

2021 Recognitions/Accomplishments

CITY OF WAUPUN DEPARTMENT HEAD REPORT

ADMINISTRATION

- Adapted COVID-19 operational plan and employment policy to normalize operations and adapt to changing local conditions related to ongoing prevalence of the virus.
- Returned the Waupun Aquatic Center to normal operations schedule, improving access for all residents and visitors.
- Enrolled in auto-pay to ensure timely payment and maximize discounts on fuel purchases.
- Enrolled in credit card rewards.
- Refunded pool bonds, resulting in interest savings while maintaining strong A1 bond rating.
- Significant cross-training completed to support staff leaves.
- Successful adoption of 2022 budget, with substantial work completed to support long-term financial forecasting and debt management planning in 2022.
- Completion of annual audit with no substantial findings.
- Implemented performance management tool for all non-represented staff, excluding library staff.
- Issued and currently in the process of reviewing RFPs in response to Contracted IT Services with vendor selection anticipated in early 2022.

LIBRARY

- Finished Drive-thru Window Project.
- The building reopened to the public on March 1 after being closed due to Covid-19.
- Received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation.
- Staff answered 3,722 reference questions.*
- 1,781 curbside service transactions.*
- 16,725 website hits.*
- Circulated 95,000 physical items.*
- Local residents downloaded 10,848 electronic resources (eBooks, eAudio, etc).*
- Contact-less faucets were added to all public restrooms.
- Added a disc repair service for residents.
- Take & Make projects for both kids and adults were very successful, especially the summer craft series for adults.
- The number of virtual programs for both kids and adults increased, which included summer reading program performers.

**2021 statistics January through November with full year statistics available in January of 2022*

POLICE

- Waupun ranks #5 by Safewise as a safest city in Wisconsin.
- Safety Building is fully switched over and operating under Fond du Lac County IS services to enhance cybersecurity. CAT6 internet cable connection installed and moved to internet-based phone system.
- Squads equipped with new mobile data computers and GPS routers.
- DOJ Time System Audit successfully completed and WPD is in compliance.

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- Police Chaplain Program implemented
- WPD staff participated in selection of new county-wide record's management system. Full implementation planned for 2022.
- CVMIC review of police policies related to use of force completed and recognized in 2021.
- Held a virtual Senior Citizen Police Academy.
- While the department saw the loss of two seasoned officers and K9 Boomer, five new hires were brought online and are currently in various phases of training.
- Implemented a retention bonus structure to slow the turnover of existing officers, with work being finalized a new recruitment and retention plan for the department to combat challenges with law enforcement staffing being felt across the country.

FIRE AND EMERGENCY MANAGEMENT

- Community Risk Reduction/Fire Prevention Week – we were back in the schools again this year speaking with over 1,100 kids. Open house was also held with 200-400 people attending. Fire Extinguisher training was also conducted at 2 local businesses = 50+ individuals trained in how to properly use a fire extinguisher.
- Annual Food Drive raised 4,000 pound of food and \$1,000 for the Waupun Food Pantry.
- Hosted our Breakfast with Santa event alongside the Waupun Police Department.
- Fire wives held a bake sale with the proceeds being used to purchase Christmas meals for 7 local families. This is our Families Helping Families campaign.
- Developed and rolled out our Residential Lock Box program. This program provides peace of mind for individuals that emergency help can quickly get into their home to render help if they cannot get to the door.
- Staff participated in more than 200 hours of training, including but not limited to becoming wat-rescue certified, Rapid Intervention Team(RIT)/firefighter rescue drills, below-grade rescues, and more.
- Over 200 batteries and 21 smoke alarms installed throughout the community.
- 674 fire safety inspections conducted.
- Emergency Medical Responder (EMR) group (hired personnel, completed schooling, operational plan completed) Go-live planned for 2/2022.
- Conducted tabletop exercise with City Departments, Dodge and Fond du Lac County Emergency Management Directors, and other Dodge and Fond du Lac County Departments simulating a mass casualty event as a result of an accident at the Waupun Truck-N-Show.
- Supported delivery of the Citizen's Police Academy.
- Plans are finalized for the Integrated Emergency Management Course (IEMC) through FEMA. 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.
- Developed and rolled out our High School Fire Intern program.

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- Fire Cadet hired as part of Cadet Program. The Cadet Program provides college students an opportunity to gain hands-on experience while attending a fire/ems program through school.
- Policy and procedure management solution was completed with Lexipol.
- EMS Operations Management and Leadership course through WI Office of Rural Health was completed.
- All ground ladders and the aerial ladder underwent annual testing. Minor issues were identified and repaired.
- Self-contained Breathing Apparatus (SCBA) all underwent annual testing. No issues were identified.
- Pumps on all vehicles underwent annual testing. Deficiencies that were identified have been corrected.
- All fire hose underwent annual testing. Hoses that failed were removed from service and repaired where possible.
- 5-year hydrostatic testing of all air bottles was completed.
- Completed 5-year Insurance Services Office (ISO) audit. Results of the audit are still pending. Information out of this audit is used to assign a “class type” to fire departments across the country. The classification then helps to set residential and commercial insurance rates in the serviced area.
- Continue to dialogue with administrators from Moraine Park Technical College (MPTC) to urge MPTC to consider offering college credentialed courses for fire and ems. MPTC is currently requesting letters of support from local departments of which we are participating. Approval of this program opens the door for MPTC to go into high schools to offer fire/ems training and certifications.
- Completed wage and staffing study of WI fire departments to determine if our staffing and wage structure aligns with current markets and will complete an organizational assessment in 2022 to recommend needed changes.
- Responded to 126 calls for service in 2021.
- Applied for \$68,300 in total grants in 2021. Equipment that was being sought included: fire hose and nozzles, first responder bags and pagers for EMR group. To date, \$16,000 in awards are confirmed.

PUBLIC WORKS:

- Harmsen Ave and Oak Lane storm water pond construction completed to maintain compliance with MS4 permit. Also completed inlet cleaning, outfall inspection and storm pond inspection in compliance with storm water best practices.
- Phase 1 of Newton and Rock Avenue reconstruction complete with final layer of blacktop installation planned in 2022.
- Complete STH68 mill and overlay in partnership with WI-DOT.
- Completed repair to Madison St Bridge in partnership with Fond du Lac County.

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- Installed ADA canoe launch at Shaler Park and replaced boards on bridge at Pine Street Park.
- Hung new backstop nets at ball complex.
- Installed ADA door handles at Safety Building and Community Center (In Progress).
- Installed ADA sink drain covers at parks and buildings.
- Installed new benches and garbage cans downtown along with 2 bike racks at Wind and Unwind.
- Installed bench at dog park. Additionally, installed benches at various locations across the City to support park improvements and aging in place initiative.
- Install new air compressor setup at Safety building.
- Epoxy shower room floors at Community Center.
- Mark sidewalks for 2022 replacement.
- Added ADA stall, ramp and signs at Buwalda and Heritage Parks.
- Support recreation needs in the community with the addition of concrete to batting cages at baseball complex, and grading and installation of infield mix at Medema Field.
- Successful conversion from Cartegraph to IWorQ to improve functionality and reduce costs.
- Installed Pedestrian Crosswalk lights at Main and Mill Streets.
- Installed new air conditioner and air handling unit at City Hall.
- In process – replacement of parking and wayfaring signage throughout city.

ECONOMIC & COMMUNITY DEVELOPMENT:

Waupun Community Coalition on Aging (WCCA):

- Completed work on the aging grant, presented at WIHA Conference on work of the coalition and participated in Fond du Lac County Health Department CHIP update.
 - Created WCCA resource hub
 - Creation and scheduling of **WCCA** content on City's Facebook page
 - Support delivery of new training opportunities for seniors and caregivers
 - Support delivery of intergenerational programming in partnership with Ms. Hull's 3rd Grade Class at Rock River.
 - \$2,000 grant to ADRC of Fond du Lac County to support the Music & Memories program for the new Dementia Care Specialist
 - Partnership with Habitat for Humanity of Fond du Lac County to help with home modifications for one resident
 - Creation of senior lock box program by the Waupun Fire Department and rolled out at Senior Fair in October 2021. As for 11/30/21, 24 of the 100 boxes have been installed with the help of ONE Waupun.
 - Placed 12 benches across the community to aid caregivers with drop offs and pick ups
 - Pedestrian crossing flags installed at 3 intersections
 - Pedestrian crossing beacon installed at Main and Mill Streets

Community Development:

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- Grants Applications:
 - PSC Energy Efficiency Grant (not awarded)
 - 2021 COPS Hiring Grant (not awarded)
 - 3 Neighborhood Investment Grants totaling nearly \$8M (announcement anticipated December 2021)
 - Healthcare Infrastructure Capital Grant for new EMR Program totaling \$225K (announcement anticipated January 2022)
 - CDI grant in process to facilitate Rock Shop renovation and surrounding green space.
- 2020 new housing fee report approved by Council and posted to the City website prior to statutory deadline.

Economic Development:

- Main Street Bounce Back Grants: wrote 6 letters of support; to date 4 requests have been funded totaling \$40,000.
- Coordinated training regarding design/façade work with WEDC Main Street & Connect Communities; 4 property owners received one-on-one time with consultant to discuss façade improvement ideas for their buildings.
- BID awarded 6 façade improvement grants awarded totaling \$8,654.24
- CDA funded 6 façade improvement requests totaling \$31,905.14
- Created the COVID-19 Small Business Technology Grant. 3 businesses awarded a combined total of \$11,145.41 of funds to support improve technology integration to improve resiliency of their business model.
- Created the Targeted Investment Grant. 3 businesses awarded a combined total of \$45,249.83.
- Creation of New Business Attraction Fund in partnership with BID and CDA to improve available retail space and attract a retailer to the downtown. Improvements are in process with a retailer committed to a lease of space at 431 E Main Street.
- Continued implementation of the Streetscaping Plan with installation of new benches and trash receptacles through a partnership with the BID and CDA. The addition of new wayfaring signing is in process and will be completed in early 2022.
- Collaboration with BID and CDA to contract with UW-Extension for the completion of a Downtown Market Analysis.
- Completed work on a developer-led housing project that extended public infrastructure on Tanager Street.
- Amended TID 6 to include 520 McKinley Street to pave the way for redevelopment of the former CWC elementary school site.
- Net new construction increased 1.68% (~\$8.6 M) over prior year.
- Closed Tax Incremental District (TID) 1, which encompassed sections of the Waupun Industrial Park, adding an additional \$12.6M of increment value to the tax roll.
- The City's TID portfolio grew 12.4% in valuation over prior year, adding \$8.9M in valuation.

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Taxi Program:

- Completed RFP and selected vendor for next 5-year contract per WI-DOT requirements.

RECREATION:

- Developed virtual programming to support needs of seniors during the COVID-19 pandemic, which included virtual fitness and education programming.
- Reopened the Waupun Senior Center on March 1, 2021 after closure due to COVID-19 pandemic. Activities and programs were modified for safety and cleaning schedules. At this time, all activities have resumed and new activities have formed.
- Developed intergenerational programming to strengthen community connections to senior and to combat isolation.
- Created a haunted house at the Senior Center as part of Halloween on Main event.
- In December, started a new fitness class called Drum Exercise with equipment purchased by the Aging Grant.
- Sponsoring a float in the Holiday parade.
- Maintain lunch program as curbside offering in 2021 and resumed indoor dining with prepackaged meals.
- Relation with One & Serve Waupun was established to help seniors with home care needs and repairs.
- ONE & Serve Waupun Relationship
- Park Program was moved to Tanner Park and the Community Center to partner with the school district.
- Swim lessons and concessions resumed in 2021.
- Friday Senior Center Senior Swim was held every week for the entire pool season paid for by the aging grant.

WAUPUN UTILITIES:

- March 24, 2021 – Earned the American Public Power Association’s Safety Award of Excellence for safe operating practices in 2020
- Received National Recognition from the USDA in honor of Earth Day for the USDA Loan and Grant funds received to construct the ABNR system which highlighted the environment friendly technology that will be used
- April 10, 2021 – Hosted an Earth Month Electronics Recycling Event – A total of 17,653 lbs. of electronic items were collected
- May 6, 2021 – Ribbon cutting event in honor of breaking ground at the Waste Water Treatment Facility for construction of the Advanced Biological Nutrient Recovery (ABNR) System.
- Smart Energy Provider Designation from American Public Power Association
- Continued sponsorship of local scholarships, community program and events

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- Completion of the backyard rebuild project located in the south west area of town focusing on replacement of aging electric infrastructure as part of our ongoing commitment to ensure continued reliability of service to our customers and community
- Water loss has decreased significantly compared to prior years as a result of the Distribution/Collection System Crew's dedication and diligence in reducing water loss throughout the system through completion of leak detection surveys
- October 2021 – Partnered with Focus on Energy to provide our customers with energy efficient products at our pop-up event sale