



A G E N D A
CITY OF WAUPUN COMMON COUNCIL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, December 10, 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

PUBLIC HEARING

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

1. Fire Department- Oath of Office and Badge Pinning Ceremony: Firefighters Erick L. Searvogel and Richard W. Smith
2. Fond Du Lac County Supervisor Sam Kaufman- Update of Fond Du Lac County Proceedings

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

4. Community Development Authority 8-20-19
5. Facilities Advisory Committee 8-28-19
6. Plan Commission 9-18-19
7. Facilities Advisory Committee 9-26-19
8. Public Works 10-08-19
9. Utility Commission 10-14-19
10. Plan Commission 10-16-19
11. Police & Fire Commission 11-4-19
12. Utility Commission 11-11-19
13. Common Council 11-12-19
14. Library Board 11-18-19

DEPARTMENT REPORTS

15. Building Inspector
16. Public Works
17. Library
18. Police Department
19. Recreation
20. Fire Department
21. Waupun Utilities
22. Administrator

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

CONSIDERATION - ACTION

23. 2018 City of Waupun Affordability Housing & Housing Fee Reports

- [24.](#) REACH Donation Request- Giving Tuesday
- [25.](#) Consideration of City of Waupun Wage Compensation Policy

RESOLUTIONS AND ORDINANCES

- [26.](#) Ordinance- Consideration for ATV UTV Access in City Limits

CLOSED SESSION

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

- 27. Consideration of Land Sale and Terms of Developer Agreement for Lot 1 of Mayfair Street

OPEN SESSION

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

ACTION FROM CLOSED SESSION

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 12/10/2019

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

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

Future Meetings and Gatherings

Future December 2019	TBD	TBD	TBD
Tuesday, January 7, 2020	Common Council	6:00pm	City Hall
Tuesday, January 28, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, February 11, 2020	Common Council	6:00pm	City Hall
Tuesday, February 25, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, March 10, 2020	Common Council	6:00pm	City Hall
Tuesday, March 31, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, April 14, 2020	Common Council	6:00pm	City Hall
Tuesday, April 21, 2020	Seating of the 2020 Council	5:30pm	City Hall
Tuesday, April 28, 2020	Committee of the Whole	5:30pm	City Hall

License and Permit Applications

OPERATOR LICENSE: None

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report

RECOMENDED MOTION:
Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
12/05/2019	98956	ACTIVE OUTFITTERS	1,085.00
12/05/2019	98957	AGNESIAN WORK & WELLNESS-	345.00
12/05/2019	98958	ALLIANT ENERGY/WP&L	3,574.30
12/05/2019	98959	ASSOCIATED APPRAISAL CONSULTA	2,192.62
12/05/2019	98960	AT & T	159.40
12/05/2019	98961	BAILEY, WARREN D	300.00
12/05/2019	98962	BALLWEG IMPLEMENT	339.28
12/05/2019	98963	BOARD OF REGENTS OF UNIVERSITY	7,239.87
12/05/2019	98964	CAPITAL AUTOBODY, LLC	1,489.19
12/05/2019	98965	CAPITAL NEWSPAPERS	201.82
12/05/2019	98966	COBAN TECHNOLOGIES INC	3,361.20
12/05/2019	98967	FAITH TECH, INC.	6,214.00
12/05/2019	98968	MARTENS ACE HARDWARE	222.41
12/05/2019	98969	FASTENAL CO.	129.53
12/05/2019	98970	FOND DU LAC COUNTY TREASURER	6,370.29
12/05/2019	98971	GALLS, LLC	591.64
12/05/2019	98972	GRAND VALLEY INSPECTION SERVIC	4,436.91
12/05/2019	98973	GUNDERSON, INC.	292.95
12/05/2019	98974	HANKE, ANDREW & KIM	1,600.00
12/05/2019	98975	IAFC MEMBERSHIP	240.00
12/05/2019	98976	J & S CARWASH LLC	140.00
12/05/2019	98977	J.F. AHERN CO.	671.00
12/05/2019	98978	KEIL ENTERPRISES	150.00
12/05/2019	98979	LIFESTAR EMERGENCY MEDICAL	3,500.00
12/05/2019	98980	MSA PROFESSIONAL SERVICES INC.	10,513.55
12/05/2019	98981	MESA, FRANK	28.30
12/05/2019	98982	MICHEL'S CORPORATION	22,174.06
12/05/2019	98983	MK CELLULAR	99.98
12/05/2019	98984	NICKEL, JULIE	40.00
12/05/2019	98985	OSHKOSH OFFICE SYSTEMS	207.03
12/05/2019	98986	PETERSEN, JENNIFER	19.72
12/05/2019	98987	PETTY CASH-CITY HALL	11.00
12/05/2019	98988	PETTY CASH-POLICE DEPT.	25.70
12/05/2019	98989	PIGGLY WIGGLY DISCOUNT FOODS	14.40
12/05/2019	98990	PITNEY BOWES	640.17
12/05/2019	98991	PURCHASE POWER	275.00
12/05/2019	98992	SAN-A-CARE, INC	334.09
12/05/2019	98993	STAPLES CREDIT PLAN	255.34
12/05/2019	98994	STOBB PLUMBING & HEATING, INC.	330.00
12/05/2019	98995	SUMMIT COMBINED PROPERTIES LL	2,000.00
12/05/2019	98996	TONY'S PIZZA	54.25
12/05/2019	98997	TOTAL BUSINESS PRODUCTS	73.07
12/05/2019	98998	TRU CLEANERS LLC	4,012.68
12/05/2019	98999	UNIFORM SHOPPE	62.95
12/05/2019	99000	US CELLULAR	1,744.83
12/05/2019	99001	VANBUREN, SARAH	48.72
12/05/2019	99002	VANDE ZANDE & KAUFMAN, LLP	255.00
12/05/2019	99003	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
12/05/2019	99004	WAUPUN UTILITIES	1,075.45
12/05/2019	99005	WELLS FARGO PAYMENT REMITT.	4,949.50

Check Issue Date	Check Number	Payee	Amount
12/05/2019	99006	WESTPHAL	1,025.00
12/05/2019	99007	WI DEPT OF JUSTICE	98.00
12/05/2019	99008	MARCO TECHNOLOGIES LLC	244.86
12/05/2019	99009	SALAMONE SUPPLIES	375.93
Grand Totals:			<u>96,834.99</u>

Report Criteria:
Report type: Summary

Report Criteria:

[Report].Invoice Date = 12/05/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
471 ACTIVE OUTFITTERS				
0273	hoodies - FD	12/05/2019	1,085.00	100-50-5232-3-38
Total 471 ACTIVE OUTFITTERS:			1,085.00	
955 AGNESIAN WORK & WELLNESS-				
29414	Employee Physical - PD	12/05/2019	345.00	100-40-5215-3-37
Total 955 AGNESIAN WORK & WELLNESS-:			345.00	
1174 ALLIANT ENERGY/WP&L				
5374620000-NOV19	Aquatic Center	12/05/2019	70.18	100-20-5523-3-32
5946940000-NOV19	Police Dept - monthly fuel charges	12/05/2019	388.49	100-40-5211-3-32
5946940000-NOV19	Fire Dept - monthly fuel charges	12/05/2019	218.53	100-50-5231-3-32
1780510000-NOV19	CITY HALL monthly fuel charges	12/05/2019	1,003.65	100-70-5410-3-32
2831330000-NOV19	community center monthly fuel - hockey portion	12/05/2019	369.58	100-70-5410-3-32
2831330000-NOV19	community center monthly fuel - school portion	12/05/2019	461.98	100-70-5410-3-32
2831330000-NOV19	community center monthly fuel	12/05/2019	92.40	100-70-5410-3-32
3264610000-NOV19	Garage monthly fuel	12/05/2019	969.49	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			3,574.30	
1787 ASSOCIATED APPRAISAL CONSULTAN				
145732	Monthly services - Dec 2019	12/05/2019	2,192.62	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,192.62	
1904 AT & T				
7924 OCT/NOV19	Police Dept monthly phone charges	12/05/2019	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
3088 BAILEY, WARREN D				
12-5-19	Nominal Payment Parcel	12/05/2019	300.00	400-70-5436-8-00
Total 3088 BAILEY, WARREN D:			300.00	
4015 BALLWEG IMPLEMENT				
P76646	alternator/less core	12/05/2019	339.28	100-70-5411-3-36
P77364	hyd quick/coupler plug/connect coupler	12/05/2019	90.58	100-70-5411-3-36
P77416	credit	12/05/2019	90.58-	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			339.28	
5601 BOARD OF REGENTS OF UNIVERSITY				
MIL0065952 05	Madison Ph 2 Historical Investigations	12/05/2019	7,239.87	400-70-5436-8-00
Total 5601 BOARD OF REGENTS OF UNIVERSITY:			7,239.87	
7057 CAPITAL AUTOBODY, LLC				
7884	squad repair/maintenance	12/05/2019	1,489.19	100-40-5212-3-36
Total 7057 CAPITAL AUTOBODY, LLC:			1,489.19	

Invoice	Description	Invoice Date	Total Cost	GL Account
7058 CAPITAL NEWSPAPERS				
1675286	Ordinance	12/05/2019	17.16	100-10-5110-3-35
1675274	Ordinance	12/05/2019	48.81	100-10-5110-3-35
1674286	Public hearing	12/05/2019	62.47	100-10-5110-3-35
1676530	election Notice April 2020	12/05/2019	30.63	100-10-5142-3-35
1674094	Notice - snow & ice removal	12/05/2019	42.75	100-70-5420-3-35
Total 7058 CAPITAL NEWSPAPERS:			201.82	
10354 COBAN TECHNOLOGIES INC				
26327	Squad camera	12/05/2019	3,361.20	410-40-5211-4-00
Total 10354 COBAN TECHNOLOGIES INC:			3,361.20	
12676 FAITH TECH, INC.				
12-5-19	WPPI LED Lighting Upgrade Incentive Check	12/05/2019	6,214.00	400-48-4813-0-00
Total 12676 FAITH TECH, INC.:			6,214.00	
12700 MARTENS ACE HARDWARE				
NOV2019	UPS postage/single cut key/key double cut	12/05/2019	51.97	100-40-5211-3-38
NOV2019	hand warmers/toe warmers	12/05/2019	19.98	100-40-5212-3-38
NOV2019	UPS postage	12/05/2019	14.38	100-50-5231-3-33
NOV2019	batteries	12/05/2019	61.93	100-50-5232-3-36
NOV2019	pine sol cleaner	12/05/2019	23.98	100-70-5410-3-36
NOV2019	truckbed coating/batteries	12/05/2019	31.97	100-70-5411-3-36
NOV2019	tap carded	12/05/2019	7.99	100-70-5411-3-36
NOV2019	rubber tape/fasteners	12/05/2019	10.21	100-70-5411-3-36
Total 12700 MARTENS ACE HARDWARE:			222.41	
12760 FASTENAL CO.				
WIBEA109838	sid collar	12/05/2019	9.91	100-70-5411-3-36
WIBEA109952	sledge	12/05/2019	79.99	100-70-5411-3-36
WIBEA109869	sid collar	12/05/2019	39.63	100-70-5411-3-36
Total 12760 FASTENAL CO.:			129.53	
13700 FOND DU LAC COUNTY TREASURER				
23702	February & April 2019 eleciton charges	12/05/2019	685.00	100-10-5142-3-38
24031	2019 Netmotion Software Maint	12/05/2019	1,425.00	100-40-5212-3-38
IS-190002	desktop computers/mobile with docking station	12/05/2019	4,260.29	410-40-5211-4-00
Total 13700 FOND DU LAC COUNTY TREASURER:			6,370.29	
14160 GALLS, LLC				
014271259	Clothing allowance	12/05/2019	74.99	100-12634
014256893	Clothing allowance	12/05/2019	89.71	100-12634
14543837	pants	12/05/2019	165.97	100-40-5211-3-38
014195158	pants/fleece	12/05/2019	260.97	100-40-5212-3-38
Total 14160 GALLS, LLC:			591.64	
14698 GRAND VALLEY INSPECTION SERVICES				
2019-138	Building Insp/Zoning Admin for Nov 2019	12/05/2019	4,436.91	100-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			4,436.91	

Invoice	Description	Invoice Date	Total Cost	GL Account
15075 GUNDERSON, INC.				
800482	CITY HALL rugs	12/05/2019	62.93	100-70-5410-3-36
802830	Library Rugs	12/05/2019	61.18	100-70-5410-3-36
805089	CITY HALL rugs	12/05/2019	62.93	100-70-5410-3-36
804298	Garage supplies	12/05/2019	42.84	100-70-5411-3-36
802024	Garage supplies	12/05/2019	26.29	100-70-5411-3-36
804299	Uniform/charges	12/05/2019	18.39	100-70-5412-3-38
802025	Uniform/charges	12/05/2019	18.39	100-70-5412-3-38
Total 15075 GUNDERSON, INC.:			292.95	
15468 HANKE, ANDREW & KIM				
12-5-19	Nominal Payment Parcel	12/05/2019	1,600.00	400-70-5436-8-00
Total 15468 HANKE, ANDREW & KIM:			1,600.00	
16400 IAFC MEMBERSHIP				
12-5-19	IAFA membership 2020	12/05/2019	240.00	100-50-5231-3-34
Total 16400 IAFC MEMBERSHIP:			240.00	
16603 J & S CARWASH LLC				
12-5-19	Car Washes - PD	12/05/2019	140.00	100-40-5212-3-38
Total 16603 J & S CARWASH LLC:			140.00	
16662 J.F. AHERN CO.				
351295	Sprinkler inspections - Library	12/05/2019	671.00	100-70-5410-3-36
Total 16662 J.F. AHERN CO.:			671.00	
16941 KEIL ENTERPRISES				
12-5-19	course fee	12/05/2019	150.00	100-40-5212-3-37
Total 16941 KEIL ENTERPRISES:			150.00	
17759 LIFESTAR EMERGENCY MEDICAL				
19-0931	ACLS Service November	12/05/2019	3,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212056.0-60	Grant Application Assit Per City Staff	12/05/2019	881.75	100-70-5420-3-38
R00212056.0-60	Young St CSM	12/05/2019	721.00	401-70-5436-8-00
R00212114.0-5	Mayfair CSM	12/05/2019	2,586.00	401-70-5436-8-00
R00212056.0-60	S Watertown St Conceptual Drainage Exhibit	12/05/2019	1,536.80	700-10-5192-3-38
R00121096.0-13	Harris Creek Analysis Prelim Design	12/05/2019	3,220.00	700-10-5192-3-38
R00212117.0-1	Feasibility Study - Monroe St Pond Project	12/05/2019	1,568.00	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			10,513.55	
18969 MESA, FRANK				
12-5-19	mileage reimbursement - Zoning Bd workshop - Green La	12/05/2019	28.30	100-10-5110-3-38
Total 18969 MESA, FRANK:			28.30	
19029 MICHELS CORPORATION				
1094559	Waupun City Hall Fiber Build	12/05/2019	22,174.06	400-10-5140-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 19029 MICHELS CORPORATION:			22,174.06	
19287 MK CELLULAR				
MKSMBIN11944	Cell phone supplies - PD	12/05/2019	99.98	100-40-5211-3-38
Total 19287 MK CELLULAR:			99.98	
20480 NICKEL, JULIE				
12-5-19	Reimbursement for cell phone use - December 2019	12/05/2019	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20900 OSHKOSH OFFICE SYSTEMS				
AR45652	City Hall Color Copier 6333	12/05/2019	207.03	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			207.03	
21357 PETERSEN, JENNIFER				
12-5-19	MILEAGE - pick up dog tags - Dodge Cty	12/05/2019	19.72	100-10-5141-3-37
Total 21357 PETERSEN, JENNIFER:			19.72	
21450 PETTY CASH-CITY HALL				
12-5-19	Postage - senior center	12/05/2019	11.00	100-20-5513-3-33
Total 21450 PETTY CASH-CITY HALL:			11.00	
21550 PETTY CASH-POLICE DEPT.				
12-5-19	Postage - PD	12/05/2019	8.30	100-40-5211-3-33
12-5-19	Postage - PD	12/05/2019	6.85	100-40-5211-3-33
12-5-19	evidence bags - PD	12/05/2019	10.55	100-40-5213-3-38
Total 21550 PETTY CASH-POLICE DEPT.:			25.70	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
3016	misc	12/05/2019	14.40	100-10-5110-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			14.40	
21805 PITNEY BOWES				
3310133837	lease for mail machine - City Hall	12/05/2019	640.17	100-10-5141-3-36
Total 21805 PITNEY BOWES :			640.17	
22324 PURCHASE POWER				
12-5-19	refill postage machine	12/05/2019	275.00	100-40-5211-3-33
Total 22324 PURCHASE POWER:			275.00	
23224 SAN-A-CARE, INC				
503937	Cleaning supplies	12/05/2019	334.09	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			334.09	
24108 STAPLES CREDIT PLAN				
12-5-19	office supplies	12/05/2019	70.76	100-10-5110-3-38
12-5-19	office supplies	12/05/2019	28.59	100-10-5141-3-30

Invoice	Description	Invoice Date	Total Cost	GL Account
12-5-19	office supplies	12/05/2019	155.99	100-10-5141-3-36
Total 24108 STAPLES CREDIT PLAN:			255.34	
24400 STOBBS PLUMBING & HEATING, INC.				
10732	backflow repair kit - city garage	12/05/2019	330.00	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			330.00	
24531 SUMMIT COMBINED PROPERTIES LLC				
12-5-19	Final Developer Incentive Payment (Year 2 of 5)	12/05/2019	2,000.00	401-70-5436-3-38
Total 24531 SUMMIT COMBINED PROPERTIES LLC:			2,000.00	
25083 TONY'S PIZZA				
12-5-19	Facility meeting lunch	12/05/2019	54.25	100-10-5110-3-38
Total 25083 TONY'S PIZZA:			54.25	
25143 TOTAL BUSINESS PRODUCTS				
89425	stamp	12/05/2019	73.07	100-40-5211-3-30
25143 TOTAL BUSINESS PRODUCTS:			73.07	
25450 TRU CLEANERS LLC				
CW120119	cleaning service for City of Waupun	12/05/2019	4,012.68	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,012.68	
25482 UNIFORM SHOPPE				
293611	shirt	12/05/2019	62.95	100-40-5211-3-38
Total 25482 UNIFORM SHOPPE:			62.95	
25760 US CELLULAR				
0341856648	Clerk cell phone	12/05/2019	77.08	100-10-5141-3-31
0341856648	Economic Developer/Administrator	12/05/2019	81.16	100-10-5191-3-31
0341856648	PARK-rec cell phone	12/05/2019	49.06	100-20-5513-3-31
0342035741	POLICE DEPT monthly cell phone charges	12/05/2019	865.95	100-40-5211-3-31
0341856648	FIRE DEPT monthly cell phone charges	12/05/2019	235.46	100-50-5231-3-31
0341856648	DPW Director/Foreman monthly cell phone - new phone	12/05/2019	367.93	100-70-5420-3-31
0341856648	Library monthly cell	12/05/2019	68.19	210-60-5511-3-31
Total 25760 US CELLULAR:			1,744.83	
25980 VANBUREN, SARAH				
12-5-19	reimbursement for mileage - FDL to Menasha for housing	12/05/2019	48.72	100-80-5670-3-37
Total 25980 VANBUREN, SARAH:			48.72	
26042 VANDE ZANDE & KAUFMAN, LLP				
10903	Traffic monthly attorney fees	12/05/2019	255.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			255.00	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
DEC2019	Monthly Contract	12/05/2019	1,000.00	100-40-5343-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 26790 WAUPUN AREA ANIMAL SHELTER,INC:			1,000.00	
27450 WAUPUN UTILITIES				
4790	Finance Director - Shared labor & benefits	12/05/2019	819.68	100-10-5153-1-10
4790	Finance Director - Shared labor & benefits	12/05/2019	134.50	100-10-5153-2-20
4790	Finance Director - Shared labor & benefits	12/05/2019	53.69	100-10-5153-2-22
4790	Finance Director - Shared labor & benefits	12/05/2019	62.71	100-10-5153-2-23
4790	Finance Director - Shared labor & benefits	12/05/2019	4.87	100-10-5153-2-29
Total 27450 WAUPUN UTILITIES:			1,075.45	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-OCT19	pickleball balls	12/05/2019	33.98	100-13850
RACHEL-OCT19	Dollar Tree purchase - Park & Rec	12/05/2019	20.00	100-20-5525-3-39
SCOTT-NOV19	Staples - office supplies - PD	12/05/2019	372.04	100-40-5211-3-30
JEREMY-NOV19	Staples - office supplies - PD	12/05/2019	94.99	100-40-5211-3-36
SCOTT-NOV19	microsoft - PD	12/05/2019	200.00	100-40-5211-3-38
JEREMY-NOV19	retirement plaques - PD	12/05/2019	144.00	100-40-5211-3-38
JEREMY-NOV19	officer training	12/05/2019	165.00	100-40-5212-3-37
JEREMY-NOV19	positive promotions - PD - kid handouts	12/05/2019	1,782.31	100-40-5214-3-38
SCOTT-NOV19	meal - Conf - PD	12/05/2019	12.16	100-40-5215-3-37
JEREMY-NOV19	hotel - PD	12/05/2019	139.00	100-40-5215-3-37
JEREMY-NOV19	hotel - PD	12/05/2019	139.00	100-40-5215-3-37
BJ-OCT19	Staples - office supplies - FD	12/05/2019	180.02	100-50-5231-3-30
BJ-OCT19	facebook - event promotions - FD	12/05/2019	118.47	100-50-5231-3-35
BJ-OCT19	Best Buy - screen for truck bays	12/05/2019	299.99	100-50-5231-3-38
BJ-OCT19	credit - FD	12/05/2019	99.98	100-50-5232-3-36
BJ-OCT19	candy for Halloween on Main - FD	12/05/2019	341.80	100-50-5232-3-38
BJ-OCT19	grout/epoxy for new washing machine - FD	12/05/2019	67.20	100-50-5232-3-38
BJ-OCT19	meeting supplies - FD	12/05/2019	16.20	100-50-5232-3-38
BJ-OCT19	hotel - Fire Inspec Conf - FD	12/05/2019	102.10	100-50-5233-3-37
BJ-OCT19	hotel - Fire Inspec Conf - FD	12/05/2019	82.00	100-50-5233-3-37
BJ-OCT19	credit - FD	12/05/2019	20.10	100-50-5233-3-37
ANGIE-OCT19	eye flush station	12/05/2019	18.50	100-70-5410-3-38
KATHY-OCT19	Envision Greater FDL - Digital Transf Comm Presentation	12/05/2019	25.00	100-80-5670-3-37
ANGIE-OCT19	microphone stand/dry erase sign/wireless microphone/me	12/05/2019	689.83	220-20-5513-3-38
ANGIE-OCT19	climbing rope - PD	12/05/2019	25.99	410-48-4861-0-00
Total 27935 WELLS FARGO PAYMENT REMITT.:			4,949.50	
27987 WESTPHAL				
50772	signs	12/05/2019	1,025.00	407-70-5436-3-39
Total 27987 WESTPHAL:			1,025.00	
28600 WI DEPT OF JUSTICE				
G3369-NOV19	G3369 - background checks - Nov 2019	12/05/2019	98.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			98.00	
300188 MARCO TECHNOLOGIES LLC				
65929697	KONMIN/BHC308	12/05/2019	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300193 SALAMONE SUPPLIES				
140342	Building & Parks Supplies	12/05/2019	375.93	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 300193 SALAMONE SUPPLIES:			375.93	
Grand Totals:			96,834.99	

Report GL Period Summary

GL Period	Amount
12/19	96,834.99
Grand Totals:	96,834.99

Vendor number hash: 1946507
 Vendor number hash - split: 2935628
 Total number of invoices: 86
 Total number of transactions: 130

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	96,834.99	.00	96,834.99
Grand Totals:	96,834.99	.00	96,834.99

Report Criteria:

[Report].Invoice Date = 12/05/2019



MINUTES
CITY OF WAUPUN COMMUNITY
DEVELOPMENT AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, August 20, 2019 at 8:00 AM

Committee Members Present:

Derek Drews
John Karsten
Mayor Julie Nickel
Jill Vanderkin
Nancy Vanderkin
Casandra Verhage
Sue VandeBerg

Committee Members Absent:

None

Staff Present:

Michelle KastAccountant
Kathy Schlieve..... Administrator
Sarah Van Buren..... Economic Development Coordinator
Dan VandeZande City Attorney

Call to Order

Chair Nickel called the meeting to order at 8:01 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

None.

Consideration/Action

1. June 18, 2019 Community Development Authority Minutes

A motion to approve the June 18, 2019 minutes was made by Ms. N. Vanderkin and seconded by Ms. Verhage, passing unanimously.

2. July 2019 Financial Statement

A motion to approve the July Financial Statement, as presented by Ms. Kast, was made by Mr. Drews and seconded by Ms. VandeBerg, passing unanimously.

New Grant Applications

- 3.** Our Bar – Staff received word late in the day yesterday that the applicant wishes to withdrawl their application. The owners have identified additional improvements that need to occur on the outside and will be submitting a different application in the future.

Status of Outstanding Grant Applications

- 4. Gysbers**

Installation of the awning and signage is complete. Staff is waiting for copies of the paid invoices for reimbursement to occur.

Staff will be submitting the project for consideration at the next Main Street awards.

5. Roadside Relics

Ms. Van Buren informed the group that Ms. Stook received her letter regarding the stipulations outlined at the June 18, 2019 meeting. The approved work was not completed by the July 18, 2019 deadline. Staff is still waiting for the receipts to support the advance payment granted in November 2019. Submittal of required receipts needs to occur prior to a new application is submitted for consideration.

6. Q-Tronics

Ms. Van Buren stated work has been completed and reimbursement has occurred. Ms. VandeBerg asked if this project went through the owner's insurance before coming to the BID or CDA. Staff was not sure but reminded the group that these types of questions can be asked of the applicant to help make a decision regarding the funding request. It was also recommended that CDA bylaws and the application be reviewed, and potentially updated, to provide clarity on what type of requests should be submitted for consideration.

Discussion Items

7. Visioning Session Debrief

- i) Ms. Van Buren and members of the CDA provided a summary of the discussion and activities that came out of the session facilitated by Ms. Welty, Downtown Development Program Manager at WEDC. The discussion will assist both the BID and CDA in setting priorities for the upcoming year.
- ii) Members of the CDA discussed how efforts and resources can better align with the BID activities and how the CDA can do better at fully utilizing the statutory powers given to the board to make a bigger impact in the community.

8. Administrator Report

Administrator Schlieve provided the members an update on the following:

- At the August 13, 2019 Council meeting, a contract with Cedar Corporation was approved to conduct a housing study and needs analysis. As part of their work, input will be sought from business stakeholders to give the City a better sense of workforce housing needs.
- A historic tax credit workshop was held on July 15, 2019 with about 10 attendees. City staff is still waiting to hear back on the status of the National Historic Commercial District designation. Staff is also currently researching becoming a certified local government that will open the City up to additional funding opportunities.
- An update was provided regarding transitions occurring in the downtown. Currently there are nine commercial buildings for sale. Staff is researching creating an entrepreneurial pop-up program in 2020 based on what other communities in the state have done.
- An update on the streetscaping efforts in downtown were discussed. The mural has been installed but due to construction installation of other streetscaping elements have been delayed due to construction. Tweaks are also being made to the banners due to the recent historic district designation. Next year additional elements like a self-serve visitor kiosk, and its placement, will be considered.
- Council will be considering a resolution to support Dodge County in their broadband expansion efforts.

- Ms. J Vanderkin requested an updated on the Rock Shop. Administrator Schlieve said a structural engineer has gone through the building and considered structurally sound however, there is significant damage to the roof requiring replacement. Discussion ensued regarding the role of the CDA and what could be done with the building.

Advanced Planning

9. Possible future agenda items

- i) Applications
- ii) CDA priorities for 2020 and Budget
- iii) Rock Shop Update

10. Set next meeting date

- i) The next meeting is scheduled for Tuesday, September 17, 2019 at 8:00 a.m.

Adjournment

The motion to adjourn was made by Ms. N. Vanderkin with a second by Mr. Drews. The motion passed unanimously, and the meeting was adjourned at 9:02 a.m.



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main St., Waupun WI
August 28, 2019, at 1:00 AM

Committee Members Present:

Laura Hoekstra REACH Waupun
Pete Kaczmarek..... Common Council Representative
Joan MeyerCitizen
Julie NickelMayor
Deb Winterhack..... Waupun Memorial Hospital

Committee Members Absent:

Rachel Kaminski.....Senior Center Director
Jodi MallasMy Property Shoppe
Marj PeachyCitizen
Jerry O'Connor NBW Bank

Staff Present:

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

Other:

Seth Hudson... Cedar Corporation
Cory Scheidler Cedar Corporation

Call to Order

In the absence of Chair Kaminski, Mr. Kaczmarek called the meeting to order at 1:13 p.m.

Roll Call

Roll call and a quorum was determined.

Persons Wishing to Address the Committee

No members of the public were present.

ACTION-RECOMMENDATIONS

- 1. Approval of May 23, 2019 Minutes
I. A motion to approve the May 23, 2019 minutes was made by Ms. Winterhack and seconded by Ms. Kearley, passing unanimously.
2. Approval of July 24, 2019 Minutes
I. A motion to approve the July 24, 2019 minutes was made by Ms. Meyer and seconded by Ms. Hoekstra, passing unanimously.
3. Nominations and Appointment of Vice-Chair
I. A motion to appoint Mr. Kaczmarek as Vice-Chair of the Facilities Advisory Committee was made by Ms. Hoekstra and seconded by Ms. Kearley, passing unanimously.

DISCUSSION

- 4. Facility Tours
I. Mr. Hudson and Mr. Scheidler of Cedar Corporation gave tours of the Community Center, the Waupun City Heritage Museum, the Waupun Senior Center, and the 2nd floor of the Waupun City hall. The group was asked to keep in mind how the city currently utilizes the space and how citizens utilize the space. At each location, highlights of positive attributes and challenges were discussed. Mr.

Hudson and Mr. Scheidler answered any questions Committee members had throughout the walk-throughs.

5. Tour Debrief

- I. Based on needs, the debrief included an exercise to rank the sites visited in order of priorities. The first priority identified was the Senior Center, the second priority is the City Hall, and tied for third was the Community Center and the Museum.

Ms. Hoekstra left at 2:59 p.m.

FUTURE MEETINGS

6. Possible future agenda items

- I. Facilities Tour of DPW Garage and Safety Building
- II. Tour debrief

7. Date of next scheduled meeting

- I. September 26, 2019 at 9 a.m.

ADJOURNMENT

The meeting adjourned at 3:19 p.m.



MINUTES (APPROVED 10/16/19)
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, September 18, 2019 at 4:45 PM

CALL TO ORDER

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun on September 18, 2019.

ROLL CALL

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane

Members Excused: Derek Drews

Staff Present: Kathy Schlieve, Susan Leahy, and Daniel VandeZande

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next scheduled Plan Commission meeting would be on Wednesday, October 16, 2019 at 4:45 pm.

CONSIDERATION - ACTION

1. Approve Minutes of the August 20, 2019 meeting.
Motion by TerBeest, seconded by Medema to approve the minutes of the August 20, 2019 meeting as presented. Motion carried, minutes approved, unanimously.
2. Public Hearing - Conditional Use Permit Application of Shane Rhodes at 812-814 Seymour St. for a split two-family dwelling per section 16.03(2)(d)(iii) of the Waupun Municipal Code.

Chairman Nickel read the call of the hearing and its purpose. Kathy Schlieve noted that the Plan Commission approved a CSM at last month's meeting which divided a duplex down a common wall at the center of the home. Today they are applying for a City Conditional Use Permit to divide the home into two (2) separate single family residences which are allowed in the present R-2 Zoning District.

Unit 1 will contain 6,300 sq. ft. and be owned by Doreen Nitschke and Unit 2 will be owned by Shane Rhodes and contain 6,282 sq. ft. Each unit would contain a master suite, living room, kitchen, dining area, laundry room, foyer, office and a 2 car attached garage. Shane Rhodes, proposed owner of Unit #2 was in attendance and spoke in favor of the Conditional Use Permit.

Lueck felt that the horse was put before the cart on this situation as the approval and recording of the CSM last month actually resulted in a violation of the Code by dividing the home before the Conditional Use Permit was issued and that authorizing the proposed use of 2 single family residences. Lueck noted that there have been many problems with zero lot line homes around the county and the problems are too numerous to list in these minutes.

No further information was forthcoming from the public or the committee so Chairman Nickel declared the hearing closed and asked for a motion to act on this Conditional Use Permit application.

Motion by Matoushek, seconded by Medema to grant a Conditional Use Permit for a split two family dwelling

in accordance with Section 16.03(2)(d)(iii) of the Waupun Municipal Code. This committee finds that the proposed use will not be detrimental to the adjacent land use as it is an appropriate use for this area, it will not create any traffic hazards, will not hinder future development in the area, will not create undesirable levels of noise or light in the immediate area, and will not cause property values to measurable decline.

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

Lueck - "NAY"

Motion carried, 5/1.

3. Certified Survey Map review - extraterritorial zoning for property located at W7587 County Rd AW. Susan Leahy, City Zoning Administrator referenced the City's Subdivision Ordinance and that the jurisdiction of these regulations shall include all lands within the limits of the City of Waupun and within the limits of the Cities Extraterritorial area of 1 1/2 mile. The proposed lot is located in Part of the NE 1/4, NW 1/4, Section 1, T13N, R14E, Town of Trenton, Dodge County, Wisconsin.

The present owner is Greenfield Oaks LLC and the prospective buyer is Craig Slings. The proposed buyer said an original home has been razed and he plans on building a new home on this lot. The site presently contains two sheds. The site is located at W7587 CTH AW. The Dodge County Land Resources and Parks Committee have reviewed the proposed land division and they have placed restrictions with regard to the intended use of the new lot. This committee finds that the proposed use of this lot will not interfere with the City's Extraterritorial Zoning and future land use plan for this area.

Chairman Nickel called for a motion to act on this matter.

Motion by TerBeest, seconded by Matoushek to send a favorable recommendation to the Council on the proposed CSM under the City's Extraterritorial Zoning jurisdiction to create a 1.973 acre lot at W7587 CTH AW and located in part of the NE 1/4, NW 1/4. Section 1, T13N R14E, Town of Trenton, Dodge County, WI

Vote: Daane, TerBeest, Medema, Matoushek, Lueck, and Nickel - "AYE"

Motion carried, unanimously 6/0.

4. Discuss / Recommendation to the Common Council on the petition for annexation of land located at N2706 County Rd M, Waupun.

An annexation petition has been filed with the City by Molly Gilbertson and Sydney Hintz. The petition states the real estate is contiguous to the City of Waupun and is not presently served by any public sewer facilities. The real estate is presently in the Town of Waupun. The petition requests the real estate be annexed to the City of Waupun, be zoned R-1 Single Family Residential, be provided with City sewer services and be placed in the 6th Aldermanic District.

The annexation property is known as Lot 1 of Block 1 of the Plat of Harry H Hoard Hawthorn Park, situated in the SW 1/4, NE 1/4 of Section 33, T14N, R15E, Town of Waupun, Fond du Lac County, Wisconsin. The address is N2706 County Rd M, Waupun, and the tax parcel # is T21-14-15-99-HA-010-00.

City Attorney VandeZande explained the annexation process. He did note that the City received a letter from the State Department of Administration who reviews annexations. They note in their letter that upon their review, it was found the annexation to be against the public interest because annexation of this parcel will create an area of the Town of Waupun, Parcel N2716, will be surrounded by the City of Waupun and isolated from the rest of the Town. This is referred to as a "Town Island" which is prohibited by Wisconsin State Statute 66.0221 (1).

Molly Gilbertson, the property owner and petitioner said her septic system is failing and she wants to hook up the City's sewer. City Attorney VandeZande requests that the Plan Commission provide a favorable

recommendation to the City Council on the Condition that he will be able to find some case law that will authorize this annexation. There were no further comments or questions from the public or the committee so Chairman Nickel asked for a motion to act on this annexation request

Motion by Matoushek, seconded by Nickel to forward a favorable recommendation to the City Council on the annexation petition of Molly Gilbertson to annex Lot 1 of Block 1 of the Plat of Harry H Hoard Hawthorn Park, located in the SW 1/4, NE 1/4 Section 32, T14N R15E, Town of Waupun, Fond du Lac County, Wisconsin to annex said real estate to the City of Waupun. Said real estate to be Zoned R-1 Single Family Residential, said real estate to be provided with public sewer, said real estate to be placed in the 6th Aldermanic District, on the condition that the City Attorney can resolve the Town Island issue with the State Department of Administration.

Vote: Daane, TerBeest, Medema, Matoushek, Lueck, and Nickel - "AYE"
Motion carried, unanimously 6/0

TEMPORARY ADJOURNMENT

The Plan commission will temporarily adjourn to 910 Taft Ln. to view the pool cover for possible update to the municipal code.

Chairman Nickel asked for a Temporary Adjournment to view a pool cover issue at 910 Taft Ln regarding a possible ordinance amendment. Lueck asked if the City Attorney had any legal concerns with a temporary adjournment or if there was a problem with Ex Parte contact with the property owner or any neighbor. Attorney VandeZande said he had no legal concerns with either issue. The committee then left for 910 Taft Ln.

RECONVENE MEETING AT WAUPUN CITY HALL

The committee returned to the Council Chambers at approximately 5:30 pm and reconvened their temporary adjourned meeting.

CONSIDERATION - ACTION

5. Draft Pool Cover Ordinance amendment.

Mike Matoushek questioned the safety of the pool when the owners happen to go inside their home for a minute or two when young children are around. Jeff felt the pool appeared to be safe when the pool was closed with its safety cover. Jerry said he has discussed the pool cover with several people and he has gotten more negative comments than positive.

It takes approximately 30 seconds for the pool cover to cover the pool. The cover itself is a clear plastic type membrane and can hold approximately 475 pounds of weight on top of it.

Chairman asked for a motion to proceed with a possible ordinance amendment to allow a safety pool cover on a pool in lieu of an exterior barrier fence.

Motion by Nickel, seconded by Matoushek to proceed with a Public Hearing to discuss an ordinance amendment that will allow a locking safety cover on a swimming pool in lieu of a barrier fence.

Vote: Daane, TerBeest, Medema, Matoushek, Lueck, Nickel - "AYE"
Motion carried, unanimously 6/0.

ADJOURNMENT

Motion by Medema, seconded by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 5:44 pm.

Fred Lueck,
Secretary



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main St., Waupun WI
September 26, 2019, at 9:00 AM

Committee Members Present:

Laura Hoekstra REACH Waupun
Pete Kaczmarek..... Common Council Representative
Julie NickelMayor
Deb Winterhack..... Waupun Memorial Hospital

Committee Members Absent:

Rachel Kaminski.....Senior Center Director
Jodi MallasMy Property Shoppe
Joan MeyerCitizen
Marj PeachyCitizen
Jerry O'Connor NBW Bank

Staff Present:

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

Other:

Seth Hudson... Cedar Corporation

Call to Order

Vice-Chair Kaczmarek called the meeting to order at 9:06 a.m.

Roll Call

Roll call and there was not a quorum.

Persons Wishing to Address the Committee

No members of the public were present.

ACTION-RECOMMENDATIONS

- 1. Approval of August 28, 2019 Minutes
I. Due to a lack of a quorum, action on the August 28, 2019 minutes is delayed until the November meeting.
2. Accept Facilities Advisory Committee Resignations
I. Due to a lack of a quorum, action on the resignation of Facility Advisory Committee members is delayed until the November meeting.

DISCUSSION

- 3. Facility Tours
I. Mr. Hudson of Cedar Corporation gave tours of the Department of Public Works Garage and the Public Safety Building. The group was asked to keep in mind how the city currently utilizes the space and how citizens utilize the space. At each location, highlights of positive attributes and challenges were discussed. Mr. Hudson answered any questions Committee members had throughout the walk-throughs.
4. Tour Debrief
I. The group discussed issues from each of the buildings that were of a concern. For the DPW garage, the group felt the facility needs to

consider that should be done with the salt storage, more showers for the workers, a better break room and training room. For the Public Safety building Committee members discussed the need for better shower facilities for decontamination purposes, as well as the need for more space of accessory vehicles.

FUTURE MEETINGS

5. Possible future agenda items
 - I. Walk through survey and open house feedback
 - II. Committee ranking of facilities
 - III. Top two projects will be identified and the other projects will be ranked.
6. Date of next scheduled meeting
 - I. Open House - November 6, 2019 from 4-6pm in the City Hall Auditorium
 - II. Facilities Advisory Committee meeting – November 6, 2019 from 6:15-7:15pm (City Council Chambers) to debrief on the open house.
 - III. Facilities Advisory Committee meeting - November 13, 2019 from 12-2 at City Hall and pizza will be ordered for lunch.

Ms. Nickel left at 11:26am

ADJOURNMENT

The meeting adjourned at 11:27 a.m.



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday October 8, 2019 at 4:30 PM
Approved November 12, 2019

CALL TO ORDER

Chairman Mielke called the meeting of the Board of Public Works to Order at 4:30pm.

ROLL CALL

Board members present on roll call are Chairman Mielke, Alderman Vossekul, Deputy Chief Rasch, Public Works Director Daane, and City Clerk Hull. Members absent and excused are Alderman Matoushek.

No Staff is present.

No members in the audience are present.

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

No member of the public appeared before the Board.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

The next regularly scheduled meeting of the Board of Public Works is November 12, 2019 at 430pm in the City Hall Council Chambers, if needed.

CONSIDERATION - ACTION

1. Approve minutes of the September 10, 2019 meeting.

Motion Rasch, second Vossekul to approve the September 10, 2019 minutes of the Board of Public Works. Motion carried 5-0.

2. Recommendation to the Council on the ordinance change to add a stop sign at the intersection of Seymour St. and Taft Ln.

Due to adding Seymour Street in the spring, more development is being constructed, and stop sign placement is needed.

Motion Rasch, second Vossekul to recommend to the Council to adopt an ordinance to amend Chapter 6.03(2) entitled Traffic Code for stop sign placement at Seymour Street and Taft Lane. Motion carried 5-0.

3. Real estate acquisition service RFP for phase 2 of Madison St construction Lincoln St. to Doty St.

Due to the DOT grant for S. Madison Street (Lincoln to Doty), the City solicited proposals for the services from a real estate acquisition firm to acquire temporary and permanent easements. Proposals were received from:

- a. GJMA (base price \$68,850, which includes an appraisal for all 7 fee parcels. Additional appraisals (if needed) for the TLE parcels would cost \$550 each) and
- b. The Highland Group (base price to complete the 33 parcels is \$44,175. This doesn't include any appraisal parcels (assumes all parcels accept the nominal offer).

To compare, with GJMA, if you assume the 7 Fee parcels go to an appraisal process, then The Highland Group's proposed fee increases to \$51,175 (\$900 for each appraisal plus \$100 objective review for each appraisal). Additional appraisals (if needed) for the TLE parcels would cost \$1,000 each. Also, if a partial release of mortgage is required for the fee parcels, an appraisal may be necessary.

Motion Rasch, second Vossekul to recommend to the Common Council to award the real estate acquisition services proposal to The Highland Group, for the S. Madison Street grant (Lincoln St. to Doty St.), of \$44,175 (\$51,175 if disputed), plus land acquisition costs not to exceed \$15,000. Motion carried 5-0 on roll call.

ADJOURNMENT

Motion Hull, second Rasch to duly call the meeting adjourned at 4:38pm.

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

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

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

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the September 9, 2019, regular meeting.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, bills for the month of September 2019 were approved as presented.

Written reports were provided to commissioners from the departments of General Manager, Water & Sewer Maint/Treatment Supervisor and Electric Operations Supervisor. Report made by Water & Sewer Maint/Treatment Supervisor on an October 1 rain event with over 6 inches of rain. Discussion held on the collection system impact by the high water flow and a possible flow charting study.

On motion by Gerritson, seconded by Thurmer and unanimously carried, the year-to-date financial reports through August 2019 were approved as presented. Electric operating income was \$166,200 or \$14,000 above budget on higher margins. Water operating income was \$547,600 or \$96,200 above budget on higher revenues and lower operating expenses. Sewer operating income was \$262,800 or \$73,400 above budget on higher revenues and lower maintenance expenses.

Finance Director presented the 2020 budget draft summaries for review. The overall budget is forecasted to decrease \$3.3 million compared to the 2019 budget amounts due to no major water and sewer main replacement projects scheduled for 2020 and lower purchased power costs. Significant capital additions and non-routine expenses include design engineering for the WWTP upgrade, Harris lift station modifications, replacement of the electric backyard machine, sewer manhole lining, and adding a new wastewater operator in September 2020. All other capital additions and expenses are routine in nature. The proposed overall budget would use \$456,200 in sewer cash reserves and add \$432,000 in water cash reserves, and \$133,300 to electric cash reserves. Staff will prepare the final budget in substantially the same form.

Finance Director presented Test Year 2023 sewer rate design and cost of service review as part of the sewer rate study for upcoming phosphorus mandates to effluent discharge from the wastewater facility. The cost of service summary is one component of the sewer rate study and it determines how costs are allocated to each rate component. The recommended increase in revenue requirement to complete the \$32 million upgrade at the WWTP is \$622,689 or 32.2%, which would be implemented over four years beginning in 2020. Rate design for each customer class and rate component was reviewed including a schedule projecting increases over the next four years.

Motion made by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes. Motion carried unanimously.

Motion made by Thurmer, seconded by Homan, and unanimously carried to reconvene in open session under Section 19.85 (2) of WI Statutes. No action taken from closed session.

On motion by Westphal, seconded by Mielke and unanimously carried, the meeting was adjourned at 5:59 p.m.

The next commission meeting is scheduled on November 11, 2019, at 4:00 p.m.

Nancy Oosterhouse
Mapping/Admin Coordinator



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, October 16, 2019 at 4:45 PM
Approved 11/20/19

CALL TO ORDER

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

ROLL CALL

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane

Member Excused: Derek Drews

Staff Present: Kathy Schlieve, Sara VanBuren, and Susan Leahy

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Mayor Nickel indicated the next meeting of the Plan Commission will be November 20, 2019 at 4:45 pm. Daane will be excused.

CONSIDERATION - ACTION

1. Approve the minutes of the September 18, 2019 meeting. Motion by TerBeest, seconded by Matoushek to approve the minutes of the September 18, 2019 meeting as presented. Motion carried, unanimously.
2. Notice to Halt Spirit Fields Plat and repeal zoning petition to rezone said plat to the R-2 Zoning District. Chairman Nickel read the call of the hearing and its purpose.

City Administrator Schlieve gave a brief overview of the request to halt the Spirit Fields Plat and the rezoning petition. Kathy said the City of Waupun solicited developers through an RFP process for Spirit Fields with the goal of attracting single-family contractors to complete the build out of the proposed Spirit Fields Plat. The RFP expressly stated that the City reserved the right to consider alternative developments for the site. During that process, a developer submitted a proposal for multi-family development on the site. As part of the proposal, the City would no longer be responsible for installation and ongoing maintenance of infrastructure on the site, which would yield an initial cost savings of approximately \$175,000. Longer-term there would be additional cost savings for long-term maintenance needs. The developer's proposal will result in the addition of single-story, fully accessible, zero-barrier, 2 bedroom, 2 bath units on the site that are designed for but not exclusive to senior living. The City Council accepted the proposal from this developer.

The City is hereby notifying the Plan Commission that we have notified the State of Wisconsin to stop the recording of the Spirit Fields Plat. The City will maintain the parcel as original proposed Lot 1 of Mayfair Estates. As an aside, City Staff have worked with the Brittain House owner and resolved the parking lot issue on this site to make way for the development. The parking lot will relocate to the west edge of Lot 1 and the City will do a certified survey map to address that move. As a result of this change, the rezoning petition for the site will also be halted. The lot will remain as a PCD, which permits multi-family development. A site plan for the multi-family development will appear on a future agenda for Plan Commission review and approval.

No further facts were presented so Chairman Nickel declared the hearing closed.

Motion by Matoushek, seconded by TerBeest to inform the Council that the Spirit Fields Plat is hereby halted and the rezoning petition to the proposed R-2 Zoning District for the same lot is also halted and the lot will remain in the PCD Zoning District which permits a multifamily development which is now proposed for this lot.

Motion carried, unanimously, 6/0.

3. Public Hearing - Ordinance Amendment to include safety covers in the Swimming Pool ordinances. Chairman Nickel read the call of the hearing and its purpose.

Scott Roffers and Jodi Mallas, owners of the pool/cover in question appeared and submitted nine more local swimming pool ordinances that allow pool safety covers in lieu of a barrier fence. Lueck indicated he submitted a memo to the City Attorney suggesting some minor alterations to the proposed amendment. He also feels it is very unusual to amend an ordinance for a single person when they can comply with the present ordinance but do not want to because of aesthetic reasons. He also noted that the 2018 fence barrier exemption for certain pools suggests that the City's ordinance should be upgraded to comply with the changing codes.

No further information was provided, so Chairman Nickel closed the hearing and called for a motion on the proposed amendment.

Motion by Nickel, seconded by Matoushek to submit a favorable recommendation to the City Council on the proposed swimming pool ordinance amendment.

Vote: Daane, TerBeest, Medema - "NAY"

Matoushek, Lueck, Nickel - "AYE"

3/3 tie.

Motion failed on a tie vote, so the Committee will not submit a recommendation to the City Council on the proposed swimming pool amendment.

Chairman Nickel indicated she will submit the new nine pool ordinances dropped off today to the City Attorney to see if the proposed ordinance can be tweaked before the Council review.

4. Extraterritorial Zoning Review of Certified Survey Map for Edwin & Alene A. Hull Life Estate in the Town of Waupun, Fond du Lac County. The committee reviewed a CSM (Lot 1) which contains a home and accessory garage. Lot 1 will contain 1.633 acres and is the original farm residence. The remaining lands, Outlot 2 - 26.162 acres and Outlot 1 - 37.280 acres will remain an Agriculture use and are zoned A-1 Prime Farmland Preservation. Lot 1 contains an existing P.A.T.W.S. system, therefore no soil test will be required.

Susan Leahy, Zoning Administrator, referenced the City's Subdivision ordinance and that the jurisdiction of these regulations include all lands within the City limits and those lands within 1 1/2 miles of the City limits. These lands lye within 1 1/2 miles of the City limits and the intended use will comply with the City's Land Use Plan.

Motion by Daane, seconded by Medema to provide a favorable recommendation to the City Council on the proposed CSM under the City's Extraterritorial zoning jurisdiction to create a CSM and 2 Outlots on the Edwin Hull Etal Life Estate and referenced as a re-division of Lot 1 CSM 468, Vol 4, Pg 68 and a pt of the SE 1/4 of the SW 1/4 and a pt of the SW 1/4 of the SW 1/4 Section 28, and part of the SE 1/84 of the SE 1/4, Section 28, T14N, R15E, Town of Waupun, Fond du Lac County, Wisconsin subject to any conditions and or requirements of the Fond du Lac County Code.

Vote: Daane, TerBeest, Medema, Matoushek, Lueck, Nickel - "AYE"

Motion carried, unanimously 6/0

ADJOURNMENT

Motion by Matoushek, seconded by TerBeest to adjourn the meeting. Motion carried, meeting adjourned at 5:03 pm.

Fred Lueck,
Secretary



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Monday, November 4, 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.

CALL TO ORDER

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

ROLL CALL

Members present: John Bett, Carole Cronin, John Forsythe, Tara Rhodes, Michael Thurmer; Nancy Vanderkin (City Council Liaison).

Members absent (excused): WFD Chief BJ DeMaa

Also present: Mayor Julie Nickel, WPD Chief Scott Loudon, WPD Assistant Chief Jeremy Rasch

MINUTES FROM PREVIOUS MEETING

Minutes from the September 11, 2019 meetings were presented for approval. Motion to approve by C. Cronin (J. Bett second; all in favor). Minutes approved as presented.

CLOSED SESSION

The meeting was held in Closed Session under Section 19.85(1)(c) of the Wisconsin Statutes to share staffing updates. Motion to go into Closed Session was made by J. Bett (second by C. Cronin; all in favor).

OPEN SESSION

Open Session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 4:465pm after motion from J. Bett (second by C. Cronin; all in favor).

ACTION FROM CLOSED SESSION

No action from closed session. The Commission would like to recognize the Police and Fire Department for a very successful Community Days event.

GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT AND WAUPUN FIRE DEPARTMENT.

WFD updates will be provided at next meeting (WFD Chief BJ DeMaa conducting training during meeting.)

WPD Chief Loudon and Assistant Chief Rasch presented two Lieutenant Detective candidates to the Commission for final interview. Upon completion of the interviews, a motion was made by C. Cronin (second by J. Bett; all in favor) to offer the position to candidate T. Sullivan. A second motion was made by J. Bett (second by C. Cronin; all in favor) to offer to candidate P. Vergos in the event candidate Theodore Sullivan declines offer.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting will be held December 16 or 17, after confirmation with WFD Chief BJ DeMaa.

If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. 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 of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 11, 2019**

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

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

Motion made by Thurmer, seconded by Kaczmariski and unanimously carried, to approve the minutes from the October 14, 2019, regular meeting.

On motion by Kaczmariski, seconded by Gerritson and unanimously carried, bills for the month of October 2019 were approved as presented.

General Manager reported on the health insurance changes for 2020. Report was made on the hiring process for a planned January 2020 retirement.

Water & Sewer Maint/Treatment Supervisor reported that the fall bio-solids land application is complete despite wet land conditions. Report made on savings realized by repairing service leaks identified with leak detectors throughout the year.

Electric Operations Supervisor reported on the voltage conversion in progress. The west side of the city is ready for a voltage conversion when the last Alliant acquisition is complete. Street light infrastructure is complete on the Madison Street project.

On motion by Kaczmariski, seconded by Thurmer and unanimously carried, the year-to-date financial reports through September 2019 were approved as presented. Electric operating income was \$196,100 or \$52,500 above budget on higher margins. Water operating income was \$624,900 or \$115,700 above budget on higher revenues and lower operating expenses. Sewer operating income was \$247,800 or \$34,000 above budget on higher revenues and lower maintenance expenses.

Finance Director presented the 2020 budget for review. The overall budget is forecasted to decrease \$3.3 million compared to the 2019 budget amounts due to no major water and sewer main replacement projects scheduled for 2020 and lower purchased power costs. Significant capital additions and non-routine expenses include design engineering for the WWTP upgrade, Harris lift station modifications, replacement of the electric backyard machine, sewer manhole lining, and adding a new wastewater operator in September 2020. All other capital additions and expenses are routine in nature. The proposed overall budget would use \$456,200 in sewer cash reserves and add \$432,000 in water cash reserves, and \$133,300 to electric cash reserves. Motion made by Kaczmariski and seconded by Gerritson, to approve the 2020 budget. Motion carried unanimously.

Discussion held on the proposed sewer rate increase for the sewer utility, in order to provide necessary funds for the upcoming phosphorus mandates to effluent discharge from the wastewater facility. The recommended increase in revenue requirement to complete the \$32 million upgrade at the WWTP is \$622,689 or 32.2%, which would be implemented over four years beginning in 2020. Motion made by Thurmer, seconded by Homan to approve Resolution No. 11-11-19-01 Resolution approving sewer rate increase plan necessary for WWTP upgrade. Motion carried, with a vote of five votes aye, and one vote nay.

On motion by Thurmer, seconded by Mielke and unanimously carried, the meeting was adjourned at 5:00 p.m.

The next commission meeting is scheduled on December 9, 2019, at 4:00 p.m.

Nancy Oosterhouse
Mapping/Admin Coordinator



MINUTES
CITY OF WAUPUN COMMON COUNCIL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, November 12, 2019 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

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

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Fire Chief Demaa, Deputy Police Chief Rasch, Public Works Director Daane, Utility General Manager Posthuma, and Recreation Director Kaminski. No staff is absent.

Other City Staff present is Fire Dept Mike Beer, Economic Development Coordinator Sarah Van Buren, and Accountant Michelle Kast.

Members in the audience are Kris Snow, Mike Schwandt, Art Ehlert, Bob Raddatz, Jerry and Shirley Harmsen, Nathan Hall, Kaitlyn Schwanke, Jenny Schatz, Serena Freriks, Makya VandeBerg, Morgan Flier, Dave Ferris, Jodi Mallas, Scott Roffers, Kurt Devries, Kyle Devries,

Media present is Ken Thomas of Daily Citizen and Ken Warmbold of WBEV.

PERSONS WISHING TO ADDRESS COUNCIL

1. Dodge County Circuit Court Judge Candidate Kristine Snow

Attorney Kristine Snow appears before the Council to inform them that she is a candidate for the 2020 seat of Dodge County Circuit Court Judge.

2. WHS Senior Democratic Seminar-Shellie Cupery, Morgan Flier, MaKya VandeBerg, Jenny Schatz, Katie Schwanke, Serena Freriks

Kaitlyn Schwanke, Jenny Schatz, Serena Freriks, Makya VandeBerg, and Morgan Flier of the Waupun Jr/Sr. High School Senior Democratic Seminar class are before the Council informing them of their project to better the community. This group provided maintenance support to the Medema Fields restroom by painting the walls from a yellow to a light grey to match other City park restrooms.

PUBLIC HEARING

3. 2020 Waupun Budget and Tax Levy

The Public Hearing is held for the 2020 Waupun budget, tax levy, and tax rates. Schlieve and Kast provide information on the proposed budget. Resolution 11-12-19-01 Adopting the 2020 Budget and Tax Levy is provided for consideration. The Resolution provides a levy amount of \$3,192,938 to fund the 2020 expenses of city government.

No audience participation for the public hearing is heard.

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

4. Resolution Adopting 2020 Budget and Tax Levy

Motion Vanderkin, second Vossekul to adopt Resolution 11-12-19-01 Adopting the 2020 Budget and Tax Levy. Motion carried 6-0 on roll call.

CONSENT AGENDA

City Clerk requests authorization to release future expenses if the Common Council does not convene due to lack of agenda items during the holiday season.

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

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

No items were removed from the Consent Agenda.

CONSIDERATION - ACTION

19. Recreation Program Leader Substitute Position and Job Description (Occasional Status)

In August, the Council approved a limited term Recreation Program Leader job description and position which expires November 15, 2019. It is requested to retain this position as occasional status to fill in during leave times. This position would not exceed 40 hours per year.

Motion Kaczmariski, second Westphal to approve the job description and position for an occasional status Recreation Program Leader. Motion carried 6-0 on roll call.

20. Authorize Police Department Records Clerk/Support Staff Position from Part Time to Full Time Status and Job Description Revision

The Police Department holds two (2) part time Records Clerk/Support Staff positions. Due to a notice of retirement, the Police Department makes request to eliminate the two (2) part time positions, combine to one full time position, and revise the job description to reflect full time.

Motion Matoushek, second Vanderkin to eliminate the part time positions of Records Clerk/Support Staff and combine to one full time position, effective with the retirement, and for the job description to reflect that of full time. Motion carried 6-0 on roll call.

ORDINANCES AND RESOLUTIONS

21. Resolution Supplementing Res 1-26-93-1 Authorizing Issuance & Sale of \$5,405,000 Water/Electric System Revenue Refunding Bonds, Series 2019b & Providing for the Payment of the Bonds and Other Details and Covenants with Respect Thereto

The Waupun Utilities Commission made recommendation to proceed with refunding the 2014 and 2016 Water and Electric System Revenue Bonds. The Common Council then authorized the sale of approximately \$5,405,000 Water and Electric System Revenue Bonds. Ehlers solicited bids for the purchase of these bonds and the results are before the Council.

Dave Ferris of Ehlers informs the Council that due to the winning bid, they were able to downsize the issue, providing a net bond size of \$5,175,000.

Motion Kaczmariski, second Westphal to approve Resolution 11-12-19-02 Supplementing Res 1-26-93-1 Authorizing Issuance & Sale of \$5,405,000 Water/Electric System Revenue Refunding Bonds, Series 2019b & Providing for the Payment of the Bonds and Other Details and Covenants with Respect Thereto. Motion carried 6-0 on roll call.

22. Resolution for DNR Grant Funding-ADA Canoe/Kayak Launch at Shaler Park

Due to the Recreation Board favoring a canoe/kayak launch, Daane is applying for a DNR grant which requires resolution authorizing Daane to act on behalf of the City and submit an application for possible grant consideration. The Board of Public Works has made recommendation to the Council to approve this resolution.

Motion Vossekul, second Vanderkin to approve Resolution 11-12-19-03 to authorize Daane to submit an application for an ADA Canoe/Kayak Launch at Shaler Park. Motion carried 6-0 on roll call.

23. Ordinance- Amend Ch.6.05(3)(n) entitled Traffic Code-Parking Limitations-Restricted Parking at Any Time-Christian Home Loading Zone

Ch. 6.05(3)(n) entitled Traffic Code-Parking Limitations provides "Christian Home Loading Zone. An area of not more than 30 feet along the north side of Grandview Ave., extending 15 feet easterly and 15 feet westerly from the centerline of the sidewalk leading from the Christian Home for the Aged to Grandview Ave., shall be designated as a "Loading Zone" and no parking shall be permitted in such area except for the sole purpose of permitting persons residing at or visiting the Christian Home for the Aged to exit from or enter into motor vehicles". As the Christian Home has relocated, there is no need for this loading zone and Daane requests to update the ordinance by eliminating this language. The Board of Public Works has made recommendation to the Council to approve this ordinance change.

Motion Kaczmariski, second Matoushek to waive the first reading and adopt Ordinance 119-08 to amend Ch. 6.05(3)(n) entitled Traffic Code-Parking Limitations to eliminate (n) Christian Home Loading Zone. Motion carried 6-0 on roll call.

24. Ordinance to amend Ch. 6.11 entitled Traffic Code - ATV/UTV Usage in City Limits

Attorney Vande Zande provides the draft ordinance which was provided to Council reflects change of night hours of no operation from 10p to 6a, technical corrections to clarify that we are only trying to control ATV/UTV usage in our City jurisdiction, at the request of the Police Chief to confirm ATV/UTV registration is a public use registration not a private use registration, and clarify in the reference to the use of intoxicates or a restricted controlled substance, to include any combination of these elements.

Vande Zande comments that since that draft was provided to Council, another proposed amendment was added. In section 4b of the draft provided, the speed limit reflects 40 MPH and statute is 35 MPH. Vande Zande states the language change to 4(b) shall state "In accordance with section 23.33(11) (am) (4) of the Wisconsin Statutes, the City authorizes the operation of ATVs and UTVs on all approved ATV and UTV routes within the City as identified in subsection (a) above, and on all county highways, state trunk highways or connecting highways with a speed limit of 35 MPH or less where the applicable county or state authority approves such a designation."

Deputy Chief Rasch makes request on behalf of Chief Loudon to restrict the ATV/UTV usage to a one passenger.

Westphal is not in favor of a one passenger restriction and would like to change the no use hours to 12am to 6am and comments this use could be reviewed in one year. Kaczmariski would like the hours to be consistent with surrounding communities. Vossekul would like to see a one-year trial period, only one passenger, and the hours to remain at 10p – 6a due to safety factors. Mielke prefers a specified route.

Daane informs the Council that the DOT informed him that some areas in the Industrial Park (Kinzy and Barnes) Will not allow ATV/UTV access as the speed limit exceeds more than 35mph and Fond Du Lac County has tabled all of their ATV/UTV ordinances and opening streets/county roads at this time until possibly next year which will limit City streets, such as Birdie Blvd and Dog Leg as they access a county road.

Jerry Harmsen states they do make ATVs for a one and two passenger vehicle and questions registration for an ATV. Mike Schwandt states there are two seater ATVs. Curt Devries states there are two seater ATVs. Bob Raddatz has a two seater and questions putting a plow on the front of his ATV for snow removal and if there are regulations on safety lighting. VandeZande states that our ordinance would reflect the Statutes. Kyle Devries states he would favor a longer time frame.

Motion Westphal, second Matoushek to waive the first reading and adopt the ordinance to amend Ch. 6.11 entitled Traffic Code - ATV/UTV Usage in City Limits with accepting the revision to Section 4(b) as stated and amend the no use hours to reflect 12a-6a. Motion provides 3-3 with Vossekuil, Vanderkin, and Mielke voting Nay. Mayor votes Nay and motion fails.

Mayor states her reasoning is due to numerous emails and phone calls from Citizens she recently received, with complaints on noise, the time limits, and the use of all City streets.

Motion Westphal, second Matoushek to waive the first reading and adopt the ordinance to amend Ch. 6.11 entitled Traffic Code - ATV/UTV Usage in City Limits with accepting the revision to Section 4(b) as stated. Motion provides 3-3 with Vossekuil, Vanderkin, and Mielke voting Nay. Mayor votes Nay and motion fails.

Motion Matoushek, second Westphal to accept the first reading of the ordinance to amend Ch. 6.11 entitled Traffic Code - ATV/UTV Usage in City Limits with the inclusion of the revision to Section 4(b) as stated. Motion provides 3-3 with Vossekuil, Vanderkin, and Mielke voting Nay. Mayor votes Aye.

The proposed ordinance will return for a second reading on December 10, 2019 at 5:30pm.

25. Ordinance to amend Ch.9.02(4) entitled Zoning Code-Public Nuisances Affecting Peace and Safety-Swimming Pool Covers

Motion Matoushek, second Vossekuil to waive the first reading and adopt Ordinance 19-09 to amend Ch.9.02(4) entitled Zoning Code-Public Nuisances Affecting Peace and Safety. Motion carried 5-1 with Mielke voting Nay.

MAYORAL CORRESPONDENCE

26. Mayoral Proclamation - Giving Tuesday

Mayor reads the Proclamation requested by REACH to declare December 3, 2019 at Giving Tuesday.

CLOSED SESSION

Motion Vossekuil, second Matoushek to adjourn in closed session under Section 19.85 (1)(g) of the WI Statutes for Contracted Ambulance Service. Waupun. Motion carried 6-0.

OPEN SESSION

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

ACTION FROM CLOSED SESSION

No action in open session.

ADJOURNMENT

Motion Vanderkin, second Matoushek to duly call the meeting adjourned at 8:239pm.

**Minutes of the Waupun Public Library Board Meeting
November 18, 2019**

The meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:45 p.m. on November 18, 2019. Also present were Martens, Schultz, Westphal, Hintze, Garcia, Jaeger, and Rohrer. Sullivan was absent.

ARTICLE I: Motion by Martens, supported by Rohrer, to accept the minutes of the October 28, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of October, 2019 was 125,715 items.
2. Library visits through the end of October, 2019 was 60,658 people.
3. Rural circulation through the end of October, 2019 was 32,370 items
4. Notably, total Juvenile Circulation through October, 2019, was up by 9.4%.

ARTICLE IV: Current budget was discussed. No problems noted.

ARTICLE V: Motion by Rohrer, supported by Westphal, to pay the October bills. Motion carried 6-0 on roll call.

ARTICLE VI: No committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- November 21 – From the Garden Soap Making with Linda Conroy of Moonwise Herbs, 5:30-8 p.m.
- December 5 – Movie, title TBD at 1:00 p.m. and 6:00 p.m.
- December 12 – Lego/game night, 4 - 8 p.m.
- December 17 – Christmas Vase Flower Arranging, 6:00 p.m. and 7:00 p.m.
- December 19 – Movie, title TBD at 1:00 p.m. and 6:00 p.m.
- December 21 – Christmas Centerpiece Flower Arranging 10:30 a.m. and 12:30 p.m.

b. The Yerges Company and Werner Harmsen completed the re-carpeting project in the Children's Section. Bret and staff were very pleased with the company's work. It was an involved project occurring during the day, continuing for a week, yet service to patrons was never interrupted. The staff members were complimented on their flexibility during this time.

c. The ceiling sprinkler system was inspected. Director of Public Works, Jeff Daane, sent the report of deficiencies noted in the system, which totaled \$671.

d. A doorbell has been installed at staff/back delivery door.

e. Only one essay was received for the VFW essay contest, so the judging panel did not have to meet.

ARTICLE VII. Old Business.

a. Motion by Hintze, supported by Schultz, to approve the Circulation Policy as presented. Motion carried.

b. Motion by Martens, supported by Hintze, to accept the Waupun Public Library 2020 Budget as presented. Motion carried on 6-0 roll call.

ARTICLE IX: New Business.

a. Motion by Hintze, supported by Martens, to accept the Corporate Resolution as presented. Motion carried.

ARTICLE X: Motion by Schultz, supported by Westphal, to adjourn at 5:45 p.m. Motion carried.

Next tentative meeting: December 16, 2019, at 4:45 p.m.

SANDRA ROHRER Secretary
SR/bkj

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for NOVEMBER 2019

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	274 Brad Schouten	610 McKinley St	reroof, replace soffit, fascia & gutters	\$120.00	\$20,000.00
19-	277 Bly Street LLC	331 Bly St	Remodel kitchens in 19 apartments	\$960.00	\$160,000.00
19-	278 Brian Greenfield	603 Cochrane St	replace furnace & ac	\$50.00	\$8,675.00
19-	279 Troy Holdman	229 Pleasant Ave	reroof	\$99.78	\$1,663.40
19-	280 Ken Liebenow Construction	820 Seymour St	SFD w/ Attached garage	\$2,081.76	\$258,000.00
19-	283 Adam Foster	222 S State St	24 x 24 Detached garage	\$200.00	\$16,000.00
19-	286 Elizabeth Buffington	619 E Brown St	replacement windows	\$50.00	\$1,614.00
19-	288 Douglas Williams	314 S Watertown St	Reroof	\$50.00	\$3,236.00
19-	289 Brian Bresser	9 Beverly Ct	replace furnace	\$50.00	\$6,429.34
19-	290 Cal Loomans	407 High Street	Remodel Kitchen	\$50.00	\$7,000.00
19-	291 Gary & Karen Flier	503 Beaver Dam Street	Reroof	\$72.00	\$12,000.00
19-	293 Michael Jones	121 East Lincoln Street	12x20 Prefab Shed	\$100.00	\$5,000.00
19-	294 Jacqueline Haroski	309 McKinley Street	Service Upgrade	\$80.00	
Total				\$3,963.54	\$499,617.74

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	267 Ryan Yuds	826 E Franklin St	Interior Remodel	\$150.00	\$25,000.00
19-	281 Linus Mock	26 Pluim Dr #31	replace furnace & ac	\$50.00	\$5,068.40
19-	282 Steve Brooks	431 E Franklin St	replacement windows	\$50.00	\$3,000.00
19-	284 Dave Lemmenes	740 Edgewood Dr	24 x 30 Detached garage	\$200.80	\$25,000.00
19-	285 Juan Schreiber	215 N Forest St	Metal Reroof	\$50.00	\$5,000.00
19-	287 Ben Harper	11 N Madison St	re-roof	\$60.00	\$9,000.00
19-	292 Josh & Debra McCartney	30 WEST Franklin Street	Reside	\$60.00	\$10,000.00
19-	295 Frank Van Bever	121 North Drummond Street	Service Upgrade	\$80.00	
Total				\$700.80	\$82,068.40

GRAND TOTAL	\$4,664.34	\$581,686.14
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Permits issued in Dodge County 13
 Permits issued in Fond du Lac Cty 8
Total Permits for the month 21

Building Permit Fees \$4,664.34
 Special Assessment Letter Fees \$210.00
 Copies of House Plans \$4.00
 Conditional Use Permit \$150.00
Grand Total \$5,028.34

BUILDING PERMIT COMPARISON

November 2018: Dodge County - 13 permits; Fond du Lac County - 9 permits
 Estimated cost of construction: \$59,781.58

ELEVEN MONTH COMPARISON

January - November 2016	estimated cost of construction	\$20,521,121.20
January - November 2017	estimated cost of construction	\$16,667,679.12
January - November 2018	estimated cost of construction	\$27,115,364.12
January - November 2019	estimated cost of construction	\$12,180,172.84

December 4, 2019

1. **Current Projects:**

- Leaf / brush pick-up will be complete this week. Due to the unexpected weather, this was extended a couple of weeks.
- Worked on a grant for a canoe launch at Shaler Park.
- Worked on LRIP grants for Gateway Dr. and Newton & Rock Ave.
- Met with WPPI to check light levels after the installation of the LED lights. The LED project is complete.
- Baseball facilities scheduling meetings.
- Attended Facilities meetings.
- The DOT is going to mill and overlay HWY 68. They are looking at changing out the culvert near the new Christian Home. MSA looked at the impact this culvert has on drainage of W. Lincoln St.
- Work with MSA on the Harris Creek Improvement study. Next steps to meet with residents along the project.
- Met with signarama to look at new welcome to Waupun signs at City entrances. They also have given us a mockup of new wayfinding signs throughout the city.
- Met with Ahern to do the yearly and 5 year sprinkler work at the Library.
- Put together list of accomplishments from 2019.
- Met with Gremmer to finish up a few things on S. Madison St. The project will be completed in the spring due to weather.
- Attended DNR recycling meeting.
- Met with SDS students on completed projects.

2. **DPW Crew Projects**

- Building & Grounds building duties
- Brush Pick-up
- Clean inlets
- Diggers Hotline Locates
- Fill potholes
- Haul brush bins
- Install signs
- Install Christmas Decorations
- Leaf pick-up
- Plow Snow/ Salt Streets / Haul Snow / Shovel sidewalks
- Replace signs
- Street sweeping
- Vehicle Maintenance

Administrative Assistant

-
- Submitted two LRIP Grant applications. One for Gateway Dr. and one of Newton & Rock Ave. Submitted street ratings on WISLR website
 - Submitted a grant application for a canoe launch at Shaler Park.
 - Created a resolution for the Shaler Park canoe launch grant.
 - Yard waste pick-up maps
 - Created Building permit reports for housing study
 - Rezoning Ordinance / Notice
 - Created a letter, application and license for compost haulers.
 - Compiled information for assessments to be placed on the 2019 tax bills for snow and weeds.
 - Compiled information for open records request on the garbage/recycling services in Waupun.
 - Went through files / scanned in plans
 - Answered numerous calls regarding delay in leaf pickup.
 - Invoices for Stormwater site plan reviews and contamination.
 - Scanned in property information (permits, property record cards, house plans, inspections, etc.)
 - Street Opening Permits
 - Garbage/recycling container complaints
 - Updated website
 - Entered Digger's Hotline tickets into database
 - Issued Building Permits
 - Put requests into Cartegraph.
 - Equipment Invoice and costs entered into Cartegraph
 - Researched information on properties (dealing with permits, variances or conditional uses)
 - Monthly building permit report
 - Assign account #'s to bills.

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

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

December 2019

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

Re: Report to Common Council

A. Statistics

Circulation/downloads through the end of November was 136,858 items.
Library visits through the end of November was 65,998 people.

B. Future programs

January 13 – Windowsill Herbs with Master Gardener Carol Shirk, 6 pm.

C. Estate gift received

A gift of \$13,075.34 was received from the Ellen M. Johnson estate.

D. Materials security panels

The library's 22-year-old materials security panels suffered burnt electrical boards recently which resulted in several pieces of the system needing to be replaced. These panels not only alert staff when materials try to exit the library without being checked out, but also have sensors that count how many people walk through the gates each day.

E. Carpet section replaced

A 22-year-old section of carpet in the children's area was replaced. Areas of that carpet were "tenting" and becoming a trip hazard as the glue was no longer binding the carpet to the floor. The Library Board authorized funds from their Trust Fund to pay for this replacement.

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

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 11/1/2019 To 11/30/2019

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

Total Number of Calls for this reporting period: 1,117

72 HOUR DETENTION	6	JUVENILE PROBLEM	8
911 CHECK	7	LAW ASSIST FIRE	1
911 MISDIAL	1	LEWD/LACIVIOUS	1
ABANDONED VEHICLE	4	LITTERING	1
ACCIDENT	13	LOST PROPERTY	1
ACCIDENT W/BLOCKAGE	2	MISSING ADULT	1
ACCIDENT/INJURIES	1	NOISE COMPLAINT	3
ALARM TEST	7	OFFICER STAND BY	6
ANIMAL BITE COMP	1	OPEN DOOR	1
ANIMAL COMPLAINT	7	ORDINANCE VIOLATION	3
ANNOYING PHONE CALLS	1	PAPER SERVICE	11
ASSIST CITIZEN	35	PARKING ENFORCEMENT	39
ASSIST MOTORIST	5	PRISONER TRANSPORT	10
ASSIST OTHER AGENCY	10	RECKLESS DRIVER	4
ATTEMPT TO LOCATE	1	REPOSSESSED PROPERTY	5
BATTERY	1	SCAM	3
BUILDING CHECK	35	SCHOOL BUS COMPLAINT	1
CAR IN DITCH	2	SEXUAL ASSAULT	1
CAR VS DEER	2	SHOPLIFTER	1
CHAPTER 51	1	SPECIAL ASSIGNMENT	12
CHECK WELFARE	15	SPEED GRANT	1
CHILD ABUSE/NEGLECT	1	SUBJECT STOP	6
CHILD CUSTODY	2	SUBJECT WITH WEAPON	1
CIVIL PROBLEM	2	SUSP ACTIVITY	10
CLICK IT GRANT	2	SUSP PERSON	3
COMMUNITY POLICING	3	SUSPICIOUS VEHICLE	16
COUNTY AMBULANCE	35	TAVERN CHECKS	6
CR DAMAGE TO PROP	1	THEFT	9
DEPARTMENT K9 DOG	2	THREAT COMPLAINT	7
DIRECTED AREA PATROL	235	TRAFFIC ENFORC DAP	4
DISORDERLY CONDUCT	17	TRAFFIC PROBLEM	1
DOMESTIC DISPUTE	5	TRAFFIC STOP	149
DRUGS/NARCOTICS	1	TRESPASSING	2
ESCORT FUNERAL	3	VANDALISM	1
EXTRA PATROL	135	VEHICLE LOCKOUT	3
FIGHT	1	WARRANT	1
FIRE ALARM	6	WARRANT OTHER AGENCY	3
FOLLOW UP	61	WAUPUN ORDINANCE	9
FOOT PATROL	12		
FOUND ANIMAL	2		
FOUND ANIMAL CLAIMED	1		
FOUND PROPERTY	7		
GAS DRIVE OFF	10		
HARASSMENT	4		
HIT AND RUN	6		
HOUSE WATCH REQUEST	45		
INFO TO DOCUMENT	1		
INFORMATION	2		
INTOXICATED DRIVER	2		
INTRUSION ALARM	8		
JA/UNDERAGE/ALCOHOL	3		

Waupun Police Department Update – November Report

Retirement – Records Clerk Carla Wojahn is retiring on December 18th 2019. Detective Brian O'Donovan retirement date is January 3rd 2020.

Event- High School Job Fair

Upcoming Events – Breakfast with Santa December 14th at 8am at the Country Club.

Meetings – Department Head Meeting, FDL & Dodge County Law Enforcement Executive Meeting, Detective Meeting, Drug Free Communities, Local Emergency County Planning Meeting, Drug Task Force, Emergency Management meetings, and Dispatch Review Meeting.

Hiring/Promotion Process – Lt. of Investigations Hiring Interviews. Offered Job to Ted Sullivan and he accepted and started December 3rd.

Training – Lt. Pfalzgraf, Officer Halverson, Officer Gerritsen attended Ultimate FTO Training. Officer Navis and Officer Hraban attended Instructor update. Chief Loudon, Lt. Brzezinski, and Lt. Kreitzman attended ICS-300 Training.

Traffic Safety Grant – Waupun is partnering with both Dodge and FDL County in the traffic safety campaign.

Senior Center 2019 Duplicate Count/*Individual	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	November Notes
Monthly Attendance	1,110	873	1,155	1,239	1,243	1,043	1,177	1,186	1,027	1,311	1,421	Open 23 days
Average Daily Attendance	58	52	53	54	52	50	54	49	52	55	62	
*Rentals	-	2	-	3	3	2	3	3	1	0	6	
Mobile Meals	192	217	250	260	342	322	322	298	239	230	204	
Table Meals	198	143	171	212	193	215	187	181	176	224	171	
Transportation Rides	30	29	38	31	41	34	42	62	45	72	37	6 individuals
Open Pool	96	85	91	36	24	18	20	25	28	119	145	
Euchre	63	74	87	114	66	85	107	82	100	98	113	Mondays
Pool League	64	64	64	-	-	-	-	-	-	-	48	Tuesdays
Sheepshead	211	168	213	233	309	211	210	228	217	288	231	Wednesdays and Thursdays, Not 11/28
Wednesday Workout	62	54	66	72	77	34	89	60	62	79	90	
Friday Fitness	44	48	62	69	81	59	47	55	43	48	45	Did not meet on 11/29
Yoga Stretch	324	318	381	362	341	321	349	295	216	346	326	Mondays & Thursdays, Did not meet 11/28
*Book Club	13	8	15	16	16	14	12	13	14	10	7	Last Friday of the month
Bingo	136	59	152	137	141	108	81	89	78	96	123	3 times this month
Sevens Cards	19	16	30	42	34	24	20	51	48	37	57	Fridays, Did not meet 11/29
Hand & Foot Cards	32	23	36	72	66	72	86	65	52	63	98	Tuesdays
*Jam Session/Party	52	22	49	73	-	43	35	28	-	41	53	Thanksgiving Party
Board Games/Marbles	17	10	14	13	17	12	17	15	12	16	13	Thursdays, Did not meet 11/28
Bank or Bust Dice	24	21	31	38	52	40	49	40	33	50	29	Wednesdays
*Craft Club	12	6	-	12	12	19	12	-	-	12	13	1 Tuesday a month
*Paint Pals	6	6	10	-	22	7	-	-	-	8	-	1 Tuesday a month
*Local Presentations/Services	21	-	26	22	19	41	18	6	6	8	5	Eyeglass Adjustments
*Computer/Tech Classes	14	5	8	6	6	5	6	8	-	20	17	Individual meetings this month
*Movie Night	-	13	17	-	-	-	12	-	-	11	26	
Knit-Wits	24	15	28	18	24	18	26	35	18	15	15	Thursday nights, Did not meet 11/28
*Euchre Tournament	41	-	32	41	32	26	37	41	32	36	41	1 st Saturday of the month
*Sheepshead Tournament	-	-	-	-	-	-	-	-	-	31	32	3 rd Saturday of the month
Pickleball	29	26	40	63	47	49	64	45	48	57	57	Tuesdays, Did not meet 11/5
*Trips	-	-	15	-	54	-	18	-	-	-	-	



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

B.J. DeMaa, Chief

bjdema@waupunpd.org

Monthly Report

Date: December 4, 2019
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: November Report

Fire Calls:

There were twelve (12) fire & rescue calls in the month of November for a total of one hundred and thirty-one (131) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
0	2	6	1	0	3	12

* 75% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
2	0	2	1	4	3	0	12

* 83% of fire calls came in during Monday-Friday work week.

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

December 5, 2019

Incident Type:		
Incident Type	Count	% of Incidents
Outside Equipment Fire (162)	2	16.67
Public Service Assistance (550)	1	8.33
Assist Handicapped (554)	1	8.33
Dispatched/Cancelled En Route (611)	2	16.67
Alarm System Activation – malfunction (735)	4	33.33
Smoke Detector Activation, no fire (743)	2	16.67

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	8.57	29%
8P – 4A	10.6	35%

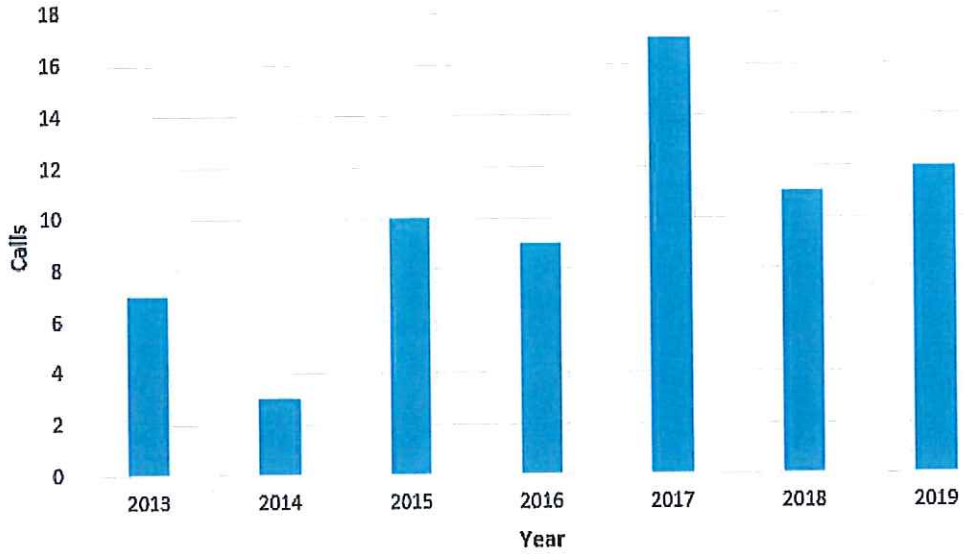
* Current roster is 30 members.

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

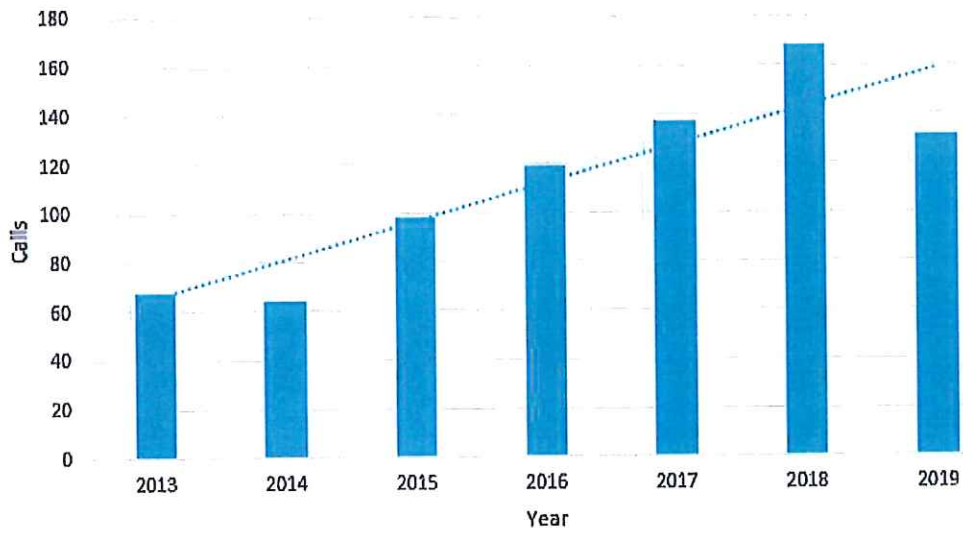
Call Breakdown Summary (7-year comparison):

<u>Breakdown of City calls:</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	
Structural Fires	4	6	7	2	2	7	4	
Cooking Fires	6	0	1	1	0	2		
Vehicle Fires	g sepa	2	2	0	0	5	2	
Grass / Brush Fires	0	1	0	0	2	0		
Fires Misc. (chimney, bonfire, etc.)	racking	1	6	9	7	4	4	
Controlled Burn	racking	1	0	0	0	0	1	
Smell of Smoke or Something Hot	0	0	2	1	1	0	2	
Cooking Related - no fire	racking	6	7	7	4	4	4	
Vehicle Accident	g sepa	4	6	12	12	10	9	
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	3	
Bad Detector	racking	4	4	15	17	2	20	
Equipment Malfunction	racking	5	5	3	8	16	11	
Mutual Aid	3	5	6	6	10	14	5	
Rapid Intervention Team (RIT)				5	7	9	5	
EMS Assist	g sepa	2	2	7	6	12	12	
Prison Farm	0	0	0	0	0	0		
False Alarms	19	17	15	21	29	36	32	
Severe Weather Related	0	2	1	6	5	30	2	
Misc. (Hazardous condition, etc.)	8	0	18	10	12	9	15	
Vehicle Fires / Accidents	4		Began tracking separately in 2014					
Accident/EMS assist/Rescue Tools	11		Began tracking separately in 2014					
TOTAL:	68	64	98	119	137	167	131	

Total November incidents; 7-year comparison



7-year call history



December 5, 2019

Projects/Special Events/Information:

Intergovernmental meeting surrounding EMS service within the Waupun Ambulance District was held. The meeting went as expected with a number of jurisdictions unaware of the fact they belonged to a district and concerns over any cost they will be asked to share. There are a number of follow-ups taking place and the group plans to meeting again in January.

Consolidation discussions have slowed. We are currently working through what the asset merger would look like which incorporates significant group discussion and local discussion on the City's part.

All City-wide staff identification cards have been distributed.

We submitted a \$10,500 grant application for Fire Prevention material through State Farm. This grant would 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 United Coop grant in the amount of \$2,814,50. If awarded, we plan to use these funds to further enhance firefighter safety at roadside incidents. First Responders are extremely vulnerable while working at accident and roadway incidents. We plan to purchase 7 LED flashlights, 30 class 2 traffic safety vests, 10 LED traffic wands, and 2 LED Slow/Stop traffic control signs.

We received word that our Assistance to Firefighters Grant (AFG) grant was denied. This grant application was seeking \$44,500 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:

Erick Searvogel and Rick Smith have completed their 1-year probationary period. All educational requirements have been satisfied as well. The swearing in and pinning ceremony are scheduled for December 10.

December 5, 2019

Inspections:

We are prioritizing inspections according to State Statute to determine which inspections can be done once this year. We lost 2 inspectors this fall, one due to medical issues and the other due to the closure of Silgan.

Training:

Training for the November 4th meeting consisted of 4-gas meter operations, Hazmat review, personal protective equipment inspections, and aerial operations.

Training for the November 18th meeting consisted of annual CVMIC training (Bloodborne pathogens and Hazcom)

Emergency Government:

Joe Pfalzgraf and I are working with Amy Nehls on 2 upcoming projects. The first is a series of trainings that would focus on a mass casualty incident at Celebrate Waupun (car driving into the crowd or an active threat at the event). This will start as a tabletop exercise and finish with a full-scale event. The second project is an Integrated Emergency Management Course (IEMC) application. The IEMC is a four day, exercise-based training activity for Emergency Operations personnel and community stakeholders to practice simulated, but realistic, crisis situations, within a structured learning environment. The jurisdiction selects the hazards and core capabilities it wishes to simulate in classroom and exercise components of the course. The design will reflect the jurisdiction's specific hazards and organizational structure included in its emergency plans.

Due to the amount of information that was required and potential engineering costs, we will take the next year to strategically assemble the Pre-Disaster Mitigation (PDM) grant for the proposed safe room for the Flyway Meadows Mobile Home Park.

December 5, 2019

Code Enforcement – Mike Beer:

November:

New Complaints: 2

Closed Complaints: 4

Open Complaints: 8

Total time committed to Code Enforcement: 18

Officer Brett Gerritsen has been assisting with code enforcement issues due to capacity issues. Due to the loss of 2 Fire Inspectors, more of Mike's time has shifted to focus on fall inspections.

October 2019

PRE-HOSPITAL CALLS

ALLERGIC REACTION |

ALOC ||

BLEEDING |

CHEST PAIN ~~TH~~ |

CHOKING

CO POISONING |

DIABETIC |

DOA |

DOG BITE

FAINTING |||

FALL ~~TH~~ ~~TH~~ |||

FEVER |

HEADACHE |

HEAT/COLD EXP

INGESTION

LACERATION |

MED ALARM |

MVC (|||) |||

N/V ||

OD ~~TH~~

PNB ||

PSYCH ||

SOB ~~TH~~ ~~TH~~ |

STROKE |

SEIZURE ~~TH~~ ~~TH~~ ||

SUICIDE ATTEMPT ||

UNKNOWN ~~TH~~ |||

UNRESPONSIVE

PAIN ~~TH~~ ~~TH~~ |

TRAUMA ||

WEAKNESS |

POLICE STANDBY ||

FIRE STANDBY |

INTERCEPT

DESTINATION

WMH ~~TH~~ ~~TH~~ ~~TH~~ ~~TH~~

~~TH~~ ~~TH~~ ~~TH~~ ~~TH~~

~~TH~~ ~~TH~~ ~~TH~~ ~~TH~~

~~TH~~ ~~TH~~ |

ST AGNES ~~TH~~ |

RIPON

BDCH

UWM

NO TRANSPORTS ~~TH~~ (|||) ~~TH~~ ~~TH~~ ~~TH~~

||

PRISONS

FLCI ~~TH~~

DCI ~~TH~~ ~~TH~~ ~~TH~~ ~~TH~~ ~~TH~~

WCI |||

JOHN BURKE

NO TRANSPORT OF PT'S
THAT FEEL

~~TH~~

November 2019 prehospital

PRE-HOSPITAL CALLS

ALLERGIC REACTION

ALOC III

BLEEDING IIII

CHEST PAIN IIII

CHOKING

CO POISONING

DIABETIC IIII

DOA

DOG BITE

FAINTING IIII

FALL III IIII

FEVER I

HEADACHE

HEAT/COLD EXP

INGESTION

LACERATION I

MED ALARM I

MVC IIII

N/V

OD

PNB I

PSYCH I

SOB III IIII

STROKE IIII

SEIZURE II

SUICIDE ATTEMPT I

UNKNOWN III IIII

UNRESPONSIVE II

PAIN IIII

TRAUMA I

WEAKNESS IIII

POLICE STANDBY I

FIRE STANDBY IIII

INTERCEPT

DESTINATION

WMH III III IIII IIII IIII IIII

III III IIII IIII

III III IIII IIII

ST AGNES IIII

RIPON

BDCH I

UWM

NO TRANSPORTS III IIII

PRISONS

FLCI IIII

DCI IIII

WCI II

JOHN BURKE

NO TRANSPORT OF PT'S
THAT FELL

III



TO: Waupun Utilities Commissioners
FROM: Randy Posthuma, General Manager
DATE: Dec. 6, 2019
SUBJECT: General Manager Report

Dec. 20 Registration Deadline for 2020 Legislative Rally: The 2020 APPA Legislative Rally is scheduled for February 24-26, 2020 in Washington, D.C. The annual rally is crucial to ensuring that US Senators and Congressional members hear the voices and concerns of WPPI Energy members and the communities we serve. As local elected officials, commissioners and utility managers, we are well positioned to influence policy and to represent the public power community as a whole.

Mayor Nickel has registered to attend the 2020 legislative rally. If you're interested in participating in the rally, please let me know ASAP and I will make the necessary arrangements.

Customer Billing Representative Hiring Update: Meagan Buchda accepted the position as our new customer billing representative. Meagan's first day on the job was Monday, Dec. 2nd. Meagan's prior experience as Fox Lake's city treasurer provided her a lot of experience regarding utility billing, customer service contact, handling delinquent notices, preparing deferred payment agreements, working with annual audits and working with Public Service Commission guidelines. Meagan's background will serve us well as we transition her into our customer billing representative position. We're excited to bring Meagan on board and we think she'll be a great asset to the utilities.

Accounting Coordinator Update: Barb Armga has announced her retirement effective February 20, 2020. Barb will have completed 30 years of service as our accounting coordinator. As I had mentioned during our prior commission meetings, we anticipated the likelihood of this position opening up in 2020. Following Barb's retirement announcement, we have advertised and accepted applications for the accounting coordinator position. Jared and I will spend some time reviewing applications, with interviews being conducted toward the end of December. With this timeline in place, we intend to have this position filled and a new hire in place by February 1, 2020.

Alliant Purchase Update: We continue to make progress in completing our fourth and final purchase of electric customers from Alliant Energy.

The Public Service Commission of Wisconsin has set a public hearing date of December 19, at 2:00pm, for the notice of proceeding for the joint application of Waupun Utilities and WP&L to transfer 33 electric customers from WP&L to Waupun Utilities. This will be a telephonic hearing for docket 5-BS-238. The hearing will take place at Waupun Utilities with PSC attorneys participating telephonically from Madison.

The public hearing notice took place faster than I anticipated. Once the public hearing is completed, we will work with WP&L on a transfer date that works best for both parties to complete the sale.

This concludes my report for December 2019. Please contact me at 324-7920 or rposthuma@wppienergy.org, with any questions or concerns.



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

Water Treatment Facility:

There are no call-ins to report this month.

Tower levels were lowered 3 ft. for winter operation. This method will result in a higher water turnover in the tank, more water movement, higher water temperatures, lower possibility of ice formation, and help prevent interior coating damage.

Staff has been evaluating an amperometric electrode system. This system monitors free chlorine and chlorine dioxide. The dual channel system (chlorine and pH) will provide on-line conversion from hypochlorous acid to free chlorine, which allows staff to optimize feed rates and potential reduced operating expense.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff replaced digester #2 pressure/vacuum valve & flame arrester combination unit. This unit is designed to protect the digester from damage created by over- pressure or excessive vacuum, at the same time it provides protection from external sources of heat and ignition, which increases fire protection and safety.

As part of the equipment evaluation process for the facility upgrade, staff has had several site visits at industrial facilities relating to solids separation and solids drying. These site visits have been valuable, allowing staff to interact with operators and equipment.

Water/Sewer Crew:

There are no call-ins to report this month.

Crew's focus remains to be preventative maintenance on the collection system. The crew continues flushing and televising sanitary sewers. This process allows staff to see "inside" of the sanitary sewer. The camera measures the exact distance in a pipe, so repairs to cracks, joints, or removing obstructions can be done easily and precisely. The pipe condition is recorded as the camera moves through the pipe. The pipe condition and its location are then used to establish a pipe priority grade. This allows staff to pinpoint areas within the gravity sanitary sewer pipes that need a more thorough investigation due to the critical nature of the location, physical attributes of a pipe section, the structural integrity of the pipe, and operation and maintenance needs of the pipe.

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks Electric Operations Supervisor
DATE: December 9, 2019
SUBJECT: Electric Operations Report

Electric Department Update:

- American Transmission Company (ATC) is requesting the distance from their transmission line to Waupun Utilities distribution poles to be increased in several locations. The greater distance will allow ATC to load the transmission line to higher limits. Poles in conflict will need to be reframed and in some locations poles will need to be replaced to meet the clearance requirements. ATC is responsible for the cost of the improvements.

One power outage to report

- On Saturday November 30th, at 6:00 p.m. a power outage was reported at 721 Park St. The lineman found ice had pulled apart the service connector. Repairs were made and the power was restored at 7:00 p.m.

Ongoing work

- Voltage conversion work on Taylor St. and Brandon St -replacing transformers, arrestors, and re-insulating.
- Installing electric services to the new homes on Harmsen Ave and Seymour St.
- Installing LED street light fixtures

Upcoming work

- Annual system inspections
- Replacing transformers on feeder #1 Main sub
- Inventory

This concludes my report for December 2019. Please contact me at 324-7920 or sbrooks@wppienergy.org, with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Jared Oosterhouse, Finance Director
DATE: November 22, 2019
SUBJECT: October 2019 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted primarily of the extension and new service for Insight FS, Madison Street lighting infrastructure, and installation of underground conductor. The sewer and water utility incurred \$84,857 in project costs for Madison Street reconstruction. The sewer utility paid \$109,117 in engineering fees for the WWTP upgrade.

There were no plant additions for the month of October.

MONTHLY METRICS – October 2019 YTD

Sales

Electric

- kWh sales were 1.80% above budget and 0.08% above 2018 on higher residential, small power, and large industrial power sales

Water

- Sales units of 100 cubic feet were 4.67% above budget, and
- 3.35% above 2018 on higher sales in all classes except for multifamily

Sewer

- Sales units of 100 cubic feet were 8.63% above budget and 5.24% above 2018 on higher public authority and residential volume

Income Statement

Electric

- Operating revenues and purchased power expense were below budget \$433,000 and \$439,400 respectively, due to overall lower purchased power costs
- Gross margin was \$6,400 above budget
- Operating expenses were \$9,100 below budget on lower administrative and general expenses
- Operating income was \$222,400 or \$14,700 above budget on higher gross margins and lower expenses
- Net income was \$290,200 or \$102,200 above budget primarily from the 2018 FEMA storm reimbursements and strong investment income

Water

- Operating revenues were \$60,500 above budget due to additional days included in the billing period and from higher consumption from most customer classes
- Operating expenses were \$66,000 below budget on lower expenses in all expense categories
- Operating income was \$698,000 or \$135,900 above budget
- Net income was \$560,000 or \$130,800 above budget

Sewer

- Operating revenues were \$106,000 above budget on strong public authority treatment charges
- Operating expenses were \$20,500 above budget on higher WWTP operation and laboratory expenses
- Operating income was \$318,400 or \$85,400 above budget
- Net income was \$412,700 or \$190,100 above budget on higher operating revenues and investment income

Balance Sheets

Electric

- Balance sheet decreased \$75,000 from September 2019
- Unrestricted cash increased \$94,200
- Accounts receivable decreased \$156,400 on lower sales for the month
- Accounts payable decreased \$104,400 on lower purchased power expense

Water

- Balance sheet increased \$70,600 from September 2019
- Total unrestricted and restricted cash increased \$106,600
- Net position increased by \$59,000

Sewer

- Balance sheet increased \$79,100 from September 2019
- Unrestricted cash decreased \$45,600 from payments made for Madison Street reconstruction and for engineering work completed for the WWTP upgrade
- Plant increased by \$97,500 from payments made for Madison Street reconstruction and for engineering work completed for the WWTP upgrade

Cash and Investments

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

- Total cash and investments increased \$210,600 from September 2019
- Received interest and distributions of \$4,600 and recorded an unrealized positive market adjustment of \$2,300, along with \$500 in management fees, resulting in a net portfolio gain of \$6,400 for the month.
- Total interest and investment income earned on all accounts for the month was \$12,700 and \$206,800 year-to-date

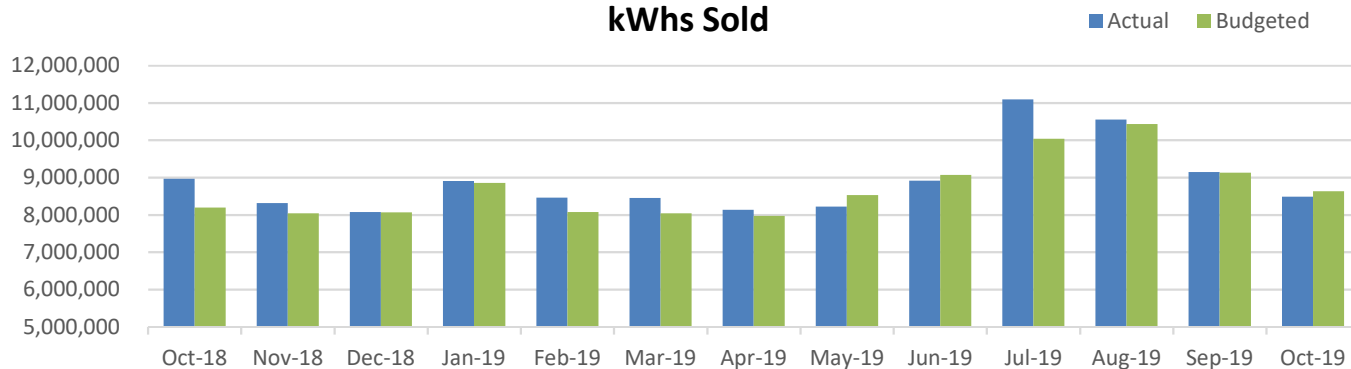
This concludes my report. Please do not hesitate to contact me at 324-7923 or joosterhouse@wppienergy.org with any questions or comments.

Waupun Utilities											
Construction and Plant Additions Summary											
October 2019											
CONSTRUCTION:											
Description	Electric			Sewer			Water			Total	
	Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
Projects:											
Poles, towers and fixtures	\$ -	\$ 1,499	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,499	\$ 10,000
Overhead and underground conductor and devices	9,530	25,815	10,000	-	-	-	-	-	-	25,815	10,000
Transformers	-	116,028	100,000	-	-	-	-	-	-	116,028	100,000
Overhead and Underground Services	1,988	22,036	15,000	-	-	-	-	-	-	22,036	15,000
LED street lighting	855	35,298	50,000	-	-	-	-	-	-	35,298	50,000
Voltage conversion	315	30,229	60,000	-	-	-	-	-	-	30,229	60,000
Rebuild overhead line	-	74,890	175,000	-	-	-	-	-	-	74,890	175,000
Alliant Area 4 Conversion Upgrade Work	3,523	57,147	-	-	-	-	-	-	-	57,147	-
Madison St Lighting Infrastructure	6,448	24,576	-	-	-	-	-	-	-	24,576	-
Customer Contributed Extensions and Services	10,003	10,944	-	-	-	-	-	-	-	10,944	-
Newton/Rock Avenue Engineering	-	-	-	3,351	22,009	25,000	1,613	19,034	25,000	41,043	50,000
Meters	-	2,544	6,000	-	-	-	-	27,450	26,700	29,994	32,700
WWTP Phosphorus Upgrade Engineering	-	-	-	109,117	272,234	900,000	-	-	-	272,234	900,000
Madison St Engineering & Construction	-	-	-	44,145	1,062,645	1,148,100	40,712	1,195,401	1,442,500	2,258,046	2,590,600
Madison St - Phase 2 Engineering	-	-	-	692	1,428	-	692	1,428	-	2,856	-
Services / Laterals	-	-	-	-	-	-	-	-	-	-	-
Hydrants	-	-	-	-	-	-	-	-	25,000	-	25,000
TOTAL CONSTRUCTION	\$ 32,661	\$ 401,007	\$ 426,000	\$ 157,305	\$ 1,358,317	\$ 2,073,100	\$ 43,016	\$ 1,243,313	\$ 1,519,200	\$ 3,002,637	\$ 4,018,300
PLANT ADDITIONS:											
Description	Electric			Sewer			Water			Total	
	Month	YTD	Budget	Month	YTD	Budget	Month	YTD	Budget	YTD	Budget
Server Replacement	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ 3,600	\$ -	\$ 10,800
Pickup trucks and SUV	-	34,157	40,000	-	20,638	24,000	-	20,638	24,000	75,433	88,000
Portable meter test bench	-	10,165	11,000	-	-	-	-	-	-	10,165	11,000
Portable generator	-	-	-	-	21,699	23,000	-	-	-	21,699	23,000
Push camera with locator	-	-	-	-	12,370	13,500	-	-	-	12,370	13,500
Hydrant listener replacement	-	-	-	-	-	-	-	4,000	4,000	4,000	4,000
Well PLC hardware upgrade	-	-	-	-	-	-	-	9,000	24,400	9,000	24,400
Water treatment plant - equipment replacement	-	-	-	-	-	-	-	-	5,000	-	5,000
Shaler lift station - control panel	-	-	-	-	12,770	14,000	-	-	-	12,770	14,000
Digester building equipment replacement	-	-	-	-	6,964	6,900	-	-	-	6,964	6,900
Blower building equipment replacement	-	-	-	-	199,707	219,600	-	-	-	199,707	219,600
Filter building equipment replacement	-	-	-	-	-	80,000	-	-	-	-	80,000
Other equipment replacement	-	-	-	-	11,660	5,300	-	2,173	-	13,833	5,300
TOTAL PLANT ADDITIONS	\$ -	\$ 44,322	\$ 54,600	\$ -	\$ 285,808	\$ 389,900	\$ -	\$ 35,811	\$ 61,000	\$ 365,941	\$ 505,500

Sales and Revenues Dashboard - Oct 2019

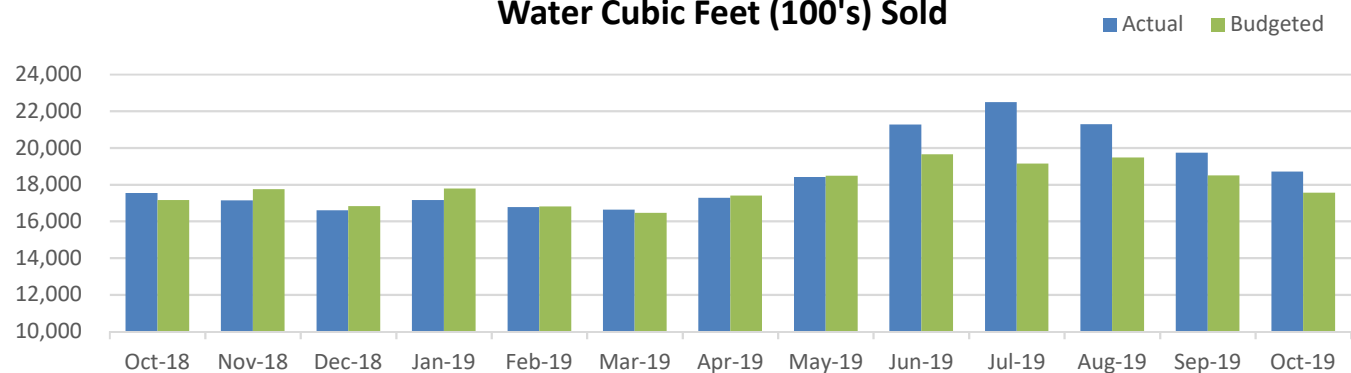
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	8,483,134	↓ -1.8%	↑ 1.8%	Power Costs	\$ 574,387	↓ -9.2%	↓ -6.3%
Revenues	\$ 748,348	↓ -11.4%	↓ -5.0%	Gross Margin	\$ 173,961	↓ -18.0%	↑ 0.4%

kWhs Sold



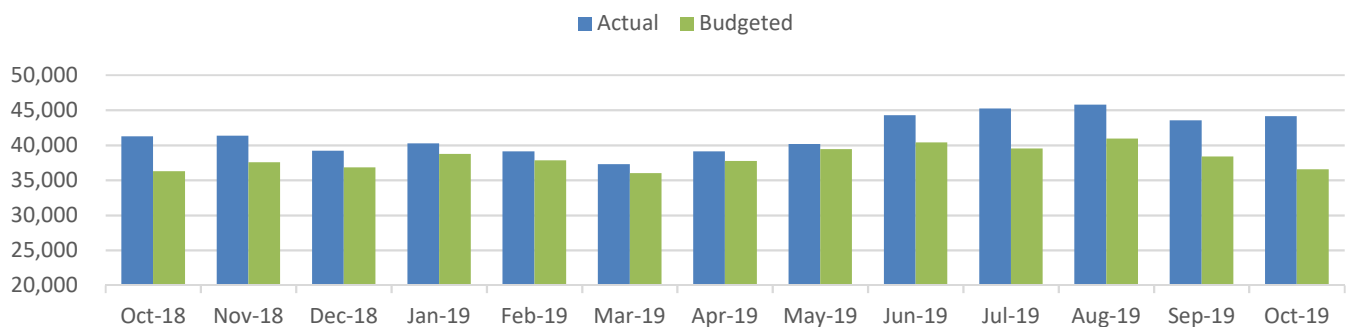
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	18,712	↑ 6.5%	↑ 4.7%	Revenues	\$ 145,284	↑ 3.9%	↑ 2.8%

Water Cubic Feet (100's) Sold

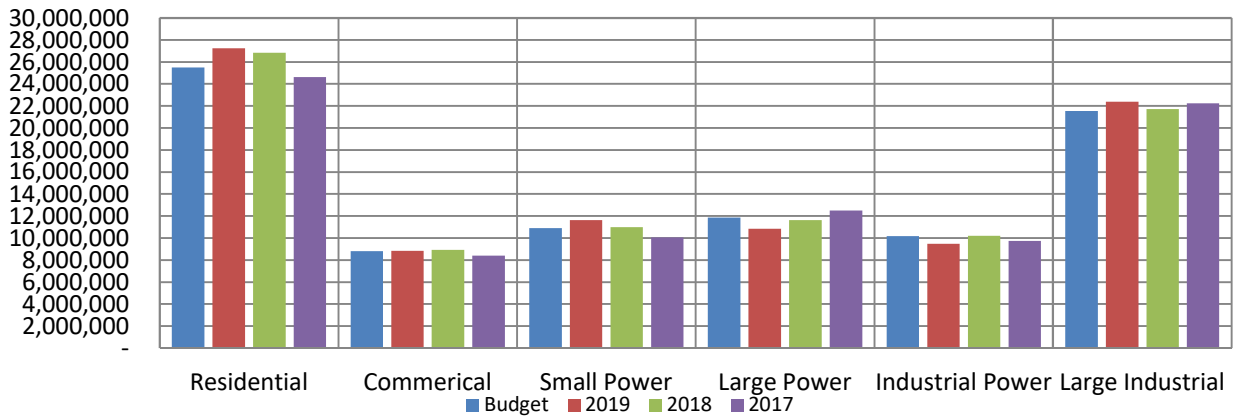


	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	44,152	↑ 20.8%	↑ 8.6%	Revenues	\$ 183,809	↑ 18.6%	↑ 7.3%

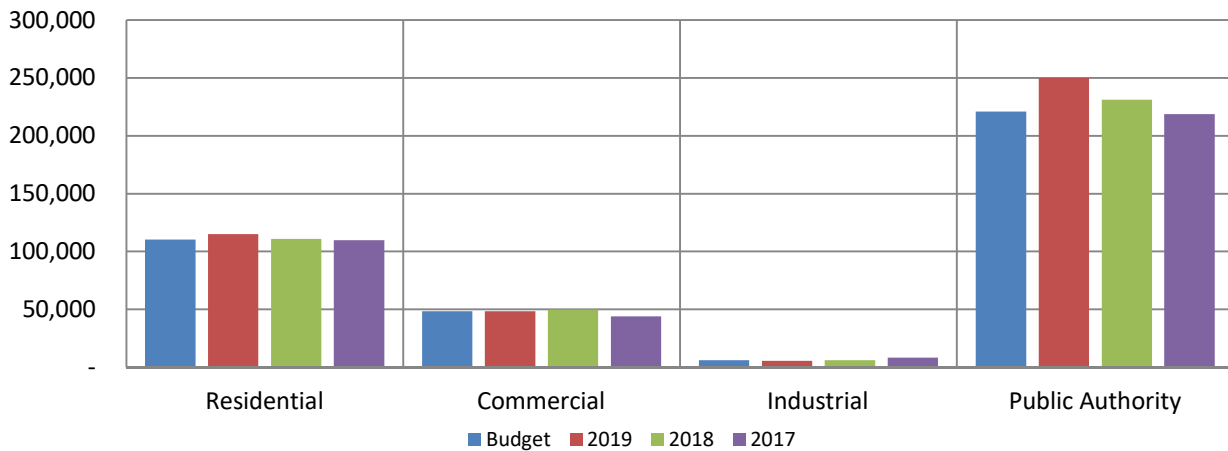
Sewer Cubic Feet (100's) Treated



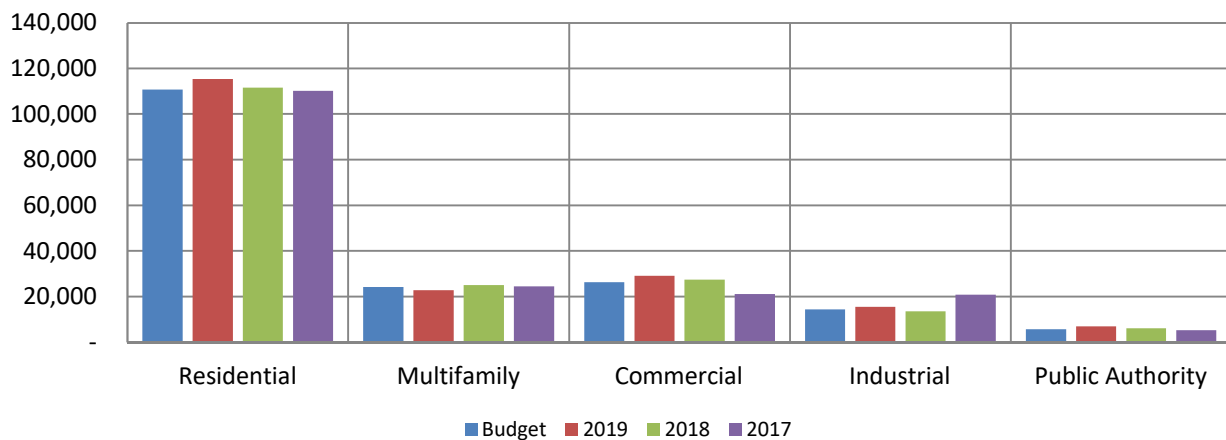
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



WAUPUN UTILITIES
Income Statement and Financial Ratios
Electric Utility
For the 12 Months Ending:

ELECTRIC	Oct 2017	Oct 2018	Oct 2019
Sales of Electricity	\$ 10,348,025	\$ 10,116,072	\$ 9,766,429
Purchased Power	8,338,115	8,050,432	7,733,839
Gross Margin	2,009,910	2,065,640	2,032,590
	19.4%	20.4%	20.8%
Other Operating Revenues	139,385	92,450	103,769
Operating Expenses			
Distribution expense	413,078	290,015	361,416
Customer accounts expense	110,399	116,155	117,011
Advertising expense	1,730	(2,066)	939
Administrative & general expense	417,272	384,371	431,764
Total operating expenses	942,479	788,475	911,129
Other Operating Expenses			
Depreciation expense	556,353	578,538	588,562
Taxes	317,351	348,903	347,620
Total other operating expenses	873,703	927,441	936,182
Operating Income	333,113	442,174	289,047
Other Income (Expense)			
Interest expense	(40,124)	(36,115)	(32,153)
Capital contributions	81,098	155,068	93,849
Other	(14,266)	39,852	(683)
Total other income (expense)	26,707	158,805	61,012
Net Income	\$ 359,821	\$ 600,979	\$ 350,059

Regulatory Operating Income	404,874	529,440	351,048
Rate of Return	4.96	6.46	4.22
Authorized Rate of Return	6.00	5.00	5.00
Current Ratio	2.6	3.0	4.5
Months of Unrestricted Cash on Hand	2.0	2.2	2.4
Debt vs Equity	0.82	0.85	0.86
Asset Utilization	0.49	0.50	0.51
Combined E&W Debt Coverage	2.78	3.01	2.68
Minimum Required Coverage	1.25	1.25	1.25

Note 1 - Electric rates increased September 2016.

Definitions

Rate of Return - Return on investment in capital infrastructure. Should be near authorized rate of return.

Current Ratio - measure of liquidity or ability to pay obligations. Should be > 1.

Months of Unrestricted Cash on Hand - measure of reserves. Should be at least 2-3 months.

Debt vs. Equity - Percent of infrastructure financed by operations. 50% is a good benchmark.

Asset Utilization - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

Debt Coverage - Earnings coverage of annual debt service. Must exceed 1.25

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Electric Utility
For the Period Ended Oct, 31 2019

	Last 12 Months	YTD 2019	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 9,766,429	\$ 8,253,423	\$ 8,686,448	\$ (433,025)
Purchased Power	7,733,839	6,558,444	6,997,879	(439,435)
Gross Margin	2,032,590	1,694,979	1,688,569	6,410
	20.8%	20.5%	19.4%	
Other Operating Revenues	103,769	84,131	79,976	4,155
Operating Expenses				
Distribution expense	361,416	308,635	306,338	2,297
Customer accounts expense	117,011	101,516	102,041	(525)
Advertising expense	939	809	1,667	(858)
Administrative & general expense	431,764	360,897	370,872	(9,975)
Total operating expenses	911,129	771,857	780,917	(9,060)
Other Operating Expenses				
Depreciation expense	588,562	491,182	491,182	-
Taxes	347,620	293,645	288,750	4,895
Total other operating expenses	936,182	784,826	779,932	4,895
Operating Income	289,047	222,427	207,696	14,731
Other Income (Expense)				
Interest expense	(32,153)	(26,242)	(26,242)	(1)
Capital contributions	93,849	-	-	-
Other	(683)	93,977	6,520	87,457
	61,012	67,735	(19,722)	87,457
Net Income	\$ 350,059	\$ 290,162	\$ 187,974	\$ 102,188

	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018
Operating Revenues	\$ 748,348	\$ 841,575	\$ 1,054,847	\$ 1,082,571	\$ 836,621	\$ 712,923	\$ 726,750	\$ 735,403	\$ 753,842	\$ 760,543	\$ 756,494	\$ 756,512	\$ 804,298
Purchased Power	574,387	678,365	872,571	892,738	707,698	556,360	560,654	571,584	575,344	568,745	582,164	593,232	604,710
Gross Margin	173,961	163,210	182,276	189,833	128,923	156,562	166,096	163,820	178,499	191,798	174,330	163,280	199,587
	23.2%	19.4%	17.3%	17.5%	15.4%	22.0%	22.9%	22.3%	23.7%	25.2%	23.0%	21.6%	24.8%
Other Operating Revenues	8,445	9,053	8,727	7,457	9,820	8,356	7,600	9,213	7,817	7,643	10,285	9,353	8,387
Operating Expenses													
Distribution expense	28,063	23,279	27,942	20,511	24,054	28,849	41,552	36,809	37,084	40,492	28,946	23,835	24,074
Customer accounts expense	11,251	8,989	13,162	8,500	9,436	10,142	9,568	10,067	9,234	11,167	6,532	8,963	9,492
Advertising expense	-	120	(3,921)	1,000	500	549	1,661	250	200	450	(304)	434	120
Administrative & general expense	37,280	32,006	43,977	33,746	32,072	30,432	36,213	42,125	34,471	38,575	42,930	27,937	28,872
Total operating expenses	76,594	64,393	81,160	63,757	66,063	69,973	88,994	89,250	80,989	90,683	78,103	61,169	62,558
Other Operating Expenses													
Depreciation expense	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,604	47,776	47,776
Taxes	30,340	36,636	28,374	26,715	27,008	26,862	33,403	27,206	27,569	29,531	27,304	26,672	38,604
Total other operating expenses	79,458	85,755	77,492	75,833	76,126	75,980	82,521	76,324	76,687	78,649	76,907	74,448	86,381
Operating Income	26,354	22,115	32,350	57,700	(3,446)	18,965	2,180	7,458	28,640	30,109	29,604	37,016	59,036
Other Income (Expense)													
Interest expense	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,956)	(2,956)	(2,956)
Capital contributions	-	-	-	-	-	-	-	-	-	-	44,072	49,776	(3,827)
Other	1,387	39,344	31,492	388	2,957	4,406	1,770	5,942	3,354	2,937	4,239	(98,899)	904
	(1,237)	36,719	28,868	(2,236)	332	1,782	(854)	3,318	730	313	45,355	(52,078)	(5,878)
Net Income	\$ 25,117	\$ 58,835	\$ 61,218	\$ 55,465	\$ (3,113)	\$ 20,747	\$ 1,327	\$ 10,776	\$ 29,370	\$ 30,422	\$ 74,959	\$ (15,062)	\$ 53,158

WAUPUN UTILITIES
Income Statement and Financial Ratios
Water Utility
For the 12 Months Ending:

WATER	Oct 2017	Oct 2018	Oct 2019
Operating Revenues	\$ 2,559,444	\$ 2,575,430	\$ 2,613,480
Operating Expenses			
Source of supply expenses	42,415	52,769	625
Pumping expenses	88,875	94,271	90,703
Water treatment expenses	195,494	189,966	175,787
Transmission & distribution expenses	257,265	286,345	296,280
Customer accounts expenses	97,596	112,847	111,890
Administrative & general expense	278,099	246,744	242,211
Total operating expenses	959,744	982,942	917,496
Other Operating Expenses			
Depreciation expense	547,702	554,240	537,874
Taxes	361,672	380,269	382,517
Total other operating expenses	909,374	934,509	920,391
Operating Income	690,326	657,979	775,593
Other Income (Expense)			
Interest expense	(155,013)	(136,209)	(134,013)
Capital contributions from customers and municipal	64,209	383,082	67,178
Other	(40,138)	(50,849)	(31,707)
Total other income (expense)	(130,942)	196,024	(98,542)
Net Income	\$ 559,385	\$ 854,004	\$ 677,051

Regulatory Operating Income	748,112	715,869	821,454
Rate of Return	5.84	5.42	6.01
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	24.01	32.56	33.37
Months of Unrestricted Cash on Hand	7.17	8.54	8.30
Debt vs Equity	0.61	0.65	0.66
Asset Utilization	0.34	0.34	0.36

Note 1 - Water rates increased May 2012.

Definitions

Rate of Return - Return on investment in capital infrastructure. Should be near authorized rate of return.

Current Ratio - measure of liquidity or ability to pay obligations. Should be > 1.

Months of Unrestricted Cash on Hand - measure of reserves. Should be at least 2-3 months.

Debt vs. Equity - Percent of infrastructure financed by operations. 50% is a good benchmark.

Asset Utilization - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Water Utility
For the Period Ended Oct, 31 2019

	Last 12 Months	YTD 2019	YTD Budget	Difference
WATER				
Operating Revenues	\$ 2,613,480	\$ 2,195,918	\$ 2,135,430	\$ 60,488
Operating Expenses				
Source of supply expenses	625	425	2,500	(2,075)
Pumping expenses	90,703	74,739	77,745	(3,006)
Water treatment expenses	175,787	150,981	177,252	(26,271)
Transmission & distribution expenses	296,280	206,109	221,109	(15,000)
Customer accounts expenses	111,890	97,680	98,780	(1,100)
Administrative & general expense	242,211	195,462	214,020	(18,558)
Total operating expenses	917,496	725,395	791,406	(66,010)
Other Operating Expenses				
Depreciation expense	537,874	452,646	452,646	-
Taxes	382,517	319,858	329,250	(9,392)
Total other operating expenses	920,391	772,504	781,896	(9,392)
Operating Income	775,593	698,018	562,128	135,890
Other Income (Expense)				
Interest expense	(134,013)	(111,719)	(98,971)	(12,748)
Capital contributions	67,178	-	-	-
Other	(31,707)	(26,279)	(33,883)	7,603
	(98,542)	(137,999)	(132,853)	(5,145)
Net Income	\$ 677,051	\$ 560,020	\$ 429,275	\$ 130,745

	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018
WATER													
Operating Revenues	\$ 217,066	\$ 222,466	\$ 230,845	\$ 236,283	\$ 230,922	\$ 216,260	\$ 212,132	\$ 207,623	\$ 211,393	\$ 210,927	\$ 207,734	\$ 209,828	\$ 219,788
Operating Expenses													
Source of supply expenses	-	-	90	-	208	-	127	-	-	-	98	102	31
Pumping expenses	6,635	6,789	7,328	8,031	7,567	7,052	8,022	7,865	7,675	7,775	8,818	7,146	7,305
Water treatment expenses	17,263	14,367	13,830	15,539	14,749	10,553	15,749	11,824	16,442	20,665	12,950	11,857	14,912
Transmission & distribution expenses	16,080	18,136	28,275	34,228	19,032	28,626	25,611	12,992	14,020	9,108	62,216	27,955	17,349
Customer accounts expenses	10,585	8,723	12,621	8,153	8,910	9,593	9,313	9,843	8,729	11,209	5,722	8,488	8,944
Administrative & general expense	18,557	17,561	24,872	18,494	18,614	16,010	18,404	22,180	18,226	22,543	27,073	19,677	16,075
Total operating expenses	69,120	65,576	87,017	84,445	69,080	71,835	77,226	64,704	65,092	71,300	116,876	75,225	64,617
Other Operating Expenses													
Depreciation expense	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	39,736	45,493	45,493
Taxes	29,548	34,360	32,839	31,986	31,647	31,893	32,214	31,665	31,590	32,117	30,698	31,960	34,191
Total operating expenses	74,813	79,624	78,104	77,250	76,911	77,158	77,479	76,929	76,855	77,381	70,434	77,453	79,683
Operating Income	73,133	77,265	65,725	74,588	84,931	67,267	57,427	65,990	69,446	62,246	20,424	57,151	75,487
Other Income (Expense)													
Interest expense	(11,589)	(20,953)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(11,147)	(11,147)	(11,147)
Capital contributions	-	-	-	-	-	-	-	-	-	-	67,178	-	-
Other	(2,485)	(2,487)	(1,993)	(2,022)	(317)	(775)	(401)	(10,905)	(2,455)	(2,440)	(2,544)	(2,884)	(3,042)
	(14,074)	(23,441)	(11,890)	(11,919)	(10,214)	(10,672)	(10,298)	(20,802)	(12,352)	(12,337)	53,487	(14,031)	(14,189)
Net Income	\$ 59,059	\$ 53,825	\$ 53,835	\$ 62,669	\$ 74,717	\$ 56,595	\$ 47,129	\$ 45,188	\$ 57,094	\$ 49,909	\$ 73,912	\$ 43,120	\$ 61,298

WAUPUN UTILITIES
Income Statement and Financial Ratios
Sewer Utility
For the 12 Months Ending:

SEWER	Oct 2017	Oct 2018	Oct 2019
Operating Revenues	\$ 2,237,255	\$ 2,397,930	\$ 2,404,753
Operating Expenses			
WWTP operation expenses	351,405	380,243	385,684
Laboratory expenses	53,959	60,710	76,708
Maintenance expenses	363,488	447,938	438,848
Customer accounts expenses	147,594	145,879	151,660
Administrative & general expenses	390,131	423,730	383,930
Total operating expenses	1,306,577	1,458,500	1,436,831
Other Operating Expenses			
Depreciation expense	724,779	676,742	673,983
Total other operating expenses	724,779	676,742	673,983
Operating Income	205,898	262,688	293,939
Other Income (Expense)			
Interest expense	(88,171)	(72,021)	(55,293)
Capital contributions	43,142	342,072	63,390
Other	33,992	42,518	171,201
Total other income (expense)	(11,037)	312,570	179,298
Net Income	\$ 194,861	\$ 575,258	\$ 473,237

Operating Income (excluding GASB 68 & 75)	235,165	293,808	313,685
Rate of Return	1.63	2.26	2.36
Current Ratio	48.23	23.50	61.56
Months of Unrestricted Cash on Hand	24.02	6.99	15.49
Debt vs Equity	0.82	0.85	0.90
Asset Utilization	0.49	0.48	0.50

Note 1 - Sewer rates increased January 2019.

Definitions

Rate of Return - Return on investment in capital infrastructure.

Current Ratio - measure of liquidity or ability to pay obligations. Should be > 1.

Months of Unrestricted Cash on Hand - measure of reserves. Should be at least 2-3 months.

Debt vs. Equity - Percent of infrastructure financed by operations. 50% is a good benchmark.

Asset Utilization - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Sewer Utility
For the Period Ended Oct, 31 2019

	Last 12 Months	YTD 2019	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 2,404,753	\$ 2,025,089	\$ 1,919,121	\$ 105,968
Operating Expenses				
WWTP operation expenses	385,684	327,149	305,236	21,913
Laboratory expenses	76,708	64,170	51,618	12,552
Maintenance expenses	438,848	308,353	314,409	(6,055)
Customer accounts expenses	151,660	129,688	132,809	(3,121)
Administrative & general expenses	383,930	313,229	317,968	(4,739)
Total operating expenses	1,436,831	1,142,589	1,122,039	20,549
Other Operating Expenses				
Depreciation expense	673,983	564,063	564,063	-
Total other operating expenses	673,983	564,063	564,063	-
Operating Income	293,939	318,437	233,019	85,418
Other Income (Expense)				
Interest Expense	(55,293)	(43,741)	(43,741)	(0)
Capital contributions	63,390	-	-	-
Other	171,201	138,020	33,333	104,686
	179,298	94,279	(10,408)	104,686
Net Income	\$ 473,237	\$ 412,716	\$ 222,612	\$ 190,104

	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018
SEWER													
Operating Revenues	\$ 215,215	\$ 217,461	\$ 215,798	\$ 210,122	\$ 202,731	\$ 190,316	\$ 194,363	\$ 198,544	\$ 187,540	\$ 193,000	\$ 189,816	\$ 189,849	\$ 209,172
Operating Expenses													
WWTP operation expenses	19,411	50,897	36,983	33,107	45,356	24,886	24,079	36,034	28,205	28,191	23,092	35,443	22,703
Laboratory expenses	5,566	9,443	6,905	4,180	5,825	7,206	7,724	6,218	3,583	7,521	4,541	7,998	4,678
Maintenance expenses	21,627	76,916	35,068	24,144	38,879	28,165	19,867	23,558	20,149	19,981	113,299	17,196	24,597
Customer accounts expenses	13,868	12,049	15,945	11,503	12,271	12,809	12,382	12,915	12,087	13,859	9,679	12,293	12,323
Administrative & general expense	27,666	26,795	36,355	25,203	38,671	30,354	24,840	33,074	30,130	40,140	43,750	26,952	27,931
Total operating expenses	88,138	176,100	131,256	98,136	141,002	103,420	88,892	111,799	94,154	109,692	194,360	99,882	92,232
Other Operating Expenses													
Depreciation expense	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	54,248	55,672	55,672
Total other operating expenses	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	54,248	55,672	55,672
Operating Income	70,671	(15,045)	28,135	55,579	5,322	30,489	49,065	30,339	36,980	26,902	(58,792)	34,294	61,268
Other Income (Expense)													
Interest expense	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(5,776)	(5,776)	(5,776)
Capital contributions	-	-	-	-	-	-	-	-	-	-	63,390	-	-
Other	8,236	6,359	25,646	4,185	14,331	16,775	9,704	24,439	15,252	13,093	21,702	11,479	5,989
	3,861	1,985	21,272	(189)	9,957	12,401	5,330	20,065	10,877	8,719	79,316	5,703	213
Net Income	\$ 74,532	\$ (13,059)	\$ 49,408	\$ 55,390	\$ 15,279	\$ 42,890	\$ 54,394	\$ 50,404	\$ 47,857	\$ 35,621	\$ 20,524	\$ 39,997	\$ 61,480

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

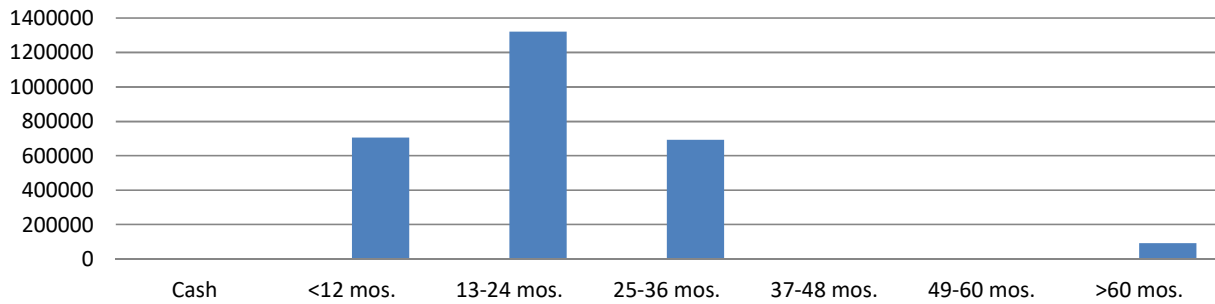
ELECTRIC	Oct 2017	Oct 2018	Oct 2019	Sept 2019	Change
Cash and investments - unrestricted	\$ 1,628,205	\$ 1,680,686	\$ 1,801,763	\$ 1,707,538	\$ 94,225
Cash and investments - restricted	199,413	201,822	206,612	190,058	16,555
Receivables	941,394	824,266	921,695	1,078,093	(156,398)
Materials and Supplies	237,727	238,833	192,581	196,510	(3,928)
Other assets	441,083	334,571	549,749	558,313	(8,564)
Plant - net of accumulated depreciation	8,948,836	9,396,408	9,184,525	9,201,372	(16,847)
Total Assets	12,396,657	12,676,586	12,856,926	12,931,884	(74,958)
Accounts payable	725,779	643,343	599,463	703,892	(104,429)
Payable to sewer utility	264,547	176,365	-	-	-
Interest accrued	6,347	5,694	5,027	2,403	2,624
Accrued benefits	286,380	304,183	88,249	88,249	-
Deferred Credits	198,518	191,585	718,211	716,482	1,730
Long-term debt	1,593,410	1,432,760	1,268,540	1,268,540	-
Net Position	9,321,677	9,922,656	10,177,436	10,152,319	25,117
Total Liabilities & Net Position	\$ 12,396,657	\$ 12,676,586	\$ 12,856,926	\$ 12,931,884	\$ (74,958)
WATER	Oct 2017	Oct 2018	Oct 2019	Sept 2019	Change
Cash and investments - unrestricted / designated	\$ 789,727	\$ 970,166	\$ 899,270	\$ 864,182	\$ 35,088
Cash and investments - restricted	573,403	541,661	620,253	548,791	71,462
Receivables	179,846	182,183	242,822	259,211	(16,389)
Materials and Supplies	63,399	58,503	55,908	56,842	(934)
Other assets	546,796	443,162	470,517	482,400	(11,883)
Plant - net of accumulated depreciation	15,268,659	15,473,079	16,247,076	16,253,806	(6,730)
Total Assets	17,421,830	17,668,754	18,535,846	18,465,232	70,613
Accounts payable	16,445	13,919	11,885	11,920	(34)
Interest accrued	23,937	21,476	22,342	10,753	11,589
Accrued benefits	147,179	151,447	46,840	46,840	-
Deferred Credits	105,797	87,854	353,723	353,723	-
Long-term debt	6,009,464	5,403,652	5,484,188	5,484,188	-
Net Position	11,119,008	11,990,406	12,616,867	12,557,808	59,059
Total Liabilities & Net Position	\$ 17,421,830	\$ 17,668,754	\$ 18,535,846	\$ 18,465,232	\$ 70,613
SEWER	Oct 2017	Oct 2018	Oct 2019	Sept 2019	Change
Cash and investments - unrestricted	\$ 2,615,386	\$ 849,158	\$ 1,854,120	\$ 1,899,672	\$ (45,551)
Cash and investments - restricted	2,217,329	4,031,370	2,135,258	2,096,445	38,813
Receivables	193,518	203,103	233,502	238,812	(5,311)
Receivable from electric utility	259,859	176,365	-	-	-
Materials and Supplies	10,620	9,230	8,500	8,531	(31)
Advances to other funds	428,440	428,440	428,440	428,440	-
Other assets	262,269	228,132	320,298	326,535	(6,237)
Plant - net of accumulated depreciation	13,499,838	13,639,441	14,714,117	14,616,655	97,463
Total Assets	19,487,260	19,565,239	19,694,237	19,615,090	79,146
Accounts payable	17,059	12,539	10,945	10,572	372
Interest accrued	41,178	32,237	22,967	18,593	4,374
Accrued benefits	142,537	148,478	61,691	61,691	-
Deferred Credits	139,395	116,026	459,328	459,328	-
Long-term debt	2,490,705	2,019,629	1,532,153	1,532,153	-
Net Position	16,656,386	17,236,331	17,607,153	17,532,753	74,400
Total Liabilities & Net Position	\$ 19,487,260	\$ 19,565,239	\$ 19,694,237	\$ 19,615,090	\$ 79,146

Monthly Dashboard - Cash & Investments

October 2019

Account	Restrictions	Oct 2019	Sept 2019	\$ Inc/(Dec)	% Inc/(Dec)
Checking - E	Unrestricted	\$ 341,783	\$ 500,225	\$ (158,441)	-31.67%
Checking - W	Unrestricted	155,367	112,735	42,631	37.82%
Checking - S	Unrestricted	333,384	297,644	35,740	12.01%
Reserves - E	Unrestricted	1,459,980	1,207,314	252,666	20.93%
Reserves - W	Unrestricted	331,544	339,853	(8,309)	-2.44%
Reserves - S	Unrestricted	1,520,736	1,602,027	(81,291)	-5.07%
P&I Redemption - E	Restricted	117,005	100,450	16,555	16.48%
P&I Redemption - W	Restricted	505,093	433,631	71,462	16.48%
P&I Redemption - S	Restricted	207,163	172,415	34,748	20.15%
Depreciation - E	Restricted	89,608	89,608	-	0.00%
Depreciation - W	Restricted	115,160	115,160	-	0.00%
ERF - Water Plant	Designated	412,360	411,594	766	0.19%
ERF - WWTP	Restricted	<u>1,928,096</u>	<u>1,924,030</u>	<u>4,065</u>	0.21%
		<u>\$ 7,517,277</u>	<u>\$ 7,306,686</u>	<u>\$ 210,591</u>	2.88%
Unrestricted and Designated		<u>\$ 4,555,154</u>	<u>\$ 4,471,392</u>	<u>\$ 83,761</u>	1.87%
	Restricted	<u>\$ 2,962,124</u>	<u>\$ 2,835,294</u>	<u>\$ 126,829</u>	4.47%

Long-Term Investment by Maturity



Long-Term Investments by Type





AGENDA SUMMARY SHEET

MEETING DATE: 12/10/19

TITLE 2018 City of Waupun Affordability Housing & Housing Fee Reports

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Sarah VanBuren, Comm/Ec Dev Coord.

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

ISSUE SUMMARY:

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

In early 2019, several communities, through a focused conversation with members of the American Planning Association – Wisconsin Chapter in NE WI, expressed interested in having the East Central WI Regional Planning Commission (ECWRPC) conduct all or some of the required work. This would allow for: 1) consistent collection, display, and analysis to conduct a more accurate comparison amongst affected municipalities; 2) provide for a more accurate “regional” picture of affordable housing within the region’s metropolitan areas.

As part of this project, ECWRPC established a Project Advisory Board comprised of nine (9) individuals representing each of the ‘required’ municipalities within the ECWRPC region. The purpose of the Project Advisory Board was to guide the project and provide input and direction to East Central staff.

Both reports produced meet the statutory requirements and will be posted to the City of Waupun website prior to January 1, 2020.

STAFF RECOMENDATION:

Discussion only.

ATTACHMENTS:

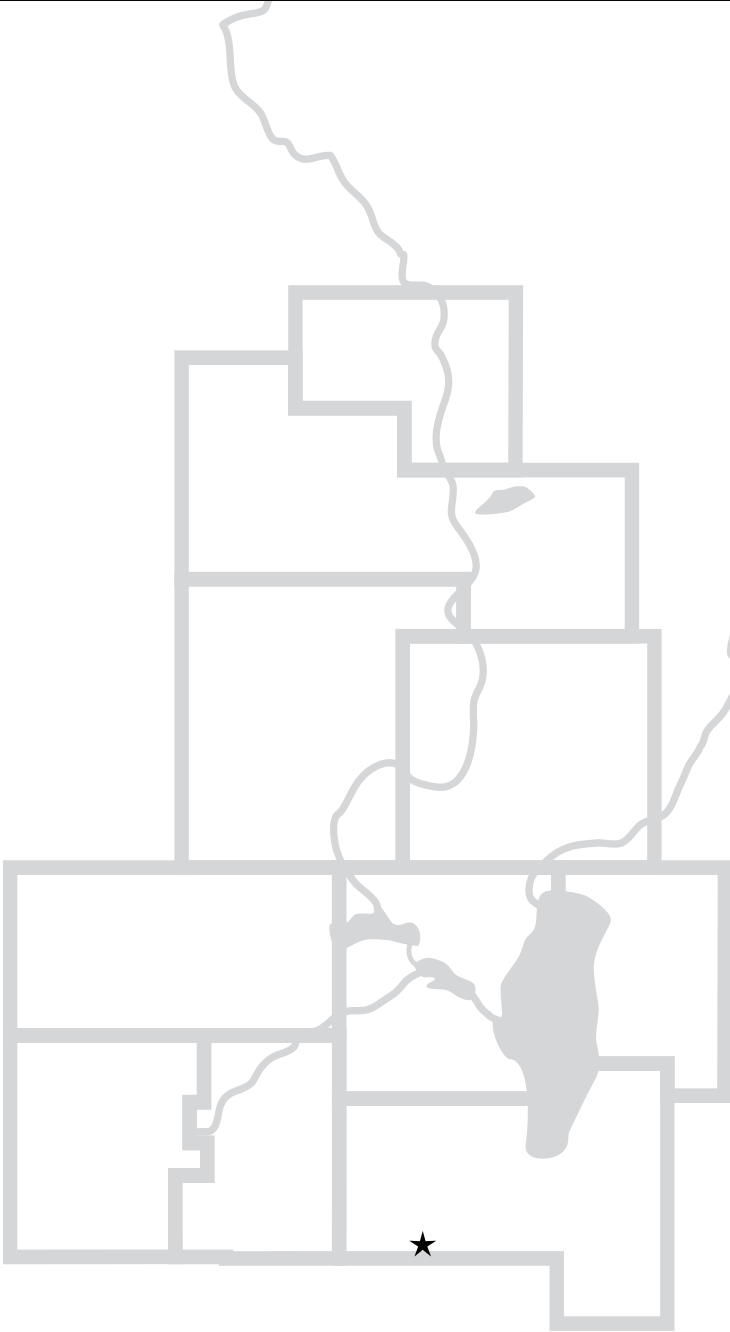
2018 City of Waupun Housing Affordability Report

2018 City of Waupun Housing Fee Report

RECOMENDED MOTION:

N/A

City of Waupun Housing Affordability Report, 2018



Draft
November 2019



East Central Wisconsin
Regional Planning Commission
ECWRPC
Calumet • Fond du Lac • Menominee • Outagamie
Shawano • Waupaca • Waushara • Winnebago

Housing Affordability Report, 2018

City of Waupun

Date Adopted Here

Prepared by the
East Central Wisconsin Regional Planning Commission

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Ronald McDonald, Valley Transit

ABSTRACT

TITLE: City of Waupun Housing Affordability Report, 2018

CONTACT: Eric Fowle-Executive Director

AUTHORS: Eric Fowle-Executive Director
Kathy Thunes-Principal Planner
Kolin Erickson-Planner
Mike Zuege-GIS Coordinator

SUBJECT: Housing Affordability

DATE: November 2019

PLANNING AGENCY: East Central Wisconsin Regional Planning Commission

SOURCE OF COPIES: East Central Wisconsin Regional Planning Commission
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In 2018, the Wisconsin State Legislature approved new legislation which requires communities of 10,000 population or more to provide an annual report related to housing in an effort to shed light and foster change on affordable housing issues across the state. Specifically, reference Wis. Stats. 66.10013 (Housing affordability report).

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HOUSING AFFORDABILITY REPORT

HOUSING AFFORDABILITY REPORT

EXECUTIVE SUMMARY

In 2018, the Wisconsin State Legislature approved new legislation that requires villages and cities of 10,000 population or more to provide two separate annual reports related to housing affordability and housing fees in an effort to shed light and foster change on affordable housing issues across the state. The City of Waupun, along with 11 other communities in the region, elected to contract with the East Central Wisconsin Regional Planning Commission to prepare these reports. As such, a Housing Report Advisory Team was created so that input and feedback from all communities could be considered as the reports were prepared. Specifically, this document meets the requirements for Wis. Stats. 66.10013 (Housing affordability report).

HOUSING AFFORDABILITY REPORT REQUIREMENTS

Requirements of this report include the following elements:

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's implementation of the housing element of the municipality's comprehensive plan under s. 66.1001. The municipality shall update the report annually, not later than January 31. The report shall contain all of the following:
 - a. The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year.
 - b. The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.
 - c. A list and map of undeveloped parcels in the municipality that are zoned for residential development.
 - d. A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.
 - e. An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each

regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees. to do each of the following:

- (1) Meet existing and forecasted housing demand, and;
- (2) Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

HOUSING AFFORDABILITY DATA & RESPONSES

Part 2A: The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year (2018) for the City of Waupun is illustrated in Table 1.

Table 1: City of Waupun Approved Plats, CSM's and Building Permits, 2018

Subdivision Plats	Certified Survey Maps	Condominium Plats	Single Family Building Permits	2-Family Building Permits	Multi-family Building Permits	Mobile Home Building Permits
0	0	0	13	0	0	0

Part 2B: The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year (2018) for the City of Waupun is illustrated in Table 2.

Table 2: City of Waupun New Residential Dwelling Units Proposed and Approved within Plats and CSM's, 2018

Proposed			Approved			
Residential Dwelling Units (Subdivision Plats)	Residential Dwelling Units (Certified Survey Map)	Residential Dwelling Units (Condominium Plats)	Single Family Building Units	2-Family Building Units	Multi-family Building Units	Mobile Home Building Units
0	0	0	13	0	0	0

Parts 2C/2D: A list and map of undeveloped parcels in the municipality that are zoned for residential development. A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential

for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.

Maps for the City of Waupun were developed using a variety of GIS data sources and are contained in Appendix A. From a process standpoint, these maps were developed using the following methodologies:

Undeveloped Parcels Zoned for Residential Development

1. Map 1 was created by using current tax parcel data (circa Aug., 2019). A subset of “vacant” parcels was created by selecting all parcels which had no “improvement value” on the property.
2. Current zoning districts for the City were overlaid on this subset of vacant parcels and additional parcels were removed as necessary (i.e. stormwater ponds, larger areas of institutional lands which have no development potential, etc.).
3. The final map illustrates vacant parcels that contain “residential” zoning and those that are “non-residential” (i.e. commercial, industrial, institutional, etc.) in nature.
4. Table 3 provides a listing of parcels along with additional property characteristics.

Undeveloped Parcels with Available Public Facilities/Services

Map 2 and its associated parcel table included in Appendix A, was created using the aforementioned data layers, plus the inclusion of municipal water and sewer line location data.

1. Municipal sewer and water line data was obtained, typically with service lines being located in the road rights-of-way.
2. A 100-foot ‘buffer’ was applied to either side of these service lines.
3. Any of the vacant residential/non-residential zoned parcels which fell partly within this 100-foot buffer were selected to produce a map showing which undeveloped parcels have services available.

Part 2E: An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to: 1) Meet existing and forecasted housing demand, and; 2) Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

Plans & Regulations

The City of Waupun has a number of plans, policies, regulations and fee/permit requirements which guide land use and matters pertaining to residential housing development.

The City of Waupun’s comprehensive plan, adopted in 2018 and includes a future land use map, dated October, 2018 (Appendix B). The future land use map illustrates the preferred land use and sets forth the broad policy decisions regarding the location and types of housing that are envisioned in the future. This document is of primary importance in that it sets the tone for addressing affordable housing opportunities and guiding development decisions (Map 3). This plan addresses many aspects of housing, including affordable housing and key aspects of the plan are shown in Table 5 below which were derived from a survey sent by East Central WI RPC to the City.

Table 5: City of Waupun Comprehensive Plan Summary, 2018

Question / Topic Regarding Comprehensive Plan	Response / Details
What year was your comprehensive plan adopted?	2018
Since its adoption, have amendments been made to the plan to accommodate residential development?	No
What year is next scheduled/planned 10-year update for the Comprehensive Plan?	2028
Were specific concerns about affordable housing brought up by your plan commission, business community or residents during the plan development process for your current comprehensive plan?	Yes
If yes, was affordable housing a community issue at that time, or was it alluded to as a future issue?	Yes
Were there any housing-related organizations or individuals involved in the development of the current comprehensive plan (or its housing element)?	No
Is there a dedicated municipal Committee responsible for implementing and monitoring all/portions of the housing element of the current comprehensive plan?	No

Question / Topic Regarding Comprehensive Plan	Response / Details
Does the housing element of the current comprehensive plan get referenced/reviewed formally during new housing development proposals (re-zonings, platting, etc.)?	No
Is there dedicated municipal staff which lead, or assist, in the implementation and monitoring of the current comprehensive plan's housing element?	No
Are there existing non-profit organizations involved in the implementation of the current comprehensive plan's housing element?	No
Were existing zoning ordinances, subdivision regulations or other codes/ordinances significantly modified after the plan's adoption to better align with the housing element?	No
Please list specific goal/objective/strategy/recommendation/action items within the housing element that have been implemented or addressed to any degree (including planned/pending implementation).	<i>Recommendation 2.6.1 (Page 2-9) - Continue the City's housing rehabilitation program for owner and renter occupied properties. The City currently uses Community Development Block Grant (CDBG) funds to rehabilitate the existing housing stock. This program/work continues to be contracted out to MSA></i>
	<i>Recommendation 2.6.20 (Page 2-10) - Develop a housing plan that includes a housing market analysis. Cedar Corporation has been hired to do this work and will be done by the end of 2019. Results of this study will be shared with the public and developers upon approve (Recommendation 2.6.21)</i>
	<i>Recommendation 2.6.30 (Page 2-11) When new development proposals are received, seek input from fire, police, parks and recreation, public works, streets, water, etc. to determine how these areas will be served.</i>
Are you a CDBG-Entitlement Community that has prepared an Impediments to Fair Housing study?	No
Have you completed other housing market or assessment studies?	No
What limiting factors are present which prevent your community from moving forward on further implementation of the current comprehensive plan's housing element? Please describe.	<i>Limited resources (in terms of staffing) and the rising cost of construction. With the low housing and rental prices it is hard for developers to make a project cash flow.</i>

Additional plans, policies and regulations have been adopted by the City to address residential housing including:

- City of Waupun Zoning Ordinance (Chapter 16) outlines basic land use requirements, lot sizes and property setbacks.
- City of Waupun Subdivision Ordinance (Chapter 17) which specifies site improvement requirements and land dedication requirements, if any.
- Plan Review & Building Permit procedures have been adopted by the City of Waupun and are reviewed periodically.
- Development Standards & Specifications for residential subdivisions are in place and are typically implemented through a Development Agreement. In most cases, the developer is responsible for the entire initial cost of infrastructure including, but not limited to: roads, curb, gutter, stormwater, sewer and water mains. Once the infrastructure meets the standards, the community will take ownership and be responsible for future maintenance (unless otherwise noted in the Developer's Agreement). In some cases, cost-sharing, credits, or deferred assessments will be provided. While the construction of infrastructure is a major consideration in the overall cost of housing, this report has made no attempt to calculate these costs as they can vary greatly depending on size and density of the subdivision, as well as other geographic factors. It should be noted that in general, higher density developments reduce infrastructure costs relative to low density ones. The development community has not fully utilized the ability to create such developments which therefore impacts the cost of housing.
- Fees have been adopted for various activities related to housing development. These fees are outlined in detail in the accompanying *Housing Fee Report*. The City of Waupun currently has several types of fees schedules published on its website which may apply to new housing development:
 - Building Permit Fee Schedule¹
- Tax Increment Finance Districts.
 - TID#3 (Fond du Lac and Dodge Counties) – lies in the downtown business district and was created in 2005 as mixed use/blighted area.
 - TID#5 (Dodge County) – lies on the City's east side and was created as a mixed use district.
 - TID#6 (Fond du Lac and Dodge Counties) - lies on the City's west side and was created as a mixed use/blighted district.

¹ Building Permit Fee includes fees for electrical, HVAC, Plumbing, Erosion Control, etc.

- TID#7 (Dodge County) – lies on the City’s south side as was created as a mixed use district.
- TID#8 (Fond du Lac County) – lies on the City’s west side and was created as a mixed use district.

Financial Impact of Plans & Regulations

The financial impacts of local regulations are outlined in the *City of Waupun Housing Fee Report (2018)*. Regulations enforced by federal and state government also contributed to the increase in costs for development, yet municipalities have no control over these regulations or the associated costs to enforce. Wisconsin has adopted a state-wide uniform building code, which establishes standards for residential dwelling units. In addition, the requirements of NR216 have substantially increased the cost of stormwater management. Under NR216, municipalities are required to reduce stormwater runoff by implementing stormwater management programs. These programs include construction site pollutant control, post-construction stormwater management, etc. Furthermore, restrictive covenants imposed by developers may also add cost to development by setting architectural guidelines, types of exterior building materials, structural design or dictating the size of a dwelling unit.

MODIFICATION OF CONSTRUCTION & DEVELOPMENT REGULATIONS

This analysis identifies ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees in order to do each of the following: (1) Meet existing and forecasted housing demand, and; (2) Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

Housing Demand

Housing demand for the City of Waupun has been calculated using accepted methodologies developed by the East Central Wisconsin Regional Planning Commission. In this case, two components were evaluated: a) forecasted housing and land use demands by unit type, and; b) existing housing cost burden.

Based on Wisconsin Department of Administration and U.S. Census data, Tables 6 and 7 illustrate the forecast household growth for the City and the corresponding demands by housing unit type using existing land use density information.

Table 6: City of Waupun Year 2040 Household Projections

Municipality	2010	2015	2020	2025	2030	2035	2040	Diff. 2010-2040
City of Waupun	3,485	3,637	3,844	4,026	4,166	4,206	4,147	662

Source: WDOA, Wisconsin Demographic Services Center, Vintage 2013 Population Projections

Table 7: City of Waupun Year 2040 Projected Housing & Land Use Demands

Municipality	Adjusted Remaining Units Needed (2019-2040)			Development Density (units/acre)			Acres Needed		
	SF	2F	MF	SF	2F	MF	SF	2F	MF
City of Waupun	446	33	75	9.31	18.63	39.96	48	2	2

Source: ECWRPC, 2019

Housing Cost Burden

Table 8 illustrates the current “Housing Cost Burden” for City of Waupun households. For any particular household income category, the corresponding number which spent 30% or more of their income on housing costs is shown. In general, those with lower incomes are more burdened. However it is interesting to note that the City of Waupun’s numbers show that overall the homeowners are slightly more cost burdened than the urbanized area average as a whole, while overall renters are slightly less cost burdened than the urbanized area average as a whole.

Table 8: City of Waupun and Regional Housing Burden (2013-2017)

Household Income & percent spent on housing costs	Urbanized Area Regional Total (Fox Cities, Oshkosh & Fond du Lac)		C. Waupun	
	Totals	% of Total (30% or more)	Estimate	% of Total (30% or more)
Total Owner-occupied housing units:	70,105	18%	2,544	22%
Less than \$20,000:	4,419		302	
30 percent or more	3,905	88%	256	85%
\$20,000 to \$34,999:	8,097		239	
30 percent or more	3,746	46%	142	59%
\$35,000 to \$49,999:	8,674		361	
30 percent or more	2,473	29%	118	33%
\$50,000 to \$74,999:	15,091		582	
30 percent or more	1,898	13%	23	4%
\$75,000 or more:	33,444		1,042	
30 percent or more	807	2%	9	1%
Zero or negative income	380	n/a	18	n/a
Total Renter-occupied housing units:	39,869	42%	1,336	39%
Less than \$20,000:	10,699		348	
Less than 20 percent	176	2%	19	5%
20 to 29 percent	809	8%	0	0%
30 percent or more	9,714	91%	329	95%
\$20,000 to \$34,999:	9,811		338	
Less than 20 percent	640	7%	0	0%
20 to 29 percent	3,706	38%	169	50%
30 percent or more	5,465	56%	169	50%

\$35,000 to \$49,999:	6,751		222	
Less than 20 percent	2,187	32%	133	60%
20 to 29 percent	3,462	51%	63	28%
30 percent or more	1,102	16%	26	12%
\$50,000 to \$74,999:	6,534		173	
Less than 20 percent	4,842	74%	110	64%
20 to 29 percent	1,439	22%	63	36%
30 percent or more	253	4%	0	0%
\$75,000 or more:	4,868		186	
Less than 20 percent	4,600	94%	186	100%
20 to 29 percent	238	5%	0	0%
30 percent or more	30	1%	0	0%
Zero or negative income	447	n/a	51	n/a
No cash rent	759	n/a	18	n/a

Source: 2013-2017 ACS 5-Year Estimates, B25106

Based on this information more affordable homes and rentals are needed within the City, particularly for those with lower incomes. However, providing affordable housing involves more than reducing costs imposed by municipalities or revising local policies. Policies imposed by others and limited funding also affect housing affordability. The U.S. Department of Housing and Urban Development provides housing choice vouchers for very low-income families to reduce the cost of housing. Yet, this program has not been expanded in years and does not supply a sufficient supply of vouchers to address housing affordability for renters. Other programs correspondingly provide assistance for low-income renters and homeowners but these programs likewise fall short of the needs. Banks and other financial institutions must also accept some of the responsibility since they must approve financing for affordable housing.

Reductions & Time and Cost

In order to reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent, a number of things need to be taken into consideration.

- 1) Where exactly this burden should be placed? Should this burden be placed on the public sector entirely? Or should the private sector (homebuilders, realty professionals, etc.) share some of this burden? Housing style, design, size and materials choice make up a large portion of the cost of housing. When the development community places restrictive covenants on subdivisions, this inherently increases the costs for housing.
- 2) The cost of infrastructure and maintenance was not part of the State's requirement to analyze and include in this report yet is a critical factor for the costs associated with new housing development. Furthermore, state imposed levy limits further impact the municipalities' ability to maintain or construct new infrastructure.
- 3) Lastly, as noted in the Housing Fee Report, a number of additional costs are imposed by County, State or local entities (sanitary districts) for things such as plumbing plan

reviews, utility assessments and the like. These items are not even considered in the statutory requirements for this report and not in the purview of the municipality to control.

The City of Waupun could, of course, simply slash the costs of its various permits and fees by 20%, thereby reducing the amount of revenue generated (see Housing Fee Report). This revenue is used by the City to fund the necessary services and safety inspections that are required by State law and/or are simply good practice. By cutting fees 20%, it is likely that the plan review, approval and permit issuance processes will take longer due to reduced staffing and capacity.

The City could also reduce minimum lot sizes, but would this actually encourage smaller more affordable houses? Reducing parking requirements and street width could potentially reduce the cost to build and maintain infrastructure, making housing more affordable. The added benefit is that this would not only reduce infrastructure costs but would also reduce stormwater runoff from impervious surfaces. While the City could make a number of changes, ultimately it is whether or not the development community takes advantage of changes in order to create more affordable homes. Taking this a step further, new models of housing development such as Cottage-Style developments or Accessory Dwelling Units (ADUs), or new public-private financing partnerships could be looked at as a way to further reduce housing costs. Partnerships with non-profit organizations such as Habitat for Humanity have also proven successful.

Reductions in time could reduce costs; however, developers and the state also play a role in the process (cost) to approve a new residential subdivision. For example an incomplete application will necessitate additional time by the developer to submit further information. Plats must be approved following state statute 236, which clearly sets out procedures which must be followed by an entity approving a plat. If the proposed development is outside of a municipality, it must first be annexed into the community. Again the process to annex properties is also laid out in the state statutes (66.0217, 66.0219, 66.0221 and 66.0223), and municipalities must follow these procedures. Municipalities may be able to incorporate additional efficiencies in the subdivision review process which may impact the time necessary to approve a plat.



APPENDICES



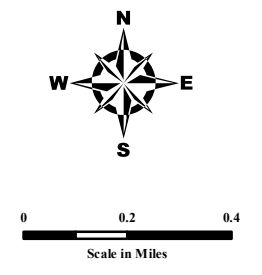
APPENDIX A

PARCEL ANALYSIS MAPS & TABLES

Map 1 Vacant Parcels with Residential & Non-Residential Zoning

Vacant Parcels 192

- Zoned Residential (143)
- Zoned Non-Residential (49)



Source:
Base data regional counties 2019
Parcel data - Wisconsin Land Information Program (WLIP). Version 5
Statewide Parcel Database (2019). Madison, WI: Wisconsin Department of
Administration (DOA); Wisconsin State Cartographer's Office (SCO).
Available via web download site:
<http://www.sco.wisc.edu/parcels/data>. [June 30, 2019].

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Table 3: Vacant Parcels with Residential and Non-Residential Zoning

Parcel ID	Acreage	Zoning		
		Zoning Code	Residential	Non-Residential
WPN1415311000200	10.00			
WPN141599FA51000	0.43			
WPN141599SE30000	0.23			
WPN1415311000200	10.00	AG		Agricultural District
	10.00	AG Total		
29213150521002	0.32	B-2		Central Business District
WPN1415311000500	10.15	B-2		Central Business District
WPN1415311000600	0.18	B-2		Central Business District
WPN1415311000700	0.18	B-2		Central Business District
WPN1415311000800	0.18	B-2		Central Business District
WPN141599EA03400	0.16	B-2		Central Business District
WPN141599TC05000	0.29	B-2		Central Business District
	11.46	B-2 Total		
29213150424008	1.50	B-3		Shopping Center Business District
29213150612050	0.39	B-3		Shopping Center Business District
29213150612051	0.77	B-3		Shopping Center Business District
	2.66	B-3 Total		
29213150432027	0.20	B-5		Warehousing/Business District
	0.20	B-5 Total		
WPN141599OV03001	0.35	B-6		Neighborhood Commercial District
WPN141599OV07301	0.16	B-6		Neighborhood Commercial District
WPN141599OV07302	0.17	B-6		Neighborhood Commercial District
	0.68	B-6 Total		
WPN141599ME16500	3.01	C		Conservancy District
WPN141599ME30500	1.95	C		Conservancy District
WPN141599ME34000	0.23	C		Conservancy District
WPN141599OV06001	1.25	C		Conservancy District
WPN141599OV08404	1.35	C		Conservancy District
	7.79	C Total		
WPN141599OV08303	0.43	M-1		Closed Storage/Light Manufacturing
WPN141599SE31000	0.17	M-1		Closed Storage/Light Manufacturing
	0.60	M-1 Total		
29213150612053	0.63	M-2		Open Storage/Heavy Manufacturing
29213150622014	2.01	M-2		Open Storage/Heavy Manufacturing
29213150622014	2.01	M-2		Open Storage/Heavy Manufacturing
29213150622017	6.27	M-2		Open Storage/Heavy Manufacturing
29213150814008	1.13	M-2		Open Storage/Heavy Manufacturing
29213150814012	1.00	M-2		Open Storage/Heavy Manufacturing
	13.05	M-2 Total		
WPN1415330801100	5.00	PCD		Planned Community Development
WPN1415330900100	0.34	PCD		Planned Community Development
WPN1415330900300	2.81	PCD		Planned Community Development
WPN1415331203200	1.15	PCD		Planned Community Development
	9.30	PCD Total		
29213150614011	0.29	R-1	Single Family Residential District	
29213150641006	8.09	R-1	Single Family Residential District	
29213150922009	0.47	R-1	Single Family Residential District	
29213150922021	0.27	R-1	Single Family Residential District	
29213150922045	0.45	R-1	Single Family Residential District	
WPN1414360100200	1.00	R-1	Single Family Residential District	
WPN1415310100100	56.92	R-1	Single Family Residential District	
WPN1415310900100	8.80	R-1	Single Family Residential District	
WPN1415310900300	0.23	R-1	Single Family Residential District	
WPN1415311400100	4.60	R-1	Single Family Residential District	
WPN1415311500300	0.27	R-1	Single Family Residential District	

Table 3: Vacant Parcels with Residential and Non-Residential Zoning

Parcel ID	Acreage	Zoning		
		Zoning Code	Residential	Non-Residential
WPN1415320300400	0.92	R-1	Single Family Residential District	
WPN1415320301800	0.65	R-1	Single Family Residential District	
WPN1415320600100	34.31	R-1	Single Family Residential District	
WPN1415320700500	1.13	R-1	Single Family Residential District	
WPN1415320700700	1.16	R-1	Single Family Residential District	
WPN141599CO14000	0.31	R-1	Single Family Residential District	
WPN141599FA10000	0.66	R-1	Single Family Residential District	
WPN141599FA16000	0.63	R-1	Single Family Residential District	
WPN141599FA18000	0.55	R-1	Single Family Residential District	
WPN141599FA19000	0.52	R-1	Single Family Residential District	
WPN141599FA20000	0.43	R-1	Single Family Residential District	
WPN141599FA21000	0.42	R-1	Single Family Residential District	
WPN141599FA22000	0.42	R-1	Single Family Residential District	
WPN141599FA23000	0.45	R-1	Single Family Residential District	
WPN141599FA26000	0.50	R-1	Single Family Residential District	
WPN141599FA28000	0.59	R-1	Single Family Residential District	
WPN141599FA30000	0.60	R-1	Single Family Residential District	
WPN141599FA33000	0.56	R-1	Single Family Residential District	
WPN141599FA34000	0.63	R-1	Single Family Residential District	
WPN141599FA35000	0.60	R-1	Single Family Residential District	
WPN141599FA37000	0.48	R-1	Single Family Residential District	
WPN141599FA38000	0.50	R-1	Single Family Residential District	
WPN141599FA39000	0.45	R-1	Single Family Residential District	
WPN141599FA40000	0.52	R-1	Single Family Residential District	
WPN141599FA42000	0.56	R-1	Single Family Residential District	
WPN141599FA44000	0.50	R-1	Single Family Residential District	
WPN141599FA45000	0.51	R-1	Single Family Residential District	
WPN141599FA47000	0.11	R-1	Single Family Residential District	
WPN141599FA48000	14.25	R-1	Single Family Residential District	
WPN141599FA49000	5.79	R-1	Single Family Residential District	
WPN141599FA50000	2.01	R-1	Single Family Residential District	
WPN141599ME11000	0.39	R-1	Single Family Residential District	
WPN141599ME27000	0.25	R-1	Single Family Residential District	
WPN141599ME38000	0.28	R-1	Single Family Residential District	
WPN141599MF01000	0.24	R-1	Single Family Residential District	
WPN141599NE02000	0.24	R-1	Single Family Residential District	
WPN141599OV05701	0.43	R-1	Single Family Residential District	
WPN141599PE06000	0.17	R-1	Single Family Residential District	
WPN141599PF01500	0.41	R-1	Single Family Residential District	
WPN141599PF02000	0.40	R-1	Single Family Residential District	
WPN141599PF03000	0.81	R-1	Single Family Residential District	
WPN141599PG20000	0.32	R-1	Single Family Residential District	
WPN141599PG21000	0.32	R-1	Single Family Residential District	
WPN141599PG22000	0.32	R-1	Single Family Residential District	
WPN141599PG23000	0.32	R-1	Single Family Residential District	
WPN141599PG24000	0.32	R-1	Single Family Residential District	
WPN141599PG25000	0.32	R-1	Single Family Residential District	
WPN141599PG26000	0.32	R-1	Single Family Residential District	
WPN141599PG27000	0.38	R-1	Single Family Residential District	
WPN141599PG28000	0.38	R-1	Single Family Residential District	
WPN141599PG29000	0.32	R-1	Single Family Residential District	
WPN141599PG30000	0.32	R-1	Single Family Residential District	
WPN141599PG31000	0.32	R-1	Single Family Residential District	
WPN141599PG32000	0.32	R-1	Single Family Residential District	
WPN141599PG33000	0.32	R-1	Single Family Residential District	
WPN141599PG34000	0.32	R-1	Single Family Residential District	

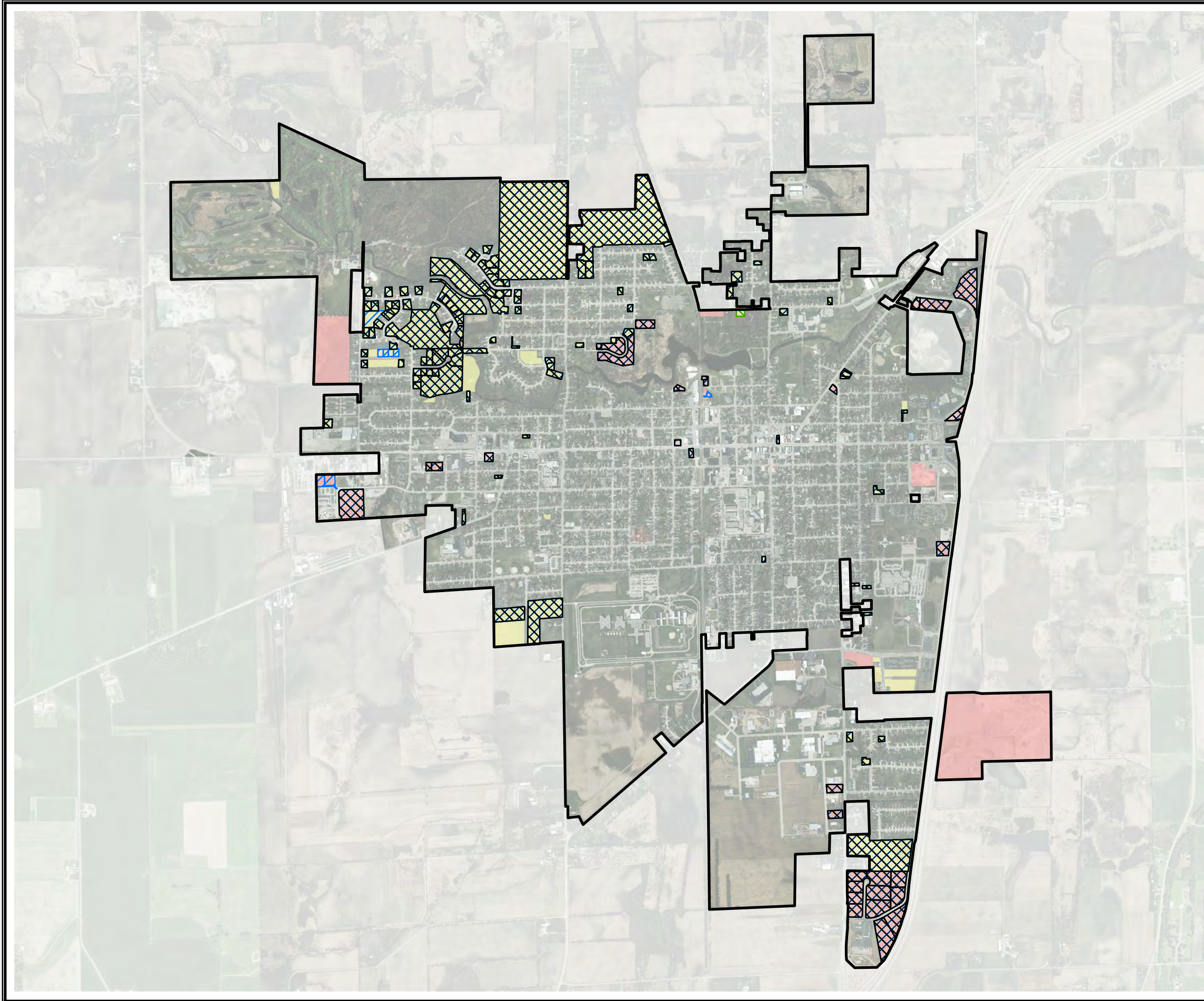
Table 3: Vacant Parcels with Residential and Non-Residential Zoning

Parcel ID	Acreage	Zoning		
		Zoning Code	Residential	Non-Residential
WPN141599PG39000	0.40	R-1	Single Family Residential District	
WPN141599PG40000	0.80	R-1	Single Family Residential District	
WPN141599PG41000	1.01	R-1	Single Family Residential District	
WPN141599PG42000	0.88	R-1	Single Family Residential District	
WPN141599PG43000	0.82	R-1	Single Family Residential District	
WPN141599PG44000	1.17	R-1	Single Family Residential District	
WPN141599PG50000	0.43	R-1	Single Family Residential District	
WPN141599PG54000	0.15	R-1	Single Family Residential District	
WPN141599PI08000	0.95	R-1	Single Family Residential District	
WPN141599WA20000	0.30	R-1	Single Family Residential District	
WPN141599WO01000	0.34	R-1	Single Family Residential District	
WPN141599WO05000	0.41	R-1	Single Family Residential District	
WPN141599WO06000	0.56	R-1	Single Family Residential District	
WPN141599WO07000	0.58	R-1	Single Family Residential District	
WPN141599WO08000	0.54	R-1	Single Family Residential District	
WPN141599WO16000	0.45	R-1	Single Family Residential District	
WPN141599WO17000	0.43	R-1	Single Family Residential District	
WPN141599WO19000	0.49	R-1	Single Family Residential District	
WPN141599WO21000	0.66	R-1	Single Family Residential District	
WPN141599WO22000	0.47	R-1	Single Family Residential District	
WPN141599WO23000	0.48	R-1	Single Family Residential District	
WPN141599WO24000	0.75	R-1	Single Family Residential District	
WPN141599WO25000	0.59	R-1	Single Family Residential District	
WPN141599WO26000	0.53	R-1	Single Family Residential District	
WPN141599WO27000	0.34	R-1	Single Family Residential District	
WPN141599WO33000	10.60	R-1	Single Family Residential District	
	186.78	R-1 Total		
WPN141599EL14000	0.33	R-2	Two Family Residential District	
WPN141599EL15000	0.32	R-2	Two Family Residential District	
WPN141599FA05000	0.38	R-2	Two Family Residential District	
WPN141599PG45000	0.39	R-2	Two Family Residential District	
WPN141599PG46000	0.35	R-2	Two Family Residential District	
WPN141599PG47000	0.35	R-2	Two Family Residential District	
WPN141599PG48000	0.47	R-2	Two Family Residential District	
WPN141599PG49000	0.42	R-2	Two Family Residential District	
WPN141599ST07000	0.24	R-2	Two Family Residential District	
WPN141599WO30000	0.39	R-2	Two Family Residential District	
WPN141599WO31000	0.40	R-2	Two Family Residential District	
	4.04	R-2 Total		
29213150641002	3.39	R-3	Multiple Family Residential District	
29213150641003	3.36	R-3	Multiple Family Residential District	
29213150641004	3.08	R-3	Multiple Family Residential District	
WPN1415311100600	0.63	R-3	Multiple Family Residential District	
	10.46	R-3 Total		
29213150423000	0.50	R-4	Central Area Single Family Residential District	
29213150432040	0.20	R-4	Central Area Single Family Residential District	
29213150432047	0.20	R-4	Central Area Single Family Residential District	
29213150513001	0.18	R-4	Central Area Single Family Residential District	
29213150611064	0.19	R-4	Central Area Single Family Residential District	
29213150613009	0.40	R-4	Central Area Single Family Residential District	
WPN141599CH13000	0.17	R-4	Central Area Single Family Residential District	
WPN141599CH13300	0.39	R-4	Central Area Single Family Residential District	
WPN141599CH13700	0.11	R-4	Central Area Single Family Residential District	
WPN141599HD14000	0.24	R-4	Central Area Single Family Residential District	
WPN141599OU27000	0.18	R-4	Central Area Single Family Residential District	
WPN141599OV01505	0.42	R-4	Central Area Single Family Residential District	




Table 3: Vacant Parcels with Residential and Non-Residential Zoning

Parcel ID	Acreage	Zoning		
		Zoning Code	Residential	Non-Residential
WPN141599OV01506	0.21	R-4	Central Area Single Family Residential District	
WPN141599OV06003	0.50	R-4	Central Area Single Family Residential District	
	3.89	R-4 Total		
29213150932027	15.08	R-6	Mobile Home District	
	15.08	R-6 Total		
29213150433027	2.87			
29213150433028	0.32			
29213150433030	0.31			
29213150433031	0.32			
29213150433032	0.32			
29213150433036	1.20			
29213150433037	0.31			
29213150433038	0.30			
29213150433039	0.31			
29213150433040	0.32			
29213150433041	0.34			
29213150433042	0.34			
29213150433043	0.28			
29213150433044	0.29			
29213150433045	0.29			
29213150433046	0.28			
29213150433047	0.37			
29213150912001	70.36			
29213150932028	1.50			
29213150932029	1.51			
29213150932030	1.66			
29213150932031	2.84			
29213150932032	3.00			
29213150932033	2.08			
29213150932034	2.08			
29213150933002	1.64			
29213150933003	3.11			
29213150933004	3.07			
29213150933005	4.53			
WPN141599OV11006	0.00			
WPN141599PF00500	0.28			
WPN141599PF01000	0.33			
WPN141599PI20000	1.12			
				B-4
	394.53	Grand Total		



Map 2 Vacant Residential/Non-Residential Parcels with Services

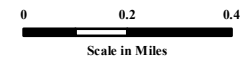
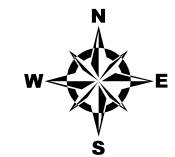


Access to Services

-  Both Water and Sewer Access (136)
-  Water Access (144)
-  Sewer Access (137)

Vacant Parcels 192

-  Zoned Residential (143)
-  Zoned Non-Residential (49)



Source:
Base data regional counties 2019
Parcel data - Wisconsin Land Information Program (WLIP), Version 5
Statewide Parcel Database (2019), Madison, WI: Wisconsin Department of
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Table 4: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acreage	Zoning		Water	Sewer	
		Zoning Code	Residential			Non-Residential
WPN141599FA51000	0.43			Yes	Yes	
WPN141599SE30000	0.23			Yes	Yes	
29213150521002	0.32	B-2		Central Business District	Yes	Yes
WPN141599EA03400	0.16	B-2		Central Business District	Yes	Yes
WPN141599TC05000	0.29	B-2		Central Business District	Yes	Yes
	0.77	B-2 Total				
29213150424008	1.50	B-3		Shopping Center Business District	Yes	Yes
29213150612050	0.39	B-3		Shopping Center Business District	Yes	Yes
29213150612051	0.77	B-3		Shopping Center Business District	Yes	Yes
	2.66	B-3 Total				
29213150432027	0.20	B-5		Warehousing/Business District	Yes	Yes
	0.20	B-5 Total				
WPN141599OV03001	0.35	B-6		Neighborhood Commercial District	Yes	Yes
WPN141599OV07302	0.17	B-6		Neighborhood Commercial District	Yes	No
	0.52	B-6 Total				
WPN141599ME16500	3.01	C		Conservancy District	Yes	Yes
WPN141599ME30500	1.95	C		Conservancy District	Yes	Yes
WPN141599ME34000	0.23	C		Conservancy District	Yes	Yes
WPN141599OV08404	1.35	C		Conservancy District	Yes	Yes
	6.54	C Total				
WPN141599OV08303	0.43	M-1		Closed Storage/Light Manufacturing	Yes	Yes
WPN141599SE31000	0.17	M-1		Closed Storage/Light Manufacturing	Yes	Yes
	0.60	M-1 Total				
29213150612053	0.63	M-2		Open Storage/Heavy Manufacturing	Yes	Yes
29213150622014	2.01	M-2		Open Storage/Heavy Manufacturing	Yes	No
29213150622014	2.01	M-2		Open Storage/Heavy Manufacturing	Yes	No
29213150622017	6.27	M-2		Open Storage/Heavy Manufacturing	Yes	Yes
29213150814008	1.13	M-2		Open Storage/Heavy Manufacturing	Yes	Yes
29213150814012	1.00	M-2		Open Storage/Heavy Manufacturing	Yes	Yes
	13.05	M-2 Total				
WPN1415330801100	5.00	PCD		Planned Community Development	Yes	Yes
WPN1415330900100	0.34	PCD		Planned Community Development	Yes	Yes
WPN1415330900300	2.81	PCD		Planned Community Development	Yes	Yes
WPN1415331203200	1.15	PCD		Planned Community Development	Yes	Yes
	9.30	PCD Total				
29213150641006	8.09	R-1	Single Family Residential District		Yes	Yes
29213150922009	0.47	R-1	Single Family Residential District		Yes	Yes
29213150922021	0.27	R-1	Single Family Residential District		Yes	Yes
29213150922045	0.45	R-1	Single Family Residential District		Yes	Yes
WPN1415310100100	56.92	R-1	Single Family Residential District		Yes	Yes
WPN1415310900100	8.80	R-1	Single Family Residential District		Yes	Yes
WPN1415311500300	0.27	R-1	Single Family Residential District		Yes	Yes
WPN1415320300400	0.92	R-1	Single Family Residential District		Yes	Yes
WPN1415320301800	0.65	R-1	Single Family Residential District		Yes	Yes
WPN1415320600100	34.31	R-1	Single Family Residential District		Yes	Yes
WPN1415320700500	1.13	R-1	Single Family Residential District		Yes	Yes
WPN1415320700700	1.16	R-1	Single Family Residential District		Yes	Yes
WPN141599CO14000	0.31	R-1	Single Family Residential District		Yes	Yes
WPN141599FA10000	0.66	R-1	Single Family Residential District		Yes	Yes
WPN141599FA16000	0.63	R-1	Single Family Residential District		Yes	Yes
WPN141599FA18000	0.55	R-1	Single Family Residential District		Yes	Yes
WPN141599FA19000	0.52	R-1	Single Family Residential District		Yes	Yes
WPN141599FA20000	0.43	R-1	Single Family Residential District		Yes	Yes
WPN141599FA21000	0.42	R-1	Single Family Residential District		Yes	Yes
WPN141599FA22000	0.42	R-1	Single Family Residential District		Yes	Yes
WPN141599FA23000	0.45	R-1	Single Family Residential District		Yes	Yes
WPN141599FA26000	0.50	R-1	Single Family Residential District		Yes	Yes
WPN141599FA28000	0.59	R-1	Single Family Residential District		Yes	Yes
WPN141599FA30000	0.60	R-1	Single Family Residential District		Yes	Yes
WPN141599FA33000	0.56	R-1	Single Family Residential District		Yes	Yes
WPN141599FA34000	0.63	R-1	Single Family Residential District		Yes	Yes
WPN141599FA35000	0.60	R-1	Single Family Residential District		Yes	Yes

Table 4: Vacant Residential and Non-Residential Parcels with Services

Parcel ID	Acreage	Zoning		Water	Sewer	
		Zoning Code	Residential			Non-Residential
WPN141599FA37000	0.48	R-1	Single Family Residential District		Yes	Yes
WPN141599FA38000	0.50	R-1	Single Family Residential District		Yes	Yes
WPN141599FA39000	0.45	R-1	Single Family Residential District		Yes	Yes
WPN141599FA40000	0.52	R-1	Single Family Residential District		Yes	Yes
WPN141599FA42000	0.56	R-1	Single Family Residential District		Yes	Yes
WPN141599FA44000	0.50	R-1	Single Family Residential District		Yes	Yes
WPN141599FA45000	0.51	R-1	Single Family Residential District		Yes	Yes
WPN141599FA47000	0.11	R-1	Single Family Residential District		Yes	Yes
WPN141599FA48000	14.25	R-1	Single Family Residential District		Yes	Yes
WPN141599FA49000	5.79	R-1	Single Family Residential District		Yes	Yes
WPN141599FA50000	2.01	R-1	Single Family Residential District		Yes	No
WPN141599ME11000	0.39	R-1	Single Family Residential District		Yes	Yes
WPN141599ME27000	0.25	R-1	Single Family Residential District		Yes	Yes
WPN141599ME38000	0.28	R-1	Single Family Residential District		Yes	Yes
WPN141599MF01000	0.24	R-1	Single Family Residential District		Yes	Yes
WPN141599NE02000	0.24	R-1	Single Family Residential District		Yes	Yes
WPN141599OV05701	0.43	R-1	Single Family Residential District		Yes	Yes
WPN141599PE06000	0.17	R-1	Single Family Residential District		Yes	Yes
WPN141599PF01500	0.41	R-1	Single Family Residential District		Yes	Yes
WPN141599PF02000	0.40	R-1	Single Family Residential District		Yes	Yes
WPN141599PF03000	0.81	R-1	Single Family Residential District		Yes	Yes
WPN141599PG20000	0.32	R-1	Single Family Residential District		Yes	Yes
WPN141599PG27000	0.38	R-1	Single Family Residential District		Yes	Yes
WPN141599PG28000	0.38	R-1	Single Family Residential District		Yes	Yes
WPN141599PG31000	0.32	R-1	Single Family Residential District		Yes	No
WPN141599PG32000	0.32	R-1	Single Family Residential District		Yes	No
WPN141599PG33000	0.32	R-1	Single Family Residential District		Yes	No
WPN141599PG34000	0.32	R-1	Single Family Residential District		Yes	No
WPN141599PG39000	0.40	R-1	Single Family Residential District		Yes	Yes
WPN141599PG40000	0.80	R-1	Single Family Residential District		Yes	Yes
WPN141599PG41000	1.01	R-1	Single Family Residential District		Yes	Yes
WPN141599PG42000	0.88	R-1	Single Family Residential District		Yes	Yes
WPN141599PG43000	0.82	R-1	Single Family Residential District		Yes	Yes
WPN141599PG44000	1.17	R-1	Single Family Residential District		Yes	Yes
WPN141599PG50000	0.43	R-1	Single Family Residential District		Yes	Yes
WPN141599PI08000	0.95	R-1	Single Family Residential District		Yes	Yes
WPN141599WA20000	0.30	R-1	Single Family Residential District		Yes	Yes
WPN141599WO01000	0.34	R-1	Single Family Residential District		Yes	Yes
WPN141599WO05000	0.41	R-1	Single Family Residential District		Yes	Yes
WPN141599WO06000	0.56	R-1	Single Family Residential District		Yes	Yes
WPN141599WO07000	0.58	R-1	Single Family Residential District		Yes	Yes
WPN141599WO08000	0.54	R-1	Single Family Residential District		Yes	Yes
WPN141599WO16000	0.45	R-1	Single Family Residential District		Yes	Yes
WPN141599WO17000	0.43	R-1	Single Family Residential District		Yes	Yes
WPN141599WO19000	0.49	R-1	Single Family Residential District		Yes	Yes
WPN141599WO21000	0.66	R-1	Single Family Residential District		Yes	Yes
WPN141599WO22000	0.47	R-1	Single Family Residential District		Yes	Yes
WPN141599WO23000	0.48	R-1	Single Family Residential District		Yes	Yes
WPN141599WO24000	0.75	R-1	Single Family Residential District		Yes	Yes
WPN141599WO25000	0.59	R-1	Single Family Residential District		Yes	Yes
WPN141599WO26000	0.53	R-1	Single Family Residential District		Yes	Yes
WPN141599WO27000	0.34	R-1	Single Family Residential District		Yes	Yes
WPN141599WO33000	10.60	R-1	Single Family Residential District		Yes	Yes
	177.95	R-1 Total				
WPN141599EL14000	0.33	R-2	Two Family Residential District		Yes	Yes
WPN141599EL15000	0.32	R-2	Two Family Residential District		Yes	Yes
WPN141599FA05000	0.38	R-2	Two Family Residential District		Yes	Yes
WPN141599PG45000	0.39	R-2	Two Family Residential District		Yes	Yes
WPN141599PG46000	0.35	R-2	Two Family Residential District		Yes	Yes
WPN141599PG47000	0.35	R-2	Two Family Residential District		Yes	Yes
WPN141599PG48000	0.47	R-2	Two Family Residential District		Yes	Yes
WPN141599PG49000	0.42	R-2	Two Family Residential District		Yes	Yes
WPN141599ST07000	0.24	R-2	Two Family Residential District		Yes	Yes

Table 4: Vacant Residential and Non-Residential Parcels with Services

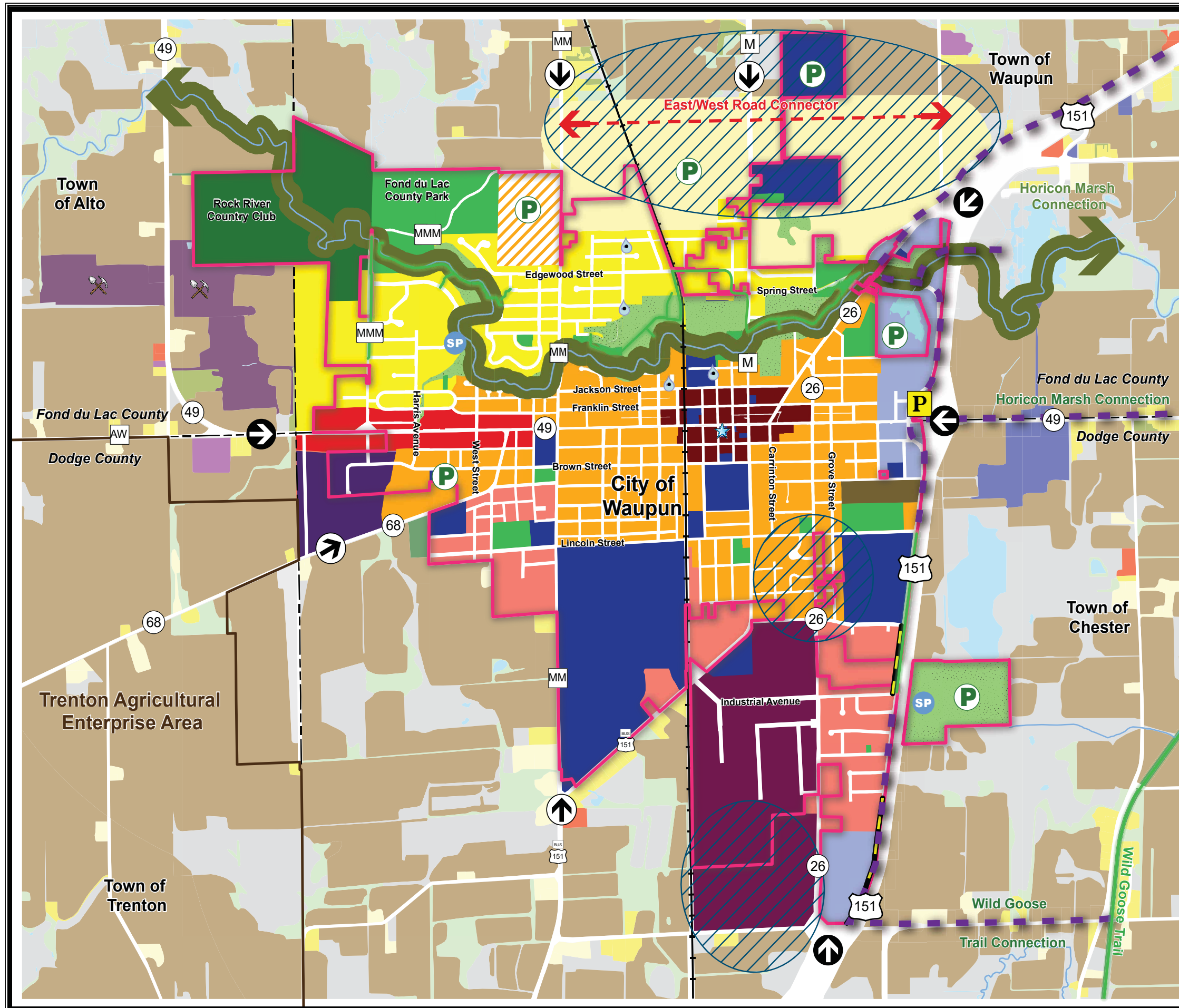
Parcel ID	Acreage	Zoning		Water	Sewer
		Zoning Code	Residential		
WPN141599WO30000	0.39	R-2	Two Family Residential District	Yes	Yes
WPN141599WO31000	0.40	R-2	Two Family Residential District	Yes	Yes
	4.04	R-2 Total			
29213150641002	3.39	R-3	Multiple Family Residential District	Yes	Yes
WPN1415311100600	0.63	R-3	Multiple Family Residential District	Yes	Yes
	4.02	R-3 Total			
29213150423000	0.50	R-4	Central Area Single Family Residential District	Yes	Yes
29213150432040	0.20	R-4	Central Area Single Family Residential District	Yes	Yes
29213150432047	0.20	R-4	Central Area Single Family Residential District	Yes	Yes
29213150513001	0.18	R-4	Central Area Single Family Residential District	Yes	Yes
29213150611064	0.19	R-4	Central Area Single Family Residential District	Yes	Yes
29213150613009	0.40	R-4	Central Area Single Family Residential District	Yes	Yes
WPN141599CH13000	0.17	R-4	Central Area Single Family Residential District	Yes	Yes
WPN141599CH13300	0.39	R-4	Central Area Single Family Residential District	Yes	Yes
WPN141599CH13700	0.11	R-4	Central Area Single Family Residential District	Yes	Yes
WPN141599HD14000	0.24	R-4	Central Area Single Family Residential District	Yes	Yes
WPN141599OU27000	0.18	R-4	Central Area Single Family Residential District	Yes	Yes
WPN141599OV01506	0.21	R-4	Central Area Single Family Residential District	Yes	Yes
WPN141599OV06003	0.50	R-4	Central Area Single Family Residential District	No	Yes
	3.47	R-4 Total			
29213150932027	15.08	R-6	Mobile Home District	Yes	Yes
	15.08	R-6 Total			
29213150932028	1.50			Yes	Yes
29213150932029	1.51			Yes	Yes
29213150932030	1.66			Yes	Yes
29213150932031	2.84			Yes	Yes
29213150932032	3.00			Yes	Yes
29213150932033	2.08			Yes	Yes
29213150932034	2.08			Yes	Yes
29213150933002	1.64			Yes	Yes
29213150933003	3.11			Yes	Yes
29213150933004	3.07			Yes	Yes
29213150933005	4.53			Yes	Yes
265.88		Grand Total			



APPENDIX B

FUTURE LAND USE

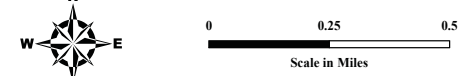
Map 8-3 City of Waupun Comprehensive Plan Future Land Use



- | Existing | Future/Conceptual |
|--|--|
| Existing Quarries | Conceptual Parks |
| Wells | Future Park N Ride |
| Railroad | Proposed Stormwater Pond |
| City Hall | Road Extension of Shaler Drive |
| Trenton Agricultural Enterprise Area | Proposed Trails |
| Public Parks & Recreational Facilities | Intergovernmental Coordination Area |
| Single Family Residential | Community Gateways (Minor) |
| Farmsteads | Community Gateways (Major) |
| Multi-Family | Environmentally Sensitive Areas*** |
| Mobile Home Parks | Downtown Business District |
| Commercial | Neighborhood Commercial Corridor |
| Industrial | Highway Commercial District |
| Quarries | Industrial District |
| Institutional Facilities | Industrial Park District |
| Transportation | Residential Neighborhood Investment Area |
| Utilities/Communications | Residential District |
| Non-Irrigated Cropland | Mixed Use Residential |
| Private Recreational Facilities | High Density Residential District |
| Planted Woodlands | Future Residential District |
| General Woodlands | Senior Residential District |
| Open Other Land | |
| Water | |

***Environmentally Sensitive Areas are Defined as:
Wetlands (> 5 Acres)
Floodways
75' Stream Buffer
Areas Zoned Conservancy

Source:
Base data: Dodge & Fond du Lac Counties, 2016
Existing Land Use: ECWRPC, 2015
Future Land Use: ECWRPC, 2018



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PREPARED OCTOBER 2018 BY:
East Central Wisconsin Regional Planning Commission
ECWRPC

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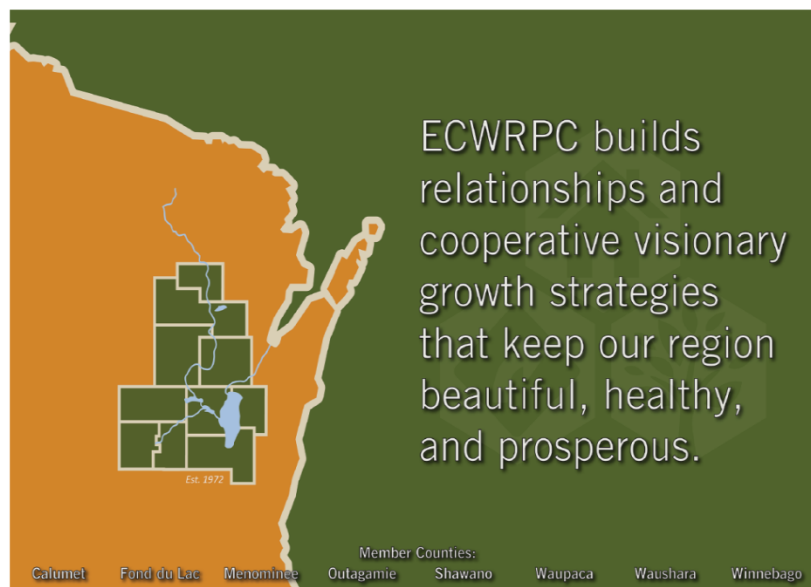
Donna Kalata
Larry Timm
Neal Strehlow

WINNEBAGO COUNTY

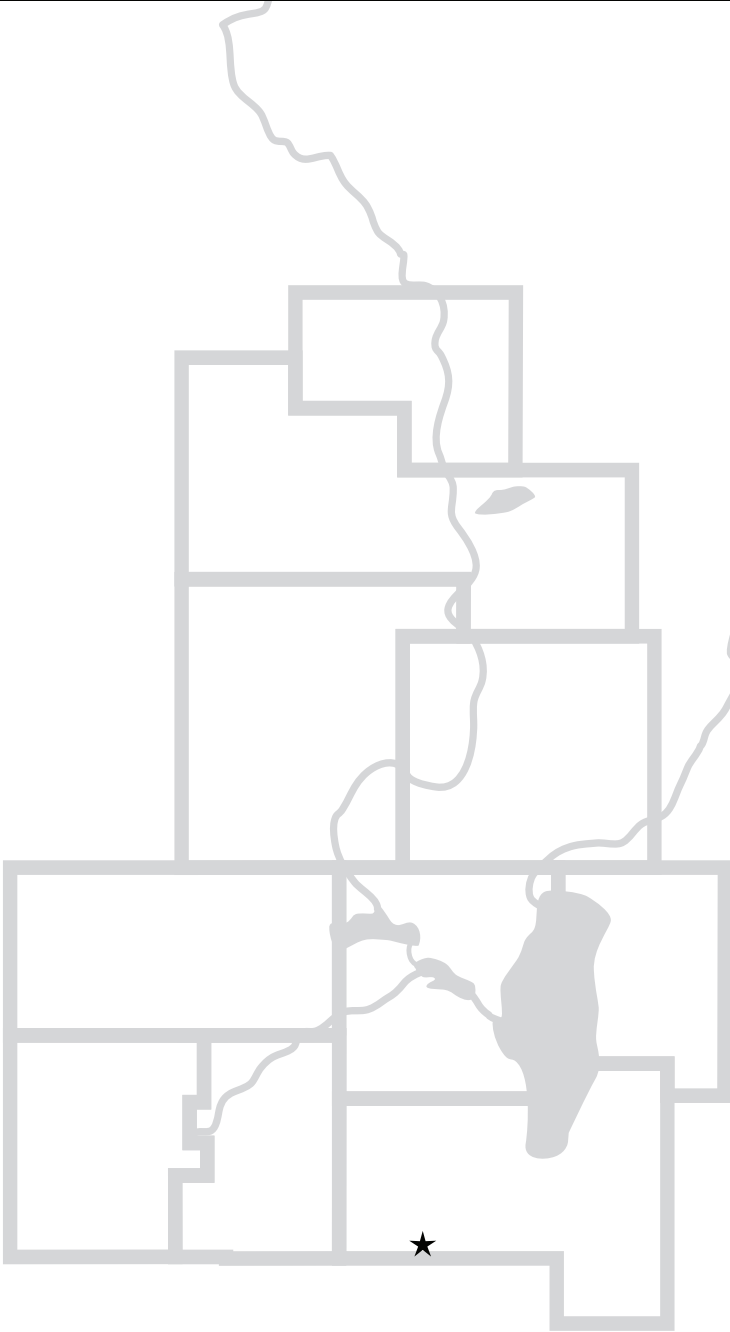
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Ronald McDonald



City of Waupun New Housing Fee Report, 2018



Draft
November 2019

Housing Fee Report, 2018

City of Waupun

Date Adopted Here

Prepared by the
East Central Wisconsin Regional Planning Commission

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ABSTRACT

TITLE: City of Waupun Housing Fee Report, 2018

CONTACT: Eric Fowle-Executive Director

AUTHORS: Eric Fowle-Executive Director
Kathy Thunes-Principal Planner
Kolin Erickson-Planner
Mike Zuege-GIS Coordinator

SUBJECT: Housing Development Fees

DATE: November 2019

PLANNING AGENCY: East Central Wisconsin Regional Planning Commission

SOURCE OF COPIES: East Central Wisconsin Regional Planning Commission
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Menasha, WI 54952
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www.ecwrpc.org

In 2018, the Wisconsin State Legislature approved new legislation which requires communities of 10,000 population or more to provide an annual report related to housing fees in an effort to shed light and foster change on affordable housing issues across the state. Specifically, reference Wis. Stats. 66. 10014 (Housing fee report).

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HOUSING FEE REPORT

HOUSING FEE REPORT

EXECUTIVE SUMMARY

In 2018, the Wisconsin State Legislature approved new legislation that requires villages and cities of 10,000 population or more to provide two separate annual reports related to housing affordability and housing fees in an effort to shed light and foster change on affordable housing issues across the state. The City of Waupun, along with 11 other communities in the region, elected to contract with the East Central Wisconsin Regional Planning Commission to prepare these reports. As such, a Housing Report Advisory Team was created so that input and feedback from all communities could be considered as the reports were prepared. Specifically, this document meets the requirements for Wis. Stats. 66. 10014 (Housing fee report).

HOUSING FEE REPORT

Requirements of this report include the following elements:

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
 - a. Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
 1. Building permit fee.
 2. Impact fee.
 3. Park fee.
 4. Land dedication or fee in lieu of land dedication requirement.
 5. Plat approval fee.
 6. Storm water management fee.
 7. Water or sewer hook-up fee.
 - b. The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.

(3)

- a. A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled "New Housing Fee Report." If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
- b. A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.

(4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

Part 2A: The City of Waupun imposes the following fees or other requirements for purposes related to residential construction, remodeling, or development. Only fees the City sets/collects are included in this report. Fees set by others, such as sanitary and utility districts, county and etc., are not included in this report. A complete copy of the fee schedule is included in Appendix A. Table 1 lists the types and amounts of these fees.

Table 1: City of Waupun Schedule of Fees (2018)

Building permit fee	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Plat approval fee	Final plat approval fee	Storm water management fee	Water or sewer hook-up fee
\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)	N/A	\$30 residents; \$35 non-residents	N/A	N/A	N/A	No fee. Developer uses their own contractor to make connections. Waupun Utilities inspects connections.	No fee. Developer uses their own contractor to make connections. Waupun Utilities inspects connections.

Part 2B: The total amount of fees under Part A that the City of Waupun imposed for purposes related to residential construction, remodeling, or development in the prior year is listed in Table 2.

Table 2: City of Waupun Fees Collected (2018)

Building permit fee (new construction+ remodel permits)	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Preliminary Plat Approval fee	Final Plat Approval fee	Storm water management fee	Water or sewer hook-up fee	Total Fees collected
\$18,777.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,777.26

The 2018 average total fee cost for a new residential housing unit has been calculated by dividing the total amount of fees collected by the number of new residential dwelling units approved in the City in the prior year (Table 3).

Table 3: City of Waupun Approved Residential Dwelling Units by Type (2018)

Single Family Building Units	2-Family Building Units	Multi-family Building Units	Mobile Home Units	Total
13	0	0	0	13

Calculation: $\$18,777.26 \div 13 = \$1,444.40$

In 2018, the City of Waupun collected just over \$1,444 in fees for each new residential dwelling unit approved within the municipality.

Remodeling projects do not typically include the following fees: impact, park, land dedication or fee in lieu of land dedication requirement, preliminary plat approval, final plat approval, stormwater management, and water and sewer hookup. In 2018, the City collected \$5,777.14 in remodeling fees.

Calculation: $(\$18,777.26 - \$5,777.14) \div 13 = \$1,000.01$

The 2018 average total cost for each new residential dwelling, minus remodeling building fees was about \$1,000.

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APPENDIX #A

Municipal Fee Schedule

Building Permit Fees (Effective 7/30/19)

FEE SCHEDULE (EFFECTIVE 7/30/19)	
Permit fees double if work commenced without permit.	
MINIMUM FEE	\$50.00
RESIDENTIAL - NEW 1 & 2 FAMILY DWELLINGS	
Building, Plumbing, Electric, & HVAC	\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)
UDC Seal	\$40.00 (Fee subject to Change)
Bond (Returned after Occupancy)	\$1,000.00
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$100.00
RESIDENTIAL ADDITIONS	
Building (Ftg, Fndn, Floor, Frame, Insul, Final)	\$0.16/SF (Minimum \$300.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Bond (Returned after Occupancy) (Required for Additions over 500 SF)	\$1,000.00
Occupancy Permit	\$50.00
Zoning	\$75.00
RESIDENTIAL REMODELS	\$6.00 Per \$1,000 Construction Cost
RESIDENTIAL GARAGES/ACCESSORY (NEW & ADDITIONS)	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MISCELLANEOUS	
Electrical Service	\$80.00
Laterals	\$60.00
Replace Furnace or AC	\$50.00
Plumbing Remodel	\$50.00 or \$8.00 per fixture
Early Start (Footings & Foundation Only)	\$100.00 or \$0.03/SF (whichever is greater)
Decks (2-3 Inspections @ \$50 Each)	\$100.00 - \$150.00
Permanent Swimming Pools (Provide site plan)	\$50.00
Prefabricated Sheds (Provide site plan)	\$50.00
Fences (Provide site plan)	\$50.00
Signs	Base \$50.00 + \$0.50/SF Each Face
Zoning (Swimming Pools, Fences, Signs, Decks, Sheds)	\$50.00

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

City of Waupun Municipal Ordinance

Chapter 7 – STREETS AND SIDEWALKS

Section 7.05 STREETS AND SIDEWALKS EXCAVATIONS AND OPENINGS

(1) PERMIT REQUIRED.

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

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

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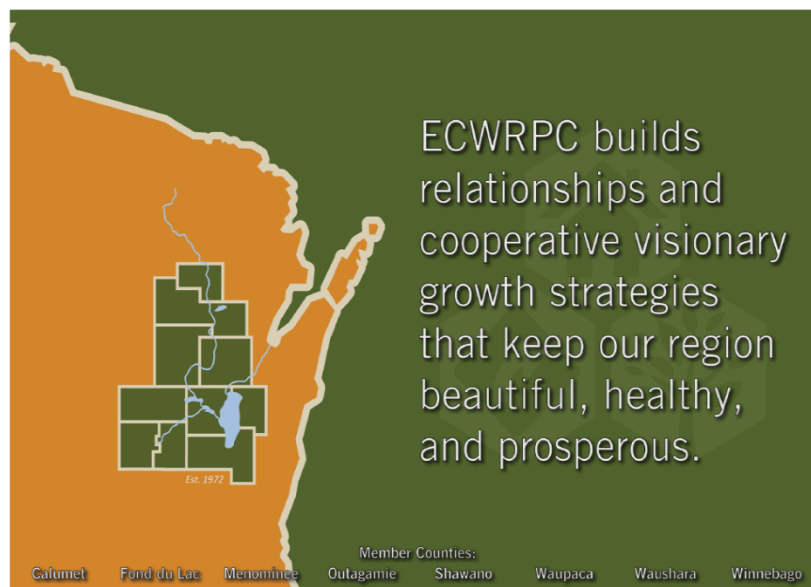
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Dear Faithful Partner,

REACH Waupun is quickly approaching 5 years of service in the community of Waupun. Today, our mission is focused on bringing about positive, lasting change in the lives of area youth. REACH commits to improving the physical, social, emotional, and economic health and well-being of Waupun area youth through building relationships and providing opportunities. Our REACH One mentoring program builds relationships with youth that meaningfully embed opportunities and experiences that help prepare them for life. Our Mission Backpack program provides food and food vouchers to under-resourced students each weekend, many of whom rely on school lunch as their only consistent meal. And our recently revamped REACH Relief program reduces obstacles for under-resourced youth and provides them access to community resources.

In this last year, you have decided to walk alongside REACH Waupun and support our mission and these programs. Would you partner with us again this Giving Tuesday?

On December 3rd, you have the opportunity to make your donation go TWICE as far, thanks to the generosity of Waupun Memorial Hospital and Saputo Cheese Waupun Plant, who are both matching gifts up to \$5,000! That's a total of \$20,000 that could be brought in in one day. We have made it very easy to donate in whichever way works best for you.

1. Mail a donation to PO Box 302, Waupun WI 53963 with "Giving Tuesday" in the memo.
2. Make a donation online by going to www.reachwaupun.org/giving-tuesday (on Dec. 3rd only)
3. Stop in and see us to make a donation in person at the Avenue of Angels event located in historic City Hall. We will be there on Giving Tuesday from 6-8 pm.

It's that simple! REACH is proud to serve in a community that cares and invests in their youth and continues to bless those in need with their generosity. We thank you for your past support of REACH, as well as considering supporting us this Giving Tuesday, December 3rd!

Blessings,

REACH Waupun Board of Directors

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Mark Buteyn - Secretary

BJ DeMaa

Amber McClinn

Darian Schmitz - Vice President

Sharon Bos - Treasurer

Faye Henderson

Doreen Hartgerink

Teri Respalje

Kyle Hunter



AGENDA SUMMARY SHEET

MEETING DATE: 12/10/2019

TITLE: Consideration of City of Waupun Wage Compensation Policy

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	Annual Salary Administration Guidelines
High Performance Government		

ISSUE SUMMARY: On October 8, 2019, the Waupun Common Council adopted a New Compensation Plan for Non-Represented and Non-Library Employees. At that time, we indicated that we were working a policy to guide administration of the new compensation plan. The attached policy was developed under guidance of our consultant for this project and department heads, and mirrors in many ways the policy adopted by Waupun Utilities in 2018. This policy provides a foundation to move staff into 2020 implementation of the new compensation policy. However, it should be noted that our work place for 2020 includes work with our department heads to finalize a standard performance management tool for all city staff. Creation of this tool will require that this policy be updated to reflect the integration of a way to measure performance and support administration of the new compensation system. Completion of the performance management system is anticipated for mid-2020 with full implementation, including supervisory and staff training, occurring within Q3 of 2020.

STAFF RECCOMENDATION:

Approve the new wage compensation policy as presented

ATTACHMENTS:

DRAFT City of Waupun Wage Compensation Policy

RECCOMENDED MOTION:

Motion to approve the City of Waupun Wage Compensation Policy as presented.

CITY OF WAUPUN WAGE COMPENSATION POLICY

City of Waupun places great emphasis upon the maintenance of an equitable and competitive wage administration program for all employees. It is the intention of this policy that wages reflect not only the importance of individual jobs within the organization, but also the success achieved through individual contribution to organizational success. The policy, therefore, provides the opportunity for staff to increase wages based on performance, and appropriately rewards increased responsibility. Pay is provided either on a salaried or hourly basis in accordance with the Fair Labor Standards Act (FLSA) as defined in City of Waupun Employment Handbook.

The Job Evaluation Process

Job evaluation identifies the relative size and importance of current positions in comparison to other positions in the organization. The City of Waupun uses one evaluation system for all positions. The system was developed by Carlson Dettmann Consulting LLC, (CDC) a consulting firm specializing in compensation systems.

The Job Description

The job evaluation process begins with a written job description. The job description defines: 1) the reasons for the job's existence; 2) the job's major responsibilities; 3) the way in which the job is performed; and 4) the results expected.

Evaluation Criteria

Five basic factors are used to measure a job's value.

- 1) Formal Preparation and Experience - This factor considers the combination of skills/knowledge and job experience required to qualify for the position.
- 2) Decision Making - This factor determines the level of authority delegated to the position for initiating actions and/or making decisions that affect overall organization results. It also examines the scope of the organization affected. Finally, the type of decision-making typical to the position is analyzed in determining the accountability of the position.
- 3) Thinking Challenges and Problem Solving – This factor measures the complexities of situations encountered in the position and the degree of original thinking--Mental Effort--required in the solution.
- 4) Interactions and Communications - Considers the nature and context of communications, in terms of complexity of the interaction, which may be verbal, written or by example. Also considered is the size and diversity of the individuals with which the position has regular interaction.
- 5) Work Environment - This factor identifies the potential and probability of exposure to injury, health hazards, or unpleasant elements which are part of the regular work environment, as well as, the ongoing physical effort which is a regular part of the work performed.

CITY OF WAUPUN WAGE COMPENSATION POLICY

The evaluation process uses the CDC job evaluation system to assign point values for each of the above criteria and these are added together to obtain the job's total point value.

Job evaluation considers only the requirements of the position and not an individual's effectiveness in performing a job (the latter is determined by performance evaluation). The result of the process is the assignment of a numerical value to a job that relates it to other positions in terms of their relative value to the City of Waupun.

Job Review

When the duties and responsibilities of a position are substantially changed, the position's value to City of Waupun may also change. When this occurs, the job description should be updated and reevaluated. Departments are expected to notify the City Administrator of any positions in their department that experienced a substantial change in duties and responsibilities that may require a compensation review. No job will be reviewed without revised job documentation clearly identifying the changes to the job.

Wage Administration

Wage Ranges

A formula is used to convert total job points into a dollar figure that is the midpoint of the wage range for a position. Each job has its own midpoint as well as a wage range, which has a maximum above and a minimum below the midpoint.

Establishing and Adjusting the Wage Ranges

The formula used to convert job points into dollars is called the "Market Value Line" formula. It reflects the City of Waupun's policy regarding salaries paid in the employment market for experienced employees and is composed of the wage midpoints for each position at each point level. The market value line is adjusted periodically to reflect economic and business trends and to ensure that City of Waupun employees are paid competitively.

Changes in Starting Compensation.

New employees are normally hired at Step 1 of the pay grade established for their position. However, when the job market dictates, or qualifications are a factor, placement above Step 1 may be granted. The City Administrator may grant placement up to Step 6. Placement above Step 6 may be granted only upon approval of the Waupun Common Council. Changes to employee benefits (e.g. vacation), or other conditions of employment (e.g. relocation expenses, time off for educational pursuits, etc.), may only be granted upon approval of the Waupun Common Council.

CITY OF WAUPUN WAGE COMPENSATION POLICY

Determining Individual Salaries

Job performance is a major criterion in determining actual pay and wage progress. Supervisors are in the best position to evaluate an employee's job effectiveness and overall contribution. City of Waupun supervisors are expected to review and appraise an employee's job performance at least once each year. Supervisors establish work objectives that, along with the ongoing job accountabilities, provide the basis for measuring performance and progress. Employee wages will vary within the wage range based on experience and performance on the job, as well as proximity of the employee's wage to the midpoint of their position.

Salaries at or Above Maximum Step of Classification Range

A red-lined rate is a wage rate above the maximum rate of a position's wage range. It is authorized in certain situations to reduce the adverse financial impact on an employee resulting from placement or reclassification of his or her current position to one with a lower wage range. When a red-lined rate is granted, the employee retains the wage currently being paid. The employee remains at that wage rate until the maximum rate of their classification equals or exceeds the red-lined rate. During such time as the employee receives a red-lined rate, the employee shall not be eligible for further wage increases except as provided in this policy. Red-lined rates are not authorized when: 1. An employee, for personal convenience, requests voluntary demotion; 2. An employee is demoted for disciplinary reasons; 3. The position occupied by the employee is eliminated and no comparable positions in which the employee could be placed are available at the time.

Performance Levels

Wage progression through the step system as outlined in the adopted wage scale is based on acceptable performance. It is the City of Waupun's goal to evaluate all employees using a standardized performance management tool. In the absence of a standardized performance management tool, each supervisor is responsible for assessing individual performance. In this case, employees that do not meet expectations are ineligible for step advancement on the wage scale for their position.

How Your Wage Can Change

- **Step Increase** - Employee's may move to the next step in the wage schedule upon receiving a satisfactory performance evaluation. In no case shall an employee be allowed to move to the next step in the wage schedule if their performance is less than satisfactory.
- **Across the Board Adjustment** - Annually, the City Administrator will review the pay structure and recommend an adjustment based upon market conditions, the cost of living, and any third-party recommendations or sources, as deemed appropriate. This is separate and distinct from any employee movement within the established pay structure (e.g. steps). The goal of the employer is to provide annual adjustments to the structure to ensure that the pay plan maintains pace with the competitive marketplace.

CITY OF WAUPUN WAGE COMPENSATION POLICY

- Promotional Increase - A promotion occurs when an employee moves to a different position that is placed in a higher job classification grade than their current position. A promotion also occurs if the same position increases in size such that the position is reevaluated by the City Administrator and Waupun Common Council and placed into a higher job classification grade. Pay advancement will proceed from the date of the promotion as provided in the wage schedule.
- Demotion Adjustments - Under certain circumstances, wage may be reduced if an employee moves to a lower graded position.
 - Disciplinary demotion. Placement on a step in the lower wage range that provides a minimum of a one (1) step decrease in wage.
 - Non-disciplinary or Voluntary. Placement shall be in the corresponding step of the lower Wage range that is closest to but not above an employee's most recent rate of pay. In the event that the employee's wage rate prior to the date of demotion exceeds the maximum rate in the new wage range, the employee shall receive the maximum rate in the new wage range.
 - The employee's timing of pay step advancement continues as it did prior to the demotion.

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: Section 6.11 of the Municipal Code of the City of Waupun entitled "Snowmobiles" is amended to add subsections (4), (5) and (6) as follows:

...

(4) No person shall operate a snowmobile on any street, alley, sidewalk or park in the City, except as set forth in subsection (5), below.

(5) The following route is hereby designated pursuant to the authority of §§ 350.02(2)(a) and 350.18, Wis. Stats., as a designated snowmobile route:

(a) From the west end of Reinhart St. to its intersection with N. State St.

(b) The entire length of Vliet St.

(c) Taylor St. from its intersection with Vliet St. to the railroad crossing.

(d) Jackson St. from the railroad crossing to a point 50 feet east thereof.

(e) Franklin St. from the railroad crossing to its intersection with Drummond St.

(6) Those snowmobiles using this route are subject to all provisions of this subsection 6.11 and, furthermore, must not exceed a speed of 10 mph when on such roadway. The operators of snowmobiles upon this route shall yield the right-of-way to all motor vehicles on this route, except when traveling through a controlled intersection, in which case, the traffic control sign or signal shall determine whether the snowmobile or motor vehicle has the right-of-way.

SECTION 2: Section 6.12 of the Municipal Code of the City of Waupun entitled "Improper Use of Streets, Alleys, Sidewalks and Parks" is repealed and recreated as provided on the attached Ordinance, which is retitled, "Off Road Vehicles."

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

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

Enacted this ____ day of _____, 2019.

Julie J. Nickel
Mayor

ATTEST:

Angela Hull
City Clerk

6.12 - OFF ROAD VEHICLES.

(1) Purpose and Intent. The City of Waupun adopts the following all-terrain vehicle trails and routes and restrictions for the operation of all-terrain vehicles (ATVs) and utility terrain vehicles (UTVs) on roadways and city-owned property throughout the City of Waupun. Following due consideration of the recreational value to connect trail opportunities, and weighed against the possible dangers, public health, liability issues, terrain, traffic density and history of vehicular traffic, these routes and trails have been established.

(2) State Laws Adopted. The statutory provisions of Section 23.33 and Chapters 340 to 348 of the Wisconsin Statutes, establishing definitions and regulations with respect to ATVs and UTVs and Chapter NR 64 of the Wisconsin Administrative Code are adopted here by reference. Unless otherwise specifically provided here, any act required to be performed or prohibited by any statute or administrative code provision incorporated here is required or prohibited by this ordinance. Any future amendments, revisions or modifications of the Wisconsin Statutes or Wisconsin Administrative Code incorporated here are made a part of this ordinance in order to secure uniform statewide regulation of ATVs and UTVs.

(3) Definitions. The following definitions shall apply with respect to this ordinance:

(a) "Off road vehicles" shall include, without limitation, off-highway motorcycles, minibikes, all-terrain vehicles (ATVs) and utility terrain vehicles (UTVs).

(b) "All-terrain vehicle" or "ATV" means a commercially designed and manufactured motor driven device that has a weight, without fluids, of 900 pounds

or less, has a width of 50 inches or less, is equipped with a seat designed to be straddled by the operator, and travels on three or more low-pressure or non-pneumatic tires.

(c) "City" means the City of Waupun, a Wisconsin municipal corporation. All references to the City in this ordinance shall apply only within the jurisdictional limits of the City of Waupun, and the City makes no attempt to exercise authority outside of the jurisdictional limits of the City of Waupun.

(d) "Utility terrain vehicle" or "UTV" means any of the following:

1. A commercially designed and manufactured motor driven device that does not meet federal motor vehicle safety standards in effect on July 1, 2012, that is not a golf cart, low-speed vehicle, dune buggy, mini-truck or tracked vehicle, that is designed to be used primarily off of a highway, and that has, and was originally manufactured with all of the following: a weight, without fluids of 2,000 pounds or less; four or more low-pressure or non-pneumatic tires; a cargo box installed by the manufacturer; a steering wheel; a taillight; a brake light; two headlights; a width of not more than 65 inches; a system of seatbelts or a similar system for restraining each occupant of the device in the event of an accident; and a system of structural members designed to reduce the likelihood that an occupant would be crushed as a result of a rollover of the device.

2. A commercially designed and manufactured motor driven device that has all of the following: a weight, without fluids, of more than 900 pounds but not more than 2,000 pounds; a width of 50 inches or less; is equipped with a seat

designed to be straddled by the operator; and travels on three or more low-pressure or non-pneumatic tires.

(d) All other applicable words and phrases defined in Section 23.33 and Section 340.01 of the Wisconsin Statutes are incorporated by reference in this ordinance.

(4) Designation of ATV and UTV Routes. No person shall operate an off road vehicle on any City street, alley, park or parking lot, on any public lands or parking lots held open to the public, or on any land within the City that is zoned residential, except as provided below:

(a) In accordance with Section 23.33(8)(b)2 of the Wisconsin Statutes and unless otherwise posted, all streets, roads and public alleys within the City are designated ATV and UTV routes, except all county highways, state trunk highways or connecting highways with a speed of 40 MPH or greater, unless the applicable County or State authority approves such a designation.

(b) In accordance with section 23.33(11)(am)(4) of the Wisconsin Statutes, the City authorizes the operation of ATVs and UTVs on all approved ATV and UTV routes within the City as identified in subsection (a) above, and on all county highways, state trunk highways or connecting highways with a speed limit of 35 MPH or less where the applicable county or state authority approves such a designation.

(c) The City or its designee reserves the right to close or modify ATV and UTV routes within its jurisdiction at any time.

(d) All ATV and UTV routes shall be signed in accordance with NR 64.12 and NR 64.12(7)(c) of the Wisconsin Administrative Code. The City or its designee shall maintain all ATV route signs within the City, including without limitation, on state trunk highways within the City.

(5) Conditions and Restrictions on Operation. In addition to the provisions contained in section 23.33 and Chapters 340 to 348 of the Wisconsin Statutes, and as a condition for the use of ATV and UTV routes designated and authorized above, the following conditions and restrictions shall apply to all ATV and UTV operators and passengers, as applicable:

(a) All ATV and UTV units shall be registered for public use in accordance with Wisconsin Department of Natural Resources (“DNR”) regulations, and proof of registration shall be displayed as required by statute during all times of operation.

(b) All ATV and UTV operators shall observe all applicable rules of the road governing motorized vehicles operating on municipal streets in accordance with section 23.33 and Chapter 346 of the Wisconsin Statutes.

(c) No person shall operate an ATV or UTV within the City from 10:00 p.m. to 6:00 a.m., except as permitted in section 23.33(4)(f) of the Wisconsin Statutes, or as otherwise authorized in writing by the City or its designee on a temporary basis.

(d) No ATV or UTV shall be operated at a speed greater than the maximum permitted speed limit within the City, except that where the posted limit is greater than 25 mph, no ATV or UTV shall be operated at a speed greater than 35 mph.

(e) All ATV and UTV operators are subject to and shall abide by applicable provisions of the Wisconsin Statutes and DNR regulations pertaining to age, safety and safety certificate requirements.

(f) No person shall operate an ATV or UTV on any trail or route without fully functional headlights, taillights and brake lights. All operators shall display a lighted headlight and taillight at all times while on the trail or route.

(g) No person shall operate an ATV or UTV on any trail or route where the vehicle does not meet state or municipal noise and exhaust restriction requirements.

(h) No person shall operate an ATV or UTV within any municipal park or on any sidewalk, designated bicycle or pedestrian lane, gravel shoulder, ditch or other area of any street right-of-way other than on the paved roadway, unless specifically designated and posted otherwise by the City or its designee.

(i) No person shall leave or allow any ATV or UTV owned or operated by that person to remain unattended on any public highway or public property while the motor is running or with the starting key left in the ignition.

(j) No person shall operate an ATV or UTV within the City unless the owner or operator has in effect at the time a liability policy insuring operation of the ATV or UTV which policy meets the carrier and coverage requirements specified in Section 344.61 of the Wisconsin Statutes. No person shall operate an ATV or UTV without having proof of such liability insurance coverage readily available.

(k) ATV and UTV operators or passengers under the age of 18 years of age shall wear protective headgear as required under Section 347.485(1)(a) of the Wisconsin Statutes, with a chin strap securely fastened, at all times of operation.

(l) No person shall operate an ATV or UTV unless the operator is 16 years of age or older and holds a valid driver's license issued by the Wisconsin Department of Transportation, or another state driver's licensing authority.

(m) No ATV or UTV operator or passenger shall be in possession of an open intoxicant while the ATV or UTV is in operation. No person shall operate an ATV or UTV while under the influence of an intoxicant, a restricted controlled substance, a controlled substance analog, or any combination of these elements, to a degree which renders the person incapable of safely operating the ATV or UTV.

(6) Enforcement. The penalty for any violation identified in Section 23.33(13) or Chapters 340 through 347 of the Wisconsin Statutes shall be as set forth in the Wisconsin Statutes. Deposit amounts for such violations shall be as set forth in the current Revised Uniform State Traffic Deposit Schedule. The penalty for any violation of this ordinance not addressed in Section 23.33(13) or Chapters 340 through 347 of the Wisconsin Statutes shall be a forfeiture as set forth in Section 18.04 of the Waupun Municipal Code, together with all applicable costs, surcharges and assessments.