

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 11/1/2013 To 11/30/2013

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

Total Number of Calls for this reporting period: 753

72 HOUR DETENTION	3	OCCUPIED DISABLED	1
911HANGUP/NO CONTACT	4	OFFICER STAND BY	5
ABANDONED VEHICLE	2	ORDINANCE VIOLATION	2
ACCIDENT	16	PAPER SERVICE	5
ALARM TEST	2	PARKING ENFORCEMENT	23
ANIMAL BITE COMP	1	PRISONER TRANSPORT	7
ANIMAL COMPLAINT	25	PROBATION HOLD/VIOL	2
ANNOYING PHONE CALLS	2	RECKLESS DRIVER	5
ASSIST CITIZEN	34	REPAIR/CONDITIONS	1
ASSIST MOTORIST	5	REPOSSESSED PROPERTY	1
ASSIST OTHER AGENCY	14	SCHOOL CROSSING	1
ATTEMPT TO LOCATE	5	SHOPLIFTER	1
AUTO THEFT	1	SPECIAL ASSIGNMENT	8
BOMB THREAT	12	STRUCTURE FIRE	1
BUILDING CHECK	29	SUBJECT STOP	6
CHECK WELFARE	10	SUSP ACTIVITY	10
CHILD ABUSE/NEGLECT	1	SUSPICIOUS VEHICLE	14
CHILD CUSTODY	3	TAVERN CHECKS	2
CIVIL PROBLEM	7	THEFT	8
COMMUNITY POLICING	2	THREAT COMPLAINT	3
COUNTY AMBULANCE	23	TRAFFIC ENFORC DAP	5
COURT ORDER VIOLAT	2	TRAFFIC PROBLEM	4
CR DAMAGE TO PROP	2	TRAFFIC STOP	131
DEPARTMENT K9 DOG	1	TRUANCY	1
DIRECTED AREA PATROL	110	UNDERAGE POSSESSION	1
DISORDERLY CONDUCT	13	VANDALISM	3
DOMESTIC DISPUTE	9	WARRANT	8
DRUGS/NARCOTICS	2	WARRANT OTHER AGENCY	2
ESCORT	4	WAUPUN ORDINANCE	5
ESCORT FUNERAL	4		
EXTRA PATROL	2		
FOLLOW UP	71		
FOOT PATROL	4		
FOUND PROPERTY	4		
FRAUD/FORGERY	3		
GAS DRIVE OFF	3		
HARASSMENT	5		
HIGH SPEED CHASE	1		
HIT AND RUN	4		
INFO TO DOCUMENT	1		
INFORMATION	11		
INTOXICATED DRIVER	1		
INTRUSION ALARM	9		
INTRUSION FALSE	1		
JA/UNDERAGE/ALCOHOL	1		
JUVENILE PROBLEM	9		
LOITERING	1		
LOST PROPERTY	1		
MENTAL SUBJECT	1		
MISSING JUVENILE	1		
NEIGHBOR DISPUTE	1		
NOISE COMPLAINT	4		

**WAUPUN POLICE DEPARTMENT
ACTIVITY REPORT
NOVEMBER, 2013**

Activities:

- Firearms at WCI Outdoor Range
- Met School Officials ref. parking problems at schools
- Dodge-FDL Co. Chiefs meetings
- Chief attended Disaster Training at Horicon DMR Headquarters
- Force on Force Training in Werner Harmsen house.
- Veterans Day Event City Hall.
- DCI Corrections Meeting for active shooter in lobby area.
- New hire's Lucas Dawson (Patrolman) and Dawn Greenfield (Clerical Support) doing great.

Training:

- Officer Hraban DAAT Instructor Recertification
- Officer Navis EVOC Instructor School

Reports:

- There were 753 calls of service for the month of November, 2013. The total calls for service for 2013 are 9,989.

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: December 5, 2013
TO: Mayor, Council & City Administrator
FROM: Fire Chief, Jeff Berry
RE: November Report

Calls/Fire Meetings:

There were seven fire & rescue calls in the month of November. The calls were as follows: Six calls for bomb threats, Piggly Wiggly 100 Gateway Drive, Kwik Trip 800 West Main Street, Family Video 606 West Main Street, Pizza Ranch 900 West Main Street, McDonalds 932 East Main Street, Culvers 900 Kelly Avenue and a call to 37 ½ West Main Street for a house fire (arson). There were two City Fire Meetings and an Officers Meeting held in November.

Chief's Meetings/Activities Attended:

Chief Berry attended the following meetings/activities: Two City Fire Meetings, one Officers Meeting, two Council Meetings, Committee of the Whole Meeting, two Department Head Meetings and an Area 6 Fire Inspectors Meeting.

Projects/Special Events:

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

Chief Berry and Firefighter Mike Beer had a meeting with Frank Mullen to go over fire prevention material.

Captain Wally Beekman, Fire Inspectors Mike Beer and Paul Beder attended the Area 6 Fire Inspectors Meeting in Ashippun.

Scott Marquardt of 5 Alarm Fire and Equipment Company serviced our Hurst extrication tools. Problems with the hydraulic pump were repaired. This is done every two years.

We participated in the remembrance of Veterans Day. The sirens were sounded for two minutes on 11-11 at 11 AM.

Inspections:

Fall inspections are almost done and we are starting the follow up to the businesses with violations.

Chief Berry and Mike have been working with building inspector Mary Kay and City Administrator Kyle Clark on doing complete building inspections in the South side of the 300 block of East Main Street.

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 November 4th meeting was working with our SCBA's and doing the monthly vehicle and SCBA checks.

Training for the November 18th meeting was viewing some working fire training videos on firefighter self-survival and Rapid Intervention Teams. Discussion was held after each segment on how it related to our firefighting and what would our members do in each situation.

Emergency Government:

There was one winter weather and two wind advisories for the month of November.

Chiefs, Berry and Heeringa attended the Horicon Marsh/DNR training on hazardous materials spills in our area.

Waupun Public Library

123 S. Forest Street

Waupun, WI 53963

(920) 324-7925

December 2013

To: Mayor, City Council, City Administrator

From: Bret Jaeger, Library Director

Re: Report to Common Council

A. Statistics

Circulation/downloads through end of November was 146,774 items (142,906 one year ago).
Library visits through end of November was 72,261 people (72,722 one year ago).

Additional statistics from January through November:

Library Program attendance: 2,598

Meeting rooms use: 2,807

Computer use: 11,995

Wireless use: 1,775

Reference questions: 4,000

Monthly website hits: 44,459

B. Author program December 10

Amy Krohn, local author, has published her first book, [A Flower in the Heart of the Painting](#). The book is a collection of short stories that primarily take place in the Midwest and have to do with art or artists. It was released November 1. Amy will be at the library on Tuesday night, December 10, at 6:30 pm to speak about her book.

C. Library policies workshop

On November 5, Bret attended a library policies workshop in Horicon, presented by John DeBacher, Director of the Library Development Team at the State Department of Public Instruction (DPI). The program was a good overview of what polices libraries should have, how often they should be reviewed by library boards, and many sample policies found on the DPI website.

D. Art exhibit

Local artist Gerri Buteyn will be exhibiting her artwork on the 2nd floor in December, with a reception on December 4th from 5-7 pm. Gerri has been teaching art at Central Wisconsin Christian schools for 25 years and has painted since her college years.

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: December 6, 2013
RE: November Report to Common Council

BUILDING PERMIT REPORT

There were twelve (12) permits issued in Dodge County and four (4) permits issued in Fond du Lac County totaling sixteen (16) permits for the month of November. Total estimated cost of construction was \$46,919.00. Fees of \$1,255.18 for Building Permits, \$140.00 for Special Assessment letters, and \$100.00 for Site Plan Review for a total of \$1,495.18 was turned over to the City Clerk.

Building Permit Comparison:

11 Month Comparison

January – November 2011	estimated cost of construction	\$7,938,773.65
January – November 2012	estimated cost of construction	\$6,705,482.00
January – November 2013	estimated cost of construction	\$13,506,960.00

PLAN COMMISSION REPORT

- See attached minutes

ZONING BOARD OF APPEALS

- No Meeting

CITY OF WAUPUN
PLAN COMMISSION
MINUTES OF THE NOVEMBER 20, 2013 MEETING
(**DRAFT**)

1. Call to Order:
The Plan Commission met at 4:45 p.m. in the Council Chambers, City Hall, Waupun.
2. Roll Call:
Members Present: Jodi Steger, Fred Lueck, Richard Flynn, Nancy Vanderkin, Elton TerBeest, and Derek Drews
Member Excused: Scott Aylesworth
Staff Present: Mary Kay Vogel and Kyle Clark
3. Chairman Steger called for the approval of the minutes of the October 16, 2013 meeting. Flynn noted there was a typo on page 2 of the minutes. Item #5, line #5 notes that the motion carried 4/1 however the vote was actually 4/2. Motion by Vanderkin, seconded by TerBeest to approve the minutes of the October 16, 2013 meeting to include the change noted by Flynn. Motion carried, unanimously.
4. Discuss/Approve Site Plan for the McDonalds Restaurant at 932 E. Main St.
Steve Jeske an architect from Port Washington and representing the owners appeared and discussed the remodeling project. He pointed out that this will be a significant remodel to bring the structure and property up to current architectural standards. The exterior of the building will be significantly remodeled. There will be brick on the outside from the floor up for about 9' 8". There will be a metal panel on the front of the building along with a sun screen. They intend to demolish the existing trash enclosure and concrete pad, the existing curbing, remove parking lot stripping, replace existing ad signs and reader board. The trash area is approximately 18' x 10' or about 180 sq. ft. There will be some sidewalk work as well as significant changes inside for accessibility.

They will remain open during the work which takes about 8 weeks to complete.

Lueck and Flynn expressed their concerns about the hazardous driveway on the SE corner of the property with all of their remodeling, why can't this driveway be closed or be relocated. Mr. Jeske said there are no plans to revise this access drive but if problems persist in the future, it will have to be looked at. Flynn suggested a similar condition be attached to the approval of this site plan as was included back in 2008 for a previous remodeling project. That condition gave the City authority to revisit the site plan in the future if there is an increase in traffic congestion and/or an increase in the present traffic hazard resulting from this driveway location being too close to the intersection.

Motion by Vanderkin, seconded by Drews to approve the site plan as submitted for the McDonalds restaurant at 932 E. Main St. on the condition that the City has the authority to revisit the site plan approval in the future if as a result of this remodeling project, there is an increase in traffic congestion on and off this site and/or results in an increase in the present traffic hazard at this intersection due to the present southeast driveway location.

Vote: TerBeest, Vanderkin, Drews, Flynn, Lueck, Steger – "AYE"
Motion carried, unanimously. 6/0.

5. Discuss / Approve CSM for Fond du Lac County in the City of Waupun. Fond du Lac County has submitted a one (1) lot CSM containing 2.90 acres and which would encompass that area for the new Aquatic Center in the Fond du Lac County Park.

Lueck referred to a note on the CSM that states that the survey is subject to the provision of the Fond du Lac County Shoreland Zoning Ordinance. He believes what this means is that the Wisconsin Administrative Code allows the County to enforce their Shoreland Zoning Ordinance in any shoreland area that has been annexed by a City if the County's restrictions are greater than the City's, such as if the County's Shoreland Ordinance has greater setbacks or yard requirements than the cities, then the county ordinance would apply.

Kyle Clark thought that there may be some legislation in the works that would do away with this code requirement. He said the City has worked with the County in designing the aquatic centers location and the County did not have any problem with the proposed yards and setbacks.

Motion by TerBeest, seconded by Drews to recommend to the City Council that the proposed CSM for Fond du Lac County be approved on the condition that the City of Waupun confirms with Fond du Lac County that the site location for the new aquatic center conforms with the Fond du Lac County Shoreland Zoning Ordinance, should it apply at this location.

Vote: TerBeest, Vanderkin, Drews, Flynn, Lueck, Steger – "AYE"
Motion carried, unanimously, 6/0.

6. Motion by Vanderkin, seconded by Lueck to adjourn the meeting. Motion carried, meeting adjourned at 5:05 p.m.

Fred Lueck
Secretary



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

December 6, 2013

1. Current Projects:

- Reviewing Main Street reconstruction plans for meeting scheduled for December 11th.
- The Board of Public Works approved a \$100.00 minimum fee for temporary limited easements and fee titles for the Main Street reconstruction project. I am working on getting all of the data together to put this out for bid.
- Little League requested me to come to their monthly meeting on Sunday, December 1st. Among the things discussed were: lighting payment, possible playground, 4th field, concession stands. They mentioned they wanted to help out somehow in the community and there was a discussion on what they could do.
- Meeting in Beaver Dam on Tuesday, December 3, with cities of Dodge County to possibly get a group together to do a Memorandum of Understanding to share equipment. The next meeting will be held on March 4th in Waupun.
- We brought in 4 different suppliers to go over engines, transmissions, general overall of truck and salting procedures on Thursday, December 5. The training was well received.
- Working on bids for the next phase of the walk/bike path for extending the trail from N. Madison St. to Fond du Lac St. Railroad hearing is scheduled for December 18th.
- The DNR is requesting information on how and when the Community Center was built. I have been going through all of the old files to find the information they are looking for.
- Celebrate Waupun meetings
- Reviewing street plans for AmericInn. Trying to figure out a temporary water service for the new hotel.
- Met with Utilities and MSA to go over the 2014 Street reconstruction projects.
- Met with school and the bus company about bussing problems with all of the schools. I also talked with one of the bus drivers and we will be scheduling a meeting to go over his comments and suggestions.
- A request came in to put a dock in at Harris Mill Park. We are getting quotes for this project.
- Televising and cleaning Section A of our storm sewers.
- Working with Senior High School students that have to do community service. They have cleaned up the Rock River, stenciled storm sewer inlets, and they will be planting trees in the spring, and possibly monitoring water quality by the inlets throughout town.

2. Board of Public Works

- See attached minutes

3. DPW Crew Projects

- Leaf / Brush pick-up
- Cut grass and mulch lawns
- Diggers Hotline Locates
- Went through plow / salt routes with new employees
- Clean out brush / leaf bin
- Clean up truck to get ready for parade
- Put up Christmas lights
- Mark plow routes

- Set up City Hall
- Cleaning and organizing out in back of the City Garage
- Put out sandboxes
- Fire inspections
- Wash trucks
- Cleaned shop

Administrative Assistant

- Plan Commission public hearing notice, agenda and minutes.
- Board of Public Works agenda
- Yard Waste Pick-up maps
- Signs for City Hall events
- Updated phone number listings for DPW garage
- Sent out two property maintenance letters
- Finalized sidewalk as-builts and generated sidewalk invoices for work done in 2013. Responses are being received as to payment options.
- Input digger's hotline tickets into database.
- Input labor and equipment into Cartegraph
- Various memos, letters, general correspondence and maps.
- Went through old files to look for duplicates and re-organize.
- Went through Personal Property tax listing to look for additions, deletions, or address changes
- Issued 2 Street opening permits, 17 Building Permits, 14 Assessment Letters

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



"Wild Goose Center of Wisconsin"



City of Waupun

201 E. Main Street
WAUPUN, WISCONSIN 53963
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Waupun Board of Public Works
DRAFT Minutes of Regular Meeting
Monday, November 25, 2013

The Waupun Board of Public Works met in regular session on Monday, November 25, 2013 in the City Hall Administrative Conference Room with Chairman Bastian presiding.

Chairman Bastian called the meeting to order at 5:30pm.

Members present are Alderman Steve Bastian, Alderman Pete Kaczmariski, Public Works Director Dick Flynn, Deputy Chief Loudon, and City Clerk Angie Hull. Alderman Mike Johnson is absent.

Byron Mulder, Farmers Elevator, is in attendance.

Motion Loudon, second Kaczmariski to approve the minutes of the October 8, 2013 meeting of the Board of Public Works. Motion carried 5-0.

Byron Mulder appeared before the Board. Mulder filed a written Stormwater Credit Application Appeal with City Clerk Hull on November 1, 2013 for the Farmer's Elevator property at 1350 W Brown Street, Waupun, after receiving a denial from Public Works Director Flynn. Mulder originally requested a 53.38% credit based on the Stormwater Utility formula but does not believe a 75% credit would be out of line based on the amount of water that enters the stormwater system. Mulder acknowledges that the runoff occurs primarily on the agricultural land adjacent to the Farmer's Elevator property. Flynn's reason for denying Mulder's request is the city policy reads – "This credit applies to all properties that provide privately constructed and maintained runoff flow control measures". Flynn requested a recommendation from Eric Thompson of MSA Professional Services in regard to this appeal. Thompson states that the credits to user fees are allowed when a customer can show that a condition or activity on the property results in a direct reduction in costs for Stormwater utility services. As the peak flow control is not located on the applicant's property, Thompson recommends denial of the Stormwater utility credit application.

Alderman Johnson appears at the meeting at 5:38pm.

Motion Kaczmariski, second Bastian to deny the Stormwater Credit Application and the appeal for Farmer's Elevator property at 1350 W Brown Street, Waupun. Motion carried.

Flynn informed Mr. Mulder that he could appeal the decision made by the BPW's to the council.

Attorney VandeZande prepared a draft Ordinance #13-07 to amend Chapter 7.05(1) entitled Streets and Sidewalks Excavations and Openings as requested by the Board of Public Works. This amendment provides

for the waiving of the Street Opening permit of \$15 if pursuant to an order of the City of Waupun requiring sidewalk replacement or reconstruction.

Motion Louden, second Johnson to recommend to Common Council to waive the first reading and adopt Ordinance 13-07 to amend Chapter 7.05(1) entitled Streets and Sidewalks Excavations and Openings. Motion carried 5-1 with Kaczmariski voting nay.

Do to another City meeting Johnson had to leave the BPW's meeting.

Motion Bastian, second Kaczmariski to adjourn to closed session under Section 19.85(1) (e) of the Wisconsin State Statues for reasons of possible land development. Motion carried 5-0.

Motion Hull, second Kaczmariski to reconvene to open session under Section 19.85 (2) of the Wisconsin State Statutes. Motion carried 5-0.

No action from closed session.

There are no public comments.

Motion Bastian, second Louden to call the meeting adjourned at 6:25pm. Motion carried 5-0.

Angie Hull, City Clerk



TO: Waupun Utilities Commissioners
FROM: Randy Posthuma, General Manager
DATE: Dec. 5, 2013

GENERAL INFORMATION

Electric Crew Update:

The electric crew completed several small projects that included an overhead primary electric rebuild on the corner of S. Madison and S. Main St, circuit load balancing, installation of capacitor banks and the installation of a tie line between the Main substation and Comtech substation. The electric crew will be transitioning into our winter maintenance project of line clearance. As mentioned previously; last winter the electric department's time was consumed by AMI installation, so it's very important to have a big season of line clearance this winter.

We had no outages or problems to report on the electric system for the month of November.

Staffing Update:

Ben Russell's first day on the job was Dec. 2nd. Ben will be replacing Mike Shelter as our waste water treatment plant, operator / maintenance technician.

Staff Evaluations:

Performance evaluations were recently delivered to the staff. It's our goal to have the evaluations completed by each employee and their direct supervisor, along with a review of the evaluation with management by January 1st.

Jared and I redesigned the performance review assessment form. In this new design we are able to drill down to more core values and work practices vs. evaluating our employees on specific job performance qualities. A sample of the new performance review form is included in your packet.

This concludes my report for November 2013. 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: December 5, 2013
SUBJECT: October 2013 Financial Report

The October 2013 financial report follows.

CONSTRUCTION AND PLANT ADDITIONS SUMMARY – 2013

The attached construction and plant additions summary shows activity of \$25,196 in overhead line reconstruction located by Waupun Memorial Hospital, \$11,232 for transformers, \$3,266 incurred for the water AMI project, and \$6,089 for valve replacements. Plant additions in October include computers for the front office and the electric department.

MONTHLY METRICS – Year-to-date October 2013

Sales

Electric sales were within \$100 of budget for the month of October. Year-to-date sales were 2.26% below budget on weak residential and general service sales from June through the middle of September due to cooler than normal temperatures. Sales were .18% below 2012 levels.

Sewer sales were \$10,600 below budget for the month of October. Year-to-date sales were 11.01% below budget due to a reduction in high-strength waste surcharges to the correctional facilities. High-strength waste surcharges are down over 50% from 2012 and are the primary cause for the reduction in sales compared to budget and 2012 sales. The 2013 rate reduction is also a contributing factor for the sales revenue decrease. Sales were 14.68% below 2012 levels.

Water sales were \$1,200 below budget for the month of October. Year-to-date sales were 1.22% below budget on lower sales to residential, commercial, and public authority. Industrial class sales are the only sales class above budget. Sales were 3.38% below 2012 levels.

Income Statement

Electric operating income was \$59,900 above budget. Operating revenues were \$203,700 below budget. Operating expenses were \$263,600 below budget on lower purchased power, distribution, customer account expense, and administrative and general expenses. Net income was \$90,800 above budget on investment income that was \$7,100 below budget.

Sewer operating income was \$64,200 below budget. Operating revenues were \$218,600 below budget. Reduced high-strength waste surcharges to the correctional facilities continued to drive revenues below budget. Operating expenses were \$154,400 below budget on lower WWTP operation, maintenance, and administrative and general expenses. Net income was \$104,000 below budget on investment income that was \$39,500 below budget.

Water operating income was \$85,000 above budget. Operating revenues were \$26,600 below budget on decreased sales to the residential, commercial, and public authority classes. Operating expenses were \$111,600 below budget on lower system maintenance expenses and lower administrative and general expenses. Net income was \$56,800 above budget on investment income that was \$16,900 below budget.

Balance Sheets

The electric balance sheet decreased \$52,600 from September 2013. Accounts receivables decreased \$103,900 due to lower monthly sales. Accounts payable decreased \$44,300 from lower purchased power cost. Retained earnings decreased \$11,400 from operating results.

The sewer balance sheet decreased \$38,300 from September 2013. Total unrestricted cash and investments increased \$25,000 from higher accounts payable and interest and distributions received from investments. Interest accrued decreased \$42,341 from an interest payment. Retained earnings decreased \$4,600.

The water balance sheet increased \$22,900 from September 2013. Total unrestricted and restricted cash increased \$84,000. Retained earnings decreased \$3,500 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 \$147,700 from September 2013. We received interest and distributions of \$28,776 and recorded an unrealized negative market adjustment of \$1,315 along with \$6,890 in management fees; resulting in a net portfolio gain of \$20,571 for the month of October.

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: December 5, 2013
SUBJECT: Monthly Operation Report

Water Treatment Facility:

The water treatment facility is performing well.

There are no call-ins to report this month.

Tower 2 renovations have been suspended until spring of 2014. Priming of the exterior was not completed due to the continued un-favorable weather conditions. Dixon Engineering and Utility Service assured the Utilities that the remaining unprimed section will not be affected by winter conditions.

Interior cleaning and disinfection is scheduled for completion by December 6th. Once this is completed, the tower will be filled, and two consecutive bacti samples will be collected. Following a 72 hour disinfection contact time and safe bacti results, the tower will be returned to operation by December 12th.

Wastewater Treatment Facility:

The wastewater treatment facility is performing well.

There are no call-ins to report this month.

Staff has been limited this past month due to several vacations. With limited staff the operators worked on preventive maintenance items, and making seasonal operational changes in preparation for winter.

The Utilities new hire, Ben Russell, started on December 2. We are excited to have him as part of our operation team. His first month will consist of orientation, safety training, and job shadowing.

Rock River Intermediate School fifth and sixth grade classes have been touring the wastewater treatment facility. The STEM program has been learning about the water cycle and water and wastewater resource management.

Water/Sewer Crew:

There are no call-ins to report this month.

Crew's focus remains on 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 any of several criteria: 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.
