



A G E N D A
CITY OF WAUPUN WAUPUN COMMON COUNCIL
VIRTUAL AND TELECONFERENCE
Tuesday, December 15, 2020 at 6:00 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Common Council will meet virtually at **6:00pm on Tuesday, December 15, 2020**, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting

<https://us02web.zoom.us/j/84853297109?pwd=SZZldkw5V2g0NkNneWRlbXk2dVI2UT09>

Meeting ID: 848 5329 7109

Passcode: 369476

2. Dial by phone: 1-312-626-6799

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

No Public Participation after this point.

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

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

2. Facility Advisory Committee 9-22-20
3. Board of Public Works 10-13-20
4. Plan Commission 10-21-20
5. Police & Fire Commission 11-5-20
6. Utility Commission 11-9-20
7. Common Council 11-10-20
8. Library 11-16-20
9. Special Council 11-18-20

DEPARTMENT REPORTS

10. Library
11. Recreation
12. Police
13. Fire Department
14. Building Inspector
15. Public Works

RESOLUTIONS AND ORDINANCES:

16. Resolution Adopting the Dodge County Hazards Mitigation Plan

CONSIDERATION-ACTION

- [17.](#) 2021 Waupun Fire Department Equipment and Personnel Billable Rates
- [18.](#) Consideration of Holding Primary Election for Office of Aldermanic Districts 1, 3, and 5 on February 16, 2021
- [19.](#) 2021 WisDOT Public Transit Assistance Program Operating Grant Application
- [20.](#) COVID-19 Policy (Updated)
- 21. Authorize Payment of Future Expenses

PRESENTATIONS (Discussion)

- [22.](#) 2019 City of Waupun Housing Fee Report
- [23.](#) City of Waupun Aging Grant Update

INFORMATIONAL (Discussion)

- [24.](#) Open Meetings Law and Compliance

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: 12/15/20

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

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

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

Tuesday, December 29, 2020	Committee of the Whole	5:30pm	* Christmas- December 24 & 25
Tuesday, January 12, 2021	Common Council	6:00pm	
Tuesday, January 26, 2021	Committee of the Whole	5:30pm	

License and Permit Applications

OPERATOR LICENSE:

None

TAXI CAB LICENSE:

Brown Cab Inc. dba Waupun Taxi, Justin Running (Agent)

TAXI CAB DRIVER'S LICENSE:

William Donovan, Donna Donovan, Kristine Donovan, Joseph Donovan, Amanda Engel, Barbara Brautigam

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

Check.Check issue date = 11/14/2020,11/19/2020,11/25/2020,11/30/2020,12/03/2020

Check Issue Date	Check Number	Payee	Amount
11/14/2020	9	WELLS FARGO PAYMENT REMITT.	4,820.67
11/25/2020	10	FAITH TECH, INC.	1,760.17
11/30/2020	101106	FOND DU LAC COUNTY CLERK	378.00 M
11/19/2020	101128	ADVANCED DISPOSAL	43,934.03
11/19/2020	101129	ADVANTAGE POLICE SUPPLY INC	1,390.00
11/19/2020	101130	AIRGAS USA, LLC	673.83
11/19/2020	101131	ALLIANT ENERGY/WP&L	923.04
11/19/2020	101132	BALLWEG IMPLEMENT	32.04
11/19/2020	101133	BENTZ AUTOMOTIVE INC	206.52
11/19/2020	101134	BROKEN THREADS APPAREL & SCRE	818.00
11/19/2020	101135	BROWN CAB SERVICE INC	10,693.90
11/19/2020	101136	CARTRIDGE WORLD	339.22
11/19/2020	101137	CEDAR CORPORATION	2,849.75
11/19/2020	101138	CHARTER COMMUNICATIONS	1,546.78
11/19/2020	101139	CONSULTANTS LABORATORY-FDL	40.00
11/19/2020	101140	CRONIN, CAROL	80.00
11/19/2020	101141	DICKHUT, ZAK	80.00
11/19/2020	101142	EMERGENCY LIGHTING & ELECTRON	270.00
11/19/2020	101143	GALLS, LLC	60.48
11/19/2020	101144	GUNDERSON, INC.	347.14
11/19/2020	101145	HOMAN AUTO -GATEWAY	476.12
11/19/2020	101146	INTER-QUEST	1,235.66
11/19/2020	101147	K'S BOUTIQUE	440.00
11/19/2020	101148	KARTECHNER BROTHERS LLC	1,627.25
11/19/2020	101149	KELLER, AYLSSA	33.88
11/19/2020	101150	KREITZMAN, TREVOR	88.55
11/19/2020	101151	KWIK TRIP STORES	3,725.66
11/19/2020	101152	LAPPEN SECURITY PRODUCTS	6,078.00
11/19/2020	101153	LIDTKE MOTORS INC.	423.88
11/19/2020	101154	MACQUEEN EQUIPMENT	485.54
11/19/2020	101155	MARCO TECHNOLOGIES LLC	51.78
11/19/2020	101156	NAPA AUTO PARTS-WAUPUN	1,250.91
11/19/2020	101157	PETTY CASH-CITY HALL	2,000.00
11/19/2020	101158	PETTY CASH-POLICE DEPT.	50.00
11/19/2020	101159	PITNEY BOWES, INC.	175.00
11/19/2020	101160	PLUIM, JOAN	61.75
11/19/2020	101161	PURCHASE POWER	500.00
11/19/2020	101162	RASMUSSEN, BRAD	82.12
11/19/2020	101163	RAY O'HERRON CO., INC.	2,452.00
11/19/2020	101164	REACH	500.00
11/19/2020	101165	SAUER, TIMOTHY	181.58
11/19/2020	101166	SHRED-IT	86.78
11/19/2020	101167	SULLIVAN, TED	42.95
11/19/2020	101168	SUMMIT AUTOMOTIVE	2,214.29
11/19/2020	101169	SURE FIRE, INC.	450.00
11/19/2020	101170	SWD LABS	40.00
11/19/2020	101171	THURMER, MIKE	80.00
11/19/2020	101172	TIPTON, ALEXANDRA	210.84
11/19/2020	101173	TRUCK EQUIPMENT INC	200.27

Check Issue Date	Check Number	Payee	Amount	
11/19/2020	101174	TRUE NORTH CONSULTANTS	2,800.00	
11/19/2020	101175	UNEMPLOYMENT INSURANCE	659.85	
11/19/2020	101176	UNIFORM SHOPPE	482.65	
11/19/2020	101177	WAUPUN CHAMBER OF COMMERCE	2,500.00	
11/19/2020	101178	WAUPUN UTILITIES	24,059.10	
11/19/2020	101179	WI CITY/COUNTY MANAGEMENT	154.58	
11/19/2020	101180	WI STATE LABORATORY	34.98	
11/19/2020	101181	HUZZARD SYSTEMS	40.00	
11/19/2020	101182	BETT, JOHN	80.00	
11/30/2020	101183	CHARTER COMMUNICATIONS	164.97	M
12/03/2020	101184	AIRGAS USA, LLC	133.00	
12/03/2020	101185	ALLIANT ENERGY/WP&L	3,449.53	
12/03/2020	101186	ASSOCIATED APPRAISAL CONSULTA	2,467.66	
12/03/2020	101187	BADGER STATE INDUSTRIES	42.76	
12/03/2020	101188	BALLWEG IMPLEMENT	18.14	
12/03/2020	101189	BRAUER SUPPLY & EQUIPMENT	719.70	
12/03/2020	101190	CAPITAL NEWSPAPERS	225.87	
12/03/2020	101191	CC&N	232.50	
12/03/2020	101192	CENTRAL WI CHRISTIAN SCHOOLS	400.00	
12/03/2020	101193	CHARTER COMMUNICATIONS	124.98	
12/03/2020	101194	DESTINATION LAKE WINNEBAGO RE	4,281.97	
12/03/2020	101195	DODGE COUNTY CLERK	20.75	
12/03/2020	101196	MARTENS ACE HARDWARE	276.67	
12/03/2020	101197	FINISHING TOUCHES BY RICH	745.10	
12/03/2020	101198	FIVE ALARM FIRE & SAFETY EQUIP	392.50	
12/03/2020	101199	FOND DU LAC COUNTY TREASURER	1,500.00	
12/03/2020	101200	GRAY'S	1,352.54	
12/03/2020	101201	GUNDERSON, INC.	292.98	
12/03/2020	101202	INTER-QUEST	218.66	
12/03/2020	101203	JAKES CDL TESTING LLC	180.00	
12/03/2020	101204	JOHN FABICK TRACTOR CO	368.84	
12/03/2020	101205	LANGE ENTERPRISES	121.16	
12/03/2020	101206	LIFESTAR EMERGENCY MEDICAL	5,500.00	
12/03/2020	101207	LUECK, FRED	20.00	
12/03/2020	101208	MENARDS - BEAVER DAM	129.58	
12/03/2020	101209	MINUTEMAN PRESS	300.00	
12/03/2020	101210	NAPA AUTO PARTS-WAUPUN	1,126.87	
12/03/2020	101211	NICKEL, JULIE	40.00	
12/03/2020	101212	OSHKOSH OFFICE SYSTEMS	371.92	
12/03/2020	101213	PERKINS OIL	2,061.94	
12/03/2020	101214	PETTY CASH-CITY HALL	74.44	
12/03/2020	101215	PIGGLY WIGGLY DISCOUNT FOODS	59.14	
12/03/2020	101216	PITNEY BOWES	521.52	
12/03/2020	101217	RENNERTS	202.40	
12/03/2020	101218	SCHOOL DISTRICT OF WAUPUN	200.00	
12/03/2020	101219	SPEED NEEDLES CUSTOM EMBROID	919.00	
12/03/2020	101220	ST. CROIX COMPUTER GRAPHICS	180.44	
12/03/2020	101221	STAPLES CREDIT PLAN	632.09	
12/03/2020	101222	TRAFFIC & PARKING CONTROL CO.	37.90	
12/03/2020	101223	TRUCK EQUIPMENT INC	23.15	
12/03/2020	101224	TRU CLEANERS LLC	4,882.81	
12/03/2020	101225	UMR	375.00	
12/03/2020	101226	UNIFORM SHOPPE	12.95	

Check Issue Date	Check Number	Payee	Amount
12/03/2020	101227	US CELLULAR	2,076.79
12/03/2020	101228	VANDE ZANDE & KAUFMAN, LLP	540.00
12/03/2020	101229	VON BRIESEN & ROPER, S.C.	6,954.00
12/03/2020	101230	WAUPUN AREA ANIMAL SHELTER, INC	2,000.00
12/03/2020	101231	WAUPUN UTILITIES	567.01
12/03/2020	101232	SENSIT TECHNOLOGIES LLC	392.95
Grand Totals:			175,231.72

Report Criteria:

Report type: Summary

Check.Check issue date = 11/14/2020,11/19/2020,11/25/2020,11/30/2020,12/03/2020

Report Criteria:

[Report].Invoice Date = 11/14/2020,11/19/2020,11/25/2020,11/30/2020,12/03/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
615 ADVANCED DISPOSAL				
E10001457769	Recycle	11/19/2020	8,963.95	420-70-5436-3-38
E10001457769	Residential Trash	11/19/2020	34,445.08	425-70-5476-3-38
E10001457769	bulk pick-up dumpsters	11/19/2020	525.00	425-70-5476-3-38
Total 615 ADVANCED DISPOSAL:			43,934.03	
629 ADVANTAGE POLICE SUPPLY INC				
20-1028	Clothing allowance - 8 officers	11/19/2020	1,390.00	100-12634
Total 629 ADVANTAGE POLICE SUPPLY INC:			1,390.00	
987 AIRGAS USA, LLC				
9974786065	Gas cylinders/hazmat handling	11/19/2020	673.83	100-70-5411-3-36
9107400523	repair	12/03/2020	133.00	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			806.83	
1174 ALLIANT ENERGY/WP&L				
3425110000-OCT20	MUSEUM monthly fuel charges	11/19/2020	132.05	100-20-5512-3-32
7255200000-OCT20	Senior Center monthly heat	11/19/2020	68.30	100-20-5513-3-32
5946940000-OCT20	Police Dept - monthly fuel charges	11/19/2020	134.34	100-40-5211-3-32
5946940000-NOV20	Police Dept - monthly fuel charges	12/03/2020	282.48	100-40-5211-3-32
5946940000-OCT20	Fire Dept - monthly fuel charges	11/19/2020	75.56	100-50-5231-3-32
5946940000-NOV20	Fire Dept - monthly fuel charges	12/03/2020	158.90	100-50-5231-3-32
1780510000-OCT20	CITY HALL monthly fuel charges	11/19/2020	449.79	100-70-5410-3-32
1780510000-NOV20	CITY HALL monthly fuel charges	12/03/2020	863.50	100-70-5410-3-32
2831330000-NOV20	community center monthly fuel - hockey portion	12/03/2020	382.40	100-70-5410-3-32
2831330000-NOV20	community center monthly fuel - school portion	12/03/2020	478.01	100-70-5410-3-32
2831330000-NOV20	community center monthly fuel-City portion	12/03/2020	95.60	100-70-5410-3-32
3264610000-NOV20	Garage monthly fuel	12/03/2020	932.57	100-70-5412-3-32
3517989074-OCT20	TIF#6 - Utilities McKinley St. Building	11/19/2020	63.00	408-70-5436-3-32
3517989074-NOV20	TIF#6 - Utilities McKinley St. Building	12/03/2020	256.07	408-70-5436-3-32
Total 1174 ALLIANT ENERGY/WP&L:			4,372.57	
1787 ASSOCIATED APPRAISAL CONSULTAN				
151731	Monthly services - Dec 2020	12/03/2020	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
3072 BADGER STATE INDUSTRIES				
927-174975	Dog License Rec Books	12/03/2020	42.76	100-10-5141-3-38
Total 3072 BADGER STATE INDUSTRIES:			42.76	
4015 BALLWEG IMPLEMENT				
P00153	hose	11/19/2020	32.04	100-70-5411-3-36
P02762	filter	12/03/2020	18.14	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			50.18	
5130 BENTZ AUTOMOTIVE INC				
15296	tow to Summit Ford in BD - PD	11/19/2020	115.88	100-40-5212-3-36
15212	sensor/reprogram TPMS	11/19/2020	90.64	100-40-5212-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 5130 BENTZ AUTOMOTIVE INC:			206.52	
6065 BRAUER SUPPLY & EQUIPMENT				
2020127	snow plow curb guards	12/03/2020	719.70	100-70-5435-3-36
Total 6065 BRAUER SUPPLY & EQUIPMENT:			719.70	
6143 BROKEN THREADS APPAREL & SCREE PINTING				
44298	K-9 supporter t-shirts	11/19/2020	818.00	410-48-4861-0-00
Total 6143 BROKEN THREADS APPAREL & SCREE PINTING:			818.00	
6252 BROWN CAB SERVICE INC				
1191	Oct monthly taxi service 2020	11/19/2020	10,693.90	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			10,693.90	
7058 CAPITAL NEWSPAPERS				
24615	Notice - public hearing	12/03/2020	84.14	100-10-5110-3-35
24616	Notice - public hearing	12/03/2020	87.81	100-10-5110-3-35
25688	Notice - public hearing	12/03/2020	24.23	100-10-5110-3-35
19802	Type D notice - election Nov 2020	12/03/2020	29.69	100-10-5142-3-35
Total 7058 CAPITAL NEWSPAPERS:			225.87	
7075 CARTRIDGE WORLD				
80981	Cartridges	11/19/2020	55.47	100-40-5211-3-38
80932	Cartridges	11/19/2020	283.75	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			339.22	
8017 CC&N				
SRVCE00006339	Service Call - Fire Chief's Office	12/03/2020	232.50	100-50-5232-3-38
Total 8017 CC&N:			232.50	
8046 CEDAR CORPORATION				
105158	Senior Center Site Evaluation	11/19/2020	2,849.75	400-70-5420-8-00
Total 8046 CEDAR CORPORATION:			2,849.75	
9045 CENTRAL WI CHRISTIAN SCHOOLS				
12-3-20	2020 Fire Prevention Poster Contest Proceeds - Buteyn/V	12/03/2020	400.00	100-50-5233-3-38
Total 9045 CENTRAL WI CHRISTIAN SCHOOLS:			400.00	
10048 CHARTER COMMUNICATIONS				
13430-NOV20	city hall - internet	12/03/2020	124.98	100-10-5197-3-31
84621-NOV20	museum - internet	11/19/2020	25.53	100-13850
16011-NOV20	senior center - tv, internet	11/19/2020	136.23	100-20-5513-3-38
54053-NOV20	aquatic center	11/19/2020	104.97	100-20-5523-3-38
41336-NOV20	PD - voice	11/19/2020	236.65	100-40-5211-3-31
18615-NOV20	PD - voice, internet, tv	11/19/2020	349.37	100-40-5211-3-38
3194-NOV20	ethernet intrastate MBPS	11/19/2020	490.00	100-40-5211-3-38
15199-NOV20	garage - tv, internet	11/19/2020	204.03	100-70-5412-3-38
NOV20	library - internet, voice	11/30/2020	164.97	210-60-5511-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10048 CHARTER COMMUNICATIONS:			1,836.73	
10468 CONSULTANTS LABORATORY-FDL				
442000000117-OCT20	legal blood draws	11/19/2020	40.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			40.00	
10715 CRONIN, CAROL				
11-19-20	League of WI Munic per diem	11/19/2020	80.00	100-10-5210-3-38
Total 10715 CRONIN, CAROL:			80.00	
11275 DESTINATION LAKE WINNEBAGO REGION				
12-3-20	70% Of October Room Tax	12/03/2020	4,281.97	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			4,281.97	
11293 DICKHUT, ZAK				
11-19-20	League of WI muni workshop	11/19/2020	80.00	100-10-5210-3-38
Total 11293 DICKHUT, ZAK:			80.00	
11600 DODGE COUNTY CLERK				
2679	11-3-20 election supplies	12/03/2020	20.75	100-10-5142-3-38
Total 11600 DODGE COUNTY CLERK:			20.75	
12531 EMERGENCY LIGHTING & ELECTRONICS				
200344	replace caution light	11/19/2020	270.00	100-70-5411-3-36
Total 12531 EMERGENCY LIGHTING & ELECTRONICS:			270.00	
12676 FAITH TECH, INC.				
NOV2020	energy efficiency ACH pmt 14 of 60	11/25/2020	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
NOV2020	microfiber cloth - election cleaning	12/03/2020	23.92	100-10-5142-3-38
NOV2020	batteries	12/03/2020	15.99	100-50-5232-3-36
NOV2020	kerosene/fasteners	12/03/2020	45.26	100-50-5232-3-38
NOV2020	thermostat/wire therm/batteries	12/03/2020	71.38	100-70-5410-3-36
NOV2020	supplies - install outlet at museum	12/03/2020	38.42	100-70-5410-3-36
NOV2020	parts - cap showers off at comm center	12/03/2020	22.28	100-70-5410-3-36
NOV2020	fasteners	12/03/2020	2.30	100-70-5411-3-36
NOV2020	conduit/duct tape/elbow/boot	12/03/2020	57.12	100-70-5412-3-36
Total 12700 MARTENS ACE HARDWARE:			276.67	
12882 FINISHING TOUCHES BY RICH				
12-2-20	CDA Signage Grant Reimbursement - 432 E Main St	12/03/2020	745.10	405-70-5436-3-38
Total 12882 FINISHING TOUCHES BY RICH:			745.10	
13261 FIVE ALARM FIRE & SAFETY EQUIP				
201051-1	Annual extrication maint	12/03/2020	392.50	100-50-5232-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 13261 FIVE ALARM FIRE & SAFETY EQUIP:			392.50	
13644 FOND DU LAC COUNTY CLERK				
11-30-20	Dog Licenses 2020	11/30/2020	378.00	100-44-4422-0-00
Total 13644 FOND DU LAC COUNTY CLERK:			378.00	
13700 FOND DU LAC COUNTY TREASURER				
24307	2020 Netmotion Software Maint Billing	12/03/2020	1,200.00	100-40-5212-3-38
24306	2020 Netmotion Software Maint Billing	12/03/2020	300.00	100-50-5232-3-38
Total 13700 FOND DU LAC COUNTY TREASURER:			1,500.00	
14160 GALLS, LLC				
016915142	Clothing allowance	11/19/2020	52.48	100-12634
016871073	Clothing allowance	11/19/2020	39.49	100-12634
016917950	Clothing allowance credit	11/19/2020	31.49-	100-12634
Total 14160 GALLS, LLC:			60.48	
14720 GRAY'S				
36507	snow plow corb shoes	12/03/2020	1,352.54	100-70-5435-3-36
Total 14720 GRAY'S:			1,352.54	
15075 GUNDERSON, INC.				
925147	CITY HALL rugs - Nov 2020	11/19/2020	65.45	100-70-5410-3-38
927636	fire Dept-Rugs - Nov 2020	11/19/2020	52.18	100-70-5410-3-38
927569	Library Rugs - Nov 2020	11/19/2020	63.63	100-70-5410-3-38
929989	Senior center rugs - Nov 2020	11/19/2020	54.35	100-70-5410-3-38
929986	CITY HALL rugs - Nov 2020	12/03/2020	65.45	100-70-5410-3-38
932442	Library Rugs - Nov 2020	12/03/2020	63.63	100-70-5410-3-38
925231	Uniform/charges - Nov 2020	11/19/2020	19.13	100-70-5411-3-38
925230	Garage supplies - Nov 2020	11/19/2020	28.03	100-70-5411-3-38
927629	Uniform/charges - Nov 2020	11/19/2020	19.13	100-70-5411-3-38
927628	Garage supplies - Nov 2020	11/19/2020	45.24	100-70-5411-3-38
930071	Garage supplies - Nov 2020	12/03/2020	28.03	100-70-5411-3-38
930072	Uniform/charges - Nov 2020	12/03/2020	19.13	100-70-5411-3-38
932500	Uniform/charges - Nov 2020	12/03/2020	24.34	100-70-5411-3-38
932499	Garage supplies - Nov 2020	12/03/2020	45.24	100-70-5411-3-38
934909	Garage supplies - Dec 2020	12/03/2020	28.03	100-70-5411-3-38
934910	Uniform/charges - Dec 2020	12/03/2020	19.13	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			640.12	
15950 HOMAN AUTO -GATEWAY				
1014645	panel - replace broken door handle panel	11/19/2020	476.12	100-70-5411-3-36
Total 15950 HOMAN AUTO -GATEWAY:			476.12	
16440 INTER-QUEST				
72338	onsite support/travel - City Hall - new jacks & connect wiri	11/19/2020	1,235.66	410-10-5140-4-00
73104	Fiber connection	12/03/2020	218.66	410-10-5140-4-00
Total 16440 INTER-QUEST:			1,454.32	

Invoice	Description	Invoice Date	Total Cost	GL Account
16649 JAKES CDL TESTING LLC				
1091 Rens - CDL		12/03/2020	180.00	100-70-5412-3-38
Total 16649 JAKES CDL TESTING LLC:			180.00	
16663 JOHN FABICK TRACTOR CO				
PIMK0076716 motor/pivot		12/03/2020	186.85	100-70-5411-3-36
PIMK0076922 arm		12/03/2020	181.99	100-70-5411-3-36
Total 16663 JOHN FABICK TRACTOR CO:			368.84	
16832 K'S BOUTIQUE				
11-19-20 CDA Reimbursement - 3217 E Main St		11/19/2020	440.00	405-70-5436-3-38
Total 16832 K'S BOUTIQUE:			440.00	
16843 KARTECHNER BROTHERS LLC				
1539 Asphalt patching 10-16-20		11/19/2020	1,627.25	100-70-5431-3-36
Total 16843 KARTECHNER BROTHERS LLC:			1,627.25	
16946 KELLER, AYLSSA				
11-19-20 reimburse overpayment of Dental-Vision insurance		11/19/2020	33.88	100-21537
Total 16946 KELLER, AYLSSA:			33.88	
17139 KREITZMAN, TREVOR				
11-19-20 replace-pants/belt-due to incident		11/19/2020	88.55	100-40-5211-3-38
Total 17139 KREITZMAN, TREVOR:			88.55	
17175 KWIK TRIP STORES				
PD-OCT20 Police Dept monthly fuel		11/19/2020	1,416.58	100-40-5212-3-38
FD-OCT20 Fire dept monthly fuel		11/19/2020	305.84	100-50-5232-3-38
DPW-OCT20 DPW monthly fuel purchases		11/19/2020	1,377.43	100-70-5411-3-38
DPW-OCT20 DPW monthly fuel purchases		11/19/2020	255.84	700-10-5191-3-38
DPW-OCT20 DPW monthly fuel purchases		11/19/2020	148.20	700-10-5192-3-38
DPW-OCT20 DPW monthly fuel purchases		11/19/2020	221.77	700-10-5193-3-36
Total 17175 KWIK TRIP STORES:			3,725.66	
17280 LANGE ENTERPRISES				
74667 Sign for burning facility		12/03/2020	121.16	100-70-5443-3-38
Total 17280 LANGE ENTERPRISES:			121.16	
17281 LAPPEN SECURITY PRODUCTS				
LSPQ44016 Annual Security System Fee		11/19/2020	6,078.00	100-70-5410-3-38
Total 17281 LAPPEN SECURITY PRODUCTS:			6,078.00	
17740 LIDTKE MOTORS INC.				
C157964 valve asy/sensor		11/19/2020	423.88	100-40-5212-3-36
Total 17740 LIDTKE MOTORS INC.:			423.88	
17759 LIFESTAR EMERGENCY MEDICAL				
20-1010 ACLS Service Nov 2020		12/03/2020	5,500.00	100-10-5255-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 17759 LIFESTAR EMERGENCY MEDICAL:			5,500.00	
17900 LUECK, FRED				
12-3-20	Plan Commission Minutes - Nov 2020	12/03/2020	20.00	100-80-5632-1-10
Total 17900 LUECK, FRED:			20.00	
18035 MACQUEEN EQUIPMENT				
P17199	nozzle 18" - suction tube end	11/19/2020	485.54	700-10-5192-3-36
Total 18035 MACQUEEN EQUIPMENT:			485.54	
18459 MARCO TECHNOLOGIES LLC				
INV8119332	Konica/A7PY011X001 contract	11/19/2020	51.78	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			51.78	
18961 MENARDS - BEAVER DAM				
88105	wire for brine tank/truck floor mats	12/03/2020	129.58	100-70-5412-3-36
Total 18961 MENARDS - BEAVER DAM:			129.58	
19214 MINUTEMAN PRESS				
20071	Booklets/Pamphlets	12/03/2020	300.00	100-40-5211-3-30
Total 19214 MINUTEMAN PRESS:			300.00	
19802 NAPA AUTO PARTS-WAUPUN				
294015	clamps	12/03/2020	24.99	100-40-5212-3-38
294077	clamp	12/03/2020	9.99	100-40-5212-3-38
294141	credit	12/03/2020	14.40-	100-40-5212-3-38
290572	fuel line hoses	11/19/2020	36.04	100-70-5411-3-36
290573	credit	11/19/2020	11.29-	100-70-5411-3-36
290743	anti-seize/dry graphite lub/glass cleaner	11/19/2020	41.92	100-70-5411-3-36
290838	oil filters/fuel filters/hydraulic filters/air filters/trans filters	11/19/2020	294.56	100-70-5411-3-36
290884	air filter	11/19/2020	31.49	100-70-5411-3-36
290931	hydraulic filter	11/19/2020	58.99	100-70-5411-3-36
291345	oil filter/fuel filter	11/19/2020	74.47	100-70-5411-3-36
291674	fuel filter	11/19/2020	16.49	100-70-5411-3-36
291717	fuel line discon/retrieving tool/telescoping mirror/pick tool	11/19/2020	68.66	100-70-5411-3-36
291795	air filters	11/19/2020	42.18	100-70-5411-3-36
292187	tail lights	11/19/2020	27.98	100-70-5411-3-36
292487	air filters/oil filters/fuel filters/hydraulic filters	11/19/2020	360.18	100-70-5411-3-36
292703	air filters/oil filters/fuel filters	11/19/2020	209.24	100-70-5411-3-36
294161	air filter/oil filter/fuel filter	12/03/2020	127.16	100-70-5411-3-36
294180	air filter/fuel filter	12/03/2020	47.98	100-70-5411-3-36
294284	cabin air filter	12/03/2020	14.69	100-70-5411-3-36
294359	switch	12/03/2020	19.46	100-70-5411-3-36
294403	air filters/oil filters/fuel filters	12/03/2020	209.24	100-70-5411-3-36
294550	sealed beams	12/03/2020	46.47	100-70-5411-3-36
294732	terminal GM/silicone cable seal/cir breaker/battery	12/03/2020	197.71	100-70-5411-3-36
294844	motor tune-up	12/03/2020	167.76	100-70-5411-3-36
294899	screw-off allignment/terminal GM	12/03/2020	32.58	100-70-5411-3-36
294906	air filters/oil filters/fuel filters	12/03/2020	79.45	100-70-5411-3-36
294990	oil filter/air filter	12/03/2020	52.19	100-70-5411-3-36
294991	oil filter	12/03/2020	6.12	100-70-5411-3-36
295530	fluid film lubricant	12/03/2020	105.48	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 19802 NAPA AUTO PARTS-WAUPUN:			2,377.78	
20480 NICKEL, JULIE				
12-3-20	Reimbursement for cell phone use - Dec 2020	12/03/2020	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20900 OSHKOSH OFFICE SYSTEMS				
AR57438	City Hall Color Copier 6333 - contract	12/03/2020	369.64	100-10-5141-3-36
AR56741	copy machine MPC 3500 - fire dept	12/03/2020	2.28	100-50-5231-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			371.92	
21245 PERKINS OIL				
0101693-IN	Bulk oil & supplies	12/03/2020	2,061.94	100-70-5411-3-36
Total 21245 PERKINS OIL:			2,061.94	
21450 PETTY CASH-CITY HALL				
11-19-20	start up drawer for tax collection	11/19/2020	2,000.00	100-11800
12-3-20	CDL- Rens	12/03/2020	73.44	100-70-5412-3-38
12-3-20	Harris Creek Perm Easment	12/03/2020	1.00	700-10-5192-3-38
Total 21450 PETTY CASH-CITY HALL:			2,074.44	
21550 PETTY CASH-POLICE DEPT.				
11-19-20	Dodge Cty LEX	11/19/2020	50.00	100-40-5211-3-34
Total 21550 PETTY CASH-POLICE DEPT.:			50.00	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
1434	DPW purchase	12/03/2020	59.14	100-70-5410-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			59.14	
21800 PITNEY BOWES, INC.				
11-19-20	Reserve acct - PD	11/19/2020	175.00	100-40-5211-3-33
Total 21800 PITNEY BOWES, INC.:			175.00	
21805 PITNEY BOWES				
3312464573	city hall postage meter - 4th qtr 2020	12/03/2020	521.52	100-10-5141-3-36
Total 21805 PITNEY BOWES :			521.52	
21896 PLUIM, JOAN				
11-19-20	organize absentee requests for possible recount 11-6-20	11/19/2020	61.75	100-10-5142-1-10
Total 21896 PLUIM, JOAN:			61.75	
22324 PURCHASE POWER				
11-19-20	refill postage machine	11/19/2020	500.00	100-16210
Total 22324 PURCHASE POWER:			500.00	
22626 RASMUSSEN, BRAD				
11-19-20	Reimburse overpayment of Dental-vision insurance	11/19/2020	82.12	100-21537

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 22626 RASMUSSEN, BRAD:			82.12	
22660 RAY O'HERRON CO., INC.				
2063771-IN	ammo	11/19/2020	256.00	100-40-5215-3-38
3039545	ammo	11/19/2020	2,196.00	100-40-5215-3-38
Total 22660 RAY O'HERRON CO., INC.:			2,452.00	
22664 REACH				
11-19-20	Giving Tuesday donation	11/19/2020	500.00	100-10-5110-3-38
Total 22664 REACH:			500.00	
22750 RENNERTS				
42933	new e-stop switch for light tower	12/03/2020	202.40	100-50-5232-3-36
Total 22750 RENNERTS:			202.40	
23227 SAUER, TIMOTHY				
11-19-20	Reimburse overpayment - health ins	11/19/2020	152.16	100-21530
11-19-20	Reimburse overpayment - spouse/dependent life ins	11/19/2020	3.50	100-21533
11-19-20	Reimburse overpayment - additional life ins	11/19/2020	19.44	100-21534
11-19-20	Reimburse overpayment - supplemental life ins	11/19/2020	6.48	100-21535
Total 23227 SAUER, TIMOTHY:			181.58	
23300 SCHOOL DISTRICT OF WAUPUN				
12-3-20	2020 Fire Prev Poster Contest Proceeds	12/03/2020	200.00	100-50-5233-3-38
Total 23300 SCHOOL DISTRICT OF WAUPUN:			200.00	
23612 SHRED-IT				
8180780083	destruction of records	11/19/2020	86.78	100-40-5211-3-38
Total 23612 SHRED-IT:			86.78	
23902 SPEED NEEDLES CUSTOM EMBROIDERY				
6422	Rehab apparel	12/03/2020	919.00	100-50-5231-3-38
Total 23902 SPEED NEEDLES CUSTOM EMBROIDERY:			919.00	
23935 ST. CROIX COMPUTER GRAPHICS				
009961	w-2's/1099/envelopes	12/03/2020	180.44	100-10-5141-3-38
Total 23935 ST. CROIX COMPUTER GRAPHICS:			180.44	
24108 STAPLES CREDIT PLAN				
12-3-20	share of office supplies	12/03/2020	45.78	100-10-5131-3-30
12-3-20	Copy paper - clerk	12/03/2020	39.21	100-10-5141-3-30
12-3-20	wall calendar refill	12/03/2020	30.28	100-10-5141-3-30
12-3-20	share of office supplies	12/03/2020	45.78	100-10-5141-3-30
12-3-20	Election labels	12/03/2020	45.04	100-10-5142-3-38
12-3-20	finger pads - election	12/03/2020	8.62	100-10-5142-3-38
12-3-20	pens - election	12/03/2020	53.80	100-10-5142-3-38
12-3-20	finger pads - election	12/03/2020	4.59	100-10-5142-3-38
12-3-20	pollbook scanner - election	12/03/2020	98.99	100-10-5142-3-38
12-3-20	DYMO printer labels - election	12/03/2020	19.98	100-10-5142-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
12-3-20	pens - election	12/03/2020	56.90	100-10-5142-3-38
12-3-20	share of office supplies	12/03/2020	45.78	100-10-5191-3-30
12-3-20	share of office supplies	12/03/2020	45.78	100-20-5513-3-30
12-3-20	share of office supplies	12/03/2020	45.78	100-70-5420-3-30
12-3-20	share of office supplies	12/03/2020	45.78	100-80-5670-3-30
Total 24108 STAPLES CREDIT PLAN:			632.09	
24523 SULLIVAN, TED				
11-19-20	pants - replaced - ripped during an incident	11/19/2020	42.95	100-40-5211-3-38
Total 24523 SULLIVAN, TED:			42.95	
24530 SUMMIT AUTOMOTIVE				
6068027	service-check engine light - PD	11/19/2020	239.96	100-40-5212-3-36
6067677	replace elec steering gear/alignment - PD	11/19/2020	1,974.33	100-40-5212-3-36
Total 24530 SUMMIT AUTOMOTIVE:			2,214.29	
24650 SURE FIRE, INC.				
SD20015	SERVICE at City hall	11/19/2020	356.25	100-70-5410-3-36
SD20016	SERVICE at City Garage	11/19/2020	93.75	100-70-5412-3-36
Total 24650 SURE FIRE, INC.:			450.00	
24715 SWD LABS				
6843	McCune Beach Water testing	11/19/2020	40.00	100-70-5410-3-36
Total 24715 SWD LABS:			40.00	
25027 THURMER, MIKE				
11-19-20	League of WI Munic per diem	11/19/2020	80.00	100-10-5210-3-38
Total 25027 THURMER, MIKE:			80.00	
25061 TIPTON, ALEXANDRA				
11-19-20	Clothing allowance	11/19/2020	210.84	100-12634
Total 25061 TIPTON, ALEXANDRA:			210.84	
25250 TRAFFIC & PARKING CONTROL CO.				
684267	replace flasher - Gateway & Main	12/03/2020	37.90	100-70-5441-3-36
Total 25250 TRAFFIC & PARKING CONTROL CO.:			37.90	
25446 TRUCK EQUIPMENT INC				
925227-00	replacement light bulbs	11/19/2020	200.27	100-70-5411-3-36
928478-00	lights	12/03/2020	23.15	100-70-5411-3-36
Total 25446 TRUCK EQUIPMENT INC:			223.42	
25450 TRU CLEANERS LLC				
CW120120	cleaning service for City of Waupun	12/03/2020	4,052.81	100-70-5410-3-38
CW120120-A	additional cleaning service due to Covid-19	12/03/2020	830.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,882.81	

Invoice	Description	Invoice Date	Total Cost	GL Account
25451 TRUE NORTH CONSULTANTS				
20-1075	Phase 1 ESA Former Residential Property TID 6 enviorn	11/19/2020	2,800.00	408-70-5436-3-39
Total 25451 TRUE NORTH CONSULTANTS:			2,800.00	
25475 UMR				
0010210574	Ferch std contract	12/03/2020	375.00	100-10-5143-3-38
Total 25475 UMR:			375.00	
25480 UNEMPLOYMENT INSURANCE				
11-19-20	benefit charges	11/19/2020	659.85	100-10-5177-3-38
Total 25480 UNEMPLOYMENT INSURANCE:			659.85	
25482 UNIFORM SHOPPE				
304845	clothing allowance	11/19/2020	201.85	100-12634
304763	clothing allowance	11/19/2020	170.90	100-12634
304972	clothing allowance	12/03/2020	12.95	100-12634
304762	shirs/embroidered	11/19/2020	109.90	100-40-5211-3-38
Total 25482 UNIFORM SHOPPE:			495.60	
25760 US CELLULAR				
0406577720	Clerk cell phone	12/03/2020	66.67	100-10-5141-3-31
0406577720	Economic Developer/Administrator	12/03/2020	45.90	100-10-5191-3-31
0406577720	Kast Hotspot #190	12/03/2020	49.92	100-10-5197-3-31
0406577720	cellular backup	12/03/2020	18.91	100-10-5197-3-31
0406577720	PARK-rec cell phone	12/03/2020	85.20	100-20-5513-3-31
0406817443	POLICE DEPT monthly cell phone charges	12/03/2020	1,498.68	100-40-5211-3-31
0406577720	FIRE DEPT monthly cell phone charges	12/03/2020	169.62	100-50-5231-3-31
0406577720	DPW Director/Foreman monthly cell phone	12/03/2020	98.48	100-70-5420-3-31
0406577720	Library monthly cell	12/03/2020	43.41	210-60-5511-3-31
Total 25760 US CELLULAR:			2,076.79	
26042 VANDE ZANDE & KAUFMAN, LLP				
12120	monthly City Attorney Fees	12/03/2020	540.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			540.00	
26465 VON BRIESEN & ROPER, S.C.				
337610	Personnel	12/03/2020	5,073.00	100-10-5143-3-38
337603	Campbell Litigation 2020	12/03/2020	1,881.00	100-10-5194-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			6,954.00	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
NOV2020/2	Re-issue monthly contract check	12/03/2020	1,000.00	100-40-5343-3-38
DEC2020	Monthly Contract	12/03/2020	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			2,000.00	
26900 WAUPUN CHAMBER OF COMMERCE				
11-19-20	employee recognition - gift certificates	11/19/2020	2,500.00	100-10-5534-3-38
Total 26900 WAUPUN CHAMBER OF COMMERCE:			2,500.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
27450 WAUPUN UTILITIES				
5024	WPPI monthly email user/archiving accts	12/03/2020	180.00	100-10-5197-3-38
5024	Member Network Assessment/Monitoring Service	12/03/2020	44.00	100-10-5197-3-38
5024	Departmental computer issues	12/03/2020	42.00	100-10-5197-3-38
OCT2020	Monthly utility charges	11/19/2020	132.39	100-20-5512-3-32
OCT2020	Monthly utility charges	11/19/2020	247.22	100-20-5513-3-32
OCT2020	Monthly utility charges	11/19/2020	864.40	100-20-5523-3-32
OCT2020	Monthly utility charges	11/19/2020	2,485.11	100-20-5525-3-32
OCT2020	Monthly utility charges	11/19/2020	752.79	100-40-5211-3-32
OCT2020	Monthly utility charges	11/19/2020	448.39	100-50-5231-3-32
OCT2020	Monthly utility charges	11/19/2020	16.00	100-50-5251-3-32
OCT2020	Monthly utility charges	11/19/2020	5,593.02	100-70-5410-3-32
5040	Bulb recycling 2020	12/03/2020	16.51	100-70-5410-3-36
OCT2020	Monthly utility charges	11/19/2020	1,181.54	100-70-5412-3-32
OCT2020	Monthly utility charges	11/19/2020	280.27	100-70-5441-3-32
OCT2020	Monthly utility charges	11/19/2020	10,863.18	100-70-5442-3-32
OCT2020	Monthly utility charges	11/19/2020	1,153.40	210-60-5511-3-32
OCT20	Monthly utility charges - McKinley Property	12/03/2020	284.50	408-70-5436-3-32
OCT2020	Monthly utility charges	11/19/2020	41.39	700-10-5192-3-32
Total 27450 WAUPUN UTILITIES:			24,626.11	
27935 WELLS FARGO PAYMENT REMITT.				
ANG-SEPT/OCT20	amazon - facemasks for election	11/14/2020	111.84	100-10-5142-3-38
ANG-SEPT/OCT20	amazon - sanitizer dispensers - election	11/14/2020	99.96	100-10-5142-3-38
ANG-SEPT/OCT20	amazon - election supplies	11/14/2020	153.39	100-10-5142-3-38
ANG-SEPT/OCT20	WGFOA Virtual Acctg Workshops - Terri	11/14/2020	100.00	100-10-5153-3-37
KATHY-SEPT/OCT20	Zoom subscription - Schlieve	11/14/2020	15.81	100-10-5197-3-38
ANG-SEPT/OCT20	Dotster - .com renew	11/14/2020	17.49	100-10-5197-3-38
ANG-SEPT/OCT20	Dotster - .org renew	11/14/2020	52.96	100-10-5197-3-38
BJ-SEPT/OCT20	amazon - charging cord for phone - FD	11/14/2020	18.98	100-50-5231-3-38
BJ-SEPT/OCT20	NFPA - FD	11/14/2020	456.16	100-50-5233-3-38
JEFF-SEPT/OCT20	amazon - cable - DPW	11/14/2020	149.99	100-70-5410-3-36
ANG-SEPT/OCT20	amazon - batteries for foggers	11/14/2020	131.98	100-70-5410-3-36
JEFF-SEPT/OCT20	piggly wiggly - supplies - DPW	11/14/2020	92.07	100-70-5410-3-38
ANG-SEPT/OCT20	amazon - Tool batteries - DPW	11/14/2020	46.88	100-70-5411-3-36
ANG-SEPT/OCT20	amazon - replace splitter for phone	11/14/2020	18.00	100-70-5412-3-36
KATHY-SEPT/OCT20	Survey Monkey renewal	11/14/2020	384.00	100-80-5670-3-38
JEFF-SEPT/OCT20	amazon - TV - council chamber technology	11/14/2020	1,797.99	410-10-5140-4-00
JEFF-SEPT/OCT20	amazon - new laptop adapters	11/14/2020	38.56	410-10-5140-4-00
ANG-SEPT/OCT20	amazon - wall mounts council chamber technology	11/14/2020	69.98	410-10-5140-4-00
ANG-SEPT/OCT20	amazon - TV - council chamber technology	11/14/2020	950.69	410-10-5140-4-00
JEFF-SEPT/OCT20	amazon - insulation foam - DPW	11/14/2020	113.94	700-10-5192-3-36
Total 27935 WELLS FARGO PAYMENT REMITT.:			4,820.67	
28428 WI CITY/COUNTY MANAGEMENT				
11-19-20	WCMA membership renewal	11/19/2020	154.58	100-10-5191-3-34
Total 28428 WI CITY/COUNTY MANAGEMENT:			154.58	
29641 WI STATE LABORATORY				
652295	Witness fee/mileage	11/19/2020	34.98	100-40-5213-3-38
Total 29641 WI STATE LABORATORY:			34.98	
300173 SENSIT TECHNOLOGIES LLC				
0300484-IN	repairs to 4-gas meter	12/03/2020	392.95	100-50-5232-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 300173 SENSIT TECHNOLOGIES LLC:			392.95	
300202 HUZARD SYSTEMS				
14995	USB C Cable	11/19/2020	40.00	100-40-5212-3-38
Total 300202 HUZARD SYSTEMS:			40.00	
300205 BETT, JOHN				
11-19-20	League of WI Munic per diem	11/19/2020	80.00	100-10-5210-3-38
Total 300205 BETT, JOHN:			80.00	
Grand Totals:			175,231.72	

Report GL Period Summary

GL Period	Amount
12/20	47,767.21
11/20	127,464.51
Grand Totals:	175,231.72

Vendor number hash: 4035443
Vendor number hash - split: 5622017
Total number of invoices: 189
Total number of transactions: 260

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	175,231.72	.00	175,231.72
Grand Totals:	175,231.72	.00	175,231.72

Report Criteria:

[Report].Invoice Date = 11/14/2020,11/19/2020,11/25/2020,11/30/2020,12/03/2020



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 22, 2020, at 11:00 AM

Committee Members Present:

Laura Hoekstra	REACH Waupun
Rachel Kaminski (arrived at 11:07a.m.)	Senior Center Director
Pete Kaczmarek	Common Council Representative
Joan Meyer	Citizen
Julie Nickel	Mayor
Marj Peachy	Citizen

Committee Members Absent:

Mary Jo Kearley	Citizen
Jodi Mallas	My Property Shoppe
Deb Winterhack	Citizen

Staff Present:

Jeff Daane	Director of Public Works
Kathy Schlieve	Administrator/Director of Economic Development
Sarah Van Buren	Community & Economic Development Coordinator

Other:

Cory Scheidler	Cedar Corporation
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Call to Order

Vice Chair Kaczmarek called the meeting to order at 12:04 p.m.

Roll Call

Roll call and a quorum was determined.

Persons Wishing to Address the Committee

No members of the public wished to speak

ACTION-RECOMMENDATIONS

- A) Approval of Agenda/Motion to Deviate
 - i) A motion to approve the agenda was made by Mayor Nickel and seconded by Ms. Meyer, passing unanimously.
- B) Approval of December 19, 2019 Minutes
 - i) A motion to approve the December 19, 2019 minutes was made by Ms. Nickel and seconded by Ms. Peachy, passing unanimously.

DISCUSSION

- C) Update on Priorities Identified in Facilities Plan
 - I) A motion to choose the McKinley School site as the preferred location for a multigenerational facility was made and passed unanimously at the December 19, 2020 meeting and was forwarded onto the City Council for their review and consideration of the Facilities Plan at their meeting on February 25, 2020.
 - II) Due to potential development opportunities on the preferred site, and impacts the City budget is taking because of COVID, the City must look at alternative options. One such option is making renovations to the current facility.
 - iii) Mr. Scheidler from Cedar Corporation presented a proposal/scope of work for renovations to the current site.
 - iv) Committee members offered other potential sites to be considered such as the property on Watertown St., the old Family Video, and the old Pamida building.

Ms. Meyer and Ms. Peachy left the meeting

- v) Though there are financial advantages of renovating the existing facility (within a TID, CDI funding from WEC, etc.), Administrator Schlieve agreed to gather information on the other sites to assist the group in making an informed decision.

FUTURE MEETINGS

Staff will gather the information and call another meeting of this group.

ADJOURNMENT

Due to a lack of a quorum, the meeting ended at 11:59 a.m.



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS MEETING
201 E Main St
Tuesday, October 13, 2020 at 4:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Board of Public Works met at 4:30 pm on Tuesday, October 13, 2020, via Zoom

CALL TO ORDER

Acting Chairman Mike Matoushek called the meeting to order at 4:31 pm

ROLL CALL

Roll call was taken members present:

Alders—Mike Matoushek (acting Chair), Bobbie Vossekui

Citizens—Dale Heeringa, Brian Markus, Jessica Mueller

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

Members Excused (with notification): Ryan Mielke and Gregg Zonnefeld

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS--

Jill Vanderkin from Vanderkin Plumbing and Heating.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

Next meeting will be November 10th at 4:30 PM.

CONSIDERATION - ACTION

1. Approve minutes of the September 8, 2020 meeting.
Minutes of the September 8th meeting were presented. Motion (Vossekui/Heeringa) for approval.
MOTION CARRIED (5-0)
2. Contractor Use of City Garage for dumping of brush material -
In the past there was never a charge for this to outside contractors, however, last year it was voted we would allow it with a charge. This year the charge is found not to cover the cities cost in disposal of the additional brush. Also, mentioned by Jeff is that the DNR is requiring a burn permit which Jeff is in the process of getting. This permit will allow the city to burn brush but will now have to be in smaller burns and require more time by staff. Motion (Heeringa/Markus) to stop all outside contractors from using the city garage location starting January 2021. **MOTION CARRIED (5-0)**
3. Consider adding handicapped parking stall on W. Main St. at 12 W. Main St. The Parlor Hair Boutique.
Jill Vanderkin is representing the, The Parlor Hair Boutique, and is the owner of the building, requesting that they have at least one handicap parking spot for their elderly clients and some restricted spots for other parking in front of the build. Jeff Daane has offered to work with the owner of the building and business to trial a handicap spot in the back-parking lot of the building, along with some restricted parking spots along side of the building. This will be a trial for a month or two and then re-evaluated at the next DPW meeting for further discussion. There will also be a one month trial for the stalls on W. Main St. in front of the Parlor Hair Boutique adding 2 hour parking.
4. Energy Savings lighting upgrade at City Garage
In looking at the past lighting upgrade that was done in the city we have gained a great deal of savings. It was suggested that we consider doing the same upgrade with the purchase of the bulbs this year for the city garage location. Motion (Vossekui/Mueller) to approve \$8,000 to purchase the bulbs and the city will see

energy rebates from WPPI and Focus on Energy. These savings and the energy savings should net a simple back in 1 ½ years. **MOTION CARRIED (5-0).**

5. Playground options for Wilcox Park for 2021 – project will be completed in 2022.
No motion was needed at this time, just informational about which option the board feels is best out of the two given to the city. The most affordable option was #2 and, in the budget, however, if option #3 is selected more funding would need to be found to offset the difference. It was asked if there was any ADA funding or grants available and according to Jeff there is nothing out there for ADA playground equipment that he is aware of this time. This project is set to be completed in 2022.
6. Recreation Report
Lots of outside activities have been done in Sept due to the great weather with a great turn out. Oct has not been so good due to the temps and rain. For Nov hoping to fund another option or place to continue with scheduled activities. On the bright side Waupun Senior Center is hosting the Dementia Walk this week. This is being held at the Pine Park with walks to the pool and back, along with informational signage about Dementia. All those who attend will be getting awards and a copy of those messages. Curb side pickup lunches have increased in number this month which a good thing. Also, to note is the tennis courts are all done and ready to go for Pickle ball and Tennis 2021 season which Rachel says the members will be so excited to get started.

ADJOURNMENT

Motion (Heeringa/Markus) to adjourn the meeting of the DPW. **MOTION CARRIED (5-0)**

Respectfully submitted,
Bobbie Vossekuil
Acting BPW Clerk



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Video Conference and Teleconference
Wednesday, October 21, 2020 at 4:45 PM
(Approved 11/18/20)

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Plan Commission met virtually at 4:45 pm on October 21, 2020, via Zoom.

CALL TO ORDER

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

ROLL CALL

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

Member Excused: Elton TerBeest

Staff Present: Sarah VanBuren and Sue Leahy

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION-- Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next meeting of the Plan Commission will be Wednesday, November 18, 2020 at 4:45 pm. Daane will not be available for the meeting.

CONSIDERATION - ACTION

1. Approve minutes of the September 16, 2020 Plan Commission meeting.
Motion by Matoushek, seconded by Medema to approve the minutes of the September 16, 2020 Plan Commission meeting as presented. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit - Valido Homes at 1032 Tanager St. and 1034 Tanager St. for a split two-family dwelling per section 16.03(2)(d)(iii) of the Waupun Municipal Code.

Chairman Nickel read the call of the hearing and its purpose. Chairman Nickel noted that Kathy Schlieve has talked to the City Attorney about split two-family (zero lot line) structures and the problem the City has where the contractors apply for a permit for a duplex and then later on ask to convert the structure to a split two-family home with a zero lot line, after the fact. If the contractor complies with the requirements of Section 16.03(2)(d)(iii) of the Code, we have to grant a Conditional Use Permit. Lueck notes he is aware of the new law that came into affect around 2017 which curbs the ability of this committee to deny Conditional Use Permits. However, he also notes that the committee is also required to make the additional findings in order to grant a Conditional Use Permit listed in Section 16.12(1) of the Cities Zoning Ordinance. This committee could deny a Conditional Use Permit if the intended use is inappropriate for the area, if it creates traffic hazards, if it would hinder future development in the area, create undesirable levels of noise or light in the immediate area or cause property values to measurably decline. He just feels that a zero lot line split two-family home is nothing more than a lawsuit waiting to happen. The committee or the staff may want to improve the present process for this type of use and make some changes to the ordinance or procedure before coming to the Plan Commission for a public hearing.

Sue Leahy, Zoning Administrator said the lots meet the minimum 4,000 sq. ft. for each lot, and they will provide a set of restrictive covenants for each lot within 90 days of each sale. The homes will contain two (2) bedrooms. There is a gas meter outside for each unit and one electric meter for both units. However, there will be electric subpanels in each basement.

No further facts were presented by the staff. The applicant nor anyone else was present for the meeting to discuss the proposal so Chairman Nickel closed the hearing and called for a motion to act on this request for a Conditional Use Permit.

Motion by Matoushek, seconded by Vanderkin to grant a Conditional Use Permit to Valido Homes for a split two-family (zero lot line) dwelling at 1032 and 1034 Tanager St. per Section 16.03(2)(d)(iii) of the Waupun Zoning Ordinance subject to the following findings and conditions. We find that the proposed split two-family (zero lot line) dwelling will not be detrimental to the adjacent lands in this area, we find it is an appropriate use, it will not create any traffic hazards, will not hinder future development in this area, it will not create any undesirable levels of noise or light in the immediate area or cause property values to measurably decline.

Conditions:

1. A CSM shall be approved by the City showing the land and structure split containing no less than 4,000 sq. ft. for each individual lot.
2. The attached sideyard setback shall be zero (0) feet.
3. Restrictive Covenants regarding property maintenance, approved in form by the City Building Inspector, shall be recorded and maintained with regard to each lot within 90 days of the sale.

Vote: Matoushek, Vanderkin, Daane, Medema, Nickel - "AYE"

Lueck - "NAY"

Motion carried 5/1

3. Public Hearing - Conditional Use Permit Application of Valido Homes at 1033 Tanager St. and 1035 Tanager St. for a split two-family dwelling per section 16.03(2)(d)(iii) of the Waupun Municipal Code.

Chairman Nickel read the call of the hearing and its purpose. Sue Leahy, Zoning Administrator, said both lots will meet the minimum 4,000 sq. ft required for each lot and they will provide a set of restrictive covenants for each lot within 90 days of each sale.

Each home will be a two (2) bedroom home. There are two (2) gas meters noted on each of the plans, one for each home. There is only one electric meter noted, however Sue said there will be electric subpanels in each basement to separate the usage. The contractor nor anyone else appeared at the hearing and the staff had no further questions so Chairman Nickel closed the hearing and called for a motion to act on this Conditional Use Permit Application.

Motion by Nickel, seconded by Matoushek to grant a Conditional Use Permit to Valido Homes for a split two-family (zero lot line) dwelling at 1033 and 1035 Tanager St. per Section 16.03(2)(d)(iii) of the Waupun Zoning Ordinance subject to the following findings and conditions: We find that the proposed split two-family (zero lot line) dwelling will not be detrimental to the adjacent lands in the area. We also find this will be an appropriate use for the area that will not create traffic hazards, it will not hinder future development in the area, will not create undesirable levels of noise or light in the immediate area or cause property values to measurably decline.

Conditions:

1. A CSM shall be approved by the City showing the land and structure split containing no less than 4,000 sq. ft. for each individual lot.
2. The attached sideyard setback shall be zero (0) feet.
3. Restrictive covenants regarding property maintenance approved in form by the City Building Inspector shall be recorded and maintained with regard to each lot within 90 days of the sale.

Vote: Matoushek, Vanderkin, Daane, Medema, and Nickel - "AYE"

Lueck - "NAY"

Motion carried 5/1

4. Public Hearing - Conditional Use Permit application of Pat Stanton at 721 Edgewood Dr. and 609 Beske St. for a split two-family dwelling per section 16.03(2)(d)(iii) of the Waupun Municipal Code.

Chairman Nickel read the call of the hearing and its purpose. Sue Leahy, Zoning Administrator noted the proposed home would be the same as the one approved by the committee last month except this one would be on the opposite corner to the north.

No further information nor was a site plan provided to the committee for this hearing. The contractor nor any neighbors attended the hearing so Chairman Nickel declared the hearing closed and asked for a motion to act on this Conditional Use Permit.

Motion by Matoushek, seconded by Daane to grant a Conditional Use Permit to Pat Stanton for a split two-family (zero lot line) dwelling at 721 Edgewood Dr. & 609 Beske St. per Section 16.03(2)(d)(iii) of the Waupun Zoning Ordinance subject to the following findings and conditions: We find that the proposed split two-family (zero lot line) dwelling will not be detrimental to the adjacent lands in the area. We find it is an appropriate use for the area, it will not create any traffic hazards, it will not hinder future development in the area, it will not create undesirable levels of noise or light in the immediate area or cause property values to measurable decline.

Conditions:

1. A CSM shall be approved by the City showing the land and structure split containing no less than 4,000 sq. ft. for each individual lot.
2. The attached sideyard setback shall be zero (0) feet.
3. Restrictive covenants regarding property maintenance, approved in form by the City Building Inspector, shall be recorded and maintained with regard to each lot within 90 days of their sale.

Vote: Matoushek, Vanderkin, Daane, Medema, and Nickel - "AYE"

Lueck - "NAY"

Motion carried 5/1.

ADJOURNMENT

No further business was at hand so Chairman Nickel called for a motion to adjourn.

Motion by Matoushek, seconded by Medema to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 5:00 pm.

Fred Lueck
Secretary



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Thursday, November 5, 2020 at 4:30pm

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

CALL TO ORDER

Meeting convened at 4:35 p.m. by PFC President in the Waupun Safety Building.

ROLL CALL

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

Members absent (excused): John Bett, Carole Cronin

Due to prevalence of COVID in the community; participation by PFC members was optional.

Also present: WPD Chief Scott Loudon, WPD Deputy Chief Jeremy Rasch

CLOSED SESSION

The Waupun Police and Fire Commission will adjourn in closed session under Section 19.85 (1)(c) of the WI Statutes to interview for the open police department patrol officer position.

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

Motion to go into Closed Session at 4:42pm was made by Z. Dickhut (second by T. Rhodes; all in favor).

OPEN SESSION

The Waupun Police and Fire Commission will reconvene in open session under Section 19.85(2) of the WI Statutes at 6:18pm after motion from T. Rhodes (second by Z. Dickhut; all in favor).

ACTION FROM CLOSED SESSION

Both candidates presented to the Commission are acceptable.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting to-be-determined.

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

ADJOURNMENT

Motion to adjourn meeting at 6:21pm made by T. Rhodes (second by Z. Dickhut; all in favor).

Respectfully submitted,
Tara Rhodes, Secretary

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

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 9, 2020**

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

Commissioners Gerritson, Heeringa, Homan, Kaczmariski, Mielke, Thurmer and Westphal were present. Mayor Nickel was present.

Motion made by Kaczmariski, seconded by Homan and unanimously carried, to approve minutes from the October 12, 2020 meeting.

On motion by Westphal, seconded by Mielke and unanimously carried, bills for month of October 2020 were approved as presented.

On motion by Thurmer, seconded by Gerritson and unanimously carried, year-to-date financial reports through September 2020 were approved as presented. Electric operating income was \$235,400 or \$118,600 above budget from lower power costs and the reduction in distribution expenses. Water operating income was \$537,100 or \$38,100 above budget due to fewer project and material requirements during the COVID-19 period. Sewer operating income was \$287,100 or \$46,700 above budget on strong public authority treatment charges and lower WWTP maintenance costs.

Finance Director Stanek reported on the significant response to the tax roll letters that were mailed out October 15, 2020. It is necessary to utilize the tax roll process due to the stay on residential disconnections put in place by the Public Service Commission of Wisconsin. We have continued cancellations on monthly penalties from delinquent bills. The remainder of delinquent balances subject to tax roll will be sent over to the City of Waupun after November 15, 2020.

General Manager Brooks reported on status of projects. Comtech Substation Feeder #1 underground cable has been tested and energized. Crews are working to make repairs identified in the annual infrared system inspection report provided from WPPI.

General Manager Brooks reported Finance Director Jeff Stanek has been nominated and asked to join the WPPI Rate Services Advisory Committee, which Stanek accepted. General Manager, Treatment Facilities/Operations Superintendent, Commissioners, & Mayor passed along their congratulations to Finance Director Stanek. The Public Service Commission of Wisconsin has voted to extend the moratorium on all utilities' residential disconnections for non-payment until April 15, 2021. In honor of Public Power Week, 23 prize drawing recipients were awarded bill credits and Waupun Area Chamber of Commerce certificates.

Treatment Facilities and Operations Superintendent Schramm reported the water treatment facility is performing well. Staff completed quarterly auxiliary operation of stand by generator at the water treatment facility and well #4 in fulfillment of the quarterly requirement by the WDNR. The annual boiler inspection for digester has been completed, identifying several deficiencies that mostly require rebuilding of components rather than replacement. Treatment facilities staff are preparing heating and biological processes for the cooler temperatures coming in. Water/sewer crew continued routine system maintenance throughout the month. Water and sewer main has been installed and laterals have been completed for Tanager Street.

Finance Director Stanek presented the 2021 budget for review. The overall budget is forecasted to increase \$17.1 million compared to 2020 budget amounts due to two partial street reconstruction projects scheduled in 2021 and commencement of the wastewater treatment plant construction upgrades. Significant capital expenditures include phase two of the Madison Street reconstruction, phase one of Rock/Newton Street reconstruction, replacement of the vacor truck, Harris lift station retrofit and construction costs associated with the WWTP upgrade. The WWTP upgrades will be financed through USDA loan proceeds and the remainder of the capital budget will be financed with cash reserves. All other capital additions and expenses are routine in nature. The proposed overall budget would use \$1,225,000 in sewer cash reserves, use \$566,200 in water cash reserve and add \$96,200 to electric cash reserves. Motion made by Thurmer and seconded by Westphal, to approve the 2021 budget. Motion carried unanimously.

Motion made by Thurmer, seconded by Westphal and unanimously carried, the Amendment to Owner-Engineer Agreement Amendment No. 3 between Waupun Utilities and Applied Technologies, Inc. was approved. The amendment is for construction and other related services to be performed by Engineer which was requested by the USDA prior to construction bidding.

On motion by Kaczmarski, seconded by Thurmer and unanimously carried, meeting was adjourned at 5:05 p.m.

The next commission meeting is scheduled on December 14, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, November 10, 2020 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

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

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

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

No audience is in attendance.

Media present is Ken Thomas of the Daily Citizen.

PUBLIC HEARING

1. 2021 City of Waupun Budget and Tax Levy

The Public Hearing is held for the 2021 Waupun budget, tax levy, and tax rates. Schlieve and Kast provide information on the proposed budget. Resolution 11-10-20-01 Adopting the 2021 Budget and Tax Levy is provided for consideration. The Resolution provides a levy amount of \$3,301,531.

No audience participation for the public hearing is heard.

Motion Vanderkin, second Vossekuil to close the public hearing. Motion carried 6-0 on roll call.

2. Resolution Adopting 2021 Budget and Tax Levy

Motion Kaczmariski, second Vossekuil to adopt Resolution 11-10-20-01 Adopting the 2021 Budget and Tax Levy. Motion carried 6-0 on roll call.

PERSONS WISHING TO ADDRESS COUNCIL

No personal appear before the Council.

CONSENT AGENDA

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

Mayor inquired on participation for the future schedule Council meetings of Tuesday, November 24, 2020 and December 29, 2020 due to the holidays. As no members will be absent, the meeting dates will remain if there is business.

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

RESOLUTIONS AND ORDINANCES:

18. Ordinance to amend Ch.6.05(2)(a) entitled Traffic Code-Two Hour Parking Limits

Board of Public Works made recommendation to the Common Council to adopt the ordinance to add a 2 hour parking and a handicap stall by 8 W Main Street as requested by The Parlor Hair Boutique.

Motion Vossekul, second Vanderkin to waive the first reading and adopt Ordinance #20-11 to amend Chapter 6.05(2)(a) entitled Traffic Code-Two Hour Parking Limits to include 2-hour parking on the north side of W. Main St. beginning 27 feet west of the west curbline of Commercial St. and continuing westerly for a distance of 64 feet. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

19. Waupun Downtown Promotions Use of Green Space for Holiday Event

Teresa Ruch, President of Waupun Downtown Promotions, made request to utilize the green space on both sides of the Rock Shop to decorate with Christmas lights and to set up a space for Santa visits. The space will be decorated through the January 1 holiday. As part of downtown events, Santa will be available for children to visit on November 20 and 21.

Motion Matoushek, second Westphal to approve the Waupun Downtown Promotions, the use of the green space on both sides of the Rock Shop for the Christmas holiday season. Motion carried 6-0 on roll call.

MAYORAL CORRESPONDENCE/PRESENTATIONS

20. Mayoral Proclamation- Election Worker Appreciation Day November 11, 2020

Mayor provides a proclamation designating November 11, 2020 as Election Worker Appreciation Day.

Motion Matoushek, second Vossekul to approve the Mayoral Proclamation designating November 11, 2020 As Election Worker Appreciation Day. Motion carried 6-0 on roll call.

ADJOURNMENT

Motion Vanderkin, second Vossekul to call the meeting adjourned at 6:32pm. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
November 16, 2020**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:46 p.m. on November 16, 2020. Also present were Schultz, Hintze, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, via Zoom.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the October 19, 2020, meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Downloads (OverDrive) up 27.8% YTD
- b. 81,544 items circulated through the end of October. To put that number in perspective, in 1998 the library circulated 81,175 items for the entire year.
- c. 2,864 curbside transactions through the end of October.

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

ARTICLE V: Motion by Rohrer, supported by Hintze, to pay the November 2020 bills. Motion carried, 7-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. As a Drive-up Window is considered there are many issues which have been found to complicate the project. Hiring a contractor to oversee the project might be the prudent way to go. See New Business:#6.
- b. Bret was asked by the VFW to help judge the annual Patriot's Pen essay and Voices of Democracy speech submissions. Kyle Clark and Hank Snyder were other judges.
- c. Three staff members were in quarantine, but are now back.
- d. Update-Pam (summary)
 - 1. Tami and Pam are developing a survey that will be sent out in regards to virtual programming for youth and adults. This will be posted to Facebook and on the library website. This is intended to see if individuals are interested in attending virtual events. If little interest is garnered the survey will be reposted at a later date in case opinions change. If survey shows interest a virtual event or two is planned.
 - 2. Tami and Pam are working on weeding project. All book donations will go to Dodge Correctional, as they are in need of books to serve their 1500 residents. Tammy from DCI mentioned that they are taking children's books, because inmates can read books to their children via Zoom.

e. The library received a \$5000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation. These funds are used for the youth programming and supporting the youth areas of the library.

f. Jaeger presented the Wisconsin State Statute 43.58(4) for board review.

(4)Notwithstanding ss. 59.17(2)(br) and 59.18(2)(b) the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.

As restated by Claire Silverman, Legal Counsel of the League of Wisconsin Municipalities, "It is apparent the library board has control over the hiring, firing and fixing of wages of library employees. Thus, we have concluded in the past that it is the library board, not the municipality, which negotiates with a union representing library employees."

g. Youth Librarian, Tami Lont, has been putting together Take and Make kits for kids to pick up curbside and make things at home. This has been a popular program for libraries all over the state and has been extremely well received at our library. Most of the funding will come out of the Hicks Foundation grant.

ARTICLE VIII: No old Business.

ARTICLE IX: New Business:

a. 2021 library wages: After considerable discussion concerning Director and staff salaries for 2021, motion by Hintze to set Director Jaeger's salary increase at 1.5% beginning January 1, 2021, and to set each remaining staff member's salary increase at 2% beginning on January 1, 2021. Motion failed for lack of a second.

Motion made by Rohrer, supported by Sullivan, to set Director Jaeger's salary increase at 1.5% beginning on January 1, 2021, for the entire 2021 year, and to set each remaining staff member's salary increase at 2.1% beginning on January 1, 2021, for the entire 2021 year. Motion carried 7-0 per roll call.

b. Due to the complexity of the Drive-up Window project, Bret will be investigating the cost of a contractor and bring information garnered to the Board at December's meeting.

c. Part time staff wages when directed to quarantine will be based on federal, state and local COVID-19 policies.

ARTICLE IX: Motion by Hintz, supported by Schultz, to adjourn at 6:02 p.m. Motion carried.

Next tentative meeting: **Monday December 21, 2020, at 4:45 p.m. via Zoom**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
VIRTUAL AND TELECONFERENCE
Wednesday, November 18, 2020 at 6:00 PM

CALL TO ORDER

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

ROLL CALL

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

Management Staff present is Clerk Hull, Attorney VandeZande, Administrator Schlieve, and Police Chief Loudon.

Those absent and excused are Recreation Director Kaminski, General Utility Manager Brooks, Fire Chief Demaa, Finance Director Kast, Library Director Jaeger, Utility Finance Director Stanek, and Director of Public Works Daane.

No other City Staff is present.

Audience in attendance is Labor Attorney Kyle Gulya of Von Briesen & Roper.

No media is present.

CLOSED SESSION

Motion Vossekuil, second Kaczmariski to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes to Discuss Agreement between WI Professional Police Association, City, and Employee. Motion carried 6-0.

OPEN SESSION

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

ACTION FROM CLOSED SESSION

2. Discuss and Take Action regarding Agreement between WI Professional Police Association, City, and Employee

Motion Vanderkin, second Matoushek to approve the Resignation Agreement between WI Professional Police Association, City, and Travis Fix. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

3. Request to Fill Police Officer Vacancy

Motion Westphal, second Vossekuil to approve filling the police officer vacancy. Motion carried 6-0 on roll call.

Chief Loudon exits the meeting at 6:15pm.

Alderman Vossekuil exited the meeting at 6:17pm.

4. Certified Survey Map- Resurvey of Lots 1 & 2 (Washington School Site)

This is regarding the Washington school site, which we had the hopes of retailer interest. With no inquiries, we are resurveying it for possible housing development. Mayor questions the easement restriction release which states "By approval of this CSM, the City of Waupun hereby releases its rights to the Storm Sewer easement over part of Lots 1, 2 and Outlet 1 of CSM #7278 as recorded in Vol. 50, pgs 143-145 in the Dodge County Register of Deeds Office", which requires her signature. If the Council so choses to approve the CSM, Attorney VandeZande

recommends the motion to state contingent upon the Director of Public Works approval of the easement restriction release.

Motion Vanderkin, second Matoushek to approve the Certified Survey Map for the resurvey of Lots 1 & 2 of the former Washington School Site, contingent upon the Director of Public Works approval of the easement restriction release. Motion carried 5-0 on roll call.

5. Ordinance to amend Ch.16.01 (10) entitled Zoning Map - Rezone Lot 1 & 2 (Washington School) from B4 to R3

Motion Matoushek, second Vanderkin to waive the first reading and adopt Ordinance 20-12 to amend Ch.16.01 (10) entitled Zoning Map to Rezone Lot 1 & 2 of the former Washington School site from B4 to R3 contingent upon the Director of Public Works approval in relation to the CSM easement restriction release. Motion carried 5 0 on roll call.

6. Ordinance to amend Ch.16.01 (10) entitled Zoning Map - Rezone residential property (118 Commercial St.) from R4 to M1

Motion Kaczmariski, second Vanderkin to waive the first reading and adopt Ordinance 20-13 to amend Ch.16.01 (10) entitled Zoning Map to rezone the residential property (118 Commercial St.) from R4 to M1. Motion carried 5 0 on roll call.

7. Consideration for Donation to Giving Tuesday

Motion Kaczmariski, second Westphal to provide a donation of \$500 to REACH for Giving Tuesday. Motion carried 5-0 roll call.

ADJOURNMENT

Motion Vanderkin, second Westphal to call the meeting adjourned at 6:32pm. Motion carried 6-0.

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

December 2020

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

Re: Report to Common Council

A. Statistics

Through the end of November we have circulated 89,167 items, and curbside service has had 3,820 transactions.

B. Drive-up window project

Due to the complexity of this project, the Library Board directed me to contact a contractor to provide an estimate combining all aspects (carpenter, electrician, glass, etc) of this project. I met with a project manager from WDS and he will be putting together an estimate in the next couple of weeks for the Library Board to review at their December 21st meeting.

C. Virtual program

There is a virtual program planned for December 10 at 6:30 p.m., "Natural Christmas Decorations." Sign-up is required with a limit of 20 people since the library will be providing materials for those attending. The program will be live on Facebook Live, and also recorded so residents can access the video in the future.

D. Estate gift

The library received another monetary gift of \$2,326.42 from the Ellen Johnson Estate.

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

Senior Center

We will only be allowing nail services inside the Senior Center building in the month of November and December. Mobile meals and curbside lunch pick will remain unchanged. All other activities and services have been cancelled at this time. Virtual programming will start in December. Virtual programs scheduled are: Learn to Zoom, Marsh Haven Nature Center presentation, Waupun Historical Society presentation, Dementia & Driving course, Buddy Bingo, SIA Bingo, WCCA Bingo, Buddy Virtual Storytelling, Healthy Holiday Eating, and Book Club.

SENIOR CENTER 2020 ATTENDANCE Duplicate Count/*Individual Count	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.
Monthly Attendance	1,246	1,348	604 CLOSED on March 17	CLOSED	CLOSED	219	453	698 SEMI CLOSED on August 24	481	Closed on October 14	CLOSED
Average Daily Attendance	54	67	56	-	-	-	-	-	-	-	-
*Rentals	2	5	2	-	-	-	5	-	-	-	-
Mobile Meals	267	272	302	318	257	254	265	283	223	344	315
Table Meals	247	216	98	-	-	-	29 (curb)	47 (curb)	153 (curb)	53 (curb)	52 (curb)
Transportation Rides	31	26	16	-	-	-	-	-	-	-	-
SPECIAL EVENTS & TRIP											
*Party/Special/Social	54	61	-	-	-	177	29	14	22	15	-
*Movie Afternoon/Night	26	18	-	-	-	-	-	-	-	-	-
*Trips	-	-	-	-	-	-	-	-	-	-	-
GAMES											
Monday Euchre	82	87	41	-	-	-	-	34	-	-	-
Tuesday Hand & Foot Cards	51	51	20	-	-	-	-	29	-	-	-
Sheepshead	227	209	108	-	-	-	-	47	-	-	-
Bank or Bust Dice	42	48	24	-	-	-	-	-	-	-	-
Board Games/Marbles	15	17	9	-	-	-	-	-	-	-	-
*Euchre Tournament	38	43	34	-	-	-	-	-	-	-	-
*Sheepshead Tournament	-	22	-	-	-	-	-	-	-	-	-
*Book Club	16	15	-	-	-	-	-	12	6	-	-
Bingo	139	198	49	-	-	-	18	56	35	22	-
Friday Sevens Cards	33	28	14	-	-	-	-	23	-	-	-
Open Billiards	136	127	35	-	-	-	9	6	-	-	-
Tuesday Billiards League	48	48	-	-	-	-	-	-	-	-	-
FITNESS											
Yoga Stretch	342	367	124	-	-	-	157	202	189	49	-
Tuesday Tone	52	63	17	-	-	-	-	31	45	19	-
Pickleball	61	48	25	-	-	20	20	25	36	-	-
Walking Wednesday	-	-	-	-	-	-	-	6	6	-	-
*Wednesday Workout	81	82	36	-	-	-	63	42	63	29	-
Friday Fitness	44	52	21	-	-	-	-	-	34	14	-
Senior Swim	-	-	-	-	-	-	81	86	-	-	-
CLUBS & CLASSES											
*Craft Club	13	6	-	-	-	-	8	5	5	-	-
*Paint Pals	-	8	8	-	-	-	6	9	10	-	-
* Learning Opportunities	10	98	59	-	-	-	-	-	-	-	-
*Computer/Tech Classes	12	16	5	-	-	8	23	12	-	-	-
Thursday Night Knit-Wits	25	20	6	-	-	20	20	20	-	-	-
SERVICES											
Foot Care Clinic	-	10	-	-	-	34	15	32	30	34	34
Eyeglass Adjustments	10	9	-	-	-	-	4	-	-	-	-
Blood Pressure Checks	-	4	-	-	-	-	-	-	-	-	-
Manicures	-	-	-	-	-	-	-	7	-	-	-

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 11/1/2020 To 11/30/2020

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

Total Number of Calls for this reporting period: 862

72 HOUR DETENTION	5	INTRUSION ALARM	14
911 CHECK	10	JUVENILE PROBLEM	5
911 MISDIAL	9	MISSING ADULT	2
ABANDONED VEHICLE	3	NOISE COMPLAINT	7
ACCIDENT	4	OCCUPIED DISABLED	2
ACCIDENT W/BLOCKAGE	1	OFFICER STAND BY	2
ALARM TEST	2	PAPER SERVICE	3
ANIMAL BITE COMP	1	PARKING ENFORCEMENT	13
ANIMAL COMPLAINT	4	RECKLESS DRIVER	3
ASSIST CITIZEN	23	REPOSSESSED PROPERTY	2
ASSIST MOTORIST	4	RUNAWAY	2
ASSIST OTHER AGENCY	19	SEARCH WARRANT	1
ATTEMPT TO LOCATE	5	SEXUAL ASSAULT	1
ATV COMPLAINT	2	SHOPLIFTER	1
AUTO THEFT	2	SPECIAL ASSIGNMENT	6
BUILDING CHECK	27	STRUCTURE FIRE	1
BURGLARY	2	SUBJECT STOP	1
CHAPTER 51	1	SUSP ACTIVITY	12
CHECK WELFARE	20	SUSP PERSON	3
CHILD ABUSE/NEGLECT	3	SUSPICIOUS VEHICLE	15
CHILD CUSTODY	3	TAVERN CHECKS	1
CIVIL PROBLEM	2	THEFT	8
CLICK IT GRANT	2	THREAT COMPLAINT	5
COMMUNITY POLICING	3	TRAFFIC COMPLAINT	1
COUNTY AMBULANCE	51	TRAFFIC ENFORC DAP	5
COURT ORDER VIOLAT	1	TRAFFIC PROBLEM	5
CR DAMAGE TO PROP	3	TRAFFIC STOP	71
DEPARTMENT K9 DOG	1	TRESPASSING	2
DIRECTED AREA PATROL	183	VANDALISM	1
DISORDERLY CONDUCT	10	WARRANT	3
DOMESTIC DISPUTE	4	WARRANT OTHER AGENCY	6
ESCORT FUNERAL	8	WATER UTILITY	1
EXTRA PATROL	138	WAUPUN ORDINANCE	5
FIGHT	1	WRONG WAY DRIVER	1
FIRE ALARM	1		
FIRE GENERIC	1		
FLOODING	1		
FOLLOW UP	49		
FOOT PATROL	2		
FOUND ANIMAL	4		
FOUND ANIMAL CLAIMED	2		
FOUND PROPERTY	4		
FRAUD/FORGERY	4		
GAS DRIVE OFF	8		
GAS LEAK	1		
HARASSMENT	4		
HIT AND RUN	3		
HOUSE WATCH REQUEST	4		
INFO TO DOCUMENT	1		
INFORMATION	3		
INTOXICATED SUBJECT	2		

Waupun Police Department Update –November Report

Meetings –FEMA Emergency Management Meeting, WI Emergency Management Planning Meeting, Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Aging Coalition Meeting, PFC Meeting, Local Emergency Planning Committee Meeting, and Emergency Detention Meeting.

Training – Firearms and Defense and Arrest Tactics

Evidence Room- continue purging, destroying and returning evidence.

Events –. Christmas Parade. Lieutenants actively assisting with patrol schedule as staffing is short for the foreseeable future.

Hiring process – PFC/Chiefs Interviews, two conditional offers pending background investigation. Also started a new hiring process to fill one vacancy.

Complaints

Search Warrant – Thursday November 5th at 8:24am, Waupun Police Dept, the Dodge County Sheriff's Office, and WI DOJ Division of Criminal Investigation responded to a residence in the 600 block of S Madison St to serve a residential search warrant for internet crimes against children investigation. A 35-year-old Waupun man was taken into custody and transported to the Dodge County Jail. The man was held on 15 counts of Possession of Child Pornography.

Pursuit – Thursday November 5th at 2:50pm, police responded to Fox Lake Rd at W Jefferson St to assist the Dodge County Sheriff's Office with a Pursuit that lead to the suspect vehicle crashing. The operator of the vehicle, a 32-year-old Milwaukee man, fled from the scene on foot. Officers were able to apprehend the man in the 700 block of Rock River Dr. The man was held numerous charges through the Dodge County Sheriff's Office including Fleeing/Eluding an Officer. He was also wanted on a federal probation and parole warrant and he was held on Resisting an Officer through the Waupun Police Department . The man was turned to the Dodge County Sheriff's Office.

Drugs – Friday November 6th at 11:13am, police responded to a residence in the 600 block of Morse St for a report of non-responsive subject. Officers administered Narcan to a non-responsive 26-year-old Waupun woman. The woman was transported to a local medical facility and later transported to the Dodge County Jail on a Probation Hold. A 33-year-old Oshkosh woman was taken into custody on a Fond du Lac County Theft warrant and transported to the Fond du Lac County Jail. Possession of Drug Paraphernalia charges were referred to the Dodge County DA's Office against the Oshkosh woman.

Sexual Assault Case - Sensitive



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

Monthly Report

Date: December 4, 2020
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: November Report

Fire Calls:

There were nine (9) fire & rescue calls in the month of November for a total of one hundred forty-seven (147) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
1	0	1	2	4	1	9

* 78% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	1	1	1	1	3	1	9

* 78% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Building Fire (111)	2	22.2
Brush or brush-and-grass mixture fire (142)	1	11.1
Medical assist, assisted EMS crew (311)	3	33.3
Gas leak (natural gas or LP) (412)	1	11.1
Good intent call (600)	1	11.1
CO detector activation due to malfunction (736)	1	11.1

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	12	40%
8P – 4A	18	60%

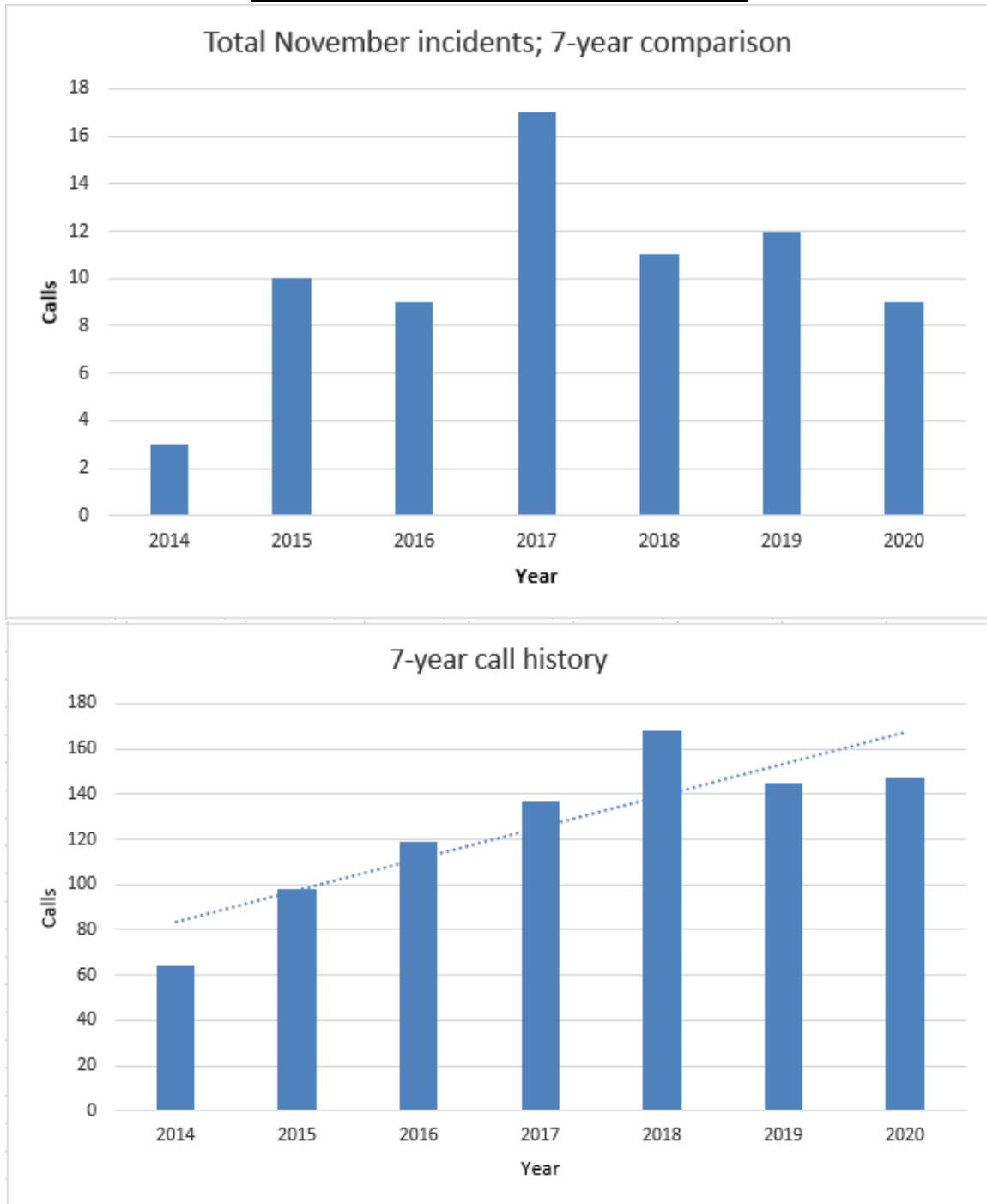
* Current roster is 30 members.

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

RED = below recommended industry best practices

GREEN = meets industry best practices

Call Summary (7-year comparison):



Department Information:

Trialing phone through FirstNet (AT&T). FirstNet's mission is to improve the high-speed nationwide broadband network which is dedicated to public safety. FirstNet has been conducting a significant build-out in this area which includes new towers and enhancements to existing towers. FirstNet provides dedicated bandwidth to first responders when systems are overloaded as a result of an emergency.

Work continues on an overview of all department policies.

Annual review of all Mutual Aid Box Alarm System (MABAS) cards is complete.

Staffing:

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

7 firefighters have completed their Entry Level Driver Operator course. 2 firefighters are continuing with their state certified Driver Operator course.

11 firefighters have completed their Entry Level Aerial Operator course.

Inspections:

Significant time is being spent each day working on the second half inspections. ~80%+ of Mike's time is currently being spent in this area. We have one other inspector who is helping out as his job/time allows.

Review of proposed 4" Fire Department Connection (FDC) at Waupun Correctional Institution was completed. WCI will be installing a sprinkler system in one of their out buildings.

Training:

November training focused on completing equipment maintenance and ladder training.

Emergency Government:

We continue to troubleshoot the polygon activation of our outdoor warning sirens. Discussions are ongoing between American Signal, Baycom, and Fond du Lac County to

December 4, 2020

determine the root cause. Based on the testing completed so far, our sirens do not appear to be the issue. In addition to our ability to activate locally, Dispatchers in Fond du Lac also have the ability to activate our sirens from their dispatch consoles.

We are currently meeting every other week with the Integrated Emergency Management Course (IEMC) team. We have a draft agenda completed and are working on the concept and objectives worksheet which will assist in the development of the tabletop exercises that will be completed while in Emmitsburg, MD during April 2021. The list of attendees is also being finalized with next steps being sent out to participants in December.

Code Enforcement – Mike Beer:

September:

New complaints – 0
Closed complaints – 3
Open complaints – 2
Citations issued – 0

Total time committed to Code Enforcement: 4 hours

Due to time currently allocated to fire calls and fire inspections, only code enforcement issues that pose an immediate risk to the public are being investigated.

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

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	223 Dan & Lisa Stollenwerk	626 E Brown St	Reroof w/ Metal Panels & Gutters	\$102.90	\$17,150.00
20-	228 Ethan Ross	201 S Madison St	Service Upgrade	\$80.00	
20-	229 Rick Wrench	312 Beaver Dam St	Water Service/Lateral	\$50.00	
Total				\$232.90	\$17,150.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	224 Dylan Stollenwerk	738 E Franklin St	Reroof w/ Metal Panels & Gutters	\$116.97	\$19,495.00
20-	225 Darrell Stibb	707 Brandon St	10x20 Prefab Shed	\$100.00	\$4,600.00
20-	226 Benjamin Roels	1020 Oriole St	Service Upgrade	\$80.00	
20-	227 Badgerland YFC	421 Jackson St	Replace Furnace	\$50.00	\$4,995.92
20-	230 Ron & Tammy Walters	1033 Maple Ave	Replace Furnace & AC	\$50.00	\$6,545.53
20-	231 James Recheck	924 Rock Ave	Rewire, Insulate garage lean-to	\$100.00	\$1,000.00
Total				\$496.97	\$36,636.45

GRAND TOTAL	\$729.87	\$53,786.45
--------------------	-----------------	--------------------

Permits issued in Dodge County	3
Permits issued in Fond du Lac Cty	6
Total Permits for the month	9

Building Permit Fees	\$729.87
Special Assessment Letter Fees	\$170.00
Conditional Use Permit	\$150.00
Grand Total	\$1,049.87

BUILDING PERMIT COMPARISON

November 2019: Dodge County - 13 permits; Fond du Lac County - 8 permits
 Estimated cost of construction: \$581,686.14

ELEVEN MONTH COMPARISON

January - November 2017	estimated cost of construction	\$16,667,679.12
January - November 2018	estimated cost of construction	\$27,115,364.12
January - November 2019	estimated cost of construction	\$12,180,172.84
January - November 2020	estimated cost of construction	\$9,114,715.75

December 10, 2020

1. **Current Projects:**

- Working with Gappa to install a new door system at City Hall for tax collection and also adding a door to the copy room in the Clerk's office to alleviate people walking through the office to get to the printer/copier.
- Met with Waste Management to review the issues that we have been having since they have taken over the garbage/recycling services.
- Met with Terry Dietzel regarding the County Park.
- Met with Casey with the Chamber to help get set up for the Christmas season and events they had planned
- Discussed sharing staff with the Utilities
- Gathering information for energy Innovation grant, Met with focus on energy, J&H Contols and Cedar Corp. to discuss the cost of a boiler replacement at City Hall
- Attended LAPWA meeting
- A public information meeting for the Newton/Rock Ave. project is scheduled for January 5, 2021.
- Reviewing / ordering supplies for Covid19 Grant funding.
- Working with Cedar Corp on building/park improvements.
- Working with DOT on HWY 26 Mill and overlay tentatively scheduled for 2024-2026
- Working with Gemmer on S. Madison St. phase 2 plans
- Working with MSA on Rock Ave and Newton Ave plans
- Working with MSA and residents along Harris Creek for improvements during street construction.
- Working with WPPI and Focus on Energy on energy savings LED lighting at City Garage. Staff has the new lights installed.
- Working with Alliant on new gas line install on S. Madison St. for Phase 2. Tentative start date for this is after Christmas.
- Tanager St. Development. The weather has been good, water, sanitary, gas along with road base have been completed. With good weather site grading will continue.
- Working on a Capital Improvement Plan for all City buildings.

2. **DPW Crew Projects**

- Buildings & Grounds daily duties
 - Yard Waste Pick-up
 - Fill Potholes
 - Haul Brush Bins
 - Install signs
 - Install plowing/salting equipment on trucks
 - Digger's Hotline Locates
 - Vehicle Maintenance
-

-
- Mow lawns
 - Drop off garbage/recycle bins at houses and repair bins that are broken
 - Street sweeping
 - Picked up garbage
 - Trim trees

Administrative Assistant

- A follow-up letter was sent to property owners for the Harris Creek Easements
- Letters were sent to tree trimmers informing them of the changes for the 2021 year for disposal of yard waste.
- Assessment Letters
- Garbage complaints
- Daily yard waste pick-up maps
- Building Permit Report
- Modified forms to be fillable
- Scan in property record cards
- Turned in assessments for the 2020 tax bills for snow removal, weed control, and stormwater management
- Updated pipe sizes for storm sewer outfalls in Cartegraph
- Created 2020-2021 Salting calendar
- Working on a binder system for the annual MS4 report
- Plan Commission Agenda and public hearing notices
- Updated vehicle information in Cartegraph
- Helped with the election
- Board of Public Works Agenda
- Created Ordinances for stop signs and parking limitations
- Updated the garbage/recycling website with new information from Waste Management.
- Put items (building permits / assessment letters / property maintenance letters) into Laserfiche.
- Setup zoom meeting for Plan Commission and Board of Public Works meetings.
- Entered Diggers Hotline located into database
- Entered equipment invoices into Cartegraph.
- Updated website.
- Monthly building permit report
- Assign account #'s to bills.

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



DODGE COUNTY – STATE OF WISCONSIN OFFICE OF EMERGENCY MANAGEMENT

DODGE COUNTY LAW ENFORCEMENT CENTER
124 West Street • Juneau, Wisconsin 53039
Phone: (920) 386-3999 • Fax: (920) 386-3994

AMY B. NEHLS
Director

Joseph M. Meagher
Deputy Director

November 5, 2020

Dear Town, Village, City, and County Community Leader:

The State of Wisconsin has endured billions of dollars in damages over the past three decades as a result of various disasters including severe weather and flooding events, major snowstorms, and powerful tornadoes. While the costs of each disaster may vary greatly, the impact is always the hardest at the local level, impacting our communities the most.

Hazard mitigation breaks the cycle of damage and repair by reducing or eliminating the long-term risk to human life and property caused by the potential hazards. In fact, for every dollar spent on mitigation activities, approximately \$6.00 in future damages is avoided. These preventative actions may be as simple as elevating a furnace in a basement in an effort to prevent flood damage. Mitigation efforts may also take a more comprehensive approach such as relocating buildings out of the floodplain or strengthening critical facilities to prevent wind damage and provide stronger shelter.

In an effort to better mitigate Dodge County's vulnerability to disaster, Dodge County Emergency Management, applied for, received, and has now updated the Dodge County Hazard Mitigation Plan through a Pre-Disaster Mitigation (PDM) planning grant. The updated plan serves as a roadmap that outlines potential cost-effective hazard mitigation activities, some of which might be available for future grant funding. The plan highlights the risks and vulnerabilities that Dodge County faces from natural disasters and highlights mitigation strategies, selected by a local workgroup, that may reduce future losses.

As this project nears completion, we are sending copies of the final updated plan and a draft resolution template for you to use for the re-adoption of the Dodge County Hazard Mitigation Plan. Please note:

1. **Adoption of this plan will not cost your community anything.** You will not be committing to completing any of the projects listed; instead it is a list of triaged ideas that could be accomplished should the funding and will to complete them become available.
2. **If you do not adopt this plan, your community will not be eligible to apply for and receive mitigation project funding in the future.**

Please include adoption of this resolution on your next meeting agenda and provide a copy of the final resolution, as soon as it is passed, to me at the email address below. If you have any questions or comments regarding this plan update, please feel free to contact me at (920) 386-3993 or by email at jmeagher@co.dodge.wi.us.

Thank you for your assistance with completing the Dodge County Hazard Mitigation Plan. This small investment of your time will help make our community a safer, healthier, and more disaster-resistant community for years to come.

Respectfully,

Joe Meagher, Deputy Director
Dodge County Emergency Management

RESOLUTION # _____

ADOPTING THE DODGE COUNTY ALL HAZARDS MITIGATION PLAN

FISCAL IMPACT: None

WHEREAS, the City of Waupun recognizes the threat that natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save tax payer dollars; and

WHEREAS, an adopted all hazards mitigation plan is required by FEMA as a condition of future grant funding for mitigation projects; and

WHEREAS, the City of Waupun participated jointly in the planning process with Dodge County and the other local units of government within the County to update the All Hazards Mitigation Plan, which was made available for review via a Legal Notice and a copy of which will reside permanently in the Dodge County Emergency Management Office;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waupun, hereby adopts the updated Dodge County All Hazards Mitigation Plan as an official plan; and

BE IT FURTHER RESOLVED, that the Dodge County Emergency Management Department will submit, on behalf of the City, the adopted All Hazards Mitigation Plan to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval. Minor changes been made upon advice from Wisconsin Emergency Management and Federal Emergency Management Agency will not require re-adopting this resolution.

Julie J. Nickel, Mayor

Date

ATTEST:

Angela J. Hull, City Clerk

Date



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

To: Mayor and Council Members

From: B.J. DeMaa, Fire Chief

Subject: 2021 Equipment and Personnel Rates

Annually, we set the rates for billable calls at the November or December Council Meeting. It is recommended that we set equipment rates for 2021 at the rates listed below. These rates remain flat compared to 2020.

Engine / Pumper @ \$225.00 per hour (1-hour min.)

Aerial Ladder @ \$325.00 per hour (1-hour min.)

Squad / Command Post @ \$175.00 per hour (1-hour min.)

Mini Pumper / Rescue Tools @ \$175.00 per hour (1-hour min.)

One charge for Personnel @ \$360.00 per hour (1-hour min.)

Individual or small groups at \$18.00 per hour, per firefighter (1-hour min.)

Incidentals @ cost

If you have any questions, feel free to call me at 324-7910 or email at bjdema@waupunpd.org.



AGENDA SUMMARY SHEET

MEETING DATE: 12/15/2020

TITLE: Consideration of Holding Primary Election for Office of Aldermanic Districts 1, 3, and 5 on February 16, 2021

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

The City does not have an ordinance that requires a primary be held whenever the number of candidates who qualify for the ballot is more than twice the number of seats open for an office. Because of this, we will not hold a primary regardless of the number of candidates, unless the Council makes motion upon a spring primary not later than 3 days after the deadline for filing nomination papers or Electors of the City file a sufficient petition requesting a primary within 3 days after the deadline for filing nomination papers.

At this time, Declaration of Candidacy has been filed for each Aldermanic District race. I have been informed by the County Clerk's that there is a possibility of a February Primary Election due to the Superintendent of Public Instruction race.

The filing deadline for Nomination Papers is January 5, 2021.

The due date for the Council's decision to hold a Primary or not is January 8, 2020.

If a motion was made today, we would not have to hold a Special meeting prior to January 8, 2021 to vote on this issue.

STAFF RECCOMENDATION:

If the City would deny holding a Primary Election, the City would not have to share in the cost of that Election. As no other Citizens have stepped forward with interest in a Seat to cause a contested race and due to budget restraints, I would recommend denying the 2021 Primary Election for local municipal races.

ATTACHMENTS:

WI Statute-Chapter 8

RECCOMENDED MOTION *OPTIONS*:

1. Motion to deny holding 2021 Primary Election for the local municipal races of Aldermanic District 1, 3, and 5 if there is more than twice the number of candidates filing for these seats
OR
2. Motion to approve holding a 2021 Primary Election for the local municipal races of Aldermanic District 1, 3, and 5 if there is more than twice the number of candidates filing for these seats

WI STATUTE – CH 8

Last day for governing body of a city or village to decide upon a primary, or for electors to petition for a primary, if not required by ordinance.

8.11(1)(a), (c), (1m)(a), (e) – 3rd day following deadline for nomination papers

8.11 Spring primary.

(1) CITY.

(a) A primary may be held in any city for the nomination of candidates for city office. When a majority of all the members of the governing body of a city decide upon a spring primary for any specific election, they shall so provide not later than 3 days after the deadline for filing nomination papers.

(b) Any city may provide by charter ordinance, under s. 66.0101, that whenever 3 or more candidates file nomination papers for a city office, a primary to nominate candidates for the office shall be held.

(c) Whenever electors, equal to at least 10 percent of the vote for governor in the city at the last general election, file a petition conforming to the requirements of s. 8.40 with the city clerk requesting a primary within 3 days after the deadline for filing nomination papers, there shall be a primary for any specific election.

(d) When the number of candidates for any city office does not exceed twice the number to be elected to the office, no primary may be held for the office and the candidates' names shall appear on the ballot for the ensuing election.

AGENDA SUMMARY SHEET

MEETING DATE: 12/15/2020

TITLE: 2021 WisDOT Public Transit Assistance Program
Operating Grant Application

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Michelle Kast, Finance Director

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

ISSUE SUMMARY:

The City's annual grant application for state and federal aid for the shared-ride taxi program was due December 10 and has been submitted.

The City has contracted with Brown Cab, Inc. to provide shared-ride taxi services for a period of up to 5 years, 2017-2021. In 2021 we will go through the Request for Proposal (RFP) process.

Financial Summary		
<u>2021 Shared-Ride Taxi Operating Grant Application</u>		
Estimated Operating Expenses	\$137,124	
Estimated Operating Revenue	<u>26,200</u>	
Net Operating Deficit	110,924	
Estimated Grant Funding (% of Operating Exp.)	<u>82%</u>	
Estimated State/Federal Grant Funding	110,924	<i>capped at net deficit</i>
Estimated City of Waupun Share of Cost	\$0	
Note: the City share is estimated at \$0 for 2021 due to CARES Act funding.		

STAFF RECOMMENDATION:

Approve grant application.

ATTACHMENTS:

None

RECOMMENDED MOTION:

Motion to approve the 2021 Public Transit Assistance Program operating grant application.

City of Waupun, WI
COVID-19 Plan
Adopted 09.14.2020 and
Updated 12.15.2020

1. The following COVID-19 response employment policy is effective under State of Wisconsin Executive Orders #72, #82, #86, #90 and #95 declaring a health emergency in Wisconsin. 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.

1. **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 periodically by the Waupun Common Council 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.

2. **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.

3. **About COVID-19 and Its Spread**

3.01 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.

3.02 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.

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

- 4.01 Stay home when sick, which will be subject to other City rules;
- 4.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
- 4.03 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;
- 4.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
- 4.05 Avoid touching your eyes, nose, and mouth;
- 4.06 Greet others without shaking their hands;
- 4.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;
- 4.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
- 4.09 Avoid travel to areas within the United States and abroad having verified COVID-19 infections (see Travel Restrictions below);
- 4.10 Avoid non-essential large gatherings of 10 or more people; and
- 4.11 Avoid non-essential visits to long-term care facilities.

5. Social Distancing

Social distancing must be practiced 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. Employee Screening

All employees reporting to work will be screened for respiratory symptoms and have their body

temperature taken daily as a precautionary measure to reduce the spread of COVID-19. This will be done through a self-screen process which includes each employee taking his or her temperature, when reporting to work. A touchless forehead thermometer is available at each work site. The employee's temperature is recorded along with answers to respiratory symptom questions. The record will be maintained confidential. Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home and should follow the procedures outlined in this policy.

7. Face-Covering Requirements

All city staff are required to comply with a mandate to wear a face covering when indoors or in an enclosed space; and when another person or persons who are not members of an employee's household or living unit are present in the same room or enclosed space. Exceptions that permit removal of a face covering under this emergency order include but are not limited to:

- a. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
- b. While swimming or on duty as a lifeguard.
- c. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
- d. When federal or state law or regulations prohibit wearing a face covering.
- e. Individuals who have trouble breathing.

Employees who have trouble breathing or with medical or mental health conditions or other sensory sensitivities that prevent the individual from wearing face coverings are exempt from this section of the policy.

Definition:

A face covering includes but is not limited to a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

A confined space includes space open to the public where individuals congregate, including but not limited to outdoor bars, outdoor restaurants, taxis, public transit, ride-share vehicles, and outdoor park structures.

8. 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 who is sick?
- 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?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but are not sure whether you should stay home, please stay home and consult your physician via telephone for guidance. If you live with someone who has been confirmed with COVID-19, you must stay home and consult with your medical provider or public health officials 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, or exposed to the virus. 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”) or through policies outlined in section 9 of this policy for employees exempted from FFCRA. In either case, immediate notification and proper documentation must be on file with the city’s human resource department to claim either benefit.

An employee who 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:

1. The employee is exhibiting COVID-19 symptoms.
2. Someone in the employee's household or family and with whom the employee has had contact is exhibiting COVID-19 symptoms.
3. The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19.
4. A diagnosed case of COVID-19 by receiving a positive test result. An employee diagnosed with COVID-19 must contact the Human Resources Department to determine FMLA eligibility.

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.

An employee who has been diagnosed with COVID-19 **will be required to follow isolation protocol and will not be able to return to work** until the employee meets the following criteria:

- A. Non-Hospitalized Employees: An employee **must isolate for a period of 10 days from date of positive test**, and have gone 24 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 isolate for a period of 10 days from date of positive test, be released from the hospital** and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines, **and must have a physician's release to return to work.**

An employee who has had close contact with someone who has been diagnosed with COVID-19 must quarantine, following the protocol outlines below. Close contact is defined as contact with someone confirmed with COVID-19, even if masks were worn and no symptoms are present, if one or more of the following conditions are met:

- A. Employee was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over the course of a day;
- B. Employee provides care at home to someone who is sick with COVID-19;
- C. Employee had direct physical contact with the person infected (kissing or hugging)
- D. Employee shared eating or drinking utensils.
- E. The infected person sneezed, coughed, or somehow spread respiratory droplets.

Employees previously confirmed with COVID-19 in the three months prior to exposure are exempt from this requirement, however, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.

For all other employees with close contact exposure, a quarantine period of 14 days after the time of exposure remains the safest strategy for preventing asymptomatic transmission of COVID-19. As such, employees who are able to work from home are required to quarantine for the full 14 days unless authorized by the City Administrator to follow the alternative protocol outlined below. Additionally, if an employee has a confirmed household contact with COVID-19, and they are unable to completely separate from the positive case, they are required to quarantine for the full amount of time that the positive case is in isolation and an additional 7-14 days from the positive case's last day of isolation.

All employees subject to quarantine are required to conduct daily symptom monitoring through the duration of their quarantine period. If symptoms develop at any time, employees should follow CDC guidelines that require self-isolation and testing.

10-Day Quarantine: Quarantine can end after DAY 10 without testing and if no symptoms have been reported during daily monitoring.

7-10 Day Quarantine: Quarantine can end after DAY 7 with a negative rapid-antigen or PCR test result and if no symptoms were reported during daily monitoring. The employee can be tested no sooner than DAY 6 of their quarantine and must remain in quarantine until a result comes back. If the test is negative and no symptoms have been reported during daily monitoring, the employee's last quarantine may be as early as DAY 7.

9. "Emergency Responder" Exemption from Federal Families First Coronavirus Response Act

(FFCRA) - Paid Administrative Leave

The City of Waupun wishes to recognize the dedication of those employees whose positions have been exempted from the Federal Families First Coronavirus Response Act as outlined in City of Waupun Resolution 2020-03-31-20-02. The employees who occupy positions listed in this resolution are essential to carry out their duties and at times may be at a higher risk for exposure.

The City of Waupun will approve a temporary paid COVID leave to those positions listed in this resolution of up to a total of 2 weeks (based on the individual's scheduled hours per week) under the following conditions:

- A. The Employee tests positive for COVID-19. These paid hours will be effective on the date in which employee is confirmed to have tested positive by a Public Health Agency. OR,
- B. The Employee is experiencing COVID-19 symptoms and has been advised by a medical provider or a Public Health Agency to remain off work. Medical documentation is required from the medical provider or from Public Health. These paid hours will be effective on the date in which the medical provider/Public Health Agency states the condition commenced. OR,
- C. The Employee has been ordered by a Public Health Agency to quarantine. These paid hours will be effective on the date in which employee is advised to quarantine.

The employee is only eligible for a combined total of up to 2 weeks of paid leave regardless of which of the above conditions apply. Employees will be allowed to return to work after they have met the conditions of the quarantine/isolation period and are symptom free for 24 hours or when released by a medical provider or Public Health Agency.

Once these hours have been exhausted and if the employee is still unable to return to work the employee may use their own paid time under current City policies. Employees who are eligible to work from home will be required to work from home if medically possible. These work from home hours will be paid as regular hours and will not be counted toward this leave.

This policy will be retroactive to April 1, 2020 the date in which the FFCRA went into effect. This policy remains in effect until FFCRA expires on December 31, 2021, unless extended through federal legislation.

This policy will be included the City's COVID-19 Plan and will be evaluated by the City Administrator as deemed necessary.

10. Travel Restrictions

- A. The CDC currently shows that all areas, domestic and international, have sustained community transmission as outlined on the following CDC map: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>. Areas with sustained community transmission are considered high-risk. It is strongly recommended that employees postpone or cancel domestic and international personal travel. Employees who choose to travel are required to self-report travel plans to their supervisor prior to departure including their planned activities, contacts, modes of travel and lodging. The Department Head and Human Resources must review and approve the travel request prior to departure, and documentation of such must be filed with Human Resources.
- B. An employee returning to work after travel will be subject to the following requirements:

- i. Normal return to work following travel:
 - a. If upon return from travel (other than as outlined in 9(B)(ii)), employee or any person traveling in an employee's group has no known exposure to COVID-19 and, no symptoms exist, the employee may return to work provided that they self-monitor daily and immediately report any symptoms and leave the workplace if symptoms present until further instruction. While at the workplace, the employee shall practice social distancing at all times and wear a mask for the 14-days following return from travel.
- ii. Self-Quarantine will be required under the following circumstances:
 - a. If the employee or a member of the employee's traveling party have come into contact with someone who has contracted COVID-19, or if the employee otherwise has reason to believe someone in their party may have contracted COVID-19, the employee will not be allowed to return to work and will be asked to self-quarantine for 14 days prior to being eligible to return to work.
 - b. If the employee chooses to travel internationally, to an area reporting community surge, or via a mode of travel that carries a higher risk as determined by CDC such as a plane or bus, the employee will be required to self-quarantine for 14-days prior to being eligible to return to work, and must remain symptom free without symptom-reducing medication for 24 hours prior to returning to work.
 - c. If, the employee has traveled to an area designated by the CDC as having a community surge, determined at time of departure and at any point during travel, the employee may be required to self-quarantine. Employees should keep in mind that the CDC is reporting states with community surge but that data is regularly changing. Due to the fluidity of the situation, community surge may be identified at your travel destination after your departure and before your return.

Each travel case will be evaluated for individual circumstances and level of risk to determine return to work protocols based on the details of employee travel, contacts and trip details. Whenever remote work is possible, the city will permit remote work during a period of self-quarantine under the city's work from home policy.

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

- C. 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 any available accrued time off except for those employees covered under the City's Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy Addendum to the City of Waupun's FMLA Policy, and the Families First Coronavirus Response Act Paid Sick Leave Policy.

- D. Travel for work shall be limited to essential purposes to conduct City business or operations.

11. School or Daycare Closure:

The waiver outlined in the March 30, 2020 COVID-19 plan is automatically void with the adoption of the City's Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy Addendum to the City of Waupun's FMLA Policy, and the Families First Coronavirus Response Act Paid Sick Leave Policy. Staff should refer to those individual policies to determine eligibility and coverage.

12. Temporary Vacation Carry Over:

The city recognizes that COVID-19 has and may place strain on an employee's ability to utilize vacation, specifically restricting travel and causing potential workforce capacity constraints that require the employee to report to work to ensure continuity of operations. As such, prior to December 31, 2020, all non-represented employees may request up to five (5) days of vacation carryover from vacation earned but not used as of December 31, 2020. This vacation carry over provision is a temporary adjustment to current vacation policy as outlined in the City of Waupun Employee Handbook. Carry over time must be taken in full day increments and must be utilized by April 30, 2021. The request is subject to approval by the City Administrator. Unused vacation carry over will be forfeited after April 30, 2021.

13. Office Closures:

City facilities are open to varying degrees as outlined in the Safe Reopening COVID-19 Facility Plan presented to Common Council on June 9, 2020. City Administration will continue to monitor county metrics related to COVID-19 per websites listed subsequent to this paragraph. The strategy is designed to allow for loosening or tightening of facility and operating policies and procedures over the duration of the pandemic to maintain public health and to maintain continuity of operation. As such, facilities may close periodically in response to changing local conditions.

10. **Public Health Emergency Declaration:** Based upon the public health emergency, all department heads shall immediately begin tracking and recording eligible expenses relating to COVID-19 planning and preparedness until further notice.

Julie Nickel
Mayor of Waupun

Date

Kathy Schlieve
City Administrative

Date



AGENDA SUMMARY SHEET

MEETING DATE: 12/15/20

TITLE: 2019 City of Waupun Housing Fee Report

AGENDA SECTION: PRESENTATIONS

PRESENTER: Sarah VanBuren, Community and
Economic Development
Coordinator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	N/A – absorb within existing budget	

ISSUE SUMMARY:

In 2018, the Wisconsin State Legislature approved new legislation, which requires communities of 10,000 population or more to provide two separate annual reports related to housing affordability (Wis. Stat. 66.10013) and housing fees (Wis. Stat. 66.10014) in an effort to shed light and foster change on affordable housing issues across the state.

On November 16, 2020, the City's request to be waived for the housing affordability mandate was approved by the Department of Revenue for a four-year period. However, the City is still responsible for annually producing a housing fee report.

The attached report meets the statutory requirements and will be posted to the City of Waupun website prior to January 1, 2021.

STAFF RECOMENDATION:

Discussion only.

ATTACHMENTS:

2019 City of Waupun Housing Fee Report

RECOMENDED MOTION:

N/A



City of Waupun New Housing Fee Report

For 2019 Calendar Year



Background

This report is written to satisfy the requirements as outlined in Section 66.10014 of the Wisconsin Statutes. Section 66.10014 reads as follows:

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
 - (a) Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
 1. Building permit fee.
 2. Impact fee.
 3. Park fee.
 4. Land dedication or fee in lieu of land dedication requirement.
 5. Plat approval fee.
 6. Storm water management fee.
 7. Water or sewer hook-up fee.
 - (b) The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.
- (3)
 - (a) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled “New Housing Fee Report.” If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
 - (b) A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.
- (4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

Process and Data Sources

Community & Economic Development staff prepared this report for the calendar year ending December 31, 2019 using the adopted City of Waupun Fee Schedule, permit/development records maintained by the Building Inspector and the Department of Public Works, and adopted City of Beloit Ordinances. This report has been posted on the City's website (www.cityofwaupun.org) and has been shared with the City of Waupun City Council. For record keeping purposes, projects are reported in the year in which they were permitted (approved). Projects approved in prior calendar years but completed and occupied in 2019 are not included in this report.

Residential Fee List

The City of Waupun imposes the following fees or other requirements for purposes related to residential construction, remodeling, or development. Only fees the City sets/collects are included in this report. Fees set by others, such as sanitary and utility districts, county, etc., are not included in this report. A complete copy of the municipal fee schedule is included in Appendix A. Table 1 lists the residential development fees collected for 2019.

Table 1: Residential Development Fees (2019)

Building permit fee	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Plat approval fee	Final plat approval fee	Storm water management fee	Water or sewer hook-up fee
\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)	N/A	N/A	N/A	N/A	N/A	No fee. Developer uses their own contractor to make connections. Waupun Utilities inspects connections.	No fee. Developer uses their own contractor to make connections. Waupun Utilities inspects connections.

Calculations

Section 66.10014(2)(b) states, “The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.”

The total amount of fees that the City of Waupun imposed for residential construction, remodeling, or development in 2019 is listed in Table 2. The average fee collected per permit has been calculated by dividing the total amount of fees collected by the number of permits issued. A full listing of all permits issued in 2019 can be found in Appendix B.

Table 2: Residential Development Fees Collected in 2019

Permit Type	# of Permits Issued	Total Permit Fees Collected	Avg. Fee Collected /Permit
Single Family Dwelling Units	15	\$28,932.46	\$1,928.83
2-Family Dwelling Units	0	0	0
Multi-Family Dwelling Units	0	0	0
Mobile Home Units	0	0	0
Residential Housing Additions & Remodel	158	\$14,858.64	\$94.04
Total Fees Permit Fees Collected		\$43,791.10	

Exclusions

This report was prepared in order to meet requirements enacted by 2017 WI Act 243 in Wis. Stat. 66.10014. As such, it does not include the most significant costs of residential development, including the cost of land, the cost of infrastructure, the cost of labor, and the cost of building materials.

Appendix A – Municipal Fee Schedule

FEE SCHEDULE (EFFECTIVE 7/30/19)	
Permit fees double if work commenced without permit.	
MINIMUM FEE	\$50.00
RESIDENTIAL - NEW 1 & 2 FAMILY DWELLINGS	
Building, Plumbing, Electric, & HVAC	\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)
UDC Seal	\$40.00 (Fee subject to Change)
Bond (Returned after Occupancy)	\$1,000.00
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$100.00
RESIDENTIAL ADDITIONS	
Building (Ftg, Fndn, Floor, Frame, Insul, Final)	\$0.16/SF (Minimum \$300.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Bond (Returned after Occupancy) (Required for Additions over 500 SF)	\$1,000.00
Occupancy Permit	\$50.00
Zoning	\$75.00
RESIDENTIAL REMODELS	\$6.00 Per \$1,000 Construction Cost
RESIDENTIAL GARAGES/ACCESSORY (NEW & ADDITIONS)	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MISCELLANEOUS	
Electrical Service	\$80.00
Laterals	\$60.00
Replace Furnace or AC	\$50.00
Plumbing Remodel	\$50.00 or \$8.00 per fixture
Early Start (Footings & Foundation Only)	\$100.00 or \$0.03/SF (whichever is greater)
Decks (2-3 Inspections @ \$50 Each)	\$100.00 - \$150.00
Permanent Swimming Pools (Provide site plan)	\$50.00

Prefabricated Sheds (Provide site plan)	\$50.00
Fences (Provide site plan)	\$50.00
Signs	Base \$50.00 + \$0.50/SF Each Face
Zoning (Swimming Pools, Fences, Signs, Decks, Sheds)	\$50.00
Chicken Coop & Run	\$50.00
AGRICULTURAL	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MULTI-FAMILY, ASSISTED LIVING, NURSING HOMES, COMMERCIAL & INDUSTRIAL (NEW, ADDITIONS, AND REMODELS)	
Building	Base Fee \$100.00 + \$0.20/SF (Min. \$500.00)
Plumbing	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) OR \$8.00 per Fixture (whichever is greater)
Electric	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) Or \$1.25 per Opening (whichever is greater)
HVAC	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00)
Fire Protection - Sprinkler	Base Fee \$60.00 + \$0.04/SF (Min. \$80.00) OR \$1.00 per Head (whichever is greater)
Erosion Control	See DPW Fee Schedule
Bond (Returned after Occupancy)	Under 10,000 SF -\$1,500.00 Over 10,001 SF -\$3,000.00
Remodels	\$6.00 per \$1,000 Construction Cost
Occupancy Permit	\$100.00
Plan Review	Under 10,000 SF -\$100.00 Over 10,001 SF -\$200.00
Zoning	\$200.00
Building Plan Review for Approval - Under 50,000 CF	Per DSPS Fees
Note: Over 50,000 CF, Plan Approval must be completed by DSPS	
DEMOLITION	
Residential Dwelling	\$100.00
Accessory/Garage/Agricultural	\$50.00
Commercial/Industrial Building	\$300.00
MOVING	
Principal Building	\$200.00
Garage/Accessory/Agricultural	\$100.00

City of Waupun Municipal Ordinance

Chapter 7 – STREETS AND SIDEWALKS

Section 7.05 STREETS AND SIDEWALKS EXCAVATIONS AND OPENINGS

(1) PERMIT REQUIRED

- (a) No person shall make, direct or cause to be made any excavation or opening in any street, alley, highway, sidewalk or other public way within the City without first obtaining a permit from the Director of Public Works.
- (b) Except as otherwise provided here, the City shall charge an application fee of \$15.00 for each permit issued under this section. A permit shall be required but no permit fee shall be charged if the permit is obtained pursuant to an order of the City of Waupun requiring sidewalk replacement or reconstruction. A permit shall be required but no separate or additional permit fee shall be charged if the permit is issued in conjunction with a building permit where the excavation or opening is ancillary to the project for which the building permit is issued.
- (c) Any person who violates any provision of this section shall be subject to the forfeiture provisions identified in Section 18.04 of this Code. In addition, any contractor who makes an excavation or opening in violation of this subsection without first ensuring that the appropriate permit has been issued shall be subject to the forfeiture provisions identified in Section 18.04 of this Code.

Appendix B – 2019 Annual Report of Permits Issued

		# of Permits	Permit Fee	Est. Value
Res. Houses New Const.	Dodge County:	6	\$ 11,757.82	\$ 1,398,000.00
	Fond du Lac County:	9	\$ 17,174.64	\$ 2,516,500.00
	Total:	15	\$ 28,932.46	\$ 3,914,500.00
Res. Houses Add & Remodel	Dodge County:	92	\$ 9,083.14	\$ 952,138.40
	Fond du Lac County:	66	\$ 5,775.50	\$ 568,647.67
	Total:	158	\$ 14,858.64	\$ 1,520,786.07
Res. Garages New Const.	Dodge County:	7	\$ 1,706.24	\$ 88,000.00
	Fond du Lac County:	5	\$ 1,280.24	\$ 97,638.00
	Total:	12	\$ 2,986.48	\$ 185,638.00
Res. Garages Add & Remodel	Dodge County:	1	\$ 150.00	\$ 3,500.00
	Fond du Lac County:	1	\$ 280.00	\$ 10,000.00
	Total:	2	\$ 430.00	\$ 13,500.00
Multi-Family Const.	Dodge County:	0	\$ -	\$ -
	Fond du Lac County:	0	\$ -	\$ -
	Total:	0	\$ -	\$ -
Swimming Pools	Dodge County:	4	\$ 600.00	\$ 57,800.00
	Fond du Lac County:	0	\$ -	\$ -
	Total:	4	\$ 600.00	\$ 57,800.00
Commercial Const. & Add.	Dodge County:	0	\$ -	\$ -
	Fond du Lac County:	1	\$ 3,604.00	\$ 225,000.00
	Total:	1	\$ 3,604.00	\$ 225,000.00
Commercial Alt. & Improve	Dodge County:	8	\$ 3,649.54	\$ 672,649.00
	Fond du Lac County:	6	\$ 1,374.00	\$ 234,000.00
	Total:	14	\$ 5,023.54	\$ 906,649.00
Industrial Const. & Addition	Dodge County:	2	\$ 2,088.59	\$ 2,000,000.00
	Fond du Lac County:	0	\$ -	\$ -
	Total:	2	\$ 2,088.59	\$ 2,000,000.00
Industrial Alt. & Improve	Dodge County:	2	\$ 168.50	\$ 31,440.75
	Fond du Lac County:	0	\$ -	\$ -
	Total:	2	\$ 168.50	\$ 31,440.75
Tax Exempt	Dodge County:	17	\$ 16,740.99	\$ 2,756,611.00
	Fond du Lac County:	7	\$ 2,619.76	\$ 699,102.07
	Total:	24	\$ 19,360.75	\$ 3,455,713.07
Fences	Dodge County:	14	\$ 1,400.00	\$ 27,815.00
	Fond du Lac County:	9	\$ 850.00	\$ 18,914.00
	Total:	23	\$ 2,250.00	\$ 46,729.00
Razing	Dodge County:	2	\$ 100.00	\$ 7,200.00
	Fond du Lac County:	2	\$ 100.00	\$ -
	Total:	4	\$ 200.00	\$ 7,200.00
Signs	Dodge County:	7	\$ 860.48	\$ 9,031.97
	Fond du Lac County:	4	\$ 439.16	\$ 26,050.00
	Total:	11	\$ 1,299.64	\$ 35,081.97
Moving	Dodge County:	0	\$ -	\$ -
	Fond du Lac County:	0	\$ -	\$ -
	Total:	0	\$ -	\$ -
Electric	Dodge County:	19	\$ 1,798.20	\$ 11,456.23
	Fond du Lac County:	18	\$ 1,545.00	\$ 28,150.00
	Total:	37	\$ 3,343.20	\$ 39,606.23
Grand Total:		309	\$ 85,145.80	\$ 12,439,644.09



AGENDA SUMMARY SHEET

MEETING DATE: 12/15/20

TITLE: City of Waupun Aging Grant Update

AGENDA SECTION: PRESENTATIONS (Discussion)

PRESENTER(S): Sarah Van Buren, Community and
Economic Development Coordinator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Attractive, Engaged, Inclusive and Welcoming Community	N/A – Grant Funded	

ISSUE SUMMARY:

In 2019, the City of Waupun received an implementation grant through the Cargill Foundation and the UW School of Nursing to work on aging in place initiatives. The purpose of this presentation is to update you on the work being done by the Waupun Community Coalition on Aging (WCCA) and what work is planned for the remaining 9 months.

STAFF RECOMENDATION:

Discussion Only

ATTACHMENTS:

Aging Grant Update PowerPoint

RECOMENDED MOTION:

N/A



CITY OF
WAUPUN
municipal government

Aging Grant Update



Agenda

- ▶ History of the Aging in Place Grant
- ▶ Accomplishments
- ▶ Future Activities



History of the Aging in Place Grant

Aging in Place Initiatives

2018

▶ Planning Grant

2019

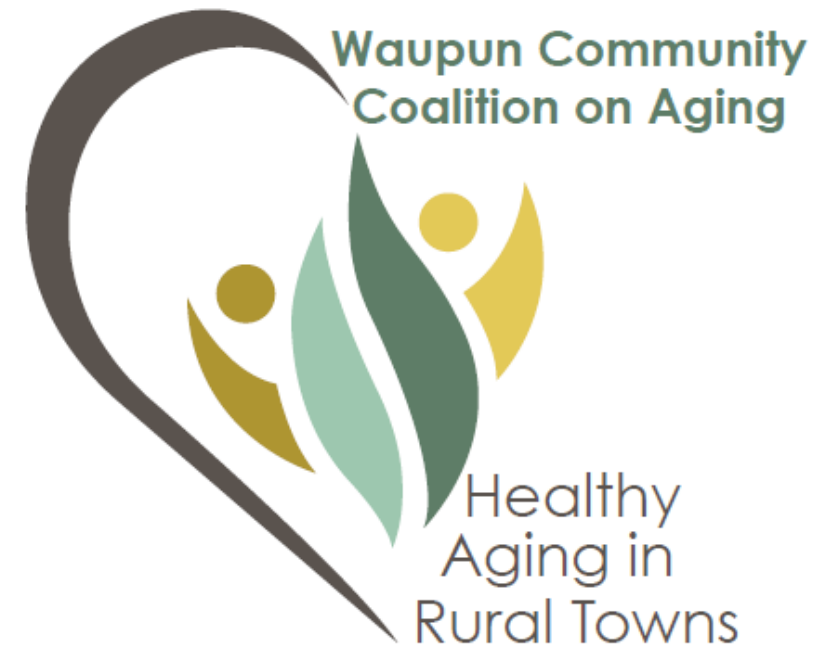
▶ Implementation Begins



What is the Waupun Community Coalition on Aging (WCCA)?

Mission:

Our mission is to enhance the lives of people 55+ with meaningful programs, resources, and connections so together we can live and age strong in Waupun





Accomplishments

Update from the Work Groups

Education &
Resources

Housing



Facilities

Transportation



Education & Resources Work Group

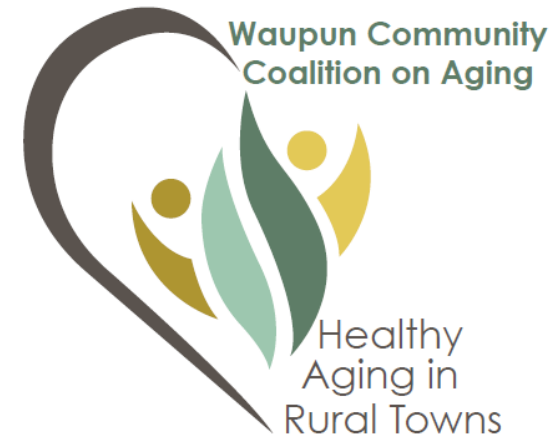
Goal:

Create wrap-around services that expand education resources and promote utilization of services needed to help people effectively age well and remain as independent as possible across their lifespan.

Tasks:

- Strength Programming
- Expand Community Partnerships
- Develop Online Presence to Connect Resources
- Trial a Nurse Practitioner/Wellness Checks Model
- Expand Dementia Friendly Training Across Community

Accomplishments



Waupun Municipal Government

Published by Sarah Koepke Van Buren · 9h ·

In the wake of COVID-19, programming offered by members of the Waupun Community Coalition on Aging (WCCA) will certainly look a bit different than in previous years.

We invite you to complete a survey that will inform our virtual programming strategy going forward. What would you like to see in terms of virtual programs? Your ideas and feedback are welcome! The survey will be open until 9pm on December 14th.

https://www.surveymonkey.com/r/wcca_virtual_programming

#WCCA

Accomplishments



At the Crossroads....

Alzheimer's, Dementia, and Driving



Learn about how cognitive changes affect driving skills, how to know if a person should stop driving, transportation alternatives, how to have a good conversation about not driving, as well as if all else fails...then what?

This is a 3 week series being offered for care partners and loved ones of individuals with dementia.

December 3rd, 10th, & 17th, 2020
from 1-3 pm via Zoom

This program is **FREE** but registration required.
Call the Aging & Disability Resource Center (ADRC) of Dodge County at 920-386-3580 by November 20th to ensure your packet is received in time.

If you have any questions about this series, contact the ADRC of Dodge County.

Offered through the **ADRC** of both Dodge and Jefferson County



FOOT CARE CLINIC

WHEN: FEBRUARY 26TH

TIME: 11:30-3PM

FEE: \$30/30 MINUTE APPOINTMENT

Call 324-7930 or stop by the Senior Center office to schedule your appointment



Facilities Advisory Committee Update

Goal:

Develop a plan to improve accessibility and expand the senior center to strengthen social engagement, reduce isolation and promote wellness for older adults.

Tasks:

- Public Facilities – Advance Senior Center Plan
- Seek CDBG Grant Funding/Alternative Funding Sources

Accomplishments



- Committee formed in the Spring 2019
- Consultant facilitated discussions
- Facilities tours
- Community input
- Approved February 25, 2020



Housing Work Group Update

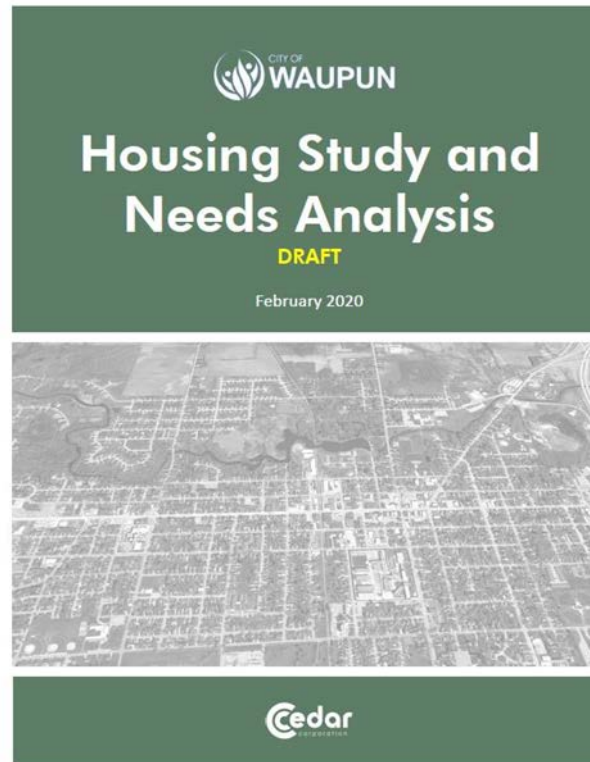
Goal:

Develop a housing plan that support affordable, age-friendly housing development within the community.

Tasks:

- Develop a housing plan
- Partner with regional partners to attract affordable housing developers
- Develop program/resource pool for home modifications

Accomplishments



- Cedar Corporation hired Fall 2019
- Data Collection
- Previous & Existing Plans Referenced
- Stakeholder Interviews conducted
- Approved February 11, 2020

Transportation Work Group Update

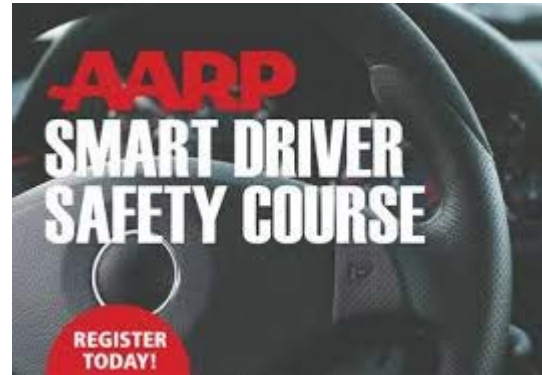
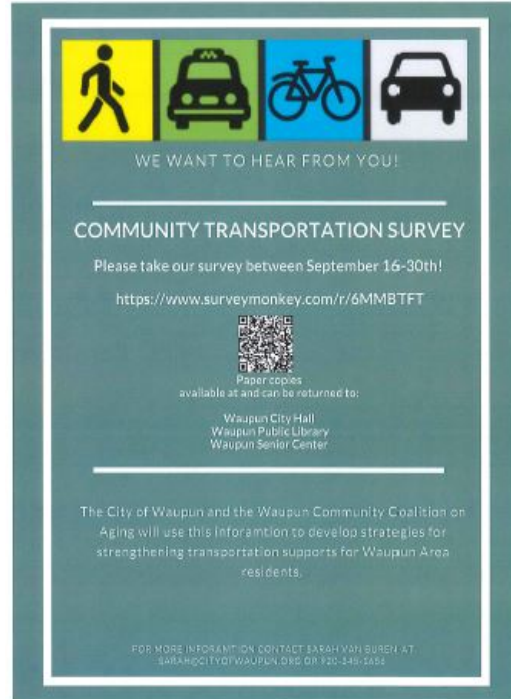
Goal:

Research and expand feasibility alternative transit solutions that increase mobility of residents in our rural community.

Tasks:

- Explore expansion of shared-ride taxi service
- Determine feasibility of alternative transportation models
- Establish bench drop-off program in strategic locations

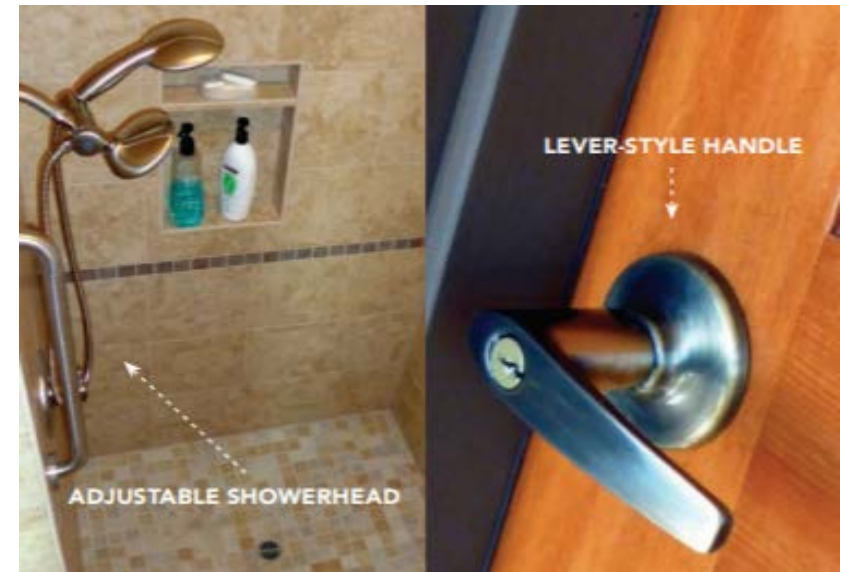
Accomplishments





Future Activities

Future Activities



Sustainability

- ▶ Grant funding expires September 30, 2021
- ▶ Key questions that need to be answered
 - ▶ What ways can we accomplish the work we have committed to or do we need to pivot?
 - ▶ What will we continue to do beyond the life of the grant?
 - ▶ What and who do we need to move forward?

“TOP TEN” LIST OF OPEN MEETING PITFALLS

- 1. If you want to talk about something at a meeting, ask that it be put on the agenda in as much detail as reasonably possible.**
 - a. Stats. § 19.84(2) provides that “Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.”
 - b. A good test is to ask whether a citizen will be able to understand what you want to talk about having no information other than the notice.
- 2. Don't deviate from the agenda without a very good reason.**
 - a. The Attorney General has advised that a governmental body should not conduct business under a general subject matter designation (1) where a member of the governmental body was aware, prior to the time notice was given, that the matter might come before the body or (2) where the matter is of importance or great public concern. In either case, any discussion of or action on the matter should be held over to another meeting for which more specific notice can be given. 66 Op. Att'y Gen. 93, 96 (1977).
 - b. More recent opinions of the Attorney General were more restrictive, recommending that only basic questions may be addressed where answers do not require discussion or deliberation.
- 3. Outside of noticed meetings, avoid discussing municipal business with more than 2 elected officials at a time. Two is company, but 3 is usually a crowd.**
 - a. The Wisconsin Supreme Court has held that the open meetings law applies whenever a gathering of members of a governmental body satisfies two requirements: (1) there is a purpose to engage in governmental business

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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