



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

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Common Council will meet virtually at 5:30pm on Wednesday, September 16, 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/88552277284?pwd=WlBqR0d4dHpoSXlzdMFMUUXkc1Jmdz09>

**Meeting ID: 885 5227 7284**

**Passcode: 140416**

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

**CALL TO ORDER**

**ROLL CALL**

**CONSENT AGENDA**

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

**CONSIDERATION - ACTION**

2. Certified Survey Map Review - Stanton & Son LLC - a re-division of Lot 31 of Woodland Hills (*Plan Commission 9/16/20*)
3. Ordinance to amend Ch. 16.04 entitled Zoning Code-Business District Requirements (*Plan Commission 9/16/20*)
4. Ordinance to amend Ch.6.03 entitled Traffic Code-Other Intersection Controls for Stop Sign Placement at Church St., N. Harris Ave. & Maple St., N. Harris Ave. (*Board of Public Works 9/8/20*)
5. Ordinance to amend Ch.6.03 entitled Traffic Code-Modified Through Streets and Other Intersection Controls for Yield Sign Removal and Stop Sign Placement at Rock Ave. & N. Harris Ave. and Newton Ave. & N. Harris Ave. (*Board of Public Works 9/8/20*)
6. City of Waupun COVID-19 Plan Amendment (*Negotiations Committee 9/14/20*)

**CONSIDERATION-ACTION**

7. Fill Patrol Officer Vacancy
8. Routes to Recovery (CARES) Funding Expenditures

**CLOSED SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) [e] of the WI Statutes for: (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- 9. Negotiation of city-owned property located at 520 McKinley St in TID 6**
- 10. Multi-Family land negotiations in TID 5**

**OPEN SESSION**

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

**ACTION FROM CLOSED SESSION**

**ADJOURNMENT**

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



## AGENDA SUMMARY SHEET

**MEETING DATE:** 9/16/2020

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

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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

### **ISSUE SUMMARY:**

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

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

Tuesday, September 29, 2020	Committee of the Whole	5:30pm	
Tuesday, October 13, 2020	Common Council	6:00pm	
Tuesday, October 27, 2020	Committee of the Whole	5:30pm	
Tuesday, November 10, 2020	Common Council	6:00pm	
Tuesday, November 24, 2020	Committee of the Whole	5:30pm	* Thanksgiving- November 26
Tuesday, December 8, 2020	Common Council	6:00pm	
Tuesday, December 29, 2020	Committee of the Whole	5:30pm	* Christmas- December 24 & 25

### **License and Permit Applications**

#### **OPERATOR LICENSE:**

Christal Smit

#### **TEMPORARY CLASS B:**

None

#### **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 Issue Date	Check Number	Payee	Amount
09/10/2020	100639	AGNESIAN WORK & WELLNESS-	20.00
09/10/2020	100640	AIRGAS USA, LLC	673.83
09/10/2020	100641	ALLIANT ENERGY/WP&L	1,006.76
09/10/2020	100642	BEER, MIKE	72.77
09/10/2020	100643	AIR ONE EQUIPMENT INC	900.00
09/10/2020	100644	BENTZ AUTOMOTIVE INC	662.88
09/10/2020	100645	BLACKSTONE TECHNOLOGIES LLC	1,260.48
09/10/2020	100646	LEE ADVERTISING	26.27
09/10/2020	100647	CHARTER COMMUNICATIONS	443.53
09/10/2020	100648	CITIES & VILLAGES MUTUAL INS.	19,955.00
09/10/2020	100649	CONWAY SHIELD	420.00
09/10/2020	100650	EHLERS AND ASSOCIATES INC	7,500.00
09/10/2020	100651	EMERGENCY LIGHTING & ELECTRON	453.00
09/10/2020	100652	EWALD MOTORS OF OCONOMOWOC	29,475.50
09/10/2020	100653	MARTENS ACE HARDWARE	1,527.34
09/10/2020	100654	FARMERS ELEVATOR CO.	270.00
09/10/2020	100655	FAULKS BROS. CONSTRUCTION, INC	2,473.30
09/10/2020	100656	GUNDERSON, INC.	129.29
09/10/2020	100657	H & R SAFETY SOLUTIONS LLC	23.00
09/10/2020	100658	HOME CONTRACTORS & SUPPLY INC	61.88
09/10/2020	100659	HOMETOWN GLASS & IMPROVEMENT	264.54
09/10/2020	100660	JEFFERSON FIRE & SAFETY, INC.	208.87
09/10/2020	100661	KWIK TRIP STORES	3,678.09
09/10/2020	100662	LIFESTAR EMERGENCY MEDICAL	3,500.00
09/10/2020	100663	MSA PROFESSIONAL SERVICES INC.	4,957.00
09/10/2020	100664	MARCO TECHNOLOGIES LLC	51.78
09/10/2020	100665	NAPA AUTO PARTS-WAUPUN	1,205.94
09/10/2020	100666	NEUMAN POOLS INC	335.87
09/10/2020	100667	OSHKOSH OFFICE SYSTEMS	17.11
09/10/2020	100668	PICKART'S RADIATOR SERVICE INC	357.00
09/10/2020	100669	PITNEY BOWES	171.60
09/10/2020	100670	QUALITY AGGREGATE LLC	406.08
09/10/2020	100671	ROBOTRONICS INC	2,927.00
09/10/2020	100672	SCHOOL DISTRICT OF WAUPUN	280.00
09/10/2020	100673	SHAW, MITCH	120.00
09/10/2020	100674	SHRED-IT	64.88
09/10/2020	100675	TORRES TREE SERVICE	1,500.00
09/10/2020	100676	TRACTOR SUPPLY CREDIT PLAN	19.98
09/10/2020	100677	TRAFFIC & PARKING CONTROL CO.	68.11
09/10/2020	100678	TRUE NORTH CONSULTANTS	2,400.00
09/10/2020	100679	UNIFORM SHOPPE	179.85
09/10/2020	100680	VANDE ZANDE & KAUFMAN, LLP	4,435.00
09/10/2020	100681	WAUPUN UTILITIES	32,297.16
09/10/2020	100682	WELLS FARGO PAYMENT REMITT.	339.84
09/10/2020	100683	W.W. ELECTRIC MOTORS, INC.	180.00
09/10/2020	100684	YMCA OF DODGE COUNTY	1,493.24
Grand Totals:			128,813.77

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Report Criteria:

Report type: Summary

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## Report Criteria:

[Report].Invoice Date = 09/10/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>955 AGNESIAN WORK &amp; WELLNESS-</b>				
31532	Hearing Tests - PD	09/10/2020	20.00	100-40-5215-3-37
Total 955 AGNESIAN WORK & WELLNESS-:			20.00	
<b>987 AIRGAS USA, LLC</b>				
9973202667	Gas cylinders/hazmat handling	09/10/2020	673.83	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			673.83	
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
3425110000-AUG20	MUSEUM monthly fuel charges	09/10/2020	16.26	100-20-5512-3-32
7255200000-AUG20	Senior Center monthly heat	09/10/2020	13.75	100-20-5513-3-32
5374620000-AUG20	Aquatic Center	09/10/2020	711.09	100-20-5523-3-32
5946940000-AUG20	Police Dept - monthly fuel charges	09/10/2020	37.93	100-40-5211-3-32
5946940000-AUG20	Fire Dept - monthly fuel charges	09/10/2020	21.34	100-50-5231-3-32
2831330000-AUG20	community center monthly fuel	09/10/2020	68.43	100-70-5410-3-32
1780510000-AUG20	CITY HALL monthly fuel charges	09/10/2020	58.60	100-70-5410-3-32
3264610000-AUG20	Garage monthly fuel	09/10/2020	79.36	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			1,006.76	
<b>5035 BEER, MIKE</b>				
9-10-20	clothing allowance	09/10/2020	72.77	100-12634
Total 5035 BEER, MIKE:			72.77	
<b>5070 AIR ONE EQUIPMENT INC</b>				
160003	annual SCBA flow testing	09/10/2020	900.00	100-50-5232-3-36
Total 5070 AIR ONE EQUIPMENT INC:			900.00	
<b>5130 BENTZ AUTOMOTIVE INC</b>				
14721	alternator/alternator assembly	09/10/2020	570.23	100-40-5212-3-36
14565	alignment	09/10/2020	92.65	100-70-5411-3-36
Total 5130 BENTZ AUTOMOTIVE INC:			662.88	
<b>5538 BLACKSTONE TECHNOLOGIES LLC</b>				
201397	Performance Patch Mix	09/10/2020	1,260.48	100-70-5431-3-36
Total 5538 BLACKSTONE TECHNOLOGIES LLC:			1,260.48	
<b>7058 LEE ADVERTISING</b>				
11861	Notice - public hearing	09/10/2020	26.27	100-10-5110-3-35
Total 7058 LEE ADVERTISING:			26.27	
<b>10048 CHARTER COMMUNICATIONS</b>				
16011-SEPT20	senior center - tv, internet	09/10/2020	241.75	100-20-5513-3-38
41336-SEPT20	PD - voice	09/10/2020	177.57	100-40-5211-3-31
41336-SEPT20	FD - voice	09/10/2020	24.21	100-50-5231-3-31
Total 10048 CHARTER COMMUNICATIONS:			443.53	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>10226 CITIES &amp; VILLAGES MUTUAL INS.</b>				
WC-20-1151/1	2020 Worker's Comp Prem 4th QTR City Portion	09/10/2020	15,191.00	100-10-5196-3-38
WC-20-1151/1	2019 Worker's Comp Payroll Audit Credit/Refund	09/10/2020	1,140.00-	100-10-5196-3-38
WC-20-1151/1	2020 Worker's Comp Prem 4th QTR Utility Portion	09/10/2020	5,904.00	100-13850
Total 10226 CITIES & VILLAGES MUTUAL INS.:			19,955.00	
<b>10476 CONWAY SHIELD</b>				
0462231-IN	turnout boots	09/10/2020	420.00	410-50-5231-4-00
Total 10476 CONWAY SHIELD:			420.00	
<b>12437 EHLERS AND ASSOCIATES INC</b>				
83883	2020 TID 6 Project & Boundary Amendment	09/10/2020	7,500.00	408-70-5436-3-39
Total 12437 EHLERS AND ASSOCIATES INC:			7,500.00	
<b>12531 EMERGENCY LIGHTING &amp; ELECTRONICS</b>				
200226	Whelen Responder LP 500 Amber Vac	09/10/2020	453.00	100-70-5411-3-36
Total 12531 EMERGENCY LIGHTING & ELECTRONICS:			453.00	
<b>12620 EWALD MOTORS OF OCONOMOWOC LLC</b>				
9-10-20	2020 Dodge Durango	09/10/2020	29,475.50	410-40-5211-4-00
Total 12620 EWALD MOTORS OF OCONOMOWOC LLC:			29,475.50	
<b>12700 MARTENS ACE HARDWARE</b>				
AUG2020	clothing allowance	09/10/2020	682.99	100-12634
AUG2020	clothing allowance	09/10/2020	239.98	100-12634
AUG2020	tape/mouse traps - pool	09/10/2020	6.17	100-20-5523-3-36
AUG2020	hand soap	09/10/2020	23.98	100-20-5523-3-36
AUG2020	slide wax	09/10/2020	19.98	100-20-5523-3-36
AUG2020	staining supplies - ball complex	09/10/2020	43.97	100-20-5525-3-36
AUG2020	hand soap	09/10/2020	23.98	100-20-5525-3-36
AUG2020	cord handset	09/10/2020	7.98	100-40-5211-3-30
AUG2020	18 pk deepwood	09/10/2020	41.94	100-40-5212-3-38
AUG2020	batteries	09/10/2020	49.95	100-40-5212-3-38
AUG2020	UPS postage	09/10/2020	13.86	100-50-5231-3-33
AUG2020	concrete for basketball pole/hose end for Zoellner	09/10/2020	42.71	100-70-5410-3-36
AUG2020	glue floor - city hall	09/10/2020	7.99	100-70-5410-3-36
AUG2020	repair hose connection parts	09/10/2020	8.99	100-70-5410-3-36
AUG2020	blade razor	09/10/2020	2.99	100-70-5410-3-36
AUG2020	cover - water heater	09/10/2020	1.29	100-70-5410-3-36
AUG2020	caulk/windex	09/10/2020	8.98	100-70-5410-3-36
AUG2020	hth alg guard	09/10/2020	10.99	100-70-5410-3-36
AUG2020	grounding plug/receptacle	09/10/2020	16.58	100-70-5410-3-36
AUG2020	hornet/wasp spray	09/10/2020	59.88	100-70-5410-3-36
AUG2020	single cut key	09/10/2020	9.95	100-70-5410-3-36
AUG2020	splice	09/10/2020	4.49	100-70-5410-3-36
AUG2020	rivet backup - dog park/picnic table	09/10/2020	5.98	100-70-5410-3-36
AUG2020	staining supplies - shelter poles at ball complex	09/10/2020	33.99	100-70-5410-3-36
AUG2020	coupler/cable cats	09/10/2020	58.97	100-70-5410-3-36
AUG2020	glass cleaner	09/10/2020	5.98	100-70-5410-3-36
AUG2020	credit	09/10/2020	38.98-	100-70-5410-3-36
AUG2020	parts to install light above Terri's desk	09/10/2020	37.36	100-70-5410-3-36
AUG2020	batteries/hardware	09/10/2020	16.04	100-70-5410-3-36
AUG2020	lubriplate grease/elbow insert/couple galv	09/10/2020	26.44	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
AUG2020	car freshener/tire bleach/car wash	09/10/2020	23.16	100-70-5411-3-36
AUG2020	straps - install side boards	09/10/2020	6.36	100-70-5411-3-36
AUG2020	vinyl tube - gas can tube	09/10/2020	1.79	100-70-5411-3-36
AUG2020	UPS postage	09/10/2020	20.63	100-70-5420-3-33
Total 12700 MARTENS ACE HARDWARE:			1,527.34	
<b>12750 FARMERS ELEVATOR CO.</b>				
147455	grass seed	09/10/2020	270.00	100-70-5410-3-36
Total 12750 FARMERS ELEVATOR CO.:			270.00	
<b>12765 FAULKS BROS. CONSTRUCTION, INC</b>				
340405	infield mix - medema field diamond 1	09/10/2020	1,178.28	100-20-5525-3-36
340404	infield mix - medema field diamond 1	09/10/2020	1,295.02	100-20-5525-3-36
Total 12765 FAULKS BROS. CONSTRUCTION, INC:			2,473.30	
<b>15075 GUNDERSON, INC.</b>				
903255	CITY HALL rugs - Sept 2020	09/10/2020	65.45	100-70-5410-3-38
904892	Garage supplies - Sept 2020	09/10/2020	35.81	100-70-5411-3-38
904891	Uniform/charges - Sept 2020	09/10/2020	28.03	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			129.29	
<b>15297 H &amp; R SAFETY SOLUTIONS LLC</b>				
5307	gloves - PD	09/10/2020	23.00	100-40-5213-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			23.00	
<b>16001 HOME CONTRACTORS &amp; SUPPLY INC.</b>				
29633	cover for outside drop box - city hall - supplies	09/10/2020	5.02	100-70-5410-3-36
29634	concrete forms	09/10/2020	56.86	100-70-5433-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			61.88	
<b>16020 HOMETOWN GLASS &amp; IMPROVEMENT</b>				
224792	lexan sheets - Comm center/senior center serving windo	09/10/2020	264.54	100-70-5410-3-36
Total 16020 HOMETOWN GLASS & IMPROVEMENT:			264.54	
<b>16659 JEFFERSON FIRE &amp; SAFETY, INC.</b>				
IN121344	SCBA compressor	09/10/2020	208.87	100-50-5232-3-36
Total 16659 JEFFERSON FIRE & SAFETY, INC.:			208.87	
<b>17175 KWIK TRIP STORES</b>				
PD-AUG20	Police Dept monthly fuel	09/10/2020	1,708.22	100-40-5212-3-38
FD-AUG20	Fire dept monthly fuel	09/10/2020	157.62	100-50-5232-3-38
DPW-AUG20	DPW monthly fuel purchases	09/10/2020	1,380.87	100-70-5411-3-38
DPW-AUG20	DPW monthly fuel purchases	09/10/2020	150.17	700-10-5191-3-38
DPW-AUG20	DPW monthly fuel purchases	09/10/2020	281.21	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			3,678.09	
<b>17759 LIFESTAR EMERGENCY MEDICAL</b>				
20-0987	ACLS Service Aug 2020	09/10/2020	3,500.00	100-10-5255-3-38



Invoice	Description	Invoice Date	Total Cost	GL Account
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
<b>18009 MSA PROFESSIONAL SERVICES INC.</b>				
R00212056.0-68	Young St CSM	09/10/2020	267.00	401-70-5436-8-00
R00212119.0-3	Harmsen Ave & Oak Lane Storm Pond	09/10/2020	3,040.00	700-10-5192-8-00
R00212116.0-4	Dam Auxiliary Spillway Design	09/10/2020	1,650.00	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			4,957.00	
<b>18459 MARCO TECHNOLOGIES LLC</b>				
INV7919036	Konica/A7PY011X001	09/10/2020	51.78	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			51.78	
<b>19802 NAPA AUTO PARTS-WAUPUN</b>				
286518	brake pads/brake rotor/trans filter - PD	09/10/2020	228.45	100-40-5212-3-36
286519	battery - PD	09/10/2020	132.69	100-40-5212-3-36
286633	light bulb - PD	09/10/2020	13.69	100-40-5212-3-36
287049	credit	09/10/2020	121.82-	100-40-5212-3-36
285516	bracket	09/10/2020	11.38	100-70-5411-3-36
285564	adapter/trailer wire harness/bracket	09/10/2020	66.67	100-70-5411-3-36
285572	adapter trailer wire	09/10/2020	29.99	100-70-5411-3-36
285591	credit	09/10/2020	19.68-	100-70-5411-3-36
285805	gasketmaker/threadlocker	09/10/2020	37.98	100-70-5411-3-36
285918	mach nut	09/10/2020	1.25	100-70-5411-3-36
286024	socket set	09/10/2020	79.99	100-70-5411-3-36
286098	radiator hose	09/10/2020	6.49	100-70-5411-3-36
286427	seal - replace valve seal	09/10/2020	2.90	100-70-5411-3-36
286428	shut off - replace shut off valve for salt brine	09/10/2020	49.96	100-70-5411-3-36
286517	trans filter/brake pads	09/10/2020	293.96	100-70-5411-3-36
287046	hose end fittings/o-rings/hose ends/switches/hose	09/10/2020	80.79	100-70-5411-3-36
287047	hose end fitting	09/10/2020	45.16	100-70-5411-3-36
287159	hose clamps	09/10/2020	20.70	100-70-5411-3-36
287160	drill bits	09/10/2020	44.33	100-70-5411-3-36
287181	oil filters	09/10/2020	13.98	100-70-5411-3-36
287234	locknuts/screws	09/10/2020	32.75	100-70-5411-3-36
287455	drill bits	09/10/2020	154.33	100-70-5411-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			1,205.94	
<b>20349 NEUMAN POOLS INC</b>				
0103000-IN	Pool chemicals	09/10/2020	335.87	100-20-5523-3-40
Total 20349 NEUMAN POOLS INC:			335.87	
<b>20900 OSHKOSH OFFICE SYSTEMS</b>				
AR54771	copy machine MPC 3500 - fire dept	09/10/2020	17.11	100-50-5231-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			17.11	
<b>21600 PICKART'S RADIATOR SERVICE INC</b>				
51290	Repair fuel tank	09/10/2020	357.00	100-70-5411-3-36
Total 21600 PICKART'S RADIATOR SERVICE INC:			357.00	
<b>21805 PITNEY BOWES</b>				
3311883288	lease for mail machine - PD	09/10/2020	171.60	100-40-5211-3-33

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21805 PITNEY BOWES :			171.60	
<b>22350 QUALITY AGGREGATE LLC</b>				
2664	gravel to repair storm sewer	09/10/2020	406.08	700-10-5192-3-36
Total 22350 QUALITY AGGREGATE LLC:			406.08	
<b>23033 ROBOTRONICS INC</b>				
54929	new Sparky the Fire Dog costume	09/10/2020	2,927.00	220-50-5231-3-38
Total 23033 ROBOTRONICS INC:			2,927.00	
<b>23300 SCHOOL DISTRICT OF WAUPUN</b>				
1282	5 pails of field marking paint	09/10/2020	280.00	100-20-5525-3-36
Total 23300 SCHOOL DISTRICT OF WAUPUN:			280.00	
<b>23588 SHAW, MITCH</b>				
9-10-20	dump truck side boards	09/10/2020	120.00	100-70-5411-3-36
Total 23588 SHAW, MITCH:			120.00	
<b>23612 SHRED-IT</b>				
8180398203	destruction of records	09/10/2020	64.88	100-40-5211-3-38
Total 23612 SHRED-IT:			64.88	
<b>25091 TORRES TREE SERVICE</b>				
001164	Remove Ash Trees - West End/Zoellner	09/10/2020	1,500.00	100-70-5443-3-38
Total 25091 TORRES TREE SERVICE:			1,500.00	
<b>25249 TRACTOR SUPPLY CREDIT PLAN</b>				
200047416	spray lance nylon	09/10/2020	19.98	100-70-5613-3-38
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			19.98	
<b>25250 TRAFFIC &amp; PARKING CONTROL CO.</b>				
677675	stop & go light repairs - main & gateway	09/10/2020	68.11	100-70-5441-3-36
Total 25250 TRAFFIC & PARKING CONTROL CO.:			68.11	
<b>25451 TRUE NORTH CONSULTANTS</b>				
20-0790	Phase 1 ESA 520 McKinley Property	09/10/2020	2,400.00	408-70-5436-8-00
Total 25451 TRUE NORTH CONSULTANTS:			2,400.00	
<b>25482 UNIFORM SHOPPE</b>				
302265	clothing allowance	09/10/2020	179.85	100-12634
Total 25482 UNIFORM SHOPPE:			179.85	
<b>26042 VANDE ZANDE &amp; KAUFMAN, LLP</b>				
AUG2020	monthly City Attorney Fees	09/10/2020	3,655.00	100-10-5161-3-38
11834	Traffic monthly attorney fees	09/10/2020	780.00	100-10-5161-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			4,435.00	
<b>27450 WAUPUN UTILITIES</b>				
4994	WPPI monthly email user/archiving accts	09/10/2020	180.00	100-10-5197-3-38
4994	Member Network Assessment/Monitoring Service	09/10/2020	44.00	100-10-5197-3-38
4994	Adobe (Kast)	09/10/2020	56.00	100-10-5197-3-38
AUG2020	Monthly utility charges	09/10/2020	401.04	100-20-5512-3-32
AUG2020	Monthly utility charges	09/10/2020	254.97	100-20-5513-3-32
AUG2020	Monthly utility charges	09/10/2020	4,694.67	100-20-5523-3-32
AUG2020	Monthly utility charges	09/10/2020	5,886.99	100-20-5525-3-32
AUG2020	Monthly utility charges	09/10/2020	1,015.55	100-40-5211-3-32
AUG2020	Monthly utility charges	09/10/2020	596.20	100-50-5231-3-32
AUG2020	Monthly utility charges	09/10/2020	16.00	100-50-5251-3-32
AUG2020	Monthly utility charges	09/10/2020	2,686.12	100-70-5410-3-32
AUG2020	Monthly utility charges	09/10/2020	1,353.66	100-70-5412-3-32
AUG2020	Monthly utility charges	09/10/2020	250.09	100-70-5441-3-32
AUG2020	Monthly utility charges	09/10/2020	11,375.56	100-70-5442-3-32
AUG2020	Monthly utility charges	09/10/2020	1,964.56	210-60-5511-3-32
AUG2020	Monthly utility charges - McKinley Property	09/10/2020	160.98	408-70-5436-3-32
4994	Phone set up	09/10/2020	450.00	410-10-5140-4-00
AUG2020	Monthly utility charges	09/10/2020	42.27	700-10-5192-3-32
4996	Stormwater Billing & Collection Fees	09/10/2020	868.50	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			32,297.16	
<b>27935 WELLS FARGO PAYMENT REMITT.</b>				
SCOTT-AUG20	microsoft - PD	09/10/2020	184.00	100-40-5211-3-38
JEREMY-AUG20	microsoft - PD	09/10/2020	73.84	100-40-5211-3-38
JEREMY-AUG20	hotel stay - Schneider - PD	09/10/2020	82.00	100-40-5215-3-37
Total 27935 WELLS FARGO PAYMENT REMITT.:			339.84	
<b>29875 W.W. ELECTRIC MOTORS, INC.</b>				
WPN11208	repairs to ventilation fan	09/10/2020	180.00	100-50-5232-3-36
Total 29875 W.W. ELECTRIC MOTORS, INC.:			180.00	
<b>29893 YMCA OF DODGE COUNTY</b>				
992020	Concession/Pool Staff Wage & 25% Admin	09/10/2020	1,408.35	100-20-5523-1-10
992020	Taxes	09/10/2020	84.89	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			1,493.24	
Grand Totals:			128,813.77	

## Report GL Period Summary

GL Period	Amount
09/20	128,813.77
Grand Totals:	128,813.77

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Vendor number hash - split:	2434388		
Total number of invoices:	87		
Total number of transactions:	144		

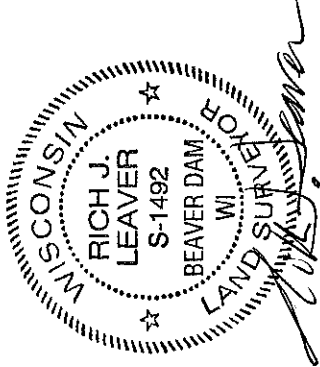
Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	128,813.77	.00	128,813.77
Grand Totals:	128,813.77	.00	128,813.77

## Report Criteria:

[Report].Invoice Date = 09/10/2020

CERTIFIED SURVEY MAP NO.

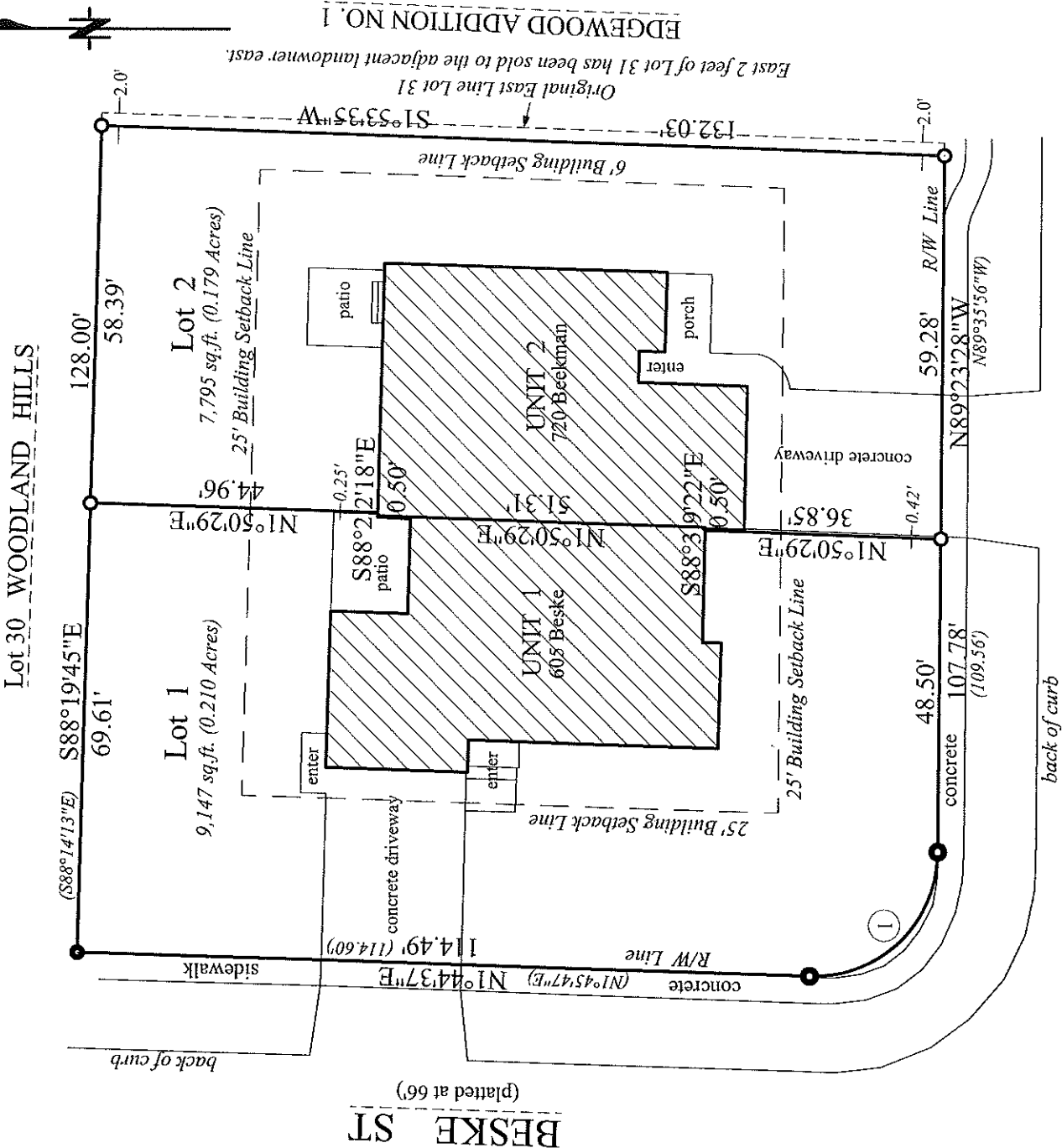
For Stanton & Son LLC  
Being a Re-Division of Lot 31 of Wooden Hills,  
Except the East 2 Feet; Located in the SE1/4-NE1/4 of Section 31,  
T14N-R15E, City of Waupun, Fond du Lac County, Wisconsin



LEGEND

- 2" Iron Pipe Found
- 1" Iron Pipe Found
- Set 0.75"x 18" rebar weighing 1.5 lbs. per lineal foot w/orange plastic ID cap

The line between Units 1 and 2 is the center of the 9.6 inch common firewall between the 2 units. There are 0.50 foot jogs in the dividing line to clear the concrete patio on the north by 0.25' and the concrete driveway on the south by 0.42'. Bearings are referenced to the Fond du Lac County Coordinate System, with a bearing of N1°44'37"E on the east right-of-way line of Beske Street. Previously recorded bearings and/or distances are indicated in parentheses.



CURVE TABLE

Reference	Curve	Bearing	Chord	Radius
1	31.03'	N43°49'25"W	27.86'	19.51'
	(31.89')	(N43°55'04.5"W)	(28.62')	(20.00')



**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

For Stanton & Son LLC  
Being a Re-Division of Lot 31 of Wooden Hills,  
Except the East 2 Feet; Located in the SE1/4-NE1/4 of Section 31,  
T14N-R15E, City of Waupun, Fond du Lac County, Wisconsin


SURVEYOR'S CERTIFICATE

I, Rich J. Leaver, Wisconsin Licensed Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land by the direction of Patrick Stanton, representing the owner. This parcel is described and located as indicated above, and more particularly described as the following:

Being a Re-Division of Lot 31 of Wooden Hills, except the East 2 feet, located in the SE1/4-NE1/4 of Section 31, T14N-R15E, City of Waupun, Fond du Lac County, Wisconsin.

The above described parcel contains 16,942 square feet (0.389 acres) of land, and is subject to all easements, including utility easements and restrictions, either recorded or unrecorded, if any. This parcel shall also comply with the restrictive covenants applicable to zero (0) lot line conditional use for the City of Waupun, Wisconsin.

I further certify that the information contained herein is a correct representation of the boundaries of the land surveyed, divided and mapped, and that I have fully complied with the provisions of Chapter 236.34 of the revised Wisconsin State Statutes, and the subdivision ordinances of the City of Waupun in surveying and mapping the same, to the best of my knowledge and belief.

  
\_\_\_\_\_  
Rich J. Leaver, WI\_LS-1492  
Leaver Land Surveying LLC  
W8871 Gossfeld Ln.  
Beaver Dam, WI 53916  
920-887-2401



Owner of Record  
Stanton & Son LLC  
N4982 Liner Rd.  
Brandon, WI 53919

CITY OF WAUPUN CERTIFICATE

Approved by the City of Waupun this \_\_\_\_\_ day of \_\_\_\_\_ 2020,

\_\_\_\_\_  
Julie Nickel, Mayor

\_\_\_\_\_  
Angela Hull, City Clerk/Treasurer and  
Director of Human Resources

**ORDINANCE # 20 - \_\_\_\_**

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

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: 16.04(1) B-1 Business/Professional Office District (d) of the Waupun Municipal Code entitled "Conditional Uses" is amended to provide the following subsection:

- (iii) Outdoor premises as defined in Section 11.12 of the Waupun Municipal Code (Ord #20-06)

SECTION 2: Section 16.04(2) B-2 Central Business District (d) of the Municipal Code of the City of Waupun entitled "Conditional Uses" is amended to provide the following subsection:

- (xi) Outdoor premises as defined in Section 11.12 of the Waupun Municipal Code (Ord #20-06)

SECTION 3: Section 16.04(3) B-3 Shopping Center Business District (d) of the Municipal Code entitled "Conditional Uses" is amended to provide the following subsection:

- (vii) Outdoor premises as defined in Section 11.12 of the Waupun Municipal Code (Ord #20-06)

SECTION 4: Section 16.04(4) B-4 Interchange Business District (d) of the Municipal Code of the City of Waupun entitled "Conditional Uses" is amended to provide the following subsection:

- (iv) Outdoor premises as defined in Section 11.12 of the Waupun Municipal Code (Ord #20-06)

SECTION 5: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 6: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this \_\_\_\_ day of \_\_\_\_\_ 2020.

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

ATTEST:

\_\_\_\_\_  
Angela J. Hull  
City Clerk





## AGENDA SUMMARY SHEET

**MEETING DATE:** 9/16/20

**AGENDA SECTION:** RECOMMENDATIONS FROM  
BOARDS, COMMITTEES,  
COMMISSIONS

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

**PRESENTER:** Jeff Daane, Director of Public  
Works

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]
Safe, Healthy and sustainable community	\$50	

### ISSUE SUMMARY:

Ordinance to amend Chapter 6.03(2) of the Municipal Code to add stop signs at the intersection of Church St. and N. Harris. and Maple St. and N. Harris.

With the new development happening on Tanager St. we have received some complaints/requests for better intersection controls in this area. Currently there is not a stop sign at either of these intersections.

### STAFF RECOMMENDATION:

The Board of Public Works voted unanimously to recommend approval of this ordinance amendment to the Common Council.

### ATTACHMENTS:

Proposed ordinance

### MOTION OPTIONS:

1. Motion to waive the first reading and adopt Ordinance # \_\_\_\_\_ to amend Chapter 6.03(2) entitled Other Intersection Controls to add subsections (bl) and (bm) for the installation of stop signs at the intersection of Church St. and N. Harris Ave. and Maple St. and N. Harris Ave.
2. Motion to accept the first reading of the ordinance to amend Chapter 6.03(2) entitled Other Intersection Controls to add subsections (bl) and (bm) for the installation of stop signs at the intersection of Church St. and N. Harris Ave. and Maple St. and N. Harris Ave.
3. Do nothing and the ordinance fails.

ORDINANCE NUMBER 20-

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE  
OF THE CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Section 6.03(2) of the Waupun Municipal code entitled "OTHER  
INTERSECTION CONTROLS" is amended to add the following subsections:

(bl) A stop sign shall be placed at the intersection of Church St. and N.  
Harris Ave. so traffic proceeding easterly shall stop before entering the  
intersection with N. Harris Ave.

(bm) A stop sign shall be placed at the intersection of Maple St. and N.  
Harris Ave. so that traffic proceeding easterly shall stop before entering  
the intersection with N. Harris Ave.

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

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

\_\_\_\_\_  
Angela J. Hull  
City Clerk

## AGENDA SUMMARY SHEET

**MEETING DATE:** 9/16/20

**AGENDA SECTION:** RECOMMENDATIONS FROM  
BOARDS, COMMITTEES,  
COMMISSIONS

**PRESENTER:** Jeff Daane, Director of Public  
Works

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

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]
Safe, Healthy and sustainable community	\$100	

### ISSUE SUMMARY:

Section 1 of the ordinance is to delete Section 6.03(3)(g) to remove the yield signs at the intersections of Rock Ave. & Harris Ave. and Newton Ave & Harris Ave.

Section 2 of the ordinance is to add Sections 6.03(2)(bn) and (bp). To install stop signs at the intersections of Newton Ave. & N. Harris Ave. and Rock Ave. & N. Harris Ave.

With the new development happening on Tanager St. we have received some complaints/requests for better intersection controls in this area. Currently there are yield signs at these intersections and we are proposing installing stop signs there instead.

### STAFF RECOMMENDATION:

The Board of Public Works voted unanimously to recommend approval of this ordinance amendment to the Common Council.

### ATTACHMENTS:

Proposed Ordinance

### MOTION OPTIONS:

1. Motion to waive the first reading and adopt Ordinance # \_\_\_\_\_ to amend Chapter 6.03(2) entitled Other Intersection Controls and (3) Modified Through Streets to eliminate yield signs at the intersections of Rock Ave. & Harris Ave. and Newton Ave & Harris Ave and for stop sign placement at the intersections of Newton Ave. & N. Harris Ave. and Rock Ave. & N. Harris Ave.
2. Motion to accept the first reading of the ordinance to amend Chapter 6.03(2) entitled Other Intersection Controls and (3) Modified Through Streets to eliminate yield signs at the intersections of Rock Ave. & Harris Ave. and Newton Ave & Harris Ave and for stop sign placement at the intersections of Newton Ave. & N. Harris Ave. and Rock Ave. & N. Harris Ave.
3. Do nothing and the ordinance fails.

ORDINANCE NUMBER 20-

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE  
OF THE CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Section 6.03(3) of the Waupun Municipal code entitled "Modified Through Streets" is repealed to delete the following subsection:

(g) Rock Ave. and Newton Ave. Traffic proceeding northerly and southerly on Harris Ave. shall yield to traffic proceeding either easterly or westerly on both Rock Ave. and Newton Ave.

SECTION 2: Section 6.03(2) of the Waupun Municipal Code entitled "Other Intersection Controls" is amended to add the following subsections:

(bn) Stop signs shall be placed at the intersection of Newton and N. Harris Ave. so that traffic proceeding north or south on N. Harris Ave. shall stop before entering the intersection.

(bp) Stop signs shall be placed at the intersection of Rock Ave. and N. Harris Ave. so that traffic proceeding north or south on N. Harris Ave. shall stop before entering the intersection.

SECTION 3: This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

\_\_\_\_\_  
Angela J. Hull  
City Clerk



## AGENDA SUMMARY SHEET

**MEETING DATE:** 9/16/2020

**TITLE:** City of Waupun COVID-19 Plan Amendment

**AGENDA SECTION:** CONSIDERATION/ACTION

**PRESENTER:** Kathy Schlieve

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

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**SUMMARY ISSUE:**

In March, the Council exempted a list of first responders from Family First Coronavirus Response Act (FFCRA) paid leave. At the time our labor attorney advised that we may want to add an 80-hour provision for paid sick leave to support staff designated as first responders and affected by the virus. We opted to wait until we understood the impact on our staff. The recent local uptick in cases has caused a number of staff to have to quarantine and we know see a clear need for this policy revision, particularly for our newest employees who do not have adequate sick or vacation time banked to cover needed leave time. We recently completed the attached analysis and I believe there is strong rationale to consider adding 2 weeks (prorated based on hours worked) of sick time specific to COVID-19 exposures through the end of the year. This would be in accordance with the timing of FFCRA. The attached policy outlines the language in the policy revision and makes the policy retroactive to April 1, 2020, when FFCRA became effective. The negotiations (i.e., personnel committee) will review this on Monday, 9/14. Any revisions from that discussion will be submitted prior to the 9/16 meeting.

**STAFF RECOMMENDATION:**

Approve the policy as recommended by the Negotiations Committee on 9/13/20.

**ATTACHMENTS:**

FFCRA Leave Analysis

COVID-19 Employment Policy Redline with Policy Revisions

**RECOMMENDED MOTION:**

Motion to approve policy as presented.

Community	Exempt	Other Considerations
Hartford	Fire, EMT, Police, Utilities and Public Works exempted	
Fond du Lac	Exempted first responders from the family leave provision which includes fire, police and a subset of public works (emergency water line repair, waste water operators, etc.).	Allowing full FFCRA coverage, including 80 hours paid leave for all and childcare upto 12 weeks for non-exempt employees
Beaver Dam	Exempted public safety (police and fire).	Created an 80-hour paid sick leave policy for exempt employees.
Delavan	City Administrator, HR Manager, Police Chief, All sworn Law Enforcement, Fire chief, All sworn firefighting personnel, All Fire EMS personnel, Public works Director, Public Works Superintendent, Building & Zoning Administrator, Facilities Manager, Foreman, Mechanic, Mechanic/Maintenance Worker, Maintenance Worker, City Clerk, Finance Director, Treasurer	For employees who are classified as emergency responders and who are eligible for paid sick leave under the City's current personnel policies, the City will provide up to 88 hours of additional paid leave to be used during the first fourteen calendar days by those emergency responders who are unable to work (or telework) due to the following reasons: 1. The employee tests positive for COVID-19 2. The employee has been directed by the Dept of Health or a designee of a Dept of Health of self-quarantine due to exposure to C-19
River Falls	NOT exempting. Implementing as written without exemptions and with 2/3 pay for certain criteria.	
Platteville	Exempted City Manager, Police Chief, Public Works Director, Administration Director, City Clerk, Police Lieutenant, utility Superintendent, Fire Chief, Street Superintendent, Financial Operations Manager, WWTP foreman, Utility Maintenance, Police Sergeant, Assistant Street Super, Communications Specialist, WWTP Operator, Water Plan Operator, WWTP Lab Technician, Utility Maintenance Workers II, Streets Maintenance Worker II, WWTP Maintenance Worker II, Telecommunicator, Street Maintenance Worker I, All Sworn Law Enforcement Officer, All Fire and EMS Personnel, Community Development Director, Community Development Specialist, Building Inspector	It is the intent of this Resolution to define the terms "emergency responder" in the broadest sense possible consistent with the law in an effort to ensure and continue our essential functions during this pandemic and time of emergency. Final determinations regarding the definition of emergency responder and/or health care provider as applied to any employment position with the City shall be determined by the City Manager, with such decision being final.
Lancaster	NOT exempting	
Suamico	Did not to exempt public safety personnel. They have the same benefits as everyone else as it relates to FFCRA	
Middleton	Exempted Public Safety Personnel	
Greendale	We exempted them, but we added following language to cover exempted staff:  <b>Coverage for Emergency Responders:</b> Due to the Families First Coronavirus Response Act excluding emergency responders (as defined above) the Village is providing the following additional coverage. If an emergency responder, in their course of duty, is exposed to a positive case of COVID-19 and in turn develops symptoms and needs to be quarantined the quarantine period will be covered as an administrative leave and the employee will not be required to use their own paid time off. This coverage only applies if workers compensation benefits are	

West Bend	<p>Exempted but put in a special sick leave policy. Emergency responders are defined as all Airport, Building Inspection, Building Maintenance, Fire, Park &amp; Forestry Operations, Police, Public Works, and Utility Department employees and all Department Heads.</p> <p><b>Emergency Responder Sick Leave Policy</b>  For employees who are eligible for paid sick leave under the City's current personnel policies and who are classified as Emergency Responders exempt from the benefits provided under the FFCRA, including the EPSLA and EFMLEA, <b>the City will provide up to 80 hours (112 hours for employees who work in the Fire Department and work 24-hour workdays) of additional Emergency Responder Sick Leave to be used during the first fourteen calendar days by those emergency responders who are unable to work due to the following reasons:</b></p> <ol style="list-style-type: none"> <li>1. The employee tests positive for COVID-19.</li> <li>2. The employee is subject to a federal, state, or local Coronavirus quarantine or isolation order.</li> <li>3. The employee is advised by a health care provider to self-quarantine for Coronavirus concerns.</li> <li>4. The employee is experiencing symptoms of Coronavirus and seeking a medical diagnosis.</li> </ol> <p>The City may follow up with an employee requesting such leave to obtain additional information and to advise the employee of other benefits available including FMLA benefits to run concurrently where permitted. <del>The employee may also use his or her own paid leave. Emergency</del></p>	
Clintonville	excluded emergency responders from the EFMLA but <b>did not exclude them from the EPSL</b> . We also made a very broad definition of emergency responders for the purpose of the FFCRA which defines all employees except office staff as emergency responders	
Elm Grove	Excluded public safety personnel from EFMLA	
WA County	Washington County did not exclude any positions from the EPSLA. Excluded Highway Department, Medical Examiner's Office, nursing home, and the non-administrative positions in the Sheriff's Department (including Deputies, Corrections Officers, and Dispatchers) from the EFMLEA	
De Pere	Excluded employees from the federal emergency sick leave and emergency FMLA. We <b>provided all employees 80 hours of emergency paid sick leave (ahead of required leave) and ability to use general sick time for caretaking of children b/c of school/daycare closing.</b>	
Oak Creek	Excluded public safety. Did not supplement with other leave. Main issue: how can they possibly use all their vacations/holidays by the end of the year as result of staff choosing to cancel their vacation time in March because options were limited for travel/recreation, etc..	Until they see positive cases, the big concern among employees will be ensuring they will not lose off-time by the end of the year if they cannot schedule it. <b>Management message: schedule and take your off-time. The vast majority have ample sick leave accrual on the books should they contract COVID-19 or otherwise be quarantined.</b>
Delevan	Exempted public safety, public works operations and a number of other key positions. <b>Made available 80 hours of benefit hours to those excluded members of full-time staff if they test positive or are required to quarantine.</b>	

Dodge County	<p>Exempt positions but added following: Dodge County will approve a temporary paid COVID leave exempt employees of up to a total of 2 weeks under the following conditions:</p> <p>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,</p> <p>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,</p> <p>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.</p> <p>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 Dodge County 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.</p>	
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**City of Waupun, WI**  
**COVID-19 Plan**  
**Updated 9.14.2020**

1. The following COVID-19 response employment policy is effective under State of Wisconsin Executive Order #72 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 occur immediately to limit contact with others. This should be done in three ways:

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

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

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

**6. Employee Screening**

All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Every employee will be screened, including having his or her temperature taken, when reporting to work. Each employee will be screened using a touchless forehead thermometer. The employee's temperature and answers to respiratory symptom questions will be documented, and 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. 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?
- 5) Have you traveled to a state or country with "community spread/transmission" in the past 15 days (assumed to be everywhere)?

**If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for guidance. If you live with someone who has been confirmed with COVID-19, you should 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 a special administrative leave as outlined in section 8 below.

**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:**

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

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

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

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

#### **8. “Emergency Responder” Exemption from Federal Families First Coronavirus Response Act (FFCRA) - Paid Administrative Leave**

**\*\*Non-represented employees only until finalized discussions with WPPA.\***

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 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 been symptom free for 72 hours or when release 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.

## **9. 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 8(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 have 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 72 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.

## **10. 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.

## **11. 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.

**12. 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.

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Julie Nickel  
Mayor of Waupun

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Date

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Kathy Schlieve  
City Administrative

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Date



## WAUPUN POLICE DEPARTMENT

16 E. Main St.  
Waupun, Wisconsin 53963  
Phone (920) 324-7911 • Fax (920) 324-7902

Scott Loudon  
Chief

September 10, 2020

To: Chief Scott Loudon

This letter is to inform you that I, Officer Brad Rasmussen, will be resigning from the Waupun Police Department, effective October 3<sup>rd</sup>, 2020. The decision to leave was a very difficult decision, but one that my growing family and I felt was in our best interest. I wish you and the department the best and hope you are able to fill my position with a qualified candidate. I want to thank you for the past three years of employment with the police department. I will forever be grateful for the opportunity to work for this great department and alongside so many great officers. I have learned so much and I will always feel the officers here are members of my family. If I am able to help in any way in the future, please do not hesitate to reach out.

Respectfully,

A handwritten signature in cursive script, followed by the number "#391".

Officer Brad Rasmussen #391  
608-513-3766





## AGENDA SUMMARY SHEET

**MEETING DATE:** 9/14/2020

**TITLE:** Routes to Recovery (CARES) Funding Expenditures

**AGENDA SECTION:** CONSIDERATION/ACTIONS

**PRESENTER:** Schlieve/Kast

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government, Safety	N/A	

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Governor Evers has allocated a portion of the state's CARES funding for each municipality. The City of Waupun was allocated ~\$186K through this process. This is a reimbursement grant. To apply the city must submit eligible expenses that fall into one of the following categories.

- Emergency operation activities and services related to public health, emergency services, and public safety response
- Paid leave for public health and safety employees to take COVID-19 precautions
- Increased worker's compensation costs due to COVID-19
- Medical and protective services and equipment, including PPE
- Testing and contact tracing costs above those covered by existing State programs
- Temporary isolation housing for infected or at-risk individuals
- Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities
- Purchases of services or equipment to facilitate telework by public employees
- Meeting local match requirements for expenses submitted for reimbursement by FEMA

Please note that we are submitting first round of reimbursements for spending that has occurred since March. We are seeking your approval for additional unplanned expenditures as listed and in accordance with grant guidelines up to the maximum allocation of \$186,360. Note that a number of the projects identified for this funding will reduce budget pressure in future years by allowing us to complete needed work now.

**STAFF RECOMMENDATION:**

Approve expenditures in accordance with grant guidelines

**ATTACHMENTS:**

**RECOMMENDED MOTION:**

Motion to approve COVID-19 safety expenditures accordance with the State of WI Routes to Recovery grant funding eligibility guidelines in an amount not to exceed \$186,360.

**ROUTES TO RECOVERY ELIGIBLE EXPENDITURES:**

Routes to Recovery grants will reimburse Wisconsin municipalities for unplanned COVID-19 related expenses that meet the following criteria:

- Emergency operation activities and services related to public health, emergency services, and public safety response
- Paid leave for public health and safety employees to take COVID-19 precautions
- Increased workers compensation costs due to COVID-19
- Medical and protective services and equipment, including PPE
- Testing and contact tracing costs above those covered by existing State programs
- Temporary isolation housing for infected or at-risk individuals
- Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities
- Purchases of services or equipment to facilitate telework by public employees
- Meeting local match requirements for expenses submitted for reimbursement by FEMA

**CITY OF WAUPUN ROADS TO RECOVERY ALLOCATION (REIMBURSEMENT FOR ELIGIBLE EXPENSES):** **\$ 186,360**

<b>Expenditures as of August 30, 2020</b>	<b>Supplies</b>	<b>Labor</b>	<b>TOTAL</b>
Emergency operation activities and services related to public health, emergency svc and public safety	\$ 4,865	\$ 26,954	\$ 31,819
Medical and protective services and equipment, including PPE	\$ 3,453	\$ -	\$ 3,453
Cleaning, sanitizing and other costs of COVID-19 mitigation in public areas and facilities	\$ 12,120	\$ -	\$ 12,120
Purchases of services or equipment to facilitate telework by public employees	\$ 6,705	\$ -	\$ 6,705
Paid leave for public health and safety employees to take COVID-19 precautions	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 54,097</b>

**PLANNED EXPENDITURES BY NOVEMBER 1, 2020**

<b>Cleaning, Sanitizing and Other Costs of COVID-19 Mitigation in Public Area/Facilities</b>	<b>Materials</b>	<b>Labor</b>	<b>TOTAL</b>
Automatic Door Entrances Fire Department	\$ 5,350	\$ 150	\$ 5,500
Service Windows with contactless document transfer City Hall - Main Entrance	\$ 10,980	\$ -	\$ 10,980
Touchless faucets and sinks Various public facilities	\$ 35,400	\$ -	\$ 35,400
Automatic door entrances Police Department	\$ 5,490	\$ 150	\$ 5,640
Touchless traffic controls and supplies Traffic controlled intersections	\$ 27,190	\$ -	\$ 27,190
Touchless hand dryers and towel dispensers Various public facilities	\$ 3,150	\$ 2,000	\$ 5,150
Keyless entry doors City Hall	\$ 5,164	\$ -	\$ 5,164
	\$ -	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 95,023</b>

<b>Remote Work / Connectivity to Support Operational Needs During COVID-19</b>	<b>Materials</b>	<b>Labor</b>	<b>TOTAL</b>
Monitors for Zoom Connectivity Council Chambers	\$ 2,650	\$ -	\$ 2,650
Zoom Connection Technology	\$ 46	\$ -	\$ 46
Postta HDMI Cable (50 Feet Blue) Ultra HDMI 2.0V Support 4K Council Chambers	\$ 26	\$ -	\$ 26
Mounting Systems for Monitors Council Chambers	\$ 200	\$ -	\$ 200
Laptops to support remote work City Hall	\$ 2,000	\$ -	\$ 2,000
Technology Enhancements to Stabilize VPN Connections City Hall	\$ 4,000	\$ -	\$ 4,000
Technology to Enable Virtual Meetings Public Safety Building	\$ 2,648	\$ -	\$ 2,648
	\$ -	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 11,570</b>

**GRAND TOTAL** **\$ 160,690**

**NET REMAINING ALLOCATION** **\$ 25,670**