

Current Budgeted

	Hrly Rate	hrs/year	Annual salary	WRS(7%)	Jan-Dec
Carla	\$ 21.70	2080	\$ 45,136.00	\$ 3,159.52	\$ 48,295.52
Dawn	\$ 16.00	1040	\$ 16,640.00	0	\$ 16,640.00
	\$ 37.70	3120	\$ 61,776.00	\$ 3,159.52	\$ 64,935.52

MAY - DEC

Carla Hourly proposed	\$ 21.70	Dawn Hrly proposed	\$ 16.00
hourly savings	\$ 19.06	hourly savings	\$ 19.06
	\$ 2.64		\$ (3.06)
full time hrs/yr months/yr	2080 12	full time hrs/yr months/yr	2080 12
hours/month	173.33	hours/month	173.33
hours/month may-dec 8 mon	173.33 8	hours/month may-dec 8 mon	173.33 8
hours in 8 mon	1386.67	hours in 8 mon	1386.67
Hours in 8 mon hourly savings	\$ 2.64	Hours in 8 mon hourly savings	\$ (3.06)
	\$ 3,660.80		\$ (4,243.20)
			\$ (582.40)
			\$ (297.02)
			\$ (879.42)

Jan-Apr Actual

	Hrly Rate	hrs	Annual salary	WRS(7%)	Jan-Dec
Carla	\$ 21.70	693	\$ 15,038.10	\$ 1,052.67	\$ 16,090.77
Dawn	\$ 16.00	347	\$ 5,552.00	0	\$ 5,552.00
	\$ 37.70	1040	\$ 20,590.10	\$ 1,052.67	\$ 21,642.77

May-Dec Actual

Carla	\$ 19.06	694	\$ 13,227.64	\$ 925.93	\$ 14,153.57
Dawn	\$ 19.06	1386	\$ 26,417.16	\$ 1,849.20	\$ 28,266.36
	\$ 38.12	2080	\$ 39,644.80	\$ 2,775.14	\$ 42,419.94
			\$ 60,234.90	\$ 3,827.80	\$ 64,062.70

\$ (872.82) savings

**WAUPUN POLICE DEPARTMENT
ACTIVITY REPORT
JANUARY, 2014**

Activities:

- WPD Administration Staff Meeting
- Community Correction Meeting
- FDL Chiefs Meeting
- Dodge County Awards Banquet
- Dispatch Meeting
- Alcohol Compliance Meeting
- Citizens Academy
- Traffic Meeting at Rock River Intermediate School
- Stephanie off Probation
- Implement Mobile Com

Training:

- Officer Kreitzman K-9 Training
- Officer Cochran attended Interview and Interrogation Training

Reports:

- There were 788 calls of service for the month of January, 2014.

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

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

Dispatch Summary From 1/1/2014 To 1/31/2014

Total Number of Calls for this reporting period: 788

72 HOUR DETENTION	5	NOTIFY MED EXAMINER	2
911HANGUP/NO CONTACT	8	OCCUPIED DISABLED	4
ACCIDENT	8	OFFICER STAND BY	5
ALARM TEST	3	PAPER SERVICE	4
ANIMAL COMPLAINT	15	PARKING ENFORCEMENT	18
ANNOYING PHONE CALLS	1	PRISONER TRANSPORT	10
ASSIST CITIZEN	18	RAILROAD COMP/INFO	1
ASSIST MOTORIST	12	RECKLESS DRIVER	4
ASSIST OTHER AGENCY	13	SCHOOL CROSSING	15
ATTEMPT TO LOCATE	5	SEXUAL ASSAULT	1
AUTO THEFT	1	SNOWMOBILE COMPLAINT	1
BUILDING CHECK	10	SPECIAL ASSIGNMENT	3
CAR FIRE	1	STRUCTURE FIRE	2
CAR IN DITCH	6	SUBJECT STOP	3
CHECK WELFARE	13	SUSP ACTIVITY	6
CHILD CUSTODY	5	SUSP PERSON	1
CITY SIGN/ROAD REPAI	1	SUSPICIOUS VEHICLE	20
CIVIL PROBLEM	3	TALKS/TOURS	1
COMMUNITY POLICING	1	TAVERN CHECKS	1
COUNTY AMBULANCE	29	THEFT	11
COURT ORDER VIOLAT	2	THREAT COMPLAINT	1
CR DAMAGE TO PROP	1	TRAFFIC COMPLAINT	1
DEPARTMENT K9 DOG	2	TRAFFIC ENFORC DAP	6
DIRECTED AREA PATROL	142	TRAFFIC PROBLEM	1
DISORDERLY CONDUCT	4	TRAFFIC STOP	137
DOMESTIC DISPUTE	7	TRUANCY	2
DRUGS/NARCOTICS	3	VANDALISM	3
ESCORT	3	WARRANT	8
ESCORT FUNERAL	5	WARRANT OTHER AGENCY	1
EXTRA PATROL	1	WATER UTILITY	3
FIRE ALARM	3	WAUPUN COUNTER ACT	2
FOLLOW UP	118	WAUPUN ORDINANCE	8
FOOT PATROL	5		
FOUND PROPERTY	2		
FRAUD/FORGERY	5		
GAS DRIVE OFF	2		
HARASSMENT	4		
HIT AND RUN	6		
HOUSE WATCH REQUEST	3		
INFO TO DOCUMENT	1		
INFORMATION	4		
INTOXICATED DRIVER	2		
INTRUSION ALARM	9		
INTRUSION FALSE	1		
JUVENILE PROBLEM	2		
LAW ASSIST FIRE	1		
LOITERING	1		
LOST PROPERTY	1		
MISSING JUVENILE	1		
NEIGHBOR DISPUTE	1		
NOISE COMPLAINT	2		

**WAUPUN POLICE DEPARTMENT
ACTIVITY REPORT
FEBRUARY, 2014**

Activities:

- Hunter Education
- FDL Awards Banquet
- Dodge County Chief Meeting
- Alcohol Compliance Meeting
- Dispatch Meeting
- Alcohol Compliance Meeting
- Citizens Academy
- Implementation of Mobile Com.

Training:

- Officer Kreitzman K-9 Training
- Chief Heeringa, D.C. Loudon, and Lt. Pfalzgraf attended Chief's Conference
- Officers completed CVMIC Training
- Firearms Training

Reports:

- There were 835 calls of service for the month of February, 2014. The total number of calls for the year is 1,623.

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 2/1/2014 To 2/28/2014

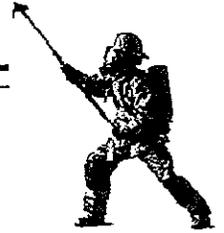
16 E. Main St.
Waupun, WI 53963
(920) 324-7911

Total Number of Calls for this reporting period: 835

72 HOUR DETENTION	4	INTRUSION ALARM	13
911 CHECK	8	INTRUSION FALSE	1
911 MISDIAL	1	JA/UNDERAGE/ALCOHOL	1
911HANGUP/NO CONTACT	8	JUVENILE PROBLEM	1
ABANDONED VEHICLE	1	LOST PROPERTY	1
ACCIDENT	13	MISSING JUVENILE	1
ACCIDENT W/BLOCKAGE	1	NOISE COMPLAINT	3
ACCIDENT/INJURIES	2	OCCUPIED DISABLED	1
ALARM TEST	3	OFFICER STAND BY	8
ANIMAL BITE COMP	1	PAPER SERVICE	4
ANIMAL COMPLAINT	19	PARKING ENFORCEMENT	25
ANNOYING PHONE CALLS	2	PRISONER TRANSPORT	15
ASSIST CITIZEN	25	RECKLESS DRIVER	7
ASSIST MOTORIST	9	REPAIR/CONDITIONS	1
ASSIST OTHER AGENCY	12	SCHOOL BUS COMPLAINT	2
ATTEMPT TO LOCATE	3	SCHOOL CROSSING	25
AUTO THEFT	1	SHOPLIFTER	1
BATTERY	1	SNOWMOBILE COMPLAINT	1
BUILDING CHECK	18	SPECIAL ASSIGNMENT	7
BURGLARY	2	STRUCTURE FIRE	1
CAR IN DITCH	3	SUBJECT STOP	2
CARBON MONOXIDE	1	SUSP ACTIVITY	3
CHECK WELFARE	11	SUSP PERSON	2
CHILD ABUSE/NEGLECT	1	SUSPICIOUS VEHICLE	14
CHILD CUSTODY	6	TALKS/TOURS	2
CIVIL PROBLEM	3	TAVERN CHECKS	2
COMMUNITY POLICING	1	THEFT	5
COUNTY AMBULANCE	21	THREAT COMPLAINT	5
COURT ORDER VIOLAT	1	TRAFFIC ENFORC DAP	2
CR DAMAGE TO PROP	1	TRAFFIC PROBLEM	7
DEPARTMENT K9 DOG	1	TRAFFIC STOP	125
DIRECTED AREA PATROL	188	VANDALISM	3
DISORDERLY CONDUCT	6	WARRANT	11
DOMESTIC DISPUTE	7	WATER UTILITY	8
DRUGS/NARCOTICS	3	WAUPUN COUNTER ACT	1
ESCORT	3	WAUPUN ORDINANCE	5
ESCORT FUNERAL	6		
EXTRA PATROL	1		
FIGHT	1		
FIRE ALARM	3		
FOLLOW UP	73		
FOOT PATROL	9		
FOUND PROPERTY	2		
FRAUD/FORGERY	5		
GAS DRIVE OFF	2		
GAS LEAK	1		
HARASSMENT	2		
HIT AND RUN	4		
HOUSE WATCH REQUEST	2		
INFO TO DOCUMENT	5		
INFORMATION	10		
INTOXICATED DRIVER	2		

Printed on: 3/4/2014 2:31:00PM

Waupun Fire Department



Fire Chief, Jeff Berry
16 E. Main Street
Waupun, Wisconsin 53963

Phone: (920) 324-7910
Fax: (920) 324-7854
E-mail: jeff@waupunpd.org

March 1, 2014

Kyle Clark
Administrator, City of Waupun
201 East Street
Waupun, WI 53963

Dear Kyle,

Please accept this letter as notification that I wish to retire from my position as Fire Chief with the City of Waupun Fire Department, effective May 16, 2014.

It is with a heavy heart that I leave the position which I have performed for the past 18 ½ years, but I have decided the time has come for me to start my retirement and spend more time with my wife, children, and three wonderful grandchildren.

I would like to take this opportunity to thank you, the council(s), and firefighters for the help, support, and opportunities I have had in the years I have been with the fire department. It has been a remarkable experience, and I have enjoyed all the time spent working to make the fire department what it is today.

If I can be of any assistance during this transition, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Jeff Berry". The signature is written in a cursive, flowing style.

Jeffrey G Berry

Waupun Fire Department



Fire Chief, Jeff Berry
16 E. Main Street
Waupun, Wisconsin 53963

Phone: (920) 324-7910
Fax: (920) 324-7854
E-mail: jeff@waupunpd.org

Monthly Report

DATE: February 5, 2014
TO: Mayor, Council & City Administrator
FROM: Fire Chief, Jeff Berry
RE: January Report

Calls/Fire Meetings:

There were six fire & rescue calls in the month of January. The calls were as follows: A call to 406 Carrington Street for a smoking outlet (electrical problem), a mutual aide call (MABAS Division 120) to the City of Fond du Lac for a structure fire requesting a chief (cancelled upon arrival), a call to the Gateway Apartments 120 Gateway Drive for a fire on a balcony, two calls for fire alarms going off at, Silgan Containers 505 Libby Street for a water flow alarm (false alarm), and Christian Home Living Center 331 Bly Street (burnt food) and a call to 501 Doty Street for a car fire. There was one City Fire Meeting and an Officers Meeting held in January.

Chief's Meetings/Activities Attended:

Chief Berry attended the following meetings/activities: One City Fire Meeting, one Officers Meeting, One Council Meeting, Fond du Lac County Dispatch Meeting, Dodge County Fire Chiefs Banquet and a Community Development Authority Meeting.

Projects/Special Events:

Monthly meter calibrations were completed.
Monthly apparatus checks were done.
Monthly SCBA and equipment checks were done by each firefighter.

The Chief and Assistant Chiefs Ron Vande Zande and Wally Beekman attended the Dodge County Fire Chief's Banquet in Reeseville.

There are some new staff changes for the City Officers. Wally Beekman will now be the new Assistant Chief/ Safety Officer and will be assigned to apparatus 3582. Gary Chase will be promoted to a Captain and be assigned to apparatus 3561. Tom Pluim will become the new Lieutenant and be assigned to apparatus 3562. Firefighter Joab Homan will be moved from apparatus 3562 to apparatus 3561 to fill Tom's spot and will now be a main entry team mask man. These changes were effective January 20th, 2014.

Assistant Chief Wally Beekman and Firefighters Mike Beer and Paul Beder attended the Area 6 Fire Inspectors Meeting in Beaver Dam.

Mike attended the Wisconsin State Fire Inspectors Board Meeting. He serves as the Area 6 chairman for the association.

Firefighter BJ DeMaa attended the final classes in the series of leadership through National Fire Academy. (Leadership Three)

Mike went to the Walmart Distribution Center (DC 7039 Beaver Dam) and gave an update on how our 2013 grant money was spent. He informed them that all the money will be used for fire prevention.

Fire Department provided an escort for the Waupun Warrior Poms Squad going to State.

Inspections:

New construction and remodeling inspections are being done as needed. We received multiple building code questions on new and remodeling projects from contractors, businesses and industries. Pre-incident planning and mapping are being completed on new businesses and updated on present buildings.

Mike continues working with other city departments on property complaints.

Training:

Training for the January 6th meeting was cancelled due to the extreme cold weather.

Training for the January 20th meeting was a review of newly adopted Fond du Lac County RIT Guidelines (SOG1.1 & 10.1).

Emergency Government:

There were two wind chill warnings, two wind chill advisories, one frost fog advisory, one freezing rain advisory and two winter weather advisories issued for the month of January.

Annual updates are being done to City of Waupun Emergency Operations Plan.

Waupun Fire Department



Fire Chief, Jeff Berry
16 E. Main Street
Waupun, Wisconsin 53963

Phone: (920) 324-7910
Fax: (920) 324-7854
E-mail: jeff@waupunpd.org

Monthly Report

DATE: March 5, 2014
TO: Mayor, Council & City Administrator
FROM: Fire Chief, Jeff Berry
RE: February Report

Calls/Fire Meetings:

There were six fire & rescue calls in the month of February. The calls were as follows: Four calls for general fire alarms going off, Federal Mogul 401 Industrial Drive (cancelled), Waupun Christian Home 331 Bly Street (burnt food), Waupun Public Library 123 South Forest Street (alarm testing) and Rensway Apartments 725 West Lincoln Street (burnt food), a five hour call to the area of East Spring Street & River Road for a natural gas leak (standby & evacuation) and a call to 256 Roundsville Street for a possible structure fire (burnt food). There were two City Fire Meetings and one Officers Meeting held in February.

Chief's Meetings/Activities Attended:

Chief Berry announced he will be retiring on May 16, 2014.

Chief Berry attended the following meetings/activities: Two City Fire Meetings, One Officers Meeting, Two Special Council Meetings, One Committee of the Whole Meeting, Dodge County Chief's Meeting and a CVMIC work plan meeting.

Projects/Special Events:

Monthly meter calibrations were completed.
Monthly apparatus checks were done.
Monthly SCBA and equipment checks were done by each firefighter.

Fire Department hosted the Dodge County Fire Chief's meeting. Chief Berry and Assistant Chief's Ron VandeZande & Wally Beekman attended the meeting. Five other firefighters helped with hosting the meeting and serving the lunch.

Training Officer Mike Beer attended the Wisconsin Society of Fire Service Instructors Conference to get updated on the new curriculum.

Mike attended a Fond du Lac County Training Officers meeting.

Inspections:

Fall fire inspections have been completed as well as the call backs.

New construction and remodeling inspections are being done as needed. We received multiple building code questions on new and remodeling projects from contractors, businesses and industries. Pre-incident planning and mapping are being completed on new businesses and updated on present buildings.

Mike continues working with other city departments on property complaints.

Training:

Training for our February 3rd meeting was watching some Working Fire videos. They covered communications, command for high rise buildings, search & rescue, forcible entry and steel bars on windows.

Training for the February 17th meeting was watching some Working Fire videos on positive pressure ventilation. The videos covered possible ways of attacking fire, dangers of smoke, firefighter deaths related to ventilation, the use of effective ventilation, pressure flows, air tracks and advantages and disadvantages of ventilation. This training was part one of a two part training being presented by Training Officer BJ DeMaa so he can complete his classroom hours, and receive his training certification through the State of Wisconsin.

Emergency Government:

There were two winter weather advisories and three wind chill advisories for the month of February.

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

February 2014

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

Re: Report to Common Council

A. Statistics

Circulation/downloads through end of January was 13,438 items (14,362 in 2013).
Library visits through end of January was 5,661 people (6,235 in 2013).

Additional statistics through end of January:

Library Program attendance: 58

Meeting rooms use: 164

Computer use: 944

Wireless use: 194

Reference questions: 131

Monthly website hits: 4,015

B. Art exhibit

Waupun Fine Arts is hosting a talented portrait artist, Amelia Nowak, to show at the Waupun Public Library from mid-January through the end of February.

C. State Annual Report

Statistics from 2013 have been compiled, and Jaeger has been working on completing the Department of Public Instruction's State Annual Report for libraries.

D. Tax forms

The library has received all of the expected state tax forms, we are still waiting for the bulk of the expected federal forms and instructions.

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

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

March 2014

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

Re: Report to Common Council

A. Statistics

Circulation/downloads through end of February was 26,151 items (27,141 in 2013).
Library visits through end of February was 11,477 people (12,489 in 2013).

Additional statistics through end of February:

Library Program attendance: 168

Meeting rooms use: 383

Computer use: 1,960

Wireless use: 356

Reference questions: 607

Monthly website hits: 7,711

B. Art exhibit

Latest art exhibit on the second floor is by wildlife photographer David Freriks. Stop over and take a look at his incredible photographs. These images will be on display for the next few weeks.

C. National Library Week, April 13 - 19

Two speakers are scheduled during National Library Week. On Monday, April 14, at 6:30 pm, Carla Gunnink, author of Images of America: Waupun will describe the process of compiling information and publishing this book on the history of Waupun. On Tuesday, April 15, 2014 at 6:30 pm, Gary McCaughtry will share historical information of Waupun Correctional Institution. Gary was the second longest serving warden at Waupun Correctional Institution before his retirement in 2004. He started as a correctional officer and served in a variety of professional and administrative positions in his 32-year career in corrections. He worked in nine different institutions, with the last sixteen as warden at WCI.

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



City of Waupun

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

"Wild Goose Center of Wisconsin"

MEMORANDUM

TO: Mayor & Council
FROM: Trista Steinbach—Administrative Assistant
Date: March 7, 2014
RE: February Report to Common Council

BUILDING PERMIT REPORT

There were three (3) permits issued in Dodge County and one (1) permit issued in Fond du Lac County totaling four (4) permits for the month of February. Total estimated cost of construction was \$33,000.00. Fees of \$2,354.73 for Building Permits, \$30.00 for Special Assessment letters, \$100.00 for a Site Plan Review, and \$25.00 for a home occupation for a total of \$2,509.73 was turned over to the City Clerk.

Building Permit Comparison:

2 Month Comparison

January – February 2012	estimated cost of construction	\$995,195.00
January – February 2013	estimated cost of construction	\$622,940.00
January – February 2014	estimated cost of construction	\$77,948.00

PLAN COMMISSION REPORT

- See attached minutes.

ZONING BOARD OF APPEALS

- No Meeting



City of Waupun

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

"Wild Goose Center of Wisconsin"

Department of Public Works Activity Report

March 6, 2014

1. Current Projects:

- Meetings with Stantec as well as the School District about the next phase of the boardwalk. Between Madison St. and Fond du Lac St.
- CB Electric – updating electrical and lighting in auditorium
- Getting quotes for elevator maintenance.
- Lappen Security updated the wiring for the alarm systems at the City buildings.
- Looking at computer programs for equipment at the City Garage.
- Met with Utilities about the mechanics at the City Garage doing routine maintenance to Utility vehicles and DPW has started to do maintenance on utility equipment.
- Met with a class at the high school about upcoming community service projects that they would like to work on.
- Badger Environmental removed some asbestos in the upper level of City Hall.
- Hosted Cities of Dodge County meeting.
- City Hall burning was replaced.
- Reviewing contract for the land purchase for the Main St. project.
- Reviewing 2013 MS4 permit. A webinar was held on February 26th on the proposed new MS4 permit and reviewing the suggested requirements.
- Attended the CVMIC park & rec round table on February 3rd.
- Attending the Rock River Group meeting on February 13th.
- Televising section B of the storm sewer system is almost completed. Once the weather warms up Great Lakes will return to finish televising. The televising also has shown we have gas lines, and other cables bored into the storm sewer lines. Now that we know this I'm looking at an ordinance that would require companies that do any boring near the storm sewer lines they would have to televise the storm sewer after the work is completed to show no damage was done to the storm sewer line(s).

2. Board of Public Works

- See attached minutes

3. DPW Crew Projects

- Wash vehicles
- Diggers Hotline Locates
- Shovel sidewalks
- Haul snow piles
- Salt / Spray brine on streets
- Work on boiler at Washington School
- Fix water leak at City Hall
- Paint offices / bathroom at City Hall
- Burn brush pile
- Set up City Hall for events
- Put together picnic tables
- Plow Snow
- Took garland down at City buildings

- Event signs
- Cut tree down on Lincoln St.
- Pick up Christmas trees
- Move cooler to City Hall
- Clear inlets from snow
- Set up and take down detour signs

Administrative Assistant

- Letters to property owner's on S. Madison Street regarding a sign in the area to possibly be removed.
- Updated Apartment Listings
- Sent letters to property owner's on S. Grove Street regarding sump pump as well as assessment waivers for curb & gutter and sidewalk for the upcoming street project.
- MS4 Report
- Invoiced school for equipment repairs.
- Updated Storm sewer maps.
- 2013 Building Permit Reports
- Snow removal assessments.
- Equipment put on Wisconsin Surplus.
- Started the Recycling Grant Annual Report.
- Various memos, letters, general correspondence and maps.
- Issued 4 Building Permits, 3 Assessment Letters

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



TO: Waupun Utilities Commissioners
FROM: Randy Posthuma, General Manager
DATE: Feb. 10, 2014

GENERAL INFORMATION

Electric Crew Update:

Cold weather conditions continue to challenge the electric crew as they struggle with our winter maintenance project of line clearance. During the extremely cold conditions, the crew took the opportunity to perform much needed maintenance on equipment, complete an inventory count for upcoming audit and conducted annual overhead distribution line inspections that are required by the public service commission.

Cold conditions had no effect on Waupun Utilities electrical system as we had no outages or problems to report.

Wisconsin Energy Providers Meeting:

On January 15th I attended meetings with Municipal, Coop and Investor Owned utility managers to discuss challenges facing our utilities in the upcoming years. This meeting focused on distributed generation and the challenges this will present our Utilities, energy reliability, communication with our younger generation of residential customers and the need for a high level of cyber security in the Utility industry.

MEUW Joint Superintends Conference:

Jared and I had the opportunity to attend MEUW's annual joint superintendent conference. The conference featured two very good speakers that focused on understanding and managing today's work force by comprehending the differences of the four generations in the workplace; and encouraging a culture of safety through front-line leadership.

2013 Focus On Energy Program Incentives:

This memo serves to summarize the incentives paid out by Focus On Energy to Waupun Utilities' customers in 2013. Waupun Utilities collects Commitment to Community (CTC) funds from all electric customers on a monthly basis. The total amount collected annually is approximately \$60,000. As legislated by the State, these collections are split 50/50 between the State-run energy efficiency and low income programs. The energy efficiency programs are administered by Focus On Energy (FOE).

The customers of Waupun Utilities took excellent advantage of FOE's program offerings, extracting over **\$108,400** in 2013. This is a return of **3.6** on the \$30,000 delivered to FOE through the CTC collections!

These programs deliver energy and cost savings back to the customers. These are cost savings back into the customers' wallets that they can reinvest the best way they see fit. In addition, the FOE programs provide stimulus to the local economy through the trade allies that deliver the programs. The largest energy savings impacts came through three programs – Business Incentives, Small Business Direct Install and Chains & Franchises.

While this does lower the utility's energy sales to customers, it helps to free up some capacity in the Waupun Utilities distribution system. This allows the ability to take on future load additions, hopefully, without large infrastructure investments. Across all of the WPPi Energy members, energy efficiency savings can help delay the next power plant investment.

Program	Annual Energy Savings (kWh)	Demand Savings (kW)	Electric Incentive
Business Incentives	321,859	54	\$ 21,411.53
Small Business	363,728	69	\$ 50,570.80
Upstream Lighting and Appliance			\$ 2,856.49
Appliance Recycling	59,913	9	\$ 2,750.00
Residential Rewards	5,642	2	\$ 2,520.00
Assisted Home Performance with Energy Star	881	1	\$ 4,220.00
Chains and Franchises	357,364	26	\$ 15,799.74
Large Energy User	71,960	12	\$ 4,356.00
Enhanced Rewards	500	0	\$ 720.00
Lighting and Appliance			\$ 2,475.00
Multifamily Energy Savings	6,486	0	\$ 742.00
Grand Total	1,188,333	173	\$ 108,421.55

This concludes my report for February 2014. Please contact me at 324-1991 or rposthuma@wppienergy.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Jared Oosterhouse, Business/Finance Manager
DATE: February 5, 2014
SUBJECT: December 2013 Financial Report

The December 2013 financial report follows.

CONSTRUCTION AND PLANT ADDITIONS SUMMARY – 2013

The attached construction and plant additions summary shows activity for December and year-to-date 2013. Total construction activity for budgeted line items for the year was \$41,000 over budget, primarily due to the AMI project.

Total plant additions were approximately \$22,000 below budget. Please see the schedule for line item differences.

2013 FINANCIAL HIGHLIGHTS

Sales

Total electric sales were 2.05% below budget on lower sales to all customer classes. The electric utility sold 706,679 less kWh compared to 2012; however 2013 sales revenue increased slightly to \$10,207,000 compared to \$10,169,000 in 2012 mainly due to a full year of revenues with the electric rate increase that was placed into effect mid-year 2012.

Total sewer sales were 12.55% below budget mainly due to the 2013 rate reduction and a reduction in high-strength waste surcharges to the correctional facilities. 2013 sales revenues decreased \$282,000 to \$1,754,000 from \$2,036,000 in 2012. The public authority customer class accounted for \$241,000 of the decrease.

Total water sales were 1.52% below budget on all customer classes except for the industrial customer class. The water utility sold 2,700 less units of 100 cubic feet compared to 2012. 2013 sales decreased \$49,000 to \$1,761,000 from \$1,810,000 in 2012. The industrial sales decreased \$25,000 or 15% due to water conservation equipment being installed in 2013.

Income Statement

The electric utility's operating income increased to \$511,000 in 2013 compared to \$270,000 in 2012. Operating expenses decreased \$197,000 mostly due to less distribution expense, 2013 management restructuring, and the electric crew beginning to contribute towards retirement and health insurance. Net income was \$275,000 or \$86,000 below budget. Net income was lower than budget due to the retirement of all electric meters that were in service as of 1/1/2013 which took place as a result of the AMI project. The net book value written off for the retired electric meters was \$190,000.

The sewer utility's operating income was \$323,000 or \$77,000 below budget. Operating revenues were \$251,000 below budget mostly due to reduced high-strength waste surcharges to the correctional facilities. Operating expenses were \$174,000 below budget on lower than expected WWTP operation, maintenance, and administrative and general expenses. Net income was \$173,000 or \$126,000 below budget, on investment income that was \$52,000 below budget.

The water utility's operating income decreased to \$675,000 in 2013 compared to \$839,000 in 2012. Operating expenses increased \$144,000 primarily due to the reverse osmosis membrane replacement project which cost \$195,000. This was to some extent offset by reductions in pumping expense, transmission and distribution expense, and administrative and general expense. Net income was \$317,000, or \$194,000 above budget, on investment income that was \$25,000 below budget.

Balance Sheets – Years Ended December 31, 2013 and 2012

The electric balance sheet decreased \$179,000 to \$12,445,000 from \$12,624,000 in 2012. Unrestricted cash increased \$225,000 on lower expenses and electric crew labor incurred for the water AMI project. Plant decreased \$314,000 on \$577,000 in additions and \$1,067,000 in retirements and depreciation. Accounts payable decreased \$494,000 due to no major capital projects in progress at the end of the year. 2012 accounts payables included payables for the AMI project. Retained earnings increased by \$264,000 from operating results and municipal capital contributions.

The sewer balance sheet decreased \$158,000 to \$20,219,000 from \$20,377,000 in 2012. Total unrestricted cash and investments increased \$524,000 from operating results, \$82,000 payment received from the electric utility, and less capital expenditures. Plant decreased \$542,000 on \$114,000 in additions and \$677,000 in depreciation. Retained earnings increased \$240,000 from operating results and municipal capital contributions.

The water balance sheet decreased \$93,000 to \$17,690,000 from \$17,783,000 in 2012. Total unrestricted and restricted cash decreased \$142,000, mainly from the AMI project. Accounts payable decreased \$297,000 due to no major capital projects in progress at the end of year. Plant increased \$255,000 on \$857,000 in additions and \$568,000 in depreciation. Retained earnings increased \$282,000 from operating results and municipal capital contributions.

Cash and Investments

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

Total cash and investments increased \$562,000 in 2013. The long-term investments held at Baird decreased \$41,000, or 0.97%. We received interest and distributions of \$162,000, incurred portfolio management fees of \$27,000, and recorded an unrealized negative market adjustment of \$176,000.

GENERAL INFORMATION

Year-end Close and Audit Preparation

The financial audit is scheduled for February 10-12, 2014. The financial statements are complete and the remaining regulatory reports will be completed in the coming weeks.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: February 6, 2014
SUBJECT: Monthly Operation Report

Water Treatment Facility:

The water treatment facility is performing well.

There was one call-in to report this month. On January 2nd, an operator was called out for a "RO2 Booster Pump Fail". The pump failure was due to low suction pressure caused by air entrainment. Once the air was released from the volute, the treatment facility was put back into operation.

The average daily pumpage is 960,000 gallons. This is approximately 120,000 gallon higher than normal pumpage for the month of January. This is a direct correlation to having all three levels of bleeders turned on.

Wastewater Treatment Facility:

The wastewater treatment facility is performing well.

There one call-in to report this month. On January 8th, the digester heat exchanger failed to fire upon start up. After trouble shooting, a faulty contact relay was identified as the problem. The relay was replaced and the heat exchanger was returned to service.

Staff continues working on routine maintenance, and pump repairs; this is in preparation for spring snow melt and rains.

Distribution and Collection System Crew:

There was one call-in to report this month. On Saturday February 1st, the crew responded to a service freeze up at 500 South Madison St. After several unsuccessful attempts with the jet deicer, excavation was required. Once the service was exposed, it was unthawed, and water service was restored.

There were two water main breaks this past month, bring the total to three for the season. The first one occurred on January 30th, at the intersection of Brandon and West Franklin Streets. It was an 8" radial break that was repaired. Approximately 402,000 gallons of unaccounted water was lost during this break. A total of 8 customers were without water, for approximately 2 hours. The second one occurred on February 3rd, in front of 618 Rock River Avenue. It was a 6" radial break that was repaired. Approximately 26,000 gallons of unaccounted water was lost during this break. A total of 4 customers were without water, for approximately 1 hour.

There were two additional service freeze ups. The first one occurred on January 30th, at 123 Taylor Street. The service required excavation, as the jet deicer was blocked by an obstruction. Once the service was exposed, the obstruction was identified as a kinked line. The kink appeared to be caused by a contractor during street reconstruction. The service was repaired and water restored to the home owner. The second frozen service occurred on January 31st, at 523 Bronson Street. The jet deicer was unable to pass through the curb stop, therefore excavation was needed. Repairs were made, and water service was restored.

Between weather related problems, the crew's focus remains to be preventative maintenance on the collection system. This entails flushing and televising sanitary sewers.

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: Randy Posthuma, General Manager
DATE: March 6, 2014

GENERAL INFORMATION

Electric Crew Update:

Cold weather conditions continue to challenge the electric crew as they struggle with our winter maintenance project of line clearance. Due to the added work load being put on our water crew with frozen services and water main breaks, the electric department has taken an active role in providing assistance while we continue to deal with extreme conditions. This, along with continued bitterly cold weather has put us behind in our line clearance projects. I anticipate both March and April to be very big months for us to catch up on our line clearance.

High wind conditions on February 21st caused an outage at Werner Harmsen Furniture Store; this was a result of wind causing the wires to slap together. No other outages were reported for the month.

Wisconsin Municipal Utilities Legislative Day:

On February 18th I attended meetings at the State Capital with municipals from around the State. The meetings provided a panel of speakers that included 33rd Senate District Paul Farrow, Public Service Commissioners Jeff Stone and Ellen Nowak, along with DNR representative Pat Stevens.

The speakers covered the many bills that are being debated in the house and senate over the last several months. These bills could have serious impact on our electric, water and sewer industry. Following our meetings, the afternoon was spent discussing these topics and voicing our concerns or support with our district representatives. Below are some highlights of the major bills impacting our industry.

Electric Issues:

- **Delinquent tenant utility bill collection tools;** Municipal utilities have used the ability to place unpaid utility bills on the property tax rolls for over 100 years. Current law governing this issue was established over 15 years ago and continues to work

well. Over the past several legislative sessions, many attempts to eliminate the property tax collection tool were made.

MEUW members support the current amendment approved by the Senate Committee on Insurance and Housing as it preserves the ability to use property tax roll procedures while creating additional tools for landlords to reduce delinquent tenant utility bills.

- **US EPA regulation of carbon dioxide emissions from existing power plants;**
This June, the United States Environmental Protection Agency (EPA) is expecting to release new carbon dioxide (CO2) regulations for existing power plants as part of the Clean Air Act. While the regulations will come from EPA, states will have a significant role in the implementation.
The regulations could have a detrimental impact on Wisconsin's electric customers because over half of our electricity comes from coal-fired generators. We are concerned that proposed rules will result in rates increasing for our customer base while making our industries less competitive in a global market.

Water issues:

- **Assembly Bill 345:** This bill would prohibit public utilities from installing certain meters for customers who object to the meters. The bill applies to "smart meters," which the bill defines as an electric or battery operated meter capable of measuring, recording or sending data from customer to public utility. Also under this bill, if a public utility installed a smart meter at the premises of a customer who objects to the installation, the public utility must remove the smart meter and replace with a meter that is neither a smart meter nor a modified smart meter. (municipal utilities oppose this bill)
- **Assembly Bill 496:** Act 25 placed restrictions on utility's release of customer usage information. AB 496 creates an exception to the prohibition on the release of customer information by a municipal utility that allows a municipal utility to release customer information to licensed real estate brokers and salespersons and certified or licensed appraisers in connection with real estate transactions and real property appraisals. (municipal utilities support this bill)

The Governor signed this bill on 2/26/14 and it became 2013 Wisconsin Act 134. This new law (1) requires the PSC to develop a form for a municipal utility to use to obtain a customer's consent to the release of customer information; (2) authorizes a utility to release customer information to a licensed real estate broker, salesperson or appraiser in connection with a real estate transaction or appraisal of real property; and (3) clarifies that a municipal utility that sends a billing statement to a customer on a postcard does not violate the customer privacy law.

- **Assembly Bill 76:** AB 76 would provide a tax exemption for building materials supplied by a contractor for use in a utility construction project. (municipal utilities support this bill)

Wastewater issues:

- **Assembly Bill 680 / Senate Bill 547:** This is a legislative initiative to provide municipalities with an option for compliance with phosphorus limits in addition to major facility upgrades, adaptive management or trading. The basic structure of the bill is to use a multi-discharger variance concept similar to that used in Wisconsin for chlorides.

This bill was passed by the Senate on the afternoon of our visit; the senate version of the bill would delay costly phosphorus reduction regulations that would reduce algae-causing pollution in waterways. The bill passed the Senate on a voice vote and now goes to the Assembly.

Municipalities argued that the new limits would place undue burden on them while other major sources of phosphorus pollution, such as farms, avoid such limits. The bill gives a community or industry an option to delay stricter regulations, for as long as 20 years, if it can prove financial hardship in trying to meet them. During that time, permit holders would have to cut phosphorus discharges. In exchange, they would either pay into a fund to pay for phosphorus reduction programs, implement their own projects or work with a third party.

This concludes my report for March 2014. Please contact me at 324-1991 or rposthuma@wppienergy.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Jared Oosterhouse, Business/Finance Manager
DATE: March 5, 2014
SUBJECT: January 2014 Financial Report

The January 2014 financial report follows.

CONSTRUCTION AND PLANT ADDITIONS

There were no construction or plant additions for January 2014.

MONTHLY METRICS – January 2014

Sales

January 2014 sales were below budget and lower than January 2013 sales for all three utilities due to fewer days in the billing cycle. January 2013 sales included 34 days in the billing cycle while January 2014 sales included 31 days in the billing cycle, resulting in lower sales compared to budget and 2013.

Income Statement

Electric operating income was \$42,100 above budget. Operating revenues were \$27,000 below budget. Operating expenses were \$69,000 below budget on lower purchased power, distribution and customer account expense. Net income was \$42,100 above budget on investment income that was \$1,400 above budget.

Sewer operating income was \$18,000 above budget. Operating revenues were \$1,500 below budget. Operating expenses were \$19,600 below budget on lower maintenance and administrative and general expenses. Net income was \$29,100 above budget on investment income that was \$11,200 above budget.

Water operating income was \$4,000 above budget. Operating revenues were \$8,800 below budget. Operating expenses were \$12,900 below budget on lower system maintenance expenses and lower administrative and general expenses. Net income was \$9,000 above budget on investment income that was \$4,400 above budget.

Balance Sheets

The electric balance sheet increased \$61,700 from December 2013. Total unrestricted and restricted cash increased \$89,700. Accounts receivables decreased \$20,900. Accounts payable increased \$8,000 from higher purchased power cost. Retained earnings increased \$76,800 from monthly operating results.

The sewer balance sheet increased \$50,500 from December 2013. Total unrestricted cash and investments increased \$62,300 from higher accounts payable and lower monthly operating expenses. Retained earnings increased \$35,800 from monthly operating results.

The water balance sheet increased \$93,600 from December 2013. Total unrestricted and restricted cash increased \$93,300. Retained earnings increased \$47,600 from monthly operating results.

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 \$245,400 from December 2013. We received interest and distributions of \$16,100 and recorded an unrealized positive market adjustment of \$12,600 along with \$6,700 in management fees, resulting in a net portfolio gain of \$22,000 for the month of January.

GENERAL INFORMATION

Water Main Breaks and Frozen Services

With the extreme cold over the past two months, the water utility has experienced several water main breaks and frozen services. Below is a summary of hours worked and costs to fix water main breaks and unthaw frozen services.

	<u>Mains</u>	<u>Services</u>
Regular	146.5	512.5
Overtime	67.5	42.5
Double time	59.5	50.5
Total Hours	<u>273.5</u>	<u>605.5</u>
Total Wages	<u>\$ 11,238</u>	<u>\$ 20,153</u>
2014 Budget	<u>\$ 68,618</u>	<u>\$ 37,284</u>

Please note that the 2014 budget amounts also include direct purchases from vendors for supplies and materials for repairs.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: March 6, 2014
SUBJECT: Monthly Operation Report

Water Treatment Facility:

The water treatment facility is performing well.

There was one call-in to report this month. On February 9th, an operator was called out for a "Lag Pump – Call to Run". The pump was called to run, due to high water demand. Operational adjustments were made, and production was returned to normal. Daily pumpage remains high, averaging 1.1 MGD. The average daily pumpage is 800,000, which is approximately 200,000 gallons per day higher than normal pumpage for the month of February. This is a direct correlation to having all three levels of bleeders turned on.

Wastewater Treatment Facility:

The wastewater treatment facility is performing well.

There are no call-ins to report this month.

Whole Effluent Toxicity (WET) testing has successfully been completed for the first quarter. Both acute and chronic toxicity tests were performed. WET testing is the measurement of potential effluent (discharge) toxicity to aquatic life in our receiving stream.

Crane Engineering completed their annual preventative maintenance program for all pumps. This program includes setting pump clearances, seal adjustments, and laser alignment of the rotating assembly. This program identifies potential problems prior to a major mechanical failure, saving the Utilities costly repairs.

Staff continues working on routine maintenance and pump repairs, in preparation of the spring melt and rains.

Distribution and Collection System Crew:

There were four water main breaks this past month, bringing the total to eight for the season. The first one occurred at the intersection of Tulip and Brandon Streets. The second was located at 118 North Madison Street. The third main break was located in front of 614 Rock River Drive, and the fourth break was on West Jefferson Street, just west of Fox Lake Road. All four breaks were radial cracks. Repairs were made, and service was restored to the customers in a timely manner.

There were twelve additional service freeze ups this past month, bringing the total to seventeen for the season. Of the seventeen, five had bleeders installed, but were improperly set. These five could have been prevented. Three of the frozen services that occurred involved a home owner out of town for a few weeks. All of the frozen services were unthawed, and water service was restored.

On February 27th, a one hundred foot section of sewer main was frozen on West Lincoln Street affecting two customers. The main is approximately three feet below grade in this section, due to high ledge rock. A steamer was used to unthaw the main. We will continue to monitor until the weather changes.

Between weather related problems, the crew's focus remains to be preventative maintenance on the collection system. This entails flushing and televising sanitary sewers.

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