



# CITY OF RIPON

100 Jackson Street Ripon, WI 54971-1396

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## CITY OF RIPON COMMON COUNCIL MEETING Council Chambers, City Hall Tuesday, January 12, 2021 7:00 p.m.

- I. Call to order/roll call
- II. Pledge of Allegiance/Invocation - Kevin Mundell
- III. Approval of agenda
- IV. Public communications and comment
- V. Accept informational reports from standing committees and staff
  1. Historic Preservation - December 1
  2. Plan Commission minutes – December 16
  3. Police Commission minutes – December 22
  4. Ripon Area Fire Department minutes – November 3
  5. Building Inspector report – December
  6. EMS report – December
  7. Police Department report - December
  8. Public Works Department report – December
  9. Senior Citizen report – December
  10. Water Department report - December
  11. City Administrator report – December
  12. City Administration reports
    - a. Treasurer's report – Distributed at meeting
    - b. Budget report – Distributed at meeting
    - c. Check register – December
- VI. Consent calendar (Unless the Mayor, Council or staff asks that one or more of the items listed be pulled, this list may be approved with a single vote.)
  1. Common Council minutes – December 8
- VII. Action item
  1. Consolidation of dispatch center with Fond du Lac County  
(Staff note: At the December 8<sup>th</sup> meeting, the council voted unanimously to take this item off the table and add to tonight's agenda.)
- VIII. Project updates & staff reports

- IX. Mayor's communications and appointments
- X. Agenda items for future Council meetings
- XI. Adjourn

# Ripon Historic Preservation Commission

Meeting Minutes for Tuesday, December 01, 2020

## 1. Call to Order

Split brought the meeting to order at 6:31 pm

## 2. Roll Call

Arbaugh took roll

Present: Arbaugh, Gallops, B. Hutton, Splitt, Robida

Absent: H. Hutton and E Pollesch

## 3. Approval of Agenda

A motion to approve the agenda was made by Gallops

Robida then gave a second approval

Yes votes: Unanimous

The Agenda was carried

## 4. Approval of Minutes

There were no minutes for the meeting in November

## 5. Approval of Financial Report

A motion to approve the Financial Report was made by Robida

Gallops then gave a second approval

Yes votes: Unanimous

The Financial Report was carried

## 6. Public Comments

Fire Chief Saul was on hand to give an account of a near accident in front of his ice cream parlor. He asked that a bike rack and benches be considered for the 200 and possibly 300 blocks. Can we contact the owner of the green space next to Digg for access to this space especially in the summer?

Arbaugh will investigate the cost of benches and racks.

Everyone is asked to consider who might sponsor benches or racks?

## 7. Certificate of Appropriateness applications

231 Watson Street

The commission reviewed a drawing/photos submitted by Adam Downs with Blue Design for Kristen Schultz with ChicTique. The size, material and color of the window graphics are within guidelines.

Gallops made a motion to approve the signage

Splitt then gave a second approval

Yes votes: Unanimous

Application was approved

## 8. Facebook Page (Hasse Brewery Stable and American House)

No discussion; H. Hutton unavailable

Page two

RHPC Meeting Minutes continued

## 9. List and Condition of Historic Plaques on Buildings

Arbaugh reported there are currently three types of signage in Ripon

a. National Register of Historic Landmarks - Signage made of cast metal installed on or near building

- b. Historic Images - Signage with photos and brief history on or near building covered with acrylic and framed in black metal
- c. Boy Scouts of America Landmarks - Signage made of galvanized metal, backed with plywood installed near building

Arbaugh will investigate the cost of cast metal plaques, the cost of the most recent signs that were ordered and contact the Boy Scouts of America about their interest in working with us again.

10. Discuss signage at intersections entering Historic Downtown

The Commission agrees there is a need for additional signage.

Thoughts:

Should the signage be singular and appear at the two intersections leading to downtown?

Metomen and 23

Union and 23

Should there be multiple signs that appear as you approach downtown?

Should the signage be made to highlight different attractions

Restaurants

Shopping

etc.

11. Sidewalk Advertising

A city document was read by Splitt stating that building owners and their renters are expected to respect a barrier of 18" past their building

12. Commission's Next Meeting

Tuesday, January 5, 2021 at 6:15 PM

13. Adjournment

A motion to adjourn the meeting was made by B. Hutton

Arbaugh then gave a second approval

Yes Votes: Unanimous

Adjournment was carried

The Ripon Historic Preservation Commission Meeting Minutes for Tuesday, December 5, of 2020 are respectfully submitted by Cathylee Arbaugh, current resident of Ripon, WI.

# PLAN COMMISSION MEETING

## December 16, 2020

Present: Grant, Iverson, Pollesch, Splitt

Absent: Hoch, Julian

Others: Public Works Director Ehrenberg, City Administrator Rich, City Attorney Wurtz

Mayor Grant called the meeting to order at 7:00 p.m.

### Approval of agenda

Iverson moved and Pollesch seconded a motion to approve the agenda as presented. Motion carried 4-0.

### Approve meeting minutes – November 18<sup>th</sup>

Iverson moved and Splitt seconded a motion to approve the November 18<sup>th</sup>, 2020 minutes as presented. Motion carried 4-0.

### Action items

Public hearing – request for conditional use permit to allow a pet boarding facility in a B-2 (Highway Business) district located at 1035 West Fond du Lac Street – Marcie Culver

Mayor Grant opened the public hearing at 7:01 p.m. Katie Henrikson and Kylie Roehl were present on behalf of Marcie Culver to address the Commission. They explained the facility would be a small shop similar to Marcie's Pet Spa in downtown Ripon and would include ten boarding suites. Marcie's facility in West Salem, Wisconsin, is in a residential area and there have been no complaints about barking. Marcie's staff is mindful, and they do not take the dogs out early in the morning or late at night. Rich shared one email of support, which was received from Jeff Radloff on behalf of Cliff's Tire, located next door, at 1049 West Fond du Lac Street. No members of the public were present to address the Commission. Grant closed the public hearing at 7:03 p.m. Iverson stated that because the facility is located in a highway business district, and not a residential area, he has no concerns and recommends review of the permit in 12 months. Pollesch inquired if the dogs are taken outside individually and Katie stated yes, the dogs are taken out one at a time unless they are siblings. Pollesch inquired if there would be a fenced-in area for the dogs, and Katie stated that is undetermined, and at this time there would not be a fenced in area. Staff will walk the dogs. Wurtz requested confirmation that there would be no fenced-in area and dogs would be taken on individual walks. Katie confirmed. Wurtz agreed with the one year review, and inquired if there would be any other exterior changes. Katie stated only the sign. In the interior of the facility, they would be creating suites down in the lower level, which were formerly massage rooms. Splitt noted on the aerial view there appears to be a driveway on private property to Cliff's Tire and suggested that might be a spot for a fenced-in area in the future if needed. Pollesch inquired if staff cleans up after the dogs daily, and Katie stated immediately. Katie added that the closing on the sale of the building took place yesterday. Staff had no concerns. Iverson moved and Splitt seconded a motion to approve the conditional use permit for 1035 West Fond du Lac Street with the following conditions: 1) Subject to review in one year; 2) No fenced-in area at this time; and 3) No unaccompanied dogs outside the current structure. Motion carried 4-0. Mayor Grant wished the applicants good luck.

Extraterritorial Certified Survey Map – James and Whitney Keyes, Karau Ave

Dennis Green, Ripon Land Surveying, was present to address the Commission. Wurtz explained that the Plan Commission reviews all certified survey maps within a 1½ mile radius of the city. The Commission reviews such requests to determine if the subdivision or combination is consistent with the city's requirements and master plan. Green explained that James and Whitney Keyes wish to combine the two existing parcels on Karau Avenue into one parcel. They wish to build a house and have already had the perk test done. The township has already approved the certified survey map. Staff had no concerns and recommends approval. Pollesch moved and Iverson seconded a motion to recommend approval of the extraterritorial certified survey map as submitted. Motion carried 4-0.

Extraterritorial Certified Survey Map – Cedar Ridge Real Estate Investments LLC, Dartford Road

Dennis Green, Ripon Land Surveying, was present to address the commission. Green explained that Tom and Mary Avery wish to divide the strip of land indicated on the map from the rest of the parcel on Dartford Road. Dennis Kovalaske wishes to purchase the three-acre parcel from the Avery's for agricultural purposes. His buildings are already close to the lot line. Pollesch inquired if the land is currently zoned agricultural and Green replied yes. The township has already approved the certified survey map. Staff had no concerns and recommends approval. Pollesch moved and Splitt seconded a motion to recommend approval of the extraterritorial certified survey map as submitted. Motion carried 4-0.

Project updates and staff reports

Rich shared a letter from Tom Gregor, owner of Ripon Storage, LLC, regarding the status of the required asphalt for 805 Gateway Drive (Ripon Storage). The property has a qualified buyer, and it has been disclosed to the buyer that there is an asphalt requirement, and that the asphalt will need to be completed as soon as the paving season starts in 2021.

Rich also shared that the Building Inspector is reviewing the landscape plan for Alliance Laundry's retention pond and will provide an update at next month's meeting.

Pollesch requested the Building Inspector take a look at the landscaping plan for Ripon Storage as well.

Agenda items for future meetings

Rich shared that the plans for the Vermont Street / Parkway Terrace reconstruction project should be ready for review in January. Contact Rich or Mayor Grant with other agenda items.

With no further business before the Commission, Iverson moved and Pollesch seconded a motion to adjourn. Motion carried 4-0. Mayor Grant declared the meeting adjourned at 7:18 p.m.

Respectfully submitted,  
Lori Rich, City Administrator

## POLICE COMMISSION MINUTES

1. Call to Order: December 22, 2020 at 6:00 p.m. by Heatley, second by Lewis

Roll Call President Jon Heatley - Present

Secretary: Steve Lewis - Present

Kevin Rosenau - Absent

Arlo Reichter - Present

Vince King – Present

Chief William Wallner, Captain Troy Damsteegt – Present

2. Approval of Minutes of June 10, 2020

Motion to accept minutes by Lewis, second by King. Motion carries.

3. Update from Chief of Police

- a. Staffing and Changes:

- Changes in SRO (School Resource Officer) program. Officer Henning was re-assigned to patrol duties. Officer Michels gave up her sergeant position and was temporary assigned to the SRO position, which will be permanent as of 01 JANUARY 2020. Furthermore, SRO duties have changed and now include community outreach and code enforcement. RPD will collaborate with the Ripon Fire Department (RFD), Department of Public Works (DPW), and building inspector in hopes of creating a team effort when dealing with code enforcement.
- Chief Wallner stated that there has been several meeting regarding the RPD communication center and expects additional discussions during the upcoming city council meeting schedule on January 12, 2021.
- Sgt. Gary Durkee will be retiring on 04 JANUARY 2021, after 28 years of service to the citizens of the City of Ripon.
- Chief Wallner advised due to Sgt. Durkee's upcoming retirement, RPD is currently in the new officer hiring process. RPD received 26 applications and 16 have been invited for interviews scheduled on 29 DECEMBER 2020. Chief Wallner stated he was pleased with the recruitment response and contributes the 26 application submissions to the department's decision to allow lateral transfer from other police departments, the 12 hour shift schedule, and the stability within the department.
- Chief Wallner stated that the current COVID 19 situation continues to be a major concern within RPD, stating several officers have been quarantined due to exposures, with one officer testing positive for COVID 19. RPD continues to be restrictive on ambulance calls unless needed. RPD has created guidelines for PPE use.

4. Citizen Input: None.
5. Other Business/Open Discussion: None.
6. Adjourn to Closed session under WI Statutes 19.85 (10(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility".
7. Call to Adjourn at 6:52 p.m. by Heatley, second by Reichter. Motion carries.

Respectfully submitted,

Secretary Steve Lewis

# **Minutes of Ripon Area Fire District Meeting**

## **Budget Hearing Meeting: Nov.3 2020**

The 2021 budget hearing of the Ripon Area Fire District was called to order at 6:30 P.M. on Nov. 3rd 2020 by President Barry VandeBrink. Role was called with the following members present. Members Mike Wargula, Gary Page, Barry VandeBrink, Ben Morrison, Jolene Schatzinger and Howard Hansen were present. Absent Jim Werch. Also present was Chief Timothy Saul.

Motion by Hansen to approve agenda 2<sup>nd</sup> Wargula Motion Passed 6-0

No one from the public were present.

Discussion from the Board- 2021 Budget is \$472,820.00.

Motion by Hansen to approve 2021 budget 2<sup>nd</sup> by Morrison passed 6-0

Motion to adjourn by Wargula 2<sup>nd</sup> by Schatzinger Passed 6-0

Adjourn 6:39 pm.

## **Minutes of Ripon Area Fire District Meeting**

The regular meeting of the Ripon Area Fire District was called to order at 7:00 P.M. on Nov. 3rd 2020 by President Barry VandeBrink. Role was called with the following members present. Members Mike Wargula, Gary Page, Howard Hansen, Jolene Schatzinger and Ben Morrison. Also present was Chief Timothy Saul. Absent was Jim Werch

Motion to approve agenda by Schatzinger, second by Page, Passed 6-0

No public comment.

Sec. Report: None

Treasurer's Report was presented in writing. Motion by Hansen, second by Morrison to approve treasurer's report and accounts payable. Passed 6-0  
No update on outstanding collectables.

Chief Saul presented the Chief's report. The report included updates on 32 fire calls for the month. Rapid response handled 16 calls. Total calls to date 278.

Old Business: None

New Business: None

Board Discussion- None

Future agenda items: Chief review

The next regular meeting scheduled for Dec. 1, 200 at 7:00 pm.

Motion to Adjourn by Morrison, 2<sup>nd</sup> by Wargula passed 6-0 7:19pm

CITY OF RIPON			BUILDING REPORT				DECEMBER		2020	
TYPE OF PERMIT	No.	MONTH	YEAR TO DATE		LAST YEAR TO DATE		Permit Cost	Permit Cost		
			Estimated Value	No.	Estimated Value	No.				
Single Family Residence				3	\$540,000.00		\$5,231.12	5	\$1,645,400.00	\$10,110.85
Two-Family Residence				1	\$504,000.00		\$2,541.36			
Multi-Family Residence										
Residential Garage				5	\$209,300.00		\$1,234.80	6	\$118,400.00	\$1,126.56
Residential Garage Alteration				9	\$46,950.00		\$788.80	8	\$74,194.00	\$691.77
Residential Alteration	5	\$56,891.00		87	\$1,715,064.25		\$7,336.85	110	\$1,231,145.00	\$9,089.48
Commercial										
Commercial Alteration				12	\$1,451,675.00		\$6,990.50	14	\$1,236,900.00	\$7,555.40
Industrial								1	\$140,074.00	\$1,035.00
Industrial Alteration								2	\$2,233,125.00	\$4,577.75
Signs	1			17	\$90,329.00		\$1,437.90	14	\$66,249.50	\$1,220.14
Miscellaneous				65	\$743,027.00		\$5,707.57	55	\$286,703.00	\$3,695.40
Demolition				1			\$50.00	5	\$37,500.00	\$510.00
Hospital										
Church										
School										
College								4	\$287,700.00	\$1,771.60
Trailer Homes								5	\$216,700.00	\$2,100.00
<b>Total Building Permits</b>	<b>6</b>	<b>\$56,891.00</b>		<b>200</b>	<b>\$5,300,345.25</b>		<b>\$31,318.90</b>	<b>229</b>	<b>\$7,574,090.50</b>	<b>\$43,483.95</b>
Commercial Plan Approval								2		\$930.00
Plumbing Permits	3			39			\$1,804.00	53		\$3,271.00
Electrical Permits				48			\$4,568.25	67		\$5,813.86
Heating Permits	3			49			\$3,930.00	71		\$6,403.22
<b>Total Permit Fees</b>							<b>\$41,621.15</b>			<b>\$58,972.03</b>
<b>Totals</b>	<b>12</b>	<b>\$56,891.00</b>		<b>336</b>	<b>\$5,300,345.25</b>		<b>\$41,621.15</b>	<b>422</b>	<b>\$7,574,090.50</b>	<b>\$59,902.03</b>

# RIPON EMS MONTHLY REPORT DECEMBER 2020

Response Mode To Scene	Number of Runs	Percent of Total Runs
Non-Emergent	151	83.43%
Emergent (Immediate Response)	30	16.57%
<b>Total: 181</b>		<b>Total: 100.00%</b>

Disposition Transport Mode From Scene	Number of Runs	Percent of Total Runs
Non-Emergent	144	79.56%
Not Applicable	28	15.47%
Emergent (Immediate Response)	6	3.31%
	3	1.66%
<b>Total: 181</b>		<b>Total: 100.00%</b>

Disposition Incident Patient Disposition	Number of Runs	Percent of Total Runs
Treated, Transported	150	82.87%
Evaluated No Treatment/Trans Required	13	7.18%
Treated, Released (AMA)	10	5.52%
Canceled (Prior to Arrival At Scene)	4	2.21%
Canceled on Scene (No Pt Contact)	2	1.10%
Patient Treated, Transported by Another EMS Unit	1	0.55%
Standby-No Support Provided	1	0.55%
<b>Total: 181</b>		<b>Total: 100.00%</b>

Response EMS Unit Call Sign	Number of Runs	Percent of Total Runs
149	118	65.19%
147	42	23.20%
148	21	11.60%
<b>Total: 181</b>		<b>Total: 100.00%</b>

**City of Ripon Police Department  
Monthly Report**

**TO: Mayor Ted Grant, City Administrator Rich, City Council Members, and the Police Commission**  
**FROM: Chief William Wallner, City of Ripon Police Department**  
**DATE: December 31, 2020**

**December 2020 Enforcement Activities**

Traffic Citations	TOTAL 36
Speeding Citations	5
OMVWI Citations	0
DL License Violations	15
Other Traffic Charges	16
Warnings	TOTAL 74
Equipment violation warnings	TOTAL 7
Ordinance Citations	Total 11
Ordinance Warnings-	Total 3
Property	Stolen \$6,492.53
	Damaged \$240.00
	Recovered \$267.92

Other Department Activity –

Sgt. Gary Durkee will be retiring from the department after 29 years of service to the community.

The department is continuing with a hiring process to fill the vacancy that will be created with the retirement of Sgt. Durkee on January 04, 2021. We had 26 initial applicants, interviewed 10 candidates, and are sending 5 final candidates to the police commission for interviews. Expect to have new officer hired by February 15<sup>th</sup>.

With the retirement of Sgt. Durkee and the reassignment of Sgt. Michels back into the SRO/CLO role, we also had a process for promotion for Sergeants within the department. Officer Jesse Tipton and Officer Brad Kurczek will be promoted to Sergeants in early January 2021 to fill those vacancies. Both officer bring excellent work history and experience to those positions.

Officer successfully defused a potentially violent subject incident on Sunset Ave involving a subject with a lengthy criminal history and mental health issues. No injuries to officers or subject.

### Traffic Collisions

<u>Date</u>	<u>Report No</u>	<u>Location</u>	<u>Injured</u>	<u>Killed</u>
12/01/2020	200002149	W FOND DU LAC ST/WESTGATE DR	0	0
12/04/2020	200002169	1188 W FOND DU LAC ST	0	0
12/05/2020	200002173	221 SHEPARD ST	0	0
12/08/2020	200002196	S DOUGLAS ST/FENTON ST	0	0
12/12/2020	200002212	S DOUGLAS ST/FENTON ST	0	0
12/13/2020	200002215	545 E FOND DU LAC ST	0	0
12/17/2020	200002238	EUREKA ST/WOLVERTON AV	1	0
12/22/2020	200002272	W FOND DU LAC ST/S KORO RD	0	0
12/23/2020	200002279	W FOND DU LAC ST/STONE RIDGE RD	0	0
12/29/2020	200002299	1085 W FOND DU LAC ST	0	0
12/29/2020	200002300	228 MORAIN DR	0	0
<b>TOTAL COLLISIONS:</b>		<b>11</b>		
<b>INJURED:</b>		<b>1</b>		
<b>KILLED:</b>		<b>0</b>		

### Criminal Arrests

<u>Arrest Date</u>	<u>Age</u>	<u>Charge</u>	<u>Booking No</u>
12/07/2020	14	Purchase/Possess Tobacco By person<18	J200615
12/10/2020	35	Poss Methamphetamine	2010504
12/13/2020	13	Unauthorized Use of Individual's ID	J200670
12/15/2020	41	Disorderly Conduct	2010577
12/15/2020	41	Throw fluid at public safety worker	2010723
12/17/2020	14	Disorderly Conduct	J200692
12/18/2020	14	Disorderly Conduct	J200673
12/18/2020	14	Battery Intent Cause Bodily Harm	J200674
12/18/2020	15	Battery Intent Cause Bodily Harm	J200675
12/18/2020	14	Battery Intent Cause Bodily Harm	J200676
12/19/2020	31	Possession of Controlled Substance	2100102
12/30/2020	43	Battery Intent Cause Bodily Harm	2100101
<b>OFFICER ARREST COUNT:</b>		<b>12</b>	
<b>JUVENILE ARRESTS:</b>		<b>7</b>	
<b>ADULT ARRESTS:</b>		<b>5</b>	
<b>TOTAL ARRESTS:</b>		<b>12</b>	



# RIPON POLICE DEPARTMENT

## Monthly City Council Report

100 East Jackson Street  
Ripon, WI 54971  
(920) 748-2888

### Dispatch Summary From 12/01/2020 To 12/31/2020

**Total Number of Calls for this reporting period: 1,764**

72 HOUR DETENTION	2	LOST ANIMAL LOCATED	3
911 CALL UNKNOWN	1	MISSING JUVENILE	1
911 CHECK	10	NOISE COMPLAINT	8
911 MISDIAL	13	OCCUPIED DISABLED	1
ACCIDENT	12	OFFICER STAND BY	2
ACCIDENT/INJURIES	1	OPEN DOOR	4
ALARM TEST	1	ORDINANCE VIOLATION	26
ANIMAL COMPLAINT	11	PAPER SERVICE	9
ASSIST CITIZEN	17	PARKING ENFORCEMENT	56
ASSIST MOTORIST	1	PHONE CO TESTING	1
ASSIST OTHER AGENCY	19	PROBATION HOLD/VIOL	3
ATTEMPT TO LOCATE	1	RECKLESS DRIVER	9
BUILDING CHECK	598	RIPON DAP	322
CAR VS DEER	1	RIPON ELEVATOR RES	1
CARBON MONOXIDE	1	RIPON ODOR INVEST	1
CARCASS IN ROADWAY	1	ROAD CLOSE/REPAIR	3
CHAPTER 51	1	SCAM	3
CHECK WELFARE	23	SCHOOL BUS COMPLAINT	1
CHILD CUSTODY	1	SEXUAL ASSAULT	1
CITY SIGN/ROAD REPAI	1	SKATEBOARD COMPLAINT	2
CIVIL PROBLEM	1	SPECIAL ASSIGNMENT	19
COMMUNITY POLICING	4	SPEED GRANT	1
COUNTY AMBULANCE	15	SQUAD CHECK	218
COURT ORDER VIOLAT	2	SUSP ACTIVITY	7
CR DAMAGE TO PROP	3	SUSP PERSON	2
DISORDERLY CONDUCT	6	SUSPICIOUS VEHICLE	13
DOMESTIC DISPUTE	1	THEFT	4
DRUGS/NARCOTICS	2	THREAT COMPLAINT	6
ESCORT	19	TOUR OF DUTY	2
EVICCTIONS	1	TRAFFIC COMPLAINT	8
EXTRA PATROL	28	TRAFFIC ENFORC DAP	4
FIRE ALARM	1	TRAFFIC PROBLEM	2
FIRE WORKS COMPLAINT	2	TRAFFIC STOP	106
FOLLOW UP	17	TRESPASSING	2
FOOT PATROL	1	TRUANCY	5
FOUND ANIMAL	1	UNDERAGE POSSESSION	1
FOUND ANIMAL CLAIMED	3	VANDALISM	1
FOUND PROPERTY	8	VEHICLE LOCKOUT	9
FRAUD/FORGERY	4	WARRANT	2
GAS LEAK	1	WARRANT OTHER AGENCY	1
HARASSMENT	1	WEATHER RELATED INFO	4
HIT AND RUN	1		
HOUSE LOCKOUT	1		
HOUSE WATCH REQUEST	6		
INFO TO DOCUMENT	2		
INFORMATION	22		
INTOXICATED DRIVER	4		
INTOXICATED SUBJECT	2		
INTRUSION ALARM	6		
JUVENILE PROBLEM	6		
LE DRILL	2		
LOITERING	1		

## December 2020 Public Works Report

### Overview:

Currently the department has 38 workorders that are in the system to be completed.

### Streets:

- Pothole patching
- Terrace tree removal

### Overall Monthly Comments:

- Council Meetings
- Weekly Staff meetings
- Public Works Meeting
- oOo Meeting weekly with Lori
- City ROW tree removal
- Salt Reduction Webinar
- Storm Drain Issues

Mike Ehrenberg



## Work Order Summary

Ehrenberg, Mike: 1/4/2021 8:39:01 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
<b>BUILDING &amp; GROUNDS</b>										
2812 [FAILED: Monthly Generator Inspection]	414 [CITY HALL GENERATOR]	PREVENTIVE	12/4/2020	12/3/2020	12/7/2020	3.00	\$135.00	\$213.90	\$0.00	\$348.90
2840 [Add New Wisconsin Flag]	601 [CITY HALL]	REPAIR	12/18/2020	12/14/2020	12/17/2020	0.50	\$22.50	\$5.95	\$0.00	\$28.45
2847 [Change Light Bulb]	619 [DPW Office]	REQUEST		12/15/2020	12/17/2020	5.50	\$247.50	\$104.59	\$0.00	\$352.09
<b>BUILDING &amp; GROUNDS Total</b>				<b>3</b>	<b>3</b>	<b>9.00</b>	<b>\$405.00</b>	<b>\$324.44</b>	<b>\$0.00</b>	<b>\$729.44</b>
<b>CEMETERY</b>										
2795 [FULL ADULT BURIAL]	611 [Woodlawn Cemetery]	REPAIR	12/2/2020	11/30/2020	12/1/2020	8.00	\$360.00	\$0.00	\$0.00	\$360.00
2820 [FULL ADULT BURIAL]	611 [Woodlawn Cemetery]	REQUEST	12/8/2020	12/7/2020	12/8/2020	9.00	\$405.00	\$0.00	\$0.00	\$405.00
2822 [NICHE OPEN/CLOSE]	613 [Garden of the Cross Cemetery]	REQUEST	12/10/2020	12/7/2020	12/10/2020	0.50	\$22.50	\$0.00	\$0.00	\$22.50
2823 [NICHE OPEN/CLOSE]	613 [Garden of the Cross Cemetery]	REQUEST	12/10/2020	12/7/2020	12/10/2020	1.00	\$45.00	\$0.00	\$0.00	\$45.00
2829 [MARK GRAVE]	611 [Woodlawn Cemetery]	REQUEST	12/10/2020	12/9/2020	12/9/2020	0.50	\$22.50	\$0.00	\$0.00	\$22.50
<b>CEMETERY Total</b>				<b>5</b>	<b>5</b>	<b>19.00</b>	<b>\$855.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$855.00</b>
<b>COMPLIANCE</b>										
2841 [Trim Trees Jaystone]	4000 [Compliance]	COMPLIANCE	12/18/2020	12/14/2020	12/16/2020	6.00	\$270.00	\$0.00	\$0.00	\$270.00
2852 [Sidewalk 493 Griswold st]	4000 [Compliance]	COMPLIANCE	12/17/2020	12/16/2020	12/17/2020	0.50	\$35.00	\$10.00	\$75.00	\$120.00
<b>COMPLIANCE Total</b>				<b>2</b>	<b>2</b>	<b>6.50</b>	<b>\$305.00</b>	<b>\$10.00</b>	<b>\$75.00</b>	<b>\$390.00</b>



## Work Order Summary

Ehrenberg, Mike: 1/4/2021 8:39:01 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
<b>COMPOST</b>										
2803 [Roll off Compacting Wednesday]	616 [Compost]	PREDICTIVE		12/2/2020	12/3/2020	0.17	\$7.65	\$0.00	\$0.00	\$7.65
2804 [COMPOST SITE MAINTENANCE WEDNESDAY]	616 [Compost]	PREDICTIVE		12/2/2020	12/3/2020	0.08	\$3.60	\$0.00	\$0.00	\$3.60
2809 [Compost water tank]	616 [Compost]	REQUEST	12/4/2020	12/2/2020	12/3/2020	5.00	\$225.00	\$0.00	\$0.00	\$225.00
2817 [Rolloff Compacting Monday]	616 [Compost]	PREDICTIVE		12/7/2020	12/7/2020	0.66	\$29.70	\$0.00	\$0.00	\$29.70
2818 [COMPOST SITE MAINTENANCE MONDAY]	616 [Compost]	PREDICTIVE		12/7/2020	12/7/2020	0.17	\$7.65	\$0.00	\$0.00	\$7.65
2819 [MONTHLY COMPOST ROTATION]	616 [Compost]	PREDICTIVE		12/7/2020	12/8/2020	25.00	\$1125.00	\$0.00	\$0.00	\$1125.00
2837 [Rolloff Compacting Monday]	616 [Compost]	PREDICTIVE		12/14/2020	12/15/2020	0.25	\$11.25	\$0.00	\$0.00	\$11.25
2838 [COMPOST SITE MAINTENANCE MONDAY]	616 [Compost]	PREDICTIVE		12/14/2020	12/15/2020	0.08	\$3.60	\$0.00	\$0.00	\$3.60
2849 [Roll off Compacting Wednesday]	616 [Compost]	PREDICTIVE		12/16/2020	12/17/2020	0.08	\$3.60	\$0.00	\$0.00	\$3.60
2850 [COMPOST SITE MAINTENANCE WEDNESDAY]	616 [Compost]	PREDICTIVE		12/16/2020	12/17/2020	0.50	\$22.50	\$0.00	\$0.00	\$22.50
2864 [Rolloff Compacting Monday]	616 [Compost]	PREDICTIVE		12/21/2020	12/21/2020	0.25	\$11.25	\$0.00	\$0.00	\$11.25
2865 [COMPOST SITE MAINTENANCE MONDAY]	616 [Compost]	PREDICTIVE		12/21/2020	12/21/2020	0.08	\$3.60	\$0.00	\$0.00	\$3.60
2877 [COMPOST SITE MAINTENANCE MONDAY]	616 [Compost]	PREDICTIVE		12/29/2020	12/29/2020	0.08	\$3.60	\$0.00	\$0.00	\$3.60
2878 [Rolloff Compacting Monday]	616 [Compost]	PREDICTIVE		12/29/2020	12/29/2020	0.50	\$22.50	\$0.00	\$0.00	\$22.50



## Work Order Summary

Ehrenberg, Mike: 1/4/2021 8:39:01 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
			<b>COMPOST Total</b>	<b>14</b>	<b>14</b>	<b>32.90</b>	<b>\$1480.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1480.50</b>
<b>OPERATIONS</b>										
2814 [Replace Furnace Filter As Needed]	630 [Shop Furnace]	PREVENTIVE		12/4/2020	12/7/2020	0.08	\$3.60	\$0.00	\$0.00	\$3.60
2851 [Oil Change in Squad Car]	619 [DPW Office]	PREVENTIVE	12/18/2020	12/16/2020	12/23/2020	1.50	\$67.50	\$24.21	\$0.00	\$91.71
			<b>OPERATIONS Total</b>	<b>2</b>	<b>2</b>	<b>1.58</b>	<b>\$71.10</b>	<b>\$24.21</b>	<b>\$0.00</b>	<b>\$95.31</b>
<b>PARKS</b>										
2826 [INSTALL BATTERY]	3211 [Ford Pickup Ext. cab 2007]	REPAIR		12/8/2020	12/7/2020	1.00	\$45.00	\$133.95	\$0.00	\$178.95
2831 [Install rearview mirror]	1212 [1550 TerrainCut]	REPAIR		12/9/2020	12/9/2020	0.17	\$7.65	\$12.49	\$0.00	\$20.14
2834 [Replace starter]	3211 [Ford Pickup Ext. cab 2007]	REPAIR		12/11/2020	12/11/2020	1.00	\$45.00	\$139.39	\$0.00	\$184.39
2843 [Repair tire]	1212 [1550 TerrainCut]	REPAIR		12/14/2020	12/17/2020	1.00	\$45.00	\$0.00	\$21.32	\$66.32
2863 [Preventative maint.]	10 [Leaf Blower 1999]	PREVENTIVE		12/21/2020	12/21/2020	1.50	\$67.50	\$2.26	\$0.00	\$69.76
		<b>Service Code</b>	<b>Service Description</b>							
		<input checked="" type="checkbox"/> 00-02	Clean And Service							
		<input checked="" type="checkbox"/> AIR FILTERS	Clean or replace all current air filters with new air filters.							
		<input checked="" type="checkbox"/> BOLTS	Check bolts and tighten or replace as needed.							
		<input checked="" type="checkbox"/> CARBURETOR ADJUSTMENT	Start and run engine and adjust carburetor if needed.							
		<input checked="" type="checkbox"/> GAS	Fill gas mix 50-1.							
			<b>PARKS Total</b>	<b>5</b>	<b>5</b>	<b>4.67</b>	<b>\$210.15</b>	<b>\$288.09</b>	<b>\$21.32</b>	<b>\$519.56</b>
<b>STREETS</b>										
2133 [Add Stop Sign]	610 [City of Ripon]	PREVENTIVE	11/30/2020	6/29/2020	12/15/2020	1.50	\$75.00	\$7.98	\$0.00	\$82.98



## Work Order Summary

Ehrenberg, Mike: 1/4/2021 8:39:01 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
2381 [FIX SIGN]	610 [City of Ripon]	REPAIR	12/28/2020	8/25/2020	12/9/2020	2.00	\$90.00	\$0.00	\$0.00	\$90.00
2648 [Brake light out, change engine oil]	3200 [IHC Patrol Trk. 1995]	REPAIR		10/26/2020	12/22/2020	9.00	\$405.00	\$164.67	\$0.00	\$569.67
2694 [INSTALL WING]	1609 [#7 plow and wing]	PREDICTIVE		11/3/2020	12/2/2020	2.00	\$90.00	\$0.00	\$0.00	\$90.00
	<b>Service Code</b>	<b>Service Description</b>								
	CHECK PINS	CHECK ALL PINS AND COTTER PINS								
	GREASE PLATE	GREASE PLATE								
	INSPECT WING	CHECK WING, PUSH TUBE, CYLINDER, AND HOSE								
	INSTALL WING	INSTALL WING								
	INSTALL WING MARKER	INSTALL WING MARKER								
	SET CHAIN	SET CHAIN								
2696 [INSTALL WING]	1601 [#3 plow and wing]	PREDICTIVE		11/3/2020	12/2/2020	2.00	\$99.99	\$0.00	\$0.00	\$99.99
	<b>Service Code</b>	<b>Service Description</b>								
	CHECK PINS	CHECK ALL PINS AND COTTER PINS								
	GREASE PLATE	GREASE PLATE								
	INSPECT WING	CHECK WING, PUSH TUBE, CYLINDER, AND HOSE								
	INSTALL WING	INSTALL WING								
	INSTALL WING MARKER	INSTALL WING MARKER								
	SET CHAIN	SET CHAIN								
2723 [REMOVE GRATE FROM DRAIN PIPE]	610 [City of Ripon]	PREVENTIVE	12/28/2020	11/11/2020	12/21/2020	29.00	\$1305.00	\$0.00	\$0.00	\$1305.00
2746 [Street Sign Replacement]	610 [City of Ripon]	REPAIR	12/28/2020	11/16/2020	12/17/2020	3.50	\$157.50	\$0.00	\$0.00	\$157.50
2753 [Replace air dryer, heater, and purge valve]	3203 [IHC Patrol Trk. 2008]	PREVENTIVE		11/18/2020	12/3/2020	3.00	\$135.00	\$102.11	\$0.00	\$237.11
2759 [729 LIBERTY ST Tree Removal]	610 [City of Ripon]	TREE REMOVAL	12/31/2020	11/19/2020	12/9/2020	4.50	\$202.50	\$0.00	\$0.00	\$202.50
2760 [718 LIBERTY ST Tree Removal]	610 [City of Ripon]	TREE REMOVAL	12/31/2020	11/19/2020	12/9/2020	6.00	\$270.00	\$0.00	\$0.00	\$270.00



## Work Order Summary

Ehrenberg, Mike: 1/4/2021 8:39:01 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
2762 [618 STATE ST Tree Removal]	610 [City of Ripon]	TREE REMOVAL	12/31/2020	11/19/2020	12/9/2020	3.00	\$135.00	\$0.00	\$0.00	\$135.00
2763 [206 STATE ST Tree Removal]	610 [City of Ripon]	TREE REMOVAL	12/31/2020	11/19/2020	12/9/2020	6.00	\$270.00	\$0.00	\$0.00	\$270.00
2766 [926 NEWBURY ST Tree Removal]	610 [City of Ripon]	TREE REMOVAL	12/31/2020	11/19/2020	12/10/2020	42.00	\$1890.00	\$0.00	\$0.00	\$1890.00
2769 [555 EUREKA ST Tree Removal]	610 [City of Ripon]	TREE REMOVAL	12/31/2020	11/19/2020	12/9/2020	18.50	\$832.50	\$0.00	\$0.00	\$832.50
2771 [702 EUREKA ST Tree Removal]	610 [City of Ripon]	TREE REMOVAL	12/31/2020	11/19/2020	12/16/2020	10.50	\$472.50	\$0.00	\$0.00	\$472.50
2772 [803 EUREKA ST Tree Removal]	610 [City of Ripon]	TREE REMOVAL	12/31/2020	11/19/2020	12/16/2020	10.50	\$472.50	\$0.00	\$0.00	\$472.50
2773 [545 HALL ST Tree Removal]	610 [City of Ripon]	TREE REMOVAL	12/31/2020	11/19/2020	12/21/2020	16.00	\$720.00	\$0.00	\$0.00	\$720.00
2781 [FIX SIGN]	610 [City of Ripon]	REPAIR		11/23/2020	12/3/2020	1.00	\$45.00	\$0.00	\$0.00	\$45.00
2790 [Maintain Pole Saws]	2208 [Stihl Pole Saw 2009 HT101]	PREVENTIVE		11/30/2020	12/3/2020	0.75	\$33.75	\$0.00	\$0.00	\$33.75
		<b>Service Code</b>	<b>Service Description</b>							
		<input checked="" type="checkbox"/> 00-02	Clean And Service							
		<input checked="" type="checkbox"/> AIR FILTERS	Clean or replace all current air filters with new air filters.							
		<input checked="" type="checkbox"/> BAR OIL	Fill bar oil.							
		<input checked="" type="checkbox"/> BOLTS	Check bolts and tighten or replace as needed.							
		<input checked="" type="checkbox"/> CARBURETOR ADJUSTMENT	Start and run engine and adjust carburetor if needed.							
		<input checked="" type="checkbox"/> CHAIN INSTALL	Install a sharp chain and adjust tension.							
		<input checked="" type="checkbox"/> COOLING FINS	Clean cooling fins on engine.							
		<input checked="" type="checkbox"/> NEW SPARK PLUGS	Replace all current spark plugs with new spark plugs.							
2791 [Maintain Pole Saws]	2210 [Pole Saw 2018 HT103]	PREVENTIVE		11/30/2020	12/3/2020	1.00	\$45.00	\$4.25	\$0.00	\$49.25



## Work Order Summary

Ehrenberg, Mike: 1/4/2021 8:39:01 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs																		
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="border-bottom: 1px solid black;"> <th style="text-align: left; width: 15%;">Service Code</th> <th style="text-align: left;">Service Description</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/> 00-02</td><td>Clean And Service</td></tr> <tr><td><input checked="" type="checkbox"/> AIR FILTERS</td><td>Clean or replace all current air filters with new air filters.</td></tr> <tr><td><input checked="" type="checkbox"/> BAR OIL</td><td>Fill bar oil.</td></tr> <tr><td><input checked="" type="checkbox"/> BOLTS</td><td>Check bolts and tighten or replace as needed.</td></tr> <tr><td><input checked="" type="checkbox"/> CARBURETOR ADJUSTMENT</td><td>Start and run engine and adjust carburetor if needed.</td></tr> <tr><td><input checked="" type="checkbox"/> CHAIN INSTALL</td><td>Install a sharp chain and adjust tension.</td></tr> <tr><td><input checked="" type="checkbox"/> COOLING FINS</td><td>Clean cooling fins on engine.</td></tr> <tr><td><input checked="" type="checkbox"/> NEW SPARK PLUGS</td><td>Replace all current spark plugs with new spark plugs.</td></tr> </tbody> </table>											Service Code	Service Description	<input checked="" type="checkbox"/> 00-02	Clean And Service	<input checked="" type="checkbox"/> AIR FILTERS	Clean or replace all current air filters with new air filters.	<input checked="" type="checkbox"/> BAR OIL	Fill bar oil.	<input checked="" type="checkbox"/> BOLTS	Check bolts and tighten or replace as needed.	<input checked="" type="checkbox"/> CARBURETOR ADJUSTMENT	Start and run engine and adjust carburetor if needed.	<input checked="" type="checkbox"/> CHAIN INSTALL	Install a sharp chain and adjust tension.	<input checked="" type="checkbox"/> COOLING FINS	Clean cooling fins on engine.	<input checked="" type="checkbox"/> NEW SPARK PLUGS	Replace all current spark plugs with new spark plugs.
Service Code	Service Description																											
<input checked="" type="checkbox"/> 00-02	Clean And Service																											
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<input checked="" type="checkbox"/> COOLING FINS	Clean cooling fins on engine.																											
<input checked="" type="checkbox"/> NEW SPARK PLUGS	Replace all current spark plugs with new spark plugs.																											
2794 [Fill Potholes as needed]	624 [Streets]	PREVENTIVE		11/30/2020	12/15/2020	71.00	\$3195.00	\$0.00	\$0.00	\$3195.00																		
2799 [Dead Cat Pickup]	610 [City of Ripon]	REQUEST		12/1/2020	12/3/2020	0.25	\$11.25	\$0.00	\$0.00	\$11.25																		
2800 [Clean off steps ransom parking lot]	624 [Streets]	REPAIR		12/1/2020	12/15/2020	4.00	\$180.00	\$0.00	\$0.00	\$180.00																		
2810 [Change engine oil and filter]	3203 [IHC Patrol Trk. 2008]	PREVENTIVE		12/3/2020	12/7/2020	3.50	\$157.50	\$137.18	\$0.00	\$294.68																		
2836 [Pick up sticks Monthly]	413 [Morbark Brush Chipper 2005]	PREDICTIVE		12/14/2020	12/16/2020	6.00	\$270.00	\$0.00	\$0.00	\$270.00																		
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="border-bottom: 1px solid black;"> <th style="text-align: left; width: 15%;">Service Code</th> <th style="text-align: left;">Service Description</th> </tr> </thead> <tbody> <tr> <td>PICK UP CITY WIDE BRUSH</td> <td>Pick up city wide brush</td> </tr> </tbody> </table>											Service Code	Service Description	PICK UP CITY WIDE BRUSH	Pick up city wide brush														
Service Code	Service Description																											
PICK UP CITY WIDE BRUSH	Pick up city wide brush																											
2839 [Snowplow damage 116 west st]	610 [City of Ripon]	REQUEST	12/31/2020	12/14/2020	12/16/2020	1.00	\$45.00	\$0.00	\$0.00	\$45.00																		
2842 [Replace leaking hyd. hose]	3200 [IHC Patrol Trk. 1995]	REPAIR		12/14/2020	12/17/2020	2.50	\$112.50	\$149.36	\$0.00	\$261.86																		
2844 [Stop Sign Replacement]	610 [City of Ripon]	REPAIR	12/31/2020	12/14/2020	12/16/2020	2.00	\$90.00	\$21.48	\$0.00	\$111.48																		
2845 [Barricades ]	610 [City of Ripon]	REQUEST	12/18/2020	12/15/2020	12/18/2020	0.60	\$27.00	\$0.00	\$0.00	\$27.00																		



## Work Order Summary

Ehrenberg, Mike: 1/4/2021 8:39:01 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
2848 [GET CHAINSAW READY]	2202 [Stihl Cement Saw 1996]	REPAIR		12/15/2020	12/10/2020	4.00	\$180.00	\$0.00	\$0.00	\$180.00
2855 [Passenger side tail lights stay on all the time]	3215 [Pete Plow Truck 2013]	REPAIR		12/17/2020	12/17/2020	1.50	\$67.50	\$11.78	\$0.00	\$79.28
2856 [SNOW REMOVAL]	610 [City of Ripon]	COMPLIANCE	12/18/2020	12/17/2020	12/18/2020	0.25	\$17.50	\$20.00	\$75.00	\$112.50
2857 [SNOW REMOVAL]	610 [City of Ripon]	COMPLIANCE	12/18/2020	12/17/2020	12/18/2020	0.25	\$17.50	\$10.00	\$75.00	\$102.50
2861 [SNOW REMOVAL]	610 [City of Ripon]	COMPLIANCE	12/18/2020	12/18/2020	12/18/2020	0.30	\$21.00	\$10.00	\$75.00	\$106.00
2862 [SNOW REMOVAL]	610 [City of Ripon]	COMPLIANCE	12/18/2020	12/18/2020	12/18/2020	0.20	\$14.00	\$3.00	\$75.00	\$92.00
2866 [SNOW REMOVAL]	610 [City of Ripon]	COMPLIANCE	12/21/2020	12/21/2020	12/21/2020	0.55	\$38.50	\$0.00	\$75.00	\$113.50
2867 [ADD SPEED LIMIT SIGN]	610 [City of Ripon]	REQUEST	12/22/2020	12/21/2020	12/22/2020	0.50	\$22.50	\$0.00	\$0.00	\$22.50
2869 [cut and fix grate by Holiday]	623 [Catch Basins]	REPAIR		12/22/2020	12/29/2020	4.50	\$202.50	\$0.00	\$0.00	\$202.50
2871 [Clean out brush from around pipe outlets]	623 [Catch Basins]	REPAIR		12/22/2020	12/28/2020	2.00	\$90.00	\$0.00	\$0.00	\$90.00
2872 [SNOW REMOVAL]	610 [City of Ripon]	COMPLIANCE	12/22/2020	12/22/2020	12/22/2020	0.75	\$52.50	\$1.00	\$75.00	\$128.50
2876 [CHANGE LIGHT BULBS]	3210 [Ford 3/4 Ton 2006]	REPAIR		12/28/2020	12/28/2020	0.25	\$11.25	\$1.19	\$0.00	\$12.44
2881 [Grease loader #200]	200 [John Deere Loader 2008]	REPAIR		12/29/2020	12/29/2020	0.75	\$33.75	\$0.00	\$0.00	\$33.75
<b>Service Code</b>		<b>Service Description</b>								
✓ GREASE ZERKS		Grease all zerks								
<b>STREETS Total</b>				<b>42</b>	<b>42</b>	<b>278.40</b>	<b>\$12802.99</b>	<b>\$644.00</b>	<b>\$450.00</b>	<b>\$13696.99</b>

**WASTE MANAGEMENT**



## Work Order Summary

Ehrenberg, Mike: 1/4/2021 8:39:01 AM

WO #	Asset ID	Work Type	Due	Created	Completed	Hours	Labor Costs	Part Costs	Other Costs	Total Costs
2704 [Replace front shocks and fuel filters]	3207 [Peterb Garb Trk. 2013]	REPAIR		11/4/2020	12/8/2020	3.50	\$157.50	\$224.61	\$0.00	\$382.11
2801 [FIX WHEELS]	800 [Waste Managment]	REPAIR		12/1/2020	12/3/2020	0.50	\$22.50	\$0.00	\$0.00	\$22.50
2805 [Replace rear light panel ]	3207 [Peterb Garb Trk. 2013]	REPAIR		12/2/2020	12/8/2020	6.00	\$270.00	\$280.03	\$196.89	\$746.92
2806 [FIX WHEEL]	800 [Waste Managment]	REPAIR	12/2/2020	12/2/2020	12/3/2020	1.00	\$45.00	\$45.00	\$0.00	\$90.00
2807 [FIX WHEEL]	800 [Waste Managment]	REPAIR	12/2/2020	12/2/2020	12/3/2020	1.00	\$45.00	\$45.00	\$0.00	\$90.00
2808 [DROP OFF NEW 90 GAL TRASH CAN]	800 [Waste Managment]	REQUEST	12/2/2020	12/2/2020	12/3/2020	1.00	\$45.00	\$53.15	\$0.00	\$98.15
2811 [DROP OFF NEW 90 GAL TRASH CAN]	800 [Waste Managment]	REQUEST	12/7/2020	12/3/2020	12/7/2020	0.33	\$14.85	\$53.15	\$0.00	\$68.00
2815 [PICK UP RECYCLE CART]	800 [Waste Managment]	REQUEST	12/7/2020	12/4/2020	12/7/2020	0.25	\$11.25	\$0.00	\$0.00	\$11.25
2816 [DROP OFF NEW 90 GAL TRASH CAN]	800 [Waste Managment]	REQUEST	12/10/2020	12/4/2020	12/10/2020	0.50	\$22.50	\$53.15	\$0.00	\$75.65
2821 [REMOVE GARBAGE CAN]	800 [Waste Managment]	REQUEST	12/10/2020	12/7/2020	12/18/2020	0.50	\$22.50	\$0.00	\$0.00	\$22.50
2825 [DROP OFF NEW 90 GAL TRASH CAN]	800 [Waste Managment]	REQUEST	12/8/2020	12/8/2020	12/8/2020	0.30	\$13.50	\$53.15	\$0.00	\$66.65
2832 [FILL TRANSMISSION FLUID]	3206 [Peterb Garb Trk. 2006]	REPAIR		12/10/2020	12/7/2020	1.00	\$45.00	\$14.94	\$0.00	\$59.94
2833 [Replace trans cooler lines]	3206 [Peterb Garb Trk. 2006]	REPAIR		12/10/2020	12/10/2020	2.50	\$112.50	\$206.06	\$0.00	\$318.56
2868 [DROP OFF NEW 90 GAL TRASH CAN]	800 [Waste Managment]	REQUEST	12/22/2020	12/22/2020	12/28/2020	1.00	\$45.00	\$98.15	\$0.00	\$143.15
<b>WASTE MANAGEMENT Total</b>				<b>14</b>	<b>14</b>	<b>19.38</b>	<b>\$872.10</b>	<b>\$1126.39</b>	<b>\$196.89</b>	<b>\$2195.38</b>
<b>Grand Total</b>				<b>87</b>	<b>87</b>	<b>371.43</b>	<b>\$16801.84</b>	<b>\$2417.13</b>	<b>\$743.21</b>	<b>\$19962.18</b>



# Work Order Summary

Ehrenberg, Mike: 1/4/2021 8:39:01 AM

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# Ripon Senior Center

100 East Jackson

Ripon, WI 54971

(920) 748-6225

seniorcenter@cityofripon.com

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December 2020

The Center continues to be open by appointment, due to CoVid 19. Recently, we have reduced the time that volunteers are in the center. As the cases of CoVid in our area have increased, we have reduced access. We are monitoring the situation. We were closed Christmas Eve, Christmas Day, and New Years Eve.

In December, Santa, Mrs. Claus and an Elf or two handed out county meals, Candy Sleighs, Cookies by Jodi Sauer, Door Prizes, Center pieces, and several Gift Certificates. Jim Goyette provided "Sleigh rides" for 18 volunteers and Seniors. Pure joy is how I would describe a few of our participants.

Students from BRAVE afterschool art K - 2<sup>nd</sup> grade made Christmas Cards that were passed out.

Due to CoVid, our volunteer appreciation party happened at two different occasions. One was held before the Holidays with seven (7) people in attendance. The January one was held with six (6) in attendance and a few more had their treats the same day at a different time.

We entertained a Elf on the Shelf. He tended to get away from us, and was seen at Mayor Grant's seat, Lori Rich's desk, taking selfies around the building, downtown Ripon, Websters, Saluting Sailors and other service members on Pearl Harbor day, as well a quick jaunt at the city holding center with the PD. For visuals please check our Facebook Page - Ripon Senior Activity Center. It was a fun way to bring joy into the lives of many.

A volunteer has been calling seniors just to chat. No agenda, just talk. We can add others to our list. A volunteer is often at the center on Monday and Friday afternoons for this purpose, as well. Seniors should just call on Mondays between 12:30 and 3:00 PM. This can increase if the need is there.

Presently, meals are available to ALL Fond du Lac county residents 60 and older or having a spouse who is 60 or older. These are available M- F except on holidays. Meals can be ordered by calling (920)748-6225 by 11:00 AM the Weekday before. Please spread the word. These meals are 'take home and eat.' Can be ordered for every day or just based on the meals that the person would like to eat. A friend, neighbor, or relative may pick up the

# Ripon Senior Center

100 East Jackson

Ripon, WI 54971

(920) 748-6225

seniorcenter@cityofripon.com

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meal and bring to the recipient. \$3.00 Suggested donation. As of November 2020, 2,574 meals were served through this program. These meals are also available through the Fond du Lac and Waupun Senior Centers. No meals were served Christmas Eve, Christmas Day, New Year's Eve, and New Years Day.

Newsletters and menus are in a Ziplock outside the senior center door, as are medicine deactivation bags.

Foot Clinic was held twice serving 17 of our seniors. More seniors are utilizing the in home services provided (at an increased cost.) For an appointment call Keren at 920-637-3900. Keren is an RN, and follows strict infection control procedures.

District 3 of Wisconsin Association of Senior Centers (WASC), as well as statewide WASC directors have met via zoom to discuss how we are meeting – attempting to meet- the needs of our patrons discuss how we will open, and how to keep patrons safe and healthy once we do open. The swapping of ideas, plans, as well as the support that I have received through these are invaluable.

NO AARP taxes will be held at the Ripon Senior Center or the Berlin Senior Center due to CoVid 19.

I continue to seek out how to help the seniors and welcome any ideas.

Thanks.

Noreen

**To: Mayor, City of Ripon Common Council & City Administrator**

**From: Chris Liveris, Utility Manager**

## **Ripon Utility Department Monthly Report for December 2020**

### **Water Utility**

Daily Well checks and sampling continued through the month.

During all customer service calls and meter replacements appointments, staff is adhering to our precautions of social distancing and using PPE when and where necessary to safeguard the public as well as themselves and their families. Residents are reluctant to allow our staff into their homes at this time, which is making our goals to install more meters difficult.

All other outside work was performed as usual with social distancing and PPE use precautions.

Staff repaired our first two water main breaks at Hillside & Union and Murray Park & Melanie. A hydrant that was hit by a car earlier in November was replaced, (W. Fond du Lac).

### **Waste Water Utility**

Wastewater staff is also following our precautions to help keep each other safe while operating the Wastewater Facility.

Routine daily lab work was performed and monthly maintenance was performed on the equipment.

We are taking extra precautions to ensure our facilities are operated by our personnel.



# CITY OF RIPON

100 Jackson Street Ripon, WI 54971-1396

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## CITY ADMINISTRATOR REPORT December 2020

- Vacation 12/21 - 12/23 and 12/28 - 12/30
- 12/17 meeting with township regarding possible ATV/UTV routes
- 12/16 Plan Commission meeting and minutes. Conditional use permit for Marcie's pet boarding facility was approved, as well as two extraterritorial certified survey maps.
- 12/14 Preliminary official statement document preparation for bond refunding
- 12/9 Submitted federal and state tax grant applications
- 12/8 Council meeting
- 12/2 BID (Business Improvement District) board meeting
- 12/1 and 12/2 meetings regarding dispatch
- Prepared monthly report for Ripon Chamber of Commerce and Ripon Main Street board meetings on recent Common Council actions
- Biweekly Department Head staff meetings
- Weekly meetings with City Attorney
- Weekly meetings with Director of Public Works
- Weekly meetings with Finance Manager
- Weekly meetings with Mayor

NON-A/P CHECK DISBURSEMENTS	DATE	AMOUNT
PAYROLL	12/2/2020	89,479.86
ACH PYR DEDUCTIONS	12/2/2020	4,116.93
ACH EBC	12/2/2020	2,452.15
ACH ANTHEM	12/3/2020	80,496.98
ACH HUMANA	12/3/2020	1,635.21
ACH PSN INVOICE	12/4/2020	281.95
ACH IRS	12/9/2020	31,489.15
ACH EBC	12/10/2020	467.13
ACH ROC/LOYALTY	12/14/2020	3,486.36
ACH ROC/LOYALTY	12/14/2020	16.50
ACH WI DOR	12/15/2020	6,045.52
PAYROLL	12/16/2020	102,005.91
ACH PYR DEDUCTIONS	12/16/2020	3,489.41
ACH EBC	12/16/2020	2,452.15
ACH EBC	12/17/2020	74.95
ACH IRS	12/23/2020	32,826.99
ACH EBC	12/28/2020	2,097.36
PAYROLL	12/30/2020	89,544.62
ACH PYR DEDUCTIONS	12/30/2020	3,499.54
ACH EBC	12/30/2020	2,452.15
ACH EBC	12/31/2020	5.16
ACH EBC	12/31/2020	448.25
ACH WI ETF	12/31/2020	37,159.96

ACH PAYMENTS	496,024.19
A/P CHECKS	533,564.46
TOTAL ALL DISBURSEMENTS	1,029,588.65

RESPECTFULLY SUBMITTED,

*Lori Rich*

LORI A. RICH  
CITY ADMINISTRATOR

PREPARED BY:  
ANN MARIE WUEST  
ANN E. SCHOMMER

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/08/2020	73956	1080	ALLIANT ENERGY/WP&L	10-21100	43,511.61
12/20	12/08/2020	73957	114445	AMAZON CAPITAL SERVICES	10-21100	88.92
12/20	12/08/2020	73958	113078	ASSOCIATED APPRAISAL CONSULTANTS INC	10-21100	2,280.00
12/20	12/08/2020	73959	3230	BADGER METER	62-21100	1,603.45
12/20	12/08/2020	73960	3650	BAKER & TAYLOR	23-21100	2,508.70
12/20	12/08/2020	73961	4048	BATTERIES PLUS LLC	61-21100	54.27
12/20	12/08/2020	73962	114926	BEIER, JAMES & JENNIFER	22-21100	10,000.00
12/20	12/08/2020	73963	113836	BERTON, ANTONIO	10-21100	25.00
12/20	12/08/2020	73964	114012	BONACK, COREY	10-21100	343.71
12/20	12/08/2020	73965	114921	BRODER, JILLIAN L	10-21100	12.02
12/20	12/08/2020	73966	114915	BUREAU OF CORRECTIONAL ENTERPRISES	10-21100	191.52
12/20	12/08/2020	73967	15240	CENGAGE LEARNING INC	23-21100	231.12
12/20	12/08/2020	73968	6870	CHARTER COMMUNICATIONS	62-21100	211.33
12/20	12/08/2020	73969	114151	CINTAS	61-21100	188.43
12/20	12/08/2020	73970	114916	CIOX HEALTH	10-21100	63.58
12/20	12/08/2020	73971	7590	CITY OF APPLETON	10-21100	652.50
12/20	12/08/2020	73972	7800	CITY OF RIPON	10-21100	17.49
12/20	12/08/2020	73973	7810	CITY OF RIPON UTILITIES	10-21100	95.67
12/20	12/08/2020	73974	8250	CLIFFS TIRE & BATTERY	21-21100	69.94
12/20	12/08/2020	73975	112215	COLONIAL LIFE	10-21100	163.14
12/20	12/08/2020	73976	113311	COMPLETE OFFICE OF WI	10-21100	9.01
12/20	12/08/2020	73977	112441	CONSULTANTS LABORATORY	10-21100	200.00
12/20	12/08/2020	73978	114709	COOK'S COUNTRY	23-21100	24.95
12/20	12/08/2020	73979	113668	COUNTRY SAMPLER	23-21100	32.98
12/20	12/08/2020	73980	112513	CUJAK, CHRISTINA	10-21100	102.87
12/20	12/08/2020	73981	10133	DECRAMER, LINDA	23-21100	20.05
12/20	12/08/2020	73982	111710	DLT SOLUTIONS INC	10-21100	1,173.15
12/20	12/08/2020	73983	110375	ENERGY CONTROL & DESIGN INC	61-21100	6,269.82
12/20	12/08/2020	73984	13095	FDC TREASURER	21-21100	1,500.00
12/20	12/08/2020	73985	113770	FRANK, RANDY & TINA	61-21100	75.14
12/20	12/08/2020	73986	15250	GALLS LLC	10-21100	240.97
12/20	12/08/2020	73987	112925	GORDON FLESCH COMPANY INC	10-21100	172.25
12/20	12/08/2020	73988	114330	GRAND VALLEY INSPECTION SERVICES LLC	10-21100	2,370.63
12/20	12/08/2020	73989	112515	GRANT PACK N SHIP	10-21100	300.00
12/20	12/08/2020	73990	16920	HANKE, TREVOR A	10-21100	22.53
12/20	12/08/2020	73991	17200	HEATLEY ELECTRIC	10-21100	2,868.50
12/20	12/08/2020	73992	113392	HENRY SCHEIN INC	21-21100	882.20
12/20	12/08/2020	73993	114922	HENSON, KERSTEN M	10-21100	26.05
12/20	12/08/2020	73994	110155	HITLER, PETER	61-21100	68.66
12/20	12/08/2020	73995	112843	HOMAN FORD INC	21-21100	1,223.61
12/20	12/08/2020	73996	114350	HYLER SEPTIC SERVICE LLC	10-21100	250.00
12/20	12/08/2020	73997	18080	ICENOGL, RILEY	10-21100	862.44
12/20	12/08/2020	73998	18250	ITU ABSORB TECH	23-21100	59.43
12/20	12/08/2020	73999	112293	JENSEN JR, DUWAYNE H &	10-21100	66.53
12/20	12/08/2020	74000	114290	JOHNSON, NOREEN	10-21100	67.98
12/20	12/08/2020	74001	21550	KONE CHICAGO	10-21100	186.48
12/20	12/08/2020	74002	21550	KONE INC	10-21100	495.00
12/20	12/08/2020	74003	21790	KWIK TRIP INC	10-21100	1,400.31
12/20	12/08/2020	74004	114173	LOOKOUT BOOKS	23-21100	639.70
12/20	12/08/2020	74005	114914	MATUSZESKI, MITCHELL	21-21100	25.00
12/20	12/08/2020	74006	112054	MIDWEST TAPE	23-21100	289.92
12/20	12/08/2020	74007	111285	MIDWEST TESTING LLC	61-21100	1,330.00
12/20	12/08/2020	74008	113420	MUNICODE	10-21100	275.00
12/20	12/08/2020	74009	25675	NAPA AUTO PARTS-WAUPUN	10-21100	79.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/08/2020	74010	114925	NEUMANN, ERIC ALAN	10-21100	220.60
12/20	12/08/2020	74011	26950	NORTH CENTRAL LABS	61-21100	2,425.79
12/20	12/08/2020	74012	27051	NORTHEAST ASPHALT	40-21100	25,825.00
12/20	12/08/2020	74013	27055	NORTHEAST WI TECHNICAL COLLEGE	10-21100	195.00
12/20	12/08/2020	74014	27650	OSHKOSH OFFICE SYSTEMS	10-21100	82.03
12/20	12/08/2020	74015	113264	PAYLESS SERVICE CENTER	10-21100	38.08
12/20	12/08/2020	74016	114923	PICK, BRAD M & STEPHANIE	10-21100	114.83
12/20	12/08/2020	74017	112474	PITNEY BOWES INC	62-21100	749.31
12/20	12/08/2020	74018	112522	RESERVE ACCOUNT	62-21100	2,000.00
12/20	12/08/2020	74019	31140	RIPON ACE HARDWARE	62-21100	101.93
12/20	12/08/2020	74020	31610	RIPON COMMONWEALTH PRESS	10-21100	385.00
12/20	12/08/2020	74021	31600	RIPON COMMUNITY PUBLICATIONS	23-21100	40.00
12/20	12/08/2020	74022	31770	RIPON ELECTRIC INC	61-21100	181.80
12/20	12/08/2020	74023	32600	RIPON PUBLIC LIBRARY	23-21100	2.66
12/20	12/08/2020	74024	32755	RIPON TECHNOLOGY	10-21100	40.00
12/20	12/08/2020	74025	112816	RIVERA, LUIS A & MARIA	61-21100	65.02
12/20	12/08/2020	74026	114073	RUDOLPH, DAMON & JOANNE	10-21100	76.64
12/20	12/08/2020	74027	113157	SABEL MECHANICAL	61-21100	9,255.40
12/20	12/08/2020	74028	114927	SANDMAR BUILDERS	41-21100	22,700.00
12/20	12/08/2020	74029	114919	SCHATZ, TIM & GERENE	61-21100	57.14
12/20	12/08/2020	74030	33900	SCHMITT LUMBER	10-21100	51.80
12/20	12/08/2020	74031	33910	SCHMUHL, KELLY	10-21100	76.12
12/20	12/08/2020	74032	113796	SCHNEIDER, STEVEN R	61-21100	82.79
12/20	12/08/2020	74033	34000	SCHOMMER, ANN E	10-21100	25.52
12/20	12/08/2020	74034	113630	SECURIAN FINANCIAL GROUP INC	10-21100	1,620.48
12/20	12/08/2020	74035	113881	SHORT ELLIOTT HENDRICKSON INC	62-21100	10,494.95
12/20	12/08/2020	74036	112583	SMIEJA, JASON	10-21100	678.45
12/20	12/08/2020	74037	114920	STEINBERG, GARY	61-21100	498.89
12/20	12/08/2020	74038	114917	TERRY, SAMANTHA	10-21100	50.00
12/20	12/08/2020	74039	114897	THREADS	23-21100	32.95
12/20	12/08/2020	74040	114492	TRC LOCKBOX	82-21100	20,482.87
12/20	12/08/2020	74041	114924	TSAO, KATHY	23-21100	6.99
12/20	12/08/2020	74042	111469	TVRDY III, PAUL & JACQUELINE	10-21100	94.46
12/20	12/08/2020	74043	112465	UNEMPLOYMENT INSURANCE	10-21100	47.42
12/20	12/08/2020	74044	114658	UW MADISON ACCOUNTING SERVICES	10-21100	255.00
12/20	12/08/2020	74045	112176	VERIZON WIRELESS	21-21100	787.11
12/20	12/08/2020	74046	40375	WALLNER, WILLIAM B	10-21100	27.83
12/20	12/08/2020	74047	41380	WALS	23-21100	37.77
12/20	12/08/2020	74048	113698	WEBSTER'S MARKETPLACE	10-21100	16.20
12/20	12/08/2020	74049	112409	WEST BEND MUTUAL INSURANCE CO	10-21100	20.00
12/20	12/08/2020	74050	114440	WHIT MEZA PHOTOGRAPHY	10-21100	900.00
12/20	12/08/2020	74051	114094	WI CHIEFS OF POLICE	10-21100	210.00
12/20	12/08/2020	74052	112868	WI DEPT OF FINANCIAL INSTITUTIONS	10-21100	20.00
12/20	12/08/2020	74053	41400	WINNEFOX LIBRARY SYSTEM	23-21100	144.74
12/20	12/08/2020	74054	114918	WITTWER, MARK	10-21100	50.00
12/20	12/08/2020	74055	43901	WURTZ LAW OFFICE LLC	10-21100	3,658.80
12/20	12/09/2020	74056	112176	VERIZON WIRELESS	21-21100	570.68
12/20	12/18/2020	74057	112773	ADVANCED DISPOSAL SOLID WASTE	10-21100	225.00
12/20	12/18/2020	74058	32850	AGNESIAN WORK & WELLNESS SAH	21-21100	153.00
12/20	12/18/2020	74059	114445	AMAZON CAPITAL SERVICES	10-21100	302.50
12/20	12/18/2020	74060	114429	AT&T MOBILITY	21-21100	79.34
12/20	12/18/2020	74061	113210	BADGER STATE WASTE LLC	61-21100	5,394.00
12/20	12/18/2020	74062	3650	BAKER & TAYLOR	23-21100	892.83
12/20	12/18/2020	74063	3700	BALLWEG IMPLEMENT	61-21100	288.76
12/20	12/18/2020	74064	111371	BENSON, MICHELE	10-21100	45.78
12/20	12/18/2020	74065	114938	BERRY, DANA & PAULINE	10-21100	24.17
12/20	12/18/2020	74066	110473	BREWER HEATING & COOLING	10-21100	162.47

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/18/2020	74067	113582	BROAD REACH	23-21100	125.70
12/20	12/18/2020	74068	5500	BROWN CAB SERVICE INC.	24-21100	18,329.63
12/20	12/18/2020	74069	114915	BUREAU OF CORRECTIONAL ENTERPRISES	10-21100	135.57
12/20	12/18/2020	74070	6000	CARDINAL ENVIRONMENTAL INC	61-21100	80.00
12/20	12/18/2020	74071	15240	CENGAGE LEARNING INC/GALE	23-21100	91.97
12/20	12/18/2020	74072	111659	CENTER POINT LARGE PRINT	23-21100	134.25
12/20	12/18/2020	74073	111966	CENTURYLINK	61-21100	1,523.62
12/20	12/18/2020	74074	112858	CENTURYLINK	10-21100	72.84
12/20	12/18/2020	74075	6870	CHARTER COMMUNICATIONS	10-21100	341.08
12/20	12/18/2020	74076	7590	CITY OF APPLETON	10-21100	639.00
12/20	12/18/2020	74077	113688	CLAUSON, BRENT & CHERYL	61-21100	37.91
12/20	12/18/2020	74078	8250	CLIFFS TIRE & BATTERY	21-21100	532.46
12/20	12/18/2020	74079	113386	COLE OIL & PROPANE	10-21100	22.00
12/20	12/18/2020	74080	8600	CONDON OIL CO	10-21100	299.39
12/20	12/18/2020	74081	114336	DALZIEL, JOHN	10-21100	47.16
12/20	12/18/2020	74082	114941	DOMINGUEZ, ALEJANDRO & GABRIELA	61-21100	219.20
12/20	12/18/2020	74083	113540	EMC INSURANCE COMPANIES	10-21100	162.00
12/20	12/18/2020	74084	112305	GABRIELSKI, THOMAS L & MACKENZIE	10-21100	81.34
12/20	12/18/2020	74085	112895	GFC LEASING WI	10-21100	306.30
12/20	12/18/2020	74086	114932	GFL ENVIRONMENTAL	10-21100	9,235.20
12/20	12/18/2020	74087	112515	GRANT PACK N SHIP	62-21100	96.02
12/20	12/18/2020	74088	114939	GROSS, STEVEN & DYLAN	10-21100	47.83
12/20	12/18/2020	74089	16985	HARVEY, DEBRA & HARVEY	10-21100	27.86
12/20	12/18/2020	74090	17200	HEATLEY ELECTRIC	10-21100	107.35
12/20	12/18/2020	74091	112592	HEATLEY, PATRICIA	10-21100	699.89
12/20	12/18/2020	74092	111369	HERNANDEZ, RUTH	10-21100	34.28
12/20	12/18/2020	74093	114928	HOLLAND, SEAN M & POAKAHI T	10-21100	21.33
12/20	12/18/2020	74094	112843	HOMAN FORD INC	10-21100	90.00
12/20	12/18/2020	74095	112331	HOPP, JEFFREY & JULIE	10-21100	49.66
12/20	12/18/2020	74096	110011	HUTCHINGS, JEFFERY & PEGGY	10-21100	43.70
12/20	12/18/2020	74097	113903	HYDROCORP	62-21100	1,103.00
12/20	12/18/2020	74098	18080	ICENOGL, RILEY	10-21100	485.18
12/20	12/18/2020	74099	18900	J & H CONTROLS INC	10-21100	644.00
12/20	12/18/2020	74100	114933	JOHNSON, ESTATE OF CHARLES H	61-21100	52.31
12/20	12/18/2020	74101	114290	JOHNSON, NOREEN	10-21100	33.89
12/20	12/18/2020	74102	114767	J'S BBQ LLC	10-21100	109.44
12/20	12/18/2020	74103	113784	KUBA, DUANE W	10-21100	240.97
12/20	12/18/2020	74104	21790	KWIK TRIP INC	21-21100	4,011.78
12/20	12/18/2020	74105	113553	LAKE AREA PUBLIC WORKS ASSOCIATION	10-21100	75.00
12/20	12/18/2020	74106	113369	MARTELLE WATER TREATMENT	62-21100	1,354.66
12/20	12/18/2020	74107	112302	MCSORLEY, STEVEN H	61-21100	65.07
12/20	12/18/2020	74108	16125	MICHELS, LINDSEY	10-21100	100.42
12/20	12/18/2020	74109	24555	MIDLAND PAPER	23-21100	240.10
12/20	12/18/2020	74110	113467	MILLIN, JEFFERY & TIFFANY	10-21100	41.28
12/20	12/18/2020	74111	25153	MODERN RENTALS INC	10-21100	349.46
12/20	12/18/2020	74112	113752	MOLDENHAUER, MARTA S	10-21100	35.59
12/20	12/18/2020	74113	114940	MORRISON JR, ROBERT & BARBARA	10-21100	42.58
12/20	12/18/2020	74114	113971	MSA PROFESSIONAL SERVICES INC	40-21100	25,625.00
12/20	12/18/2020	74115	25675	NAPA AUTO PARTS-WAUPUN	10-21100	208.15
12/20	12/18/2020	74116	114934	NOTHEM, DAVID A	61-21100	42.13
12/20	12/18/2020	74117	112697	OAKES, SHAWN & STACEY	10-21100	104.42
12/20	12/18/2020	74118	112391	O'REILLY AUTOMOVIE STORES INC	62-21100	39.99
12/20	12/18/2020	74119	113264	PAYLESS SERVICE CENTER	10-21100	42.12
12/20	12/18/2020	74120	114931	PUBLIC ADMINISTRATION ASSOCIATES LLC	10-21100	5,457.00
12/20	12/18/2020	74121	30540	REGISTRATION FEE TRUST	40-21100	164.50
12/20	12/18/2020	74122	31140	RIPON ACE HARDWARE	62-21100	341.32
12/20	12/18/2020	74123	31610	RIPON COMMONWEALTH PRESS	40-21100	467.70

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/18/2020	74124	31750	RIPON DRUG	10-21100	54.98
12/20	12/18/2020	74125	31770	RIPON ELECTRIC INC	10-21100	3,004.48
12/20	12/18/2020	74126	32350	RIPON MAIN STREET INC	83-21100	6,354.45
12/20	12/18/2020	74127	32400	RIPON MEDICAL CENTER	21-21100	364.11
12/20	12/18/2020	74128	32600	RIPON PUBLIC LIBRARY	23-21100	23.84
12/20	12/18/2020	74129	112806	ROLLIN JR, ROBERT P & LISA	10-21100	67.68
12/20	12/18/2020	74130	113785	SANDERFOOT, BRENT M & TANYA	10-21100	340.38
12/20	12/18/2020	74131	114927	SANDMAR BUILDERS	41-21100	22,700.00
12/20	12/18/2020	74132	113389	SCHEUERS, DENNIS	61-21100	31.94
12/20	12/18/2020	74133	112558	SCHILLER, SHELBY	10-21100	22.79
12/20	12/18/2020	74134	114935	SKAMRA, BRIAN & LAURA	61-21100	121.55
12/20	12/18/2020	74135	114936	SONNENBERG, MARC	61-21100	59.41
12/20	12/18/2020	74136	113684	STREHOLSKI, SUSAN	10-21100	110.78
12/20	12/18/2020	74137	114929	TOWN OF RIPON	10-21100	2,832.00
12/20	12/18/2020	74138	113833	TRANSCENDENT TECHNOLOGIES	10-21100	955.00
12/20	12/18/2020	74139	113363	TRUCK EQUIPMENT INC	40-21100	61.46
12/20	12/18/2020	74140	114930	ULTIMATE TOWING & AUTO BODY LLC	10-21100	180.00
12/20	12/18/2020	74141	38760	UPS	10-21100	4.34
12/20	12/18/2020	74142	38600	USA BLUEBOOK	62-21100	77.13
12/20	12/18/2020	74143	113530	WARNKE, BETTY	10-21100	18.54
12/20	12/18/2020	74144	113698	WEBSTER'S MARKETPLACE	61-21100	215.03
12/20	12/18/2020	74145	114937	WEPNER, TIM & ANNE	61-21100	250.00
12/20	12/18/2020	74146	111935	WERCH, JAMES & CHRISTINE	10-21100	200.14
12/20	12/18/2020	74147	114649	WI DRUG TESTING CONSORTIUM	10-21100	30.00
12/20	12/18/2020	74148	43360	WI STATE LABORATORY OF HYGIENE	62-21100	26.00
12/20	12/18/2020	74149	113540	EMC INSURANCE COMPANIES	42-21100	209,396.00
12/20	12/22/2020	74150	113776	BARBER ENTERPRISES INC	10-21100	458.74
12/20	12/22/2020	74151	114947	BARTLETT, GERALD & MYRNA	10-21100	29.03
12/20	12/22/2020	74152	113751	BERGTHOLD, WILLIAM	10-21100	40.88
12/20	12/22/2020	74153	112622	BRADLEY, MARK & JANE	10-21100	141.58
12/20	12/22/2020	74154	114942	DOUMA, LAYLA	10-21100	70.83
12/20	12/22/2020	74155	110409	FRANK, KELLY & LAURA	10-21100	12.10
12/20	12/22/2020	74156	114948	FREEMAN, RODNEY & PEGGY	10-21100	27.46
12/20	12/22/2020	74157	112594	GREFF JR, FRANK & JULIE	10-21100	14.43
12/20	12/22/2020	74158	114353	GRINDE, JEFFREY & AMY	10-21100	441.02
12/20	12/22/2020	74159	113808	HAEN, STEELE G	10-21100	14.99
12/20	12/22/2020	74160	111082	JOHNSON, JACK & NOREEN	10-21100	47.42
12/20	12/22/2020	74161	112292	KAEPERNICK, GREGORY	10-21100	62.55
12/20	12/22/2020	74162	114943	KAPPLER, KEITH A	10-21100	62.44
12/20	12/22/2020	74163	114949	KUBIZCZYK ANDREW &	10-21100	116.40
12/20	12/22/2020	74164	16125	MICHELS, LINDSEY	10-21100	30.00
12/20	12/22/2020	74165	113775	PROCHNO, KEITH & DEBRA HORN PROCHNO	10-21100	54.73
12/20	12/22/2020	74166	114950	RASHER, CARL E	10-21100	2,720.90
12/20	12/22/2020	74167	112535	SCHNEIDER, JONATHAN & KARI	10-21100	77.32
12/20	12/22/2020	74168	113342	SORENSEN, ELLEN	10-21100	33.49
12/20	12/22/2020	74169	114519	SYNCB/AMAZON	23-21100	1,392.63
12/20	12/22/2020	74170	114944	THEUNE, TODD & JENNIFER	10-21100	40.28
12/20	12/22/2020	74171	112315	TODDISH II, GARRY A	10-21100	38.79
12/20	12/22/2020	74172	110023	WADE. JOAN	10-21100	157.67
12/20	12/22/2020	74173	112552	WEBER, PETER & JEAN	10-21100	114.65
12/20	12/22/2020	74174	43620	WORKMAN, MICHAEL & DARA	10-21100	184.92
12/20	12/22/2020	74175	110783	ZIESMER, BRENT	10-21100	16.19
12/20	12/28/2020	74176	114952	CHARLES, BRITNEY SUE	10-21100	311.46
12/20	12/28/2020	74177	112294	GABRIELSKI, TIMOTHY & SARAH	10-21100	39.61
12/20	12/28/2020	74178	113042	GRAY, TROY	10-21100	34.14
12/20	12/28/2020	74179	113788	HENSLIN, KYLE & THERESA	10-21100	117.29
12/20	12/28/2020	74180	112550	JOHNSON, LELAND & DARLENE	10-21100	20.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/28/2020	74181	111054	MCNEILL, THOMAS	10-21100	50.95
12/20	12/28/2020	74182	112598	MILLER, CAROLYN ANN	10-21100	1.33
12/20	12/28/2020	74183	110085	MILLS, JOSHUA & ANDREA	10-21100	32.04
12/20	12/28/2020	74184	111135	MITCHELL, DANIEL & BARBARA	10-21100	32.93
12/20	12/28/2020	74185	114951	MUELLER, ROBERT A	10-21100	60.05
12/20	12/28/2020	74186	112559	MULDER, JOEL A	10-21100	31.64
12/20	12/28/2020	74187	112805	PACKER JR, STEVEN	10-21100	28.35
12/20	12/28/2020	74188	111735	PETHKE, TOM	10-21100	27.83
12/20	12/28/2020	74189	114953	PRICE, JAMES & CONNIE	10-21100	45.23
12/20	12/28/2020	74190	113796	SCHNEIDER, STEVEN R	10-21100	153.35
12/20	12/28/2020	74191	114078	SCHULD, SCOTT & MANDY	10-21100	99.03
12/20	12/28/2020	74192	110667	STEVENSON, DANIEL	10-21100	77.50
12/20	12/28/2020	74193	113997	WOLVERINE FIREWORKS	25-21100	3,500.00
12/20	12/30/2020	74194	111075	DUDZINSKI, MARK & CHRISTINE	10-21100	189.60
12/20	12/30/2020	74195	112801	JESKE, SCOTT & LINDA	10-21100	32.37
12/20	12/30/2020	74196	114357	NITZ, JASON & CARRIE	10-21100	348.91
12/20	12/30/2020	74197	113295	PERR, RHONDA L	10-21100	29.36
12/20	12/30/2020	74198	111042	SALEM, MARIA &	10-21100	16.93
12/20	12/30/2020	74199	113531	WILLOUGHBY, PATRICK & AMBER	10-21100	280.30
Grand Totals:						<u>533,564.46</u>

**COMMON COUNCIL MEETING  
December 8, 2020**

Council Present: Schraeder, Schatzinger, Hansen, Gallops, Morrison, Kane, Splitt, Grant  
Absent: Werch  
Staff Present: City Administrator Rich, City Attorney Wurtz, Public Works Director  
Ehrenberg, Police Chief Wallner, City Clerk Schommer

Grant called meeting to order at 7:01 p.m.

Pledge of Allegiance/Invocation- Council President Schraeder

**Approval of Agenda**

Motion made by Morrison, second by Splitt to approve agenda as presented. Motion carried.

**Public communications and comment**

Warren Sherman, 945 Pleasant St, Ripon – Police Dispatch Center: Sherman spoke in favor of keeping the Police Dispatch Center in the City of Ripon. Al Schraeder, 21 Stanton St, Ripon-Last Meeting: Schraeder apologized to Schatzinger, Council, Mayor, City Administrator and public for his behavior at the last council meeting when he addressed Schatzingers' comments.

**Accept informational reports from standing committees and staff**

Motion made by Gallops, second by Morrison to accept informational reports from standing committees and staff as accurate. Motion carried. With this motion the following were accepted: Plan Commission minutes – November 18; Building Inspector report – November; EMS report – November; Public Works Department report – November; Ripon Area Fire Department report-November; Senior Citizen report-November; City Administrator report – November; City Administration reports-Treasurer's report, Budget report; Check register – November

**Consent calendar**

Motion made by Schraeder, second by Splitt to approve Common Council minutes – Nov 10, Nov 10 Special Budget meeting and Nov 23; and Certificate of Appropriateness for 231 Watson Street, Kristen Schultz for white vinyl graphics for store front windows and doors Motion carried.

**Action Items**

**Business Improvement District (BID) operating plan**

State statute requires the BID to meet annually to review their operating plan, and to submit the operating plan to the Council for approval. BID Board members, TJ Rogers and Craig Tebon presented their updated 2021 operating plan to the Council. Schatzinger thanked both for their plan and asked how BID Board informs their members on updates on ongoing projects. Rogers stated normally more members attend their meetings, but with COVID outbreak not as many members have attended. The board does mixers and have sent out surveys. Rogers is hoping in 2021 COVID will be under control and mixers will begin again and fund raising can begin again.

**Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,955,000 General Obligation Refunding Bonds, Series 2021A**

Due to a drop in interest rates, the city has a refunding opportunity for the 2012 General Obligation Bonds. The City could save approximately \$253,000 over the next 11 years or about \$25,000 per year after all issuance expenses, which would help the cash flow of TID 11. Phil Cosson of Ehlers was present to discuss this further and answer Council's questions. Cosson stated the impact will begin with the 2022 budget. Motion made by Schraeder, second by Gallops to approve Resolution No. 2020-22, A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,955,000 General Obligation Refunding Bonds, Series 2021A. Motion carried.

**Project updates & staff reports**

None

**Mayor's communications and appointments**

**Appoint member of Police Commission**

Motion made by Gallops, second by Hansen to approve appointment of Vince King for a 5-year term ending 4/30/2025. Motion carried.

Grant stated this is the last council meeting of the year and wished everyone Happy Holidays and urged citizens to stay at home for the holidays, but to also reach out to family and friends by phone, and other creative means. Be kind, considerate, and be respectful to others.

**Agenda items for future Council meetings**

Contact Rich or Grant

Motion made by Gallops, second by Schraeder to take off the table Police Dispatch Center and to add to the January 12, 2021 council agenda. Roll call vote taken: Schraeder-yes; Schatzinger-yes; Hansen-yes; Gallops-yes; Morrison-yes; Kane-yes; Splitt-yes. Motion carried unanimously.

Schatzinger announced Ripon Area School District is holding a virtual mental health night, Thursday, December 10, 2020 from 6 pm – 7 pm. Information can be found on the Ripon Area School District Facebook page.

Adjourn to closed session under Wisconsin Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility"

RE: City Administrator recruitment: Semi-finalists selection

Council will also review minutes from the closed session on October 13, 2020 for accuracy

Motion made by Morrison, second by Gallops to adjourn to closed session. Motion carried. With no further business in open session, Grant declared open session meeting adjourned at 7:34 p.m.

Ann Schommer, City Clerk

**MEMORANDUM OF UNDERSTANDING  
BETWEEN FOND DU LAC COUNTY AND THE CITY OF RIPON  
CONCERNING THE TRANSFER OF DISPATCH RESPONSIBILITIES  
FOR THE CITY OF RIPON TO FOND DU LAC COUNTY**

**WHEREAS**, in 1994, Fond du Lac County included space for a new county-wide dispatch center as part of a jail project, and

**WHEREAS**, in 1995, Fond du Lac County purchased a backbone software package that served all of the county dispatch centers including Fond du Lac County, city of Fond du Lac, city of Ripon, city of Waupun, and village of North Fond du Lac, and

**WHEREAS**, in 2005, Fond du Lac County combined the operations of the dispatch center to include the city of Fond du Lac, city of Waupun, and village of North Fond du Lac, and

**WHEREAS**, that system has been serving a large majority of the citizens of Fond du Lac County and its communities, and

**WHEREAS**, the city of Ripon chose to remain as a separate agency as it relates to dispatch functions, and

**WHEREAS**, Fond du Lac County has begun the process of replacing its current public safety software system, including dispatch/communication center, police, fire, EMS and jail records management, which is expected to be functional by mid to late fall of 2021, and

**WHEREAS**, the city of Ripon has expressed interest regarding the transfer of their dispatch operations into the Fond du Lac County communications center, and

**WHEREAS**, Fond du Lac County is interested in providing that service for the city of Ripon beginning in the second half of 2021.

**NOW, THEREFORE BE IT RESOLVED**, that the parties to this MOU do hereby agree to the following provisions:

1. Upon agreement by the city of Ripon, Fond du Lac County, through its Communications and Emergency Management Director, will begin the process of preparing for the transfer of all the city of Ripon's dispatch functions to the Fond du Lac Center.
2. Fond du Lac County Communications and Emergency Management Director will be in communication with designated Ripon officials and will coordinate all steps related to the transfer and determine an official transfer date of those dispatch functions.
3. In order to ensure a quick response to the public and all public safety departments being dispatched by the Fond du Lac Center, the combined center must be adequately staffed, resulting

in the need for increased staffing. That cost will be approximately \$300,000 per year, beginning in 2022.

4. All Ripon dispatch staff that choose to apply for the Fond du Lac County positions will be guaranteed an interview, but will not be guaranteed employment with Fond du Lac County. That decision will be made by Fond du Lac County Communications and Emergency Management Director following the interview process.
5. In 2022, Fond du Lac County will be responsible for all operating costs related to the dispatch center that will include all personnel costs and equipment costs, as well as all other operating costs of the center. All capital purchases related to the cost of operation for the county emergency communications system will be the responsibility of Fond du lac County.
6. As discussed above, Fond du Lac County's operational costs will increase once Fond du Lac County has taken over all city of Ripon dispatch functions. That will also represent a reduction in the cost incurred by the current dispatch center operated by the city of Ripon. As a result, Fond du Lac County expects the transfer of levy base from the city of Ripon at approximately \$200,000 as provided in state statute 66.0602(3)(a) and (b). That levy limit adjustment affects the first year (2022) and will be permanent. No further negative adjustment on Ripon's tax levy limit would be forthcoming.
7. An Administrative Review Board presently exists which includes the city of Fond du Lac, city of Waupun and village of North Fond du Lac, each having two voting members on the board, as well as one for the Sheriff's Office, and one representative from volunteer fire departments. Since Ripon's emergency services are organized differently, the city of Ripon would have one voting member from Ripon Police Department, one voting member from the Ripon Fire Department, and one voting member representing Ripon EMS, effective upon the approval of this MOU by both Fond du Lac County and the city of Ripon.
8. Parties agree that this MOU be in effect for an initial period of five (5) years with automatic two (2) year renewals unless the city of Ripon notifies Fond du Lac County one (1) calendar year in advance that it wishes to withdraw from the agreement.

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City of Ripon

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Allen J. Buechel  
Fond du Lac County Executive

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Date

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Date



Lori Rich <lrich@cityofripon.com>

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**Fwd: Seeking your Opinion from the City of Ripon**

1 message

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**Jolene Schatzinger** <jolene4ripon@gmail.com>  
To: Lori Rich <lrich@cityofripon.com>

Thu, Jan 7, 2021 at 2:17 AM

Hi Lori,

Could you please share my forwarded email to my colleagues on the Council, which is a response from the **Chief of Police in Rosendale** regarding his viewpoints on the County's Communication Center that he stated he has utilized since 1992.

Thank you!  
Jolene

**Jolene Schatzinger**

Aldersperson

Ripon City Council, District 4

[Jolene4Ripon@gmail.com](mailto:Jolene4Ripon@gmail.com)

----- Forwarded message -----

From: <kverdine@villageofrosendale.com>

Date: Wed, Jan 6, 2021 at 9:24 AM

Subject: RE: Seeking your Opinion from the City of Ripon

To: Jolene Schatzinger <[jolene4ripon@gmail.com](mailto:jolene4ripon@gmail.com)>

Jolene,

It was a pleasure to speak with you on the phone today. Thank you for your continued support of Law Enforcement! These are trying times in the Law Enforcement profession and it is always comforting to know how much support there is for Law Enforcement Officers. I have utilized the Fond du Lac Communication Center since 1992. I am extremely pleased with the Fond du Lac County Communication Center. If there ever was a concern or question that I had it was addressed by the Communications Director and a resolution was reached. The Communication Center Dispatchers are highly trained and utilize the latest equipment and technology. I have always liked the benefit of having multiple Dispatchers where if a serious call came in that required dispatching medical, fire, Law Enforcement, and EMS simultaneously another dispatcher could jump on to the call and assist with either paging out units, answering the phone, or taking over radio traffic. I wish you the best with the hard decision your City Council is facing. You have an awesome group of Dispatchers in the City of Ripon Communication Center. I have been in your Communication Center numerous times over the years and your Dispatchers are nothing but top notch and professional. I understand as an Administrator when you have an opportunity for saving tax payer dollars you need to take a hard look at it. If you have any further questions please let me know.

Kevin

**From:** Jolene Schatzinger <[jolene4ripon@gmail.com](mailto:jolene4ripon@gmail.com)>  
**Sent:** Tuesday, January 5, 2021 1:04 PM  
**To:** [kverdine@villageofrosendale.com](mailto:kverdine@villageofrosendale.com)  
**Subject:** Seeking your Opinion from the City of Ripon

Dear Chief Kevin Verdine of the Rosendale Police Department,

First, thank you for taking my phone call just a few minutes ago!  
As shared with you on the phone, I am writing this email to you as a member of the Common Council of the City of Ripon in Fond du Lac County. As described, we are considering whether we should merge our dispatch center with Fond du Lac County's Communication Center. Because Rosendale already utilizes the County Communication Center for its emergency response, I am hoping you could provide me with your honest feedback in writing as to whether you are happy with your service. Feel free to respond using bullet points regarding your opinions of the County Dispatch and I will then communicate your feedback with my colleagues on the city council for consideration in our upcoming decision.

Thank you, sincerely, for your time and for your honest opinion. Also, thank you for your service to your community - I have great respect for those who serve in law enforcement.  
Jolene

**Jolene Schatzinger**

Aldersperson

Ripon City Council, District 4  
[Jolene4Ripon@gmail.com](mailto:Jolene4Ripon@gmail.com)



Scanned by [McAfee](#) and confirmed virus-free.

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**Fwd: Seeking your Opinion from City of Ripon Council Member**

1 message

**Jolene Schatzinger** <jolene4ripon@gmail.com>  
To: Lori Rich <lrich@cityofripon.com>

Thu, Jan 7, 2021 at 2:10 AM

Hi Lori,

Could you please share my forwarded email to my colleagues on the Council, which is a response from the **Chief of Police in North Fond du Lac** regarding his viewpoints on the County Dispatch Center. North Fond du Lac did have their own dispatch center and then they moved their dispatch services to the County, similar to what we are considering.

Thank you!  
Jolene

**Jolene Schatzinger**

Aldersperson  
Ripon City Council, District 4  
Jolene4Ripon@gmail.com

----- Forwarded message -----

From: **Darren Pautsch** <dpautsch@nfdl.org>  
Date: Mon, Jan 4, 2021 at 4:17 PM  
Subject: RE: Seeking your Opinion from City of Ripon Council Member  
To: Jolene Schatzinger <jolene4ripon@gmail.com>

Hello Jolene.

As I indicated when we spoke on the telephone, I have absolutely no regrets about the decision to merge our dispatch/communications operations with the FDL County Communications Center. The reasons I am so supportive fo our current operations are many and diverse, so I will share just a few that I believe set the tone.

- Improved/Enhanced tele communicator training
- Improved/Enhanced information gathering
- Improved/Enhanced officer safety since all calls and communications are monitored and received by more personnel (both operators in Dispatch and officers on the streets)
- Far more cost effective than maintaining our own operations
- Far more efficient than maintaining our own operations (I shudder to think about how I/NFPD could handle hiring and training dispatchers now considering the constant turnover and our struggles to hire/train/maintain sworn staffing)

Hope this helps!

Darren

*Darren K. Pautsch**Chief of Police*

North Fond du Lac Police Department

16 Garfield Street

North Fond du Lac, WI 54937

(920) 929-3760

dpautsch@nfdl.org

www.nfdlpd.org



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**Fwd: Seeking your Opinion from City of Ripon Council Member**

1 message

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**Jolene Schatzinger** <jolene4ripon@gmail.com>  
To: Lori Rich <lrich@cityofripon.com>

Thu, Jan 7, 2021 at 2:14 AM

Hi Lori,

Could you please share my forwarded email to my colleagues on the Council, which is a response from the **Chief of Police in Waupun** regarding his viewpoints on the County's Communication Center. Waupun did have their own dispatch center and then they moved their dispatch services to the County, similar to what we are considering.

Thank you!  
Jolene**Jolene Schatzinger**Aldersperson  
Ripon City Council, District 4  
Jolene4Ripon@gmail.com

----- Forwarded message -----

From: **Scott Loudon** <scott@waupunpd.org>  
Date: Tue, Jan 5, 2021 at 10:17 AM  
Subject: RE: Seeking your Opinion from City of Ripon Council Member  
To: Jolene Schatzinger <jolene4ripon@gmail.com>

Good Morning Jolene,

We are very please with the service that we receive from the County Dispatch Center. Here are a few bullet points for you.

- Cost of Employees
- Cost of New Equipment and maintenance of old equipment
- Quality of Service
- Liability for the City
- More staff available in a critical incident
- Higher level of training being provided

Let me know if you need anything else. Have a great day!

Chief Scott Loudon  
Waupun Police Department  
16 E. Main Street  
WaupunWI 53963  
(920) 324-7903 – Office  
(920) 324-7902 – Fax  
scott@waupunpd.orgFrom: Jolene Schatzinger <jolene4ripon@gmail.com>  
Sent: Monday, January 4, 2021 6:39 AM  
To: Scott Loudon <scott@waupunpd.org>  
Subject: Seeking your Opinion from City of Ripon Council Member

Dear Police Chief Scott Loudon of Waupun,

First, Happy New Year!

Second, I am writing to you as a member of the Common Council of the City of Ripon in Fond du Lac County and as a follow-up to the phone communication we previously had. As you know, we are considering whether we should merge our dispatch center with Fond du Lac County's Communication Center. Because Waupun has already moved your dispatch service to the County, I am hoping you could provide me with your honest feedback in writing as to whether you are happy with this decision. If you could provide a few bullet points as to why you feel it was a good decision as well as any concerns you may have, I will communicate this with my colleagues on the city council for consideration.

Thank you, sincerely, for your time and for your honest opinion.

Jolene

**Jolene Schatzinger**Aldersperson  
Ripon City Council, District 4  
Jolene4Ripon@gmail.com

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**Fwd: Info for Ripon Council Meeting**

1 message

**Jolene Schatzinger** <jolene4ripon@gmail.com>

Thu, Jan 7, 2021 at 1:11 PM

To: Lori Rich &lt;lrch@cityofripon.com&gt;

Cc: wurtzlaw@centurytel.net

Hi Lori,

I have asked Bobbi Hicken, the Director of Fond du Lac County Communications & Emergency Management, to provide me with additional details in writing regarding emergency response times as well as technology that the County Communication Center has. Her response is in the forwarded email. I do think that all members of the Council will find this information helpful as they consider emergency response times and resources available with the County Dispatch Center. Therefore, I am wondering if this email along with the attachments from Bobbi Hicken can be provided to all Council members.

Thank you, Lori, and please let me know if there are any issues with this request.

Jolene

**Jolene Schatzinger**

Aldersperson

Ripon City Council, District 4

Jolene4Ripon@gmail.com

----- Forwarded message -----

From: **Hicken, Bobbi** <Bobbi.Hicken@fdlco.wi.gov>

Date: Thu, Jan 7, 2021 at 12:28 PM

Subject: RE: Info for Ripon Council Meeting

To: Jolene Schatzinger &lt;jolene4ripon@gmail.com&gt;

Jolene – I have attached two charts. The first one, Document2, is the one I sent you comparing the response times of Ripon Ambulance versus the other ambulance services we dispatch for, not including the City of Fond du Lac.

The 2020 Comparison is two charts showing the time to enter (which is also the time responders are notified of the call via our pre-alerts), time to dispatch (the time the call is paged out to the responders with the more specific information provided) and the time it takes the responder agency to arrive on scene. These are all average times for all calls in 2020 and the times are in seconds. The number of calls for each are included in the legend.

When looking at the time comparison for ambulance calls, you will see that on average, all three times are faster when the call is received in the Fond du Lac County Dispatch Center. This is because for EMS calls, due to our emergency medical dispatch licensing, we have to process the call as our own and cannot transfer it to the Ripon Dispatch Center. For those calls, the FDL County Dispatcher stays on the phone with the person, getting the information, etc. and enters the call to be dispatched by the Ripon Dispatcher. You can see that by doing this, the response time is faster by approximately a minute and a half when the call is received first at the FDL County Dispatch Center.

Here are the times for the county EMS agencies we dispatch for in 2020.

**County EMS Calls**  
**Create to Enter / Create to OnScene Times**  
**Call Created Date Range =1/1/2020 12:00:00AM - 12/31/2020 11:59:59PM**

	<b>Time to Enter</b>	<b>Time to Dispatch</b>	<b>Time to OnScene</b>	
<b>Total Average of All</b>	<b>68.24</b>	<b>158.15</b>	<b>668.74</b>	<b>2,080</b>

When looking at the time comparison for Ripon Fire, you will see that the time to enter is almost a half a minute quicker for calls that come into the FDL County Dispatch Center (again, that pre-alert time), however, it takes twice as long to dispatch the call and almost a minute longer for the fire department to arrive on scene. This is because for fire calls, once we validate the location and find out what is going on, we enter the call and then transfer the caller to Ripon to be processed and dispatched. By doing this, it does create a significant (in my opinion) delay in getting the responders dispatched and on scene.

In comparison to how we dispatch fire calls for departments we do dispatch for, in 2020, the average time for the fire departments we dispatch for, excluding the City of Fond du Lac, are listed below.

**County Fire Calls**  
**Create to Enter / Create to Dispatch Times**  
**Call Created Date Range =1/1/2020 12:00:00AM - 12/31/2020 11:59:59PM**

	<b>Time to Enter</b>	<b>Time to Dispatch</b>	<b>Time to OnScene</b>	<b>Number of Calls</b>
<b>Total Times for All Calls</b>	<b>74.62</b>	<b>149.61</b>	<b>589.02</b>	<b>405</b>

Some of the technology FDL County has:

Smart 911 <https://www.smart911.com/> this allows the 911 dispatcher to receive additional information on a person when they call 911 so we can get appropriate help to them faster. This is a sign up feature that is available to all residents and visitors in FDL County. Our dispatch center is the only one that receives that information.

Cellular 911 capabilities – we receive all cellular 911 calls for the entire county. We are able to receive phone number, cell phone provider and a GPS location of where the call is being placed from, all information that can and is used to locate callers if they don't know where they are.

Premise Information and Common Place Names are both available now to all dispatchers, including Ripon. We use it in FDL County all the time to flag addresses for responder safety and for slang/common names for places people might not know the location for.

US Digital Design allows us to provide broadcasted (via the radio/pagers) and text message/email notification of a call being received in our dispatch center once the dispatcher obtains the location, call back phone number and obtains the information when asking "tell me exactly what is happening".

If you have any questions, please let me know.

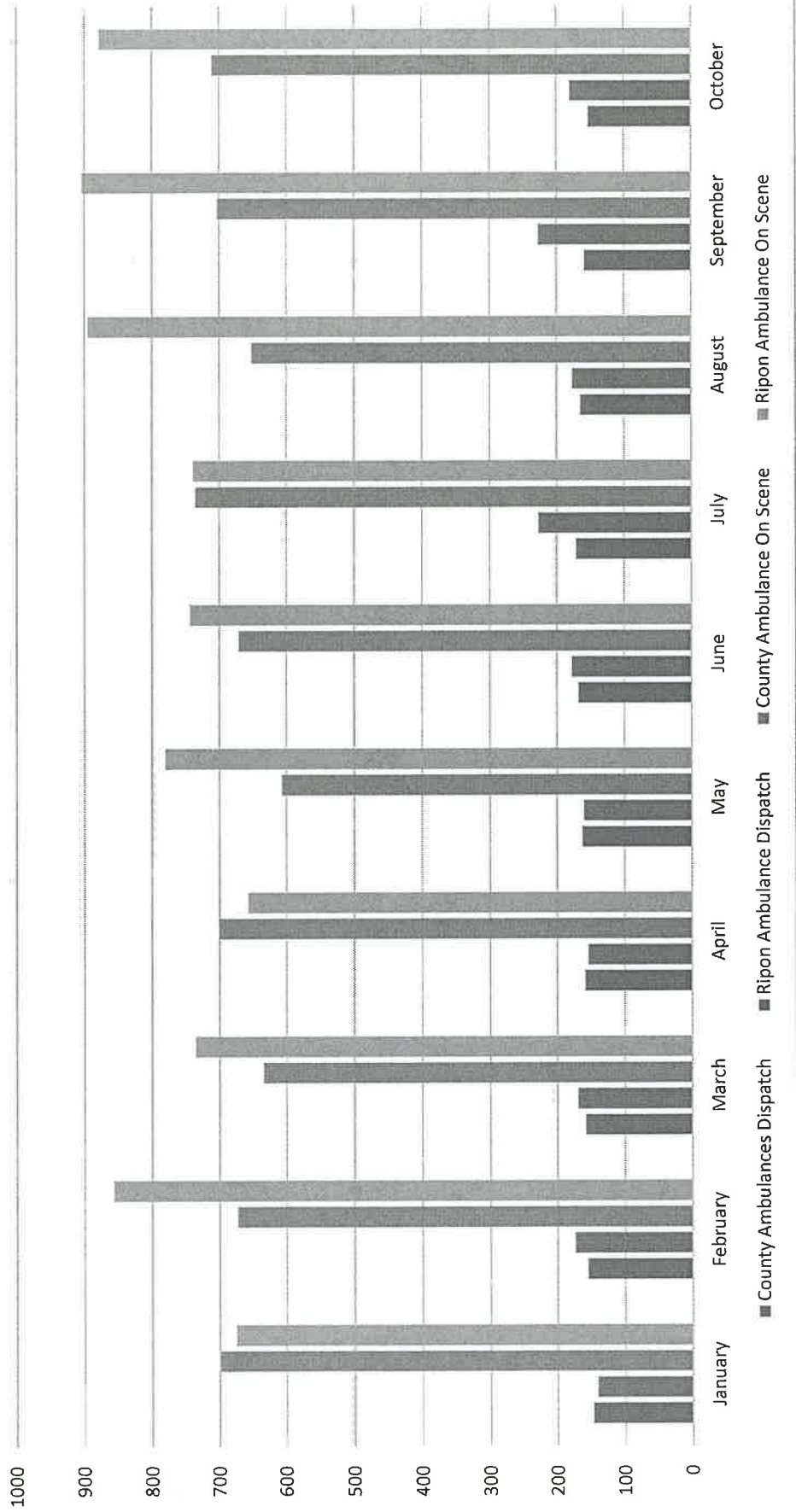
Thanks.

Bobbi Hicken

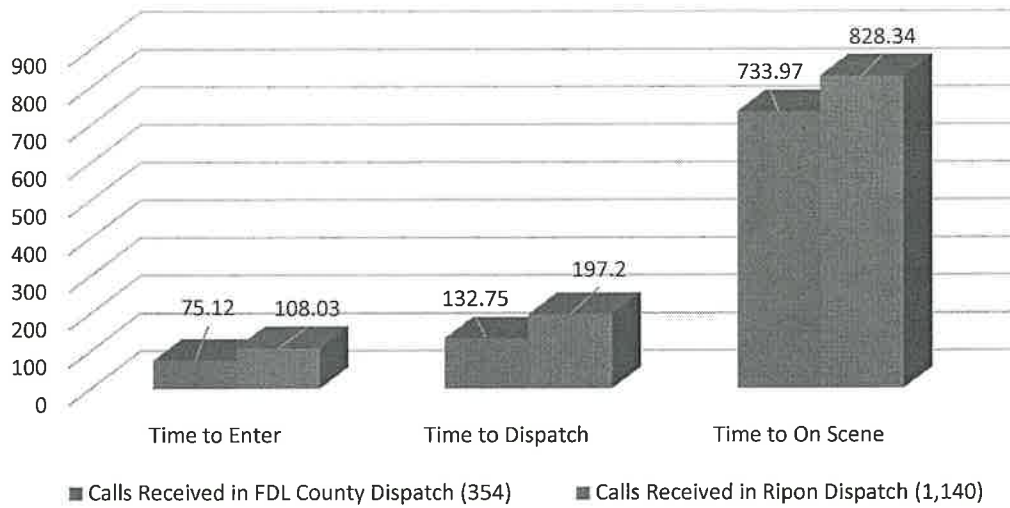
Director

Fond du Lac County Communications & Emergency Management

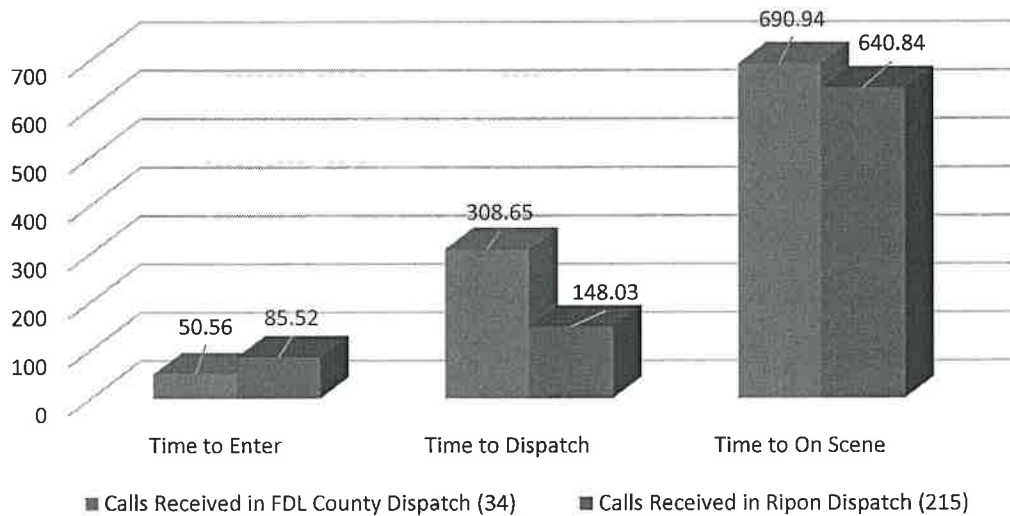
County Ambulance\* & Ripon Ambulance Dispatch and On Scene Comparison  
 \*County Ambulance Services (NFDL, Mt Calvary, Campbellsport, LifeStar)



### Response Time Comparison for Ripon Ambulance 2020



### Response Time Comparison for Ripon Fire 2020



## Cost Associated with Communications Center Information

### Continuation Needs

- \$25,000- Radio Room reconfiguration
- \$140,000- replacement of 911 phone system( \$13,000- \$15,000/ yr for contract maintained) National Standard in speaking with Motorola Rep is replaced every 5 yrs. For a 911 system that is run 365/24hrs- \$300,000+ over next 10 yrs.
- \$5,000- replacement of repeater radio
- \$14,000- replacement of backup radio computer/ programming Fire Dept.
- \$20,000 for 911 backup (pelican case) for fire dept.
- \$5,000- replacement of dispatch computers (reoccurring every 5 years)
- \$18,000 per year for contracts, maintenance, phone lines, functionality tech. ( \$180,000 10 yrs)
- \$??? Unknown associated with equipment replacement reoccurring
- \$4,500,000- over the next 10 years (3% increase per year for personnel costs) in last of the each three years, cost ACTUALLY rose by 6%/yr, if that holds true, actual price could be \$4.6 million.

To operate for the next 10 years, the City cost could approach \$6 million

## Cost for the City of Ripon to go to FDLCO Dispatch

- FDLCO Charges \$200,000 per year. 10 yrs \$2 Million
- FDLCO assumes the following costs;
  - FDLCO will pay ALL the costs for future dispatch needs, including; personnel, equipment, and operational costs. ( personnel costs alone for Ripon in 2021 budget \$373,000 just communications center personnel with OT)
- All capital purchases will be the responsibility of FDLCO
- No tax levy until 2022 for Ripon
- Liability reduction
- Ripon would be responsible for squad car computer and licensing purchases/ replacements 2026 before that needs to be done \$10,000. As well as portable replacement. (just done in 2019/20) and squad car radios.

Stay with Ripon estimated cost over next 10 years \$6.6 million

Go with FDLCO - cost over the next 10 years \$2 million

Other things to consider; To address "not broken don't fix comments"

- Technology gap is increasing between our department and the ability to properly function. Those technology costs will continue to increase.
- Future of 911 includes video, text, mapping, GPS, some of those functions are already done with FDLCO. Ripon is not even close to making that happen. Technology has changed how we answer 911 calls. No longer a phone line at a house to call and answer. SMART  
911
- National Standards in 911 PSAP function = liability, no ability to function at that level. 911 calls continue to increase up 11% from 2018 to 19
- The technology is there, but the cost is skyrocketing for our community's ability to afford it.
- The current processes that we use to satisfy an emergency call is complicated and opens up opportunity for error
  - One call taker verses multiple call takers
  - Transfer of callers to FDL for medical ProQA
- In any analysis of any major event in emergency services, the first critical item is communications. That is the first vulnerable thing that will be challenged in a critical incident. We have to realize that we may not be in the best position to provide critical communications needs in a mass critical incident with our current communications center. We have already seen problems with large events, fires, police pursuits, etc..
- Technology advancements are there to provide an answer to the paging issues that are being presented. FDLCO is willing to work to address this issue.
- The information you were presented from EMT's ref 5 minute response for paging etc by the county are simply not accurate.
- Communications distance issues from this building- FDLCO has already addressed that need in 2019 by additional of tower to enhance communication in the western part of the county.

## Fond du Lac County Dispatch Center

- 4 people working at minimum at all times, each assigned primary responsibility for certain responders, all of which are checked on and accounted for.
- Process approximately 2,700 EMS calls not including the City of Fond du Lac in 2019. Of those calls, we dispatched the calls on average within 145 seconds. In 2019, Ripon Ambulance's average dispatch time was 157 seconds.
- On average, in 2019 there were approximately 9 calls dispatched on the County Fire radio frequency per day. Adding Ripon Fire and Ripon Ambulance would increase that by 4 on average, bringing the average number per day to 13. This number is extremely manageable for one frequency.
- All county agencies have access to the Event-Analog Channel, which has been used when there are multiple fire/ems calls going on at the same time. For fire events, if it is a large event, they go to the IFERN channel, which again all agencies have. They also move off of the County Fire channel as soon as they go on scene and go to working channels, freeing up the County Fire frequency for day-to-day calls.
- Fond du Lac County is working to acquire additional radio frequencies to allow for expansion and ensure that radio traffic is manageable for all. This is being done at the county's expense.
- We have had several large events, fire and law enforcement for many different agencies, and have not lost a call or forgotten to dispatch a call.
- Fond du Lac County Communications follows emergency medical dispatch and emergency fire dispatch protocols. This allows the dispatcher to provide life-saving instructions to callers prior to the emergency responders arriving on scene. These instructions include CPR, bleeding control, childbirth, and how to stay safe if trapped in a burning building. Since we began using these protocols, we have provided CPR instructions which along with the responder's actions, saved dozens of lives. None of these actions slow down the dispatch of the emergency responders because someone else is dispatching the call while the person is providing the instructions.
- Fond du Lac County Communications has Smart 911, which allows people to sign up to tie their phone number to their personal information including name, address and medical information if they choose. This information is immediately accessible to the dispatcher when the person calls 911, saving time and ensuring accurate information when seconds count.
- Back up center is located approximately 1.5 miles from our primary location. It is set up at all times with the computes, phones and radios we need to continue operations with limited interruption. If we had to immediately relocate, it would take us approximately 5 minutes to get to the center and get it running, leaving very minimum down-time.
- FDL County Dispatchers receive approximately 6 months of initial training when hired. They then attend 40 hours of emergency medical and fire dispatch (EMD/EFD) training. They have to be CPR trained and need a minimum of 48 hours of continuing education each year to maintain their EMD/EFD certifications. They have to pass a test every other year in EMD/EFD to maintain their certification as well.
- When FDL County takes a cellular 911 from someone from Ripon, the call must be transferred to Ripon to be processed. This process takes time, delaying responses due to the transferring.

When we take a cellular 911 call from anywhere else in the county, we can immediately work to get responders en route rather than reroute the call and have a new dispatch center take over.

- If it is a medical call, we cannot legally give the call to the Ripon Dispatcher without providing instructions, as that would be considered medical abandonment. We then have the FDL County Dispatcher on the call as well as the Ripon Dispatcher, tying up two people doing the same work on the same call – just providing different services. For someone needing CPR, if they call Ripon first, Ripon has to transfer the call to FDL County Dispatch for CPR instructions. This causes a delay in the time it takes to get “hands on chest”, which is extremely important for the possibility of a positive outcome.

Fond du Lac County response to issues brought up by EMS personnel and Council members at the last council meeting.

**#1 "Fond du Lac County is light on dispatchers."** Concern brought up was that due to us not having enough dispatchers that we would not be able to keep track of and check on all of our responders. While we have openings for dispatchers, we never go below 4 people staffing at any given time. Our three supervisors are also working three of the vacant positions. Our overtime is covered largely voluntarily, with only 8% of the overtime being ordered in December for vacant shifts. We also have policies in place to ensure our dispatchers don't work too much overtime, either voluntary or ordered. Finally, we have a policy regarding Responder Safety. As it pertains to fire/ems, "Dispatchers shall make contact with fire and/or EMS personnel if there has not been any communications with the Communications Center or between units on scene for 30 minutes." All responders are our priority and all responders are looked after.

**#2 Location of our dispatch center and back up dispatch center.** The primary location for our dispatch center is the Fond du Lac County Jail. Our disaster recovery (DR) dispatch location is at the Fond du Lac County Fairgrounds, which is a little over a mile away as the crow flies. While it would be ideal to have many redundancies and locations, it is not practical or possible to do this. The DR dispatch center is fully functionally and stood up at all times. It is equipped with CAD computers, 911 phone system and radio/paging capabilities. The hardware is the hand down of our equipment at the primary center. When planning for disasters, one of the things you have to weigh is the likelihood of disasters and the type of disasters. In weighing these options, it was determined that the reasoning to need to go to the DR dispatch center is more likely due to fire, gas leak, or bomb threat. These events would require that we immediately evacuate the dispatch center. By having the DR site at the location it is, we could safely evacuate the dispatchers and get them set up at the DR site in a short amount of time. If we had a really bad day and a tornado or other type of event took out both the primary and DR dispatch centers, we would have our 911 calls rerouted to Dodge County and work with our vendors to set up at a new location. We are very fortunate to have a DR location that is stood up and active at all times. Many dispatch centers do not have this ability or plans. My understanding is that the Ripon Fire Station has the back up dispatch for the PD, with very limited capabilities. These locations are less than 1 mile apart, as the crow flies. If the assumption is that if something happens to the Ripon dispatch center that the FdL County one can be considered the back up, **we do not have the ability to page the fire department or ambulance. We do not have the Ripon PD channel either.**

**#3 Constant radio traffic on County Fire frequency.** Several people talked about how the chatter on the County Fire frequency was "overwhelming" and "constant". On average, we dispatch 10 fire and ems calls per day on this channel. The communication between ems units and dispatch is typically limited to "we are en route", "we are on scene", "we are transporting to the hospital", "we are at the hospital" and "we are clear". If it is a fire call, as soon as they get on scene, they move to a working channel. If it is a large event, we use IFERN. If/when we have several large events going on, we will utilize the event-analog channel for the event to free up the County Fire channel for regular traffic, as we know and plan for things happening around the county even if something large is happening in one location. I can provide recordings of radio traffic on this frequency on any given day and can show you that this frequency is not busy by any means.

Mass casualty events and large structure fires were brought up as reasons why the Ripon channels are important to have. Large structure fires go to the county dispatch already, as they are typically MABAS events and there is significantly more mutual aid coming to those calls. This would also occur for a mass casualty event as well, as a MABAS box would most likely be called and many law enforcement agencies would be involved. We are also working on acquiring additional radio frequencies for fire and EMS as well as law enforcement at the county's expense to provide more opportunity for growth.

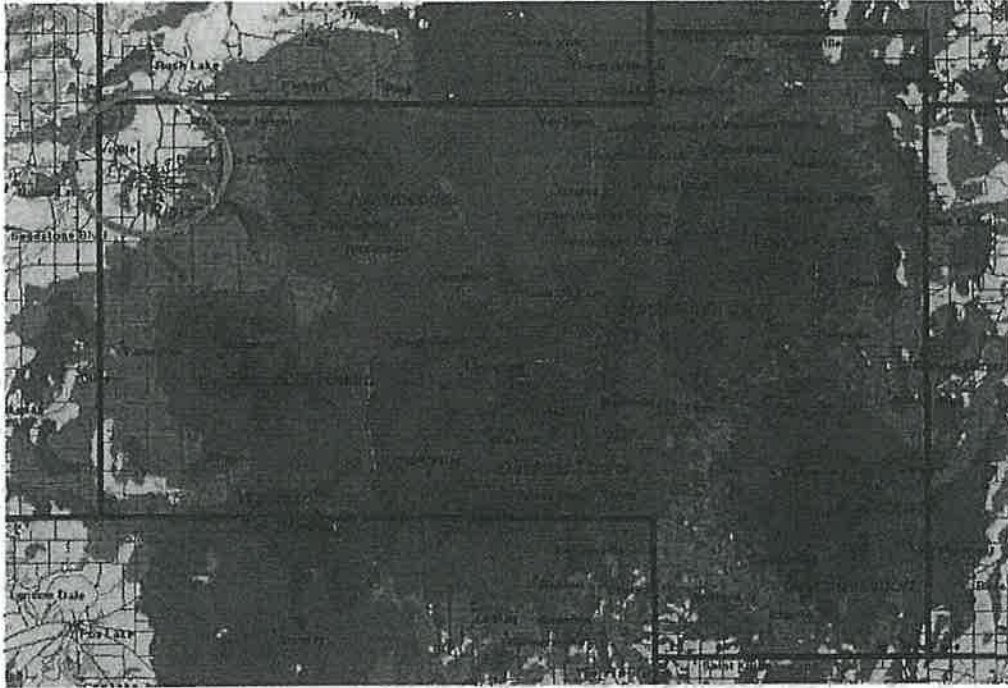
**#4 "We don't take priority"** – Every agency that we dispatch for takes priority and with four people, we are able to do this. There are times when there are many priority things going on and we manage those as we need to based on event and need, not geographical location or municipality. An Alto Fire call is as important to us as a City of Fond du Lac Fire call just as a Rosendale PD call is just as important as a Sheriff's Office call. We take responsibility and pride in ensuring ALL of our responders are given priority and our attention.

**#5 Dispatch times of 5 minutes.** This was brought up several times. In 2019, for ambulance calls, our average dispatch time was 145 seconds, compared to Ripon's 157 seconds. In the first ten months of 2020, our average dispatch time was 159 seconds compared to Ripon's 180 seconds.

There was comment about not being able to have someone else take your hours or not being able to do 6 or 12-hour shifts. The hours of the shifts does not matter to us at all. We also would not be impeding them trading hour or having someone else cover their hours, etc. In fact, they could continue to use the schedule that is being used. The only difference would be that they would have to adjust their pager if they didn't want to hear all the calls depending on if they were scheduled for the first ambulance, etc. This would take some cooperation on the EMT/Paramedic's part, but the concessions would be minimum and would not impede public safety in any way. Also, when we page out a call, we always provide the time of call.

## Ripon Tower Project Completed \$17,000

A tower was added in the City of Ripon, improving the radio coverage in the western part of the county for all of our emergency responders.

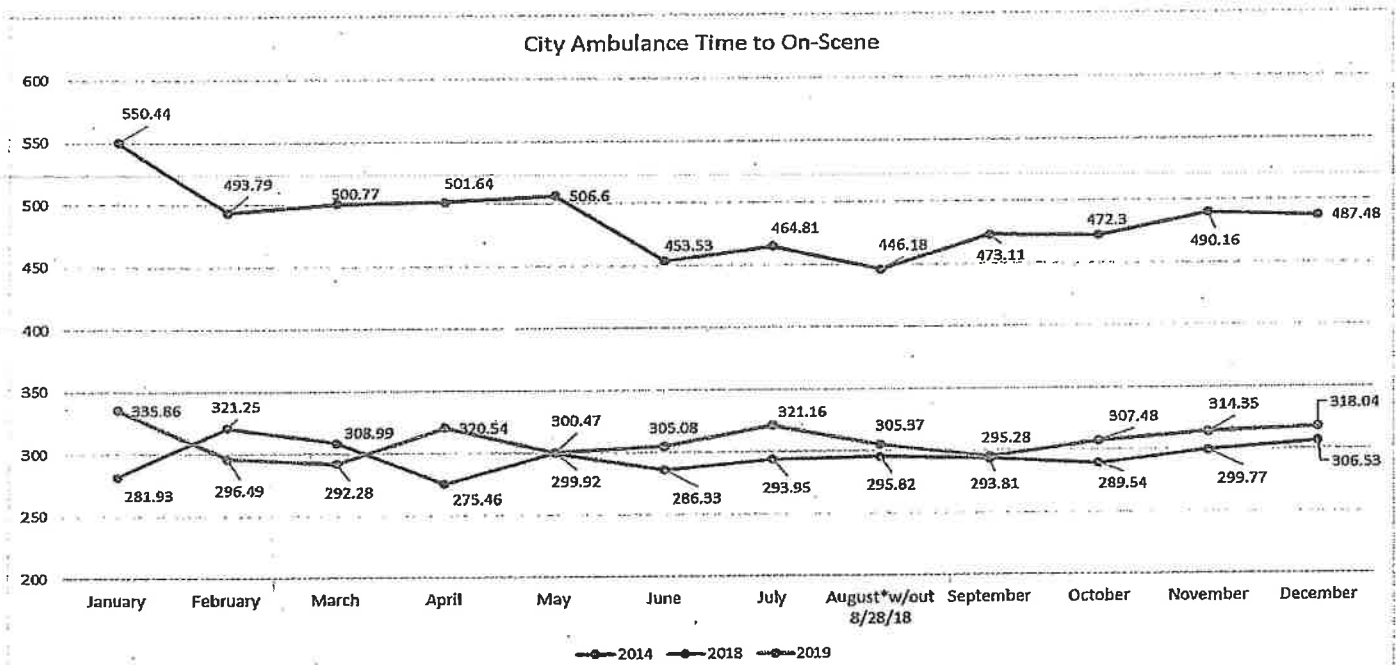


The above picture shows the coverage before the tower, with yellow indicating poor portable radio and pager coverage.

The below picture is after the tower was added. Green and blue indicates excellent to good portable radio and pager coverage.

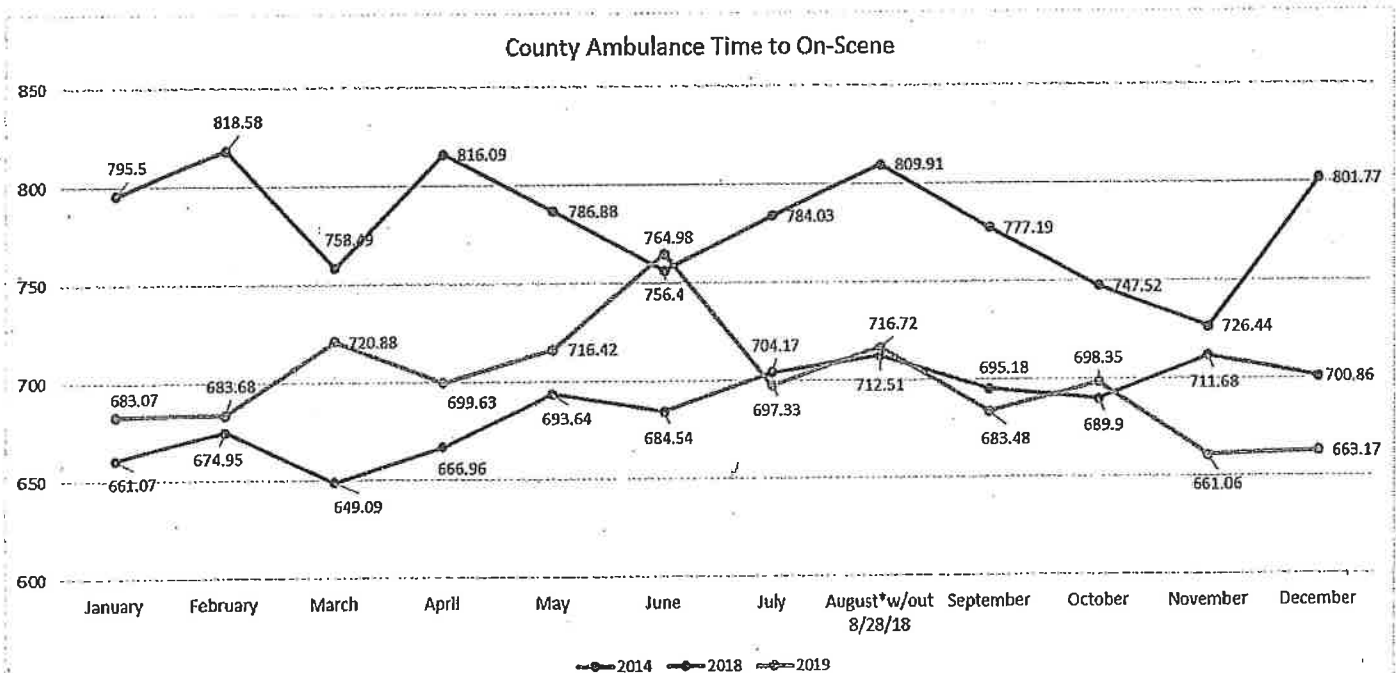


# Ambulance Time To On-Scene Comparison



Fond du Lac County Dispatch utilizes an automated pre-alert system that allows the responders to be notified of incoming calls within a few seconds of the call being received in the 911 center.

This advancement in technology that was implemented a few years ago has, on average, shortened the time from when the person calls 911 until the ambulance arrives on scene by over two minutes.



*1st min  
w/out  
14th  
Ripon*

The City of Ripon has staffed and maintained its own emergency services dispatch center for decades. While some staff and citizens will point out benefits of having our own dispatch center, we need to look at the benefits Fond du Lac County Dispatch can provide as well.

Obviously a major benefit of moving dispatch services to Fond du Lac County is the cost savings in personnel, equipment and liabilities. The City of Ripon dispatch center, 911, radio and computer systems need major upgrades immediately. These are basic day-to-day functioning upgrades and not increased service or feature upgrades. Chief Wallner has provided a breakdown of those costs previously in other documents.

It is worthy to note that other than some larger cities in the Dane and Milwaukee County areas, nearly all police, fire and EMS agencies throughout the State of Wisconsin are handled through county and/or regional dispatch centers. All agencies in Fond du Lac County, except City of Ripon agencies, are dispatched through the Fond du Lac County dispatch center. Even large cities like Green Bay, Appleton, Oshkosh, Fox Crossing, Neenah, Beaver Dam, and the Town of Grand Chute are dispatched through their respective county dispatch centers. One could argue that these agencies moved to a centralized dispatch model because of cost savings and operational efficiencies.

#### **Personnel limitations**

Currently the Ripon dispatch center is staffed 24/7 by one on-duty dispatcher. This dispatcher is responsible for providing dispatch services to Ripon police, fire, and EMS departments. The staffing levels have remained the same since the beginning of the department. Prior to commonplace cellular telephone ownership, people contacted the dispatch center by landline telephones or by physically coming into the building for face-to-face contact. An emergency situation would routinely receive one telephone call and then the dispatcher would notify appropriate responders. With the advancement of communications, now nearly every citizen has a cellular telephone and a similar incident that would have generated one telephone call in the past, now generates multiple telephone calls. Each of these calls must be answered. This results in one of two things: the notification to responders is delayed because the one dispatcher is responsible for answering all the telephone calls, or subsequent calls go unanswered in a timely manner because the dispatcher is notifying and communicating with the emergency responders instead of answering the telephone calls.

Fond du Lac County has a minimum of four dispatchers on duty and routinely has more. This allows the additional staff to answer the multiple calls, or simultaneously be notifying and communicating with emergency responders. Having additional staff in the center is also beneficial because it allows more people to handle a situation, they can relieve a dispatcher who may have a personal connection to the caller (imagine answering a fire or medical emergency to your own home or family member), and there are more people present to ensure and remember all requirements of a call or situation are handled.

With having a limited staff of Ripon dispatchers, we are required to immediately pay overtime if a part-time dispatcher is not available each time a full-time dispatcher is sick, has vacation, or there is a position vacancy. Additionally, a sworn police officer is required to come into the dispatch center and leave their police officer duties each time the on-duty dispatcher needs a bathroom break or lunch break. In addition to reduced patrol efficiencies, this increases the City's liability since police officers have not received full dispatcher training. Police Officers are not efficient in operating the computer and 911 systems, and routinely call the dispatcher from another part of the building (bathroom or break area) to process the emergency call. This not only is a liability, but it again delays the response time of emergency responders.

When the Ripon dispatch center has a position opening, we regularly only receive a couple of applications. Most of the time those applicants have no prior dispatch experience. Many dispatchers have only stayed in the position for a few months to a year. Training at the Ripon center is only a few weeks in length and obviously cannot cover every type of call the dispatcher will encounter, nor give them extensive experience in handling regular day-to-day calls. This lack of training and experience can be a liability and reduction in service to our emergency responders and citizens.

With the recent COVID-19 pandemic, having this limited amount of dispatchers has caused several extended shifts for staff and many hours of overtime. There was a period of time when two of our five dispatchers were on leave. Operations of the Ripon dispatch center would become practically impossible if more than the two dispatchers could not work their shifts due to quarantine or some other reason. Currently Fond du Lac County is not able to take over as back-up for staffing reasons alone because they do not have our police, fire or EMS radio channels or paging ability.

### **Benefits of County/Central Dispatch Center**

In addition to the obvious financial benefits, there are some substantial benefits to utilizing the Fond du Lac County dispatch center.

- On-duty or on-call dispatch center supervisors available
- On-duty or on-call Information Technology (IT) staff who are familiar with all dispatch systems
- Ability to immediately activate the Emergency Operations Center (EOC) to handle a major incident and dedicate a dispatcher to an emergency or information telephone line specifically for that incident (ie: child abduction tip line, etc).
- Technology and equipment costs are shared among all tax payers in the county
- Radio system redundancy
- No radio system range issues
- Fully functional back up dispatch center immediately available
- Technology and services available to citizens and responders including "Smart 911", "Code Red", Reverse 911, text to 911, Rapid SOS, Emergency Medical Dispatch (pre-arrival medical instructions to callers that they can perform before EMS or Police arrive).
- Immediate auto-aid agencies dispatched at the same time as primary responding agency
- City of Ripon no longer responsible for hiring, scheduling, training, maintaining and supervising dispatch staff.
- Reduced liability due to dispatch functions
- Ripon officers no longer need to provide dispatcher relief several times a shift
- During critical and/or in-progress incidents, responders from other agencies are all operating on the same channels and through the same dispatch center
- Removes the redundancy of two dispatch centers (Ripon residents contribute to Fond du Lac County dispatch through their county taxes and they also fully fund the Ripon center)
- Several dispatchers on duty at any given time to handle situations and the agency inter-operations more efficiently

### **911 system**

We do not know how old our current 911 system is, but we definitely know it is decades old, is unstable, and must be tested regularly to make sure it is functioning properly. When the system is not functioning, landline 911 calls are forwarded to Fond du Lac County dispatch to be answered. Fond du Lac County then takes the necessary information, enters it into the Computer Aided Dispatch (CAD) system, and then

forwards the information back to Ripon dispatch for dispatching. This increases the response time for police, fire and EMS.

The Ripon 911 system is used to answer only landline 911 calls within the City of Ripon and, on average, receives less than one legitimate 911 call per day. This appears to be because many households only have cellular telephone service. Cellular 911 calls are answered at Fond du Lac County dispatch where they have "Smart 911", "text to 911", "Rapid SOS", and the ability to send a text to a cellular phone to obtain the exact GPS location if the caller doesn't know where they are.

The City of Ripon has received an estimate for a new 911 system which will have an initial cost of about \$130,000 with about \$15,000 per year in additional maintenance agreements. The system will be "NextGen 911" compliant which means it will be ready for new 911 requirements which are coming in the future from a national standards council. These standards also indicate current copper 911 telephone lines need to be switched over to a digital system. We do not know what cost this line change will be because the State of Wisconsin is still in negotiations with vendors. We have checked into possible grants, but at this time it does not appear the City of Ripon is eligible for those grants.

The standards also indicate that due to the continuous technology upgrades, a 911 system should be replaced somewhere in the timeframe of every five (5) years. That means the City of Ripon would need to budget for a new 911 system (\$130,000 or more) every five years. This is in addition to the previously mentioned yearly maintenance agreements.

The 911 system we received a quote for would include cellular 911 calls. While that may be beneficial for calls placed in the City of Ripon, we must also acknowledge the liability the City of Ripon will be responsible for. Cellular telephone calls are routed based on what cellular tower the caller is closest too. Because of Ripon's location in the corner of three counties, a Ripon dispatcher could feasibly receive 911 calls for the Township of Ripon, Township of Metomen, Green Lake County, Fond du Lac County and Winnebago County. Our dispatchers would then need to know which agencies these calls need to be routed to and provide service to those callers until the call information is accurately transferred to that appropriate agency. Leadership needs to recognize that the City of Ripon taxpayers will be paying to routinely provide 911 services, and accepting the liability for those services, to people who are not in the City of Ripon tax base or response areas. This service would be above and beyond expecting our one-on-duty dispatcher to provide continuous and uninterrupted service to actual City of Ripon citizens and emergency responders without delay.

Recently, the State of Wisconsin began requiring dispatch centers provide pre-arrival CPR instructions to callers who are requesting an ambulance for a patient. City of Ripon dispatchers are not certified emergency medical dispatchers, so we cannot comply with this requirement in-house. For that reason, Ripon dispatchers must get the necessary information to find out what is happening and where, and then transfer the call to the Fond du Lac County center. The Ripon dispatcher explains to the Fond du Lac County dispatcher the nature of the call and completes the transfer. It is only then that the Ripon dispatcher can page out an ambulance. We have heard from Ripon Paramedics that they have concerns about what a delayed response has on patient care and final outcome. Paramedics mentioned that the faster "hands are on chest", the better for a patient's recovery. The current system undeniably delays this response. If the call was received by Fond du Lac dispatch initially, one dispatcher would be paging an ambulance and first responders immediately, while another dispatcher is providing CPR and pre-arrival medical instructions to the caller. This would result in "hands on chest" within seconds of the 911 call being received.

## Technology

In addition to the current Ripon 911 system limitations previously mentioned, there are several other radio and computer systems that need to be upgraded if the Ripon Center is kept open. All of the computers except one in the Ripon center are Windows 7 computers with Microsoft Office 2007 version software (Word, Access, Excel programs). These computers need to all be upgraded since Windows 7 is no longer supported or updated, and therefore are a security risk. The computers are several years old and are very slow. There is one computer that has Windows 10 (Home edition) on it. This computer is used to securely connect with the State of Wisconsin and other law enforcement agencies throughout the nation. This computer also needs to be updated to Windows 10 (Professional edition) because we have been having problems with the mouse and keyboard failing to work at times. Our two radio and paging computers were upgraded a couple of years ago, but already need to be replaced because they also are Windows 7 machines.

The telephone systems (both 911 and administrative/non-emergency lines) are decades old. We have replaced our telephone consoles several times and can no longer find replacements for them. Currently our dispatchers are not able to place a caller through to an officer's voicemail unless they leave the dispatch console and walk into one of the Sergeant's offices to put the call through to voicemail. We have had Centurylink repair techs on site, but they are unable to resolve this problem. We have budgeted in 2021 for the administrative/non-emergency line telephone system to be replaced with a VOIP (Voice Over Internet Protocol) system. This system will be installed and maintained by the Fond du Lac County Information Technology (IT) Department.

The current radio and paging system does not have any lightning or electrical surge protection on it. Power transmission and licensing limitations have shown that radio transmissions can be limited for emergency responders both in the city as well as once the emergency responder leaves the city. When an emergency responder leaves their vehicle and uses their portable radio, sometimes our dispatch center cannot clearly hear the officer. Recently Ripon Police Officers were involved in a high-speed vehicle pursuit that went south to the Village of Brandon. The Ripon dispatch center was not able to communicate effectively with our squad cars towards the end of the chase, and definitely could not communicate with the officers once they left their vehicle and operated on their portable radios.

On the Ripon Fire and EMS radio channel, a repeater system radio became non-functional over the summer. Our radio repair service was able to find a temporary replacement, but this replacement does not have as much power. This means once our ambulances and fire vehicles leave the immediate area of Ripon, their communications capabilities drastically decrease.

The City of Ripon does not have a full back-up dispatch center. Our dispatchers are located just inside the front door of City Hall on the first floor. If there were a tornado, fire or other situation that would impact City Hall, our dispatchers cannot leave the center because there is no other location for them to immediately go and provide these services. There is a back-up paging computer at the Ripon Area Fire District building, but that is just for paging and limited radio traffic. The computer system that operates this radio and pager has not been upgraded in at least a decade. There are no CAD, law enforcement information computers, or ways to quickly transfer telephone and 911 lines. The telephone system at the fire department has only one telephone line and one fax line. If dispatchers needed to abandon the Ripon center in an emergency, citizens in Ripon would be completely without any way to communicate with emergency services for an extended period of time until we could make contact with telephone companies to have telephone lines transferred to another location. We would not be able to transfer law enforcement computer access and warrant verification systems to the fire department. This would increase liabilities to the City of Ripon because we would not be able to verify warrants or communicate with other law enforcement agencies on a secure network.

Decades ago the Ripon dispatch center was the central clearing house for police officers to obtain information needed to do their jobs. Technology and remote access has allowed police officers to do a majority of their functions remotely using computers in their squad cars. Officers can now query vehicle and driver license statuses immediately from their cars. Warrant checks and prior contact checks are also easily obtained right from the squad car computer. Other than getting the initial information about where to go and for what, the officers are able to arrive themselves, log and query information pertaining to the incident, and clear themselves from the call, all from their squad computer. The new CAD and records system that Fond du Lac County will implement in 2021 will make this access even easier using more mobile devices such as a tablet or smart phone.

We have found that technology changes at such a rapid pace that the Ripon dispatch center cannot keep up. As mentioned above, Fond du Lac County dispatch has Smart 911, text to 911, Rapid SOS, Reverse 911, and has a system that is NextGen 911 ready. The Fond du Lac center is able to sound tornado sirens throughout Fond du Lac County, but also has the technology to have the National Weather Service sound the sirens directly from their locations. This drastically increases the advance warning residents have regarding severe weather hazards affecting the areas other than Ripon. Currently Ripon tornado sirens can only be activated through the Ripon center.

### **Ambulance Paging**

During recent City Council meetings we have heard a lot about ambulance staff schedules and their paging system. While our current system allows on-call staff to sleep without hearing tones for crews they are not part of, it also increases response times and the opportunity for human error. The EMS Chief has previously provided the City Council with a copy of this paper schedule. The copy provided was an original, unchanged copy. This schedule changes many times a week, and sometimes several times during the day as crew trade shifts, call in sick, etc. Additionally, there are scheduled crew changes at various points throughout the day. Each of these changes requires the Ripon dispatcher to reprogram the paging system. After one crew responds to a call, the dispatcher must then input the next 2-4 EMS crew pager numbers into the system. The dispatcher must look at the paper schedule, decipher the times and cross-outs/changes, and program the paging system. There have been times when the wrong pager number was programmed and resulted in the wrong crew member being paged. This obviously causes a response delay.

Crew schedule changes aside, the current individual page tones to each crew member delays ambulance response. There are times when four crew members are on the schedule. Each of the four members receives their own individual tone which lasts about 5 seconds each. All other EMS providers are dispatched using one tone for the whole crew. As you can see, Ripon EMS already has a 5-15 second response delay just because of paging tones alone. If it is not realized that the dispatcher paged a wrong crew member immediately, the delay could be several minutes.

There have been times when the EMS crew schedule in dispatch was not accurate which resulted in wrong page tones being sent out. In one incident, this was because the EMS Chief approved a crew schedule change, but did not notify the dispatch center. After the page was sent out, the EMS Chief quickly came to the dispatch center from another part of City Hall and was able to correct the dispatcher and have the correct tone sent. If this has not happened during the daytime when the EMS Chief was present, however, the ambulance response could have been delayed.

The current EMS paging system, while may be convenient for EMS crew sleep schedules, is not efficient, delayed ambulance responses, is prone to human error, and the EMS Chief himself at a public City Council meeting admitted that it was confusing to page from.

### **Administrative Assistant functions**

Currently we have one full-time administrative assistant/records clerk that is responsible for all police department records functions for the 14 sworn police officers. When our current records clerk is on vacation or sick, the Captain of Police tries to take over and process necessary emergent paperwork that needs to be forwarded to the courts or other agencies in the clerk's absence. While we manage under this system, there are times when the records clerk will come to work, even when she is scheduled for vacation, to process larger emergency records entry and report typing. This is required because if someone is held either in jail or at a psychiatric hospital, the police officer's report and paperwork must be turned over to the court and other agencies the following morning. While we are lucky to have a dedicated records clerk that will come to work on her vacation days, this system is not ideal or efficient. In the event we would lose our only records clerk, police department records operations would come to standstill while we learn and replace her processes, many of which she only knows. As a part of this dispatch study, we have identified that a second records clerk is not only desired, but very much needed.

Several times a week the department receives requests for copies of video and audio recordings maintained by the department. Currently the Captain of Police dedicates several hours a week to this task because our one records clerk is busy with reports and court processes. If the department had a second records clerk, these tasks could be assigned to the records staff, freeing the Captain up for other police functions, including additional patrol coverage. This second records clerk would guarantee that the department would be able to maintain operations in the event something happened to our one current records clerk.

### **Inter-department operations**

Several years ago fire departments began using auto-aid where neighboring fire departments are automatically paged along with the primary responding agency for immediate back-up. Another system, Mutual Aid Box Alarm System (MABAS) usually is coordinated through various departments in a region through their county dispatch centers. With the current dispatch system we have, auto-aid and MABAS responses are undeniably delayed by several minutes for a couple of reasons. If the call is received at the Fond du Lac County center, the dispatcher gathers information, forwards the call to Ripon, the Ripon dispatcher may gather or verify additional information, and then the fire department is paged. The Ripon dispatcher then, based on Ripon fire protocols, must notify Green Lake County and/or Fond du Lac County to page other fire departments for assistance. If these calls were handled at one center, all fire departments in that county would be paged and notified simultaneously. This removes several minutes in response time as well as the possibility of incorrect information being disseminated by having several people pass on information.

During emergency responses having all communications handled through one center is again more efficient. An example of a fire call could be as follows (will use a cellular call report since that is how the majority of our emergency calls are received):

- Cellular 911 call received by Fond du Lac County
- Fond du Lac dispatcher gathers basic information, forwards call to Ripon Center
- Ripon dispatcher answers and again verifies location and what is happening
- Ripon dispatcher begins paging Ripon Fire while the cell caller holds
- Ripon dispatcher calls Fond du Lac County and/or Green Lake County and/or Winnebago County to ask for auto-aid while the caller holds
- Ripon dispatcher notifies Ripon Police while the caller holds

- Ripon dispatcher notifies Ripon EMS while the caller holds
- Ripon dispatcher speaks again with the caller to gather additional or updated information
- Ripon dispatcher must pass that information on to all three responding Ripon agencies on different radio frequencies, and then to the other county dispatch centers so mutual aid agencies are aware as well
- Ripon dispatcher must be the primary contact for this major incident along with all other non-related calls for service that may come in during it.
- Ripon dispatcher must contact the other county dispatch centers to pass on the information that needs to be given to other responding fire departments

Note: This is if there is only one caller reporting the fire...as mentioned previously, major incidents now result in many calls being received by centers for that same incident and time. All telephone calls for Ripon incidents are routed back to the one Ripon dispatcher.

If this same call was received and dispatched at Fond du Lac County, it would look similar to this:

- Cellular 911 call received by Fond du Lac County
- Initial call taker obtains information and other dispatchers are able to listen in on the call
- While initial call taker is speaking with the caller, other dispatchers are paging the Fond du Lac County fire agencies at the same time based on auto-aid protocols.
- A third dispatcher can be notifying police officers of the call (if they didn't already hear the page tones on fire channel)
- After paging Fond du Lac County agencies together, that dispatcher can call neighboring county centers to request their appropriate agencies based on auto-aid protocols
- Other dispatchers on duty are able to assist with answering other calls regarding the same incident or other non-related incidents.

As you can see, having the additional dispatchers and all transmissions come from the same dispatch center improves efficiencies, information transfer, and improves the workflow greatly. In the event of a major incident such as an active shooter at a school or workplace, Ripon emergency services would need immediate help from many outside agencies and will need to call in off-duty Ripon staff. With having one dispatcher on duty, it is physically impossible to answer all telephone calls, notify on-duty responders, request and coordinate the response of outside agencies, and call in off-duty Ripon staff. Even when outside agencies respond to the City of Ripon, there will be a communication breakdown because those agencies will be communicating with the Fond du Lac County center, which will then need to relay information back and forth to the Ripon center. The Ripon center will need to contact the Ripon staff and act as the information relay.

If the initial telephone calls notifying emergency services of the matter were received at the Fond du Lac center, all on-duty staff in the entire county could be notified immediately at the same time because the Fond du Lac center has the ability to "patch" several channels together. Once all staff are notified and begin responding, Fond du Lac County then has a radio channel they can designate to the specific emergency situation. This channel, the "event" channel, is already on all police vehicles throughout the county and all responding officers would be able to communicate direct and hear information in real-time without the need for dispatchers to relay information between centers.

Fond du Lac County's "Code Red" system allows them to put one message into the system and then it automatically calls and notifies off-duty personnel of the situation and where to respond at the same time. Having the computer make all of these notifications frees the dispatchers to handle the situation.

Currently, if we need to call in off-duty Ripon staff, someone has to physically call each person individually and tell each person what is happening and where they are needed.

The Ripon Police Department could see similar benefits during regular day-to-day incidents since our primary back-up agency is the Fond du Lac County Sheriff's Department. Currently Fond du Lac County officers working in the western part of the county do not routinely listen to our police channel because of the range limitations. If the Fond du Lac County officer is more than 10 to 15 miles away from Ripon, more times than not they cannot hear our officers speaking on their squad car radios, and they definitely cannot hear the officers on their portable radios. For that reason, when Ripon officers need assistance, the officer calls out to the Ripon dispatcher. The Ripon dispatcher must contact the Fond du Lac County dispatch center, explain what is happening and where, what the officer needs, and then request assistance. The Fond du Lac County dispatcher must then notify a Sheriff's department supervisor and/or officer and relay all of this same information. When a Ripon officer is physically fighting with a subject, or is involved in a high-speed pursuit, this drastically increases the amount of time it takes to get back-up to that officer, and greatly diminishes the ability of officers to coordinate during a pursuit to deploy tire deflation devices, etc. Additionally, when on scene of an incident, Fond du Lac County and Ripon officers are on two different radio channels. This again reduces efficiencies and could jeopardize officer safety until they can coordinate all officers moving to one channel.

In these same examples, it would be more likely than not that the Fond du Lac County Sheriff officer working in the west section would hear the initial call information given to Ripon officers at the same time. Serious and in-progress calls could result in the county officer and supervisor being immediately aware of the call type and location in the event the Ripon officer calls for help. Once the back-up officer arrives on scene, both the Fond du Lac County officer and the Ripon officer are already on the same radio channel and all transmissions are handled through one dispatch center instead of two.

Actual recent Ripon examples of radio and telephone transmissions of all these types of situations (fire calls, officers calling for help, and high speed chases) are available to review, if requested.

During critical or major incidents, whether it is a manmade or natural disaster, Ripon emergency responders will need outside agency assistance. During a critical incident such as a school or workplace shooting, having two dispatch centers and responders operating on different radio channels can result in an immediate breakdown of information sharing and safety. Having only one dispatcher on duty would result in the Ripon center immediately becoming overwhelmed with callers and emergency responder radio transmissions. The dispatcher, only because of human and technology limitations, would not be able to effectively and efficiently handle the situation. This could result in death and/or serious injury to not only emergency responders, but also civilians. At a recent City Council meeting someone made the comment, "If it isn't broke, why fix it." As shown in this summary, several aspects of the dispatching of Ripon Emergency Services are clearly broken and inefficient. For that reason, and also because we know and acknowledge these limitations and inefficiencies exist, the liability that the City of Ripon is exposing itself to increases exponentially.

# Issues in Liability for 911 Call Centers

There are pretty big differences throughout the various United States for 911 Dispatch Operator and Call Handler liability. One thing that applies universally to all public safety call centers is that whenever a case comes under investigation, the agency in charge is sure to fall into the line of fire. As stewards of the public trust, it is every call center's responsibility to lower potential agency liability as much as possible while providing the best achievable services to your community.

*The most effective way to lower agency liability is by having properly qualified and well-trained employees who consistently follow and implement clearly documented, up-to-date standards.*

Following are a sampling of the issues Public Safety Telecommunicators should know:

## Dispatch Center Liability

Emergency call handlers are on the front line of response accountability.

Every time you handle an emergency call, you create a log and journal that is admissible in a court of law.

There are many different ways that dispatch centers can become liable, and good public safety personnel need to be aware of them all. Some of the main ways include:

- Failure to Train
- Equipment Failure
- Insufficient staff on duty
- Inappropriate or insufficient response
- Disclosure of confidential information

- Failure to deliver the "Current Standard of Care"
- Improper or outdated policy
- Sexual Harassment

### **Vicarious Liability**

In addition to liability for its own actions, agencies can also be liable for the negligent actions of individual employees under the doctrine of "vicarious liability." Vicarious Liability includes supervisory and agency exposure as a result of a dispatcher's negligent act. Even in jurisdictions where the agency is covered by sovereign immunity, it is increasingly common for courts to rule such immunity invalid when challenged.

### **Duty to Act**

Because of the special role that 911 Call Handlers play in society, we have an enhanced "duty to act" that is greater than the duty owed by a private civilian. The duty to act begins the moment a citizen calls 9-1-1 and informs the dispatcher that they need help. Because the government now has a unique knowledge of the caller's predicament, there is an expanded duty to render assistance.

### **Negligence**

Simply put, negligence is the failure to use ordinary care. Intent to harm is not required to prove negligence. However, to support a charge of negligence, the court must also determine that the call center's action (or lack of action) injured the victim through breach of a duty.

### **Response Liability**

Aside from human resource-type issues like sexual harassment, most liability exposure for 911 call centers occurs around the agency's response. Agencies can be found liable for inappropriate responses, especially in glaring instances of negligence. The most common responses resulting in liability include:

- Sending the wrong responder
- Initiating the wrong level of response
- No response at all
- Disregarding a caller's cry for help

Liability exposure increases dramatically any time a call or response isn't handled in a manner that is consistent with the documented standard of care.

### **Reducing Agency Liability**

There is no magic solution that can entirely take away a call center's potential liability. However, when staffing, training and quality assurance are undertaken with liability in mind, agencies can

see a huge reduction in their liability exposure.

Some of the best steps agencies can take to reduce liability exposure include:

- Following well-defined screening and hiring practices.
- Continuing In-service training for Telecommunicators in all potential areas of job performance and call involvement.
- Keeping clearly defined job descriptions.
- Documenting clearly communicated performance expectations and standards, accompanied by regular performance appraisal reports from qualified supervisors.
- Regularly reviewing and updating policies and Standard Operating Procedures accompanied by re-training.
- Regularly inspecting all equipment and immediately processing repair requests as needed.
- Providing resources and guides to assist in proper questioning of victims and witnesses.
- Scheduling sufficient staff on duty at any given time.

Liability exposure is a large and unfortunate part of public safety life. Due to the sheer impact and seriousness of issues we face, the stakes are often high, and with that comes increased legal risks. Since any single member of a 911 call center can expose the entire agency, it is really important to make sure every Operator, Dispatcher and Telecommunicator has a strong foundational understanding of liability and risk exposure from a 911 call center's viewpoint.

<https://www.cbsnews.com/news/parkland-shooting-911-calls-shed-new-light-on-emergency-communications/>

<https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13726/MSD%20Commission%20Presentation.pdf>

<https://www.miamiherald.com/news/local/community/broward/article205221929.html>

<https://abcnews.go.com/US/911-call-system-radio-failures-hindered-police-response/story?id=53634170>