAY | 445.95 |
| 03/26/2020 | 99719 | HOME CONTRACTORS & SUPPLY INC | 10.62 |
| 03/26/2020 | 99720 | INTER-QUEST | 124.95 |
| 03/26/2020 | 99721 | JOHN FABICK TRACTOR CO | 852.84 |
| 03/26/2020 | 99722 | KWIK TRIP STORES | 7,341.12 |
| 03/26/2020 | 99723 | LAKE COUNTY MUNICIPAL COURT | 212.00 |
| 03/26/2020 | 99724 | LANGE ENTERPRISES | 409.18 |
| 03/26/2020 | 99725 | LUECK, FRED | 20.00 |
| 03/26/2020 | 99726 | MADISON TRUCK EQUIPMENT | 2,495.00 |
| 03/26/2020 | 99727 | MARCO TECHNOLOGIES LLC | 1,955.62 |
| 03/26/2020 | 99728 | MENARDS - BEAVER DAM | 170.84 |
| 03/26/2020 | 99729 | MK CELLULAR | 80.00 |
| 03/26/2020 | 99730 | MONROE TRUCK EQUIPMENT, INC | 310.92 |
| 03/26/2020 | 99731 | NAVIS, MIKE | 18.99 |
| 03/26/2020 | 99732 | NORTHERN PIPE INC | 9,652.20 |
| 03/26/2020 | 99733 | PERKINS OIL | 1,485.50 |
| 03/26/2020 | 99734 | PETERSEN, CLAIRE | 53.48 |
| 03/26/2020 | 99735 | PETERSEN, JENNIFER | 147.20 |
| 03/26/2020 | 99736 | PFALZGRAF, JOSEPH | 62.99 |
| 03/26/2020 | 99737 | PIGGLY WIGGLY DISCOUNT FOODS | 36.87 |
| 03/26/2020 | 99738 | PITNEY BOWES, INC. | 500.00 |
| 03/26/2020 | 99739 | PITNEY BOWES | 171.60 |
| 03/26/2020 | 99740 | Q-TRONICS | 33.95 |
| 03/26/2020 | 99741 | RASMUSSEN, BRAD | 151.33 |
| 03/26/2020 | 99742 | REINDERS INC. | 50,469.00 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Amount |
|------------------|--------------|--------------------------------|-------------------|
| 03/26/2020 | 99743 | SAFETY KLEEN | 157.50 |
| 03/26/2020 | 99744 | SAN-A-CARE, INC | 618.50 |
| 03/26/2020 | 99745 | SCHNEIDER, RYAN | 116.73 |
| 03/26/2020 | 99746 | SCHRAUFNAGEL IMPLEMENT INC | 57.83 |
| 03/26/2020 | 99747 | SCHROEDER, KAYLI | 75.00 |
| 03/26/2020 | 99748 | SHARE CORPORATION | 720.76 |
| 03/26/2020 | 99749 | SHERWIN INDUSTRIES | 370.00 |
| 03/26/2020 | 99750 | STAPLES CREDIT PLAN | 21.72 |
| 03/26/2020 | 99751 | STOBB PLUMBING & HEATING, INC. | 4,453.00 |
| 03/26/2020 | 99752 | TRIPLE CROWN PRODUCTS | 389.09 |
| 03/26/2020 | 99753 | UNIFORM SHOPPE | 512.65 |
| 03/26/2020 | 99754 | VAN BEVER, FRANK & | 200.00 |
| 03/26/2020 | 99755 | VON BRIESEN & ROPER, S.C. | 1,624.50 |
| 03/26/2020 | 99756 | WALMART COMMUNITY/GEMB | 64.91 |
| 03/26/2020 | 99757 | WAUPUN UTILITIES | 25,672.84 |
| 03/26/2020 | 99758 | WI SOCIETY OF EMERGENCY SERVIC | 30.00 |
| 03/26/2020 | 99759 | INSIGHT FS | 1,449.60 |
| 03/26/2020 | 99760 | TOP PACK DEFENSE LLC | 425.69 |
| 03/26/2020 | 99761 | CND SPECIALTIES INC | 169.12 |
| Grand Totals: | | | <u>214,298.96</u> |

Report Criteria:

Report type: Summary

Report Criteria:

[Report], Invoice Date = 03/26/2020

| Invoice | Description | Invoice Date | Total Cost | GL Account |
|--|--|--------------|------------|------------------|
| 615 ADVANCED DISPOSAL | | | | |
| E10001404087 | Recycle | 03/26/2020 | 8,960.90 | 420-70-5436-3-38 |
| E10001404087 | Residential Trash | 03/26/2020 | 34,433.36 | 425-70-5476-3-38 |
| Total 615 ADVANCED DISPOSAL: | | | 43,394.26 | |
| 987 AIRGAS USA, LLC | | | | |
| 9968757096 | Gas cylinders/hazmat handling | 03/26/2020 | 612.36 | 100-70-5411-3-36 |
| 9098867353 | Gas cylinders/hazmat handling | 03/26/2020 | 62.99 | 100-70-5411-3-36 |
| Total 987 AIRGAS USA, LLC: | | | 675.35 | |
| 1174 ALLIANT ENERGY/WP&L | | | | |
| 3425110000-FEB20 | MUSEUM monthly fuel charges | 03/26/2020 | 366.27 | 100-20-5512-3-32 |
| 7255200000-FEB20 | Senior Center monthly heat | 03/26/2020 | 160.44 | 100-20-5513-3-32 |
| Total 1174 ALLIANT ENERGY/WP&L: | | | 526.71 | |
| 1175 ALLIED 100 | | | | |
| 1557137 | AED supplies | 03/26/2020 | 1,653.60 | 100-70-5410-3-36 |
| Total 1175 ALLIED 100: | | | 1,653.60 | |
| 1787 ASSOCIATED APPRAISAL CONSULTAN | | | | |
| 147730 | Monthly services - April 2020 | 03/26/2020 | 2,467.66 | 100-30-5152-3-38 |
| Total 1787 ASSOCIATED APPRAISAL CONSULTAN: | | | 2,467.66 | |
| 4005 BAKER TILLY VIRCHOW KRAUSE LLP | | | | |
| BT1565185 | Dec 31 2019 financial statement audit | 03/26/2020 | 8,065.00 | 100-10-5157-3-38 |
| BT1565185 | Dec 31 2019 BID financial statement review | 03/26/2020 | 1,446.00 | 100-10-5157-3-38 |
| BT1565185 | 2019 TIF Final Statement Compilation - TID 5 | 03/26/2020 | 628.00 | 401-70-5436-3-39 |
| BT1565185 | 2019 TIF Final Statement Compilation - TID 1 | 03/26/2020 | 627.00 | 402-10-5701-3-39 |
| BT1565185 | 2019 TIF Final Statement Compilation - TID 3 | 03/26/2020 | 627.00 | 405-70-5436-3-39 |
| BT1565185 | 2019 TIF Final Statement Compilation - TID 7 | 03/26/2020 | 628.00 | 407-70-5436-3-39 |
| BT1565185 | 2019 TIF Final Statement Compilation - TID 6 | 03/26/2020 | 628.00 | 408-70-5436-3-39 |
| Total 4005 BAKER TILLY VIRCHOW KRAUSE LLP: | | | 12,649.00 | |
| 4089 BAYCOM | | | | |
| SRVCE000000026729 | screen damage - parts & service - PD | 03/26/2020 | 301.94 | 100-40-5212-3-36 |
| Total 4089 BAYCOM: | | | 301.94 | |
| 5009 BEAR GRAPHICS, INC. | | | | |
| 0843520 | 4-7-20 election voter tally slips | 03/26/2020 | 35.64 | 100-10-5142-3-38 |
| Total 5009 BEAR GRAPHICS, INC.: | | | 35.64 | |
| 6252 BROWN CAB SERVICE INC | | | | |
| 1834 | February monthly taxi service 2020 | 03/26/2020 | 7,118.73 | 501-10-5154-3-38 |
| Total 6252 BROWN CAB SERVICE INC: | | | 7,118.73 | |

| Invoice | Description | Invoice Date | Total Cost | GL Account |
|--|-------------------------------------|--------------|------------|------------------|
| 6682 BURLAGE, GREG | | | | |
| 3-26-20 | Assist to Firefighters Grant App | 03/26/2020 | 595.00 | 100-50-5232-3-38 |
| Total 6682 BURLAGE, GREG: | | | 595.00 | |
| 7058 CAPITAL NEWSPAPERS | | | | |
| 3-26-20 | employments ads - part-time summer | 03/26/2020 | 118.93 | 100-20-5525-3-35 |
| 3-26-20 | employments ads - part-time summer | 03/26/2020 | 118.94 | 100-70-5420-3-35 |
| 3-26-20 | employments ads - part-time summer | 03/26/2020 | 118.93 | 210-60-5511-3-35 |
| Total 7058 CAPITAL NEWSPAPERS: | | | 356.80 | |
| 10048 CHARTER COMMUNICATIONS | | | | |
| 64276-FEB20 | city hall - voice | 03/26/2020 | 121.76 | 100-10-5197-3-31 |
| 13430-MAR20 | city hall - tv, internet, voice | 03/26/2020 | 374.51 | 100-10-5197-3-31 |
| 16011-MAR20 | senior center - tv, internet, voice | 03/26/2020 | 39.99 | 100-20-5513-3-31 |
| 16011-MAR20 | senior center - tv, internet, voice | 03/26/2020 | 178.20 | 100-20-5513-3-38 |
| 54053-MAR20 | aquatic center | 03/26/2020 | 110.74 | 100-20-5523-3-38 |
| 41336-MAR20 | PD - voice | 03/26/2020 | 168.88 | 100-40-5211-3-31 |
| 18615-MAR20 | PD - tv, internet, voice | 03/26/2020 | 346.34 | 100-40-5211-3-38 |
| 41336-MAR20 | FD - voice | 03/26/2020 | 23.03 | 100-50-5231-3-31 |
| 15199-MAR20 | garage - tv, internet, voice | 03/26/2020 | 300.97 | 100-70-5412-3-38 |
| MAR20 | library - internet, voice | 03/26/2020 | 171.84 | 210-60-5511-3-31 |
| Total 10048 CHARTER COMMUNICATIONS: | | | 1,836.26 | |
| 11013 FERGUSON WATERWORKS #1476 | | | | |
| 0295549 | new check valve | 03/26/2020 | 921.00 | 100-20-5523-3-36 |
| Total 11013 FERGUSON WATERWORKS #1476: | | | 921.00 | |
| 12617 EVERBRIDGE INC | | | | |
| M47561 | Nixie Engage - year 2 fees | 03/26/2020 | 4,000.00 | 100-10-5197-3-38 |
| Total 12617 EVERBRIDGE INC: | | | 4,000.00 | |
| 12759 FASSE DECORATING CENTER | | | | |
| 1-139416 | white/yellow arylc traffic | 03/26/2020 | 628.25 | 100-70-5441-3-36 |
| Total 12759 FASSE DECORATING CENTER: | | | 628.25 | |
| 12760 FASTENAL CO. | | | | |
| WIBEA111346 | broom for mechanics | 03/26/2020 | 30.48 | 100-70-5411-3-36 |
| WIBEA111347 | SPAS 1 | 03/26/2020 | 33.13 | 100-70-5411-3-36 |
| WIBEA11430 | credit | 03/26/2020 | 33.13 | 100-70-5411-3-36 |
| Total 12760 FASTENAL CO.: | | | 30.48 | |
| 13354 FLEETPRIDE | | | | |
| 48131554 | oil fitting | 03/26/2020 | 14.99 | 100-70-5411-3-36 |
| Total 13354 FLEETPRIDE: | | | 14.99 | |
| 13450 SIGNARAMA | | | | |
| IN-F-32999 | vehicle decals | 03/26/2020 | 159.80 | 100-70-5411-3-36 |
| Total 13450 SIGNARAMA: | | | 159.80 | |

| Invoice | Description | Invoice Date | Total Cost | GL Account |
|---|---------------------------------------|--------------|------------|------------------|
| 13495 FOND DU LAC COUNTY | | | | |
| 20610152 | salt | 03/26/2020 | 11,292.37 | 100-70-5435-3-36 |
| 20610152 | salt brine mix | 03/26/2020 | 2,626.16 | 100-70-5435-3-36 |
| Total 13495 FOND DU LAC COUNTY: | | | 13,918.53 | |
| 13850 FOX VALLEY TECHNICAL COLLEGE | | | | |
| EC67588 | marketing session - Schlieve | 03/26/2020 | 380.00 | 100-13850 |
| Total 13850 FOX VALLEY TECHNICAL COLLEGE: | | | 380.00 | |
| 14160 GALLS, LLC | | | | |
| 015068752 | Clothing allowance | 03/26/2020 | 155.74 | 100-12634 |
| Total 14160 GALLS, LLC: | | | 155.74 | |
| 14641 GOODYEAR COMMERCIAL TIRE & SER | | | | |
| 132-1178782 | tires - Police dept | 03/26/2020 | 275.00 | 100-40-5212-3-36 |
| 132-1178990 | tires - DPW | 03/26/2020 | 879.02 | 100-70-5411-3-36 |
| Total 14641 GOODYEAR COMMERCIAL TIRE & SER: | | | 1,154.02 | |
| 14791 GREMMER & ASSOCIATES INC | | | | |
| 12-12 | Madison St Construction - Water/Sewer | 03/26/2020 | 3,528.00 | 100-13850 |
| 9/9 | Madison Eng Dsgn Ph 2-Water/Sewer | 03/26/2020 | 280.00 | 100-13850 |
| 9/9 | Madison Eng Dsgn Ph 2-Street | 03/26/2020 | 1,538.55 | 400-70-5420-8-00 |
| 9/9 | Madison Eng Dsgn Ph 2-Storm | 03/26/2020 | 875.58 | 700-10-5192-8-00 |
| Total 14791 GREMMER & ASSOCIATES INC: | | | 6,222.13 | |
| 15075 GUNDERSON, INC. | | | | |
| 839867 | Library Rugs - Mar 2020 | 03/26/2020 | 61.18 | 100-70-5410-3-38 |
| 837546 | CITY HALL rugs - Mar 2020 | 03/26/2020 | 62.93 | 100-70-5410-3-38 |
| 835247 | Senior center rugs - Mar 2020 | 03/26/2020 | 52.26 | 100-70-5410-3-38 |
| 835248 | Library Rugs - Mar 2020 | 03/26/2020 | 61.18 | 100-70-5410-3-38 |
| 835253 | fire Dept-Rugs - Mar 2020 | 03/26/2020 | 50.17 | 100-70-5410-3-38 |
| 842137 | CITY HALL rugs - Mar 2020 | 03/26/2020 | 62.93 | 100-70-5410-3-38 |
| 841336 | Uniform/charges - Mar 2020 | 03/26/2020 | 26.75 | 100-70-5411-3-38 |
| 841335 | Garage supplies - Mar 2020 | 03/26/2020 | 42.84 | 100-70-5411-3-38 |
| 839056 | Garage supplies - Mar 2020 | 03/26/2020 | 26.29 | 100-70-5411-3-38 |
| 839057 | Uniform/charges - Mar 2020 | 03/26/2020 | 18.39 | 100-70-5411-3-38 |
| 836724 | Uniform/charges - Mar 2020 | 03/26/2020 | 18.39 | 100-70-5411-3-38 |
| 836723 | Garage supplies - Mar 2020 | 03/26/2020 | 42.84 | 100-70-5411-3-38 |
| 843577 | Garage supplies - Mar 2020 | 03/26/2020 | 26.29 | 100-70-5411-3-38 |
| 843578 | Uniform/charges - Mar 2020 | 03/26/2020 | 18.39 | 100-70-5411-3-38 |
| Total 15075 GUNDERSON, INC.: | | | 570.83 | |
| 15297 H & R SAFETY SOLUTIONS LLC | | | | |
| 4729 | first aid - city hall | 03/26/2020 | 11.25 | 100-70-5410-3-36 |
| 4728 | first aid - Senior Center | 03/26/2020 | 33.25 | 100-70-5410-3-36 |
| 4733 | first aid - Garage | 03/26/2020 | 121.90 | 100-70-5412-3-38 |
| 4730 | first aid - Garage | 03/26/2020 | 24.25 | 100-70-5412-3-38 |
| Total 15297 H & R SAFETY SOLUTIONS LLC: | | | 190.65 | |
| 15950 HOMAN AUTO -GATEWAY | | | | |
| 1013094 | cover/pad | 03/26/2020 | 445.95 | 100-70-5411-3-36 |

| Invoice | Description | Invoice Date | Total Cost | GL Account |
|---|------------------------------------|--------------|------------|------------------|
| Total 15950 HOMAN AUTO -GATEWAY: | | | 445.95 | |
| 16001 HOME CONTRACTORS & SUPPLY INC. | | | | |
| 29505 | supplies - city hall | 03/26/2020 | 10.62 | 100-70-5410-3-36 |
| Total 16001 HOME CONTRACTORS & SUPPLY INC.: | | | 10.62 | |
| 16440 INTER-QUEST | | | | |
| 68946 | remote support - FD | 03/26/2020 | 124.95 | 100-50-5231-3-38 |
| Total 16440 INTER-QUEST: | | | 124.95 | |
| 16663 JOHN FABICK TRACTOR CO | | | | |
| PIGB0021247 | scanner equipment | 03/26/2020 | 852.84 | 410-70-5412-4-00 |
| Total 16663 JOHN FABICK TRACTOR CO: | | | 852.84 | |
| 17175 KWIK TRIP STORES | | | | |
| PD-FEB20 | Police Dept monthly fuel | 03/26/2020 | 1,733.70 | 100-40-5212-3-38 |
| FD-FEB20 | Fire dept monthly fuel | 03/26/2020 | 203.97 | 100-50-5232-3-38 |
| DPW-FEB20 | DPW monthly fuel purchases | 03/26/2020 | 4,861.53 | 100-70-5411-3-38 |
| DPW-FEB20 | DPW monthly fuel purchases | 03/26/2020 | 92.50 | 700-10-5192-3-38 |
| DPW-FEB20 | DPW monthly fuel purchases | 03/26/2020 | 91.11 | 700-10-5192-3-38 |
| DPW-FEB20 | DPW monthly fuel purchases | 03/26/2020 | 73.03 | 700-10-5192-3-38 |
| DPW-FEB20 | DPW monthly fuel purchases | 03/26/2020 | 14.25 | 700-10-5192-3-38 |
| DPW-FEB20 | DPW monthly fuel purchases | 03/26/2020 | 15.31 | 700-10-5192-3-38 |
| DPW-FEB20 | DPW monthly fuel purchases | 03/26/2020 | 255.72 | 700-10-5192-3-38 |
| Total 17175 KWIK TRIP STORES: | | | 7,341.12 | |
| 17229 LAKE COUNTY MUNICIPAL COURT | | | | |
| 3-26-20 | Bond payment | 03/26/2020 | 212.00 | 100-13850 |
| Total 17229 LAKE COUNTY MUNICIPAL COURT: | | | 212.00 | |
| 17280 LANGE ENTERPRISES | | | | |
| 71972 | street sign posts | 03/26/2020 | 204.00 | 100-70-5441-3-36 |
| 72012 | Signs | 03/26/2020 | 205.18 | 100-70-5441-3-36 |
| Total 17280 LANGE ENTERPRISES: | | | 409.18 | |
| 17900 LUECK, FRED | | | | |
| 3-26-20 | Plan Commission Minutes - Mar 2020 | 03/26/2020 | 20.00 | 100-80-5632-1-10 |
| Total 17900 LUECK, FRED: | | | 20.00 | |
| 18120 MADISON TRUCK EQUIPMENT | | | | |
| 3-91717 | truck hoist cylinder | 03/26/2020 | 2,495.00 | 100-70-5411-3-36 |
| Total 18120 MADISON TRUCK EQUIPMENT: | | | 2,495.00 | |
| 18459 MARCO TECHNOLOGIES LLC | | | | |
| INV7421920 | Ricoh/MP CW2200SP | 03/26/2020 | 1,955.62 | 100-70-5420-3-38 |
| Total 18459 MARCO TECHNOLOGIES LLC: | | | 1,955.62 | |

| Invoice | Description | Invoice Date | Total Cost | GL Account |
|---|--|--------------|------------|------------------|
| 18961 MENARDS - BEAVER DAM | | | | |
| 72283 | supplies - tile floor - repair city garage | 03/26/2020 | 170.84 | 100-70-5410-3-36 |
| Total 18961 MENARDS - BEAVER DAM: | | | 170.84 | |
| 19287 MK CELLULAR | | | | |
| MKSMBIN12517 | hotspot for Michelle to work from home | 03/26/2020 | 80.00 | 100-10-5153-3-31 |
| Total 19287 MK CELLULAR: | | | 80.00 | |
| 19390 MONROE TRUCK EQUIPMENT, INC | | | | |
| 3-26-20 | install new caution light | 03/26/2020 | 310.92 | 100-70-5411-3-36 |
| Total 19390 MONROE TRUCK EQUIPMENT, INC: | | | 310.92 | |
| 20252 NAVIS, MIKE | | | | |
| 3-26-20 | meal - training | 03/26/2020 | 18.99 | 100-40-5215-3-37 |
| Total 20252 NAVIS, MIKE: | | | 18.99 | |
| 20623 NORTHERN PIPE INC | | | | |
| 1559 | 2020 Storm Sewer Televising & Cleaning | 03/26/2020 | 9,652.20 | 700-10-5192-3-38 |
| Total 20623 NORTHERN PIPE INC: | | | 9,652.20 | |
| 21245 PERKINS OIL | | | | |
| 0079050-IN | Bulk oil | 03/26/2020 | 1,485.50 | 100-70-5411-3-36 |
| Total 21245 PERKINS OIL: | | | 1,485.50 | |
| 21356 PETERSEN, CLAIRE | | | | |
| 3-26-20 | Absentee voting assistance for 4-7-20 election | 03/26/2020 | 53.48 | 100-10-5142-1-10 |
| Total 21356 PETERSEN, CLAIRE: | | | 53.48 | |
| 21357 PETERSEN, JENNIFER | | | | |
| 3-26-20 | MILEAGE 3-5-20, 3-18-20, 3-26-20 - election supplies - F | 03/26/2020 | 69.00 | 100-10-5142-3-38 |
| 3-26-20 | MILEAGE 3-12-20, 3-16-20, 3-19-20, 3-26-20 - election s | 03/26/2020 | 78.20 | 100-10-5142-3-38 |
| Total 21357 PETERSEN, JENNIFER: | | | 147.20 | |
| 21557 PFALZGRAF, JOSEPH | | | | |
| 3-26-20/1 | clothing allowance | 03/26/2020 | 49.99 | 100-12634 |
| 3-26-20 | reimburse meals - training | 03/26/2020 | 13.00 | 100-40-5211-3-37 |
| Total 21557 PFALZGRAF, JOSEPH: | | | 62.99 | |
| 21665 PIGGLY WIGGLY DISCOUNT FOODS | | | | |
| 9167 | WPD Dodge Cty Law Execs meeting | 03/26/2020 | 36.87 | 100-40-5211-3-38 |
| Total 21665 PIGGLY WIGGLY DISCOUNT FOODS: | | | 36.87 | |
| 21800 PITNEY BOWES, INC. | | | | |
| 3-26-20 | Reserve acct - PD | 03/26/2020 | 500.00 | 100-40-5211-3-33 |
| Total 21800 PITNEY BOWES, INC.: | | | 500.00 | |

| Invoice | Description | Invoice Date | Total Cost | GL Account |
|---|----------------------------------|--------------|------------|------------------|
| 21805 PITNEY BOWES | | | | |
| 3310741822 | lease for mail machine - PD | 03/26/2020 | 171.60 | 100-40-5211-3-33 |
| Total 21805 PITNEY BOWES : | | | 171.60 | |
| 22330 Q-TRONICS | | | | |
| 10079893 | cable | 03/26/2020 | 11.98 | 100-40-5211-3-38 |
| 10079895 | cable | 03/26/2020 | 11.98 | 100-40-5211-3-38 |
| 10079865 | computer cord | 03/26/2020 | 9.99 | 100-70-5412-3-36 |
| Total 22330 Q-TRONICS: | | | 33.95 | |
| 22626 RASMUSSEN, BRAD | | | | |
| 3-26-20 | clothing allowance | 03/26/2020 | 151.33 | 100-12634 |
| Total 22626 RASMUSSEN, BRAD: | | | 151.33 | |
| 22700 REINDERS INC. | | | | |
| 1818126-00 | new mower & snow blower | 03/26/2020 | 50,469.00 | 410-70-5411-4-00 |
| Total 22700 REINDERS INC.: | | | 50,469.00 | |
| 23188 SAFETY KLEEN | | | | |
| 82549177 | USED OIL Fee | 03/26/2020 | 137.50 | 100-70-5411-3-36 |
| 82225990 | USED OIL | 03/26/2020 | 20.00 | 100-70-5411-3-36 |
| Total 23188 SAFETY KLEEN: | | | 157.50 | |
| 23224 SAN-A-CARE, INC | | | | |
| 512811 | Cleaning supplies | 03/26/2020 | 267.92 | 100-70-5410-3-36 |
| 512811-1 | Cleaning supplies | 03/26/2020 | 246.54 | 100-70-5410-3-36 |
| 513855 | Cleaning supplies | 03/26/2020 | 104.04 | 100-70-5410-3-36 |
| Total 23224 SAN-A-CARE, INC: | | | 618.50 | |
| 23274 SCHNEIDER, RYAN | | | | |
| 3-26-20 | Meal reimbursement - K9 training | 03/26/2020 | 116.73 | 100-40-5215-3-37 |
| Total 23274 SCHNEIDER, RYAN: | | | 116.73 | |
| 23324 SCHRAUFNAGEL IMPLEMENT INC | | | | |
| IL01599 | cable for little league UTV | 03/26/2020 | 57.83 | 100-70-5411-3-36 |
| Total 23324 SCHRAUFNAGEL IMPLEMENT INC: | | | 57.83 | |
| 23338 SCHROEDER, KAYLI | | | | |
| 3-26-20 | Refund - senior center rental | 03/26/2020 | 75.00 | 100-46-4674-0-00 |
| Total 23338 SCHROEDER, KAYLI: | | | 75.00 | |
| 23589 SHARE CORPORATION | | | | |
| 123184 | sanitizing supplies | 03/26/2020 | 560.60 | 100-70-5410-3-36 |
| 123746 | cleaning supplies - COVID 19 | 03/26/2020 | 170.16 | 100-70-5410-3-36 |
| Total 23589 SHARE CORPORATION: | | | 720.76 | |
| 23599 SHERWIN INDUSTRIES | | | | |
| SS083196 | concrete cold patch | 03/26/2020 | 370.00 | 100-70-5431-3-36 |

| Invoice | Description | Invoice Date | Total Cost | GL Account |
|--|---|--------------|------------|------------------|
| Total 23599 SHERWIN INDUSTRIES: | | | 370.00 | |
| 24108 STAPLES CREDIT PLAN | | | | |
| 3-26-20 | office supplies | 03/26/2020 | 17.73 | 100-10-5141-3-30 |
| 3-26-20 | office supplies | 03/26/2020 | 3.99 | 100-70-5420-3-30 |
| Total 24108 STAPLES CREDIT PLAN: | | | 21.72 | |
| 24400 STOBBS PLUMBING & HEATING, INC. | | | | |
| 10983 | installed new furnace - safety building | 03/26/2020 | 3,130.25 | 100-70-5410-3-36 |
| 10995 | dampers oper | 03/26/2020 | 121.25 | 100-70-5410-3-36 |
| 11013 | library bubbler repair | 03/26/2020 | 79.50 | 100-70-5410-3-36 |
| 11014 | filters for buildings | 03/26/2020 | 1,122.00 | 100-70-5410-3-36 |
| Total 24400 STOBBS PLUMBING & HEATING, INC.: | | | 4,453.00 | |
| 25399 TRIPLE CROWN PRODUCTS | | | | |
| 246328 | safety t-shirts for DPW crew | 03/26/2020 | 389.09 | 100-70-5412-3-38 |
| Total 25399 TRIPLE CROWN PRODUCTS: | | | 389.09 | |
| 25482 UNIFORM SHOPPE | | | | |
| 296759 | clothing allowance | 03/26/2020 | 223.90 | 100-12634 |
| 296516 | clothing allowance | 03/26/2020 | 156.95 | 100-12634 |
| 296801 | name plate/tie bar/badge screw | 03/26/2020 | 131.80 | 100-40-5211-3-38 |
| Total 25482 UNIFORM SHOPPE: | | | 512.65 | |
| 25965 VAN BEVER, FRANK & | | | | |
| 3-26-20 | TLE Madison St Phase 2 | 03/26/2020 | 200.00 | 400-70-5436-8-00 |
| Total 25965 VAN BEVER, FRANK &: | | | 200.00 | |
| 26465 VON BRIESEN & ROPER, S.C. | | | | |
| 315757 | Personnel | 03/26/2020 | 1,624.50 | 100-10-5143-3-38 |
| Total 26465 VON BRIESEN & ROPER, S.C.: | | | 1,624.50 | |
| 26540 WALMART COMMUNITY/GEMB | | | | |
| 3-26-20 | Senior center office supplies | 03/26/2020 | 40.59 | 100-20-5513-3-30 |
| 3-26-20 | Senior center supplies | 03/26/2020 | 18.87 | 100-20-5513-3-38 |
| 3-26-20 | credit | 03/26/2020 | 9.52 | 100-20-5513-3-38 |
| 3-26-20 | park program supplies | 03/26/2020 | 14.97 | 100-20-5525-3-39 |
| Total 26540 WALMART COMMUNITY/GEMB: | | | 64.91 | |
| 27450 WAUPUN UTILITIES | | | | |
| FEB2020 | Monthly utility charges | 03/26/2020 | 131.21 | 100-20-5512-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 620.47 | 100-20-5513-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 835.41 | 100-20-5523-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 2,260.32 | 100-20-5525-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 833.44 | 100-40-5211-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 468.81 | 100-50-5231-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 16.00 | 100-50-5251-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 5,549.22 | 100-70-5410-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 1,382.45 | 100-70-5412-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 283.74 | 100-70-5441-3-32 |

| Invoice | Description | Invoice Date | Total Cost | GL Account |
|---|--|--------------|--------------------------|------------------|
| FEB2020 | Monthly utility charges | 03/26/2020 | 10,943.32 | 100-70-5442-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 1,446.26 | 210-60-5511-3-32 |
| FEB2020 | Monthly utility charges | 03/26/2020 | 39.44 | 700-10-5192-3-32 |
| 4878 | Stormwater Billing & Collection Fees | 03/26/2020 | 862.75 | 700-10-5192-3-38 |
| Total 27450 WAUPUN UTILITIES: | | | <u>25,672.84</u> | |
| 29497 WI SOCIETY OF EMERGENCY SERVICES INSTRUC | | | | |
| 2020/1 | Instructor renewal - Beer | 03/26/2020 | 30.00 | 100-50-5234-3-34 |
| Total 29497 WI SOCIETY OF EMERGENCY SERVICES INSTRUC: | | | <u>30.00</u> | |
| 300032 INSIGHT FS | | | | |
| 50012266 | pro league, mound clay, aerosol white, marking chalk | 03/26/2020 | 1,449.60 | 100-20-5525-3-36 |
| Total 300032 INSIGHT FS: | | | <u>1,449.60</u> | |
| 300187 TOP PACK DEFENSE LLC | | | | |
| 3887 | clothing allowance | 03/26/2020 | 425.69 | 100-12634 |
| Total 300187 TOP PACK DEFENSE LLC: | | | <u>425.69</u> | |
| 300229 CND SPECIALTIES INC | | | | |
| 3-26-20 | tax bill credit | 03/26/2020 | 169.12 | 100-13850 |
| Total 300229 CND SPECIALTIES INC: | | | <u>169.12</u> | |
| Grand Totals: | | | <u><u>214,298.96</u></u> | |

Report GL Period Summary

| GL Period | Amount |
|---------------|--------------------------|
| 03/20 | 214,298.96 |
| Grand Totals: | <u><u>214,298.96</u></u> |

Vendor number hash: 2745605
 Vendor number hash - split: 3405074
 Total number of invoices: 114
 Total number of transactions: 151

| Terms Description | Invoice Amount | Discount Amount | Net Invoice Amount |
|-------------------|--------------------------|-------------------|--------------------------|
| Open Terms | 214,298.96 | .00 | 214,298.96 |
| Grand Totals: | <u><u>214,298.96</u></u> | <u><u>.00</u></u> | <u><u>214,298.96</u></u> |

| Terms Description | Invoice Amount | Discount Amount | Net Invoice Amount |
|-------------------|----------------|-----------------|--------------------|
|-------------------|----------------|-----------------|--------------------|

Report Criteria:

[Report]. Invoice Date = 03/26/2020
