

TIMETABLE

TUESDAY DECEMBER 6, 2016

5:50 P.M.:

**PUBLIC HEARING – ON RESOLUTION TO
VACATE CITY STREET**

Shortly thereafter the Public Hearing

COUNCIL MEETING



In the Matter of the Resolution
For Discontinuance and Vacating
of a Portion of Farm Drive and
Appletree Lane in the City of Waupaca,
Waupaca County, Wisconsin

NOTICE OF HEARING
ON RESOLUTION TO VACATE
CITY STREET

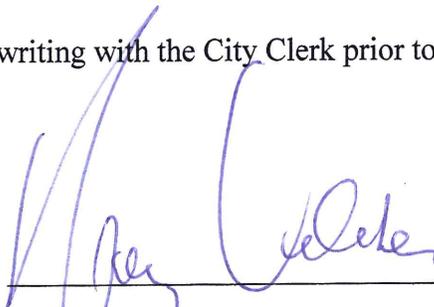
NOTICE IS HEREBY GIVEN that at a regular meeting of the Common Council of the City of Waupaca, to be held on December 6, 2016 at 5:50 P.M. at the Council Room in the City Hall, 111 S. Main Street, Waupaca, Waupaca County, Wisconsin, there will be heard and considered for passage a resolution for the discontinuance and vacating of a portion of Farm Drive and Appletree Lane, located in the City of Waupaca, Waupaca County, Wisconsin, described as follows:

DESCRIPTION ATTACHED

A map of the portion of Farm Drive and Appletree Lane to be vacated and discontinued is attached and made a part hereof.

Any objection to the proposed vacation and discontinuance of this portion of Farm Drive and Appletree Lane must be filed in writing with the City Clerk prior to the hearing.

Dated October 19, 2016.



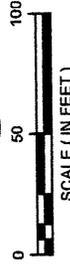
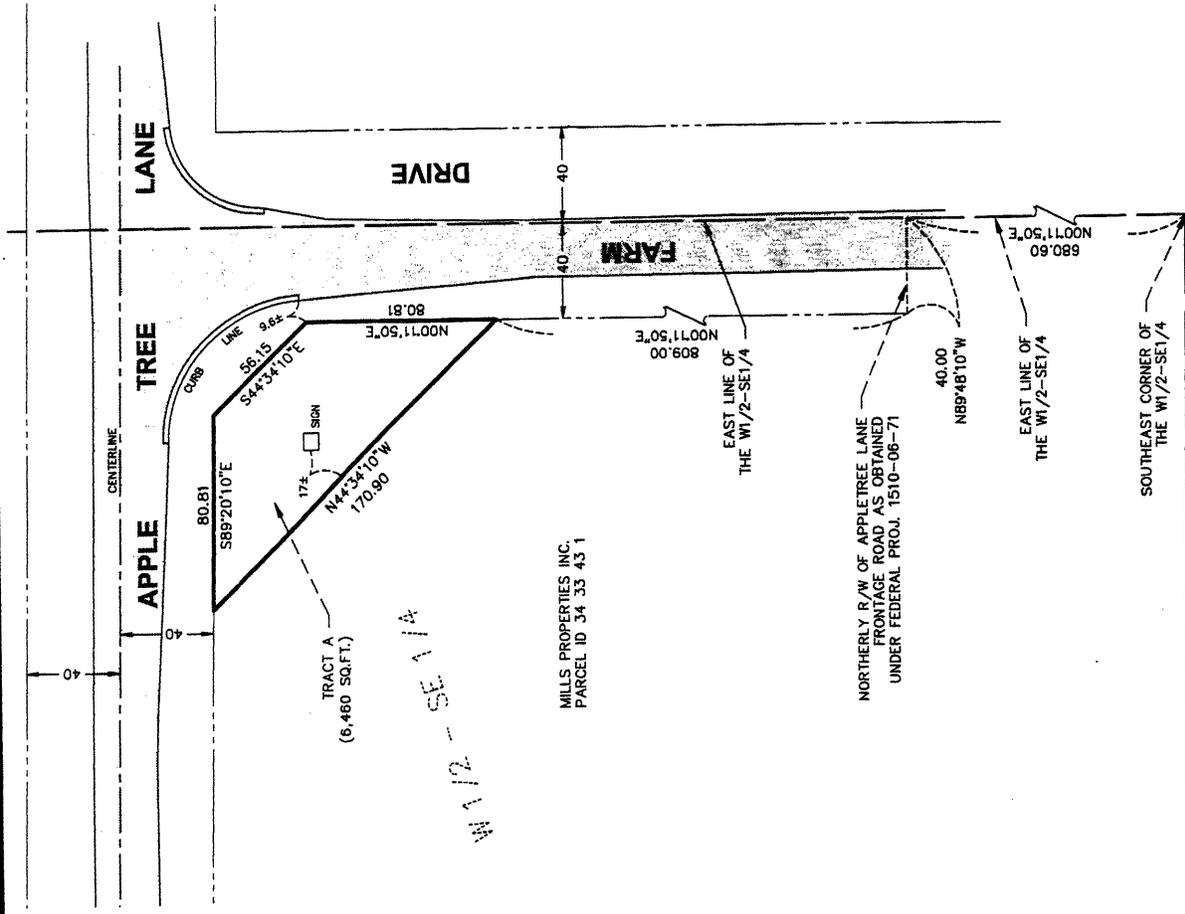
Henry Veleker, Clerk

SKETCH AND DESCRIPTION

PART OF THE WEST HALF OF THE SOUTHEAST QUARTER
SECTION 33, TOWNSHIP 22 NORTH, RANGE 12 EAST,
WAUPACA COUNTY, WISCONSIN

TRACT A DESCRIPTION

That part of the West Half of the Southeast Quarter (W1/2-SE1/4), Section 33, Township 22 North, Range 12 East, Waupaca County, Wisconsin described as follows: Commencing at the southeast corner of said W1/2-SE1/4; thence North 00 degrees 11 minutes 50 seconds East, bearing based on Waupaca County Coordinate Database 83/06, 680.60 feet along the east line of said W1/2-SE1/4 to the northerly right of way line of Appletree Lane Frontage Road as obtained under Federal Project Number 15-10-06-71 (Phase 1), R/W Plat parcel No. 1; thence North 89 degrees 48 minutes 10 seconds West 40.00 feet along said northerly right of way line; thence North 00 degrees 11 minutes 50 seconds East 809.00 feet to the point of beginning of the tract to be described; thence North 44 degrees 34 minutes 10 seconds West 170.90 feet; thence South 89 degrees 20 minutes 10 seconds East 60.81 feet; thence South 44 degrees 34 minutes 10 seconds East 56.15 feet to the line that bears North 00 degrees 11 minutes 50 seconds East from the point of beginning; thence South 00 degrees 11 minutes 50 seconds West 80.81 feet to the point of beginning.



SCALE (IN FEET)

[Symbol] = DENOTES BITUMINOUS SURFACE

ORIENTATION OF THIS BEARING SYSTEM
IS BASED ON WAUPACA COUNTY
COORDINATE DATABASE NAD 83/06

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WIDSETH SMITH NOLTING
 Engineering | Architecture | Surveying | Environmental

TRACT A DESCRIPTION

That part of the West Half of the Southeast Quarter (W1/2-SE1/4), Section 33, Township 22 North, Range 12 East, Waupaca County, Wisconsin described as follows: Commencing at the southeast corner of said W1/2-SE1/4; thence North 00 degrees 11 minutes 50 seconds East, bearing based on Waupaca County Coordinate Database 83/96, 680.60 feet along the east line of said W1/2-SE1/4 to the northerly right of way line of Appletree Lane Frontage Road as obtained under Federal Project Number 1510-06-71 (Phase 1), RW Plat parcel No. 1; thence North 89 degrees 48 minutes 10 seconds West 40.00 feet along said northerly right of way line; thence North 00 degrees 11 minutes 50 seconds East 809.00 feet to the point of beginning of the tract to be described; thence North 44 degrees 34 minutes 10 seconds West 170.90 feet; thence South 89 degrees 20 minutes 10 seconds East 80.81 feet; thence South 44 degrees 34 minutes 10 seconds East 56.15 feet to the line that bears North 00 degrees 11 minutes 50 seconds East from the point of beginning; thence South 00 degrees 11 minutes 50 seconds West 80.81 feet to the point of beginning.



COMMON COUNCIL MEETING AGENDA

CITY OF WAUPACA

COUNCIL AGENDA

REGULAR MEETING

TUESDAY DECEMBER 6, 2016

COUNCIL CHAMBERS, CITY HALL

6:00 P.M.

CITY OF WAUPACA MISSION STATEMENT: "The city of Waupaca's mission is to lead creatively, plan wisely and spend prudently to provide the services that ensure a safe and vibrant community."

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. REPORT FROM CLERK ON OPEN MEETING LAW COMPLIANCE

4. ROLL CALL

5. CONSENT AGENDA

All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion on these items unless a Council member or City staff so requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda. The items selected for the Consent Agenda are as follows: Regular and Special Meeting Minutes, Monthly Income Report for the Parks and Recreation Department, Airport Hangar Reports, Monthly Department Head Reports, Payrolls and Bills, Quarterly Weights and Measures Reports, Quarterly Room Tax Reports, project invoices for projects previously approved by City Council, any low bid budgeted operating or capital expenditure under \$25,000 approved by the appropriate Board or Committee and any expenditure of non-city funds that received a unanimous recommendation.

A) PAY REQUESTS AND CHANGE ORDERS AND ANY OTHER INVOICES THAT MAY COME BEFORE THE COUNCIL:

1. All Net Consulting:

- Invoice No. 7349, WOL.Net November 2016 billing – \$2,301.00

B) MONTHLY/QUARTERLY/ANNUAL REPORTS - none

C) APPROVAL OF BILLS – CITY GENERAL, WATER, SEWER, AND SPECIAL FUNDS

D) INVOICES FOR PROJECTS/CONTRACTS HAVING PRIOR COUNCIL APPROVAL: none

E) MEETING MINUTES:

1. LIBRARY BOARD
 - Minutes of a Regular Meeting on October 11, 2016
 - Minutes of a Special Meeting on October 25, 2016
2. DEER MANAGEMENT AD HOC COMMITTEE
 - Minutes of a Special Meeting on November 14, 2016
3. ELECTION BOARD OF CANVASSERS
 - Minutes of a Special Meeting on November 11, 2016
4. COUNCIL PROCEEDINGS
 - Minutes of a Public Hearing and Regular Meeting on November 15, 2016

6. REGULAR AGENDA

7. NON-AGENDA ITEMS AND ANNOUNCEMENTS

A) ANNOUNCEMENTS AND CORRESPONDENCE:

1. Certificate of Appreciation to Brent K. Krueger for 5 years of service to the City

B) PUBLIC INPUT

8. UNFINISHED BUSINESS:

9. NEW BUSINESS:

- a. Resolution No. 1381, Resolution Vacating a Portion of Farm Drive and Appletree Lane, City of Waupaca, Wisconsin – Justin Berrens, Public Works Director
- b. Notice to Vacate Hangar No. 6 by Carol A. Benjamin at Waupaca Municipal Airport AND Rental of Hangar Space Agreement Hangar No. 6 between Philip Thompson and the City of Waupaca – Ald. Paul Hagen
- c. License Report No. 1342, Class “B” Fermented Malt Beverage License and Class C Wine License – Z’Wolf, LLC, Z’Wolf Eatery, 107 W. Fulton St., Dena Wilke, Agent – Henry Veleker, City Administrator/Clerk
- d. Disallowance of James Seehausen Property Damage Claim – Kathy Kasza, Finance Director/Treasurer
- e. Resolution No. 1380, Resolution Authorizing the Intent to Borrow for the 2017 Capital Improvement Projects – Kathy Kasza, Finance Director/Treasurer
- f. Ratification of Labor Agreement Between City of Waupaca and Waupaca City Law Enforcement Association – Henry Veleker, City Administrator/Clerk
- g. License Report No. 1343, Operator’s Licenses – Henry Veleker, City Administrator/Clerk

10. MOTION TO CONVENE INTO CLOSED SESSION IN ACCORDANCE WITH WISCONSIN STATE STATUTE 19.85(1)(g) TO CONFER WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS

RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS OR IS LIKELY TO BECOME INVOLVED

- 11. MOTION TO RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION**
- 12. ISSUES/PROJECT DISCUSSION (30 MINUTE MAXIMUM) – NO ACTION REQUIRED:** none
- 13. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR**
- 14. ADJOURNMENT**

/s/ Mayor Brian Smith

PLEASE NOTIFY THE CLERK'S OFFICE IF YOU ARE UNABLE TO ATTEND. PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

All-Net Consulting

Phone... (715)498-2159

E-Mail ...rschmal72@gmail.com

Date of Invoice	11/30/2016
Invoice Number	7349

11/30/2016 Offsite Support	15 Hour(s)	\$390.00
11/30/2016 Network Support	39 Hour(s)	\$1,911.00
Terms	Total Due	\$2,301.00

Remit To: All-Net Consulting
2032 Southland Lane
New London, WI 54961-2424

Bill To: WaupacaOnline.Net
Attn: Accounts Payable
111 S. Main
Waupaca, WI 54981



ACCOUNTS PAYABLE CHECKS/VOUCHERS TO BE APPROVED BY THE CITY COUNCIL

December 6, 2016

ACCOUNTS PAYABLE CHECKS

	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	
GENERAL CHECKING - CHASE	51549-51563	45,559.37	
GENERAL CHECKING-ACH	2016094-2016102	103,910.89	
GENERAL CHECKING-PCARD	2016103	95,763.46	
			\$ 245,233.72

VOUCHERS HELD FOR COUNCIL APPROVAL

GENERAL FUND	9,567.69	
DONATION FUND	1,560.00	
AIRPORT FUND	6,425.90	
LIBRARY FUND	5,248.88	
CAPITAL PROJECTS FUND	38,895.30	
TIF #3	3,540.00	
TIF #4	1,968.00	
TIF #8	1,794.00	
WATER	451.53	
SEWER	376.38	
		\$ 69,827.68
		<u><u>\$ 315,061.40</u></u>

Respectfully Submitted,

Kathryn Kasza, CPFO/CMTW/WCMC
Finance Director-City Treasurer

Check Issue Date	Payee	Invoice Date	Invoice Number	Description	Check Amount	Invoice GL Account	Invoice GL Account Title
51549							
11/18/2016	U S POSTAL SERVICE	11/18/2016	111816	SENIOR MAILING	500.00	100-55131-216-000	SR CITIZENS: POSTAGE
Total 51549:					500.00		
51550							
11/18/2016	WE ENERGIES	11/01/2016	6444053316-1016		17.13	100-54121-203-000	GARAGE: HEAT
11/18/2016	WE ENERGIES	11/01/2016	6444053316-1016		9.24	100-54121-203-000	GARAGE: HEAT
11/18/2016	WE ENERGIES	11/01/2016	6444053316-1016		17.55	100-54121-203-000	GARAGE: HEAT
11/18/2016	WE ENERGIES	11/01/2016	6444053316-1016		10.30	100-55411-203-000	PARKS: HEAT
11/18/2016	WE ENERGIES	11/01/2016	6444053316-1016		329.33	100-51714-203-000	POLICE STATION: HEAT
11/18/2016	WE ENERGIES	11/01/2016	6444053316-1016		19.14	100-51714-203-000	POLICE STATION: HEAT
11/18/2016	WE ENERGIES	11/01/2016	6444053316-1016		528.03	100-51711-203-000	CH/LIB: HEAT
11/18/2016	WE ENERGIES	11/01/2016	6444053316-1016		35.17	100-55121-203-000	MUSEUM: HEAT
11/18/2016	WE ENERGIES	11/01/2016	6444053316-1016		512.80	100-55216-203-000	REC BLDG: HEAT
Total 51550:					1,478.69		
51551							
11/23/2016	ACCENT BUSINESS SOLUTION	11/15/2016	86193	COPY MACHINE CONTRACT	120.15	100-51920-207-000	REPRODUCT DEPT: MAIN
Total 51551:					120.15		
51552							
11/23/2016	BROWN CAB SERVICE, INC.	10/31/2016	10500	MONTH DELIVERIES	846.00	225-54551-236-000	TRANS SYS: CITY SUBSI
11/23/2016	BROWN CAB SERVICE, INC.	10/31/2016	1387	TRANSPORTION SUBSIDY	27,257.33	225-54551-237-000	TRANS SYS: STATE SUB
Total 51552:					28,103.33		
51553							
11/23/2016	GRAICHEN SANITATION	10/31/2016	440337	GARBAGE PICKUP - AIRPORT	45.00	220-53510-208-000	AIRPORT: MAINT OF FACI
11/23/2016	GRAICHEN SANITATION	10/31/2016	440337	GARBAGE PICKUP -REC CENTER	95.00	100-55216-208-000	REC BLDG: MAINT OF FA
11/23/2016	GRAICHEN SANITATION	10/31/2016	440337	GARBAGE PICKUP -STREETS	55.00	100-54121-208-000	GARAGE: MAINT OF FACI
11/23/2016	GRAICHEN SANITATION	10/31/2016	440337	GARBAGE PICKUP -PARKS	55.00	100-55411-208-000	PARKS: MAINT OF FACILI
11/23/2016	GRAICHEN SANITATION	10/31/2016	440337	GARBAGE PICKUP -CITY HALL	40.00	100-51711-208-000	CH/LIB: MAINT OF FACILI
11/23/2016	GRAICHEN SANITATION	10/31/2016	440337	GARBAGE PICKUP -SEWER	150.00	620-82110-210-000	OP PLANT: PROF SERVIC
11/23/2016	GRAICHEN SANITATION	10/31/2016	440337	GARBAGE PICKUP -WATER	16.00	610-63100-208-000	STRUCT: MAINT OF FACI
11/23/2016	GRAICHEN SANITATION	10/31/2016	440337	GARBAGE PICKUP -POLICE STATI	30.00	100-51714-208-000	POLICE STATION: MAINT
11/23/2016	GRAICHEN SANITATION	10/31/2016	440337	GARBAGE PICKUP -FIRE DEPT	65.00	100-52311-208-000	FIRE DEPT: MAINT OF FA
Total 51553:					551.00		
51554							
11/23/2016	MARCO INC.	11/07/2016	16286	COPIER LEASE	82.42	100-52111-212-000	POLICE ADMIN : RENT &
Total 51554:					82.42		
51555							
11/23/2016	PREMIER COOPERATIVE	10/31/2016	16285	PROPANE	87.76	100-52112-312-000	POL PATROL: GASOLINE
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	GAS - STREETS	418.78	100-54111-312-000	MACH & EQUIP: GASOLI
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	GAS - PARKS	194.30	100-55411-312-000	PARKS: GASOLINE
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	GAS - WATER	394.25	610-93100-312-000	TRANSP EXP: GASOLINE
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	GAS - WWTP	216.93	620-82310-312-000	TRANSP EQU: GASOLINE
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	GAS - ONLINE	88.66	650-51600-312-000	END POINT: GASOLINE
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	DIESEL - STREETS	1,021.66	100-54111-313-000	MACH & EQUIP: DIESEL
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	DIESEL - PARKS	37.84	100-55411-313-000	PARKS: DIESEL FUEL

Check Issue Dates: 11/1/2016 - 12/31/2016

Nov 30, 2016 01:48PM

Check Issue Date	Payee	Invoice Date	Invoice Number	Description	Check Amount	Invoice GL Account	Invoice GL Account Title
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	DIESEL - SWEEPER	83.25	100-54341-313-000	STR CLEAN: DIESEL FUE
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	DIESEL - LEAVES	855.17	100-54461-313-000	LEAF PICKUP - DIESEL
11/23/2016	PREMIER COOPERATIVE	10/31/2016	9022980-1016	DIESEL-SEWER	495.70	620-82310-313-000	TRANSP EQU: DIESEL FU
Total 51555:					3,894.30		
51556							
11/23/2016	SECURIAN FINANCIAL GROUP I	11/01/2016	DEC2016	LIFE INS PREMIUM	1,274.95	100-21343-000-000	LIFE INS
Total 51556:					1,274.95		
51557							
11/23/2016	WATER & ENVIRO ANALYSIS LA	11/09/2016	532510-437	SHADOW LAKE ANALYSIS	102.00	100-55411-208-000	PARKS: MAINT OF FACILI
Total 51557:					102.00		
51558							
11/23/2016	DAVID BALDWIN	11/23/2016	5501904	REFUND CREDIT BALANCE	47.04	001-10009-000-000	UTILITY CASH CLEARING
Total 51558:					47.04		
51559							
11/23/2016	WISCORPS INC	04/29/2016	466	COST SHARE-BRAINARD'S TRAIL	2,500.00	210-55216-235-000	REC CENTER: DONATIO
Total 51559:					2,500.00		
51560							
12/02/2016	HUTCHINSON, JASON	11/10/2016	2002304	CREDIT BALANCE REFUND	39.63	001-10009-000-000	UTILITY CASH CLEARING
Total 51560:					39.63		
51561							
12/02/2016	WE ENERGIES	11/17/2016	864280151-1116	HEAT	38.01	220-53510-203-000	AIRPORT: HEAT
12/02/2016	WE ENERGIES	11/17/2016	864280151-1116		41.29	220-53510-204-000	AIRPORT: ELECTRICITY
12/02/2016	WE ENERGIES	11/17/2016	864280151-1116		411.61	220-53510-204-000	AIRPORT: ELECTRICITY
12/02/2016	WE ENERGIES	11/17/2016	864280151-1116		16.27	220-53510-204-000	AIRPORT: ELECTRICITY
Total 51561:					507.18		
51562							
12/02/2016	WISCONSIN PUBLIC SERVICE	11/03/2016	1698398332	POLICE STATION	1,048.75	100-51714-204-000	POLICE STATION: ELECT
12/02/2016	WISCONSIN PUBLIC SERVICE	11/03/2016	1698398332	GARAGE & SHOP	217.07	100-54121-204-000	GARAGE: ELECTRICITY
12/02/2016	WISCONSIN PUBLIC SERVICE	11/03/2016	1698398332	GARAGE & SHOP	127.48	100-55411-204-000	PARKS: ELECTRICITY
12/02/2016	WISCONSIN PUBLIC SERVICE	11/03/2016	1698398332	CEMETERY	38.71	100-57711-204-000	CEM: ELECTRICITY
12/02/2016	WISCONSIN PUBLIC SERVICE	11/03/2016	1698398332	MUNICIPAL BLDGS	2,502.29	100-51711-204-000	CH/LIB: ELECTRICITY
12/02/2016	WISCONSIN PUBLIC SERVICE	11/03/2016	1698398332	HENDRICKSON CENTER	2,070.65	100-55216-204-000	REC BLDG: ELECTRICITY
Total 51562:					6,004.95		
51563							
12/02/2016	WISCONSIN PUBLIC SERVICE	11/15/2016	1702625023	FIRE DIST-W UNION ST	267.74	100-52311-204-000	FIRE STATION: ELECTRI
12/02/2016	WISCONSIN PUBLIC SERVICE	11/15/2016	1702625023	S MAIN ST PARK SIREN	28.49	100-52611-204-000	EMGY OPS: ELECTRICIT
12/02/2016	WISCONSIN PUBLIC SERVICE	11/15/2016	1702625023	E FULTON ST EMER SIREN	28.80	100-52611-204-000	EMGY OPS: ELECTRICIT
12/02/2016	WISCONSIN PUBLIC SERVICE	11/15/2016	1702625023	250 BAILEY ST EMERG SIREN	28.70	100-52611-204-000	EMGY OPS: ELECTRICIT

Check Issue Date	Payee	Invoice Date	Invoice Number	Description	Check Amount	Invoice GL Account	Invoice GL Account Title
					353.73		
					45,559.37		

Dated: _____

Mayor: _____

Finance Director/

City Treasurer: _____

Check Issue Date	Check Number	Payee	Invoice Number	Description	Invoice Amount	Invoice GL Account	Invoice GL Account Title
2016094							
11/04/2016	201609	WCA GROUP HEALTH TR	NOV2016	HEALTH INS PREMIUM	48,765.00	100-21341-000-000	GRP HLTH INS
Total 2016094:					48,765.00		
2016095							
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	POEHLMAN PARK	7.70	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	325 OBORN ST	980.06	620-82110-205-000	OP PLANT: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	ONLINE	42.00	620-83210-299-000	OTHER GEN EXP: MISCE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	319 S. OBORN ST	61.61	100-54121-205-000	GARAGE: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	ONLINE	42.00	100-54121-206-000	GARAGE: TELEPHONE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	BRAINARDS PARK	39.96	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	SWAN CONCESSIONS	242.60	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	ONLINE	36.00	100-55411-206-000	PARKS: TELEPHONE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	PEOPLES PARK	10.44	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	MAIN ST.	84.35	100-55221-205-000	BEACHES: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	ONLINE	36.00	100-55221-206-000	BEACHES: TELEPHONE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	S. MAIN ST. UPPER	84.35	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	HIGH ST.	52.67	100-57711-205-000	CEM: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	HARRIET ST LAKEMAN	40.50	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	STEWART ST LAKEMAN	40.70	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	ONLINE	36.00	100-55411-206-000	PARKS: TELEPHONE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	UNION ST.	132.05	100-54341-205-000	STR CLEAN: WATER SE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	RIVERSIDE DR	5.30	620-82220-205-000	LIFT STN: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	124 S. WASHINGTON	228.69	100-51714-205-000	POLICE STATION: WATER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	S. MAIN ST.	35.52	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	S. PARK LOWER	41.65	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	407 SCHOOL ST	572.54	100-55216-205-000	REC BLDG: WATER SEW
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	ONLINE	42.00	100-55216-206-000	REC BLDGCENTER: TEL
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	509 HARDING	166.45	610-93000-205-000	MISC GEN EXP: WATER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	ONLINE	42.00	610-92100-206-000	OFFICE S&E: TELEPHON
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	RIVERSIDE PARK	142.46	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	2011 APPLETREE	29.51	620-82220-205-000	LIFT STN: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	1337 CHURCHILL	61.78	100-54121-205-000	GARAGE: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	RASMUSSEN PARK	8.19	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	107-111 S. MAIN ST	411.88	100-51711-205-000	CH/LIB: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	ONLINE	85.00	100-55345-206-000	IT/COMMUNICATION: TEL
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	1534 WEBSTER WAY	34.34	620-82220-205-000	LIFT STN: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	CTY E WELLS	17.09	610-93000-205-000	MISC GEN EXP: WATER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	129 WATER ST	14.72	100-54121-205-000	GARAGE: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	COOPER ST	42.83	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	ONLINE	36.00	100-55411-206-000	PARKS: TELEPHONE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	909 BRAINERD DR	22.68	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	SHAMBEAU TOWER	65.87	610-93000-205-000	MISC GEN EXP: WATER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	N. FVTC	22.21	100-54121-205-000	GARAGE: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	RIVER RIDGE NATURE	3.88	100-55411-205-000	PARKS: WATER SEWER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	BAILEY ST TOWER	44.63	610-93000-205-000	MISC GEN EXP: WATER
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	2601 RUNWAY DR	29.51	220-53510-205-000	AIRPORT: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	2601 RUNWAY MNT SHE	10.18	220-53510-205-000	AIRPORT: WATER SEWE
11/18/2016	201609	WAUPACA WATER UTILIT	OCT2016	AIRPORT ONLINE	36.00	220-53510-205-000	AIRPORT: WATER SEWE
Total 2016095:					4,221.90		
2016096							
11/23/2016	201609	WCA GROUP HEALTH TR	DEC2016	HEALTH INS PREMIUM	47,257.00	100-21341-000-000	GRP HLTH INS

Check Issue Date	Check Number	Payee	Invoice Number	Description	Invoice Amount	Invoice GL Account	Invoice GL Account Title
Total 2016096:					47,257.00		
2016097							
11/30/2016	201609	DE LAGE LANDEN	52064014	COPY MACHINE LEASE	223.76	100-51920-212-000	REPRODUCT DEPT: REN
Total 2016097:					223.76		
2016098							
11/30/2016	201609	EXXONMOBIL BUSINESS	47374445	POLICE FUEL PURCHAS	1,713.27	100-52112-312-000	POL PATROL: GASOLINE
Total 2016098:					1,713.27		
2016099							
11/30/2016	201609	KONICA MINOLTA PREMI	52153821	COPY MACHINE LEASE	274.00	100-52111-212-000	POLICE ADMIN : RENT &
Total 2016099:					274.00		
2016100							
11/30/2016	201610	US BANK EQUIPMENT FI	316944784	COPY MACHINE CONTRA	551.98	251-55115-211-000	LIBRARY: CONTRACT SE
11/30/2016	201610	US BANK EQUIPMENT FI	317296762	COPY MACHINE CONTRA	176.00	251-55115-211-000	LIBRARY: CONTRACT SE
Total 2016100:					727.98		
2016101							
11/30/2016	201610	US BANK EQUIPMENT FI	314993353	COPY MACHINE CONTRA	176.00	251-55115-211-000	LIBRARY: CONTRACT SE
Total 2016101:					176.00		
2016102							
11/30/2016	201610	US BANK EQUIPMENT FI	314791260	COPY MACHINE CONTRA	551.98	251-55115-211-000	LIBRARY: CONTRACT SE
Total 2016102:					551.98		
Grand Totals:					103,910.89		

Dated: _____

Mayor: _____

Finance Director/
 City Treasurer: _____

Invoice Date	Merchant	Description	Amount	GL Account	Invoice GL Account Title
112016-AJEN3550					
11/07/2016	LITTLE CAESARS 1428 00	HOMECOMING EVENT-SUPPLIES	80.00	100-51521-215-000	COMM DEV: COMMUNITY PRO
11/07/2016	CVR LUIGIS PIZZA	#082054 MEAL-CONFERENCE	13.66	100-55211-201-000	REC ADMIN: TRAVEL
11/07/2016	JIMMY JOHNS - 1547	CONFERENCE EXP	7.74	100-55211-201-000	REC ADMIN: TRAVEL
11/07/2016	PIGGLY WIGGLY #311	NAPKINS - HOMECOMING CONCESS	11.54	100-55216-253-000	REC BLDG: CONCESSIONS
11/07/2016	LAKELAND PARTS 0024486	OIL, BLADERUNNER BELT, BELT	42.29	100-55411-272-000	PARKS: MAINT OF VEHICLES
11/07/2016	USPS 56867009832513129	POSTAGE-WATER SAMPLE	10.00	100-55411-301-000	PARKS: SUPPLIES
Total 112016-AJEN3550:			165.23		
112016-AJEN9850					
11/07/2016	BAUER ELECTRIC, INC.	SPLIT - #196858 8/31/16 (8.4%)	14.00	100-55216-208-000	REC BLDG: MAINT OF FACILITI
11/07/2016	OFFICE OUTFITTERS	PAPER, 3 HOLE PUNCH, SUPPLIES	169.03	100-55211-301-000	REC ADMIN: SUPPLIES
11/07/2016	PIGGLY WIGGLY #311	#58305 -CAKE-SARA R.	18.99	100-55211-301-000	REC ADMIN: SUPPLIES
11/07/2016	MULTI MEDIA CHANNELS L	#05248598-FALL ORAMA	250.80	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	NIEMUTHS STEAK & CHO	FALL ORAMA-HOT DOGS/PATTIES	199.13	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	WAUPACA EQUIPMENT RENT	#787 9-26-16-FALL ORAMA TENT	300.00	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 4046063 8/5/16 (63.61%)	6,550.09	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40460737 8/8/16 (0.74%)	75.82	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40461093 8/10/16 (0.53%)	54.07	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40460485 8/11/16 (0.29%)	30.12	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40461202 8/11/16 (0.24%)	24.99	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40461266 8/12/16 (1.07%)	109.70	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 404611 8/15/16 (0.1%)	10.49	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40461267 8/15/16 (26.23%)	2,701.05	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40461264 8/17/16 (0.56%)	57.34	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40461783 8/22/16 (1.49%)	153.86	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40461815 8/22/16 (0.35%)	35.57	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40462355 8/30/16 (1.04%)	107.08	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40462544 9/6/16 (0.52%)	53.39	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40462946 9/9/16 (0.22%)	22.68	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40464018 9/27/16 (0.63%)	65.24	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40462476 9/29/16 (0.94%)	97.00	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 88020778 9/30/16 (1.44%)	148.65	100-55211-350-000	REC ADMIN: OUTSIDE AGENCY
11/07/2016	FACEBK USRDQ9SQ62	#2110983 FB ADS-HALLOWEEN	25.02	100-55212-301-000	YOUTH PROGS: SUPPLIES
11/07/2016	FACEBK BP2VR96Q62	#2140360 FB ADS HALLOWEEN	38.36	100-55212-301-000	YOUTH PROGS: SUPPLIES
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40459517 7-18-16 (20%)	59.78	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40460956 8-11-16 (20%)	106.01	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40463843 10-10-16 (20%)	25.59	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40464027 10-10-16 (20%)	25.81	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	TORBORGS WAUPACU LUMBE	SPLIT - 40463643 10-10-16 (20%)	813.86	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	CAREW CONCRETE & SUPPLY	#1048218-BENCH-SOUTH PARK	248.00	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	GREEN BOYZ LAWN CARE W	#9682 7-20-16 S.PARK WEED APPL	147.70	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	GREEN BOYZ LAWN CARE W	#9683 8-26-16 LATE FALL APPLIC	147.70	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	GREEN BOYZ LAWN CARE W	#9681 4/22/16 LAWN APP RD 1	147.70	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	GREEN BOYZ LAWN CARE W	#9679 4-22-16 LATE SPRING APP	205.73	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	GREEN BOYZ LAWN CARE W	#9680 7/20/16 - LATE FALL APP	205.73	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	TEAM SPORTING GOODS	BASES-JOSH P	799.60	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	BAUER ELECTRIC, INC.	SPLIT - #197192 10/14/16 (91.6%)	152.60	100-55411-208-000	PARKS: MAINT OF FACILITIES
11/07/2016	THE PAINT STORE	SPLIT - #123143 9-26-16 (176.44%)	84.48	100-55411-301-000	PARKS: SUPPLIES
11/07/2016	THE PAINT STORE	SPLIT - #124164 9-27-16 (-76.44%)	36.60	100-55411-301-000	PARKS: SUPPLIES
11/07/2016	TEAM OUTFITTERS	5X7 BENCH PLATE GOLD-BLACK	35.00	100-55411-301-000	PARKS: SUPPLIES
11/07/2016	SQ *WEISER GRAPHICS	#9367 9-9-16-SIGNS	75.00	100-55411-301-000	PARKS: SUPPLIES
11/07/2016	TRAFFIX DEVICES INC	#229613-42" GRABBER CONE 6 QTY	217.38	100-55411-301-000	PARKS: SUPPLIES
11/07/2016	R J THOMAS MFG CO INC	#00188678 BENCH	1,023.00	210-48550-100-000	DONATIONS: PARKS
11/07/2016	LIQUIDATORS PLUS	SPLIT - 345640 9/16/16 (50%)	12.00	210-55411-235-000	PARKS: DONATION EXPENSES

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11/07/2016	LIQUIDATORS PLUS	SPLIT - 345691 9/16/16 (50%)	180.00	210-55411-235-000	PARKS: DONATION EXPENSES
11/07/2016	ACT*ACTIVE NETWORK INV	#11079423 - DEBIT PIN PAD	877.50	100-55216-238-000	REC BDLG - 415 SCHOOL PARK
Total 112016-AJEN9850:			16,866.04		
112016-AWHIT					
11/07/2016	CROWN AWARDS INC	FLAG FOOTBALL- MEDALS	180.82	100-55212-230-000	YOUTH PROGS: AWARDS
11/07/2016	CANVA.COM	HALLOWEEN PARTY-#01386-0261397	5.00	100-55212-301-000	YOUTH PROGS: SUPPLIES
11/07/2016	KMART 3750	HALLOWEEN PARTY SUPPLIES/CAN	78.89	100-55212-301-000	YOUTH PROGS: SUPPLIES
11/07/2016	DOLLARTREE	HALLOWEEN PARTY SUPPLIES	32.71	100-55212-301-000	YOUTH PROGS: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	#0374617- FACE PAINT	45.86	100-55212-301-000	YOUTH PROGS: SUPPLIES
11/07/2016	DAIRY QUEEN #11485 QPS	9 PRIZES FOR HALLOWEEN PARTY	30.83	100-55212-301-000	YOUTH PROGS: SUPPLIES
11/07/2016	FACEBK *GSFFJA6ZB2	#2182690 FB ADS-HALLOWEEN	15.00	100-55212-301-000	YOUTH PROGS: SUPPLIES
Total 112016-AWHIT:			389.11		
112016-BAND					
11/07/2016	WAUPACA TRACTOR INC	TIRES/PARTS TRACTOR/CUTTER	486.70	220-53510-207-000	AIRPORT: MAINT OF EQUIP
11/07/2016	WAL-MART #1471	FILTER	44.83	220-53510-208-000	AIRPORT: MAINT OF FACILITIES
11/07/2016	WAL-MART #1471	RETURNED FILTER	44.83	220-53510-208-000	AIRPORT: MAINT OF FACILITIES
11/07/2016	MILLS FLEET FARM 1200	REPAIR BRUNNER HANGER DOOR	17.34	220-53510-208-000	AIRPORT: MAINT OF FACILITIES
11/07/2016	GENESIS LAMP CORP	LIGHTS/PARTS RUNWAY & PAPIS	1,112.03	220-53510-208-000	AIRPORT: MAINT OF FACILITIES
Total 112016-BAND:			1,616.07		
112016-BHOEL					
11/07/2016	DOJ EPAY RECORDS CHECK	BACKGROUND CHECK BARTENDER	7.00	100-51411-219-000	CLERK: EXPENSES
11/07/2016	DOJ EPAY RECORDS CHECK	BACKGROUND CHECKS BARTENDE	14.00	100-51411-219-000	CLERK: EXPENSES
11/07/2016	DOJ EPAY RECORDS CHECK	BACKGROUND CHECK BARTENDER	7.00	100-51411-219-000	CLERK: EXPENSES
11/07/2016	DOJ EPAY RECORDS CHECK	BACKGROUND CHECK BARTENDER	7.00	100-51411-219-000	CLERK: EXPENSES
11/07/2016	KFC H805011	SQUAD MAINT	21.08	100-52111-111-000	POLICE ADMIN : MEALS
11/07/2016	BULL S EYE COUNTRY CLU	NORTH CENTRAL CHIEF MEET	14.49	100-52111-111-000	POLICE ADMIN : MEALS
11/07/2016	SIMPSONS RESTAURANT	PROMOTIONAL PROCESS	47.58	100-52111-111-000	POLICE ADMIN : MEALS
11/07/2016	LEAGUE OF WISCONSIN MU	TRAINING POLICE COMMISSION	220.00	100-52111-202-000	POLICE ADMIN : TRAINING
11/07/2016	OFFICE OUTFITTERS	POSTAGE / RETURN PRODUCT	10.10	100-52111-216-000	POLICE ADMIN : POSTAGE
11/07/2016	SUBWAY 00056903	RANGE INSTRUCTORS	30.96	100-52112-111-000	POL PATROL: MEALS
11/07/2016	TC MEDICAL CTR 333000	BLOOD DRAWS	212.50	100-52112-225-000	POL PATROL: INVESTIGATIONS
11/07/2016	OFFICE OUTFITTERS	LATERAL FILE CABINET	319.99	100-52112-231-000	POL PATROL: EQUIP
11/07/2016	TARGETS ONLINE	ECD TARGETS	51.54	100-52112-231-000	POL PATROL: EQUIP
11/07/2016	CULLIGAN STERLING WATE	SUPPLIES	217.15	100-52113-301-000	POL CLERICAL: SUPPLIES
11/07/2016	OFFICE OUTFITTERS	SUPPLIES	84.30	100-52113-301-000	POL CLERICAL: SUPPLIES
11/07/2016	TLO TRANSUNION	LICENSE BACKGROUND CHECKS - (16.50	100-51411-219-000	CLERK: EXPENSES
11/07/2016	TLO TRANSUNION	POLICE INVESTIGATIONS (14.29%)	2.75	100-52112-225-000	POL PATROL: INVESTIGATIONS
Total 112016-BHOEL:			1,283.94		
112016-DFRAN					
11/07/2016	AMAZONPRIME MEMBERSHIP	AMAZON PRIME SHIPPING	99.98	251-55115-216-000	LIBRARY: POSTAGE
11/07/2016	MILWAUKEE MAP SERVICE	HUNTING FISHING MAP BOOKS	92.95	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON.COM	CD	9.99	251-55135-290-135	LIBRARY: A/V - ADULT MUSIC
11/07/2016	AMAZON MKTPLACE PMTS	CD	11.56	251-55135-290-135	LIBRARY: A/V - ADULT MUSIC
11/07/2016	AMAZON MKTPLACE PMTS	CD	4.30	251-55135-290-135	LIBRARY: A/V - ADULT MUSIC
11/07/2016	AMAZON.COM	CD	9.96	251-55135-290-135	LIBRARY: A/V - ADULT MUSIC
11/07/2016	AMAZON.COM	CD	9.99	251-55135-290-135	LIBRARY: A/V - ADULT MUSIC
11/07/2016	AMAZON.COM	CD	16.79	251-55135-290-135	LIBRARY: A/V - ADULT MUSIC

Invoice Date	Merchant	Description	Amount	GL Account	Invoice GL Account Title
Total 112016-DFRAN:			255.52		
112016-EHEID					
11/07/2016	UWEX REGISTRATION	CODING CLASS FOR TEEN LIBRAR	112.50	251-55115-201-000	LIBRARY: TRAVEL
11/07/2016	MENARDS E-COMMERCE	REPLACEMENT LIGHTS, 2B REIMB	27.22	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	LOWES #00907*	REPLACEMENT FAN LIGHT, 2B REIM	84.40	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	REPLACEMENT LIGHT	22.95	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	TEEN FRIEND REQUEST, 2B REIM	158.72	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	SHOPKO 789 00107896	SUPPLIES, \$45 2B REIMB	46.92	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	SP * LITTLEFREELIBRARY	SLAG PROJECT - 2B REIMB	42.45	251-55125-255-310	LIBRARY: PROGRAMS - TEEN
11/07/2016	AMAZON MKTPLACE PMTS	TEEN PROGRAM SUPPLIES	8.99	251-55125-255-310	LIBRARY: PROGRAMS - TEEN
11/07/2016	AMAZON MKTPLACE PMTS	TEEN PROGRAM SUPPLIES	20.96	251-55125-255-310	LIBRARY: PROGRAMS - TEEN
11/07/2016	MILLS FLEET FARM 1200	LITTLE FREE LIBRARY; 2B REIMB	32.24	251-55125-255-310	LIBRARY: PROGRAMS - TEEN
11/07/2016	AMAZON MKTPLACE PMTS	TEEN PROGRAM SUPPLIES	8.99	251-55125-255-310	LIBRARY: PROGRAMS - TEEN
11/07/2016	WWW.MAKERBOT.COM	MAKERBOT PROGRAMS, 2B REIMB	1,602.94	251-55125-255-310	LIBRARY: PROGRAMS - TEEN
11/07/2016	WIKIBUY SELLER	PROGRAMS, 2B REIMB FOUNDATIO	425.00	251-55125-255-310	LIBRARY: PROGRAMS - TEEN
11/07/2016	PICK N SAVE 00063529	TEEN PROGRAMS	17.40	251-55125-255-310	LIBRARY: PROGRAMS - TEEN
11/07/2016	AMAZON.COM	TEEN BOOK	6.80	251-55130-250-315	LIBRARY: BOOKS - TEEN
11/07/2016	AMAZON MKTPLACE PMTS	TEEN MOVIES	150.11	251-55135-290-320	LIBRARY: A/V - TEEN MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	TEEN MOVIES	17.99	251-55135-290-320	LIBRARY: A/V - TEEN MOVIES
Total 112016-EHEID:			2,786.58		
112016-GJOHN					
11/07/2016	LAKELAND PARTS 0024486	OIL FILTER	27.69	100-52112-272-000	POL PATROL: MAINT OF VEHIC
11/07/2016	DEFENSIVE EDGE TRAININ	TRAINING RIFLE ARMORER	395.00	100-52112-202-000	POL PATROL: TRAINING
Total 112016-GJOHN:			422.69		
112016-JBERR					
11/07/2016	MIDWEST METER - JACKSO	4" COMPOUND METER	3,905.34	610-66300-208-000	METER EXP: MAINT OF FACILIT
11/07/2016	MIDWEST METER - JACKSO	96 - M25 HRE-E ORION	13,429.00	610-66300-304-000	METER EXP: PARTS
11/07/2016	MIDWEST METER - JACKSO	T2000 HEAD	1,543.76	610-66300-304-000	METER EXP: PARTS
11/07/2016	MIDWEST METER - JACKSO	M120 ORION	299.03	610-66300-304-000	METER EXP: PARTS
Total 112016-JBERR:			19,177.13		
112016-JDYER					
11/07/2016	FASTENAL COMPANY01	MISC HARDWARE	53.43	620-82510-301-000	MAINT PL EQU: SUPPLIES
11/07/2016	MILLS FLEET FARM 1200	HAND CLEANER, SILICONE SEALAN	16.19	620-82410-208-000	BLDG & GRND: MAINT OF FACIL
11/07/2016	AUTOMOTIVE SUPPLY CO	CHARGER, BRAKE CLEAN, LUBRICA	98.71	620-82410-208-000	BLDG & GRND: MAINT OF FACIL
11/07/2016	MILLS FLEET FARM 1200	HANDLE	6.79	620-82510-301-000	MAINT PL EQU: SUPPLIES
11/07/2016	MILLS FLEET FARM 1200	BOLT SNAP, BATTERIES, SCREEN H	19.97	620-82510-301-000	MAINT PL EQU: SUPPLIES
11/07/2016	SHERWIN WILLIAMS 70384	PAINT FOR CLARIFIER	52.28	620-82510-301-000	MAINT PL EQU: SUPPLIES
11/07/2016	MILLS FLEET FARM 1200	PAINTING SUPPLIES	31.75	620-82510-301-000	MAINT PL EQU: SUPPLIES
11/07/2016	FASTENAL COMPANY01	MISCELLANEOUS NUTS AND BOLTS	10.64	620-82510-301-000	MAINT PL EQU: SUPPLIES
11/07/2016	HD SUPPLY WATERWORKS 2	COUPLING FOR SCUM TROUGH, SM	372.44	620-82510-304-000	MAINT PL EQU: PARTS
11/07/2016	LAKELAND PARTS 0024486	SPARK PLUG, BATTERY	138.97	620-82620-304-000	MAINT LIFT: PARTS
Total 112016-JDYER:			801.17		
112016-JPETE					
11/07/2016	PETHKE REPAIR SERVICE	#43736-BR700 & BG86	1,030.00	100-55411-231-000	PARKS: EQUIP
11/07/2016	MILLS FLEET FARM 1200	STORAGE TOTES, ANTI FREEZE	91.57	100-55411-301-000	PARKS: SUPPLIES

Invoice Date	Merchant	Description	Amount	GL Account	Invoice GL Account Title
Total 112016-JPETE:			1,121.57		
112016-JWALL					
11/07/2016	WAUPACA TRACTOR INC	FLUID & FILTERS	791.38	100-54111-270-000	MACH & EQUIP: MAINT OF EQU
11/07/2016	WAUPACA TRACTOR INC	SPLIT - SKIDSTEER REPAIR (50%)	503.14	100-54111-270-000	MACH & EQUIP: MAINT OF EQU
11/07/2016	LAKELAND PARTS 0024486	FILTERS/FLUID	334.37	100-54111-270-000	MACH & EQUIP: MAINT OF EQU
11/07/2016	ZARNOTH BRUSH WORKS IN	SWEEPER BRUSHES	1,184.80	100-54341-272-000	STR CLEAN: MAINT OF VEHICL
11/07/2016	WAUPACA TRACTOR INC	SPLIT - SKIDSTEER REPAIR (25%)	251.57	610-62600-207-000	OPS MISC: MAINT OF EQUIP
11/07/2016	WAUPACA TRACTOR INC	SPLIT - SKIDSTEER REPAIR (25%)	251.57	620-82510-207-000	MAINT PL EQU: MAINT OF EQUI
Total 112016-JWALL:			3,316.83		
112016-JWERN					
11/07/2016	CELLCOM	CITY ADMIN (6.01%)	59.01	100-51211-206-000	ADMIN: TELEPHONE
11/07/2016	CELLCOM	CED (12.15%)	119.36	100-51521-206-000	COMM DEV: TELEPHONE
11/07/2016	CELLCOM	FACILITIES (1.89%)	18.61	100-51711-206-000	CH/LIB: TELEPHONE
11/07/2016	CHARTER COMM	CH-LIB PHONE (18.95%)	544.95	100-51711-206-000	CH/LIB: TELEPHONE
11/07/2016	CHARTER COMM	CH-LIB CABLE (2.64%)	75.85	100-51711-211-000	CH/LIB: CONTRACT SERVICES
11/07/2016	CHARTER COMM	PD CABLE (3.63%)	104.39	100-51714-211-000	POLICE STATION: CONTRACT S
11/07/2016	CELLCOM	PD ADMIN (40.54%)	398.24	100-52111-206-000	POLICE ADMIN : TELEPHONE
11/07/2016	AMAZON MKTPLACE PMTS	PD > CHIEF WIRELESS KEYBOARD	31.10	100-52111-301-000	POLICE ADMIN : SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	PD > CHIEF TABLET ACCESS.	178.32	100-52111-301-000	POLICE ADMIN : SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	PD > CHIEF TABLE SSD	92.98	100-52111-301-000	POLICE ADMIN : SUPPLIES
11/07/2016	CELLCOM	STREETS (6.01%)	59.01	100-54211-206-000	ENG & ADMIN: TELEPHONE
11/07/2016	CELLCOM	DPW (6.08%)	59.68	100-54211-206-000	ENG & ADMIN: TELEPHONE
11/07/2016	AMAZON.COM	SENIOR > MAC SDD UPGRADE	63.99	100-55131-231-000	SR CITIZENS: EQUIP
11/07/2016	AMAZON.COM	SENIOR > DVD BURNER MAC	20.99	100-55131-231-000	SR CITIZENS: EQUIP
11/07/2016	APL* ITUNES.COM/BILL	SENIOR > MAC SOFTWARE	42.19	100-55131-231-000	SR CITIZENS: EQUIP
11/07/2016	CELLCOM	REC ADMIN (6.08%)	59.68	100-55211-206-000	REC ADMIN: TELEPHONE
11/07/2016	CHARTER COMM	REC CABLE (1.73%)	49.82	100-55216-211-000	REC BLDG: CONTRACT SERVIC
11/07/2016	CELLCOM	IT/COMM (6.08%)	59.68	100-55345-206-000	IT/COMMUNICATION: TELEPHO
11/07/2016	AMAZON MKTPLACE PMTS	IT > FLOOR CABLE COVER	29.99	100-55345-301-000	IT/COMMUNICATION: SUPPLIES
11/07/2016	AMAZON.COM	IT > SD CARD READER	25.98	100-55345-301-000	IT/COMMUNICATION: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	IT > FLASHLIGHT	13.95	100-55345-301-000	IT/COMMUNICATION: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	TV > PRINTER TONER	45.99	100-55345-301-000	IT/COMMUNICATION: SUPPLIES
11/07/2016	CELLCOM	PARKS (12.15%)	119.36	100-55411-206-000	PARKS: TELEPHONE
11/07/2016	CELLCOM	WWTP (1.19%)	11.73	620-83210-206-000	OTHER GEN EXP: PHONE
11/07/2016	PAYPAL *PLANTATIONM	AIRPORT > REMOTE DISPLAY UNIT	40.43	220-53510-301-000	AIRPORT: SUPPLIES
11/07/2016	IN *GAPPA SECURITY SOL	ACCESS CONTROL SYSTEM CH/LIB	19,842.41	400-71711-503-000	C/O CITY HALL: C/O BLDGS & S
11/07/2016	AMAZON MKTPLACE PMTS	CH/LIB > BATTERIES ACCESS CTL.	34.90	400-71711-503-000	C/O CITY HALL: C/O BLDGS & S
11/07/2016	AMAZON MKTPLACE PMTS	CH/LIB > DOOR CONTACT	6.99	400-71711-503-000	C/O CITY HALL: C/O BLDGS & S
11/07/2016	CHARTER COMM	WOL INTERNET (73.04%)	2,100.00	650-51120-280-000	TELECOMM.-CHARTER
11/07/2016	CELLCOM	WOL (1.83%)	17.94	650-92100-206-000	OFFICE: TELEPHONE
11/07/2016	STREAKWAVE WIRELESS	WOL > CPE	185.62	650-93500-610-000	ONLINE: MISCELLANEOUS EQU
11/07/2016	STREAKWAVE WIRELESS	WOL > ANTENNA	68.21	650-93500-610-000	ONLINE: MISCELLANEOUS EQU
11/07/2016	TEAM OUTFITTERS	WOL > UNIFORM SHIRTS	100.00	650-93500-610-000	ONLINE: MISCELLANEOUS EQU
11/07/2016	AMAZON MKTPLACE PMTS	WOL > RESALE ROUTER	129.95	650-93500-610-000	ONLINE: MISCELLANEOUS EQU
Total 112016-JWERN:			24,811.30		
112016-KK7470					
11/07/2016	GOVERNMENT FINANCE	GFOA CONF	380.00	100-51551-202-000	FINANCE: TRAINING
11/07/2016	LOCAL GOVERNMENT EDUCA	WGFOA WINTER CONF	85.00	100-51551-202-000	FINANCE: TRAINING
11/07/2016	BEST BUY 00000257	MONITOR	204.98	100-51551-301-000	FINANCE: SUPPLIES

Invoice Date	Merchant	Description	Amount	GL Account	Invoice GL Account Title
Total 112016-KK7470:			669.98		
112016-KK9870					
11/07/2016	MULTI MEDIA CHANNELS L	PUBLISHED NOTICES	561.86	100-51111-215-000	COUNCIL: ADVERTISING
11/07/2016	MULTI MEDIA CHANNELS L	TIF#3 - BBSSP NOTICES	93.58	403-51430-210-000	TIF 3: PROFESSIONAL SERVIC
11/07/2016	MULTI MEDIA CHANNELS L	WATER FLUSHING NOTICE	32.35	610-67700-301-000	HYDRANTS: SUPPLIES
11/07/2016	WISCONSIN TAXPAYERS AL	SPLIT - TAXPAYER SUBSCRIPTION (5	39.97	100-51211-217-000	ADMIN: MEMBERSHIP & DUES
11/07/2016	WISCONSIN TAXPAYERS AL	SPLIT - TAXPAYER SUBSCRIPTION- (39.97	100-51311-219-000	MAYOR: EXPENSES
11/07/2016	OFFICE OUTFITTERS	SPLIT -ELECTION (54.17%)	51.98	100-51412-301-000	ELECTIONS: SUPPLIES
11/07/2016	ATT*BUS PHONE PMT	AT&T-CITY HALL (2.3%)	9.44	100-51711-206-000	CH/LIB: TELEPHONE
11/07/2016	ATT*CONS PHONE PMT	SPLIT - CITY HALL (34.19%)	47.20	100-51711-206-000	CH/LIB: TELEPHONE
11/07/2016	ATT*BUS PHONE PMT	AT&T POLICE (31.38%)	128.69	100-51714-206-000	POLICE ST: TELEPHONE
11/07/2016	ATT*CONS PHONE PMT	SPLIT - POLICE (31.62%)	43.65	100-51714-206-000	POLICE ST: TELEPHONE
11/07/2016	ATT*BUS PHONE PMT	SPLIT - AT&T LONG-PD (73.5%)	1,029.99	100-51714-206-000	POLICE ST: TELEPHONE
11/07/2016	THEDACARE AT WORK	INV#210978 10/3 ANNUAL PHA	81.00	100-51915-220-000	OTHER GEN GOVT: WELLNESS
11/07/2016	THEDACARE AT WORK	HEALTH COACH	1,167.23	100-51915-220-000	OTHER GEN GOVT: WELLNESS
11/07/2016	ATT*BUS PHONE PMT	AT&T-EMER MANAGEMENT (7.54%)	30.92	100-52611-206-000	EMGY OPS: TELEPHONE
11/07/2016	ATT*BUS PHONE PMT	AT&T-STREET DEPT (10.26%)	42.09	100-54121-206-000	GARAGE: TELEPHONE
11/07/2016	ATT*BUS PHONE PMT	SPLIT - AT&T LONG-STRT DEPT (5.67	79.52	100-54121-206-000	GARAGE: TELEPHONE
11/07/2016	OFFICE OUTFITTERS	SPLIT - DPW (45.83%)	43.98	100-54211-301-000	ENG & ADMIN: SUPPLIES
11/07/2016	THEDACARE AT WORK	DOT TESTING	96.00	100-54311-229-000	SH&A: MED EXAM, ETC
11/07/2016	ATT*BUS PHONE PMT	AT&T -REC (28.63%)	117.40	100-55216-206-000	REC BLDGCENTER: TELEPHON
11/07/2016	ATT*BUS PHONE PMT	SPLIT - AT&T LONG-REC (15.23%)	213.39	100-55216-206-000	REC BLDGCENTER: TELEPHON
11/07/2016	ATT*BUS PHONE PMT	AT&T-BEACHES (2.34%)	9.59	100-55221-206-000	BEACHES: TELEPHONE
11/07/2016	ATT*BUS PHONE PMT	SPLIT - AT&T LONG-BEACHES (0.1%)	1.39	100-55221-206-000	BEACHES: TELEPHONE
11/07/2016	ATT*CONS PHONE PMT	SPLIT - IT (34.19%)	47.20	100-55345-206-000	IT/COMMUNICATION: TELEPHO
11/07/2016	ATT*BUS PHONE PMT	AT&T-ATHLETIC FIELD (2.34%)	9.59	100-55411-206-000	PARKS: TELEPHONE
11/07/2016	DAVIES WATER #1476	SPLIT - PARTS (17.9%)	135.03	610-61600-208-000	SUPPLY: MAINT OF FACILITIES
11/07/2016	DAVIES WATER #1476	SPLIT - PARTS (82.1%)	619.32	610-67500-301-000	SERVICES: SUPPLIES
11/07/2016	OFFICE OUTFITTERS	SPLIT -WATER (40%)	40.00	610-90300-301-000	R&C: SUPPLIES
11/07/2016	ATT*BUS PHONE PMT	AT&T-WATER (10.21%)	41.85	610-92100-206-000	OFFICE S&E: TELEPHONE
11/07/2016	AMERICAN MESSAGING	INV#1850423QJ 10/1 PAGERS (49.96	24.72	610-92100-206-000	OFFICE S&E: TELEPHONE
11/07/2016	ATT*BUS PHONE PMT	SPLIT - AT&T LONG-WATER DEPT (1.	16.51	610-92100-206-000	OFFICE S&E: TELEPHONE
11/07/2016	FASTENAL COMPANY01	MISC ITEMS	22.93	620-82410-301-000	BLDG & GRND: SUPPLIES
11/07/2016	OFFICE OUTFITTERS	SPLIT -WWTP (40%)	40.00	620-82710-301-000	ACTG & COLL: SUPPLIES
11/07/2016	ATT*BUS PHONE PMT	AT&T-WWTP (4.99%)	20.47	620-83210-206-000	OTHER GEN EXP: PHONE
11/07/2016	AMERICAN MESSAGING	INV#1850423QJ 10/1 PAGERS (50.04	24.76	620-83210-206-000	OTHER GEN EXP: PHONE
11/07/2016	ATT*BUS PHONE PMT	SPLIT - AT&T LONG-WWTP (4.33%)	60.62	620-83210-206-000	OTHER GEN EXP: PHONE
11/07/2016	OFFICE OUTFITTERS	SPLIT -WOL (20%)	20.00	650-92100-301-000	OFFICE: BILLING SUPPLIES
Total 112016-KK9870:			5,084.19		
112016-MNOLL					
11/07/2016	MILLS FLEET FARM 1200	NEW HEATER FOR WELL 6	179.99	610-62600-208-000	OPS MISC: MAINT OF FACILITIE
11/07/2016	HAWKINS INC	CHEMICALS FOR WELLS, TANK	1,907.62	610-64100-307-000	CHEMICALS: CHEMICALS
11/07/2016	USA BLUE BOOK	CHEMICAL PUMP FOR WELL 7/8	1,052.73	610-65200-207-000	WTR TRMT: MAINT OF EQUIP
11/07/2016	OFFICE OUTFITTERS	SHIPPING OF METER TO BADGER	13.35	610-66300-208-000	METER EXP: MAINT OF FACILIT
11/07/2016	MILLS FLEET FARM 1200	HOSE FITTINGS & GASKETS	18.74	610-66500-231-000	OPS MISC: EQUIP
11/07/2016	OFFICE OUTFITTERS	SHIPPING OF SAMPLES	9.15	610-67300-208-000	T&D: MAINT OF FACILITIES
11/07/2016	WI STATE HYGIENE LAB	FLOURIDE TEST	25.00	610-67300-208-000	T&D: MAINT OF FACILITIES
11/07/2016	OFFICE OUTFITTERS	SHIPPING OF SAMPLES	9.15	610-67300-208-000	T&D: MAINT OF FACILITIES
11/07/2016	OFFICE OUTFITTERS	SHIPPING OF SAMPLES	12.45	610-67300-208-000	T&D: MAINT OF FACILITIES
11/07/2016	LAKELAND PARTS 0024486	OIL FILTER	4.55	610-93100-207-000	TRANSP EXP: MAINT OF EQUIP

Invoice Date	Merchant	Description	Amount	GL Account	Invoice GL Account Title
Total 112016-MNOLL:			3,232.73		
112016-PBUR					
11/07/2016	PITTYPATS PORCH RESTAU	DINNER FOR DIR ATLANTA	25.92	251-55115-201-000	LIBRARY: TRAVEL
11/07/2016	MULTI MEDIA CHANNELS L	AD FOR EX RM COORD	73.20	251-55115-253-000	LIBRARY: PROMOTIONAL MATE
11/07/2016	SAMS CLUB #6321	FRIENDS SNACKS FOR RESALE	244.20	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	BEST BUY MHT 00000273	TV MOUNT FOR CONF ROOM	119.98	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	OFFICE OUTFITTERS	PAPER FOR EXHIBIT ROOM	6.00	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	SAMS CLUB #6321	SUPPLIES FOR PROGRAMS (FRIEN	74.74	251-55125-255-110	LIBRARY: PROGRAMS - ADULT
11/07/2016	PICK N SAVE 00063529	SODA FOR FILM SERIES (FRIENDS)	41.29	251-55125-255-110	LIBRARY: PROGRAMS - ADULT
11/07/2016	TCD*GALE	LP BOOKS I#59177925	93.45	251-55130-250-120	LIBRARY: BOOKS - ADULT LG P
11/07/2016	TCD*GALE	LP BOOKS I#59189278	82.79	251-55130-250-120	LIBRARY: BOOKS - ADULT LG P
11/07/2016	TCD*GALE	LP BOOKS I#59220934	24.60	251-55130-250-120	LIBRARY: BOOKS - ADULT LG P
11/07/2016	TCD*GALE	LP BOOKS I#59257864	22.13	251-55130-250-120	LIBRARY: BOOKS - ADULT LG P
11/07/2016	CENTER POINT LARGE PRI	LP BOOKS I #1422239	21.00	251-55130-250-120	LIBRARY: BOOKS - ADULT LG P
11/07/2016	CENTER POINT LARGE PRI	LP BOOKS I#1428161	64.11	251-55130-250-120	LIBRARY: BOOKS - ADULT LG P
11/07/2016	NYT*TIMES E-BILLING	NY TIMES BOOK REVIEW SUBSCRIP	22.00	251-55130-250-410	LIBRARY: BOOKS - MAG & NEW
Total 112016-PBUR:			915.41		
112016-RHANS					
11/07/2016	MILLS FLEET FARM 1200	SPLIT - OIL (43.26%)	392.70	100-52112-272-000	POL PATROL: MAINT OF VEHIC
11/07/2016	MILLS FLEET FARM 1200	SPLIT - OIL, ROPE, PIPEWRENCH (38	353.28	100-54111-314-000	MACH & EQUIP: OIL
11/07/2016	NOFFKE LUMBER INC WAUP	GARAGE MAINT	4.47	100-54121-208-000	GARAGE: MAINT OF FACILITIES
11/07/2016	FASTENAL COMPANY01	DRILL BIT	89.02	100-54311-301-000	SH&A: SUPPLIES
11/07/2016	THE FILLING STATION	SNOW MEETING	127.64	100-54351-272-000	SNOW & ICE: MAINT OF VEHICL
11/07/2016	PIGGLY WIGGLY #311	SNOW MEETING	41.13	100-54351-272-000	SNOW & ICE: MAINT OF VEHICL
11/07/2016	LITTLE CAESARS 1428 00	SNOW METING	35.93	100-54351-272-000	SNOW & ICE: MAINT OF VEHICL
11/07/2016	MILLS FLEET FARM 1200	SPLIT - OIL (12.72%)	115.50	100-55411-272-000	PARKS: MAINT OF VEHICLES
11/07/2016	MILLS FLEET FARM 1200	SPLIT - OIL (5.09%)	46.20	610-93100-207-000	TRANSP EXP: MAINT OF EQUIP
Total 112016-RHANS:			1,205.87		
112016-RHOPP					
11/07/2016	DEMCO INC	TAPE, LABEL PROTECTOR	116.51	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	AMAZON.COM	CORDLESS VACUUM	65.99	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	DEMCO INC	BK COVER, LABELS	134.02	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	SUNRISE PACKAGING, INC	AUDIOBOOK CASES	309.53	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	TAPE POST-ITS COUNTER CLEANER	42.85	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	10.98	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	15.84	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	4.37	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	4.00	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	19.95	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	11 ADULT BOOKS	127.29	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	9.99	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	9.95	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	MICRO MARKETING LLC	1 ADULT BOOK (37.78%)	24.29	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	15.99	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	7.89	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	4.00	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOKS	4.24	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS		11.75	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	6.68	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	6.73	251-55130-250-115	LIBRARY: BOOKS - ADULT

Invoice Date	Merchant	Description	Amount	GL Account	Invoice GL Account Title
11/07/2016	AMAZON MKTPLACE PMTS	3 ADULT BOOKS	29.22	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	6 ADULT BOOKS	61.08	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	10.10	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	CHICAGO BOOKS & JOU	6 ADULT BOOKS	122.25	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	7.68	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	4.47	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	8.96	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	6.47	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	7.98	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	17.95	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	5 ADULT BOOKS	52.95	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	3 ADULT BOOKS	25.61	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	16.63	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT BOOK	8.99	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	5 ADULT BOOKS	53.81	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	BAKER & TAYLOR - BOOKS	9 ADULT BOOKS	113.34	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	BAKER & TAYLOR - BOOKS	48 ADULT BOOKS	697.82	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	CHICAGO BOOKS & JOU	ADULT BOOKS	34.00	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	BAKER & TAYLOR - BOOKS	ADULT BOOKS (2.35%)	16.23	251-55130-250-115	LIBRARY: BOOKS - ADULT
11/07/2016	AMAZON MKTPLACE PMTS	4 ADULT DVDS	41.48	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	4 ADULT DVDS	38.71	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVDS	13.25	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	5.00	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	10.04	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	9.96	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT VIDEO	18.24	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON.COM	3 ADULT DVDS	40.81	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	11.93	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON.COM	4 ADULT DVDS	74.66	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON.COM	7 ADULT DVDS	102.50	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON.COM	2 ADULT DVDS	13.17	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON.COM	1 ADULT DVD	12.96	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON.COM	2 ADULT DVDS	34.95	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON.COM	1 ADULT DVD	14.93	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	4 ADULT DVDS	34.15	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	11.72	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	2 ADULT DVDS	21.90	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	6 ADULT DVDS	68.29	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	9.25	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	12.99	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON.COM	1 ADULT DVD	16.99	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	4 ADULT DVDS	41.77	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	27.93	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	9.99	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON.COM	1 ADULT DVD	21.99	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	2 ADULT DVDS	18.44	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	1 ADULT DVD	6.48	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	AMAZON MKTPLACE PMTS	3 ADULT DVDS	39.24	251-55135-290-125	LIBRARY: A/V - ADULT MOVIES
11/07/2016	MICRO MARKETING LLC	1 ADULT AUDIOBOOK (62.22%)	40.00	251-55135-290-130	LIBRARY: A/V - ADULT AUDIO B
11/07/2016	AMAZON MKTPLACE PMTS	ADULT AUDIOBOOK	5.99	251-55135-290-130	LIBRARY: A/V - ADULT AUDIO B
11/07/2016	AMAZON MKTPLACE PMTS	ADULT AUDIO	11.76	251-55135-290-130	LIBRARY: A/V - ADULT AUDIO B
11/07/2016	BAKER & TAYLOR - BOOKS	ADULT AUDIO (97.65%)	673.52	251-55135-290-130	LIBRARY: A/V - ADULT AUDIO B
Total 112016-RHOPP:			3,763.37		

Invoice Date	Merchant	Description	Amount	GL Account	Invoice GL Account Title
112016-RMONT					
11/07/2016	TRAFFICSAFETYWAREHOUSE	CROWD CONTROL -ELECTIONS	307.50	100-51412-301-000	ELECTIONS: SUPPLIES
11/07/2016	CROWDCONTROLSTORE.COM	RETURN CROWD CONTROL ELECTI	269.85-	100-51412-301-000	ELECTIONS: SUPPLIES
11/07/2016	TRAFFICSAFETYWAREHOUSE	ELECTIONS CONES	166.80	100-51412-301-000	ELECTIONS: SUPPLIES
11/07/2016	MILLS FLEET FARM 1200	ELECTION SUPPLIES (16.27%)	11.60	100-51412-301-000	ELECTIONS: SUPPLIES
11/07/2016	CROWDCONTROLSTORE.COM	ELECTION CHAIN	38.95	100-51412-301-000	ELECTIONS: SUPPLIES
11/07/2016	ARAMARK UNIFORM	CH UNIFORMS (1.72%)	2.20	100-51711-112-000	CH/LIB: UNIFORMS
11/07/2016	ARAMARK UNIFORM	CH UNIFORMS (50%)	2.20	100-51711-112-000	CH/LIB: UNIFORMS
11/07/2016	ARAMARK UNIFORM	CH UNIFORMS (22.06%)	34.21	100-51711-112-000	CH/LIB: UNIFORMS
11/07/2016	ARAMARK UNIFORM	CITY HALL UNIFORMS (50%)	2.20	100-51711-112-000	CH/LIB: UNIFORMS
11/07/2016	ARAMARK UNIFORM	LIB RUGS	16.22	100-51711-208-000	CH/LIB: MAINT OF FACILITIES
11/07/2016	ARAMARK UNIFORM	CITY HALL RUGS	165.66	100-51711-208-000	CH/LIB: MAINT OF FACILITIES
11/07/2016	ARAMARK UNIFORM	LIB RUGS	16.22	100-51711-208-000	CH/LIB: MAINT OF FACILITIES
11/07/2016	ARAMARK UNIFORM	CH RUGS	165.66	100-51711-208-000	CH/LIB: MAINT OF FACILITIES
11/07/2016	SQ *JRS LOCK N KEY	REPLACE BENT DOOR HANDLE CH/	392.92	100-51711-246-000	CH/LIB: AUTOMATIC DOORS
11/07/2016	KULLY SUPPLY	BASIN ADAPTER LIB (41.13%)	46.03	100-51711-301-000	CH/LIB: SUPPLIES
11/07/2016	MILLS FLEET FARM 1200	HARDWARE (66.62%)	47.51	100-51711-301-000	CH/LIB: SUPPLIES
11/07/2016	ARAMARK UNIFORM	PD RUGS	75.05	100-51714-208-000	POLICE STATION: MAINT OF FA
11/07/2016	ARAMARK UNIFORM	PD GARAGE	62.54	100-51714-208-000	POLICE STATION: MAINT OF FA
11/07/2016	ARAMARK UNIFORM	PD GARAGE RUGS	62.54	100-51714-208-000	POLICE STATION: MAINT OF FA
11/07/2016	ARAMARK UNIFORM	PD RUGS	75.05	100-51714-208-000	POLICE STATION: MAINT OF FA
11/07/2016	DALCO ENTERPRISES	FACIAL TISSUE PD	32.04	100-51714-301-000	POLICE STATION: SUPPLIES
11/07/2016	ARAMARK UNIFORM	ST RUGS (47.1%)	78.75	100-54121-208-000	GARAGE: MAINT OF FACILITIES
11/07/2016	ARAMARK UNIFORM	ST RUGS (14.98%)	20.85	100-54121-208-000	GARAGE: MAINT OF FACILITIES
11/07/2016	ARAMARK UNIFORM	ST UNIFORMS	186.40	100-54311-112-000	SH&A: UNIFORMS
11/07/2016	ARAMARK UNIFORM	ST UNIFORMS	71.30	100-54311-112-000	SH&A: UNIFORMS
11/07/2016	ARAMARK UNIFORM	ST UNIFORMS (48.98%)	81.88	100-54311-112-000	SH&A: UNIFORMS
11/07/2016	ARAMARK UNIFORM	ST UNIFORMS (78.76%)	109.60	100-54311-112-000	SH&A: UNIFORMS
11/07/2016	ARAMARK UNIFORM	ST UNIFORMS	33.00	100-54311-112-000	SH&A: UNIFORMS
11/07/2016	ARAMARK UNIFORM	REC RUGS (94.85%)	121.49	100-55216-208-000	REC BLDG: MAINT OF FACILITI
11/07/2016	ARAMARK UNIFORM	REC RUGS (76.53%)	118.70	100-55216-208-000	REC BLDG: MAINT OF FACILITI
11/07/2016	KULLY SUPPLY	PUSHBAR BUBBLER REC (58.87%)	65.89	100-55216-301-000	REC BLDG: SUPPLIES
11/07/2016	MILLS FLEET FARM 1200	REC ELECT PLATES (17.11%)	12.20	100-55216-301-000	REC BLDG: SUPPLIES
11/07/2016	ARAMARK UNIFORM	PARK UNIFORMS (1.72%)	2.20	100-55411-112-000	PARKS: UNIFORMS
11/07/2016	ARAMARK UNIFORM	PARK UNIFORMS (50%)	2.20	100-55411-112-000	PARKS: UNIFORMS
11/07/2016	ARAMARK UNIFORM	MACH (3.92%)	6.55	100-55411-112-000	PARKS: UNIFORMS
11/07/2016	ARAMARK UNIFORM	MACH (6.25%)	8.70	100-55411-112-000	PARKS: UNIFORMS
11/07/2016	ARAMARK UNIFORM	PARK UNIFORMS (1.42%)	2.20	100-55411-112-000	PARKS: UNIFORMS
11/07/2016	ARAMARK UNIFORM	PARK UNIFORMS (50%)	2.20	100-55411-112-000	PARKS: UNIFORMS
11/07/2016	ARAMARK UNIFORM	CEMETARY UNIFORMS (1.72%)	2.20	100-57711-112-000	CEM: UNIFORMS
11/07/2016	FIRE PRO, INC.	FIRE EXT RURAL INS	113.89	400-71112-503-000	PUB BLDG PROJ: 219 W. FULTO
11/07/2016	ARAMARK UNIFORM	WATER RUGS (39.87%)	27.23	610-63100-208-000	STRUCT: MAINT OF FACILITIES
11/07/2016	ARAMARK UNIFORM	WATER RUGS (1.93%)	1.00	610-63100-208-000	STRUCT: MAINT OF FACILITIES
11/07/2016	ARAMARK UNIFORM	WATER RUGS (37.2%)	24.33	610-63100-208-000	STRUCT: MAINT OF FACILITIES
11/07/2016	ARAMARK UNIFORM	WATER UNIFORMS (60.13%)	41.07	610-92600-112-000	FRINGE: UNIFORMS
11/07/2016	ARAMARK UNIFORM	WATER UNIFORMS (98.07%)	50.85	610-92600-112-000	FRINGE: UNIFORMS
11/07/2016	ARAMARK UNIFORM	WATER UNIFORMS (62.8%)	41.07	610-92600-112-000	FRINGE: UNIFORMS
11/07/2016	ARAMARK UNIFORM	WATER UNIFORMS	42.07	610-92600-112-000	FRINGE: UNIFORMS
11/07/2016	ARAMARK UNIFORM	SEWER RUGS (63.23%)	85.30	620-82410-301-000	BLDG & GRND: SUPPLIES
11/07/2016	ARAMARK UNIFORM	SEWER UNIFORMS (36.77%)	49.61	620-83310-112-000	FRINGE: UNIFORMS
11/07/2016	ARAMARK UNIFORM	SEWER UNIFORMS	81.88	620-83310-112-000	FRINGE: UNIFORMS
11/07/2016	ARAMARK UNIFORM	SEWER UNIFORMS	17.60	620-83310-112-000	FRINGE: UNIFORMS
Total 112016-RMONT:			2,955.46		

Invoice Date	Merchant	Description	Amount	GL Account	Invoice GL Account Title
112016-RROLL					
11/07/2016	BAKER TILLY	CASELLE CONCURRENT USER	2,000.00	100-51521-202-000	COMM DEV: TRAINING
11/07/2016	PICK N SAVE 00063529	DOWNTOWN STEERING COMMITTE	22.65	400-74318-505-100	C/O STREETS: S MAIN ST ENG
11/07/2016	KWIK TRIP 62500006254	DOWNTOWN STEERING COMMITTE	34.75	400-74318-505-100	C/O STREETS: S MAIN ST ENG
Total 112016-RROLL:			2,057.40		
112016-SABRAH					
11/07/2016	OFFICE OUTFITTERS	POSTCARDS 0375638-001	23.99	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	POSTCARDS 8632260	11.38	251-55115-301-000	LIBRARY: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	MARKERS 4605058	19.99	251-55125-255-210	LIBRARY: PROGRAMS - CHILDR
11/07/2016	AMAZON MKTPLACE PMTS	MARKERS 3701002	6.96	251-55125-255-210	LIBRARY: PROGRAMS - CHILDR
11/07/2016	AMAZON MKTPLACE PMTS	MARKERS 3701002	19.99	251-55125-255-210	LIBRARY: PROGRAMS - CHILDR
11/07/2016	AMAZON MKTPLACE PMTS	MARKERS 3701002	8.99	251-55125-255-210	LIBRARY: PROGRAMS - CHILDR
11/07/2016	AMAZON MKTPLACE PMTS	WINDOW CLING 8632260	17.59	251-55125-255-210	LIBRARY: PROGRAMS - CHILDR
11/07/2016	MILLS FLEET FARM 1500	3 TOTES 62881	16.47	251-55125-255-210	LIBRARY: PROGRAMS - CHILDR
11/07/2016	AMAZON.COM	CHILD BOOK 2137069	5.99	251-55130-250-215	LIBRARY: BOOKS - CHILDRENS
11/07/2016	AMAZON.COM	3 CHILD BOOKS 2137069	16.09	251-55130-250-215	LIBRARY: BOOKS - CHILDRENS
11/07/2016	AMAZON.COM	CHILD BOOK 5137802	9.89	251-55130-250-215	LIBRARY: BOOKS - CHILDRENS
11/07/2016	AMERLIBASSOC-BRIGHTKEY	CHILD BOOKS 0073664958	109.30	251-55130-250-215	LIBRARY: BOOKS - CHILDRENS
11/07/2016	AMAZON.COM	CHILD BOOK 0294650	9.23	251-55130-250-215	LIBRARY: BOOKS - CHILDRENS
11/07/2016	AMAZON.COM	2 CHILD BOOKS 2770646	13.38	251-55130-250-215	LIBRARY: BOOKS - CHILDRENS
11/07/2016	AMAZON.COM	3 CHILD BOOKS 2770646	18.52	251-55130-250-215	LIBRARY: BOOKS - CHILDRENS
11/07/2016	AMAZON.COM	2 CHILD BOOKS 2770646	26.26	251-55130-250-215	LIBRARY: BOOKS - CHILDRENS
11/07/2016	AMAZON MKTPLACE PMTS	CHILD MOVIE 4593832	7.49	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	2 CHILD MOVIES 9116262	17.98	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON.COM	CHILD MOVIE 0832240	14.96	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	3 CHILD MOVIES 9116262	32.40	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	REFUND ON CHILD DVD 9116262	.03-	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	2 CHILD MOVIES 4121019	14.68	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON.COM	CHILD MOVIE 2508246	22.99	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	CHILD MOVIE 4121019	6.18	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	CHILD MOVIE 4121019	19.99	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	CHILD MOVIE 1713041	7.99	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	CHILD MOVIE 4121019	9.96	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON.COM	CHILD MOVIE 4121019	7.99	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	REFUND ON CHILD MOVIE 4121019	5.00-	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON.COM	5 CHILD MOVIES 1713041	49.12	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON MKTPLACE PMTS	3 CHILD MOVIES 4121019	38.03	251-55135-290-220	LIBRARY: A/V - CHILDRENS MO
11/07/2016	AMAZON.COM	CHILD AUDIOBK 4986637	19.88	251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BK
11/07/2016	MICRO MARKETING LLC	3 CHILD AUDIOBKS 642105	94.99	251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BK
11/07/2016	MICRO MARKETING LLC	CHILD AUDIOBK 643329	64.94	251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BK
11/07/2016	AMAZON.COM	3 CHILD AUDIOBKS 1325829	62.23	251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BK
Total 112016-SABRAH:			820.79		
112016-SREYB					
11/07/2016	FOX VALLEY TECH PAYPAT	FVTC-CPR CLASS-FALL-SARA	26.84	100-55131-202-000	SR CITIZENS: TRAINING
11/07/2016	PAYPATH S FEE FOX VALL	TRANSACTION FEE-SARA-FVTC CLA	3.00	100-55131-202-000	SR CITIZENS: TRAINING
11/07/2016	KWIK TRIP 62500006254	SHEEPSHEAD SUPPLIES-CAKE	9.58	100-55131-202-000	SR CITIZENS: TRAINING
11/07/2016	PICK N SAVE 00063529	ADVISORY MTG-SUPPLIES	73.13	100-55131-202-000	SR CITIZENS: TRAINING
11/07/2016	DOLLARTREE	CARD BINGO SUPPLIES	41.64	100-55131-202-000	SR CITIZENS: TRAINING
11/07/2016	TJMAXX #0349	YOGA BLOCKS/WEIGHTS-SENIORS	90.13	100-55131-202-000	SR CITIZENS: TRAINING
11/07/2016	USPS 56593009732512709	POSTAGE- 3 ACCRD BOOKS-SC	22.05	100-55131-216-000	SR CITIZENS: POSTAGE
11/07/2016	OFFICE OUTFITTERS	#0375702-002 250 CT. BRO. SC	178.00	100-55131-253-000	SENIOR: PROMOTIONAL MATE
11/07/2016	OFFICE OUTFITTERS	DUPLICATE #0375702-002 REFUND	178.00	100-55131-253-000	SENIOR: PROMOTIONAL MATE

Invoice Date	Merchant	Description	Amount	GL Account	Invoice GL Account Title
11/07/2016	GORDMANS INC. STORE# 1	SC-CAREGIVERS GIFT BASKET	39.85	100-55131-253-000	SENIOR: PROMOTIONAL MATE
11/07/2016	SHELL OIL 57445752207	POOL LEAGUE SUPPLIES-SNACKS	11.87	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	SUBWAY 00272740	SC SUPPLIES	33.76	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	PICK N SAVE 00063529	SNACKS-SC SUPPLIES	16.96	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	APL* ITUNES.COM/BILL	#182139361204-ITUNES	14.65	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	GORDMANS INC. STORE# 1	ACCRD. BOOK-SC SUPPLIES	20.99	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	#110-3859133-5361812	39.75	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	WAL-MART #1471	10X10 PANEL-SC CRAFT SUPPLIES	20.97	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	AMAZON MKTPLACE PMTS	#110-1888082-2725848 LABELS SC	19.52	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	OFFICE OUTFITTERS	#0375337-001 SHEET PRTR	13.79	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	OFFICEMAX/OFFICEDEPOT6	SC SUPPLIES-WATER, MEMO, BIND	19.65	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	APL* ITUNES.COM/BILL	ITUNES SC#194139934663	2.41	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	APL* ITUNES.COM/BILL	ITUNES - SC#194139934622	6.49	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	WM SUPERCENTER #1982	SC-HALLOWEEN SUPPLIES	20.84	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	FESTIVAL FOODS	SC SNACKS-POOL LEAGUE/SHEEPS	22.13	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	WAL-MART #1982	SC-SUPPLIES	58.74	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	LITTLE CAESARS 1428 00	SC-SPEAKER LUNCH/LEARN	37.72	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	APL* ITUNES.COM/BILL	SC-ITUNES MUSIC	8.74	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	WM SUPERCENTER #2958	SC CRAFT SUPPLIES	11.08	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	PICK N SAVE 00063529	SC-POOL LEAGUE SNACKS	12.99	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	PIGGLY WIGGLY #311	SC-SHEEPSHEAD /LUNCH & LRN	24.75	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	MICHAELS STORES 8783	SC-CRAFT SUPPLIES	50.33	100-55131-301-000	SR CITIZENS: SUPPLIES
11/07/2016	OFFICE OUTFITTERS	#0375535-001-CRAFT SHOW POSTE	34.29	210-55131-260-100	SR CITIZENS: CRAFT SHOW
11/07/2016	OFFICE OUTFITTERS	#0375545-001 DEER WID POSTCARD	112.50	210-55131-260-110	SR CITIZENS DONATION: SUPP
11/07/2016	SUBWAY 00056903	UNITED WAY VOLUNTEER LUNCH	120.27	210-55131-260-110	SR CITIZENS DONATION: SUPP
11/07/2016	USPS 56593009732512709	SC-POSTAGE-POST CARDS-CRAFT	163.20	210-55131-260-100	SR CITIZENS: CRAFT SHOW
11/07/2016	WM SUPERCENTER #1982	SC-CRAFT SHOW CONCESSIONS	142.05	210-55131-260-100	SR CITIZENS: CRAFT SHOW
11/07/2016	WM SUPERCENTER #1982	SC-CRAFT SHOW CONCESSIONS	129.85	210-55131-260-100	SR CITIZENS: CRAFT SHOW
Total 112016-SREYB:			1,832.51		
112016-SSTIE					
11/07/2016	ARBYS 8303	ELECTION SUPPLIES	166.57	100-51412-301-000	ELECTIONS: SUPPLIES
11/07/2016	LITTLE FAT GRETCHENS	ELECTION SUPPLIES	46.00	100-51412-301-000	ELECTIONS: SUPPLIES
Total 112016-SSTIE:			212.57		
Total 2016103:			95,763.46		
Grand Totals:			95,763.46		

Dated: _____

Mayor: _____

Finance Director/

City Treasurer: _____

Invoice Date	Invoice Number	Description	GL Account and Title	Invoice Amount
ACC PLANNED SERVICE INC				
11/16/2016	17599	PARK & REC REPAIRS	100-55216-248-000 REC BLDG: AIR SY	1,535.37
Total ACC PLANNED SERVICE INC:				1,535.37
BIRCHARD COMPANY				
11/02/2016	1188	DRIVE UP BOOK DROP REPLACEMENT	251-55115-320-000 LIBRARY: BUILDIN	4,982.00
Total BIRCHARD COMPANY:				4,982.00
COMMAND CENTRAL				
11/01/2016	21449	2017 ELECTION HDW MAINT. AGMNT. 3 EDG	100-51412-207-000 ELECTIONS: MAIN	1,110.00
Total COMMAND CENTRAL:				1,110.00
DASH MEDICAL GLOVES				
10/26/2016	1022776	EXAM GLOVES	100-52112-301-000 POL PATROL: SUP	193.70
Total DASH MEDICAL GLOVES:				193.70
DIVERSIFIED BENEFIT SERVICES				
11/16/2016	231576	FSA ADMIN FEES	100-51512-235-000 HR DEPT: FEES	72.33
Total DIVERSIFIED BENEFIT SERVICES :				72.33
GRACEFFA, MARIO				
10/25/2016	16288	TRAINING REIMBURSEMENT	100-52112-111-000 POL PATROL: MEA	27.86
Total GRACEFFA, MARIO:				27.86
GRANT CANYON OUTFITTER, LLC				
10/26/2016	16291	MEDICAL SUPPLIES FOR TACTICAL GEAR	210-52112-235-110 POLICE: DONATIO	1,560.00
Total GRANT CANYON OUTFITTER, LLC:				1,560.00
H&S PROTECTION SYSTEMS, INC.				
11/01/2016	53985	FIRE ALARM & ELEVATOR MONITORING	100-51714-243-000 POLICE STATION:	674.49
Total H&S PROTECTION SYSTEMS, INC.:				674.49
K SINGH & ASSOCIATES INC				
03/31/2016	44890316	LANDFILL GROUNDWATER SAMPLING	100-54771-299-000 RECYC/COMPOST	670.00
09/30/2016	44890916	LANDFILL GROUNDWATER SAMPLING	100-54771-299-000 RECYC/COMPOST	670.00
Total K SINGH & ASSOCIATES INC:				1,340.00
KASZA, KATHY				
11/29/2016	NOV2016	MILEAGE REIMB-CIVIC TRAINING	610-93000-202-000 MISC GEN EXP: T	116.64
Total KASZA, KATHY:				116.64
LACROSSE POLICE DEPARTMENET				
10/24/2016	7322	RETURNING OF EVIDENCE TO WPD	100-52112-225-000 POL PATROL: INVE	14.07
Total LACROSSE POLICE DEPARTMENET:				14.07
LIBRARY REFUNDS				
11/14/2016	PB112116	TUITION FOR LEADERSHIP-WAUPACA COU	251-55115-201-000 LIBRARY: TRAVEL	187.50

Invoice Date	Invoice Number	Description	GL Account and Title	Invoice Amount
Total LIBRARY REFUNDS:				187.50
ONLINE REFUNDS				
11/16/2016	99900170900	REFUND ACCT CREDIT BALANCE	001-10009-000-000 UTILITY CASH CLE	14.00
11/09/2016	99900171600	REFUND ACCT CREDIT BALANCE	001-10009-000-000 UTILITY CASH CLE	17.50
Total ONLINE REFUNDS:				31.50
OUTAGAMIE WAUPACA LIBRARY				
07/31/2016	2445	BARCODE LABELS	251-55115-301-000 LIBRARY: SUPPLIE	79.38
Total OUTAGAMIE WAUPACA LIBRARY:				79.38
PLANE GUYS AVIATION LLC				
12/01/2016	DEC2016	MONTHLY AIRPORT MANAGER FEES	220-53510-211-000 AIRPORT: CONTRA	6,383.90
Total PLANE GUYS AVIATION LLC:				6,383.90
PRO CLEAN WINDOW SERVICE				
11/28/2016	112816	AIRPORT WINDOW CLEANING	220-53510-208-000 AIRPORT: MAINT O	42.00
Total PRO CLEAN WINDOW SERVICE:				42.00
RED THE UNIFORM TAYLOR				
11/01/2016	B202389	MOURNING BANDS	100-52112-301-000 POL PATROL: SUP	30.00
Total RED THE UNIFORM TAYLOR:				30.00
SCHMIDT BOAT LIFTS & DOCKS				
11/21/2016	T8362	BOWESOX PIER	400-75411-295-000 C/O PARKS:SOUT	28,494.00
11/21/2016	T8363	SHADOW LAKE PIER	400-75411-290-000 C/O PARKS:SOUT	10,401.30
Total SCHMIDT BOAT LIFTS & DOCKS:				38,895.30
STRATEGIC INSIGHTS INC.				
10/25/2016	16PLAN-IT-204	CAPTIAL PLANNING SOFTWARE LICENSE	100-51551-286-000 FINANCE: SOFTW	337.50
10/25/2016	16PLAN-IT-204	CAPTIAL PLANNING SOFTWARE LICENSE	610-90300-286-000 R&C: SOFTWARE	337.50
10/25/2016	16PLAN-IT-204	CAPTIAL PLANNING SOFTWARE LICENSE	620-82710-286-000 ACTG & COLL: SO	337.50
Total STRATEGIC INSIGHTS INC.:				1,012.50
THE UNIFORM SHOPPE OF GREEN BAY				
11/09/2016	260660	UNIFORM-WASRUD	100-52112-112-000 POL PATROL: UNIF	454.00
Total THE UNIFORM SHOPPE OF GREEN BAY:				454.00
THEDACARE				
10/31/2016	14089	OWI BLOOD DRAWS	100-52112-225-000 POL PATROL: INVE	127.50
Total THEDACARE:				127.50
VONBRIESEN & ROPER, S.C.				
11/10/2016	223695	LEGAL SERVICE-SPECIAL ASSESSMENTS	100-51611-210-000 CITY ATTORNEY: P	1,633.35
11/10/2016	223695	TIF #8 DSBS-LEGAL REVIEW	408-51478-210-000 TIF 8: PROF SERVI	870.00
11/10/2016	223695	TIF #3 ALLIANCE-LEGAL REVIEW	403-23160-102-000 PRE-DEV AGREE	3,540.00
11/10/2016	223695	TIF #4 LITTLE WOLF-LEGAL REVIEW	404-23160-101-000 PRE-DEV AGREE	1,836.00
11/10/2016	223695	TIF #4 RUSS YOUNG-LEGAL REVIEW	404-51440-210-000 TIF 4: PROFESSIO	132.00

Invoice Date	Invoice Number	Description	GL Account and Title	Invoice Amount
11/10/2016	223695	TIF #8 CAP SERVICES-LEGAL REVIEW	408-51478-210-000 TIF 8: PROF SERVI	924.00
Total VONBRIESEN & ROPER, S.C.:				8,935.35
W J DORAN CO., INC				
11/03/2016	110316-PARKS	PLUMBING PARTS-PARKS	100-55411-301-000 PARKS: SUPPLIES	7.64
Total W J DORAN CO., INC:				7.64
W MUCH CONSTRUCTION INC				
11/10/2016	6558	ROOF REPAIR	100-51714-208-000 POLICE STATION:	1,946.00
Total W MUCH CONSTRUCTION INC:				1,946.00
WATER UTILITY REFUNDS				
11/01/2016	8022903	CREDIT BALANCE REFUND	001-10009-000-000 UTILITY CASH CLE	43.65
Total WATER UTILITY REFUNDS:				43.65
WI DEPT OF AGRICULTURE				
11/16/2016	20-202645	SEED LIBRARY LICENSE	100-55111-254-000 LIBRARY: PROGRA	25.00
Total WI DEPT OF AGRICULTURE:				25.00
Grand Totals:				69,827.68

Dated: _____

Mayor: _____

Finance Director/
City Treasurer: _____

**CITY OF WAUPACA
WAUPACA AREA PUBLIC LIBRARY BOARD**

**REGULAR MEETING
LIBRARY CONFERENCE ROOM**

**TUESDAY, OCTOBER 11, 2016
5:00 P.M.**

1. ROLL CALL

Present: Library Board Members Holly Olsen, President, Ald. Lori Chesnut, (arrived at 5:02 p.m.), John Ryan, Mary Trice, Julie Eiden, Joe McClone (left at 6:00 p.m.) and Joe McCausland, Youth Representative

Absent: Glenda Rhodes and Mary Zimmerman, (both excused)

Also Present: Peg Burington, Library Director and Dominic Frandrup, Assistant Library Director

2. APPROVAL OF AGENDA

Ms. Olsen asked for a motion to approve the agenda with the addition in No. 10, New Business to look at a meeting date change.

MOVED by Ms. Eiden, **SECONDED** by Mr. Ryan to **APPROVE** the Agenda as amended with addition of meeting date change in No. 10, New Business. 6 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

OPEN MEETING LAW STATEMENT

Holly Olsen stated that this meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

3. APPROVAL OF MINUTES FROM MEETING HELD TUESDAY, SEPTEMBER 13, 2016

MOVED by Ms. Eiden, **SECONDED** by Ms. Trice to **APPROVE** the September 2016 minutes as printed. 6 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

Ald. Lori Chesnut arrived at 5:02 p.m.

4. MONTHLY BILLS FOR SEPTEMBER 2016

The monthly bills report was distributed.

- a. **Approve September 2016 bills (to be distributed) included online Personnel \$46,088.40, Total \$58,677.45)**

There was general discussion regarding personnel costs.

MOVED by Ms. Eiden, **SECONDED** by Ms. Trice to **APPROVE** the September 2016 bills. **ON THE CALL OF THE ROLL** Mr. McClone, Mr. Ryan, Ms. Trice, Ms. Eiden, Mr. McCausland, Ald. Chesnut, and Ms. Olsen voted aye, 0 nays and 2 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

5. LIBRARY EXHIBIT ROOM

A. Chart of Visits

B. Exhibit Room Coordinator's Report

Ms. Behrendt said there were 716 visitors for the exhibit "Healthy You" in September. Attendance for the exhibit was just over 2,000.

She said the "World of Jan Brett" opened last Monday night and invited everyone to visit the exhibit. The Winchester Academy advertised the reception for the exhibit and approximately 40 people attended the reception. She said the exhibit includes more than 60 of her original illustrations from 11 of her books.

Ms. Behrendt said they had partnered with the Waupaca School District and Foundations for Living on a Mitten Tree in the exhibit. New or gently used mittens for both adults (to Foundations for Living) and children (to the school), that can then be placed on the tree during the run of the exhibit. This goes along with one of her most famous books, "The Mitten."

There are two remaining programs for the run of "The World of Jan Brett." On Saturday, November 12th, we will host a Smitten MakerSpace with the adult department where patrons can make mittens out of old sweaters. The event will take place from 10:00 a.m. to 1:00 p.m. in the lower-level meeting rooms.

Jan Brett will visit Waupaca on Sunday, December 4th at 5:00 p.m. at the Waupaca Middle School auditorium. She will then sign books for two hours after her program. Ms. Behrendt said school groups are touring the exhibit. Groups are split into story time while the other group tours the exhibit with a scavenger hunt.

Ms. Behrendt said as of January, she will no longer be working as the Exhibit Room Coordinator. She thanked the Board for all of their support and is happy to help the next coordinator with the transition.

Ms. Olsen thanked Ms. Behrendt for the amazing job she has done for the library.

2016 Schedule

- October 3-December 24: The World of Jan Brett (traveling exhibit)

2017 Schedule

- January 9-February 18 –Pieceful Hands Quilt Guild
- February 27-April 8—Youth Art Month
- April 17-May 27 – The Peeps Show
- August 14-September 23—Great Lakes, Small Streams (travelling exhibit from the Wisconsin Historical Society with Waupaca Historical Society photographs included)
- October 2-November 11—Waupaca Senior Center art show with Marie App
- November 20–December 30—Photography entry exhibit

The report is included in the packet.

There was general discussion regarding a job description for the Exhibit Room Coordinator, a hiring committee and job posting.

6. LIBRARY STATISTICS FOR SEPTEMBER 2016

A. Fine Income, Copy Income and Meeting Room Income Reports

- Fine Income: \$932.04 in fines (also includes e-commerce)
- Copy Income: \$388.61
- Meeting Room Income: \$106.50

B. Volunteer Hours, Reference Transactions, Library Visits and Internet Use

- Volunteer Hours: 71.75 hours
- Reference Transactions: 1,055 reference transactions
- Library Visits: 10,720 library visits
- Internet Use: 1,408 (wireless)
- Internet Use: 1,860 (stations)

C. Interloan Chart

There was general discussion regarding whether or not being the last van stop has made a difference in the items loaned and borrowed ratios.

D. Circulation Chart with Municipality Statistics

Total Circulation is at 19,705.

Ms. Burington said she is not sure why the circulation numbers are down from last year and plans to investigate the issue.

There was general discussion regarding the cost per circulation formula.

7. DEPARTMENT REPORTS SEPTEMBER 2016

A. Director's Report:

a. Action item: Decision on exempt employees and the new rules for exemption

Ms. Burington's report is included in the packet.

Action item: Decision on exempt or non-exempt status for Youth Services Librarian.

Ms. Burington briefly reviewed the decisions the board will need to make regarding the "New Rules for Exemption" that will go into effect on December 1, 2016 for the Youth Services Librarian and the Teen Librarian. She said the "Rules for Exemption" are very explicit regarding how much money the person has to earn in order to be exempt.

- Youth Services Librarian = Increase of \$1.13 per hour

Other rules include,

- Is this a person that supervises a department?
- Does this person supervise one or more full-time staff members?

Ms. Burington said the difference between keeping the Youth Services Librarian exempt or non-exempt is approximately \$160.00 per year based on an expected 2% wage increase and expected overtime. Ms. Burington recommends keeping this position at an exempt status.

MOVED by Ms. Eiden, **SECONDED** by Mr. McClone to **KEEP** the Youth Services Librarian at an exempt status. **ON THE CALL OF THE ROLL** Mr. McClone, Mr. Ryan, Ms. Trice, Ms. Eiden, Mr. McCausland, Ald. Chesnut, and Ms. Olsen voted aye, 0 nays and 2 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

Ms. Burington said the exemption rules go into effect December 1, 2016 with a \$1.13 per hour raise for the Youth Services Librarian.

Action item: Decision on exempt or non-exempt status for Teen Librarian.

Ms. Burington said as far as the exemption rules apply to the status for Teen Librarian she is the head of a teen department which is under the Youth Services umbrella, she does supervise teen employees. None of the teen employees are full-time and her current hourly wage would need to be increased by \$4.79 per hour.

Ms. Burington recommends the Teen Librarian status be non-exempt. The Teen Librarian will be paid overtime for working any overtime hours or could take comp time and will receive any raise approved by the Library Board at the beginning of the year.

MOVED by Ms. Eiden, **SECONDED** by Mr. Ryan to **CHANGE** the Teen Librarian to non-exempt status. **ON THE CALL OF THE ROLL** Mr. McClone, Mr. Ryan, Ms. Trice, Ms. Eiden, Mr. McCausland, Ald. Chesnut, and Ms. Olsen voted aye, 0 nays and 2 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

b. Action item: Decision on wage adjustment for ILL Librarian with added duties as adult program coordinator

Ms. Burington said she has asked Ms. Patsy Servey, ILL Librarian to take on the duties of the Adult Program Coordinator. Other full time staff schedules have been rearranged so Ms. Servey will not have an increase in hours. There is an increase in responsibility.

Ms. Burington recommends that Ms. Servey receive a \$1.00 per hour raise to start in January 2017 and a job description change for the ILL Librarian. Ms. Servey will remain at a level 7.

There was general discussion regarding the adult committee.

Ms. Burington said the committee was disbanded.

MOVED by Ms. Eiden, **SECONDED** by Mr. Ryan to **INCREASE** the ILL Librarian wage and responsibility job description to reflect hew new position and job responsibilities as of January 1, 2017. **ON THE CALL OF THE ROLL** Mr. McClone, Mr. Ryan, Ms. Trice, Ms. Eiden, Mr. McCausland, Ald. Chesnut, and Ms. Olsen voted aye, 0 nays and 2 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

c. Action item: Decision on patron qualifications for sending to collection agency

Ms. Burington said OWLS asked them to have some kind of qualification for an account to move into collection.

There was general discussion regarding the qualifications to send an account into collection. The Collection agency will take on any accounts that have at least one billed item and owe more than \$50 (overdue fees included).

Ms. Burington recommends that an account be sent into collection for billed items of \$50 or more.

There will be a \$10 fee for collection.

MOVED by Ms. Eiden, **SECONDED** by Ms. Trice to **APPROVE** billed materials of \$50 or more to be sent to collections. **ON THE CALL OF THE ROLL** Mr. Ryan, Ms. Trice, Ms. Eiden, Mr.

McCausland, Ald. Chesnut, and Ms. Olsen voted aye, Mr. McClone voted nays and 2 absent.

MOTION CARRIED ON A ROLL CALL VOTE.

B. Assistant Director's Report:

Mr. Frandrup's report is included in the packet.

Mr. Frandrup said the Windows 10 Anniversary update caused some disruption for staff for a couple days but everything is fine now. He said the new service desk is done and ready to go with the exception of floor covering on the left side. The desk will be staffed as soon as the floor covering is installed.

The City is moving to a key fob security system. There was general discussion regarding how the system works.

C. Children's Department Report:

Ms. Abrahamson's report is included in the packet.

Ms. Burington briefly reviewed the pilot program and encouraged board members to register at www.waupacalibrary.readsquared.com.

8. COMMITTEE REPORTS

A. Library Finance Committee

- a. No meeting

Ms. Burington set a meeting for a Special Board meeting on October 25, 2016 at 4:30 p.m. for budget approval.

B. Library Planning Committee

- a. No meeting

C. Library Policy Committee

- a. No meeting

D. Library Personnel Committee

- a. No meeting

9. OLD BUSINESS

A. Library Budget 2017 (documents to be distributed)

Ms. Burington reviewed the 2017 Library Budget which was distributed and is available online. She reviewed revenue changes, increases in expenses, possible new revenue, possible adjustments for the board and possible service level cuts for discussion and decision by the Library Board members.

Ms. Burington created a spreadsheet to enable the board to work with the budget numbers to set goals and line items during the meeting.

CITY OF WAUPACA ANNUAL BUDGET REQUEST

EXPENDITURE REQUEST INCREASE/DECREASE DETAIL INFORMATION

ACCOUNT NUMBER	ACCOUNT TITLE AND EXPLANATION OF REQUEST	BUDGET REQUEST
	<u>NO IMPACT TO BUDGET</u>	
NEW REVENUE ACCOUNT	COLLECTION AGENCY REVENUE – WILL BE OFFSET WITH A CORRESPONDING FEE	200
NEW ACCOUNT LINE ITEM	COLLECTION AGENCY FEES – WILL BE OFFSET WITH A CORRESPONDING REVENUE	200
NEW REVENUE ACCOUNT	OWLS CREDIT FOR SERVING PORTAGE COUNTY RESIDENTS – OFFSET WITH DIFFERENCE IN OWLS MEMBERSHIP FEES	2,295
251-55115-218-000	OWLS MEMBERSHIP – SEPERATING OUT THE CREDIT FOR SERVING PORTAGE COUNTY RESIDENTS (\$2295) WILL INCREASE THE BILLED AMOUNT FOR SERVICES BUT WILL NOT HAVE AN IMPACT ON THE BUDGET (TOTAL BUDGET REQUEST = \$ 27,770	2,295
	<u>REVENUE CHANGES</u>	
251-43720-000-000	WAUPACA COUNTY FUNDING - CIRCULATION DECREASES AND COST PER CIRCUALTION DIRECTLY AFFECT COUNTY FUNDING <u>2016 = 368,485 2017 = 353,434</u>	-15,051
251-43725-000-000	WAUSHARA COUNTY FUNDING - CIRCULATION DECREASES AND COST PER CIRCUALTION DIRECTLY AFFECT COUNTY FUNDING <u>2016 = 18,676 2017 = 16,597</u>	-2,079
		-17,130
	<u>INCREASED COST</u>	
251-55115-207-000	MAINTENANCE OF EQUIPMENT – NEW TECHNOLOGY (RFID) GATES AND SELF CHECK REQUIRE MAINTENANCE AGREEMENTS – NEED TO ADD \$5,000 TO LINE ITEM	+5,000
251-55135-290-510	AV MATERIALS – ELECTRONIC BOOKS – INCREASED SHARE FOR WISCONSIN DIGITAL LIBRARY	+689
251-55112-104-000	PART TIME WAGES – INCREASED RESPONSIBILITY FOR ILL LIBRARIAN TO INCLUDE ADULT PROGRAMMING DUTIES - \$1.00 RAISE PER HOUR – DECISION NEEDED	+1,365

	<u>INCREASED COST + DECREASE IN REVENUE</u>	-24,184
	<u>POSSIBLE NEW REVENUE</u>	
NEW REVENUE ACCOUNT	YOUTH LIAISON FUNDS – STATE FUNDED	+3,500
251-48215-000-000	MEETING ROOMS – REVENUE IN EXCESS OF PROJECTIONS FOR YEAR 2016 WARRANT AN INCREASE	+400
251-46710-000-000	COPY INCOME – INCREASED REVENUE WITH PATRONS UTILIZING COLOR COPIES AT A LOWER FEE	+200
	<u>POSSIBLE ADJUSTMENTS</u>	
251-55112-110-000	<u>PAID TIME OFF</u> - DECREASE THE BUDGET FOR PTO (PAID TIME OFF) FROM \$3,000 TO \$2,000. ONLY PART TIME EMPLOYEES WHO WERE HIRED BEFORE 2010 AND ARE WORKING MORE THAN AN AVERAGE OF 20 HOURS PER WEEK ARE ELIGIBLE FOR THIS BENEFIT. DUE TO RETIREMENTS WE ONLY HAVE TWO EMPLOYEES WHO ARE ELIGIBLE. THE DECREASE IN PART TIME HOURS PAID OUT WILL ALSO AFFECT THE AMOUNT BUDGETED FOR SOCIAL SECURITY AND PT RETIREMENT.	-1,000
251-55112-104-000	<u>PART TIME WAGES</u> – ELIMINATE SHIFTS ASSOCIATED WITH DELIVERY (UNPACKING, REPACKING TUBS, SORTING HOLDS, CASING AND SHLEIVING HOLDS) DESK STAFF IN ALL DEPARTMENTS WILL TAKE ON THESE DUTIES	-5,000
251-55111-125-000	<u>HEALTH INSURANCE DECUCTIBLE</u> – IN 2015 UTILIZATION OF THESE FUNDS WERE AT \$6,300 OF A \$10,000 BUDGET LINE ITEM – THERE IS A RISK THAT UTILIZATION COULD INCREASE	-1,000
LIBRARY MATERIALS	PRINT AND AV MATERIALS - SINCE OUR CIRCULATION IS DECREASING, STRATEGIC COLLECTION DEVELOPMENT STRATEGIES MAY ALLOW FOR SMALLER BUDGETS AND FEWER ITEMS PURCHASED. STAFF HAVE WORKED ON A PLAN THAT MAY BE PALATABLE. SUGGESTED CUTS: PRINT MATERIALS -\$6,070 & AV MATERIALS -\$2,500	-8,750
251-55115-201-000	TRAVEL & TRAINING - TRAVEL AND TRAINING BUDGETS ARE UTILIZED TO KEEP OUR PROFESSIONAL STAFF UP TO DATE AND TO KEEP THE DIRECTOR CERTIFIED. THIS LINE ITEM ALSO FUNDS LEARNING FOR PART TIME STAFF AS NEEDED. A DECREASE IN THIS BUDGET MAY MEAN THAT STAFF MAY HAVE TO FUND TRAINING OUT OF POCKET. THERE ARE STILL SCHOLARSHIPS THAT MAY BE APPLIED FOR AND SAVINGS REALIZED BY ROOMING WITH ANOTHER PROFESSIONAL.	-1,000
251-55115-211-000	COPIER SERVICES – EXPECTED SAVINGS WITH NEW MACHINES AND CONTRACTS	-1,000
251-55115-301-000	SUPPLIES - AS WE WIND DOWN OUR RFID TAGGING PROJECT, WE MAY REALIZE A DECREASED NEED FOR	-2,000

	PROCESSING SUPPLIES. A CUT OF \$2,000 IN THE SUPPLIES LINE ITEM MAY BE REASONABLE.	
	POSSIBLE SERVICE LEVEL CUTS IT IS DIFFICULT TO RETAIN SERVICE LEVELS WHEN BUDGETS REMAIN STATIC OR DECREASE. SUGGESTED SERVICE LEVEL CUTS:	
251-55112-104-000	PART TIME WAGES – ELIMINATE PAGE HOURS IN THE LOWER LEVEL ON SATURDAYS – LEAVES YOUTH SERVICES STAFF WITH NO BACKUP AND WILSL INCREASE WORK LOAD OF SHELVERS ON OTHER DAYS	-1,392
251-55112-104-000	PART TIME HOURS – CLOSE ONE EVENING PER WEEK 2 HOURS EARLIER – MAY AFFECT USE OF MEETING ROOMS AND PROGRAM OFFERINGS	-4,500
251-55112-104-000	PART TIME HOURS - CHANGE SERVICE HOURS FROM 10 AM TO 6 PM ON WEDNESDAY, THURSDAY & FRIDAY	-9,000
	USE FUND BALANCE ??	UNKNOWN

Please provide as detailed information as possible. Include information regarding quantities, uses, brief justification, etc. If there is an increase, please include justification for increase on sheet, or footnote onto other sheet.

Waupaca Area Public Library		2016 BUDGET	2017 COST INCREASES	2% RAISE
PERSONNEL				
	LIBRARY: FULL TIME PERSONNEL	\$ 428,058.00		\$ 8,556
	LIBRARY: PART TIME PERSONNEL	\$ 171,918.00	\$ 1,365	\$ 2,496
TOTAL PERSONNEL	TOTALS	\$ 599,976.00	\$ 1,365	\$ 11,052
OPERATIONS				
	LIBRARY: TRAINING	\$ 6,000.00		
	LIBRARY: MEMBERSHIP & DUES	\$ 1,700.00		
	LIBRARY: INSURANCE & BONDING	\$ 1,200.00		
	LIBRARY: OWLS MEMBERSHIP	\$ 25,475.00		
	LIBRARY: CONTRACTS COLLECTION AGENCY			
	LIBRARY: MOVIE LICENSE	\$ 385.00		
	LIBRARY: COPIER RENTS & LEASES	\$ 5,500.00		
	LIBRARY: MAINTENANCE EQUIPMENT	\$ 2,100.00	\$ 5,000	
	LIBRARY: POSTAGE	\$ 3,000.00		
	LIBRARY: PROMOTIONAL MATERIALS	\$ 680.00		
	LIBRARY: TECHNOLOGY & COMPUTERS	\$ 13,110.00		
	LIBRARY: SUPPLIES	\$ 12,236.00		
	LIBRARY: PROGRAMS	\$ 5,500.00		
	LIBRARY: PRINT MATERIALS	\$ 62,268.00		
	LIBRARY: ELECTRONIC RESOURCES & EBOOKS	\$ 3,200.00	\$ 689	
	LIBRARY: AUDIO VISUAL	\$ 18,785.00		
	TOTAL OPERATIONS	\$ 197,639.00	\$ 5,689.00	
	TOTAL BUDGET	\$ 797,615.00	\$ 7,054.00	\$ 808,667

Mr. McClone left the meeting at 6:00 p.m.

Ms. Burington noted that the final number is \$791,537 for the total budget which includes the increased necessary costs and budget cuts. She briefly reviewed the direction from Mayor Smith and City Council regarding budgets.

There was general discussion regarding the raises and the need for a Special Board meeting to have a final review of the 2017 Library Budget.

MOVED by Ms. Olsen, **SECONDED** by Ald. Chesnut to **APPROVE** of the new Library Budget for 2017 of \$791,537 including the 2% raise and line item adjustments. **ON THE CALL OF THE ROLL** Mr. Ryan, Ms. Trice, Ms. Eiden, Mr. McCausland, Ald. Chesnut, and Ms. Olsen voted aye, 0 nays and 3 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

10. NEW BUSINESS

A. Incident Report

Ms. Burington said a claim has been submitted for the damaged book drop. There is a deductible of \$500 that will be paid for out of maintenance of equipment if needed. She asked Mr. Justin Berrens to consider moving the book drop into the island instead of at the end of the driveway. She mentioned some possible changes to other book drops for the library.

- Consider lowering the book drop that is located on the building which is not handicap accessible.
- Add an indoor book drop to replace the return cart.

B. 2017 Calendar

Ms. Burington briefly reviewed the 2017 Library calendar which is included in the packet.

January 2 – library closed for New Years

April 14 – library closed half day for Good Friday

May 27 & 29 – Library closed for Memorial Day

July 4 – Library closed for Independence Day

August 19 – Library closed for Arts on the Square

November 23 & 24 – Library closed for Thanksgiving**

December 30 – Library closed for New Year's Eve

January 13 – proposed staff training library closed

April 15 – library closed for Easter

June 17 – Library closed for Strawberry Fest

August 18 - proposed staff training library closed

September 2 & 4 – Library closed for Labor Day

December 23 & 25 – Library closed for Christmas Holiday

January 1, 2018 – Library closed for New Years

**Staff will make recommendation to stay open or close on the Saturday after Thanksgiving based on this year

MOVED by Ms. Trice, **SECONDED** by Ms. Eiden to **APPROVE** the calendar as presented for 2017, November 25, 2017 may be closed based on the Saturday after Thanksgiving in 2016. 6 ayes, 0 nays, 3 absent. **MOTION CARRIED ON A VOICE VOTE.**

New item: New Library Board Meeting Date

There was general discussion regarding setting a new Library Board meeting date because of conflicts with the school board meeting for Ms. Eiden and preparation of bills for the board packet.

Ms. Eiden suggested the board meeting be moved to the third Wednesday or third Thursday of the month at 4:30 p.m.

There was general discussion to see if that would work for other board members and how soon the meeting change would take place.

MOVED by Ms. Eiden, **SECONDED** by Ms. Trice to **APPROVE** changing the Library Board meeting to the third Wednesday of the month at 4:30 p.m. The next meeting will be November 16 at 4:30 p.m. 6 ayes, 0 nays, 3 absent. **MOTION CARRIED ON A VOICE VOTE.**

11.ANNOUNCEMENTS & CORRESPONDENCE

- A. OWLS August Board Minutes**
- B. Thank you to Children's Department**

Informational.

- C. Next meeting is Wednesday, November 16, 2016 at 4:30 p.m.**

12.ADJOURNMENT

MOVED by Mr. Ryan, **SECONDED** by Ms. Trice to **ADJOURN** the Regular October 11, 2016 Library Board Meeting. 6 ayes, 0 nays, 3 absent. **MOTION CARRIED ON A VOICE VOTE.**

Meeting adjourned at 6:45 p.m.

Holly Olsen, President
Waupaca Area Public Library Board

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**CITY OF WAUPACA
WAUPACA AREA PUBLIC LIBRARY BOARD**

**SPECIAL MEETING
LIBRARY CONFERENCE ROOM**

**TUESDAY, OCTOBER 25, 2016
5:00 P.M.**

1. ROLL CALL

Present: Library Board Members Holly Olsen, President, Ald. Lori Chesnut, Glenda Rhodes, John Ryan, Mary Trice, Julie Eiden, Joe McClone and Mary Zimmerman

Absent: Joe McCausland, Youth Representative (excused)

Also Present: Peg Burington, Library Director and Dominic Frandrup, Assistant Library Director

2. APPROVAL OF AGENDA

MOVED by Ald. Chesnut, **SECONDED** by Ms. Zimmerman to **APPROVE** the Agenda as printed. 8 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

OPEN MEETING LAW STATEMENT

Holly Olsen stated that this meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

3. REVIEW AND DISCUSSION OF 2017 DRAFT LIBRARY BUDGET

Ms. Burington said since the last meeting, the Library Foundation met and agreed to pay for the security gates and maintenance agreements for the next five years which frees up funds. She said line item decisions from the October 11, 2016 Library Board meeting can be adjusted. She said with the delivery shifts that are being eliminated equals 780 hours per year of part-time staff that will no longer be needed and expects the savings to be more than \$4,000. She reminded the board that as a fund, the library retains any fund balance. She is reluctant to close one evening per week and wants to retain it if at all possible.

She reviewed the recommended changes to the 2017 draft budget that is included in the packet. (The line item decisions from the October 11, 2017 meeting are shown in violet in the draft budget below.)

Account Description	BUDGET		CHANGES BUDGET 2017	1.50% WAGE INCREASE
	BUDGET 2016	10.11.2016 2017		
GENERAL PROPERTY TAXES	351,454	351,454	\$ -	\$ 7,126
TAXES	351,454	351,454	\$ -	\$ 7,126
COUNTY AID: LIBRARY WAUSHARA CO	18,676	16,597	\$ (2,079)	
COUNTY AID: LIBRARY WAPACA CO	368,485	353,434	\$ (15,051)	
COUNTY AID: PORTAGE COUNTY (OWLS)		2,295	\$ 2,295	
STATE AID: YOUTH LIAISON		3,500	\$ 3,500	
INTERGOVERNMENTAL	387,161	375,826	\$ (11,335)	
FEES: LIBRARY COPIES	4,200	4,400	\$ 200	
FEES: LIBRARY POSTAGE	200	200	\$ -	
FEES: LIBRARY OVERDUE FEES	13,000	13,000	\$ -	
FEES: COLLECTION AGENCY		200	\$ 200	
FEES: LIBRARY MATERIAL REPLACE	500	3,200	\$ 2,700	
PUBLIC CHARGES FOR SERVICE	17,400	21,000	\$ 3,600	
RENT: MEETING ROOMS	700	1,000	\$ 300	
SALES: SALE OF PROPERTY/EQUIP	1,874	1,000	\$ (874)	
DONATIONS: LIBRARY	40,400	40,000	\$ (400)	
TOTAL FEES	42,974	42,000	\$ (974)	
LIBRARY FUND REVENUES	798,989	790,280	\$ (8,709)	
PERSONNEL				
LIBRARY: FULL TIME WAGES & BENEFITS	434,660	437,103	\$ 2,443	
LIBRARY: PART-TIME WAGES & BENEFITS	170,190	162,090	\$ (8,100)	
PERSONNEL TOTAL	604,850	599,193	\$ (5,657)	\$ 7,126
OPERATIONS				
LIBRARY: TRAVEL & TRAINING	6,000	6,000	\$ -	
LIBRARY: MAINT OF EQUIP	2,100	7,100	\$ 5,000	
LIBRARY: INS & BONDING	1,200	1,200	\$ -	
LIBRARY: COPY SERVICES	5,500	4,500	\$ (500)	
LIBRARY: POSTAGE	3,000	3,000	\$ -	
LIBRARY: MEMBERSHIP & DUES	1,700	1,700	\$ -	
LIBRARY: OWLS MEMBERSHIP	25,475	27,770	\$ 2,295	
LIBRARY: PROMOTIONAL MATERIALS	680	680	\$ -	
LIBRARY: COMPUTER PARTS	13,110	13,110	\$ -	
LIBRARY: SUPPLIES	12,236	11,236	\$ (1,000)	
OPERATIONS TOTAL	71,001	76,296	\$ 5,795	
PROGRAMS				

Account Description	BUDGET 2016	BUDGET 2,017	CHANGE TO BUDGET	
LIBRARY: PROGRAMS - ADULT	1,500	1,500	\$ -	
LIBRARY: PROGRAMS - CHILDREN'S	3,000	3,000	\$ -	
LIBRARY: PROGRAMS - TEEN	1,000	1,000	\$ -	
PROGRAMS TOTAL	5,500	5,500	\$ -	
PRINT MATERIALS				
LIBRARY: BOOKS - ADULT	24,543	21,763	\$ (2,780)	
LIBRARY: BOOKS - ADULT LG PRNT	4,715	4,500	\$ (215)	
LIBRARY: BOOKS - CHILDRENS	22,560	20,500	\$ (2,060)	
LIBRARY: BOOKS - TEEN	4,750	4,150	\$ (600)	
LIBRARY: BOOKS - MAG & NEWSPAP	5,700	5,200	\$ (500)	
PRINT MATERIALS TOTAL	62,268	56,113	\$ (6,155)	
LIBRARY: A/V - ADULT MOVIES	4,970	4,200	\$ (770)	
LIBRARY: A/V - ADULT AUDIO BKS	3,500	2,800	\$ (700)	
LIBRARY: A/V - ADULT MUSIC	2,400	1,140	\$ (1,260)	
LIBRARY: A/V - CHILDRENS MOVIE	3,100	3,000	\$ (100)	
LIBRARY: A/V - CHILD AUDIO BKS	1,850	1,500	\$ (350)	
LIBRARY: A/V - CHILDRENS MUSIC	100	800	\$ 700	
LIBRARY: A/V - TEEN MOVIES	1,140	2,000	\$ 860	
LIBRARY: A/V - TEEN AUDIO BKS	925	800	\$ (125)	
LIBRARY: A/V - VIDEO GAMES	800	100	\$ (700)	
LIBRARY: A/V - E-BOOKS/E-RESRC	3,200	3,889	\$ 689	
AV TOTAL	21,985	20,229	\$ (1,756)	
TOTAL BUDGET	765,604	757,331	(8,273)	WITH 1.5 % WAGE INCREASE
				\$ 764,457

Ms. Burington said they would add \$4,500 back into Part-time Wages and Benefits and then adjust the line item, Maintenance of Equipment to \$2,100. She said the Library Foundation also agreed to fund the remainder of the RFID tags needed for media which is approximately \$6,000.

There was general discussion regarding donations and projected donations.

Ms. Burington said Council is looking at a single year raise of 1.5% for all employees. This wage increase would not continue into 2018.

There was general discussion regarding projections for funding from Waupaca County.

Ms. Burington said OWLS is recommending the cost per circulation be averaged over a 3 year period.

There was general discussion regarding the wage increase for 2017 and to stay consistent with the City for 2017.

There was general discussion regarding the City's health insurance plan and percentages the City and employees will pay for the health insurance plan.

MOVED by Ms. Eiden, **SECONDED** by Ms. Trice to **APPROVE** the 2017 Library Budget to not cut \$4,500 from the part-time line item so we will not close one open evening per week in 2017 and to stay consistent with the City Employee wage increase for 2017 of 1.5% or adjust this percentage to follow the City Council decision and the maintenance of equipment line item will be adjusted to \$2,100. **ON THE CALL OF THE ROLL** Mr. McClone, Ms. Rhodes, Ms. Trice, Ms. Eiden, Mr. Ryan, Ms. Zimmerman, Ald. Chesnut, and Ms. Olsen voted aye, 0 nays and 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

4. ADJOURNMENT

MOVED by Ms. Eiden, **SECONDED** by Mr. McClone to **ADJOURN** the Special October 25, 2016 Library Board Meeting. 8 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

Meeting adjourned at 5:03 p.m.

Holly Olsen, President
Waupaca Area Public Library Board

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October 2016 EXHIBIT ROOM VISITS

10/1/2016	Saturday	0
10/2/2016	Sunday	0
10/3/2016	Monday	132
10/4/2016	Tuesday	36
10/5/2016	Wednesday	107
10/6/2016	Thursday	55
10/7/2016	Friday	60
10/8/2016	Saturday	60
10/9/2016	Sunday	0
10/10/2016	Monday	111
10/11/2016	Tuesday	53
10/12/2016	Wednesday	86
10/13/2016	Thursday	44
10/14/2016	Friday	70
10/15/2016	Saturday	70
10/16/2016	Sunday	0
10/17/2016	Monday	29
10/18/2016	Tuesday	47
10/19/2016	Wednesday	77
10/20/2016	Thursday	46
10/21/2016	Friday	47
10/22/2016	Saturday	47
10/23/2016	Sunday	0
10/24/2016	Monday	49
10/25/2016	Tuesday	53
10/26/2016	Wednesday	112
10/27/2016	Thursday	48
10/28/2016	Friday	73
10/29/2016	Saturday	473
10/30/2016	Sunday	0
10/31/2016	Monday	296
TOTAL		2281

NOTE: Count is taken each morning as door is unlocked. The number on the counter is divided by 2. Two counts are subtracted for employee going in once in the morning to unlock/count and once in the afternoon to lock up.

"The World of Jan Brett" exhibit = 2,281
Total for "The World of Jan Brett" exhibit = 2,281

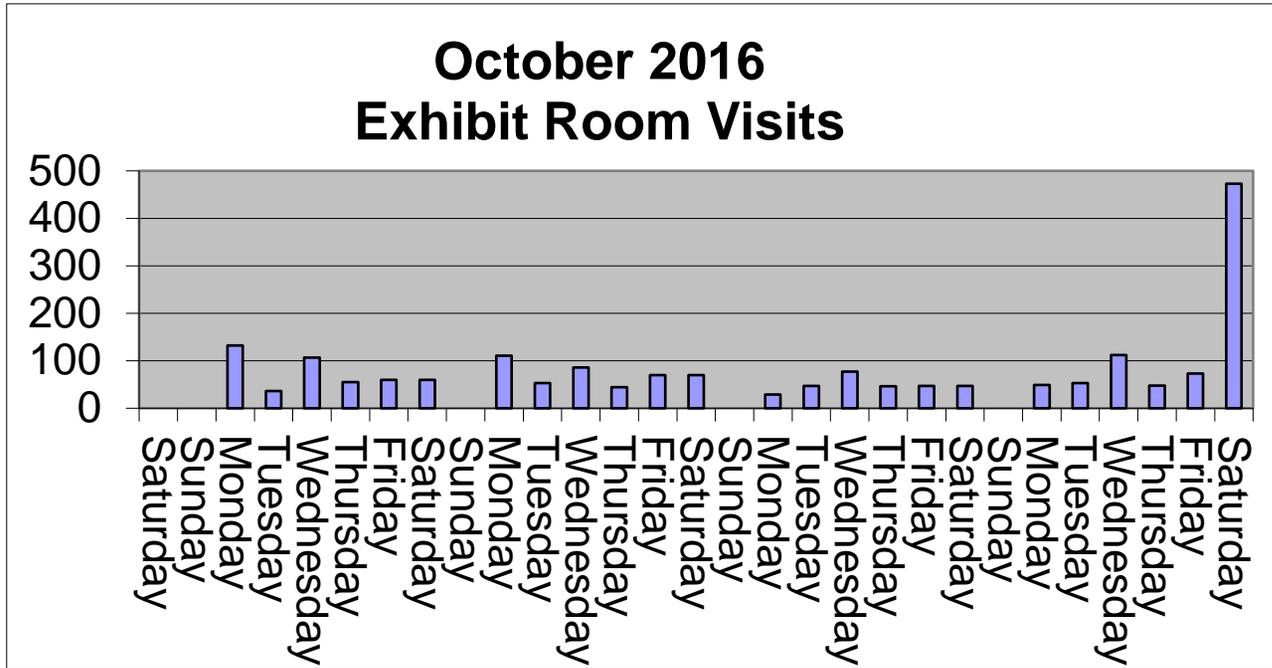


Exhibit Room Report

Submitted by Tracy Behrendt, Exhibit Room Coordinator

The World of Jan Brett, October 3-December 24

- “The World of Jan Brett” is now in its second month. Our attendance for October was 2,281—great attendance for our first month.
- We partnered with the Waupaca School District and Foundations for Living on a Mitten Tree in the exhibit. We have already collected a number of new and gently used mittens for both adults and children.
- On Saturday, November 12th, we will host a Smitten MakerSpace with the adult department. Patrons can make mittens out of old sweaters from 10 a.m. to 12 p.m. in the lower-level meeting rooms. Thank you to Peg and Patsy Servey for leading this workshop.
- Jan Brett will visit Waupaca on Sunday, December 4th. Her program will be at 5 p.m. at the Waupaca Middle School auditorium. She will then sign books for two hours after her program. We hope to see you all there!
 - I currently have all my volunteers set up for that night. We will have one volunteer also be Hedgie (a costume) to entertain families and children.

Notes

- After four years of serving as the exhibit room coordinator, I have chosen to step down to focus more on family and my other job at the Waupaca Historical Society. I look forward to briefly working with the new exhibit room coordinator next month and helping he/she get acquainted with the job.

2016 Schedule

October 3-December 24: The World of Jan Brett (traveling exhibit)

2017 Schedule

January 9-February 18: Pieceful Hands Quilt Guild

February 27-April 8: Youth Art Month

April 17-May 27: The Peeps Show

August 14-September 23: Great Lakes, Small Streams (traveling exhibit from the Wisconsin Historical Society with Waupaca Historical Society photographs included)

October 2-November 11—Waupaca Senior Center art show with Marie App

November 20–December 30—Photography entry exhibit

2016 Fine Income

	Jan	Feb	Mar	April	May	June	Jul	August	September	October	Nov	Dec
Week 1	\$0.00	\$194.60	\$140.15	\$54.85	\$155.70	\$150.94	\$56.25	\$307.15	\$58.93	\$118.66		
Week 2	\$180.41	\$272.10	\$165.25	\$211.18	\$262.60	\$356.89	\$170.81	\$213.42	\$152.80	\$208.97		
Week 3	\$206.41	\$279.85	\$249.53	\$148.35	\$173.17	\$345.00	\$266.20	\$271.32	\$239.00	\$111.64		
Week 4	\$301.82	\$196.65	\$225.18	\$200.20	\$290.15	\$267.64	\$231.60	\$305.28	\$185.55	\$98.35		
Week 5	\$339.10	\$40.70	\$140.35	\$260.38	\$50.35	\$263.45	\$256.65	\$77.70	\$205.29	\$172.85		
eCommerce	\$102.77	\$43.09	\$73.23	\$75.28	\$132.44	\$45.49	\$71.06	\$36.05	\$90.47	\$84.94		
Totals	\$1,130.51	\$1,026.99	\$993.69	\$950.24	\$1,064.41	\$1,429.41	\$1,052.57	\$1,210.92	\$932.04	\$795.41		
Amount Waived				FFF \$1116.39						FFF \$695.47		
Items Donated				566 LBS FOOD DONATED						750 LBS FOOD DONATED		
<i>2016 Running</i>	<i>\$1,130.51</i>	<i>\$2,157.50</i>	<i>\$3,151.19</i>	<i>\$4,101.43</i>	<i>\$5,165.84</i>	<i>\$6,595.25</i>	<i>\$7,647.82</i>	<i>\$8,858.74</i>	<i>\$9,247.42</i>	<i>\$10,042.83</i>		
<i>2015 Running</i>	<i>\$1,189.21</i>	<i>\$2,216.20</i>	<i>\$3,523.46</i>	<i>\$4,452.44</i>	<i>\$5,516.85</i>	<i>\$6,232.15</i>	<i>\$7,074.54</i>	<i>\$8,054.08</i>	<i>\$8,892.56</i>	<i>\$9,766.68</i>	<i>\$9,766.68</i>	<i>\$11,423.98</i>
<i>2014 Running</i>	<i>\$1,088.28</i>	<i>\$2,300.14</i>	<i>\$3,530.22</i>	<i>\$4,683.21</i>	<i>\$5,682.96</i>	<i>\$6,701.49</i>	<i>\$7,791.37</i>	<i>\$8,991.32</i>	<i>\$10,137.67</i>	<i>\$11,197.97</i>	<i>\$12,072.85</i>	<i>\$ 13,180.65</i>

2016 Copy Income

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ 344.13	\$421.99	\$369.29	\$412.09	\$334.64	\$428.24	\$386.91	\$388.61	\$383.64	\$369.88			\$ 3,839.42

2015 Copy Income

\$ 407.54	\$421.36	\$422.61	\$462.24	\$358.17	\$506.48	\$400.05	\$520.63	\$334.03	\$378.01	\$426.20	\$294.45	\$ 4,931.77
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2016 Meeting Room Income

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$22.50	\$140.50	\$72.50	\$60.00	\$97.50	\$268.50	\$115.00	\$150.00	\$106.50	\$165.50			\$1,198.50

2015 Meeting Room Income

\$79.50	\$49.00	\$145.00	\$57.00	\$139.50	\$18.50	\$47.50	\$51.00	\$68.55	\$47.50	\$55.00	\$39.00	\$797.05
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2016 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2016	135	122	146	163.6	119	333.5	308.75	80	71.75	133			1,611
2015	151	175	167	175	113	322	279	82	129	167	161	237	2,158
2014	101.00	101.75	114.25	155.00	89.25	206.50	283.75	112.00	73.25	99.25	112.72	198.75	1,647
2013	141.6	144	138.25	132	111.25	310.75	325.75	112.25	83.00	124.75	100.25	208.00	1,932
2012	189	164	178	176	143	385	343	120	177	132	117	205	2,329

2016 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2016	900	1,063	1,091	1,129	975	1,219	1,389	1,067	1,055	993			10,881
2015	1,386	1,350	1,303	1,289	1,268	1,291	1,351	1,418	1,062	1,117	891	834	14,560
2014	1,589	1,602	1,761	1,519	1,338	1,520	1,627	1,446	1,439	1,508	1,231	1,320	17,900
2013	1,450	1,941	1,981	2,074	1,670	2,143	2,337	1,939	1,459	1,625	1,359	1,341	21,319
2012	1,618	1,590	1,724	1,454	1,326	1,663	2,272	1,776	1,439	1,439	1,323	1,102	18,726

2016 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2016	10,128	10,598	11,183	11,312	10,002	13,883	14,348	13,200	10,720	10,983			116,357
2015	11,325	11,267	12,516	12,208	10,849	15,271	15,161	14,275	11,056	12,535	10,337	9,480	146,280
2014	10,562	11,094	12,721	12,839	13,781	14,657	16,388	14,060	12,442	13,909	9,844	10,584	152,881
2013	12,676	12,222	12,157	13,807	12,366	15,012	17,065	15,155	12,258	14,053	11,460	9,775	158,006
2012	13,726	12,982	13,080	11,491	12,635	15,549	17,433	16,734	13,755	15,239	11,979	10,755	165,358

2016 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2016 Wireless	1,043	1,073	1,218	1,193	1,232	1,621	1,870	1,758	1,408	1,388			13,804
2016 Stations	1,828	1,871	1,895	1,942	1,798	2,421	2,468	2,548	1,860	1,774			20,405
2015 Wireless	1,209	1,069	1,166	1,169	1,214	1,552	1,760	1,682	1,366	1,271	1,127	1,102	15,687
2015 Stations	1,885	1,816	2,185	2,334	2,025	2,987	3,060	2,834	2,409	2,290	Not Available	1,758	25,583

Oct 2016 Interlibrary Lender/Borrower Statistics Consolidated by Library

YTD

<u>Library</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,310	2,427	(1,117)	0.54	12,236	20,063	(7,827)	0.61
Appleton	12,466	10,999	1,467	1.13	132,397	114,263	18,134	1.16
Black Creek	1,881	1,308	573	1.44	18,293	13,571	4,722	1.35
Clintonville	2,818	1,542	1,276	1.83	29,091	19,147	9,944	1.52
Door County	5,810	5,873	(63)	0.99	59,379	60,004	(625)	0.99
Florence	522	599	(77)	0.87	5,486	5,821	(335)	0.94
Fremont	1,260	674	586	1.87	12,237	7,516	4,721	1.63
Gillett	609	1,002	(393)	0.61	6,336	9,889	(3,553)	0.64
Hortonville	1,059	1,777	(718)	0.60	10,857	20,119	(9,262)	0.54
Iola	1,195	1,190	5	1.00	12,171	11,006	1,165	1.11
Kaukauna	2,214	3,626	(1,412)	0.61	22,707	33,718	(11,011)	0.67
Kewaunee	1,619	1,197	422	1.35	16,195	12,852	3,343	1.26
Kimberly-Little Chute	4,269	4,712	(443)	0.91	43,714	51,254	(7,540)	0.85
Lakewood	1,095	857	238	1.28	11,776	10,326	1,450	1.14
Lena	595	563	32	1.06	6,020	6,107	(87)	0.99
Manawa	1,132	1,069	63	1.06	10,734	10,455	279	1.03
Marinette County	4,697	5,870	(1,173)	0.80	45,423	62,139	(16,716)	0.73
Marion	1,214	643	571	1.89	11,876	6,512	5,364	1.82
New London	1,971	2,718	(747)	0.73	21,051	28,317	(7,266)	0.74
NFLS	0	18	(18)	0.00	3	212	(209)	0.01
Oconto	908	1,470	(562)	0.62	9,409	12,760	(3,351)	0.74
Oconto Falls	1,675	1,372	303	1.22	17,602	12,892	4,710	1.37
Oneida Tribal	968	209	759	4.63	9,931	3,170	6,761	3.13
OWLS	3	10	(7)	0.30	18	66	(48)	0.27
Scandinavia	495	394	101	1.26	5,343	4,070	1,273	1.31
Seymour	1,705	1,670	35	1.02	18,333	16,918	1,415	1.08
Shawano County	3,308	4,402	(1,094)	0.75	33,996	43,922	(9,926)	0.77
Shiocton	629	443	186	1.42	6,307	4,000	2,307	1.58
Suring	495	458	37	1.08	5,098	6,037	(939)	0.84
Waupaca	3,865	4,381	(516)	0.88	40,262	44,144	(3,882)	0.91
Weyauwega	2,313	627	1,686	3.69	23,734	6,745	16,989	3.52
TOTAL	64,100	64,100	0	1.00	658,015	658,015	0	1.00
<u>System</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
NFLS - Intrasystem	13,186	13,186	0	1.00	132,596	132,596	0	1.00
NFLS - Intersystem	10,425	12,631	(2206)	0.83	106,294	128,033	(21739)	0.83
NFLS - Total	23,611	25,817	(2206)	0.91	238,890	260,629	(21739)	0.92
OWLS - Intrasystem	27,858	27,858	0	1.00	291,092	291,092	0	1.00
OWLS - Intersystem	12,631	10,425	2206	1.21	128,033	106,294	21739	1.20
OWLS - Total	40,489	38,283	2206	1.06	419,125	397,386	21739	1.05

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Waupaca 2016 Circuation by I-Type													
Item Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Adult Audiobook CD	515	453	551	578	509	580	541	571	591	531			5,420
Adult DVD	5,555	5,258	5,035	4,676	4,456	4,976	5,063	4,972	4,360	4,462			48,813
Adult Easy Reader	4	4	1	1	0	0	1	0	0	1			12
Adult Equipment	1	0	0	3	3	0	4	0	3	1			15
Adult Fiction	2,548	2,252	2,581	2,377	2,431	2,575	2,617	2,731	2,537	2,212			24,861
Adult Graphic Novel	43	95	100	41	75	67	85	78	33	56			673
Adult Interlibrary Lo	29	50	43	51	80	32	19	33	26	22			385
Adult Large Print	818	913	895	862	753	886	797	893	887	787			8,491
Adult Magazine	256	264	278	310	349	281	371	357	288	242			2,996
Adult Music	596	587	713	530	372	390	394	367	413	347			4,709
Adult NonFiction	1,456	1,366	1,344	1,443	1,318	1,308	1,282	1,275	1,173	1,115			13,080
Adult Playaway	13	29	21	18	6	13	16	26	26	7			175
Adult Reference/Und	0	0	0	0	0	0	0	0	0	0			0
Adult Software	0	0	0	0	0	0	0	1	1	1			3
Adult VHS	1	1	2	2	0	1	5	2	4	1			19
Adult Total	11,835	11,272	11,564	10,892	10,352	11,109	11,195	11,306	10,342	9,785			109,652
Teen Audiobook CD	19	33	31	27	33	33	36	27	34	35			308
Teen DVD	432	446	377	394	431	480	464	429	352	351			4,156
Teen Fiction	203	214	283	238	274	528	396	384	194	192			2,906
Teen Graphic Novel	50	30	55	87	48	177	127	72	29	31			706
Teen Magazine	6	1	0	6	11	7	1	5	0	0			37
Teen Music	1	0	0	0	0	0	1	1	1	0			4
Teen NonFiction	27	19	21	25	30	34	38	30	27	20			271
Teen Playaway	1	0	1	0	3	4	5	1	4	14			33
Teen Software	0	0	0	0	0	0	0	0	0	0			0
Teen VHS	0	0	0	1	0	0	0	0	0	0			1
Teen Video games	109	105	131	119	113	139	110	92	96	72			1,086
Teen Total	848	848	899	897	943	1,402	1,178	1,041	737	715			9,508
Child Audiobook	140	146	121	124	96	266	193	146	95	116			1,443
Child DVD	1,579	1,661	1,590	1,595	1,431	1,794	1,864	1,651	1,213	1,383			15,761
Child Easy Reader	1,747	2,063	2,237	2,149	1,780	3,196	2,535	2,331	1,949	2,099			22,086
Child Fiction	850	791	863	710	940	1,539	1,256	1,091	689	840			9,569
Child Game/Toy/Kit	2	8	2	3	0	6	1	3	4	10			39
Child Graphic Novel	108	121	135	201	120	310	272	202	103	89			1,661
Child Magazine	13	20	19	18	14	49	23	28	4	12			200

Child Music	77	50	62	105	75	96	73	61	81	56			736
Item Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct			0
Child NonFiction	651	669	718	864	603	946	851	686	718	539			7,245
Child Playaway	4	4	4	6	11	13	27	9	6	9			93
Child Professional C	0	0	0	0	0	1	0	1	2	2			6
Child Reference	1	0	0	0	2	1	0	0	0	0			4
Child Software	0	0	0	0	0	0	0	0	0	0			0
Child VHS	0	0	0	3	2	0	0	0	0	0			5
Child Total	5,172	5,533	5,751	5,778	5,074	8,217	7,095	6,209	4,864	5,155			58,848
Downloads - ebooks	821	732	778	722	778	593	572	676	598	619			6,889
Downloads - Audio	242	183	219	201	232	217	257	255	248	261			2,315
Downloads - Magazi	60	52	46	43	43	35	44	26	26	NA			375
Total Adult	11,835	11,272	11,564	10,892	10,352	11,109	11,195	11,306	10,342	9,785			109,652
Total Teen	848	848	899	897	943	1,402	1,178	1,041	737	715			9,508
Total Blu Ray	237	194	189	161	192	215	218	186	180	181			1,953
Total Child	5,172	5,533	5,751	5,778	5,074	8,217	7,095	6,209	4,864	5,155			58,848
Total Renewals	3,538	3,780	3,935	3,556	4,038	3,734	4,097	4,117	3,582	4,114			38,491
Total Circulation	21,630	21,627	22,338	21,284	20,599	24,677	23,783	22,859	19,705	19,950			218,452
2016 WAU	21,630	21,627	22,338	21,284	20,599	24,677	23,783	22,859	19,705	19,950			218,452
2016 OWLS	21,509	21,471	22,183	21,159	20,483	24,539	23,684	22,722	19,562	19,782			217,094
2015 WAU	23,666	23,044	24,884	22,646	21,520	27,869	26,246	25,248	22,395	23,579	21,263	20,123	282,483
2015 OWLS	23,499	22,794	24,536	22,438	21,381	27,728	26,114	25,109	22,396	23,461	21,139	19,983	280,578
Municipality	May Circ	% of total	June Circ	% of total	July Circ	% of total	Aug Circ	% of total	Sept Circ	%of total	Oct Circ	%of total	
Town of Dayton	2,205	11%	2,912	12%	2,857	12%	2,531	11%	2,123	11%	2,159	11%	
Town of Farmington	3,093	15%	3,755	15%	3,432	14%	3,418	15%	3,011	15%	3,229	16%	
Town of Lind	1,004	5%	1,246	5%	1,315	6%	1,355	6%	1,066	5%	876	4%	
Town of Waupaca	1,061	5%	1,189	5%	1,181	5%	1,025	5%	962	5%	1,063	5%	
Town totals	7,363	36%	9,102	37%	8,785	37%	8,329	37%	7,162	37%	7,327	37%	
City of Waupaca	8,650	42%	9,829	40%	9,306	39%	8,906	39%	7,611	39%	7,833	40%	
Cities in Waupaca C	628	3%	770	3%	798	3%	853	4%	678	3%	587	3%	
Rural Waupaca Cou	1,133	6%	1,511	6%	1,353	6%	1,288	6%	1,097	6%	1,374	7%	
Portage County	1,433	7%	1,710	7%	1,737	7%	1,690	7%	1,650	8%	1,497	8%	
Waushara County	792	4%	1,057	4%	1,140	5%	1,108	5%	914	5%	809	4%	
Outagamie County	247	1%	191	1%	185	1%	175	1%	122	1%	209	1%	
Other	237	1%	369	2%	380	2%	373	2%	328	2%	146	1%	
	20,483		24,539		23,684		22,722		19,562		19,782		

We have received two applications for Exhibit Room Coordinator. I've advertised in the Waupaca County Post the first two weeks in November. The deadline for applications is November 15.

I attended the Harwood Institute Innovator's Lab for Libraries in Atlanta. It was 2 ½ days and really focused on Turning Outward into your community to find out what the community needs and wants. They shared tools for engaging community members and gauging your community's readiness for change and growth. Libraries who have used these methods have experienced great success in making impact in their communities. In order for our management team to be fully vested in the ideas, I am encouraging Emily and Dominic to attend in 2017. Sue has had exposure to the Harwood methods and I am planning to train her in-house.

Last month the Library Board approved sending patron accounts to collection if they have \$50 or over in billed items. I have taken this decision and added language to our existing Circulation Policy. The Board may wish to have the Policy Committee work on this or can choose to adopt this policy as presented.

Action Item: Adopt Policy change to incorporate Collection Agency procedures or send to Policy Committee for decision.

Dominic has gone through the job descriptions and they are ready for inspection and approval. There is only one change to the Teen Librarian's job description for this position to be nonexempt. This change was approved at the Board Meeting in October. Please take a look at the job descriptions online. It will save paper if they can be reviewed without printing, but I am willing to print copies for any Board Members who would prefer print. I have included this action item under old business. You may choose to have the Personnel Committee take another look.

In October Don and Donna Jorgenson delivered the bronze sculpture, "Nina" to the Library. She sat upon the music shelf until the Public Works crew brought a bolder (donated by Tim Neuville) and placed it in the landscaping just outside the front windows. It is wonderful to have a statue permanently reading fairy tales on the front lawn. There will be a story in the Waupaca County Post soon.

Sue and I have been working on recording stories from our library champions to be placed in the polling places on election day. We have stories from residents in each town and the City. The back side of the story page includes statistics pertinent to the town or municipality.

Friends of the Library met on Wednesday, October 26 and granted all the requested items to each department. The support given to our organization allows us to provide services and programs that are outside our budget capabilities.

Adult Department

Indoor free standing book drop	\$1,200
Gaming System for adult patron use	\$ 500
Adult Movies	\$1,500
Dustbuster or other small vacuum	(up to) \$ 50
Total Adult	\$3,250

Teen Department

Swiffer sweeper/wet jet: (up to)	\$ 45
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For easier clean up after messy programs.

3D printer for makerspace & outreach: (up to) \$1800

To teach tweens/teens practical applications of this type of technology. Teens will use CADD software (computer-aided design and drafting) to create objects and print those objects. This type of technology teaches the user: critical-thinking, computational-thinking, problem-solving, collaboration, and even competition.

Total Teen \$1,845

Children’s Department

Prize Paperbacks for Iditaread and Summer \$1000

StoryWalk upgrades to sign frames \$ 300

(Wood to recycled composite material; Park & Rec will do the work)

Program Support for Curiosity Camp/STEM \$ 500

(to purchase supplies, i.e. Ozobots, Snap Circuits, Edison Robots, Laser Maze Logic Puzzles, Magnatiles, Keva Planks, etc.

Children’s Movies \$ 500

Total Children’s Dept \$2,300

Library Staff Support

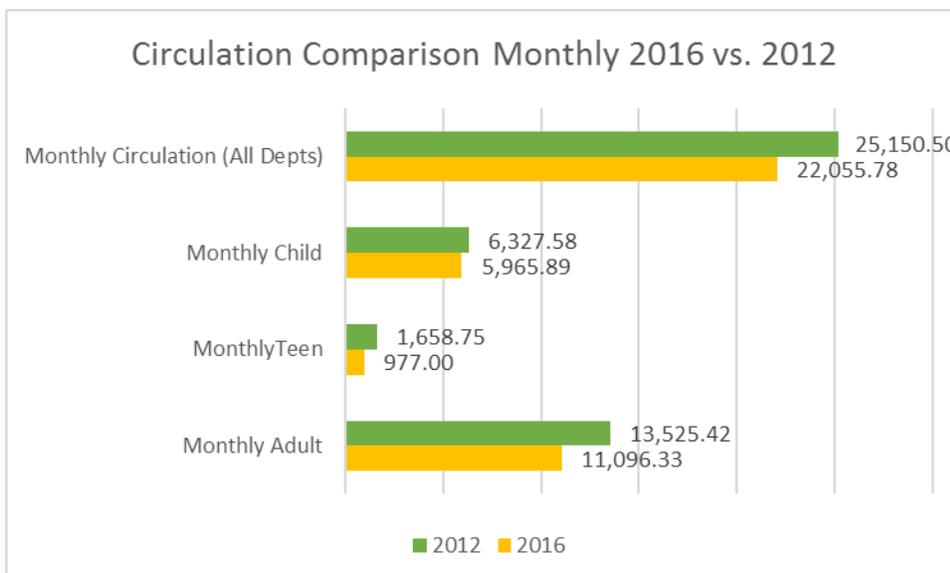
Support a device reimbursement policy \$ 700

Total for Staff \$ 700

Grand Total investment \$8,095

I have spent time analyzing our Circulation numbers. When we compare 2012 average circulation per month to the 2016 average circulation per month we see an overall loss of about 2,500 items per month. Circulation of DVDs in all departments realizes a loss of about 1,500 per month.

	2016	2012	2016-2012	
Total Adult	11,096.33	13,525.42	(2,429.08)	-18%
Total Teen	977.00	1,658.75	(681.75)	-41%
Total Child	5,965.89	6,327.58	(361.69)	-6%
Total Circulation	22,055.78	25,150.50	(3,094.72)	-12%



Areas with biggest losses

Adult Audio books -29% (-222/month)

Adult DVD - 11% (-621/month)

Adult Fiction -21% (-657/month)

Adult Music -47% (-425/month)

Adult Nonfiction -25% (-433/month)

Teen DVD -46% (-367/month)

Teen Fiction -53% (-335/month)

Child DVD -25% (-525/month)

Areas with gains

Adult Graphic Novels were not counted in 2012
(+69)

Interlibrary Loan +81% (+81/month)

Adult Large Print +2% (+19/month)

Teen Video Games +24% (+22/month)

Child Audio book +34% (38/month)

Child Nonfiction +2% (+12/month)

Digital gains

Ebooks +255% (558/month)

Director's October Schedule

- 3 Management Team Meeting, Patron one-one training in Power Pont
- 4 City Council
- 5 Rotary Meeting, Filming for Economic Development Video
- 6 Mayor's Meeting, Tablet Time, First Thursday Film
- 10 Management Team Meeting
- 11 Lunch & Learn, Library Board
- 12 Rotary Board Meeting
- 13 Tablet Time
- 17 Waupaca Library Foundation Meeting
- 18 Mayor's Budget Meeting
- 19-21 Harwood Institute Innovators Lab for Libraries
- 25 Special Library Board Meeting
- 26 Rotary Meeting, Friends of the Library Meeting
- 27 Library Lady on WDUX, Tablet Time

Respectfully submitted by Peg Burington

Chapter 2 Circulation of Library Materials and Overdue Schedule

A. Registration

1. Wisconsin residents of all ages are encouraged to apply for their own library card. Individuals under the age of 16 must be accompanied by a parent or legal guardian to register for a card.

2. All borrowers must be registered at an Outagamie Waupaca Library System Member library and show their library card or proof of identity to borrow materials.

3. Patron agrees to the following: I accept responsibility for library materials borrowed with this card until I report the card lost or stolen. I agree to pay fines for materials returned to the library after their due date. I agree to reimburse the library for materials that are lost, damaged or stolen. I agree that this library card may be required to borrow materials.

4. Waupaca Area Public Library will accept any combination of the following forms of identification that verify identity, birthdate and current address:
 - Valid Wisconsin Driver's License or Wisconsin ID
 - Passport
 - Checkbook with local address
 - Any official item mailed to current address (ex. utility bill)
 - Rent Receipt
 - Student ID

5. A replacement fee of \$3.00 is charged for a lost card. Worn or expired cards are replaced at no charge.

B. SEE NEXT PAGE FOR CIRCULATION PERIODS AND OVERDUE SCHEDULE

**CIRCULATION PERIODS
AND OVERDUE
SCHEDULE**

Adult & Teen	Checkout	Late Fee/Day	Renewals
Audio books	28 Days	\$0.10	2
Books	28 Days	\$0.10	2
Short Loan	14 Days	\$0.10	0
Movies	7 Days	\$0.25	2
Music	14 Days	\$0.25	2
Magazines	14 Days	\$0.10	2
CD-ROMS	28 Days	\$0.10	2
ILL	User Specified	\$1.00	Upon request
Equipment	3 Days	\$1.00	0
Children's	Checkout	Late Fee/Day	Renewals
Audio books	28 Days	\$0.10	2
Books	28 Days	\$0.05	2
Short Loan	14 Days	\$0.10	0
Movies	7 Days	\$0.25	2
Music	14 Days	\$0.25	2
Magazines	14 Days	\$0.10	2
Video Games	7 days	\$.25	2
CD-ROMs	28 Days	\$.10	2

1. Maximum checkout limit for all materials is 75 items.
2. Movies, music, audio books, and CD-ROMs are limited to twenty-five per person for the designated loan period
3. Video games are limited to five per person for the designated loan period

4. Card holders are limited to 25 Infosoup holds and 5 Out of System holds at one time.
5. Items that have holds placed on them are not renewable.

C. Overdue library materials

1. No card holder with billed materials or over \$5.00 in late fees will be allowed to check out additional materials.
2. Adult patrons with late fees or bills that restrict their borrowing privileges may not use the card of a minor child to check out adult materials.
3. As a courtesy, patrons will be notified of overdue materials as designated on the application form (by email or postal mail).
4. Maximum late fee per item is \$5.00, not to exceed the cost of the item.
5. Schedule for overdue notices and bills is as follows:
 - a. The first overdue notice for all materials is generated 3 days after the due date.
 - b. Overdue items will be billed if not returned 4 weeks after the due date.
 - c. Items from other libraries will be subject to policies of owning library.
 - d. Patron will be charged postage if a bill or registered letter must be mailed.

D. Lost or damaged Materials

1. If an item is lost or damaged, the patron will be billed for the replacement cost plus the cost of processing.
2. Patron accounts with bills for unreturned or damaged items of \$50 or more will be turned over to a collection agency. A \$10 nonrefundable fee will be added to the account. Library patrons with unpaid bills that have gone to collections will not be allowed to borrow materials from the library until the balance is paid in full.
3. The Library is not responsible for damage done to personal equipment while using library materials.

Refunds

If the lost item is returned within 30 days after the bill is paid, the patron may be refunded the cost of the item less a fee of \$5.00. The decision to refund payment will be made at the discretion of designated library personnel. Materials belonging to other libraries will be excluded from this policy.

Waiving Fees

1. "Food For Fines" drives may be held three times a year. Each drive may not exceed a fourteen day period. Patrons are asked to bring approximately one item per dollar of their fees.
2. Library sponsored programs may be offered to reduce fees.
3. Fees for lost or damaged items or postage will not be waived.

Approved by the Waupaca Area Public Library Board of Trustees September 14, 1993

Revised 2/01 Mary Keefer, Board President and Gerald A. Brown, Library Director

Revised by the Waupaca Area Public Library Board of Trustees March 2003.

Revised by the Waupaca Area Public Library Board of Trustees August 8, 2008

Revised by the Waupaca Area Public Library Board of Trustees February 10, 2009

Revised by the Waupaca Area Public Library Board of Trustees February 9, 2010

Revised by the Waupaca Area Public Library Board of Trustees June 8, 2010

Revised by the Waupaca Area Public Library Board of Trustees May 10, 2011

Revised by the Waupaca Area Public Library Board of Trustees September 13, 2011

Revised by the Waupaca Area Public Library Board of Trustees August 13, 2013

Revised by the Waupaca Area Public Library Board of Trustees April 8, 2014

Revised by the Waupaca Area Public Library Board on April 14, 2015

Revised by the Waupaca Area Public Library Board on September 8, 2015

Assistant Director's Report for October 2016

We have made the change to eliminate delivery tubs shifts. Staff began their first week of the revised schedule on Oct 31. We are experiencing the expected difficulties and have found solutions and changed procedures to address them and are posting these changes on the staff blog and making adjustments to our training documents. As part of the staff schedule changes I've taken over the Tablet Time programming from Peg. The program will continue being held Thursday mornings at 10am in the library conference room.

Marcie Cook spearheaded the Waupaca Chamber of Commerce's Scarecrow competition for the library this year. Linda Hagen, Jan Popple, Sue Abrahamson, and myself worked together to get materials together and display it. This was the first year the library has put one together and the winning prize was an advertising package from the Chamber. Judging from the amount the winner raised we are confident that the Library came in second place.

We finally received and installed the last pieces for our new service desk making this project officially complete. Grommets for Information section of the desk were received from Demco which I installed. Bauer electric installed the backordered cover plate for the floor outlets under the desk section that is nearest the main doors. Both of our suppliers were good to work with over the course of this project and came in at their quoted prices.

Julie from OWLS and I are working together to come up with a plan to update all of our public computers to Windows 10 and Office 2016. One of the challenges is how long individual computers, or possibly an entire department's SAM managed computers will be unavailable during this changeover and minimizing patron inconvenience.

We received a very generous donation of a magnifying machine from Mary Braum for patrons who need assistance reading small print. This device is located next to the new microfilm machine. Our old microfilm machine was purchased for \$50 and the proceeds given to the Friends of the Library.

Adult computer use: 8

Study Room use: 92 Number of patrons using Internet in study rooms: 76

Meeting Room use: 39

Microfilm machine use: 9

Website sessions: 5438

Tech questions:

Respectfully submitted,

Dominic Frandrup

October 2016 - Children's Board Report

Fall programming started in October. We offer 5-6 in-house programs each week. This month we saw increased traffic with the Jan Brett exhibit and the postponement of First Grade Round Up. Nine classes toured the library this month.

We were awarded and received the grant check from the Waupaca Area Community Foundation for \$2000 to use ReadSquared, a cloud-based reading program. We have invited area teachers and our staff to participate in a pilot program so we can get familiar with the program and find ways to use it to best fit our needs. Our goal is to roll it out to the public during IditaRead 2017. The feedback we get from our pilot participants is very helpful.

I attended the State Youth Services Liaison meeting in DeForest on October 6th. It is an opportunity to hear what's happening in youth library services from around the state and to share stories from our library system.

Services to our schools, teachers and students, is in full swing. We had our first Comet Cash Reading Day on Friday, October 7th. We are attending our local school Parent-Teacher meetings. I was invited to a Chain 'O Lakes Elementary School kindergarten class to introduce the Osmo Coding game to a student. Jan and I book talked to fourth grades during the last week of the month.

The Wisconsin Library Conference was held in Milwaukee October 25-28. Jan and Paula attended a half day preconference on services to school-aged youth. I participated in two panel presentations at the conference. One about my experience on the American Library Association's Odyssey Award Committee and the other about the idea of Summer Learning vs Summer Reading.

We were delighted to participate in the Park & Rec's Halloween Party on October 28 at the Rec Center. We brought the spinning wheel and enjoyed seeing many library kids at the event.

I continue to work in finding partners with our upcoming Coding "event." The Wisconsin Dept. of Public Instruction has identified our library as one of 20 in the state to host community events that help promote the literacy of coding: computational thinking and, yes, computer programming. What I am learning is that boys and girls alike are exposed to and enjoy learning coding at the elementary and middle school levels. I know there is some coding happening at the high school and a new robotic club is available as an extracurricular activity there. We have committed to the DPI that the week of January 15-21, 2017 will be our coding week. There is an early dismissal day and a no school day that week, so we hope to promote our activities to families who might be looking for out of school day activities for their children. I have partners who are excited about this project from the Waupaca Foundry. I think it appears that most, if not all, of the activities will be held here at the library.

Our tween area update continues. We have added some counters with stools and a table with dry erase surface. Staff from Office Outfitters and Stange's are assisting with choosing fabrics for the furniture and I really appreciate all their help. It is certainly worth a visit to see the latest changes.

Respectfully submitted,
Sue Abrahamson

October 2016 Board Report Teen Department/SLAG

Teen Department | With Emily back from maternity leave, the Teen Department jumped head-first into program and makerspace planning. She also played “catch-up” on some things that were left for her return.

Emily attended the Library Friends meeting on October 26 and requested funding to pay for a Swiffer sweeper/wet jet for the makerspace and teen room to help clean up messes too small for a full mop and bucket. She also requested \$1800 toward to purchase of a mobile 3D printer to use in the makerspace, for teen programming, and for teen outreach to the schools. Emily has 2 very tech-savvy, IT-oriented teen staff members that she intends to turn into 3D print experts. The new 3D printer has already arrived, but is not yet operational. Emily also put some Foundation designated donations towards a 3D scanner to be used with the 3D printer in the makerspace. She hopes to demo this new technology in the next month.

Some of the lighting in the Teen Room was no longer working, so SLAG purchased a new light kit for the remaining ceiling fan along with blue LED lights for inside the light kit. SLAG also purchased replacement rope lights for inside the tube that runs up to the ceiling from the computer bar. We are still waiting for maintenance to install them. SLAG is looking to finish updating the furniture in the teen room in the next few months. Whatever is left unreplaced, we plan to ask Foundation to help us with in the early part of 2017.

Outreach to 6th-grade students for October was cancelled due to illness, but was rescheduled for November.

Due to the High School musical and very few remaining members, SLAG did not meet in October.

*Respectfully submitted by Emily Heideman, Teen Services Librarian
November 9, 2016*

<u>Acct No</u>	<u>Account Description</u>	<u>Actual</u> <u>Prior Year</u> <u>2014</u>	<u>Actual</u> <u>Prior Year</u> <u>2015</u>	<u>Current YTD</u> <u>Actual</u>	<u>12/31/2016</u> <u>YTD</u> <u>Estimated</u>	<u>Budget</u> <u>Amended</u> <u>2016</u>	<u>Budget</u> <u>Request</u> <u>2017</u>	<u>Increase</u> <u>(Decrease)</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u> <u>%</u>
INTERGOVERNMENTAL									
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	380,099	389,730	368,485	368,485	368,485	353,434	(15,051)	(4.08%)
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA			18,676	18,676	18,676	16,597	(2,079)	(11.13%)
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO			-	-	-	2,295	2,295	100.00%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON			-	-	-	3,500	3,500	100.00%
	INTERGOVERNMENTAL	380,099	389,730	387,161	387,161	387,161	375,826	(11,335)	(2.93%)
PUBLIC CHARGES FOR SERVICE									
251-46710-000-000	FEES: LIBRARY COPIES	-	-	3,406	4,000	4,200	4,400	200	4.76%
251-46715-000-000	FEES: LIBRARY POSTAGE	590	780	268	280	200	200	-	0.00%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	24,976	22,806	9,494	11,000	13,000	13,000	-	0.00%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY						200	200	100.00%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	10,137	8,418	3,314	3,500	500	3,200	2,700	540.00%
	PUBLIC CHARGES FOR SERVICE	35,703	23,586	13,168	15,280	17,400	21,000	3,600	20.69%
MISCELLANEOUS									
251-48215-000-000	RENT: MEETING ROOMS	912	822	1,089	1,300	700	1,000	300	42.86%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	276	4,358	-	-	-	1,000	1,000	100.00%
251-48510-000-000	MISC REV: REBATES	-	-	-	1,995	-	3,000	3,000	0.00%
251-48550-000-000	DONATIONS: LIBRARY	-	-	51,805	56,000	40,400	40,000	(400)	100.00%
251-49210-000-000	TRANSFER FROM GENERAL FUND	-	-	351,454	353,328	353,328	359,554	6,226	1.76%
	MISCELLANEOUS	1,187	5,180	404,348	412,623	394,428	404,554	10,126	2.57%
	TOTAL REVENUES	416,989	418,496	804,677	815,064	798,989	801,380	2,391	0.30%

<u>Acct No</u>	<u>Account Description</u>	<u>Actual Prior Year 2014</u>	<u>Actual Prior Year 2015</u>	<u>Current YTD Actual</u>	<u>12/31/2016 YTD Estimated</u>	<u>Budget Amended 2016</u>	<u>Budget Request 2017</u>	<u>Increase (Decrease) Budget</u>	<u>Increase (Decrease) %</u>
EXPENDITURES									
251-55111-101-000	LIBRARY: SALARIES	289,474	303,184	215,478	297,405	300,405	306,678	6,273	2.09%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	32,358	34,571	15,628	22,751	22,023	23,461	1,438	6.53%
251-55111-119-000	LIBRARY: RETIREMENT (R)	20,263	20,628	14,220	19,629	20,573	20,854	281	1.37%
251-55111-121-000	LIBRARY: GRP HLTH INS	71,286	69,040	51,569	77,218	77,218	79,345	2,127	2.75%
251-55111-122-000	LIBRARY: LIFE INS	1,342	1,274	878	1,400	1,406	1,443	37	2.61%
251-55111-123-000	LIBRARY: INC PROTECT	2,048	2,005	1,443	2,100	2,100	1,925	(175)	(8.35%)
251-55111-124-000	LIBRARY: WORK COMP	(3,647)	831	810	810	810	1,229	419	51.70%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	3,527	6,272	4,350	5,000	10,125	8,250	(1,875)	(18.52%)
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	-	-	-	960	-	960	960	100.00%
	LIBRARY FULL-TIME	416,652	437,805	304,377	427,273	434,660	444,145	9,485	2.18%
251-55112-104-000	LIBRARY: PT WAGES	143,496	154,600	106,612	150,000	150,245	143,045	(7,200)	(4.79%)
251-55112-110-000	LIBRARY: PTO	3,955	3,449	2,471	3,000	3,000	2,000	(1,000)	(33.33%)
251-55112-116-000	LIBRARY: PT RETIRE	5,641	5,408	3,734	5,000	5,450	5,450	-	0.00%
251-55112-118-000	LIBRARY: SOCIAL SECURITY			8,253	10,500	11,495	11,495	-	0.00%
251-55112-122-000	LIBRARY: LIFE INS			88	100	-	100	100	100.00%
	LIBRARY: PART-TIME	153,092	163,457	121,159	168,600	170,190	162,090	4,596	2.70%
251-55115-201-000	LIBRARY: TRAINING	5,589	5,860	6,643	6,500	6,000	6,000	-	0.00%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	1,457	919	478	1,200	2,100	7,100	5,000	238.10%
251-55115-209-000	LIBRARY: INS & BONDING	1,081	1,156	1,200	1,200	1,200	1,200	-	0.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	29,953	33,501	5,510	5,000	5,500	4,500	(1,000)	(18.18%)
251-55115-215-000	LIBRARY: MOVIE LICENSE			404	404	385	385	-	0.00%
251-55115-216-000	LIBRARY: POSTAGE	2,196	3,493	1,503	3,000	3,000	3,000	-	0.00%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	1,523	1,565	1,334	1,700	1,700	1,700	-	0.00%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	-	-	25,475	25,475	25,475	27,770	2,295	9.01%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	237	975	300	600	680	680	-	0.00%
251-55115-282-000	LIBRARY: COMPUTER PARTS	16,908	17,243	4,529	13,000	13,110	13,110	-	0.00%
251-55115-301-000	LIBRARY: SUPPLIES	12,562	10,520	16,475	11,000	12,236	11,236	(1,000)	(8.17%)
	LIBRARY: OPERATING EXPENSES	71,505	75,233	63,851	69,079	71,386	76,681	5,295	7.42%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS			-	1,000	4,500	4,500	-	0.00%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS			1,783	5,000	28,000	28,000	-	0.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA			-	2,000	2,000	2,000	-	0.00%

<u>Acct No</u>	<u>Account Description</u>	<u>Actual Prior Year 2014</u>	<u>Actual Prior Year 2015</u>	<u>Current YTD Actual</u>	<u>12/31/2016 YTD Estimated</u>	<u>Budget Amended 2016</u>	<u>Budget Request 2017</u>	<u>Increase (Decrease) Budget</u>	<u>Increase (Decrease) %</u>
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES			140	17,000	2,000	2,000	-	0.00%
	LIBRARY: DONATION EXPENSES	-	-	1,923	25,000	36,500	36,500	-	0.00%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	5,453	4,244	2,894	3,000	1,500	1,500	-	0.00%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S			8,099	6,500	3,000	3,000	-	0.00%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN			3,394	3,500	1,000	1,000	-	0.00%
	LIBRARY: PROGRAMS	5,453	4,244	14,387	13,000	5,500	5,500	-	0.00%
251-55130-250-115	LIBRARY: BOOKS - ADULT	63,905	62,969	15,170	22,000	24,543	21,763	(2,780)	(11.33%)
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT			4,070	4,800	4,715	4,500	(215)	(4.56%)
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS			15,932	22,560	27,060	20,500	(6,560)	(24.24%)
251-55130-250-315	LIBRARY: BOOKS - TEEN			4,193	4,750	4,750	4,150	(600)	(12.63%)
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	5,463	5,836	5,018	5,700	5,700	5,200	(500)	(8.77%)
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL			256	256	-	-	-	0.00%
	LIBRARY: BOOKS	69,368	68,805	44,639	60,066	66,768	56,113	(10,655)	(15.96%)
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	9,742	9,900	4,511	4,700	4,970	4,200	(770)	(15.49%)
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS			912	3,500	3,500	2,800	(700)	(20.00%)
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC			1,665	2,400	2,400	1,140	(1,260)	(52.50%)
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE			2,909	3,100	3,100	3,000	(100)	(3.23%)
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS			421	1,850	1,850	1,500	(350)	(18.92%)
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC			95	95	100	800	700	700.00%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES			839	1,140	1,140	2,000	860	75.44%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS			449	925	925	800	(125)	(13.51%)
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES			499	800	800	100	(700)	(87.50%)
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC			3,215	3,215	3,200	3,889	689	21.53%
251-55135-290-610	LIBRARY: A/V - MATERIAL REPL			25	25	-	-	-	0.00%
	LIBRARY: A/V	9,742	9,900	15,541	21,750	21,985	20,229	(1,756)	(7.99%)
	TOTAL EXPENDITURES	725,812	759,443	565,876	784,768	806,989	801,258	(5,731)	
	REVENUES OVER(UNDER) EXPENDITURES	(308,823)	(340,947)	238,801	30,296	(8,000)	122		



Device Reimbursement policy

In an effort to assist staff in learning about new technology and in turn helping library patrons the Waupaca Area Public Library will provide a \$100 reimbursement (*or up to 50% of device cost*) to any staff member who purchases an Overdrive app supported device. This incentive is available to all staff, but is entirely voluntary and subject to available funds.

Staff will need to fill out the Device Reimbursement form and attach a copy of their purchase receipt by within thirty days of purchase. Employees are allowed to apply once per fiscal year. Employees who leave employment within six months of reimbursement will be expected to repay the reimbursement. Staff members who get reimbursement are expected to assist patrons as the opportunity arises during a regularly scheduled shift.

Some services staff should feel comfortable training with patrons include:

- Apps- adding, deleting, downloading, updating.
- Photo and document management
- Cloud storage and access
- Android and Mac operating systems
- Circulation- Connect with ebook collection to demonstrate how to search for a title and do an actual download to the device. Patrons leave with something they want to read downloaded as well as some instructional handouts.
- Trouble shooting issues with devices

Device Reimbursement Request

This form is for use by library employees to request a one-time \$100.00 (or up to 50% of total cost) of a qualifying OverDrive app supported device.

Requirements:

- Purchased device must be an OverDrive app supported device.
- Items must be purchased by the employee for their personal use.
- Limit one offer per employee per fiscal year and subject to available funds.
- Completed reimbursement request form and a copy of receipt must be submitted within 30 days of purchase.
- Employees will be asked to complete the section below describing how they helped a patron with their device to access library resources within six months of purchase.

Date Submitted

Employee Name

Job title

Department

Date of Purchase

Device

Model

Purchase Price

Employee Signature

Date

By signing I certify that the purchased device meets all program requirements as outlined above.

Supervisor Signature

Date

Sign to verify information and forward to Assistant Director for processing.

Briefly describe how this device reimbursement allowed you to serve library patrons:

Outagamie Waupaca Library System
Board of Trustees
September 15, 2016 Meeting Minutes

The meeting was called to order at 6:34 p.m. by President Herman at the New London Public Library.

PRESENT: Will Bloedow, Patricia Craig, Terry Dawson, Diane Forsythe, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, David Hovde, Marcia Trentlage.

EXCUSED: Bobbie Buchholtz, Carol Diehl, David Hovde, Cathy Thompson.

OTHERS PRESENT: Gerri Moeller, Garth Zimmermann (guest).

Hankins moved, seconded by Forsythe to approve the consent agenda consisting of the minutes of the August 18, 2016 meeting, checks numbered 29739-29770, inclusive, in the amount of \$75,831.74 and payroll related expenditures dates 8-7-16 through 9-3-16 in the amount of \$55,093.06, and the August 2016 financial report. Motion carried.

DIRECTOR'S REPORT

Moeller submitted her report in writing prior to the board meeting. She thanked Zimmermann for attending the meeting and considering OWLS Board service. Craig acknowledged Moeller's good presentation to the Waupaca County Finance Committee. The Outagamie County budget will be headed to the Finance Committee soon. Moeller will update the Board once she receives the date.

There was a discussion of the director turnover in Black Creek, Hortonville and Kimberly-Little Chute.

ACTION ITEMS

Trentlage moved, seconded by Forsythe to convene into closed session pursuant to section 19.85(1)(c) Stat. for the purpose of considering specific employment matters. Convening into closed session was approved by a roll call vote at 6:51 p.m. Zimmermann left the meeting.

The Board returned to open session at 7:08 p.m. Zimmermann rejoined the meeting.

Girod moved, seconded by Bloedow to accept the 2017 wages as amended. Motion carried. Trentlage moved, seconded by Forsythe to approve a 1% cost of living increase for all employees, including the director, who've been employed by OWLS since January 1, 2016. Motion carried. Moeller discussed the proposed 2017 healthcare contributions. OWLS can no longer contribute 95% of the lowest priced plan, so the proposed contributions are 88% of the average Tier 1 cost, including dental. Craig moved, seconded by Forsythe to approve the proposed 2017 healthcare contributions. Motion carried. Moeller proposed adopting an opt-out incentive for health insurance, following the state pattern, which could potentially

result in cost savings to OWLS. If approved, the opt-out incentive should be reviewed annually and the OWLS Board should adopt a new policy. Gilbert moved, seconded by Bloedow to offer an opt-out healthcare incentive of \$2,000. Motion carried. Moeller will bring a draft policy to the October meeting. Craig moved, seconded by Trentlage to offer a 2017 Section 125 contribution of \$500. Motion carried.

Moeller reviewed the proposed 2017 budget. Bloedow moved, seconded by Trentlage to adopt the 2017 budget as amended. Motion carried.

Craig moved, seconded by Trentlage to approve the 2017 OWLS System Plan as amended. Motion carried.

Hankins moved, seconded by Bloedow to table the remainder of the agenda. Motion carried.

Hankins moved, seconded by Craig to adjourn the meeting. Motion carried.

The meeting was adjourned by President Herman at 7:58 p.m.

Respectfully submitted,

Terry Dawson
Secretary/Treasurer

**CITY OF WAUPACA
DEER MANAGEMENT AD HOC COMMITTEE**

**SPECIAL MEETING
COUNCIL CHAMBERS CITY HALL**

**MONDAY, NOVEMBER 14, 2016
6:00 P.M.**

1. CALL TO ORDER

2. CLERK TO READ OPEN MEETING STATEMENT

Henry Veleker, City Administrator/Clerk stated this meeting and all other meetings of the City are open to the public. Proper notice has been posted and given to the Press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. ROLL CALL

Present: Ald. Alan Kjelland, Chairperson, Ald. Chuck Whitman, Ald. Lori Chesnut, Steve Johnson, Barb Haen, Loren Fritz, Chris Anthony, Judith Schwonek and Sue Reniewicki

Also Present: Ted Dremel, WDNR, Jake Fries, WDNR, Police Chief Brian Hoelzel, Henry Veleker, City Administrator/Clerk and Jonathon Kizer, WDNR

4. APPROVE AGENDA

MOVED by Mr. Johnson, **SECONDED** by Ald. Chesnut to **APPROVE** the agenda as presented. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

**5. INTRODUCTIONS/BACKGROUNDS OF AD HOC COMMITTEE MEMBERS
AND WHAT DO YOU HOPE TO ACCOMPLISH WITH YOUR
PARTICIPATION ON THE COMMITTEE?**

Chr. Ald. Kjelland asked everyone to introduce themselves and share what they hope to accomplish by participating on the committee.

Ald. Kjelland said he serves the 5th Ward for the city. He has been a resident of Waupaca a little over six years and an alderperson for approximately three years. He has first-hand experience with the destruction of landscaping caused by the deer herd and has spent money trying to keep the deer away from the plantings.

Ms. Schwonek has been a Waupaca resident for ten years and said she does not mind sharing her garden with the deer. She said for the health of the deer and happiness of the residents she wants to learn more and be a part of any recommendation.

Deer Management Ad Hoc Committee
November 14, 2016

Ms. Anthony lives on Shadow Lake Drive and has lived in Waupaca over 40 years. She said she has spent money on deer repellents, etc. as has Ald. Kjelland and has also noticed an increase in the number of deer in the subdivision and an increase in the number of plants deer are eating. She also represents her neighborhood association. She raised concerns about Lyme's Disease and driving safety.

Ald. Whitman is an alderperson for the 4th Ward and lives on South Morton Street. He said he was born and raised in Waupaca and is here to represent his district and help make a good decision. He added that he is also a hunter.

Ms. Haen lives on South Main Street and has lived in Waupaca for 18 years. She has also spent a lot of money on landscaping, deer repellent and has tried to change the landscaping to repel the deer. She has seen a huge increase in the number of deer on the roads on her way in and out of town to go to work.

Mr. Johnson lives on South Main Street and was born and raised in Waupaca. He said over the last 10 years, this is the most deer he has ever seen. Over the last 3-4 years, the increase of deer on the Lakeside Parkway seems like it has exploded. He is concerned over the number of fawns he has seen and the number of ticks. He shared that his wife had 13 ticks on her after working in their front garden.

Ald. Chesnut is an alderperson for the 4th and 6th Wards. She is here on behalf of some of her constituents and is concerned about the number of "city" deer and their traffic patterns. She is here to learn as well.

Mr. Fritz said he is an avid hunter and has a wildlife biology degree. Since he has moved into town approximately 5 years ago, he has seen a change in the plants the deer are willing to eat. His wife kept the sedum covered with a sheet all summer long to prevent deer from eating the sedum. He lives on Highland Drive and from Highland Drive to High Street he has counted 23 deer in that stretch of road. It is not uncommon to have 10 at a time in his backyard. There are two 40 acre lots behind his home and said the deer are thick. He said his wife has Lyme's disease and he has had Anaplasmosis.

Ms. Reniewicki lives on Lake Street and has lived there since 2008. She has also observed a dramatic increase in the deer population. She also has a background in native plants and has tried to fill her yard with deer resistant plantings. She has suffered hundreds of dollars of loss in landscaping as others have shared. She noted that she can see the bumps under the deer's skin from ticks and does not think they are a healthy herd and is concerned about health risks.

6. COMMITTEE PURPOSE AND STUDY TIMELINE – CHR. ALAN KJELLAND

Ald. Kjelland tentatively suggested the committee could have a report to Council by February 2017 or earlier. The purpose of the committee is to develop recommendations because the deer herd has gone beyond a reasonable population and must deal with the damage they cause as well as car collision safety.

7. BRIEF REVIEW OF SEPTEMBER 27, 2016 PRESENTATIONS BY WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND WAUPACA COUNTY HEALTH DEPARTMENT REPRESENTATIVES

The presentation from September 27, 2016 by WDNR was included in the packet.

Mr. Jake Fries said he has nothing more to add from that meeting and asked if there were any questions. He said the WDNR has some responsibility for deer management outside of the municipal areas but within the city limits it is a question that needs to be answered by the city as to what a tolerable number of deer should be. WDNR is responsible to give the city a number of options to reduce the number of deer if the city chooses.

Mr. Ted Dremel said if some type of harvest strategy is the way to go, he and Mr. Fries could meet with Chief Hoelzel to develop shooting and safety plans and protocols. He mentioned some experience with protesters who were against harvesting deer and some of the trouble and difficulty other towns have had.

There was general discussion about who determines the acceptable number or level of deer population within the city limits.

Mr. Dremel said it is the city's decision. He also mentioned the possibility of residents who feed the deer corn and hay which contribute to the problem.

There was general discussion regarding any other areas comparable to Waupaca that could be used as a model for deer management.

There was general discussion regarding a cost effective way to determine the number of deer in the city limits.

Mr. Dremel said there is no real effective way to determine deer numbers short of an aerial survey.

There was continued discussion regarding determining the number of deer to remove and general home ranges of deer. The Committee learned that the range for female deer is about 1 square mile with the male's range about 1.5 square miles

There was general discussion regarding educating the community about the extent of the problem and how long it may take to get to an acceptable number of deer.

There was general discussion regarding bow hunting within the city limits and getting the proper permit.

No action.

8. REVIEW RELEVANT CITY/STATE CODES/REGULATIONS

- **Hunting**
- **Deer Feeding**

Ald. Kjelland said the regulations regarding hunting and deer feeding were included in the packet. He said feeding deer in the city is prohibited.

Deer Management Ad Hoc Committee
November 14, 2016

Chief Hoelzel said it is up to residents to make sure their bird feeders are high enough that deer can't get into them.

Ald. Kjelland noted the ordinance says they must be 6' off the ground. He said crossbow and bows are allowed for hunting so long as the \$10 permit fee is purchased through the police department, the person has a hunting license and permission from the property owner or inhabitants within 100 yards of where you are hunting.

Mr. Kizer commented that deer know where the food sources are and where they are safe. He thinks there is some confusion regarding the issue of deer feeding and suggested education for the community that will hopefully decrease the attraction of the deer.

There was general discussion regarding hunting rules within the city and permission from landowners for bows and crossbows only.

9. WHAT CONCERNS/ISSUES ARE THE URBAN DEER POPULATION CAUSING FOR OUR RESIDENTS? CAR/DEER COLLISIONS-REVIEW ACCIDENT DATE (2011-2016); HEALTH ISSUES; VEGETATION/LANDSCAPING DAMAGE; OTHER

The committee briefly reviewed a car/deer collision map and where the accidents are occurring with general discussion.

There was general discussion regarding sharp shooters. Chief Hoelzel said he did not feel there were any safe areas to discharge a firearm within the city and said the deer problem will not be solved overnight.

There was continued discussion regarding hunting within the city and taking our time to make decisions with caution regarding deer management.

Ms. Anthony gave a brief presentation regarding health concerns. She stated that Waupaca County reported 133 cases of Lyme's disease from January 2016 to October 2016, 30 were lab tested and 23 disease tap are symptoms without confirmed lab tests. She said the State Department of Health website was contacted and the person responsible for the online data. The last information posted was 14 cases of Lyme's disease but the person admitted they were behind due to the zika virus outbreak. She encouraged everyone to look at the website.

Ald. Kjelland said there are at least five diseases associated with the deer tick and said it is becoming a very significant issue in the city.

Mr. Fritz asked if the WDNR has a list of deer resistant plants.

Ald. Kjelland said Ms. Shellie Christie could not make the meeting tonight but will be talking about that issue at a future meeting.

Deer Management Ad Hoc Committee
November 14, 2016

There was general discussion regarding what the next steps are toward deer management.

Ald. Kjelland said the next step is to focus on what recommendation to make to City Council and would like the committee to determine what the focus should be.

A committee member asked how many permits were purchased to bow hunt in the city. Chief Hoelzel replied he would find out.

10. SET NEXT MEETING DATES

Next meeting is Monday, December 5, 2016 at 6:00 p.m.

11. OTHER BUSINESS

None

12. ADJOURNMENT

MOVED by Mr. Fritz, **SECONDED** by Mr. Johnson to **ADJOURN** the November 14, 2016 Special Deer Management Ad Hoc Committee Meeting, subject to call. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

Meeting adjourned at 7:28 p.m.

Ald. Alan Kjelland, Chairperson
Deer Management Ad Hoc Committee

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**CITY OF WAUPACA
ELECTION BOARD OF CANVASSERS**

**SPECIAL CALLED MEETING
CITY HALL, 111 S. MAIN ST.**

**FRIDAY, NOVEMBER 11, 2016
4:00 P.M.**

Present: Election Inspectors Carol Elvery, Karen Dusel and Deputy Clerk Sandy Stiebs

Absent: Election Inspector Linda Hagen (excused)

Also Present: none

APPROVAL OF AGENDA

MOVED by Karen Dusel, SECONDED by Carol Elvery to Approve the Agenda as presented. 3 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

CERTIFY FINAL TALLY OF VOTES

Deputy Clerk Sandy Stiebs reported that at the close of the General Election held on November 8, 2016 the City of Waupaca had issued six outstanding Provisional Ballots. She had received missing information for one of the outstanding Provisional Ballots by 4:00 p.m. on Friday, November 11, 2016 which was to be tallied and counted.

MOVED by Karen Dusel, SECONDED by Carol Elvery the Election Board of Canvassers Certify that the City of Waupaca tallied and counted the votes for the one Provisional Ballot that was received by the deadline. 3 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

ADJOURNMENT

MOVED by Karen Dusel, SECONDED by Carol Elvery to Adjourn the Special Called Election Board of Canvassers November 11, 2016 Meeting. 3 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

The meeting adjourned at 4:30 p.m.

Sandy M. Stiebs, CMC/WCMC
Deputy Clerk

CITY OF WAUPACA

**PUBLIC HEARING
COUNCIL CHAMBERS, CITY HALL**

**TUESDAY, NOVEMBER 15, 2016
6:00 P.M.**

Present: Mayor Brian Smith, Alderpersons Steve Hackett, Lori Chesnut, Paul Hagen, Alan Kjelland, Scott Purchatzke, Dave Peterson, Paul Mayou, Chuck Whitman, Jillian Petersen (arrived at 6:02 p.m.) and Eric Olson

Absent: none

Others Present: Sandy Stiebs, Deputy Clerk, Henry Veleker, City Administrator/Clerk, Aaron Jenson, Parks and Recreation Director, Justin Berrens, Public Works Director, City Attorney John Hart, Peg Burington, Library Director, Kathy Kasza, Finance Director/Treasurer, Chief Brian Hoelzel and Brennan Kane, Development Director

CITY OF WAUPACA

NOTICE OF PUBLIC HEARING

2017 ANNUAL PROPERTY TAX LEVY AND BUDGET

PLEASE TAKE NOTICE that a public hearing will be held before the Common Council of the City of Waupaca on Tuesday, November 15, 2016 at 6:00 p.m. or as soon thereafter as the matter can be heard in Council Chambers of the City Hall of the City of Waupaca, 111 S Main St, Waupaca, Wisconsin. The purpose of the public hearing is to solicit public comment on the City's 2017 Annual Property Tax Levy and Budget. A copy of the proposed 2017 Annual Budget is available for public inspection in the office of the City Clerk in the City Hall during normal business hours. The City has met the requirements of Wisconsin Statute 65.90(3)(a) by posting this notice in four public places.

PLEASE TAKE FURTHER NOTICE that at such time and place, any interested party may appear in person, by attorney or agent, and be heard on these matters. A summary of the proposed budget and tax levy is listed below. The City may elect to change the proposed budget and tax levy prior to the public hearing.

Public Hearing
November 15, 2016

The schedules below summarize the 2017 budget as it is proposed.

	2014	2015	9/30/2016	12/31/2016	2016	2017	DOLLAR	% CHANGE
<u>OTHER FUNDS</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>2015-2016</u>
BEGINNING FUND BALANCE	\$ (5,362,608)	\$ (5,263,152)	\$ (5,116,988)	\$ (5,116,988)	\$ (5,116,988)	\$ (5,005,371)		
REVENUES								
Special Revenue Funds								
Inland Lakes	10,118	-	-	-	-	-	-	0.00%
Hotel/Motel	236,221	258,266	132,810	240,000	220,000	235,000	15,000	6.82%
Transit	296,744	394,050	208,506	313,800	329,000	317,000	\$ (12,000)	100.00%
Library	-	-	804,677	796,144	798,989	790,280	(8,709)	(1.09%)
Adult Recreation Programs	25,048	21,123	14,544	22,953	23,200	20,200	(3,000)	(12.93%)
Airport	305,623	259,722	162,365	236,345	373,300	197,500	(175,800)	(47.09%)
Debt Service	1,399,067	1,388,759	1,313,759	1,313,759	1,313,759	1,279,473	(34,286)	(2.61%)
Capital Project Fund	741,244	1,035,969	580,000	580,000	580,000	1,369,000	789,000	136.03%
TIF Districts #3 - #10	2,820,178	2,627,208	2,106,688	2,106,688	2,083,109	1,906,010	(177,099)	(8.50%)
TOTAL REVENUES	\$ 5,834,243	\$ 5,985,097	\$ 5,323,349	\$ 5,609,689	\$ 5,721,357	\$ 6,114,463	\$ 393,106	6.87%
EXPENDITURES								
Special Revenue Funds								
Inland Lakes	2,756	972	1,029	1,335	1,800	1,800	-	0.00%
Hotel/Motel	191,179	225,460	146,523	143,000	220,000	235,000	15,000	6.82%
Transit	308,879	402,615	219,151	315,960	329,000	317,000	\$ (12,000)	100.00%
Library	-	-	562,962	753,404	765,989	757,633	(8,356)	(1.09%)
Adult Recreation Programs	16,165	11,947	23,492	25,723	23,200	24,930	1,730	7.46%
Airport	283,720	221,614	164,648	230,798	453,300	213,200	(240,100)	(52.97%)
Debt Service	1,326,249	1,318,903	1,027,834	1,364,743	1,364,743	1,313,863	(50,880)	(3.73%)
Capital Project Fund	842,165	965,213	346,467	580,000	580,000	1,369,000	789,000	100.00%
TIF Districts #3 - #10	2,763,674	2,692,209	1,893,442	2,083,109	2,083,109	1,291,040	(792,069)	100.00%
TOTAL EXPENDITURES	\$ 5,734,787	\$ 5,838,933	\$ 4,385,548	\$ 5,498,072	\$ 5,821,141	\$ 5,523,466	\$ (297,675)	(5.11%)
ENDING FUND BALANCE	\$ (5,263,152)	\$ (5,116,988)	\$ (4,179,187)	\$ (5,005,371)	\$ (5,216,772)	\$ (4,414,374)		

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<u>GENERAL FUND</u>	<u>2014</u>	<u>2015</u>	<u>9/30/2016</u>	<u>12/31/2016</u>	<u>2016</u>	<u>2017</u>	<u>DOLLAR</u>	<u>% CHANGE</u>
<u>REVENUES</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>2016-2017</u>
Taxes	\$ 1,994,739	\$ 2,117,173	\$ 1,773,245	\$ 3,514,748	\$ 3,515,853	\$ 3,519,089	3,236	0.09%
Intergovernmental Revenue	2,046,837	2,034,987	736,254	1,599,170	1,609,804	1,582,897	(26,907)	(1.67%)
Licenses & Permits	170,727	168,296	146,217	187,447	162,905	166,305	3,400	2.09%
Fines, Forf. & Penalties	63,072	67,599	53,085	60,000	70,000	70,000	-	0.00%
Public Charges for Services	241,456	239,983	227,615	305,652	290,120	295,720	5,600	1.93%
Commercial Revenue	151,721	129,025	89,259	98,144	98,965	87,800	(11,165)	(11.28%)
Other Financing Sources	505,216	504,865	514,739	1,139,670	1,194,654	1,279,910	85,256	100.00%
TOTAL REVENUES	5,173,768	5,261,928	3,540,414	6,904,831	6,942,301	7,001,721	59,420	0.86%
EXPENDITURES								
General Government	\$ 795,391	\$ 764,295	\$ 886,414	\$ 1,246,465	\$ 1,302,520	\$ 1,327,228	(21,225)	(0.70%)
Public Safety	1,665,276	1,786,823	1,151,042	1,700,383	1,724,118	1,767,913	43,796	2.54%
Public Works	980,828	1,019,892	687,375	1,164,977	1,205,775	1,219,660	13,885	1.15%
Health and Social Services	174,908	185,916	31,201	33,886	67,303	68,589	1,286	1.91%
Library	709,923	728,492	-	-	-	-	-	0.00%
Park & Recreation	853,820	950,195	625,377	878,546	901,725	923,404	21,678	2.40%
Contingency	-	-	-	-	100,000	220,000	120,000	0.00%
Other Financing Uses	45,321	-	-	1,740,860	1,740,860	1,699,927	-	0.00%
TOTAL EXPENDITURES	5,225,467	5,435,613	3,381,410	6,765,117	7,042,301	7,226,721	179,420	2.55%
REVENUES LESS EXPENDITURES	\$ (51,699)	\$ (173,685)	\$ 159,004	\$ 139,714	\$ (100,000)	\$ (225,000)		
BEGINNING FUND BALANCE	\$ 1,689,963	\$ 1,638,264	\$ 1,464,580	\$ 1,464,580	\$ 1,464,580	\$ 1,604,294		
ENDING FUND BALANCE	\$ 1,638,264	\$ 1,464,580	\$ 1,623,584	\$ 1,604,294	\$ 1,364,580	\$ 1,384,294		

<u>Taxing Fund</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Dollar Amt</u>	<u>Percent</u>
					<u>Inc / (Dec)</u>	<u>Change</u>
General	\$1,908,387	\$2,025,629	\$1,732,528	\$1,774,655	\$ 42,127	2.43%
Library	\$ -	\$ -	\$ 351,454	\$ 351,454	\$ 0	100.00%
Transit	12,594	8,000	8,000	9,000	\$ 1,000	12.50%
Airport	112,818	114,994	65,800	60,000	\$ (5,800)	(8.81%)
Debt Service	1,399,067	1,388,759	1,313,759	1,279,473	\$ (34,286)	(2.61%)
Total Tax Levy	\$3,430,876	\$3,537,382	\$3,471,541	\$3,474,582	\$ 3,041	0.09%

Significant Changes: The 2017 budget imposes a 0.09% increase (\$3,041) in the tax levy from 2016 to 2017 which in compliance with the State's Levy and continues to impact the General Fund. There is funding for a part-time clerical position in the Finance Department and several positions brought into compliance with the federal overtime law. The Department of Revenue requirement to restate the 2016 tax levy in the General Fund and show the transfer of levy to other funds was implemented in this budget as well as all Inter-fund allocations are now recorded as "Other Financing Sources (Uses) instead of Expenditure offsets. There was no increase in the Debt Service levy. This is the first year budgets for the City's Tax Incremental Financing (TIF) districts are being done to show the public information regarding the status of each of the districts.

Kathryn Kasza, Finance Director/City Treasurer

Posted: October 24, 2016
Published: October 27, 2016

The document is also available on our website. <http://www.cityofwaupaca.org/wp-content/uploads/2016/10/public-notice-2017-letter.pdf>

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Mayor Smith asked Ms. Kathy Kasza, Finance Director to read the public notice into the record.

The public notice was read into record by Ms. Kasza, Finance Director. She gave an overview of changes within the 2017 budget and tax levy as follows:

- As part of the new reporting to the Department of Revenue for the Expenditure Restraint Program, the total tax levy must be shown in the General Fund as Revenue and the tax levy being levied for other funds (i.e. Library, Airport Transit and Debt Service) shown as a Transfer of Funds (Expenditure). This requires an Amended 2016 Budget be adopted to take into account these changes and allow for the comparison of budget to budget to qualify for this \$146,000 revenue source for 2017.
- Account for all salaries and benefits for City Operations within the General Fund and show the transfer in from other funds (i.e. Water, Sewer, TIF Districts) to show the dependency on these funding sources to operations.
- Personnel Changes discussed at a previous Council meeting: Due to the change in overtime exemption law for salaried employees wage adjustments for Parks & Recreation Program Specialist, IT/Communication Specialist, and Youth Services Librarian are incorporated into each department budget. Finance Department addition of a part-time clerical position.
- Mandated increases in WI Retirement contribution rates are included. Protective employees contribution rate increased 1.40% and General employees increased .02%
- 1-1/2% wage increases are included in the 2017 Budget presentation for all employees.
- The City's contribution to the general employee health insurance plan was changed from 83/17 City/Employee premium share to match the police union contribution 90/10 premium share. This was funded through the reduction of the Health Reimbursement Account (HRA) amount the City pays towards the deductible amount. Prior years funding of 75% of the amount to 50% funding as well as a reduction of the benefit from \$1,500 to \$750 single and \$3,000 to \$1,500 employee +1 and family. This is possible from an underutilization of this benefit. This will counter the general employee increase in premium share from the 3% increase in the 2017 health insurance premium.
- Due to the refinancing of the Recreation Center bond and the timing of the State Trust Fund Loan there would not be a debt payment in 2017, however, to keep the tax levy for debt service within the same amount as previous years; staff is recommending that the 2018 payment be made which would retire the debt in 2018 instead of 2019.
- Capital Projects include funding through a 1-year State Trust Fund Loan Program (STFLP) note and a 5-year STFLP note for capital equipment and projects. This will continue the debt service to be lower than prior years while allowing the City to maintain its infrastructure and equipment.
- This year includes budgets for the City's eight (8) Tax Incremental Financing (TIF) Districts as part the State of WI Department of Revenue reporting requirements
- The water utility will require the Public Service Commission review the rate structure to receive construction authorization for the replacement of the \$1,500 meters and implementation of the cellular point transmission devices for meter reading. Ms. Kasza does

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not believe a rate increase will be necessary for the water utility's 2017 budget. It may only be to cover the cost of purchase and installation of the meters and transmission devices. The water utility remains in a very strong financial position and will see what the PSC requires for a rate.

- The sewer utility will not require a rate increase for 2017. As part of the Chain O'Lakes Sanitary District, she has budgeted the reserve funds in that agreement in the 2017 budget.
- Waupaca Online shows a good, improved financial position with the AT &T contract settlement.

Ms. Kasza said she does not have all of the information she needs from the state for the school levy credit, first dollar credit and lottery credit. Therefore, she cannot say what the net levy rate is or what the final impact on the property tax bill will be. She said the gross levy over all taxing jurisdictions, if the City determines to leave the 2017 levy at the same amount as 2016 of \$3,471,538, would see lower gross tax levy rates of approximately \$1.30 lower. (Approximately \$100,000 house = \$128 lower tax) She said we are in a good position with the other taxing jurisdictions lowering their levies and the increase in assessed value of the City is over \$3,041,000 and a lower TIF increment and it is recommended we keep the levy the same.

Ms. Kasza said the General Fund budget does qualify for expenditure restraint in 2018 by being no higher than 1.9% over 2016. The City is at 1.89% and will add \$319,000 in contingency in the General Fund which would require Council approval before any funds could be spent.

Mayor Smith asked for testimony in favor of the subject and limit comments to 3 minutes or less.

Hearing no testimony in favor of the subject, Mayor Smith asked for testimony in opposition of the subject and limit comments to 3 minutes or less.

Hearing no testimony in favor or in opposition of the subject Mayor Smith declared the Public Hearing closed at 6:16 p.m.

Mayor Brian Smith

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**CITY OF WAUPACA
COUNCIL PROCEEDINGS**

**REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL**

**TUESDAY, NOVEMBER 15, 2016
6:16 P.M.**

1. CALL TO ORDER

Pursuant to regulations, the Common Council of the city of Waupaca met on the above date and time.

2. PLEDGE OF ALLEGIANCE

3. REPORT FROM CLERK ON OPEN MEETING LAW COMPLIANCE

Sandy Stiebs, Deputy Clerk stated this meeting and all other meetings of the Common Council are open to the public. Proper notice has been posted and given to the Press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

4. ROLL CALL

Present: Mayor Brian Smith, Alderpersons Steve Hackett, Lori Chesnut, Paul Hagen, Alan Kjelland, Scott Purchatzke, Dave Peterson, Paul Mayou, Chuck Whitman, Jillian Petersen and Eric Olson

Absent: none

Also Present: Henry Veleker, City Administrator/Clerk, Sandy Stiebs, Deputy Clerk, Kathy Kasza, Finance Director/Treasurer, Peg Burington, Library Director, Brennan Kane, Development Director, City Attorney John Hart, Justin Berrens, Director of Public Works, Aaron Jenson, Parks and Recreation Director and Police Chief Brian Hoelzel

A quorum was declared.

5. CONSENT AGENDA

A. MONTHLY REPORTS:

1. Finance Director/Treasurer's Report for the Month of October, 2016
2. Building Inspector's Report for the Month of October 2016
3. Parks & Recreation Department and Income Report for the Month of October 2016
4. Police Department Report for the Month of October 2016
5. Development Director Report for the Month of October 2016
6. Director of Public Works Report for the Month of October 2016
7. City Administrator/Clerk Report for the Month of October 2016
 - a. WOL.Net Monthly Report – Josh Werner

B. PAY REQUESTS AND CHANGE ORDERS AND ANY OTHER INVOICES THAT MAY COME BEFORE THE COUNCIL: none

C. MONTHLY/QUARTERLY/ANNUAL REPORTS:

1. Hangar Report and Traffic Count Report for November 2016

D. APPROVAL OF BILLS – CITY GENERAL, WATER, SEWER, AND SPECIAL FUNDS

E. INVOICES FOR PROJECTS/CONTRACTS HAVING PRIOR COUNCIL APPROVAL: none

F. MEETING MINUTES:

1. PARKS AND RECREATION BOARD
 - Minutes of a Regular Meeting on October 13, 2016
2. POLICE AND FIRE COMMISSION
 - Minutes of a Regular Meeting on November 8, 2016
3. WAUPACA SENIOR CENTER ADVISORY BOARD
 - Minutes of a Regular Meeting on October 19, 2016
4. COUNCIL PROCEEDINGS
 - Minutes of a Regular Meeting on October 18, 2016
 - Minutes of a Regular Meeting on November 1, 2016

MOVED by Ald. Chesnut, **SECONDED** by Ald. Kjelland, Council **APPROVES** of the Consent Agenda as printed. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

6. REGULAR AGENDA

Under No. 10 Unfinished Business, letters b and c Resolution No. 1378 and Resolution No. 1379 along with supporting documentation were emailed.

Mayor Smith said he would like to move No. 8 and No. 9, closed session before Department Head Reports and move No. 10b and 10c.

MOVED by Ald. Hackett, **SECONDED** by Ald. Kjelland, Council **APPROVES** of the Regular Agenda as amended with handout. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

7. NON-AGENDA ITEMS AND ANNOUNCEMENTS

A) ANNOUNCEMENTS AND CORRESPONDENCE: none

B) PUBLIC INPUT: none

10. UNFINISHED BUSINESS:

b. Resolution No. 1378, 2016 Budget Amendment Resolution – Kathy Kasza, Finance Director

Mayor Smith said there were no dollar amount changes, just line item changes for the purpose of comparison between the 2016 Budget and the 2017 Budget.

MOVED by Ald. Mayou, **SECONDED** by Ald. Petersen, Council **APPROVES** Resolution No. 1378, 2016 Budget Amendment Resolution. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

c. Resolution No. 1379, FY2017 Budget Resolution – Kathy Kasza, Finance Director

Mayor Smith said this was reviewed in the public hearing prior to this meeting.

Ms. Kasza said she has worked very hard on this budget and thanked staff for all of their cooperation this year.

Mayor Smith said the City and the Police Union are still in negotiation.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Hackett, Council **APPROVES** Resolution No. 1379, 2017 Budget Resolution. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Mayou, Ald. Hagen, Ald. Petersen, Ald. Dave Peterson, Ald. Olson, Ald. Whitman, Ald. Purchatzke and Ald. Kjelland, voted aye, 0 voted nay, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

Mayor Smith thanked Ms. Kasza and staff for all of their hard work in preparing this budget and making this easier to understand for everyone including the public.

8. MOTION TO CONVENE INTO CLOSED SESSION IN ACCORDANCE WITH WISCONSIN STATE STATUTE 19.85(1)(e)(g) TO DISCUSS THE FOLLOWING:

- a. **WEDC COMMUNITY DEVELOPMENT INVESTMENT GRANT AGREEMENT**
- b. **DEVELOPMENT AGREEMENT – TIF #4**
- c. **UPDATE ON CURRENT LEGAL ACTIONS**

MOVED by Ald. Hagen, **SECONDED** by Ald. Chesnut, Council **CONVENES** into closed session in accordance with Wisconsin State Statute 19.85(1)(e)(g) to discuss the following:

- a. **WEDC Community Development Investment Grant Agreement**
- b. **Development Agreement – TIF #4**
- c. **Update on Current Legal Actions.**

ON A CALL OF THE ROLL Ald. Petersen, Ald. Whitman, Ald. Purchatzke, Ald. Dave Peterson, Ald. Chesnut, Ald. Olson, Ald. Mayou, Ald. Hagen, Ald. Kjelland and Ald. Hackett, voted aye, 0 voted nay, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

The time into Closed Session is 6:26 p.m.

9. MOTION TO RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION

MOVED by Ald. Dave Peterson, **SECONDED** by Ald. Hackett, Council **RECONVENES** into Open Session for possible action. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

The time into Open Session is 7:34 p.m.

- c. **Update on Current Legal Actions.** No action taken.
- b. **Development Agreement – TIF #4**

Mr. Kane said this is a developer's agreement between Little Wolf Automotive and the City of Waupaca for an amount not to exceed \$40,000 for development incentive.

MOVED by Ald. Hackett, **SECONDED** by Ald. Kjelland, Council **APPROVES** a Development Agreement TIF #4 between Scott Bickley, Little Wolf Automotive and the City of Waupaca for an amount not to exceed \$40,000 for development incentive. **ON A CALL OF THE ROLL** Ald. Hagen, Ald. Kjelland, Ald. Petersen, Ald. Purchatzke, Ald. Mayou, Ald. Chesnut, Ald. Olson, Ald. Whitman, Ald. Hackett and Ald. Dave Peterson, voted aye, 0 voted nay, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

a. WEDC Community Development Investment Grant Agreement

MOVED by Ald. Purchatzke, **SECONDED** by Ald. Dave Peterson, Council **RECOMMENDS** staff move forward with Development Agreement with Doc Atty's project to include required letter of credit from owners. **ON A CALL OF THE ROLL** Ald. Purchatzke, Ald. Dave Peterson, Ald. Mayou, Ald. Petersen, Ald. Hackett and Ald. Olson, voted aye, 0 voted Ald. Whitman, Ald. Hagen and Ald. Chesnut, voted nay, Ald. Kjelland, abstained, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

C) DEPARTMENT ANNOUNCEMENTS/REPORTS

- Finance Director/Treasurer

Ms. Kasza said her staff has been busy with elections and assisted the Clerk's office on November 8 during the general election and helped assist absentee voters. She thanked her staff for stepping up which allowed her to work on the 2017 budget document. This document will be put on the website with additional statistical information. There is an agreement to schedule the external auditors for preliminary work January 12 and final field work during the week of March 7, 2017. She is planning to present financials for 2016 in May to Council.

Library Director

Ms. Burington thanked the Public Works department for helping with the reading sculpture and thanked the Jorgenson's for their donation.

Ms. Burington said they are celebrating International Game Day on Saturday and invited everyone to come to the library to come over and play games from 10:00 a.m. until 2:00 p.m.

The library is hiring a new Exhibit Coordinator and will be interviewing in early December for that position. The current Exhibit Coordinator has decided to leave and is devoting her time to the Waupaca Historical Society and her family.

The Jan Brett exhibit is open now through December 23. Ms. Brett will be at the library on December 4 from 2:00-4:00 p.m. and will be at the Waupaca Middle School at 5:00 p.m.

Ms. Burington said they created a flyer to inform taxpayers what their contribution is toward the library and what the library can do for them.

- Development Director

Mr. Kane said they are moving forward with the downtown plan which is progressing nicely. There will be a Downtown Business Forum scheduled for November 30, 2016 at 7:30 a.m. at Farmer's State Bank. The City's consultants will be meeting with all interested business and property owners within the downtown study area to provide a personal update on the project and to answer any questions they may have.

The consultants would like to meet with any interested art groups, artists, art store owners, etc. on Tuesday November 29, 2016 at 6:00pm located at the Library Meeting Rooms. The intent of this meeting is to engage the art community early in the process and look at options and opportunities to partner with local artists and seek their perspective for art within the downtown.

Mr. Kane said they are about to submit the design exceptions to the Wisconsin DOT to maintain the majority of “front-in” angle parking. He said they are currently working through five alternative plans that the WDOT will review.

Mr. Kane said Ms. Kemnitz has accepted a full time position and will be leaving at the end of November and wishes her the best of luck in her new endeavors. He said he will be working with Mr. Veleker and Mayor Smith regarding how to fill that position next year.

Mr. Kane said the Bethany Home project is going well and they are about to enclose the third story. He said the first story is completely enclosed and they will begin moving individuals into that portion of the building. They will be working through the winter on the inside of the building.

- **Director of Public Works**

Mr. Berrens briefly reviewed his report that is included in the packet.

- **WASTEWATER DIVISION:**

Mr. Berrens said they are still waiting on the blower shipment. The construction should be complete within one week after receiving the blower and will then complete the Focus on Energy application before the end of the year. He said the disinfection season is complete and the chemical feed at effluent has been turned off.

Cathodic Protection requests for sealed bid should be ready by late November.

- **STREET DIVISION:**

Mr. Berrens said leaf pickup is in full swing. Please continue to put your leaves onto the curb. He said they are cleaning sewers with vactor and rodder. The lift stations were cleaned out today.

Mr. Berrens said snow equipment is ready.

There is a part time position available at the recycling center working Monday, Fridays and Saturdays for \$11.00 per hour.

A thank you card was included in the packet regarding the City’s leaf pickup service.

- **WATER UTILITY DIVISION:**

Mr. Berrens said they have completed a round of WDNR compliance samples for the third quarter. He said hydrant flushing is completed for the year. They have begun to compile information for the King Water Study and have submitted it to Town and Country Engineering.

Mr. Berrens addressed a political ad saying that lead is in our water. He said it is false and is a twisting of words for political gain. Our drinking water results are posted on the City website and the WDNR website.

- **FACILITIES MANAGEMENT DIVISION:**

Mr. Berrens said we are wrapping up the LED upgrade and found that we can fit most of the cost within our maintenance budget. He said trees were reserved for spring planting, he worked with the IT Department for key fob access and the department helped with election setup and take down.

- **Parks and Recreation Director**

Mr. Jensen’s report is included in the packet.

Mr. Jenson said the boat ramp is complete with pier and will reopen tomorrow. The fishing pier at Bowersox Park should be done by the end of the week. He said this would complete the known Phase 2 projects. He said we are looking at obtaining a grant extension from the WDNR in order to work toward a phosphorus mitigation project with the Friends of Mirror and Shadow Lake.

Mr. Jenson commended Mr. Whitman and Ms. Reybrock on their work for the Halloween Party. Mr. Whitman did most of the organizing while Ms. Reybrock, staff and volunteers worked on the decorating. He thanked the police for being present during the large attendance.

Mr. Jenson is currently meeting with the baseball and softball boards to discuss the summer season, plan tournaments and possible projects at Swan Park.

Mr. Jenson commended Ms. Reybrock for the accreditation of the Senior Center. He said this process is done every five years. He said the Waupaca Senior Center is one of 25 in the state out of 100 that are organized senior centers.

He said Beginner Basketball, Men's Basketball and Adult Volleyball are going on now.

- Police Chief

The report is in the packet.

Chief Hoelzel said there have been a lot of changes within their department. Patrol Sergeant John Helgeson was promoted to Detective Sergeant and will start December 5, 2016. He said they are in the process of filling the Patrol Sergeant's position and is hoping to fill the position by December 13, 2016. He said they have started accepting applications for a patrol officer position and will not be filled until February of 2017 due to the application, testing process, background and medical checks.

Chief Hoelzel said Sgt. Mario Graceffa reached his 14th anniversary with the department in October of 2016. He said he is very appreciative of his service. A resignation letter was accepted from Officer Josh Krueger who currently has a full time position with the Sheriff's department but was working part time for the Waupaca Police department.

Chief Hoelzel said it will be a few weeks before they will have all of the tactical equipment needed for each squad car and is looking forward to having the equipment. He said the squad car was ordered and will come in early February 2017.

Chief Hoelzel gave a brief overview of the grant they are working on with the Sheriff and the Weyauwega Police Department. He said it is a high visibility grant through the state. He said some people believe we are setting up check points within the city of Waupaca and Waupaca County. That is illegal and is not being done. He said there is high visibility enforcement within certain areas in Waupaca County and the City. He said that is to try and reduce traffic accidents.

- City Administrator/Clerk

Mr. Veleker thanked Ms. Kasza's staff for their help with the election. He said there was a record turnout. 35% of voters voting absentee over a period of four weeks. He thanked Ms. Sandy Stiebs who keeps up with all of

the rules and Ms. Carol Elvery, Ms. Linda Hagen and Ms. Karen Dusel who are Chief Election Inspectors. He also thanked all of the poll workers.

Clerk's note: The recorder stopped during the meeting at 8:05 p.m.

10.UNFINISHED BUSINESS:

- a. **Update on the Ad Hoc Deer Management Committee meeting held on November 14, 2016 – Ald. Alan Kjelland**

11.NEW BUSINESS:

- a. **License Report No. 1341, Operator's Licenses – Henry Veleker, City Administrator/Clerk**

MOVED by Ald. Whitman, **SECONDED** by Ald. Chesnut Council **APPROVES** License Report No. 1341, Operator's Licenses Pending Payment of Money owed to the City. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

12.ISSUES/PROJECT DISCUSSION (30-MINUTE MAXIMUM – NO ACTION REQUIRED)

- a. **UPDATE – Back-in Angle Parking on Union Street – Justin Berrens, Public Works Director**
- b. **Group Exercise – Council Members and Department Heads Establish FEMA online Accounts to be used for Future Training.**

Audio recorder started here.

There was general discussion regarding setting a training date for January 11, 2017 at 6:30 p.m. or January 3, 2017.

13. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR - none

Mayor Smith commented how hard staff has worked to put together the WEDC Community Development Investment Grant Agreement. Mayor Smith wants the public to know that we feel it is a very good project and wanted to get some advice from outside sources on the best way to protect the City's interests. He said without Mr. Kane, Ms. Kasza or Mr. Veleker this project would not be where it is now.

Mayor Smith thanked Ms. Kasza for the budget process this year and said it was awesome.

Mayor Smith said the library exhibit was awesome and encouraged people to go see it.

Mayor Smith asked Chief Hoelzel to comment on the drug court and complimented him for his work on the drug court.

Chief Hoelzel said Waupaca County is setting up preliminary funding to begin next year. The exact dollar amount has not been approved yet and hopes it starts in July of 2017 or will begin in the fall. He is looking forward to getting a coordinator on board and starting this process to get individuals with addictions the help they really need.

Council Proceedings
November 15, 2016

14.ADJOURNMENT

MOVED by Ald. Hagen, **SECONDED** by Ald. Chesnut Council **ADJOURNS** until the next Regular Council Meeting on December, 6, 2016 at 6:00 p.m. and subject to call. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 8:25 P.M.

Mayor Brian Smith

tj

RESOLUTION NO. 1381

COMMON COUNCIL OF CITY OF WAUPACA

RESOLUTION VACATING A PORTION OF FARM DRIVE AND APPLETREE LANE, CITY OF WAUPACA, WISCONSIN.

WHEREAS, a portion of the right-of-way of Appletree Lane and Farm Drive was intended to be vacated by the City of Waupaca so that the adjoining land owner could construct a sign.

AND WHEREAS, the adjoining landowner constructed the sign in that portion of the right-of way to be vacated but said portion of the right-of-way was not vacated by the City of Waupaca as intended.

AND WHEREAS, it is necessary to vacate and discontinue a portion of Farm Drive and Appletree Lane, so that said sign is not in the right-of-way.

AND WHEREAS, that portion of Farm Drive and Appletree Lane to be vacated and discontinued is described as follows:

SEE ATTACHED DESCRIPTION

A map of that portion of Farm Drive and Appletree Lane to be vacated and discontinued is attached hereto.

NOW THEREFORE BE IT RESOLVED that it is in the public interest that the portion of Farm Drive and Appletree Lane as above described be and the same is hereby vacated and discontinued.

Dated December 6, 2016.

Brian Smith, Mayor

Henry Veleker

TRACT A DESCRIPTION

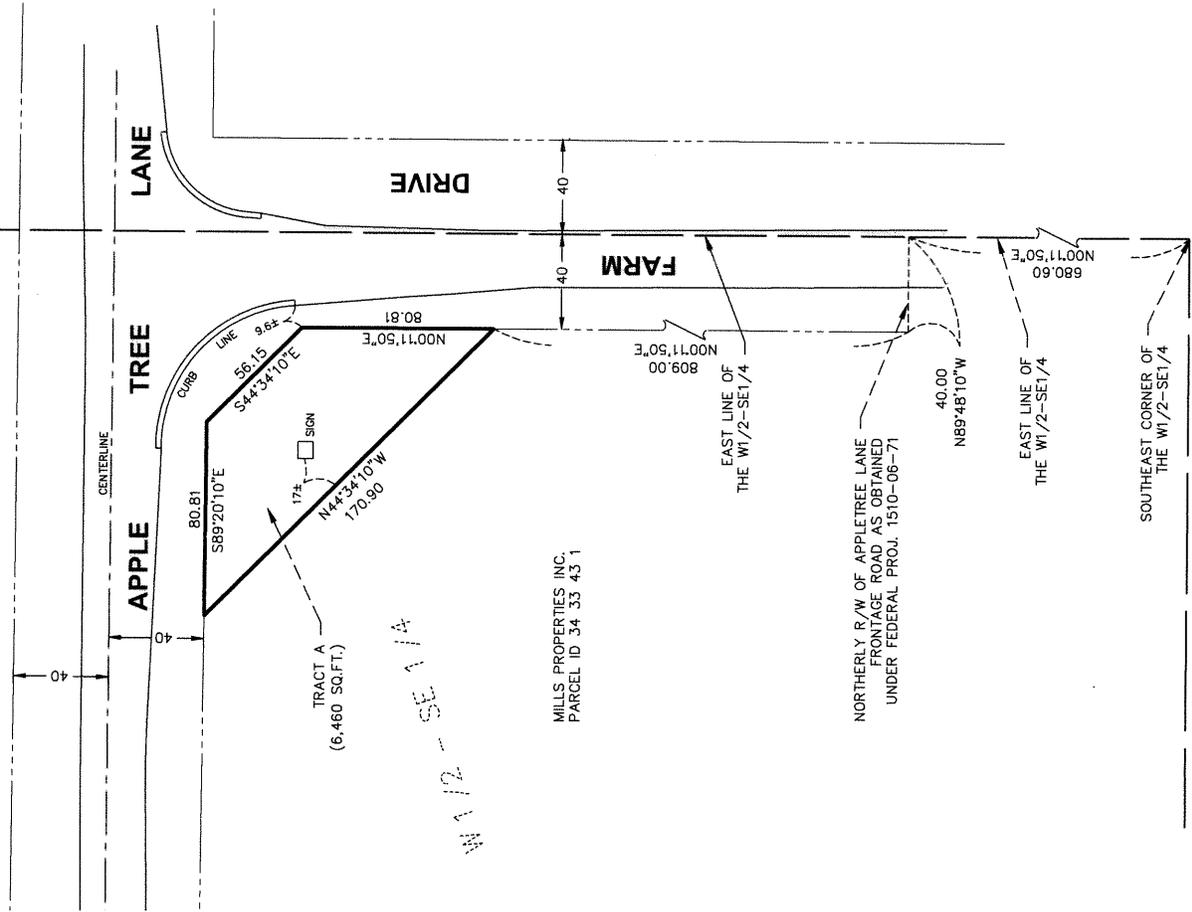
That part of the West Half of the Southeast Quarter (W1/2-SE1/4), Section 33, Township 22 North, Range 12 East, Waupaca County, Wisconsin described as follows: Commencing at the southeast corner of said W1/2-SE1/4; thence North 00 degrees 11 minutes 50 seconds East, bearing based on Waupaca County Coordinate Database 83/96, 680.60 feet along the east line of said W1/2-SE1/4 to the northerly right of way line of Appletree Lane Frontage Road as obtained under Federal Project Number 1510-06-71 (Phase 1), RW Plat parcel No. 1; thence North 89 degrees 48 minutes 10 seconds West 40.00 feet along said northerly right of way line; thence North 00 degrees 11 minutes 50 seconds East 809.00 feet to the point of beginning of the tract to be described; thence North 44 degrees 34 minutes 10 seconds West 170.90 feet; thence South 89 degrees 20 minutes 10 seconds East 80.81 feet; thence South 44 degrees 34 minutes 10 seconds East 56.15 feet to the line that bears North 00 degrees 11 minutes 50 seconds East from the point of beginning; thence South 00 degrees 11 minutes 50 seconds West 80.81 feet to the point of beginning.

SKETCH AND DESCRIPTION

PART OF THE WEST HALF OF THE SOUTHEAST QUARTER
SECTION 33, TOWNSHIP 22 NORTH, RANGE 12 EAST,
WAUPACA COUNTY, WISCONSIN

TRACT A DESCRIPTION

That part of the West Half of the Southeast Quarter (W1/2-SE1/4), Section 33, Township 22 North, Range 12 East, Waupaca County, Wisconsin described as follows: Commencing at the southeast corner of said W1/2-SE1/4; thence North 00 degrees 11 minutes 50 seconds East, bearing based on Waupaca County Coordinate Database 83/96. 680.60 feet along the east line of said W1/2-SE1/4 to the northerly right of way line of Appletree Lane Frontage Road as obtained under Federal Project Number 1510-06-71 (Phase 1), R/W Plat parcel No. 1; thence North 89 degrees 48 minutes 10 seconds West 40.00 feet along said northerly right of way line; thence North 00 degrees 11 minutes 50 seconds East 809.00 feet to the point of beginning of the tract to be described; thence North 44 degrees 34 minutes 10 seconds West 170.90 feet; thence South 89 degrees 20 minutes 10 seconds East 80.81 feet; thence South 44 degrees 34 minutes 10 seconds East 56.15 feet to the line that bears North 00 degrees 11 minutes 50 seconds East from the point of beginning; thence South 00 degrees 11 minutes 50 seconds West 80.81 feet to the point of beginning.



☐ = DENOTES BITUMINOUS SURFACE

ORIENTATION OF THIS BEARING SYSTEM
IS BASED ON WAUPACA COUNTY
COORDINATE DATABASE NAD 83/96



WIDSETH SMITH NOLTING

Engineering | Architecture | Surveying | Environmental

© 2014 WIDSETH SMITH NOLTING

11-11-2006

This is my notice to vacate my
rental agreement for Hangar # 6 at
the Waupaca County airport, Waupaca WI.

Carola Benjamin
9609 River Rd
Amherst WI 54406

RENTAL OF HANGAR SPACE AGREEMENT

THIS AGREEMENT entered into this _____ day of _____ by and between the **City of Waupaca**, herein called Lessor, and Philip Thompson hereinafter called Lessee.

The following terms and conditions shall govern the rental by Lessor of **Hangar Space No. 6** to Lessee: Philip Thompson

1. **TERMS:** This agreement shall commence on _____ and remain in effect for a period of one year. Thereafter this agreement shall continue in effect from year to year, being automatically renewed after each year unless 30 days' notice is given by either party that the agreement shall not be renewed.
2. **RENT:** Lessee shall pay, as rent for the use of the described hangar, the amount of **\$118.48 + \$6.52 = \$125.00** per month, payable in advance on the first day of each month. If Lessee prefers it may pay the rental in advance for the one year period, and the rent for the year shall be **\$1350.00 + 74.25 = \$1424.25**. Rent may be changed at the end of each yearly lease by Lessor upon 30 days' written notice to Lessee.
3. **PREMISES:** The premises leased shall be the Hangar located on the premises at the Waupaca Airport, designated as **Hangar No. 6**, together with reasonably necessary rights of access across Lessor's adjoining areas.
4. **MAINTENANCE OF PREMISES AND SERVICES TO BE PROVIDED:** Lessor will maintain the structural components of the Hangar including doors and door mechanisms. Lessee shall be responsible and liable for any damage to the hangar caused by Lessee's use, including, but not limited to, bent or broken interior walls, damage to unsealed floors due to fuel oil spillage, doors damaged due to Lessee's improper or negligent operation.
5. **LIABILITIES:** Lessor hereby expressly disclaims any and all liability for damage to the aircraft stored in the hangar. Lessee shall be liable for any damage to Lessor's property and/or other stored aircraft arising from Lessee's negligence, including, but not limited to: the carrying on of unauthorized activities in the Hangar or the storage of flammables in the Hangar and/or aircraft other than fuel and oil in the aircraft tanks.
6. **USE OF PREMISES:** The Hangar hereby leased shall be used only for the storage of aircraft and only for the storage of aircraft owned or leased by Lessee. Lessee further agrees that no commercial aviation activities will be conducted on the Airport premises without express approval of the City of Waupaca. This includes, but is not limited to, aircraft rental, charter, leasing, flight instruction, aerial survey/photography work, etc. The Lessor agrees to comply with the rules and operating procedures established by the City of Waupaca and the Waupaca Airport Board for the safe and secure operation of the Airport facilities and aircraft.

RENTAL OF HANGAR SPACE AGREEMENT

PAGE 2

- 7. SUBLEASE/ASSIGNMENT: The Hangar hereby rented will not be subleased by Lessee, nor will this lease be assigned without the express approval of the City of Waupaca. Storage of aircraft not belonging to, or leased by Lessee, shall be construed as a sublease and unless approved by the Airport Board shall be grounds for termination of this lease.
- 8. TERMINATION: This agreement may be terminated by either party upon 30 days' written notice of non-renewal as provided for in Paragraph 1 above. In addition, Lessor may terminate this agreement during the course of a yearly term upon the occurrence of any of the following, which shall constitute a breach of this lease agreement by Lessee:

Rent is not paid by the 10th of any month.

Lessee has failed to comply with any condition of this lease and has not reasonably corrected the deficiency upon notice by Lessor.

In the event of such breach, Lessor shall notify Lessee of termination in writing. Lessee shall have three (3) days to remove his aircraft from the Hangar, after which Lessor is hereby specifically authorized to remove the aircraft, without further obligation to Lessee or liability for aircraft removed.

- 9. SECURITY: Lessee agrees to abide by and cooperate with Lessor in the enforcement and implementation of applicable airport security regulations and measures.

Security of the Hangar itself shall be the responsibility of Lessee. Lessee agrees to provide Lessor with a key to any lock or locking device used to secure the Hangar. Lessor agrees that the key will be used by Lessor only in case of emergency. Lessor shall not be liable for theft, vandalism, or pilferage to any items stored in the Hangar.

LESSOR

LESSEE

CITY OF WAUPACA

Name Philip Thompson
 Address 27511 Flying Acres Ct.
 City/ State Waupaca New London WI 54961
 Phone 715 412 0038

By _____
Brian Smith, Mayor

By Philip Thompson

Dated: _____

Dated: 9-12-16

By _____
Henry Veleker, City Administrator/Clerk

Dated: _____

Approved as to form:
John W. Hart, City Attorney

LICENSE REPORT NO. 1342

WE, the Common Council of the City of Waupaca have considered the following license applications and approve the issuance of the license upon meeting the requirements as to premise and upon payment of the fees and stipulations provided by ordinances:

*****ALL PREMISES ARE APPROVED PENDING INSPECTIONS BY THE POLICE CHIEF, THE FIRE CHIEF, BUILDING INSPECTOR AND HEALTH INSPECTOR*****

*****PENDING BACKGROUND CHECKS.**

CLASS "B" FERMENTED MALT BEVERAGE LICENSE:

Z'Wolf, LLC, Z'WOLF EATERY, 107 W Fulton St, Dena Wilke, Agent

CLASS C WINE LICENSES:

Z'Wolf, LLC, Z'WOLF EATERY, 107 W Fulton St, Dena Wilke, Agent

DATED: December 6th, 2016

COPY

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION 2016

Submit to municipal clerk.

For the license period beginning December 20 16 ending June 30th 20 17

TO THE GOVERNING BODY of the: [] Town of [] Village of [X] City of Waupaca

County of Waupaca Aldermanic Dist. No. (if required by ordinance)

1. The named [] INDIVIDUAL [] PARTNERSHIP [X] LIMITED LIABILITY COMPANY [] CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Z'WOLF LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company.

Title Name Home Address Post Office & Zip Code
President/Member member Zenath Stoverken 122 1/2 S. Main St. #D Waupaca 54981
Vice President/Member member Dena Wilke
Secretary/Member
Treasurer/Member
Agent Dena Wilke
Directors/Managers

3. Trade Name Z'WOLF Eatery Business Phone Number (715) 942-8242

4. Address of Premises 107 W. Fulton St. Post Office & Zip Code Waupaca 54981

- 5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? [] Yes [X] No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? [] Yes [X] No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? [] Yes [X] No
8. (a) Corporate/limited liability company applicants only: Insert state Wisconsin and date 11/8/16 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? [] Yes [X] No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? [] Yes [X] No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Single room, behind counter coolery

10. Legal description (omit if street address is given above):

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? [] Yes [X] No
(b) If yes, under what name was license issued?

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5d) before beginning business? [X] Yes [] No

13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [X] Yes [] No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? [X] Yes [] No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another.

SUBSCRIBED AND SWORN TO BEFORE ME

this 2nd day of November 2016
Lattyn [Signature]
(Clerk/Notary/Public)

Dena Wilke
(Director of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
Dena Wilke
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

My commission expires October 10, 2017
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Table with 4 columns: Date received and filed with municipal clerk, Date reported to council/board, Date provisional license issued, Signature of Clerk / Deputy Clerk. Includes rows for Date license granted, Date license issued, License number issued.

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

COPY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: [] Town [] Village of Waupaca County of Waupaca [X] City

The undersigned duly authorized officer(s)/members/managers of Z'WOLF LLC (registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Z'WOLF Eatery (trade name)

located at 107 W. Fulton St. Waupaca, WI 54981

appoints Dena Wilke (name of appointed agent) 122 1/2 S. Main St. #D Waupaca, WI 54981 (home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

[] Yes [X] No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? [] Yes [X] No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 23 years

Place of residence last year 13575 Schutt Rd. Gillett, WI 54124

For: Z'WOLF LLC (name of corporation/organization/limited liability company) By: [Signature] (signature of Officer/Member/Manager) And: Dena Wilke (signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Dena Wilke (print/type agent's name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Dena Wilke (signature of agent) 11/21/16 (date) Agent's age 23 122 1/2 S. Main St. #D Waupaca, WI 54981 (home address of agent) Date of birth 3/28/93

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on (date) by (signature of proper local official) Title (town chair, village president, police chief)

City of Waupaca
Council Agenda Item Staff Report

FROM: Kathryn Kasza
Finance Director/City Treasurer 

DATE: December 1, 2016

SUBJECT: Disallowance of James Seehausen Property Damage Claim

DISCUSSION:

The City received a claim for property damage from James Seehausen. On October 21, 2016, the property located at 514 Mill Street, which Mr. Seehausen rents, experienced 4-5 inches of sewage backup in the basement. Their plumbing contractor was unable to clear the blockage on the property side and called the problem into the City. City staff found the blockage at the manhole and removed it. The staff had been in the area cleaning sewer lines the week prior to the incident. Mr. Seehausen filed a claim for damage to the personal property in the amount of \$1,500.00. Staff submitted the claim to the City's liability insurance carrier, League of Wisconsin Municipalities Mutual Insurance (LWMMI), which assigned a reviewer to the claim.

After review of the incident, the insurance company is recommending that the City disallow the claim for property damage. There were no City crews working in the area at the time, the city staff had no prior notice of the blockage in the sewer line and had just cleaned that portion of the sewer line the week prior. The City also has discretionary immunity per Wisconsin Statutes 893.80(1)(g) for "governmental" acts or decisions about road maintenance. Disallowing the claim under the statute would shorten the statute of limitations period to six months for the claimant to file suit in court after receipt of the notice of disallowance.

If you have any questions regarding this matter, please contact me prior to the meeting.

REQUESTED ACTION:

Recommend the Common Council disallow the property damage claim in the amount of \$1,500.00 submitted by James Seehausen pursuant to Wisconsin Statute 893.80(1)(g).



NOTICE OF CLAIM

Name: James + Melissa Seehausen

Address: 514 mill st. Waupaca WI 54981

Phone: 414-840-0158 Date of Birth: James 12-14-83

INCIDENT/ACCIDENT INFORMATION: Melissa 9-4-84

Date: 10-21-16 Time: 11am Location: 514 mill st.

Weather Conditions (If applicable): _____

CIRCUMSTANCES OF CLAIM

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary.) For auto damages attach a copy of police report, if any, and a diagram of the accident scene including north, south, east or west corners if the accident occurred at an intersection. For personal injury indicate nature of injury and whether or not medical attention was given and give the name, address and phone number of the physician or hospital. Also identify any witnesses to the incident/accident.

There was a sewer blockage down the street that caused a sewage back up in the basement of our home. There was 4-5 inches of sewage backed up in our basement. The city came out, unblocked the sewer down the block and our basement then drained. We lost everything that was on the floor in the basement in the boxes including a laptop, toys, clothes for children and adults, winter items, picture frames, household items, a christmas tree, and other christmas items.

CLAIM

(NOTE: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the City at any time consistent with the applicable statute of limitations. However, in order for the City to formally accept or deny your claim at this time, the following claim must be completed and signed.) To process this claim it is necessary to detail money damages being sought.

The undersigned hereby makes a claim against the City of arising out of the circumstances described above.

Signed: James Seehausen - Melissa Seehausen Date: 10-28-16

Personal Property damaged claim information

\$1500 (would use)
7 1/2 ft. Christmas tree (\$300)
Toshiba laptop
Christmas ornaments + decorations
Womens winter clothes (jackets, pants, boots, sweaters)
(2) sets boys winter ~~clothes~~ jackets + snowpants
Boys winter + summer clothes (for 4yo + 7yo)
household items - candles, holders, picture frames
toys - Christmas presents for this Christmas
\$80 garbage removal for sewage items
cleaning supplies

James + Melissa Sechausen

NOV 10 2016



Resident's Claim denial from Renter Ins
Policy

Scanning Center | 6000 American Pkwy | Madison WI 53783-0001 | 1-800-MY AMFAM (692-6326) | amfam.com

October 24, 2016

82-JRR002
MELISSA A & JAMES A SEEHAUSEN
514 MILL ST
WAUPACA WI 54981-1220

RE: Our Claim Number: 00-835-073090-4231
Our Policy Number: 48CL2577-01
Our Insured: Melissa A & James A Seehausen
Date of Loss: October 21, 2016
Our Company Name: American Family Mutual Insurance Company

Dear Melissa & James:

This is a follow up to our phone conversation regarding the sewer back up that damaged your personal property in the home. It was determined to be a city main back up. The sewage drained, once the city unclogged their line.

Your policy was reviewed, and based on this information; it is not covered under your policy. Please refer to the enclosed applicable pages of your HO-4 Renters policy.

**PERILS INSURED AGAINST - SECTION 1
COVERAGE B - PERSONAL PROPERTY**

We cover risks of accidental direct physical loss to property described in Coverage B - Personal Property when caused by a peril listed below, unless the loss is excluded in this policy.

Perils 1-17 as listed, none apply to this cause of loss.

EXCLUSIONS - SECTION 1

PART A The following exclusions apply to Coverage B - Personal Property, Coverage C Loss of Use and the Supplementary Coverages - Section I. We do not insure for loss caused directly or indirectly by any of the following. Such loss is excluded regardless of any other cause or event contributing concurrently or in any sequence to the loss.

9. Water Damage, meaning:

- a. flood, surface water, waves, tidal water or overflow of a body of water, from any cause. We do not cover spray from any of these, whether or not driven by wind;
- b. water from any source which backs up through sewers or drains, or water which enters into and overflows or accidentally discharges from within a sump pump, sump pump well, sump pump well discharge system or other type system designed to remove subsurface water which is drained from the foundation area; or
- c. regardless of its source, water below the surface of the ground. This includes water which exerts pressure on or flows, seeps or leaks through any part of a building or other structure, sidewalk, driveway or swimming pool.

Therefore, due to the above stated provisions of your policy, for this loss, we must respectfully deny coverage for any part of your loss. Please call or write us if you have any additional information you wish us to consider in support of your claim, or if you wish to discuss this matter further. I can be reached at the number listed below.

Sincerely,

A handwritten signature in cursive script that reads "Jill Kuntze".

Jill R Kuntze
Property Clm Field Senior Adjuster
American Family Mutual Insurance Company
1-800-MYAMFAM (1-800-692-6326) X 21060
jronsse@amfam.com
Fax: 866-585-2786
www.amfam.com/claims

Enc: HO4 (WI) pages 4-6

City of Waupaca Sewer Cleaning Record for Mill Street Area

STREET	MHOLE #	MHOLE#	FOOTAGE	LOADS OF WATER	DATE RODDED
Waupaca St	2018	2020	300		10/12/16
Mill St	209	208	114		
"	209	2010	250		
"	2011	2010	317	Lots of Rocks!	
"	2011	2012	270		
"	2011	2023 - 2022	315		
Oak St	2024	2026	225		10/13/16
Hibbard St	2024	2025	160		
Oak St	2024	2022	115		
"	2021	2022	160	Saw broke	
"	2021	2020			
Bartlett St	2021	2027			
Jefferson St	3075	3076	300		10-18-16
	3075	3077	275		





City of Waupaca
Council Agenda Item Staff Report

FROM: Kathryn Kasza
Finance Director/City Treasurer 

DATE: December 1, 2016

SUBJECT: Resolution 1380 “Declaring Official Intent to Reimburse Expenditures on 2017 Capital Projects from Proceeds of Borrowing”

DISCUSSION:

With the adoption of the 2017 Budget the Capital Improvement Fund included the 2017 Capital Projects and the funding required for those projects. Since the Presidential Election staff has been following the possibility of the federal government providing stimulus for infrastructure which may be in the form of lower interest rates or interest rate rebates similar to the Build America Bonds program. As we’ve done in the past two (2) years, the City will wait until all of the bids are received for the year’s capital projects before obtaining financing. With the possibility of the City going to the market and issuing tax-exempt bonds for these projects, it is required to have a resolution in place to allow for the City to be reimbursed for qualified purchases prior to borrowing. Background information on this is: the federal government has adopted Reimbursement Regulations which set forth requirements that an issuer such as the City must meet if it expects to reimburse itself for expenditures it makes with the proceeds of a later borrowing. The basic requirement is that the City must declare official intent to reimburse the expenditures at the time of the expenditures is made. There are two ways in which declaration of intent can be made. Option #1 is for the Council to adopt a “project specific” reimbursement resolution with respect to an identified project or projects. This resolution would be adopted each year the City anticipates to borrow and be reimbursed. Option #2 addresses the reimbursement requirements by having the Council delegate to an official or employee (in this case the Finance Director/City Treasurer) authority to make declaration of intent on behalf of the City each time a reimbursement situation arises. The delegation is a continuing one, so the Council would need to adopt this resolution only once. Each time expenditures which are to be reimbursed were made, the designated officer would simply complete a Declaration form and file it in the records of the City. A form of each type of resolution is attached for the Council to consider. Whichever type of reimbursement resolution is selected, the Council should have adopted it prior to making any expenditures for the project the City intends to pay for with the proceeds of tax-exempt obligations. These resolutions do not override the Council’s approval of expenditures, contracts, agreements under the City’s purchasing policy only allow for the reimbursement of those expenditures purchased prior to the issuance of the bonds and bring the City in compliance with regulations.

Should the Council adopt Option #1, the amount of the 2017 Capital Improvement Plan projects which were included in the 2017 budget (\$730,000 includes issuance costs), would be used. A list of the 2017 projects is included as well as the debt service projection. Option #2 would allow the Finance Director/City Treasurer to determine which expenditures would need reimbursement, once the expenditure is approved by Council, on an ongoing basis. It is staff’s recommendation to adopt Option #2 so that projects as they are approved are declared for reimbursement with a future bond proceeds and eliminate the need for an annual resolution declaring intent.

Bond Counsel, Brian Lanser, from Quarles and Brady, has drafted the required Resolution and will assist R.W. Baird, the City's Financial Advisor, and staff in the issuance of the bonds should we go to the market.

Please consider the attached Resolutions for action at Tuesday's meeting. If you have any questions regarding the resolutions and the 2017 Capital Improvement Plan projects, please contact me prior to the meeting.

REQUESTED ACTION:

Recommend the Common Council approve Resolution 1380 "Declaring Official Intent to Reimburse Expenditures on 2017 Capital Projects from Proceeds of Borrowing".

**RESOLUTION DECLARING OFFICIAL INTENT
TO REIMBURSE EXPENDITURES ON 2017 CAPITAL PROJECTS
FROM PROCEEDS OF BORROWING**

WHEREAS, the City of Waupaca, Waupaca County, Wisconsin (the "Issuer") plans to undertake the 2017 Capital Improvement Plan projects identified on the attached project list (the "Projects");

WHEREAS, the Issuer expects to finance the Projects on a long-term basis by issuing tax-exempt bonds or notes or other obligations (collectively, the "Bonds");

WHEREAS, because the Bonds will not be issued prior to commencement of the Projects the Issuer must provide interim financing to cover costs of the Projects incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the Common Council (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Projects until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer that:

Section 1. Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Projects until proceeds of the Bonds become available.

Section 2. Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$730,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Projects from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. The Resolution shall be made available for public inspection at the office of the Issuer's Clerk within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted December ____, 2016

Approved December ____, 2016

Mayor

ATTEST:

(SEAL)

City Clerk

[After adoption, please return a copy of this Resolution to Quarles & Brady LLP, Bond Counsel, at 411 East Wisconsin Avenue, 27th Floor, Milwaukee, Wisconsin 53202-4497, Attention: Brian G. Lanser.]

RESOLUTION NO. 1380 OPTION #2

RESOLUTION DESIGNATING OFFICIAL
AUTHORIZED TO DECLARE OFFICIAL INTENT UNDER
REIMBURSEMENT BOND REGULATIONS

WHEREAS, the Department of the Treasury has issued final regulations (Treas. Reg. Section 1.150-2) (the "Reimbursement Bond Regulations") that, for the purpose of determining whether interest on certain obligations of a state or local government is excluded from gross income for federal income tax purposes, permit the use of the proceeds of tax-exempt obligations to reimburse capital expenditures made prior to the date such obligations are issued only if the state or local government, within 60 days of the date of expenditure, declares its official intent to reimburse the expenditure with proceeds of a borrowing;

WHEREAS, the Reimbursement Bond Regulations require that if a current expenditure is to be permanently financed by a later issue of tax-exempt obligations a state or local government must declare its intention to reimburse itself for the expenditure from proceeds of a borrowing within 60 days from when the expenditure is made (the "Declaration of Official Intent");

WHEREAS, the Reimbursement Bond Regulations permit a state or local government to designate an official or employee to make Declarations of Official Intent on its behalf;

WHEREAS, the Common Council (the "Governing Body") of the City of Waupaca, Wisconsin (the "Issuer") deems it to be necessary, desirable and in the best interest of the Issuer to authorize an official or employee of the Issuer to make Declarations of Official Intent on its behalf when the Issuer reasonably expects to reimburse itself from the proceeds of a borrowing for certain expenditures for a specific property, project or program which it pays from other funds prior to the receipt of the proceeds of the borrowing with respect to such expenditures;

WHEREAS, the Governing Body hereby finds and determines that designating an official or employee with the authority to make Declarations of Official Intent will facilitate compliance with the Reimbursement Bond Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer, pursuant to Treas. Reg. Section 1.150-2(e)(1), that:

Section 1. Authorization to Declare Official Intent. The Finance Director/City Treasurer of the Issuer is hereby authorized and designated to make Declarations of Official Intent pursuant to the Reimbursement Bond Regulations.

Section 2. Form of Declaration. Any such Declaration of Official Intent shall be made in substantially the form attached hereto.

Section 3. Public Availability. Any Declaration of Official Intent shall be maintained in the files of the Issuer and shall be made available for public inspection in compliance with applicable State law governing the availability of records of official acts of the Governing Body including Subchapter II of Chapter 19, Wisconsin Statutes (the "Public Records Law").

Section 4. Further Authorizations. The Finance Director/City Treasurer is further authorized to take such other actions as may be necessary or desirable to comply or evidence compliance with the Reimbursement Bond Regulations.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption and approval.

Adopted, recorded and approved this _____ day of December, 2016.

Mayor

ATTEST:

City Clerk

(SEAL)

[After adoption, please return a copy of this Resolution to Quarles & Brady LLP, Bond Counsel, at 411 East Wisconsin Avenue, 27th Floor, Milwaukee, Wisconsin 53202-4497, Attention: Brian G. Lanser.]

NO. _____

DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the City of Waupaca, Wisconsin (the "Issuer") to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg. Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on December ___, 2016. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19, Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project or program or from the fund(s)/account(s) described below:

1. Project* description: _____

(Provide a general functional description of the property, project or program for which the expenditure to be reimbursed is paid, e.g. "___ building program", "highway capital improvement program", "hospital equipment acquisition", "combined utility improvement program", etc.)

OR

2. Identify fund(s)/account(s): _____

(Provide a general functional description of the purpose of the fund or account from which the expenditure to be reimbursed is paid, e.g. "construction fund program" and "parks and recreation fund" and "highway fund".)

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$_____.

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, (3 years if the Issuer is a "small issuer") after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than 3 years after the expenditure is paid.

* Each of the expenditures described must be one of the following: a capital expenditure (i.e. any cost which is properly chargeable to a capital account or would be so chargeable with a proper election), a cost of issuance for a bond, an expenditure relating to certain extraordinary working capital items, a grant, a qualified student loan, a qualified mortgage loan, or a qualified veterans' mortgage loan.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this ____ day of _____, 20__.

By: _____
Finance Director/City Treasurer

[After adoption, please return a copy of this Resolution to Quarles & Brady LLP, Bond Counsel, at 411 East Wisconsin Avenue, 27th Floor, Milwaukee, Wisconsin 53202-4497, Attention: Brian G. Lanser.]

City of Waupaca, Wisconsin

Capital Improvement Plan

2017 thru 2021

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
State Trust Fund Loan								
REPLACE LIGHTING RWY 13/31	AIR-17-01	2	17,000					17,000
TERMINAL AREA AND RUNWAY DEVELOPMENT	AIR-17-02	2		22,500				22,500
AIRPORT PERIMETER FENCE	AIR-17-03	2		50,000				50,000
RECONSTRUCT RUNWAY 13/31	AIR-17-04	2		60,000				60,000
AIRPORT DEER FENCE	AIR-17-05	2		14,000				14,000
HANGAR/STORAGE BUILDING	AIR-17-06	3			150,000			150,000
EXPAND TERMINAL BUILDING	AIR-17-07	3					17,000	17,000
REPLACE PICKUP TRUCK W/PLOW	CEM-17-01	1	47,000					47,000
CEMETERY MOWER REPLACEMENT	CEM-17-02	3			14,000			14,000
CEMETERY TRACTOR REPLACEMENT	CEM-17-03	5					45,000	45,000
COUNCIL CHAMBER TECHNOLOGY UPGRADE	CHLIB-17-01	4		13,500				13,500
PHONE SYSTEM UPGRADE	CHLIB-17-02	2			10,000	30,000		40,000
CITY HALL/LIBRARY GENERATOR	CHLIB-17-03	5				60,000		60,000
LED LIGHTING UPGRADE	CHLIB-17-04	4		0				0
CITY HALL/LIBRARY ROOF REPLACEMENT	CHLIB-17-05	5				125,000		125,000
CITY HALL/LIBRARY LANDSCAPE UPGRADE	CHLIB-17-06	5					150,000	150,000
SOLAR PANEL ENERGY PROGRAM	CHLIB-17-07	4		25,000				25,000
FACILITIES PICKUP TRUCK	CHLIB-17-08	3		30,000				30,000
SERVER ROOM AIR CONDITIONER	CHLIB-17-09	3		5,000				5,000
ELEVATOR SILENCER REPAIRS	CHLIB-17-10	3	5,000					5,000
LIBRARY CARPET - OFFICES	CHLIB-17-11	4	10,000					10,000
CITY HALL OFFICE WORKSPACES	CHLIB-17-12	3	40,000					40,000
MAIN STREET RECONSTRUCTION	ENG-17-01	2	150,000	100,000				250,000
LAKE STREET RECONSTRUCTION	ENG-17-02	3	240,000					240,000
EVANS STREET RECONSTRUCTION	ENG-17-04	2					325,000	325,000
CITY HALL SERVER UPGRADE	ITCM-17-01	1	7,300					7,300
OUTDOOR DIGITAL SIGN	LIB-18-01	3		15,000				15,000
AUTOMATIC MATERIALS HANDLING UNIT	LIB-18-03	3			50,000			50,000
REPLACE PEDESTRIAN BRIDGE - RIVERVIEW	PARKS-17-01	2				150,000		150,000
REPLACE POLARIS RANGER	PARKS-17-015	3					15,000	15,000
LAKEMEN FIELD CONCESSION BLDG	PARKS-17-03	3			170,000			170,000
REPLACE RAKE MACHINE	PARKS-17-04	3		16,000				16,000
REPLACE BACK UP BOILER	PDBLDG-17-01	3				19,500		19,500
REPLACE CARPETING	PDBLDG-17-02	3		5,000				5,000
POLICE BUILDING ROOF REPAIRS	PDBLDG-17-03	1	20,000					20,000
POLICE SERVER	POLICE-17-05	3					13,000	13,000
REC CENTER ACCESS CONTROL	RECCTR-17-01	2		20,000				20,000
REC CENTER CAMERA SYSTEM UPGRADE	RECCTR-17-02	1		10,250				10,250
REC CENTER FLOOR MACHINE	RECCTR-17-03	2	9,000					9,000
REC CENTER BOILER REPLACEMENT	RECCTR-17-04	5					92,000	92,000
TRACTOR/BACKHOE REPLACEMENT	STR-17-01	1	85,000					85,000
REPLACE STREET SWEEPER	STR-17-02	2					300,000	300,000
REPLACE PLOW TRUCK	STR-17-03	3		200,000			150,000	350,000
REPLACE BOOM ARM MOWER	STR-17-04	4			35,000			35,000

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
REPLACE PICKUP TRUCK	STR-17-05	4				45,000		45,000
REPLACE SNOW BLOWER	STR-17-06	3					200,000	200,000
REPLACE 1-TON DUMP TRUCK	STR-17-07	3					50,000	50,000
LED STREET LIGHT UPGRADE	STR-17-08	4	20,000					20,000
State Trust Fund Loan Total			650,300	586,250	429,000	429,500	1,357,000	3,452,050

State Trust Fund Note-1 yr Note

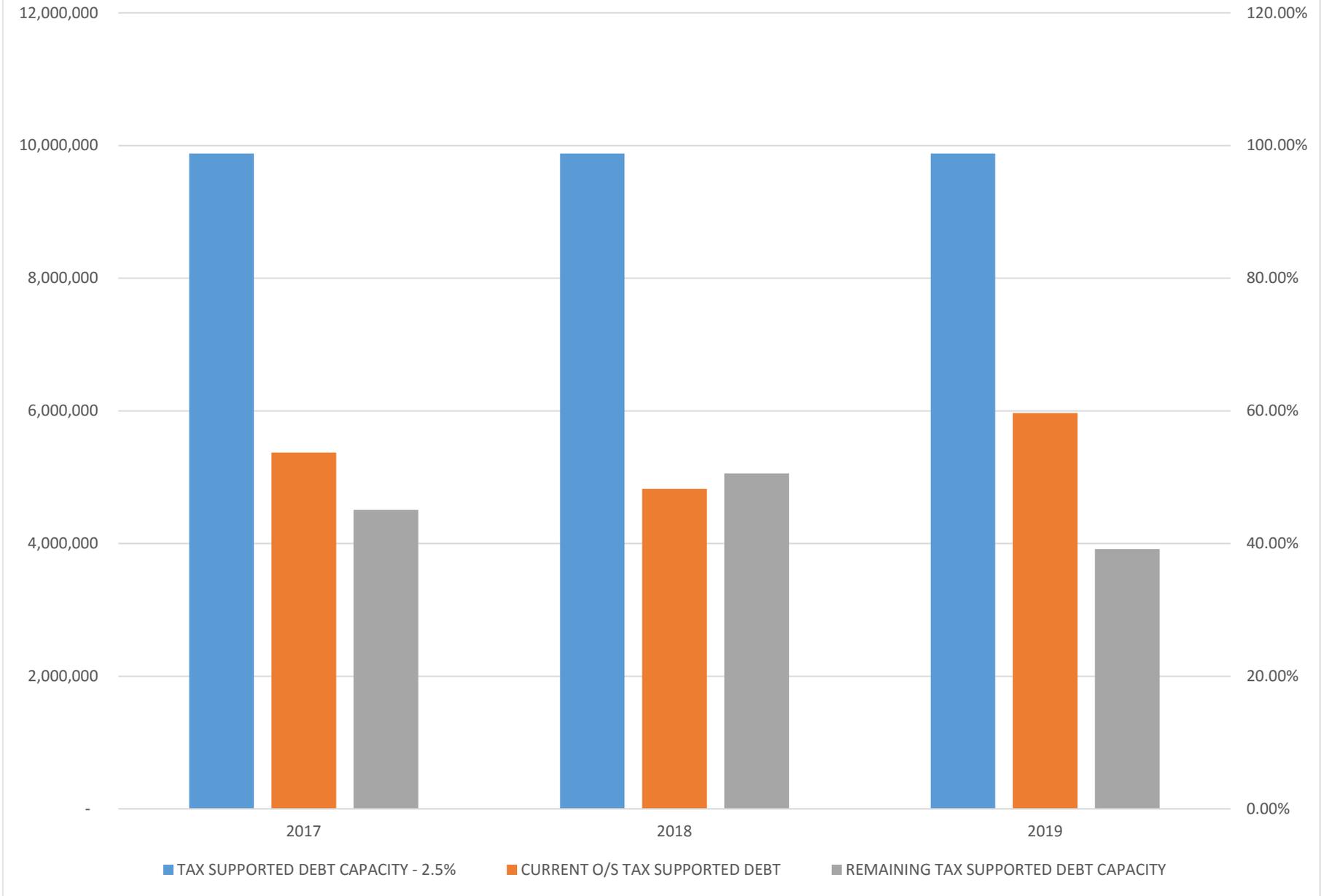
ANNUAL COMPUTER REPLACEMENT	ITCM-17-03	2	10,000	10,000	10,000	10,000	10,000	50,000
LIEUTENANT SQUAD	POLICE-17-01	1	50,000					50,000
PATROL SQUAD	POLICE-17-02	1		110,400	56,000	112,000	56,000	334,400
SGT SQUAD	POLICE-17-04	1					56,000	56,000
PUBLIC WORKS GARAGE	STR-17-09	3		25,000				25,000
REPLACEMENT REAR LOADING MINI VAN WITH LIFT	TAXI-17-01	1	7,200					7,200
REPLACEMENT TAXI VEHICLES	TAXI-17-02	2		10,000				10,000
REPLACEMENT KING BUS - VEHICLE #118	TAXI-17-03	2			12,000			12,000
State Trust Fund Note-1 yr Note Total			67,200	155,400	78,000	122,000	122,000	544,600

GRAND TOTAL **717,500 741,650 507,000 551,500 1,479,000 3,996,650**

DEBT CAPACITY - PROJECTION

<u>DEBT ISSUE</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
2012 STATE TRUST FUND CALLABLE	346,974	192,025	88,267	-
2015 STATE TRUST FUND CALLABLE	687,652	610,996	531,849	450,177
2016A STATE TRUST FUND CALLABLE	35,000	-	-	-
2016B STATE TRUST FUND CALLABLE	545,000	456,623	370,611	282,019
2016C STATE TRUST FUND - 2001B CDA LEASE REV BOND REF C	170,034	170,034	-	-
2016D STATE TRUST FUND - 2002A CDA LEASE REV BOND REF I	278,926	278,926	229,385	174,552
2016E STATE TRUST FUND - 2003A CDA LEASE REV BOND REF C	923,644	923,644	791,186	642,152
2016F STATE TRUST FUND - 2004A CDA LEASE REV BOND REF C	883,028	451,923	-	-
2007 GO REFUNDING BONDS (AR) CALLABLE 2018	1,410,000	1,150,000	880,000	600,000
2008 GO REFUNDING BONDS (CR) TIF CALLABLE 2019	2,515,000	2,235,000	1,945,000	1,645,000
2008 GO REFUNDING BONDS (CR) POLICE CALLABLE 2019	1,135,000	990,000	665,000	510,000
2010 GO REFUNDING BONDS (AR) CALLABLE 2021	2,375,000	2,285,000	2,190,000	2,090,000
2011 GO REFUNDING BONDS (CR) NON-CALLABLE	330,000	255,000	175,000	90,000
2017 STATE TRUST FUND-1YR		67,500	-	-
2017 STATE TRUST FUND-5 YR		650,300	520,240	390,180
2018 STATE TRUST FUND-1YR		-	118,400	-
2018 STATE TRUST FUND- 5 YR		-	636,250	586,250
2019 STATE TRUST FUND-1YR		-	-	64,000
2019 STATE TRUST FUND- 5 YR		-	-	429,000
2019 GO BONDS/STATE TRUST FUND - 15 YR NOTE MAIN STREET		-	1,981,000	1,981,000
2020 GO BONDS/STATE TRUST FUND - 15 YR NOTE PUBLIC WORKS BLDG		-	-	-
2020 STATE TRUST FUND-1YR		-	-	-
2020 STATE TRUST FUND- 5 YR		-	-	-
2021 STATE TRUST FUND-1YR		-	-	-
2021 STATE TRUST FUND - 10 YR		-	-	-
TOTAL OUTSTANDING GO DEBT	11,635,258	10,716,971	11,122,188	9,934,330
EQUALIZED VALUE	395,248,800	395,248,800	395,248,800	395,248,800
% DEBT TO EQ VALUE	2.94%	2.71%	2.81%	2.51%
DEBT CAPACITY-PER STATE STATUTES - 5%	19,762,440	19,762,440	19,762,440	19,762,440
DEBT CAPACITY-PER CITY DEBT POLICY - 3.75% TOTAL GO	14,821,830	14,821,830	14,821,830	14,821,830
REMAINING DEBT CAPACITY-CITY POLICY	3,186,572	4,104,859	3,699,642	4,887,500
	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
TAX SUPPORTED DEBT CAPACITY - 2.5%	9,881,220	9,881,220	9,881,220	9,881,220
CURRENT O/S TAX SUPPORTED DEBT	5,372,654	4,824,367	5,966,617	5,382,626
REMAINING TAX SUPPORTED DEBT CAPACITY	4,508,566	5,056,853	3,914,603	4,498,594
% TAX SUPPORTED DEBT - EQUALIZED VALUE	1.36%	1.22%	1.51%	1.36%
POPULATION	6060	6060	6060	6060
DEBT PER CAPITA	\$ 1,920.01	\$ 1,768.48	\$ 1,835.34	\$ 1,639.33
TOTAL TAX SUPPORTED DEBT PER CAPITA	\$ 886.58	\$ 796.10	\$ 984.59	\$ 888.22

TAX SUPPORTED DEBT CAPACITY





MEMORANDUM

TO: Common Council
FROM: Henry Veleker, City Administrator/Clerk
DATE: December 1, 2016
RE: WPPA Labor Agreement



As you know, the Police Union failed to ratify the first Tentative Agreement (TA) between the negotiating teams. With follow up discussions with City negotiating team members and the union representative, the parties have come together on the enclosed revised TA. The WPPA has ratified this second Tentative Agreement.

The only difference between the initial and ratified TAs concerns the wage lift for 2017. The first TA included a 1.5% wage lift that would be evaluated in a year and it would be determined at that time if the lift is permanent. The second and ratified TA has a guaranteed wage lift of 1.0% for 2017. As information, the adopted 2017 Budget does include the 1.5% wage lift for all employees so there will be a small wage and benefit savings in the Police Department as a result of the second Tentative Agreement.

In addition to the revised TA I am enclosing the Union's initial proposal and relevant attachments that are referenced in the TA. The Union representative is in the process of acquiring signatures of Union officers on the updated labor agreement documents and I am anticipating that I will have the signed agreements by next week's meeting.

**TENTATIVE AGREEMENT BETWEEN
CITY OF WAUPACA AND WPPA/LEER LOCAL 267
October 26, 2016 (updated 11/26/2016)**

WPPA Proposal 1: The City accepts this proposal to eliminate all references within the Labor Agreement to the Personnel Committee and replace it with the City Council, as this committee no longer exists.

WPPA Proposal 2: across the board wage increase

- January 1, 2017 1.0% across the board. ~~1.5% increase of payment of base earnings earned during 2017 and paid as earned on each payroll period, and without addition to supplemental pay amounts. For example, if the employee's base earnings total \$52,500, then the employee receives 1.5% of \$52,500 over the course of the year. This payment amount shall not be included as an increase in the wage schedule or wage rate unless designated by the City.~~

- January 1, 2018 1.0% across the board based on pay rate on December 31, 2016 on the rate thereafter as designated by the City. There shall be a me-too provision so that members of the bargaining unit may receive the same across-the-board increase as rank and file City employees when calculated for the entire year of 2018, but not less than a minimum total of 1.0% and not greater than a maximum total of 2.0%. Accordingly, if City employees receive a total increase of less than 1.0%, then bargaining unit members shall still receive 1.0%, and if City employees receive a total increase above 2.0%, then bargaining unit members shall receive only 2.0%.

WPPA Proposal 3: The Association has withdrawn this proposal.

WPPA Proposal 4: Rewrite Article 17, Section C as follows: Vacation shall be based on the calendar year. Proration of vacations for new employees with less than one calendar year of service shall be determined by the number of complete months of employment during the calendar year and credited on January 1 of the following year. After the total number of full months has been determined, the number of full months worked shall be divided by twelve (12) and then that number is multiplied by 88 hours of vacation. The result shall be rounded off to the nearest whole hour. For example, an employee hired May 2, 2017 and works the full calendar year shall be eligible for 51 hours vacation. The employee must complete one year of service before using vacation.

WPPA Proposal 5: The Association has withdrawn this proposal.

WPPA Proposal 6: In Article 19, change the existing time restriction to a mileage restriction of 30 miles from City limits.

WPPA Proposal 7 Term: January 1, 2017 through December 31, 2018

WPPA Proposal 8: The City is in agreement with this proposed change.

WPPA Proposal 9: The City is willing to consider this proposal as part of this package.

**INITIAL PROPOSALS
OF THE
WAUPACA CITY LAW ENFORCEMENT ASSOCIATION
WPPA/LEER LOCAL 267
FOR MODIFICATION TO THE LABOR AGREEMENT
DATED
2016**

July 29, 2016

At all times throughout negotiations intended to reach a successor to the existing agreement between the parties, the Association reserves the right to add to, delete from, or otherwise modify any of its proposals. Any provisions for which modifications are not set forth in this or subsequent proposals by the Association shall be continued unchanged into the successor agreement.

Proposal 1:

The Association proposes changing the term Personnel Committee to City Council in Article 4 – Grievance Procedure.

Proposal 2:

The Association proposes a fair and equitable wage increase for each year of the proposed successor Collective Bargaining Agreement.

Proposal 3:

The Association proposes clarification of and additional language in Article 9 – Wages and Hours of Work, Section E – Call In as it relates to multiple days of court involving one subpoena/notification.

Proposal 4:

The Association proposes modifying Article 17 – Vacations, Section C by modifying language to confirm to current practice as it relates to employees on probation.

Proposal 5:

The Association proposes modifying Article 18 – Uniforms and Expenses by adding a new section to require the replacement, at City expense, of personal ballistic vests according to the manufacture’s recommendation.

Proposal 6:

The Association proposes modifying Article 19 – Residency by increasing the current thirty (30) minute restriction to a one (1) hour restriction.

Proposal 7:

The Association proposes modifying Article 25 – Duration to allow for a multiple year agreement term of two or three years.

Proposal 8:

The Association proposes incorporation of the Letter of Agreement dated February 23, 2016 relating to the change of a shift start time.

Proposal 9:

The Association proposes the addition of two new articles, Fair Share and Dues Deductions, outlining the current practice between the parties.

COPY

LETTER OF AGREEMENT

The City of Waupaca and the Waupaca City Law Enforcement Association local of the WPPA/LEER by this LETTER OF AGREEMENT agree to modify the current 2016 Collective Bargaining Agreement concerning the hours of work, as follows:

Effective upon execution of this Agreement by the parties and through May 31, 2016, the parties agree to modify the third paragraph of Section B of ARTICLE 9 – WAGES AND HOURS OF WORK, by changing the 9AM - 8PM shift hours of work to 8AM – 7PM. Said change may be extended by 30 days beyond the May 31, 2016 sunset date if mutually agreed to by the parties.

IN WITNESS HEREOF, the parties hereto have executed this Agreement on this 23rd day of February, 2016, by:

FOR THE CITY

Ben Smith, Mayor
[Signature]

FOR THE ASSOCIATION

But J. Koden
President
[Signature]
Gay Diaboch
WPPA Business Agent

NEW ARTICLE - FAIR SHARE

All employees in the bargaining unit shall be required to pay, as provided in this article, their fair share of the costs of representation by the Association. No employee shall be required to join the Association, but membership in the Association shall be available to all employees who apply, consistent with the Association's constitution and bylaws.

The Employer shall deduct in equal installments from the monthly earnings of all employees in the collective bargaining unit their fair share of the cost of representation by the Association, as provided in Section 111.70(1)(f), Wis. Stats., and as certified to the Employer by the Association. The Employer shall pay said amount to the treasurer of the Association on or before the end of the month in which such deduction was made. The Employer will provide the Association with a list of employees from whom deductions are made with each monthly remittance to the Association. New employees shall have said deductions begin in the first pay period following the completion of such employee's first thirty (30) days of employment.

The Association agrees to certify to the Employer only such fair share costs as are allowed by law, and further agrees to abide by the decisions of the Wisconsin Employment Relations Commission and/or courts of competent jurisdiction in this regard. The Association agrees to inform the Employer of any change in the amount of such fair share costs.

The Association shall provide employees who are not members of the Association with an internal mechanism within the Association which is consistent with the requirements of state and federal law and which will allow those employees to challenge the fair share amount certified by the Association as the cost of representation and to receive, where appropriate, a rebate of any monies to which they are entitled. To the extent required by state or federal law, the Association will place in an interest-bearing escrow account any disputed fair share amounts.

The Association does hereby indemnify and shall save the Employer harmless against any and all claims, demands, suits, or other forms of liability, including court costs, that shall arise out of or by reason of action taken or not taken by the Employer, which Employer action or non-action is in compliance with the provision of this article, and in reliance on any lists or certificates which have been furnished to the Employer pursuant to this article; provided that the defense of any such claims, demands, suits or other forms of liability shall be under the control of the Association and its attorneys. However, nothing in this section shall be interpreted to preclude the Employer from participating in any legal proceedings challenging the application or interpretation of this article through representatives of its own choosing and at its own expense.

LICENSE REPORT NO. 1343

WE, the Common Council of the City of Waupaca have considered the following license applications and approve the issuance of the license upon meeting the requirements of said license and upon payment of the fees and stipulations provided by ordinances:

OPERATOR'S LICENSES: 2016– 2017

**ALL LICENSES PENDING BACKGROUND CHECK
AND PAYMENT OF ANY FINES OWED TO THE CITY**

Brenda	Burow	638 W Union St	Waupaca
Lisa	Roebke	N1785 William Dr	Waupaca

** Pending payment of money owed to city of Waupaca

DATED: December 6, 2016
