



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, January 09, 2024 at 6:00 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually:

<https://us02web.zoom.us/j/81976994115?pwd=T0hORVFNTDFjMXV4ZGlliV3A5eDI0UT09>

Join Teleconference: 1 312 626 6799

Meeting ID: 819 7699 4115

Passcode: 697657

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

PUBLIC HEARING

PERSONS WISHING TO ADDRESS COUNCIL--*State name, address, and subject of comments. (2 Minutes)*

No Public Participation after this point.

RESOLUTIONS AND ORDINANCES:

- 1.** Ordinance to amend Ch 1.11 entitled General Government-Park and Recreation Director and Ch. 1.25(1)(2) entitled General Government- Board of Park and Recreation Commissioners

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS *(Roll Call Motion)*

CONSIDERATION - ACTION

- 2.** Appoint Fleet Management Ad Hoc Committee
- 3.** Offer to Purchase Land Located at N11363 State Rd 26
- 4.** Light Equipment Operator (Part-Time) Job Description
- 5.** Chief of Police Job Description

MAYORAL CORRESPONDENCE/PRESENTATIONS

- 6.** Mayoral Appointments to the Park and Recreation Commission

CONSENT AGENDA *(Roll Call Motion) Items under the consent agenda may be acted upon by one motion.*

It is the judgment of any Board Member that any item may be moved to later on the agenda for discussion and/or action.

- 7.** Future Meetings & Gatherings, License and Permit Applications, Expenses

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- 8.** Plan Commission 9-20-23
- 9.** Special Common Council 11-9-23
- 10.** Police and Fire Commission 12-4-23
- 11.** Police and Fire Commission 12-11-23
- 12.** Common Council 12-12-23
- 13.** Police and Fire Commission 12-13-23

[14.](#) Library Board 12-20-23

DEPARTMENT REPORTS

[15.](#) Police Department

[16.](#) Fire Department

[17.](#) Library

[18.](#) Recreation

[19.](#) Public Works

[20.](#) Utilities

[21.](#) MONTHLY FINANCIALS

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.



AGENDA SUMMARY SHEET

MEETING DATE: 1/9/24

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Kathy Schlieve, Administrator

TITLE: Ordinance to amend Ch 1.11 entitled General Government-Park and Recreation Director and Ch. 1.25(1)(2) entitled General Government-Board of Park and Recreation Commissioners

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
High Performance Government	N/A

ISSUE SUMMARY:

We are recommending that the recreation committee be reinstated immediately to the increased workload, programming, and policy development associated with the new senior/community center, scheduled to open fall of 2024. Waupun Municipal Code 1.11 and 1.25 outlines governance structure for the Board of Parks & Recreation. In 2020, ordinances were modified to suspend the Park Board and assign the responsibilities to the Board of Public Works. The attached draft ordinance repeals the 2020 change and reinstates previous ordinance language to reestablish this board as a standing committee, advisory to the Common Council.

STAFF RECOMENDATION:

Recommending that you waive the first reading and adopt the language revision as presented

ATTACHMENTS:

DRAFT ordinance amending Ch 1.11 and Ch 1.25

MOTION OPTIONS:

1. Motion to accept the first reading of the ordinance amend Ch 1.11 entitled General Government-Park and Recreation Director and Ch. 1.25(1)(2) entitled General Government- Board of Park and Recreation Commissioners
2. Motion to waive the first reading and adopt Ordinance #___ to amend Ch 1.11 entitled General Government-Park and Recreation Director and Ch. 1.25(1)(2) entitled General Government- Board of Park and Recreation Commissioners
3. Do nothing and the ordinance fails

ORDINANCE # ____

**A CHARTER ORDINANCE TO AMEND CHAPTER ONE OF THE MUNICIPAL CODE
OF THE CITY OF WAUPUN ENTITLED "GENERAL GOVERNMENT."**

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 1.25 of the Municipal Code of the City of Waupun entitled "Board of Park and Recreation Commissioners" is repealed and recreated to provide as follows:

~~(1) ADMINISTERED BY BOARD OF PUBLIC WORKS. The Board of Public Works shall exercise all duties, responsibility and authority assigned to the Board of Park and Recreation Commissioners under provisions of the Wisconsin Statutes and the Waupun Municipal Code.~~

(1) MEMBERSHIP AND OFFICERS. The Board of Park and Recreation Commissioners shall have 7 members to be appointed by the Mayor, subject to confirmation by the Council. Terms of office shall commence on May 1 and members shall serve for 3-year terms, unless a different term is designated. The Board shall elect a chairman, vice-chairman and secretary from their number. A report shall be made to the Council each month.

(2) DUTIES. ~~The Recreation Board In administering the affairs of Park and Recreation Commissioners, the Board of Public Works~~ shall have all of the duties, responsibility and authority identified in § 27.08(2), Wis. Stats., as well as the following responsibilities and powers:

(a) The Board shall plan for and purchase the necessary materials to maintain a recreational program in the City parks and at such other places as the Board shall determine. The Board shall adopt such rules and regulations for the use of the City parks and for the regulation of the recreational program as it shall deem necessary.

(b) The Board shall supervise the activities of the Park and Recreational Director of the City, and shall report on his or her activities to the Common Council. The Board shall assist the Park and Recreational Director whenever possible.

(c) The Board shall have such additional responsibilities and powers as may, from time to time, be directed by the Common Council.

SECTION 2: Section 1.11 of the Municipal Code of the City of Waupun entitled “PARK AND RECREATIONAL DIRECTOR” is repealed and recreated as follows:

1.11 PARK AND RECREATIONAL DIRECTOR. Under the general direction of the City Administrator, and in cooperation with the Board of ~~Public Works Park and Recreation~~, the Park and Recreational Director shall oversee operations of all municipal park and recreational programs, shall assist the Board of ~~Public Works Recreation Commissioners~~ in all of its duties and responsibilities identified in this Code and under § 27.08(2), Wis. Stats., and shall perform such other duties as may be prescribed by the City Administrator.

SECTION 3: All ordinances or portions of ordinances in conflict with this charter ordinance are repealed.

SECTION 4: This ordinance shall take effect 60 days after its passage and publication, unless within this time a referendum petition is filed as provided by section 66.01 of the Wisconsin Statutes, in which event this ordinance shall not take effect until submitted to a referendum and approved by a majority of the voting electors.

Enacted this ____ day of _____, 2024.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 1/9/2024

TITLE: Appoint Fleet Management Ad Hoc Committee

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	--	

ISSUE SUMMARY

Discuss request to consider formation of a committee to review fleet management options.

RECOMMENDATION:

ATTACHMENTS:

None

MOTIONS FOR CONSIDERATION:

1. Motion to appoint members (list names) to an ad hoc committee to review and recommend fleet management solution to the Common Council

Or
2. Do nothing and agenda item fails



AGENDA SUMMARY SHEET

MEETING DATE: 1/9/2024

TITLE: Offer to Purchase Land Located at N11363 State Rd 26

AGENDA SECTION: CONSIDERATION - ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	--	

ISSUE SUMMARY

An offer to purchase is included with this report for land located at N11363 State Rd 26. Purchase price is determined based on a current appraisal of the property. The land is presently in the Town of Chester and will be annexed to the City of Waupun once acquired. The recommendation is consistent with the City's future land use maps for the purpose of expanding the Waupun Industrial Park. A Phase 1 environmental assessment was conducted. That assessment recommended a limited Phase 2 to assess land where an above ground fuel tank was stored on the property. A Phase 2 environmental assessment was completed per that recommendation with results negative for any soil contaminants.

RECOMMENDATION:

Approve Offer to Purchase As Presented

ATTACHMENTS:

Offer to Purchase

MOTION FOR CONSIDERATION:

Motion to approve the Offer to Purchase land located at N11363 State Rd 26 for \$400,000

WB-11 RESIDENTIAL OFFER TO PURCHASE

1 LICENSEE DRAFTING THIS OFFER ON December 29, 2023 [DATE] IS (AGENT OF BUYER)

2 (~~AGENT OF SELLER LISTING FIRM~~) (~~AGENT OF BUYER AND SELLER~~) **STRIKE THOSE NOT APPLICABLE**

3 The Buyer, the City of Waupun, a Wisconsin municipal corporation,

4 offers to purchase the Property known as [Street Address] N11363 State Road 26, consisting of a residential dwelling, out-

5 buildings and approximately 9.4 acres of land (Dodge County tax parcels 010-1315-0843-000 and 010-1315-0844-000)

6 in the Town of Chester, County

7 of Dodge Wisconsin (insert additional description, if any, at lines 543-551 or

8 in an addendum per line 573), on the following terms:

9 **PURCHASE PRICE** The purchase price is Four Hundred Thousand and 00/100

10 _____ Dollars (\$ 400,000.00).

11 **INCLUDED IN PURCHASE PRICE** Included in purchase price is the Property, all Fixtures on the Property as of the date

12 stated on line 1 of this Offer (unless excluded at lines 20-23), and the following additional items: none

13 _____

14 _____

15 _____

16 _____

17 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are included**

18 **or not included.**

19 **NOT INCLUDED IN PURCHASE PRICE** Not included in purchase price is Seller's personal property (unless included at

20 lines 12-16) and the following: all of the Seller's home furnishings, furniture and personal property, to be removed by the Seller

21 on vacating the property

22 _____

23 _____

24 **CAUTION: Identify Fixtures that are on the Property (see lines 26-36) to be excluded by Seller or that are rented**

25 **(e.g., water softeners or other water treatment systems, LP tanks, etc.) and will continue to be owned by the lessor.**

26 "Fixture" is defined as an item of property which is physically attached to or so closely associated with land, buildings or

27 improvements so as to be treated as part of the real estate, including, without limitation, physically attached items not easily

28 removable without damage to the premises, items specifically adapted to the premises and items customarily treated as

29 fixtures, including, but not limited to, all: garden bulbs; plants; shrubs and trees; screen and storm doors and windows;

30 electric lighting fixtures; window shades; curtain and traverse rods; blinds and shutters; central heating and cooling units

31 and attached equipment; water heaters, water softeners and treatment systems; sump pumps; attached or fitted floor

32 coverings; awnings; attached antennas and satellite dishes (but not the component parts); audio/visual wall mounting

33 brackets (but not the audio/visual equipment); garage door openers and remote controls; installed security systems; central

34 vacuum systems and accessories; in-ground sprinkler systems and component parts; built-in appliances; ceiling fans;

35 fences; in-ground pet containment systems, including receiver components; storage buildings on permanent foundations

36 and docks/piers on permanent foundations.

37 **CAUTION: Exclude any Fixtures to be retained by Seller or that are rented (e.g., water softeners or other water**

38 **treatment systems, LP tanks, etc.) on lines 20-23 or at lines 543-551 or in an addendum per line 573).**

39 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer

40 on or before January 5, 2024. Seller may keep the

41 Property on the market and accept secondary offers after binding acceptance of this Offer.

42 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**

43 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical

44 copies of the Offer.

45 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term**

46 **Deadlines running from acceptance provide adequate time for both binding acceptance and performance.**

47 **CLOSING** This transaction is to be closed on or before January 26, 2024

48 _____ at the place selected by Seller,

49 unless otherwise agreed by the Parties in writing. If the date for closing falls on Saturday, Sunday, or a federal or a state

50 holiday, the closing date shall be the next Business Day.

51 **CAUTION: To reduce the risk of wire transfer fraud, any wiring instructions received should be independently**

52 **verified by phone or in person with the title company, financial institution, or entity directing the transfer. The real**

53 **estate licensees in this transaction are not responsible for the transmission or forwarding of any wiring or money**

54 **transfer instructions.**

EARNEST MONEY

55 **EARNEST MONEY** of \$ _____ accompanies this Offer.
 56 ■ ~~EARNEST MONEY~~ of \$ _____ accompanies this Offer.
 57 If Offer was drafted by a licensee, receipt of the earnest money accompanying this Offer is acknowledged.
 58 ■ ~~EARNEST MONEY~~ of \$ _____ will be mailed, or commercially, electronically
 59 or personally delivered within _____ days ("5" if left blank) after acceptance.
 60 All earnest money shall be delivered to and held by (listing Firm) (drafting Firm) (other identified as _____
 61 _____) **STRIKE THOSE NOT APPLICABLE**

62 (listing Firm if none chosen; if no listing Firm, then drafting Firm; if no Firm then Seller).

63 ~~CAUTION: If a Firm does not hold earnest money, an escrow agreement should be drafted by the Parties or an~~
 64 ~~attorney as lines 67-87 do not apply. If someone other than Buyer pays earnest money, consider a special~~
 65 ~~disbursement agreement.~~

66 ■ ~~THE BALANCE OF PURCHASE PRICE~~ will be paid in cash or equivalent at closing unless otherwise agreed in writing.
 67 ■ ~~DISBURSEMENT IF EARNEST MONEY HELD BY A FIRM:~~ If negotiations do not result in an accepted offer and the
 68 earnest money is held by a Firm, the earnest money shall be promptly disbursed (after clearance from payer's depository
 69 institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest money shall
 70 be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according
 71 to a written disbursement agreement signed by all Parties to this Offer. If said disbursement agreement has not been
 72 delivered to the Firm holding the earnest money within 60 days after the date set for closing, that Firm may disburse the
 73 earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
 74 (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; (4)
 75 upon authorization granted within this Offer; or (5) any other disbursement required or allowed by law. The Firm may retain
 76 legal services to direct disbursement per (1) or to file an interpleader action per (2) and the Firm may deduct from the
 77 earnest money any costs and reasonable attorneys' fees, not to exceed \$250, prior to disbursement.

78 ■ ~~LEGAL RIGHTS/ACTION:~~ The Firm's disbursement of earnest money does not determine the legal rights of the Parties
 79 in relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by the Firm holding the earnest
 80 money. At least 30 days prior to disbursement per (1), (4) or (5) above, where the Firm has knowledge that either Party
 81 disagrees with the disbursement, the Firm shall send Buyer and Seller written notice of the intent to disburse by certified
 82 mail. If Buyer or Seller disagrees with the Firm's proposed disbursement, a lawsuit may be filed to obtain a court order
 83 regarding disbursement. Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of
 84 residential property with one to four dwelling units. Buyer and Seller should consider consulting attorneys regarding their
 85 legal rights under this Offer in case of a dispute. Both Parties agree to hold the Firm harmless from any liability for good
 86 faith disbursement of earnest money in accordance with this Offer or applicable Department of Safety and Professional
 87 Services regulations concerning earnest money. See Wis. Admin. Code Ch. REEB-18.

88 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3)
 89 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in
 90 this Offer except: none

91 _____ . If "Time is of the Essence" applies to a date or Deadline,
 92 failure to perform by the exact date or Deadline is a breach of contract. If "Time is of the Essence" does not apply to a date
 93 or Deadline, then performance within a reasonable time of the date or Deadline is allowed before a breach occurs.

94 **REAL ESTATE CONDITION REPORT** Wisconsin law requires owners of property that includes one-to-four dwelling units
 95 to provide Buyers with a Real Estate Condition Report. Excluded from this requirement are sales of property that has never
 96 been inhabited, sales exempt from the real estate transfer fee, and sales by certain court-appointed fiduciaries, (for example,
 97 personal representatives who have never occupied the Property). The form of the Report is found in Wis. Stat. § 709.03.
 98 The law provides: "§ 709.02 Disclosure . . . the owner of the property shall furnish, not later than 10 days after acceptance
 99 of the contract of sale . . . , to the prospective Buyer of the property a completed copy of the report . . . A prospective Buyer
 100 who does not receive a report within the 10 days may, within two business days after the end of that 10-day period, rescind
 101 the contract of sale . . . by delivering a written notice of rescission to the owner or the owner's agent." Buyer may also have
 102 certain rescission rights if a Real Estate Condition Report disclosing defects is furnished before expiration of the 10 days,
 103 but after the Offer is submitted to Seller. Buyer should review the report form or consult with an attorney for additional
 104 information regarding rescission rights.

105 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has
 106 no notice or knowledge of Conditions Affecting the Property or Transaction (lines 112-177) other than those identified in
 107 Seller's Real Estate Condition Report dated _____, which was received by Buyer prior to Buyer signing
 108 this Offer and which is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE** and
 109 _____
 110 _____

111 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE CONDITION REPORT**

112 "Conditions Affecting the Property or Transaction" are defined to include:

113 a. Defects in the roof, basement or foundation (including cracks, seepage and bulges), electrical system, or part of the
 114 plumbing system (including the water heater, water softener and swimming pool); or basement, window, or plumbing leaks;

- 115 overflow from sinks, bathtubs, or sewers; or other water or moisture intrusions or conditions.
- 116 b. Defects in heating and air conditioning system (including the air filters and humidifiers); in a wood burning stove or
117 fireplace; or caused by a fire in a stove or fireplace or elsewhere on the Property.
- 118 c. Defects related to smoke detectors or carbon monoxide detectors, or a violation of applicable state or local smoke
119 detector or carbon monoxide detector laws.
- 120 d. Defects in any structure, or mechanical equipment included as Fixtures or personal property.
- 121 e. Rented items located on the Property such as a water softener or other water conditioner system.
- 122 f. Defects caused by unsafe concentrations of, or unsafe conditions on the Property relating to radon, radium in water
123 supplies, lead in paint, soil or water supplies, unsafe levels of mold, asbestos or asbestos-containing materials or other
124 potentially hazardous or toxic substances on the Property; manufacture of methamphetamine or other hazardous or toxic
125 substances on the Property; or high voltage electric (100 KV or greater) or steel natural gas transmission lines located on
126 but not directly serving the Property.
- 127 **NOTE: Specific federal lead paint disclosure requirements must be complied with in the sale of most residential**
128 **properties built before 1978.**
- 129 g. Defects caused by unsafe concentrations of, unsafe conditions relating to, or the storage of, hazardous or toxic
130 substances on neighboring properties.
- 131 h. The Property is served by a joint well; Defects related to a joint well serving the Property; or Defects in a well on the
132 Property or in a well that serves the Property, including unsafe well water.
- 133 i. A septic system or other private sanitary disposal system serves the Property; Defects in the septic system or other
134 sanitary disposal system on the Property; or any out-of-service septic system serving the Property not closed or abandoned
135 according to applicable regulations.
- 136 j. Underground or aboveground fuel storage tanks on or previously located on the Property; or Defects in the underground
137 or aboveground fuel storage tanks on or previously located on the Property. (The owner, by law, may have to register the
138 tanks with the Department of Agriculture, Trade and Consumer Protection at P.O. Box 8911, Madison, Wisconsin, 53708,
139 whether the tanks are in use or not. Department regulations may require closure or removal of unused tanks.)
- 140 k. "LP" tank on the Property (specify in the additional information whether the tank is owned or leased); or Defects in an
141 "LP" tank on the Property.
- 142 l. Notice of property tax increases, other than normal annual increases, or pending Property reassessment; remodeling
143 that may increase the Property's assessed value; pending special assessments; or Property is within a special purpose
144 district, such as a drainage district, that has authority to impose assessments.
- 145 m. Proposed construction of a public project that may affect use of the Property; Property additions or remodeling affecting
146 Property structure or mechanical systems during Seller's ownership without required permits; or any land division involving
147 the Property without required state or local permits.
- 148 n. The Property is part of or subject to a subdivision homeowners' association; or the Property is not a condominium unit
149 and there are common areas associated with the Property that are co-owned with others.
- 150 o. Any zoning code violations with respect to the Property; the Property or any portion thereof is located in a floodplain,
151 wetland or shoreland zoning area; or the Property is subject to a shoreland mitigation plan required by Wisconsin
152 Department of Natural Resources (DNR) rules that obligates the Property owner to establish or maintain certain measures
153 related to shoreland conditions, enforceable by the county.
- 154 p. Nonconforming uses of the Property; conservation easements, restrictive covenants or deed restrictions on the
155 Property; or, other than public rights of way, nonowners having rights to use part of the Property, including, but not limited
156 to, private rights-of-way and easements other than recorded utility easements.
- 157 q. All or part of the Property has been assessed as agricultural land; has been assessed a use-value assessment
158 conversion charge; or payment of a use-value assessment conversion charge has been deferred.
- 159 r. All or part of the Property is subject to, enrolled in, or in violation of a farmland preservation agreement, Forest Crop
160 Law, Managed Forest Law, the Conservation Reserve Program, or a comparable program.
- 161 s. A dam is totally or partially located on the Property; or an ownership interest in a dam not located on the Property will
162 be transferred with the Property because the dam is owned by a homeowners' association, lake district, or similar group of
163 which the Property owner is a member.
- 164 t. No legal access to the Property; or boundary or lot line disputes, encroachments or encumbrances (including a joint
165 driveway) affecting the Property.
- 166 u. Federal, state, or local regulations requiring repairs, alterations or corrections of an existing condition; or any insurance
167 claims relating to damage to the Property within the last five years.
- 168 v. A pier attached to the Property not in compliance with state or local pier regulations; a written agreement affecting
169 riparian rights related to the Property; or the bed of the abutting navigable waterway is owned by a hydroelectric operator.
- 170 w. Current or previous termite, powder-post beetle or carpenter ant infestations or Defects caused by animal, reptile, or
171 other insect infestations.
- 172 x. Structure on the Property designated as an historic building; all or any part of the Property in an historic district; or one
173 or more burial sites on the Property.
- 174 y. Agreements binding subsequent owners such as a lease agreement or extension of credit from an electric cooperative.
- 175 z. Owner is a foreign person as defined in the Foreign Investment in Real Property Tax Act in 26 IRC § 1445(f).

176 aa. Other Defects affecting the Property, including, without limitation, drainage easement or grading problems; or
177 excessive sliding, settling, earth movement or upheavals.

178 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a
179 part of this Offer. An "inspection" is defined as an observation of the Property, which does not include an appraisal or testing
180 of the Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel
181 source, which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or
182 building materials from the Property for laboratory or other analysis of these materials. Seller agrees to allow Buyer's
183 inspectors, testers and appraisers reasonable access to the Property upon advance notice, if necessary, to satisfy the
184 contingencies in this Offer. Buyer or licensees or both may be present at all inspections and testing. Except as otherwise
185 provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.

186 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of**
187 **the test (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any**
188 **other material terms of the contingency.**

189 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed
190 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to
191 Seller. Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to
192 be reported to the Wisconsin Department of Natural Resources.

193 **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 178-192).

194 (1) This Offer is contingent upon a Wisconsin registered or Wisconsin licensed home inspector performing a home inspection
195 of the Property after the date on line 1 of this Offer that discloses no Defects.

196 (2) This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing an
197 inspection of _____

198 _____ (list any Property component(s)
199 to be separately inspected, e.g., swimming pool, roof, foundation, chimney, etc.) which discloses no Defects.

200 (3) Buyer may have follow-up inspections recommended in a written report resulting from an authorized inspection, provided
201 they occur prior to the Deadline specified at line 206. Inspection(s) shall be performed by a qualified independent
202 inspector or independent qualified third party.

203 Buyer shall order the inspection(s) and be responsible for all costs of inspection(s).

204 **CAUTION: Buyer should provide sufficient time for the home inspection and/or any specialized inspection(s), as**
205 **well as any follow-up inspection(s).**

206 This contingency shall be deemed satisfied unless Buyer, within _____ days ("15" if left blank) after acceptance, delivers
207 to Seller a copy of the written inspection report(s) dated after the date on line 1 of this Offer and a written notice listing the
208 Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

209 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

210 For the purposes of this contingency, Defects do not include structural, mechanical or other conditions the nature and extent
211 of which Buyer had actual knowledge or written notice before signing this Offer.

212 **NOTE: "Defect" as defined on lines 445-447 means a condition that would have a significant adverse effect on the**
213 **value of the Property; that would significantly impair the health or safety of future occupants of the Property; or**
214 **that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life**
215 **of the premises.**

216 **RIGHT TO CURE:** Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure the Defects.

217 If Seller has the right to cure, Seller may satisfy this contingency by:

218 (1) delivering written notice to Buyer within _____ ("10" if left blank) days after Buyer's delivery of the Notice of Defects
219 stating Seller's election to cure Defects;

220 (2) curing the Defects in a good and workmanlike manner; and

221 (3) delivering to Buyer a written report detailing the work done no later than three days prior to closing.

222 This Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and:

223 (1) Seller does not have the right to cure; or

224 (2) Seller has the right to cure but:

225 (a) Seller delivers written notice that Seller will not cure; or

226 (b) Seller does not timely deliver the written notice of election to cure.

227 **RADON TESTING CONTINGENCY:** This Offer is contingent upon Buyer obtaining a current written report of the
228 results of a radon test at the Property performed by a qualified third party in a manner consistent with applicable
229 Environmental Protection Agency (EPA) and Wisconsin Department of Health Services (DHS) protocols and standards
230 indicating an EPA average radon level of less than 4.0 pCi/L, at (Buyer's) (Seller's) **STRIKE ONE**
231 ("Buyer's" if neither is stricken) expense.

232 This contingency shall be deemed satisfied unless Buyer, within _____ days ("20" if left blank) after acceptance delivers
233 to Seller a written copy of the radon test results indicating a radon level of 4.0 pCi or higher and written notice objecting to
234 the radon level in the report.

235 ■ **RIGHT TO CURE:** Seller (shall)(shall not) ~~STRIKE ONE~~ ("shall" if neither is stricken) have the right to cure.
236 If Seller has the right to cure, Seller may satisfy this contingency by:
237 (1) delivering a written notice of Seller's election to cure within 10 days after delivery of Buyer's notice; and,
238 (2) installing a radon mitigation system in conformance with EPA standards in a good and workmanlike manner and by
239 giving Buyer a report of the work done and a post remediation test report indicating a radon level of less than 4.0 pCi/L
240 no later than three days prior to closing.
241 This Offer shall be null and void if Buyer timely delivers the above written notice and report to Seller and:
242 (1) Seller does not have the right to cure; or
243 (2) Seller has the right to cure but:
244 (a) Seller delivers written notice that Seller will not cure; or
245 (b) Seller does not timely deliver the notice of election to cure.
246 **NOTE:** For radon information refer to the EPA at epa.gov/radon or the DHS at dhs.wisconsin.gov/radon.

247 **IF LINE 248 IS NOT MARKED OR IS MARKED N/A LINES 296-307 APPLY.**

248 **FINANCING COMMITMENT CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written
249 _____ [loan type or specific lender, if any] first mortgage loan commitment as described
250 below, within _____ days after acceptance of this Offer. The financing selected shall be in an amount of not less than \$
251 _____ for a term of not less than _____ years, amortized over not less than _____ years. Initial
252 monthly payments of principal and interest shall not exceed \$ _____. Buyer acknowledges that lender's
253 required monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance
254 premiums, and private mortgage insurance premiums. The mortgage shall not include a prepayment premium. Buyer agrees
255 to pay discount points in an amount not to exceed _____% ("0" if left blank) of the loan. If Buyer is using multiple loan
256 sources or obtaining a construction loan or land contract financing, describe at lines 543-551 or in an addendum attached
257 per line 573. Buyer agrees to pay all customary loan and closing costs, wire fees, and loan origination fees, to promptly
258 apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. Seller agrees to allow
259 lender's appraiser access to the Property.

260 ■ **LOAN AMOUNT ADJUSTMENT:** If the purchase price under this Offer is modified, any financed amount, unless otherwise
261 provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the monthly payments
262 shall be adjusted as necessary to maintain the term and amortization stated above.

263 **CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 264 or 265.**

264 **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____%.
265 **ADJUSTABLE RATE FINANCING:** The initial interest rate shall not exceed _____%. The initial interest rate
266 shall be fixed for _____ months, at which time the interest rate may be increased not more than _____% ("2" if
267 left blank) at the first adjustment and by not more than _____% ("1" if left blank) at each subsequent adjustment.
268 The maximum interest rate during the mortgage term shall not exceed the initial interest rate plus _____% ("6" if
269 left blank). Monthly payments of principal and interest may be adjusted to reflect interest changes.

270 ■ **SATISFACTION OF FINANCING COMMITMENT CONTINGENCY:** If Buyer qualifies for the loan described in this Offer
271 or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of a written loan commitment.
272 This contingency shall be satisfied if, after Buyer's review, Buyer delivers to Seller a copy of a written loan commitment
273 (even if subject to conditions) that is:

274 (1) signed by Buyer; or
275 (2) accompanied by Buyer's written direction for delivery.
276 Delivery of a loan commitment by Buyer's lender or delivery accompanied by a notice of unacceptability shall not satisfy
277 this contingency.

278 **CAUTION:** The delivered loan commitment may contain conditions Buyer must yet satisfy to obligate the lender to
279 provide the loan. Buyer understands delivery of a loan commitment removes the Financing Commitment
280 Contingency from the Offer and shifts the risk to Buyer if the loan is not funded.

281 ■ **SELLER TERMINATION RIGHTS:** If Buyer does not deliver a loan commitment on or before the Deadline on line 250.
282 Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of
283 written loan commitment from Buyer.

284 ■ **FINANCING COMMITMENT UNAVAILABILITY:** If a financing commitment is not available on the terms stated in this
285 Offer (and Buyer has not already delivered an acceptable loan commitment for other financing to Seller), Buyer shall
286 promptly deliver written notice to Seller of same including copies of lender(s)' rejection letter(s) or other evidence of
287 unavailability.

288 **SELLER FINANCING:** Seller shall have 10 days after the earlier of:
289 (1) Buyer delivery of written notice of evidence of unavailability as noted in lines 284-287; or
290 (2) the Deadline for delivery of the loan commitment set on line 250
291 to deliver to Buyer written notice of Seller's decision to finance this transaction with a note and mortgage under the same
292 terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing extended accordingly.
293 If Seller's notice is not timely given, the option for Seller to provide financing shall be considered waived. Buyer agrees to
294 cooperate with and authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit
295 worthiness for Seller financing.

296 **IF THIS OFFER IS NOT CONTINGENT ON FINANCING COMMITMENT** Within _____ days ("7" if left blank) after

297 acceptance, Buyer shall deliver to Seller either:

298 (1) reasonable written verification from a financial institution or third party in control of Buyer's funds that Buyer has, at
299 the time of verification, sufficient funds to close; or

300 (2) _____
301 _____ [Specify documentation Buyer agrees to deliver to Seller].

302 If such written verification or documentation is not delivered, Seller has the right to terminate this Offer by delivering written
303 notice to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written verification. Buyer may or may not obtain
304 mortgage financing but does not need the protection of a financing commitment contingency. Seller agrees to allow Buyer's
305 appraiser access to the Property for purposes of an appraisal. Buyer understands and agrees that this Offer is not subject
306 to the appraisal meeting any particular value, unless this Offer is subject to an appraisal contingency, nor does the right of
307 access for an appraisal constitute a financing commitment contingency.

308 **APPRAISAL CONTINGENCY:** This Offer is contingent upon Buyer or Buyer's lender having the Property appraised
309 at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated
310 subsequent to the date stated on line 1 of this Offer, indicating an appraised value for the Property equal to or greater than
311 the agreed upon purchase price.

312 This contingency shall be deemed satisfied unless Buyer, within _____ days after acceptance, delivers to Seller a copy
313 of the appraisal report indicating an appraised value less than the agreed upon purchase price, and a written notice objecting
314 to the appraised value.

315 **RIGHT TO CURE:** Seller (shall) (shall not) ~~STRIKE ONE~~ ("shall" if neither is stricken) have the right to cure.

316 If Seller has the right to cure, Seller may satisfy this contingency by delivering written notice to Buyer adjusting the purchase
317 price to the value shown on the appraisal report within _____ days ("5" if left blank) after Buyer's delivery of the appraisal
318 report and the notice objecting to the appraised value. Seller and Buyer agree to promptly execute an amendment initiated
319 by either Party after delivery of Seller's notice, solely to reflect the adjusted purchase price.

320 This Offer shall be null and void if Buyer makes timely delivery of the notice objecting to appraised value and the written
321 appraisal report and:

322 (1) Seller does not have the right to cure; or

323 (2) Seller has the right to cure but:

324 (a) Seller delivers written notice that Seller will not adjust the purchase price; or

325 (b) Seller does not timely deliver the written notice adjusting the purchase price to the value shown on the appraisal
326 report.

327 **NOTE: An executed FHA, VA or USDA Amendatory clause may supersede this contingency.**

328 **CLOSING OF BUYER'S PROPERTY CONTINGENCY:** This Offer is contingent upon the closing of the sale of
329 Buyer's property located at _____

330 no later than _____ (the Deadline). If closing does not occur by the Deadline, this
331 Offer shall become null and void unless Buyer delivers to Seller, on or before the Deadline, reasonable written verification
332 from a financial institution or third party in control of Buyer's funds that Buyer has, at the time of verification, sufficient funds
333 to close or proof of bridge loan financing, along with a written notice waiving this contingency. Delivery of verification or
334 proof of bridge loan shall not extend the closing date for this Offer.

335 **BUMP CLAUSE:** If Seller accepts a bona fide secondary offer, Seller may give written notice to Buyer that another
336 offer has been accepted. If Buyer does not deliver to Seller the documentation listed below within _____ hours ("72" if
337 left blank) after Buyer's Actual Receipt of said notice, this Offer shall be null and void. Buyer must deliver the following:

338 (1) Written waiver of the Closing of Buyer's Property Contingency if line 328 is marked;

339 (2) Written waiver of _____ (name other contingencies, if any); and

340 (3) Any of the following checked below:

341 Proof of bridge loan financing.

342 Proof of ability to close from a financial institution or third party in control of Buyer's funds which shall provide
343 Seller with reasonable written verification that Buyer has, at the time of verification, sufficient funds to close.

344 Other: _____

345 _____
346 [insert other requirements, if any (e.g., payment of additional earnest money, etc.)]

347 **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon
348 delivery of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer
349 notice prior to any Deadline, nor is any particular secondary buyer given the right to be made primary ahead of other
350 secondary buyers. Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to
351 delivery of Seller's notice that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days ("7"
352 if left blank) after acceptance of this Offer. All other Offer Deadlines that run from acceptance shall run from the time this
353 Offer becomes primary.

354 **HOMEOWNERS ASSOCIATION** If this Property is subject to a homeowners association, Buyer is aware the Property may
355 be subject to periodic association fees after closing and one-time fees resulting from transfer of the Property. Any one-time
356

357 fees resulting from transfer of the Property shall be paid at closing by (Seller) (Buyer) ~~STRIKE ONE~~ ("Buyer" if neither is
358 stricken).

359 **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values:
360 real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners or homeowners
361 association assessments, fuel and none other

362
363 **CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.**

364 Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

365 Real estate taxes shall be prorated at closing based on **CHECK BOX FOR APPLICABLE PRORATION FORMULA**:

366 The net general real estate taxes for the preceding year, or the current year if available (Net general real estate
367 taxes are defined as general property taxes after state tax credits and lottery credits are deducted). NOTE: THIS CHOICE
368 APPLIES IF NO BOX IS CHECKED.

369 Current assessment times current mill rate (current means as of the date of closing).

370 Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior
371 year, or current year if known, multiplied by current mill rate (current means as of the date of closing).

372
373 **CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be**
374 **substantially different than the amount used for proration especially in transactions involving new construction,**
375 **extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local**
376 **assessor regarding possible tax changes.**

377 Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on
378 the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5
379 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall
380 re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation
381 and is the responsibility of the Parties to complete, not the responsibility of the real estate Firms in this transaction.

382 **TITLE EVIDENCE**

383 ■ **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
384 (trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
385 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
386 entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
387 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's Real Estate
388 Condition Report and in this Offer, general taxes levied in the year of closing and none other

389
390 _____ (insert other allowable exceptions from title, if any)
391 that constitutes merchantable title for purposes of this transaction. Seller, at Seller's cost, shall complete and execute the
392 documents necessary to record the conveyance and pay the Wisconsin Real Estate Transfer Fee.

393 **WARNING: Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements**
394 **may prohibit certain improvements or uses and therefore should be reviewed, particularly if Buyer contemplates**
395 **making improvements to Property or a use other than the current use.**

396 ■ **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of
397 the purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall
398 pay all costs of providing title evidence to Buyer. Buyer shall pay the costs of providing the title evidence required by Buyer's
399 lender and recording the deed or other conveyance.

400 ■ ~~**GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's) (Buyer's)~~
401 ~~**STRIKE ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded~~
402 ~~after the commitment date of the title insurance commitment and before the deed is recorded, subject to the title insurance~~
403 ~~policy conditions, exclusions and exceptions, provided the title company will issue the coverage. If a gap endorsement or~~
404 ~~equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 410-~~
405 ~~416).~~

406 ■ **DELIVERY OF MERCHANTABLE TITLE:** The required title insurance commitment shall be delivered to Buyer's attorney
407 or Buyer not less than 5 business days before closing, showing title to the Property as of a date no more than 15 days
408 before delivery of such title evidence to be merchantable per lines 383-391, subject only to liens that will be paid out of the
409 proceeds of closing and standard title insurance requirements and exceptions.

410 ■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
411 objections to title by the time set for closing. Seller shall have a reasonable time, but not exceeding 15 days, to remove the
412 objections, and the time for closing shall be extended as necessary for this purpose. If Seller is unable to remove said
413 objections, Buyer shall have five days from receipt of notice thereof, to deliver written notice waiving the objections, and the
414 time for closing shall be extended accordingly. If Buyer does not waive the objections, this Offer shall be null and void.
415 Providing title evidence acceptable for closing does not extinguish Seller's obligations to give merchantable title to Buyer.

416 ■ **SPECIAL ASSESSMENTS/OTHER EXPENSES:** Special assessments, if any, levied or for work actually commenced
417 prior to the date stated on line 1 of this Offer shall be paid by Seller no later than closing. All other special assessments

418 shall be paid by Buyer. "Levied" means the local municipal governing body has adopted and published a final resolution
419 describing the planned improvements and the assessment of benefits.

420 **CAUTION: Consider a special agreement if area assessments, property owners association assessments, special**
421 **charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are**
422 **one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments)**
423 **relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all**
424 **sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact**
425 **fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).**

426 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights
427 under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the
428 (written) (oral) **STRIKE ONE** lease(s), if any, are n/a. This property is not under lease

429 _____
430 _____ Insert additional terms, if any, at lines 543-551 or attach as an addendum per line 573.

431 **DEFINITIONS**

432 ■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document
433 or written notice physically in the Party's possession, regardless of the method of delivery. If the document or written notice
434 is electronically delivered, Actual Receipt shall occur when the Party opens the electronic transmission.

435 ■ **BUSINESS DAY:** "Business Day" means a calendar day other than Saturday, Sunday, any legal public holiday under
436 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive
437 registered mail or make regular deliveries on that day.

438 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by
439 excluding the day the event occurred and by counting subsequent calendar days. The Deadline expires at Midnight on the
440 last day. Additionally, Deadlines expressed as a specific number of Business Days are calculated in the same manner
441 except that only Business Days are counted while other days are excluded. Deadlines expressed as a specific number of
442 "hours" from the occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by
443 counting 24 hours per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific
444 event, such as closing, expire at Midnight of that day. "Midnight" is defined as 11:59 p.m. Central Time.

445 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
446 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
447 significantly shorten or adversely affect the expected normal life of the premises.

448 ■ **FIRM:** "Firm" means a licensed sole proprietor broker or a licensed broker business entity.

449 ■ **PARTY:** "Party" means the Buyer or the Seller; "Parties" refers to both Buyer and Seller.

450 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-8.

451 **INCLUSION OF OPTIONAL PROVISIONS** Terms of this Offer that are preceded by an OPEN BOX () are part of
452 this Offer ONLY if the box is marked such as with an "X". They are not part of this offer if marked "N/A" or are left blank.

453 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land, building or room dimensions, or total
454 acreage or building square footage figures, provided to Buyer by Seller or by a Firm or its agents, may be approximate
455 because of rounding, formulas used or other reasons, unless verified by survey or other means.

456 **CAUTION: Buyer should verify total square footage formula, total square footage/acreage figures, and land,**
457 **building or room dimensions, if material.**

458 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of
459 the Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the
460 transaction as defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession
461 data to multiple listing service sold databases; (iii) provide active listing, pending sale, closed sale and financing concession
462 information and data, and related information regarding seller contributions, incentives or assistance, and third party gifts,
463 to appraisers researching comparable sales, market conditions and listings, upon inquiry; and (iv) distribute copies of this
464 Offer to the seller, or seller's agent, of another property that Seller intends on purchasing.

465 **MAINTENANCE** Seller shall maintain the Property and all personal property included in the purchase price until the earlier
466 of closing or Buyer's occupancy, in materially the same condition it was in as of the date on line 1 of this Offer, except for
467 ordinary wear and tear and changes agreed upon by Parties.

468 **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING** If, prior to closing, the Property is damaged in an
469 amount not more than five percent of the purchase price, other than normal wear and tear, Seller shall promptly notify Buyer
470 in writing, and will be obligated to restore the Property to materially the same condition it was in as of the date on line 1 of
471 this Offer. Seller shall provide Buyer with copies of all required permits and lien waivers for the lienable repairs no later than
472 closing. If the amount of damage exceeds five percent of the purchase price, Seller shall promptly notify Buyer in writing of
473 the damage and this Offer may be terminated at option of Buyer. Should Buyer elect to carry out this Offer despite such
474 damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a credit
475 towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is financed
476 by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of restoring

477 the Property.

478 **BUYER'S PRE-CLOSING WALK-THROUGH** Within three days prior to closing, at a reasonable time pre-approved by
479 Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no
480 significant change in the condition of the Property, except for ordinary wear and tear and changes agreed upon by Parties,
481 and that any defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

482 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in
483 this Offer at lines 543-551 or in an addendum attached per line 573, or lines 426-430 if the Property is leased. At time of
484 Buyer's occupancy, Property shall be in broom swept condition and free of all debris, refuse, and personal property except
485 for personal property belonging to current tenants, or sold to Buyer or left with Buyer's consent. Occupancy shall be given
486 subject to tenant's rights, if any.

487 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
488 conditions of this Offer. A material failure to perform any obligation under this Offer is a default that may subject the defaulting
489 party to liability for damages or other legal remedies.

490 If Buyer defaults, Seller may:

- 491 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
492 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for actual
493 damages.

494 If Seller defaults, Buyer may:

- 495 (1) sue for specific performance; or
496 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

497 In addition, the Parties may seek any other remedies available in law or equity. The Parties understand that the availability
498 of any judicial remedy will depend upon the circumstances of the situation and the discretion of the courts. If either Party
499 defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of the remedies outlined above.
500 By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes covered by the
501 arbitration agreement.

502 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES**
503 **SHOULD READ THIS DOCUMENT CAREFULLY. THE FIRM AND ITS AGENTS MAY PROVIDE A GENERAL**
504 **EXPLANATION OF THE PROVISIONS OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR**
505 **OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT**
506 **CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.**

507 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
508 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds
509 and inures to the benefit of the Parties to this Offer and their successors in interest.

510 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
511 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://doc.wi.gov>
512 or by telephone at (608) 240-5830.

513 **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA)** Section 1445 of the Internal Revenue Code (IRC)
514 provides that a transferee (Buyer) of a United States real property interest must pay or withhold as a tax up to 15% of the
515 total "Amount Realized" in the sale if the transferor (Seller) is a "Foreign Person" and no exception from FIRPTA withholding
516 applies. A "Foreign Person" is a nonresident alien individual, foreign corporation, foreign partnership, foreign trust, or foreign
517 estate. The "Amount Realized" is the sum of the cash paid, the fair market value of other property transferred, and the
518 amount of any liability assumed by Buyer.

519 **CAUTION: Under this law if Seller is a Foreign Person, and Buyer does not pay or withhold the tax amount, Buyer**
520 **may be held directly liable by the U.S. Internal Revenue Service for the unpaid tax and a tax lien may be placed**
521 **upon the Property.**

522 Seller hereby represents that Seller is a non-Foreign Person, unless (1) Seller represents Seller is a Foreign Person in a
523 condition report incorporated in this Offer per lines 105-108, or (2) no later than 10 days after acceptance, Seller delivers
524 notice to Buyer that Seller is a Foreign Person, in which cases the provisions on lines 530-532 apply.

525 **IF SELLER IS A NON-FOREIGN PERSON.** Seller shall, no later than closing, execute and deliver to Buyer, or a qualified
526 substitute (attorney or title company as stated in IRC § 1445), a sworn certification under penalties of perjury of Seller's
527 non-foreign status in accordance with IRC § 1445. If Seller fails to timely deliver certification of Seller's non-foreign status,
528 Buyer shall: (1) withhold the amount required to be withheld pursuant to IRC § 1445; or, (2) declare Seller in default of this
529 Offer and proceed under lines 494-501.

530 **IF SELLER IS A FOREIGN PERSON.** If Seller has represented that Seller is a Foreign Person, Buyer shall withhold the
531 amount required to be withheld pursuant to IRC § 1445 at closing unless the Parties have amended this Offer regarding
532 amounts to be withheld, any withholding exemption to be applied, or other resolution of this provision.

533 **COMPLIANCE WITH FIRPTA.** Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument,
534 affidavit, or statement needed to comply with FIRPTA, including withholding forms. If withholding is required under IRC §
535 1445, and the net proceeds due Seller are not sufficient to satisfy the withholding required in this transaction, Seller shall

536 deliver to Buyer, at closing, the additional funds necessary to satisfy the applicable withholding requirement. Seller also
537 shall pay to Buyer an amount not to exceed \$1,000 for actual costs associated with the filing and administration of forms,
538 affidavits, and certificates necessary for FIRPTA withholding and any withholding agent fees.
539 **Any representations made by Seller with respect to FIRPTA shall survive the closing and delivery of the deed.**
540 Firms, Agents, and Title Companies are not responsible for determining FIRPTA status or whether any FIRPTA exemption
541 applies. The Parties are advised to consult with their respective independent legal counsel and tax advisors regarding
542 FIRPTA.

543 **ADDITIONAL PROVISIONS/CONTINGENCIES**

552 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES**

Unless otherwise stated in this Offer, delivery of documents and written notices to a Party shall be effective only when accomplished by one of the authorized methods specified at lines 555-570.

555 (1) **Personal**: giving the document or written notice personally to the Party, or the Party's recipient for delivery if named at line 557 or 558.

557 Name of Seller's recipient for delivery, if any: Bruce Vande Zande

558 Name of Buyer's recipient for delivery, if any: Attorney Daniel L. Vande Zande

559 (2) **Fax**: fax transmission of the document or written notice to the following number:

560 Seller: () Buyer: (920) 324-2968

561 (3) **Commercial**: depositing the document or written notice, fees prepaid or charged to an account, with a commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery, for delivery to the Party's address at line 566 or 567.

564 (4) **U.S. Mail**: depositing the document or written notice, postage prepaid, in the U.S. Mail, addressed either to the Party, or to the Party's recipient for delivery, for delivery to the Party's address.

566 Address for Seller: N11363 State Road 26, Waupun, WI 53963

567 Address for Buyer: 408 E. Main Street, PO Box 430, Waupun, WI 53963

568 (5) **Email**: electronically transmitting the document or written notice to the email address.

569 Email Address for Seller: _____

570 Email Address for Buyer: dan@vklaw.us

571 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

573 **ADDENDA**: The attached Addendum A is/are made part of this Offer.

574 This Offer was drafted by [Licensee and Firm] Attorney Daniel L. Vande Zande

575 (x) _____ Authorized Agent for City of Waupun, Buyer

576 Buyer's Signature ▲ Print Name Here ►

Date ▲

577 (x) _____
578 Buyer's Signature ▲ Print Name Here ►

Date ▲

579 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.**

583 (x) Bruce Vande Zande
584 Seller's Signature ▲ Print Name Here ► Vande Holsteins, LLC, by authorized agent

1/4/23
Date ▲

585 (x) _____
586 Seller's Signature ▲ Print Name Here ►

Date ▲

587 This Offer was presented to Seller by [Licensee and Firm] _____
588 _____ on _____ at _____ a.m./p.m.

589 This Offer is rejected _____ This Offer is countered [See attached counter] _____
590 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

ADDENDUM "A" TO
RESIDENTIAL OFFER TO PURCHASE

The Residential Offer to Purchase ("the offer") between Vande Holsteins, LLC, a Wisconsin limited liability company ("the Seller") and the City of Waupun, a Wisconsin municipal corporation ("the Buyer") is subject to the following additional terms:

1. Contingent on Common Council Approval. This transaction is contingent on the approval of these terms by the Waupun Common Council within fifteen (15) days of the acceptance date of this offer. The Buyer acknowledges that the person executing this Offer on behalf of the City of Waupun does not have legal authority to bind the City of Waupun to these terms, and the parties have executed this Offer as a means of properly placing this Offer before the Waupun Common Council. No representation or warranty has been made to the Buyer concerning approval of this Offer by the Waupun Common Council. If this contingency is not timely met, then this Offer shall be void.

2. "As Is" Purchase; Condition Report Waiver. The Buyer agrees to accept the property in an "as is" and "where is" condition. The Buyer waives the right to receive a condition report with respect to the Property.

3. Wisconsin Public Records Law. The Buyer understands that this Offer and other materials submitted to the City may constitute public records subject to disclosure under the Wisconsin Public Records Law, as codified in Wis. Stat. §§ 19.31, et seq., and any successor statutes, regulations and common law rulings.

4. Terms of Approval. This offer may be executed by the parties in one or more identical counterparts, which shall collectively constitute their complete agreement when properly executed in identical form by all parties. For this purpose, a signature transmitted by facsimile or electronic mail shall be deemed an original signature.

**City of Waupun
Position Description**

JOB TITLE	Light Equipment Operator (Part-Time)
REPORTS TO	Director of Public Works
DEPARTMENT	Public Works
TYPE	Non-Represented
FLSA (overtime status)	Non-Exempt
APPROVED	TBD

GENERAL PURPOSE:

This position maintains municipal buildings, grounds, and streets and entails skilled work in the operation of heavy equipment and light-duty motorized equipment. Work involves responsibility for the safe and efficient operation of equipment with moderately complex operating requirements. Operation of assigned equipment is normally a common task, but employees perform many incidental or related duties. The employee may be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains municipal buildings and grounds (i.e. remodeling, repairing tables, benches, sheds, stowing equipment, removal of ice, trim trees, etc.).
- Performs basic electrical, plumbing and locksmith work (i.e. running data cables/phone/TV lines, change light bulbs, switches, ballasts; sweat pipes, unclog drains, maintain sump pump, etc.).
- Operates light equipment, including, but not limited to: skid loader, forklift, lawn mowers, etc. for street re-construction, snow removal, street sweeping and hauling debris, etc.
- Maintains municipal vehicles/equipment (i.e. grease, checking fluid levels, changing blades, painting and cleaning, etc.).
- Occasionally operates heavy equipment, including, but not limited to: backhoe, front end loader, etc. Employee with valid commercial motor vehicle license, desired but not required, may operate equipment including, but not limited to: dump truck/plow/wing/salter, street sweeper, etc.
- Maintains City streets and infrastructure.
- Maintains a safe work area.
- Performs other duties and responsibilities as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Knowledge in the operation, mechanics and maintenance of buildings and grounds
- Knowledge of the operation of vehicles and heavy equipment.
- Valid commercial motor vehicle license with ABCDN endorsements, with no air brake restrictions, is desired but not required.
- High school diploma or equivalent and five years related experience and/or training; or equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate light and heavy equipment.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to provide information in one-on-one and small group situations to public and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to make minor decisions

TOOLS AND EQUIPMENT USED:

This position uses, but not limited to, hand, fuel, and electrical tools/equipment and the use of light/heavy equipment and vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock and vibration
- Occasional exposure to high, precarious places and toxic or caustic chemicals.
- The noise level in the work environment may be loud.
- Regularly stand, walk and sit
- Regularly lift and/or move up to 50 pounds
- Occasionally lift and/or more up to 100 pounds.

EQUAL OPPORTUNITY EMPLOYER:

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



AGENDA SUMMARY SHEET

MEETING DATE: 1/9/2024

TITLE: Chief of Police Job Description

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	--	

ISSUE SUMMARY

The job description has been updated for the Chief of Police vacant position.

RECOMMENDATION:

Approve Job Description as Presented

ATTACHMENTS:

MOTIONS FOR CONSIDERATION:

Motion to approve the updated job description for the Chief of Police position.

City of Waupun Position Posting

JOB TITLE	Chief of Police
REPORTS TO	Mayor/City Administrator. Police & Fire Commission (hiring, promotion and discipline)
DEPARTMENT	Police
TYPE	Non-Represented
FLSA (overtime status)	Exempt
Approved	

PURPOSE: The purpose of this document is to define the duties and responsibilities of the Chief of Police.

The Chief of Police exists in accordance with WI State Statutes 62.09(13), 62.13. The position is also assigned the responsibilities for Deputy Emergency Management Director, supporting the Fire Department Chief and Director of Emergency Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Responsibilities:

- Work with the City Administrator and other staff to set goals and priorities and oversee the formulation of policies and procedures to accomplish them most effectively.
 - Stay abreast of City needs and encourage input and ideas from all personnel.
 - Be a leader; be aware of and promote the welfare and morale of members of the department. Share the accomplishments of the Police Department with the public.
 - Oversee, direct, and maintain effective police operations. Effectively delegate work assignments to staff. Work with staff to assist with problems, review assignments, and evaluate programs and operations to identify potential improvements.
 - Oversee the effective utilization and maintenance of equipment, facilities, and technology. Direct the development of recommendations to meet future needs to support department efficiency and effectiveness.
 - Serve as Deputy Emergency Management (EM) Director for the City. In the absence of the EM Director, take immediate command of any resource available to the city in the event of major hazardous situations. Be trained in the principles of the Incident Command System and aware that emergency preparedness is a continuous cycle of planning, organizing, training, exercising, and evaluating. Be part of an Emergency Operations Center, if necessary.
-
- Demonstrate and promote cooperative working relationships with other City departments and personnel, coordinating police functions with them when necessary.

- Ensure that the work schedule is filled covering all patrol shifts; possess the ability to perform patrol duties and work patrol shifts as needed.
- Develop a recruitment plan to maintain authorized staffing.
- Coordinate the department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering service contracts, and analyzing staffing, equipment, and technology needs.
- In conjunction with Deputy Chief and department supervisors, select, train, motivate and evaluate personnel; establish and monitor employee performance objectives; coordinate training and development. Determine appropriate discipline with Police and Fire Commission, following employment policy guidelines and union contracts.

Program Responsibilities:

- Develop and oversee programs including crime prevention, drug programs and presentations, community policing strategies, and security surveys for businesses, schools, and other entities that request them. Monitor and evaluate plans and effectiveness.
- Perform research functions as needed or assigned. Review and analyze information, compile data and reports, develop and issue recommendations.
- Actively seek opportunities with other agencies and organizations to jointly provide law enforcement services more effectively and/or efficiently. Cooperate with surrounding communities, state, and federal agencies, serve on task forces or committees.

Community and Public Relations Responsibilities:

- Promote excellent community relations and ensure positive interaction between Police Department personnel and the public. Maintain involvement with community organizations. Promote community engagement as a core function of the department.
- Maintain programming and education for the public and department personnel to promote equity, diversity, and cultural competency.
- Initiate, plan and implement activities pertaining to public safety. Public engagement should include the Chief's and police officers' presence at public events. Be a visible public figure and approachable. Represent the department and speak on behalf of public safety concerns of citizens before the City Council and/or its committees.
- Maintain a positive working relationship with all facets of news media on a national, state, and local level. In conjunction with the City Manager, prepare press releases and be prepared to host or participate in press conferences.
- Maintain professional competence and stay abreast of trends and innovations.
- Demonstrate cultural sensitivity in dealing with diverse groups of both internal and external stakeholders.
- Perform other duties and responsibilities as apparent or assigned.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATION REQUIREMENTS

This position requires a high-level of technical, professional, and managerial competency with a proven and verifiable track record of success.

- Certification by the Wisconsin Law Enforcement Standard Board or the ability to be certified in Wisconsin within three (3) months of hire.
- A current, valid Wisconsin driver's license, or a current, valid driver's license from another state and the ability to obtain a Wisconsin license upon appointment.
- A four (4) year degree and five (5) years of progressive management responsibility in law enforcement, **OR**
- A two (2) year degree in Law Enforcement/Criminal Justice and ten (10) years of progressive management responsibility in law enforcement, **OR**
- Upon approval, a combination of education and experience which the City agrees provides the requisite knowledge, skills, and abilities for the position.
- Completion of an Advanced Police Management School is recommended; however, a combination of related experience and education may be substituted at the sole discretion of the Police Commission, City Manager, or City Council.
- Continuing education to maintain knowledge and competency in police skills, including the maintenance of required certifications.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of modern Police services, including the areas of patrol, investigation, community policing, information management and administration.
- Knowledge of labor relations, contract administration and collective bargaining techniques.
- Ability to work in high stress situations and maintain a professional, calm demeanor.
- Knowledge of local, state, and federal laws, regulations and codes relating to law enforcement, including knowledge of records required by law, and of sex offender notification requirements. Familiarity with public records law and, as official custodian of the department's records, respond or direct the response to public records requests in a timely manner.
- Thorough understanding of technology and systems related to law enforcement, including the ability and certifications needed to run all technology within a patrol vehicle.
- A leadership style characterized by collaboration and the ability to involve front-line employees in decision making processes. Excellent communication, both oral and written; excellent interpersonal and team building skills.
- Ability to assess problems, anticipate needs, and evaluate alternatives.
- Possess unquestioned honesty and integrity and a high sense of personal and professional ethics. Professional maturity, self-confidence, and strength of conviction to provide administrative insights and leadership.

- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Ability to work with appropriate local, regional, state, and federal jurisdictions and agencies as well as the private sector in a constructive and cooperative manner.
- Ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Strong financial management abilities, including budget development and control.
- Ability to maintain confidentiality.
- Ability to make oral presentations to groups of various sizes and compositions.
- Excellent computer skills, specifically in Microsoft Word and Excel.

Tools and Equipment Used:

The Chief of Police must be competent in the use of the following and, where required, maintain current certifications.

- All vehicles which are used for patrol.
- Abilities required for patrol officers including CPR and AED use.
- OC spray, baton, department issued handgun and rifle, electronic control device (TASER), all items on a full duty belt including handcuffs and other prisoner or patient restraints.
- Telephone, two way and squad radio, computer terminals, MDC, radar, body cameras, and squad cameras.
- Ballistic vest, riot helmet (if provided), eye and ear protection.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment may vary from quiet to moderately loud.
- The work may be indoors and outdoors; exposed to weather conditions typical of Wisconsin. Attendance at evening meetings is required when the nature of the discussion relates to the duties of the position.
- The ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as toxic agents, violence, irate individuals, intimidation, noise, traffic hazards and disease can cause discomfort and/or risk of injury.

Physical Requirements:

- Ability to coordinate eyes, hands, feet, and limbs to perform movements requiring skill and training, such as operating a firearm.

- Ability to exert required physical effort to perform moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to sustain prolonged visual concentration.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials, and tasks.

Equal Opportunity Employer:

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



AGENDA SUMMARY SHEET

MEETING DATE: 1/9/24

TITLE: Mayoral Appointments to the Park and Recreation Commission

AGENDA SECTION: MAYORAL
CORRESPONDENCE/PRESENTATIONS

PRESENTER: Kathy Schlieve, Administrator

DEPARMTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	N/A	

ISSUE SUMMARY:

The following City of Waupun residents are recommended for mayoral appointment to the Board of Parks and Recreation Commission:

- Lexi Zarn
- Doug Disch
- Megan Williams
- Mary Kay Gorst
- Bridget Winterhack
- Wanda Nick
- Kambria Ledesma

STAFF RECOMENDATION:

Approve appointments as presented

ATTACHMENTS:

City of Waupun DRAFT Boards, Committee, Commissions Appointments

RECOMENDED MOTION:

Motion to approve recommended appointments to the Park and Recreation Commission as presented.

CITY OF WAUPUN
BOARDS, COMMITTEES, COMMISSIONS
2023-2024

Council President: Peter Kaczmarski
Official City Newspaper: Daily Citizen

Mayor

Rohn Bishop
200 Brandon St.
Waupun WI 53963
920-210-1063
mayor@cityofwaupun.org

Aldermanic District 1

Jason Westphal
902 Taft Ln
Waupun WI 53963
920-210-5140
jwestphal@cityofwaupun.org

Aldermanic District 3

Kambria Ledesma
117 Bly St.
Waupun WI 53963
309-706-0092
district3@cityofwaupun.org

Aldermanic District 5

Daniel Siebers
163 Harmsen Ave.
Waupun WI 53963
920-205-3065
district5@cityofwaupun.org

City Attorney

Daniel VandeZande
VandeZande & Kaufman
408 E Main St.
Waupun WI 53963
920-324-2951

Aldermanic District 2

Pete Kaczmarski
640 S Madison St.
Waupun WI 53963
920-324-2213
pkaczmarski@cityofwaupun.org

Aldermanic District 4

Michael Matoushek
304 Elm St.
Waupun WI 53963
262-470-5975
mmatoushek@cityofwaupun.org

Aldermanic District 6

Bobbi Jo Kunz
503 N. Madison St.
Waupun WI 53963
920-392-9366
district6@cityofwaupun.org

CITY OF WAUPUN
COMMON COUNCIL STANDING COMMITTEES,

Per Municipal Code 2.04 -Mayor designates Chairperson of the following committees.

BOARD OF PUBLIC WORKS AND FACILITIES COMMITTEE (3 Year Term)

Board of Public Works and Facilities shall regularly meet on the 2nd Tuesday of each month at 4:30pm
 The Board of Public Works shall consist of (3) Alderpersons and (4) City residents, all of whom shall be appointed by the Mayor, subject to approval by the Common Council. Alderpersons shall each serve for a term of one (1) year. Resident members shall each serve for a term of three (3) years. The Mayor, Director of Public Works, Recreation Program Director, Public Utilities Manager, Clerk and Police Chief or his or her designee shall also serve as *ex officio*, non-voting members of the Board. The Mayor shall each year designate a voting member of the Board as Chairperson, who shall also serve as Board President. At its organizational meeting each year, the Board shall by resolution appoint a voting member of the Board to serve as Board Clerk for that year.

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Peter Kaczmariski
ALDERMAN			Michael Matoushek
ALDERMAN			Kambria Ledesma
CITIZEN		4/30/2024	Dale Heeringa
CITIZEN		4/30/2024	Andrew Sullivan
CITIZEN	Board Clerk	4/30/2024	Gregg Zonnefeld
CITIZEN		4/30/2024	Dave Rens

MAYOR	Ex Officio - Non Voting
DIRECTOR OF PUBLIC WORKS	Ex Officio - Non Voting
RECREATION PROGRAM DIRECTOR	Ex Officio - Non Voting
UTILITY GENERAL MANAGER/DESIGNEE	Ex Officio - Non Voting
CITY CLERK	Ex Officio - Non Voting
POLICE CHIEF/DESIGNEE	Ex Officio - Non Voting

ECONOMIC DEVELOPMENT COMMITTEE

Economic Development Committee shall regularly meet on the last Tuesday of each month at 4:15pm
 The Mayor shall make all appointments, subject to confirmation by the Council. The Mayor shall designate the chairperson at the first regular meeting of the newly elected Council. The Mayor shall be an *ex officio*, nonvoting member. Committees shall meet on call of the chairperson. The chairperson shall call a committee meeting at the request of the Mayor or any two committee members.

ALDERMAN	<i>Mayoral Appointed Chairman</i>	Jason Westphal
ALDERMAN	Vice Chairman	Pete Kaczmariski
ALDERMAN		Dan Siebers
ECONOMIC DEVELOPMENT PARTNER		Envision Greater FDL

MAYOR	Ex Officio - Non Voting
CITY ADMINISTRATOR/EC DEVELOPMENT	Ex Officio - Non Voting
UTILITY GENERAL MANAGER	Ex Officio - Non Voting
CITY FINANCE DIRECTOR	Ex Officio - Non Voting
PUBLIC WORKS DIRECTOR	Ex Officio - Non Voting

BOARD OF REVIEW (5 Year Term)

Board of Review shall meet annually during the 30-day period beginning on the 2nd Monday of May
The Board of Review shall consist of the Mayor, the City Clerk, who shall serve as its Secretary, and 5 citizen members.
The citizen members shall be appointed by the Mayor, subject to the approval of the Council, and such citizen members shall hold their office for staggered 5 year terms. The restrictions of 70.46(1), Wis. Stats., shall apply. The Board of Review shall meet annually at any time during the 30-day period beginning on the 2nd Monday of May. The Board shall be in session at least 2 hours. The Board must select a chairperson and vice-chairperson.

MAYOR	Chairman		
CITY CLERK	<i>Serve as Secretary</i>		
CITIZEN		4/30/2027	Richard Steinbach
CITIZEN		4/30/2028	Jan Harmsen
CITIZEN		4/30/2024	Dylan Weber
CITIZEN		4/30/2025	Andrea Torres
CITIZEN		4/30/2026	Steve Buchholz

UTILITY COMMISSION (5 Year Term)

Utility Commission shall regularly meet on the 2nd Monday of each month at 4:00pm
The water, electric and sewerage collection system and disposal plant shall be managed by a nonpartisan board of 7 commissioners. Four of the Commissioners shall be citizen members appointed by the Common Council for staggered terms of 5 years each. Three of the Commissioners shall be Alderpersons of the City, each of whom shall be appointed by the Mayor, subject to confirmation by the Common Council, to serve for the term of his or her office as Alderperson. The Manager of Public Utilities and Director of Public Works shall serve as ex officio, nonvoting members of the Public Utility Commission. The Commissioners shall choose from among their number, a President and a Secretary, and a Vice President if so desired.

ALDERMAN			Bobbi Jo Kunz
ALDERMAN			Jason Westphal
ALDERMAN			Dan Siebers
CITIZEN		4/30/2027	Jeff Homan
CITIZEN	President	4/30/2028	Joel Heeringa
CITIZEN		4/30/2025	Mike Thurmer
CITIZEN	Vice President	4/30/2026	Nate Daane

UTILITY GENERAL MANAGER/DESIGNEE	Ex Officio - Non Voting	Secretary
DIRECTOR OF PUBLIC WORKS	Ex Officio - Non Voting	

PLAN COMMISSION (3 Year Term)

Plan Commission shall regularly meet on the 3rd Wednesday of each month at 4:30pm
The Plan Commission shall consist of the Mayor, who shall be its presiding officer, the Director of Public Works, CDA member, an Alderperson appointed by the Council annually and 3 citizen members. Simultaneous membership on the Board of Zoning Appeals and Plan Commission is permissible. The Commissioners shall choose from among their number, a Secretary.

MAYOR	<i>Serve as Chairman</i>		
ALDERMAN			Michael Matoushek
PUBLIC WORKS DIRECTOR	Secretary		
CDA MEMBER		4/30/2024	Jill Vanderkin
CITIZEN		4/30/2026	Elton Ter Beest
CITIZEN		4/30/2024	Jerry Medema
CITIZEN		4/30/2024	Jason Whitford

UTILITY GENERAL MANAGER	Ex Officio
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FIRE AND POLICE COMMISSION (5 Year Term)

The Commission will meet on quarterly basis.

The Police and Fire Commission shall consist of 5 citizens of the City appointed as provided in §62.13, Wis. Stats.) (Police and fire commissions commonly elect a president, a vice president and a secretary

CITIZEN		4/30/2026	Bambi Buchholz
CITIZEN	President	4/30/2025	Mike Thurmer
CITIZEN		4/30/2024	Teresa Heidemann
CITIZEN	Vice President	4/30/2027	John Bett
CITIZEN	Secretary	4/30/2028	Tara Rhodes

ALDERMAN	Ex Officio	Bobbi Jo Kunz
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TRANSIT COMMITTEE (1 Year Term)

MAYOR	
ALDERMAN	Mike Matoushek
ALDERMAN	Peter Kaczmariski
ALDERMAN	Kambria Ledesma
POLICE CHIEF/DESIGNEE	

ZONING BOARD OF APPEALS (3 Year Term)

The Board of Zoning Appeals shall consist of 5 members and an alternate. The alternate shall act with full power when a member of the Board is absent or refuses to vote because of interest. Simultaneous membership on the Board of Zoning Appeals and Plan Commission is permissible. The Mayor appoints the Chairperson.

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Jason Westphal
CITIZEN		4/30/2025	Mark Nickel
CITIZEN		4/30/2026	Derek Minnema
CITIZEN		4/30/2024	Rick Vanthoff
CITIZEN		4/30/2024	Dylan Weber
CITIZEN ALTERNATE		4/30/2026	Patricia Beyer

UTILITY GENERAL MANAGER	Ex Officio
DIRECTOR OF PUBLIC WORKS	Ex Officio

LIBRARY BOARD (3 Year Term)

Library Board shall regularly meet on the 3rd Wednesday of each month at 4:30pm

The Library Board shall consist of the Superintendent of Schools and 6 citizens of the City appointed as provided in §43.54. Wis. Stats. The Council may name a trustee emeritus to serve with the Board, without voting rights, but with all other privileges of office. Library Board to appoint President, Vice President, Secretary/Treasurer.

SUPERINTENDENT OF SCHOOLS/DESIGNEE			Carrie Hintze
CITIZEN / ALDERMAN			Dan Siebers
CITIZEN	President	4/30/2024	Bev Martens
CITIZEN		4/30/2026	Janet Gehl
CITIZEN	Clerk/Treasurer	4/30/2024	Marie Svec
CITIZEN	Vice President	4/30/2026	Sadie Schultz
CITIZEN		4/30/2025	Jessica Sullivan

BUSINESS IMPROVEMENT DISTRICT BOARD (3 Year Terms)

Business Improvement District shall regularly meet on the 3rd Tuesday of each month at 7:00am.

The BID Board shall consist of 6 representatives from the BID District and 4 Representatives At-Large. Board commonly elects Chairperson, Vice Chairperson. Mayor as Ex Officio.

REPRESENTATIVE FROM BID DISTRICT		4/30/2025	Tyler Schulz
REPRESENTATIVE FROM BID DISTRICT		4/30/2025	Rich Matravers
REPRESENTATIVE FROM BID DISTRICT		4/30/2026	VACANT
REPRESENTATIVE FROM BID DISTRICT		4/30/2026	Gary DeJager
REPRESENTATIVE FROM BID DISTRICT	Chairman	4/30/2026	Krista Bishop
REPRESENTATIVE FROM BID DISTRICT		4/30/2024	Mitch Greenfield
REPRESENTATIVE AT-LARGE		4/30/2025	Craig Much
REPRESENTATIVE AT-LARGE		4/30/2026	Jodi Mallas
REPRESENTATIVE AT-LARGE		4/30/2024	Kate Bresser
REPRESENTATIVE AT-LARGE	Vice Chairman	4/30/2024	Teresa Ruch

MAYOR	Ex Officio		
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JOINT REVIEW BOARD

The Joint Review Board consists of one representative from the school district, technical college, county, municipality, and public. When creating a multijurisdictional TID, each participating municipality may appoint one representative. The Chair is chosen by a vote of the members at the first JRB meeting.

	REPRESENTATIVE	DESIGNEE
WAUPUN AREA SCHOOL DISTRICT	Steve Hill, District Administrator	Carrie Hintze Director of Business Services
MORAINES PARK TECHNICAL COLLEGE	Bonnie Baerwald, President	Carrie Kasubaski VP Finance/Administration
DODGE COUNTY	David Frohling, County Board Supervisor	Robert Boelk County Board Vice Chairman
FOND DU LAC COUNTY	Sam Kaufman, County Executive	Erin Gerred Director of Administration
MUNICIPALITY	Chairman/Mayor Rohn Bishop	
APPOINTED PUBLIC MEMBER	Daniel Siebers	

BOARD OF PARK AND RECREATION COMMISSIONERS

The Board of Park and Recreation Commissioners shall have 7 members to be appointed by the Mayor, subject to confirmation by the Council. Terms of office shall commence on May 1 and members shall serve for 3-year terms, unless a different term is designated. The Board shall elect a chairman, vice-chairman and secretary from their number. A report shall be made to the Council each month.

CITIZEN		4/30/2025	Doug Disch
CITIZEN		4/30/2025	Mary Kay Gorst
CITIZEN		4/30/2026	Megan Williams
CITIZEN		4/30/2026	Wanda Nick
CITIZEN		4/30/2027	Lexi Zarn
CITIZEN		4/30/2027	Bridget Winterhack
CITIZEN/ALDERMAN		4/30/2024	Kambria Ledesma

COMMUNITY DEVELOPMENT AUTHORITY (after initial term, 4 Year Term)

Community Development Authority shall regularly meet on the 3rd Tuesday of each month at 7:45am

The CDA commissioners shall consist of seven commissioners who shall be appointed in accordance with Section 66.1335(2) of the WI Statutes. A commissioner shall hold his or her office until a successor has been appointed and qualified. Removals with respect to commissioners of the CDA shall be governed by the WI Statutes. Officers of the CDA shall be the Chairperson (Mayor) and Vice Chairperson. The Vice-Chairperson shall be elected from among the Commissioners of the CDA at the first meeting of the CDA, and the first meeting after May and shall hold office until the next succeeding April, or until a successor is elected. This list is an advisory list of potential members but not obligatory. The appointments to this committee are at the discretion of the Mayor: Mayor, Council Member, Downtown Business Owner, Downtown Property Owner, (2) Community Member At-Large, and Business Improvement District (BID) Representative. Ex-Officio/Staff Support: City Administrator

MAYOR	<i>Serves as Chairperson</i>		
ALDERMAN			Bobbi J Kunz
DOWNTOWN BUSINESS OWNER	Vice Chairperson	4/30/2027	Sue Vandeberg
DOWNTOWN PROPERTY OWNER		4/30/2026	Cassandra Verhage
COMMUNITY MEMBER AT-LARGE		4/30/2026	Derek Drews
COMMUNITY MEMBER AT-LARGE		4/30/2024	Jill Vanderkin
BUSINESS IMPROVEMENT DISTRICT REPRESENTATIVE		4/30/2025	Gary DeJager

ADMINISTRATOR/EC. DEVELOPMENT	Ex Officio
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CITY OF WAUPUN – WAUPUN UTILITIES OFFICIALS

CITY ATTORNEY	Daniel VandeZande	920-324-2951	
CITY ADMINISTRATOR/EC. DEVELOPMENT	Kathy Schlieve	920-324-7915	kathy@cityofwaupun.org
CITY CLERK/TREASURER/HUMAN RESOURCES	Angela Hull	920-324-7915	angie@cityofwaupun.org
FINANCE DIRECTOR	Casey Langenfeld	920-324-7850	finance@cityofwaupun.org
DIRECTOR OF PUBLIC WORKS	Jeff Daane	920-324-7918	jeff@cityofwaupun.org
RECREATION PROGRAM DIRECTOR	Rachel Kaminski	920-324-7930	parks@cityofwaupun.org
FIRE CHIEF/EMERGENCY GOVERNMENT	BJ Demaa	920-324-7910	bj.demaa@waupunpd.org
INTERIM POLICE CHIEF	Jeremy Rasch	920-324-7903	jeremy.rasch@waupunpd.org
LIBRARY DIRECTOR	Bret Jaeger	920-324-7925	bret@monarchlibraries.org
BUILDING INSPECTOR/ZONING ADMIN	Sue Leahy	920-229-6360	inspector@cityofwaupun.org
UTILITY GENERAL MANAGER	Steve Brooks	920-324-7920	sbrooks@waupunutilities.org
UTILITY FINANCE DIRECTOR	Jeff Stanek	920-324-7920	jstanek@waupunutilities.org
UTILITY TREATMENT FACILITIES/OPERATIONS SUPERINTENDENT	Steve Schramm	920-324-7920	sschramm@waupunutilities.org



AGENDA SUMMARY SHEET

MEETING DATE: 1/9/24

TITLE: Future Meetings & Gatherings, License and Permit Applications, Expenses

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Tuesday, January 30, 2024	Committee of the Whole	5:30PM
Tuesday, February 13, 2024	Common Council	6:00PM
Tuesday, February 27, 2024	Committee of the Whole	5:30PM
Tuesday, March 12, 2024	Common Council	6:00PM
Tuesday, March 26, 2024	Committee of the Whole	5:30PM

LICENSE/PERMIT APPLICATIONS

Operator: Alyxia Wiese, Meghan Richert

Temporary Class B: Waupun Drift Jumpers (February 17-18, 2024) Ice Fest; 928 E Main St. Waupun

EXPENSES

Attached

RECOMENDED MOTION:

Motion to accept the monthly Finance Report and approve the Consent Agenda. *(Roll Call)*

Report Criteria:

Report type: Summary

Invoice.Batch = "122623","A","TAXREFUND","2023","2024"

Check Issue Date	Check Number	Payee	Amount
12/28/2023	173	CREXENDO	456.38
12/28/2023	174	KWIK TRIP STORES	6,432.24
12/28/2023	175	WELLS FARGO PAYMENT REMITT	1,974.91
12/21/2023	106984	AMAZON CAPITAL SERVICES	1,405.71
12/21/2023	106985	AIRGAS USA LLC	1,127.29
12/21/2023	106986	ARMGA, BARB	65.59
12/21/2023	106987	ARMGA, RANDY	65.59
12/21/2023	106988	AT&T MOBILITY	832.56
12/21/2023	106989	B&B PLUMBING	5,000.00
12/21/2023	106990	BATTERIES PLUS LLC	50.40
12/21/2023	106991	BENTZ AUTOMOTIVE INC	205.95
12/21/2023	106992	BOUND TREE MEDICAL LLC	486.00
12/21/2023	106993	BOUWKAMP, DARLENE	40.36
12/21/2023	106994	BOUWKAMP, DAVID	40.36
12/21/2023	106995	BROOKS SHOE & REPAIR	450.00
12/21/2023	106996	BROWN CAB SERVICE INC	11,362.79
12/21/2023	106997	BUCHHOLZ, BAMBI	40.00
12/21/2023	106998	BURG HOMES LLC	1,000.00
12/21/2023	106999	CAPITAL NEWSPAPERS	279.90
12/21/2023	107000	CARTRIDGE WORLD	164.00
12/21/2023	107001	CEDAR CORPORATION	7,096.35
12/21/2023	107002	CHARTER COMMUNICATIONS	1,034.19
12/21/2023	107003	CHARTER COMMUNICATIONS	278.75
12/21/2023	107004	CHEF CHANSE CUISINE	1,680.00
12/21/2023	107005	CITY OF BEAVER DAM	860.00
12/21/2023	107006	CITY OF WAUPUN	319.17
12/21/2023	107007	SSM HEALTH LABORATORIES	80.00
12/21/2023	107008	EDWARD JONES	2,360.00
12/21/2023	107009	FOND DU LAC COUNTY TREASURER	4,970.00
12/21/2023	107010	FOND DU LAC COUNTY TREASURER	4,360.65
12/21/2023	107011	GOODYEAR COMMERCIAL TIRE & SE	448.00
12/21/2023	107012	GORDON FLESCH CO INC	113.04
12/21/2023	107013	H & R SAFETY SOLUTIONS LLC	79.00
12/21/2023	107014	HEIDEMANN, TERESA	40.00
12/21/2023	107015	HERITAGE RIDGE TRAVEL PLAZA	63.37
12/21/2023	107016	HOMAN AUTO -GATEWAY	96.33
12/21/2023	107017	JOHN GREY INS & FIN SVSC	5,000.00
12/21/2023	107018	JUSTMANN CONSTRUCTION	1,000.00
12/21/2023	107019	KIMBALL MIDWEST	572.12
12/21/2023	107020	LEAGUE OF WI MUNICIPALITIES	290.00
12/21/2023	107021	MARCO TECHNOLOGIES LLC	160.91
12/21/2023	107022	MENARDS - BEAVER DAM	48.69
12/21/2023	107023	MESA, FRANK	45.41
12/21/2023	107024	MIDWEST SERVICE EQUIPMENT	603.38
12/21/2023	107025	MILTON PROPANE INC	17.60
12/21/2023	107026	MULDER, GEORGENE	20.18
12/21/2023	107027	NAPA AUTO PARTS-WAUPUN	857.36
12/21/2023	107028	O'REILLY AUTOMOTIVE INC	289.21
12/21/2023	107029	PETERSEN, JENNIFER	26.20

Check Issue Date	Check Number	Payee	Amount
12/21/2023	107030	PETTY CASH-POLICE DEPT	10.20
12/21/2023	107031	PIGGLY WIGGLY DISCOUNT FOODS	163.55
12/21/2023	107032	PITNEY BOWES GLOBAL FINANCIAL S	171.60
12/21/2023	107033	PURCHASE POWER	500.00
12/21/2023	107034	RHODES, TARA	40.00
12/21/2023	107035	SAN-A-CARE INC	44.67
12/21/2023	107036	SCHLIEVE, KATHY	1,408.25
12/21/2023	107037	SELECTIVE INSURANCE COMPANY	49,925.00
12/21/2023	107038	SHRED-IT	98.67
12/21/2023	107039	STOBB PLUMBING & HEATING INC	829.00
12/21/2023	107040	THURMER, MIKE	40.00
12/21/2023	107041	TJ'S CONSTRUCTION	1,000.00
12/21/2023	107042	TOTAL BUSINESS PRODUCTS	686.00
12/21/2023	107043	TOWN OF CHESTER	72.92
12/21/2023	107044	TRUCK COUNTRY	514.62
12/21/2023	107045	VON BRIESEN & ROPER, S.C.	4,919.54
12/21/2023	107046	WAUPUN CITY OF SCULPTURE	5,000.00
12/21/2023	107047	WAUPUN UTILITIES	23,892.59
12/21/2023	107048	WI BUILDING SUPPLY	455.03
12/21/2023	107049	WI DEPART OF TRANSPORTATION	1,225.09
12/21/2023	107050	INSIGHT FS	308.12
12/21/2023	107051	PRECISIONCHEM LLC	446.25
12/21/2023	107052	PEACHEY, MARGE	22.70
12/21/2023	107053	BOSSENBROEK, ALLEGRA	45.41
12/21/2023	107054	BETT, JOHN	40.00
12/28/2023	107055	LIMESTONE RIDGE PROPERTIES	84.59
12/28/2023	107056	ROSE HILL PROPERTIES LLC	84.57
12/28/2023	107057	RUSTIC RIDGE PROPERTIES	61.90
12/31/2023	107058	AMAZON CAPITAL SERVICES	545.06
12/31/2023	107059	AT & T	129.40
12/31/2023	107060	BENTZ AUTOMOTIVE INC	605.85
12/31/2023	107061	CARDIO PARTNERS INC	634.89
12/31/2023	107062	CEDAR CORPORATION	21,593.35
12/31/2023	107063	CINTAS CORPORATION NO 2	1,146.94
12/31/2023	107064	CIVIC SYSTEMS	600.00
12/31/2023	107065	CITY OF BEAVER DAM	860.00
12/31/2023	107066	COBAN TECHNOLOGIES INC	2,525.78
12/31/2023	107067	COUNTRY HILLS PET HOSPITAL	72.67
12/31/2023	107068	DEVRIES WELDING LLC	16.00
12/31/2023	107069	MARTENS ACE HARDWARE	941.60
12/31/2023	107070	GAPPA SECURITY SOLUTIONS LLC	150.00
12/31/2023	107071	GFL ENVIRONMENTAL	48,273.09
12/31/2023	107072	H & R SAFETY SOLUTIONS LLC	451.88
12/31/2023	107073	HAMMES FIRE & SAFETY	140.00
12/31/2023	107074	HOMAN AUTO -GATEWAY	207.08
12/31/2023	107075	JOHN FABICK TRACTOR CO	172.86
12/31/2023	107076	LIFESTAR EMERGENCY MEDICAL	3,780.00
12/31/2023	107077	MENARDS - BEAVER DAM	566.07
12/31/2023	107078	O'REILLY AUTOMOTIVE INC	7.98
12/31/2023	107079	SCHLIEVE, NATE	50.64
12/31/2023	107080	SMA CONSTRUCTION SERVICES	1,278,415.00
12/31/2023	107081	SMITS & BLAZEL LAW OFFICE	384.00
12/31/2023	107082	STREICHER'S	3,411.49

Check Issue Date	Check Number	Payee	Amount
12/31/2023	107083	SURE FIRE INC	925.00
12/31/2023	107084	THE RISELING GROUP LLC	14,260.29
12/31/2023	107085	TRU CLEANERS LLC	4,134.27
12/31/2023	107086	WI DEPT OF JUSTICE	14.00
12/31/2023	107087	WONDRA CONSTRUCTION	48,848.09
12/31/2023	107088	W.W. ELECTRIC MOTORS INC	213.00
12/31/2023	107089	ZARNOTH BRUSH WORKS INC	1,070.60
12/31/2023	107090	TOP PACK DEFENSE LLC	139.98
01/04/2024	107091	ASSOCIATED APPRAISAL CONSULTA	3,200.13
01/04/2024	107092	BOND TRUST SERVICES CORPORATI	72,850.00
01/04/2024	107093	CIVIC SYSTEMS	10,876.00
01/04/2024	107094	DCEMSA	50.00
01/04/2024	107095	DCELEA	40.00
01/04/2024	107096	ELECTION SYSTEMS & SOFTWARE	382.20
01/04/2024	107097	INTERNATIONAL ASSOCIATION OF FI	245.00
01/04/2024	107098	IWORQ	9,500.00
01/04/2024	107099	LEAGUE OF WI MUNICIPALITIES	2,984.15
01/04/2024	107100	LEXIPOL LLC	1,775.94
01/04/2024	107101	NATIONAL PELRA	210.00
01/04/2024	107102	PROS 4 TECHNOLOGY INC	3,615.00
01/04/2024	107103	SCHAVER, ALEX	90.00
01/04/2024	107104	SCHLIEVE, NATE	90.00
01/04/2024	107105	SESAC	581.00
01/04/2024	107106	SHERWIN WILLIAMS	215.94
01/04/2024	107107	STOBB, CHARLES	90.00
01/04/2024	107108	WAUPUN EQUIPMENT COMPANY INC	7.90
01/04/2024	107109	WI CHIEFS OF POLICE ASSN	150.00
01/04/2024	107110	WI CITY/COUNTY MANGEMENT ASC	332.16
01/04/2024	107111	WI CITY/COUNTY MANAGEMENT	245.00
01/04/2024	107112	WI DEPT OF REVENUE	10.00
01/04/2024	107113	ENVISION GREATER FOND DU LAC IN	15,450.00
Grand Totals:			<u>1,714,657.49</u>

Report Criteria:

Report type: Summary

Invoice.Batch = "122623","A","TAXREFUND","2023","2024"

Report Criteria:

Report type: Invoice detail
 Check.Type = {<>} "Adjustment"
 Invoice.Batch = "122623","A","TAXREFUND","2023","2024"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AIRGAS USA LLC						
AIRGAS USA LLC	O2 BOTTLE RENTAL - FD	12/21/2023	5503653432	100-50-5230-3-38	101.11	101.11
AIRGAS USA LLC	CYLINDER RENTAL 1/1/24 - 12/31/24	12/21/2023	5504295801	100-70-5411-3-36	1,026.18	1,026.18
Total AIRGAS USA LLC:						1,127.29
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	LED VAPOR TIGHT LIGHT/TORK C512H	12/21/2023	197X-NGVC-N	100-70-5412-3-36	211.99	211.99
AMAZON CAPITAL SERVICES	OFFICE PAPER	12/21/2023	1D7G-PK4J-P	100-80-5670-3-30	335.84	335.84
AMAZON CAPITAL SERVICES	STEEL BRACE BAND - COMM C FENCE REPAIR	12/21/2023	1GL1-RRPV-V	100-70-5410-3-36	77.68	77.68
AMAZON CAPITAL SERVICES	FILTER FOR BUBBLER AT LIBRARAY	12/21/2023	1GNR-M4DX-	100-70-5410-3-36	67.41	67.41
AMAZON CAPITAL SERVICES	85" TV - REPLACE TV IN COUNCIL CHAMBERS	12/21/2023	1JFM-QKJX-1	100-70-5410-3-36	799.99	799.99
AMAZON CAPITAL SERVICES	WALL MOUNT TV BRACKET - TV FOR TRAINING AT CITY GARAGE	12/21/2023	1L7Y-NFP6-F	100-70-5412-3-36	38.79	38.79
AMAZON CAPITAL SERVICES	CREDIT MEMO	12/21/2023	1P4R-QVKP-C	100-70-5410-3-36	125.99	125.99
AMAZON CAPITAL SERVICES	GRADE STAKES WHISKERS	12/31/2023	11WJ-9J6C-13	100-70-5431-3-36	25.95	25.95
AMAZON CAPITAL SERVICES	SHOP TOOLS	12/31/2023	1Y6H-JPX6-H	100-70-5411-3-38	403.36	403.36
AMAZON CAPITAL SERVICES	CALCULATOR TAPE	12/31/2023	173M-FMQW-	100-10-5141-3-30	16.75	16.75
AMAZON CAPITAL SERVICES	SPARE BRAKE FOR TABLE SAW	12/31/2023	11G3-LL6K-J9	100-70-5411-3-36	99.00	99.00
Total AMAZON CAPITAL SERVICES:						1,950.77
ARMGA, BARB						
ARMGA, BARB	RECORDS MANAGEMENT	12/21/2023	12-14-23	100-10-5142-1-10	65.59	65.59
Total ARMGA, BARB:						65.59
ARMGA, RANDY						
ARMGA, RANDY	RECORDS MANAGEMENT	12/21/2023	12-14-23	100-10-5142-1-10	65.59	65.59
Total ARMGA, RANDY:						65.59
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM JAN 2024	01/04/2024	172229	100-30-5152-3-38	3,200.13	3,200.13
Total ASSOCIATED APPRAISAL CONSULTAN:						3,200.13
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	12/31/2023	NOV20-DEC1	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - OCT 24-NOV 23 2023 PD	12/21/2023	287307537700	100-40-5211-3-31	832.56	832.56
Total AT&T MOBILITY:						832.56
B&B PLUMBING						
B&B PLUMBING	CDA GRANT REIMBURSEMENT - FACADE IMPROVEMENT APPROVED					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	8-15-23	12/21/2023	12-20-23	405-70-5436-3-38	5,000.00	5,000.00
Total B&B PLUMBING:						5,000.00
BATTERIES PLUS LLC						
BATTERIES PLUS LLC	BATTERIES FOR EQUIPMENT	12/21/2023	P68513523	100-50-5232-3-36	50.40	50.40
Total BATTERIES PLUS LLC:						50.40
BENTZ AUTOMOTIVE INC						
BENTZ AUTOMOTIVE INC	REPLACE BATTERY - SQUAD 11	12/21/2023	28341	100-40-5212-3-36	205.95	205.95
BENTZ AUTOMOTIVE INC	BATTERY	12/31/2023	28673	100-70-5411-3-36	605.85	605.85
Total BENTZ AUTOMOTIVE INC:						811.80
BETT, JOHN						
BETT, JOHN	12-11-23 PER DIEM - POLICE & FIRE COMMISSION	12/21/2023	12112023	100-10-5210-3-38	40.00	40.00
Total BETT, JOHN:						40.00
BOND TRUST SERVICES CORPORATION						
BOND TRUST SERVICES CORPORATI	GENERAL OBLIGATION REFUNDING BONDS SERIES 2020A	01/04/2024	84665	300-10-5932-6-00	46,525.00	46,525.00
BOND TRUST SERVICES CORPORATI	GENERAL OBLIGATION PROMISSORY NOTES SERIES 2021A	01/04/2024	84666	300-10-5821-6-00	25,525.00	25,525.00
BOND TRUST SERVICES CORPORATI	GENERAL OBLIGATION REFUNDING BONDS SERIES 2020A	01/04/2024	85435	300-10-5943-6-00	400.00	400.00
BOND TRUST SERVICES CORPORATI	GENERAL OBLIGATION PROMISSORY NOTES SERIES 2021A	01/04/2024	85436	300-10-5943-6-00	400.00	400.00
Total BOND TRUST SERVICES CORPORATION:						72,850.00
BOSSENBROEK, ALLEGRA						
BOSSENBROEK, ALLEGRA	RECORDS MANAGEMENT	12/21/2023	12-14-23	100-10-5142-1-10	45.41	45.41
Total BOSSENBROEK, ALLEGRA:						45.41
BOUND TREE MEDICAL LLC						
BOUND TREE MEDICAL LLC	4 LONG BOARDS - HEALTHCARE INFRASTRUCTURE GRANT	12/21/2023	85170548	100-50-5230-3-38	486.00	486.00
Total BOUND TREE MEDICAL LLC:						486.00
BOUWKAMP, DARLENE						
BOUWKAMP, DARLENE	RECORDS MANAGEMENT	12/21/2023	12-14-23	100-10-5142-1-10	40.36	40.36
Total BOUWKAMP, DARLENE:						40.36
BOUWKAMP, DAVID						
BOUWKAMP, DAVID	RECORDS MANAGEMENT	12/21/2023	12-14-23	100-10-5142-1-10	40.36	40.36
Total BOUWKAMP, DAVID:						40.36
BROOKS SHOE & REPAIR						
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - STOBBS, CHUCK	12/21/2023	48280	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - RENS	12/21/2023	48296	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - SCHLIEVE, N	12/21/2023	48307	100-70-5412-3-38	150.00	150.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BROOKS SHOE & REPAIR:						450.00
BROWN CAB SERVICE INC	NOV 2023 TAXI SERVICES	12/21/2023	4279	501-10-5154-3-38	11,362.79	11,362.79
Total BROWN CAB SERVICE INC:						11,362.79
BUCHHOLZ, BAMBI	12-11-23 POLICE & FIRE COMMISSION PER DIEM	12/21/2023	12112023	100-10-5210-3-38	40.00	40.00
Total BUCHHOLZ, BAMBI:						40.00
BURG HOMES LLC	RETURN BOND FEE - JANSEN	12/21/2023	12-11-23	230-21120	1,000.00	1,000.00
Total BURG HOMES LLC:						1,000.00
CAPITAL NEWSPAPERS	EMPLOYMENT AD - LIGHT EQUIP OPER	12/21/2023	184301-1	100-70-5420-3-35	211.95	211.95
CAPITAL NEWSPAPERS	EMPLOYMENT AD - LIGHT EQUIP OPER - 2ND TIME RAN	12/21/2023	185874-1	100-70-5420-3-35	67.95	67.95
Total CAPITAL NEWSPAPERS:						279.90
CARDIO PARTNERS INC	CS BATTERY FOR POWERHEAR G5, 2 CS ELECTRODES ADULT FOR CS G5 AED	12/31/2023	INV3319591	100-40-5212-3-38	634.89	634.89
Total CARDIO PARTNERS INC:						634.89
CARTRIDGE WORLD	INK CARTRIDGES	12/21/2023	93338	100-40-5212-3-38	164.00	164.00
Total CARTRIDGE WORLD:						164.00
CEDAR CORPORATION	FOOD TRUCK ALLEY ENGINEERING	12/21/2023	117349	405-70-5436-3-39	7,096.35	7,096.35
CEDAR CORPORATION	PROFESSIONAL SERVICES - SENIOR/COMM CENTER - THRU 12-16-23	12/31/2023	118315	400-20-5513-8-00	20,603.35	20,603.35
CEDAR CORPORATION	FOOD TRUCK ALLEY PROFESSIONAL SERVICES	12/31/2023	118316	405-70-5436-3-39	990.00	990.00
Total CEDAR CORPORATION:						28,689.70
CHARTER COMMUNICATIONS	ACCT# 171153401 - PD - INTERNET - SERVS 12-1-23 TO 12-31-23	12/21/2023	171153401120	100-40-5211-3-38	490.00	490.00
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	12/21/2023	171154001-DE	100-70-5412-3-38	210.87	210.87
CHARTER COMMUNICATIONS	AQUATIC CENTER	12/21/2023	171154201-DE	100-20-5523-3-38	114.97	114.97
CHARTER COMMUNICATIONS	ACCT# 171154501 - PD - VOICE, TV - SERVS 12-1-23 TO 12-31-23	12/21/2023	171154501120	100-40-5211-3-38	68.37	68.37
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	12/21/2023	171156301-DE	100-10-5197-3-31	149.98	149.98
CHARTER COMMUNICATIONS	SENIOR CENTER - TV, INTERNET	12/21/2023	16011-DEC23	100-20-5513-3-38	178.76	178.76
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - BILLED/PD BY HISTORICAL SOCIETY	12/21/2023	84621-DEC23	100-13850	99.99	99.99

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total CHARTER COMMUNICATIONS:						1,312.94
CHEF CHANSE CUISINE	AWARDS BANQUET MEAL 2023	12/21/2023	498275	100-50-5231-3-38	1,680.00	1,680.00
Total CHEF CHANSE CUISINE:						1,680.00
CINTAS CORPORATION NO 2	CITY HALL RUGS - NOV 2023	12/31/2023	4174137049	100-70-5410-3-38	116.27	116.27
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - NOV 2023	12/31/2023	4174137053	100-70-5410-3-38	88.27	88.27
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - NOV 2023	12/31/2023	4174137106	100-70-5410-3-38	53.16	53.16
CINTAS CORPORATION NO 2	LIBRARY RUGS - NOV 2023	12/31/2023	4174137147	100-70-5410-3-38	104.30	104.30
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2023	12/31/2023	4174137372	100-70-5411-3-38	84.07	84.07
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2023	12/31/2023	4174810619	100-70-5411-3-38	50.96	50.96
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2023	12/31/2023	4175659213	100-70-5411-3-38	50.96	50.96
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - DEC 2023	12/31/2023	4176310173	100-70-5411-3-38	50.96	50.96
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - DEC 2023	12/31/2023	4177033119	100-70-5410-3-38	88.27	88.27
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - DEC 2023	12/31/2023	4177033166	100-70-5410-3-38	53.16	53.16
CINTAS CORPORATION NO 2	CITY HALL RUGS - DEC 2023	12/31/2023	4177033185	100-70-5410-3-38	116.27	116.27
CINTAS CORPORATION NO 2	LIBRARY RUGS - DEC 2023	12/31/2023	4177033198	100-70-5410-3-38	104.30	104.30
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - DEC 2023	12/31/2023	4177033319	100-70-5411-3-38	84.07	84.07
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - DEC 2023	12/31/2023	4177766950	100-70-5411-3-38	50.96	50.96
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - DEC 2023	12/31/2023	4178498508	100-70-5411-3-38	50.96	50.96
Total CINTAS CORPORATION NO 2:						1,146.94
CITY OF BEAVER DAM	EMS CALL 12-18-23	12/21/2023	21835	100-10-5255-3-38	860.00	860.00
CITY OF BEAVER DAM	EMS CALL 12-22-23	12/31/2023	21840	100-10-5255-3-38	860.00	860.00
Total CITY OF BEAVER DAM:						1,720.00
CITY OF WAUPUN	CITY OWNED LAND - WPN1415320600200	12/21/2023	12-19-23	700-10-5192-8-00	156.89	156.89
CITY OF WAUPUN	CITY OWNED LAND - WPN1415320700500	12/21/2023	12-19-23/2	700-10-5192-8-00	81.14	81.14
CITY OF WAUPUN	CITY OWNED LAND - WPN1415320700700	12/21/2023	12-19-23/3	700-10-5192-8-00	81.14	81.14
Total CITY OF WAUPUN:						319.17
CIVIC SYSTEMS	2023 SERVER MIGRATION	12/31/2023	CVC24013	410-10-5140-4-00	600.00	600.00
CIVIC SYSTEMS	FEES - MIBUDGET/SETUP/TRAINING	01/04/2024	CVC23999	410-10-5140-4-00	4,100.00	4,100.00
CIVIC SYSTEMS	SEMI-ANNUAL SUPPORT FEES - 1/1/24 - 6/60/24	01/04/2024	CVC24294	100-10-5141-3-38	6,776.00	6,776.00
Total CIVIC SYSTEMS:						11,476.00
COBAN TECHNOLOGIES INC	4-1 IN CAR VIDEO DEVICE & BODY CAM SOFTWARE COVERAGE	12/31/2023	54910	100-40-5212-3-38	2,525.78	2,525.78

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total COBAN TECHNOLOGIES INC:						2,525.78
COUNTRY HILLS PET HOSPITAL	K9 - MEDICATION - DIAGEL,	12/31/2023	229782	220-40-5212-3-38	72.67	72.67
COUNTRY HILLS PET HOSPITAL	METRONIDAZOLE, SULFASALZINE					
Total COUNTRY HILLS PET HOSPITAL:						72.67
CREXENDO	SENIOR CENTER PHONE CHARGES -	12/28/2023	DEC2023	100-20-5513-3-31	456.38	456.38
CREXENDO	DEC 2023					
Total CREXENDO:						456.38
DCELEA	DODGE COUNTY LAW	01/04/2024	1-4-24	100-40-5211-3-34	40.00	40.00
DCELEA	ENFORCEMENT MEM 2024					
Total DCELEA:						40.00
DCEMSA	DODGE COUNTY EMS ASSOCIATION	01/04/2024	2024	100-50-5230-3-34	50.00	50.00
DCEMSA	DUES 2024					
Total DCEMSA:						50.00
DEVRIES WELDING LLC	HOOK	12/31/2023	02343	100-50-5232-3-38	16.00	16.00
DEVRIES WELDING LLC						
Total DEVRIES WELDING LLC:						16.00
EDWARD JONES	CDA GRANT REIMBURSEMENT -	12/21/2023	12-20-23	405-70-5436-3-38	2,360.00	2,360.00
EDWARD JONES	FACADE IMPROVEMENT APPROVED 8					
	-15-23					
Total EDWARD JONES:						2,360.00
ELECTION SYSTEMS & SOFTWARE	SERVICE CONTRACT - DODGE CTY	01/04/2024	CD2069499	100-10-5142-3-38	382.20	382.20
ELECTION SYSTEMS & SOFTWARE	VOTING MACHINES 2024					
Total ELECTION SYSTEMS & SOFTWARE:						382.20
ENVISION GREATER FOND DU LAC INC	BUSINESS BASIC MEMBERSHIP	01/04/2024	1230638	100-10-5110-3-34	15,450.00	15,450.00
ENVISION GREATER FOND DU LAC IN	01/01/24 TO 12/31/24					
Total ENVISION GREATER FOND DU LAC INC:						15,450.00
FOND DU LAC COUNTY TREASURER	PHONE SUPPORT	12/21/2023	IS-2023-W04	100-50-5231-3-31	4,749.50	4,749.50
FOND DU LAC COUNTY TREASURER	SELF SEAL TAX BILL ENVELOPES	12/21/2023	25494	100-10-5141-3-38	220.50	220.50
FOND DU LAC COUNTY TREASURER	DELL MDC, RECORDS SUPPORT:	12/21/2023	IS-2023-W05	410-40-5211-4-00	4,360.65	4,360.65
FOND DU LAC COUNTY TREASURER	DELL DESKTOP, KEYBOARD,					
	SOUNDBAR, MONITOR					
Total FOND DU LAC COUNTY TREASURER:						9,330.65

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	TECH UPDATED AVIGILON CLIENT SOFTWARE	12/31/2023	28791	100-40-5212-3-38	150.00	150.00
Total GAPPA SECURITY SOLUTIONS LLC:						150.00
GFL ENVIRONMENTAL						
GFL ENVIRONMENTAL	REMOVE INSULATION - JOHNSON PROPERTY	12/31/2023	U9000017418	100-70-5412-3-36	45,774.73	45,774.73
GFL ENVIRONMENTAL	BRUSH BURN ASH TESTING/ASH DISPOSAL	12/31/2023	U9000017473	100-70-5443-3-38	2,498.36	2,498.36
Total GFL ENVIRONMENTAL:						48,273.09
GOODYEAR COMMERCIAL TIRE & SER						
GOODYEAR COMMERCIAL TIRE & SE	TIRES - SQUAD 1	12/21/2023	132-1199714	100-40-5212-3-36	448.00	448.00
Total GOODYEAR COMMERCIAL TIRE & SER:						448.00
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 11/12/23 - 12/13/23	12/21/2023	IN14488130	100-10-5141-3-36	113.04	113.04
Total GORDON FLESCH CO INC:						113.04
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	SAFETY CLOTHING	12/21/2023	8336	100-70-5412-3-38	79.00	79.00
H & R SAFETY SOLUTIONS LLC	SAFETY SUPPLIES	12/31/2023	8362	100-70-5412-3-38	54.55	54.55
H & R SAFETY SOLUTIONS LLC	WORK GLOVES	12/31/2023	8363	100-70-5412-3-38	294.00	294.00
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES	12/31/2023	8364	100-70-5410-3-38	57.58	57.58
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES	12/31/2023	8365	100-70-5410-3-38	45.75	45.75
Total H & R SAFETY SOLUTIONS LLC:						530.88
HAMMES FIRE & SAFETY						
HAMMES FIRE & SAFETY	ANNUAL INSPECTION OF FIRE SUPPRESSION SYSTEM FOR FRYER - ICE ARENA	12/31/2023	41360	100-70-5410-3-36	140.00	140.00
Total HAMMES FIRE & SAFETY:						140.00
HEIDEMANN, TERESA						
HEIDEMANN, TERESA	12-11-23 PER DIEM - POLICE & FIRE COMMISSION	12/21/2023	12112023	100-10-5210-3-38	40.00	40.00
Total HEIDEMANN, TERESA:						40.00
HERITAGE RIDGE TRAVEL PLAZA						
HERITAGE RIDGE TRAVEL PLAZA	FD - FUEL	12/21/2023	29072	100-50-5232-3-38	63.37	63.37
Total HERITAGE RIDGE TRAVEL PLAZA:						63.37
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	FILTER	12/21/2023	1022010	100-70-5411-3-36	14.21	14.21
HOMAN AUTO -GATEWAY	FILTER	12/21/2023	1022017	100-70-5411-3-36	53.70	53.70
HOMAN AUTO -GATEWAY	FILTER	12/21/2023	1022026	100-70-5411-3-36	14.21	14.21
HOMAN AUTO -GATEWAY	SERVICE TRUCK #39-06	12/21/2023	1022031	100-70-5411-3-36	14.21	14.21
HOMAN AUTO -GATEWAY	INSTALL USED TIRES FROM FIRE CHIEFS TRUCK #29-11	12/31/2023	1022075	100-70-5411-3-36	207.08	207.08

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total HOMAN AUTO -GATEWAY:						303.41
INSIGHT FS						
INSIGHT FS	WEED SPRAY	12/21/2023	220012445	100-70-5613-3-38	308.12	308.12
Total INSIGHT FS:						308.12
INTERNATIONAL ASSOCIATION OF FIRE CHIEFS						
INTERNATIONAL ASSOCIATION OF FI	IAFA MEMBERSHIP 2024	01/04/2024	000263638	100-50-5231-3-34	245.00	245.00
Total INTERNATIONAL ASSOCIATION OF FIRE CHIEFS:						245.00
IWORQ						
IWORQ	PUBLIC WORKS PACKAGE- WORK,SIGN,PAVEMENT MNGMT- JAN2024-DEC2024	01/04/2024	202195	100-70-5420-3-38	9,500.00	9,500.00
Total IWORQ:						9,500.00
JOHN FABICK TRACTOR CO						
JOHN FABICK TRACTOR CO	REPLACE FRONT PINS FOR ATTACHMENTS #103-10	12/31/2023	PIMK0300586	100-70-5411-3-36	103.16	103.16
JOHN FABICK TRACTOR CO	REPLACE FRONT PINS FOR ATTACHMENTS	12/31/2023	PIMK0300587	100-70-5411-3-36	69.70	69.70
Total JOHN FABICK TRACTOR CO:						172.86
JOHN GREY INS & FIN SVSC						
JOHN GREY INS & FIN SVSC	CDA GRANT REIMBURSEMENT - FACADE IMPROVEMENT APPROVED 8 -15-23	12/21/2023	12-20-23	405-70-5436-3-38	5,000.00	5,000.00
Total JOHN GREY INS & FIN SVSC:						5,000.00
JUSTMANN CONSTRUCTION						
JUSTMANN CONSTRUCTION	RETURN BOND FEE - DEYOUNG	12/21/2023	12-11-23	230-21120	1,000.00	1,000.00
Total JUSTMANN CONSTRUCTION:						1,000.00
KIMBALL MIDWEST						
KIMBALL MIDWEST	SHOP SUPPLIES	12/21/2023	101711575	100-70-5411-3-36	572.12	572.12
Total KIMBALL MIDWEST:						572.12
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - NOV 2023	12/28/2023	DPW-NOV23	100-70-5411-3-38	3,823.41	3,823.41
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - NOV 2023 - AMBULANCE	12/28/2023	FD-NOV23	100-50-5230-3-38	393.86	393.86
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - NOV 2023	12/28/2023	PD-NOV23	100-40-5212-3-38	2,214.97	2,214.97
Total KWIK TRIP STORES:						6,432.24
LEAGUE OF WI MUNICIPALITIES						
LEAGUE OF WI MUNICIPALITIES	LEAGUE ANNUAL CONFERENCE REGISTRATION	12/21/2023	86334	100-10-5191-3-37	290.00	290.00
LEAGUE OF WI MUNICIPALITIES	2024 STANDARD DUES	01/04/2024	10542-2024	100-10-5110-3-34	2,984.15	2,984.15

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total LEAGUE OF WI MUNICIPALITIES:						3,274.15
LEXIPOL LLC	LEXIPOL POLICY SUBSCRIPTION - CITY SHARE	01/04/2024	INVLEX12308	100-50-5234-3-38	1,775.94	1,775.94
Total LEXIPOL LLC:						1,775.94
LIFESTAR EMERGENCY MEDICAL	DEDUCTION DUE TO CITY OF BEAVER DAM ATTENDING A CALL ON 12-22-23	12/31/2023	21-0227	100-10-5255-3-38	3,780.00	3,780.00
Total LIFESTAR EMERGENCY MEDICAL:						3,780.00
LIMESTONE RIDGE PROPERTIES	2023 TAX REFUND	12/28/2023	12-28-23	100-13850	71.16	71.16
LIMESTONE RIDGE PROPERTIES	2023 TAX REFUND	12/28/2023	12-28-23-1	100-13850	13.43	13.43
Total LIMESTONE RIDGE PROPERTIES:						84.59
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 12-1-23 TO 1-1-24, COLOR COPY OVERAGE 2-1-22 TO 2-1-23	12/21/2023	517479051	100-40-5211-3-38	160.91	160.91
Total MARCO TECHNOLOGIES LLC:						160.91
MARTENS ACE HARDWARE	BLOWOFF DUSTER - REPAIR ROOFTOP UNIT @ ICE ARENA	12/31/2023	233012	100-70-5410-3-36	9.99	9.99
MARTENS ACE HARDWARE	SHOP SUPPLIES	12/31/2023	233056	100-70-5411-3-36	7.39	7.39
MARTENS ACE HARDWARE	BULBS	12/31/2023	233101	100-70-5410-3-36	3.99	3.99
MARTENS ACE HARDWARE	FASTENERS	12/31/2023	233119	100-70-5411-3-36	18.90	18.90
MARTENS ACE HARDWARE	WALL CLOCK - BREAKROOM - GARAGE	12/31/2023	233129	100-70-5412-3-36	19.99	19.99
MARTENS ACE HARDWARE	CARWAX/AUTO CERM/CYCLE MIX	12/31/2023	233217	100-70-5412-3-36	65.94	65.94
MARTENS ACE HARDWARE	HOSE BARB/CONNECTOR	12/31/2023	233221	100-70-5410-3-36	33.97	33.97
MARTENS ACE HARDWARE	FOIL TAPE/FASTENERS/OUTLET DPLX	12/31/2023	233234	100-70-5410-3-36	11.27	11.27
MARTENS ACE HARDWARE	PAINT/FASTENERS/PARTS	12/31/2023	233245	100-20-5525-3-36	100.26	100.26
MARTENS ACE HARDWARE	LOCK PIN/HITCH PINS	12/31/2023	233249	100-70-5411-3-36	5.78	5.78
MARTENS ACE HARDWARE	CONDUIT/WIRE - ICE ARENA LIGHTS REWIRE	12/31/2023	233260	100-70-5410-3-36	176.94	176.94
MARTENS ACE HARDWARE	WALLPLT/BOX HANDY/GROUNDING PLUG/RECEPTACLE WHITE - ICE ARENA LIGHTS REWIRE	12/31/2023	233271	100-70-5410-3-36	27.56	27.56
MARTENS ACE HARDWARE	GROUND RECEPTACLE/COVE SQ BOX - GUN RANGE SHED	12/31/2023	233319	400-40-5211-8-00	5.58	5.58
MARTENS ACE HARDWARE	BATTERIES	12/31/2023	233357	100-70-5411-3-36	8.99	8.99
MARTENS ACE HARDWARE	AIR CONDITIONING COIL CLEANER	12/31/2023	233371	100-70-5412-3-36	19.99	19.99
MARTENS ACE HARDWARE	FUSES	12/31/2023	233377	100-70-5412-3-36	47.98	47.98
MARTENS ACE HARDWARE	SUPER CLEAN DEGREASER	12/31/2023	233408	100-70-5412-3-36	32.99	32.99
MARTENS ACE HARDWARE	JNT CMPND	12/31/2023	233437	100-70-5410-3-36	15.99	15.99
MARTENS ACE HARDWARE	THERMOCOUPLE - ZAMBONI ROOM - ICE ARENA	12/31/2023	233444	100-70-5410-3-36	14.99	14.99
MARTENS ACE HARDWARE	FUSE PLUG FUSTRON	12/31/2023	233445	100-70-5410-3-36	29.98	29.98
MARTENS ACE HARDWARE	FASTENERS/JNT CMPND/RYL INT EGG UWB/PAINT CAN SPOUT	12/31/2023	233453	100-70-5410-3-36	53.03	53.03
MARTENS ACE HARDWARE	HIGH SPEED CABLE HDM/HIGH SPEED CABLE/HDMI CABLE	12/31/2023	233514	100-70-5410-3-36	149.97	149.97
MARTENS ACE HARDWARE	AV HDMI CABLE - HANG NEW TV IN COUNCIL	12/31/2023	233516	100-70-5410-3-36	139.98	139.98

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
MARTENS ACE HARDWARE	CREDIT	12/31/2023	233520	100-70-5410-3-36	92.99-	92.99-
MARTENS ACE HARDWARE	PLIER/SOCKET ADAPTERS/ADAPTER SOCKET	12/31/2023	233557	100-70-5411-3-38	33.14	33.14
Total MARTENS ACE HARDWARE:						941.60
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	REPAIR WATER DAMAGE IN FIRE DEPT TRUCK AREA	12/21/2023	46886	100-70-5410-3-36	48.69	48.69
MENARDS - BEAVER DAM	COMMUNITY CENTER REPAIRS	12/31/2023	47032	100-70-5410-3-36	566.07	566.07
Total MENARDS - BEAVER DAM:						614.76
MESA, FRANK						
MESA, FRANK	RECORDS MANAGEMENT	12/21/2023	12-14-23	100-10-5142-1-10	45.41	45.41
Total MESA, FRANK:						45.41
MIDWEST SERVICE EQUIPMENT						
MIDWEST SERVICE EQUIPMENT	SALT NEUTRALIZER	12/21/2023	34963	100-70-5411-3-36	603.38	603.38
Total MIDWEST SERVICE EQUIPMENT:						603.38
MILTON PROPANE INC						
MILTON PROPANE INC	20# PROPANE FILL	12/21/2023	T537211	100-70-5411-3-38	17.60	17.60
Total MILTON PROPANE INC:						17.60
MULDER, GEORGENE						
MULDER, GEORGENE	RECORDS MANAGEMENT	12/21/2023	12-14-23	100-10-5142-1-10	20.18	20.18
Total MULDER, GEORGENE:						20.18
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	AIR HOSE CRIMPERS KIT - FD	12/21/2023	397401	100-70-5410-3-36	406.16	406.16
NAPA AUTO PARTS-WAUPUN	CREDIT - FD	12/21/2023	397689	100-70-5410-3-36	21.17-	21.17-
NAPA AUTO PARTS-WAUPUN	FLEXILLA - FD	12/21/2023	397784	100-70-5410-3-36	327.47	327.47
NAPA AUTO PARTS-WAUPUN	OIL DRY - FD	12/21/2023	397818	100-50-5232-3-38	144.90	144.90
Total NAPA AUTO PARTS-WAUPUN:						857.36
NATIONAL PELRA						
NATIONAL PELRA	WI ACTIVE MEMBERSHIP	01/04/2024	8539	100-10-5141-3-34	210.00	210.00
Total NATIONAL PELRA:						210.00
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	WASHER PUMP	12/21/2023	2391-123499	100-40-5212-3-36	41.09	41.09
O'REILLY AUTOMOTIVE INC	HYDRO-BOOST - REPLACE FOR BRAKES	12/21/2023	2391-124946	100-70-5411-3-36	283.64	283.64
O'REILLY AUTOMOTIVE INC	CREDIT - CORE RETURN	12/21/2023	2391-125489	100-70-5411-3-36	49.00-	49.00-
O'REILLY AUTOMOTIVE INC	REPLACE BATTERY #9-12	12/21/2023	2391-126239	100-70-5411-3-36	13.48	13.48
O'REILLY AUTOMOTIVE INC	DEICER - FD	12/31/2023	2391-127292	100-50-5232-3-38	7.98	7.98
Total O'REILLY AUTOMOTIVE INC:						297.19
PEACHEY, MARGE						
PEACHEY, MARGE	RECORDS MANAGEMENT	12/21/2023	12-14-23	100-10-5142-1-10	22.70	22.70

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Total PEACHEY, MARGE:						22.70
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	MILEAGE - FDL - PICK UP TAX BILLS	12/21/2023	12-14-23	100-10-5141-3-37	26.20	26.20
Total PETERSEN, JENNIFER:						26.20
PETTY CASH-POLICE DEPT						
PETTY CASH-POLICE DEPT	USPS - POSTAGE FOR CRIMINAL INVESTIGATION	12/21/2023	12082023	100-40-5213-3-38	10.20	10.20
Total PETTY CASH-POLICE DEPT:						10.20
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	AWARDS BANQUET - FD	12/21/2023	4363-1	100-50-5231-3-38	55.99	55.99
PIGGLY WIGGLY DISCOUNT FOODS	WATER FOR WORKOUT AREA	12/21/2023	6053	100-50-5232-3-38	13.38	13.38
PIGGLY WIGGLY DISCOUNT FOODS	SUPPLIES - GARAGE	12/21/2023	7875	100-70-5412-3-38	94.18	94.18
Total PIGGLY WIGGLY DISCOUNT FOODS:						163.55
PITNEY BOWES GLOBAL FINANCIAL SERVICES						
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - PD - SEPT 30, 2023 TO DEC 29, 2023	12/21/2023	3318365038	100-40-5211-3-33	171.60	171.60
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:						171.60
PRECISIONCHEM LLC						
PRECISIONCHEM LLC	BOILER CHEMICALS - CITY HALL	12/21/2023	16728	100-70-5410-3-36	446.25	446.25
Total PRECISIONCHEM LLC:						446.25
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	IT SERVICES CITY HALL	01/04/2024	48128	100-10-5197-3-38	2,785.00	2,785.00
PROS 4 TECHNOLOGY INC	AGREEMENT ADVANCED SECURITY	01/04/2024	48129	100-10-5197-3-38	632.00	632.00
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT 12/24	01/04/2024	48130	100-10-5197-3-38	114.00	114.00
PROS 4 TECHNOLOGY INC	AGREEMENT MANAGED BACKUP SERVICE	01/04/2024	48131	100-10-5197-3-38	84.00	84.00
Total PROS 4 TECHNOLOGY INC:						3,615.00
PURCHASE POWER						
PURCHASE POWER	POSTAGE REFILL	12/21/2023	12-13-23	100-16210	500.00	500.00
Total PURCHASE POWER:						500.00
RHODES, TARA						
RHODES, TARA	12-11-23 PER DIEM - POLICE & FIRE COMMISSION	12/21/2023	12112023	100-10-5210-3-38	40.00	40.00
Total RHODES, TARA:						40.00
ROSE HILL PROPERTIES LLC						
ROSE HILL PROPERTIES LLC	2023 TAX REFUND	12/28/2023	12-28-23	100-13850	84.57	84.57
Total ROSE HILL PROPERTIES LLC:						84.57
RUSTIC RIDGE PROPERTIES						
RUSTIC RIDGE PROPERTIES	2023 TAX REFUND	12/28/2023	12-28-23	100-13850	61.90	61.90

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total RUSTIC RIDGE PROPERTIES:						61.90
SAN-A-CARE INC						
SAN-A-CARE INC	BUILDING SUPPLIES	12/21/2023	612210	100-70-5410-3-38	44.67	44.67
Total SAN-A-CARE INC:						44.67
SCHAVER, ALEX						
SCHAVER, ALEX	REIMBURSEMENT FOR PHONE USE DURING SALT SEASON 2023-2024	01/04/2024	1-4-24	100-70-5420-3-31	90.00	90.00
Total SCHAVER, ALEX:						90.00
SCHLIEVE, KATHY						
SCHLIEVE, KATHY	ECONOMIC DEVELOPMENT - TRAVEL - 2023	12/21/2023	12-20-23	100-80-5670-3-37	1,408.25	1,408.25
Total SCHLIEVE, KATHY:						1,408.25
SCHLIEVE, NATE						
SCHLIEVE, NATE	ASE MECHANIC CERTIFICATION	12/31/2023	2651676-W1G	100-70-5411-3-37	50.64	50.64
SCHLIEVE, NATE	REIMBURSEMENT FOR CELL PHONE DURING SALT SEASON 2023-2024	01/04/2024	1-4-24	100-70-5420-3-31	90.00	90.00
Total SCHLIEVE, NATE:						140.64
SELECTIVE INSURANCE COMPANY						
SELECTIVE INSURANCE COMPANY	2024 PROPERTY EQUIPMENT INS	12/21/2023	112024	100-16200	49,925.00	49,925.00
Total SELECTIVE INSURANCE COMPANY:						49,925.00
SESAC						
SESAC	2024 MUSIC LICENSE FEE	01/04/2024	1191663	100-20-5525-3-38	581.00	581.00
Total SESAC:						581.00
SHERWIN WILLIAMS						
SHERWIN WILLIAMS	ICE ARENA - WARMING AREA - PAINT	01/04/2024	0974-1	100-70-5410-3-36	215.94	215.94
Total SHERWIN WILLIAMS:						215.94
SHRED-IT						
SHRED-IT	DESTRUCTION OF RECORDS - NOV 2023	12/21/2023	8005477586	100-40-5211-3-38	98.67	98.67
Total SHRED-IT:						98.67
SMA CONSTRUCTION SERVICES						
SMA CONSTRUCTION SERVICES	SENIOR/COMMUNITY CENTER PAYMENT #2	12/31/2023	PMT NO 2	400-20-5513-8-00	1,278,415.00	1,278,415.00
Total SMA CONSTRUCTION SERVICES:						1,278,415.00
SMITS & BLAZEL LAW OFFICE						
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES - VANBUREN	12/31/2023	15777	100-40-5213-3-38	384.00	384.00
Total SMITS & BLAZEL LAW OFFICE:						384.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	LEGAL BLOOD DRAWS - NOVEMBER 2023	12/21/2023	4601619	100-40-5213-3-38	80.00	80.00
Total SSM HEALTH LABORATORIES:						80.00
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	WATTS REPAIR KIT - REPAIR BACKFLOW VALVE FROM BACK ROOM - COMM C	12/21/2023	15211	100-70-5410-3-36	174.00	174.00
STOBB PLUMBING & HEATING INC	IGNITION MODULE/PILOT ASSY/LABOR - COMM CENTER LOCKER ROOM 3 & 4	12/21/2023	15249	100-70-5410-3-36	655.00	655.00
Total STOBB PLUMBING & HEATING INC:						829.00
STOBB, CHARLES						
STOBB, CHARLES	REIMBURSEMENT FOR CELL PHONE USAGE DURING SALT SEASON 2023-2024	01/04/2024	1-4-24	100-70-5420-3-31	90.00	90.00
Total STOBB, CHARLES:						90.00
STREICHER'S						
STREICHER'S	RIFLE, SUPPRESSOR, SIGHT	12/31/2023	11672235	100-40-5215-3-38	2,436.74	2,436.74
STREICHER'S	AMMO - .38 AUTO PRACTICE BLAZER, 9MM PRACTICE	12/31/2023	11672236	100-40-5215-3-38	974.75	974.75
Total STREICHER'S:						3,411.49
SURE FIRE INC						
SURE FIRE INC	REPAIR AIR HANDLER - DPW GARAGE STORAGE AREA	12/31/2023	39456902	100-70-5412-3-36	575.00	575.00
SURE FIRE INC	REPAIR AIR EXCHANGER - CITY GARAGE - MECHANIC SHOP	12/31/2023	39505028	100-70-5412-3-36	350.00	350.00
Total SURE FIRE INC:						925.00
THE RISELING GROUP LLC						
THE RISELING GROUP LLC	POLICE STAFFING & CULTURE STUDY	12/31/2023	12282023	100-40-5211-3-38	12,610.29	12,610.29
THE RISELING GROUP LLC	JOB DESCRIPTION UPDATES FOR POLICE CHIEF	12/31/2023	122820232	100-10-5143-3-38	1,650.00	1,650.00
Total THE RISELING GROUP LLC:						14,260.29
THURMER, MIKE						
THURMER, MIKE	12-11-23 PER DIEM - POLICE & FIRE COMMISSION	12/21/2023	12112023	100-10-5210-3-38	40.00	40.00
Total THURMER, MIKE:						40.00
TJ'S CONSTRUCTION						
TJ'S CONSTRUCTION	BOND RETURN - SMIT	12/21/2023	12-11-23	230-21120	1,000.00	1,000.00
Total TJ'S CONSTRUCTION:						1,000.00
TOP PACK DEFENSE LLC						
TOP PACK DEFENSE LLC	CLOTHING ALLOWANCE - KREITZMAN	12/31/2023	12149	100-12634	139.98	139.98
Total TOP PACK DEFENSE LLC:						139.98

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
TOTAL BUSINESS PRODUCTS						
TOTAL BUSINESS PRODUCTS	2023 TAX FLYERS/CLERK ENVELOPES/PET LICENSE FORMS	12/21/2023	91576	100-10-5141-3-38	686.00	686.00
TOTAL BUSINESS PRODUCTS:						686.00
TOWN OF CHESTER						
TOWN OF CHESTER	010-1315-0543-014	12/21/2023	26207	400-40-5211-8-00	36.46	36.46
TOWN OF CHESTER	PARCEL 010-1315--0543-015	12/21/2023	26208	400-40-5211-8-00	36.46	36.46
Total TOWN OF CHESTER:						72.92
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR DEC 2023	12/31/2023	CW010124	100-70-5410-3-38	4,134.27	4,134.27
Total TRU CLEANERS LLC:						4,134.27
TRUCK COUNTRY						
TRUCK COUNTRY	TRANSMISSION REPAIR #9-12	12/21/2023	x202774176:0	100-70-5411-3-36	286.90	286.90
TRUCK COUNTRY	TRANSMISSION REPAIR #9-12	12/21/2023	x202774176:0	100-70-5411-3-36	57.24	57.24
TRUCK COUNTRY	TRANSMISSION REPAIR #9-12	12/21/2023	X202774176:0	100-70-5411-3-36	27.44	27.44
TRUCK COUNTRY	TRANSMISSION REPAIR #9-12	12/21/2023	X202774176:0	100-70-5411-3-36	143.04	143.04
Total TRUCK COUNTRY:						514.62
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	5504-00033 PERSONNEL-NOV 2023	12/21/2023	444688	100-10-5143-3-38	4,399.54	4,399.54
VON BRIESEN & ROPER, S.C.	005504-00002 GENERAL - PD RECORDS REQUEST	12/21/2023	444689	100-10-5194-3-38	520.00	520.00
Total VON BRIESEN & ROPER, S.C.:						4,919.54
W.W. ELECTRIC MOTORS INC						
W.W. ELECTRIC MOTORS INC	REPLACE EXHAUST FAN - CITY HALL - RECORDS ROOM	12/31/2023	OSH110596	100-70-5410-3-36	213.00	213.00
Total W.W. ELECTRIC MOTORS INC:						213.00
WAUPUN CITY OF SCULPTURE						
WAUPUN CITY OF SCULPTURE	ICE FEST	12/21/2023	Dec 2023	430-70-5436-3-38	5,000.00	5,000.00
Total WAUPUN CITY OF SCULPTURE:						5,000.00
WAUPUN EQUIPMENT COMPANY INC						
WAUPUN EQUIPMENT COMPANY INC	PARTS FOR 166-12	01/04/2024	31990W	100-70-5411-3-36	7.90	7.90
Total WAUPUN EQUIPMENT COMPANY INC:						7.90
WAUPUN UTILITIES						
WAUPUN UTILITIES	MONTHLY UTILITY CHARGES	12/21/2023	NOV2023	100-50-5251-3-32	23,892.59	23,892.59
Total WAUPUN UTILITIES:						23,892.59
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	VEHICLE REG RENEW - WI DMV - RENEW PLATES	12/28/2023	ANGIE-OCT23	100-50-5232-3-38	54.25	54.25
WELLS FARGO PAYMENT REMITT	WI EMS ASSOC - WEMSA CONF - DEMA	12/28/2023	BJ-OCT23/NO	100-50-5230-3-37	1,579.37	1,579.37
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY -					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	11/4/23-12/3/23	12/28/2023	BRET-NOV23	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	DOMINOS - CVMIC TRAINING LUNCH	12/28/2023	JEFF-OCT23/	100-10-5143-3-38	119.42	119.42
WELLS FARGO PAYMENT REMITT	CITY OF GREEN BAY - PARKING	12/28/2023	KATHY-OCT2	100-10-5191-3-37	3.40	3.40
WELLS FARGO PAYMENT REMITT	DOLLAR TREE - SENIOR CENTER OFFICE SUPPLIES	12/28/2023	RACHEL-OCT	100-20-5513-3-30	38.50	38.50
Total WELLS FARGO PAYMENT REMITT:						1,974.91
WI BUILDING SUPPLY						
WI BUILDING SUPPLY	CEDAR/HEM FIR - PICNIC TABLE REPAIRS	12/21/2023	3546704	100-20-5525-3-36	455.03	455.03
Total WI BUILDING SUPPLY:						455.03
WI CHIEFS OF POLICE ASSN						
WI CHIEFS OF POLICE ASSN	DUES - 2024	01/04/2024	11122	100-40-5211-3-34	150.00	150.00
Total WI CHIEFS OF POLICE ASSN:						150.00
WI CITY/COUNTY MANAGEMENT						
WI CITY/COUNTY MANAGEMENT	WCMA MEMBER FULL CONFERENCE - 2024 - LANGENFELD	01/04/2024	2024LANGEN	100-10-5153-3-37	245.00	245.00
Total WI CITY/COUNTY MANAGEMENT:						245.00
WI CITY/COUNTY MANGEMENT ASC						
WI CITY/COUNTY MANGEMENT ASC	SCHLIEVE WCMA 2024 MEMBERSHIP	01/04/2024	1-4-24	100-10-5191-3-37	179.16	179.16
WI CITY/COUNTY MANGEMENT ASC	LANGENFELD WCMA MEMBERSHIP 2024	01/04/2024	1-4-24-1	100-10-5153-3-38	153.00	153.00
Total WI CITY/COUNTY MANGEMENT ASC:						332.16
WI DEPART OF TRANSPORTATION						
WI DEPART OF TRANSPORTATION	WATERTOWN ST. PRELIMINARY ENGINEERING	12/21/2023	395-00003324	100-70-5420-3-38	1,143.13	1,143.13
WI DEPART OF TRANSPORTATION	MADISON PH 2 CONST - STREET	12/21/2023	395-00003325	400-70-5436-8-00	81.96	81.96
Total WI DEPART OF TRANSPORTATION:						1,225.09
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - DEC 2023	12/31/2023	G3369-DEC23	100-40-5213-3-38	14.00	14.00
Total WI DEPT OF JUSTICE:						14.00
WI DEPT OF REVENUE						
WI DEPT OF REVENUE	BUSINESS REGISTRATION RENEWAL FEE	01/04/2024	1-4-24	100-10-5110-3-38	10.00	10.00
Total WI DEPT OF REVENUE:						10.00
WONDRA CONSTRUCTION						
WONDRA CONSTRUCTION	WILSON & SHALER DRIVE EXTENSION PROJECT	12/31/2023	212130-6	419-70-5435-8-00	48,848.09	48,848.09
Total WONDRA CONSTRUCTION:						48,848.09
ZARNOTH BRUSH WORKS INC						
ZARNOTH BRUSH WORKS INC	STREET SWEEPER	12/31/2023	01963537	700-10-5192-3-36	1,070.60	1,070.60

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total ZARNOTH BRUSH WORKS INC:						1,070.60
Grand Totals:						1,714,657.49

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-34	3,434.15	.00	3,434.15
100-10-5110-3-38	10.00	.00	10.00
100-10-5131-3-30	47.98	.00	47.98
100-10-5141-3-30	64.73	.00	64.73
100-10-5141-3-34	210.00	.00	210.00
100-10-5141-3-36	113.04	.00	113.04
100-10-5141-3-37	26.20	.00	26.20
100-10-5141-3-38	7,682.50	.00	7,682.50
100-10-5142-1-10	345.60	.00	345.60
100-10-5142-3-38	382.20	.00	382.20
100-10-5143-3-38	6,168.96	.00	6,168.96
100-10-5153-3-37	245.00	.00	245.00
100-10-5153-3-38	200.97	.00	200.97
100-10-5191-3-30	47.98	.00	47.98
100-10-5191-3-37	1,007.04	.00	1,007.04
100-10-5194-3-38	520.00	.00	520.00
100-10-5197-3-31	486.39	.00	486.39
100-10-5197-3-38	3,615.00	.00	3,615.00
100-10-5210-3-38	200.00	.00	200.00
100-10-5255-3-38	7,220.00	1,720.00-	5,500.00
100-12634	139.98	.00	139.98
100-13850	331.05	.00	331.05
100-16200	49,925.00	.00	49,925.00
100-16210	500.00	.00	500.00
100-20-5512-3-32	108.90	.00	108.90
100-20-5513-3-30	52.98	.00	52.98
100-20-5513-3-31	24.04	.00	24.04
100-20-5513-3-32	369.40	.00	369.40
100-20-5513-3-38	212.26	.00	212.26
100-20-5523-3-32	906.99	.00	906.99
100-20-5523-3-38	114.97	.00	114.97
100-20-5525-3-32	2,053.62	.00	2,053.62
100-20-5525-3-36	555.29	.00	555.29
100-20-5525-3-38	581.00	.00	581.00
100-21100	2,009.15	197,494.38-	195,485.23-
100-30-5152-3-38	3,200.13	.00	3,200.13
100-40-5211-3-31	961.96	.00	961.96
100-40-5211-3-32	818.05	.00	818.05
100-40-5211-3-33	171.60	.00	171.60
100-40-5211-3-34	190.00	.00	190.00
100-40-5211-3-38	7,303.24	.00	7,303.24
100-40-5212-3-36	695.04	.00	695.04
100-40-5212-3-38	11,814.64	.00	11,814.64
100-40-5213-3-38	488.20	.00	488.20
100-40-5215-3-38	3,411.49	.00	3,411.49
100-50-5230-3-34	50.00	.00	50.00

GL Account	Debit	Credit	Proof
100-50-5230-3-37	1,221.26	.00	1,221.26
100-50-5230-3-38	926.90	.00	926.90
100-50-5231-3-31	525.00	.00	525.00
100-50-5231-3-32	486.45	.00	486.45
100-50-5231-3-34	245.00	.00	245.00
100-50-5231-3-38	5,992.13	.00	5,992.13
100-50-5232-3-36	50.40	.00	50.40
100-50-5232-3-38	565.39	.00	565.39
100-50-5233-3-35	82.09	.00	82.09
100-50-5234-3-38	1,775.94	.00	1,775.94
100-50-5251-3-32	16.00	.00	16.00
100-50-5251-3-36	32.94	.00	32.94
100-70-5410-3-32	6,410.22	.00	6,410.22
100-70-5410-3-36	4,805.32	240.15-	4,565.17
100-70-5410-3-38	5,006.27	.00	5,006.27
100-70-5411-3-36	4,243.50	49.00-	4,194.50
100-70-5411-3-37	50.64	.00	50.64
100-70-5411-3-38	3,677.12	.00	3,677.12
100-70-5412-3-31	95.93	.00	95.93
100-70-5412-3-32	970.98	.00	970.98
100-70-5412-3-36	1,762.67	.00	1,762.67
100-70-5412-3-38	1,182.60	.00	1,182.60
100-70-5420-3-30	47.97	.00	47.97
100-70-5420-3-31	270.00	.00	270.00
100-70-5420-3-35	279.90	.00	279.90
100-70-5420-3-38	10,643.13	.00	10,643.13
100-70-5431-3-36	25.95	.00	25.95
100-70-5441-3-32	240.59	.00	240.59
100-70-5442-3-32	10,126.29	.00	10,126.29
100-70-5443-3-38	2,498.36	.00	2,498.36
100-70-5613-3-38	308.12	.00	308.12
100-80-5670-3-30	47.98	.00	47.98
100-80-5670-3-37	873.77	.00	873.77
100-80-5670-3-38	15,000.00	.00	15,000.00
210-21100	.00	1,532.83-	1,532.83-
210-60-5511-3-31	179.97	.00	179.97
210-60-5511-3-32	1,352.86	.00	1,352.86
220-21100	.00	72.67-	72.67-
220-40-5212-3-38	72.67	.00	72.67
230-21100	.00	3,000.00-	3,000.00-
230-21120	3,000.00	.00	3,000.00
300-10-5821-6-00	9,450.00	.00	9,450.00
300-10-5929-6-00	16,075.00	.00	16,075.00
300-10-5932-6-00	46,525.00	.00	46,525.00
300-10-5943-6-00	800.00	.00	800.00
300-21100	.00	72,850.00-	72,850.00-
400-20-5513-8-00	1,299,018.35	.00	1,299,018.35
400-21100	.00	1,299,178.81-	1,299,178.81-
400-40-5211-8-00	78.50	.00	78.50
400-70-5436-8-00	81.96	.00	81.96
405-21100	.00	20,446.35-	20,446.35-
405-70-5436-3-38	12,360.00	.00	12,360.00
405-70-5436-3-39	8,086.35	.00	8,086.35
410-10-5140-4-00	4,700.00	.00	4,700.00
410-21100	.00	9,060.65-	9,060.65-
410-40-5211-4-00	4,360.65	.00	4,360.65
419-21100	.00	48,848.09-	48,848.09-
419-70-5435-8-00	48,848.09	.00	48,848.09

GL Account	Debit	Credit	Proof
420-21100	.00	12,138.27-	12,138.27-
420-70-5436-3-38	12,138.27	.00	12,138.27
425-21100	.00	33,236.46-	33,236.46-
425-70-5476-3-38	33,236.46	.00	33,236.46
430-21100	.00	5,000.00-	5,000.00-
430-70-5436-3-38	5,000.00	.00	5,000.00
501-10-5164-3-38	11,362.79	.00	11,362.79
501-21100	.00	11,362.79-	11,362.79-
700-10-5191-3-38	234.00	.00	234.00
700-10-5192-3-32	32.24	.00	32.24
700-10-5192-3-36	1,070.60	.00	1,070.60
700-10-5192-3-38	310.18	.00	310.18
700-10-5192-8-00	319.17	.00	319.17
700-10-5193-3-36	479.15	.00	479.15
700-21100	.00	2,445.34-	2,445.34-
Grand Totals:	1,718,675.79	1,718,675.79-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "122623","A","TAXREFUND","2023","2024"



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, September 20, 2023 at 4:30 PM

The Waupun Plan Commission met on Wednesday, September 20, 2023 at 4:30 pm in the Waupun City Hall Council Chambers. The meeting was held in person, virtual, and teleconference.

CALL TO ORDER

Mayor Bishop called the meeting to order at 4:30 pm

ROLL CALL

Members Present: Jeff Daane, Rohn Bishop, Jill Vanderkin, Jason Whitford, Mike Matoushek, Jerry Medema

Members Excused: Elton TerBeest

Staff Present: Susan Leahy, Dan VandeZande, Kathy Schlieve

Others Present: Felisa Griesbach and Adam VandeSlunt

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION-- None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

October 18, 2023.

CONSIDERATION - ACTION

1. Approve minutes of the August 16, 2023 meeting.
Motion by Whitford, 2nd Matoushek. Motion carried.

2. Public Hearing - Conditional Use Permit Application of Felisa Griesbach at 730 Park St. to operate a home occupation that will include dressmaking, alterations, sewing, tailoring, and millinery per Municipal Code Section 16.13(2)(a).

Motion by Matoushek, 2nd Whitford to open public hearing. Motion carried, unanimously.

Sue noted that this is a secondary house that they own. This is a permitted home occupation, however this is a secondary home. The property owner appeared and discussed their plan.

Motion by Whitford, 2nd Matoushek to close the public hearing. Motion carried, unanimously.

Motion to by Daane, 2nd by Whitford to approve Conditional Use Permit Application of Felisha Griesbach at 730 Park St. to operate a home occupation that will include dressmaking, alterations, sewing, tailoring, and millinery as presented. Motion carried, unanimously.

3. Public Hearing - Ordinance Amendment to create a Fee Schedule and remove all fees noted in Chapter 16 of the Waupun Municipal Code.

Motion by Whitford , 2nd by Vanderkin to open public hearing.. Motion carried, unanimously.

Kathy explained that what the City is trying to accomplish is streamlining the process and making it easier for people to know what they have to pay for fees. The City wants a single source document. This will hopefully help keep us more current as well. No fees are being removed from Chapter 16 (Zoning Ordinance). Sue

noted that the Home Occupation Conditional Use, Variance, and Conditional Use Permit fees should be the same and recommends that fee being \$250.00

Motion by Matoushek, 2nd by Whitford to close public hearing. Motion carried, unanimously.

Motion by Matoushek, 2nd by Whitford to approve fee schedule ordinance on the condition that the fee schedule be updated so the fee for Home Occupation Conditional Use, Variance, and Conditional Use Permit are all \$250. Motion carried, unanimously.

4. Site Plan Review - 114 Washington Ave - Edward Jones Investments

Adam VandeSlunt appeared on Zoom to discuss his plans. He would like to put an addition on the west side of the building, which will be additional office to add employees. Jeff Daane stated that the storm water is covered by the regional pond. There are 4 storm drains on the property. There is adequate parking.

Motion by Medema, 2nd by Matoushek, to approve site plan as presented. Motion carried, unanimously.

5. Certified Survey Map Review - 800 W. Main St.

This is the Kwik Trip site. There are currently two parcels that they wish to combine into one. This is for a remodel project they will be working on this year. Staff stated there are no issues with the CSM.

Motion by Daane, 2nd by Matoushek to recommend approval of the CSM for 800 W. Main St. as presented to the Common Council. Motion carried, unanimously.

6. Extraterritorial Zoning Review - Luz & Mariano Rosales - T21-14-15-21-10-001-00

This item was tabled due to the Town of Waupun denying the CSM.

ADJOURNMENT

Motion by Matoushek, 2nd by Medema to adjourn the meeting. Motion carried, unanimously, meeting adjourned at 4:41 pm.

Minutes prepared by Trista Steinbach



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
MEETING
City Hall Council Chambers
Thursday, November 09, 2023 at 4:30 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 430pm.

ROLL CALL

Council in-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmarek, Alderman Kunz, Alderman Siebers, Alderman Matoushek

Council absent/excused: None

Management in-person: Attorney VandeZande, City Clerk-Treasurer Hull, City Administrator Schlieve

CLOSED SESSION

Motion Matoushek, second Seibers to adjourn to closed session under Section 19.85 (1) (c) (e) (g) for the purpose of Case 21-cv-322 and any Agreement pertaining thereto and Department Management and Oversight. Motion carried 5-0.

OPEN SESSION

At 5:48pm, motion Siebers, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

ACTION FROM CLOSED SESSION

Motion Siebers, second Matoushek to authorize Cities and Villages to issue settlement, in the amount of \$100,000, for Case 21-cv-322. Motion carried 5-0 on roll call.

ADJOURNMENT

At 5:49pm, Motion Kunz, second Matoushek to call the meeting adjourned. Motion carried 5-0.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)
Waupun Safety Building – 16 E. Main Street, Waupun WI
Monday, December 4, 2023 at 5:00pm

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

Special meeting convened at 5:00pm by PFC President in the Waupun Safety Building.

ROLL CALL

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Bobbi Jo Kunz, Tara Rhodes, Mike Thurmer

Member(s) absent (excused): N/A

Guests: Kathy Schlieve (virtual attendance)

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes for the purpose of Department Management and Oversight:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to go into Closed Session at 5:01pm was made by T. Rhodes, second by J. Bett; all in favor, motion passed.

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:45pm after motion from T. Rhodes, second by T. Heidemann; all in favor, motion passed.

ACTION FROM CLOSED SESSION

There was no action from closed session.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meetings are scheduled for December 11, 2023 at 5:00pm (City Hall) and December 13, 2023 at 4:30pm (Safety Building). The Commission meets quarterly, at minimum.

If necessary, please send any agenda requests to Chief BJ DeMaa or Deputy Chief J. 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 to adjourn meeting at 5:46pm made by J. Bett, second by T. Heidemann; all in favor, motion passed.

Respectfully submitted,
Tara Rhodes, Secretary



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)
City Hall 201 E. Main Street, Waupun WI
Monday, December 11, 2023 at 5:00pm

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 5:03pm by PFC President in the Waupun City Hall.

ROLL CALL

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Bobbi Jo Kunz, Tara Rhodes, Mike Thurmer

Member(s) absent (excused): N/A

Guests: Mayor Rohn Bishop, City Administrator Kathy Schlieve

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes for the purpose of Department Management and Oversight:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to go into Closed Session at 5:04pm was made by J. Bett, second by T. Rhodes; all in favor, motion passed.

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:56pm after motion from T. Rhodes, second by B. Buchholz; all in favor, motion passed.

ACTION FROM CLOSED SESSION

Two additional persons joined the meeting: Jaedon Buchholz from Waupun Pioneer News and Terri Pederson from the Daily Citizen.

Motion at 5:57pm to accept the Resignation of Police Chief Scott Loudon was made by J. Bett, second by B. Buchholz; all in favor, motion passed.

Motion at 5:58pm to appoint Deputy Chief Jeremy Rasch as the Interim Police Chief was made by J. Bett, second by B. Buchholz. PFC President M. Thurmer stated Deputy Chief Rasch was selected for interim role to ensure continuity of services and stability of the department, staff and leadership. All in favor, motion passed.

PFC President M. Thurmer shared the following process for filling the Police Chief role:

- The process will be open to internal candidates.
- Phase 1: PFC member(s), Mayor Bishop and City Administrator K. Schlieve will hold three types of meetings (with staff during shift briefings; with Administrative Staff during shifts; with Command Staff individually or as a group) to understand:
 - o Staff Wellness,
 - o Operational Issues,
 - o Desired personal/leadership qualities of next Chief, and
 - o Departmental initiatives/priorities.
- Phase 2: Public Forum with candidate(s) to include Introduction, explanation of background, leadership style and department vision.

- Phase 3: Interview of Candidate(s): panel approach with PFC member(s), City Administrator, a Riesling representative with law enforcement experience and a Senior Law Enforcement representative (i.e. Sheriff or Chief). The latter two mentioned will act as subject-matter-experts.

Motion at 6:02pm to follow process as outlined by PFC President M. Thurmer was made by J. Bett, second by B. Buchholz. City Administrator K. Schlieve stated support for this process; recognizing the importance of ensuring opportunity for team and public input; the inclusion of the two subject-matter-experts will ensure law enforcement technical and leadership competency. All in favor, motion passed.

PFC President M. Thurmer shared the timeline goal to be as follows:

- Phase 1 to be completed prior to Christmas,
- Phase 2 to occur in the first two weeks of January (will include Public Notice), and
- Phase 3 to be completed after Phase 2, dependent upon subject-matter-expert schedule availability.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is scheduled for December 13, 2023 at 4:30pm in the Waupun Safety Building. The Commission meets quarterly, at minimum.

If necessary, please send any agenda requests to Chief BJ DeMaa or Interim Chief J. 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 to adjourn meeting at 6:04pm made by J. Bett, second by T. Heidemann; all in favor, motion passed.

Respectfully submitted,
Tara Rhodes, Secretary



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, December 12, 2023 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 Westphal, Alderman Kaczmariski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma

Council absent/excused: None

Management in-person: Attorney VandeZande, Administrator Schlieve, Deputy Rasch

Management Virtual City Clerk/Treasurer Hull

Audience in-person: Mike Thurmer

CLOSED SESSION

Motion Matoushek, second Seibers to adjourn to closed session under Section 19.85 (1) (c) for the purpose of Department Management and Oversight . Motion carried 6-0.

OPEN SESSION

At 6:00pm, motion Matoushek, second Kunz to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

A slight recess was held to allow those attending to be seated.

CALL TO ORDER

Mayor Bishop called the meeting to order at 6:09pm.

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 Westphal, Alderman Kaczmariski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma

Council absent/excused: None

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

Management Virtual None

Management absent and excused: Utility Finance Director Stanek

Audience in-person: Jaedon Buchholz, Dawn Greenfield, Trevor Kreitzman, Brad Brzezinski, Ted Sullivan, Dale Heeringa, Jeni Maly, Kyle Kehoe, Mike Thurmer, Danyelle Deboer, Casanna Rasch

Audience Virtual: None

ACTION FROM CLOSED SESSION

No action

PUBLIC HEARING

1. **Class B Fermented Malt Beverage and Intoxicating Liquor License Application – Hoya Hop House Brewing LLC**
Motion Ledesma, second Matoushek to approve the Fermented Malt Beverage and Intoxicating Liquor License Application of Hoya Hop House Brewing LLC DBA Hoya Hop House Brewing, Michelle L. Brown (Agent), at 514 E Main Street, Waupun, contingent upon approval of Federal, State, City, and County requirements and licensing, not to exceed six months. Motion carried 6-0 on roll call.

PERSONS WISHING TO ADDRESS COUNCIL

No persons appear.

CONSIDERATION - ACTION

2. **Accept Resignation of Police Chief Louden**

Motion Matoushek, second Siebers to accept the resignation of Police Chief Louden, effective immediately. Motion carried 6-0.

3. **Confirm Appointment of Interim Police Chief**

Motion Kunz, second Matoushek to confirm PFC appointment of [insert name] to Interim Police Chief and to authorize placement on the City's compensation wage scale for the position in accordance with City policy, effective immediately. Motion carried 6-0.

Clerk offers the Oath of Office to Interim Police Chief Jeremy Rasch.

4. **Memorandum of Agreement with City of Waupun and Waupun Police Dept Local 317, WI Professional Police Association/LEER to amend Wages and Schedule Variation in the 2023-2026 Collective Bargaining Agreement**

Motion Siebers, second Matoushek to approve the Memorandum of Agreement between City of Waupun and the Waupun Police Department, Local 317, WPPA/LEER to amend wages and schedule variation in the 2023-2026 Collective Bargaining Agreement, effective January 1, 2024. Motion carried 6-0 on roll call.

5. **Compensation Reclassification for Sworn Police Administration Staff**

Motion Ledesma, second Kunz to approve recommended compensation reclassification for Sworn Police Administration Staff, effective with the first full payroll after January 1, 2024. Motion carried 6-0 on roll call.

6. **BCPL State Trust Fund Loan Program Application and Resolution to Borrow Funds and Levy Tax**

Motion Kaczmarek, second Matoushek to adopt the resolution authorizing the BCPL State Trust Fund Loan Program Application for a loan of Four Hundred Thousand And 00/100 Dollars (\$400,000.00) from the Trust Funds of the State of Wisconsin to the City of Waupun in the County(ies) of Dodge And Fond Du Lac, Wisconsin. Motion carried 6-0 on roll call.

7. **Accept and Allocate Fond du Lac County Sales & Use Tax**

Motion Siebers, second Ledesma to accept 2024 Fond du Lac County sales and use tax funds in the amount of \$31,089 and designate use of those funds to support the Economic Development Director position as outlined in the 2024 City of Waupun Budget document adopted on November 14, 2023. Motion carried 6-0 on roll call.

8. **Gift Agreement with Michael D. Werner for the Sponsorship of Waupun Community Room**

Motion Ledesma, second Matoushek to accept the gift agreement with Michael D. Werner to name/sponsor the community room within the Waupun Senior/Community Center, located at 520 McKinley Street, Waupun. Motion carried 6-0.

9. **Ice Fest Sponsorship**

Motion Matoushek, second Kunz to authorize a \$5,000 sponsorship for Ice Fest with the understanding that hotel room stays will be tracked and reported by event sponsors for the period surrounding the event. Motion carried 6-0 on roll.

10. **Mayoral Appointment to Waupun Library Board Vacancy**

Motion Ledesma, second Matoushek to accept the Mayoral appointment of Marie Svec to serve on the City of Waupun Library Board for the remainder of the term expiring April 30, 2024. Motion carried 6-0.

11. Light Equipment Operator Job Description

Motion Kaczmariski, second Matoushek to approve the Light Equipment Operator Job Description. Motion carried 6-0.

12. Light Equipment Operator (Part-Time) Job Description

Motion Matoushek, second Siebers to approve the Part-Time Light Equipment Operator Job Description. Motion Carried 6-0.

13. 2024-2025 City of Waupun Election Inspectors

Motion Westphal, second Ledesma to approve the 2024-2025 City of Waupun Election Inspectors. Motion carried 6-0.

14. Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 20, 2024

Motion Siebers, second Matoushek to deny holding 2024 Primary Election for the local municipal races of Mayor and Aldermanic Districts 2, 4, and 6 if there is more than twice the number of candidates filing for these seats. Motion. Carried 6-0.

CONSENT AGENDA

Motion Siebers, second Kunz to accept the Consent Agenda and approve the monthly financial report. Motion carried 6-0 on roll call.

ADJOURNMENT

At 6:41pm, Motion Kunz, second Siebers to call the meeting adjourned. Motion carried 6-0.



MINUTES
POLICE & FIRE COMMISSION (PFC) MEETING
Waupun Safety Building – 16 E. Main Street, Waupun
Wednesday, December 13, 2023 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 4:36pm by PFC President in the Waupun City Hall.

ROLL CALL

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Bobbi Jo Kunz, Tara Rhodes, Mike Thurmer; Interim Chief Jeremy Rasch, Chief BJ DeMaa (joined after closed session)

Member(s) absent (excused): N/A

Guests: N/A

MINUTES FROM PREVIOUS MEETING

Minutes from the December 4, 2023 and December 11, 2023 meetings were presented for approval. Motion to approve minutes as submitted at 4:37pm by J. Bett, T. Heidemann second; all in favor, motion passed.

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct an interview with a qualified applicant for employment for the open Patrol Officer position:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to go into Closed Session at 4:38pm was made by J. Bett, B. Buchholz second; all in favor, motion passed.

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:08pm after motion from T. Rhodes, J. Bett second; all in favor, motion passed.

ACTION FROM CLOSED SESSION

Motion at 5:09pm to extend conditional offer to candidate K. Brice was made by T. Rhodes, 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

Fire Department Report – Chief DeMaa

Operations:

- Fire Department Study: In early January, presentations will be made to the Department, the City Council, and the EMS jurisdictions; discussion will focus a variety of possible models: continue with current model, add a back-up EMS service, or assume all EMS functions. The merger of the City and Country Fire Departments will also be discussed. These conversations will include discussions on staffing needs as well as other relevant topics. Chief DeMaa invited PFC members to listen to the City Council discussion. M. Thurmer asked how often the EMR arrives to an ambulance call prior to LifeStar arrival; Chief DeMaa estimated EMR arrives first approximately 25% of the time; which was the reason the EMR program was needed. Chief DeMaa also noted that recently there were 2 incidents where the LifeStar ambulance was not available; which is why this study and discussion of possible models is important.

- Area Businesses: Specialized Emergency Response Planning
 - o SSM Health Waupun Memorial Hospital MRI: this location now has a permanent, full-time MRI trailer. WFD is developing a plan for processes/training needed for emergency response due to the magnet.
 - o United Co-op/Soybean Plant: New facility opening in spring 2024 with milling/storing/crushing operations in a multi-level, very tall building. WFD is assessing what types of rescue may be needed (i.e. rope, confined space), what equipment/chemicals will be present and developing a plan for training/processes needed for emergency response due this new site which will eventually operate 24 hours a day/7 days a week. Chief DeMaa noted the company is very safety conscious.

Training:

- Chief DeMaa completed the Infrastructure Disaster Management certificate; Assistant Fire Chief / Fire Inspector M. Beer will also be completing. To complete this, individuals complete 64 hours of emergency management training across 4 different areas: Disaster planning/management, Healthcare and Hospital facilities; Electric Power facilities, and Water/wastewater facilities. These classes were hosted at the Fire House and joined by individuals from across the State.

Staffing:

- Confirmation of two promotions: Cliff Teletzke (current Lieutenant) to Captain and Wayne Oppermann (current firefighter) to Lieutenant.
- Awards banquet was held to honor milestone anniversaries: Scott DeMotts/25yrs, Wayne Oppermann/25yrs, Dan Perry/15yrs, Nate Schlieve/15yrs, Nick Duer/5yrs, Erick Searvogel/5yrs, Rick Smith/5yrs.
- Bobbie Vossekul recognized as Wisconsin EMS Association's EMR of the Year. In January 2024, Bobbie will attend a conference where she will be formally recognized and formal announcement will follow.
- Four individuals are being met with in regards to low-call attendance; Chief DeMaa noted one meeting already took place and it seemed productive.
- Currently have 29 of 30 firefighter positions filled. The High School Fire Intern is doing well, entering 2nd trimester of program and is looking to become a Fire Fighter.
- Currently have 12 of 15 EMR positions filled with three of the 12 in the final stages of requirements (testing/on-the-job training).
- Expect interviews to be scheduled in early 2024; this will allow any selected candidates to complete onboarding and basic preparations prior to classes starting in August

Public Outreach: Successful events include:

- Fire Extinguisher training at Tenneco
- CWC Fire/life safety training completed; especially important with the recent building expansion
- Fire Prevention Week
- Community Services Open House
- Sr. Expo – fire and general safety presentation
- High School Job Fair
- Halloween on Main
- Food Drive
- Change Batteries/Pizza Delivery
- Breakfast with Santa

Police Department Report – Interim Chief Rasch

Staffing:

- Vacancies: Chief and Lieutenant positions.
- Two accepted candidates are starting academy in January and one accepted candidate to start academy in March.
- City Council approved patrol pay range increase starting in 2024, based on years of experience.
- A Lieutenant Benefit Document is being developed by the City to clarify their benefits compared to other city non-union employee benefits; there is a need to communicate differences in written form due to them being on a schedule different than other city employees.

- Department culture appears to be improving as there are discussions/efforts focused on topics such as officer training, committee review/possible future update of Vision/Mission/Values, growth of services, defining 2024 goals/objectives, process efficiencies, technology use and community engagement opportunities.
- Recruitment efforts include updating flyer and continuing connection with local technical college partners; the High School Job Fair was successful.
- Department Awards/Christmas Luncheon scheduled.
- Departmental Leadership:
 - o Other jurisdictions have been supportive/offering help if needed.
 - o At recent meeting, the City Council asked clarifying questions related to the process for hiring a Chief.
 - o The posting will be internal and candidate(s) will submit a resume and interest letter.
 - o Line Officer, Command Staff and Administrative Staff meetings are set up for 12/14 at 7am and 12/19 at 2:30pm; these dates/time will ensure access by 1st, 2nd and 3rd shift.

Operations:

- Concerns with the anticipated increase in semi-truck traffic by the United Co-op on Watertown Street; a Department of Transportation (DOT) study was requested/completed that resulted in the DOT recommending no changes to current state relative to posted speed limits. The PFC recommended Interim Chief Rasch connect with the Mayor Bishop for awareness; with encouragement for next steps to be to reach out to elected State officials as appropriate.
- Researching a Police Auxiliary Program – The program would seek help from Community to help when appropriate, such as helping with traffic control needs during events. There are other options that could be used if necessary.
- Service calls: In November, the department reach the total of all of 2022; expecting by year-end to have completed 1000-1200 more calls than in all of 2022.
- Investigating a Language Line option to support the department as they interact with a growing Spanish-speaking population.

Training:

- Staff completed Child Abduction training provided through Fond du Lac County; well attended.
- In January, Fond du Lac County will provide inservice opportunities; Dodge County will be joining as well; Interim Chief Rasch noted every officer is required to completed 24hours of training each year.

Public Outreach: Successful events include:

- Shop with a Cop
- Breakfast with Santa

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is to-be-scheduled (the Commission meets quarterly, at minimum).

If necessary, please send any agenda requests to Chief BJ DeMaa or Interim Chief J. 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 to adjourn meeting at 5:57pm made by J. Bett, T. Heidemann second; all in favor, motion passed.

Respectfully submitted,
Tara Rhodes, Secretary

**Minutes of the Waupun Public Library Board Meeting
Wednesday, December 20, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, December 20, 2023. Present were Gehl, Garcia, Jaeger, Siebers, and Svec. Hintze and Sullivan were present via Zoom. Beer and Schultz were absent. Svec was welcomed as the newly appointed Library Board member.

ARTICLE I: Motion by Gehl, supported by Martens, to accept the minutes of the November 15, 2023, meeting as written. Motion carried.

ARTICLE II: Kurt Baumann of 110 S. Harris addressed the Library board regarding the current status of his library card. Svec and Sullivan were appointed to look into the matter with the help of Garcia and Jaeger. A recommendation is tentatively planned for the January 17, 2024, Library Board meeting.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 128,875 items through the end of November, up 7.5%.
- b. 51,885 people visited the library through the end of November, up 15.6%.
- c. Program attendance up 87.9% through the end of November.
- d. Meeting room use up 76.5% through the end of November.

ARTICLE IV: Current budget was reviewed.

ARTICLE V:

- a. Motion by Gehl, supported by Siebers, to pay the December 2023 bills. Motion carried 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Siebers, supported by Martens, to approve the revision of the Circulation Policy as presented. Motion carried.

ARTICLE X: Motion by Beer, supported by Gehl, to adjourn at 5:03 p.m. Motion carried.

*Next tentative meeting: Wednesday, January 17, 2024, at 4:30 p.m.

Marie Svec, Secretary
MS/bkj



Waupun Police Department Monthly Report

December 2023

Staffing/Hiring Process

Our current staff level is 12 sworn personnel and 2 non-sworn personnel. Two Officers in Training are registered for the January Police Recruit School. We offered a conditional offer of employment for a patrol officer position and are currently undergoing a background reference check with that subject. Two additional patrol officer candidates were interviewed on 12/20/23. We are currently hiring for a Patrol Lieutenant position. Deputy Chief Jeremy Rasch was appointed the Interim Chief of Police.

Community Engagement

Waupun Christmas Parade
Breakfast with Santa
Shop w/a Cop

Department Information

School Safety Checks completed
Jonathan Cupery – sworn in as an Officer in Training
Firearms Training – Numerous officers trained in December by LT Brzezinski
K9 Training – Officer Halverson and Jet completed monthly training

Department Awards/Christmas Luncheon

Commendation Award – Officer Trevor Kreitzman, Officer Jackson Hague, Officer AJ Halverson,
Lt Robert Williams, Lt Ted Sullivan

Life Saving Award – Officer Alex Warner
Crisis Intervention Pin – Officer Jackson Hague
Police School Liaison Pin – Officer Graham Dumke
Instructor Pin – Lt Robert Williams

December Anniversaries

Officer Jaret Knudson – 1 year
Officer Graham Dumke – 3 years
Lt Ted Sullivan – 4 years
Lt Robert Williams – 9 years

Police Activity

Calls for Service: 790
Traffic Stops: 134
Arrests: 18



Waupun Police Department Monthly Report

December 2023

Code Enforcement	Warnings	Citations
January	10	5
February	10	6
March	5	10
April	8	1
May	19	2
June	11	1
July	11	1
August	8	2
September	11	3
October	8	0
November	8	0
December	7	0
2023 Totals	116	31

Complex Investigations

3 "Chips" Child in Need of Protective Services cases – Continued follow up and monitoring
11 drug open investigations – On going investigations at different levels of completion
4 Overdose Death Investigations – On going investigations at different levels of completion
2 Residential Search Warrants – Completed
1 Death Investigation – On going investigation
1 Theft/Embezzlement Investigation – On going investigation
1 Sexual Assault Follow up Investigation - Completed

Complaints

On 12/01/23 at approximately 8:27am, police conducted a traffic stop in the 800 block of W Main St. A 29 year old man was cited for Operating After Revocation.

On 12/01/23 at approximately 8:32am, police responded to a residence on River Rd for a report of a disturbance. Two counts of Battery and one count of Disorderly Conduct charges were referred to the Fond du Lac Juvenile Intake against a juvenile male. The juvenile was removed from the residence and turned over to a mentor.

On 12/01/23 at approximately 4:22pm, police responded to a residence on Bronson St to execute a residential search warrant. A 36 year old man was taken into custody on a Probation and Parole warrant. Charges of Maintaining a Drug Trafficking House, Possession w/the Intent to Distribute Cocaine, Possession of THC, Possession of Drug Paraphernalia, and Child Neglect were referred to the



Waupun Police Department Monthly Report

December 2023

Dodge County DA's Office against the man. Charges of Maintaining a Drug Trafficking House, Possession of THC, and Possession of Paraphernalia were referred to the Dodge County DA's Office against a 42 year old woman.

On 12/02/23 at approximately 5:13pm, police conducted a traffic stop on W Main St at Fox Lake Rd. A 24 year old woman was cited for Operating w/out a Valid Driver's License.

On 12/03/23 at approximately 7:47pm, police conducted a traffic stop on W Main St at County Park Rd. A 20 year old man was cited for Operating After Suspension and Possession of Open Intoxicants.

On 12/11/23 at approximately 9:47pm, police responded to a business on E Main St for a report of a disturbance. A 54 year old intoxicated man was taken into custody on a Bail Jumping charge. The man was transported to the Dodge County Jail.

On 12/12/23 at approximately 9:58pm, police conducted a traffic stop in the 800 block of W Main St. A 31 year old woman was cited for Operating After Suspension.

On 12/15/23 at approximately 4:09pm, police conducted a traffic stop on E Main St at Carrington St. A 39 year old woman was cited for Operating w/Suspended Registration.

On 12/15/23 at approximately 6:44pm, police responded to a residence on W Franklin St for a report of a physical disturbance. Charges of Disorderly Conduct and Battery were referred to the Fond du Lac DA's Office against a 52 year old man and against a 64 year old man.

On 12/16/23 at approximately 2:18am, police responded to a residence on Pleasant Ave for a report of a disturbance. A 47 year old man and a 45 year old woman were separated for the night.

On 12/17/23 at approximately 2:00am, police conducted a traffic stop on E Main St at Moore St. A 44 year old man was cited for Operating After Suspension. A Possession of Crack/Cocaine Drug Paraphernalia charge was referred to the Dodge County DA's Office against a 54 year old man.

On 12/19/23 at approximately 9:06am, police responded to a residence on Beverly Ct for a report of a disturbance. A juvenile was referred for charges of Disorderly Conduct and Possession of Controlled Substances to Dodge County Juvenile Intake.

On 12/20/23 at approximately 4:14pm, police responded to the 600 block of W Brown St for a Welfare Check of a suicidal juvenile. A safety plan was put in place with county crisis.

On 12/21/23 at approximately 2:16pm, police responded to an injury crash on S Watertown St at E Jefferson St. A 16 year old juvenile was transported to a local hospital for minor injuries. The juvenile was cited for Failure to Yield Right of Way From a Stop Sign.



Waupun Police Department Monthly Report

December 2023

On 12/21/23 at approximately 9:35pm, police conducted a traffic stop on E Main St at N Grove St. A 20 year old woman and an 18 year old woman were both cited for Possession of Controlled Substances.

On 12/22/23 at approximately 2:32pm, police responded to a business on Gateway Dr for a fraud complaint. A subject attempted to cash a check using fake identification and a fake social security number. The subject left the business prior to police response. The complaint is under investigation.

On 12/22/23 at approximately 9:41pm, police conducted a traffic stop on E Main St at S Watertown St. A 52 year old man was taken into custody on an arrest warrant through Dodge County. The man was transported to the Dodge County Jail.

On 12/23/23 at approximately 9:59am, police responded to the 900 block of E Main St for a report of a crash. A 53 year old woman was cited for Unsafe Backing and also referred to the Fond du Lac DA's Office for an Operating After Revocation charge.

On 12/23/23 at approximately 8:11pm, police responded to the 1100 block of Rock Ave for a theft of a purse complaint. The complaint is under investigation.

On 12/24/23 at approximately 8:39am, police conducted a traffic stop on S Madison St at Doty St. A 40 year old woman was cited for travelling 49mph in the 25mph zone.

On 12/24/23 at approximately 10:40am, police conducted a traffic stop on S Madison St at Olmstead St. A 27 year old woman was cited for travelling 45mph in the 25mph zone.

On 12/26/23 at approximately 2:10am, police conducted a traffic stop on W Main St at Zimmerman Ave. A 31 year old woman was taken into custody for Operating While Intoxicated. The woman was released to a responsible party.

On 12/28/23 at approximately 6:10am, police conducted a traffic stop on Fond du Lac St at E Main St. A 29 year old man was cited for speeding and a charge of Operating After Revocation was also referred to the Fond du Lac County DA's Office. The man was also taken into custody on a Probation and Parole Hold and he was transported to the Dodge County Jail.

On 12/28/23 at approximately 9:33am, police responded to a business in the 1000 block of E Main St for a report of multiple thefts. Police were provided information that a man would come into the business and conceal and steal beer over a period of time. Police made contact with the 67 year old man and a charge of retail theft was referred to the Dodge County DA's Office against the man.



Waupun Police Department Monthly Report

December 2023

On 12/30/23 at approximately 7:00pm, police conducted a traffic stop on W Main St at N Harris Ave. A charge of Operating w/out a Valid Driver's License was referred to the Fond du Lac County DA's Office against a 35 year old man.

On 12/30/23 at approximately 10:04pm, police conducted a traffic stop in the first block of Gateway Dr. A 27 year old man was cited for Open Intoxicants.

On 12/31/23 at approximately 12:05am, police conducted a traffic stop on Fond du lac St at E Franklin St. A 23 year old man was cited for Operating w/out a Valid Driver's License.

Interim Chief of Police
Jeremy Rasch

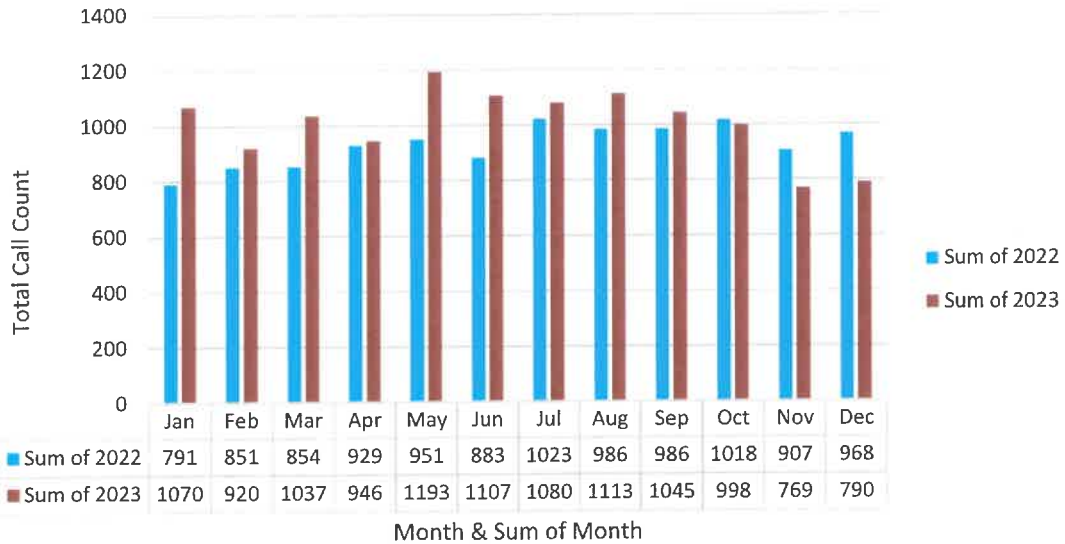


December 2023



Monthly Call Volume Report

Monthly Call Volume 2022 - 2023



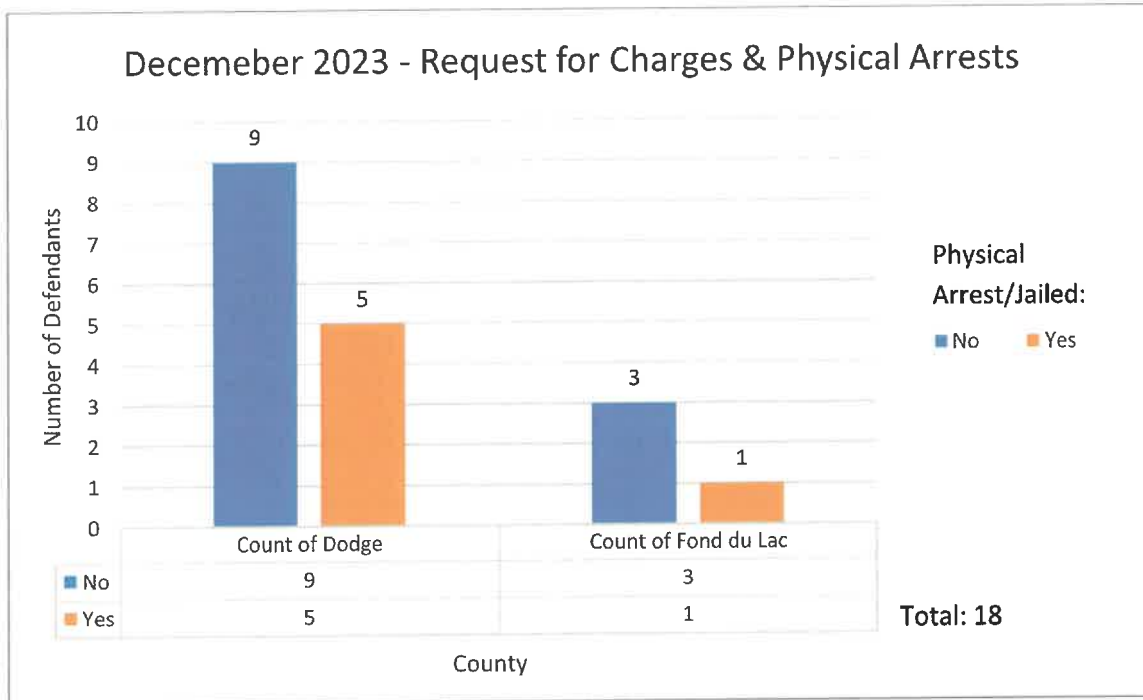
Call Volume Monthly 2022 - 2023			
Month	2022	2023	Percent Difference
January	791	1070	26.1%
February	851	920	8.1%
March	854	1037	21.4%
April	929	946	1.8%
May	951	1193	25.4%
June	883	1107	25.4%
July	1023	1080	5.6%
August	986	1113	12.9%
September	986	1045	6.0%
October	1018	998	-2.0%
November	907	769	-15.2%
December	968	790	-18.4%
Grand Total:	11,147	12,068	



December 2023



Request for Charges & Physical Arrest Report





Waupun Police Department Total Call Report



From: December 01, 2023 To: December 31, 2023

Agency	Incident Type	Total Incidents	WP		
WP	911 CHECK	26		GAS DRIVE OFF	4
	ABANDONED VEHICLE	1		HARASSMENT	4
	ACCIDENT	9		HIT AND RUN	1
	ACCIDENT W/INJURY	2		INFORMATION TO DOCUMENT	7
	AMBULANCE	48		INTRUSION ALARM	6
	ANIMAL BITE	2		JA UNDERAGE ALCOHOL	1
	ANIMAL COMPLAINT	8		JUVENILE PROBLEM	6
	ASSIST AGENCY	13		LITTERING	1
	ASSIST CITIZEN	33		LOITERING	1
	ASSIST MOTORIST	2		LOST ANIMAL	1
	ATTEMPT TO LOCATE	3		LOST PROPERTY	2
	BIKE STOP	1		MENTAL SUBJECT	1
	BUILDING CHECK	48		MISSING JUVENILE	1
	CHECK WELFARE	38		NEIGHBOR DISPUTE	1
	CHILD CUSTODY	2		NOISE COMPLAINT	4
	CIVIL PROBLEM	4		NOTIFY MED EXAMINER	2
	DEPARTMENT K9 DOG	1		OCCUPIED DISABLED	1
	DIRECTED AREA PATROL	132		OFFICER STANDBY	3
	DISABLED VEHICLE	2		ORDINANCE VIOLATION	7
	DISORDERLY CONDUCT	10		PARKING ENFORCEMENT	19
	DOMESTIC	3		PATROL ASSIST FIRE	8
	EXTRA PATROL	53		RECKLESS DRIVER	3
	FOLLOW UP	47		REPOSSESSION	1
	FOOT PATROL	4		RUNAWAY	1
	FOUND ANIMAL	2		SCAM COMPLAINT	1
	FOUND PROPERTY	4		SEARCH WARRANT	1
	FRAUD COMPLAINT	3		SHOPLIFTER	1
	FUNERAL ESCORT	5		SPECIAL ASSIGNMENT	7



Waupun Police Department Total Call Report



From: December 01, 2023 To: December 31, 2023

WP	SUBJECT STOP	2
	SUSPICIOUS ACTIVITY	10
	SUSPICIOUS VEHICLE	5
	TAVERN CHECK	9
	THEFT	6
	THREATS COMPLAINT	2
	TRAFFIC ENFORCEMENT	1
	TRAFFIC PROBLEM	1
	TRAFFIC STOP	134
	TRUANCY	9
	VANDALISM	2
	VEHICLE LOCKOUT	3
	WARRANT	2
	WRONG WAY DRIVER	2
	Total	790
Total		790



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

Monthly Report

Date: January 4, 2024
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: December report

Fire Calls:

There were thirteen (13) fire & rescue calls in the month of December for a total of one hundred fifty-four (154) year-to-date. EMRs ran a total of forty-three (43) medical calls in the month of December for a total of six hundred (600) year-to-date.

Average Fire Personnel Response (excluding mutual aid & shift calls):		
	Avg # of Responders	% of Total Department
4A – 8P	10.9	38%
8P – 4A	14.0	48%

* Current roster is 29 members.

** National Institute of Standards and Technology (NIST) recommends no less than 18 firefighters for offensive fire attack at structure fire.

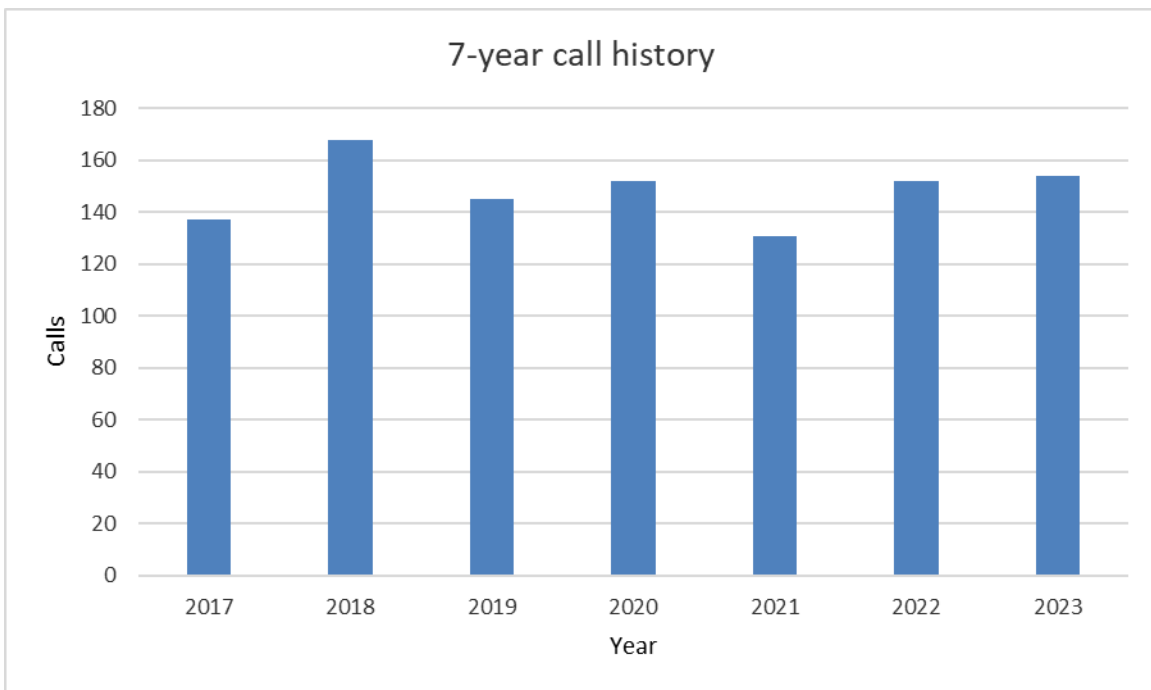
RED = below recommended industry best practices

GREEN = meets industry best practices

Average Fire Personnel Response (excluding mutual aid & shift calls) YTD:												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4A – 8P	9.0	8.7	10.8	9.7	9.0	8.8	9.1	12.4	10.5	11.3	9.0	10.9
8P – 4A	9.0	8.0	8.3	9.3	7.0	10.0	11.3	15.0	11.6	9.0	15.0	14.0

Fire notes:

- Staffing:
 - o FFs: 29 (can go up to 30)
 - 1 firefighter currently enrolled in Firefighter 1 through MPTC.
 - o 1 High School Fire Intern from WASD.
- Staffing study through PAA is nearing completion. Once a rough draft is complete, we will be meeting with the PAA team to review.
- 0 mutual aid calls for the month
- Community Outreach opportunities:
 - o Breakfast with Santa



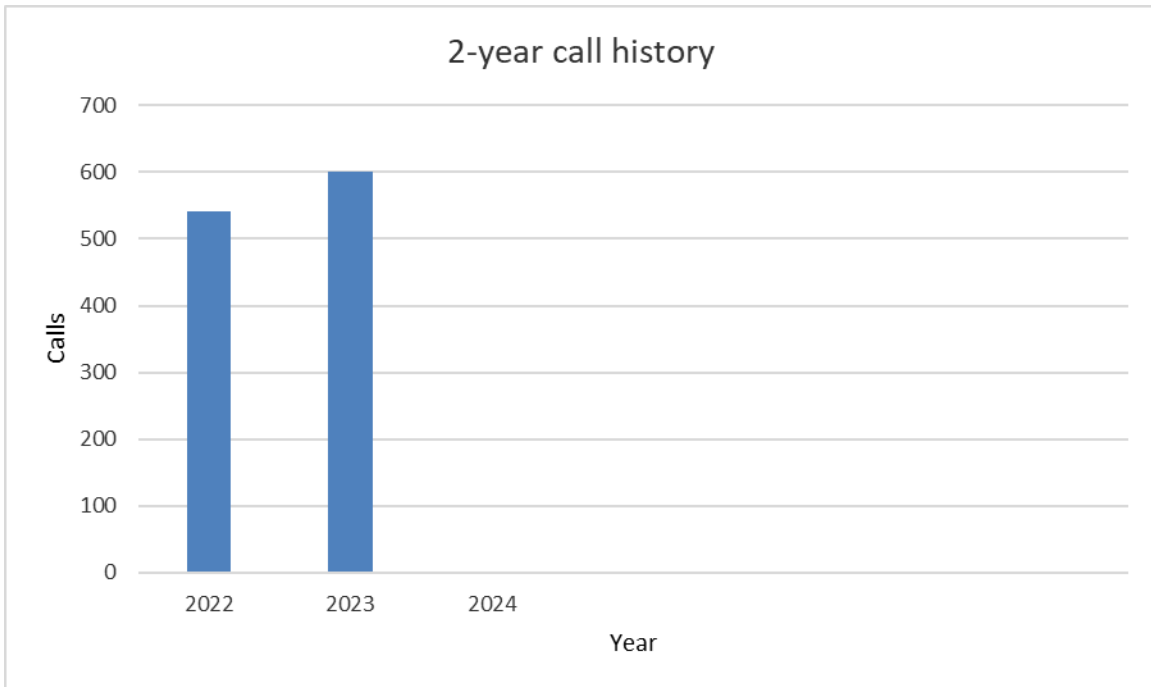
EMR Call Summary:

Emergency Medical Responder Calls YTD:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
48	46	49	48	78	73	40	37	43	47	48	43	600

EMS notes:

- Staffing:
 - o EMRs: 12 (can go up to 15)
 - 1 EMR completed NREMT; working through field training
 - 2 setting up NREMT test.
- Total calls EMRs first on scene – 14 (33%)
- Avg. arrival time before contracted service – 2.1 minutes (does not include mutual aid calls)
- Mutual aid requests by contracted service – 3 (City of Waupun)
- Shift calls – 25 (58%)
- Calls not covered by EMRs for the month – 1



2023 Fire Department Strategic Initiatives Update:

#1 – Implement grant programs to strengthen ambulance response:	
Healthcare Infrastructure Grant progress	In progress
EMS Flex Grant progress	In progress

#2 – Complete staffing study for fire and EMR to form recommendations for sustainable emergency response model:	
Work with contractor on study	All information has been submitted

#3 – Command Staff restructuring to balance call response and workload:	
Work with existing staff on structure	Discussing what needs to be in place
Post vacancies	
Fill vacancies and train	

#4 – Determine need for public safety referendum and timing:	
Dependent on staffing study and other inputs	See Initiative #2

#5 – Conclude fire consolidation discussions with townships and define long-term strategy for cost containment by Q1 of 2022:	
Set meeting with townships	On hold – staff capacity
Discuss long-term strategies	On hold – staff capacity

#6 – Establish baseline schedule and process for Lexipol policy implementation:	
Put together schedule for policy edits	
Put together schedule for policy releases	

#7 – Integrate EMI AAR into overall Emergency Response Plan (Emergency Mgmt.):	
Resolve and implement identified gaps in program	

Legend:
On track to meet deadline or already completed.
Project is trending behind schedule.
Project will not meet established timeline or no work completed.

LIBRARY	MONTHLY REPORT January 2024
Subject	Summary
Statistics	Through the end of December, the library circulated/downloaded/loaned 139,023 items, up 7.5%, and 55,157 people walked through our doors, up 15%. Program attendance is up 83%, and meeting room use is up 77%.
Additional statistics	In 2023, we had 1,109 curbside/service window transactions, 18,458 website hits, and the staff answered 4,295 reference questions.
Program statistics	In 2023, 6,314 residents attended our library programs, which includes everything from storytimes to adult programming and book clubs.



**RECREATION DEPARTMENT
MONTHLY REPORT TO COMMON COUNCIL – January 9, 2023**

Activity/Project	Status	Notes/Other
Senior Center Attendance – December	1,245 participants signed in Average daily attendance - 69 participants	Open 18 days. Rachel on vacation December 27 & 28 with no fitness classes on those days. Closed for holidays on December 25, 26 & 29.
Senior Center Rentals – December	8 rentals	6 rentals in December 2022
Senior Center Meals – December	Serving Monday – Wednesday 86 Indoor Dining Meals Serving Monday – Friday 215 Mobile Meals	Average daily attendance indoor dining – 8 meals Average daily attendance mobile meals – 10 meals. Currently looking for mobile meal driver.
Senior Center Special Activities/Events – December	<ul style="list-style-type: none"> • December 1 – Holiday Parade • December 1 – Buddy Bingo with 3rd grade students • December 11-15 – Santa Letters • December 12 – Christmas Party 	6 participants in parade and 16 participants helped stuff goodie bags for children 24 participants 8 participants 53 participants
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> • January 2 - New Year's Party • January 19 – Buddy Bingo • January 29 – Cardio Drumming class by a student from WASD • TBD Senior Citizen Police Academy 	38 participants

DATE: January 9th,2024			
Project	Status		Other
Community/Senior Center	Precast walls have been set. They are working on roof trusses and decking		
Ice Arena	The West warming area is getting some new suspended ceiling installed. We removed all the old and are currently painting the area. New LED light panels will also be installed by staff. The ceiling guys will be onsite the week of January 8th		
Winter snow season	Plow, salter and brine equipment is ready to go. Please continue to pass along winter parking restrictions and if they are talking snowfall remind residents to park off street.		
Safety Building work	Staff has repaired the drywall ceiling over the fire trucks that was damaged with water leaking before the roof was replaced.		
McCune Park	The school students from Waupun High school are almost completed with the new dugouts. Take a drive by they look great.		
Tree work	Staff have been out trimming trees along our property fence lines at the City Garage. They have also been trimming trees in City Parks.		
Mill and Overlay bid	The bid is out and will be ready for approval at next months meeting		
Staff projects	Working in the shop on cleaning and maintaining equipment. Street sign replacement Working at City parks on some outdoor repairs Entering storm water reports into IWorQ Update street information		
Museum Tuck pointing	We have started working on getting quotes to write the historical correct bid specs for this project. We hope to have quotes next week for approval.		



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: December 11, 2023
SUBJECT: General Manager Report

Electric Department Update:

Call-Ins

- On November 26th at 4:31 pm, customer on 200 block of S State St called in report of low wire. On-call lineman responded and found low wire to be a communications wire. Customer was notified.
- On December 3rd at 9:22 am, customer on 700 block of E Jefferson St called in report of downed power line in backyard due to snow fall. On-call lineman responded and found line to be communications.

United Co-Op

- Trench and conduit complete for feed to grain and soy facilities
 - Crew installed remainder of conduit on November 27th to grain facility and soy casing
- Feed Mill
 - 2 of 3 switchgears installed and energized (3rd switchgear scheduled to receive end of January 2024)
 - 2 Feed mill services energized
 - Grain transformer scheduled to receive March/April 2024
- Soy Facility
 - Design is not complete
 - Service expected in 2025

Wilson and Shaler

- 14 additional light poles installed
- Lighting pad-mount transformer on Wilson Dr is installed and energized
- Lighting overhead transformer on Hwy 26 installed and energized
- 2 Switch gear basements are set and one 12-way primary junction
- Still waiting for light fixtures to be delivered

Waupun Senior Center

- Central Cable completed the directional bore across Beaver Dam St and into Senior Center site
- Transformer pad poured week of November 27th
- Moved temp pole for contractor on December 5th

McKinley/Grandview Rebuild

- Central Cable installed conduits across Beaver Dam St
- Conduits were also installed for Spectrum
- Crew set new take-off pole on Beaver Dam St
- The rebuild will include retiring the overhead secondary across the road

Service Upgrade

- Upgrading service at Kwik Trip week of December 4th

New Services

- URD service installed and energized
 - Birdie Blvd
 - N Madison St
- 1827 Shaler Dr
 - Water Crew exposed conduits that were stubbed out on lot line
 - Assistant Electric Superintendent working with customer and electrician on transformer and service location
 - Crew installed conduits for primary extension on December 5th

General Manager Update:

Future Wisconsin Summit

- Mayor Bishop and I attended the Future Wisconsin Summit held at Monona Terrace in Madison on December 5th. The Future Wisconsin Project, a program of WMC Foundation, addresses our state's long-term systemic, economic challenges. With partner representation from business, government and education, the program brought together stakeholders of the economy to the table to develop solutions we can all implement.
- WMC Foundation's Future Wisconsin Project released its "Wisconsin 2035" report detailing the challenges facing Wisconsin's business community and recommend possible solutions for long-term economic growth. The new publication identifies the workforce shortage as the biggest problem facing Wisconsin's business community. The workforce shortage must be addressed in three ways: attraction, retention and expansion.

Tax Roll

- On November 16th, a total of \$9,438.14 was transferred to 2023 tax roll.
 - Dodge County - \$4,442.16
 - Fond du Lac County - \$4,995.98

mCare 6

- Office and field staff will attend mCare 6 training at WPPI in January. mCare 6 is a real-time mobile workforce management system designed to optimize in-field service order processes and provide visibility into their statuses. With the new work order system, service representatives will have the ability to dispatch work orders to field staff real-time while out in the field. All workorders will be electronic eliminating the need to print work orders.

NorthStar CSR7

- NorthStar is working on finalizing details and functions of the CSR7 Pilot and should conclude end of December. NorthStar plans to come onsite in January to install the pilot program and train customer service staff on CSR7. No date has been set at this time.

This concludes my report for December 2023. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: January 8, 2024
SUBJECT: General Manager Report

Electric Department Update:

Call-Ins

- On December 12th an electric meter reported loss of utility power in the 300 block of Carrington St. A lineman was called in to check outage reported. A tree had rubbed through one of the legs of the OH triplex. The service conductor was repaired and power restored.
- On December 27th a truck damaged a streetlight pole and electric pedestal in the 100 block of Harmsen Ave. Crews replaced pedestal that day and street light pole on January 2nd.
- Weather caused widespread intermittent outages on December 31st due to ice accumulating on the power lines and wind. The ice mainly affected the transmission lines feeding the distribution system. Waupun Utilities customers experienced no sustained outages.

United Co-Op – Grain

- Approximately 3000' of primary installed to transformer pad
- Metering installed in 3000-amp meter cabinet
- Third switchgear expected end of January

Wilson and Shaler Dr – Street Lighting

- All foundations and structures/poles installed and energized
- Light Fixtures installed and energized first week of January

New URD Services

- Birdie Blvd and North Madison St

Truck Testing

- Utility Sales and Service conducted truck testing on both bucket trucks, digger derrick and back lot machine

Kwik Trip

- Transformer location needed to be moved and upsized to accommodate building addition
 - Crew worked with electrical contractor during an outage to switch over the service to a larger transformer and upsized service entrance

Shaler Dr

- Crew installed conduit, primary cable and transformer in anticipation of energizing service for metal fabrication shop

Well # 1

- Crew converted Well #1 from 3 phase to single phase
 - Changed out meter socket
 - 3 phase transformer bank placed back into stock

Line Clearance

- Crew prepped tools and equipment to start annual line clearance tree trimming program

General Manager Update:

Potential New Customer

- Waupun Utilities staff has been working with a potential new customer interested in locating a facility in Wisconsin. The Waupun Industrial Park is one of the sites they are considering. This customer would be a large electric user and require significant infrastructure upgrades, including a new substation.

Reporting 2024 Department Goals

- Starting in February 2024, Waupun Utilities leadership team will update a document quarterly and provide to the Utility Commission.

WPPI Board of Directors Meeting

- Jeff Stanek and I attended the WPPI Board of Directors meeting on December 14th at WPPI in Sun Prairie. After extensive review and a recommendation by WPPI's Executive Committee, the board approved the 2024 WPPI budget and wholesale rate.
- ATC CEO Teresa Mogensen joined us at the December meeting. Teresa spoke about the future of transmission and touched on the importance of advocacy. She shared her appreciation for our membership's support in the Right of First Refusal (ROFR) bill, which states that the people building our transmission should be people in our communities.
- Transmission continues to be an increasing expense in purchase power costs. For 2024, transmission costs are projected to be approximately 18% of our average power cost to members. With the significant expansion of transmission planned for the coming years, expenses from transmission are expected to grow.

Transmission Line in Service

- Half of the Cardinal-Hickory Creek Transmission Line that runs from Wisconsin to Iowa came online in December, even as the cost of the project has risen 130 million over initial estimates. The 102-mile line is co-owned by ATC, ITC Midwest and Dairyland Power Cooperative. The portion of the line that runs from a substation near Middleton to a substation near Montfort went in service December 7th.

- The project was approved by Midwest Grid operator in 2011. It received approval from the Public Service commission of Wisconsin in September of 2019, and the Iowa Utilities Board in May 2020. Since then, the line faced multiple legal challenges from environmental groups.
- The 345 KV line running from Dubuque County, Iowa, to Dane County is critical to delivering cost effective renewable energy to customers. The second half of the project is expected to be in service by June 2024.

NorthStar CSR7

- Customer service staff is scheduled to attend training January 23rd on the CSR7 test database.

This concludes my report for January 2024. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: December 5, 2023
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Tower levels were lowered 3 feet for winter operations. This method will result in a higher water turnover in the tank, more water movement, higher water temperatures, lower possibility of ice formation, and help prevent interior coating damage.

Chad Veleke has successfully completed two of five required water certifications, along with completing his second year of his apprenticeship program. This is a four-year apprenticeship program, and once completed, he will be a certified municipal waterworks operator.

Staff has been evaluating an amperometric electrode system. This system monitors free chlorine and chlorine dioxide. The dual channel system (chlorine and pH) will provide on-line conversion from hypochlorous acid to free chlorine, which allows staff to optimize feed rates and potential to reduce operating expenses.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff replaced digester #2 pressure/vacuum valve & flame arrester combination unit. This unit is designed to protect the digester from damage created by over- pressure or excessive vacuum, at the same time it provides protection from external sources of heat and ignition, which increases fire protection and safety.

There has been an increase of trucked in waste, which started on Monday, November 27th and is scheduled to continue through December 22nd. The increase of 150,000 gallons per day is due to Saputo Cheese wastewater facility upgrade.

Distribution/Collection System Crew:

There are no call-ins to report this month.

Staff has completed flushing and root sawing the entire sanitary sewer system. In addition, they have been working on service leaks, meter exchanges, and water shut offs. They will now be moving into televising the sanitary sewer.

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: Steve Schramm
DATE: January 4, 2024
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Level 1 bleeders were turned on the week of January 1st. "Bleeding" means the controlled wasting of water through an orifice (prior to meter). The orifice will maintain water flow in the service lines and prevent freezing.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Butters Fetters completed installation of a new Oilon high efficiency dual fuel power burner and linkage-less digital controller. The new components will allow greater efficiency and micro adjustments for the continuous changes in gas qualities.

Sabel Mechanical completed installation of sediment and iron removal system for the W2 process water, which provides water to the centrifuges. This filter system will prevent premature impurity buildup, potential failure of centrifuge seals, and prolong future O/M costs.

Staff has been limited this past month due to several vacations. With limited staff, the operators worked on preventive maintenance items.

Water/Sewer Crew:

There are no call-ins to report this month.

Several water meter modules were replaced due to battery failure. The module provides communication between the meter and AMR/AMI system.

Crew's focus remains to be preventive maintenance on the collection system. They have completed flushing the entire collection system. They will begin televising the sanitary sewers over the course of the next several months.

Wastewater Treatment Facility ABNR Update:

I will provide an update on inoculation progress.

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: December 11, 2023
SUBJECT: October 2023 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of primary extension and street light work along Shaler / Wilson Drive and continued work on United Co-op property. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

Plant activity consisted of \$22,122 in transformers and \$12,160 in meters for the Electric Utility.

MONTHLY OPERATING RESULTS – October 2023 Monthly and Year-To-Date (YTD)

Sales (Consumption)

Electric

- Monthly kWh sales were **2.8% above** budget & **4.8% above** than October 2022 on higher sales to Large Power customers.
- YTD kWh sales were **2.4% above** budget & **1.2% higher** than October 2022 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **12.6% above** budget & **1.4% higher** than October 2022 sales to Residential and Industrial customers.
- YTD water sales were **8.5% above** budget & **3.0% higher** than October 2022 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **10.9% above** budget & **7.2% higher** than October 2022 from increased volumes to all customer classes.
- YTD sewer sales were **15.4% above** budget & **14.9% higher** than October 2022 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget (\$14,800) and (\$87,500), respectively, due to overall lower purchased power costs from decreases in the monthly PCAC factor.
- Gross margin was \$72,700 **above** budget.
- Operating expenses were \$80,200 **below** budget primarily due to lower tree trimming costs than budgeted during the non-construction season and increased customer work throughout the year.
- Operating income was \$345,100 or \$201,300 **above** budget from lower operating costs than budgeted.
- Net income was \$437,400 or \$320,300 **above** budget primarily from lower than budgeted distribution expenses.
- The rolling 12-month Rate of Return was 6.1%.

Water

- Operating revenues were \$75,600 *above* budget due to overall higher consumption for Industrial customers.
- Operating expenses were \$77,300 *below* budget on lower supply and distribution expenses from fewer main breaks than the prior year.
- Operating income was \$678,200 or \$186,400 *above* budget from slight revenue increases and lower than budgeted operating expenses.
- Net income was \$656,300 or \$286,700 *above* budget.
- The rolling 12-month Rate of Return was 6.2%.

Sewer

- Operating revenues were \$354,600 *above* budget from increased consumption and high strength charges to Public Authority customers. Trucked in waste revenues were also higher than budgeted.
- Operating expenses were \$9,800 *below* budget.
- Operating income was \$591,000 or \$315,700 *above* budget.
- Net income was \$2,718,100 or \$557,700 *below* budget largely due to the timing and dollar value of grant contributions compared to budget. Without grant contributions, net income was \$417,900 or \$397,200 *above* budget.
- The rolling 12-month Rate of Return was 5.1%.

Balance Sheets

Electric

- Balance sheet *decreased* \$179,400 from September 2023 due to decreased receivable collections from lower power sales in the previous month.
- Unrestricted cash *increased* \$1,200 from September 2023.
- Net position *increased* \$40,800 from September 2023.

Water

- Balance sheet *increased* \$77,300 from September 2023 due to an increase in cash associated with higher sales and collections.
- Unrestricted cash *increased* \$85,200 from September 2023 from operating sales volume margins.
- Net position *increased* by \$72,400.

Sewer

- Balance sheet *increased* \$40,400 from September 2023 due to an increase in Public Authority, trucked in waste revenues and WWTP upgrades funded by grant revenues.
- Unrestricted cash *decreased* \$24,200 due to an increase in WWTP maintenance expenses during the month.
- Net position *increased* \$17,200.

Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances and graphs that present long-term investments by maturity, type, and rating. 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* \$216,200 or **2.0%** from September 2023 primarily from increased cash flows associated with changes in operating revenues.
- *Investment Activity*: Received interest and distributions of \$8,800 and recorded an unrealized *gain* on market adjustments of \$4,900, along with (\$500) in management fees, resulting in a net portfolio *gain* of \$13,200 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$29,600 and \$241,000 year-to-date.

OTHER FINANCIAL MATTERS

WWTF 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 4/14/2022)</i> :	\$ 37,508,000
Total Project Costs to Date <i>(Thru 12/4/2023)</i> :	\$ 34,679,468
Loan Draws – Project to Date <i>(Thru 4/4/2023)</i> :	\$ 27,807,000
Grants Provided <i>(Thru 12/4/2023)</i> :	\$ 6,739,360
Disburse Request #31 Requested <i>(10/19//2023)</i> :	\$ 254,160
Disburse Request #31– Paid <i>(12/1/2023)</i> :	\$ 254,160

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: January 8, 2024
SUBJECT: November 2023 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of primary extension and street light work along Shaler / Wilson Drive and continued work on United Co-op property including installation of two new switchgear. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

There was no plant activity for the month.

MONTHLY OPERATING RESULTS – November 2023 Monthly and Year-To-Date (YTD)

Sales (Consumption)

Electric

- Monthly kWh sales were **2.3% above** budget & **0.9% above** than November 2022 on higher sales to Large Power customers.
- YTD kWh sales were **2.4% above** budget & **1.2% higher** than November 2022 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **14.4% above** budget & **6.9% higher** than November 2022 sales to Residential and Industrial customers.
- YTD water sales were **9.0% above** budget & **3.3% higher** than November 2022 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **16.9% above** budget & **5.1% higher** than November 2022 from increased volumes to all customer classes.
- YTD sewer sales were **15.5% above** budget & **13.9% higher** than November 2022 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget (\$60,200) and (\$138,000), respectively, due to overall lower purchased power costs from decreases in the monthly PCAC factor.
- Gross margin was \$82,500 **above** budget.
- Operating expenses were \$95,500 **below** budget primarily due to lower tree trimming costs than budgeted during the non-construction season and increased customer work throughout the year.
- Operating income was \$386,700 or \$221,000 **above** budget from lower operating costs than budgeted.
- Net income was \$492,800 or \$356,500 **above** budget primarily from lower than budgeted distribution expenses.
- The rolling 12-month Rate of Return was 6.3%.

Water

- Operating revenues were \$86,500 *above* budget due to overall higher consumption for Industrial customers.
- Operating expenses were \$108,100 *below* budget on lower supply and distribution expenses from fewer main breaks than the prior year.
- Operating income was \$835,700 or \$232,000 *above* budget from slight revenue increases and lower than budgeted operating expenses.
- Net income was \$751,100 or \$350,400 *above* budget.
- The rolling 12-month Rate of Return was 6.4%.

Sewer

- Operating revenues were \$403,200 *above* budget from increased consumption and high strength charges to Public Authority customers. Trucked in waste revenues were also higher than budgeted.
- Operating expenses were \$32,000 *above* budget.
- Operating income was \$690,500 or \$397,100 *above* budget.
- Net income was \$2,814,000 or \$780,000 *below* budget largely due to the timing and dollar value of grant contributions compared to budget. Without grant contributions, net income was \$513,800 or \$500,400 *above* budget.
- The rolling 12-month Rate of Return was 5.3%.

Balance Sheets

Electric

- Balance sheet *decreased* \$53,300 from October 2023 due to decreased receivable collections from lower power sales in the previous month.
- Unrestricted cash *increased* \$121,700 from October 2023.
- Net position *increased* \$55,400 from October 2023.

Water

- Balance sheet *increased* \$101,300 from October 2023 due to an increase in cash associated with higher sales and collections.
- Unrestricted cash *increased* \$92,500 from October 2023 from operating sales volume margins.
- Net position *increased* by \$94,800.

Sewer

- Balance sheet *decreased* \$31,600 from October 2023 due to an interest only debt payment made for the USDA Loan.
- Unrestricted cash *increased* \$50,300 due to an increase in collections from Public Authority customers.
- Net position *increased* \$95,000.

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* \$274,500 or **2.0%** from October 2023 primarily from increased cash flows associated with changes in operating revenues.
- *Investment Activity*: Received interest and distributions of \$19,300 and recorded an unrealized *gain* on market adjustments of \$14,600, along with (\$500) in management fees, resulting in a net portfolio *gain* of \$33,300 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$40,800 and \$281,800 year-to-date.

OTHER FINANCIAL MATTERS

WWTF 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 4/14/2022):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 1/3/2024):</i>	\$ 34,679,468
Loan Draws – Project to Date <i>(Thru 4/4/2023):</i>	\$ 27,807,000
Grants Provided <i>(Thru 1/3/2024):</i>	\$ 6,739,360
Disburse Request #32 Requested <i>(12/18/2023):</i>	\$ 468,503
Disburse Request #31– Paid <i>(12/1/2023):</i>	\$ 254,160

Test Year 2023 Electric Rate Case Results

The PSCW provided a Final Decision for the Test Year 2023 Electric rate case and authorized an overall rate change of 3.14% with a 6.3% rate of return. The new rates will be effective March 1, 2024 for April 2024 billings and include a new GS-3 customer classification. The new rate class is for customers with a maximum demand of 20 kW and will better align utility operating costs with rate recovery.

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



AGENDA SUMMARY SHEET

MEETING DATE: 1/9/2023

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.

ATTACHMENTS:

November, 2023 Monthly Financials

RECOMMENDED MOTION:

Motion to accept the monthly financials.



WAUPUN
CITY OF SCULPTURE

**MONTHLY FINANCIAL REPORT
2023**

January

Revenues	Expenses
\$22,215 - Library Board approved to move 2022 surplus from Library Fund to the Capital Project fund in 2023.	

February

Revenues	Expenses
\$55,389 Municipal Services Payment	
\$4,103 Parking Violation Revenue	
\$20,666 Interest Income	

March

Revenues	Expenses
\$30,819 Fond du Lac County Sales & Use Tax	\$175,192 Payment for Land Purchase
\$15,365 DOA Law Enforcement Agency Grant (Fund 220)	\$105,797 Payment to Stone & Suede from WEDC Grant
\$199,548 & \$22,215 year end transfers from GF and Library to Capital (Fund 400)	
\$210,452 transfer from GF to Bus Park (Fund 404) pay remaining loan payment to utilities	
\$134,200 WEDC CDI Grant Payment (Fund 405)	
\$80,000 assigned funds transfer in for Ambulance (Fund 410)	
\$16,956.14 DOT FED Grant (Fund 501)	

April

Revenues	Expenses

May

Revenues	Expenses
\$1,000 (Fund 100) Donation Economic Development from Waupun Utilities	
\$15,189 (Fund 410) Sale of 2 PD Explorers	
\$10,000 (Fund 410) Sale of Skid Loader	
\$220.00 (Fund 410) sale of snow blower	
\$134,300 (Fund 410) EMS Flex Grant Payment Received	

June

Revenues	Expenses

July

Revenues	Expenses
\$50,000 PSC Innovation Grant (Fund 220 pg 5, ln 85)	\$216,713 Fire/EMR Purchased new Ambulance (Fund 410) expense covered with Flex Grant

August

Revenues	Expenses
\$3,104,330 Grant Revenue Received for Senior/Community Center	

September

Revenues	Expenses

October

Revenues	Expenses

November

Revenues	Expenses
\$257,087 interest income over budgeted amount	



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% of Year Past
91%

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FUND 100

General Operations Fund

	11/30/2023	11/30/2023	11/30/2023	11/30/2023	
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES	66,726	2,330,901	2,405,770	74,869	96.89
SPECIAL ASSESSMENTS	-	2,259	100	(2,159)	2258.85
INTERGOVERNMENTAL AIDS	2,266,502	3,472,482	3,340,523	(131,959)	103.95
LICENSES & PERMITS	10,278	48,128	58,160	10,032	82.75
PENALTIES, FOREFEITURES	2,976	38,107	45,500	7,393	83.75
PUBLIC CHARGES FOR SERVICE	5,624	309,976	266,368	(43,608)	116.37
INTERGOVERNMENTAL CHARGES	-	-	-	-	
MISCELLANEOUS REVENUE	45,295	300,644	50,000	(250,644)	601.29
SPECIAL FUNDS ACTIVITY	-	-	710,046	710,046	0.00
TOTAL REVENUE	2,397,400	6,502,497	6,876,467	373,970	
EXPENDITURES					
GENERAL GOVERNMENT	76,586	1,508,728	1,880,661	371,933	80.22
ECO DVLP/ADMIN	6,431	42,647	37,161	(5,486)	114.76
RECREATION	13,460	408,547	385,944	(22,603)	105.86
ASSESSOR/INSPECTOR	3,186	36,315	39,875	3,560	91.07
POLICE	246,205	1,885,803	2,288,462	402,659	82.40
FIRE	127,441	416,965	522,597	105,631	79.79
PUBLIC WORKS	126,094	1,369,662	1,721,767	352,105	79.55
TOTAL EXPENDITURES	599,405	5,668,667	6,876,467	1,207,799	
NET REVENUE OVER EXPENDITURES	1,797,995	833,830	0	(833,830)	

41 **FUND 200**

42 **Trust Fund**

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
44 REVENUE					
45 ST AID-WINNEFOX/MID-WISC	-	-	-	-	0.00
46 INTEREST/DIVIDEND/GRANT	-	9	75	66	11.79
47 UNREALIZED GAINS	-	-	-	-	0.00
48 TOTAL REVENUE	-	9	75	66	

49					
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51 EXPENDITURES					
52 OPERATING TRANSFER OUT	-	-	-	-	0.00
53 LIBRARY EXPENSES	-	-	-	-	0.00
54 TOTAL EXPENDITURES	-	-	-	-	

55					
56 NET REVENUE OVER EXPENDITURES	-	9	75	66	



62 **FUND 210**

63 **Library Fund**

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
64 REVENUE					
65 GENERAL PROPERTY TAXES	-	516,792	516,792	-	100.00
66 INTEREST/DIVIDEND/GRANT	-	213,939	213,938	(1)	100.00
67 FEES	37	743	1,200	457	61.88
68 DIVIDEND/REVENUE/DONATIONS	7,614	37,770	11,000	(26,770)	343.37
69 TOTAL REVENUE	7,651	769,244	742,930	(26,314)	

70					
71					
72 EXPENDITURES					
73 LIBRARY EXPENSES	68,416	646,173	742,930	96,757	86.98
74 TRANSFER OUT - CAPITAL FUND	-	-	-	-	0.00
75 TOTAL EXPENDITURES	68,416	646,173	742,930	96,757	

76					
77 NET REVENUE OVER EXPENDITURES	(60,765)	123,071	-	(123,071)	



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FUND 220

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Grants and Donations Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
PSC/FEDERAL GRANT	-	50,000	-	(50,000)	0.00
GRANTS	<u>500,600</u>	<u>561,294</u>	<u>6,010</u>	<u>(555,284)</u>	9339.33
TOTAL REVENUE	<u>500,600</u>	<u>611,294</u>	<u>6,010</u>	<u>(605,284)</u>	

EXPENDITURES					
GEN GOVERNMENT	-	5,000	-	(5,000)	0.00
GRANT EXPENSES - RECREATION	2,238	11,051	-	(11,051)	0.00
GRANT EXPENSES - POLICE	-	18,905	5,000	(13,905)	378.10
GRANT EXPENSES - FIRE/EMR	-	4,983	-	(4,983)	0.00
GRANT EXPENSES - DPW	49,976	49,976	-	(49,976)	0.00
ECONOMIC DEVELOPMENT EXPENSES	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	0.00
TOTAL EXPENDITURES	<u>52,214</u>	<u>89,915</u>	<u>6,000</u>	<u>(83,915)</u>	

NET REVENUE OVER EXPENDITURES	448,386	521,379	10	(521,369)	
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FUND 230

Building Inspection Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-BLDG IN	-	-	-	-	0.00
PERMITS-BUILDING	2,402	96,172	75,000	(21,172)	128.23
FEES	<u>910</u>	<u>14,920</u>	<u>9,150</u>	<u>(5,770)</u>	163.06
TOTAL REVENUE	<u>3,312</u>	<u>111,092</u>	<u>84,150</u>	<u>(26,942)</u>	

EXPENDITURES					
OPERATING SUPPLIES/WAGES	<u>15,724</u>	<u>103,432</u>	<u>86,816</u>	<u>(16,616)</u>	119.14
TOTAL EXPENDITURES	<u>15,724</u>	<u>103,432</u>	<u>86,816</u>	<u>(16,616)</u>	

NET REVENUE OVER EXPENDITURES	(12,412)	7,660	(2,666)	(10,326)	
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FUND 240

ARPA Fund

A **B** **C** **D** **E**
 Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
FED GRANT (PD BY STATE)-ARPA	-	-	-	-	0.00
INTEREST INCOME-ARPA	-	-	7,500	7,500	0.00
TOTAL REVENUE	-	-	7,500	7,500	

EXPENDITURES					
ARPA POLICE OPERATING EXP	-	-	-	-	
ARPA EXPENSES	-	-	-	-	
ARPA EXPENSES	-	-	-	-	
TOTAL EXPENDITURES	-	-	-	-	

NET REVENUE OVER EXPENDITURES	-	-	7,500	7,500	
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FUND 300

Debt Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
PAID TO ESCROW AGENT	-	-	-	-	0.00
GENERAL PROPERTY TAXES	-	788,080	788,080	-	100.00
FUNDS APPLIED	150	1,473	375	(1,098)	392.68
DEBT SERVICE FUND TRANSFERS IN	55,775	757,479	827,080	69,601	91.58
TOTAL REVENUE	55,925	1,547,032	1,615,535	68,503	

EXPENDITURES					
ROCK NEWTON 2021 P&I	-	137,350	137,350	-	100.00
PRINCIPAL AND INTEREST PAYMENTS	-	1,534,053	1,478,185	(55,868)	103.78
TOTAL EXPENDITURES	-	1,671,403	1,615,535	(55,868)	

NET REVENUE OVER EXPENDITURES	55,925	(124,371)	-	124,371	
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FUND 400
Capital Fund

A **B** **C** **D** **E**
Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
GENERAL PROPERTY TAXES-CIF	-	340,000	340,000	-	100.00
SIDEWALKS	3,101	41,590	100,000	58,410	41.59
STATE SHARED REVENUES-EXP REST	-	3,468,450	2,574,434	(894,016)	134.73
FEES-REC FACILITY MAINTENANCE	-	15,500	15,000	(500)	103.33
CO & MUNIC-STREET & HIGHWAYS	-	-	-	-	0.00
INTEREST AND MISC	2,058	43,376	8,000	(35,376)	542.20
TRANSFERS IN FROM OTHER FUNDS	-	326,572	680,000	353,428	48.03
TOTAL REVENUE	5,159	4,235,488	3,717,434	(518,054)	

EXPENDITURES					
CITY HALL	-	-	-	-	
RECREATION	204,268	559,694	2,530,000	1,970,306	22.12
PUBLIC SAFETY	11,296	302,055	255,095	(46,960)	118.41
LIBRARY AND DPW	-	-	-	-	0.00
STREETS	17,311	441,613	450,000	8,387	98.14
TRANSFER OUT	-	-	-	-	0.00
TOTAL EXPENDITURES	232,874	1,303,362	3,235,095	1,931,733	

NET REVENUE OVER EXPENDITURES	(227,715)	2,932,126	482,339	(2,449,787)	
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FUND 401
TID 5 Fund

Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	412,052	408,345	(3,707)	100.91
DEVELOPER GUARANTEES	-	24,735	-	(24,735)	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 5 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	-	436,787	408,345	(28,442)	

EXPENDITURES					
TID 5 OPERATING EXPENSES	-	381,213	381,050	(163)	100.04
TOTAL EXPENDITURES	-	381,213	381,050	(163)	

NET REVENUE OVER EXPENDITURES	-	55,574	27,295	(28,279)	
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FUND 404

Business Park Fund

A **B** **C** **D** **E**
Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
TAX INCREMENT	-	-	-	-	0.00
INTEREST INCOME	-	-	-	-	0.00
LEASES/FUND BALANCE	-	220,904	224,103	3,199	98.57
TOTAL REVENUE	-	220,904	224,103	3,199	

EXPENDITURES					
OPERATING EXPENSES	-	4,810	15,109	10,299	31.84
TOTAL EXPENDITURES	-	4,810	15,109	10,299	

NET REVENUE OVER EXPENDITURES	-	216,094	208,994	(7,100)	
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FUND 405

TID 3 Fund

Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	159,195	150,598	(8,597)	105.71
PAYMENT IN LIEU OF TAX	-	9,762	9,000	(762)	108.47
GRANTS	-	134,200	-	(134,200)	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
PROCEEDS LONG TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	-	303,157	159,598	(143,559)	

EXPENDITURES					
TID 3 OPERATING EXPENSES	10,303	216,185	159,083	(57,102)	135.89
TRANSFER TO A DIF FUND	-	-	-	-	0.00
TOTAL EXPENDITURES	10,303	216,185	159,083	(57,102)	

NET REVENUE OVER EXPENDITURES	(10,303)	86,972	515	(86,457)	
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243 **FUND 407**244 **TID 7 Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
246	REVENUE				
247	-	49,949	45,000	(4,949)	111.00
248	-	-	-	-	0.00
249	-	-	-	-	0.00
250	-	208,472	-	(208,472)	0.00
251	-	-	-	-	0.00
252	-	258,421	45,000	(213,421)	

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255	EXPENDITURES				
256	-	28,069	131,138	103,069	21.40
257	-	2,163	6,500	4,338	33.27
258	-	30,231	137,638	107,407	

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260	-	228,190	(92,638)	(320,828)	
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264 **FUND 408**265 **TID 6 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
267	REVENUE				
268	-	107,034	98,488	(8,546)	108.68
269	-	-	-	-	0.00
270	-	-	-	-	0.00
271	-	-	-	-	0.00
272	-	107,034	98,488	(8,546)	

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275	EXPENDITURES				
276	-	53,000	65,630	12,630	0.00
277	578	13,898	30,266	16,368	45.92
278	578	66,898	95,896	28,998	

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280	(578)	40,137	2,592	(37,544)	
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283 **FUND 410**

284 **Equipment Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-ERF	-	225,000	225,000	-	100.00
FEDERAL GRANT-MISC	-	262,408	-	(262,408)	0.00
MISCELLANEOUS	9,827	44,308	5,000	(39,308)	886.16
TRANSFERS	-	80,000	-	(80,000)	0.00
TOTAL REVENUE	<u>9,827</u>	<u>611,716</u>	<u>230,000</u>	<u>(381,716)</u>	

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EXPENDITURES					
EQUIPMENT ADMINISTRATION	11,171	12,757	7,000	(5,757)	0.00
EQUIPMENT RECREATION	-	5,000	5,000	-	100.00
EQUIPMENT POLICE	-	116,701	130,187	13,486	0.00
EQUIPMENT FIRE	9,047	301,790	30,500	(271,290)	989.48
EQUIPMENT LIBRARY	-	-	-	-	0.00
EQUIPMENT DPW	-	140,617	141,500	883	99.38
TOTAL EXPENDITURES	<u>20,218</u>	<u>576,866</u>	<u>314,187</u>	<u>(262,679)</u>	

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NET REVENUE OVER EXPENDITURES	(10,391)	34,849	(84,187)	(119,036)	
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307 **FUND 418**

308 **TID 8 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	138,370	125,000	(13,370)	110.70
PERMITS-BUILDING-TIF 8	-	-	-	-	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 8 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	447,111	-	(447,111)	0.00
TOTAL REVENUE	<u>-</u>	<u>585,480</u>	<u>125,000</u>	<u>(460,480)</u>	

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EXPENDITURES					
TRANSFER OUT	-	15,171	15,405	235	0.00
TID 8 OPERATING EXPENSES	-	580,432	131,150	(449,282)	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>595,603</u>	<u>146,555</u>	<u>(449,048)</u>	

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NET REVENUE OVER EXPENDITURES	-	(10,122)	(21,555)	(11,433)	
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327	FUND 419	A	B	C	D	E
328	TID 9 Fund	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
329						
330	REVENUE					
331	TAXES-TAX INCREMENTAL DISTRICT	-	-	-	-	0.00
331	TIF 9 INTEREST REVENUE	4,302	32,928	-	(32,928)	0.00
332	PROCEEDS LONG TERM DEBT	-	2,345,000	-	(2,345,000)	0.00
333	TOTAL REVENUE	<u>4,302</u>	<u>2,377,928</u>	<u>-</u>	<u>(2,377,928)</u>	

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336	EXPENDITURES					
337	TRANSFER OUT	55,775	(11,154)	-	11,154	0.00
338	TID 9 OPERATING EXPENSES	563	1,912,003	115,116	(1,796,887)	1660.94
339	TOTAL EXPENDITURES	<u>56,338</u>	<u>1,900,849</u>	<u>115,116</u>	<u>(1,785,733)</u>	

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341	NET REVENUE OVER EXPENDITURES	(52,037)	477,079	(115,116)	(592,195)	
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345	FUND 420					
346	Recycling Fund	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
347						
348	REVENUE					
349	STATE GRANT-RECYCLING	-	50,365	50,000	(365)	0.00
350	FEES-RECYCLING	35,658	118,829	99,561	(19,268)	119.35
351	INTEREST REVENUE	473	4,648	750	(3,898)	619.77
352	TOTAL REVENUE	<u>36,131</u>	<u>173,843</u>	<u>150,311</u>	<u>(23,532)</u>	

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355	EXPENDITURES					
356	OPERATING	12,269	125,149	148,828	23,679	84.09
357	TOTAL EXPENDITURES	<u>12,269</u>	<u>125,149</u>	<u>148,828</u>	<u>23,679</u>	

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359	NET REVENUE OVER EXPENDITURES	23,862	48,694	1,483	(47,211)	
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FUND 425
Solid Waste Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
FEES-SOLID WASTE	106,974	356,488	441,689	85,201	80.71
TOTAL REVENUE	106,974	356,488	441,689	85,201	

EXPENDITURES					
OPERATING	33,956	337,398	436,846	99,448	77.23
TOTAL EXPENDITURES	33,956	337,398	436,846	99,448	

NET REVENUE OVER EXPENDITURES	73,018	19,091	4,843	(14,248)	
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FUND 430
Tourism Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
LOCAL ROOM TAX-TOURISM FUND	1,434	56,189	60,000	3,811	93.65
MISCELLANEOUS REVENUE-TOURISM	-	20,000	10,000	(10,000)	0.00
TOTAL REVENUE	1,434	76,189	70,000	(6,189)	

EXPENDITURES					
OPERATING EXPENSES	7,067	56,540	70,000	13,460	80.77
TOTAL EXPENDITURES	7,067	56,540	70,000	13,460	

NET REVENUE OVER EXPENDITURES	(5,633)	19,649	-	(19,649)	
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FUND 501
Taxi Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
GENERAL PROPERTY TAXES	-	45,000	45,000	-	0.00
FED GRANT (PD BY ST)-TRANSPORT	49,524	145,554	109,930	(35,624)	132.41
SALE OF CITY PROPERTY-TAXI	-	-	-	-	0.00
OPERATING TRANSFER IN-GF	-	-	-	-	0.00
TOTAL REVENUE	<u>49,524</u>	<u>190,554</u>	<u>154,930</u>	<u>(35,624)</u>	

EXPENDITURES					
OPERATING EXPENSES	<u>11,904</u>	<u>111,290</u>	<u>163,303</u>	<u>52,013</u>	68.15
TOTAL EXPENDITURES	<u>11,904</u>	<u>111,290</u>	<u>163,303</u>	<u>52,013</u>	

NET REVENUE OVER EXPENDITURES	37,619	79,264	(8,373)	(87,637)	
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FUND 509
CDBG Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
INTEREST REVENUE	2	40	20	(20)	198.85
TOTAL REVENUE	<u>2</u>	<u>40</u>	<u>20</u>	<u>(20)</u>	

EXPENDITURES					
OPERATING EXPENSES	-	81,129	73,000	(8,129)	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>81,129</u>	<u>73,000</u>	<u>(8,129)</u>	

NET REVENUE OVER EXPENDITURES	2	(81,089)	(72,980)	8,109	
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432 **FUND 700**433 **StormWater Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
435 REVENUE					
436 GRANT REVENUE-STORMWATER	-	-	-	-	0.00
437 FEES-MISCELLANEOUS	-	269	-	(269)	0.00
438 STORMWATER REVENUES	50,965	505,157	588,800	83,643	85.79
439 PROCEEDS FROM LONG-TERM NOTES	-	-	-	-	0.00
440 TOTAL REVENUE	<u>50,965</u>	<u>505,426</u>	<u>588,800</u>	<u>83,374</u>	

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443 EXPENDITURES					
444 ADMIN WAGES/BENEFITS	4,270	36,945	42,815	5,870	86.29
445 STREET WAGES/BENEFITS	3,163	16,313	27,493	11,179	59.34
446 STREET OPERATING EXPENSES	390	3,440	3,200	(240)	107.49
447 REPAIR AND MAIN WAGES/BENEFITS	1,063	73,559	79,906	6,347	92.06
448 UTILITIES	4,282	105,582	141,900	36,318	74.41
449 LEAF PICK UP WAGES/BENEFITS	32,209	40,336	45,626	5,290	88.41
450 OPERATING EXPENSES	<u>1,000</u>	<u>198,463</u>	<u>196,020</u>	<u>(2,443)</u>	101.25
451 TOTAL EXPENDITURES	<u>46,378</u>	<u>474,639</u>	<u>536,960</u>	<u>62,320</u>	

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453 NET REVENUE OVER EXPENDITURES	4,587	30,786	51,840	21,054	
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Administrative Report for December 2023

Prepared by K Schlieve, 1/3/24

Personnel

- The job description for the vacant Chief of Police position has been updated. Once approved by Common Council the job description will be posted and the internal recruitment process will begin. Public listening and input sessions are planned for the week of January 22nd.
- A Memorandum of Agreement with WPPA to increase wages and define future schedule modifications was approved for police officers represented under the current agreement (2023-2026). Per council action, increases for sworn police administrative staff were authorized in addition to address wage compression issues resulting from this change. Overall wages continue to be the main bargaining chip among area agencies and to retain essential staff the City has had to follow suit.
- The Waupun Wellness Clinic, formed in partnership with WASD, is on schedule to open first quarter of 2024.
- Eric Ter Beest began employment with the City on January 2, 2024 as a full time light equipment operator in the DPW. The department is beginning recruitment for a new .5 FTE light equipment operator position, authorized in the 2024 budget.

Senior / Community Center Updates:

- Senior Center construction remains on schedule. We are in the process of making final material selection on a few remaining items and are nearly complete on furnishing selection. Facility signage and a donor recognition wall is being designed.
- We are recommending that the recreation committee be reinstated per a recommendation in the January 9, 2024 council packet. This committee will be responsible for helping with policy implementation for the new facility among other things. A committee charter has been drafted and accompanies the packet agenda item for review.
- Notice of the youth sports grant opportunity approved by the council in late 2023 is being mailed to eligible organizations that support youth sports and recreation programming in the city. The deadline for first round of applications has been set as February 16, 2024 at 11 a.m. Applications will be reviewed and awards determined by the Committee of the Whole per grant guidelines.

Community/Economic Development:

- 2024 BID and CDA grant programs are now available, and business outreach is underway to make certain more businesses are aware of the opportunities for improvement. BID is offering a matching grant capped at \$2,100, and a business attraction grant to support new business starts in the district. CDA is offering a matching grant, capped at \$5,000. CDA will also be considering a revolving loan fund later this year. The loan fund is being created to support a wide-variety of interior renovation requests that the city is receiving, and in advance of the expenditure period on TID 3 ending in 2027.
- The owners of Hoya Hop House Brewing will take possession of 514 E Main St on January 12, 2024 and immediately begin renovations. The brewery is slated to open late summer 2024. The city received notification that a grant submitted to WEDC has advanced in the state review process. Final award notice remains pending.

Administrative Report for December 2023

Prepared by K Schlieve, 1/3/24

- Successfully negotiated offer to purchase for property located at N11363 State Rd 26. The purchase price is determined based on a current appraisal of the property. The land is presently in the Town of Chester and will be annexed to the City of Waupun once acquired. The recommendation is consistent with the City's future land use maps for the purpose of expanding the Waupun Industrial Park.

Budget/IT:

- Staff is working to implement a new budgeting module as part of our ERP system for the 2025 budget season.
- New server installation is complete.