



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, February 12, 2019 at 6:00 PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

**ROLL CALL**--Mayor to excuse any absent members

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

1. Eric Ellcey and Tina Pelot – Consideration for Hens in the City Limits
2. Patrick Glynn, Carlson Dettmann Consulting, Compensation Study Overview

***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.*

3. Consent Agenda Items

***BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES***

4. Common Council Minutes 1-8-19
5. DPW Minutes 1-8-19
6. Fire and Police Commission Meeting Minutes 1-17-19
7. BID Meeting Minutes 1-9-19
8. Utility Commission Minutes 1-14-19
9. Library Board Minutes 1-21-19

***DEPARTMENT REPORTS***

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

***FUTURE MEETINGS AND GATHERINGS INVOLVING THE COMMON COUNCIL***

***PAYMENT OF THE BILLS***

17. Bills for January 2019

***LICENSES AND PERMITS***

**ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION**

**CONSIDERATION - ACTION**

18. Memorandum of Agreement between the Common Council of the City of Waupun , WI and the Board of Education of the Waupun Area School District- Shared Use of Athletic Facilities
19. REACH Fundraiser Sponsorship
20. Request to fill Firefighter Vacancy

**ORDINANCE/RESOLUTIONS** (Roll Call Motion)

[21.](#) First Reading – Ordinance to amend Ch.6 entitled Traffic Code to create Ch 6.145 School Bus Warning Lights

**CLOSED/OPEN SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (e)] of the WI Statutes for **consideration of Land Negotiations in TID 5 for Seymour Street and for property located at 820 E Brown Street, Waupun, WI.**

(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.

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

22. CLOSED SESSION ITEM

**ACTION FROM CLOSED SESSION**

**ADJOURNMENT**

Angela J. Hull, City Clerk

*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.*

## PROJECT OVERVIEW: WAUPUN CITY COUNCIL

February 12, 2019

Presented By | Patrick Glynn, Senior Consultant

Carlson Dettmann Consulting  
A Division of Cottingham & Butler Insurance Services, Inc.

Cottingham & Butler

### Matters for Discussion

- **Overview of Process**
- **Discuss Questions/Concerns**
  - Initial Reaction to Comparable Pool
- **Policy/Implementation Matters**
  - To Be Decided Later in Process
- **Next Steps**

## Company Overview

- **Principals: Charlie Carlson & Scott Dettmann**
  - Combined 90+ years of human resources, labor relations and compensation experience
  - Have worked together—in various forms—for over 25 years
- **enetrix (Survey Research Associates) (mid-1990's – 2008)**
  - Pioneers of internet-based salary surveys, in addition to consulting and survey management
- **Gallup Corporation (2008)**
  - Acquisition for technology and survey platforms
  - Roots developed for the importance of employee engagement, supervisor development, and strengths-based leadership
- **Carlson Dettmann Consulting (2010)**
  - Reacquired the consulting practice, serving public, private, utility, and not-for-profit clients across the state/nation
- **Cottingham & Butler (2018)**
  - Acquisition/partnership to provide clients a more well-rounded suite of services, especially relating to “total rewards”

## Elements of a Successful Project

### Internal Equity

- Job Documentation
- Management Interviews
- Organizational Structure
- Job Evaluation

### External Competitiveness

- Reliable Market Data
- Proper Mix of Surveys
- Matching to the Duties of the Job

### Consistent Methodology

- Industry-Accepted Standards
- Uniformity from Project-to-Project
- Exceptions Based on Data

### Transparency

- Project Communication (Board, Employees, etc.)
- Process vs. Full Transparency
- Post-Project Communication

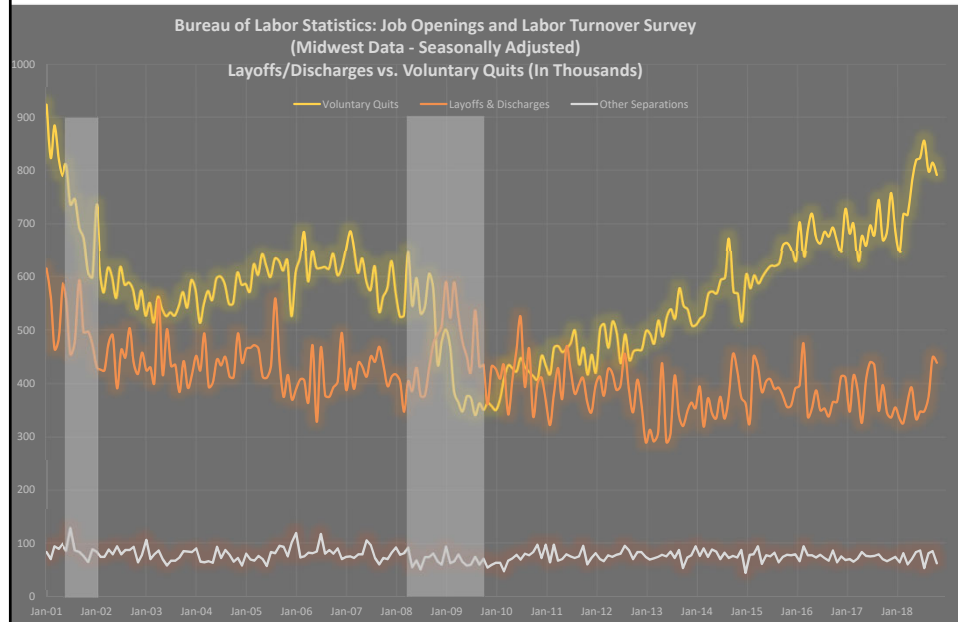
### 4 Essential Policy Questions/Concerns

- Define Market Comparisons
- Determine Market Placement
- Design Structure (i.e. Plan Type)
- Develop Implementation Plan

## WORKFORCE CHALLENGES

---

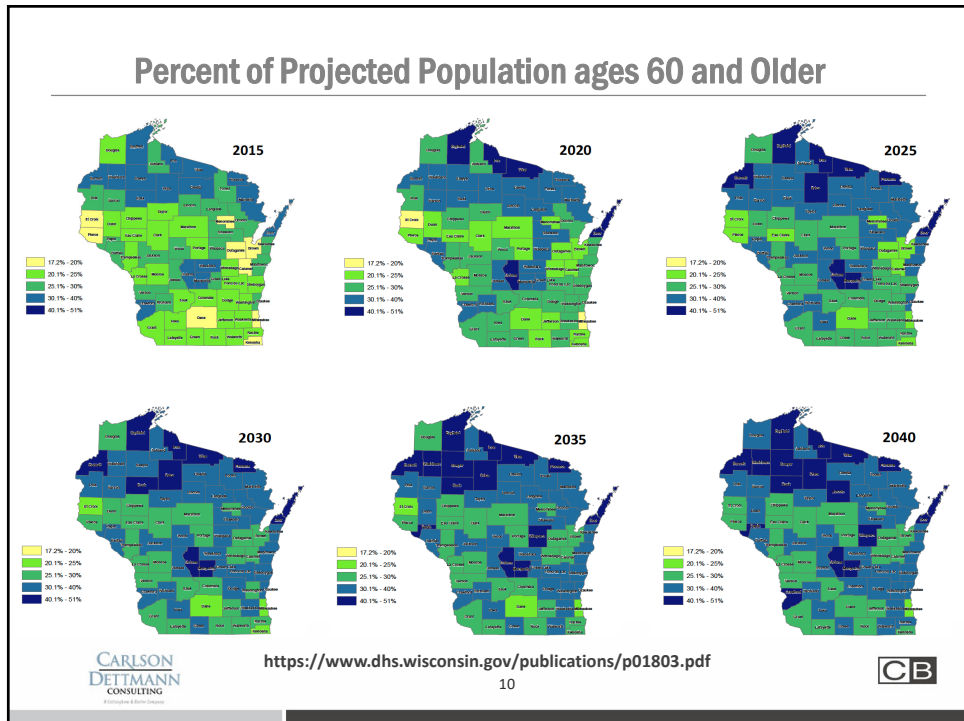
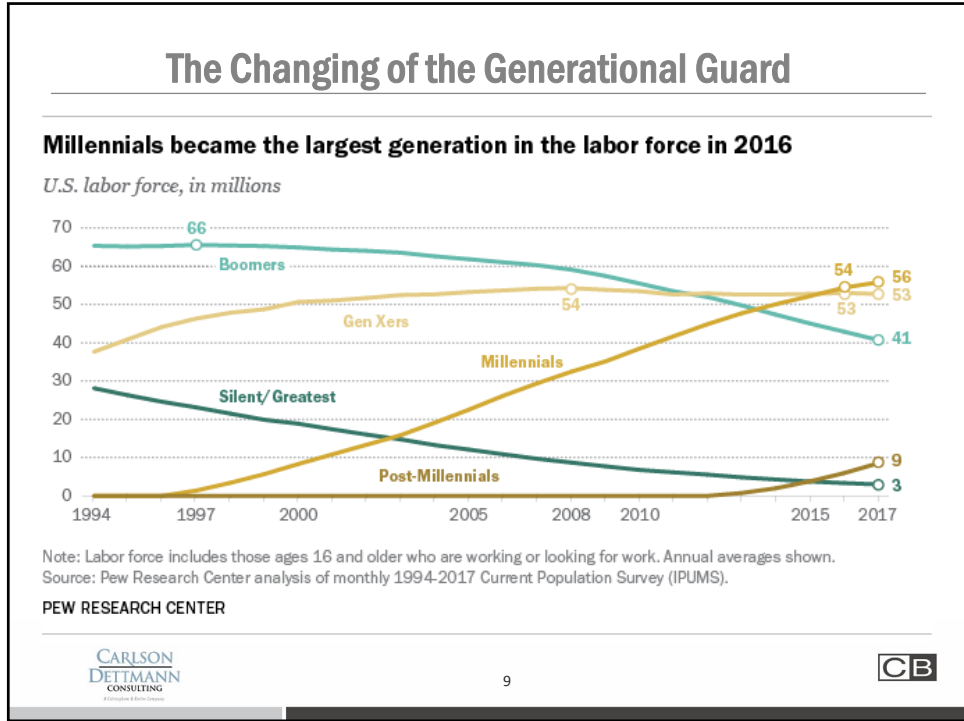
## Competitive Marketplace



## Measuring Employer & Employee Confidence in the Economy

“What do these statistics tell us about employer and employee confidence in the U.S. economy? Quits tend to rise during an economic expansion and fall during an economic contraction. Therefore, quits can serve as a measure of workers’ willingness or ability to leave their jobs. Conversely, layoffs and discharges tend to fall during an economic expansion and rise during an economic contraction.”

Kimberly Riley, “Measuring Employer And Employee Confidence In The Economy: The Quits-to-Layoffs-and-Discharges Ratio,” *Beyond the Numbers: Employment & Unemployment*, vol. 7, no. 3 (U.S. Bureau of Labor Statistics, March 2018)



## **POLICY QUESTION #1: MARKET COMPARISONS**

---

### **Market Comparisons: Anatomy of a Benchmark**

- **Reflective of “Marketplace”**
  - Review Data / Statistics
  - Aligns with recruiting strategy/challenges
    - Local, Regional, Statewide, etc.
- **Sufficient Set of Benchmark Jobs**
  - Jobs having likely matches in the market, fairly stable in job content, and representative of different pay and responsibility levels
- **Sufficient Number of Comparable Employers**
  - No single employer should be able to influence the results



## Market Analysis: CDC Goals/Targets

- **Benchmark (Comparable) Employers**
  - 10 to 20+ Benchmark (Comparable) Employers
    - If public sector employers are part of the “pool”
  - Non-Exempt Jobs = more local labor market
  - Exempt/Technical Jobs = more regional labor market
- **Benchmark Jobs**
  - 40% to 60%+ of the studied jobs covered by the comparable employers and/or market data
- **Covered Employees**
  - 50%+ of the covered employees represented by the benchmarks
- **Data From Relevant Sectors**
  - Public-Sector (CDC Database)
  - Private-Sector matches where private-sector data is relevant
    - Data from reliable, valid sources

## Recommended Comparable Employers

- **Cities/Villages (Distance in Parentheses):**
  - Beaver Dam (14); Mayville (17); Fond du Lac (18); Ripon (19); North Fond du Lac (20); Columbus (26); Berlin (30); Oshkosh (31); Watertown (32); Hartford (35); West Bend (38); Portage (40); Plymouth (43); Jefferson (46); Fort Atkinson (52); Little Chute (54); New London (59); Whitewater (60); Two Rivers (78); Shawano (88); Richland Center (97); Platteville (125); Antigo (125); Merrill (137); Sparta (151); Ashland (301)
- **Counties:**
  - Columbia (40); Dodge (17); Fond du Lac (18); Green Lake (25); Washington (38)
- **Notes:**
  - Not all comparables will be used for every job.
    - Nonexempt (hourly) jobs tend to be much more localized, and Exempt (salaried) tend to be more regional/statewide.

# PRE-POLICY WORKLOAD

Laying The Groundwork for the Remaining Questions

## Steps to Internal Consistency

### Job Documentation

- Employees Complete JDQ
- Use Existing Documentation
- Up-to-Date Job Descriptions
- Employer Team

### Job Analysis

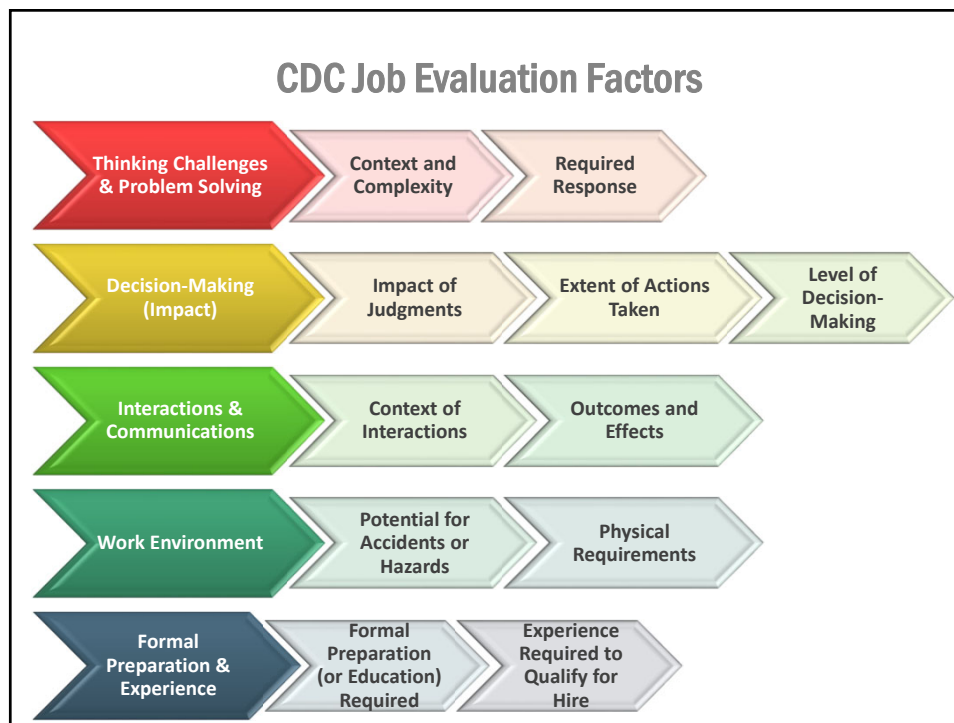
- FLSA Compliance
- Appropriate Job Titles
- Appropriate Class Specifications
- Job Descriptions

### Job Evaluation

- Objective Analysis
- Developed and tested criteria

## Job Evaluation → Internal Consistency

- **Definition**
  - Formal, systematic process for ordering a set of an employer’s jobs, ***independent of individual performance***, into a hierarchy based on the value or worth of jobs in the organization. Said procedure is designed to aid in establishing pay differentials among the organization’s jobs.
- **Evaluations Based on Documentation**
  - Quality of documentation is important
    - Cannot evaluate jobs—or describe jobs—without quality documentation
- **Objective Analysis and Application**
  - Internal review and adjustments
- **Goal**
  - Equity both across the organization (similar and dissimilar positions) **and** within the departments (e.g. levels)



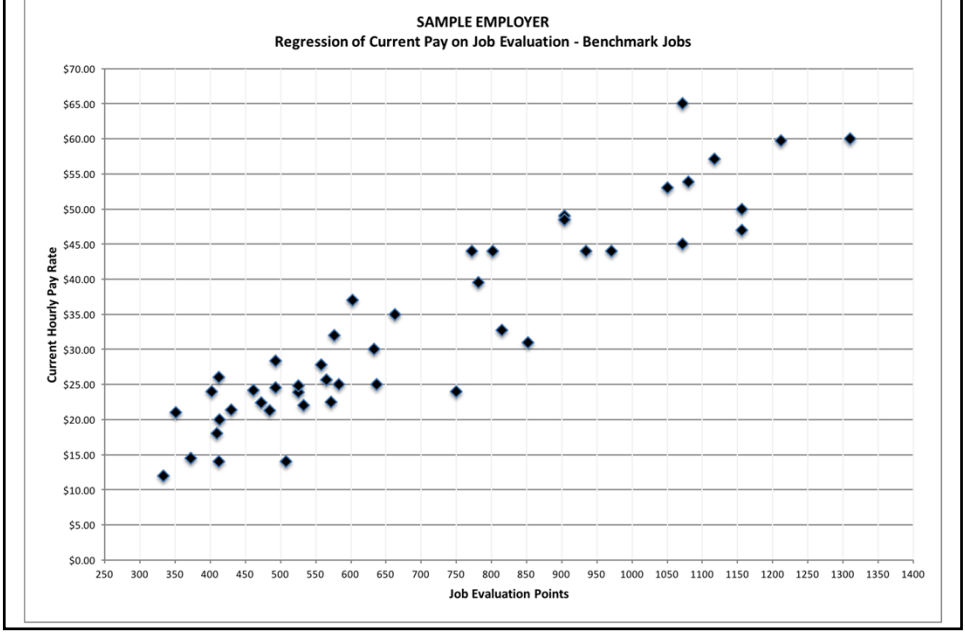
## Sample Organization

JOB TITLE	Formal Prep Exp Rating	Decisions Rating	Thinking Rating	Communication Rating	Work Environ Rating	Total Points
DIRECTOR	6G	5CP	5D	5D	1L	1084
MANAGER	6D	4BP	4C+	4C	1L	705
ANALYST	6C	3+A+P	4C	4C	1L	634
OFFICE SUPV	5C	3A+P	3C	3C	1L	509
ASSISTANT	3C	2AS	2B	2B	1L	361

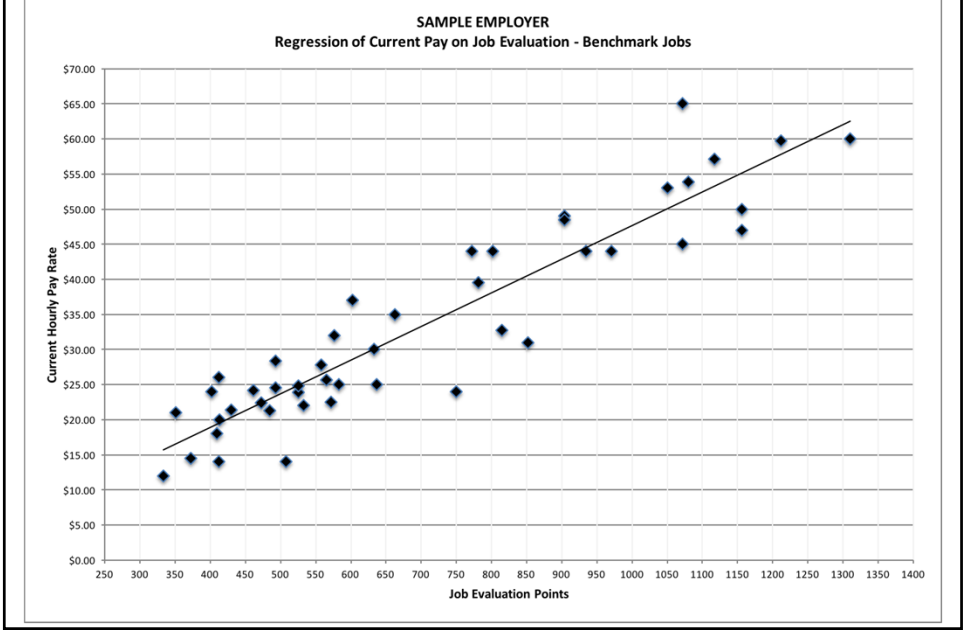
## Job Evaluation: Conclusions

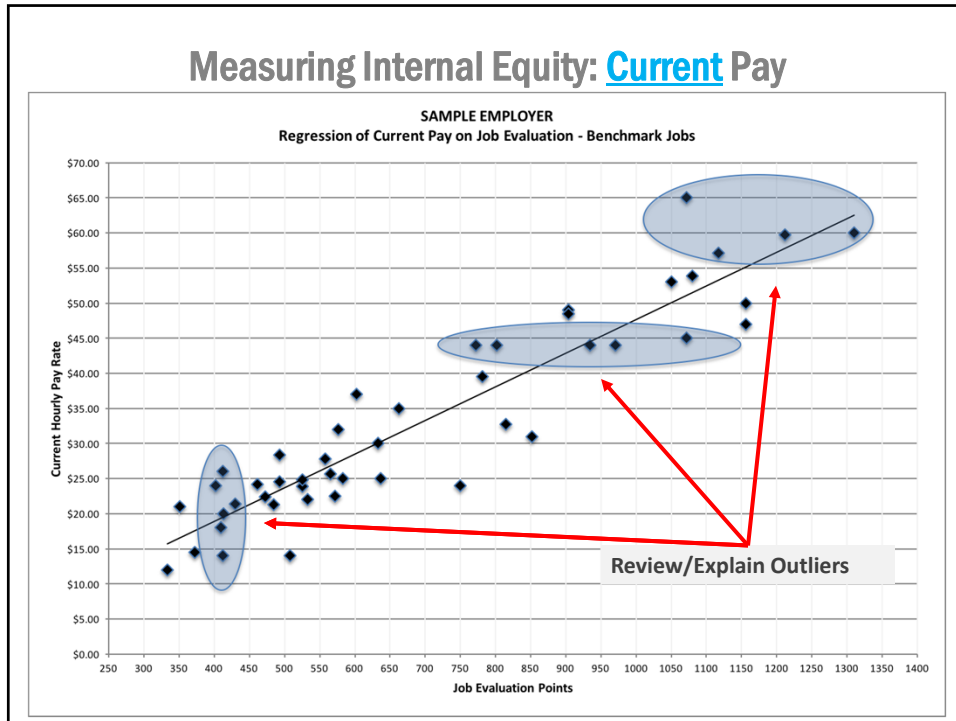
- **Useful Results, If Practiced with Due Care**
- **When Done Right, Removes Unwanted Bias and Subjectivity from the Process**
- **Valid & Reliable Results**
- **Provides a Measure of Legal Defensibility**
- **Provides an Efficient Method of Pay Determination**
- **Results Can Be Used (When Combined with Market Practices) to Design a Workable Pay Structure**

### Measuring Internal Equity: Current Pay



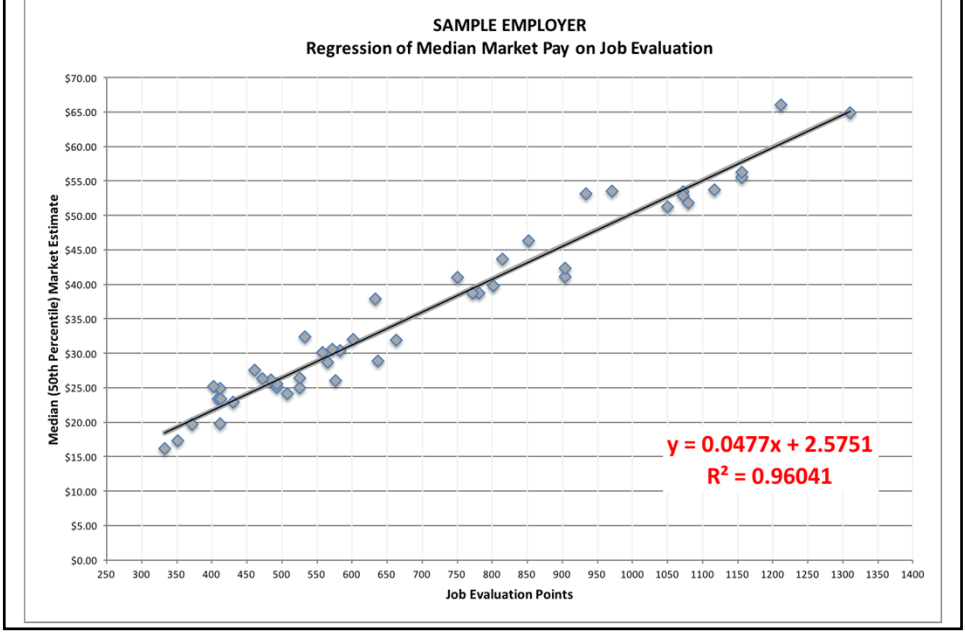
### Measuring Internal Equity: Current Pay



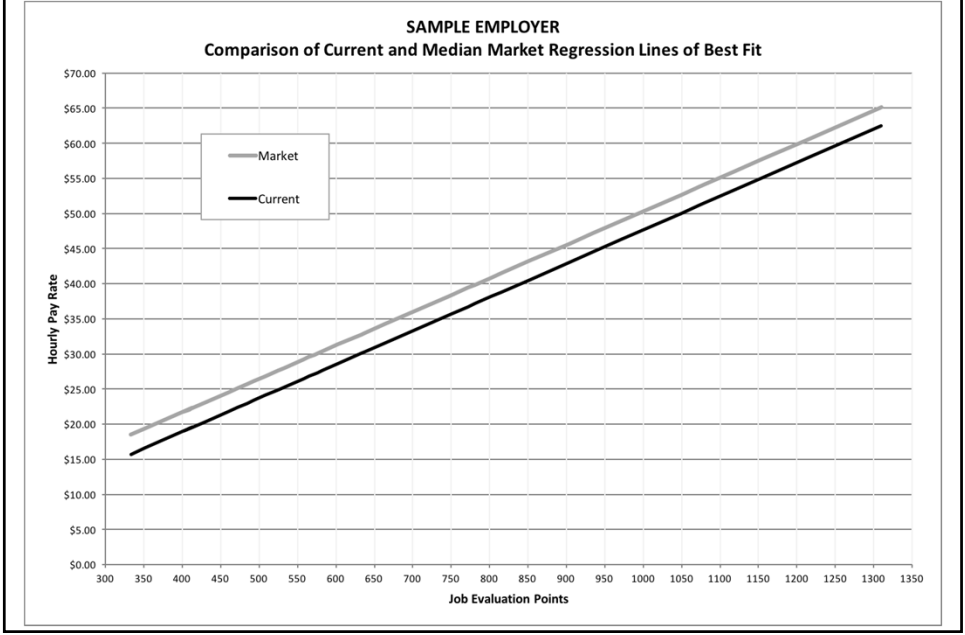


**POLICY QUESTION #2:**  
**MARKET PLACEMENT**

### Measuring Internal Equity: **Market Pay**



### Putting It Together: Comparing Current & Market



## Market Placement: Questions to Consider

- **Where does the Employer want to position itself in its labor markets?**
  - What are the organizational priorities?
  - High? Low? Average (or 50<sup>th</sup> Percentile)?
  - Will average/50<sup>th</sup> percentile place the employer in the competitive position it desires to be in?
- **Data Weighting & Comparable Usage**
  - Depends on recruitment/retention experience

## Market Placement: Do Benefits Matter?

- **Four Primary “Buckets”**
  - Insurance, Mandatory, Retirement, Time-Off
- **Apples-to-Apples Comparisons are Extremely Difficult**
  - Especially for health insurance
  - The key is to find a balance between competitive wages and benefits
- **Good High-Level Data Sources**
  - Society for Human Resources Management (SHRM)
  - Bureau of Labor Statistics (BLS)
  - WorldatWork (fka American Compensation Association)
  - Kaiser Family Foundation

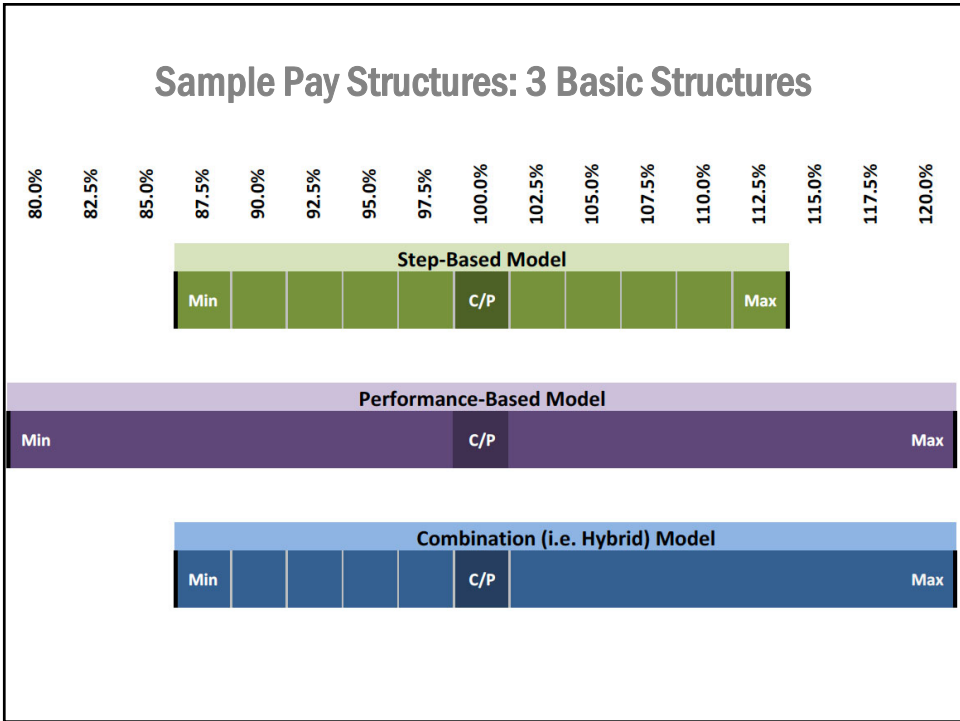
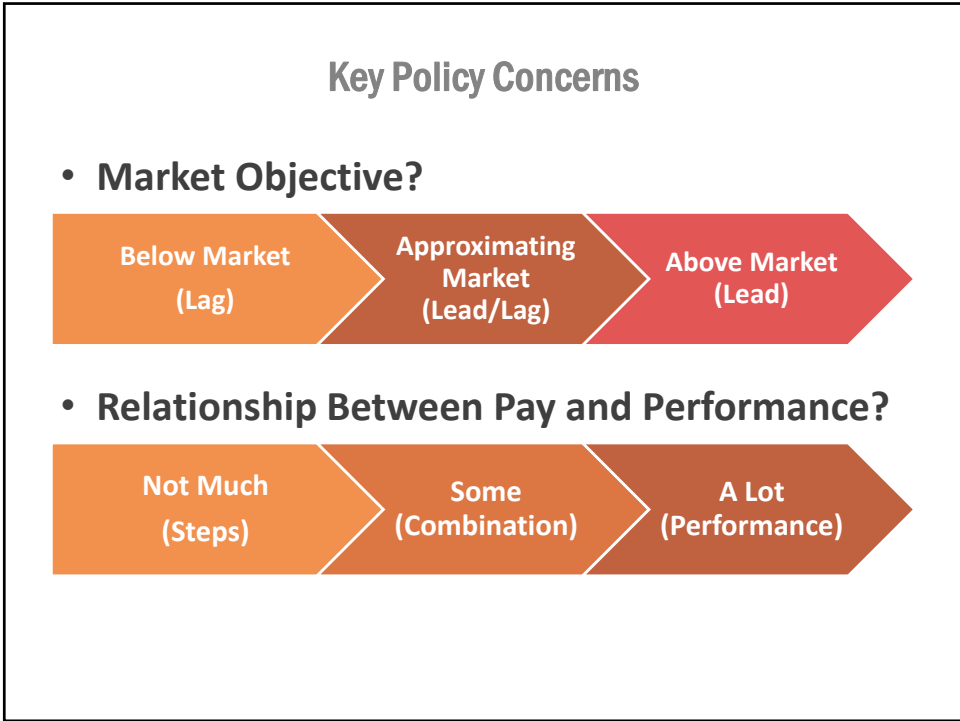


## **POLICY QUESTION #3: PAY STRUCTURE & ADMINISTRATION**

---

### **Factors to Consider in Design**

- **From the Employee's Perspective:**
  - “How do I get a raise in the future?”
- **Internal Ratings, Market and Internal Practice**
  - Use of objective job evaluation
- **Changing Demographics**
  - +/-50% of public sector employees are at/over the age of 50 (similar trend in the private sector). What impact does the generational shift play into the design of a compensation structure?
- **One Plan or Several Plans**
  - e.g. Management/Non-Management; Exempt/Non-Exempt; Work Units
- **Financial Pressures / Limitations**
  - Revenue/Levy Limits; Budget Shortfalls; Recruitment/Retention Concerns; Compression
- **Policy Direction**
  - Example: Organizational Assessment of Readiness & Commitment for P4P



## **POLICY QUESTION #4: PLAN IMPLEMENTATION**

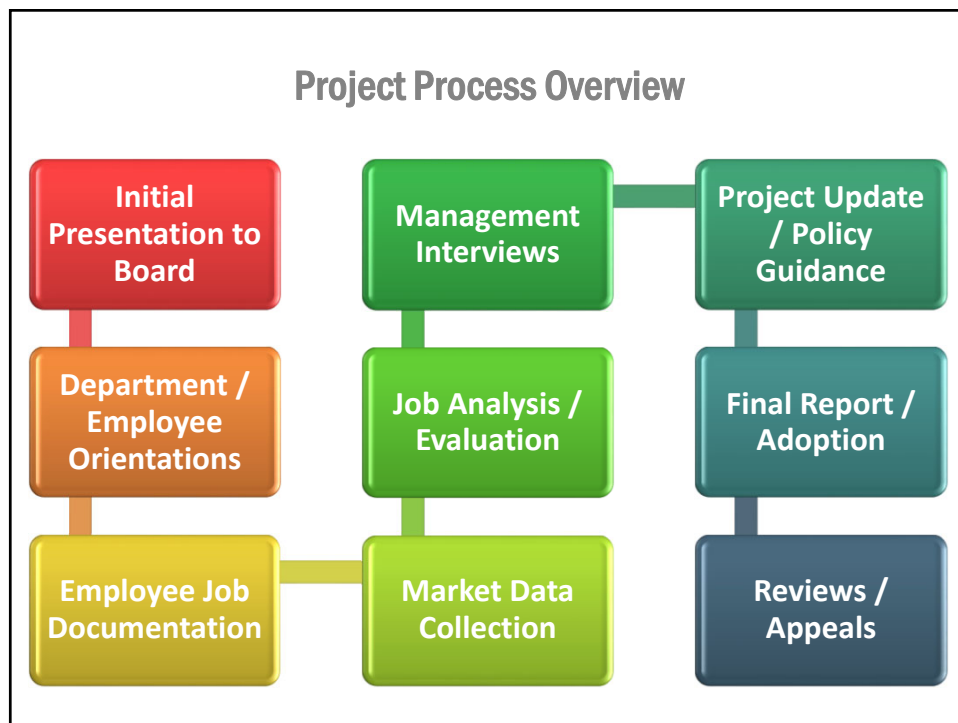
---

### **Implementation Strategy**

- **Depends on Structure Type**
  - **Step-Based:**
    - More costly due to “fitting” employees on to steps
  - **Hybrid & Open Range Structures:**
    - Typically less implementation cost, BUT greater administrative burden
    - Long-term costs are usually more due to wider ranges
- **Balance Between Fairness, Affordability / Adoptability**
  - Fairness does not always equal happiness (but, it’s fair)
- **Implementation Options Exist**
  - Our goal is to arrive at an implementation strategy that’s both affordable and fair

## NEXT STEPS & FINAL THOUGHTS

---



## Tentative Timeline

- **February/March**
  - Official Project Kick-off
  - Collect Data / Survey Markets
  - Employee Documentation (TBD)
    - Mutual Agreement of Quality Documentation
- **March/April**
  - Analyze Jobs (Including Management Interviews)
  - Evaluate Job Content
  - Confirm Evaluations
- **May/June**
  - Policy Guidance
  - Presentation and Discussion
  - Review/Appeals Process [OPTIONAL]

Patrick Glynn, Senior Consultant  
920.629.4743  
patrick.glynn@carlsondettmann.com

Cottingham & Butler



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/12/19

**TITLE:** Compensation Study Overview

**AGENDA SECTION:** Considerations - Motions

**PRESENTER:** Kathy Schlieve / Patrick Glynn –  
Carlson and Dettman

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Excellence in Government: Foster a High Performance Organizational Culture through effective talent attraction for mission-critical roles.	Per approved 2019 budget

**ISSUE SUMMARY:** As approved in the 2019 budget, the City of Waupun has entered into a contract with Carlson Dettman Consulting to conduct a classification and compensation study of regular full- and part-time positions in the City not including seasonal, police union, and volunteer firefighter positions. It has been more than a decade since the city last conducted a classification review and since that time there have been changes to many position roles and responsibilities. In order to assure appropriate review and classification of positions, the City will utilize Carlson Dettman Consulting to evaluate and classify identified positions, with the goal of developing an equitable, consistent and competitive classification and compensation plan. Please note that Waupun Utilities completed a similar study in 2018.

**Goals:**

- Ensure the program supports sound principles of compensation design
- Create consistent titling, clearer career paths, and recognizable differences between jobs
- Establish objectivity and fairness in evaluating and compensating employees
- Ensure internal equity between positions
- Achieve a competitive pay relationship with the market

The study will cover approximately 25 job classifications in the City. Each department head is in the process of reviewing job descriptions to be studied and will identify employees to complete a job description questionnaire (JDQ) for each identified classification. Our consultant will review information gathered through the JDQ process and recommend a classification structure. Once the classification review is completed, a comprehensive salary survey will be conducted to establish wage ranges for job classifications. The final plan is expected to be complete mid-year and will be presented to the Council for consideration and determination of next steps.

**STAFF RECCOMENDATION:** No action to be taken, informational only.

**ATTACHMENTS:**

**RECOMENDED MOTION:**

N/A

---

**CONSENT AGENDA**  
**CONSIDERATION OF THE WAUPUN COMMON COUNCIL**

**BOARDS, COMMITTEE, COMMISSION MEETING MINUTES**

**DEPARTMENT REPORTS**

**FUTURE MEETINGS/GATHERINGS**

**FEBRUARY**

Tuesday, February 19, 2019	Gathering-Envision Greater FDL Annual Meeting	5:00pm
Tuesday, February 26, 2019	Waupun Committee of the Whole	5:30pm

**MARCH**

Tuesday, March 12, 2019	Waupun Common Council	6:00pm
Tuesday, March 26, 2019	Waupun Committee of the Whole	5:30pm

**APRIL**

Tuesday, April 9, 2019	Waupun Common Council	6:00pm
Tuesday, April 16, 2019	Special Meeting of the Common Council	5:30pm
Tuesday, April 30, 2019	Waupun Committee of the Whole	5:30pm

**BILLS**

**LICENSES AND PERMITS**

**OPERATOR LICENSE:**

Pamela Streekstra  
Kristine Snow  
Kristen Greenfield  
Brittney Zaragoza

**TEMPORARY CLASS B LICENSE:**

Waupun Fine Arts – Drowsy Maggies on March 16, 2019 at the City Hall (201 E Main St., Waupun)

Waupun Hockey Association – Senior Class on March 8-10. 2019 at Waupun Community Center (510 E Spring St., Waupun)

**Waupun Common Council**  
**Minutes of Meeting from January 8, 2019**

Mayor calls to order at 6pm.

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

Board members present on roll call are Nickel, Vossekui, Kaczmarski, Mielke, Westphal, Vanderkin, and Matoushek. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Deputy Chief Rasch, Utility General Manager Posthuma, Public Works Director Daane, and Recreation Director Kaminski.

Other City Staff present is Economic Development Coordinator VanBuren and Code Enforcer Beer.

Audience present is Blaze Harteau and Joseph Ecko.

Barb McCann made request to appear before the Council but is not present.

Sam Kaufmann, Fond Du Lac County Supervisor, provides update of County proceedings: Feels the need to include citizens on County Board meetings. Renewal of sales tax will be discussed at a future County meeting.

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

Motion Vanderkin, second Matoushek to approve the Mayoral appointment of Beth Leinhard and Randy Armga to the Waupun Recreation Board. Motion carried on roll call 6-0.

Motion Vossekui, second Westphal to approve the Mayoral appointment of Larry Sullivan, as the representative of the Waupun Recreation Board, to the ADA Committee. Motion carried on roll call 6-0.

Motion Vossekui, second Matoushek for the limited term appointment of the members to the Facility Advisory Committee, to include Kaczmarski as the Alderman member. Motion carried on roll call 6-0.

Motion Vanderkin, second Westphal to adjourn to closed session under Section 19.85 (1) (e) of the WI Statutes for consideration of Land Negotiations in TID 5 and 7. Motion carried 6-0.

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

No action from closed session.

Motion Vanderkin, second Matoushek to call the meeting adjourned at 7:05pm. Motion carried 6-0.

Angela Hull, Clerk



Waupun Board of Public Works  
Minutes of Regular Meeting **January 8, 2019**  
*Approved January 22, 2019*

The Waupun Board of Public Works met in regular session on Tuesday, January 8, 2019, in the Common Council Chambers at the Waupun City Hall located at 201 E. Main Street, Waupun.

Kaczmarek calls the meeting to order at 4:30pm.

Members present at roll call are Chairman/Alderman Kaczmarek, Alderman Mielke, Alderman Matoushek, Public Works Director Daane, City Clerk Hull, and Deputy Police Chief Rasch. No members are absent.

Other City Staff in attendance: Mayor Nickel and Administrator Schlieve.

No audience is in attendance.

Mielke notes a typo in the minutes relating to the motion revising the 5 year plan. There is a 0 between "Edgewood Drive0 and Brandon".

Motion Matoushek, second by Rasch to approve the minutes from the December 11, 2018 meeting of the Board of Public Works with the corrections as noted from Mielke. Motion carried 6-0.

Daane provides the results of the request for proposals for the annual storm sewer inspections. Three proposals were received: Green Bay Pipe & TV (\$0.55/ft.), Great Lakes TV Sealing Inc. (\$0.51/ft.), and Northern Pipe (\$0.40/ft.).

Motion Hull, second Matoushek to award the request for proposal to Northern Pipe. Motion carried 6-0.

At the November Public Works meeting, discussions of a draft ordinance to amend Ch.7.15 entitled Streets, Alleys, and Sidewalk was heard. The draft ordinance provides for the cost sharing of improvements between the city and the abutting property owners for street construction. At the November meeting, the Board of Public Works made motion to recommend to Common Council to review and consider the ordinance.

Additional information relating to this draft ordinance was provided to the Board for their review. Information provided an overview of comparable communities and their cost sharing practices.

No action was taken.

Motion Daane, second Matoushek to adjourn the meeting of the Board of Public Works at 5:02p. Motion carried 6-0.

Angela Hull, Clerk



**MINUTES**  
**CITY OF WAUPUN POLICE & FIRE COMMISSION**  
**Waupun Safety Building – 16 E. Main Street, Waupun WI**  
**Thursday, January 17, 2019 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.*

Meeting convened at 4:30 p.m. by PFC President in the Waupun Safety Building.

Members present: John Bett, Tara Rhodes, Michael Thurmer, Jason Westphal (City Council Liaison)

Also present: WFD Chief B.J. DeMaa, WPD Chief Scott Loudon.

Members absent (excused): Carole Cronin, John Forsythe

Minutes from the November 8th meeting were presented for approval. Motion to approve by J. Bett (T. Rhodes second, all in favor); minutes approved as presented.

WPD Chef Loudon provided the following updates as they relate to the Police Department:

- Reviewed call volume; which continues to be up. K9 report (2018 contacts) and drug complaint reports (handouts) shared; noted continuing trend with Marijuana and new trend with Methamphetamines. Overdoses were down for 2018. Discussion related to types of calls and how they are recorded.
- Officer Morgan graduated and is a month into her field training; expect to complete end of March.
- New hire Danielle DeBoer starts 1/21 in the part-time support position. Carla will train Danielle; then they will job share hours.
- In December an officer slipped/fell at the garage and tore ACL; surgery in March and then expected return to work (initially light duty).
- Missing 2 year old found on North Madison Street; referring charges to District Attorney for review.
- Completed a training in-service in FDL County.
- Congratulations to award recipients at Christmas luncheon.

WFD Chief DeMaa provided the following updates as they relate to the Fire Department:

- Ten-year data review of call volumes has shown an increase. 2005-2014 had average of 65 calls each year; 2015 increased to 98, 2016 to 119, 2017 to 137, and 2018 increased to 167. The data did not indicate any trends as volume increases are across the board; with no policy changes within this time period which may have impacted how data is collected. Chief DeMaa notes this increase does then impact fire fighters' work/life balance, employment, etc.; he reported morale is still good.
- The City of Waupun Common Council approved a policy change related to the minimum missed educational call hours which is acceptable. This policy change was directly related to the increase in call volumes and balancing the availability/requirements of the fire firefighters.
- Construction around town has keep department busy, especially the Waupun Christian Home & Rehabilitation Center and the 2<sup>nd</sup> Homestead building.
- Two newer fire fighters have completed first sixty hours and now are able to do more on-ground (put air packs on, work with experienced fire fighters). They will also take hazmat class and exam; and upon completion of both will be full-fledged fire fighters.
- Congratulations to the award recipients at the awards banquet.
- FEMA data collection continues (FDL county qualified) after a meeting with them two weeks ago. Thank you to Angie for help coordinating. Still working through process for the Wisconsin Disaster Fund for which Dodge County qualified.
- Started a new shift-response approach for calls which do not require a full response (EMS assist, carbon monoxide alarm, wires down, etc.). This will improve safety aspect and be a more efficient use of

staff/time. This will also offer an opportunity for enhancing on-hand training for those who have less experienced in these situations.

A motion to move to closed session at 4:53 was made by J. Bett (second by T. Rhodes, all in favor).

The meeting was held in closed session under Section 19.85(1)(c) of the Wisconsin Statutes to conduct interviews with qualified applicants and consideration for an offer of employment for two paid-on-call Fire Fighter vacancies.

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

Open session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 5:14pm after motion from T. Rhodes (second by J. Bett, all in favor).

Action from Closed session: Motion made by J. Bett (second by T. Rhodes, all in favor) to approve filling of two fire fighter vacancies related to two vacancies in 2018. Tentative timeline: accept applications in May; pre-employment testing in June, interviewing in July; background check in August; start training in September. Chief DeMaa noted he will use waiting-list as appropriate for prospective candidates.

Adjournment at 5:14pm (T. Rhodes/ J. Bett; all in favor).

Next quarterly meeting schedule for:

April 18<sup>th</sup>, 2019, 4:30pm. If necessary, please send any agenda requests to Chiefs DeMaa or Loudon so appropriate preparation(s) can be made.

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
CITY OF WAUPUN BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, January 09, 2019 at 7:00 AM

Committee Members Present:

- Krista Bishop
Wayne Buteyn, Chair (arrived at 7:05 a.m.)
Jan Harmsen
John Karsten
Rich Matravers
Jeff Reil
Teresa Ruch
John Theune
Al Verhage

Committee Members Absent:

- Jack Dunham

Staff Present:

- Kathy Schlieve..... Administrator
Sarah Van Buren..... Economic Development Coordinator

Waupun Chamber of Commerce Present:

- Ellie Tenpas..... Executive Director

Audience Present:

- Dylan Weber..... Fox Computer & Networking

1. Call to Order

In the absence of Chair Buteyn, Mr. Verhage called the meeting to order at 7:02 a.m.

2. Approval of November 14, 2018 Minutes

A motion to approve the November 14, 2018 was made by Ms. Harmsen and seconded by Ms. Bishop, passing unanimously.

3. Prior Outstanding Applications

- A. Ken Liebenow’s project at 300 E. Main St. is progressing and is scheduled to be completed before the 2/14/19 expiration. The windows are being constructed and are slated for installation in mid-January. A tenant has been identified for the front portion of the property and is anticipated to take occupancy in early February.

4. 2018 Financial Statement Review

A motion to approve the 2018 Financial Statement was made by Mr. Thuene and seconded by Ms. Harmsen, passing unanimously.

5. New Applications for Review and Consideration

- A. Dylan Weber, Fox Computer & Networking, submitted a Façade Improvement Program application for the property located at 17 N. Madison. Renovation to the façade includes replacement of sign panels from previous business and upgrade

signage light to LED bulbs. Total project cost is \$3,403.03. Motion made by Ms. Bishop and seconded by Mr. Reil to approve 50% of the total project cost, not to exceed \$1,701.50.

## **6. BID Budget**

- A. Waupun Chamber of Commerce – Ms. Tenpas requested \$500 to be used toward Chamber advertising efforts. A motion to approve \$500 of the BID budget to be used toward the advertising efforts of the Waupun Chamber of Commerce was made by Ms. Harmsen and seconded by Mr. Matravers passing unanimously.
- B. City Administrator – The City requests \$2,000 to support Connect Communities efforts specifically toward the farmers market. A motion to approve \$2,000 of the BID budget to be used toward the farmers market was made by Ms. Bishop and seconded by Ms. Ruch, passing unanimously.

## **7. Update to BID Operational Plan.**

Ms. Van Buren provided the group information of the statutory requirements regarding the annual update to the BID Operational Plan. The BID's Operational Plan has not been updated since 1988. Ms. Van Buren would like a few members of the Committee to assist her in reviewing the current Plan and developing a draft plan for the full Committee to consider. The updated document will identify goals for the upcoming year, targeted projects, and a budget. Ms. Bishop, Ms. Harmsen, and Ms. Ruch volunteered to assist in this effort.

## **8. Administrator Update**

Administrator Schlieve provided the members an update on the following:

- A. Two upcoming Connect Communities opportunities. The first is the Small Community Roundtable that will be held in Kiel, WI on January 23 from 9:30-1:30pm. The second is the Wisconsin Main Street Director's Training that the City will be hosting February 21 from 9:30-4:15pm and on February 22<sup>nd</sup> from 8:30-12pm. Both days will be at the Waupun Public Utilities Conference Room. If you are interested in attending any of these offerings, please let Ms. Schlieve or Ms. Van Buren know.
- B. Staff recently met with a group of downtown businesses interested in fostering a stronger retail climate in the downtown. The group intends to meet again in early March to continue discussions.
- C. The members of the Facilities Advisory Committee were approved by the Common Council at their January 8<sup>th</sup> meeting.
- D. The Madison Street reconstruction project will start at the end of March/early April, weather dependent. Staff will be developing outreach sessions to businesses that are impacted by the project.
- E. Kunkel Engineering has been notified of the City's intent to terminate the due to gaps in performance. Unless significant improvements are noted, March 6 will be the City's last day with Kunkel. Staff is working to finalize plans with a new service provider.
- F. Staff did apply for funding for implementation of the recommendations identified in the recently completed Aging Study. The request was for \$150,000 over a two year period.

## **9. Waupun Chamber Update**

Ms. Tenpas, Executive Director, provided members an update on the following:

- A. The 2019 Winter Market continues the second Saturday through March from 9-1pm at the Senior Centers. The Chamber has received positive feedback and the market is well attended.
- B. The Waupunies Annual Meeting and Award night will be held on February 7<sup>th</sup> at the Bridges on the Rock. Early bird ticket pricing, good through January 25<sup>th</sup>, will be \$40 plus a \$4.06 processing fee. At this event, awards will be handed out, the Chamber members will vote on two bylaws amendments, and approval four new board members.
- C. A 2019 Chamber goal is to reach out to 100% of the members.

**10. Audience Wishing to Appear Before the Board**

- A. No audience present.

**11. Date of Next Scheduled Meeting**

The next meeting is scheduled for February 13, 2019.

**12. Adjourn**

The motion to adjourn was made by Ms. Bishop with a second by Mr. Buteyn. The motion passed unanimously, and the meeting was adjourned at 7:32 a.m.

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, January 14, 2019**

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

Commissioners Gerritson, Heeringa, Homan, Kaczmarski, Mielke, Thurmer, and Westphal were present.

Motion made by Thurmer, seconded by Kaczmarski and unanimously carried, to approve the minutes from the December 10, 2018, regular meeting.

On motion by Gerritson, seconded by Westphal and unanimously carried, bills for the month of December 2018 were approved as presented.

General Manager Posthuma reported on the succession planning of Steve Brooks as Electric Operations Supervisor, and Chad Flegner as Electric Crew Foreman, effective January 13, 2019. Favorable weather the past month has been a great asset for completing projects and annual tree trimming.

Water & Sewer Maint/Treatment Supervisor reported the mild weather has allowed for less water main breaks and lessened the need for water bleeder use to prevent water services from freezing. Report made on an unusual sewer backup into a home while routine sanitary main flushing was performed. The utilities will cover cleanup and repair of damage incurred.

Finance Director Oosterhouse will present financial results at the next commission meeting for year-end 2018.

General Manager Posthuma provided an update on the planning process to date for the wastewater treatment plant upgrade. Information was reviewed regarding the proposed Advanced Biological Nutrient Recovery (ABNR) process, grant and loan application process, along with discussion on the design-engineering contract. Applied Technologies will present a final design engineer contract for commission approval at the March commission meeting.

Discussion held on current cost sharing processes with the city during street reconstruction projects.

On motion by Westphal, seconded by Thurmer and unanimously carried, the meeting was adjourned at 5:40 p.m.

In the event no action items develop before the February meeting, the next commission meeting is scheduled on March 11, 2019, at 4:00 p.m.

Nancy Oosterhouse  
Mapping/Admin Coordinator

**Minutes of the Waupun Public Library Board Meeting  
January 21, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:16 p.m. on Monday, January 21, 2019. Also present were Kaczmarek, Procise, Martens, Garcia, Jaeger, and Rohrer, virtually per Facetime. Hintze and Sullivan were absent.

ARTICLE I: Motion by Martens, supported by Procise, to accept the minutes of the December 21, 2018 meeting as written. Motion carried.

ARTICLE II: No Personal appearances.

ARTICLE III: Monthly statistics.

1. Circulation/downloads through end of December, 2018 was 146,502 items.
2. Rural Circulation 35,522 up 3.4% YTD.
3. Library visits through the end of December was 69,247 people, up 2.3% YTD.

ARTICLE IV: Current budget was discussed with no concerns noted. Both City and County 2018 budgets were discussed. Both ended in good shape.

ARTICLE V: Motion by Martens, supported by Procise, to pay the bills as presented. Motion carried 5-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

1. **January 22**-Windowsill Herbs, Master Gardner Carol Shirk, presenter.
2. **January 31**-Essential Oils.... what they are, how they work, and how to use them.
3. **February 12**-Homemade Cheese Curds: Linda Conroy teaching how to make curds in your own kitchen. Samples will be provided.
4. **March 19**- Birds and Butterflies: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven, presenter.
5. **Tech Days** will be held February 6, March 6, April 10 and May 1, from 1-3 pm and 5-7 pm.
6. **Movies:** A House with a Clock in its Walls was already shown. Future movies:  
February 7, 1pm and 6pm: Smallfoot  
February 21, 1pm and 6pm: Ralph Breaks the Internet  
Dates determined, movie titles not yet chosen: March 7, 21, and 29 (1pm only), April 4, May 2, and 16.



b. Lappen Security has installed the new security camera server and several high definition cameras. All are operational. It is a huge improvement over the old security camera system.

c. The donated painting by local artist, Leslie Trewyn, has now been placed on the brick wall on the east side of the library. It is best viewed from the second floor.

d. With one employee out on medical leave through the end of March, night staff will be brought in during the day to process new materials when possible.

ARTICLE VII. No Old Business.

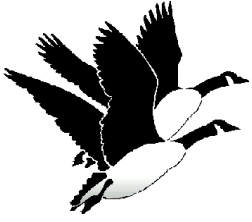
ARTICLE IX: New Business.

a. Motion by Rohrer, supported by Martens, to accept the revision of the Library Assistant II (audiovisual) job description, eliminating “WI Administrative Guide, Valueline, etc.” from Essential Duties and Responsibilities. Motion carried.

ARTICLE X: Motion by Martens, supported by Procise, to adjourn at 4:35 p.m. Motion carried.

Next tentative meeting: February 18, at 4:15 p.m.

SANDRA ROHRER Secretary  
SR/bkj



# City of Waupun

201 E. Main Street  
WAUPUN, WISCONSIN 53963  
Phone: 920-324-7900  
Fax: 920-324-7939

*“Wild Goose Center of Wisconsin”*

## MEMORANDUM

TO: Mayor & Council  
FROM: Trista Steinbach–Administrative Assistant  
Date: February 8, 2019  
RE: January Report to Common Council

### **BUILDING PERMIT REPORT**

There were four (4) permits issued in Dodge County and four (4) issued in Fond du Lac County totaling eight (8) permits for the month of January. Total estimated cost of construction as \$61,006.46. Fees of \$423.50 for Building Permits, \$110.00 for Special Assessment Letters, \$18.00 for copies of house plans, and \$100.00 for site plan review for a total of \$651.50 was turned over to the City Clerk.

#### **Building Permit Comparison:**

##### **1 Month Comparison**

January 2017	estimated cost of construction	\$310,222.00
January 2018	estimated cost of construction	\$ 68,540.00
January 2019	estimated cost of construction	\$ 61,006.46

### **PLAN COMMISSION REPORT**

- See Attached Minutes

TO: Mayor & Common Council  
 FROM: Building Inspector  
 SUBJECT Building Permits for JANUARY 2019

**BUILDING PERMITS**

**DODGE COUNTY**

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19- 2	Gappa Properties LLC	1203 Storbek Dr	Interior Remodeling	\$118.50	\$23,700.00
19- 4	RYAN MULDER	721 BUWALDA	200 Amp Service	\$35.00	
19- 6	Dave Godshall	118 S Madison St	tear off / re-roof garage and two flat roofs	\$20.00	\$6,300.00
19- 8	AUDLEY MC	416 E LINCOLN ST	Walk in shower and surround	\$35.00	
<b>TOTAL</b>				<b>\$208.50</b>	<b>\$30,000.00</b>

**FOND DU LAC COUNTY**

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19- 1	JON VENHUIZEN	601 ASTRA DR	Boiler Replacement	\$35.00	\$8,235.00
19- 3	EDNA BESKE	18 PLUIM DR	Replace Furnace	\$35.00	\$4,771.46
19- 5	Jeff Collien	310 E Main St.	Panel Change - 200 Amp	\$35.00	\$1,000.00
19- 7	Debra White	612 Tulip Ln	Basement Remodel Water Damage	\$110.00	\$17,000.00
<b>TOTAL</b>				<b>\$215.00</b>	<b>\$31,006.46</b>

<b>GRAND TOTAL - BUILDING PERMITS</b>				<b>\$ 423.50</b>	<b>\$61,006.46</b>
---------------------------------------	--	--	--	------------------	--------------------

**MONTH END SUMMARY**

Permits issued in Dodge County	4
Permits issued in Fond du Lac Cty	4
Total Permits for the month	8

Total Estimated Cost of Construction \$61,006.46

Building Permit Fees	\$423.50
Special Assessment Letter Fees	\$110.00
Copies of House Plans	\$18.00
Site Plan Review	\$100.00
<b>Grand Total</b>	<b>\$651.50</b>

**BUILDING PERMIT COMPARISON**

January 2018: Dodge County - 2 permits; Fond du Lac County - 5 permits  
 Total Estimated Cost of Construction: \$68,540.00

**ONE MONTH COMPARISON**

January 2016	estimated cost of construction	\$17,100.00
January 2017	estimated cost of construction	\$310,222.00
January 2018	estimated cost of construction	\$68,540.00
January 2019	estimated cost of construction	\$61,006.46



# Waupun Fire Department



Fire Chief, B.J. DeMaa  
16 E. Main Street  
Waupun, Wisconsin 53963

Phone: (920) 324-7910  
Fax: (920) 324-7854  
E-mail: [bjdema@waupunpd.org](mailto:bjdema@waupunpd.org)

## Monthly Report

Date: February 8, 2019  
To: Mayor, Council, City Administrator, and PFC  
From: Fire Chief, B.J. DeMaa  
Re: January Report

### **Fire Calls:**

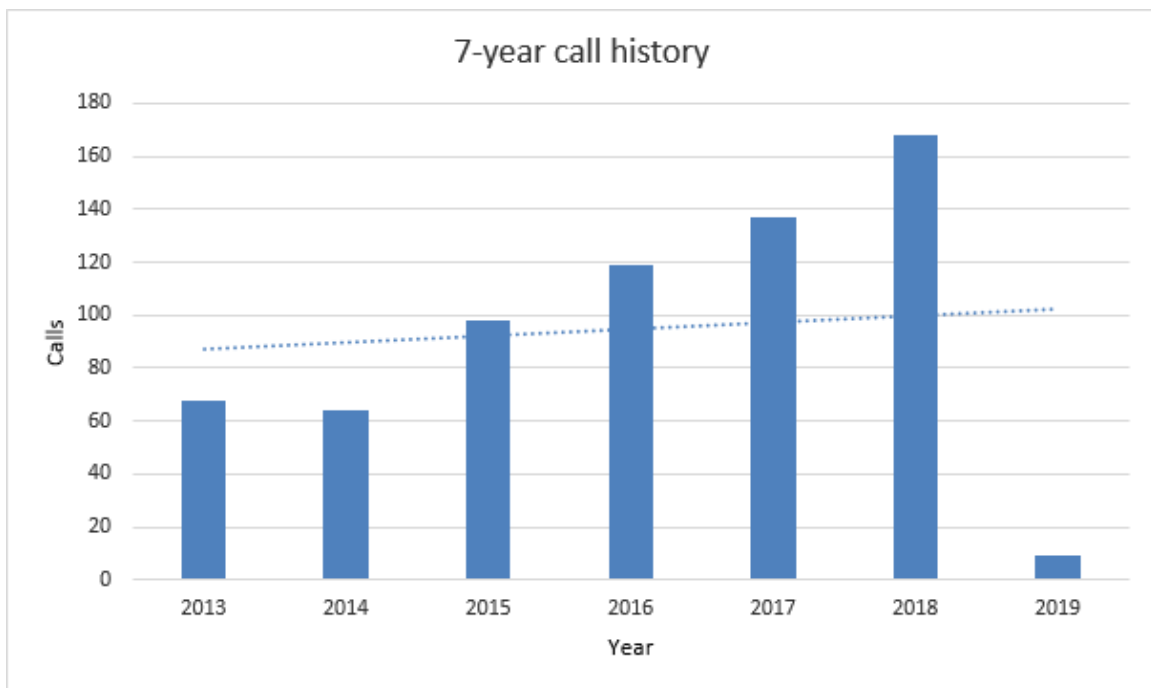
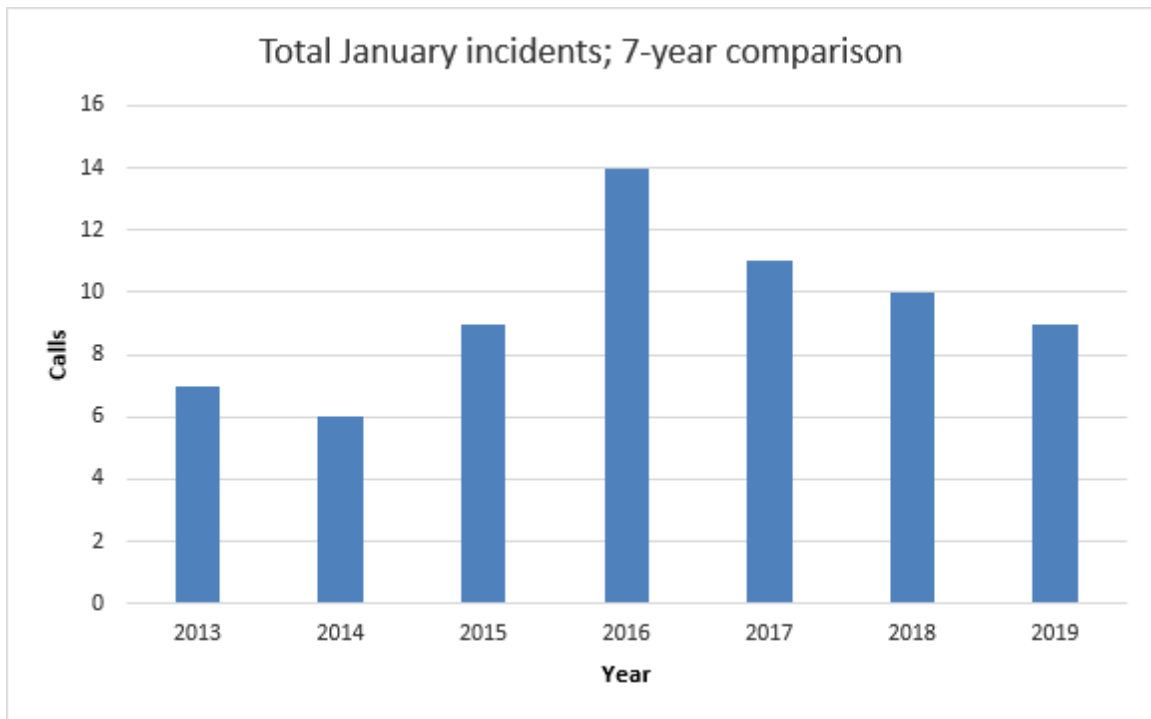
There were nine (9) fire & rescue calls in the month of January for a total of nine (9) YTD.  
The calls were as follows:

- 000 block of Birdie Boulevard for an activated smoke alarm. Upon arrival, crews checked over the home and nothing was found. It was determined that the smoke alarms were out of date and needed to be replaced.
- 100 block of Taylor Street for an activated smoke alarm. Upon arrival, crews checked over the home and nothing was found. It was determined that the smoke alarms were out of date and needed to be replaced.
- 200 block of Taylor Street for an EMS assist. Upon arrival, crews assisted in lifting a patient onto the cot and getting them to the ambulance.
- 500 block of Maxon Street for an EMS assist. Upon arrival, EMS crews cancelled any further response from the fire department as the patient was refusing transport.
- S. Grove and E. Jefferson Streets for a 2-vehicle accident. Upon arrival, crews checked over the vehicles for leaking fluids. Power was disconnected to one of the vehicles due to make it safe for transport by the towing service.
- 500 block of E. Brown Street for an EMS assist. Upon arrival, crews assisted Lifestar in removing a patient from their home.
- 200 block of Walker Street for an activated smoke alarm. Upon arrival, crews checked over the home and found that a pellet stove near the detector set the alarm off. After further investigation of the home, crews discovered a blocked furnace vent. The ice was removed and crews verified the furnace started with no further issue.
- 600 block of W. Brown Street for an activated sprinkler system. Upon arrival, crews secured the sprinkler head and then used a number of tarps to cover critical imaging and IT equipment located on the floor below the leak. It was determined that a failed air-handling vent resulted in the sprinkler line freezing near the failed sprinkler head.
- 100 block of Rock Avenue for a person stuck on a 2<sup>nd</sup> floor patio. Upon arrival, crews were able to remove the individual and get them back into their apartment.

A frozen track to the patio door prevented it from being able to be opened properly.

**Call Breakdown Summary (7-year comparison):**

<b><u>Breakdown of City calls:</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
Structural Fires	4	6	7	2	2	7	
Cooking Fires	6	0	1	1	0	2	
Vehicle Fires	g sepa	2	2	0	0	5	
Grass / Brush Fires	0	1	0	0	2	0	
Fires Misc. (chimney, bonfire, etc.)	racking	1	6	9	7	4	
Controlled Burn	racking	1	0	0	0	0	
Smell of Smoke or Something Hot	0	0	2	1	1	0	
Cooking Related - no fire	racking	6	7	7	4	4	
Vehicle Accident	g sepa	4	6	12	12	10	1
Rescue tools	g sepa	0	0	0	0	0	
Fuel Leak/Spill	racking	1	1	2	2	1	
Electrical / Gas Leaks / CO	13	7	15	12	13	6	
Bad Detector	racking	4	4	15	17	2	2
Equipment Malfunction	racking	5	5	3	8	16	2
Mutual Aid	3	5	6	6	10	14	
Rapid Intervention Team (RIT)				5	7	9	
EMS Assist	g sepa	2	2	7	6	12	3
Prison Farm	0	0	0	0	0	0	
False Alarms	19	17	15	21	29	36	
Severe Weather Related	0	2	1	6	5	30	
Misc. (Hazardous condition, etc.)	8	0	18	10	12	9	1
Vehicle Fires / Accidents	4	Began tracking separately in 2014					
Accident/EMS assist/Rescue Tools	11	Began tracking separately in 2014					
<b>TOTAL:</b>	<b>68</b>	<b>64</b>	<b>98</b>	<b>119</b>	<b>137</b>	<b>167</b>	<b>9</b>



### **Meetings/Activities Attended:**

The following is a list of meetings/activities attended:

- 2 City Fire meetings, 2 Country Fire meeting, City Fire Officer meeting, Department Head meeting, Council meeting, Communications Services Accountability Review Board meeting, Waupun Festivals meeting for Celebrate Waupun 2019, Salvation Army meeting, Building and Zoning Administration meeting, Police & Fire Commission meeting, Code Enforcement meeting, EMS review meeting with Waupun Memorial Hospital and Lifestar Ambulance.

### **Projects/Special Events/Information:**

Met with Waupun Festivals and Nick Rusch to discuss ongoing fundraising efforts for the 9/11 Never Forget Mobile Exhibit at Celebrate Waupun 2019.

The Consolidation Committee continues to meet. Focus areas for January were understanding how PILOT and Municipal Services Payments (MSP) factor in to the overall picture. Over the next 2 months, efforts will focus on an in-depth look at the numbers used to determine potential savings.

Cub Scout Pack 3714 visited the Police and Fire Departments. Scouts were given a tour of the facility and shown much of the equipment that we use when responding to various emergencies.

Consolidation Committee met and reviewed follow-ups from December meeting. Discussion continues around the Waupun funding model, pros and cons of consolidation, and the next step of taking a much deeper look at the numbers to ensure no major financial numbers are being missed. Due to the extensive list of follow-ups and information to go through, there will be no meeting in February. Our next meeting is scheduled for March 4.

Attended a Building and Zoning Administration discussion which sought to define success metrics and talk about digital management solutions.

Met with Johnson Controls to discuss the proposed scope of work they are working on at Dodge Correctional Institution. There were a number of issues with the facility's system that came up during their fall fire inspection.

February 25, 2019

Met with Tara Rhodes to discuss Emergency Preparedness for Special Needs. Tara has approached the PD and the FD to put together a program which would provide First Responders with critical information related to individuals with special needs when responding to properties throughout the community. A future upgrade to the Fond du Lac County 911 system (Smart 911) may be a tool to help with this initiative.

Attended 3 Building Inspection / Code Enforcement system demos. We are seeking a solution that would improve work flow/efficiencies, file management, and overall visibility to all departments. We are also looking for online functionality related to permit applications and plan submittals/reviews.

EMS review meeting was held with Lifestar and Waupun Memorial Hospital. We reviewed November and December issues.

Discussion was had in Dodge County related to a county-wide EMS service model. Kathy and I met to discuss our initial thoughts and what that may mean related to the increased cost the City has incurred and the discussion that will be had with the Townships on cost sharing. Kathy and I will be attending a follow-up meeting the County is having in mid-February.

Met with Mike White at Excel2BWell to discuss firefighter health and wellness initiatives. Firefighters will be meeting with Mike for a workout and more information on February 7. At times, the demands of firefighting can be as much as that of a professional athlete. Cardiovascular issues continue to plague the fire service and is typically one of the leading causes of Line Of Duty Deaths annually.

We continue to await word on our State Farm grant. A \$10,000 grant application for Fire Prevention material was submitted to replace our Sparky the Fire Dog costume (over 20 years old) and allow us to purchase items such as fire safety DVDs, carbon monoxide detectors, and smoke detectors to help support our community risk reduction efforts.

We continue to await word on our Assistance to Firefighters Grant (AFG). A \$44,500 grant application was submitted to replace all of our fire suppression hose and a number of our hose nozzles. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year's hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.



### **Staffing:**

Firefighters Erick Searvogel and Rick Smith continue to work their Entry Level Firefighter (ELFF) course. They have completed the first 60 hours which is what the State of Wisconsin requires for new firefighters. They will soon begin their Hazmat Operations class before completing the certification portion of ELFF.

We currently have 3 firefighters out on non-work-related medical leave.

### **Inspections:**

Inspectors are currently working on follow-ups from last year's 2<sup>nd</sup> half inspections.

Additional inspections completed:

- Underground water system for the Christian Homestead 2.
- Pressure test for the dry system at Homestead 2.

### **Training:**

Training for the January 7<sup>th</sup> meeting focused on a pre-plan walk-through of the new Christian Home facility. This training required firefighters to walk the facility and understand where the various systems and access points were located.

Training for the January 21<sup>st</sup> meeting focused on monthly maintenance. This training required firefighters to check over all equipment that is assigned to them and ensure it is in proper working condition along with any equipment that is located on their assigned vehicles.

### **Emergency Government:**

Our Recovery Scoping meeting was held with FEMA and things went well. We had damage in 5 of the 7 categories (A – debris removal, B – protective measures, C – roads and bridges, F – Utilities, and G – parks) that will now be logged in as separate projects. Each project, once entered (2-3 weeks), will go to a number of different agencies for review before decisions are made. Each project goes through its own process so we have no idea at what pace decisions and possible reimbursements will be made. As a refresher, approved costs resulting from damage in Fond du Lac County qualify for FEMA funding which breaks down accordingly: 75% FEMA, 12.5% State, and 12.5% Local. Damages in Dodge County were submitted to Wisconsin Emergency Management (WEM) under

February 25, 2019

the Wisconsin Disaster Fund (WDF). We have started receiving some follow-ups and requests for additional information so they can finish their review. Those costs are reimbursed at the following: 70% State and 30% Local.

Met with Sam Tobias to discuss downed trees in the river in the area of the County Park. Some of the trees are causing a noticeable back-up which creates problems during heavy rain events for folks and businesses upstream. He has spoken with the County Highway Department on a plan to remove them before spring.

### **Code Enforcement – Mike Beer:**

There were 3 new complaints investigated in January.

2 letters were sent out for junk and 1 complaint was able to be handled over the phone.

Follow-up complaints continue to take place at:

- 800 block of E. Brown Street

Participated in the Building Inspection / Code Enforcement system demos.

Total hours for Code Enforcement was 13 hours or 3.25 hour per week.

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

**February 2019**

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

**Re: Report to Common Council**

**A. Statistics**

Circulation/downloads for January was 10,169 items.  
Library visits for January was 4,781 people.

**B. Future programs**

Several programs will be available at the library during these cold winter months:

**February 12** – Homemade Cheese Curds: Linda Conroy will be teaching attendees how to make cheese curds in your own kitchen. Samples will be provided.

**March 19** – Birds & Butterflies: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven shares her knowledge, seeds, and resources for a great start to creating you own bird and butterfly friendly garden.

**C. Closings in January**

I can't remember any other time in over 20 years when the library closed two days in the same week due to weather conditions.

**D. Staff**

We are still rotating night staff in during the day, when possible, to cover material processing while a half-time staff is still on leave. We hope to have her back the end of March.

Any questions, please contact Bret at 324-7925 or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org).

## **Waupun Police Department Update January, 2019**

Records Clerk Hire – Danyelle DeBoer was offered and accepted the part time records clerk position. Danyelle will start on Monday, training with Records Clerk Carla Wojahn and Administrative Assistant Dawn Greenfield.

Meetings – Chief Louden and Admin Assistant Dawn Greenfield attended the Salvation Army meeting. Chief Louden attended the Police and Fire Commission meeting. Chief Louden met with PFC member Tara Rhodes about training officers in the topic of Emergency Preparedness for Special Needs. Deputy Chief Rasch attended the Dodge County Traffic Safety Committee meeting.

DOT Speed Studies – The Wisconsin DOT completed speed studies on both Hwy 26 (by the truck stop) and on Hwy 68 (St Agnes Christian Home building). The Hwy 26 speed is going to remain the same based on the 85th percentile, which means 85% of the drivers are comfortable driving a certain speed at that location. That being said, it's very close to being lowered to 45mph. With a little more traffic foreseen in the near future due to incoming businesses, the speed may be re-evaluated and lowered at that time. The 35mph zone will be pushed out of the city limits further on Hwy 68 very shortly. DOT will come to Waupun with their sign team and relocate the 35mph zone somewhere between the new facility and Ballweg's Implement. DOT was not totally certain on an exact location at this point, as there are numerous signage factors.

Training – Deputy Chief Rasch was tasked with organizing the 2019 Fond du Lac County Law Enforcement In-Service Training (4<sup>th</sup> annual). A different full-time department is tasked to organize this event each year. In past years the Fond du Lac County Sheriff's Office, the Fond du Lac Police, and the Ripon Police organized the event. 140 law enforcement professionals received 8 hours of training over the three-day event. The training topics were Trauma Informed Care, Legal Update, and Current Drug Trends and Safety. The training event was well attended and perceived. 16 personnel from the Waupun Police department attended this training.

Life Saving – 1/24/19 at 10:46pm, Officer Halverson and Lt Kreitzman responded to a residence in the 500 block of Maxon St for a report of a 32-year-old man not breathing and not conscious. Officer Halverson performed life saving measures by administering Narcan to the man. The man survived the overdose due in part to Officer Halverson's actions.

Our City Safety Ranking - From the 2018 crime statistics submitted, we received the 9<sup>th</sup> safest city in Wisconsin award. Last year we were 14<sup>th</sup>, and I believe this is the highest ranking we have received. Check out the link below to see the full list.

To see the exact ranking of your city within your state and the many other details our study uncovered, click through to the study here: <https://www.alarms.org/safest-cities-in-wisconsin/>

# WAUPUN POLICE DEPARTMENT

## Monthly City Council Report

Dispatch Summary From 1/1/2019 To 1/31/2019

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

---

---

Total Number of Calls for this reporting period: 1,135

72 HOUR DETENTION	9	NEIGHBOR DISPUTE	2
911 CHECK	6	NOISE COMPLAINT	6
ABANDONED VEHICLE	6	OCCUPIED DISABLED	2
ACCIDENT	7	OFFICER STAND BY	4
ACCIDENT/INJURIES	1	ORDINANCE VIOLATION	3
ALARM TEST	3	PAPER SERVICE	16
ANIMAL BITE COMP	2	PARKING ENFORCEMENT	38
ANIMAL COMPLAINT	5	PRISONER TRANSPORT	2
ASSIST CITIZEN	27	PROWLER	1
ASSIST MOTORIST	17	RECKLESS DRIVER	5
ASSIST OTHER AGENCY	9	SCAM	1
ATTEMPT TO LOCATE	3	SEXUAL ASSAULT	1
ATV COMPLAINT	1	SHOPLIFTER	1
BATTERY	1	SPECIAL ASSIGNMENT	2
BUILDING CHECK	20	SUBJECT STOP	6
CAR VS DEER	1	SUBJECT WITH WEAPON	1
CHECK WELFARE	28	SUSP ACTIVITY	11
CHILD CUSTODY	3	SUSP PERSON	3
CITY NON33 AMBULANCE	1	SUSPICIOUS VEHICLE	13
COMMUNITY POLICING	2	TAVERN CHECKS	5
COMPUTER COMPLAINTS	1	THEFT	6
COUNTY AMBULANCE	47	THREAT COMPLAINT	4
COURT ORDER VIOLAT	2	TRAFFIC ENFOR BYPASS	2
CR DAMAGE TO PROP	3	TRAFFIC ENFORC DAP	5
DEPARTMENT K9 DOG	3	TRAFFIC PROBLEM	5
DIRECTED AREA PATROL	207	TRAFFIC STOP	185
DISORDERLY CONDUCT	5	TRESPASSING	1
DNR COMPLAINT	1	TRUANCY	2
DOMESTIC DISPUTE	7	VEHICLE LOCKOUT	2
DRUGS/NARCOTICS	1	WARRANT	6
ESCORT FUNERAL	9	WARRANT OTHER AGENCY	2
EVICCTIONS	1	WAUPUN ORDINANCE	3
EXTRA PATROL	139		
FIRE ALARM	4		
FOLLOW UP	60		
FOOT PATROL	10		
FOUND JUVENILE	1		
FOUND PROPERTY	2		
FRAUD/FORGERY	2		
GAS DRIVE OFF	2		
HOUSE LOCKOUT	1		
HOUSE WATCH REQUEST	76		
INFO TO DOCUMENT	1		
INFORMATION	9		
INTOXICATED DRIVER	1		
INTOXICATED SUBJECT	1		
INTRUSION ALARM	12		
JUVENILE PROBLEM	19		
LOITERING	7		
LOST/FOUND ANIMAL	2		
MISSING ADULT	1		



# City of Waupun

201 E. Main Street  
WAUPUN, WISCONSIN 53963  
Phone: 920-324-7900  
Fax: 920-324-7939

*"Wild Goose Center of Wisconsin"*

## Department of Public Works Activity Report

February 8, 2019

### 1. Current Projects:

- Updating the cleaning contract.
- Completed the bid for the new dump truck and equipment that was approved for purchase in 2019. Bids are due on February 18<sup>th</sup>.
- Meeting with FEMA to review damage.
- Reviewed Newton and Rock Ave. plans with MSA
- Reviewed code compliance/permitting/asset management software.
- Updating the equipment replacement program.
- Reviewed floodplain issues with a potential building site on Harmsen Ave.
- LED Lighting walkthrough of buildings.
- Attended Rock River Stormwater Group Meeting.
- Ordered bathroom partitions for Wilcox Park.
- Meet SDS students about projects for this spring.
- Madison Street project – Going over plans, going over request forms, and meeting with Gremmer.
- Monitor streets and Called in salters and plows.
- Getting proposals for automatic door locks for the park bathrooms.
- Review building plans on lot south of Taco Bell.
- Getting quotes for statue maintenance.
- Ordered salt.
- Checked outside lighting on buildings for repair.
- Checked on areas that were flooding due to warm up and snow melt.
- Removed dry wall from office area that was damaged from drain freezing.
- Repaired broken check valve on sump pump at City Hall.
- Worked with Lappen Security on fire Zone not working properly at Community Center.
- Getting price on electric work needed at the Safety Building for emergency events.
- Festival meeting.
- 

### 2. DPW Crew Projects

- Building Daily Duties
- Christmas tree pick-up
- Clean equipment
- Deliver garbage/recycle bins
- Diggers Hotline Locates
- Fill Potholes
- Haul brush bins

- Haul snow
- Load truck with salt
- Plow Streets
- Remove Christmas decorations
- Salt streets
- Shovel sidewalks
- Spray Streets
- Street sweeping
- Trim Trees
- Tree Removal – ash trees
- Vehicle Maintenance
- Training

### **Administrative Assistant**

- Completed bid specs for Dump Truck, Truck Equipment, and Mill & Overlay projects for 2019. The bids will be opened on February 18<sup>th</sup>.
- Updated Storm sewer map / information (put street names in to help locate pipes)
- Scan in street project folders.
- Started MS4 Annual Report
- Enter Diggers Hotline Tickets into database
- 2020 Census BAS Annual Response was completed
- Scan 2016 Building Permits
- Updated equipment rates with DOT rates to be approved by the Board of Public Works.
- Utility easement letter for 324 N Madison St.
- Received updated shape files for mapping of the parcels and streets from Fond du Lac and Dodge County.
- Updated Farm Land map
- Board of Public Works Agenda and minutes.
- Scanned park / building inspections
- Sump pump questionnaires were sent to properties on Newton and Rock Ave. Responses are being entered into a spreadsheet and drawn on a map.
- Helped with tax collection.
- Scanned in inspection reports from Building Inspector.
- Equipment Invoice and costs entered into Cartegraph
- Researched information on properties (dealing with permits, variances or conditional uses)
- Issued building permits
- Monthly building permit report
- Cash Receipting
- Assign account #'s to bills.
- Issued assessment letters.
- Set alarm for events.

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

## February 12, 2019 Recreation Report

Senior Center *Individual Count Duplicate Count	January 2019	January Notes
Monthly Attendance	1,110	Open 19 days. Closed 3 days due to weather
Average Daily Attendance	58	
*Rentals	-	
Mobile Meals	192	
Table Meals	198	
Transportation Rides	30	8 individuals this month
Open Pool	96	
Euchre	63	Mondays. Did not meet 1/28
Pool League	64	Tuesdays. 16 players
Sheepshead	211	Wednesdays and Thursdays
Wednesday Workout	62	Did not meet 1/30
Friday Fitness	44	
Yoga Stretch	324	Mondays and Thursdays. Did not meet 1/28 and 1/31
*Book Club	13	Last Friday of the month
Bingo	136	4 times this month
Sevens Cards	19	Fridays
Hand & Foot Cards	32	Tuesdays
*Jam Session/Party	52	New Year's Party
Board Games/Marbles	17	Thursdays. Did not meet 1/31
Bank or Bust Dice	24	Wednesdays
*Craft Club	12	1 Tuesday a month
*Paint Pals	6	1 Tuesday a month
*Local Presentations/Services	21	
*Computer Classes	14	Basic introduction, Website, Facebook I, Facebook II
*Movie Night	-	
Knit-Wits	24	Thursdays. Did not meet 1/31
*Euchre Tournament	41	1 <sup>st</sup> Saturday of the month
Pickleball	29	Tuesdays. Did not meet 1/29
Trips	-	





TO: Waupun Utilities Commissioners  
FROM: Randy Posthuma, General Manager  
DATE: Feb. 8, 2019  
SUBJECT: General Managers Report

---

Bill Introduced Overturning FCC Order Impacting Public Power Pole Attachments:

On Jan. 14, a bill was introduced into legislation that would, overturn a Federal Communications Commission (FCC) order that attempts to regulate public power pole attachments despite the clear public power exemption from federal pole attachment regulation set forth in the Communications Act.

At issue is a report and order adopted on September 26 that may result in FCC pole attachment oversight and regulation of public power utilities, despite the explicit exemption for public power in Section 224 of the Communications Act.

Under the report and order, the FCC could preempt state and local laws or requirements governing access to public rights-of-way (ROW) and publicly owned infrastructure within the public ROW, including pole attachment laws or requirements, as well as rates, terms, or conditions of pole attachment agreements.

The American Public Power Association, on Nov. 15, filed a petition for review with the U.S. Court of Appeals for the District of Columbia Circuit challenging the FCC report and order that the FCC said could help to remove regulatory barriers that inhibit the deployment of infrastructure necessary for 5G and other advanced wireless services.

In its Nov. 15 petition for review, the Association told the appeals court that the FCC has “improperly asserted regulatory authority and jurisdiction over the control and use of public power utility facilities.”

WPPI Calls On Customer-Sited Distribution Generation: WPPI dispatched Waupun Utilities Water Treatment Facility backup generator during the extreme cold conditions on Wednesday Jan. 27.

The utilities generator is a part of WPPI’s array of backup customer-sited generators located throughout WPPI member systems. When the generator was installed with the new Water Plant in 2007, it was sized large enough to be used as a customer sited stand-by generator for WPPI.

WPPI is required to have a percentage of stand-by electric load that can be brought on line during times when overall peak electric demand is reaching generation capacity.

Midcontinent Independent System Operator (MISO) is the electric transmission grid coordinator for the Midwest portion of the United States. Because of increasing loads due to extreme cold weather conditions across many Midwestern states, MISO ordered wholesale power providers like WPPI to increase transmission load capacity by requiring customer-sited distributed generators to come on-line.

This is the first time since the installation of this generator in 2007 that we've been asked to run the generator due to capacity issues on the transmission grid.

WPPI pays a monthly capacity payment to us for owning and maintaining the generator at our facility. The main purpose for the generator is to provide back-up power to the Water Treatment Facility as was done this past August during our storm event. By upsizing the generator to a 1000kw unit, we were able to take advantage of ongoing capacity payments from WPPI.

It's our intent to install a similar size generator at the Waste Water Treatment Facility as part of our treatment plant facility upgrade taking place in the next few years. The additional generator would also be used under a contract for capacity with WPPI.

Small and Mid-Size Business Customer Survey: WPPI Energy will be undertaking a marketing research study for our small and mid-sized business customer class.

The small and mid-size business gap & priority benchmark research will be implemented by E Source, an energy industry marketing research firm. The survey, sent via email, allows utilities to assess their business customers' most important needs and see how successful we are at meeting those needs. E Source starts by identifying the gap between customer expectations and their utility's performance. The gaps that are analyzed are specific to more than a dozen critical attributes related to the utility. E Source relays which areas of improvement are of the highest priority based on the attributes with the greatest importance and the largest gaps.

Eric KostECKI our Energy Services Representative, will be compiling a list of customer emails and preparing to proceed with the survey in April.

The survey invitations will be sent out to customers directly by E Source via email beginning in April. September, E Source will provide findings from the completed surveys.

MEUW Electric Utility Joint Superintendents Conference & Expo: Steve Brooks and I attended the annual Joint Superintendents Conference held this past January. This conference is a coordinated effort between MEUW and the Wisconsin Electric Cooperatives Association. The conference was very well attended, and Tim Heinrich our new MEUW Executive Director did a very nice job of putting together an excellent array of topics.

Session highlights were:

- Worker's Compensation: Preventing Injuries and Controlling Costs
- Electric Vehicles and Your Utility: Navigating the Road Ahead
- Guidelines for Responding to an Arc Flash or Electric Contact Injury
- Drug Lab Identification and Safety
- Motor Carrier Enforcement and How it Pertains to Municipal Employees
- Drones and Utilities: Innovation Safety and Efficiency

Waupun Utilities Joins in Support of Low-Income Home Energy Assistance Program: Attached to my report is a letter written by the National Energy and Utility Affordability Coalition (NEUAC) urging Congress to fully fund the Low-Income Home Energy Assistance Program (LIHEAP) for fiscal year 2020. American Public Power Association (APPA) has partnered with NEUAC to gather support for the letter and LIHEAP from APPA member utilities. The Trump administration's budget for both 2018 and 2019 eliminated funding for LIHEAP, but Congress disagreed and allocated LIHEAP funding in the budget President Trump eventually signed.

Nearly all WPPI Energy member communities signed an NEUAC letter supporting LIHEAP in 2017 and it continues to be a crucially important program for the less fortunate in all WPPI Energy member communities.

This concludes my report for February 2019. Please contact me at 324-7920 or [rposthuma@wppienergy.org](mailto:rposthuma@wppienergy.org), with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: February 5, 2019  
SUBJECT: Monthly Operation Report

---

### **Water Treatment Facility:**

There are no call-ins to report this month.

Level 1 bleeder's were turned on January 10<sup>th</sup>, level 2 were turned on January 25<sup>th</sup>, and level 3 were turned on February 5<sup>th</sup>. Level 3 has not been used since 2013. "Bleeding" means the controlled wasting of water through an orifice (prior to meter). The orifice will maintain water flow in the service lines and prevent freezing. Coinciding with the bleeders, pumpage and runtimes have increased.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

Crane Engineering has completed installation of (4) influent pumps, which are replacing 1980 vintage pumps. The new pumps are a high efficiency closed coupled slurry seal style. This type of pump will reduce annual maintenance and have greater electrical efficiency.

Staff has been working on variable frequency drive (VFD) replacement. This project will take approximately two weeks, due to staging sequence of the pumps to prevent any type of backups.

### **Water/Sewer Crew:**

Staff has been extremely busy with recent subzero weather conditions and frost depths greater than 38 inches. See summary below:

- (0) Water main breaks – this is mainly tied to our logging and correlating, being proactive.
- (2) Frozen water laterals
- (8) Frozen water meters – lack of heat in customer basements.
- (1) Frozen sanitary sewer main

Staff will be televising sanitary laterals on Madison St. for the next month. This allows WU to verify sanitary lateral condition and location, along with verifying water lateral type prior to construction.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or [sschramm@wppienergy.org](mailto:sschramm@wppienergy.org).



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks Electric Operations Supervisor  
DATE: Feb. 8, 2019  
SUBJECT: Electric Operations Report

---

### **Electric Department Update:**

On January 24, at 1:30 p.m. the electric department crews responded to a power outage at the John Burke Correctional Institution. The dairy and the repair shop were also without power. The outage was the result of an inmate hitting a guy wire when plowing snow near the power line. This caused the overhead lines to shake. The result was a phase-to-phase fault. The crew made the necessary repairs and the power was restored at 2:15 p.m.

The electric crew is working on our line clearance maintenance program. The work is going well this year, completing trimming on some main circuit problem areas. In our 2019 budget, we budgeted \$15,000.00 to bring in a line clearance contractor to help with our tree maintenance this winter. Makovsly Brush Service LLC will be in town in early March to help complete the line clearance work.

The electric crew installed new electric services on Seymour St, Washington Ave, and Wilson Dr. In addition, the electric crew has been working with electrical contractors to upgrade several electric services.

In late March, the electric crews will start installing new poles on the north end of the Madison Street road reconstruction project. We have some poles that will be in conflict with the new road and utility upgrades.

This past month, Randy and I have worked on procedures for filing the required reports with the Public Service Commission, reporting outages to the American Public Power Association and working on plant and inventory record keeping.

Due to our commitment to the line clearance program and continuing to rebuild aging infrastructure, we were able to avoid any power outages during the record setting cold weather we experienced the past few weeks.

This concludes my report for February 2019. Please contact me at 324-7920 or [sbrooks@wppienergy.org](mailto:sbrooks@wppienergy.org), with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Jared Oosterhouse, Finance Director  
DATE: February 8, 2019  
SUBJECT: December 2018 Financial Report

---

This month's report contains the December YTD 2018 financial report. The Utilities audit fieldwork was completed February 4-6 and no changes or adjustments were made. With the last several weeks focused on audit preparation, the January and February financials will be completed and provided for the March commission meeting.

The December YTD 2018 financial report follows.

## **CONSTRUCTION AND PLANT ADDITIONS SUMMARY – 2018**

The attached construction and plant additions summary shows activity for December and year-to-date 2018. Total construction activity for budgeted line items for the year was \$42,000 over budget from unplanned electric distribution extensions and new services requested by customers and the City of Waupun during the year. These project expenses were paid for by customers and the City of Waupun. The largest project was Walker Street water and sewer reconstruction totaling \$560,000.

Total plant additions were approximately \$43,000 above budget on \$61,000 in unexpected cost increase for Alliant Energy Area 3 asset purchase. Please see the schedule for line item differences.

## **2018 FINANCIAL HIGHLIGHTS**

### **Sales**

Total electric sales were 3,022,000 kWh or 2.92% above budget on higher sales to residential, small power, and industrial power customer classes. Total electric kilowatt hours sold totaled 106,682,107 in 2018 compared to 103,610,307 in 2017. However, 2018 sales revenue decreased 1.51% or \$152,000 from 2017 due to overall lower purchased power costs.

Total water sales revenue was 0.76% or \$13,000 above budget. The water utility sold 1,055 more units of 100 cubic feet compared to 2017. 2018 sales revenue increased \$15,500 to \$1,717,600 from \$1,702,100 in 2017 on higher residential water sales.

Total sewer sales were 10.50% above budget on higher flows and loadings from Waupun Correctional Institution. 2018 sales revenues increased \$163,000 from 2017 primarily from correctional facilities.

## **Income Statement**

### Electric

The electric utility's regulatory operating income decreased \$50,300 to \$481,000 in 2018 compared to \$531,300 in 2017 from the following:

- *Gross Margin* – Increase of \$81,400 from strong electric sales from warmer summer temperatures
- *Other operating revenues* – Decrease of \$40,000 from the prior year due to 2017 including pole contact penalties collected
- *Distribution expense* – Increase of \$90,700 as a result from the August 2018 high wind storm event

Net income was \$445,500 or \$266,000 above budget. Net income was higher than budget due to:

- \$111,600 in capital contributions from the City of Waupun and customers
- \$158,200 in higher gross margin

Electric's 2018 rate of return decreased to 5.48 from 6.16 in 2017. The August storm event had a negative impact on rate of return of 0.50 to 0.60.

### Water

The water utility's regulatory operating income decreased \$9,200 to \$720,200 in 2018 compared to \$729,400 in 2017. Operating expenses increased \$6,600 in 2018 compared to 2017 on higher source of supply expenses from planned well maintenance. Overall, water net income was \$577,200 or \$112,400 above budget on capital contributions of Seymour Street water infrastructure from the City of Waupun and higher operating revenues. The 2018 rate of return decreased to 5.10 compared to 5.35 in 2017.

### Sewer

The sewer utility's operating income (excluding GASB 68 & 75) increased \$88,600 to \$323,200 in 2018 compared to \$234,600 in 2017. Operating expenses increased \$63,600 on higher chemical and electric costs for the wastewater treatment plant and outside services for preliminary engineering report and USDA loan and grant application. Operating revenues were \$212,800 above budget on higher public authority revenues from the correctional facilities and higher trucked in waste revenues. Operating expenses were \$97,900 above budget on higher WWTP operation expense from increased chemical and electric usage associated with the increased volume of trucked in waste and on increased maintenance costs related to concrete restoration and repairs of the hot water biogas boiler. Net income was \$377,300 or \$225,300 above budget on higher revenues and capital contributions of Seymour Street sewer infrastructure from the City of Waupun.

## **Balance Sheets – Years Ended December 31, 2018 and 2017**

The electric utility balance sheet increased \$217,000 to \$12,903,000 from \$12,686,000 in 2017. Unrestricted cash increased \$100,000 and restricted cash increased \$2,300. Receivables decreased by \$133,800 compared to 2017 on lower construction receivables. Net plant increased \$42,000 on \$768,000 in plant additions. Accounts payable decreased \$238,000 from less capital expenditures payable at year-end. Net position increased by \$350,000 from operating results and capital contributions.

The water utility balance sheet increased \$105,000 to \$17,968,000 from \$17,863,000 in 2017. Unrestricted and designated cash and investments increased \$186,000. Restricted cash decreased \$30,000. Net plant decreased \$74,000 on \$483,000 in additions and \$557,000 in retirements and depreciation. Net position increased \$527,000 from operating results and capital contributions.

The sewer utility balance sheet increased \$80,000 to \$19,837,000 from \$19,757,000 in 2017. Unrestricted cash and investments increased \$113,000 from operating results and loan repayment from the electric utility. Net plant decreased \$122,000 on \$501,000 in additions and \$623,000 in retirements and depreciation. Net position increased \$278,000 from operating results and capital contributions.

## **Cash and Investments**

The monthly metrics dashboard for cash and investments provide a comparison of cash and investment balances, and graphs that present long-term investments by maturity, type, and rating.

Total cash and investments increased \$401,000 in 2018. Unrestricted and designated cash and investments increased \$400,000 from operating results. The long-term investments portfolio received interest and distributions of \$90,000, incurred portfolio management fees of \$8,000, and recorded an unrealized negative market adjustment of \$34,000 resulting in a net \$48,000 increase for the year.

This concludes my report. Please do not hesitate to contact me at 324-7923 or [joosterhouse@wppienergy.org](mailto:joosterhouse@wppienergy.org) with any questions or comments.



## Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
02/07/2019	97050	AGNESIAN WORK & WELLNESS-	210.00
02/07/2019	97051	ALLIANT ENERGY/WP&L	9,105.96
02/07/2019	97052	AMERICAN ASSOCIATION OF CODE E	50.00
02/07/2019	97053	APPLIED CONCEPTS INC	4,005.00
02/07/2019	97054	ASSOCIATED APPRAISAL CONSULTA	2,192.66
02/07/2019	97055	BRAUER SUPPLY & EQUIPMENT	249.50
02/07/2019	97056	BRZEZINSKI, BRAD	9.44
02/07/2019	97057	CAPITAL NEWSPAPERS	201.11
02/07/2019	97058	CHARTER COMMUNICATIONS	1,930.74
02/07/2019	97059	CONSULTANTS LABORATORY-FDL	80.00
02/07/2019	97060	CONWAY SHIELD	205.99
02/07/2019	97061	DIGGERS HOTLINE	1,156.80
02/07/2019	97062	D-J TELEPHONE SYSTEMS	447.77
02/07/2019	97063	DODGE COUNTY TREASURER (LICEN	337.50
02/07/2019	97064	ENVIRONMENTAL SYSTEMS RESEAR	8,393.99
02/07/2019	97065	FASTENAL CO.	110.84
02/07/2019	97066	FLEETPRIDE	822.55
02/07/2019	97067	FOND DU LAC COUNTY TREASURER	291,024.70
02/07/2019	97068	GALLS, LLC	224.42
02/07/2019	97069	GRAY'S	685.00
02/07/2019	97070	GUNDERSON, INC.	196.97
02/07/2019	97071	H & R SAFETY SOLUTIONS LLC	9.45
02/07/2019	97072	HALVERSON, ANDREW	13.00
02/07/2019	97073	HOMAN AUTO -GATEWAY	153.20
02/07/2019	97074	HOME CONTRACTORS & SUPPLY INC	13.76
02/07/2019	97075	JOHN FABICK TRACTOR CO	4,199.66
02/07/2019	97076	KASDORF LEWIS & SWIETLIK SC	1,098.29
02/07/2019	97077	KREITZMAN, TREVOR	12.86
02/07/2019	97078	LANGE ENTERPRISES	239.76
02/07/2019	97079	LAPPEN SECURITY PRODUCTS	615.20
02/07/2019	97080	LEAGUE OF WI MUNICIPALITIES	2,000.00
02/07/2019	97081	LEON METAL WORK LLC	60.00
02/07/2019	97082	LIFESTAR EMERGENCY MEDICAL	3,500.00
02/07/2019	97083	MARCO TECHNOLOGIES LLC	42.79
02/07/2019	97084	MK CELLULAR	59.99
02/07/2019	97085	MORAIN PARK TECHNICAL COLLEG	68,960.90
02/07/2019	97086	NAPA AUTO PARTS-WAUPUN	2,610.83
02/07/2019	97087	NICKEL, JULIE	40.00
02/07/2019	97088	NORTHERN LIGHTS DISPLAY	302.85
02/07/2019	97089	O'DONOVAN, BRIAN	20.00
02/07/2019	97090	OSHKOSH OFFICE SYSTEMS	713.98
02/07/2019	97091	PIGGLY WIGGLY DISCOUNT FOODS	28.49
02/07/2019	97092	SCHOOL DISTRICT OF WAUPUN	1,049,956.14
02/07/2019	97093	SERVICE LIFE.COM	70.00
02/07/2019	97094	SIRCHIE FINGER PRINT-YOUNGSVIL	54.80
02/07/2019	97095	SIA INSURANCE SERVICES	1,681.60
02/07/2019	97096	TAYLOR ENTERPRISES OF WI, INC	239.13
02/07/2019	97097	TRACTOR SUPPLY CREDIT PLAN	57.96
02/07/2019	97098	TRUCK COUNTRY	471.56
02/07/2019	97099	TRU CLEANERS LLC	3,972.95

Check Issue Date	Check Number	Payee	Amount
02/07/2019	97100	US CELLULAR	1,188.97
02/07/2019	97101	US PETROLEUM EQUIPMENT	435.67
02/07/2019	97102	VANDE ZANDE & KAUFMAN, LLP	2,259.55
02/07/2019	97103	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
02/07/2019	97104	WAUPUN GIRLS SOFTBALL	283.43
02/07/2019	97105	WAUPUN LITTLE LEAGUE	276.80
02/07/2019	97106	WAUPUN UTILITIES	5,637.67
02/07/2019	97107	WELLS FARGO PAYMENT REMITT.	4,043.99
02/07/2019	97108	WERNER-HARMSSEN	40.00
02/07/2019	97109	WI CITY/COUNTY MANAGEMENT	149.14
02/07/2019	97110	WI DEPT OF JUSTICE	21.00
02/07/2019	97111	WI FIRE INSPECTORS ASSOCIATION	200.00
02/07/2019	97112	HERO INDUSTRIES INC	915.00
02/07/2019	97113	FDL AREA CONVENTION & VISITORS	3,639.89
02/07/2019	97114	MARCO TECHNOLOGIES LLC	245.62
02/07/2019	97115	EISEN'S LED'S LLC	1,692.00
02/07/2019	97116	ENVISION GREATER FOND DU LAC IN	14,426.00
Grand Totals:			<u>1,499,294.82</u>

Report Criteria:

Report type: Summary

## Report Criteria:

[Report]. Invoice Date = 02/07/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>955 AGNESIAN WORK &amp; WELLNESS-</b>				
26752	vaccines/drug screen - DeBoer	02/07/2019	110.00	100-40-5211-3-38
26653	Consortium Fee	02/07/2019	100.00	100-70-5412-3-38
Total 955 AGNESIAN WORK & WELLNESS-:			210.00	
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
3425110000-JAN19	MUSEUM monthly fuel charges	02/07/2019	569.03	100-20-5512-3-32
7255200000-JAN19	Senior Center monthly heat	02/07/2019	232.31	100-20-5513-3-32
5374620000-JAN19	Aquatic Center	02/07/2019	165.94	100-20-5523-3-32
5946940000-JAN19	SAFETY BUILDING monthly fuel charges - PD	02/07/2019	876.88	100-40-5211-3-32
5946940000-JAN19	SAFETY BUILDING monthly fuel charges - FD	02/07/2019	493.25	100-50-5231-3-32
1780510000-JAN19	CITY HALL monthly fuel charges	02/07/2019	2,251.67	100-70-5410-3-32
2831330000-JAN19	community center monthly fuel - hockey portion	02/07/2019	704.99	100-70-5410-3-32
2831330000-JAN19	community center monthly fuel	02/07/2019	1,309.26	100-70-5410-3-32
3264610000-JAN19	Garage monthly fuel	02/07/2019	2,502.63	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			9,105.96	
<b>1199 AMERICAN ASSOCIATION OF CODE ENFORCEMENT</b>				
2-7-19	Code Enforcement assoc membership	02/07/2019	50.00	100-50-5243-3-34
Total 1199 AMERICAN ASSOCIATION OF CODE ENFORCEMENT:			50.00	
<b>1459 APPLIED CONCEPTS INC</b>				
S227820	PD BOT Grant - Radar Units	02/07/2019	4,005.00	410-40-5211-4-00
Total 1459 APPLIED CONCEPTS INC:			4,005.00	
<b>1787 ASSOCIATED APPRAISAL CONSULTAN</b>				
140720	Monthly services - Feb 2019	02/07/2019	2,192.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,192.66	
<b>6065 BRAUER SUPPLY &amp; EQUIPMENT</b>				
2019116	bolts/nuts	02/07/2019	249.50	100-70-5411-3-36
Total 6065 BRAUER SUPPLY & EQUIPMENT:			249.50	
<b>6345 BRZEZINSKI, BRAD</b>				
2-7-19	Reimburse meals - FDL Cty Inservice Training	02/07/2019	9.44	100-40-5215-3-37
Total 6345 BRZEZINSKI, BRAD:			9.44	
<b>7058 CAPITAL NEWSPAPERS</b>				
1615248	Resolution	02/07/2019	201.11	100-10-5110-3-38
Total 7058 CAPITAL NEWSPAPERS:			201.11	
<b>10048 CHARTER COMMUNICATIONS</b>				
64276-FEB19	city hall - voice	02/07/2019	119.97	100-10-5197-3-31
16011-FEB19	senior center - tv, internet, voice	02/07/2019	39.99	100-20-5513-3-31
16011-FEB19	senior center - tv, internet, voice	02/07/2019	159.30	100-20-5513-3-38
54053-FEB19	aquatic center - internet	02/07/2019	94.95	100-20-5523-3-38
41336-FEB19	PD - voice	02/07/2019	174.51	100-40-5211-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
18615-FEB19	PD - tv, internet, voice	02/07/2019	326.98	100-40-5211-3-38
3194-JAN19	Ethernet Intrastate MBPS	02/07/2019	550.00	100-40-5211-3-38
41336-FEB19	FD - voice	02/07/2019	23.80	100-50-5231-3-31
15199-FEB19	garage - tv, internet, voice	02/07/2019	285.22	100-70-5412-3-38
9909-FEB19	Library - internet, voice	02/07/2019	156.02	210-60-5511-3-31
Total 10048 CHARTER COMMUNICATIONS:			1,930.74	
<b>10468 CONSULTANTS LABORATORY-FDL</b>				
1WPD-JAN19	legal blood draws	02/07/2019	80.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			80.00	
<b>10476 CONWAY SHIELD</b>				
0434522-IN	Clothing allowance - DeMaa	02/07/2019	57.00	100-12634
0434795-IN	Clothing allowance - DeMaa	02/07/2019	148.99	100-12634
Total 10476 CONWAY SHIELD:			205.99	
<b>11297 DIGGERS HOTLINE</b>				
190150101 PP1	1st prepayment inv 2019	02/07/2019	1,156.80	700-10-5192-3-38
Total 11297 DIGGERS HOTLINE:			1,156.80	
<b>11441 D-J TELEPHONE SYSTEMS</b>				
9563A	Labor/travel/viking PA-2A	02/07/2019	447.77	100-70-5412-3-36
Total 11441 D-J TELEPHONE SYSTEMS:			447.77	
<b>12001 DODGE COUNTY TREASURER (LICENSES)</b>				
2-7-19	2019 Dog Licenses 12/1/18-2/5/19	02/07/2019	337.50	100-44-4422-0-00
Total 12001 DODGE COUNTY TREASURER (LICENSES):			337.50	
<b>12610 ENVIRONMENTAL SYSTEMS RESEARCH</b>				
93584679	Level 1 ArcGIS license-5-utility	02/07/2019	58.74	100-13850
93579556	Level 1 ArcGIS license-5-utility	02/07/2019	500.00	100-13850
93579550	ArcGIS Level 2 license - utility	02/07/2019	3,500.00	100-13850
93584679	Level 1 ArcGIS license-3-city	02/07/2019	35.25	100-70-5420-3-38
93579556	Level 1 ArcGIS license-3-city	02/07/2019	300.00	100-70-5420-3-38
93579550	ArcGIS Desktop Maint - Trista	02/07/2019	1,500.00	100-70-5420-3-38
93579550	ArcGIS Level 2 license	02/07/2019	2,500.00	100-70-5420-3-38
Total 12610 ENVIRONMENTAL SYSTEMS RESEARCH:			8,393.99	
<b>12760 FASTENAL CO.</b>				
WIBEA104918	valve	02/07/2019	110.84	100-70-5411-3-36
Total 12760 FASTENAL CO.:			110.84	
<b>13354 FLEETPRIDE</b>				
18831587	4-way air solenoid valve	02/07/2019	150.39	100-70-5411-3-36
18834273	parts - 2 cylinders leaking - rebuilt	02/07/2019	672.16	100-70-5411-3-36
Total 13354 FLEETPRIDE:			822.55	
<b>13700 FOND DU LAC COUNTY TREASURER</b>				
2018SETT2	2018 February tax settlement	02/07/2019	291,024.70	202-24310

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 13700 FOND DU LAC COUNTY TREASURER:			291,024.70	
<b>14160 GALLS, LLC</b>				
011764957	Clothing allowance	02/07/2019	47.42	100-12634
011773892	Clothing allowance	02/07/2019	177.00	100-12634
Total 14160 GALLS, LLC:			224.42	
<b>14720 GRAY'S</b>				
35126	snow plow blades	02/07/2019	685.00	100-70-5435-3-36
Total 14720 GRAY'S:			685.00	
<b>15075 GUNDERSON, INC.</b>				
699983	CITY HALL rugs	02/07/2019	6.08	100-70-5410-3-36
702187	fire Dept-Rugs	02/07/2019	39.83	100-70-5410-3-36
702179	Library Rugs	02/07/2019	33.07	100-70-5410-3-36
702177	SENIOR CENTER	02/07/2019	39.04	100-70-5410-3-36
701631	Garage supplies	02/07/2019	16.50	100-70-5411-3-36
703818	Garage supplies	02/07/2019	28.99	100-70-5411-3-36
701632	Uniform/charges	02/07/2019	16.73	100-70-5412-3-38
703819	Uniform/charges	02/07/2019	16.73	100-70-5412-3-38
Total 15075 GUNDERSON, INC.:			196.97	
<b>15297 H &amp; R SAFETY SOLUTIONS LLC</b>				
3549	first aid - Senior Center	02/07/2019	4.50	100-70-5410-3-36
3548	first aid - Garage	02/07/2019	4.95	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			9.45	
<b>15445 HALVERSON, ANDREW</b>				
2-7-19	Meal reimbursement - FDL legal update	02/07/2019	13.00	100-40-5215-3-37
Total 15445 HALVERSON, ANDREW:			13.00	
<b>15950 HOMAN AUTO -GATEWAY</b>				
1010305	module	02/07/2019	153.20	100-70-5411-3-36
Total 15950 HOMAN AUTO -GATEWAY:			153.20	
<b>16001 HOME CONTRACTORS &amp; SUPPLY INC.</b>				
29188	treated plywood	02/07/2019	13.76	100-70-5410-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			13.76	
<b>16663 JOHN FABICK TRACTOR CO</b>				
C159681	dowel/pin/kit/lamps	02/07/2019	450.02	100-70-5411-3-36
C164877	cyl GP-0051	02/07/2019	642.42	100-70-5411-3-36
W78799	mileage/travel/hydraulic syst/boom hesist/parts	02/07/2019	3,107.22	100-70-5411-3-36
Total 16663 JOHN FABICK TRACTOR CO:			4,199.66	
<b>16875 KASDORF LEWIS &amp; SWIETLIK SC</b>				
2-7-19	Legal fees - Jonas	02/07/2019	1,098.29	100-10-5194-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 16875 KASDORF LEWIS & SWIETLIK SC:			1,098.29	
<b>17139 KREITZMAN, TREVOR</b>				
2-7-19	Reimburse meals - training	02/07/2019	12.86	100-40-5215-3-37
Total 17139 KREITZMAN, TREVOR:			12.86	
<b>17280 LANGE ENTERPRISES</b>				
68087	Signs	02/07/2019	239.76	100-70-5441-3-36
Total 17280 LANGE ENTERPRISES:			239.76	
<b>17281 LAPPEN SECURITY PRODUCTS</b>				
LSPQ40199	replace CPU & cellular panel batteries	02/07/2019	574.20	100-70-5410-3-36
LSPQ40233	keymark small bow keys	02/07/2019	41.00	100-70-5410-3-36
Total 17281 LAPPEN SECURITY PRODUCTS:			615.20	
<b>17400 LEAGUE OF WI MUNICIPALITIES</b>				
2-7-19	2019 USGS Leaf Monitoring Project	02/07/2019	2,000.00	700-10-5192-3-38
Total 17400 LEAGUE OF WI MUNICIPALITIES:			2,000.00	
<b>17450 LEON METAL WORK LLC</b>				
4974	steel channel	02/07/2019	60.00	100-70-5411-3-36
Total 17450 LEON METAL WORK LLC:			60.00	
<b>17759 LIFESTAR EMERGENCY MEDICAL</b>				
19-0129	ACLS Service January	02/07/2019	3,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
<b>18459 MARCO TECHNOLOGIES LLC</b>				
INV5993670	Konica/A7PY011X001	02/07/2019	42.79	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			42.79	
<b>19287 MK CELLULAR</b>				
MKSMBIN10365	phone case - Beer	02/07/2019	59.99	100-50-5231-3-36
Total 19287 MK CELLULAR:			59.99	
<b>19450 MORAIN PARK TECHNICAL COLLEGE</b>				
2018SETT2	February Settlement 2018 - Dodge	02/07/2019	36,812.93	202-24620
2018SETT2	February Settlement 2018 - FDL	02/07/2019	32,147.97	202-24620
Total 19450 MORAIN PARK TECHNICAL COLLEGE:			68,960.90	
<b>19802 NAPA AUTO PARTS-WAUPUN</b>				
232242	relay/battery	02/07/2019	159.28	100-40-5212-3-36
233514	battery	02/07/2019	121.19	100-40-5212-3-36
232275	virtual kit/brake rotor/disc pad/virtual kit/disc brake pads/b	02/07/2019	202.98	100-70-5411-3-36
232293	Bldgd Assy	02/07/2019	24.99	100-70-5411-3-36
232367	wheel nut	02/07/2019	4.09	100-70-5411-3-36
232421	air brake chamber	02/07/2019	41.13	100-70-5411-3-36
232529	cap screw/wheel nut	02/07/2019	86.51	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
232534	credit	02/07/2019	4.09-	100-70-5411-3-36
232797	lubrigun	02/07/2019	1,225.00	100-70-5411-3-36
232808	fuses	02/07/2019	5.38	100-70-5411-3-36
232850	credit	02/07/2019	59.49-	100-70-5411-3-36
232877	oil absorbent	02/07/2019	116.28	100-70-5411-3-36
232925	lamp kit/switch	02/07/2019	22.88	100-70-5411-3-36
232951	bottle jack	02/07/2019	55.99	100-70-5411-3-36
233017	HR meter/electrical tape	02/07/2019	95.97	100-70-5411-3-36
233334	retainer/body hardware	02/07/2019	19.16	100-70-5411-3-36
233412	capsules/OEM terminals/retainer/nut	02/07/2019	26.60	100-70-5411-3-36
233417	window lift motor/nut	02/07/2019	50.80	100-70-5411-3-36
233600	parts	02/07/2019	19.47	100-70-5411-3-36
233782	credit	02/07/2019	121.19-	100-70-5411-3-36
233908	cir breaker	02/07/2019	5.29	100-70-5411-3-36
233921	compressor clutch relay	02/07/2019	36.69	100-70-5411-3-36
233951	spark plugs/marker flags	02/07/2019	56.82	100-70-5411-3-36
234134	belt/alternator	02/07/2019	11.19	100-70-5411-3-36
234135	tie/hybrid blade	02/07/2019	35.78	100-70-5411-3-36
234204	wiper	02/07/2019	14.98	100-70-5411-3-36
234421	bulb	02/07/2019	13.20	100-70-5411-3-36
234500	deicer	02/07/2019	39.60	100-70-5411-3-36
234527	turn signal lamp	02/07/2019	38.27	100-70-5411-3-36
234550	diesel fuel cond/power service diesel	02/07/2019	215.76	100-70-5411-3-36
234553	thermo aid	02/07/2019	13.74	100-70-5411-3-36
234849	v-belt	02/07/2019	18.29	100-70-5411-3-36
234850	v-belt	02/07/2019	18.29	100-70-5411-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			2,610.83	
<b>20480 NICKEL, JULIE</b>				
2-7-19	Reimbursement for cell phone use - Feb 2019	02/07/2019	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
<b>20622 NORTHERN LIGHTS DISPLAY</b>				
5690CM	Christmas Lights	02/07/2019	302.85	100-10-5534-3-38
Total 20622 NORTHERN LIGHTS DISPLAY:			302.85	
<b>20750 O'DONOVAN, BRIAN</b>				
2-7-19	CPR instructor renewal	02/07/2019	20.00	100-40-5212-3-38
Total 20750 O'DONOVAN, BRIAN:			20.00	
<b>20900 OSHKOSH OFFICE SYSTEMS</b>				
AR34137	copier toner - Jen's copier	02/07/2019	250.77	100-10-5141-3-36
AR34297	City Hall Color Copier 6333	02/07/2019	196.64	100-10-5141-3-36
AR34546	copy machine MPC 3500 - fire dept	02/07/2019	118.57	100-50-5231-3-30
AR34260	copy machine maintenance - FD	02/07/2019	148.00	100-50-5231-3-38
Total 20900 OSHKOSH OFFICE SYSTEMS:			713.98	
<b>21665 PIGGLY WIGGLY DISCOUNT FOODS</b>				
7048	breakroom supplies	02/07/2019	12.00	100-10-5141-3-38
8628	police dept purchase	02/07/2019	16.49	100-40-5211-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			28.49	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>23300 SCHOOL DISTRICT OF WAUPUN</b>				
2018SETT2	2018 February settlement - Dodge	02/07/2019	560,491.04	202-24610
2018SETT2	2018 February settlement - FDL	02/07/2019	489,465.10	202-24610
Total 23300 SCHOOL DISTRICT OF WAUPUN:			1,049,956.14	
<b>23547 SERVICE LIFE.COM</b>				
11138	web-site subscription 1/1/2019-12/31/2019	02/07/2019	70.00	100-10-5197-3-38
Total 23547 SERVICE LIFE.COM:			70.00	
<b>23681 SIRCHIE FINGER PRINT-YOUNGSVIL</b>				
0383261-IN	levine	02/07/2019	54.80	100-40-5213-3-38
Total 23681 SIRCHIE FINGER PRINT-YOUNGSVIL:			54.80	
<b>24300 SIA INSURANCE SERVICES</b>				
1207	Accident & Sickness Renewal - FD	02/07/2019	1,681.60	100-10-5194-3-38
Total 24300 SIA INSURANCE SERVICES:			1,681.60	
<b>24816 TAYLOR ENTERPRISES OF WI, INC</b>				
0138098-IN	Deep Fyer filters	02/07/2019	239.13	100-20-5523-3-39
Total 24816 TAYLOR ENTERPRISES OF WI, INC:			239.13	
<b>25249 TRACTOR SUPPLY CREDIT PLAN</b>				
100005041	tire studs/tubes	02/07/2019	57.96	100-70-5411-3-36
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			57.96	
<b>25444 TRUCK COUNTRY</b>				
X202540458:01	kit-surge tank	02/07/2019	164.57	100-70-5411-3-36
X202535849:01	headlamp-low beam	02/07/2019	306.99	100-70-5411-3-36
Total 25444 TRUCK COUNTRY:			471.56	
<b>25450 TRU CLEANERS LLC</b>				
CW010119	cleaning service for City of Waupun	02/07/2019	3,972.95	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			3,972.95	
<b>25760 US CELLULAR</b>				
0289949685	Clerk cell phone	02/07/2019	71.15	100-10-5141-3-31
0289949685	Economic Developer/Administrator	02/07/2019	75.23	100-10-5191-3-31
0289949685	PARK-rec cell phone	02/07/2019	70.14	100-20-5513-3-31
0290144248	POLICE DEPT monthly cell phone charges	02/07/2019	565.02	100-40-5211-3-31
0289949685	FIRE DEPT monthly cell phone charges	02/07/2019	211.75	100-50-5231-3-31
0289949685	Library monthly cell	02/07/2019	62.26	100-60-5511-3-31
0289949685	DPW Director/Foreman monthly cell phone	02/07/2019	133.42	100-70-5420-3-31
Total 25760 US CELLULAR:			1,188.97	
<b>25770 US PETROLEUM EQUIPMENT</b>				
116573	replace reed switch	02/07/2019	435.67	100-70-5411-3-36
Total 25770 US PETROLEUM EQUIPMENT:			435.67	



Invoice	Description	Invoice Date	Total Cost	GL Account
26042 VANDE ZANDE & KAUFMAN, LLP				
9691	Traffic monthly attorney fees	02/07/2019	2,259.55	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			2,259.55	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
FEB2019	Monthly Contract	02/07/2019	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27129 WAUPUN GIRLS SOFTBALL				
2-7-19	7-up rebate 1/1-12/31/18	02/07/2019	283.43	100-13850
Total 27129 WAUPUN GIRLS SOFTBALL:			283.43	
27351 WAUPUN LITTLE LEAGUE				
2-7-19	7-up REBATE 1/1-12/31/18	02/07/2019	276.80	100-13850
Total 27351 WAUPUN LITTLE LEAGUE:			276.80	
27450 WAUPUN UTILITIES				
4567	Finance Director - Shared labor & benefits	02/07/2019	3,644.64	100-10-5153-1-10
4567	Finance Director - Shared labor & benefits	02/07/2019	403.50	100-10-5153-2-20
4567	Finance Director - Shared labor & benefits	02/07/2019	240.55	100-10-5153-2-22
4567	Finance Director - Shared labor & benefits	02/07/2019	278.81	100-10-5153-2-23
4567	Finance Director - Shared labor & benefits	02/07/2019	14.60	100-10-5153-2-29
4580	WPPI monthly email user/archiving accts	02/07/2019	199.82	100-10-5197-3-38
4581	Stormwater Billing & Collection Fees-Electric	02/07/2019	325.25	700-10-5192-3-38
4581	Stormwater Billing & Collection Fees-Water	02/07/2019	179.75	700-10-5192-3-38
4581	Stormwater Billing & Collection Fees-Sewer	02/07/2019	350.75	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			5,637.67	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-DEC18/JAN19	verizon - ipads	02/07/2019	52.75	100-10-5141-3-31
ANGIE-DEC18/JAN19	test on new credit card machine	02/07/2019	.64	100-10-5141-3-38
ANGIE-DEC18/JAN19	2019 WGFOA dues - Kast	02/07/2019	25.00	100-10-5153-3-34
RACHEL-DEC18/JAN19	Walmart purchase - Kaminski	02/07/2019	5.99	100-20-5513-3-38
ANGIE-DEC18/JAN19	storage boxes - Kaminski	02/07/2019	129.90	100-20-5513-3-38
ANGIE-DEC18/JAN19	pickleball equipment - Kaminski	02/07/2019	32.98	100-20-5513-3-38
ANGIE-DEC18/JAN19	storage boxes - Kaminski	02/07/2019	129.90	100-20-5525-3-39
SCOTT-JAN19	staples purchase - PD	02/07/2019	181.96	100-40-5211-3-30
SCOTT-JAN19	staples purchase - PD	02/07/2019	13.79	100-40-5211-3-30
SCOTT-JAN19	FBINAA Dues/WI Chapter - Louden	02/07/2019	105.00	100-40-5211-3-34
SCOTT-JAN19	WI Law Enforcement Officers Assoc - Schreiber	02/07/2019	20.00	100-40-5211-3-34
SCOTT-JAN19	WI Law Enforcement Officers Assoc - Louden	02/07/2019	20.00	100-40-5211-3-34
JEREMY-JAN19	FBINAA Dues/WI Chapter - Rasch	02/07/2019	105.00	100-40-5211-3-34
SCOTT-JAN19	WI Chief of Police conf reg - Louden/Rasch	02/07/2019	350.00	100-40-5211-3-37
SCOTT-JAN19	Microsoft office 365 - PD	02/07/2019	176.00	100-40-5211-3-38
SCOTT-JAN19	meal - PD	02/07/2019	18.31	100-40-5211-3-38
SCOTT-JAN19	Intoximeters - Drygas	02/07/2019	140.00	100-40-5212-3-38
JEREMY-JAN19	Aldi purchase - FDL In Service - Rasch	02/07/2019	30.15	100-40-5215-3-37
JEREMY-JAN19	Pick n Save - FDL In Service - Rasch	02/07/2019	41.84	100-40-5215-3-37
JEREMY-JAN19	meals for training - Rasch	02/07/2019	80.00	100-40-5215-3-37
JEREMY-JAN19	Pick n Save - FDL In Service - Rasch	02/07/2019	20.72	100-40-5215-3-37
JEREMY-JAN19	Pick n Save - FDL In Service - Rasch	02/07/2019	6.99	100-40-5215-3-37
JEREMY-JAN19	hotel - WI Police Leadership Found - Rasch	02/07/2019	91.00	100-40-5215-3-37
JEREMY-JAN19	hotel - WI Police Leadership Found - Rasch	02/07/2019	91.00	100-40-5215-3-37

Invoice	Description	Invoice Date	Total Cost	GL Account
JEREMY-JAN19	hotel - WI Police Leadership Found - Rasch	02/07/2019	91.00	100-40-5215-3-37
SCOTT-JAN19	MCR Medical	02/07/2019	185.95	100-40-5215-3-38
BJ-DEC18/JAN19	Adobe - PDF converter	02/07/2019	23.88	100-50-5231-3-30
BJ-DEC18/JAN19	2019 WEM Gov Conf - FD	02/07/2019	200.00	100-50-5231-3-37
BJ-DEC18/JAN19	carfax report on unit 575 - FD	02/07/2019	39.99	100-50-5231-3-38
BJ-DEC18/JAN19	TCD cengage charge - FD	02/07/2019	6.54	100-50-5231-3-38
BJ-DEC18/JAN19	fuel - FD	02/07/2019	56.55	100-50-5232-3-38
BJ-DEC18/JAN19	hotel - Emerg Manag conf - FD	02/07/2019	82.00	100-50-5251-3-37
BJ-DEC18/JAN19	meal - Salvation Army mtg - FD	02/07/2019	20.85	100-50-5251-3-38
ANGIE-DEC18/JAN19	Digital thermometer - Daane	02/07/2019	19.95	100-70-5410-3-36
ANGIE-DEC18/JAN19	Pneumatic Thermostat Conversion Kit - Daane	02/07/2019	55.36	100-70-5410-3-36
ANGIE-DEC18/JAN19	output thermostats - Daane	02/07/2019	568.00	100-70-5410-3-36
KATHY-DEC18/JAN19	WEDA-small organizational renewal fee	02/07/2019	540.00	100-80-5670-3-34
KATHY-DEC18/JAN19	2019 Gov Conf on Econ Dev - VanBuren	02/07/2019	275.00	100-80-5670-3-37
ANGIE-DEC18/JAN19	Waupun Festivals annual report	02/07/2019	5.00	450-70-5440-3-38
ANGIE-DEC18/JAN19	Waupun Festivals annual report	02/07/2019	5.00	450-70-5450-3-38
Total 27935 WELLS FARGO PAYMENT REMITT.:			4,043.99	
<b>27950 WERNER-HARMSSEN</b>				
17028	Coverbase	02/07/2019	40.00	100-70-5410-3-36
Total 27950 WERNER-HARMSSEN:			40.00	
<b>28428 WI CITY/COUNTY MANAGEMENT</b>				
2019	WCMA membership	02/07/2019	149.14	100-10-5191-3-34
Total 28428 WI CITY/COUNTY MANAGEMENT:			149.14	
<b>28600 WI DEPT OF JUSTICE</b>				
G3369-JAN19	G3369 - background checks - Jan 2019	02/07/2019	21.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			21.00	
<b>29156 WI FIRE INSPECTORS ASSOCIATION</b>				
WSFIA2019012	Fire Inspectors Assoc memberships 2019	02/07/2019	160.00	100-50-5233-3-34
2656	Inspector Assoc membership - Schears	02/07/2019	40.00	100-50-5233-3-34
Total 29156 WI FIRE INSPECTORS ASSOCIATION:			200.00	
<b>300024 HERO INDUSTRIES INC</b>				
6937	K-9 Fundraiser	02/07/2019	915.00	410-48-4861-0-00
Total 300024 HERO INDUSTRIES INC:			915.00	
<b>300183 FDL AREA CONVENTION &amp; VISITORS BUREAU</b>				
2-7-19	70% Of Dec Room Tax - 2018	02/07/2019	3,639.89	430-70-5436-3-42
Total 300183 FDL AREA CONVENTION & VISITORS BUREAU:			3,639.89	
<b>300188 MARCO TECHNOLOGIES LLC</b>				
62248163	KONMIN/BHC308	02/07/2019	245.62	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			245.62	
<b>300216 EISEN'S LED'S LLC</b>				
3249	2019 squad - lights/hood brackets/siren/controller/face pla	02/07/2019	1,692.00	410-40-5211-4-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 300216 EISEN'S LED'S LLC:			1,692.00	
<b>300235 ENVISION GREATER FOND DU LAC INC</b>				
	2-7-19 Annual Economic Dev Investment 2019	02/07/2019	14,426.00	100-80-5670-3-38
Total 300235 ENVISION GREATER FOND DU LAC INC:			14,426.00	
Grand Totals:			1,499,294.82	

Report GL Period Summary

GL Period	Amount
02/19	1,499,294.82
Grand Totals:	1,499,294.82

Vendor number hash: 3901039  
 Vendor number hash - split: 5259963  
 Total number of invoices: 143  
 Total number of transactions: 198

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	1,499,294.82	.00	1,499,294.82
Grand Totals:	1,499,294.82	.00	1,499,294.82

Report Criteria:

{Report}.Invoice Date = 02/07/2019

## Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount	
01/29/2019	96888	MORAINÉ PARK TECHNICAL COLLEG	118,851.60	M
01/29/2019	96889	FOND DU LAC COUNTY TREASURER	561,743.10	M
01/29/2019	96890	SCHOOL DISTRICT OF WAUPUN	1,809,561.19	M
01/29/2019	96969	WATERTOWN POLICE DEPARTMENT	73.60	M
01/29/2019	97038	CORELOGIC TAX SERVICES, LLC	1,526.31	M
01/29/2019	97039	DODGE COUNTY TREASURER	81.93	M
Grand Totals:			<u>2,491,837.73</u>	

Report Criteria:  
[Report].Invoice Date = 01/29/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>10500 CORELOGIC TAX SERVICES, LLC</b>				
1-29-19	2018 TAX REFUND - KUSLITS	01/29/2019	1,526.31	202-12100
Total 10500 CORELOGIC TAX SERVICES, LLC:			1,526.31	
<b>12000 DODGE COUNTY TREASURER</b>				
1-29-19	2018 tax refund	01/29/2019	81.93	202-12100
Total 12000 DODGE COUNTY TREASURER:			81.93	
<b>13700 FOND DU LAC COUNTY TREASURER</b>				
2018SETT	2018 January tax settlement	01/29/2019	561,743.10	202-24310
Total 13700 FOND DU LAC COUNTY TREASURER:			561,743.10	
<b>19450 MORAIN PARK TECHNICAL COLLEGE</b>				
2018SETT	2018 January tax settlement	01/29/2019	118,851.60	202-24620
Total 19450 MORAIN PARK TECHNICAL COLLEGE:			118,851.60	
<b>23300 SCHOOL DISTRICT OF WAUPUN</b>				
1-29-19	2018 January tax settlement	01/29/2019	1,809,561.19	202-24610
Total 23300 SCHOOL DISTRICT OF WAUPUN:			1,809,561.19	
<b>26720 WATERTOWN POLICE DEPARTMENT</b>				
1-29-19	Paid Warrant	01/29/2019	73.60	100-46-4624-0-00
Total 26720 WATERTOWN POLICE DEPARTMENT:			73.60	
Grand Totals:			2,491,837.73	

Report GL Period Summary

GL Period	Amount
01/19	2,491,837.73
Grand Totals:	2,491,837.73

Vendor number hash: 105670  
 Vendor number hash - split: 105670  
 Total number of invoices: 6  
 Total number of transactions: 6

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	2,491,837.73	.00	2,491,837.73
Grand Totals:	2,491,837.73	.00	2,491,837.73

Report Criteria:  
Report type: Summary

Check Issue Date	Check Number	Payee	Amount
02/05/2019	97048	BEEK, CURTIS	369.57
02/05/2019	97049	MALY, MICHAEL	1,765.25
Grand Totals:			<u>2,134.82</u>

Report Criteria:  
 [Report].Invoice Date = 02/05/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>5033 BEEK, CURTIS</b>				
2-5-19	2018 tax refund	02/05/2019	369.57	202-12100
Total 5033 BEEK, CURTIS:			369.57	
<b>18190 MALY, MICHAEL</b>				
2-5-19	2018 tax refund	02/05/2019	1,765.25	202-12100
Total 18190 MALY, MICHAEL:			1,765.25	
Grand Totals:			2,134.82	

Report GL Period Summary

GL Period	Amount
02/19	2,134.82
Grand Totals:	2,134.82

Vendor number hash: 23223  
 Vendor number hash - split: 23223  
 Total number of invoices: 2  
 Total number of transactions: 2

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	2,134.82	.00	2,134.82
Grand Totals:	2,134.82	.00	2,134.82

**MEMORANDUM OF AGREEMENT BETWEEN THE COMMON COUNCIL OF THE CITY OF  
WAUPUN, WI AND THE BOARD OF EDUCATION OF THE WAUPUN AREA SCHOOL DISTRICT**

WHEREAS the Common Council of the City of Waupun and the Board of Education of the Waupun Area School District (hereafter, the city and the district, respectively) wish to collaborate in bringing value and benefit to the taxpaying residents of the community they serve and in enhancing the quality of life of the community, the parties agree as follows with respect to shared use of athletic facilities, including Gus Thompson Field and Schlieve Field for the purpose of baseball programming, Medema Field for the purpose of softball programming, and the Waupun Community Center for the purpose of hockey programming.

1. SCHEDULING RIGHTS:

- a. During WIAA sports seasons, the high school will have use and scheduling of the listed athletic facilities.
- b. The Athletic Director agrees to collaborate in scheduling with any other high school teams that require access to these facilities.
- c. The Athletic Director agrees to collaborate with community groups who utilize the same facilities to minimize scheduling conflicts with community events.

2. FACILITY MAINTENANCE:

- a. The city shall maintain the buildings, fields and improvements at each of the facilities.
- b. The district agrees that any and all improvements that the district requires at any facility must first be approved by the city. The district shall assume the cost of any approved capital projects undertaken at a facility if approved.
- c. Any vandalism must be reported to the city as soon as known. The city shall assume the cost of repairing any defacing of or vandalism to the complex unless it occurs during school use, in which case the district shall assume the cost.
- d. To create efficiency, the district and the city will share responsibility for maintenance of lawn and snow removal as follows:
  - i. The district will assume responsibility for mowing Tanner Park, except for Juniper Hill, and the pond located east of the high school.
  - ii. The city will mow the baseball complex on Lincoln Street.
  - iii. The district will remove snow from the entire sidewalk at Medema Fields and the pond located east of the high school.
  - iv. The city will remove snow from the sidewalks at the baseball complex and the Education Service Center.



3. OPERATION:

- a. The district shall pay all utility costs associated with use of these facilities by high school sports teams for the purpose of practices and scheduled games/tournaments based on the proportion of time allocated to district use on an annual basis.
- b. The district shall pay an annual maintenance fee in the amount of \$15,000 effective with the 2018-2019 school year. The city will maintain a fund balance used exclusively for future maintenance of the Gus Thompson field, including but not limited to turf and other major equipment replacement.

4. TERMS:

- a. The Waupun Common Council of the City of Waupun and the Board of Education of the Waupun Area School District shall review the memorandum of agreement at 5 year intervals.

Approved and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**For the Common Council:**

**For the Board of Education:**

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Clerk)

\_\_\_\_\_  
(Clerk)



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/12/19

**TITLE:** MEMORANDUM OF AGREEMENT BETWEEN THE COMMON COUNCIL OF THE CITY OF WAUPUN, WI AND THE BOARD OF EDUCATION OF THE WAUPUN AREA SCHOOL DISTRICT

**AGENDA SECTION:** Considerations - Motions

**PRESENTER:** Kathy Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Recreational, Cultural, and Educational Opportunities to Strengthen Quality of Life: Collaborate with public organizations to bring value to residents of the community by enhancing quality of life assets.	2019 Revenue: ~ \$33,000 Capital Improvement Fund: \$15,000 annually for ball diamond maintenance

**ISSUE SUMMARY:** The previous five-year athletic facility agreement with WASD and the City of Waupun expired in 2018. That agreement was specific to the baseball diamond/Gus Thompson field. This updated MOU expands the agreement to clarify use of Schlieve Field, Gus Thompson Field, Medema Fields, and the Community Center. In negotiating this agreement the city and WASD recognize that it is in the best interest of the community to collaborate with WASD on athletic facility utilization to avoid duplication and expense related to building and maintaining these facilities and that taxpayers will benefit as the assets support a stronger quality of life for all. As part of the agreement, WASD will make annual payments to cover the cost of their portion of utility usage at each facility, resulting in ~\$33,000 of anticipated revenue annually to offset operating expense. Additionally, WASD will contribute \$15,000 annually to a capital improvement fund to be used for eventual replacement of turf and/or other equipment on Gus Thompson Field which experience heavy usage by the WASD baseball program. WASD Board of Education approved the agreement on Tuesday, 1/29/19.

**STAFF RECCOMENDATION:** Approve Agreement as Presented

**ATTACHMENTS:** Memorandum of Agreement on Facility Use

**RECCOMENDED MOTION:**

I motion to approve the Memorandum of Agreement between the Common Council of the City of Waupun, WI and the Board of Education of the Waupun Area School District as presented.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/12/19

**TITLE:** REACH Fundraiser Sponsorship

**AGENDA SECTION:** Considerations - Motions

**PRESENTER:** Kathy Schlieve

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community: Support the work of local non-profits focused on strengthening community health.	\$1,000	

**ISSUE SUMMARY:** The local business community is hosting a fundraising dinner for REACH Waupun. REACH Waupun fills in the gaps in our community by raising awareness for poverty and provides programming to mentor disadvantage youth, provide emergency economic relief for struggling families, and manages programs in the school such as operation backpack and more to address community needs. The organization fills a critical need in the community and currently operates with no funds from the City of Waupun. This fundraiser seeks \$1,000 to sponsor a table of 8 at a dinner planned for April 6, 2019.

**STAFF RECCOMENDATION:** Approve \$1,000 sponsorship and determine attendance at the event.

**ATTACHMENTS:** N/A

**RECCOMENDED MOTION:**

Motion to approve a \$1,000 sponsorship and Council and/or staff attendance of up to 8 people to support REACH Waupun at a community-sponsored fundraising dinner on April 6, 2019.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/12/19

**TITLE:** Request to fill Firefighter Vacancy

**AGENDA SECTION:** Considerations - Motions

**PRESENTER:** BJ DeMaa

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Excellence in Government: Foster a High Performance Organizational Culture through effective talent attraction for mission-critical roles.	Per approved 2019 budget

**ISSUE SUMMARY:**

We currently have two open positions within our paid/on-call volunteer firefighter staff due to resignations during 2018. We are requesting permission to fill all open positions. The recruitment and selection process will begin in May of 2019.

**STAFF RECOMMENDATION:** Approve request to fill vacancy.

**ATTACHMENTS:** -

**RECOMMENDED MOTION:**

Motion to approve request to hire three vacant paid/on-call firefighter positions with hiring to begin May 2019.

ORDINANCE # 19 -

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 ORDAINS:

SECTION 1: Chapter Six of the Municipal Code of the City of Waupun entitled "TRAFFIC CODE" is amended to create subsection 6.145 to provide as follows:

6.145 SCHOOL BUS WARNING LIGHTS.

(1) IN GENERAL.

(a) Pursuant to authority granted by Wis. Stat. § 349.21 and except as provided in Subsection (2) below, school bus operators shall use flashing red or flashing red and amber warning lights in residential and business districts when pupils or other authorized passengers are to be loaded or unloaded at any location where the bus is not stopped at a traffic signal, and where persons must cross the street or road before or after being loaded or unloaded.

(b) The operator of a school bus equipped with only flashing red warning lights shall actuate the warning lights at least one hundred (100) feet before stopping to load or unload pupils or other authorized passengers, and shall not extinguish the warning lights until loading or unloading is completed and persons who must cross the street or road are safely across. The operator of a school bus equipped with flashing red and amber warning lights shall actuate the flashing amber warning lights at least one hundred (100) feet before stopping to load or unload pupils or other authorized passengers, bring the bus to a stop, and then extinguish the flashing amber warning lights and actuate the flashing red warning lights; after loading or unloading is completed and persons who must

cross the street or road are safely across, the operator shall extinguish the flashing red warning lights.

(c) The operator of a motor vehicle who approaches from the front or rear of any school bus which has stopped on a street or road when the bus is displaying flashing red warning lights shall stop the motor vehicle not less than twenty (20) feet from the bus and shall remain stopped until the operator extinguishes the flashing red warning lights. The operator of a school bus who approaches the front or rear of another school bus that has stopped and is displaying red warning lights shall stop not less than twenty (20) feet from the other bus, display its red warning lights, and remain stopped with red warning lights actuated until the other operator extinguishes the flashing red warning lights.

(2) PROHIBITED USE. Pursuant to Wis. Stat. § 349.21(2) the use of flashing red warning lights by school bus operators is prohibited when pupils or other authorized passengers are loaded or unloaded directly from or onto the school grounds or that portion of the right-of-way between the roadway and the school grounds in a zone designated by "school" warning signs as provided in Wis. Stat. § 118.08(1) in which a street or highway borders the grounds of a school.

SECTION 2: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

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

Enacted this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Julie J. Nickel  
Mayor

ATTEST:

---

Angela Hull  
City Clerk

ORDINANCE # 19 -

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 ORDAINS:

SECTION 1: Chapter Six of the Municipal Code of the City of Waupun entitled "TRAFFIC CODE" is amended to create subsection 6.145 to provide as follows:

6.145 SCHOOL BUS WARNING LIGHTS.

(1) IN GENERAL.

(a) Pursuant to authority granted by Wis. Stat. § 349.21(4) and except as provided in Subsection (2) below, school bus operators shall use flashing red or flashing red and amber warning lights in residential and business districts ~~where a sidewalk and curb are laid out on both sides of the street~~ when pupils or other authorized passengers are to be loaded or unloaded at any location where the bus is not stopped at ~~which there are no a traffic signal~~ signal, and ~~such~~ where persons must cross the street or highway ~~road~~ before ~~being loaded~~ or after being loaded or unloaded.

(b) The operator of a school bus equipped with only flashing red warning lights shall actuate ~~such~~ the warning lights at least one hundred (100) feet before stopping to load or unload pupils or other authorized passengers, and shall not extinguish ~~such~~ the warning lights until loading or unloading is completed and persons who must cross the street or highway ~~road~~ are safely across.

~~—(c)~~ The operator of a school bus ~~shall use the~~ equipped with flashing red and amber warning lights ~~when~~ shall actuate the flashing amber warning lights at least one hundred (100) feet before stopping to load or unload pupils or other authorized passengers, bring



the bus to a stop, and then extinguish the flashing amber warning lights and actuate the flashing red warning lights; after loading or unloading passengers from either side where there is no curb and sidewalk on either side of the road, or where curb and sidewalk are laid on one side of the road, and persons who must cross the street or road only are safely across, the operator shall extinguish the flashing red warning lights.

~~(d)~~ (c) The operator of a motor vehicle who approaches from the front or rear of any school bus which has stopped on a street or highway/road when the bus is displaying flashing red warning lights shall stop the motor vehicle not less than twenty (20) feet from the bus and shall remain stopped until ~~the bus resumes motion or~~ the operator extinguishes the flashing red warning lights. The operator of a school bus who approaches the front or rear of another school bus that has stopped and is displaying red warning lights shall stop not less than twenty (20) feet from the other bus, display its red warning lights, and remain stopped with red warning lights actuated until the other ~~bus resumes motion or the other~~ operator extinguishes the flashing red warning lights.

(2) PROHIBITED USE. Pursuant to Wis. Stat. § 349.21(2) the use of flashing red warning lights by school bus operators is prohibited when pupils or other authorized passengers are loaded or unloaded directly from or onto the school grounds or that portion of the right-of-way between the roadway and the school grounds in a zone designated by "school" warning signs as provided in Wis. Stat. § 118.08(~~1~~) in which a street or highway borders the grounds of a school.

SECTION 2: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

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

Enacted this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Julie J. Nickel  
Mayor

ATTEST:

---

Angela Hull  
City Clerk