



A G E N D A
CITY OF WAUPUN SPECIAL COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 28, 2025 at 5:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Virtually: <https://us02web.zoom.us/j/81751337789?wd=R2V6MDhuMUthSGNsd1QvYjRybWJ1QT09>

Teleconference: 1 312 626 6799

Meeting ID: 817 5133 7789 Passcode: 746846

CALL TO ORDER

ROLL CALL

ORDINANCES-RESOLUTIONS

- [1.](#) Amend Ordinance 25-11 15 entitled Health and Sanitation-Collection of Recyclable Material

CONSIDERATION - ACTION

- [2.](#) Fire and Emergency Services Agreement By and Between the Town of Chester, Town of Trenton, Town of Waupun and City of Waupun
- [3.](#) City of Waupun 2026 Business Improvement District Operating Plan

CONSENT AGENDA

- [4.](#) Future Meetings, License and Permit Applications, Expenses

MEETING MINUTES

- [5.](#) Business Improvement District 8-19-25
- [6.](#) Community Development Authority 8-19-25
- [7.](#) Utility Commission 9-8-25
- [8.](#) Board of Public Works 9-9-25
- [9.](#) Board of Review 9-24-25
- [10.](#) Plan Commission 9-24-25
- [11.](#) Special Common Council 9-30-25
- [12.](#) Common Council 10-14-25
- [13.](#) Library Board 10-15-25
- [14.](#) Police and Fire Commission 10-15-25

DEPARTMENT REPORTS

- [15.](#) Police Department
- [16.](#) Fire Department
- [17.](#) Library
- [18.](#) Recreation
- [19.](#) Public Works
- [20.](#) Utilities
- [21.](#) Finance
22. City Clerk-Treasurer-HR
- [23.](#) Administrator-Economic Development

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

ORDINANCE #25-11-A

AN ORDINANCE TO AMEND CHAPTER TEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "HEALTH AND SANITATION"

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Chapter 10.15 of the Municipal Code of the City of Waupun entitled "**COLLECTION OF RECYCLABLE MATERIAL**" is repealed and recreated to read as follows:

10.15 - COLLECTION OF RECYCLABLE MATERIAL

1.01 Title: Recycling Ordinance for the Collection of Recyclable Material.

1.02 Purpose. The purpose of this ordinance is to promote recycling, composting, and resource recovery through the administration of an effective recycling program, as provided in s. 287.11, Wis. Stats., and ch. NR 544, Wis. Adm. Code.

1.03 Statutory Authority. This ordinance is adopted as authorized under s. 287.09(3)(b), Wis. Stats., and the police powers of the City.

1.04 Abrogation and Greater Restrictions. It is not intended by this ordinance to repeal, abrogate, annul, impair or interfere with any existing rules, regulations, ordinances or permits previously adopted or issued pursuant to law. However, whenever this ordinance imposes greater restrictions, the provisions of this ordinance shall apply.

1.05 Interpretation. In their interpretation and application, the provisions of this ordinance shall be held to be the minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this ordinance may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision of this ordinance is required by Wisconsin Statutes, or by a standard in ch. NR 544, Wis. Adm. Code, and where the ordinance provision is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and the ch. NR 544 standards in effect on the date of the adoption of this ordinance, or in effect on the date of the most recent text amendment to this ordinance.

1.06 Severability. Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

1.07 Applicability. The requirements of this ordinance apply to all persons within the City of Waupun.

1.08 Administration. The provisions of this ordinance shall be administered by the Director of Public Works and the Board of Public Works for the City.

1.09 Effective Date. The provisions of this ordinance shall take effect on the date of the adoption of this section, or in effect on the date of the most recent text amendment of this section.

1.10 Definitions. For the purpose of this ordinance:

- 1) "Bi-metal container" means a container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.
- 2) "Container board" means corrugated paperboard used in the manufacture of shipping containers and related products.
- 3) "Foam polystyrene packaging" means packaging made primarily from foam polystyrene that satisfies one of the following criteria:

- a) Is designed for serving food or beverages.
 - b) Consists of loose particles intended to fill space and cushion the packaged article in a shipping container.
 - c) Consists of rigid materials shaped to hold and cushion the packaged article in a shipping container.
- 4) "Glass Container" means a glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, oven ware, plate glass, safety and window glass, heat-resistant glass such as pyrex, lead based glass such as crystal, or TV tubes.
 - 5) "HDPE" means high density polyethylene, labeled by the resin code # 2.
 - 6) "LDPE" means low density polyethylene, labeled by the resin code # 4.
 - 7) "Magazines" means magazines and other materials printed on similar paper.
 - 8) "Major appliance" means a residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator, furnace, boiler, dehumidifier, water heater or stove.
 - 9) "Multiple-family dwelling" means a structure containing 5 or more residential units, including units that are occupied seasonally.
 - 10) "Newspaper" means a newspaper and other materials printed on newsprint.
 - 11) "Non-residential facilities and properties" means commercial, retail, industrial, institutional and government facilities and properties. Non-residential facilities and properties includes any location at which goods or services are provided or manufactured, including locations under construction, demolition, or remodeling, or used for special events such as fairs, festivals, sport venues, conferences, and exhibits. This term does not include multiple family dwellings.
 - 12) "Office paper" means a variety of high-grade printing and writing papers. This term does not include industrial process waste, newspaper or packaging.
 - 13) "Other resins or multiple resins" mean plastic resins labeled by the resin code # 7.
 - 14) "Person" includes any individual, corporation, limited liability company, partnership, association, local government unit, as defined in s. 66.0131(1)(a), Wis. Stats., state agency or authority or federal agency.
 - 15) "PETE" or "PET" means polyethylene terephthalate, labeled by the resin code # 1.
 - 16) "Plastic container" means an individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.
 - 17) "Postconsumer waste" means solid waste other than solid waste generated in the production of goods, hazardous waste, as defined in s. 291.01(7) Wis. Stats., waste from construction and demolition of structures, scrap automobiles, or high-volume industrial waste, as defined in s. 289.01(17)., Wis. Stats.
 - 18) "PP" means polypropylene, labeled by the resin code # 5.
 - 19) "PS" means polystyrene, labeled by the resin code # 6.
 - 20) "PVC" means polyvinyl chloride, labeled by the resin code # 3.
 - 21) "Recyclable materials" includes lead acid batteries; major appliances; waste oil; yard waste; aluminum containers; corrugated paper or other container board; foam polystyrene packaging; glass containers; magazines; newspaper; office paper; rigid plastic containers, including those made of PETE, HDPE, PVC, LDPE, PP, PS and other resins or multiple resins; steel containers; waste tires; and bi-metal containers.
 - 22) "Solid waste" has the meaning specified in [s. 289.01\(33\), Wis. Stats.](#)
 - 23) "Solid waste facility" has the meaning specified in [s. 289.01\(35\), Wis. Stats.](#)
 - 24) "Solid waste treatment" means any method, technique or process which is designed to change the physical, chemical or biological character or composition of solid waste. "Treatment" includes incineration.
 - 25) "Waste antifreeze" means a substance added to a liquid (as the water in an automobile engine) to lower its freezing point that has been used and removed from a vehicle.
 - 26) "Waste tire" means a tire that is no longer suitable for its original purpose because of wear, damage or defect.

27) "Yard waste" means leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than 6 inches in diameter. This term does not include stumps, roots or shrubs with intact root balls.

1.11 *Separation of Recyclable Materials. Occupants of single family and 2-to-4-unit residences, multiple-family dwellings and non-residential facilities and properties shall separate the following materials from postconsumer waste:

- 1) Lead acid batteries
- 2) Major appliances
- 3) Waste oil
- 4) Waste antifreeze
- 5) Yard waste
- 6) Aluminum containers
- 7) Bi-metal containers
- 8) Corrugated paper or other container board
- 9) Foam polystyrene packaging
- 10) Glass containers
- 11) Magazines
- 12) Newspaper
- 13) Office paper
- 14) Rigid plastic containers made of PETE, HDPE, PVC, LDPE, PP, PS, and other resins or multiple resins
- 15) Steel containers
- 16) Waste tires

1.12 *Separation Requirements Exempted. The separation requirements of s. 1.11 do not apply to the following:

- 1) Occupants of single family and 2-to-4-unit residences, multiple-family dwellings and non-residential facilities and properties that send their postconsumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in s. 1.11 from solid waste in as pure a form as is technically feasible.
- 2) Solid waste which is burned as a supplement fuel at a facility if less than 30 % of the heat input to the facility is derived from the solid waste burned as supplement fuel.
- 3) A recyclable material specified in s. 1.11(6) through (16) for which a variance has been granted by the Department of Natural Resources under s. 287.11(2m), Wis. Stats., or s. NR 544.14, Wis. Adm. Code.

1.13 Care of Separated Recyclable Materials. To the greatest extent practicable, the recyclable materials separated in accordance with s. 1.11 shall be clean and kept free of contaminants such as food or product residue, oil or grease, or other non-recyclable materials, including but not limited to household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in a manner which protects them from wind, rain, and other inclement weather conditions.

1.14 Management of Lead Acid Batteries, Major Appliances, Waste Oil and Yard Waste.

Occupants of single family and 2-to-4-unit residences, multiple-family dwellings and non-residential facilities and properties shall manage lead acid batteries, major appliances, waste oil, and yard waste as follows:

- 1) Lead acid batteries shall be delivered to drop-off site or recycling facility designated by the City.
- 2) Major appliances shall be delivered to drop-off site or recycling facility designated by the City.
- 3) Waste oil shall be delivered to drop-off site or recycling facility designated by the City.
- 4) Yard waste shall be delivered to drop-off site or recycling facility designated by the City, except for the scheduled pickup of yard waste by the Department of Public Works

1.15 Preparation and Collection of Recyclable Materials. Except as otherwise directed by the Board of Public Works and/or City of Waupun, occupants of single family and 2-to-4-unit residences shall do the following for the preparation and collection of the separated materials specified in s. 1.11(6) through (16):

- 1) Aluminum containers shall be separated from other garbage and refuse for curbside pickup.
- 2) Bi-metal containers shall be separated from other garbage and refuse for curbside pickup.
- 3) Corrugated paper or other container board shall be separated from other garbage and refuse for curbside pickup.
- 4) Foam polystyrene packaging shall be separated from other garbage and refuse for curbside pickup.
- 5) Glass containers shall be separated from other garbage and refuse for curbside pickup.
- 6) Magazines shall be separated from other garbage and refuse for curbside pickup.
- 7) Newspaper shall be separated from other garbage and refuse for curbside pickup.
- 8) Office paper shall be separated from other garbage and refuse for curbside pickup.
- 9) Rigid plastic containers shall be separated from other garbage and refuse for curbside pickup.
- 10) Steel containers shall be separated from other garbage and refuse for curbside pickup.
- 11) Waste tires shall be delivered to drop-off site or recycling facility designated by the City.

1.16 *Responsibilities of Owners or Designated Agents of Multiple-Family Dwellings.

- 1) Owners or designated agents of multiple-family dwellings shall do all of the following to recycle the materials specified in s. 1.11(6) through (16):
 - a) Provide adequate, separate containers for the recycling program established in compliance with the ordinance. The number of recycling containers shall equal or be greater than the number of trash containers and at least one of the following shall be met:
 - i. The minimum total volume of recycling container space is equal to 20 gallons per week per dwelling unit.
 - ii. The ratio of trash container volume to recycling container volume is at most 2:1.
 - iii. An alternative method that does not result in the overflow of a recycling container during the time period between collection of materials and delivery to a recycling facility.
 - b) Notify tenants in writing at the time of renting or leasing the dwelling and at least semi-annually thereafter about the established recycling program.
 - c) Provide for the collection of the materials separated from the solid waste by the tenants and the delivery of the materials to a recycling facility.
 - d) Notify tenants which materials are collected, how to prepare the materials in order to meet the processing requirements, collection methods or sites, and locations of drop-off collection sites to recycle materials not collected on-site.
- 2) The requirements specified in 1) do not apply to the owners or designated agents of multiple-family dwellings if the postconsumer waste generated within the dwelling is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in s. 1.11(6) through (16) from solid waste in as pure a form as is technically feasible.

1.17 *Responsibilities of Owners or Designated Agents of Non-Residential Facilities and Properties.

- 1) Owners or designated agents of non-residential facilities and properties shall do all of the following to recycle the materials specified in s. 1.11(6) through (16):
 - (a) Provide adequate, separate containers for the recycling program established under this section. The total volume of recycling containers shall be sufficient to avoid overflow during the time period between collection of materials and delivery to a recycling facility.
 - (b) Notify in writing, at least semi-annually, all users, tenants and occupants of the properties about the established recycling program.
 - (c) Provide for the collection of the materials separated from the solid waste by the users, tenants and occupants and the delivery of the materials to a recycling facility.
 - (d) Notify users, tenants and occupants which materials are collected, how to prepare materials in order to meet the processing requirements, collection methods or sites, and locations of drop-off collection sites to recycle materials not collected on-site.

- 2) The requirements specified in 1) do not apply to the owners or designated agents of non-residential facilities and properties if the postconsumer waste generated within the facility or property is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in s. 1.11 (6) through (16) from solid waste in as pure a form as is technically feasible.

1.18 *Prohibitions on Disposal of Recyclable Materials Separated for Recycling. No person may dispose of in a solid waste disposal facility or burn in a solid waste treatment facility any of the materials specified in s. 1.11 (6) through (16) that have been separated for recycling, except waste tires may be burned with energy recovery in a solid waste treatment facility.

1.19 *Enforcement.

- 1) For the purpose of ascertaining compliance with the provisions of this ordinance, any authorized officer, employee or representative of the City may inspect recyclable materials separated for recycling, postconsumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas of multiple-family dwellings and non-residential facilities and properties, and any records relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. No person may refuse access to any authorized officer, employee or authorized representative of the City who requests access for purposes of inspection, and who presents appropriate credentials. No person may obstruct, hamper, or interfere with such an inspection.
- 2) Any person who violates a provision of this ordinance may be issued a citation by The Waupun Police Department to collect forfeitures. The issuance of a citation shall not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this paragraph.
- 3) Penalties for violating this ordinance may be assessed as follows:
 - (a) Any person who violates s. 1.18 may be required to forfeit \$50 for a first violation, \$200 for a second violation, and not more than \$2000 for a third or subsequent violation.
 - (b) Any person who violates a provision of this ordinance, except s. 1.18, may be required to forfeit not less than \$10 or more than \$1000 for each violation.

1.20 Curbside Placement. All recyclable items generated from within the City, must be placed in carts along the curbside, or near the driveway/parking space if lacking curb and gutter as these will be emptied via automated service. Carts shall be placed abutting the property where the recycled materials were generated, in accordance with regulations developed by the Board of Public Works, not sooner than 24 hours prior to the established date of collection and no later than 6:00 a.m. on the collection day. Empty recycling containers shall be removed by the resident or property owner within 24 hours after collection is made.

1.21 Refusal of Service. Any collector may refuse to furnish collection service of recyclable items or material, garbage or of nonrecyclable materials to any person not complying with this ordinance and the rules and regulations established by the Board of Public Works for the collection of recyclable materials and the separation of recyclable materials.

1.22 Scavenging. No person shall collect or remove any recyclable material that has been deposited or placed at the curb or in a container for the purpose of collection for recycling. This restriction shall not apply to persons under contract with or licensed by the City for collection of recyclables.

1.23 Collection and Disposal of Solid Waste. (Cr. #12-03; Am. #12-03-2)

- (1) The Board of Public Works shall manage and contract for the collection and disposal of solid waste, other than items that are required to be collected for recycling under Section 1.01 of this

Code, at such intervals and in conformity with such regulations as may be developed and published from time to time by the Board.

- (2) Effective August 1, 2012, City government-provided collection of such waste shall be available to all single-family and 2-family through 4-family residential dwellings and municipal government facilities. All other waste generators in the City are required to secure waste collection and disposal services from persons licensed by the state and City to provide such services.
- (3) No person residing outside the City shall bring solid waste into the City for collection or disposal, unless to an operating private recycling center, and no person shall permit solid waste to be brought into the City, or be a party to bringing into the City such solid waste, with the intended purpose of having such waste collected and disposed of by the City or by any other person.
- (4) Solid waste generated from within the City, for collection and disposal by the City, must be placed in carts along the curbside, or near the driveway/parking space if lacking curb and gutter as these will be emptied via automated service. Carts shall be placed abutting the property where the waste was generated, in accordance with regulations developed by the Board of Public Works, not sooner than 24 hours prior to the established date of collection and no later than 7:00 a.m. on the collection day. Solid waste will be picked up on a weekly basis.
 - (a) Empty solid waste containers shall be removed from the curbside by the resident or property owner within 24 hours after collection is made.
 - (b) Solid waste rejected for collection because of violation of Board of Public Works regulations shall be removed by the resident or property owner within 24 hours after collection would have been made.
 - (c) Violations of this §10.17 may be required to forfeit a fee as established annually by the Common Council on the Fee Schedule for a first violation, a fee as established annually by the Common Council on the Fee Schedule for a second violation, and a fee as established annually by the Common Council on the Fee Schedule for a third or subsequent violation.
- (5) Bulk item pickup will be scheduled twice per year, occurring once in Fall and once in Spring and will be picked up on your scheduled trash pick-up day. Bulk items generated from within the City, must be placed along the curbside, or near the driveway/parking space if lacking curb and gutter. Items may be placed at the curbside not sooner than 24 hours prior to the established date of collection and no later than 6:00 a.m. on the collection day.
 - (a) The following items are identified as bulky waste that will be collected:
 - Furniture
 - Rolled carpeting (4 foot maximum length)
 - Cabinets
 - Countertops
 - Mattresses/bed springs
 - Nonmetal doors
 - Wood windows
 - Wooden playground equipment
 - (b) Excluded items:
 - Uncontainerized or piles of construction material
 - Large appliances (stoves, washers, dryers, etc.)
 - Freon-containing items (refrigerators, AC units, freezers)
 - Tires
 - Batteries
 - Fluorescent lights/bulbs
 - TVs/DVD players/VCR

Computer equipment
Electronic items banned from landfills

SECTION 2: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 3: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Adopted this ____ day of ____ 2025.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk/Treasurer

**FIRE AND EMERGENCY SERVICES
AGREEMENT BY AND BETWEEN THE TOWN OF
CHESTER, TOWN OF TRENTON, TOWN OF
WAUPUN AND CITY OF WAUPUN**

WHEREAS, the Town of Chester, Town of Trenton, and Town of Waupun (collectively “Towns”) provide fire protection and prevention services to their residents through the Community Fire Department (“Community Fire Department”); and

WHEREAS, City of Waupun (“City”) provides fire protection and prevention services to its residents through its municipal fire department (“Waupun Fire Department” or “WFD”); and

WHEREAS, the Waupun Community Fire Department and Waupun Fire Department face the same challenges confronting many communities across the country: how to provide quality fire services, given the high cost of fire apparatus and equipment and the long-term ability to attract volunteers, given an aging and declining population; and

WHEREAS, the City and Towns have cooperated in the past in providing fire protection and prevention services; however, to ensure the long-term stability of operations and funding and to equitably distribute the cost of providing those services, the Parties hereto deem it to be in the best interest of the citizens of the Towns and the citizens of the City to enter into an Agreement regarding the provision of such services; and

WHEREAS, Section 66.0301, Wis. Stats., allows municipalities to contract with other municipalities for the receipt or furnishing of services required or authorized by law;

NOW, THEREFORE, Town of Chester, Town of Trenton, Town of Waupun and the City (collectively, “Parties”) for good and valuable consideration and the covenants contained herein agree as follows:

1. Recitals incorporated. The above recitals are hereby incorporated by reference as if fully set forth herein.
2. Purpose and intent. (a) The purpose of this Agreement is to establish an arrangement whereby the City provides fire protection and prevention services to the Town of Chester and portions of the Towns of Trenton and Waupun, in exchange for the payment of an annual service fee and capital contribution by each Town. (b) During the term of this Agreement, it is the intent of the Parties that the City be solely responsible for providing a ladder truck and that the Towns be solely responsible for providing a tender. City shall be responsible for paying for all ordinary operating expenses of both the ladder truck and the tender. (c) The Parties currently own a variety of apparatus and equipment. It is the intent of this Agreement that the Parties retain title to said apparatus and equipment until such time as they are retired or replaced. New and replacement apparatus, except for the aforementioned tender and ladder truck, shall be purchased jointly as provided in this Agreement and titled in the name of the City. (d) It is not the intent of the Parties to create a joint fire department or to, in any manner, limit or interfere with the statutory authority and responsibility of the City of Waupun Police

& Fire Commission.

(e) Unless a different treatment is specified in this Agreement, it is the intent of the Parties that costs to be allocated based on the following formula as set forth in detail in this Agreement: (i) Equalized Value- 50 %; (ii) Population- 25%; (iii) Call Volume- 25%.

3. Definitions. For purposes of this Agreement, the following terms shall have the meanings set forth below unless the context clearly indicates otherwise:

(a) “Agreement” means this Fire and Emergency Services Agreement, including all exhibits attached hereto, as may be amended from time to time.

(b) “Capital Contribution” means the annual contribution of the Towns to the WFD’s capital budget as determined under Section 10.

(b) “City” means the City of Waupun, Wisconsin.

(c) “Committee” means the Joint Emergency Services Committee described in Section 16

(d) “Extraordinary Expenses” means repair or replacement costs for apparatus, equipment, or facilities that (i) are not included in the approved annual operating budget, and (ii) individually exceed the sum of \$10,000.00 in cost, or (iii) involve major structural, mechanical, or safety failures requiring specialized service beyond routine maintenance, inspection, or repair.

(e) “Fire Chief” means the Chief of the Waupun Fire Department.

(f) “Fire Department” or “WFD” means the Waupun Fire Department.

(g) “NFPA” shall mean the National Fire Protection Association.

(h) “Ordinary operating expenses” means expenses including fuel, fluids, tires, brakes, routine servicing, minor parts replacement, testing, inspections, and preventive maintenance, which are expressly budgeted items, and which exclude Extraordinary Expenses.

(i) “Party” or “Parties” means, individually or collectively, the Towns and the City, as applicable.

“Served Population” means the population of the Service Area or the population of that portion of a Town which lies within the Service Area.

(j) “Service Area” means the geographic area to be served by the WFD as described in Exhibit A.

(k) “Service Fee” means the annual fee paid by each Town to the City as described in Section 10.

(l) “Towns” means the Towns of Chester, Trenton, and Waupun

4. Term. The initial term of this Agreement shall be for ten years from January 1, 2026, until December 31, 2035, unless sooner terminated by the provisions contained in this Agreement. In the event this Agreement has not been terminated on or before December 31, 2035, and the Parties have not negotiated a successor agreement, the terms of this Agreement shall be in effect for a two-year period, terminating on December 31, 2037.

5. City Responsibilities.

- (a) The City, through its WFD, agrees to provide fire protection and prevention services to those areas set forth in Exhibit A ("Service Area"). Services include, but are not limited to, responding to fires, fire protection calls, fire inspections, and similar services.
- (b) In providing service, City shall comply with sec. 101.575 (3)(a)(2) Wis. Stats. and meet the emergency response standards of NFPA 1720.
- (c) City shall be solely responsible for:
 - (1) Compensating and providing the employment benefits, if any, to its employees.
 - (2) Making all required deductions from compensation paid to its employees and timely remitting such deductions and any required contributions from the City to the appropriate government agency as required by law.
 - (3) Complying with all applicable federal, state and local laws and regulations regarding the employment of such personnel.
 - (4) Properly and timely filing all required reports and other information with the Internal Revenue Service, Social Security Administration, and all applicable state and local tax agencies.
 - (5) Maintaining compliance with Wisconsin SPS 330 Fire Department Safety and Health Program.
 - (6) Maintaining Compliance with the Wisconsin SPS 314 Fire Prevention and the 2% Fire Dues Program.
 - (7) Maintaining training and certification records for City employees and providing such records upon request by any oversight agency within the required timeframe.
 - (8) Providing a ladder truck during the term of this Agreement. The ladder truck shall meet all applicable NFPA standards and shall be reevaluated annually by a certified professional emergency vehicle technician. All ordinary operating expenses associated with the ladder truck shall be included in the annual WFD operating budget. The cost of any extraordinary expenses related to the ladder truck is the responsibility of the City.

(9) Processing all reports, as required under federal, state, or local rules and regulations. Each Town will cooperate fully in processing such forms. City shall provide a copy of said reports to each Town. City shall have primary responsibility for complying with all agency requests and shall truthfully respond to the same, with notice to each Town, to the extent such notice is permitted by law or the applicable agency, and the City shall preserve such books and records for the legally required time period.

(10) Operating equipment or apparatus owned by the Towns in a safe, competent, and careful manner and in accordance with the City's operating policies for such equipment or apparatus.

(d) Notwithstanding the foregoing, support for special events shall not be the responsibility of daily operational staff and shall be billed separately to the Town requesting such support.

6. Towns' Responsibilities.

(a) Each Town shall pay the annual Service Fee calculated and apportioned in accordance with Section 9.

(b) Towns shall be responsible for providing a tender during the term of this Agreement. The tender shall meet all applicable NFPA standards and shall be reevaluated annually by a certified professional emergency vehicle technician. All ordinary operating expenses associated with the tender shall be included in the annual WFD operating budget. The cost of any extraordinary expenses related to the tender is the responsibility of the Towns.

(c) Each Town shall make its appropriate Capital Contribution as calculated and apportioned according to Section 10.

(d) Towns shall make necessary ordinance amendments to recognize the WFD as its fire department and the authority of the Fire Chief within each Town or within the Service Area located in that Town.

7. Withdrawal from Agreement. Any Party may withdraw from this Agreement, for any reason, by providing the other parties with notice as follows: If notice of withdrawal is delivered on or before June 30 of any calendar year, termination shall be effective on December 31 of the following calendar year. If notice of withdrawal is delivered after June 30 but on or before December 31 of any calendar year, termination shall be effective on December 31 of the second calendar year following the year in which notice is given. If any one party withdraws from the Agreement, the Agreement will terminate unless the remaining Parties agree to continue.

8. Dispute Resolution.

(a) If a Party disputes the interpretation of any term of this Agreement (“Aggrieved Party”), it shall proceed in the following manner:

- (1) The City Fire Chief and a single representative of each Party to this Agreement will meet in good faith and attempt to resolve the dispute.
- (2) If the matter is not resolved to the satisfaction of the Aggrieved Party within thirty days, unless an extension is agreed to in writing between both parties, the Aggrieved Party shall reduce its dispute to writing and forward it to the Waupun City Clerk and the Town Clerk of the Towns of Chester, Trenton and Waupun.
- (3) Within ninety days of receipt of the notice provided pursuant to (a)(2), the governing bodies of each Party will conduct a joint meeting to resolve the issue.

All deadlines in steps 2 and 3 can be extended if agreed to in writing by the Parties.

(b) If the Parties are unable to resolve the dispute or are unable or unwilling to meet within the time provided by (a)(3), the matter shall proceed to mediation as follows:

- (1) Any unsettled claims, counterclaims, disputes, and other matters in question between the Parties arising out of or relating to this Agreement shall be submitted to mediation by a mediator mutually selected by the Parties before the Parties proceed with remedial action as specified in this Agreement. Nevertheless, nothing here shall prohibit the Parties from proceeding with mediation during any period in which a Party has a right to cure as specified above.
- (2) The City and the Towns each agree to participate in the mediation process in good faith. The mediation process shall be conducted on a confidential basis and shall be completed within sixty (60) days, unless all Parties agree to an extension. If such mediation is unsuccessful in resolving the dispute, then the Parties may mutually agree to a further dispute resolution process, or either Party may seek to pursue remedial action as authorized in this Agreement, or as otherwise permitted by statute or common law provision.
- (3) The Parties shall each be responsible for its own attorney fees and costs of litigation if suit is commenced; however, if the circuit court determines that a party has participated in this dispute resolution process in bad faith at any stage, the court may order such party to be responsible for the other party’s attorney fees, costs, and expenses for all or any part of the dispute resolution process, including litigation.

9. Service Fee

(a) The Service Fee shall be determined annually as follows:

- (1) The WFD Chief shall:
 - (i) Prepare annual operating and capital budgets for the fire department and complete Exhibits B and C and forward the same to each member of the Emergency Services Committee no later than September 1 of the year preceding the start of the next annual budget. The annual budgets presented to the Committee shall include funds to pay normal operating expenses of

all apparatus, which expenses include, but are not limited to, by way of illustration, fuel, routine maintenance and repairs, tires, inspection fees, and similar expenses.

- (ii) By the deadline set forth in (a) (1) (i) forward to the Committee Exhibit D, which exhibit will contain the latest Department of Administration (“DOA”) population estimate of each Party being served by the WFD; the most recent equalized value estimate prepared by the Wisconsin Department of Revenue (including TIDs) of the Property of each jurisdiction being served by the WFD and call volume of each Party for the past year ending on June 30th. Where only part of a Town is located in the Service Area, Census data shall be used to determine population.

(b) Prior to September 15, the Emergency Services Committee will take one of the following actions with respect to Exhibit B and notify the City:

- (1) Approve Exhibit B as presented, in its entirety;
- (2) Not approve Exhibit B in its entirety.

(c) In the event the Committee approves Exhibit B as provided in (b)(1), the annual Net Operating Cost for the WFD for the upcoming calendar year shall be the expenses set forth in said Exhibit B minus revenues. The Net Operating Cost shall be apportioned among the Parties as set forth in (e), which sum shall constitute the annual Service Fee for each Town.

(d) In the event the Committee fails to approve Exhibit B in its entirety as provided in (b)(2), the City may, at its option, create a new Exhibit B which may increase each item of revenue and expense by the Consumer Price Index for the Midwest Region as calculated by the Bureau of Labor Statistics. The Net Operating Cost shall be the difference between the expenses and revenue set forth on the new Exhibit B created by the City. The Net Operating Cost shall be apportioned among the Parties as set forth in (e), which sum shall constitute the Service Fee for each Town. In the event the Waupun Common Council adopts an operating budget that is lower than the budget provided to the Towns pursuant to 9(a)(1)(i), the Service Fee shall be based on the lower amount.

(e) The Net Operating Cost calculated in (c) or (d) shall be apportioned among the Parties as follows:

- (1) Population. Twenty-five percent (25%) of the total budget contribution shall be shared among the municipalities in proportion to each municipality’s percentage share of the total population of the municipalities, as determined by the State of Wisconsin for the prior year.
- (2) Equalized Valuation. Fifty percent (50%) of the total budget contribution shall be shared among the municipalities in proportion to each municipality’s percentage share of the total equalized valuation of all the municipalities, as determined by the State of Wisconsin for the prior year and as adjusted as hereafter provided.

- (3) Usage. Twenty-five percent (25%) of the total budget contribution shall be shared among the municipalities in proportion to each municipality's percentage share of usage.
- (f) City and Towns will promptly furnish to the other party such information that the other party may request to enable each of them to analyze the services and the activities of the other party.
10. Capital Contribution. In addition to paying the Service Fee, the Towns will contribute annually towards the acquisition of apparatus and equipment ("Capital Contribution"). Each Party's Capital Contribution shall be determined as follows:
- (a) The WFD Fire Chief shall prepare and furnish Exhibit C to the Committee pursuant to 8(a)(1)(i). Said Exhibit C will contain the Fire Department's Capital Request and Capital Plan. The Capital Request will be to fund purchases in the upcoming budget year and will identify specific items to be purchased, the estimated cost thereof, and a source of funding for each. The Capital Plan will show a minimum of five years of proposed capital purchases, including cost estimates and sources of funding.
 - (b) Prior to September 1, the Emergency Services Committee will take one of the following actions with respect to the Capital Request contained in Exhibit C and notify the City:
 - (1) Approve the Capital Request contained in Exhibit C as presented;
 - (2) Not approve the Capital Request Exhibit C in its entirety.
 - (3) In the event the Committee approves the Capital Request as provided in (b)(1) for the upcoming year, said Capital Request shall be apportioned according to the formula set forth in 8 (e) and shall become the Capital Contribution of each Party.
 - (4) In the event the Committee rejects Exhibit C, no Capital Contribution shall be required of any Party during the next budget year.
 - (5) In the event City fails to purchase a capital item approved by the Committee, the Parties shall confer to determine whether the purchase will be made in a subsequent year or not pursued. Funds paid by the Towns for capital purchases that are not made shall, at the option of the Towns, be returned or applied to another purchase.
 - (c) It is anticipated that the Parties will each provide their own funds (whether borrowed or levied) to make major purchases. By way of example, if a pumper is jointly purchased and the Towns provide their contribution with tax levy funds and City with borrowed funds, the Towns shall not be responsible for the City's interest payments. It is anticipated that the Parties will execute a memorandum of understanding outlining the terms and conditions of each purchase, which terms and conditions shall be consistent with this Agreement.

11. Miscellaneous Provisions

- (a) The City shall invoice each Town quarterly for its share of the Service Fee and its Capital Contribution. Payment shall be due within 30 days of receipt by the Town. Towns will promptly advise the City in writing of any billing dispute or any other problem.
- (b) The Parties will identify and attempt to promptly resolve all billing disputes through face-to-face meetings between a representative of the aggrieved Town and the Fire Chief. If the Parties are unable to resolve the dispute through face-to-face meetings, the Parties agree to submit the dispute to the resolution process set forth in section 8, except that the step set forth in 8(a) (1) shall be deemed completed. The Town will pay the undisputed portion of the billable transactions within 30 days of receipt of an invoice from the City.
- (c) City represents and warrants that the rates described in this Agreement are set in advance, reflective of fair market value for the services rendered.
- (d) Personnel provided. City shall utilize its best efforts to provide personnel with the required skills, experience, licenses, education and other qualifications for the duties set forth herein, and shall be solely responsible for recruiting, interviewing, testing, performing background checks, physical exams, drug screening, selecting, hiring, disciplining, controlling, firing and terminating the personnel that it furnishes pursuant to this Agreement. However, in no event does City guarantee the qualifications or fitness of any personnel provided by the City for any particular purpose and, in fact, disclaims such guarantee, liability, or warranty.
- (e) All of City's responsibilities under this Agreement shall be performed by City employees. City has complete discretion to choose all personnel to fulfill its responsibilities under this Agreement, subject only to the provisions of (d) above.
- (f) The City shall keep adequate and original records at the City's principal place of business to allow the Towns and its agents to obtain information regarding the personnel, equipment and space furnished and services rendered under this agreement. This provision shall survive the termination of this agreement. The City shall maintain the records pertaining to the services rendered on behalf of the Towns during the term of this agreement and for a period of not less than seven years following any termination.
- (g) In the event new communities wish to be served by WFD or Towns partially served under this Agreement wish to increase the territory covered by WFD, the Parties will meet in good faith to discuss the impact of such additional members on this Agreement. Consent to adding members or adding to the area served will not be unreasonably withheld. Reasonable grounds for objections include a diminished level of service or increased cost to any Party to this Agreement.

- (h) The WFD annual budget covers ordinary operating expenses. If any apparatus (except the ladder truck or tender) requires extraordinary expenses, not included in the budget, the Parties shall promptly meet in good faith to determine the appropriate course of action. Unless all Parties agree differently, the allocation of costs for the repair shall be according to the formula set forth in 9 (b).
- (i) Reconciliation of budget. On an annual basis, and after the City has had a reasonable period of time to close its financial records, it shall provide the Towns with a report comparing actual revenues and expenditures to the adopted budget. In the event revenues exceed expenditures for the year, the resulting surplus shall be deposited into a restricted capital fund. Monies in this fund shall be applied to offset the cost of future capital purchases.
- (j) Disposition of assets upon termination of the Agreement. All equipment and apparatus purchased jointly during the term of this Agreement will be titled by the City, in the name of the City, and will remain an asset of the City. In the event this Agreement is terminated for any reason, the following terms shall govern the distribution of restricted capital funds and the valuation of jointly purchased capital equipment:

(1) Distribution of Restricted Capital Funds

- (i) Upon termination, any restricted capital funds contributed by the exiting member and not yet expended shall be returned to the exiting member, in accordance with the agreed-upon funding formula used during the contribution period as follows:

Refund Amount = (exiting member Funding Share × Total Unexpended Capital Fund Balance), less any outstanding debt service obligations attributable to the exiting member.

- (ii) The funding share shall be calculated based on the formula in effect at the time of the most recent approved budget to determine each entity's proportionate share. Refund shall be made within 180 days of dissolution.

(2) Valuation and Repayment for Joint Capital Equipment

For jointly purchased capital equipment in which an exiting member had a funding share, the following shall apply:

- (i) The book value of the capital equipment shall be calculated using straight-line depreciation over its estimated useful life, in accordance with GASB principles.
- (ii) The repayment to the exiting member shall be calculated as follows: Repayment Amount = (exiting member's Funding Share × Book Value of the Equipment) – Outstanding Debt Service Attributable to the exiting member's share.

- (iii) The funding share shall be calculated based on the agreed formula in place with the most recent approved budget.
- (iv) Repayment shall occur within 180 days of dissolution, subject to verification of values and debt service amounts by the Governing Committee or an independent auditor.

(3) Limitation on Refund and Repayment

- (i) Under no circumstances shall the total refund or repayment exceed the net amount contributed by the exiting member, minus applicable liabilities or debt service obligations.
- (ii) City may withhold a reasonable reserve to address any pending or foreseeable obligations associated with the exiting member's participation.

(4) No Accrual of Interest

No interest shall be paid or accrue on any refunded or repaid capital amounts.

12. Municipal Levy Limit Worksheet. During the term of this Agreement, no Town shall add any fees paid to the City under this Agreement to the Municipal Levy Limit Worksheet, Department of Revenue Form SL-202m, Section D, Line H or Line I, that would require the City to lower its levy limit. The Town further agrees that this is not an intergovernmental cooperation agreement (Section D, Line H), or a joint fire department, or a joint emergency medical services district (Section D, Line I). In the event of a breach of this covenant that the Town shall add any fees for this service to the Town's Levy Limit Worksheet, SL-202m, Section D, Line H or Line I, the Town shall have 60 days to remedy the breach, after receiving written notice from the City of said breach. If the breach is not remedied, the Town shall be liable to the City for all actual damages suffered by the City because of said breach by the Town.
13. Limitation of Authority. City and its employees shall have the authority to provide services under this Agreement, make and implement day-to-day decisions that are necessary in the performance of its obligations herein, and render directions to all third Parties in connection therewith. Notwithstanding anything contained herein to the contrary, in no event shall either party have the right or authority, express or implied, to commit, bind or obligate the other party contractually or otherwise to any liability or agreement or to cause the other party to incur any obligation to any third party.
14. Insurance. The Parties shall maintain, or cause to be maintained, for not less than the duration of the Agreement and for a period of two (2) years after the expiration of the Agreement, the following types and amounts of insurance for claims which may arise from or in connection with services or products provided:
 - a. Worker's Compensation Insurance. The City shall purchase workers' compensation insurance for its workers or, if self-insured, shall ensure that it has fulfilled its obligations under Wisconsin law. The City shall, upon request, provide evidence of such coverage or compliance to the Towns. It is the intention and understanding of the Parties hereto that the worker's compensation coverage provided by the City for

its employees apply to any and all claims which may arise in the course of the employee's action while fulfilling the terms of the Agreement. The Town shall not be responsible for providing separate or additional worker's compensation coverage for City personnel.

- b. Non-Owned, Owned, and Hired Automobile Insurance. City shall purchase, maintain, and upon request shall provide evidence that it has secured coverage for City and its officers and employees for occurrences arising while City employees are driving the Towns' vehicles, with a minimum single limit of One Million (\$1,000,000.00) Dollars and additional aggregate coverage of at least Three Million (\$3,000,000.00) Dollars. The policies of the City shall name the Towns as additional insured. City's insurance carrier requires the City to schedule or list all vehicles insured under this provision and will only insure such vehicles if they are scheduled before any loss occurs. To the extent that a participant acquires a new vehicle and fails to advise the City of the new vehicle such that the vehicle is not scheduled, that participant shall bear the entire uncovered financial loss associated with that vehicle.
- c. Commercial General Liability. The City shall carry Commercial General Liability Insurance with limits of at least One Million (\$1,000,000.00) Dollars per occurrence and Two Million (\$2,000,000.00) Dollars general aggregate. The policy of the City shall name the Towns as an additional insured.
- d. Professional Liability. The City shall provide professional liability insurance with limits of at least One Million (\$1,000,000.00) Dollars per claim, and Three Million (\$3,000,000.00) Dollars annual aggregate. The policy shall cover all others identified under this Agreement, including employees, agents, to include coverage for acts, errors, and/or omissions related to rendering or failure to render such services. When this policy is renewed or replaced the policy retroactive date must coincide with or precede the commencement of services by the City under this Agreement. The City shall name the Towns as additional insureds under this policy.
- e. Umbrella or Excess Liability. The City shall provide with limits in the amount of Two Million (\$2,000,000.00) Dollars per occurrence and in the aggregate. Such Umbrella or Excess shall be excess over the general liability, automobile liability, worker's compensation, and employer's liability. The policy of the City shall name the Towns as additional insureds.
- f. Primary and Non-Contributory. For all services provided under the terms of this Agreement, the City's Commercial General Liability, and Umbrella or Excess Liability must be endorsed as Primary and Non-Contributory as to any insurance maintained by the Towns and shown on the Certificate of Insurance, provided the Town in question is not solely negligent for the actions giving rise to the claim.
- g. Waiver of Subrogation. An endorsement in favor of the Towns waiving the City and its insurer's rights of subrogation shall be issued with respect to the Commercial General Liability, and Worker's Compensation policies. Evidence of this endorsement must be noted on the Certificate of Insurance. The policies will not provide coverage to a Town if that Town is solely negligent for the actions giving rise to the claim.
- h. Notice of Material Change/Cancellation. The City's policies under this section shall endorse and provide to the Towns at least 30 days' written notice of cancellation other than non-payment of premium, or material change. The City agrees to notify

the Towns if there are material changes in each of their respective insurance policies wherein the other party is named as an additional insured. A material change shall be defined as any change to the insurance limits, terms, or conditions that would limit or alter the Town's available recovery under any of the policies required above.

15. Miscellaneous Revenues.

(a) City may bill and collect fees and charges from any person or entity using or receiving any service under this Agreement within the Service Area. City, through its billing contractor, shall process all billing on behalf of the Town. In the event of a call for service on a state trunk highway, Towns shall cooperate with City to bill the appropriate parties and remit the funds to City. All revenue of any kind received by any Party from the State of Wisconsin or another governmental agency, intended to offset fire or rescue costs of both the City and Town, shall be used to reduce the annual City budget for the Fire Department. Private donated funds of any kind received by the Towns intended to offset fire or rescue costs of a Town shall be retained by the Town. Private donated funds of any kind received by City intended to offset fire or rescue costs of the City shall be retained by City.

(b) The WFD Fire Chief shall be solely responsible for all grant applications and shall determine what portion of grant proceeds shall be tendered to each Town in compliance with the terms of this Agreement. Grant funds received by or on behalf of the Town shall be expended under the direction of the WFD Fire Chief as outlined in the terms of the grant received.

(c) The Parties agree that Fire Dues, commonly referred to as "2% Dues" as defined in s. 101.573 Wis. Stats. shall be included as a Fire Department revenue and reflected as a revenue in determining the Service Fee.

(d) City shall include in the calculation of the Service Fee a portion of the shared revenue that it receives from the State, calculated as follows: total shared revenue payment multiplied by the percentage of the total City expense budget attributable to fire operations. Likewise, City will include a proportional share of the Municipal Service Payment that it receives from the State, calculated in the same manner.

16. Joint Emergency Services Committee. There shall be established a Joint Emergency Services Committee ("Committee").

(a) The Committee shall be comprised of the following members:

- (1) One representative from the City;
- (2) One representative from each Town
- (3) The WFD Chief or his or her designee;
- (4) The Waupun City Administrator shall serve as a non-voting ex officio member.

- (b) The Committee shall meet at least twice per year and upon the call of any member of the Committee. The WFD Fire Chief shall chair the Committee.
 - (c) The Committee shall have the following responsibilities:
 - (1) Review the proposed annual operating and capital budgets proposed by the WFD in Exhibits B and C for the upcoming year and approve said Exhibits in their entirety by a majority vote of those members entitled to vote or decline to approve said Exhibits.
 - (2) Discuss issues of concern regarding finances and services provided under this Agreement.
 - (d) The Committee's authority regarding all items of business brought before it, except approval of Exhibits B and C prepared pursuant to this Agreement, shall be advisory only. Nothing herein shall be construed to limit the statutory powers of the Waupun Police and Fire Commission. The Committee shall not hear any matter that is subject to the Commission's authority pursuant to section 62.13 Wis. Stats.
17. Relationship of the Parties. (a) Notwithstanding anything to the contrary, the City is an independent contractor with respect to the Towns. There is no agency, employment relationship, partnership, or joint venture between City, its employees, and the Towns and/or the Towns' employees. Neither party, by virtue of this agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. No one connected with the City, except in a writing signed by the Mayor of the City, has any authority to make any binding promises or agreements contrary to the foregoing.
- (b) City's employees shall be, for all purposes, bona fide employees of City and not of any Town. All employment-related costs, benefits and expenses arising out of the relationship between Towns and City, including, but not limited to wages, state, local and federal taxes, benefits, insurance premiums, and contributions to insurance, pension, or other deferred compensation plans, including Social Security, unemployment insurance and worker's compensation obligations, shall be the sole responsibility of City. City's employees shall also be subject to all personnel policies and regulations applicable to City employees generally, including time off with or without pay and leave of absence, including under the Family and Medical Leave Act or any similar state law. The City, including its employees, shall not be considered, entitled or eligible to participate in any benefits or privileges given or extended by any Town or be deemed an employee of any Town for any purposes, including but not limited to, for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation and other employer contributions not specifically provided for in this Agreement.
- (c) City shall retain exclusive right to hire, discipline, compensate and terminate its employees pursuant to City policies and procedures and consistent with the terms of this Agreement.
18. The Parties declare and acknowledge that they are governmental entities entitled to governmental immunity under the common law and under Section 893.80 of the

Wisconsin Statutes, and the Parties agree that nothing contained herein shall waive the rights and defenses to which each party may otherwise be entitled, including all of the immunities, limitations, and defenses under Sections 345.05 and 893.80 of the Wisconsin Statutes. The Parties also agree that they are not waiving any other immunities or defenses available to them under state, federal or administrative law. All of the provisions of Section 895.46 of the Wisconsin Statutes also apply to each municipality for their respective employees.

19. Compliance with Law. The Parties agree to use their best efforts to adhere to all county, state and federal rules, regulations, codes, ordinances, and charters as they may apply to fire protection and emergency medical services.
20. Confidentiality. Trade secrets and confidential information that may be received by any party or its employees, directly or indirectly, that are exempt from public disclosure under applicable public records laws shall remain the property of the disclosing party and shall be kept confidential by the party to whom such trade secrets or confidential information was disclosed. Such information will be utilized only for the purposes of carrying out the services and purposes of this Agreement, and each party to which such information is disclosed shall cause each of its employees to comply with the foregoing. Upon termination of this Agreement, each party agrees to surrender to the disclosing party all trade secrets, confidential information, material or tangible items or written information supplied by the disclosing party. The obligations of this article will survive the termination or expiration of this Agreement.
21. Force Majeure. No party shall be liable for any delay in delivery or nonperformance in whole of its obligations under this Agreement if prevented from doing so by a cause or causes beyond its control, including, without limitations, acts of nature or public enemy, fire, floods, storms, earthquakes, riots, strikes, war, and restraints of government. The suspension of performance shall be of no greater scope and no longer duration than is reasonably required, and the non-performing party shall promptly notify the other party of such event and use reasonable efforts to remedy its inability to perform.
22. Counterparts. This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same and the same instrument.
23. Notices. All notices provided for or permitted herein shall be in-writing and shall be delivered personally sent by a national overnight courier service or sent by United States certified or registered mail, postage paid, return receipt requested, directed to the Parties at the following addresses or to such address as any party shall designate by notice delivered or sent in the above manner. If a notice is sent by mail, it shall be deemed to have been received by the addressee two (2) days after the postmarked date which it bears.

City of Waupun
Attn: City Administrator

Town of Chester
Attn: Town Chair

Town of Trenton
Attn: Town Chair

Town of Waupun
Attn: Town Chair

24. Entire Agreement, Amendment, and Waiver. This agreement contains the entire agreement and understanding between the Parties regarding the subject matter hereof; it supersedes and replaces all prior agreements, negotiations, and arrangements concerning its subject matter; and this agreement is not subject to modification, alteration or amendment, except by further written agreement signed by all Parties. No waiver of any provision shall constitute a waiver of any other provision, nor shall any waiver be deemed continuing unless otherwise expressly so provided in writing by the party against which the waiver is asserted. A waiver of right or remedy on any one occasion will not be construed as a bar to or waiver of any such right to remedy on any other occasion. If the consent of any party is necessary pursuant to the terms of this agreement, such consent shall not be unreasonably withheld.
25. Governing Law. This Agreement and the Parties' relationship shall be construed in accordance with and governed by the laws of the State of Wisconsin without regard to applicable conflict of law principles. In the event of any dispute between the parties, the prevailing party or parties shall be entitled to their reasonable attorney fees and costs. All disputes relating to or arising out of this Agreement or the parties' relationship shall be resolved exclusively in the state courts of Wisconsin and venue of such action shall be in the Circuit Court for Dodge County, Wisconsin. The Parties hereby waive all objections to personal jurisdiction, venue, or forum non-convenience therein.
26. Severability. If any portion of this Agreement is determined to be invalid by subsequent passage of law or court interpretation, the court or other tribunal may "blue pencil" or revise said portion so that it is enforceable to the fullest extent permitted by law or, if such revision is deemed impermissible, that portion shall be removed from this Agreement. All other portions of this Agreement shall remain in full force and effect. Should any provision of this Agreement be deemed by either party to be contrary to the provisions of said laws, then the court may revise such provision so that it is enforceable, or the Parties agree to attempt in good faith to renegotiate the problematic provision to the mutual satisfaction of the Parties. In the event the Parties are not able to mutually agree on modification of the problematic provision, then any party may terminate this Agreement upon thirty (30) calendar days written notice to the other party if the terminating party has a good faith belief based on the advice of legal counsel that the problematic provision creates an unfavorable exposure under applicable laws.

27. Authority. The City represents that this Agreement is executed pursuant to approval of its City Council, and the Towns represent that this Agreement is executed pursuant to resolution of each respective Town Board of Supervisors.
28. Headings. The headings and subheadings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or interpretation of this Agreement.
29. HIPAA. The Parties agree that any duties undertaken under this Agreement will comply in all material respects with all federal and state-mandated regulations, rules, or orders applicable to the obligations undertaken pursuant to this Agreement, including but not limited to regulations promulgated under Title II Subtitle F of the Health Insurance Portability and Accountability Act (Public Law 104-91) and all subsequent amendments, regulations, and guidance thereto ("HIPAA"). The Parties agree that for the purposes of HIPAA, the City's employees and personnel shall be considered workforce members, as that term is defined in 45 CFR 160.103, of Town and that no business associate Agreement is necessary. Furthermore, the Parties shall amend this Agreement or execute any additional documentation to amend the Agreement to conform with HIPAA or any new or revised legislation, rules, or regulations to which they are subject now or in the future (collectively, "Code") in order to ensure that the Parties are always in conformance with HIPAA and the Code.
30. Assignment. No Party may assign or delegate its obligations hereunder to a third party without the prior written consent of all parties to this agreement. Any attempted assignment without such consent shall be considered null and void. This Agreement shall be binding upon and inure to the benefit of the Parties' successors, assigns, affiliates, or other legal representatives.
31. Modifications to Exhibit B, Service Fee. The City agrees to notify the Towns within thirty (30) days if any of the following occur:
- (a) Annexation of property into the City;
 - (b) Intent of City to provide Fire coverage to a third-party;
 - (c) Addition of a Fire station
 - (d) Change in State law impacting Fire funding

If any of the abovementioned occur, the Parties agree to meet within thirty (30) days unless an extension is agreed to in writing between both parties, to discuss the subject of the notification and in good faith may renegotiate the Service Fee (Exhibit B) of this Agreement.

IN WITNESS WHEREOF: the Parties have executed this Agreement to be effective on the date first stated above this _____ day of _____, 2025.

Authorized Signatory
For and on behalf of City of Waupun
Title: _____
Date: _____

Authorized Signatory
For and on behalf of Town of Waupun
Title: _____
Date: _____

Authorized Signatory
For and on behalf of Town of Chester
Title: _____
Date: _____

Authorized Signatory
For and on behalf of Town of Trenton
Title: _____
Date: _____

Exhibit A Service Area Description

This Exhibit A defines the Service Area to which the Waupun Fire Department will provide fire protection and prevention services.

The Service Area consists of the following:

- A. All lands within the corporate limits of the City of Waupun.
- B. All lands within the town limits of the Town of Chester.
- C. Those lands within the Town of Waupun and the Town of Trenton shown on the maps attached hereto.

Maps Attached

Exhibit B Operating Budget Request/Service Fee Calculation

Instructions. This Exhibit contains the operating budget request of the Waupun Fire Department, which is used in calculating the Service Fee.

Part 1

Part 1 is the Fire Department's operating budget request for next year. The Committee's options are to approve or not approve the table set forth below in its entirety. Failure to approve this request in its entirety will result in all items of expense (lines 1-14) being increased by the Consumer Price Index as set forth in the Agreement.

2026 FIRE DEPARTMENT OPERATING BUDGET - COMBINED DEPARTMENT

Line		2026 Request	Prior Year's Budgeted Amount
1	Wages and Salaries	\$ 387,352	
2	Fringe Benefits	92,470	
3	Telephone	3,150	
4	Operating Expenses	106,434	
5	Training and Travel	1,690	
6	Membership/Dues	2,345	
7	HR/Recruitment	25,000	
8	Legal	9,000	
9	Workers Compensation	11,174	
10	Property/Liability Insurance	3,028	
11	Administrative Fee	22,000	
12	Auto Insurance	15,150	
13	Capital & Equipment	77,254	
14	Facilities Maintenance	25,700	
15	Total Expenses	\$ 781,747	
16	Revenue		
17	Fire Insurance Tax (2% Dues)	35,288	
18	Shared Revenue (Fire Department Allocation)	235,263	
19	MSP	4,654	
20	Total Revenues	\$ 275,204	
21	Net Operating Costs	506,543	

Line Detail

Line 4 (Operating Expenses) includes the following: Utilities, IT, office supplies, policies (Lexipol), Department training, supplies, fire prevention and education promotions, fuel, annual subscriptions, respiratory testing, employee recognition, uniforms, pre-employment testing, newspaper publications, accident and sickness insurance.

Line 11 (Administrative Fee) includes costs for audit, software and staff time for AP, AR and payroll.

Line 13 (Capital and Equipment includes: Allocation of shared equipment and training tower depreciation costs in lieu of replacing the Community pumper.

Line 14 (Facilities Maintenance) includes: Equipment repairs and maintenance, snow removal/lawn, building maintenance and routine repairs, labor expenses related to equipment, building, and maintenance, and repairs.

Part 2.

A. Pursuant to Section 9 (e) of the Agreement, the Service Fee for each Town is determined by applying the following formula to the Net Operating Cost (Line 21). Exhibit D contains the most recent data concerning population, equalized valuation and usage.

- (1) Population. Twenty-five percent (25%) of the total budget contribution shall be shared among the municipalities in proportion to each municipality's percentage share of the total population of the municipalities, as determined by the State of Wisconsin for the prior year.
- (2) Equalized Valuation. Fifty percent (50%) of the total budget contribution shall be shared among the municipalities in proportion to each municipality's percentage share of the total equalized valuation, excluding land, of all the municipalities, as determined by the State of Wisconsin for the prior year and as adjusted as hereafter provided. For the Towns of Waupun and Trenton, where WFD covers a portion of their municipal boundaries, the Equalized Value is prorated based on a calculation provided by the Wisconsin Department of Revenue. The methodology for prorated calculations is described in Exhibit D.
- (3) Usage. Twenty-five percent (25%) of the total budget contribution shall be shared among the municipalities in proportion to each municipality's percentage share of usage.

B. To calculate the Service Fee:

1. Calculate share of each factor for each municipality as follows:

- a. Equalized Value Share = Served Community EV / Total EV
- b. Population Share = Served Population / Total Population
- c. Call Volume Share = Fire Calls per Municipality / Total Fire Calls

2. Apply weighting for each municipality as follows:

- a. Equalized Value = Equalized Value Share x 50%
- b. Population Value = Population Share x 25%
- c. Call Volume = Call Volume Share x 25%

3. Calculate final cost share for each municipality by adding the three weighted percentages together as follows:

- a. Final Cost Share = EV weighted value + Population weighted value + Call Volume weighted value.

C. Example. The following example, calculated for the City of Waupun is shown to illustrate application of the cost-share formula set forth in this Agreement.

City of Waupun EV Contribution: $(\$841,228,700 / \$1,214,178,339) * 50\% = 34.6\%$

City of Waupun Population: $(11,151 / 13,520) * 25\% = 20.6\%$

City of Waupun Call Volume: $(171 / 228) * 25\% = 18.8\%$

City of Waupun Total Share of Expenses: $34.6\% + 20.6\% + 18.8\% = 74\%$

Exhibit C. Capital Request and Capital Plan

Exhibit C. Capital Outlay and Capital Plan

Capital Outlay and Plan

	2025	2026	2027	2028	2029	2030	2031+
City of Waupun							
Aerial Ladder Truck**	1,900,000						
SCBAs**	270,000						
Turnout Gear (3 sets, annual schedule)	35,000	18,000	60,000	60,000	60,000	18,000	
Mobile Radios (2029-unit 599, 2030-units 594 & 597)	14,000				14,000	14,500	
Portable Radios				77,000	79,100	58,000	
Brush Truck							104,250
UTV - Polaris							42,000
UTV - CanAm							
Thermal Imaging Camera			5,200				
4-Gas Meter			2,700	2,800			
Extrication Equipment (JAWS)						60,000	
Tender							520,000
Squad							1,300,000
Pumper							1,600,000
HCN gas meter					1,500		
Computer Upgrades					9,000		
Command Vehicle (Tahoe)						75,000	
	2,219,000	18,000	67,900	139,800	163,600	225,500	3,566,250

Combined Capital Costs	319,000	\$18,540	69,937	\$143,994	\$168,508	\$ 232,265	3,673,238
(With 3% cost adjustment)							

**Expenses for City do not include capital building maintenance expenses.*

***Costs do not reflect interest payments*

Exhibit D. Population, Equalized Value and Usage Data

PRORATED EQUALIZED VALUE CALCULATIONS (Towns of Trenton and Waupun)

Because assessment ratios vary by municipality, Equalized Value as certified in the year prior by the Department of Revenue is used to ensure that each municipality pays their fair share of total expenses. The Department of Administration, Local Government Service Group, has provided the formula to proportion equalized value for the Towns of Trenton and Waupun as follows.

SOURCE DATA:

- County Land Information provides share of assessed value, less land, for the areas within Towns of Waupun and Trenton.
- Equalized Value of Improvements is obtained from WI Department of Revenue Certifications for Prior Year.
- Statement of Assessments for Improved Value is obtained from WI Department of Revenue for Prior Year.

WI-DOR EQUALIZED VALUE CALCULATION:

1. Calculate District Assessed Value Ratio

- a. Fire Districts Parcel Total Assessed Value, Less Land (obtain from County Land Information)
- b. Municipality's Total Assessed Value (DOA's Statement of Assessment, less MFG)
- c. Fire District Value (1a) / Municipality Value (1b) = District Assessed Value Ratio

2. Apply Ratio to Equalized Value

- a. Municipality's Equalized Value, excluding MFG (obtain from DOR Certified EV Prior Year)
- b. Multiply by District Assessed Value Ratio (from 1C above)
- c. Equals the Municipality's non-MFG Equalized Value

3. Add MFG Value to Determine TID In Equalized Value

- a. EV of MFG Property in District
- b. Plus EV of non-Mfg Property in Fire District (from 2C above)
- c. Equals TID In Equalized Value (used in final calculation)

The City of Waupun and Town of Chester do not need prorate their EV because their entire municipality is served by the fire department. Hence, 100% of the Certified Equalized Value from Prior Year as report by Department of Revenue is used to represent their calculation.

EXAMPLE: Town of Waupun

2024 Assessed Value Ratio

Fire District Total Improved Assessed Value	\$166,120,000
Total Improved Assessed Value	\$170,260,600
Divide \$166,120,000/\$170,260,600	.975680809

Apply Ratio to Equalized Value

Total Equalized Value Improved, Less Mfg	\$169,291,500
Multiple be Ratio .975680809	
TOTAL non-MFG Equalized Improve Value	\$165,174,467.73

Add MFG Value Back In

EV of Improved MFG Property in District	\$305,200
EV of non-MFG Property (prior calculation)	\$165,174,467.73
TOTAL Improved Equalized Value	\$165,479,667.73

This Exhibit contains the most recent population estimate published by the Wisconsin Department of Administration (DOA), the equalized value certified amounts for the prior year prepared by the Wisconsin Department of Revenue (including Tax Incremental Districts), and the call volume for each Party for the year ending on December 31 of the prior year. Where only part of a Town is located in the Service Area, Census block or tract data shall be used to determine population.

Jurisdiction	Population Estimate (DOA)	Equalized Value Less Land (DOR-Prior year)	Call Volume (Year Ending Dec. 31)
City of Waupun	11,151	\$661,816,800	171
Town of Chester	676	\$ 72,998,300	15
Town of Trenton (partial)	320	\$37,595,780.79	26
Town of Waupun (partial)	1,373	\$165,479,667.73	16



CITY OF WAUPUN
2026 BUSINESS IMPROVEMENT DISTRICT
OPERATING PLAN

BID Adoption: 10/21/2025

Common Council Adoption: XX/XX/2025

THE WAUPUN BUSINESS IMPROVEMENT DISTRICT 2026 OPERATING PLAN (DRAFT)

INTRODUCTION

In 1984, the Wisconsin legislature created Sec. 66.1109 of the Statutes enabling cities to establish Business Improvement Districts (BID) upon the petition of at least one property owner within the proposed district. The purpose of the law is “to allow businesses within those proposed district to develop, manage, and promote the districts and to establish an assessment method to fund these activities”. Upon petition from property owners within the Waupun Business Improvement District (hereafter “BID”), the City’s Common Council created the BID and adopted its initial operating plan in 1988.

Section 66.1109(3)(b), Wis. Stats., requires that a BID Board “shall annually consider and make changes to the operating plan. The board shall then submit the operating plan to the local legislative body for approval”. The Board of the Waupun BID submits this BID operating plan in fulfillment of the statutory requirement.

This plan proposes a continuation and expansion of the activities described in the initial 1988 BID operating plan. Therefore, it incorporates by reference the earlier plans as adopted by the City’s Common Council. In the interest of brevity, this plan emphasizes the elements which are required by Sec. 66.1109, Wis. Stats. This plan does not repeat the background information that is contained in the initial operating plan.

DISTRICT BOUNDARIES

A calculation of the BID assessment and the 2026 BID map of the district is provided in Exhibit A and Exhibit B.

2025 OPERATING PLAN

The goals, objectives, and strategies of the 2026 Operating Plan as provided in Exhibit C. A summary of estimated revenues and expenditures can be seen in Exhibit D.

PROMOTION OF ORDERLY DEVELOPMENT OF THE CITY

Under §66.1109(1)(f)(4), the Operating Plan must specify how the BID promotes the orderly development of the municipality, including its relationship to any municipal master plan.

The Waupun Business Improvement District was created through private sector initiative to further city goals. The creation of the BID is consistent with the City’s plans and promotes the orderly development of the City in general and the business district in particular. This proposal is consistent with the City’s Comprehensive Plan and all other City Ordinances and Plans.

METHOD OF ASSESSMENT

A. Assessment Rate and Method

As of December 31, 2025, the properties in the district have estimated total BID assessable value of \$18,720,000. This plan proposes to assess the taxable property in the district at a rate of \$1.85 per \$1,000 of assessed value for the purposes of the BID. Exhibit A shows the projected BID assessment for property included in the district.

The principle behind the assessment methodology is that each property owner should contribute to the BID in proportion to the benefit derived from the BID. After consideration of the assessment methods, it was determined that the assessed value of a property was the characteristic most directly related to the potential benefit provided by the BID. Therefore, a uniform rate applied on the assessed value of each property was selected as the basic assessment method for the Waupun BID

Information on specific assessed values, budget amounts, and assessment amounts are based on 2025 conditions. Greater detail about subsequent years' activities will be provided in the required annual plan updates. Approval by the City's Common Council of such operating plan updates shall be conclusive evidence of compliance with this operating plan and the BID law.

In later years, the BID operating plan will continue to apply the assessment formula, as adjusted, to raise funds to meet the next annual budget. The method of assessing shall not be materially altered, except with the consent of the City of Waupun.

B. Excluded and Exempt Property

Wisconsin law specifies certain properties, which are exempt from the assessment, and allows the municipality to determine whether businesses operating specifically for manufacturing purposes are exempt.

- Wisconsin Statutes § 66.1109(1)(f) 1m: This section details what must be included in a Standard Operating Plan. "Whether real property used exclusively for manufacturing purposes will be specially assessed." Property used exclusively for manufacturing purposes will not be assessed.
- Wisconsin Statutes §66.1109(5)(a): "Property used exclusively for residential purposes will not be assessed."
- Wisconsin Statutes § 66.1109(5)(a): "Real property that is exempted from general property taxes under §70.11 will not be assessed." Owners of property that is exempt from the special assessment may not receive the direct financial benefits of the Business Improvement District, such as in the case of a façade improvement grant or any other grant.

Owners of property that is exempt from the special assessment may not receive the direct financial benefits of the BID, such as in the case of the Façade Improvement Program.

CITY ROLE IN DISTRICT OPERATION

The City of Waupun is committed to helping private property owners in the district promote its development. To this end, the City has played a significant role in the creation of the BID and in the implementation of its operating plan. In particular, the City will continue to:

- Provide funding to the BID for administration and promotion of the Façade Improvement Grant program, business and development recruitment, and other initiatives. This is updated on an annual basis and is reviewed each budget year.
- Monitor and, when appropriate, apply for outside funds, which could be used in support of the district.
- Collect and disperse BID assessments to the district.
- Receive annual audits, as required per Sec. 66.1109(3)(c) of the BID law.
- Encourage partners to support the activities of the district.

BOARD MEMBERS AND STAFF

The Mayor shall appoint the members of the BID Board subject to confirmation by the Common Council. Upon confirmation, board members serve a 3-year term expiring April 30th.

The Board is comprised of six (6) representatives from the BID District and four (4) representatives at-large. The current BID Board and staff are comprised as follows:

REPRESENTATIVE FROM BID DISTRICT		4/30/2028	Tyler Schulz
REPRESENTATIVE FROM BID DISTRICT		4/30/2028	Kristine Salkowski
REPRESENTATIVE FROM BID DISTRICT		4/30/2026	Steve Daute
REPRESENTATIVE FROM BID DISTRICT		4/30/2026	Gary DeJager
REPRESENTATIVE FROM BID DISTRICT		4/30/2026	Bryan Yohn
REPRESENTATIVE FROM BID DISTRICT		4/30/2027	Mitch Greenfield
REPRESENTATIVE AT-LARGE		4/30/2028	Craig Much
REPRESENTATIVE AT-LARGE		4/30/2026	Jodi Mallas
REPRESENTATIVE AT-LARGE		4/30/2027	Katie Bohn
REPRESENTATIVE AT-LARGE		4/30/2027	Teresa Ruch
MAYOR	Ex Officio		

Responsibilities of the Board include implementation of this operating plan and preparing annual reports of the District. The Board will also annually consider and make changes to the operating plan and submit the operating plan to the Common Council for approval. The Board will conduct its business consistent with the open meeting law and keep minutes as a matter of public record.

FUTURE YEARS' OPERATING PLANS

It is anticipated that the BID will continue to revise and develop the operating plan annually in response to changing development needs and opportunities in the district, in accordance with the purpose and goals in this operating plan.

Section 66.1109(3)(a) of the BID law requires the BID Board and the City to annually review and make changes as appropriate in the operating plan. Therefore, while this document outlines in general terms the complete development project, it focuses upon 2026 activities. Information on specific assessed values, budget amounts, and assessment amounts are based on 2025 conditions. Greater detail about subsequent years' activities will be provided in the required annual plan updates. Approval by the City Common Council of such operating plan updates shall be conclusive evidence of compliance with this operating plan and the BID law.

In later years, the BID operation plan will continue to apply the assessment formula, as adjusted, to raise funds to meet the next annual budget. The method of assessing shall not be materially altered, except with the consent of the City of Waupun.

AMENDMENT, SEVERABILITY, AND EXPANSION

The BID has been created under the authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of the statute invalid or unconstitutional, its decision will not be invalidate or terminate the BID and this BID operating plan shall be amended to conform to the law without need of re-establishment.

Should the legislature amend the statute to narrow or broaden the process of a BID to exclude or include as assessable properties of a certain class or classes of properties, as and when it conducts its annual review and approval of the operating plan and without necessity to undertake any other act. This is specifically authorized under Se. 66.1109(3)(b)

Exhibit A – Calculation of 2025 Assessed Values

Exhibit B – 1988 Original BID Map

Exhibit C – 2026 Operating Plan Goals, Objectives, and Strategies

Exhibit D – 2026 Budget

Exhibit A – Calculation of 2025 Assessed Values

	Dodge	Fond du Lac	Total
2025 Assessed Value (Commercial	\$7,964,000	\$10,756,000	\$ 18,720,000
divided by 1,000	7,964	10,756	
Assessment Rate	\$ 1.85	\$ 1.85	
2025 BID Assessment for 2026 BID Budget	\$ 14,733.40	\$ 19,898.60	\$ 34,632.00

City of Waupun
Bid District

Legend

BID District

Exhibit C – 2026 Operating Plan Goals, Objectives, and Strategies

1. Administer the BID Program in accordance with the approved operating plan.

- a. Annual mayoral appointments of BID Board members.
- b. Complete and annual audit in conjunction with City financial practices.
- c. Annual report to board members
- d. Communicate and solicit feedback from members.
 - i. Review, update and execute the operating plan.
 - ii. Build networks that strengthen working relationships/partnerships to promote the district.
 - iii. Expand BID boundaries based on business inquiry.
 - iv. Complete annual audits as required by WI Statute.
 - v. Publish and distribute annual reports to members.
- e. Board development and administration
 - i. Recruit, develop and engage board members.
 - ii. Partner with city for administration and execution of operating plan.
- f. Strengthen collaboration among community partners to benefit the district.
 - i. Strengthen collaboration among community partner organizations.
 - ii. Maintain Connect Community status through WEDC.
 - iii. Participate in WEDC Cohort Program to determine feasibility of moving to Main Street status.

BUDGET ALLOCATION: \$2,032

2. Promote Downtown Waupun as a Destination.

- a. Fund a shared marketing intern with Downtown Promotions to promote the District.
- b. Work in collaboration with Destination Lake Winnebago Region to promote the District.
- c. Contribute to annual marketing / events calendar to encourage traffic in the district.

BUDGET ALLOCATION: \$7,000

3. Improve the aesthetic / visual appeal of Downtown Waupun.

- a. Support façade improvements in the District.
 - i. Façade improvement grants.

- ii. Educate/support property owners, helping them pursue various financial assistance programs to encourage property redevelopment.
- b. Support implementation of Streetscaping Plan.
 - i. Maintain downtown spaces that are clean, safe, comfortable and welcoming.
 - ii. Partner with city departments to manage safety, parking, snow removal, and planter program.
 - iii. Partner with the CDA on implementation of Streetscaping/Design WI Plan.

BUDGET ALLOCATION: \$19,400

4. Attract, retain, and facilitate development of a unique mix of businesses in coordination with district partners.

- a. Work to retain businesses in the district.
 - i. Maintain a business retention program to identify business retention and expansion opportunities.
 - ii. Provide educational opportunities to support the growth of downtown businesses.
 - iii. Promote WRNC Opportunity Fund to increase access to capital for small businesses in the district.
- b. Work to attract new businesses to the district.
 - i. Follow up on leads of business looking to open, expand or relocate.
 - ii. Provide entrepreneurial startup business coaching through Ignite network.
 - iii. Promote WRNC Opportunity Fund to increase access to capital for small businesses in the district.
 - iv. Promote and facilitate business attraction grant program.

BUDGET ALLOCATION: \$6,200

Exhibit D – 2026 BID Budget

INCOME:				
2025 Assessment Total			\$	18,720,000.00
	Divided by \$1,000		\$	18,720.00
	Assessment Rate: \$1.85/\$1,000			
2024 BID Assessment			\$	34,632.00
	TOTAL INCOME:		\$	34,632.00
EXPENSES:				
	Organization		\$	2,032.00
	Promotions		\$	7,000.00
	Design		\$	19,400.00
	Economic Vitality		\$	6,200.00
	TOTAL EXPENSE:		\$	34,632.00

AGENDA SUMMARY SHEET

MEETING DATE: 10/28/25

TITLE: Future Meetings, License and Permit
Applications, Expenses

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Date of Council/COW Meeting	Meeting
Tuesday, November 11, 2025	Common Council
Tuesday, November 25, 2025	Committee of the Whole
Tuesday, December 9, 2025	Common Council
Tuesday, December 30, 2025	Committee of the Whole

LICENSE/PERMIT APPLICATIONS

Operator:

Reagan Baley

Temporary Class B:

RECOMENDED MOTION:
Motion to approve the consent agenda and accept the monthly financials.

Report Criteria:

Report type: Summary

Invoice.Batch = "101525","102825"

Check Issue Date	Check Number	Payee	Amount
10/15/2025	110759	FOND DU LAC COUNTY CLERK OF C	348.00
10/23/2025	110760	AMAZON CAPITAL SERVICES	245.11
10/23/2025	110761	ANYTHING & EVERYTHING HOME MN	975.00
10/23/2025	110762	AT&T MOBILITY	489.65
10/23/2025	110763	AXLEY BRYNELSON LLP	5,538.00
10/23/2025	110764	BALLWEG IMPLEMENT	225.82
10/23/2025	110765	BISHOP, ROHN	252.00
10/23/2025	110766	BROWN CAB SERVICE INC	12,529.27
10/23/2025	110767	CAMERA CASINO LLC	3,159.96
10/23/2025	110768	CHARTER COMMUNICATIONS	529.50
10/23/2025	110769	CHARTER COMMUNICATIONS	114.23
10/23/2025	110770	CITY OF BEAVER DAM	860.00
10/23/2025	110771	CUSTOM SERVICE INFORMATION LLC	1,400.00
10/23/2025	110772	DESTINATION LAKE WINNEBAGO RE	13,493.47
10/23/2025	110773	DEVRIES WELDING LLC	100.00
10/23/2025	110774	EHLERS AND ASSOCIATES INC	10,500.00
10/23/2025	110775	ELLISON ELECTRIC SUPPLY INC	102.68
10/23/2025	110776	EXCEL TECHNOLOGIES	600.00
10/23/2025	110777	FRED J PIETTE CO INC	3,000.00
10/23/2025	110778	FREEDOM SUPPLY LLC	80.82
10/23/2025	110779	GANNETT WISCONSIN LOCALIQ	274.42
10/23/2025	110780	GOODYEAR COMMERCIAL TIRE & SE	562.00
10/23/2025	110781	GORDON FLESCH CO INC	396.62
10/23/2025	110782	H & R SAFETY SOLUTIONS LLC	436.40
10/23/2025	110783	HOMAN AUTO - RIPON	357.30
10/23/2025	110784	HOPP, NATHAN E	150.00
10/23/2025	110785	JMB & ASSOCIATES LLC	754.00
10/23/2025	110786	JWC BUILDING SPECIALTIES INC	235.00
10/23/2025	110787	KARTECHNER & GIRLS FLOWER CO	20,000.00
10/23/2025	110788	KEIL ENTERPRISES	249.00
10/23/2025	110789	KWIK TRIP INC	1,500.00
10/23/2025	110790	LARSON TRUCKING INC	206.05
10/23/2025	110791	LONE STAR CHALLENGE COINS LLC	845.02
10/23/2025	110792	MARCO TECHNOLOGIES LLC	163.91
10/23/2025	110793	MSA PROFESSIONAL SERVICES INC	22,674.70
10/23/2025	110794	O'REILLY AUTOMOTIVE INC	569.21
10/23/2025	110795	PETERSEN, JENNIFER	28.00
10/23/2025	110796	PETTY CASH-CITY HALL	20.00
10/23/2025	110797	POMP'S TIRE	234.42
10/23/2025	110798	REINDERS INC	57.02
10/23/2025	110799	RYF HEATING & AC	95.00
10/23/2025	110800	SABEL MECHANICAL	36,187.05
10/23/2025	110801	SHINY WASH	400.00
10/23/2025	110802	SIRCHIE ACQUISITION COMPANY LLC	682.65
10/23/2025	110803	SSM HEALTH LABORATORIES	80.00
10/23/2025	110804	TOP PACK DEFENSE	829.28
10/23/2025	110805	TRAFFIC & PARKING CONTROL CO	217.50
10/23/2025	110806	W & D NAVIS	1,377.50
10/23/2025	110807	WAUPUN UTILITIES	25,712.55

Check Issue Date	Check Number	Payee	Amount
10/23/2025	110808	WI DEPT OF JUSTICE	371.25
10/23/2025	110809	WINTERHACK, STEVE	150.00
Grand Totals:			170,359.36

Report Criteria:

Report type: Summary

Invoice.Batch = "101525","102825"

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "101525","102825"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	CANDY - CLERKS	10/23/2025	1GDC-RM6H-	100-10-5110-3-38	117.75	117.75
AMAZON CAPITAL SERVICES	OFFICE/CHRISTMAS PARADE					
AMAZON CAPITAL SERVICES	CARDSTOCK - LICENSES	10/23/2025	1GDQ-XQ46-4	100-10-5141-3-30	39.48	39.48
AMAZON CAPITAL SERVICES	COMMUNITY EVENT - HALLOWEEN ON MAIN	10/23/2025	1TPV-YWLC-6	100-40-5214-3-38	13.13	13.13
AMAZON CAPITAL SERVICES	WALL CALENDAR - CITY GARAGE	10/23/2025	1QPR-L9XQ-	100-70-5412-3-38	18.75	18.75
AMAZON CAPITAL SERVICES	WATER VALVE COVER REPLACEMENT - BALL COMPLEX	10/23/2025	1NNR-PTPL-6	100-20-5525-3-36	56.00	56.00
Total AMAZON CAPITAL SERVICES:						245.11
ANYTHING & EVERYTHING HOME MNT						
ANYTHING & EVERYTHING HOME MN	STUMP REMOVAL - DODGE/SHALER/LINCOLN	10/23/2025	6261	100-70-5443-3-38	975.00	975.00
Total ANYTHING & EVERYTHING HOME MNT:						975.00
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - AUG 24-SEPT 23 2025 EMERGENCY GOV	10/23/2025	AUG24-SEPT	100-50-5251-3-31	298.11	298.11
AT&T MOBILITY	SCHLIEVE PHONE - SEPT 8 - OCT 7 2025	10/23/2025	SEPT8-OCT7	100-10-5191-3-31	191.54	191.54
Total AT&T MOBILITY:						489.65
AXLEY BRYNELSON LLP						
AXLEY BRYNELSON LLP	VANDE ZANDE VS CITY - ATTORNEY FEES - SEPT 2025	10/23/2025	1038790	100-10-5194-3-38	5,538.00	5,538.00
Total AXLEY BRYNELSON LLP:						5,538.00
BALLWEG IMPLEMENT						
BALLWEG IMPLEMENT	BLADES - LAWNMOWER DECK - 159- 24	10/23/2025	P28917	100-70-5411-3-36	225.82	225.82
Total BALLWEG IMPLEMENT:						225.82
BISHOP, ROHN						
BISHOP, ROHN	SIX DETAIL AND ONE CAR WASH ON 10/6/25	10/23/2025	10-6-25	100-40-5212-3-36	252.00	252.00
Total BISHOP, ROHN:						252.00
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	SEPTEMBER 2025 TAXI SERVICES	10/23/2025	6120	501-10-5154-3-38	12,529.27	12,529.27
Total BROWN CAB SERVICE INC:						12,529.27
CAMERA CASINO LLC						
CAMERA CASINO LLC	CANON R8 CAMERA, CANON RF100 LENS, CANON EL-5 SPEEDLITE FLASH, VANGUARD VEO3T+343 TRIPOD	10/23/2025	28598	100-40-5213-3-38	3,159.96	3,159.96
Total CAMERA CASINO LLC:						3,159.96

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	10/23/2025	171154001-O	100-70-5412-3-38	234.50	234.50
CHARTER COMMUNICATIONS	LATE FEE	10/23/2025	31233-OCT25	100-10-5197-3-31	114.23	114.23
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	10/23/2025	171156301-O	100-10-5197-3-31	165.01	165.01
CHARTER COMMUNICATIONS	NEW COMMUNITY CENTER	10/23/2025	241449301-O	100-20-5511-3-31	129.99	129.99
Total CHARTER COMMUNICATIONS:						643.73
CITY OF BEAVER DAM						
CITY OF BEAVER DAM	EMS CALL 10-9-25	10/23/2025	23440	100-10-5255-3-38	860.00	860.00
Total CITY OF BEAVER DAM:						860.00
CUSTOM SERVICE INFORMATION LLC						
CUSTOM SERVICE INFORMATION LL	PARTIAL PAYMENT (APPROX 1/3) - CONTRACT SERVICES - PD	10/23/2025	10-11-25	220-40-5210-3-38	900.00	900.00
CUSTOM SERVICE INFORMATION LL	DEPOSIT PAYMENT - CONTRACTED SERVICES - PD	10/23/2025	10-11-25/1	220-40-5210-3-38	500.00	500.00
Total CUSTOM SERVICE INFORMATION LLC:						1,400.00
DESTINATION LAKE WINNEBAGO REGION						
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - AUGUST 25	10/23/2025	10152025	430-70-5436-3-42	13,493.47	13,493.47
Total DESTINATION LAKE WINNEBAGO REGION:						13,493.47
DEVRIES WELDING LLC						
DEVRIES WELDING LLC	METAL TO INSTALL NEW GUTTER FOR DRAINAGE ROOF	10/23/2025	02919	400-60-5511-8-00	100.00	100.00
Total DEVRIES WELDING LLC:						100.00
EHLERS AND ASSOCIATES INC						
EHLERS AND ASSOCIATES INC	TID 10 CREATION	10/23/2025	103213	411-70-5435-3-39	10,500.00	10,500.00
Total EHLERS AND ASSOCIATES INC:						10,500.00
ELLISON ELECTRIC SUPPLY INC						
ELLISON ELECTRIC SUPPLY INC	EMERGENCY EXIT SIGN - ICE ARENA	10/23/2025	1233487	100-70-5410-3-36	102.68	102.68
Total ELLISON ELECTRIC SUPPLY INC:						102.68
EXCEL TECHNOLOGIES						
EXCEL TECHNOLOGIES	WAUPUN ICE ARENA AMMONIA VENTILATION	10/23/2025	120242	400-20-5514-8-00	600.00	600.00
Total EXCEL TECHNOLOGIES:						600.00
FOND DU LAC COUNTY CLERK OF COURTS						
FOND DU LAC COUNTY CLERK OF C	PAID WARRANT - MATOS	10/15/2025	10-15-25	100-13850	348.00	348.00
Total FOND DU LAC COUNTY CLERK OF COURTS:						348.00
FRED J PIETTE CO INC						
FRED J PIETTE CO INC	REIMBURSE BOND PMT - 926 W MAIN ST - DOLLAR GENERAL	10/23/2025	10-13-25	230-21120	3,000.00	3,000.00
Total FRED J PIETTE CO INC:						3,000.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
FREEDOM SUPPLY LLC						
FREEDOM SUPPLY LLC	VEHICLE WASHING SUPPLIES	10/23/2025	2440	100-50-5244-3-38	80.82	80.82
Total FREEDOM SUPPLY LLC:						80.82
GANNETT WISCONSIN LOCALIQ						
GANNETT WISCONSIN LOCALIQ	TID 10 JOINT REVIEW BD MEETING NOTICE	10/23/2025	11680552	100-10-5110-3-35	31.40	31.40
GANNETT WISCONSIN LOCALIQ	ANNEXATION ORD - PHOENIX PROPERTIES	10/23/2025	11624854	400-70-5436-3-38	37.00	37.00
GANNETT WISCONSIN LOCALIQ	2025 SIDEWALK ADVERTISEMENT FOR BIDS	10/23/2025	11617401	100-10-5110-3-35	135.42	135.42
GANNETT WISCONSIN LOCALIQ	NOTICE OF PUBLIC HEARING - ENGELHARDT	10/23/2025	11663267	100-10-5110-3-35	70.60	70.60
Total GANNETT WISCONSIN LOCALIQ:						274.42
GOODYEAR COMMERCIAL TIRE & SER						
GOODYEAR COMMERCIAL TIRE & SE	TIRES - PD - SQUAD 2	10/23/2025	132-1207492	100-40-5212-3-36	562.00	562.00
Total GOODYEAR COMMERCIAL TIRE & SER:						562.00
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	RICOH PRINT CART SP 4100NL	10/23/2025	IN15311007	100-10-5141-3-36	184.77	184.77
GORDON FLESCH CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 09/14/25 TO 10/12/25	10/23/2025	IN15355154	100-10-5141-3-36	208.88	208.88
GORDON FLESCH CO INC	CANON - COMMUNITY CENTER - 9/16/25-10/14/25	10/23/2025	IN15360609	100-20-5511-3-38	18.27	18.27
GORDON FLESCH CO INC	CANON - COMMUNITY CENTER - 8/20/25-9/16/25	10/23/2025	IN15324216	100-20-5511-3-38	15.30-	15.30-
Total GORDON FLESCH CO INC:						396.62
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	SAFETY GLASSES/LENS CLEANING TOWELETES	10/23/2025	9746	100-70-5412-3-38	436.40	436.40
Total H & R SAFETY SOLUTIONS LLC:						436.40
HOMAN AUTO - RIPON						
HOMAN AUTO - RIPON	SQUAD 1 - WATER PUMP ASSEMBLY, ANTIFREEZE, 2 V-BELTS	10/23/2025	319162	100-40-5212-3-36	357.30	357.30
Total HOMAN AUTO - RIPON:						357.30
HOPP, NATHAN E						
HOPP, NATHAN E	BOOT ALLOWANCE	10/23/2025	10-21-25	100-70-5412-3-38	150.00	150.00
Total HOPP, NATHAN E:						150.00
JMB & ASSOCIATES LLC						
JMB & ASSOCIATES LLC	ANNUAL CALIBRATION - SAFETY BUILDING	10/23/2025	45311	100-70-5410-3-36	754.00	754.00
Total JMB & ASSOCIATES LLC:						754.00
JWC BUILDING SPECIALTIES INC						
JWC BUILDING SPECIALTIES INC	SERVICE/REPAIR - INSPECTION & PM OF MODERFOLD OPERABLE PARTITIONS - COMM CENTER	10/23/2025	0225170-IN	100-20-5511-3-36	235.00	235.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total JWC BUILDING SPECIALTIES INC:						235.00
KARTECHNER & GIRLS FLOWER CO						
KARTECHNER & GIRLS FLOWER CO	WRNC GRANT PAYMENT KARTECHNER	10/23/2025	102125	405-70-5439-8-00	20,000.00	20,000.00
Total KARTECHNER & GIRLS FLOWER CO:						20,000.00
KEIL ENTERPRISES						
KEIL ENTERPRISES	TRAINING - OPERATION RUSH - WARNER	10/23/2025	1009-2025	100-40-5215-3-37	249.00	249.00
Total KEIL ENTERPRISES:						249.00
KWIK TRIP INC						
KWIK TRIP INC	REIMBURSE BOND PMT - 3 SHALER DRIVE	10/23/2025	10-13-25	230-21120	1,500.00	1,500.00
Total KWIK TRIP INC:						1,500.00
LARSON TRUCKING INC						
LARSON TRUCKING INC	HAULED GRAVEL FOR VARIOUS PROJECTS	10/23/2025	9591	100-70-5431-3-36	206.05	206.05
Total LARSON TRUCKING INC:						206.05
LONE STAR CHALLENGE COINS LLC						
LONE STAR CHALLENGE COINS LLC	CHALLENGE COINS	10/23/2025	11036	100-50-5244-3-38	845.02	845.02
Total LONE STAR CHALLENGE COINS LLC:						845.02
MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 10/1/25 TO 11/1/25, COLOR COPY OVERAGE	10/23/2025	566222014	100-40-5211-3-38	163.91	163.91
Total MARCO TECHNOLOGIES LLC:						163.91
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	NEWTON/ROCK PHASE 2 UTILITIES	10/23/2025	021590	100-13850	22,674.70	22,674.70
Total MSA PROFESSIONAL SERVICES INC:						22,674.70
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	OIL FILTER/AIR FILTERS/FUEL FILTER/HYD FILTER - 102-84	10/23/2025	2391-204070	100-70-5411-3-36	151.03	151.03
O'REILLY AUTOMOTIVE INC	OIL FILTER/FUEL-WTR SEP/A-T FILTER/HYD AIR FILTER - 30-06	10/23/2025	2391-204238	100-70-5411-3-36	129.95	129.95
O'REILLY AUTOMOTIVE INC	HINGE PIN - 30-06 - REPLACE	10/23/2025	2391-205152	100-70-5411-3-36	43.43	43.43
O'REILLY AUTOMOTIVE INC	HYDRO GAUGE - SHOP SUPPLIES	10/23/2025	2391-202441	100-70-5411-3-36	45.99	45.99
O'REILLY AUTOMOTIVE INC	FLEX CLAW - SHOP TOOL	10/23/2025	2391-205364	100-70-5411-3-38	12.99	12.99
O'REILLY AUTOMOTIVE INC	RESISTOR - 30-06 - REPLACE	10/23/2025	2391-205363	100-70-5411-3-36	42.33	42.33
O'REILLY AUTOMOTIVE INC	FUEL/WTR SEP/A-T FILTER - 28-03	10/23/2025	2391-204237	100-70-5411-3-36	100.06	100.06
O'REILLY AUTOMOTIVE INC	HINGE PIN - 30-06	10/23/2025	2391-205275	100-70-5411-3-36	43.43	43.43
O'REILLY AUTOMOTIVE INC	HINGE PIN KIT	10/23/2025	2391-205267	100-70-5411-3-36	17.46	17.46
O'REILLY AUTOMOTIVE INC	CREDIT	10/23/2025	2391-205276	100-70-5411-3-36	17.46	17.46
Total O'REILLY AUTOMOTIVE INC:						569.21

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	MILEAGE - FDL - REGISTER OF DEEDS - ENGLEHARDT ANNEXATION	10/23/2025	10-8-25	100-10-5110-3-38	28.00	28.00
Total PETERSEN, JENNIFER:						28.00
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REIMBURSE UTILITIES - SSM WAUPUN EMPLOYEE CLINIC	10/23/2025	10-22-25	100-13850	20.00	20.00
Total PETTY CASH-CITY HALL:						20.00
POMP'S TIRE						
POMP'S TIRE	TIRES FOR LEAF VAC	10/23/2025	520161591	700-10-5193-3-36	234.42	234.42
Total POMP'S TIRE:						234.42
REINDERS INC						
REINDERS INC	PULLEY-IDLER - 157-18	10/23/2025	6083491-00	100-70-5411-3-36	57.02	57.02
Total REINDERS INC:						57.02
RYF HEATING & AC						
RYF HEATING & AC	REFUND BUILDING PERMIT PMT - SHOULD HAVE BEEN FOR TOWN OF WAUPUN	10/23/2025	10-15-25	100-13850	95.00	95.00
Total RYF HEATING & AC:						95.00
SABEL MECHANICAL						
SABEL MECHANICAL	GATE VALVE DAM REPAIR	10/23/2025	250892	700-10-5192-3-36	36,187.05	36,187.05
Total SABEL MECHANICAL:						36,187.05
SHINY WASH						
SHINY WASH	VIP CAR WASH CARD FOR PD	10/23/2025	220019	100-40-5212-3-36	400.00	400.00
Total SHINY WASH:						400.00
SIRCHIE ACQUISITION COMPANY LLC						
SIRCHIE ACQUISITION COMPANY LL	DRUG TESTING EQUIPMENT - TEST 05 DUQUENOIS LEVINE/10, GLOVES-SM, MED, LG, XL	10/23/2025	0713925-IN	100-40-5213-3-38	682.65	682.65
Total SIRCHIE ACQUISITION COMPANY LLC:						682.65
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	LEGAL BLOOD DRAWS - SEPTEMBER 2025	10/23/2025	4617517	100-40-5213-3-38	80.00	80.00
Total SSM HEALTH LABORATORIES:						80.00
TOP PACK DEFENSE						
TOP PACK DEFENSE	CLOTHING ALLOWANCE - HENSEN	10/23/2025	16683	100-12634	829.28	829.28
Total TOP PACK DEFENSE:						829.28
TRAFFIC & PARKING CONTROL CO						
TRAFFIC & PARKING CONTROL CO	SIGNAL SERVICE - MAIN & MADISON - TURN ARROWS NOT COMING ON	10/23/2025	811312	100-70-5441-3-36	217.50	217.50

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total TRAFFIC & PARKING CONTROL CO:						217.50
W & D NAVIS						
W & D NAVIS	30 YD DUMPSTER - DISPOSE OF BUILDING DEMO MATERIAL - 18A N MADISON ST	10/23/2025	56705	405-70-5436-8-00	1,377.50	1,377.50
Total W & D NAVIS:						1,377.50
WAUPUN UTILITIES						
WAUPUN UTILITIES	MONTHLY UTILITY CHARGES	10/23/2025	SEPT2025	100-50-5244-3-32	25,712.55	25,712.55
Total WAUPUN UTILITIES:						25,712.55
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	TIME SYSTEM-QUARTERLY BILLING 10/1/25-12/31/25	10/23/2025	455TIME-0000	100-40-5212-3-38	371.25	371.25
Total WI DEPT OF JUSTICE:						371.25
WINTERHACK, STEVE						
WINTERHACK, STEVE	RADIO COVERAGE - FIRE DEPT OPEN HOUSE	10/23/2025	10-20-25	100-50-5244-3-38	150.00	150.00
Total WINTERHACK, STEVE:						150.00
Grand Totals:						170,359.36

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	237.42	.00	237.42
100-10-5110-3-38	145.75	.00	145.75
100-10-5141-3-30	39.48	.00	39.48
100-10-5141-3-31	31.08	.00	31.08
100-10-5141-3-36	393.65	.00	393.65
100-10-5191-3-31	31.08	.00	31.08
100-10-5194-3-38	5,538.00	.00	5,538.00
100-10-5197-3-31	178.96	.00	178.96
100-10-5255-3-38	860.00	.00	860.00
100-12634	829.28	.00	829.28
100-13850	1,084.54	.00	1,084.54
100-20-5511-3-31	161.07	.00	161.07
100-20-5511-3-32	1,547.47	.00	1,547.47
100-20-5511-3-36	235.00	.00	235.00
100-20-5511-3-38	18.27	15.30	2.97
100-20-5512-3-32	136.69	.00	136.69
100-20-5513-3-32	144.95	.00	144.95
100-20-5523-3-32	1,029.17	.00	1,029.17
100-20-5525-3-32	3,465.32	.00	3,465.32
100-20-5525-3-36	56.00	.00	56.00
100-21100	32.76	44,799.53	44,766.77
100-40-5211-3-32	1,113.38	.00	1,113.38
100-40-5211-3-38	163.91	.00	163.91
100-40-5212-3-36	1,571.30	.00	1,571.30

GL Account	Debit	Credit	Proof
100-40-5212-3-38	371.25	.00	371.25
100-40-5213-3-38	3,922.61	.00	3,922.61
100-40-5214-3-38	13.13	.00	13.13
100-40-5215-3-37	249.00	.00	249.00
100-50-5230-3-31	44.72	.00	44.72
100-50-5244-3-31	223.58	.00	223.58
100-50-5244-3-32	642.28	.00	642.28
100-50-5244-3-38	1,075.84	.00	1,075.84
100-50-5251-3-31	29.81	.00	29.81
100-70-5410-3-32	3,004.46	.00	3,004.46
100-70-5410-3-36	456.68	.00	456.68
100-70-5411-3-36	856.52	17.46-	839.06
100-70-5411-3-38	12.99	.00	12.99
100-70-5412-3-32	989.60	.00	989.60
100-70-5412-3-36	400.00	.00	400.00
100-70-5412-3-38	767.89	.00	767.89
100-70-5420-3-31	67.22	.00	67.22
100-70-5431-3-38	206.05	.00	206.05
100-70-5441-3-32	201.83	.00	201.83
100-70-5441-3-36	217.50	.00	217.50
100-70-5442-3-32	11,059.80	.00	11,059.80
100-70-5443-3-38	975.00	.00	975.00
210-21100	.00	2,334.81-	2,334.81-
210-60-5511-3-31	31.08	.00	31.08
210-60-5511-3-32	2,303.73	.00	2,303.73
220-21100	.00	1,400.00-	1,400.00-
220-40-5210-3-38	1,400.00	.00	1,400.00
230-21100	.00	4,507.00-	4,507.00-
230-21120	4,500.00	.00	4,500.00
230-30-5241-3-38	7.00	.00	7.00
400-20-5514-8-00	600.00	.00	600.00
400-21100	.00	20,956.16-	20,956.16-
400-60-5511-8-00	100.00	.00	100.00
400-70-5436-3-38	37.00	.00	37.00
400-70-5436-8-00	20,219.16	.00	20,219.16
405-21100	.00	21,406.63-	21,406.63-
405-70-5436-3-38	29.13	.00	29.13
405-70-5436-8-00	1,377.50	.00	1,377.50
405-70-5439-8-00	20,000.00	.00	20,000.00
411-21100	.00	10,500.00-	10,500.00-
411-70-5435-3-39	10,500.00	.00	10,500.00
430-21100	.00	13,493.47-	13,493.47-
430-70-5436-3-42	13,493.47	.00	13,493.47
501-10-5154-3-38	12,529.27	.00	12,529.27
501-21100	.00	12,529.27-	12,529.27-
700-10-5192-3-32	37.74	.00	37.74
700-10-5192-3-36	36,258.81	.00	36,258.81
700-10-5192-8-00	1,934.28	.00	1,934.28
700-10-5193-3-36	234.42	.00	234.42
700-21100	.00	38,465.25-	38,465.25-
Grand Totals:	170,424.88	170,424.88-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "101525","102825"



MINUTES
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 19, 2025 at 7:00 AM

Meeting called to order at 7 am by Board Chairperson, Gary DeJager.

Roll call taken. Members present Teresa Ruch, Tyler Schulz, Gary DeJager, Mitch Greenfield (online), Craig Much, Jodi Mallas, Kristine Salkowski, and Steve Daute (online). Also present are Mayor Bishop, Administrator Schlieve, Raina Lyman (Envision Greater Fond du Lac), and Assistant Administrator Casey Langenfeld.

Absent and excused: BJ Yohn; Katie Bohn

Administrator Schlieve notes that the address has a typo for agenda item 5 and that the correct address is 435 not 425 as listed. Motion Schultz, second Ruch to amend the agenda as presented with that change. Carried unanimously.

No one is present for public comment.

Motion Schultz, second Ruch to approve the consent agenda, including BID minutes from June 17, 2025, and BID financials from June and July 2025. Carried unanimously.

Administrator Schlieve notes that the application for Prison City Pub is outstanding, but that the work is complete and we are just waiting for receipts to reimburse the business owner. Kristine Salkowski is on the board and the owner of the business. She indicates that she is waiting for a receipt so that she can submit. No action required at this time.

Application for 435 S Main St, Tony's Family Restaurant. Jose Benitez is present to explain the project. Signage replaces the existing signage from Mateo's as the facility is now under new management. Jose is working through inspections now and hopes to be open in the near future. Total expenditures are estimated at \$5,494.14. Motion Schultz, second Much to approve a matching grant capped at \$2,100.

Administrator Schlieve shares a draft of the 2026 BID Operating plan that has been compiled with the help of Gary DeJager, Mitch Greenfield and Craig Much. The proposed agreement raises the BID assessment rate from \$1.85 to \$2.20 with more dollars direct toward grants. Dollars are also allocated to staffing for a marketing intern in cooperation with Downtown Promotions and support ongoing beatification efforts. A WEDC analysis for BIDs around the State of WI is shared and the proposed amount falls in line with averages outlined in that report. No feedback other than to proceed provided by the Board. The final plan will be presented for approval once assessment rates are finalized.

Raina Lyman provides an update on the Waupun Business Alliance, highlighting educational offerings and noting that WASD is seeking mentors for the incubator.edu program.

Administrator Schlieve provides an update. The City has been accepted in the Main Street Cohort program through WEDC as a way to move the community from Connect Community status to Main Street. The kickoff and first workshop is planned from August 27 at 3 pm. A small group of business owners are working on this and have identified the need to diversify the board. BID members are encouraged to attend. Recruitment is in process for Ignite Rural, a business accelerator program that will run this fall in Waupun. The program culminates with a pitch event with a significant top prize. The WRNC Opportunity fund has met and awarded the first two loans, including

an expansion loan in Waupun. Design work on the back alley project continues and staff is expecting a meeting with businesses in September/October. The sale of 301 E Main St is pending final contingency satisfaction but is expected to close by October 1, 2025.

The next regularly scheduled meeting is September 16, 2025.

Motion Schultz, second Greenfield to adjourn the meeting at 7:29 am. Carried unanimously.



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 19, 2025 at 7:45 AM

Meeting called to order by Chairperson Mayor Rohn Bishop at 7:45 am.

Roll call was taken. Members present include: Mayor Rohn Bishop; Derek Drews; Steve Daute (online); Gary DeJager, Cassandra Verhage, Sue Vandeberg. Absent Bobbi Jo Kunz. Also present, Administrator Schlieve, and Assistant Administrator Langenfeld, Jason Whitford (online).

Motion DeJager, second Vandeberg to adopt the agenda with one noted change. The Address for item 4 should read 435 not 425 E Main St. Motion carried unanimously.

No one present for public comment.

Motion Drews, second DeJager to approve the consent agenda, including minutes from June 17, 2025 CDA Meeting, and CDA financials for June and July 2025. Carried unanimously.

Application for 435 S Main St, Tony's Family Restaurant is reviewed. Jose Benitez is present to explain the project. Signage replaces the existing signage from Mateo's as the facility is now under new management. Jose is working through inspections now and hopes to be open in the near future. Total expenditures are estimated at \$5,494.14. Schlieve notes that the BID did approve a matching grant capped at \$2,100. Request is for 50% of remaining estimated costs (\$3,394.14). Motion VerHage, second DeJager to approve a matching grant capped at \$1,697.07.

Betty Woxland and her daughter, Heather Nagel are present to appeal the CDA decision requiring them to repaint their façade on the building they own at 319 E Main Street due to not having color selection preapproved. A copy of the design guideline ordinance (Chapter 25) is included in this packet with key language highlighted specific to color selection. Administrator Schlieve notes that the ordinance specifically references maintain earth ton colors on brick/masonry and that other colors should be complementary to the existing materials on the façade but are not restricted. Woxland contends that the colors painted are similar to the colors of the building in the 1970s when a bakery resided in the space and notes that the city originally painted over tile that had a windmill on the section of the building that is immediately to the left of the main door. Administrator Schlieve shared a video obtained from the Historical Society showing the original design of the building from the 1970s. Schlieve also shared a color palette that was created a number of years ago and additional research obtained from WEDC's Main Street group on colors, indicating that color selection should be recommendations but not mandated with the exception of requiring that brick not be painted due to the impact that has on preservation of the buildings. Woxland notes that since painting her building, she has had improved traffic flow in the space, and received positive comments from the public. Discussion centers on appearance of the building and the CDA board remains consistent with the request to consider repainting. Woxland agrees to review the color and is willing to repaint. Direction to table the discussion for further review and approval, pending final color selection from Woxland.

A preliminary design review for 101 Fond du Lac Street which houses the taxi service is conducted. The property owner wishes to add a pitched roof to address roof repairs/water runoff to improve the property. Motion Vandeberg, second Daute to approve the proposed design as presented. Carried unanimously.

Administrator Schlieve provides an update. The BID has been working on their 2026 operating plan and will finalize that in the near future. The City has been accepted in the Main Street Cohort program through WEDC as a way to move the community from Connect Community status to Main Street. The kickoff and first workshop is planned from August 27 at 3 pm. A small group of business owners are working on this and have identified the need to diversify the board. BID members are encouraged to attend. Recruitment is in process for Ignite Rural, a

business accelerator program that will run this fall in Waupun. The program culminates with a pitch event with a significant top prize. The WRNC Opportunity fund has met and awarded the first two loans, including an expansion loan in Waupun. Design work on the back alley project continues and staff is expecting a meeting with businesses in September/October. The sale of 301 E Main St is pending final contingency satisfaction but is expected to close by October 1, 2025.

The next regularly scheduled meeting of CDA is September 16, 2025 at 7:45 am.

Motion DeJager, second VerHage to adjourn the meeting at 8:32 am. Carried unanimously.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, September 8, 2025**

Meeting called to order by President Heeringa at 4:00 p.m.

Present: Commissioners Daane, Heeringa, Homan, Kunz, Mielke and Siebers

Absent with notice: Commissioner Thurmer

Motion made by Kunz, seconded by Homan, and unanimously carried, to approve minutes from August 11, 2025 meeting.

Motion by Siebers, seconded by Daane, and unanimously carried, bills for month of August 2025 approved as presented.

On motion by Siebers, seconded by Mielke, and unanimously carried, year-to-date financial reports through July 2025 approved as presented by Finance Director Stanek. Electric operating income was \$412,400. Water operating income was \$376,700. Sewer operating income (loss) was (\$174,400).

General Manager Brooks was absent with prior approval from the Commission. A written General Manager's report was provided to the Commissioners in advance. There were no questions or follow-up items.

Assistant Electric Operations Supervisor Vande Kolk presented the Electric Operations Report, which included updates on recent call-ins and outages, as well as current and upcoming projects. He also highlighted the use of a system map created by WPPI's GIS service, along with a transformer loading tool, to identify the remaining 4kV distribution system and the updated 12kV system. This information will support the development of estimates and proposed plans for purchasing additional transformers needed for the Business Park Substation, feeder buildouts, and voltage conversion work.

Treatment Facilities and Operations Superintendent Schramm provided updates on current projects at the water and wastewater treatment facilities, as well as within the distribution and collection systems. Engineers are completing an electrical study on the generator located at the Wastewater Treatment Facility (WWTF) in preparation for the final steps of connecting the backup generator to the facility. The WWTF Open House, which featured the ABNR upgrade, was well attended and received positive feedback from attendees.

On motion by Homan, seconded by Kunz, and unanimously carried, meeting adjourned at 4:39 p.m.

The next regular commission meeting will be held on October 13, 2025 at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 09, 2025 at 4:30 PM

Chairman Siebers called meeting to order at 4:31pm.

ROLL CALL

Members present include: Alderpersons: Dan Siebers, Michael Matoushek, Bobbi Jo Kunz. Citizens: Andrew Sullivan. Ex Officio: DPW Director Jeff Daane. Also in attendance: Mayor Rohn Bishop. Absent and Excused: Dale Heeringa, Dave Rens.

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

No persons wishing to address the Board of Public Works

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

Next Regularly Scheduled Meeting: Tuesday, October 14, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION – ACTION

1. Prior Minutes

Motion Matoushek, second Sullivan to approve minutes from August 12, 2025 Board of Public Works Meeting. Carried unanimously.

2. Fall Yard Waste Pickup Dates

Daane presents the proposed Fall yard waste pickup dates starting October 6, 2025 – November 10, 2025, weather permitting. Every year the Fall & Spring yard waste pickup dates are scheduled to begin the week following bulk pickup and looking for staff to be able to set the Spring & Fall yard waste pickup dates. Motion Kunz, second Matoushek. Carried unanimously.

3. Update to Ordinance 10.15 Collection of Recyclable Material

Each year the city applies for a recycling grant and to be in compliance we need to update our recycling ordinance by early 2026. Since there were so many changes, the recycling ordinance was completely recreated to reflect the new changes. Motion Siebers, second Matoushek to recommend to council. Carried unanimously.

DISCUSSION

4. Department Report for August

Daane reviews monthly report for August that gives a breakdown for total number of work orders, hours for each work order, and total costs associated.

ADJOURNMENT

Motion Kunz, second Matoushek to adjourn this meeting at 4:44pm. Carried unanimously.



CITY OF WAUPUN
BOARD OF REVIEW
Minutes of Meeting- September 24, 2025

The Board of Review met in regular session on Wednesday, September 24, 2025, at 9:00 a.m. in the City Hall Council Chambers located at 201 E. Main Street, Waupun.

Chairman Bishop calls the meeting to order at 9:00am and Clerk takes the Roll Call.

Board of Review members present on roll call are Angie Hull (Clerk), Rohn Bishop (Chairman), Andrea Torres, Steve Buchholz, Dylan Stein, and Jan Harmsen. Member Richard Steinbach is absent and excused.

The audience present is City Assessor Bradley Murdock, Project Manager for Associated Appraisal.

Motion Stein, second Harmsen to accept the June 11, 2025, Board of Review minutes. Motion carried.

Clerk informs the Board the statutory publication and posting requirements of Open Book and Board of Review are met.

The policy of Sworn Telephone or Written Testimony and Confidentiality of Information about Income and Expense required by the City Assessor in property assessment matters was previously adopted by the Board of Review.

Open Book which was conducted by Bradley Murdock of Associated Appraisal virtually/telephone on September 2, 2025 and in person on September 4, 2025.

Assessor submits the 2025 Dodge and Fond Du Lac County assessment roll to the Clerk along with the Assessor's sworn Oath of Office and Affidavit.

As no objectors made request for a scheduled appointment to appear before the Board and no audience is present to be heard, the tape recording is turned off and noted to be activated if an objector appears or at the close of the two-hour required session.

At 10:59am the tape recording is activated.

At 11:00am, Chairman Bishop reconvened the meeting.

No objections were before the Board and heard.

Motion Stein second Torres to conclude the two-hour session at 11:01am and adjourn the Board of Review for the year 2025. Motion carried.

Angela J. Hull, Board of Review Clerk



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, September 24, 2025 at 4:30 PM

CALL TO ORDER

Chairperson Bishop called the meeting to order at 4:30pm.

ROLL CALL

Members In-Person: Chairperson Rohn Bishop, Jason Whitford, Jerry Medema, Elton TerBeest, Gary Dejaeger.

Members Virtual: None

City Staff In-Person: City Attorney Dan VandeZande, City Administrator Kathy Schlieve, Sue Leahy, Grand Valley Building Inspection

Members Absent and Excused: Jeff Daane

Public: Mark Homan

PUBLIC HEARING

1. **Jason and Emily Engelhardt Annexation Petition to detach property address W11415 Hawthorne Drive, Waupun (#T21141599HA12000) from Township of Waupun, Fond Du lac County, and be annexed to the City of Waupun.**

Motion Whitford, second TerBeest to open the public hearing. Carried unanimously. No public comment. Motion TerBeest, second Medema to close public hearing. Carried unanimously.

Motion Medema, second Whitford to approve Jason and Emily Engelhardt Annexation Petition to detach property address W11415 Hawthorne Drive, Waupun (#T21141599HA12000) from Township of Waupun, Fond Du lac County, and be annexed to the City of Waupun. Carried unanimously.

NO PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next Regularly Scheduled Meeting: Wednesday, October 15, 2025, 4:30 p.m.

CONSIDERATION – ACTION

2. **Minutes from August 20, 2025 Plan Commission Meeting**

Motion Whitford, second Dejaeger to approve the August 20, 2025 minutes. Carried unanimously.

3. **CERTIFIED SURVEY MAP FOR BENJAMIN & LEAH BUTEYN COMBINING LOT 18 & OUTLOT 2 OF THE PLAT OF FAIRWAY ESTATES BEING LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31, TOWNSHIP 14 NORTH - RANGE 15 EAST, CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN**

Motion TerBeest, second Medema to approve Certified Survey Map for Benjamin and Leah Buteyn. Carried unanimously.

5. **Site Plan Review for 912 W Jefferson St Parcel No. 292-1315-0612-051**

Motion DeJaeger, second TerBeest to approve site plan review for 912 W Jefferson St. Sue Leahy, Grand Valley Inspection reviews the site plan and that the City is asking Homan's for grading to be reviewed. Mark Homan is present and is agreement with that. Homan's can begin construction while dealing with grading. Carried unanimously.

ADJOURNMENT

Motion Medema, second Dejaeger to adjourn this meeting that 4:36pm. Carried unanimously.

Minutes submitted by Kelsy VandeStreek



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 30, 2025 at 5:30 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 5:30pm.

ROLL CALL

Council in-person: Mayor Bishop, Alderman Kaczmarski, Alderman Siebers, Alderman Mielke, Alderman Kunz, Alderman Westphal

Council Virtual- Alderman Matoushek

Council Excused: None

Management in-person: Attorney VandeZande, City Clerk/Treasurer Hull, Administrator Schlieve, Public Works Daane, Fire Chief Demaa, Finance Director Langenfeld, Utility Manager Brooks

Management Virtual:

Management absent and excused: Recreation Director Kaminski, Library Director Jaeger, Police Chief Rasch

Audience in-person: Jaedon Buchholz

CONSIDERATION - ACTION

1. **Jason and Emily Engelhardt Annexation Petition to detach property address W11415 Hawthorne Drive, Waupun (T21141599HA12000) from Township of Waupun, Fond Du lac County, and be annexed to the City of Waupun**

Jason and Emily Engelhardt of W11415 Hawthorne Drive, Waupun (T21141599HA12000) Town of Waupun, have submitted a petition to annex to the City of Waupun due to the need to connect to the City's septic/sewer system.

Motion Kunz, second Westphal to adopt Ordinance 25-10 to annex property owned by Jason and Emily Engelhardt of W11415 Hawthorne Drive, Waupun (T21141599HA12000) Town of Waupun, Fond Du Lac County. Motion carried 6-0 on roll call.

2. **Certified Survey Map- Benjamin & Leah Buteyn Combining Parcels 66 Birdie (WPN-14-15-99-FA-180-00) and 62 Birdie (WPN-14-15-99-FA-470-00)**

Motion Siebers, second Matoushek to approve the Certified Survey Map submitted by Benjamin & Leah Buteyn to combine two parcels 66 Birdie (WPN-14-15-99-FA-180-00) and 62 Birdie (WPN-14-15-99-FA-470-00). Motion carried 6-0 on roll call.

3. **Award 2025 Sidewalk Management Program Bid**

Public Works accepted and opened bids for the 2025 sidewalk management program on Tuesday, September 23, 2025. Two bids were submitted: Rennhack Construction \$27,454.14 and Forward Contractors \$28,696.96.

Motion Westphal, second Siebers to award the 2025 Sidewalk Management Program bid to Rennhack Construction in the amount of \$27,454.14. Motion carried 6-0 on roll call.

4. **Resolution for Inclusion Under the Income Continuation Insurance Plan**

Motion Kunz, second Siebers to approve the Resolution for Inclusion Under the Income Continuation Insurance Plan. Motion carried 6-0 on roll call.

5. **Offer to Purchase a Portion of Lot 1 of Dodge County CSM 7085 (Dodge County Tax Parcel 292-1315-0844-003) with CTS Holdings LLC**

Motion Siebers, second Kaczmarski to approve the offer to purchase with CTS Holdings, LLC and the supporting Developer's Agreement. Motion carried 6-0 on roll call.

ORDINANCES-RESOLUTIONS

6. Ordinance to Repeal and Recreate Ch 10.15 entitled Health and Sanitation-Collection of Recyclable Material

Motion Siebers, second Mielke to accept the first reading of the ordinance to Repeal and Recreate Ch 10.15 entitled Health and Sanitation-Collection of Recyclable Material. Motion carried 6-0 on roll call.

DISCUSSION-REVIEW

7. Fire and Emergency Services Agreement By and Between the Town of Chester, Town of Trenton, Town of Waupun and City of Waupun

Council reviews the agreement with the surrounding jurisdictions for fire and emergency service and the impact on the City of Waupun.

CONSENT AGENDA

Motion Siebers, second Mielke to approve the Consent Agenda. Motion carried 6-0 on roll call.

ADJOURNMENT

At 6:23p, motion Kunz, second Kaczmarski to duly call the meeting adjourned. Motion carried 6-0.



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 14, 2025 at 6:00 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

The Pledge of Allegiance is heard followed by a moment of silence.

ROLL CALL

Council in-person: Mayor Bishop, Alderman Kaczmarski, Alderman Mielke, Alderman Siebers, Alderman Kunz

Council Virtual- Alderman Westphal

Council Absent- Alderman Matoushek

Management in-person: Attorney VandeZande, City Clerk/Treasurer Hull, Administrator Schlieve, Public Works Daane, Fire Chief Demaa, Finance Director Langenfeld, Recreation Director Kaminski, Police Chief Rasch; Library Director Jaeger, Utility Manager Brooks

Management Virtual: None

Management absent and excused: None

Audience in-person: Steve Bieber, Dylan Stein, Rick Vanthoff, and Kyle Clark of the Waupun Historical Society and Jaedon Buchholz

Audience Virtual: None

PERSONS WISHING TO ADDRESS COUNCIL

Steve Bieber, Dylan Stein, Rick Vanthoff, and Kyle Clark of the Waupun Historical Society thank Council and Public Works for their maintenance efforts on the historical society building.

RESOLUTIONS AND ORDINANCES:

1. Ordinance to Repeal and Recreate Ch 10.15 entitled Health and Sanitation-Collection of Recyclable Material
Motion Siebers, second Kunz to waive the second reading and adopt Ordinance 25-11 to repeal and recreate Ch 10.15 entitled Health and Sanitation-Collection of Recyclable Material. Motion carried 5-0 on roll call.

INFORMATION - DISCUSSION

2. Tariff Impact Fee Update for Remaining of CY25 and CY26

Staff informs the Council of the current and possible upcoming tariffs we are undergoing. The dump truck purchased will hold at \$1500 tariff fee.

3. 2026 Budget Preview

Staff provides the proposed 2026 Budget.

4. Waupun Community Fund Event- November 4, 2025

Motion Siebers, second Kunz to award a maximum amount of \$1000 for Council and City Staff to attend the Waupun Community Fund Event. Motion carried 5-0 on roll call.

CONSIDERATION - ACTION

5. Publication of the Public Hearing Notice for the 2026 Annual Budget

Motion Kunz, second by Mielke to authorize the publication of the public hearing for the 2026 Annual Budget. Motion carried 5-0 on roll call.

6. License-Permit Applications, Expenses

Motion Matoushek, second Kunz to approve the license and permit applications and authorize payment of expenses. Motion carried 6-0 on roll call.

7. Holiday Light Show Display Donation

The Christmas holiday light show owned by Sam's Well Drilling has been offered to the city. Staff provides a need for storage such as a semi-trail, which would be City cost. Staff will inquire to overall costs and return to a future council meeting for consideration.

ADJOURNMENT

At 6:34p, motion Kunz, second Mielke to duly call the meeting adjourned. Motion carried 5-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, October 15, 2025**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 p.m. on Wednesday, October 15, 2025. Present were Beer, DeJager, Gehl, Hill, Homan, Mielke, Svec, Jaeger, and library staff Sanders. Svec asked for a volunteer to take minutes on her behalf as she was having trouble hearing. Homan volunteered to take minutes.

Minutes from Previous Meetings

Motion by Beer, second Svec, to accept the September minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

1. Forsell Gappa: Passed out packet "October 2025 Library Board Meeting." Quoted scripture from Holy Bible and told Board they are making a huge mistake. He discussed reaching out to other pastors. Claims 9/10 agreed with him and he did not hear from 10th.

Six additional people attended the meeting.

Monthly Statistics

September statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Svec, second Mielke, to pay October 2025 bills as presented. Motion carried 8-0 on roll call.

Committee Reports

None.

Librarian's Report

Librarian's report was reviewed.

Old Business

None.

New Business

Motion by Svec, second Gehl, to approve Appendix F of the Monarch Library System Membership Agreement. Motion carried.

Motion by Gehl, second Homan, to approve the revised Display and Exhibits of Personal Collections Policy. Motion carried.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, November 19, 2025, at 4:30 p.m.

Adjournment

Motion by Beer, second Hill, to adjourn at 4:50 p.m. Motion carried.

Casey Homan, Acting Secretary
CH/bkj



MINUTES
CITY OF WAUPUN
Police & Fire Commission (PFC) Meeting
Waupun Safety Building – 16 E. Main Street, Waupun
Wednesday, October 15, 2025 at 4:30pm

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

CALL TO ORDER

Meeting convened at 4:30pm by PFC President.

ROLL CALL

Present: Bambi Buchholz (PFC Citizen), Teresa Heidemann (PFC Citizen), WFD Chief BJ DeMaa, Bobbi Jo Kunz (Council Member-Ex Officio), WPD Chief Jeremy Rasch, Tara Rhodes (PFC Citizen/Secretary), Mike Thurmer (PFC Citizen/President)

Member(s) absent (excused): John Bett (PFC Vice President)

Guests: N/A

MINUTES FROM PREVIOUS MEETING

Minutes from June 25, 2025 meeting presented for approval. Motion to approve minutes as submitted at 4:32pm by T. Heidemann and B. Buchholz second; all in favor, motion passed.

GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT AND WAUPUN FIRE DEPARTMENT

WFD Chief DeMaa provided the following update:

- Staffing:
 - Fire- 29 of 31 positions filled; 3 going through fire school (just completed 60 hrs); 1 resigned last weekend
 - EMS- 9 of 14 positions filled; 1 resigned today
 - Have 3, possibly 4, candidates that will be interviewed at next meeting (10/29)
- Fire Operations:
 - Continue to discuss merging of the 2 fire departments. Discussions have come to a close and the townships and city will be reviewing the final proposal and making a decision on whether to move forward
 - Firehouse Subs grant was denied; will re-apply when it opens up again
 - Annual hose, ladder, and pump testing completed
 - Multiple inspections conducted for new businesses that were opening in the area
 - Received \$1,000 check from Kwik Trip/opening of their new east side location; will be put towards Fire Pup program (fire safety materials for kids)
 - Partnered with the Rec Department on 2 end-of-year outreach events
 - Conducted unique training with Dodge and Waupun Correctional Institution
 - Keller gave a presentation to the Common Council regarding the findings of the Public Safety building needs assessment; information was received particularly well
 - Fire Prevention Week was last week; in total met with around 1,100 kids
- EMS Operations:
 - Met with Lifestar EMS to talk about moving forward with EMS transporting in a back-up capacity
 - Met with WI Dept. of Health Services to talk through the process of upgrading our service level and transporting patients when Lifestar does not have a unit available; biggest challenge will be

staffing as we must staff the unit with 2 EMTs and 24/7. Daytimes will be virtually impossible without paid-on-premise staffing which will change compensation as well.

WPD Chief Rasch provided the following update:

- **Staffing:**
 - Current: 18 full-time sworn personnel and 2 non-sworn personnel
 - Charles Hensen graduated from FVTC Academy (August); doing well in Field Training
 - Officer Brice is deployed with the Army National Guard
 - WPD had a team building grill out and fun night at the PD where many staff members and their families attended
- **Training:**
 - **July:** K9 Training – Officer Halverson; Safefleet Webinar – Lt Kreitzman; CVMIC Leadership Soft skills and Tech View – Lt Navis; Drug Task Force – Officer Halverson, Officer Knudson; SWAT – Officer Halverson
 - **August:** Firearms Training – Department wide; K9 Training – Officer Halverson; SWAT – Officer Halverson; Wisconsin Narcotics Officer Association Conference – Detective Konkel; Governor's Conference on Highway Safety – Deputy Chief Sullivan
 - **September:** K9 Training – Officer Halverson; SWAT – Officer Halverson; Officer Involved Critical Incident – Chief Rasch, DC Sullivan, Lt Brzezinski, Lt Kreitzman, Lt Navis; Taser Training – Det Konkel; Sexual Assault Training for the First Responding Officer – Det Konkel; Sexual Assault Training for the Supervisor – Det Konkel; ICAC Webinar – Det Konkel; DOJ DCI Death Investigation School – Lt Williams; Forensic Accounting for Elder Financial Exploitation – Det Konkel; Managing Field Training – Lt Navis' Crime Information Bureau Conference – Admin Asst Greenfield, Records Clerk DeBoer
- **Community Engagement:**
 - **July:** Christian Home Pie Social, Dodge County Cops and Bobbers, Salvation Army Board Meeting, WBEV Community Comment Radio Show, Lake Winnebago Meg Unit Board Meeting, Dodge County Law Executive Meeting, Police Lights of Christmas Fundraiser @ Culver's, Lemonade Stands
 - **August:** Dodge County Law Executive Meeting; Kwik Trip Ribbon Cutting Event; Dodge County School Safety Meeting; Alto Fair Pie in the Face Contest; Wild Goose Café Reopening Event; Dodge County Drug Task Force Board Meeting; Waupun Planning Commission Meeting; Dodge County Crisis Stakeholder Meeting; Dodge County Detective Meeting; Dodge County APS Meeting; School Safety Presentation for Waupun Jr/Sr School, Wastewater Treatment Open House
 - **September:** Dodge County Law Executive Meeting – DC Sullivan; Fond du Lac County Law Executive Meeting – Chief Rasch, DC Sullivan; Dodge County Drug Task Force Meeting – Officer Knudson, Officer Halverson; Dodge County Detective Meeting – Lt Williams, Det Konkel; Fond du Lac County Detective Meeting – Det Konkel; Dodge County Major Incident Response Team Meeting – Chief Rasch; Waupun Correctional Disturbance Response Meeting/Table Top – Chief Rasch; 911 Silent Parade Juneau, WI – Chief Rasch, DC Sullivan, Det Konkel; Halloween on Main Meeting – Chief Rasch, DC Sullivan; WBEV Community Comment Radio Show – Chief Rasch, DC Sullivan; Lunch w/Japanese Sister School Staff – Chief Rasch, DC Sullivan; CWC School Safety Meeting – DC Sullivan, Lt Williams, Office Dumke; CWC School Safety Meeting w/Dr Gann – Chief Rasch, DC Sullivan; Waupun Board of Review Meeting – Chief Rasch; Dodge Correctional Community Relations Meeting – Chief Rasch, DC Sullivan; WASD Meeting w/Superintendent Steve Hill – Chief Rasch, DC Sullivan; WASD Speak up Speak Out Presentation – Det Konkel, PSLO Dumke; SART/DART Dodge County Meeting – Det Konkel; CWC School Safety Speaker In-Service – Lt Williams, Officer Dumke; WASD School Safety Meeting – Lt Williams, DC Sullivan, Officer Dumke; WASD Football Game(s) – Officer Dumke, Lt Williams, Uniform Staff; Dodge County SRO Meeting – Officer Dumke; WASD Powder Puff Game – Officer Dumke

- WPD staff participated in a Scholastic Book donation and the proceeds were presented to a teacher at RRIS
- Unannounced drills were performed in the WASD Jr/Sr High School and at CWC reference school safety. The results of the drills were communicated with school staff
- WPD K9 Team and WPD staff organized a brat fry and all proceeds go to the K9 program
- **Operations**
 - Central Wisconsin Christian School – collaborating more with staff and have been more visual; have met with Dr Gann about the possibility of a PSLO position in the future at their facility
 - CSI LLC Policy Development – Working w/CSI to provide most up to date WILEAG approved policies, approximately 25% completed
 - Sunrise Counseling Services – working with Sunrise to provide staff with the annual mental health check ins. A majority of staff had ride along/meeting with counselor this year.
 - 2026 Budget – City budget is balanced for 2026 as of the 10/14/25 council meeting
 - Union Contract – The city and the union did not open up the contract as the city cannot afford the 12- hour schedule
 - Calls/Charges
 - (July) Calls for Service – 947; Criminal Arrests/Referrals – 22; also burglary, ICAC, felony fleeing and sexual assault cases w/various appropriate charges
 - (August) Calls for Service – 889; Criminal Arrests/Referrals – 26; also drug investigations and sexual assault cases resulting in charges. WPD participated in a county wide drug interdiction with agencies throughout Fond du Lac County. Multiple drug related arrests were made in the city of Waupun and throughout the county. Lt Williams assisted in establishing the Fond du Lac County Detective group.
 - (September) Calls for Service – 951; Criminal Arrests/Referrals – 14; Homicide case closed /plea offer agreed upon to 2nd Degree Reckless Homicide; drug investigation closed with numerous felony charges (Drug Task Force Case).
 - Officer Dumke began setup of Truancy Court between BD Muni Court and WASD
 - Records Requests
 - In 2024 we accumulated approximately 400 working hours for record request processing.
 - Through September of this year, we have accumulated approximately 505 working hours for record request processing.
 - We are still working through video redaction from the month of June and on.
 - 511 Records requests through September 2025: 633 total for 2024
 - Majority of these requests come from those who profit off of sharing on social media platforms

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

The next Commission meeting is October 29, 2025 at 4:30pm in the Waupun Safety Building.

The PFC meets quarterly, at minimum. If necessary, please send any agenda requests to Chief DeMaa or Chief Rasch so appropriate preparation(s) can be made.

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

ADJOURNMENT

Motion at 5:24pm to adjourn meeting made by T. Rhodes and B. Buchholz second; all in favor, motion passed.

Respectfully submitted,
Tara Rhodes, Secretary



Waupun Police Department Monthly Report

September 2025

Staffing Updates

Our current staff level is 18 full time sworn personnel and 2 non-sworn personnel.

Officer Hensen is currently in field training at the police department.

Officer Brice is deployed with the Army National Guard.

Community Engagement

Dodge County Law Executive Meeting – DC Sullivan
Fond du Lac County Law Executive Meeting – Chief Rasch, DC Sullivan
Dodge County Drug Task Force Meeting – Officer Knudson, Officer Halverson
Dodge County Detective Meeting – Lt Williams, Det Konkel
Fond du Lac County Detective Meeting – Det Konkel
Dodge County Major Incident Response Team Meeting – Chief Rasch
Waupun Correctional Disturbance Response Meeting/Table Top – Chief Rasch
911 Silent Parade Juneau, WI – Chief Rasch, DC Sullivan, Det Konkel
Halloween on Main Meeting – Chief Rasch, DC Sullivan
WBEV Community Comment Radio Show – Chief Rasch, DC Sullivan
Lunch w/Japanese Sister School Staff – Chief Rasch, DC Sullivan
CWC School Safety Meeting – DC Sullivan, Lt Williams, Office Dumke
CWC School Safety Meeting w/Dr Gann – Chief Rasch, DC Sullivan
Waupun Board of Review Meeting – Chief Rasch
Dodge Correctional Community Relations Meeting – Chief Rasch, DC Sullivan
WASD Meeting w/Superintendent Steve Hill – Chief Rasch, DC Sullivan
WASD Speak up Speak Out Presentation – Det Konkel, PSLO Dumke
SART/DART Dodge County Meeting – Det Konkel
CWC School Safety Speaker In-Service – Lt Williams, Officer Dumke
WASD School Safety Meeting – Lt Williams, DC Sullivan, Officer Dumke
WASD Football Game(s) – Officer Dumke, Lt Williams, Uniform Staff
Dodge County SRO Meeting – Officer Dumke
WASD Powder Puff Game – Officer Dumke

Department Information

Training

K9 Training – Officer Halverson
SWAT – Officer Halverson
Officer Involved Critical Incident – Chief Rasch, DC Sullivan, Lt Brzezinski, Lt Kreitzman, Lt Navis
Taser Training – Det Konkel
Sexual Assault Training for the First Responding Officer – Det Konkel



Waupun Police Department Monthly Report

September 2025

Sexual Assault Training for the Supervisor – Det Konkel
ICAC Webinar – Det Konkel
DOJ DCI Death Investigation School – Lt Williams
Forensic Accounting for Elder Financial Exploitation – Det Konkel
Managing Field Training – Lt Navis
Crime Information Bureau Conference – Admin Asst Greenfield, Records Clerk DeBoer

Info

Homicide Case WP2400021 came to a close in late September, with a plea offer agreed upon by the defendant. The defendant plead to 2nd Degree Reckless Homicide and the Sentencing Hearing is scheduled for December 19, 2025.

WPD continues to work with a Policy and Procedure Vendor for policy development. Approximately 23% has been completed.

Sunrise Counseling Services – we are working with Sunrise to provide staff with annual mental health check-ins. Four staff members had a ride along/meeting with counselor.

WPD conducted safety checks at all WASD schools and Central Wisconsin Christian School.

WPD had a team building grill out and fun night at the PD where many staff members and their families attended.

WPD K9 Team and WPD staff organized a brat fry and all proceeds go to the K9 program.

WPD staff participated in a Scholastic Book donation and the proceeds were presented to a teacher at RRIS.

Open Records Requests

We are continuing to field a large number of open records requests. Due to the complexity of some of these requests we are tracking the amount of time it takes to complete these tasks. We are receiving more body worn camera video records request, which take an exorbitant amount of time to process.

****In 2024 we accumulated approximately 400 working hours for record request processing. Through September of this year, we have accumulated approximately 505 working hours for record request processing. We are still working through video redaction from the month of June and on.**

2025 September Total – 51

2025 Total – 511

2024 Annual Total – 633



Waupun Police Department Monthly Report

September 2025

2023 Annual Total – 583

2022 Annual Total – 555

2021 Annual Total – 564

2020 Annual Total – 623

Police Activity

Calls for Service: 951

Arrests: 14

Code Enforcement	Warnings	Citations	Hours
January	9	1	
February	20	1	
March	16	3	
April	20	6	18
May	17	34	19.5
June	9	2	9.5
July	8	0	4.5
August	8	2	9
September	14	6	14.5
October			
November			
December			

Police School Liaison Officer

25WP06829 - Child abuse case which resulted in informational report and referral to CPS.

25WP06885 – Drug Complaint with a referral to Dodge DA for Mis. Bail jumping, cite for possession of nicotine (underage)

25WP07122 - Dangerous weapons at school event (knife)

25WP07309 - Juvenile report, referred to CPS for documentation purposes only

2 Student Threat Assessments

1 Student Reentry Meeting

Officer Dumke began set up of Truancy Court between BD Muni Court and WASD



Waupun Police Department Monthly Report

September 2025

Unannounced drills were performed in the WASD Jr/Sr High School and at CWC reference school safety. The results of the drills were communicated with school staff.

Officer Dumke, Lt Williams, and other department staff worked to address parking and traffic issues at the drop off and pick up times at RRIS.

Officer Dumke assisted with the annual tornado warning drills.

Investigations

25WP05685 – Fraud – Active Investigation

25WP07875 – ICAC – Active Investigation

25WP05160 – Drug Investigation – Closed – Leads exhausted

24WP05585 – Drug Investigation – Closed w/ numerous felony charges (Drug Task Force Case)

25WP07046 – ICAC – Active Investigation

25WP07296 – Sexual Assault – Active Investigation

25WP07317 – Crypto/Scam – Active Investigation

25WP07516 – Theft – Active Investigation

Additional Tasks

Complaint filed with the WI Division of Quality Insurance reference a local living facility. Numerous deficiencies were located by that agency and consequences will be posted within 40 days.

Cellebrite Etraction Totals

2025 Total - 19

2024 Total – 22 Extractions

2023 Total – 16 Extractions

Chief of Police Jeremy Rasch



Waupun Police Department

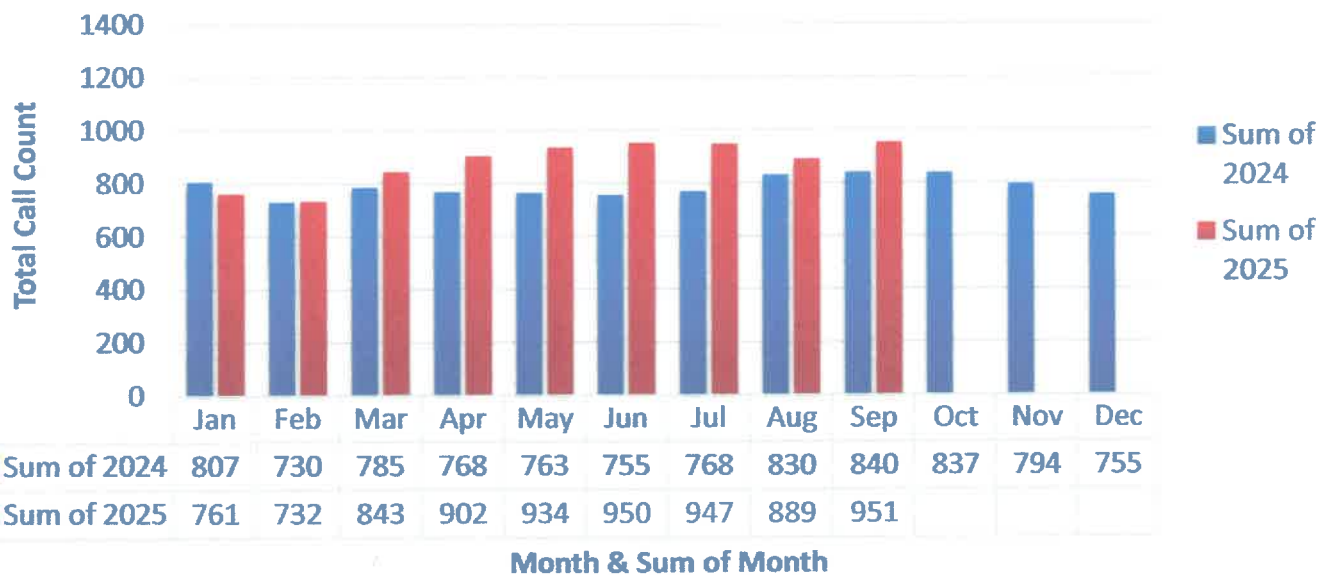
September 2025



Monthly Call Volume Report

Call Volume Monthly 2024 - 2025			
Month	2024	2025	Percent Difference
January	807	761	-5.7%
February	730	732	0.3%
March	785	843	7.4%
April	768	902	17.4%
May	763	934	22.4%
June	755	950	25.8%
July	768	947	23.3%
August	830	889	7.1%
September	840	951	13.2%
October	837		
November	794		
December	755		
Grand Total:	9,432	7,909	

Monthly Call Volume 2024 - 2025





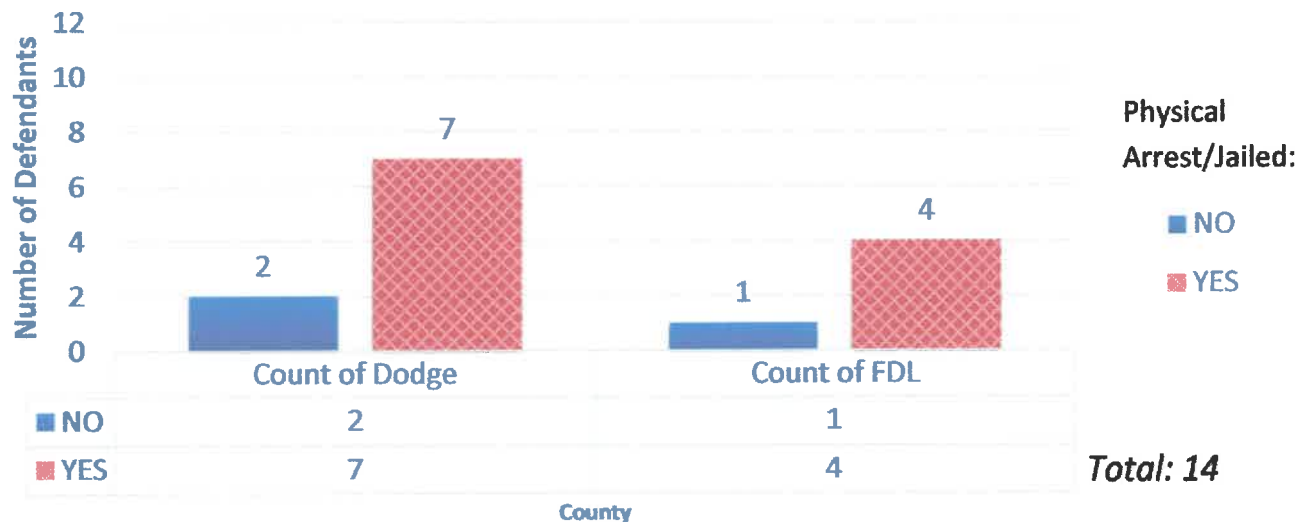
Waupun Police Department

September 2025



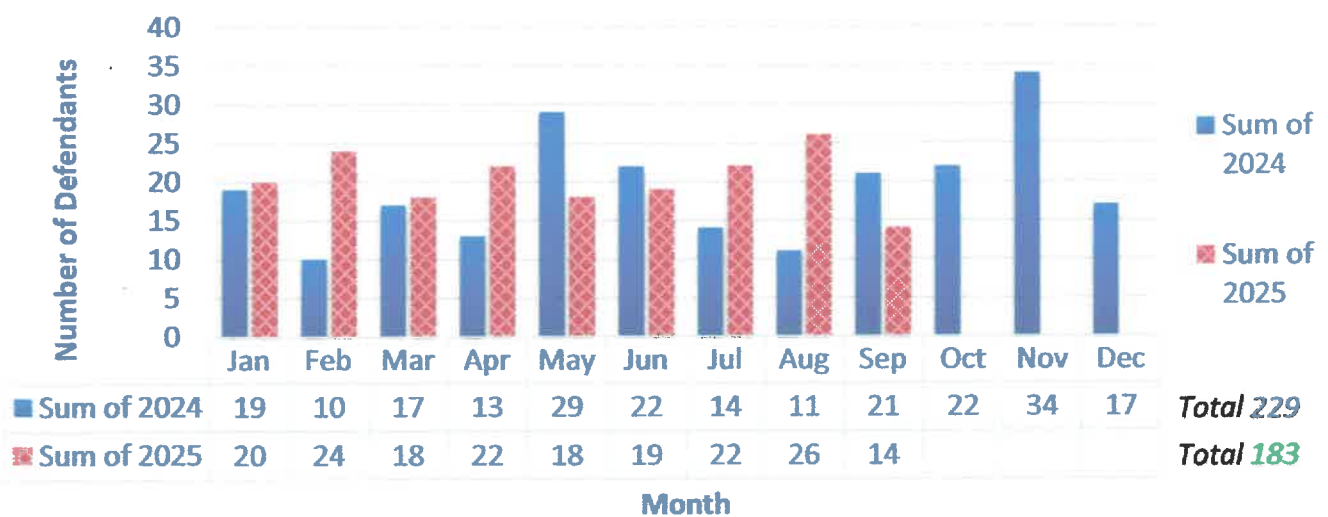
Request for Charges & Physical Arrest Report

Request for Charges & Physically Arrested September 2025



The total number of arrests or referrals are subject to increase in the event there is an open or ongoing investigation.

Monthly Arrest & Referral Comparison 2024 - 2025



The total number of arrests or referrals are subject to increase in the event there is an open or ongoing investigation.



Waupun Police Department Total Call Report



From: September 1, 2025 To: September 30, 2025

Agency	Incident Type	Total Incidents
WP	911 CHECK	28
	ABANDONED VEHICLE	2
	ABUSE/NEGLECT	1
	ACCIDENT	12
	ACCIDENT W/INJURY	2
	AMBULANCE	54
	ANIMAL ABUSE	1
	ANIMAL BITE	2
	ANIMAL COMPLAINT	8
	ANNOYING PHONE CALLS	1
	ASSIST AGENCY	15
	ASSIST CITIZEN	26
	ASSIST MOTORIST	2
	ATTEMPT TO LOCATE	1
	BUILDING CHECK	30
	CARCASS IN ROADWAY	1
	CASE TAKEN IN ERROR	1
	CHECK WELFARE	20
	CHILD ABUSE/NEGLECT	2
	CHILD CUSTODY	1
	CIVIL PROBLEM	1
	COURT ORDER VIOLATION	1
	CRIMES WITH CHILDREN	2
	CRIMINAL DAMAGE TO PROPERTY	1
	DEPARTMENT K9 DOG	1
	DIRECTED AREA PATROL	210
	DISABLED VEHICLE	1
	DISORDERLY CONDUCT	4
	DOMESTIC	4
	DRUGS/NARCOTICS	3
	EXTRA PATROL	78
	FLOCK ATL	1
	FOLLOW UP	30
	FOOT PATROL	18
	FOOT PURSUIT	1
	FOUND ANIMAL	4
	FOUND JUVENILE	1
	FOUND PROPERTY	7
	FRAUD	2
	FUNERAL ESCORT	2
	GAS DRIVE OFF	1
	HARASSMENT	3
	HIT AND RUN	6
	HOUSE WATCH REQUEST	14



Waupun Police Department Total Call Report



From: September 1, 2025 To: September 30, 2025

INFORMATION TO DOCUMENT	2
INTOXICATED DRIVER	1
INTOXICATED SUBJECT	1
INTRUSION ALARM	4
JUVENILE PROBLEM	9
MISSING ADULT	2
MISSING JUVENILE	1
NEIGHBOR DISPUTE	1
NEIGHBORHOOD POLICING	1
NOISE COMPLAINT	2
OPEN DOOR	4
ORDINANCE VIOLATION	18
PAPER SERVICE	1
PARKING ENFORCEMENT	24
PATROL ASSIST FIRE	6
PROBATION HOLD VIOLATION	2
RECKLESS DRIVER	14
REPOSSESSION	1
RUNAWAY	1
SCAM COMPLAINT	1
SCHOOL CROSSING	5
SEXUAL ASSAULT	1
SPECIAL ASSIGNMENT	21
SUBJECT STOP	5
SUSPICIOUS ACTIVITY	17
SUSPICIOUS VEHICLE	2
TAVERN CHECK	5
THEFT	3
TRAFFIC ENFORCEMENT	17
TRAFFIC PROBLEM	6
TRAFFIC VIOLATION	149
TRESPASSING	1
TRUANCY	3
WARRANT	3
WARRANT OTHER AGENCY	8
WRONG WAY DRIVER	3
Total	951



Waupun Fire & Rescue

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

B.J. DeMaa, Chief
bjdema@waupunpd.org

September Fire Chief's Report:

Call Summary:

	September 2025	2025 YTD	September 2024	2024 YTD
City Fire	13	110	19	137
City EMR	52	423	58	381
Country Fire	5	58	5	46

Staffing:

- City Fire: 30 of 31 positions filled
 - o There were no interviews conducted this month.
 - o There are 2 applications that were received. The Recruitment and Retention Committee has met with both.
 - o 1 firefighter was hired
 - Collynn Sheely (9/16/25)
- City EMR: 10 of 15 positions filled
 - o There are 2 applications that were received. A meet-and-greet will be scheduled with the Recruitment and Retention Committee followed by an interview with the PFC.
 - o There were no hires in the month of September.
 - Cade Hartgerink has started covering EMR.
- Country Fire: 14 of 14 positions filled

Training:

- City Fire: a tour was conducted out at United Co-op to go over the soybean crush plant. At this time, this portion of the facility should come online in the first or second week of November.
- City EMR: annual Emergency Vehicle Operations Course
- Country Fire: crews cleaned up and re-stocked equipment/supplies from a fire earlier in the day as well as station and vehicle prep for the Open House on October 6.

Department updates:

- Met with the City Administrator, Building Inspector, and City Attorney to discuss properties around the community that have fallen into severe disrepair.
- Worked on quotes for items that will be purchased with the United Co-op grant (\$5,000). Equipment will include: litter/stokes basket, rigging harness for basket, securement straps for basket, full body harnesses.

October 16, 2025

- In my role as Combination Services Trustee with the WI State Fire Chiefs Association, I was asked to sit on the WI Technical College System Fire Service Advisory Committee. This month's meeting focused on proposed changes to certifications, specific to Firefighter 1 and the Emergency Services Instructor.
- Hosted the Top Hats Motorcycle Club's 9/11 Memorial Poker Ride. Waupun was one of the stations they stopped at to take a break on their ride.
- Sizing set for Class A uniform shirts arrived. We will work on getting everyone sized over the next few weeks.
- Lifestar EMS will be picking up new territory in Southern Winnebago County as well as in the Marshall/Medina/York area effective 1/1/2026. It will be worth watching to see if this has any impact on the service received in the Waupun Ambulance District.
- We had a Disturbance Planning Meeting with Waupun Correctional Institution. This is an annual meeting we have with each institution that brings numerous different agencies together to talk through what staffing and equipment they could provide in the event of a large disturbance at the institution. Once we get through that part of the meeting, we conduct a table-top drill where we break into smaller "functional" groups and talk about what we would be doing at various stages of the incident. This year's table-top incident was a fire in the building that we did our City fire training at.
- Multiple meetings were held with the townships in an effort to finalize a draft contract for the townships to review with their boards.
- Attended a meeting on the program called NERIS. This is the federal database that all fire reports end up getting submitted to after we enter them into our Records Management System (RMS). This will be a big upgrade for fire departments across the nation and will allow us to be able to better track data and trends as opposed to the significant lag that exists with the current NFIRS system.
- Fire Prevention materials have arrived and are being put together for delivery to the schools and childcare facilities. The Fire Prevention Week schedule was finalized with the schools and child care centers.
- We met with the WI Department of Administration to go over our Healthcare Infrastructure Grant. We have been working off of this grant for the past 2 years to get our EMR program and equipment to where it is today. This meeting was to go over the specifics of our program, what it has allowed us to do, how it has solidified and strengthened the local EMS system, success stories of the EMR program, and then an overview of all the equipment that has been purchased.
- Mike was able to secure a battery donation from Batteries Plus for our Change Your Clocks, Change Your Batteries pizza delivery event with Tony's Pizza in November. This donation will allow us to hand out over 100 batteries.

October 16, 2025

- Applied for a \$10,000 Funding Assistance Grant (FAP). Recent changes to this program now allow for EMR groups to apply.
- Participated in the Waupun Soccer Association year-end tournament by taking a truck down to the tournament for kids to look at in between games.
- Mike gave a fire safety presentation to teachers at Central WI Christian School as part of their Teacher In-service day. The focus of the presentation was on items that Mike and the Fire Inspection group is looking for when they conduct their fire inspections.

September Fire Officer's meeting notes:

- Due to Labor Day, and an early start time for the tour at United Co-op, there was no Officer's meeting.

September EMR Officer's meeting notes:

- There was no Officers meeting.

Recruitment and Retention meeting notes:

- The group met with 3 candidates (2 for firefighter positions and 1 for a firefighter/EMR position). These individuals will be scheduled for interviews with the Police and Fire Commission in October.

Notable discussions at the September Common Council and Committee of the Whole meetings:

- An update on the merger discussions was shared with the Council.

LIBRARY	MONTHLY REPORT
	October 2025
Subject	Summary
Statistics	Through the end of September, the library circulated/downloaded/loaned 107,357 items, and 40,661 people walked through our doors.
October Programs	Programs for October include Craft Night, book clubs, Decayed at the Cemetery Program, Toddler Tuesday, Trivia Night, and Lego Club, along with the weekly storytimes. The monthly Friends of the Library Book Sale was October 13.
WLA Conference	The annual Wisconsin Library Association Conference will be held October 28 – 31. Staff members attending will be Pam Garcia, Rachel Rosenow, and Lisa Bille.



REPORT DATE:	October 28, 2025
DEPARTMENT:	Recreation
PREPARED BY:	Rachel Kaminski

KEY PERFORMANCE INDICATORS:

September 2025 Community Center Memberships	3
Community Center Total Memberships	443
September Community Center Day Passes	61
Community Center Total Day Passes	890

Community Center Member Average Daily Attendance:

Date range from 10/21/2024 to 10/21/2025

Filters:

Age: >=0

Site(s): Waupun Community Center

Checkin Count	27277
Days in Range	261
Avg Duplicated	104.51
Avg Per Weekday	Monday 154.88 Tuesday 87.96 Wednesday 103.08 Thursday 110.18 Friday 85.57 Saturday 9.27
Avg Per Day by Month	January 116.38 February 119.3 March 147.33 April 150.52 May 116.19 June 107.43 July 101.91 August 88.32 September 84.04 October 78.3 November 71.33 December 81.42

1. Key issues or Challenges/notable Accomplishments

- Senior Expo: Held on Thursday, October 9, 2025 at the Waupun Community Center. Community Center staff and volunteers provided supervision, yoga, two bingos, a vendor booth, set up, clean up, and tours. It was a successful event with new people in the building and resulted in new memberships from the event. Next year's date is October 8, 2026.
- Anniversary Party: On October 21, 2025. We celebrated 1 year in the new building with lunch and games.
- Halloween Party: We will celebrate on Wednesday, October 29, 2025 with costume contest, lunch and games.
- End of the Year Waupun Community Center Membership Renewal: This will happen the month of December 2025 for members who purchased from the fall season of 2024. Members who purchased after January 1, 2025 will be renewed on their 12 month after purchase date.
- Waupun Community Center Rentals: First private rental will be on October 25, 2025. November and December Saturdays and Sundays are 50% rented.
- City of Waupun Park & Recreation Commission meeting will be on Monday, October 27, 2025 at 5:30pm at the Waupun Community Center.



REPORT DATE:	October 28, 2025
DEPARTMENT:	Public Works
PREPARED BY:	Jeff Daane

KEY PERFORMANCE INDICATORS:

METRIC*	1 to 3 Rating	4 to 5 Rating	6 to 8 Rating	9 to 10 Rating
Miles of Road Per PASER Rating	4.7	16.7	21.7	5.9
Miles of Road Planned Improvement 2025	.56	.39	1.26	.29

GOAL PROGRESS:

1. Improve road, pedestrian, bike and transit infrastructure.
2. Improve stormwater management practices and infrastructure to comply with WI-DNR mandates.
3. Improve and maintain public facilities to meet long-term needs of community.
4. Leverage technology to improve access to services and streamline workflows.
5. Staff development and training.

PROJECT	NOTES/ACTIVITIES
1.1 Rock and Newton Reconstruction.	• The blacktop crew has a couple small areas to touchup this fall, otherwise the project is complete until surface course of blacktop next spring.
1.2 Ball complex turf repairs	• The work has started, looking to be completed early November.
1.3 Sidewalk replacement	• Waiting for the contractor. Last update they were finishing up some other projects before heading to Waupun.
1.4 N Alley 300 and 400 block of E Main	• Engineering work is in progress. Meeting set up with property owners for November 5th.
2.1 Gateway Dr. stormwater pond	• MSA has submitted an agreement to the DNR for review. If DNR approves we will be approving that agreement next month
2.2 Flood study (Hazel/Pattee)	• We are expecting results of this study soon.
3.1 Farm building removal	• A couple of the sheds have been removed and concrete hauled away. The barn demo should start soon.
3. 2 Review City Hall needs	• Meeting with architect to review current information and determine capital planning needs for 2026 and beyond
3.3 Fall leaf and brush pickup	• This is in progress.
3.4 Storm sewer repair work	• Inlet cleaning and inspections
3.5 Updating 5-year street plan	We are in final stages of updates, and this will on the November Public works meeting for approval
3.6 Training	Staff had a CVMIC training session and a few staff members will be attending UTV safety certification class.

3.7 MS4	We are working on making sure all of yearly requirements are completed.
3.8 Grants	We will be submitting an LRIP grant W. Brown St.

GENERAL COMMENTS & UPDATES:

1. Key Issues or Challenges/Notable Accomplishments

- Aging infrastructure

2. Future Considerations:

- Working with Finance to update the city 5-year capital plans
- City Hall capital plans need to be more defined to support future capital plans.



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: October 13, 2025
SUBJECT: General Manager Report

Community Outreach

Waupun Utilities celebrated Public Power Week by engaging with the community through a variety of outreach activities designed to educate and connect with customers.

Highlights included participation in the Community Services Open House, where staff shared information about utility services, demonstrated electrical safety using the Power Town tabletop display, and offered rides in the 60-foot bucket truck. Attendees also had the opportunity to sign up for My Account Alerts and participate in prize drawings by spinning the prize wheel and entering the door prize giveaway.

To involve younger community members, staff delivered coloring posters for the Public Power Week Coloring Contest to 3rd grade students at CWC, helping spark excitement for the event and raise awareness about public power.

These efforts helped highlight the value of public power and reinforced Waupun Utilities' commitment to providing safe, reliable, and community-focused service.

Additionally, a staff member represented Waupun Utilities at the Senior Expo held at the Waupun Community Center on October 9. Looking ahead, an in-person Energy Services Application event is scheduled for Thursday, October 30, at the Waupun Community Center.

WPPI 45th Annual Meeting

Mayor Bishop, Utility Commissioner Bobbi Jo Kunz, and Utilities staff attended the WPPI 45th Annual Meeting, marking a significant milestone in the organization's history and highlighting the continued value of joint action among member utilities. The event provided an opportunity to reflect on shared accomplishments, address current industry challenges, and look ahead to future opportunities.

Attendees participated in sessions focused on critical industry topics such as extreme weather and infrastructure resilience (presented by meteorologist Sunny Wescott), navigating the energy transition with insights from joint action agency leaders, and the impacts of changing load dynamics on generation and transmission.

During the Board of Directors meeting, I was honored to be re-elected to represent the membership and serve an additional three-year term on the WPPI Executive Committee.

Staffing and Organizational Development

Following the recent announcement of a key leadership team member's departure, staff are actively reviewing and updating job descriptions to ensure they accurately reflect current roles and responsibilities. In addition, potential organizational adjustments are being evaluated to best align with future operational needs. As part of this process, new job postings are being developed to support anticipated staffing transitions and departmental objectives.

Orientation to WPPI

WPPI Energy offers a valuable orientation program designed to educate new employees and local officials about the fundamentals of public power and the benefits of joint action. The upcoming half-day session, scheduled for October 16, will provide participants with a comprehensive overview of WPPI's shared power supply resources, joint action services, and energy policy outreach efforts at both the state and federal levels. If you are interested in attending this program, please let me know.

This concludes my report for October 2025. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor
DATE: October 13, 2025
SUBJECT: Electric Operations Report

Electric Department Update:

Call-Ins

- September 13 – At approximately 10:00 a.m., the Department of Public Works reported that a pad-mounted transformer had been knocked off its pad by a car parking at Volksfest. The lineman on call responded and successfully reset the transformer. The festival did not experience any power outage during the incident.
- September 27 – At approximately 9:15 p.m., the lineman on call responded to a customer-reported outage in the 100 block of W. Brown St. Upon investigation, it was determined that utility power was present and the outage was due to a nuisance breaker within the home.
- October 1 – At approximately 6:30 p.m., an AMI-identified outage was reported in the 900 block of Wilcox St. The crew was able to wait until the following morning (October 2) to respond and found the cause to be a faulted underground primary cable. The fault was located and repaired, and power was restored by approximately 11:55 a.m.

Development Planning

- The WU Electric Department continues coordination, design, material procurement, and construction activities for the following projects:
 - Eagle Manufacturing
 - Requires a primary extension to serve two 2000-amp, 277/480v services:
 - One service for the new construction
 - One service reserved for future expansion
 - A 1000 KVA transformer is currently in stock.
 - Conduits and primary junction have been installed to serve both services.
 - A concrete dual transformer pad has been poured, and extension work is scheduled to continue the week of October 13.
 - The customer anticipates having permanent power energized by the end of October.
 - 56-unit Housing Complex (Bayberry Ln)
 - Requires a primary extension to serve four 800-amp services.
 - A 300 kVA transformer is in stock.
 - WU has the required number of 12s meters in stock for the development.
 - Temporary power has been energized.

- Coordination continues with Spectrum for joint trenching and Hwy 26 crossing activities.
 - A riser pole replacement is planned on Hwy 26 as part of the project
- WU is working with electrical and storm sewer contractors on primary extension installation timing.
- RV Storage (Verhage Rd)
 - Service has been energized.
- United Cooperative
 - Work continues on the remaining section of the primary feeder loop.
 - A directional drilling contractor will complete the remaining bore along Wilson Dr in October.
 - One additional switchgear unit will be installed to complete feeder loop.

Bayberry Ln Street Lighting

- Streetlights are energized.
- Restoration work has been completed by DPW.

2025 URD Cable Installation and Replacement

- McDonalds
 - Conduits have been installed to replace aging primary conductor.
 - Cable is installed.
 - As part of the three-phase URD cable replacement, WU will also replace the aging steel junction cabinet on Gateway Dr.
 - The junction is prepped for an overnight outage scheduled for October 12-13.
- Westview Apartments
 - Conduits have been installed to replace aging primary conductor.
 - WU will consolidate the existing two-meter setup into a single metering configuration.
 - Cable replacement includes setting a dual-voltage transformer in preparation for future voltage conversion.
 - Primary and secondary cables are prepped for new concrete transformer pad, which is scheduled to be poured in October.
 - The transformer will be set following the pad pour, and an outage will be scheduled for the cutover.
- North Side of Claggett Ave
 - Conduits have been installed.
 - Cable installation is currently in progress.
 - Termination and transformer basement replacement to be completed after crops harvest to allow site access.

Johnson/Elm/ W. Jefferson/W. Brown St - Back Lot Rebuild

- Construction on this block has been completed.

Johnson/Elm/Grace/W. Brown St - Back Lot Rebuild

- Four poles to be replaced.
- Copper conductor will be replaced with aluminum triplex.
- Feed to the block will be transferred from W. Jefferson St to Grace St.

Business Park Substation and Feeder Build-Outs

- Began developing project estimates and a timeline for the Business Park Substation, feeder build-outs, and voltage conversion of 4kV circuits.
 - Utilizing a system map created by WPPI's GIS service, which shows remaining 4kV distribution transformer data, to develop estimates and request quotes for dual-voltage distribution transformers needed on the existing 4kV system.
 - Transformer procurement planning incorporates WPPI's transformer loading tool to ensure proper sizing for both load capacity and operational efficiency.
 - Preliminary transformer budget numbers have been received from vendors and will be used to refine cost estimates for multi-circuit voltage conversion efforts.

This concludes my report for the October 2025 WU Commission Meeting. Please contact me at 324-7920 or ovandekolk@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: October 7, 2025
SUBJECT: Monthly Operation Report

Water Treatment Facility:

- **Call-In Report**

There are no call-ins to report for the month.

- **Membrane Replacement**

Fourteen reverse osmosis (RO) membranes were replaced prematurely due to brine seal issues identified during operational testing. The faulty seals compromised membrane performance, leading to inefficiencies and potential water quality concerns. To maintain optimal system operation, early replacement was necessary. Corrective measures and installation procedures are currently under review to prevent similar issues in future installations.

Wastewater Treatment Facility:

- **Call-In Report**

There are no call-ins to report for the month.

- **Dryer Startup and Training**

Andritz was on site to perform startup and operator training for the biosolids drying and handling system. While the startup was generally successful, it identified a communication status issue between the dryer feed pumps, the dryer, and the bagging system. An integrator is scheduled to return later this month to resolve and optimize component communication to ensure full system integration.

In addition, the silo feed pumps are experiencing bridging issues due to the higher percent solids from the centrifuge discharge. A manufacturer's representative was on site to assess the issue and is currently evaluating potential solutions to improve material flow and prevent further disruptions.

- **Generator Project One-Line Study Update**

It has been determined that the revised ATS drawing set may not accurately represent the assembly delivered to the jobsite, despite the "As-Built". As a result, final wiring cannot proceed until the exact equipment configuration is confirmed. These discrepancies have also delayed the completion of critical electrical studies, including the coordination study, which require precise equipment data.

Wastewater Treatment Facility Continued:

To address these issues, the CAT factory technician or engineer must:

- Compare the furnished ATS with the latest drawings to verify component placements, such as the ground fault CT location.
- Confirm whether the ground fault CT's position is correct, given the furnished CAT generator already includes NEC-required ground fault protection.
- Provide an updated and accurate set of ATS "As-Built" drawings, including manufacturer and model numbers for the main breaker and trip unit.
- Once these steps are completed, Waupun Utilities requests a confirmed date and time for a factory technician visit to finalize wiring and move the project forward.

- **Biotower Pump Replacement Update**

The replacement of the biotower pump and associated piping, targeting equipment dating back to 1980, was completed successfully. Throughout the project, a temporary bypass was maintained to ensure continuous operation, and close coordination with the contractor effectively managed flow and prevented backup in the main interceptor. The work was finished on schedule, with minimal disruption to operations, enhancing system reliability and longevity.

- **Biosolid Land Application**

As part of our fall sludge management program, a total of 1,500 cubic yards of biosolids were successfully land-applied across 75 acres. This sustainable practice recycles nutrient-rich organic material back into the soil, enhancing soil health and fertility while reducing the need for chemical fertilizers. The program is conducted in strict compliance with environmental regulations to protect water quality and minimize odor or other impacts to the community.

Collection and Distribution Crew:

- **Call-In Report**

There are no call-ins to report this month.

- **New Water and Sewer Service**

A new water and sewer lateral was installed on Jefferson Street to serve a customer's new construction project. The installation included connecting the new service lines to the existing main infrastructure, with all work completed in accordance with utility standards and local regulations. Inspections were performed to ensure proper alignment, depth, and flow. The new services are now active.

- **Sewer Lateral Replacement**

A customer sewer lateral on Pioneer Street was replaced due to a complete collapse and severe root intrusion at the wye connection. The compromised lateral had restricted flow and posed a high risk of sewage backup. Inspection confirmed that the pipe was beyond repair, making full replacement necessary to restore proper function. The work was completed successfully, with all required permits secured and coordination with the customer handled appropriately. Service has been fully restored, and the site was returned to its original condition.

Collection and Distribution Crew Continued:

- **Leak Detection Survey Summary**

A recent leak detection survey using acoustic loggers has demonstrated the effectiveness of this technology in proactively identifying water losses within the distribution system. Acoustic leak detection loggers are small, sensor-equipped devices installed on hydrants or valves that detect the distinct sound of water escaping from the distribution system. This allows leaks to be located, often before they surface, enabling timely intervention. The survey identified two service leaks, located on Jefferson Street and Morse Street, and one water main leak at the intersection of Lincoln and Grove. Early detection through this method helps reduce non-revenue water, lower repair costs, and improve asset management by allowing targeted maintenance and minimizing disruption.

- **Vac Truck Assistance**

The Utilities Department provided vacuum truck support to the Department of Public Works during the installation of a diversion valve on the dam. This valve is a critical component for managing water levels and flow.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: October 13, 2025
SUBJECT: August 2025 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of primary extension work for customers including the Bayberry Lane Development and overhead rebuild work. Construction work for Newton/Rock reconstruction projects for the Water & Sewer Utilities continued into August with a majority of the water & sewer infrastructure installed at the end of the month.

Plant additions included \$16,926 in transformers for the electric utility and \$68,600 for bio tower and SCADA replacements at the WWTF.

MONTHLY OPERATING RESULTS – August 2025 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **2.7% below** budget & **3.0% higher** than August 2024 on increased sales to Large Power & Large Industrial Power customers.
- YTD kWh sales were **1.6% below** budget & **2.4% higher** than August 2024 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **6.4% below** budget & **8.0% lower** than August 2024 sales on lower sales to Industrial customers.
- YTD water sales were **3.7% below** budget & **6.1% lower** than August 2024 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **9.1% below** budget & **7.7% lower** than August 2024 from higher volumes to Public Authority customers.
- YTD sewer sales were **2.8% below** budget & **5.8% lower** than August 2024 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$162,600 and \$53,900, respectively, due to increases in sales to Large Power customers.
- Gross margin was \$108,700 **above** budget as a result of lower market energy prices.
- Operating expenses were \$1,400 **above** budget primarily due to higher distribution expenses associated with tree trimming and underground line work during the non-construction season.
- Operating income was \$457,300 or \$202,000 **above** budget, largely due to the lower market energy prices and increased sales to Large Power customers.
- Net income was \$596,400 or \$392,900 **above** budget primarily from lower than budgeted purchased power expenses.
- The rolling 12-month Rate of Return was 9.1%.

Water

- Operating revenues were \$24,400 **below** budget due to lower sales associated with Industrial customers.
- Operating expenses were \$14,800 **above** budget due to increased maintenance outlays at the water treatment facility.
- Operating income was \$417,500 or \$5,800 **above** budget.
- Net income was \$456,700 or \$88,500 **above** budget.
- The rolling 12-month Rate of Return was 4.5%.

Sewer

- Operating revenues were \$243,800 **above** budget due to the new sewer rates effective April 1, 2025.
- Operating expenses were \$166,400 **below** budget due to lower maintenance expenses at the WWTF as part of the new ABNR system optimization process.
- Operating income (loss) was (\$187,700) or \$386,200 **above** budget as a result of additional non-cash depreciation expense associated with new ABNR facilities offset by the lower ABNR operating costs.
- Net income (loss) was \$973,900 or \$1,725,300 **above** budget largely due to additional non-cash depreciation expense associated with new ABNR facilities and \$1,255,000 in grant revenues received during the year. Without the grant revenues, the net loss would have been (\$281,100) or \$470,400 **above** budget.
- The rolling 12-month Rate of Return was (0.7%).

Balance Sheets

Electric

- Balance sheet **increased** \$193,000 from July 2025 due to an increase in receivables from higher sales in the current month.
- Unrestricted cash **decreased** \$12,900 from routine operations.
- Accounts payable increased \$124,200 from higher purchased power costs from an increase in sales.
- A semi-annual revenue bond interest payment in the amount of \$2,900 was made at the end of the month.
- Net position **increased** \$63,100.

Water

- Balance sheet **increased** \$23,400 from July 2025 from routine operations.
- Unrestricted cash **decreased** \$9,100 largely due to routine operations and an interest payment on debt made during the month.
- A semi-annual revenue bond interest payment in the amount of \$28,200 was made at the end of the month.
- Net position **increased** \$50,800.

Sewer

- Balance sheet **increased** \$233,200 from July 2025 from routine operations and the purchase of WWTF capital replacements during the month.
- Unrestricted cash **decreased** \$78,900 from an increase in maintenance expenses from the prior month and capital asset replacements.
- Plant increased \$101,300 from bio tower capital replacements at the WWTF.
- Net position **increased** \$233,200 from the reduction in operating income for the month.

Cash and Investments

The monthly metrics dashboard for cash and investments provides a monthly comparison of cash and investment balances and graphs that present long-term investments by maturity, type, and rating. The Utility's investments are typically fixed-income and held-to-maturity unless called before maturity by the issuer. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *increased* \$112,600 or **0.9%** from July 2025 primarily from routine operations and capital purchases within the three utilities.
- Received interest and distributions of \$7,800 and recorded unrealized market adjustments of \$29,000 along with (\$800) in management fees, resulting in a net portfolio *gain* of \$36,000 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$25,600 and \$244,500 year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

Listed below is a summary of the costs incurred and paid for with USDA loan proceeds requested to date:

Total Project Budget (<i>As of 4/14/2024</i>):	\$ 37,508,000
Total Project Costs to Date (<i>Thru 10/6/2025</i>):	\$ 37,121,324
Loan Draws – Project to Date (<i>Thru 8/5/2025</i>):	\$ 27,807,000
Grants Provided (<i>Thru 10/6/2025</i>):	\$ 9,277,691
Disburse Request #39 Requested (<i>7/25/2025</i>):	\$ 221,143
Disburse Request #39 – Paid (<i>8/14/2025</i>):	\$ 221,200

2026 Utility Budget Process

See separate 2026 Budget Memo for summary analysis of the draft budget.

This concludes my report. Please do not hesitate to contact me at 324-7920 or jstanek@waupunutilities.org with any questions or comments.



AGENDA SUMMARY SHEET

MEETING DATE: 10/28/25

TITLE: MONTHLY FINANCIALS

AGENDA SECTION: ACTION

PRESENTER: Casey Langenfeld, Finance Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

SUMMARY:

STAFF RECOMMENDATION: Request action to accept the financials for September 2025.

ATTACHMENTS:

Monthly Financials

RECOMMENDED MOTION:

Motion to accept the monthly financials.

CITY OF WAUPUN FINANCIAL SUMMARY REPORT 2025

January

Revenues	Expenses
\$542,183 - Insurance recovery for Roof Damage work to be completed in 2025 (Total \$708,455)	
\$11,722 - State Aid Flooding June 2024	

February

Revenues	Expenses
----------	----------

March

Revenues	Expenses
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April

Revenues	Expenses
Interest Income \$89,000 over budget	

May

Revenues	Expenses
	Police Overtime at 75% of its overtime budget

June

Revenues	Expenses

July

Revenues	Expenses
\$6,484 Mutual Aid City of Juneau June 2025 Tornado	Police Overtime at 85% of its overtime budget
\$20,000 Tourism Payment Destination Lake Winnebago Region	

July

Revenues	Expenses
\$6,484 Mutual Aid City of Juneau June 2025 Tornado	Police Overtime at 85% of its overtime budget
\$20,000 Tourism Payment Destination Lake Winnebago Region	

August

Revenues	Expenses
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September

Revenues	Expenses
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CITY OF WAUPUN MONTHLY FINANCIAL REPORT

September 30, 2025



General Operations Fund

	9/30/2025 <i>Month Activity</i>	9/30/2025 <i>YTD Actual</i>	9/30/2025 <i>Budget Amount</i>	9/30/2025 <i>Over/(Under)</i>	% of Year Past 75%
REVENUE					
Taxes	101,711	2,223,071	2,384,660	(161,589)	93.22
Special Assessments	102	256	100	156	256.04
Intergovernmental Aids	4,188	1,201,799	4,144,529	(2,942,730)	29.00
Licenses and Permits	790	59,944	55,125	4,819	108.74
Penalties, Forfeitures	3,901	35,365	42,500	(7,135)	83.21
Public Charges for Service	7,443	356,415	366,080	(9,665)	97.36
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	20,973	304,864	74,575	230,289	408.80
Special Funds Activity	-	-	176,506	(176,506)	0.00
TOTAL REVENUE	139,107	4,181,714	7,244,075	(3,062,361)	
EXPENDITURES					
General Government	85,572	1,445,189	1,514,733	(69,544)	95.41
Recreation	144,616	549,834	730,489	(180,655)	75.27
Assessor/Inspector	3,208	28,857	40,500	(11,643)	71.25
Police	190,391	1,816,101	2,616,773	(800,672)	69.40
Fire	32,490	283,605	683,794	(400,189)	41.48
Public Works	135,118	1,180,956	1,700,457	(519,501)	69.45
Economic Dvlp/Admin	472	21,657	21,895	(238)	98.91
TOTAL EXPENDITURES	591,865	5,326,200	7,308,641	(1,982,441)	
NET REVENUES OVER EXPENDITURES	(452,758)	(1,144,486)	(64,566)		

Library Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
REVENUE					
Tax Levy	-	575,277	575,277	-	100.00
Interest/Divid/Grants/Cty Approp	-	231,464	223,304	8,160	103.65
Fees	171	1,652	1,300	352	127.09
Revenue/Donations	3,432	28,963	5,000	23,963	579.26
TOTAL REVENUE	3,603	837,356	804,881	32,475	
EXPENDITURES					
Wages/Benefits	78,912	552,599	804,881	(252,282)	68.66
Revenue/Donations	-	-	-	-	0.00
TOTAL EXPENDITURES	78,912	552,599	804,881	(252,282)	
NET REVENUE OVER EXPENDITURES	(75,310)	284,757	-		

Grants and Donations Fund

	9/30/2025 Month Activity	9/30/2025 YTD Actual	9/30/2025 Budget Amount	9/30/2025 Over/(Under)	Percent
REVENUE					
Federal Grants	-	-	-	-	0.00
State/Misc Grants & Donations	3,639	58,293	6,000	52,293	971.55
TOTAL REVENUE	3,639	58,293	6,000	52,293	
EXPENDITURES					
General Government	-	-	5,000	(5,000)	0.00
Recreational Grants	30,097	83,731	-	83,731	0.00
Police Grants	609	3,263	-	3,263	0.00
Fire/EMR Grants	1,830	5,736	-	5,736	0.00
DPW Grants	-	-	-	-	0.00
Economic Development	-	-	1,000	(1,000)	0.00
TOTAL EXPENDITURES	32,536	92,730	6,000	86,730	
NET REVENUE OVER EXPENDITURES	(28,897)	(34,437)	-		

Building Inspection Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Levy	-	-	-	-	0.00
Building Permits	23,751	125,853	75,000	50,853	167.80
Fees	1,445	14,970	9,500	5,470	157.58
TOTAL REVENUE	25,196	140,823	84,500	56,323	
EXPENDITURES					
Operating Supplies/Wages	6,253	108,594	78,108	30,486	139.03
TOTAL EXPENDITURES	6,253	108,594	78,108	30,486	
NET REVENUE OVER EXPENDITURES	18,943	32,229	6,392		

Debt Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Paid to Escrow Agent	-	-	-	-	0.00
General Property Tax	-	806,980	806,980	-	100.00
Funds Applied	130	1,211	1,000	211	121.12
Transfer in Other Funds	-	813,474	1,062,085	(248,611)	76.59
TOTAL REVENUE	130	1,621,665	1,870,065	(248,400)	
EXPENDITURES					
Principal and Interest Payments	-	130,450	130,450	-	100.00
Principal and Interest Payments	-	1,176,392	1,739,616	(563,224)	67.62
TOTAL EXPENDITURES	-	1,306,842	1,870,066	(563,224)	
NET REVENUE OVER EXPENDITURES	130	314,824	(1)		

Capital Fund

	9/30/2025 Month Activity	9/30/2025 YTD Actual	9/30/2025 Budget Amount	9/30/2025 Over/(Under)	Percent
REVENUE					
Tax Levy	-	340,000	340,000	-	100.00
Sidewalks	-	-	-	-	0.00
State Shared Revenue/Exp. Restr.	-	153,729	533,063	(379,334)	28.84
Fees - Recreation Facilities	-	500	15,000	(14,500)	3.33
Co. & Muni. Street & Highways	-	-	-	-	0.00
Interest and Misc Income	82,521	861,882	8,000	853,882	10773.53
Transfer in Other Funds	-	1,738,077	1,206,646	531,431	144.04
TOTAL REVENUE	82,521	3,094,189	2,102,709	991,480	
EXPENDITURES					
City Hall	-	112,209	165,000	(52,791)	
Recreation	500	460,654	339,130	121,524	135.83
Public Safety	-	-	297,500	(297,500)	0.00
Library	-	-	5,000	(5,000)	0.00
DPW/Streets	170,390	1,412,036	1,161,747	250,289	121.54
Transfer Out - Other Funds	-	-	-	-	0.00
TOTAL EXPENDITURES	170,890	1,984,900	1,968,377	16,523	
NET REVENUE OVER EXPENDITURES	(88,369)	1,109,289	134,332		

Business Park Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	-	-	-	0.00
Interest Income	9	72	-	72	0.00
Leases/Debt Proceeds	2,493	50,654	12,221	38,433	414.49
TOTAL REVENUE	2,502	50,726	12,221	38,505	
EXPENDITURES					
Operating	-	44,135	51,149	(7,014)	86.29
TOTAL EXPENDITURES	-	44,135	51,149	(7,014)	
NET REVENUE OVER EXPENDITURES	2,502	6,591	(38,928)		

TID 3 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	214,768	206,481	8,287	104.01
PILOT	-	6,600	6,023	577	109.58
Grants	-	88,877	-	88,877	0.00
Permits	-	-	-	-	0.00
Donations	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	-	310,246	212,504	97,742	
EXPENDITURES					
Operating	9,211	340,869	181,088	159,781	188.23
Transfer Out - Other Funds	-	-	-	-	0.00
TOTAL EXPENDITURES	9,211	340,869	181,088	159,781	
NET REVENUE OVER EXPENDITURES	(9,211)	(30,623)	31,416		

TID 5 Fund

	9/30/2025 Month Activity	9/30/2025 YTD Actual	9/30/2025 Budget Amount	9/30/2025 Over/(Under)	Percent
REVENUE					
Tax Increment	-	474,540	473,755	785	100.17
Developer Guarantees	-	33,554	32,342	1,212	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	-	508,094	506,097	1,997	
EXPENDITURES					
Operating	-	388,207	387,800	407	100.10
TOTAL EXPENDITURES	-	388,207	387,800	407	
NET REVENUE OVER EXPENDITURES	-	119,887	118,297		

TID 6 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	145,390	140,441	4,949	103.52
State/Federal Grants	-	-	-	-	0.00
Permits	-	-	-	-	0.00
Donations/Transfer In	-	-	-	-	0.00
TOTAL REVENUE	-	145,390	140,441	4,949	
EXPENDITURES					
Transfers Out - Other Funds	-	-	100,000	(100,000)	0.00
Operating	-	3,654	5,150	(1,496)	70.95
TOTAL EXPENDITURES	-	3,654	105,150	(101,496)	
NET REVENUE OVER EXPENDITURES	-	141,736	35,291		

TID 7 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	75,484	75,484	(0)	100.00
Permits	-	-	-	-	0.00
State Grants	-	-	-	-	0.00
Permits - Other	-	2,499	-	2,499	0.00
Donations	-	-	-	-	0.00
TOTAL REVENUE	-	77,983	75,484	2,499	
EXPENDITURES					
Int on Adv/Transfer to Debt Fund	-	26,469	157,938	(131,469)	16.76
Operating	-	1,709	1,150	559	148.64
TOTAL EXPENDITURES	-	28,178	159,088	(130,910)	
NET REVENUE OVER EXPENDITURES	-	49,805	(83,604)	133,409	

TID 8 Fund

	9/30/2025 Month Activity	9/30/2025 YTD Actual	9/30/2025 Budget Amount	9/30/2025 Over/(Under)	Percent
REVENUE					
Tax Increment	-	226,936	226,936	(0)	100.00
Permits	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds from Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	-	226,936	226,936	(0)	
EXPENDITURES					
Transfer Out - Debt Fund	-	93,383	93,416	(33)	0.00
Operating	-	1,557	1,150	407	0.00
TOTAL EXPENDITURES	-	94,940	94,566	374	
NET REVENUE OVER EXPENDITURES	-	131,996	132,370		

TID 9 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	517,932	517,932	-	0.00
Interest Revenue	1,607	14,017	-	14,017	0.00
Proceeds Long Term Debt	-	-	-	-	0.00
TOTAL REVENUE	1,607	531,949	517,932	14,017	
EXPENDITURES					
Transfer Out - Other Funds	-	51,750	103,500	(51,750)	0.00
Operating	372	927,672	2,450	925,222	37864.18
TOTAL EXPENDITURES	372	979,422	105,950	873,472	
NET REVENUE OVER EXPENDITURES	1,234	(447,474)	411,982		

Equipment Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Levy	-	280,930	280,930	-	100.00
Grants	-	10,471	-	10,471	0.00
Misc.	3,160	85,169	5,000	80,169	1703.38
Transfers In - Other Funds	-	2,438,750	2,682,250	(243,500)	
TOTAL REVENUE	3,160	2,815,320	2,968,180	(152,860)	
EXPENDITURES					
Administration	-	8,084	20,100	(12,016)	40.22
Recreation	420	420	5,000	(4,580)	8.40
Police	-	204,341	195,127	9,214	104.72
Fire	8,036	1,900,822	2,519,000	(618,178)	75.46
Library	-	-	-	-	
DPW	432	318,532	286,750	31,782	111.08
TOTAL EXPENDITURES	8,889	2,432,199	3,025,977	(593,778)	
NET REVENUE OVER EXPENDITURES	(5,729)	383,121	(57,797)		

Recycling Fund

	9/30/2025 Month Activity	9/30/2025 YTD Actual	9/30/2025 Budget Amount	9/30/2025 Over/(Under)	Percent
REVENUE					
Grant	-	5,000	5,000	-	0.00
Fees	12,546	100,342	160,229	(59,887)	62.62
Interest	411	3,823	3,500	323	109.23
TOTAL REVENUE	12,956	109,165	168,729	(59,564)	
EXPENDITURES					
Operating	12,768	102,093	160,048	(57,955)	63.79
TOTAL EXPENDITURES	12,768	102,093	160,048	(57,955)	
NET REVENUE OVER EXPENDITURES	188	7,072	8,681		

Solid Waste Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Fees	37,637	301,026	442,265	(141,239)	68.06
TOTAL REVENUE	37,637	301,026	442,265	(141,239)	
EXPENDITURES					
Operating	34,896	277,058	442,493	(165,435)	62.61
TOTAL EXPENDITURES	34,896	277,058	442,493	(165,435)	
NET REVENUE OVER EXPENDITURES	2,741	23,968	(228)		

Tourism Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Local Room Tax	20,103	62,568	60,000	2,568	104.28
Misc.	-	20,000	10,000	10,000	0.00
TOTAL REVENUE	20,103	82,568	70,000	12,568	
EXPENDITURES					
Operating	13,493	62,868	70,000	(7,132)	89.81
TOTAL EXPENDITURES	13,493	62,868	70,000	(7,132)	
NET REVENUE OVER EXPENDITURES	6,609	19,699	-		

Taxi Fund

	9/30/2025	9/30/2025	9/30/2025	9/30/2025	
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Levy	-	45,000	45,000	-	0.00
State/Federal Grants	20,786	59,969	93,000	(33,031)	64.48
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
TOTAL REVENUE	20,786	104,969	138,000	(33,031)	
EXPENDITURES					
Operating	13,366	99,092	162,928	(63,836)	60.82
TOTAL EXPENDITURES	13,366	99,092	162,928	(63,836)	
NET REVENUE OVER EXPENDITURES	7,420	5,877	(24,928)		

Stormwater Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Grants	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Stormwater Fees	55,841	437,724	592,500	(154,776)	73.88
Proceeds Long Term Debt Issue	-	1,036,250	1,115,643	(79,393)	0.00
TOTAL REVENUE	55,841	1,473,974	1,708,143	(234,169)	
EXPENDITURES					
Operating, Wages, Benefits	43,281	1,130,418	1,617,979	(487,561)	69.87
TOTAL EXPENDITURES	43,281	1,130,418	1,617,979	(487,561)	
NET REVENUE OVER EXPENDITURES	12,559	343,556	90,164		



REPORT DATE:	October 20, 2025
DEPARTMENT:	Administration / Economic Development
PREPARED BY:	Administrator Schlieve

ECONOMIC DEVELOPMENT:

- The Ignite Rural business accelerator cohort kicked off October 6 and meets every Monday and Thursday through the end of November 4 at the Warrior Innovation Center at WASD. The final pitch event will be held on the evening of November 6 in the City Hall auditorium. Top prizes (funded by grants) for the pitch include \$30K for first place and \$20K for second place.
- Work continues with the Main St Cohort Program, with a significant amount of attention being placed on defining organizational structures and market analysis. WEDC is scheduled for a site visit on January 6, 2026. Invitations will be sent to various stakeholder groups to participate in that event.
- The City's Vibrant Spaces project (food truck alley) was featured in a webinar conducted by UWM and WEDC. The project was highlighted as an example of placemaking strategies that create community vibrancy.
- We completed initial review of the engineering design and costs for the back-alley project where we will reconstruct the north alleys in the 300 and 400 blocks of E Main Street. A meeting with the business community is planned for November 5, 2025, starting at 5:30 pm at the Community Center.
- Work is commencing on the Shaler Drive project. Additional land to increase the road right of way across privately held land north of Heritage Ridge is required and staff have met with the property owner and obtained permission.
- We continue to make progress, granting loans through the WRNC Opportunity Fund with one award made to a Waupun business and several others in process.
- There are a number of legislative bills that have passed the state Assembly that await action in the Senate. Each would be favorable to housing development in the City.
 - Assembly Bill 280 enhances housing and childcare tax credit incentives under the Business Development Tax Credit Program.
 - Assembly Bill 451 creates a new Residential TID and removes the current rule that limits TIDs to 12% of the community's Equalized Value. The bill instead proposes the total value of all residential TIDS may not exceed 3% of a municipality's equalized property value.
 - Assembly Bill 453 expands the affordable housing extension from one to two years and requires additional changes to comprehensive plans and zoning code relative to definition on housing density.
 - Assembly Bill 194 makes critical changes to project and loan application requirements for WHEDA administered workforce housing revolving loan programs created in 2023. Of

specific interest is a provision to repeal the current law that prohibits eligible projects from paring RLF program financing with TIF or federal historic rehabilitation tax credits.

ADMINISTRATION:

- The Towns of Chester, Trenton and Waupun have moved the draft shared service agreement to review by their respective boards. The full agreement will appear on the October COW committee for review and approval. The full agreement can be viewed here: <https://www.cityofwaupunwi.gov/visitors/page/shared-service-agreement-proposed-fire-service>.
- Inhouse work has occurred to analyze stormwater rates. We anticipate the analysis will be complete and ready for review with the full council in November.
- The 2026 budget is finalized and the public hearing is scheduled for November 11, 2025.
- The compensation plan review is complete. The study confirms that the city's compensation matrix has been maintained and indexes at 97% of the median market. The bottom 2/3's of the structure has remained more competitive than the top 1/3 of the structure, which is lagging by 5.26%. Staff are evaluating recommendations and formulating a plan to address identified gaps. Several job descriptions have undergone significant changes in level of responsibility and are also being evaluated/graded. The final matrix and any revised job descriptions will appear before the council prior to the end of the year.
- Staff have completed a preliminary review of the Innovation Fund Grant with WI-DOR. The grant encourages shared service agreements and awards those entities transferring services to other providers. Department heads will review grant guidelines to determine applicability at an upcoming dept head meeting.
- The City and Utilities completed staff open enrollment for health insurance renewals. For 2026, we have eliminated the 2000/4000 HDHP, in its place a single 3400/6800 embedded deductible plan is offered. HSA contributions will be 1600/3200. Additionally, enrollments for the ETF's Income Continuation Insurance (ICI), which replaces our short- and long-term disability plans.