



**A G E N D A**  
**CITY OF WAUPUN COMMITTEE OF THE WHOLE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, September 28, 2021 at 6:00 PM**

The Waupun Committee of the Whole will meet In-person, virtual, and teleconference at **6:00pm on Tuesday, September 28, 2021**. Instructions to join the meeting are provided below:

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/81266890047?pwd=N1FVQmdWdmFPenR5MDBVWUZhUUFqUT09>

**Meeting ID: 812 6689 0047**

**Passcode: 768491**

**Join Teleconference: 1-312-626-6799**

**CALL TO ORDER**

**ROLL CALL**

**CONSENT AGENDA**

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

**CONSIDERATION - ACTION**

2. Discussion: Transportation Utility
3. Discussion: COVID-19 Policies and Response to Current Conditions
4. Discussion: 2022 Budget Workshop 3: Capital and Equipment
5. Agreement for Engineering and Architectural Services with Cedar Corp to Complete a Space Needs Analysis for Public Safety Building

**ORDINANCES-RESOLUTIONS**

6. Ordinance to amend Ch. 9.03 entitled Public Nuisances- Tree or Plant Diseases

**CLOSED SESSION**

The Waupun Committee of the Whole will adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for:

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

7. Consideration of 2022 Employee Compensation

**OPEN SESSION**

The Waupun Committee of the Whole 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:** 9-28-21

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

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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**ISSUE SUMMARY:**

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

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**Future Meetings/Gatherings**

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

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**License and Permit Applications**

**OPERATOR LICENSE:**

Andrew Helms, Kandace Ellcey, Chloe TerBeest, Jonathan Casey

**TEMPORARY CLASS B Fermented Malt Beverage License**

Waupun Rotary Club- Octoberfest Trivia Night (October 9, 2021 located at the Werner Harmsen Event Center (201 E Jefferson)  
Horicon Marsh Ducks Unlimited- Sportsman's Night (November 16, 2021 located at Go Dutch Kitchen (220 Grandview Ave)

**ATTACHMENTS:**

Expense Report(s)

<b>RECOMENDED MOTION:</b> Motion to approve the Consent Agenda. <i>(Roll Call)</i>
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## Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
09/23/2021	102676	AMAZON CAPITAL SERVICES	227.96
09/23/2021	102677	AIRGAS USA, LLC	951.23
09/23/2021	102678	BROWN CAB SERVICE INC	8,532.01
09/23/2021	102679	CAPITAL AUTOBODY, LLC	4,338.00
09/23/2021	102680	CAPITAL NEWSPAPERS	60.75
09/23/2021	102681	CAREW CONCRETE & SUPPLY INC	967.44
09/23/2021	102682	CARTRIDGE WORLD	54.00
09/23/2021	102683	CHARTER COMMUNICATIONS	1,040.93
09/23/2021	102684	CITIES DIGITAL	1,228.00
09/23/2021	102685	DESTINATION LAKE WINNEBAGO RE	7,081.25
09/23/2021	102686	DEVRIES WELDING LLC	25.75
09/23/2021	102687	DIMENSIONAL LEARNING SYSTEMS	1,000.00
09/23/2021	102688	EHLERS AND ASSOCIATES INC	1,000.00
09/23/2021	102689	GUNDERSON, INC.	304.49
09/23/2021	102690	HRABAN, JASON	318.44
09/23/2021	102691	H & R SAFETY SOLUTIONS LLC	213.00
09/23/2021	102692	HABITAT FOR HUMMANITY OF FDL C	230.00
09/23/2021	102693	HAMMES FIRE & SAFETY	86.00
09/23/2021	102694	LINCK AGGREGATES, INC.	519.19
09/23/2021	102695	MSA PROFESSIONAL SERVICES INC.	16,584.22
09/23/2021	102696	MENARDS - BEAVER DAM	64.73
09/23/2021	102697	MILTON PROPANE INC	152.03
09/23/2021	102698	MUNICIPAL CODE CORPORATION	7,050.00
09/23/2021	102699	NEUMAN POOLS INC	425.01
09/23/2021	102700	NICKEL, JULIE	250.79
09/23/2021	102701	O'CONNOR WELLS & VANDER WERFF	380.00
09/23/2021	102702	PTS CONTRACTORS INC	279,509.40
09/23/2021	102703	PARAGON DEVELOPMENT SYSTEMS	195.38
09/23/2021	102704	PERKINS OIL	809.65
09/23/2021	102705	PHC TRANSIT LLC	237.50
09/23/2021	102706	PIGGLY WIGGLY DISCOUNT FOODS	46.89
09/23/2021	102707	PIT-STOP PORTABLES	137.50
09/23/2021	102708	SAFETY KLEEN	90.00
09/23/2021	102709	STAPLES CREDIT PLAN	156.57
09/23/2021	102710	STICKS AND STONES	50.00
09/23/2021	102711	SULLIVAN, GARY	150.00
09/23/2021	102712	TRAFFIC & PARKING CONTROL CO.	7,061.12
09/23/2021	102713	TRUCK EQUIPMENT INC	39.28
09/23/2021	102714	VON BRIESEN & ROPER, S.C.	5,159.50
09/23/2021	102715	WALMART COMMUNITY/CAPITAL ONE	318.57
09/23/2021	102716	WAUPUN UTILITIES	31,758.34
09/23/2021	102717	YMCA OF DODGE COUNTY	1,711.53
09/23/2021	102718	ZARNOTH BRUSH WORKS, INC.	463.00
09/23/2021	102719	INSIGHT FS	115.00
09/23/2021	102720	BEAVER DAM MUNICIPAL COURT	98.80
09/23/2021	102721	TRANSCENDENT TECHNOLOGIES	761.00
09/23/2021	102722	WARRIOR FABRICATION	325.00
Grand Totals:			382,279.25

## Report Criteria:

[Report].Invoice Date = 09/23/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>48 AMAZON CAPITAL SERVICES</b>				
1YX7-CN64-CX7T	Cell phone case - PD	09/23/2021	33.98	100-40-5211-3-38
13QW-W6WV-TQCC	replacements for Dewalt Battery	09/23/2021	193.98	100-70-5411-3-38
Total 48 AMAZON CAPITAL SERVICES:			227.96	
<b>987 AIRGAS USA, LLC</b>				
9981961612	Chemicals - Pool	09/23/2021	951.23	100-20-5523-3-40
Total 987 AIRGAS USA, LLC:			951.23	
<b>6252 BROWN CAB SERVICE INC</b>				
1991	Aug monthly taxi service 2021	09/23/2021	8,532.01	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			8,532.01	
<b>7057 CAPITAL AUTOBODY, LLC</b>				
9330	paint platform & side shields for loader	09/23/2021	338.00	100-70-5411-3-36
9336	sandblast & paint truck 6-13	09/23/2021	4,000.00	100-70-5411-3-36
Total 7057 CAPITAL AUTOBODY, LLC:			4,338.00	
<b>7058 CAPITAL NEWSPAPERS</b>				
69471	Ordinance Number 21-07	09/23/2021	21.26	100-10-5110-3-35
69468	Ordinance Number 21-06	09/23/2021	39.49	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			60.75	
<b>7065 CAREW CONCRETE &amp; SUPPLY INC</b>				
1218916	concrete - repair storm inlets - W Hawthorne	09/23/2021	368.00	700-10-5192-3-36
1218733	concrete - repair storm inlets	09/23/2021	67.94	700-10-5192-3-36
1218314	concrete - storm sewer repair - W Hawthorne	09/23/2021	531.50	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			967.44	
<b>7075 CARTRIDGE WORLD</b>				
84577	Cartridges	09/23/2021	54.00	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			54.00	
<b>10048 CHARTER COMMUNICATIONS</b>				
13430-SEPT21	city hall - internet	09/23/2021	134.98	100-10-5197-3-31
84621-SEPT21	museum - internet - pd by Historical Society	09/23/2021	89.99	100-13850
54053-SEPT21	aquatic center	09/23/2021	109.97	100-20-5523-3-38
3194-SEPT21	ethernet intrastate MBPS	09/23/2021	490.00	100-40-5211-3-38
15199-SEPT21	garage - tv, internet	09/23/2021	215.99	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,040.93	
<b>10223 CITIES DIGITAL</b>				
52554	Laserfiche Annual Support & Updates 12/08/21-12/07/22	09/23/2021	1,228.00	100-10-5141-3-36
Total 10223 CITIES DIGITAL:			1,228.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>11275 DESTINATION LAKE WINNEBAGO REGION</b>				
9-23-21	70% Of Room Tax - Aug 2021	09/23/2021	7,081.25	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			7,081.25	
<b>11276 DEVRIES WELDING LLC</b>				
01581	parts - repair cab - rusted out	09/23/2021	25.75	100-70-5411-3-36
Total 11276 DEVRIES WELDING LLC:			25.75	
<b>11305 DIMENSIONAL LEARNING SYSTEMS</b>				
9-23-21	Support & Facilitate monthly WRAC meeting	09/23/2021	1,000.00	220-54-5460-3-38
Total 11305 DIMENSIONAL LEARNING SYSTEMS:			1,000.00	
<b>12437 EHLERS AND ASSOCIATES INC</b>				
88273	Transportation Utility Feasibility Study	09/23/2021	1,000.00	100-10-5153-3-38
Total 12437 EHLERS AND ASSOCIATES INC:			1,000.00	
<b>15075 GUNDERSON, INC.</b>				
1036604	Library Rugs - Sept 2021	09/23/2021	66.17	100-70-5410-3-38
1036606	fire Dept-Rugs - Sept 2021	09/23/2021	54.27	100-70-5410-3-38
1035044	CITY HALL rugs - Sept 2021	09/23/2021	68.07	100-70-5410-3-38
1037832	Uniform/charges - Sept 2021	09/23/2021	19.89	100-70-5411-3-38
1037831	Garage supplies - Sept 2021	09/23/2021	47.05	100-70-5411-3-38
1035122	Uniform/charges - Sept 2021	09/23/2021	19.89	100-70-5411-3-38
1035121	Garage supplies - Sept 2021	09/23/2021	29.15	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			304.49	
<b>15257 HRABAN, JASON</b>				
9-23-21	clothing allowance	09/23/2021	124.45	100-12634
9-23-21	clothing allowance	09/23/2021	172.90	100-12634
9-23-21	clothing allowance	09/23/2021	21.09	100-12634
Total 15257 HRABAN, JASON:			318.44	
<b>15297 H &amp; R SAFETY SOLUTIONS LLC</b>				
6386	Marking paint/safety glasses/earplugs/lens towelettes	09/23/2021	213.00	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			213.00	
<b>15351 HABITAT FOR HUMANITY OF FDL COUNTY INC</b>				
9-23-21	Senior Aging in place - safety modifications	09/23/2021	230.00	220-54-5460-3-38
Total 15351 HABITAT FOR HUMANITY OF FDL COUNTY INC:			230.00	
<b>15452 HAMMES FIRE &amp; SAFETY</b>				
37627	dry chemical extinguisher recharges	09/23/2021	86.00	100-50-5232-3-36
Total 15452 HAMMES FIRE & SAFETY:			86.00	
<b>17805 LINCK AGGREGATES, INC.</b>				
21244	screenings - stock for various street projects	09/23/2021	519.19	100-70-5431-3-36
Total 17805 LINCK AGGREGATES, INC.:			519.19	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>18009 MSA PROFESSIONAL SERVICES INC.</b>				
R00212096.0-27	Newton-Rock - Construction Admin	09/23/2021	394.55	400-70-5436-8-00
R00212056.0-79	310 & 312 Main St. CSM	09/23/2021	1,906.10	405-70-5436-3-38
R00212056.0-79	Stam Auto Stormwater Review	09/23/2021	92.50	700-10-5192-8-00
R00212119.0-9	Harmsen Ave & Oak Lane Storm Pond	09/23/2021	1,146.80	700-10-5192-8-00
R00212096.0-27	Newton-Rock - Construction Admin	09/23/2021	714.95	700-10-5192-8-00
R00212096.0-27	Newton-Rock - Construction Staking	09/23/2021	5,668.40	700-10-5192-8-00
R00212096.0-27	Newton-Rock - Construction Observation	09/23/2021	6,660.92	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			16,584.22	
<b>18961 MENARDS - BEAVER DAM</b>				
3421	Floor sealer/Dickies Durazone (one was returned)	09/23/2021	64.73	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			64.73	
<b>19169 MILTON PROPANE INC</b>				
U0160645	fork lift cylinders	09/23/2021	152.03	100-70-5411-3-36
Total 19169 MILTON PROPANE INC:			152.03	
<b>19695 MUNICIPAL CODE CORPORATION</b>				
000363550	municode meeting subscription renewal 9/1/21 to 8/31/22	09/23/2021	2,750.00	100-10-5110-3-38
000363550	annual website hosting maint support 9/1/21 to 8/31/22	09/23/2021	4,300.00	100-10-5197-3-38
Total 19695 MUNICIPAL CODE CORPORATION:			7,050.00	
<b>20349 NEUMAN POOLS INC</b>				
4354	Pool chemicals	09/23/2021	425.01	100-20-5523-3-40
Total 20349 NEUMAN POOLS INC:			425.01	
<b>20480 NICKEL, JULIE</b>				
9-23-21	Reimbursement for candy for different events	09/23/2021	250.79	100-10-5534-3-38
Total 20480 NICKEL, JULIE:			250.79	
<b>20735 O'CONNOR WELLS &amp; VANDER WERFF</b>				
136202	Professional services - IRS Form & WI Form	09/23/2021	380.00	450-70-5440-3-38
Total 20735 O'CONNOR WELLS & VANDER WERFF:			380.00	
<b>20999 PTS CONTRACTORS INC</b>				
PMT2	Rock/Newton St Constr-Pmt2	09/23/2021	5,006.45	400-70-5436-8-00
PMT2	Rock/Newton St Constr-Pmt2	09/23/2021	274,502.95	700-10-5192-8-00
Total 20999 PTS CONTRACTORS INC:			279,509.40	
<b>21080 PARAGON DEVELOPMENT SYSTEMS INC</b>				
15076982	monitor	09/23/2021	195.38	100-10-5153-3-38
Total 21080 PARAGON DEVELOPMENT SYSTEMS INC:			195.38	
<b>21245 PERKINS OIL</b>				
0130602-IN	Bulk oil & supplies	09/23/2021	809.65	100-70-5411-3-36
Total 21245 PERKINS OIL:			809.65	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>21560 PHC TRANSIT LLC</b>				
3027	screenings delivered to city shop	09/23/2021	237.50	100-70-5431-3-36
Total 21560 PHC TRANSIT LLC:			237.50	
<b>21665 PIGGLY WIGGLY DISCOUNT FOODS</b>				
0250	Rehab drinks	09/23/2021	20.94	100-50-5232-3-38
6793	Rehab drinks	09/23/2021	25.95	100-50-5232-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			46.89	
<b>21790 PIT-STOP PORTABLES</b>				
A-119907	Pine Street Park Port a Potty	09/23/2021	137.50	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			137.50	
<b>23188 SAFETY KLEEN</b>				
87174441	Oil pick-up	09/23/2021	90.00	100-70-5411-3-36
Total 23188 SAFETY KLEEN:			90.00	
<b>24108 STAPLES CREDIT PLAN</b>				
9-23-21	share of office supplies	09/23/2021	26.09	100-10-5131-3-30
9-23-21	share of office supplies	09/23/2021	26.09	100-10-5141-3-30
9-23-21	share of office supplies	09/23/2021	26.09	100-10-5191-3-30
9-23-21	share of office supplies	09/23/2021	26.10	100-20-5513-3-30
9-23-21	share of office supplies	09/23/2021	26.10	100-70-5420-3-30
9-23-21	share of office supplies	09/23/2021	26.10	100-80-5670-3-30
Total 24108 STAPLES CREDIT PLAN:			156.57	
<b>24350 STICKS AND STONES</b>				
12492	mowing & trimming - 904 Pleasant	09/23/2021	50.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			50.00	
<b>24522 SULLIVAN, GARY</b>				
9-23-21	Safety glasses	09/23/2021	150.00	100-70-5412-3-38
Total 24522 SULLIVAN, GARY:			150.00	
<b>25250 TRAFFIC &amp; PARKING CONTROL CO.</b>				
706301	solar Pedestrian Crossing Beacon	09/23/2021	7,061.12	220-54-5460-3-38
Total 25250 TRAFFIC & PARKING CONTROL CO.:			7,061.12	
<b>25446 TRUCK EQUIPMENT INC</b>				
967811-00	filter	09/23/2021	135.28	100-70-5411-3-36
968680-00	credit	09/23/2021	96.00-	100-70-5411-3-36
Total 25446 TRUCK EQUIPMENT INC:			39.28	
<b>26465 VON BRIESEN &amp; ROPER, S.C.</b>				
368268	Personnel Issues - Aug 2021	09/23/2021	2,271.50	100-10-5143-3-38
368254	Waupun - Mitchell Litigaton - Aug 2021	09/23/2021	2,563.50	100-10-5194-3-38
368275	Waupun - Pausma Litigaton - Aug 2021	09/23/2021	324.50	100-10-5194-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 26465 VON BRIESEN & ROPER, S.C.:			5,159.50	
<b>26540 WALMART COMMUNITY/CAPITAL ONE</b>				
9-23-21	park program supplies	09/23/2021	203.82	100-20-5525-3-39
9-23-21	park program picnic	09/23/2021	114.75	100-20-5525-3-39
Total 26540 WALMART COMMUNITY/CAPITAL ONE:			318.57	
<b>27450 WAUPUN UTILITIES</b>				
AUG2021	Monthly utility charges	09/23/2021	359.20	100-20-5512-3-32
AUG2021	Monthly utility charges	09/23/2021	357.07	100-20-5513-3-32
AUG2021	Monthly utility charges	09/23/2021	4,964.61	100-20-5523-3-32
AUG2021	Monthly utility charges	09/23/2021	5,384.88	100-20-5525-3-32
AUG2021	Monthly utility charges	09/23/2021	1,155.67	100-40-5211-3-32
AUG2021	Monthly utility charges	09/23/2021	675.01	100-50-5231-3-32
AUG2021	Monthly utility charges	09/23/2021	16.00	100-50-5251-3-32
AUG2021	Monthly utility charges	09/23/2021	2,933.22	100-70-5410-3-32
AUG2021	Monthly utility charges	09/23/2021	1,099.11	100-70-5412-3-32
AUG2021	Monthly utility charges	09/23/2021	248.23	100-70-5441-3-32
AUG2021	Monthly utility charges	09/23/2021	11,135.26	100-70-5442-3-32
AUG2021	Monthly utility charges	09/23/2021	2,332.33	210-60-5511-3-32
AUG2021	Monthly utility charges - McKinley Property	09/23/2021	164.33	408-70-5436-3-32
AUG2021	Monthly utility charges	09/23/2021	58.67	700-10-5192-3-32
5308	Stormwater Billing & Collection Fees - Aug 2021	09/23/2021	874.75	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			31,758.34	
<b>29893 YMCA OF DODGE COUNTY</b>				
9082021	Concession/Pool Staff Wage & 25% Admin	09/23/2021	1,614.23	100-20-5523-1-10
9082021	Taxes	09/23/2021	97.30	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			1,711.53	
<b>29900 ZARNOTH BRUSH WORKS, INC.</b>				
0186394	tube broom	09/23/2021	463.00	700-10-5192-3-36
Total 29900 ZARNOTH BRUSH WORKS, INC.:			463.00	
<b>300032 INSIGHT FS</b>				
220004255	bullseye	09/23/2021	115.00	100-70-5613-3-38
Total 300032 INSIGHT FS:			115.00	
<b>300094 BEAVER DAM MUNICIPAL COURT</b>				
9-23-21	Payment for citation for Elise White - made to city in error	09/23/2021	98.80	100-13850
Total 300094 BEAVER DAM MUNICIPAL COURT:			98.80	
<b>300171 TRANSCENDENT TECHNOLOGIES</b>				
M5042	FDL Cty Tax System Annual Maint	09/23/2021	761.00	100-10-5141-3-38
Total 300171 TRANSCENDENT TECHNOLOGIES:			761.00	
<b>300208 WARRIOR FABRICATION</b>				
1990F4D3-0001	canvas tote bags for Dementia Story Walk	09/23/2021	325.00	220-54-5460-3-38



Invoice	Description	Invoice Date	Total Cost	GL Account
Total 300208 WARRIOR FABRICATION:			325.00	
Grand Totals:			382,279.25	

## Report GL Period Summary

GL Period	Amount
09/21	382,279.25
Grand Totals:	382,279.25

Vendor number hash: 2272141  
Vendor number hash - split: 2949208  
Total number of invoices: 69  
Total number of transactions: 97

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	382,279.25	.00	382,279.25
Grand Totals:	382,279.25	.00	382,279.25

## Report Criteria:

[Report].Invoice Date = 09/23/2021



## AGENDA SUMMARY SHEET

**MEETING DATE:** 9-28-21

**TITLE:** Discussion: Transportation Utility

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Public Works Director  
Kathy Schlieve, Administrator  
Jon Cameron, Ehlers  
Jeff Mazanec, raSmith

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

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### ISSUE SUMMARY

In early 2021, Council authorized the study of a transportation utility in the City. Ehlers and raSmith were hired to complete the work. Significant progress has been made on the project and our consultant will be present to provide an overview and discuss how the utility would work to fund the city's road improvement program. The following agenda items will be discussed:

- Transportation Utility Overview and Authority to Create
- Global Rate Setting Principals & Differentiating Between a Fee and a Tax
- Why Consider the Creation of a Transportation Utility?
- Study Results
- Next Steps

### STAFF RECCOMENDATION:

N/A

### ATTACHMENTS:

Transportation Utility presentation

<b><u>RECOMMENDED MOTION:</u></b>
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Discussion Only
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# Transportation Utility Creation Analysis

## City of Waupun

September 28, 2021

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## Overview

- Transportation Utility Overview and Authority to Create
  - Global Rate Setting Principals & Differentiating Between a Fee and a Tax
  - Why Consider?
    - ✓ Fairness
    - ✓ Levy limits and possible operations referendum
    - ✓ Borrowing and sustainability
  - Study Results
    - ✓ Budget scenarios
    - ✓ User rates
    - ✓ Tax rate impact analysis if no utility is created?
    - ✓ Sample properties impact analysis
  - Next Steps
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## Transportation Utility Overview

Equates the municipality's transportation network to a utility like a water, sewer or stormwater utility

User rates collected to fund the operations of the transportation system including:

- Operations costs
- Capital

Generally based on TRIP Generation (measure of system usage)

Institute of Transportation Engineer's *TRIP Generation Manual*

What is a TRIP = any time a car enters or leaves a driveway

Different land use types have different TRIP generation rates

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## Authority to Create a Transportation Utility

No direct Statute to establish a Transportation Utility in Wisconsin  
Creation of a Transportation Utility linked to Home Rule Authority, whereby municipalities have the authority to act:

- For the good order of the City
- For a municipality's commercial benefit
- For the health, safety and welfare of the municipality
- Have to ability to carry out its power by appropriation, or by other necessary and convenient means

**Formally the means by which municipalities relied on to create stormwater utilities... This has not YET been tested in Wisconsin**

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# Issues to Consider with User Charges...Global Rate Setting Principals



Global principals around which rates must (should) be set

- Rate should be cost-based and equitable and set at such a level that they meet the full revenue requirements of the utility
  - Rates should be easy to understand and administer
  - Rates and the process of allocation costs should follow the principles of cost-causation (those who cause the costs pay the costs)
  - Rates should be stable in both their ability to provide adequate revenues to meet the utility's financial, operating and regulatory requirements and in the customer's perception of the rates from year to year
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## Differentiating Between a Fee & a Tax

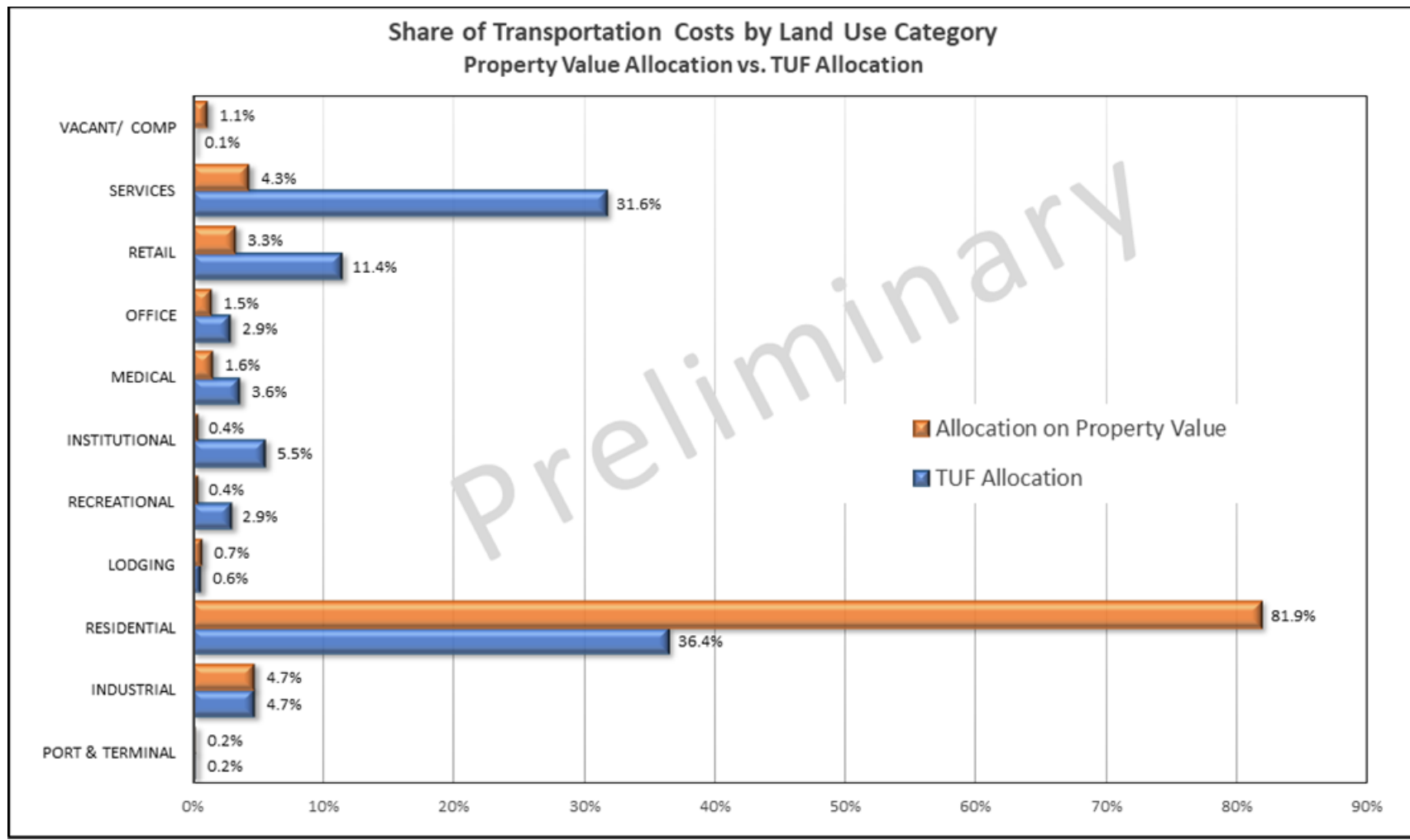
WI League of Municipalities June 2020 Opinion on Transportation Utility Creation:

1. Place fees collected in a separate fund, used only for street maintenance transportation projects.
  2. Collect fees in same manner as other utility charges.
  3. Ensure formula for calculating fees is as accurate as possible.
  4. Any credit policy should avoid exempting tax-exempt properties. (gives appearance of a tax).
  5. To the extent possible, have a process for allowing properties that demonstrate reduced use of street system to qualify for lower fee.
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# Why Consider a Transportation Utility - Fairness





## Why Consider a Transportation Utility – Levy Limits

Municipalities are only allowed to increase their levy by the increase in net new construction

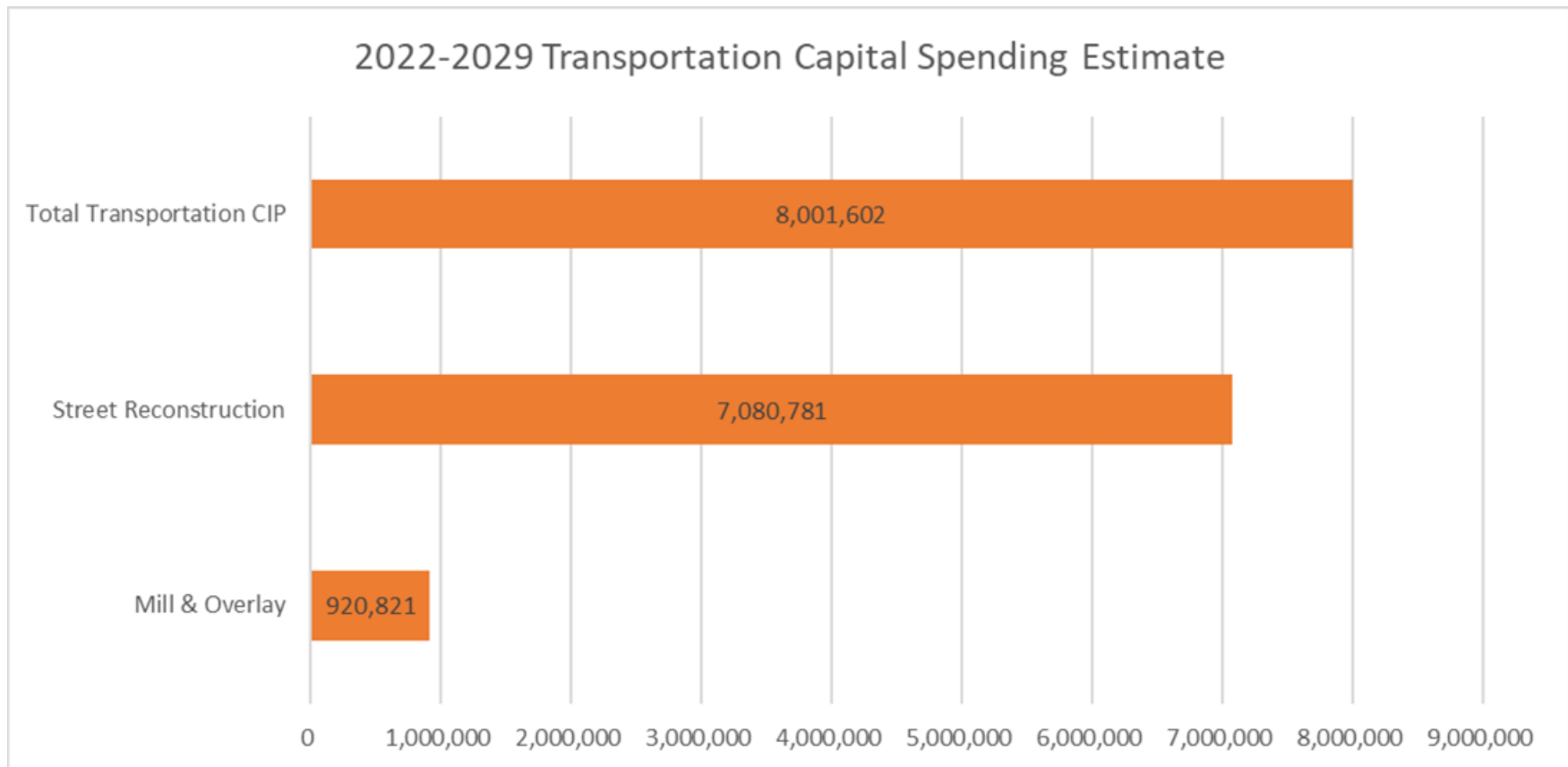
- City would likely not be able to increase the operations levy for roads without an operating referendum or a reduction in service within the tax levy

Many municipalities rely on the issuance of debt to fund street rehabilitation projects

- Limited to borrowing no more than 5% of total equalized value through General Obligation Debt
  - City's policy limits debt to 75% of max debt limit
  - At the end of 2021 City will be at 62% of debt limit policy with \$7.78 million of remaining capacity
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# Transportation 2022-2029 Capital Needs Summary





## Summary of Utility Revenue Requirement

Line Item	Test Year Budget
	2021
Billing Services	10,000
Billing for City Properties	15,000
<b>Subtotal Operating Budget</b>	<b>25,000</b>
<b>Cash Funded CIP (2022-2030 Avg)</b>	<b>1,000,200</b>
<b>Total Scenario 1 Revenue Requirements</b>	<b>1,025,200</b>

% Allocation to Function	
Fixed	Trip
10%	90%
10%	90%
<b>10%</b>	<b>90%</b>
10%	90%
10%	90%

\$ Allocation to Function	
Fixed	Trip
1,000	9,000
1,500	13,500
<b>2,500</b>	<b>22,500</b>
<b>100,020</b>	<b>900,180</b>
<b>102,520</b>	<b>922,680</b>



# Transportation Utility Charge Calculation and Breakdown for a Single-Family Home

## Calculation of Fixed Charge

Costs Allocated to Fixed Charge	\$102,520
Customers	3,468
Annual Fixed Charge	\$29.56

## Calculation of Trip Charge

Costs Allocated to Trip Charge	\$922,680
Trips (Daily)	111,006
Cost per Trip (Annual)	\$8.31

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### Proposed Charges by Scenario for a Single-Family Home

	Annual Fixed Charge	Annual Trip Rate	Trips/Day	Annual Utility Charge	Monthly Utility Charge
Scenario 1	\$29.56	\$8.31	9.44	\$108.03	\$9.00



## If No Transportation Utility is Created...

Road projects will be funded via General Obligation Debt

Mill & Overlay projects will be funded via the property tax levy

- City may not be able to increase operations expenses for roads without an operations referendum or an in-kind reduction of expenses in another area of the City's budget

### ✓ Borrowing/Tax Impact Analysis

- ✓ Assume City borrows for 2022-2029 Street CIP Projects
  - ✓ Continue to levy annually for mill and overlay costs
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# 2022-29 Transportation Financing Plan

	2023-2025 Projects	2027-2029 Projects
	2023 G.O. Notes	2027 G.O. Notes
Road Projects	4,533,677	2,711,250
	0	0
Less:		
CDBG Grant Funding	0	0
Other Funding	0	0
Net Borrowing Needs	4,533,677	2,711,250
Estimated Issuance Expenses	117,750	91,700
<b>TOTAL TO BE FINANCED</b>	4,651,427	2,802,950
Estimated Interest Earnings	(2,325)	(1,403)
Rounding	898	3,452
<b>NET ISSUE SIZE</b>	4,650,000	2,805,000



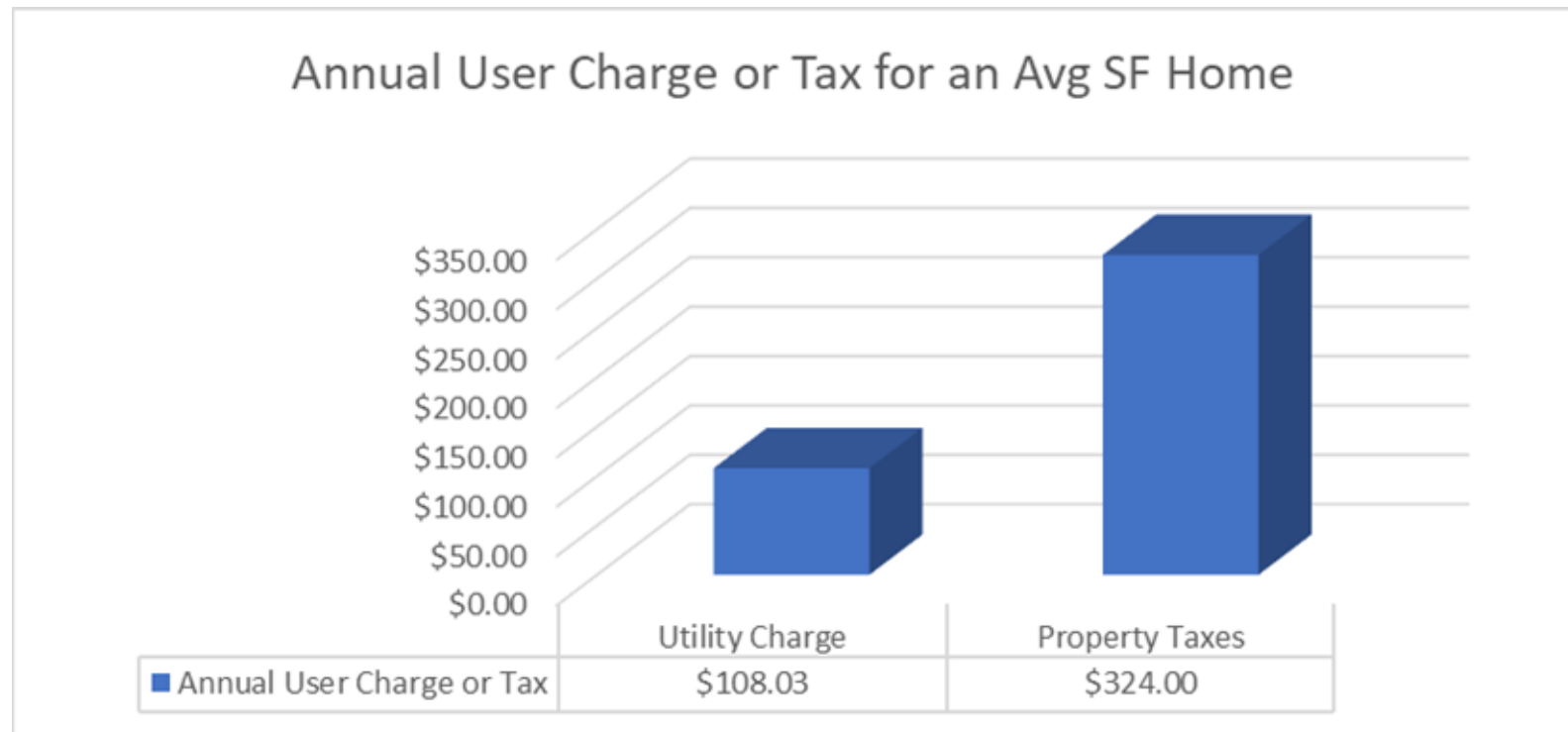
# Transportation Tax Rate Impact Analysis

Year Ending	Existing Debt	Proposed Debt						Year Ending
	Equalized Value (TID OUT)	7,455,000 All Future Issues Total Principal and Interest	Levy and Tax Rate					
			Total Net Debt Service Levy	Total Mill & Overlay Levy	Total Tax Rate For 2022-2029 Road Projects	Levy Change from Prior Year	Annual Taxes \$200,000 Home	
2021	464,433,000	0	0		\$0.00	0	\$0	2021
2022	502,803,500	0	0	115,103	\$0.23	0	\$23	2022
2023	512,859,570	0	0	115,103	\$0.22	0	\$22	2023
2024	523,116,761	499,750	499,750	115,103	\$1.18	499,750	\$235	2024
2025	533,579,097	501,397	501,397	115,103	\$1.16	1,647	\$231	2025
2026	544,250,679	498,164	498,164	115,103	\$1.13	(3,233)	\$225	2026
2027	555,135,692	494,638	494,638	115,103	\$1.10	(3,526)	\$220	2027
2028	566,238,406	802,195	802,195	115,103	\$1.62	307,557	\$324	2028
2029	577,563,174	803,754	803,754	115,103	\$1.59	1,559	\$318	2029
2030	589,114,438	805,279	805,279	115,103	\$1.56	1,525	\$312	2030
Total								Total





# Draft Utility Charges OR Taxes for a Single-Family Home

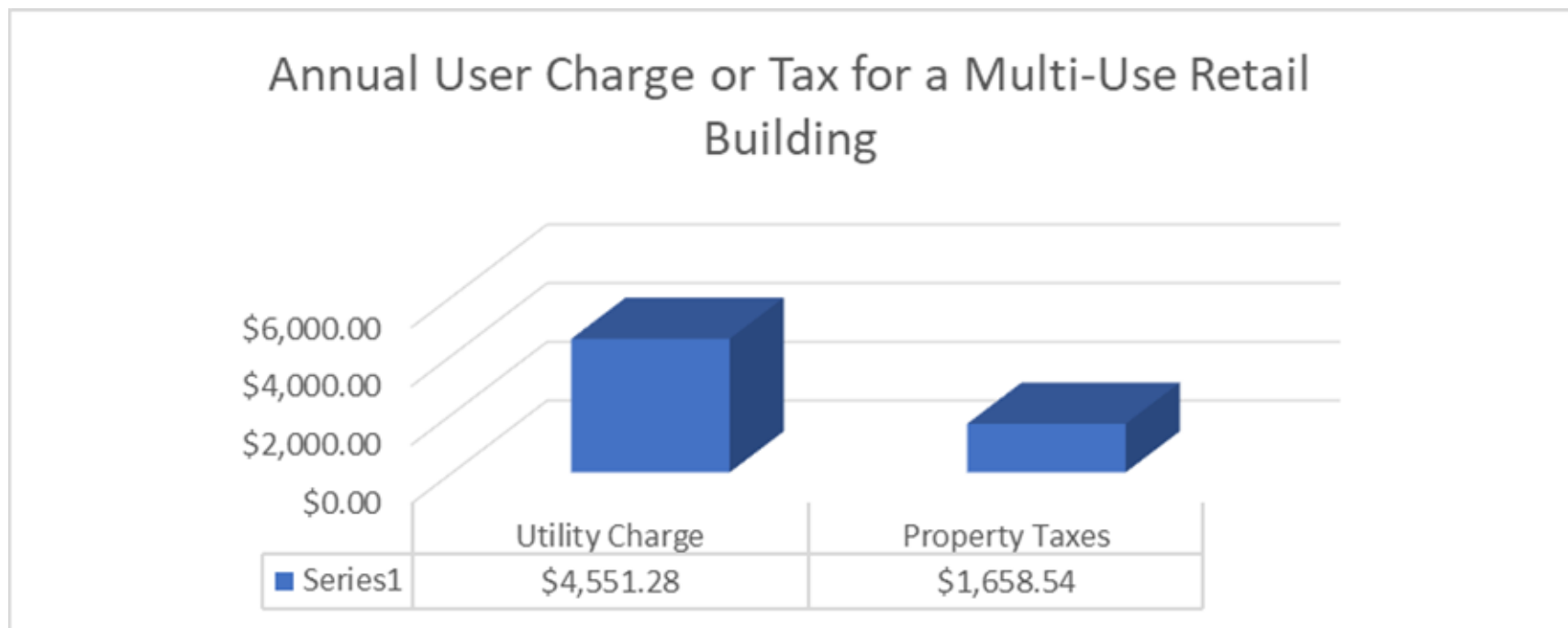


**Notes:**

I. Average Single-Family Home Value is assumed at \$200,000 of equalized value. The bar chart represents the maximum charge or tax over the planning period.



# Draft Utility Charges OR Taxes for a Multi-Use Retail Building

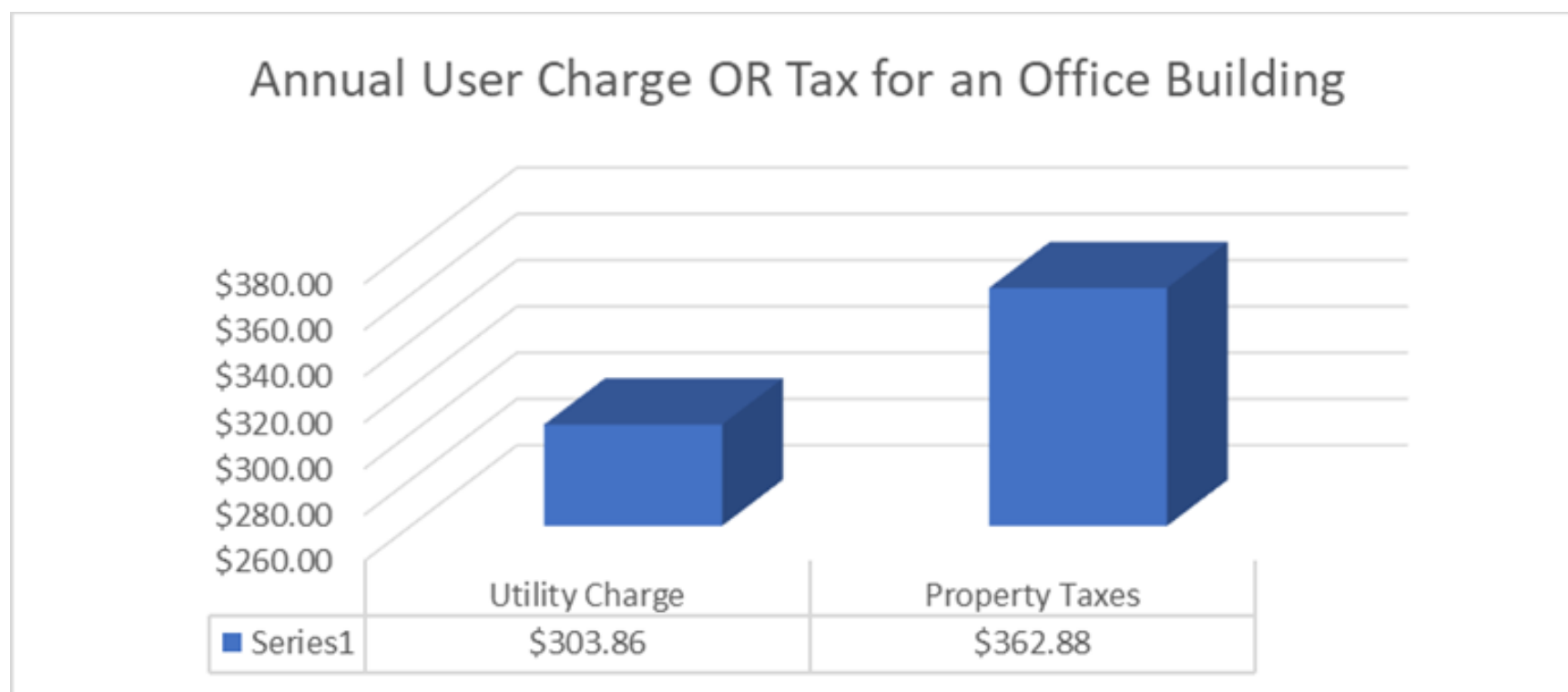


Notes:

- Multi-use retail facility assigned 544 trips with an estimated size of 11,000 sq. feet and an estimated equalized value \$1,023,000.



# Draft Utility Charges OR Taxes for Commercial Office Building

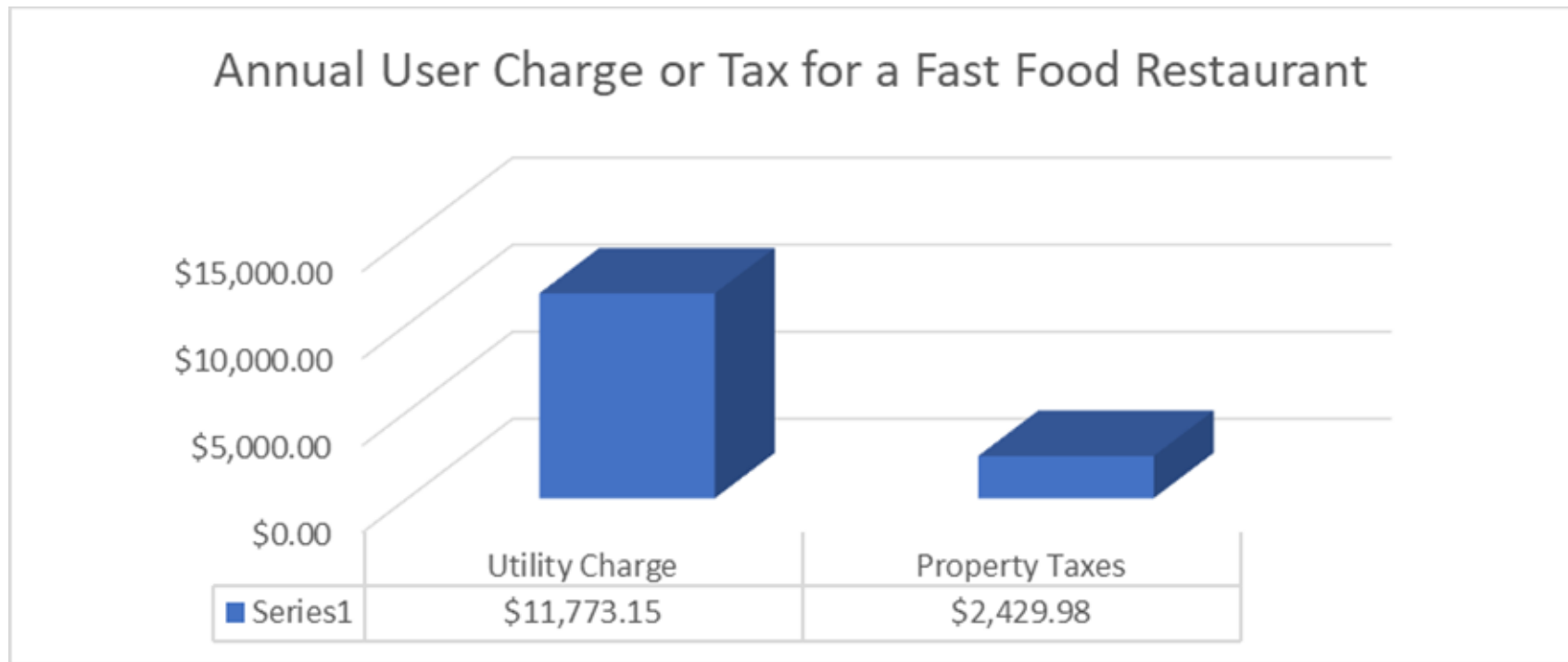


Notes:

I. Commercial office building is assumed to be 2,800 square feet and have an Equalized Value of \$224,000 of equalized value. The bar chart represents the maximum charge or tax over the planning period.



# Draft Utility Charges OR Taxes for a Fast-Food Restaurant with Drive Through

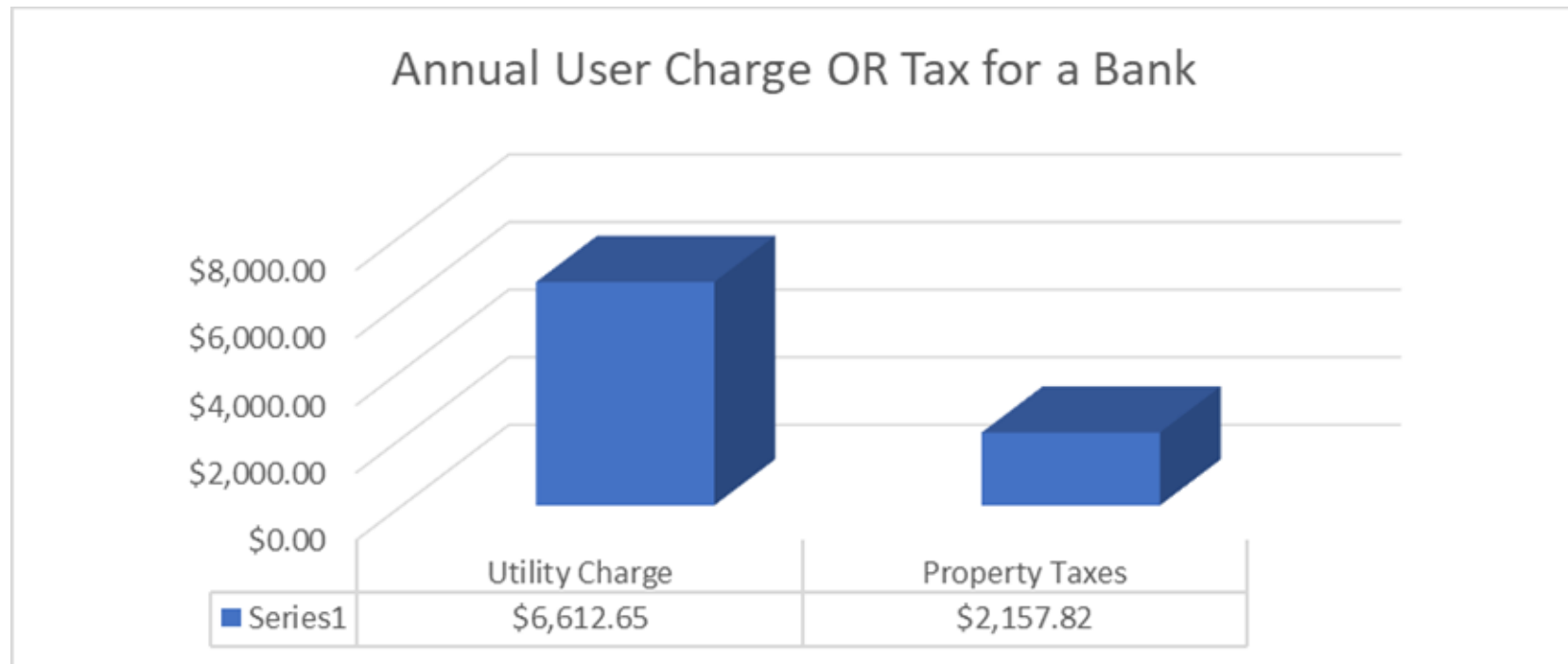


## Notes:

I. Fast food restaurant is assumed to be 3,000 square feet with a drive through and have an Equalized Value of \$1,500,000 of equalized value. The bar chart represents the maximum charge or tax over the planning period.



## Draft Utility Charges OR Taxes for a Bank

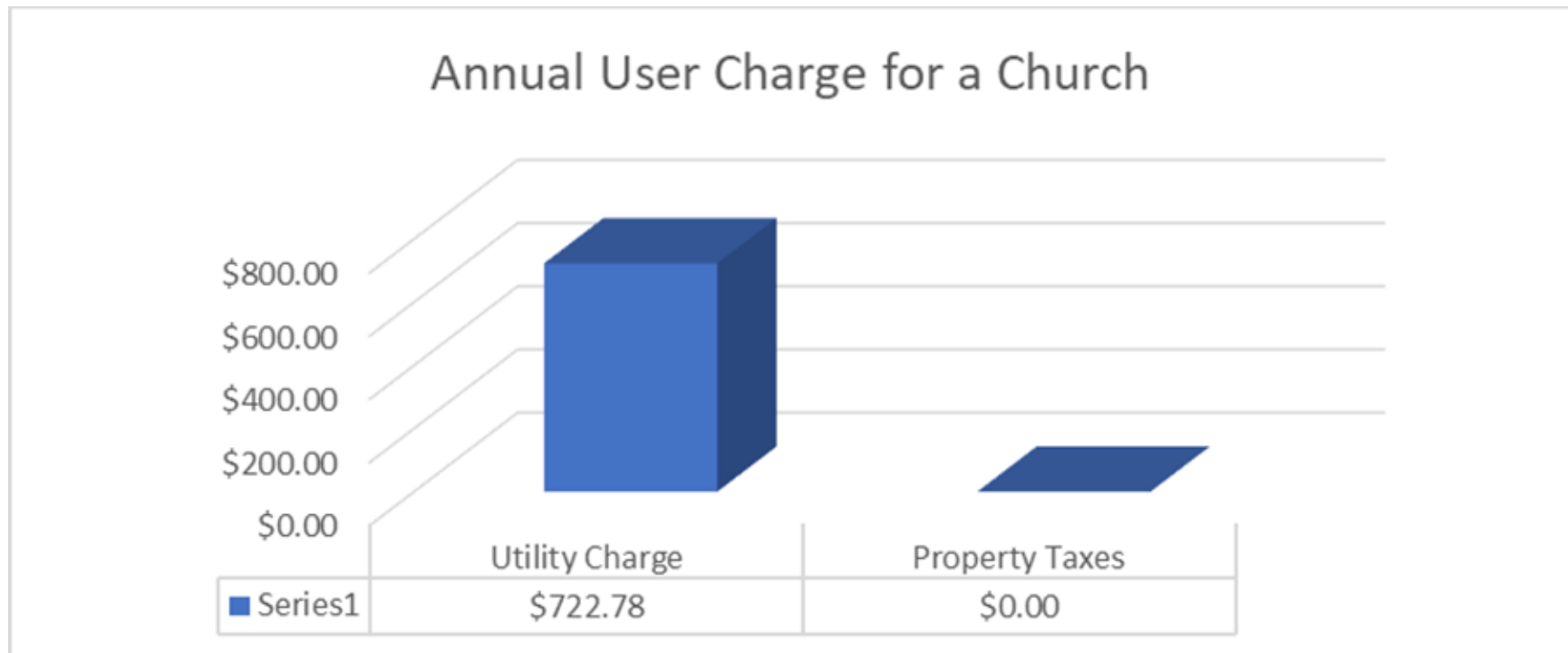


Notes:

- Based on a 18,000 sq. foot bank facility with an estimated equalized value of 1,332,000.



## Draft Utility Charges for a Church

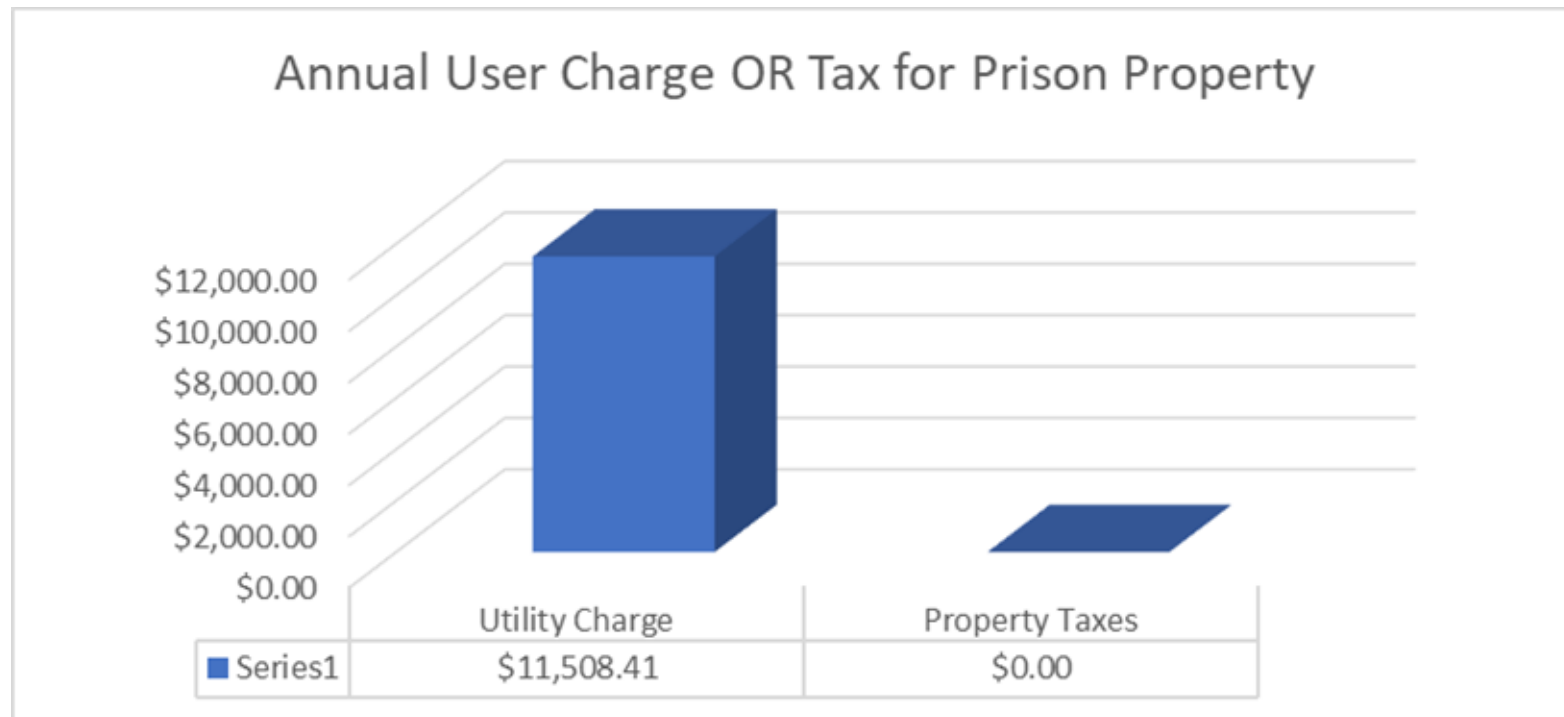


**Notes:**

I. Church is assumed to be 12,000 square feet with no school. The property is tax-exempt.



## Draft Utility Charges for a State-Owned Property



**Notes:**

I. Includes properties of 200 S. Madison St and 396 S. Drummond St. #I. Total number of trips equate to 1,381.



## Next Steps

- Council feedback on study results
  - Completion of written Transportation Utility Creation Study
  - Development of Transportation Utility Ordinance & any applicable policies and procedures
  - Refinement of utility billing database and incorporation of database into utility billing system
  - Further community outreach
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## AGENDA SUMMARY SHEET

**MEETING DATE:** 9-28-21

**TITLE:** DISCUSSION: COVID-19 Policies and Response to Current Conditions

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Julie Nickel, Mayor  
Kathy Schlieve, Administrator

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Health	n/a	

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### ISSUE SUMMARY

We have been working with community partners to understand the surge of COVID-19 in our area. Waupun Memorial Hospital President, DeAnn Thurmer, is asking for help from the community to slow the spread of the virus. We will discuss our response.

### STAFF RECCOMENDATION:

N/A

### ATTACHMENTS:

None

<b><u>RECOMMENDED MOTION:</u></b>
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Discussion Only
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## AGENDA SUMMARY SHEET

**MEETING DATE:** 9-28-21

**TITLE:** Discussion: 2022 Budget Workshop 3: Capital and Equipment

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Michelle Kast, Finance Director

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Discussion item		

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**ISSUE SUMMARY:**

The third budget workshop (of five) for the 2022 budget will focus on capital improvements and equipment replacement. Debt is also pulled into this presentation as it is commonly used to fund large capital improvements or equipment purchases. The figures in the presentation are proposed at this time and may be revised as the full budget comes together.

**STAFF RECOMMENDATION:**

N/A

**ATTACHMENTS:**

2022 Capital and Equipment Budget Presentation  
2022 Proposed Capital Improvement Schedule  
2022 Proposed Equipment Replacement Schedule

**RECOMMENDED MOTION:**

Discussion only

**SEPTEMBER 28, 2021**

# **2022 BUDGET WORKSHOP 3**

**CAPITAL AND EQUIPMENT**

# BUDGET WORKSHOPS

- **Budget Workshop 1**  
6.15.2021 Budget Planning and Timeline
- **Budget Workshop 2**  
8.31.2021 Fiscal Health Analysis
- **Budget Workshop 3**  
9.28.2021 Capital and Equipment Budgets
- **Budget Workshop 4**  
10.19.2021 Draft Budget
- **Budget Workshop 5**  
11.9.2021 Public Hearing and Budget Adoption

# CITY TAX LEVY DISTRIBUTION

Fund	2021 Budget	2022 Proposed
General Fund	\$1,427,156	
➔ <b>Debt Service Fund</b>	\$768,233	\$783,194
Library Fund	\$516,792	
➔ <b>Capital Improvements</b>	\$420,000	\$420,000
➔ <b>Equipment Replacement</b>	\$169,350	\$225,000
Taxi Fund	<u>\$0</u>	
Total	\$3,301,531	

# PROPOSED EQUIPMENT PURCHASES

## **Total Proposed Equipment Budget \$434,928**

- City Hall \$23,350
  - Annual Computer Updates, Payroll Software Upgrades, Color Copier, Server and Firewall
- Police \$83,668
  - Vehicles and related equipment \$44,262
  - Other Equipment \$39,406
    - AED, Computer Updates, Vests, Tasers, Mobile Data Computers, Portable Radios, Radar System, Squad Camera, Interview Room Camera System Server
- Fire \$65,000
  - Portable Radios, Fire Hose, EMR Vehicle

# PROPOSED EQUIPMENT PURCHASES

- Public Works \$251,410
  - Trailer for Mower, Flatbed with Hoist, Industrial Snowblower, Radio Repeater System, Cylinders
- Aquatic Center \$10,000
  - Pool Furnishing and Safety Equipment

Funding for Equipment Replacement	
Estimated 2022 Equipment Levy	\$225,000
Estimated Trade-In	\$1,500
Estimated Fund Balance Applied	<u>\$208,428</u>
Proposed Equipment Budget	\$434,928

- Equipment Levy History:

2018	2019	2020	2021
\$200,000	\$205,000	\$225,000	\$169,350



# PROPOSED CAPITAL IMPROVEMENTS

**Total Proposed Capital Budget \$1,090,113 (levy funded)**

- Safety Building \$113,000
  - Air Conditioning Unit, Facility Design & Engineering, Bollards
    - For Discussion: Facility Design & Engineering
- Public Works \$817,513
  - Street Design & Engineering, CIP Design Costs, Lease Payments on Lighting Upgrades, Community Center Lot Repair, Repair Beams at DPW Garage, Sidewalk Replacement, S. Madison Street Reconstruction Phase 2, Seal Coat Parking Lots, Mill and Overlay
    - For Discussion: Community Center Parking Lot Repair
- Recreation \$11,600
  - Medema Field ADA Upgrades
  - For Discussion 2023 budget items: Resurface Dodge Park Tennis Courts \$30K, Wilcox Park Inclusive Playground \$188K

# PROPOSED CAPITAL IMPROVEMENTS

Funding for Capital Improvements	
Estimated 2022 Capital Improvement Levy	\$420,000
Estimated Sidewalk Assessment Revenue	\$148,000
Estimated Fund Balance Applied	<u>\$522,113</u>
Proposed Capital Budget	\$1,090,113

- Capital Improvement Levy History

2018	2019	2020	2021
\$476,500	\$536,799	\$441,554	\$420,000

# FUTURE CAPITAL AND EQUIPMENT NEEDS

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

# DEBT OVERVIEW

- 2022 Debt Payments

Funding for Debt Payments	
Estimated Debt Service Fund Levy	\$783,194
Transfers from Other Funds (TID's, SW, etc)	\$786,971
Estimated Fund Balance Applied	<u>\$21,200</u>
Estimated Total 2022 Debt Payments	\$1,591,365

- Debt Levy History:

2018	2019	2020	2021
\$637,216	\$625,983	\$760,983	\$768,233

- Future Debt Payments



- Debt payments (levy funded) remain fairly steady 2022-2028 at roughly \$819K/yr
- In 2029 debt payments drop (to \$372K)
- **This assumes no additional debt is taken on**

# PROPOSED CAPITAL IMPROVEMENTS

## Stormwater Fund Proposed Capital Budget \$232,000

- S. Madison Street Reconstruction Phase 2, Land Acquisition, Street Design
- Funded through stormwater utility revenue
- Not reliant on tax levy

## Capital Projects

Fund/Department/Project	GL Account	2022	2023	2024	2025	2026	Total
<b>Capital Improvement Fund</b>							
<b>Capital Projects</b>							
<b>City Hall</b>							
City Hall Facility Improvements per CIP	400-10-5140-800		271,600	56,120	305,572	259,626	892,918
<b>City Hall Total</b>		-	<b>271,600</b>	<b>56,120</b>	<b>305,572</b>	<b>259,626</b>	<b>892,918</b>
<b>Public Safety</b>							
<b>Police</b>							
Safety Building Air Conditioning Units	400-40-5211-800	5,500		11,000			16,500
Safety Building Design and Engineering	400-40-5211-800	100,000					100,000
Install Bollards at Safety Building	400-40-5211-800	7,500					7,500
Safety Building Facility Improvements	400-40-5211-800				152,077	1,422,844	1,574,921
<b>Police Total</b>		<b>113,000</b>	-	<b>11,000</b>	<b>152,077</b>	<b>1,422,844</b>	<b>1,698,921</b>
<b>Fire</b>							
Post Incident Showers	400-40-5211-800			250,000			250,000
<b>Fire Total</b>		-	-	<b>250,000</b>	-	-	<b>250,000</b>
<b>Public Safety Total</b>		<b>113,000</b>	-	<b>261,000</b>	<b>152,077</b>	<b>1,422,844</b>	<b>1,948,921</b>
<b>DPW</b>							
Street Design and Engineering	400-70-5420-800	52,000	25,000	55,000	30,000	55,000	217,000
Facility CIP Design Costs	400-70-5420-800	40,700	4,500			23,400	68,600
Payments on Energy Efficiency Upgrades	400-80-5950-338	21,122	21,122	15,842			58,086
Community Center Lot Repair	400-20-5514-800	30,000					30,000
Library Storm Piping/Roof Drainage	400-60-5511-800		13,000				13,000
Museum Facility Improvements	400-70-5412-800		62,472				62,472
Repair Beams at DPW Garage	400-70-5412-800	7,800					7,800
City Garage Facility Improvements	400-70-5412-800					283,200	283,200
Sidewalk Replacement	400-70-5436-800	196,000	215,000	200,000	215,000		826,000
Special Assessment-Sidewalk Replacement		(148,000)	(161,250)	(150,000)	(161,250)		(620,500)
S. Madison St Reconstruction (Lincoln-Doty)	400-70-5436-800	387,000					387,000
Grove/Roosevelt/Park/Rock/Newton Recon	400-70-5436-800		1,250,000				1,250,000
Rock River/Wilcox/McKinley/S.Grove Recon	400-70-5436-800				2,029,500		2,029,500
Seal Coat Parking Lots	400-70-5412-800	16,891					16,891
Streets - Mill and Overlay	400-70-5436-800	214,000	200,000	220,000	200,000	200,000	1,034,000
<b>DPW Total</b>		<b>817,513</b>	<b>1,629,844</b>	<b>340,842</b>	<b>2,313,250</b>	<b>561,600</b>	<b>5,663,049</b>
<b>Culture, Recreation, Education</b>							
<b>Senior Center</b>							
Design Engineering	400-20-5513-800		529,319				529,319
Senior Center Facility Improvements	400-20-5513-800			2,239,791			2,239,791
Senior Center - Grant/Donations				(1,500,000)			(1,500,000)
<b>Recreation</b>							
Paint Pool Surface	400-20-5523-800				30,000		30,000
Park ADA Upgrades	400-20-5525-800		45,500	32,000	3,000		80,500
Medema Fields ADA Upgrades	400-20-5525-800	11,600					11,600
Resurface Dodge Park Tennis Court	400-20-5525-800		30,000				30,000
Shaler Park Engineering/ Improvements	400-20-5525-800		40,000				40,000
Cemetery Driveway and Parking	400-20-5525-800		20,000				20,000
Veteran's Memorial ADA Upgrades	400-20-5525-800			60,000			60,000
Baseball Complex Turf Repair	400-20-5525-800					436,000	436,000
Contribution-Rec Facility Maintenance	400-46-4678-000						-
Wilcox Park Inclusive Playground	400-20-5525-800		188,000				188,000
Wilcox Park Playground Grant/Fundraising			(140,000)				(140,000)
Playground Replacement	400-20-5525-800			30,000		35,000	65,000
<b>Culture, Recreation, Education Total</b>		<b>11,600</b>	<b>712,819</b>	<b>861,791</b>	<b>33,000</b>	<b>471,000</b>	<b>2,090,210</b>
<b>Capital Projects Total</b>		<b>942,113</b>	<b>2,614,263</b>	<b>1,519,753</b>	<b>2,803,899</b>	<b>2,715,070</b>	<b>10,595,098</b>

<b>Capital Improvement Fund Project Total</b>	1,090,113	2,775,513	3,169,753	2,965,149	2,715,070	12,715,598
Less Estimated Grant Funding/Debt Issuance		-	(1,500,000)	-	-	(1,500,000)
Less Other Revenue Sources	(148,000)	(161,250)	(150,000)	(161,250)	-	(620,500)
Less Estimated Annual Tax Levy	(420,000)	(420,000)	(420,000)	(420,000)	(420,000)	(420,000)
<b>Fund Balance Applied / (Fund Balance Built)</b>	<b>522,113</b>	<b>2,194,263</b>	<b>1,099,753</b>	<b>2,383,899</b>	<b>2,295,070</b>	<b>10,175,098</b>

## Equipment Replacment Schedule

Fund/Category/Department/Item		GL Account	2022	2023	2024	2025	2026	Total
<b>Equipment Replacement Fund</b>								
<b>General Government</b>								
City Hall								
	Computer & Device Updates	410-10-5140-400	6,350	7,000	9,000	9,100	9,200	40,650
	Payroll Software Upgrades	410-10-5140-400	2,800	10,000				12,800
	Color Copier Replacement	410-10-5140-400	6,700					6,700
	Server and Firewall Replacement	410-10-5140-400	7,500					7,500
<b>General Government Total</b>			<b>23,350</b>	<b>17,000</b>	<b>9,000</b>	<b>9,100</b>	<b>9,200</b>	<b>67,650</b>
<b>Public Safety</b>								
Police								
	AED	410-40-5211-400	1,275	1,483	1,571	1,665	1,764	7,758
	Computer Updates (2 desktops/1 laptop)	410-40-5211-400	3,500	2,892	3,065	3,248	3,442	16,147
	Bullet Resistant Vests	410-40-5211-400	3,400	2,300	2,300	2,300	7,000	17,300
	Tasers	410-40-5211-400	5,672	3,500	3,710	3,932	4,167	20,981
	Mobile Data Computer(s)	410-40-5211-400	3,000	7,208	7,640	8,098	8,583	34,529
	Portable Radios	410-40-5211-400	8,675	8,500	8,500	8,500	8,500	42,675
	Police Squad(s) and Equipment	410-40-5211-400	45,762	101,374	53,128	55,715	116,914	372,893
	Police Squade Trade-In	410-48-4831-000	(1,500)					(1,500)
	Radar System (new squad)	410-40-5211-400	2,276	2,396	2,539	2,691	2,852	12,754
	Squad Camera (new squad)	410-40-5211-400	6,849	4,600	4,650	4,650	4,700	25,449
	Thermal Imaging Camera	410-40-5211-400		4,000				4,000
	Interview Room Camera System Server	410-40-5211-400	4,759					4,759
	Radar Trailer	410-40-5211-400			7,000			7,000
Police Total			<b>83,668</b>	<b>138,253</b>	<b>94,103</b>	<b>90,799</b>	<b>157,922</b>	<b>564,745</b>
Fire								
	Computer Updates	410-50-5231-400			4,500			4,500
	Portable Radios	410-50-5231-400	15,000					15,000
	Mobile Radios	410-50-5231-400		4,000	4,000			8,000
	Thermal Imaging Camera	410-50-5231-400					5,400	5,400
	Fire Safety House	410-50-5231-400				48,000		48,000
	SCBAs with Breathing Tanks	410-50-5231-400				95,000	95,000	190,000
	Sensit HCN	410-50-5231-400				1,300		1,300
	Fire Hose	410-50-5231-400	15,000					15,000
	Aerial Truck	410-50-5231-400		1,500,000				1,500,000
	EMR Vehicle	410-50-5231-400	35,000					35,000
	4-Gas Meter	410-50-5231-400		2,900	2,900			5,800
Fire Total			<b>65,000</b>	<b>1,506,900</b>	<b>11,400</b>	<b>144,300</b>	<b>100,400</b>	<b>1,828,000</b>
<b>Public Safety Total</b>			<b>148,668</b>	<b>1,645,153</b>	<b>105,503</b>	<b>235,099</b>	<b>258,322</b>	<b>2,392,745</b>
<b>Public Works</b>								
	Dump Truck	410-70-5411-400				220,000		220,000
	Payloader with attachments (25% to SW)	410-70-5411-400					161,250	161,250
	Tractor, blade, broom	410-70-5412-400			60,000			60,000
	Trailer for lawnmower	410-70-5412-400	2,500					2,500
	1-Ton Flatbed w/ hoist	410-70-5412-400	42,210	46,000		42,500		130,710
	1/2 Ton Pickup Truck	410-70-5412-400			48,000			48,000
	Skidloader with Auger (25% to SW)	410-70-5412-400		41,250				41,250
	Payloader Grapple Bucket	410-70-5412-400		21,000				21,000
	Roller	410-70-5411-400		15,000				15,000
	Industrial Snowblower	410-70-5411-400	172,300					172,300
	Radio Repeater System	410-70-5412-400	10,400					10,400
	Cylinder Purchase	410-70-5412-400	4,000					4,000
	Line Laze	410-70-5412-400			7,000			7,000
	Radar Speed Signs	410-70-5411-400			7,310			7,310
	Price Increase Contingency	410-70-5412-400	20,000					20,000
<b>Public Works Total</b>			<b>251,410</b>	<b>123,250</b>	<b>122,310</b>	<b>262,500</b>	<b>161,250</b>	<b>920,720</b>
<b>Culture, Recreation, Education</b>								
	Aquatic Facility							
	Pool Furnishings and Safety Equipment	410-20-5523-400	10,000	5,000	5,000	5,000	5,000	30,000
<b>Recreation Total</b>			<b>10,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>30,000</b>
<b>Taxi</b>								
	ADA Minivan	501-10-5154-800			9,000			9,000
<b>Taxi Total</b>			<b>-</b>	<b>-</b>	<b>9,000</b>	<b>-</b>	<b>-</b>	<b>9,000</b>
<b>Grand Total</b>			<b>433,428</b>	<b>1,790,403</b>	<b>250,813</b>	<b>511,699</b>	<b>433,772</b>	<b>3,420,115</b>

Grand Total Equipment Replacement Budget	434,928	1,790,403	250,813	511,699	433,772	3,420,115
Less Estimated Trade-In	(1,500)					
Less Other Revenue Sources						
Less Estimated Annual Tax Levy	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)
Fund Balance Applied / (Fund Balance Built)	208,428	1,565,403	25,813	286,699	208,772	3,195,115



## AGENDA SUMMARY SHEET

**MEETING DATE:** 9-28-21

**TITLE:** Agreement for Engineering and Architectural Services with Cedar Corp to Complete a Space Needs Analysis for Public Safety Building

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Public Works Director  
Kathy Schlieve, Administrator

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	\$30,750, plus related reimbursable expenses	

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### ISSUE SUMMARY

We have been reviewing potential infrastructure programs that may be coming that could support needed facility improvements. Grant programs typically favor shovel-ready projects which we do not have at this point. We are recommending that we do a deeper dive to assess needs within the public safety building, examining location and space requirements for final engineering. The goal is to move toward a shovel ready project and apply for any potential grants that support our goals. The 2021 budget supports this request.

### STAFF RECCOMENDATION:

Approve proposal as presented.

### ATTACHMENTS:

Cedar Corp service agreement

### **RECOMMENDED MOTION:**

Motion to approve an agreement with Cedar Corp for engineering and architectural services to complete a space needs analysis for public safety building renovation and expansion as presented.



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

**Authorization to Perform Professional Engineering Services**

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

**Project:** Space Needs Analysis for Public Safety Building renovation and expansion.

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

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

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

**Timetable:** Work will be completed as determined in the kickoff meeting at the start of the project.

THIS AGREEMENT is hereby approved and executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF WAUPUN

CEDAR CORPORATION

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

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

Name: Jeff Daane

Name: Cory A. Scheidler, A.I.A.

Title: Director of Public Works

Title: Director of Architecture

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

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

Name: Julie Nickel

Name: Ron Dalton, P.E.

Title: Mayor

Title: Professional Engineer

## **Attachment A Scope of Work**

### **Scope of Work:**

ENGINEER will complete the following Scope of Work for the Project, as follows.

Cedar Corporation's trademark quality is to listen to you.

We want to learn and understand your wants, needs, and expectations. We seek to create an environment that promotes collaboration to develop mutually acceptable solutions.

The key to achieving this is communication. We have developed a process that focuses on communication and facilitation to develop focused discussions and follows a well-defined agenda. This process allows us to efficiently gather all the available information and ideas and then review them to complete a thorough evaluation of the design challenge.

Our approach to the City of Waupun Public Safety Building Project is a six-step process that includes:

1. A project kick-off meeting to identify issues
2. An analysis of the current facility site and adjacent property
3. Define the space needs and programming requirements for the fire and police departments and facility
4. Site analysis
5. Develop conceptual design solutions
6. Review of findings



### **Project Kick-off Meeting (Step 1)**

We will schedule a kick-off meeting with the City and other appropriate stakeholders to review the project. This will include discussions on the goals, expectations, primary and secondary shareholders established project milestones, and community outreach. At this time, we will complete a preliminary review of the existing facility and site. This meeting will develop a future meeting schedule so that everyone can plan in advance. Upon completion of the kick-off meeting, Cedar Corporation will have a more thorough understanding of your objectives.

Cedar Corporation will then:

- Conduct a review of information we have gathered during the meeting
- Meet with Department heads and staff, as needed, to review information
- Gather available site information, previous studies, and previous project plans
- Upon completion of our review of the current studies and other provided data, we will begin our evaluation of the City's needs and continue with department interviews



## Analysis of Current Facilities (Step 2)

Gathering data and developing a thorough understanding of the existing facility, deficiencies, and needs is critical to establishing goals for the City. We need a thorough understanding of the problem so that we can provide the most effective solutions. Our analysis of the existing facility will include:

- Evaluation the current facilities for immediate improvements and deficiencies
- Evaluation of building systems
- Evaluation of ADA compliance
- Evaluation of storage and space needs
- Evaluation of current features and equipment that should be salvaged, replaced, or added
- Review of parking site access and traffic patterns of the current site
- Assessment of security, access points, reception, and safety of facility
- Review the potential suitability of any existing facilities for renovation
- Review zoning and applicable regulatory approvals that may be required

As we work through the analysis of the existing facilities, we will continue to meet with department heads, and appropriate staff to review current operations and potential facility and operational improvements.



## Analysis of Space Needs and Programming Requirements (Step 3)

The space needs and programming efforts will develop the size and configuration of a new facility for the City. We assess typical department needs for the purpose of estimating a facility size and future expansions. This process will involve collaborative meetings with user groups to discuss needs, present options, and allow everyone to understand the needs of the departments. Our space and needs analysis will include:

- Meet with department heads and appropriate staff to review the facilities and needs
- Review space needs for equipment/vehicle storage and individual workspace
- Evaluate current elements and equipment that will be salvaged or may be required for the facility
- Review staffing growth potential and needs
- Study traffic flow
- Review employee areas, break room, lockers, etc.
- Review facility visitor access and spaces
- Review meeting/staff space
- Review sustainability opportunities
- Review data, IT, and computer equipment
- Review security for facility
- Evaluate Emergency Operations
- Review future facility use modifications
- Preparation of needs consensus as developed from staff interviews
- Preparation of space and function calculations
- Preparation of current and future programming needs



## Site Analysis (Step 4)

Our analysis of the existing and potential site will include:

- Review of existing facilities and site
- Review of adjacent site for public safety options and expansions
- Review site based on current and future land use plans
- Review of mapped wetland and soil data and geotechnical considerations
- Review options for a combined facility versus separate departments
- Review options for street between existing facility and available site
- Review available space for buildings, storage, and access
- Review site access and traffic patterns for the candidate site
- Review of comprehensive plan recommendations for the candidate sites
- Review zoning requirements for candidate site
- Review potential sustainable design and construction approaches
- Review options for future expansions of facilities and services



## Development of Design Scenarios (Step 5)

Upon the completion of our report and summary presentation, our team will begin the development of a design concept. We will collaborate with the City and department heads to develop a conceptual design and cost projections for the project. We anticipate that this phase will include one planning meeting and one presentation meeting. Design concepts will include:

- Review the existing facilities condition and suitability for re-use or renovation
- Review any opportunities for cost savings through re-use, adaptability, and renovation
- Review how the City may maintain operations during the facility transition
- Review sustainable opportunities
- Develop general site layout and overview of traffic patterns and operations
- Develop proposed layout of building locations, storage facilities parking and out buildings
  - Up to two layouts with a revision to each
- Review options with City to create a preferred option and move forward with additional conceptual design and budgeting
- Prepare Final Conceptual Site Plan and Building Plan
- Prepare rendering of conceptual layout and buildings
- Develop an implementation schedule for the project
- Develop preliminary opinions of the cost of a new facility
- Prepare Executive Summary of findings
- Present summary and opinion based on findings

The final deliverables will include:

- Conceptual Site Plan
- Conceptual Building Plan
- Rendering
- Opinion of Probable Cost



## Report Findings and Discuss Suitability of Sites (Step 6)

Upon completion of our investigation and evaluation, we will continue to review and refine the project goals. At this time, our team will conduct another formal meeting. The purpose will be to review our findings, discuss, and define how we move forward with the project. This meeting will include:

- Review our team's findings
- Recommend improvements to address the required immediate short-term and long-term needs of the City
- Review of site access and traffic patterns
- Identify any potential site constraints
- Consider applicable zoning requirements
- Review project constraints that may lead to large financial impacts
- Review the existing facilities condition and suitability for re-use or renovation
- Review any opportunities for cost savings through re-use, adaptability, and renovation
- Review possible facility and operational inefficiencies
- Review sustainable opportunities
- Develop preliminary opinions of the cost of a new facility
- Present summary and opinion based on findings

## **Attachment B Compensation**

### **ARCHITETURAL & ENGINEERING SERVICES**

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

- |  |           |
|--|-----------|
| • Space Needs Assessment and Planning Services (steps 1-4) | \$ 17,750 |
| • Conceptual Design Services (steps 5-6)                   | \$ 12,950 |

**Direct Expenses:** Reimbursement of direct expenses incurred in connection with the PROJECT, including but not limited to the following:

Reimbursable expenses in addition to the Lump Sum Fee during may include the following estimated fees.

- |   |         |
|---|---------|
| • Geotechnical Investigation (allowance)        | \$5,000 |
| • Hazardous Materials Investigation (allowance) | \$4,000 |
| • Topographic Survey (allowance)                | \$3,500 |



## AGENDA SUMMARY SHEET

**MEETING DATE:** 9-28-21

**TITLE:** Ordinance to amend Ch. 9.03 entitled Public Nuisances- Tree or Plant Diseases

**AGENDA SECTION:** RESOLUTIONS-ORDINANCES

**PRESENTER:** Dan VandeZande, City Attorney  
Jeff Daane, Public Works Director

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

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### ISSUE SUMMARY

City of Waupun Ordinance 9.03 governs tree or plant diseases in the city. Staff have been receiving a number of complaints from citizens about trees damaged or diseased on private property. A draft ordinance has been prepared for discussion and consideration so we are operating from a uniform interpretation of the rules.

### STAFF RECCOMENDATION:

Accept the first reading and return the ordinance at future meeting for final review and adoption consideration

### ATTACHMENTS:

Draft ordinance

### **MOTION OPTIONS FOR CONSIDERATION:**

1. Motion to accept the first reading of the ordinance to amend Chapter 9.03 entitled Public Nuisances-Tree or Plant Diseases
2. Motion to waive the first reading and adopt Ordinance #\_\_\_\_\_ to amend Chapter 9.03 entitled Public Nuisances-Tree or Plant Diseases
3. Do nothing and the ordinance fails

### 9.03 - TREE OR PLANT DISEASES.

#### (3) ABATEMENT PROCEDURE.

- (a) Notice. If the ~~City Forester~~Code Enforcement Officer determines that a dead or diseased tree or plant exists on any private property in violation of this section, a notice may be issued, in writing, by the ~~Forester~~Code Enforcement Officer to the property owner directing, as appropriate, that such tree or plant be removed or treated as therein specified to protect surrounding trees or plants. A notice issued under this section shall provide a reasonable period of time, which shall not be less than 72 hours, within which to perform. The notice shall also state that the existence of the facts which gave rise to the notice constitute a public nuisance which may be abated by the City upon failure of the property owner to comply with the terms of the notice.
- (b) Court Proceedings. If the corrective action set forth in the notice is not taken by the property owner within the time set forth in the notice, and likelihood that other trees or other plants will be infected, damaged or destroyed, or that persons will be injured, the ~~City Forester~~Code Enforcement Officer shall request the commencement of a nuisance abatement action under Ch. 823, Wis. Stats..
- (c) Summary Abatement. If, in the judgment of the ~~City Forester~~Code Enforcement Officer, delay is likely to cause injury to persons or the spread of disease to other trees or plants, then the ~~City Forester~~Code Enforcement Officer may enter upon the property and take all necessary action including, but not limited to, trenching to separate root systems, inoculation or other treatment, or removal of the nuisance.
- (d) Appeal. Appeal from the determination of the ~~Public Works Director or the Recreation Coordinator~~Code Enforcement Officer as contained in any order under this section shall be to the Board of Public Works in accordance with the procedures set forth in Ch. 68, Wis. Stats. A written request for an appeal shall be made in writing within 10 days of the date of delivery of the notice. An appeal shall not delay the right of the Public Works Director or the Recreation Coordinator to summarily abate the nuisance as set forth in subsection (3)(c) of this section, but a ruling of such appeal in favor of the property owner shall relieve the owner of any obligation to pay the costs of such summary abatement.
- (e) Costs. Costs of judicial abatement of any nuisance under this section shall be taxed and collected pursuant to Ch. 823, Wis. Stats. Costs of summary abatement shall be invoiced to the property owner and collected as a debt or, if permitted by law, may be assessed against the real estate and collected as a special tax against the property.
- (f) Code Enforcement Officer and City Forester. As used here, the Code Enforcement Officer shall mean the Public Works Director or other Code Enforcement Officer designated by the mayor. The Code Enforcement Officer shall consult with the City Forester or other arborist as he or she shall deem necessary in carrying out the provisions of this ordinance.



**ORDINANCE # 21 - \_\_\_\_**

AN ORDINANCE TO AMEND CHAPTER SEVEN OF THE WAUPUN MUNICIPAL ENTITLED "STREETS AND SIDEWALKS" AND CHAPTER NINE OF THE WAUPUN MUNICIPAL CODE ENTITLED "PUBLIC NUISANCES."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 7.09 of the Municipal Code of the City of Waupun entitled "Tree Planting" is amended as provided in Exhibit A to this ordinance.

SECTION 2: Section 9.03 of the Municipal Code of the City of Waupun entitled "Tree or Plant Diseases" is amended as provided in Exhibit B to this ordinance.

SECTION 3: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

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

## EXHIBIT A

### 7.09 – PLANTING AND MAINTENANCE OF TREES, BUSHES AND SHRUBS.

- (1) Purpose and Intent. The intent of this section is to regulate the planting, trimming, maintenance, pruning, and removal of trees growing on public and private property in the City of Waupun, particularly because of tree losses in the City due to age, disease, and wind and storm activity. It is the policy of the City to encourage residents to plant and replace trees to provide shade, to enhance the beauty of their property, promote energy efficiency and environmental sustainability, and to provide an asset to the community. In furtherance of this policy, the following regulations shall apply.
- (2) General Restrictions. No property owner shall plant or allow to remain any of the following conditions with respect to trees, bushes and shrubbery located on the owner's property, or located within the public right of way immediately adjacent to the owner's property:
  - (a) Street or Sidewalk Encroachment. Limbs, branches or other growth from trees, bushes and shrubs are prohibited where they extend less than eight (8) feet above the surface of any public sidewalk, or where they extend less than fifteen (15) feet above the surface of any paved public street.
  - (b) Interference with Public Right of Way. Dead or diseased limbs, branches or other growth from trees, bushes or shrubs, regardless of height, are prohibited where they extend onto or encroach on the public right of way so as to obstruct or render dangerous for passage or otherwise constitute a hazard to the safety of persons travelling on public sidewalks, streets, alleys or other public rights-of-way, as determined in the sole discretion of the Code Enforcement Officer.
  - (c) Interference with Vision Triangle. Trees, bushes or shrubs are prohibited within the vision clearance triangle as set forth in §16.02(46m) of the Zoning Code of the City of Waupun, or within twenty (20) feet of any traffic signal.
  - (d) Interference with Utility Services. Trees, bushes or shrubs are prohibited where planted less than ten (10) feet from the location of any sewer or water main or lateral. Trees, bushes or shrubs that reach a mature height greater than eighteen (18) feet are prohibited beneath overhead utility lines.
  - (e) Interference with Established Watercourses. Dead or diseased limbs, branches or other growth from trees, bushes or shrubs are prohibited where they extend onto or encroach on any navigable body of water or public watercourse within the City so as to obstruct or render dangerous for passage or otherwise

constitute a hazard to public safety, as determined in the sole discretion of the Code Enforcement Officer. Every person owning property immediately adjacent to or through which a navigable body of water or public watercourse passes, shall keep and maintain that part of their property free of trash, debris, excessive vegetation or other obstacles that would pollute, contaminate, or significantly restrict the flow of water.

(f) Municipal Terrace Restrictions. Trees, bushes or shrubs are prohibited within the municipal terrace, except as specifically authorized in subsection (3) below. As used here, “municipal terrace” shall be defined as the area of municipal right of way lying between the sidewalk and the street curb, or street pavement where there is no curb.

(g) Tree or Plant Diseases. Trees, bushes and shrubs, including limbs, branches and other growth, are prohibited where they are in a deteriorated condition and are likely to cause the spread of disease or otherwise endanger persons as specified in section 9.03 of the Waupun Municipal Code, as determined in the sole discretion of the Code Enforcement Officer.

(h) Other Hazardous or Nuisance Conditions. Trees, bushes and shrubs, including limbs, branches or other growth, are prohibited where they constitute a hazard or public nuisance as specified in section 9.03 of the Waupun Municipal Code, as determined in the sole discretion of the Code Enforcement Officer.

(3) Permitted Plantings in Municipal Terrace. Property owners may plant and maintain trees, bushes and shrubs within the municipal terrace immediately adjacent to the owner’s property, subject to the following restrictions:

(a) General Restrictions. No person shall plant, trim, prune or remove trees, bushes or shrubs on any public property, including without limitation the municipal terrace, except as specifically provided here. As used here, “municipal terrace” shall be defined as the area of municipal right of way lying between the sidewalk and the street curb, or street pavement where there is no curb.

(b) Required Permit. Property Owners may plant, trim, prune or remove trees, bushes or shrubs within the municipal terrace immediately adjacent to the owner’s property only after first obtaining a permit issued by the Director of Public Works or his or her designee, and only in full compliance of the terms of the permit. There shall be no charge for this permit. No permit shall be required to prune, cultivate, fertilize, or water trees, bushes or shrubs within the municipal terrace, provided that this is done in a manner consistent with the terms and restrictions of this section.

(c) Permit Restrictions. The following restrictions shall apply to the issuance of a permit for the planting and maintenance of trees, bushes and shrubs within the municipal terrace:

1. Trees, bushes or shrubs are prohibited within any municipal terrace that is less than four (4) feet wide.
2. There shall be a minimum distance of thirty-five (35) feet between small sized trees, and fifty (50) feet between large or medium sized trees.
3. Small sized trees shall be planted not less than five (5) feet from driveways or public alleys and large and medium sized trees shall be planted not less than fifteen (15) feet from driveways or public alleys.
4. No trees shall be planted within twenty (20) feet from any utility pole or utility service box. No trees shall be planted within ten (10) feet of any utility water or gas shutoff valve.
5. No trees greater than six (6) feet in height or having a trunk greater than one and one-half (1½) inches in diameter shall be planted in the municipal terrace.
6. No trees, bushes or shrubs shall be planted in the municipal terrace in violation of the general restrictions contained in subsection (2) above.
7. Only trees of the genus, species and variety approved by the City may be planted in the municipal terrace, except as otherwise approved by Public Works Director or his or her designee. A list of approved trees may be obtained from the Public Works Director or his or her designee.
8. The Public Works Director or his or her designee may refuse a tree permit within the municipal terrace if, in his or her sole discretion, this will interfere with the safety, health, and welfare of the public, location of utilities, public sidewalk, driveways and streetlights, general character of the area in which the tree is located or proposed to be located, type of soil, or characteristics and physiological need for the genus, species and variety of trees.

- (4) Enforcement and Penalties. This section shall be subject to the following enforcement and penalty provisions:
- (a) Code Enforcement Officer. This section shall be administered by the Public Works Director, or such other Code Enforcement Officer as may be designated by the mayor.
  - (b) Notice. If the Code Enforcement Officer determines that any property owner is in violation of this section, then the Code Enforcement Officer may issue a written notice to the property owner ordering such corrective action as may be necessary to bring the property into full compliance with the provisions of this section. Any notice issued under this section shall provide a reasonable period of time, which shall not be less than seventy-two (72) hours, in which the property owner shall be required to take such corrective action. The notice shall also state the facts and circumstances which gave rise to the notice, and may provide general notice of the provisions of this section and the enforcement and penalties that may be imposed should the property owner fail to timely comply with the terms of the notice.
  - (c) Compliance Costs. Any property owner in violation of this section shall be responsible for all corrective action necessary to remedy the situation which gave rise to the notice provided under subsection (4)(b) above, including without limitation, any repair to sidewalk, curb, sewer or water main or lateral, or other utility equipment, or other municipal property.
  - (d) Enforcement Action. If all required corrective action set forth in the notice is not taken by the property owner within the time prescribed, then the Code Enforcement Officer take such enforcement action and imposed such penalties as may be authorized under the Waupun Municipal Code, including without limitation, any or all of the following:
    - 1. Issue citations to the property owner as specified in section 18.04 of the Waupun Municipal Code, in which case each day a violation continues or occurs shall constitute a separate offense.
    - 2. Pursue summary abatement of the condition under section 9.03 of the Waupun Municipal Code and Ch. 823, Wis. Stats. In this event, all costs of summary abatement shall be invoiced to the property owner and collected as a debt or assessed against the real estate and collected as a special assessment against the property.
    - 3. Pursue abatement of the condition as a public nuisance under section 9.03 of the Waupun Municipal Code and Ch. 823, Wis. Stats.

## EXHIBIT B

### 9.03 - TREE OR PLANT DISEASES.

#### (3) ABATEMENT PROCEDURE.

- (a) Notice. If the Code Enforcement Officer determines that a dead or diseased tree or plant exists on any private property in violation of this section, a notice may be issued, in writing, by the Code Enforcement Officer to the property owner directing, as appropriate, that such tree or plant be removed or treated as therein specified to protect surrounding trees or plants. A notice issued under this section shall provide a reasonable period of time, which shall not be less than 72 hours, within which to perform. The notice shall also state that the existence of the facts which gave rise to the notice constitute a public nuisance which may be abated by the City upon failure of the property owner to comply with the terms of the notice.
- (b) Court Proceedings. If the corrective action set forth in the notice is not taken by the property owner within the time set forth in the notice, and likelihood that other trees or other plants will be infected, damaged or destroyed, or that persons will be injured, the Code Enforcement Officer shall request the commencement of a nuisance abatement action under Ch. 823, Wis. Stats..
- (c) Summary Abatement. If, in the judgment of the Code Enforcement Officer, delay is likely to cause injury to persons or the spread of disease to other trees or plants, then the Code Enforcement Officer may enter upon the property and take all necessary action including, but not limited to, trenching to separate root systems, inoculation or other treatment, or removal of the nuisance.
- (d) Appeal. Appeal from the determination of the Code Enforcement Officer as contained in any order under this section shall be to the Board of Public Works in accordance with the procedures set forth in Ch. 68, Wis. Stats. A written request for an appeal shall be made in writing within 10 days of the date of delivery of the notice. An appeal shall not delay the right of the Public Works Director or the Recreation Coordinator to summarily abate the nuisance as set forth in subsection (3)(c) of this section, but a ruling of such appeal in favor of the property owner shall relieve the owner of any obligation to pay the costs of such summary abatement.
- (e) Costs. Costs of judicial abatement of any nuisance under this section shall be taxed and collected pursuant to Ch. 823, Wis. Stats. Costs of summary abatement shall be invoiced to the property owner and collected as a debt or, if permitted by law, may be assessed against the real estate and collected as a special tax against the property.

- (f) Code Enforcement Officer and City Forester. As used here, the Code Enforcement Officer shall mean the Public Works Director or other Code Enforcement Officer designated by the mayor. The Code Enforcement Officer shall consult with the City Forester or other arborist as he or she shall deem necessary in carrying out the provisions of this ordinance.