



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, December 09, 2025 at 6:00 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Virtually: <https://us02web.zoom.us/j/81976994115?pwd=T0hORVFNTDFjMXV4ZGlv3A5eDI0UT09>

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

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

RESOLUTIONS

1. Resolution -Support for the Office of Emergency Communications (OEC) FY2026 Interoperable Radio Grant Application for Waupun Police Department
2. Resolution -Support for the Office of Emergency Communications (OEC) FY2026 Interoperable Radio Grant Application for Waupun Fire & Rescue Department

CONSIDERATION - ACTION

3. Childcare Stabilization Grant
4. Permanent Placement of "Rising Star" Sculpture at Jerry Medema Softball Complex
5. 2026 Compensation Scale with Position Classifications
6. Job Description - Assistant Director of Public Works
7. Job Description - Recreation Director
8. Job Description - Assistant Fire Chief
9. Job Description - Administrative Services Specialist
10. Paid-On-Call Firefighter Compensation Plan
11. Paid-On-Call EMR Compensation Plan
12. Fire Department SCBA Purchase
13. Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 17, 2026
14. 2026-2027 City of Waupun Election Inspectors
15. License-Permit Applications, Expenses
16. Authorize the Release of Future Expenditures

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

17. 2026 Park Shelter Rental Fees
18. 2026 Waupun Family Aquatic Center Fees

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.

RESOLUTION # _____

SUPPORT FOR THE OFFICE OF EMERGENCY COMMUNICATIONS (OEC) FY2026
INTEROPERABLE RADIO GRANT APPLICATION FOR WAUPUN POLICE
DEPARTMENT

WHEREAS, the Wisconsin Department of Military Affairs – Office of Emergency Communications (OEC) has made the FY2026 Interoperable Radio Grant available to assist local agencies in purchasing interoperable radio equipment; and

WHEREAS, the Waupun Police Department recognizes the need to enhance interoperability with Dodge and Fond du Lac Counties, surrounding counties, and statewide WISCOM partners; and

WHEREAS, the grant requires a 20% local cash match and governing body authorization;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Waupun authorizes the submission of the FY2026 Interoperable Radio Grant application for the Waupun Police Department and commits to providing the required 20% local match from eligible funding sources.

Adopted this _____ day of _____, 2025.

Rohn W. Bishop
City of Waupun Mayor

Attested:

Angela Hull
City of Waupun Clerk

KENWOOD

VIKING®
P25 Mission Critical

VP8000

Multi-Band · Multi-Protocol
Mission Critical Portable Radio

The KENWOOD Viking 8000 series Multi-Band, Multi-Protocol portable is specifically designed for today's public safety agencies with advanced features and ergonomics to meet the first responder's mission critical operational needs.

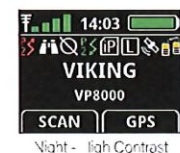
Features

- Multi-Band operation (VHF, UHF, 700/800 MHz)
- Multi-Protocol
 - P25 Phase 1 & 2 Trunking
 - P25 Conventional
 - DMR¹
 - Viking16 (SmartNet/SmartZone™ Compatible)
 - FM Analog
- Mixed protocol zones (each channel in a zone can be from a different system)
- 1024 channels (2048 & 4096 options)
- Public safety ergonomics: Flare grip for control, large glove friendly knobs, large emergency button
- 3-Watt audio maximum output for high noise environments
- Voice announcement & custom announcement creation
- Fully ruggedized - IP67/68 & MIL-STD-810 C/D/E/F/G/H
- Full key models (with numeric keypad)
- Built-in GPS receiver/antenna for enhanced awareness
- MDC-1200 & GE-Star signaling
- P25 Authentication
- Bluetooth® / Bluetooth Low Energy
- Wi-Fi® 2.4 & 5 GHz (802.11a/b/g/n/ac)
- Man Down
- Instant Recording Replay (IRR) and Voice Recording
- Text Messaging
- Radio Cloning
- FIRESafe® Fire Ground Commander and First Responder
- Encryption
 - ARC4™ software encryption; compatible with Motorola ADP™
 - P25/TIA defined: AES-256
 - DES-OFB
 - Over-the-Air-Rekeying (OTAR)



User Selectable Color Themes

- Large full-color top LCD
- Multi-line text on both front and top displays
- Top flip display changes text orientation for viewing while in holster
- Multiple visual indicators including battery health & signal strength
- Day & night user selectable display options (8 themes available)



Accessories

Complete line of accessories including microphones, speakers & antennas.
Download the accessory catalog [here](https://info.efjohnson.com/viking-accessory-catalog/):
<https://info.efjohnson.com/viking-accessory-catalog/>



We combine P25 design expertise with recognized quality & reliability along with advanced technology to make KENWOOD Viking radios simple to use & maintain.



Perpetual Software Licensing

Adds greater value to your radios by extending the life of the software into your next hardware platform — you own the software option forever, and your licenses are simple to manage with our cloud-based tool — Vault™.



Armada® Fleet Management

Update radios in a group rather than one at a time. One template programs both portables & mobiles. Supports either direct computer connection or Over-the-Air Programming (OTAP). Elite Battery Management enables wireless tracking of battery fleet.



TrueVoice™ Noise Cancellation

Software-based noise cancellation automatically filters out noise source frequencies and eliminates the need for extra configuration. Works in analog or digital mode and with any accessory.

VP8000 Portable Specifications

General		VHF	UHF	700/800 MHz
Frequency Ranges (FCC ID K44515000)		136-174 MHz	380-520 MHz	RX: 763-776, 851-870 MHz TX: 763-776, 793-806, 806-825, 851-870 MHz
Channel Spacing	Analog	12.5/15/20/25 ¹ /30 ² kHz	12.5/25 ³ kHz	12.5/25 kHz
	Digital	12.5 kHz	12.5 kHz	12.5 kHz
Frequency Stability		±1.0 ppm -22 °F to +140 °F (-30 °C to +60 °C) [+77 °F Reference (+25 °C)]		
Maximum Channels or Talkgroups		1024 (2048 and 4096 options)		
Number of Zones		255		
Maximum Channels Per Zone		255		
Power Supply		7.5 V DC ±20%		
Operating Temperature		-22 °F to +140 °F (-30 °C to +60 °C)		
Case		Reinforced polycarbonate plastic - black or high visibility (additional fee)		
Dimensions (radio with battery)	KNB-L2 (2600 mAh)	3.04/2.28 x 5.91 x 1.73 in. (77.3/58.0 x 150.0 x 44.0 mm) [W(Top/Bottom) x H x D, projections not included]		
	KNB-L3 (3400 mAh)	3.04/2.28 x 5.91 x 1.94 in. (77.3/58.0 x 150.0 x 49.4 mm) [W(Top/Bottom) x H x D, projections not included]		
	KNB-L11 (3900 mAh)	3.04/2.28 x 5.91 x 2.02 in. (77.3/58.0 x 150.0 x 51.4 mm) [W(Top/Bottom) x H x D, projections not included]		
Weight (radio with battery)	KNB-L2 (2600 mAh)	18.7 oz (530.0 g)		
	KNB-L3 (3400 mAh)	20.2 oz (574.0 g)		
	KNB-L11 (3900 mAh)	20.7 oz (586.0 g)		
Receiver		VHF	UHF	700/800 MHz
Sensitivity	P25 Digital (5% BER)	-122 dBm (0.178 µV)	-121 dBm (0.199 µV)	-120 dBm (0.224 µV)
	Analog (12 dB SINAD) @ 12.5 kHz	-122 dBm (0.178 µV)	-121 dBm (0.199 µV)	-120 dBm (0.224 µV)
Selectivity	P25 Digital	62 dB		
	Analog @ 12.5 kHz	75 dB	71 dB	65 dB
	Analog @ 25 kHz	78 dB	75 dB	70 dB
Intermodulation		77 dB		
Spurious Rejection		85 dB		
Audio Distortion		1.25% (Analog)		
Audio Output Power		Nominal 1.5 W (P25 Digital < 1% Distortion), Maximum 3 W		
Transmitter		VHF	UHF	700/800 MHz
RF Output Power		1W/6W	1W/5W	1W/3W
Spurious Emission		77 dB	76 dB	75 dB
FM Hum & Noise	Analog @ 12.5 kHz	51 dB	47 dB	43 dB
	Analog @ 25 kHz	57 dB	53 dB	49 dB
Audio Distortion		1%		
Emission Designator		11K0F3E, 8K10F1E, 8K10F1D, 8K10F1W, 7K60FXD, 7K60FXE, 7K60F1E, 7K60F1D, 7K60F1W, 7K60FXW		
		16K0F3E, 14K0F3E, 11K0F3E, 8K10F1E, 8K10F1D, 8K10F1W, 7K60FXD, 7K60FXE, 7K60F1E, 7K60F1D, 7K60F1W, 7K60FXW		

MIL Standard	810H
Low Pressure	500.6/ I, II
High Temperature	501.7/ I, II
Low Temperature	502.7/ I, II
Temp. Shock	503.7/ I
Solar Radiation	505.7/ I
Rain	506.6/ I, III
Humidity	507.6/ II
Salt Fog	509.7
Dust	510.7/ I
Vibration	514.8/ I
Immersion	512.6/ I
Shock	516.8/ I, IV, VI

Encryption Options	
Supported Encryption	AES, DES-OFB, ARC4 (ADP compatible)
Encryption Keys per Radio	Capable of storing 1024 keys. Programmable for 252. Common Key Reference (CKR), 252 Physical Identifier (PID), Compatible w/ Motorola Key Variable Loader
Encryption Frame Re-sync Interval	P25 CAI 360 MSEC
Encryption Keying	External Key Loader, OTAR
Mode	OFB-Output Feedback
Encryption Type	Digital
Key Erasure	Keyboard Command, OTAR Zeroize, Tamper Detection
Standards	FIPS 140-3 Level 1, FIPS 140-3 Level 3, FIPS 197 (Pending)

Hazardous Location Standard (Pending)	
Certification Lab	CSA Group
Standard Applied	ANSI/TIA 4950-A-2014, UL913 5th Edition & ANSI/ISA-12.12.01-2011
Classification Rating	Intrinsically Safe: Classes I II, III, Division 1, Groups C ³ , D, E, F, G Non-incendive: Class I, Division 2, Groups A, B, C, D
Approved Battery	KNB-LS7
Approved Speaker Microphones	KMC-70M, KMC-70GR, KMC-72W
International Protection Standard	
Dust & Water	IP54, IP55
Immersion	IP67, IP68 ⁴

¹ DMR - future release

² 25 and 30 kHz are not included in the models sold in the USA or US territories.

³ Division I US Group C is applicable for radio with approved battery only, or radio with approved battery and KMC-70-type speaker microphone only. If radio is in combination with any other approved accessories, Group D is applicable.

⁴ IP68 = 2 m/2 hours

Specifications shown are typical and subject to change without notice. Please check the website for the latest version. V0112.23

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EF Johnson Technologies, Inc.

a JVCKENWOOD Company

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Phone: 800.328.3911 • e@johnson.com

KENWOOD



P25 Mission Critical



VM8000

Multi-Band • Multi-Protocol • Mission Critical Mobile Radio

The KENWOOD Viking 8000 series Multi-Band, Multi-Protocol mobile is specifically designed for today's public safety agencies with advanced features to meet the first responder's mission critical operational needs.

Features

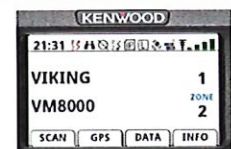
- Multi-Band operation (VHF, UHF, 700/800 MHz)
- Multi-Protocol:
 - P25 Phase 1 & 2 Trunking
 - P25 Conventional
 - DMR Tier II & Tier III
 - Viking16 (SmartNet/SmartZone™ Compatible)
 - FM Analog Conventional
- Mixed protocol zones (each channel in a zone can be from a different system)
- 1024 channels (2048 & 4096 options)
- P25 Authentication (Link Layer Authentication)
- P25 GPS data (built-in GPS)*
- MDC-1200 & GE-Star signaling
- Analog & P25 Conventional vote scan
- Mixed System Conventional Priority Scan (Analog, P25 Conventional, and DMR Tier II)
- Single or Dual Remote-Mount control heads (KCH-19VM, KCH-20RV, and KCH-21RVM) or Single Dash-Mount control head (KCH-19VM)
- Single-Deck Multi-Band operation or optional Multi-Deck operation (up to 4 RF Decks)
- Instant Recording Replay (IRR) and Voice Recording
- TrueVoice™ Noise Cancellation technology
- Wi-Fi® 2.4 & 5 GHz (802.11a/b/g/n/ac)
- Bluetooth® 5.0 & Bluetooth Low Energy
- 15-Watt audio output via external speaker
- High-speed programming using rear USB Type-C™ connector
- Encryption
 - ARC4™ (Motorola ADP™ compatible)
 - DES-OFB
 - AES-256 (FIPS 140-3) Single and Multi-Key
 - Over-the-Air-Rekeying (OTAR)
 - VK5000 or Motorola KVL4000/KVL5000 Keyloaders
 - Optional FIPS 140-3 Level 3 Encryption Module (KWD-AE40K) in compliance with federal and military requirements

*Refer to the Viking VM8000 operating manual for detailed requirements & conditions for proper GPS operation.



Enhanced Control Head

- Large display - 2.75" (36 x 60 mm)
- Resolution of 400 x 240 pixels
- Viewing angle of 140°
- Multi-color LCD + TX/RX (green/red/orange) LEDs
- D-Pad & more PF keys, dedicated emergency key and channel/volume control knobs
- Replaceable A/B/C button labels
- User selectable themes (8 themes available)
- Day & night display options
- Optionally, the KCH-21RVM Handheld Control Head (HHCH) or the KCH-19VM Control Head can be used with the VM8000.



Day - High Contrast



Night - High Contrast



KCH-19VM Control Head

Compatible With P25 Systems

- ATLAS® P25 Phase 1 and Phase 2 System
- Motorola Astro® 25 - P25 Phase 1 & Phase 2
- L3Harris VIDA® - P25 Phase 1 & Phase 2
- Airbus (formerly Cassidian) VESTA™ Radio - P25 Phase 1 & Phase 2
- All P25-standard systems

Accessories

Complete line of accessories including microphones, speakers & antennas. Download the accessory catalog at

<https://info.efjohnson.com/viking-accessory-catalog/>

We combine P25 design expertise with recognized quality & reliability along with advanced technology to make KENWOOD Viking radios simple to use & maintain.



Perpetual Software Licensing

Adds greater value to your radios by extending the life of the software into your next hardware platform — you own the software option forever, and your licenses are simple to manage with our cloud-based tool — Vault™.



Armada® Fleet Management

Update your radios in a group rather than one at a time. One template programs both portables & mobiles. Supports direct computer connection, Over-the-Air Programming (OTAP), or Over-the-Internet Programming (OTIP).



TrueVoice™ Noise Cancellation

Software-based noise cancellation automatically filters out noise source frequencies and eliminates the need for extra configuration. Works in analog or digital mode and with any accessory.

VM8000 Mobile Specifications

General		VHF	UHF	700/800 MHz											
Frequency Ranges (FCC ID: K44520000)		136-174 MHz	380-520 MHz	RX: 763-776, 851-870 MHz TX: 763-776, 793-806, 806-825, 851-870 MHz											
Max. Channels Per Radio		1024 (2048 and 4096 options)													
Number of Zones		255													
Max. Channels Per Zone		255													
Channel Spacing	Analog	12.5/15/20/25/30 ¹ kHz	12.5/25 ¹ kHz	12.5/25 kHz											
	Digital	12.5 kHz													
Power Supply		13.6 V DC ±15 %													
Current Drain @ 13.6 V	Standby	0.45 A													
	RX @ rated audio power	3.2 A													
	TX @ rated TX power	13 A													
Operating Temperature		-22 °F to +140 °F (-30 °C to +60 °C)													
Storage Temperature		-40 °F to +185 °F (-40 °C to +85 °C)													
Frequency Stability		±1.0 ppm [-22 °F to +140 °F (-30 °C to +60 °C); +77 °F Ref. (+25 °C)]													
Electrostatic Discharge		IEC 61000-4-2 Level 4													
Dimensions ² (W x H x D): (RF Deck + KCH-19VM Control Head)		6.69 x 1.89 x 10.81 in. (170 x 48 x 274.7 mm)													
Weight: (RF Deck + KCH-19VM Control Head)		7.5 lbs (3.4 kg)													
Receiver		VHF	UHF	700/800 MHz											
Sensitivity	P25 Digital (5% BER)	-121.5 dBm (0.188 µV)	-120.5 dBm (0.211 µV)	-121.5 dBm (0.188 µV)											
	Analog (12 dB SINAD) @ 12.5 kHz	-121.5 dBm (0.188 µV)	-120.5 dBm (0.211 µV)	-121.5 dBm (0.188 µV)											
	Analog (12 dB SINAD) @ 25 kHz	-121.5 dBm (0.188 µV)	-120.5 dBm (0.211 µV)	-121.5 dBm (0.188 µV)											
Selectivity	P25 Digital	60 dB													
	Analog @ 12.5 kHz ³	76 dB	71 dB	70 dB											
	Analog @ 25 kHz ³	84 dB	81 dB	78 dB											
Intermodulation		83 dB	82 dB	83 dB											
Spurious Rejection		85 dB	90 dB	87 dB											
Audio Distortion ⁴		1.25% @ rated audio power (4W/15W)													
Audio Output Power ⁴		4W (4Ω) / 15W (4Ω) @ 1.25% Distortion													
Modulation		FM, C4FM, H-DQPSK													
Transmitter		VHF	UHF	700/800 MHz											
RF Output Power		5W/50W	5W/45W	2W/30W (700 MHz), 2W/35W (800 MHz)											
Spurious Emission		80 dB	75 dB												
FM Hum & Noise	Analog @ 12.5 kHz	45 dB		40 dB											
	Analog @ 25 kHz	50 dB		45 dB											
Audio Distortion		1.5%													
Emission Designator		16K0F3E, 14K0F3E ⁵ , 11K0F3E, 8K10F1E, 8K10F1D, 8K10F1W, 7K60FXE, 7K60FXD, 7K60F1E, 7K60F1D, 7K60F1W, 7K60FXW													
Modulation		FM, C4FM, H-CPM													
MIL-STD	810C	810D	810E	810F	810G	810H	Encryption Options								
Low Pressure	5001/I	5002/I, II	5003/I, II	5004/I, II	5005/I, II	5006/I, II	Rain*	5081/I, II	5082/I, II	5083/I, II	5084/I, III	5085/I, III	5086/I, III	Supported Encryption	AES, DES-OFB, ARC4 (ADP compatible)
High Temperature	5011/I, II	5012/I, II	5013/I, II	5014/I, II	5015/I, II	5017/I, II	Humidity	5021/I, II	5022/I, III	5023/I, III	5024	5025/I, II	5026/I, II	Encryption Keys per Radio	Capable of storing 1024 keys Programmable for 256 Common Key Reference (CKR). Compatible w/ Motorola Key Variable Loader.
Low Temperature	5021/I	5022/I, II	5023/I, II	5024/I, II	5025/I, II	5027/I, II	Salt Fog	5031/I	5032/I	5033/I	5034	5035/I	5037/I	Encryption Frame Re-sync Interval	P25 CAI 360 MSEC
Temperature Shock	5031/I	5032/I	5033/I	5034/I, II	5035/I	5037/I	Dust	5101/I	5102/I	5103/I	5104/I, III	5105/I	5107/I	Encryption Keying	External Key Loader, OTAR
Solar Radiation	5051/I	5052/I	5053/I	5054/I	5055/I	5057/I	Vibration	5142/ VIII, X	5143/I	5144/I	5145/I	5146/I	5148/I	Mode	OFB-Output Feedback
							Shock	5182/I, II, III, V	5183/I, IV, V	5184/I, IV, V	5185/I, IV, V	5186/I, IV, V	5188/I, IV, V, VI	Encryption Type	Digital
														Key Erasure	Keyboard Command, OTAR Zeroize, Tamper Detection
														Standards	FIPS 140-3 Level 1 & Level 3, FIPS 197
														Encryption Module	Optional FIPS 140-3 Level 3 Encryption Module (KWD-AE40K)

¹25/30 kHz in VHF/UHF Bands are not included in the models sold in the USA or US territories.

²Dash mount configuration. Projections are not included.

³Measured using the TIA-603 single-tone method.

⁴External audio output.

⁵700/800 MHz Band operation only.

*Blowing rain applicable conditions: RF Deck with attached remote control head kit adapter and remote control head with attached interface kit adapter, or RF Deck with attached dash-mount control head. All interfaces must be fully sealed with appropriate covers, unless they are connected to a genuine accessory.

International Protection Standard

Dust & Water IP54**, IP55** (IEC 60529)

**IP54: RF Deck with attached remote control head kit adapter or RF Deck with attached dash-mount control head; IP55: Remote-mount control head with attached interface kit adapter only. All interfaces must be fully sealed with appropriate covers, unless they are connected to a genuine accessory.

Analog measurements made per TIA 603E and specifications shown are typical. P25 Digital measurements made per TIA 102CAAA and specifications shown are typical. This document contains preliminary information which may include features still under development. There may be changes to the specifications and features prior to the release. The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. All other trademarks are the property of their respective owners.
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FIPS 140-3 Inside #4699

QUOTE

QUOTE #	BUPWQ2732
DATE	12/3/2025

Nielson Communications, Inc.
645 Mike McCarthy Way, Green Bay, WI 54304

TO Jeremy Rasch
Waupun Police Department
16 E Main Street
Waupun, WI 53963
Phone: (920)324-7908

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Ben W			

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Kenwood Viking VP8000 Dual Band Portable Radio		
6	VP8000BKF2 EF JOHNSON MULTI BAND RADIO, MODEL 2, WITH ANTENNA AND BATTERY CONFIGURATION VP8000BKF2 VP8000, M2, BK MODEL STANDARD KEYPAD (M2) HOUSING BLACK MODEL OPTIONS IMMERSION PROTOCOL ANALOG FM PROTOCOL P25 CAI AMBE+2 SYSTEM ANALOG CONVENTIONAL CHANNELS 8326000006 1024 CH ENCRYPTION 8323000003 MULTI KEY DES-OFB ENCRYPTION 8323000005 ARC4 (ADP COMPATIBLE) PROG AND DATA CONVENTIONAL VOTING SCAN PROG AND DATA TRUEVOICE NOISE CANCELLATION PROG AND DATA 8326000039 WIFI PROG AND DATA 8326000025 BLUETOOTH PROG AND DATA 8326000033 BLUETOOTH LOW ENERGY PROG AND DATA 8326000015 25KHZ DISABLED		
6	832VP8000-VHF FEATURE LICENSE VP8000 VHF ENABLE		
6	832VP8000-7800 FEATURE LICENSE VP8000 700/800 MHZ ENABLE		
6	EM-PG92402-SF DUAL BAND VHF/7-800 MHZ ANTENNA		
6	RKNBL2-LIP 4000 MAH LITHIUM POLYMER BATTERY		
6	KMC-70M SPEAKER MIC, 3PF KEYS, BLACK, VP-T		

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Green Bay WI 54304
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Fx. 920-494-7391

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sales@nielsoncom.com

2416 Industrial Drive
Neenah WI 54956
Ph. 920-886-1112
Fx. 920-886-0267

COMMUNICATION AND SECURITY SOLUTIONS

6	8322000002 P25 CONVENTIONAL, VIKING	
6	8322000005 P25 PHASE 1 TRUNKING	
6	8322000006 P25 PHASE 2 TDMA	
6	8323000004 EF JOHNSON AES MULTI-KEY	
6	8326000028 INSTANT RECORDING REPLAY	
6	KSC-52BK CHARGER, SINGLE BAY RAPID RATE, B-POCKET, VP-T	
	PROGRAMMING AND SETUP OF RADIOS	
	VP8000 SubTotal	\$32,447.70
	Kenwood Viking VM8000 Dual Band Single Head Mobile Radio	
6	VM8000 EF JOHNSON MULTI BAND RADIO PROTOCOL ANALOG FM PROTOCOL P25 CAI AMBE+2 SYSTEM ANALOG CONVENTIONAL CHANNELS 8326000006 1024 CH ENCRYPTION 8323000003 MULTI KEY DES-OFB ENCRYPTION 8323000005 ARC4 (ADP COMPATIBLE) PROG AND DATA CONVENTIONAL VOTING SCAN PROG AND DATA TRUEVOICE NOISE CANCELLATION PROG AND DATA 8326000039 WIFI PROG AND DATA 8326000025 BLUETOOTH PROG AND DATA 8326000033 BLUETOOTH LOW ENERGY PROG AND DATA 8326000015 25KHZ DISABLED	
6	832VM8000-V FEATURE LICENSE VP8000 VHF ENABLE	
6	832VM8000-78 FEATURE LICENSE VP8000 700/800 MHZ ENABLE	
6	KCH-20RV SINGLE REMOTE HEAD	
6	KCT-71M3 REMOTE CONTROL CABLE 25'	
6	KMC-65M KENWOOD MOBILE MICROPHONE	
6	KRK-15BM CONTROL HEAD REMOTE KIT	
6	KCT-23M3 23' DC POWER CABLE (10-50 WATT REMOTE MOUNT)	
6	KMB-33M STANDARD MOUNTING BRACKET	

645 Mike McCarthy Way
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www.nielsoncom.com
sales@nielsoncom.com

2416 Industrial Drive
Neenah WI 54956
Ph. 920-886-1112
Fx. 920-886-0267

COMMUNICATION AND SECURITY SOLUTIONS

6	5975390200 USB C PROGRAMMING CABLE	
6	KCT-18 IGINATION SENSE CABLE	
6	KES-5 EXTERNAL SPEAKER	
6	KCT-72M EXTERNAL ACCESSORY CONNECTION CABLE	
6	8322000002 P25 CONVENTIONAL, VIKING	
6	8322000005 P25 PHASE 1 TRUNKING	
6	8322000006 P25 PHASE 2 TDMA	
6	8323000004 EF JOHNSON AES MULTI-KEY	
6	8326000028 INSTANT RECORDING REPLAY	
6	EM-M43002 EMWave Tri-band 150-162 / 450-490 / 763-870 MHz IP67 Rated NMO Roof Mount Whip Antenna	
6	LAR-NMOKHFUD 17' LARSEN COAX WITH AN NMO MOUNT	
6	RFN-1005-3C 7/800 MHz N(M) CRIMP CONNECTOR FOR RG-58 AND LMR-195	
	PROGRAMMING AND SETUP	
	VM8000 SubTotal	\$39,473.70

SUBTOTAL	\$71,921.40
SALES TAX	\$0.00
TOTAL	\$71,921.40

645 Mike McCarthy Way
Green Bay WI 54304
Ph.920-494-1828
Fx. 920-494-7391

www.nielsoncom.com
sales@nielsoncom.com

2416 Industrial Drive
Neenah WI 54956
Ph. 920-886-1112
Fx. 920-886-0267



A NIELSON COMMUNICATIONS INC COMPANY SINCE 1974

COMMUNICATION AND SECURITY SOLUTIONS

To accept this quotation please sign, date and return: _____

PROPRIETARY & CONFIDENTIAL

The data contained in this proposal is considered proprietary and confidential and is not to be disclosed to any unauthorized agencies without the written permission of Nielson Communications, Inc.. No duplication of the whole or any part is permissible except for the purpose of evaluating this proposal.

Prices are good for 30 days from date of quote. Shipping costs may vary from actual quoted estimate. Actual shipping and handling costs will be invoiced.

Thank You For Your Business!

645 Mike McCarthy Way
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FY2026 Interoperable Radio Grant – Municipal Board Quick Handout

What This Grant Is

The Wisconsin Department of Military Affairs – Office of Emergency Communications (OEC) is offering competitive funding for local agencies to purchase interoperable radios that operate on both Dodge County's current VHF system and the State of Wisconsin's new 7/800 MHz WISCOM system.

Approximately \$3 million is available statewide, and OEC has indicated that a FY27 grant round is unlikely.

Why Your Agency Should Apply

- Each agency may request up to \$50,000 (including the required 20% match).
- Agencies must apply individually—not as a countywide bundle.
- New radios will improve:
 - Daily communication reliability
 - Interoperability with State Patrol, DNR, WEM, DOJ, and DOC
 - Mutual aid with surrounding counties using 700/800 MHz systems
 - Alignment with future countywide radio improvements identified in the TUSA study

What the Municipality Must Do

1. Approve a Resolution of Support including the 20% local cash match.
2. Confirm match funding is available (must be a cash match; no in-kind allowed).
3. Authorize the agency head (Fire/EMS/Police/Administration) to submit the application.

What Dodge County Will Provide

- County-level letters of support
- System needs documentation
- Interoperability and committee background
- Project narrative template
- Budget template
- Vendor quote guidance for multiband radios
- Assistance with WISCOM interoperability documents

Why This Matters

Approving this application will:

- Improve emergency response reliability
- Strengthen regional mutual aid capabilities
- Prepare your agency for the county's future radio modernization plan
- Leverage state funding to reduce long-term equipment costs

Deadline

All grant applications must be submitted by January 15, 2026 (11:59 PM CT).

RESOLUTION # _____

SUPPORT FOR THE OFFICE OF EMERGENCY COMMUNICATIONS (OEC) FY2026
INTEROPERABLE RADIO GRANT APPLICATION FOR WAUPUN FIRE & RESCUE
DEPARTMENT

WHEREAS, the Wisconsin Department of Military Affairs – Office of Emergency Communications (OEC) has made the FY2026 Interoperable Radio Grant available to assist local agencies in purchasing interoperable radio equipment; and

WHEREAS, the Waupun Fire & Rescue Department recognizes the need to enhance interoperability with Dodge and Fond du Lac Counties, surrounding counties, and statewide WISCOM partners; and

WHEREAS, the grant requires a 20% local cash match and governing body authorization;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Waupun authorizes the submission of the FY2026 Interoperable Radio Grant application for the Waupun Fire & Rescue Department and commits to providing the required 20% local match from eligible funding sources.

Adopted this _____ day of _____, 2025.

Rohn W. Bishop
City of Waupun Mayor

Attested:

Angela Hull
City of Waupun Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 12/09/25

TITLE: Childcare Stabilization Grant

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Stewardship	\$125,000	

ISSUE SUMMARY:

In 2023 the City created the Childcare Stabilization Grant and reserved \$250,000. To date \$125,000 of the fund has been spent. The remaining \$125,000 is being held in reserve. Daycare continues to be a challenging business model. We are still hoping to recruit another provider to the community but have no strong leads at the moment. At the same time, other needs continue to emerge with our established provider. We are seeking direction on use of these funds to 1) extend the program for a period of time; 2) consider some other format of program to support current needs with daycare, such as a revolving loan fund; 3) dissolve the program all together and reallocate funds to another purpose.

STAFF RECOMENDATION:

ATTACHMENTS:

Childcare Stabilization Grant Overview

RECOMENDED MOTION:

Motion to

- 1) extend the program for a period of time; OR
- 2) consider some other format of program to support current needs with daycare providers, such as a revolving loan fund; OR
- 3) dissolve the program all together and reallocate funds to another purpose.

City of Waupun Child Care Stabilization Fund Program

Overview

During the recovery from COVID-19, the City of Waupun lost a licensed childcare facility and currently has one licensed facility serving the community. The City of Waupun is allocating a total of \$250,000 in funding for the purpose of Child Care Infrastructure Stabilization Grants. The purpose of this grant is to increase the number of infant, toddler and preschool childcare spaces available to families in the City of Waupun. Grant projects should be informed by local community needs and must include either start-up of new programs, the expansion of existing programs that result in additional infant, toddler and preschool child care spaces, or expansion that includes non-standard hour care (evenings/weekends) for infants and toddlers.

Eligible Applicants:

Existing childcare facilities within the City of Waupun corporate limits that are interested in increasing their licensed capacity are encouraged and eligible to apply for up to 50%, unless otherwise noted, of their related expansion costs as follows:

- Individuals planning to open a registered family childcare program in home.
- Businesses or organizations currently licensed and seeking to expand the number of available licensed childcare slots available within their existing facility.
- Businesses or organizations seeking to startup a new licensed childcare facility.
- Preference given to those applications submitting by businesses or organizations that provide at least 48 weeks of care per year and a minimum of 50 hours of care per week, or care during non-traditional days/dayparts.

Eligible Expenses:

- Renovations and improvements to buildings that allow for additional infant, toddler or preschool care within the childcare site.
- Program changes or improvements to increase total number of infants, toddlers or preschoolers served at the program.
- Equipment and materials needed to support early learning environments, physical health and wellbeing of children served in newly created childcare slots (e.g. cribs, changing tables, outdoor play equipment, literacy materials, learning toys, etc.)
- Expenses related to offering newly created non-standard hour care spaces (evenings and weekends).
- Training and compensation costs related to workforce recruitment and training.
- Purchasing or leasing a building and renovating it to deliver high quality childcare.
- Acquiring indoor furniture and fixtures for increased capacity. Selected examples include tables, chairs, cribs and sleeping mats.
- Creating an outdoor learning environment that accommodates additional children.
- Buying playground equipment to support more licenses/children served.
- Procuring health and safety supplies and other materials required to increase licensed capacity.
- Expenses must be incurred after May 31, 2023 and before December 31, 2026.

City of Waupun Child Care Stabilization Fund Program

Ineligible Expenses:

- Working capital needed to support operations
- Wage stipends for staff payroll
- General operating expenditures

Grant Amounts:

- Family childcare startups or expansion: up to 75% of costs capped at \$7,500
- Licensed startup existing space: up to 50% of costs capped at \$50,000
- Licensed capacity expansion or start up renovating space: up to 50% of costs capped at \$125,000

APPLICATION SUBMITTAL AND REVIEW PROCESS

The program is designed for rapid response, using a competitive award process (application does not guarantee award) and will be governed by the following process:

- a. Applications are distributed and collected by the Waupun Economic Development Committee (EDC).
- b. Completed applications will be reviewed by the EDC and scored based on a set of approved criteria made available to program applicants.
- c. First round application deadline is June 15, 2023 at 4:30 p.m. If funds remain to support additional applications, then applications received after this date will be received and processed based on the same criteria on a first-come, first-served basis until all funds are depleted, or until program expiration on February 28, 2024.
- d. Appropriate documentation of invoices documenting expenses outlined in application must accompany submittal for an application to be considered. If on initial staff review, an application is found to be incomplete for failure to provide required documentation, then applicants will be given a reasonable time, not to exceed three (3) business days, to provide the required documentation. Failure to provide required documentation within this time period will mean that the application will not be considered as received until all required documentation has been provided to the EDC.
- e. Successful applicants must sign a written agreement with the EDC prior to disbursement of funds.

EVALUATION CRITERIA:

To be eligible, all applications must meet the following minimum criteria:

1. Licensed childcare business / or qualified person seeking to establish a licensed childcare business and operating within the City of Waupun limits.	Yes or No
---	-----------

City of Waupun Child Care Stabilization Fund Program

2. Business or person in good standing and not delinquent with special assessments, real estate or personal property taxes, utility bills, or other city charges.	Yes or No
---	-----------

All applications meeting the above criteria will be evaluated by the EDC who will make final award decisions using the following scoring criteria:

3. A business plan is included with application. Additional points are given for evidence of having worked with a credible third-party business coach to develop presented business plan.	30 Points
4. Business able to demonstrate required match to support program application.	20 Points
5. Business is able to demonstrate how they will recruit and retain qualified staff within their business plan.	20 Points
6. If currently in business, ability to demonstrate commitment to quality through a minimum young star rating of three.	20 Points
7. Preference given to those applications submitted by businesses or organizations that provide at least 48 weeks of care per year and a minimum of 50 hours of care per week, or care during non-traditional days/dayparts.	10 Points
TOTAL	100 Points



AGENDA SUMMARY SHEET

MEETING DATE: 12/09/25

TITLE: Permanent Placement of "Rising Star" Sculpture
at Jerry Medema Softball Complex

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Stewardship	Donation	

ISSUE SUMMARY:

Waupun City of Sculpture is requesting placement of a sculpture near Medema Fields per outlined document. Note that this is technically not City-owned land. We lease the land from WASD. We have discussed this request with Steve Hill and no concerns presented themselves. We would recommend that any approval contain the caveat that the City reserves the right to relocate the sculpture if needed.

STAFF RECOMENDATION:

ATTACHMENTS:

Rising Star Proposal

RECOMENDED MOTION:

Motion to approve permanent placement of Rising Start Sculpture as outlined with the understanding that the City reserves the right to relocate the sculpture if needed at any point in time.

Create Waupun (Waupun City of Sculpture)

PO Box 3 Waupun WI 53963

createwaupun@gmail.com

920-948-6921

November 17, 2025

City of Waupun Department of Public Works Committee

201 E. Main Street

Waupun, WI 53963

**Proposal for Permanent Placement of “Rising Star” Sculpture at Jerry Medema Softball Complex**

Dear Members of the Public Works Committee,

On behalf of Create Waupun (Waupun City of Sculpture), a 501(c)(3) nonprofit organization dedicated to enhancing public spaces through art, we respectfully submit this proposal requesting final approval for the permanent placement of the sculpture titled *Rising Star* by Randolph Rose Collection at Jerry Medema Softball Complex.

Randolph Rose has been providing clients with fine bronze statuary for homes, gardens & public spaces since 1972. With our nearly 50 years of experience, they design, create and cast bronze in nearly any shape, size and pose desired.

The *Rising Star* sculpture from the Randolph Rose Collection will be permanently displayed in Waupun as a tribute to Magdalen “Mamie” Redman, a hometown hero whose legacy continues to inspire generations. Born in Waupun, Wisconsin, Mamie was a trailblazing athlete who played as a catcher in the All-American Girls Professional Baseball League from 1948 to 1954. Her career, marked by grit, humility, and excellence, helped pave the way for women in professional sports. The *Rising Star* sculpture symbolizes Mamie’s enduring impact, representing not only her own rise in the world of baseball but also the countless young athletes, especially girls, who dare to dream beyond the boundaries of expectation. This dedication honors her contributions both on the field and in education, and celebrates Waupun’s rich connection to American sports history.

Details of the Proposal

- **Sculpture Title:** *Rising Star*
- **Artist:** Randolph Rose Collection
- **Material:** Bronze
- **Dimensions:** 17" x 17" x 51"H
- **Placement Site Location:** Placement #1
- **Installation Timeline:** Upon sculpture delivery (4 month order)

- **Funding:** Fully funded by Create Waupun through Waupun Fine Art Sponsorship
- **Maintenance Responsibility:** Create Waupun will coordinate annual cleaning and maintenance in collaboration with the City of Waupun

Details of the Placement Site

Placement Site #1- Mid Field

- High traffic area
- Road visibility
- Install on cement pad-DPW pour
- Install Educational Panel/Sign at a future date
- Near bench and between two trees



We kindly request that this proposal be placed on the agenda for your next scheduled DPW Committee meeting. We also seek final approval for the sculpture's permanent placement upon its arrival, so installation can proceed without delay.

I plan to attend the meeting to provide additional details, answer questions, or present visuals to support the proposed location.

Thank you for your consideration and continued support of public art in Waupun.

Sincerely,
 Jeni Maly
 President, Create Waupun Board of Directors
createwaupun@gmail.com



AGENDA SUMMARY SHEET

MEETING DATE: 12/09/25

TITLE: 2026 Compensation Scale with Position Classifications

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Future-Ready	Budgeted for 2026 Operations	

ISSUE SUMMARY:

In follow up to the November COW discussion, the 2026 wage scale with position classifications is attached for your approval. As a reminder, the scale adjustment is based on median wage comparables and uses a scoring criterion to classify positions on the wage scale. The proposed wage adjustments fit within the 2026 budget as adopted.

STAFF RECOMENDATION:

Adopt as presented

ATTACHMENTS:

2026 Wage Scale and Position Classifications

RECOMENDED MOTION:

Motion to adopt the 2026 Compensation Scale and position classifications with an effective date of January 1, 2026 as presented.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CLASS	POSITION CLASSIFICATION	87.50%	90.00%	92.50%	95.00%	97.50%	100.00%	101.25%	102.50%	103.75%	105.00%	106.25%	107.50%	108.75%	110.00%	111.25%	112.50%
Y		\$83.05	\$85.42	\$87.79	\$90.16	\$92.54	\$94.91	\$96.10	\$97.28	\$98.47	\$99.66	\$100.84	\$102.03	\$103.21	\$104.40	\$105.59	\$106.77
X		\$78.42	\$80.66	\$82.90	\$85.14	\$87.38	\$89.62	\$90.74	\$91.86	\$92.98	\$94.10	\$95.22	\$96.34	\$97.46	\$98.58	\$99.70	\$100.82
W		\$73.80	\$75.91	\$78.01	\$80.12	\$82.23	\$84.34	\$85.39	\$86.45	\$87.50	\$88.56	\$89.61	\$90.67	\$91.72	\$92.77	\$93.83	\$94.88
V		\$69.18	\$71.15	\$73.13	\$75.11	\$77.08	\$79.06	\$80.05	\$81.04	\$82.02	\$83.01	\$84.00	\$84.99	\$85.98	\$86.97	\$87.95	\$88.94
U		\$64.55	\$66.39	\$68.24	\$70.08	\$71.93	\$73.77	\$74.69	\$75.61	\$76.54	\$77.46	\$78.38	\$79.30	\$80.22	\$81.15	\$82.07	\$82.99
T		\$59.93	\$61.64	\$63.35	\$65.07	\$66.78	\$68.49	\$69.35	\$70.20	\$71.06	\$71.91	\$72.77	\$73.63	\$74.48	\$75.34	\$76.20	\$77.05
S	City Administrator/Dir Economic Development Chief of Police	\$54.15	\$55.70	\$57.25	\$58.80	\$60.34	\$61.89	\$62.66	\$63.44	\$64.21	\$64.98	\$65.76	\$66.53	\$67.31	\$68.08	\$68.85	\$69.63
R	Finance Director/Assistant City Administrator	\$49.53	\$50.94	\$52.36	\$53.77	\$55.19	\$56.60	\$57.31	\$58.02	\$58.72	\$59.43	\$60.14	\$60.85	\$61.55	\$62.26	\$62.97	\$63.68
Q	Deputy Chief of Police Fire Chief / Emergency Management Director	\$47.22	\$48.56	\$49.91	\$51.26	\$52.61	\$53.96	\$54.63	\$55.31	\$55.98	\$56.66	\$57.33	\$58.01	\$58.68	\$59.36	\$60.03	\$60.71
P	Director Public Works Lieutenant Investigator Lieutenant	\$44.91	\$46.19	\$47.47	\$48.75	\$50.04	\$51.32	\$51.96	\$52.60	\$53.24	\$53.89	\$54.53	\$55.17	\$55.81	\$56.45	\$57.09	\$57.74
O	Clerk/Treasurer/HR	\$42.60	\$43.81	\$45.03	\$46.25	\$47.46	\$48.68	\$49.29	\$49.90	\$50.51	\$51.11	\$51.72	\$52.33	\$52.94	\$53.55	\$54.16	\$54.77
N		\$40.29	\$41.44	\$42.59	\$43.74	\$44.89	\$46.04	\$46.62	\$47.19	\$47.77	\$48.34	\$48.92	\$49.49	\$50.07	\$50.64	\$51.22	\$51.80
M	Assistant Fire Chief Assistant Director Public Works	\$37.98	\$39.06	\$40.15	\$41.23	\$42.32	\$43.40	\$43.94	\$44.49	\$45.03	\$45.57	\$46.11	\$46.66	\$47.20	\$47.74	\$48.28	\$48.83
L		\$35.66	\$36.68	\$37.69	\$38.71	\$39.73	\$40.75	\$41.26	\$41.77	\$42.28	\$42.79	\$43.30	\$43.81	\$44.32	\$44.83	\$45.33	\$45.84
K		\$33.35	\$34.30	\$35.25	\$36.20	\$37.16	\$38.11	\$38.59	\$39.06	\$39.54	\$40.02	\$40.49	\$40.97	\$41.44	\$41.92	\$42.40	\$42.87
J	Recreation Director Lead Mechanic Public Works - Working Foreman	\$31.04	\$31.92	\$32.81	\$33.70	\$34.58	\$35.47	\$35.91	\$36.36	\$36.80	\$37.24	\$37.69	\$38.13	\$38.57	\$39.02	\$39.46	\$39.90
I	Mechanic Heavy Equipment Operator Lead Maintenance Technician	\$28.73	\$29.55	\$30.37	\$31.19	\$32.01	\$32.83	\$33.24	\$33.65	\$34.06	\$34.47	\$34.88	\$35.29	\$35.70	\$36.11	\$36.52	\$36.93
H	Light Equipment Operator Public Works & Planning Coordinator	\$26.42	\$27.17	\$27.93	\$28.68	\$29.44	\$30.19	\$30.57	\$30.94	\$31.32	\$31.70	\$32.08	\$32.45	\$32.83	\$33.21	\$33.59	\$33.96
G	Administrative Assistant Police Accounting Specialist Administrative Services Specialist	\$24.11	\$24.80	\$25.48	\$26.17	\$26.86	\$27.55	\$27.89	\$28.24	\$28.58	\$28.93	\$29.27	\$29.62	\$29.96	\$30.31	\$30.65	\$30.99
F		\$21.79	\$22.41	\$23.03	\$23.66	\$24.28	\$24.90	\$25.21	\$25.52	\$25.83	\$26.15	\$26.46	\$26.77	\$27.08	\$27.39	\$27.70	\$28.01
E	Records Clerk/Support Staff - Police	\$19.48	\$20.03	\$20.59	\$21.15	\$21.70	\$22.26	\$22.54	\$22.82	\$23.09	\$23.37	\$23.65	\$23.93	\$24.21	\$24.49	\$24.76	\$25.04
D	Active Older Adult Program Assistant Youth & Adult Program Assistant Weekend Program Assistant Part-time Public Works	\$17.75	\$18.25	\$18.76	\$19.27	\$19.77	\$20.28	\$20.53	\$20.79	\$21.04	\$21.29	\$21.55	\$21.80	\$22.05	\$22.31	\$22.56	\$22.82
C		\$16.59	\$17.06	\$17.54	\$18.01	\$18.49	\$18.96	\$19.20	\$19.43	\$19.67	\$19.91	\$20.15	\$20.38	\$20.62	\$20.86	\$21.09	\$21.33
B		\$15.44	\$15.88	\$16.32	\$16.76	\$17.20	\$17.64	\$17.86	\$18.08	\$18.30	\$18.52	\$18.74	\$18.96	\$19.18	\$19.40	\$19.62	\$19.85
A		\$14.28	\$14.69	\$15.10	\$15.50	\$15.91	\$16.32	\$16.52	\$16.73	\$16.93	\$17.14	\$17.34	\$17.54	\$17.75	\$17.95	\$18.16	\$18.36



AGENDA SUMMARY SHEET

MEETING DATE: 12/09/25

TITLE: Job Description - Assistant Director of Public Works

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Future-Ready	Budgeted for 2026 Operations	

ISSUE SUMMARY:

As part of succession planning, we are adding the position of Assistant Director of Public Works. The attached job description identifies essential duties of the position. The position has been classified using our standard process and we are seeking your approval on this description. We anticipate recruitment to occur in the first portion of 2026 with the goal of having a candidate start no later than mid-year. This is a budgeted position.

STAFF RECOMENDATION:

Adopt as presented

ATTACHMENTS:

Assistant Director of Public Works Job Description

RECOMENDED MOTION:

Motion to approve the Assistant Public Works Director job description as presented.

**City of Waupun
Position Description**

JOB TITLE	Assistant Director of Public Works
REPORTS TO	Director of Public Works
DEPARTMENT	Public Works
TYPE	Non-represented
FLSA (overtime status)	Non-exempt
CLASSIFICATION	M

GENERAL PURPOSE: This position is responsible for scheduling maintenance and construction activities, including but not limited to; day-to-day maintenance of the city's infrastructure such as storm sewer maintenance and facility operation, street maintenance, city storm operations, and emergency response for snow, ice, flood, and severe weather mitigation. This position assumes most responsibilities of the Director of Public Works for day-to-day activities in the event the Director may be absent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and direct work activities and assist with schedules of Public Works staff.
- Perform inspections of City Facilities, storm water system, parks and streets.
- Analyze and assess proposals of the public work staff and evaluate projects against budget.
- Monitor the work progress of staff and other employees on projects.
- Create bid specifications and recommend specific vendors for projects.
- Ensure that all work is completed successfully by contractors, vendors, and other public staff members.
- Coordinates and reviews city storm water requirements to ensure compliance.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Performs other duties and responsibilities as assigned

QUALIFICATIONS:

This position requires a high-level of technical and professional competency with a proven and verifiable track record of success. Candidate should possess a Bachelor's Degree in civil engineering, public administration or business administration, and three (3) years of increasingly responsible experience in public works operations and maintenance, preferably within a municipal setting. A valid motor vehicle operator's license. Any combination of education and experience that provides the equivalent knowledge, skills, and abilities will be considered. Excellent computer skills with experience using the Microsoft Suite of programs and a work/asset management system (IWorx and ArcGIS a plus).

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge in municipal public works such as planning, design, maintenance, and construction.
- Knowledge in principles of budget preparation and expenditure control.
- Knowledge in applicable Federal, State, and local laws and regulations pertaining to public works functions.
- Knowledge in Principles of Effective Management Skills.
- Ability to analyze, evaluate, and implement municipal public works programs/projects.
- Strong communication skills with ability to communicate effectively with a variety of stakeholders, verbally and in writing.
- Ability to think quickly, maintain self-control, and adapt to stressful situations is essential.
- Knowledge in safe work practices.
- Ability to plan, organize and direct the work of public works department.
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Ability to prepare and create clear and comprehensive written reports.
- Maintain strong relationships with the city officials, employees, contractors, the general public, and representatives of other agencies.
- Experience in evaluating and training staff.

TOOLS AND EQUIPMENT USED:

- Operate vehicles.
- Work with computers and other technology.
- Operate some equipment as needed hand tools, carpentry tools, GIS and slope measuring equipment

WORK ENVIRONMENT:

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

- Work is performed mostly in an office environment and often requires sitting at a desk or in meetings for extended periods of time.
- Routine field work is performed at times to review sites, observe infrastructure, project construction progress and interact with the people and businesses impacted by construction. Physical effort may be required to lift equipment and system parts, which weigh up to 50 pounds.
- Occasional field work and reconnaissance in rugged terrain may be necessary.
- Physical hazard may occur from exposure to traffic and heavy equipment, rugged terrain, and utility operations.
- Frequent local travel is required.

- Occasional statewide travel may be required.

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: 12/09/25

TITLE: Job Description - Recreation Director

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Future-Ready	Budgeted for 2026 Operations	

ISSUE SUMMARY:

As part of the growth with the Waupun Community Center, the role held by Rachel Kaminski has shifted significantly and her job description is outdated. The attached job description has been updated to reflect current responsibilities and has been classified using our standard evaluation process. We are seeking your approval on this job description.

STAFF RECOMENDATION:

Adopt as presented

ATTACHMENTS:

Recreation Director Job Description

RECOMENDED MOTION:

Motion to approve the Recreation Director job description as presented.

**City of Waupun
Position Description**

JOB TITLE	Recreation Director
REPORTS TO	City Administrator
DEPARTMENT	Administration
TYPE	Non-Represented
FLSA (overtime status)	Exempt
SALARY RANGE	J

GENERAL PURPOSE:

The Recreation Director is a key member of the City's management team, responsible for overseeing all parks and recreation operations. This role involves independent decision-making, staff supervision, program planning and scheduling, facility operations and budget management. The Director collaborates with the recreation board, other city departments, and external vendors, while also preparing reports and ensuring effective planning and organization of services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee all city park and recreation programs, events, and community center operations. Manages contracted services responsible for aquatic center operations.
- Maintains a community resource hub and partnerships and directs community members and their caregivers to support aging in place initiatives within the community.
- Manages full-time, part-time, and seasonal staff, including hiring, training, scheduling, evaluating, and resolving personnel issues.
- Develops, maintains, and enforces department policies and procedures in compliance with local, state, and federal regulations.
- Ensures proper collection of fees in accordance with city financial policies.
- Acts as public liaison, addressing inquiries, complaints, and providing guidance to participants, vendors, and volunteers.
- Plans and promotes programs and events, including creating materials, coordinating logistics, and ordering necessary supplies.
- Attends events and meetings to promote programs and distribute information to schools, groups, and the public.
- Ensures equipment is maintained and preventative maintenance is performed.
- Prepares and manages the department budget; oversee purchasing and inventory.
- Reports regularly on department performance and progress toward goals.

- Attends trainings and conferences to stay updated on trends, procedures, and certifications.
- Responds to citizen feedback and conducts surveys to guide improvements.
- Manages vendor relationships to support program operations.
- Coordinates community center facility use with community groups and maintains a citywide events calendar.
- Enforces safety policies and ensures staff are properly trained.
- Researches and assists in grant applications to support recreational services.
- Leads development of short- and long-term plans; prepares reports and coordinates with other departments.
- Submits reports to Boards and City Council as required.
- Serves on City committees and prepares agendas and minutes for the recreation committee.
- Performs additional duties as assigned.

QUALIFICATIONS:

This position requires a high-level of technical, professional and managerial competency with a proven and verifiable track record of success. Graduation from an accredited four-year college or university with a degree in recreation management or a related field is required and excellent verbal and written communication skills are essential. Requires ServSafe Food Protection Manager and Certified Food Manager certifications through State of WI Department of Health Services. Additionally, requires certification or ability to obtain certifications within six (6) months of hire in First Aid/CPR/AED certification; SilverSneakers Yoga certification; SilverSneakers Classic certification; and SilverSneakers Circuit certification. Additionally, the candidate should possess five (5) years of progressive management responsibility with experience in recreation management with supervisory duties or any combination of education and experience needed to meet the qualifications of the position.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with City elected & appointed officials, department heads and staff, boards, committees and commissions, employees, school district officials, recreation program community groups, user groups, local media, and general public.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Knowledge of State statutes, City ordinances, City policy statements, and division policies regarding recreation administration.
- Demonstrated ability to direct and supervise recreation activities on a large scale and in a coordinated manner.
- Excellent communication, interpersonal, and team building skills.

- Ability to gather data, investigate and analyze information while being able to draw conclusions and issue recommendations.
- Ability and skill to plan and direct department's employees, programs, and activities.
- Ability and skill to formulate and implement effective programs.
- Knowledge of the principles of modern personnel, financial management, and purchasing systems.
- 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:

Personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

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 duties of the position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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: 12/09/25

TITLE: Job Description - Assistant Fire Chief

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Future-Ready	Budgeted for 2026 Operations	

ISSUE SUMMARY:

As part of the significant changes happening within the Fire and Rescue department with the addition of EMR program and consolidation work with the Townships, the role held by Mike Beer has shifted significantly and his job description is outdated. The attached job description has been updated to reflect current responsibilities and has been classified using our standard evaluation process. We are seeking your approval on this job description.

STAFF RECOMENDATION:

Adopt as presented

ATTACHMENTS:

Assistant Fire Chief Job Description

RECOMENDED MOTION:

Motion to approve the Assistant Fire Chief job description as presented.

WAUPUN FIRE DEPARTMENT**POLICY NO.: 3-7****Position Description – Assistant Fire Chief****City of Waupun
Position Description**

JOB TITLE	Assistant Fire Chief
REPORTS TO	Fire Chief
DEPARTMENT	Fire & Rescue Department
TYPE	Non-Represented
FLSA (overtime status)	Exempt
DATE APPROVED	Draft
SALARY RANGE	M

GENERAL PURPOSE:

The Assistant Fire Chief serves as the second in command of the Fire & Rescue Department and provides vital leadership in administrative functions, emergency response, training and development, fire prevention and inspection, and community engagement. This position responds to emergency calls to effectively command and control the operational goals of the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:**A. Leadership and Administration:**

- Assume the role of Fire Chief when directed, overseeing daily operations and ensuring the continuity of emergency and administrative functions.
- Assist in ensuring the department's mission, vision, and values are consistently upheld and integrated into daily operations, strategic planning, and decision-making.
- Assist in developing and implementing the department's strategic goals and objectives, aligning them with organizational priorities.
- Supervise and mentor department personnel, fostering professional growth, accountability, and adherence to department standards.
- Assist in developing and implementing departmental policies, procedures, and training programs to ensure compliance with local, state, and federal regulations.
- Assist in budget preparation, oversight, and fiscal management of the department.

B. Emergency Response:

- Respond to fire, EMS, and other emergency situations, supporting operations and assuming command when necessary.
- Oversee emergency response planning, resource allocation, and incident reviews to ensure operational effectiveness.

WAUPUN FIRE DEPARTMENT

POLICY NO.: 3-7

Position Description – Assistant Fire Chief

- Coordinate with mutual aid partners and other agencies to optimize interdepartmental response efforts.

C. Training and Development:

- Assist in coordinating the development and implementation of training programs to enhance the skills and knowledge of department personnel.
- Ensure training meets or exceeds industry standards and regulatory requirements.
- Promote a culture of continuous learning and professional development.

D. Fire Prevention and Inspection:

- Oversee the department's fire prevention and inspection programs, collaborating with other city departments, vendors, and service providers when necessary.
- Conduct fire inspections within the fire protection area.
- Ensure compliance with fire safety codes and maintain accurate records of inspections and enforcement actions.
- Manage the records management system(s) used as part of the inspection program.
- Conduct pre-planning and plan reviews of current and new facilities within the fire protection area.

E. Community Engagement:

- Represent the department at public events, meetings, and outreach activities to strengthen community relationships.
- Promote fire safety awareness and disaster preparedness through educational programs and public engagements.

QUALIFICATIONS:

- Associates Degree in a fire service or closely related field (preferred). Consideration will be given to persons with a combination of education and experience that demonstrates an equal level of competency.
- National Registry Emergency Medical Responder certification, or higher, or the ability to obtain within 12 months.
- NIMS 100, 200, 300, 400, 700, 800 or ability to obtain within 12 months
- Maintain valid driver's license
- WI or IFSAC certified Fire Officer I (Fire Officer II preferred), Emergency Services Instructor I, Fire Inspector I, and Firefighter II, Entry Level Driver/Operator Pumper, Entry Level Driver/Operator Aerial
- Comply with residency requirements (<15 miles from the Fire Station)
- Participate in an Officer on-call rotation during weekends.
- Pass pre-employment physical, background check, and psychological evaluation

WAUPUN FIRE DEPARTMENT

POLICY NO.: 3-7

Position Description – Assistant Fire Chief

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Strong leadership abilities with a proven track record of effectively leading and motivating teams.
- Ability to make sound decisions and implement strategies under pressure and in emergency situations.
- Ability to demonstrate and conduct drills, training sessions, and instruction to improve operational proficiency.
- Excellent written and verbal communication skills.
- Ability to communicate effectively with diverse audiences, including department personnel, other agencies, and the public.
- Demonstrated ability to think strategically and contribute to the development and execution of organizational goals.
- In-depth knowledge of emergency response procedures, incident command systems, and the principles of emergency management.
- Strong analytical and problem-solving skills, with the ability to develop innovative solutions to complex issues.
- Proven ability to collaborate with internal and external stakeholders to achieve common goals.
- Experience working in a collaborative, team-oriented environment.
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Meet the physical demands of firefighting, including the ability to work while wearing a Self-Contained Breathing Apparatus (SCBA), operating in extreme conditions and performing rescues.

Physical Demands and Work Environment:

- Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of a Firefighter/EMR, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment; and
- Ability to operate a variety of equipment such as, but not limited to, a piece of fire apparatus, mobile radio, portable radio, hoses, axes, fire prevention and extinguishing equipment, first aid equipment, medical equipment such as an A.E.D. or oxygen machine, camera, computer, photocopying machine, facsimile machine, telephone, and cellular phone; and
- Ability to see and have adequate close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust and focus; and
- Ability to hear and smell and to perceive and differentiate smells and sounds.

WAUPUN FIRE DEPARTMENT**POLICY NO.: 3-7****Position Description – Assistant Fire Chief**

- Work is performed primarily in an office, in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, during daytime and nighttime hours. Work is often performed in emergency and stressful situations. Exposure to hearing sirens, alarms and hazards associated with rendering emergency medical assistance, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and bodily fluids can occur.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Work Environment:

The work is performed indoors and outdoors in all forms of Wisconsin weather and in extreme heat and cold and under inclement situations. Noise level is moderate and depends on location of duties performed. Position requires the ability to perform in dangerous situations under high levels of stress. Contact with staff, city employees, public and officials is required. Attendance at evening meetings when the nature of the discussion relates to duties of the position.

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.

City of Waupun Position Description

JOB TITLE	Administrative Services Specialist
REPORTS TO	Clerk/Treasurer
DEPARTMENT	Clerk/Treasurer
TYPE	Non-Represented
FLSA (overtime status)	Nonexempt
SALARY RANGE	G
APPROVED	

GENERAL PURPOSE:

Under the general supervision of the City Clerk/Treasurer, this position performs clerical and public reception duties within the clerk/treasurer and finance departments. Primary responsibilities include but are not limited to general customer services, administration of accounts payables, receivables, and cash receipting; issuance of licenses and permits, support of election administration, and records management. The position requires exceptional customer service and clerical support skills to carry out prescribed departmental routines and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greets the public via phone, email and in-person interactions; Refers questions and complaints to the appropriate departments.
- Assists the Clerk with administration of elections, including voter registration, absentee voting; and election reconciliation.
- Assist the Clerk with administration of various license and permits to include gathering of applications, processing licenses and billing.
- Assist the Treasurer with collection of property taxes, license and permit fees, and other fees collected by Clerk/Treasurer's Office.
- Accepts and processes payments at the service window; enters financial transactions into cash receipting systems; issues receipts.
- Issue dog & cat licenses and receipt. Accurately enter the dog licenses in the program designated for each county.
- Prepare assessment letters, send to proper departments to have signed off on, email to closing company.
- Reviews, processes and enters vendor invoices, ensuring proper documentation and approval in accordance with city policies; Manages workflow and timely payments of invoices, routing invoices to respective departments for approval. Processes and prints accounts payable checks; publishes accounts payable check register for council meeting packets; Mails approved checks; Maintains accurate records and files for all pending and paid invoices.

- Reconciles vendor statements, verifies credit card invoice payments with monthly credit card statements; works to resolve discrepancies.
- Generates and sends accurate and timely invoices to customers. Applies incoming payments to customer accounts; verify and receipt all money collected by various departments.
- Assist Human Resources with tracking paid time off and payroll data entry as needed.
- Support ongoing website maintenance (content updates, announcements, event postings) and assist in creating, scheduling, and publishing social media content.

QUALIFICATIONS:

High School diploma or equivalent and three years of experience as an administrative assistant. One-year Office Assistant Technical Diploma or completion of an Administrative Assistant, Accounting, or Business Management Associates Degree or equivalent from two-year college or technical school preferred, or any equivalent combination of training and experience which provides the necessary knowledge, ability and skills. Municipal government experience preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in customer service principles with strong interpersonal communication skills and an ability to work with a wide variety of people in a courteous and professional manner, in person, via technology and over the telephone.
- Ability to draft accurate documents, letters and other correspondence, using correct spelling, grammar, and punctuation.
- Knowledge of office administrative practices and procedures, including file and document management procedures and practices.
- Knowledge of basic accounting and bookkeeping practices and procedures.
- Knowledge of basic municipal operations, city policies, procedures, and ordinances.
- Knowledge of state and local election procedures and operations.
- Advanced skills using word processing, graphics, spreadsheet, database, and other software to create documents and materials requiring the interpretation and manipulation of data.
- Ability to make sound decisions and exercise good judgment in accordance with established policies and procedures.
- Ability to handle interruptions and work independently to plan, organize, and prioritize tasks to meet deadlines.
- Ability to achieve work results with a high degree of completeness and accuracy.
- Knowledge of and ability to read and interpret information regarding ordinances, rules, policies, procedures, and operating practices.
- Valid driver's license and good driving record.
- Maintain strict confidentiality of privileged information, using a high degree of tact, diplomacy, and discretion in dealing with sensitive and confidential situations with both internal and external parties.

WORK ENVIRONMENT:

Work is normally performed in a climate-controlled office environment with minimal physical exertion. Activities include frequent written and verbal communication with city staff, council members, and the public. Uses the telephone and computer technology extensively to communicate with numerous parties to address concerns and issues. Requires the ability to occasionally lift and move paper or other office supplies weighing 25 lbs. or more. The position may flex work hours to accommodate early morning or evening meeting attendance.

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: 12/09/25

TITLE: Paid-On-Call Firefighter Compensation Plan

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Safety	As Budgeted for 2026	

ISSUE SUMMARY:

In support of council action taken earlier in 2025, we have modified the compensation plan for Paid-on-Call Volunteer Firefighters. The proposed plan fits within the 2026 Budget as adopted. We are seeking your approval of the plan.

STAFF RECOMENDATION:

ATTACHMENTS:

POC Firefighter Compensation Plan

RECOMENDED MOTION:

Motion to approve the compensation plan for POC Volunteer Firefighters as outlined.

WISCONSIN SERVICE AWARD PROGRAM FREQUENTLY ASKED QUESTIONS

For Service Award Program (Formerly LOSA) information on the web, please visit <http://doa.wi.gov/Divisions/Intergovernmental-Relations/Service-Award-Program/>

What is the Service Award Program?

- The Service Award Program (formerly called the Length of Service Award Program or LOSA) is for volunteer fire fighters, first responders and emergency medical technicians.
- State funds match local investments and provide the benefit to the volunteers. The state annually matches municipal contributions up to a set amount.
- The program intent is to assist municipalities and counties in retaining volunteer fire fighters, first responders and emergency medical technicians.

Who can participate?

- Any city, town, village or county with volunteer fire department, contracted volunteer fire company, first responders or authorized volunteer EMTs. Municipal participation is voluntary.

How can my municipality participate?

- Municipalities participating in the program must first approve a resolution. A sample municipality resolution can be found on the SAP webpage.
- The municipality then works with an approved vendor to provide services.
- The municipality contributes to the program.

How does the match work?

- The program matches up to \$343.77 (2015 match) per year of service to the municipality.
- Municipalities can choose to contribute more or less than this amount, however, the state only matches up to the set amount.
- At retirement, a volunteer with over twenty years of service would collect the amount in his or her account. Those with over ten years' experience would collect a portion of the amount in their account.

What kind of incentives does the program offer?

- There is an increase in the value of the incentive as the length of service of the volunteer grows.
- Some benefits include becoming vested after 10 years of service, vesting grows with service.
- Upon reaching age 60, each volunteer with over 20 years of service collects the full amount in his or her account. Volunteers retiring with more than ten years' experience (but less than 20 years) collect a portion of their account.

What role does the state play?

- State annually matches municipal contribution up to maximum of \$343.77 (2015 match) per eligible volunteer (amount adjusted annually for consumer price index).
- State will not match purchased past service.
- Limit adjusted annually for inflation. State total annual contribution capped at maximum of \$2 million.

Who are the approved Vendors?

- Volunteer Fireman's Insurance Services (VFIS) / The Horton Group **(800) 242-9028**
- Penflex, Inc. / UBS Financial Services **(800) 742-1409**
- RBC Wealth Management / BPA **(414) 347-7030**
- Lincoln Financial Group / **(608) 268-5100**

Who runs SAP?

- The Service Award Program is administered by the Department of Administration through contracted vendors.

Who do I contact for more information?

- E-mail or call Dawn Vick at the Department of Administration at dawn.vick@wisconsin.gov or (608) 266-7043.

Purpose:

To attract, retain and fairly compensation Paid On Call (POC) Firefighters using modern standards of pay-for-service models that fairly compensate POC members based on commitment to training and emergency response levels.

Definitions:

Compensation Element	Description
Base Stipend	Fixed annual payment recognizing general availability and commitment.
Hourly Call Pay	Hourly wage for time spent attending fire department drills and training and responding to emergency calls.
Training Stipend	Stipend amount for completing approved training through the technical college to obtain a firefighting certification.
Deductions	Performance standards that permit reduction in stipend pay after 30 hours of total missed department drills and training or emergency call response.

1. Compensation Plan

A. Base Stipend

- Firefighter Amount: \$2,900 annually for Firefighter I and Firefighter II (prorated in year one based on days worked)
- Officer Amount: \$4,400 annually for Captain; \$3,650 annually for Lieutenant
- Rural Response: \$1,700 annually for Firefighter I and Firefighter II (prorated in year one based on days worked). Officer Amount: \$1,850 annually for Captain; \$1,800 annually for Lieutenant.
- Eligibility: Deductions may be made for missing 30 hours of training and fire calls

B. Hourly Call Pay

- Rate: \$16.50 per hour
- Time Clocked: From dispatch/start of training time to clock out time.
- Minimum Pay Per Emergency Call: 1-hour minimum per call.

C. Deductions

- Deduction of \$11 per hour from annual stipend payment after 30 hours of missed training and fire calls.
- Makeup hours must be requested and approved by the Fire Chief.

D. Length of Service Program is a state program for volunteer firefighters that the City participates in. The City contributes to an account and the State of WI provides a match, which is established annually. At retirement, a volunteer with over twenty years of service may collect the amount in his or her account. Those with over ten years' experience would collect a portion of the amount in their account.

2. Optional Add-Ons

- A. Training Stipend
 - Amount: \$500
 - Eligible Activities: State- or city-mandated courses (i.e., Firefighter I; Firefighter II; Driver/Pumper Operator; Fire Officer; etc.) as authorized by the Fire Chief.
- E. Fire Inspection as Assigned by Fire Chief
 - Rate: \$16.50 per hour
 - Time Clocked: From start of inspection work until completion

3. Administrative Rules

- A. Stipend and all hourly compensation will be paid annually on the first full payroll in December through the City's payroll system.
- B. Tracking Time: Firefighters must log hours via the department's approved timekeeping system.
- C. All stipends and wages are taxable and reported via W-2.

4. Compensation Adjustments

- A. Compensation rates will be reviewed annually each November and are subject to approval by the Waupun Common Council through the annual budget adoption process.
- B. Adjustments may be made based on Municipal changes, comparable market wages, and/or changes to call volume or training requirements.



AGENDA SUMMARY SHEET

MEETING DATE: 12/09/25

TITLE: Paid-On-Call EMR Compensation Plan

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Safety	As Budgeted for 2026	

ISSUE SUMMARY:

In support of council action taken earlier in 2025, we have modified the compensation plan for Paid-on-Call Volunteer EMRs. The proposed plan fits within the 2026 Budget as adopted. We are seeking your approval of the plan.

STAFF RECOMENDATION:

ATTACHMENTS:

POC EMR Compensation Plan

RECOMENDED MOTION:

Motion to approve the compensation plan for POC Volunteer EMRs as outlined.

Purpose:

To attract, retain and fairly compensation Paid On Call (POC) Emergency Medical Responders (EMR) using modern standards of pay-for-service models that fairly compensate POC members based on commitment to training and emergency response levels.

Definitions:

Compensation Element	Description
Base Stipend	Fixed annual payment recognizing general availability and commitment.
Performance Stipend	The City shall provide annual stipend increases for responders who demonstrate above-average call participation during the preceding calendar year. This is a fixed amount in addition to the base stipend.

1. Compensation Plan

A. Base Stipend

- \$3,500 annually for EMR
- Additional \$500 annual stipend for EMR holding Compliance Captain position
- Additional \$500 annual stipend for EMR holding Operations Captain position

2. Optional Add-Ons

A. Performance Stipends

- \$250 for EMR responding to 80 to 120 calls each year
- \$500 for EMR responding to 120 to 160 calls each year
- \$750 for EMR responding to more than 160 calls each year

B. Training Stipend

- Amount: \$500
- Eligible Activities: State- or city-mandated courses (i.e., EMR, EMT, A-EMT, Paramedic) as authorized by the Fire Chief.

3. Administrative Rules

- A. Stipend will be paid annually on the first full payroll in January of the subsequent year through the City's payroll system.
- B. Tracking Response: EMRs must log response to calls via the department's approved timekeeping system.
- C. All stipends and wages are taxable and reported via W-2.

City of Waupun
Paid-On-Call EMR Compensation Plan
Effective Date: January 1, 2026

4. Compensation Adjustments

- A. Compensation rates will be reviewed annually each November and are subject to approval by the Waupun Common Council through the annual budget adoption process.
- B. Adjustments may be made based on Municipal changes, comparable market wages, and/or changes to call volume or training requirements.



AGENDA SUMMARY SHEET

MEETING DATE: 12/09/25

TITLE: Fire Department SCBA Purchase

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: BJ DeMaa, Fire Chief

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Safety	As Budgeted for 2025	

ISSUE SUMMARY:

The City has been pending on a grant application with the Federal Government for SCBA air packs and the compressor. As part of the general obligation borrow in late 2024/early 2025, \$280,000 was allocated for the City's SCBA replacement project. Based on the submitted proposals, MSA for the SCBAs and Oshkosh Fire & Police for the compressor, the total project cost would be \$234,000. The townships had also budgeted for the replacement of four SCBAs, and I will be recommending that they purchase those four units directly, which would reduce the total by \$33,620.

Due to uncertainty at the federal level (DOGE and the government shutdown), grant awards under the Assistance to Firefighters Grant (AFG) program have been sporadic. As of today, we have not received any official decision regarding our 2024 AFG application for the SCBAs.

To avoid additional inflationary costs, I am recommending that we move forward with the SCBA purchase at this time. In the interest of operational safety, continuity of maintenance, long-term financial responsibility, and firefighter familiarity during emergency use, I am formally recommending approval of the MSA SCBA quote and the compressor quote from Oshkosh Fire & Police.

In the event our AFG application is later awarded, we will pursue all allowable options to apply eligible expenditures back to the grant reimbursement.

Background:

- Waupun Fire & Rescue is mandated under NFPA standards to maintain compliant SCBA equipment for interior firefighting operations. Our current SCBA units are at end-of-life, meaning the air bottles can no longer be certified to current standards and parts continue to become more difficult to replace. New SCBA standards have also addressed concerns around the cleanability of the entire unit, specific to carcinogen particulate accumulation.
- For the past 25 years, the Waupun Fire & Rescue Department has operated exclusively on the MSA SCBA platforms. During this time, the fire service has experienced significant shifts in respiratory protection needs. There are far more contaminants in today's smoke compared to 10-, 20-, 30-years ago. MSA has remained a consistent and reliable system for our department.
- Firefighters wear tested both brands of SCBAs in training out at our training tower with MSA being the clear choice when compared head-to-head.

Reasons for moving forward with MSA:

- Every current member of the department is trained on MSA operation, donning/doffing procedures, emergency bypass use, and cylinder management.

- Transitioning to a different manufacturer would require full retraining of all members, increasing training hours, and risk during critical emergency response.
- Familiarity in high-stress environments is not a convenience – it is a proven risk-reduction mechanism.
- Our certified testing and maintenance vendor has serviced MSA equipment for over two decades. This partnership has resulted in:
 - o Quick turnaround during emergency repair needs.
 - o A known warranty partner with proven advocacy history.
 - o A known parts supply when repairs are needed.
 - o Over our 15-year history, we have had no service disruptions.
- Notably, over the last 15-year lifecycle of our current SCBA, this vendor successfully negotiated numerous warranty coverages with MSA when replacement or repair technically fell outside of covered parameters. We have no experience or history with Dräger which raises questions around service, repair, and an institutional knowledge of our fleet.
- MSA remains one of the most widely used SCBA platforms.
- Superior ergonomic fit across firefighter body types.
- MSA's modular design also reduces cost over the long-term by allowing component-level upgrades instead of total equipment replacement.

STAFF RECOMENDATION:

ATTACHMENTS:

SCBA Estimates

RECOMENDED MOTION:

Motion to authorize staff to proceed with SCBA purchase acquisition from MSA in the amount not to exceed \$280,000. It is understood that the townships will be sharing responsibility in this purchase and that their cooperation will reduce the City's out of pocket expenditure to an estimated \$234,000. It is further understood that if the City's AFG grant is awarded from the federal government after the purchase, that staff will pursue all allowable options to apply eligible expenditures back to the grant reimbursement.



Air One Equipment, Inc.

N50W13740 Overview Drive, Menomonee Falls, WI 53051

Telephone: (847) 289-9000 Fax: (847) 289-9001

website: www.aoe.net

QUOTATION

FOR: WAUPUN FIRE DEPARTMENT

DATE: 10/22/2025

16 E. MAIN STREET

WAUPUN, WI 53963

ATTN: CHIEF BJ DEMAA

REF: G1 2018 EDITION SCBA

Qty	Part Number	DESCRIPTION:	Each	Extended
23	* ATO *	MSA G1 FIRE SERVICE SCBA; 2018 EDITION; TO INCLUDE:	\$6,200.00	\$142,600.00
		4500 PSI, QC REMOTE CONNECTION, STANDARD HARNESS WITH		
		REMOVABLE SHOULDER & CHEST STRAPS, METAL CYLINDER BAND,		
		ADJUSTABLE SWIVELING LUMBAR PAD, SOLID COVER REGULATOR		
		UNIVERSAL RIT CONNECTION, HEADS UP DISPLAY SYSTEM,		
		INTEGRATED VOICE AMPLIFIER SYSTEM, RIGHT SHOULDER		
		PASS ALARM, and RECHARGEABLE BATTERY PACK		
		G1FS-444MA2C2LAR		
		SCBA UPGRADE OPTIONS:		
23	* UEBSS *	MSA EXTENDAIRE II UEBSS/BUDDY BREATHING W/RESCUE HOSE	\$595.00	\$13,685.00
		CYLINDERS:		
23	10175708	45-MINUTE (4500PSI) CARBON CYLINDERS W/QUICK CONNECT	\$1,200.00	\$27,600.00
23	10175708	45-MINUTE (4500PSI) CARBON CYLINDERS W/QUICK CONNECT	Buy one Get One	\$0.00
1	10175710	60-MINUTE (4500PSI) CARBON CYLINDERS W/QUICK CONNECT	\$1,575.00	\$1,575.00
		PERSONNEL FACEPIECES		
32	10156459	MSA G1 FACEPIECE; NFPA 2018 EDITION; WITH 4-PT HARNESS	\$410.00	\$13,120.00
		G1 SCBA ACCESSORIES		
1	10158385	G1 RECHARGEABLE BATTERY 6-BANK CHARGER	\$825.00	\$825.00
6	10148741-SP	G1 RECHARGEABLE BATTERY	\$425.00	\$2,550.00
4	10162403	QUICK CONNECT FILL STATION ADAPTER	\$550.00	\$2,200.00
Total of All Equipment:				\$204,155.00

NOTES:

1. ALL SCBA MEET NFPA 1981 & 1982 - 2018 EDITION.
2. ALL SCBA HAVE MSA 15 YEAR WARRANTY.
3. INCLUDES IN-SERVICE TRAINING
4. QUOTE VALID FOR 60 DAYS FROM DATE LISTED ABOVE

Thank You!

Estimated Delivery:
2 WEEKS

Timothy Sarhage, Sales Manager

Air One Equipment, Inc.



Conway Shield
14100 W Cleveland Ave
New Berlin, WI, 53151
Phone: (800) 955-8489

Web: conwayshield.com

ISSUED TO:

Waupun Fire Dept
16 E. Main St
P O BOX 232
Waupun WI 53963
United States of America

QUOTE

Quote Number: Q006397
Order Date: 12/3/2025
Valid Until: 2/1/2026
Salesperson: Richard Piette
Customer ID: 000004637
Reference:

ITEM	ITEM DESCRIPTION	QTY.	PRICE	AMOUNT
	VNN00032 PSS 7000 SCBA 45/45, HP	23.00	5,475.00	125,925.00
	VNN00021 FPS7000 MASK w/HUD	32.00	575.00	18,400.00
	LUXFER L65G 45/45 BLUE w QC	46.00	950.00	43,700.00
	RIT LIFE GUARD KIT	1.00	4,250.00	4,250.00
	QC HP ADAPTERS	4.00	800.00	3,200.00

Shipping TBD

Quote Submitted by:

Richard Piette
rpiette@conwayshield.com
262-312-4484

Quote Total: 195,475.00
Less Discount: 0.00
Tax Total: 0.00
Total (USD): 195,475.00



175 INDIAN POINT ROAD
OSHKOSH, WI 54901

Estimate

Date	Estimate No.
12/8/2025	6888

Bill To

CITY OF WAUPUN FIRE DEPT
ATT: ACCOUNTS PAYABLE
201 E MAIN ST
WAUPUN, WI 53963

Ship To

CITY OF WAUPUN FIRE DEPT
16 EAST MAIN STREET
WAUPUN, WI 53963

Due Date

Rep

1/4/2025

DM

Qty	Item	Description	Rate	Total
22	X8914023305304	X3 PRO SCOTT AIR PAK(2018 EDITION) WITH, STANDARD PARACHUTE BUCKLES,C5 REGULATOR,STANDARD HOSE, UBESS ACCESSORY HOSE, PAK-TRACKER AND NO CASE. (1 PER BOX)	6,192.00	136,224.00
1	X8914023305303	X3 PRO SCOTT AIR PAK(2018 EDITION) WITH, STANDARD PARACHUTE BUCKLES,C5 REGULATOR,STANDARD HOSE, UBESS ACCESSORY HOSE, PAK-TRACKER AND NO CASE. (1 PER BOX)	6,192.00	6,192.00
46	200129-01	4500 PSI CYLINDER 45 MIN WITH NXG2 VALVE	1,200.00	55,200.00
32	FP1MK0000000000	SCOTT C5 FACEPIECE MED KEVLAR HEADNET	350.00	11,200.00
1	200954-32	RIT-PAK III ASSY, 4500 PSI,CARRYING BAG WITH SHOULDER STRAP,6' UEBSS HOSE,5' RIC HOSE,RIT-PAKIII C5 FACEPIECE,C5 REGULATOR.	3,500.00	3,500.00
1	804723-01	CYLINDER & VALVE ASSY, CARBON, 4500 PSI, 60 MIN.	1,500.00	1,500.00

Phone #

920-235-3610

Sales Tax (0.0%)

\$0.00

Total

\$213,816.00

***Prices and availability are only guaranteed until the expiration of the estimate.



OSHKOSH
FIRE & POLICE
EQUIPMENT, INC.

175 INDIAN POINT ROAD
OSHKOSH, WI 54901

Estimate

Date	Estimate No.
12/02/2025	6887

Bill To

CITY OF WAUPUN FIRE DEPT
ATT: ACCOUNTS PAYABLE
201 E MAIN ST
WAUPUN, WI 53963

Ship To

CITY OF WAUPUN FIRE DEPT
16 EAST MAIN STREET
WAUPUN, WI 53963

Due Date

Rep

12/17/2025

DM

Qty	Item	Description	Rate	Total
1	Coltri SILENT1 PHASE 240...	COLTRI SILENT MODEL BREATHING AIR SYSTEM. 6000 PSI MAXIMUM PRESSURE, 10 H.P., SINGLE PHASE 240 VOLT ELECTRIC DRIVE MOTOR, 14 SCFM CHARGE RATE, 35,000 CU. FT. PURIFICATION SYSTEM. INCLUDES THE FOLLOWING: COMPRESSOR BLOCK, 4 STAGE ELECTRIC MOTOR AND STARTER PURIFICATION SYSTEM TO MEET CGA G-7.1, GRADE E, NFPA 1500 AIR QUALITY STANDARDS LOW OIL LEVEL SHUTDOWN SWITCH HIGH TEMPERATURE SHUTDOWN SWITCH AUTOMATIC PRESSURE SHUTDOWN SWITCH GAUGE PANEL FOR ALL STAGES HOURMETER AUTOMATIC CONDENSATE DRAIN DRAIN MUFFLER AND RESERVOIR EMERGENCY STOP PALM BUTTON CO MONITOR INTEGRATED ELECTRONIC CARBON MONOXIDE	29,500.00	29,500.00

Phone #

920-235-3610

Sales Tax (0.0%)

Total



175 INDIAN POINT ROAD
OSHKOSH, WI 54901

Estimate

Date	Estimate No.
12/02/2025	6887

Bill To

CITY OF WAUPUN FIRE DEPT
ATT: ACCOUNTS PAYABLE
201 E MAIN ST
WAUPUN, WI 53963

Ship To

CITY OF WAUPUN FIRE DEPT
16 EAST MAIN STREET
WAUPUN, WI 53963

Due Date

Rep

12/17/2025

DM

Qty	Item	Description	Rate	Total
		WITH CALIBRATION PANEL, SEAL 2 YEAR WARRANTY ALL PARTS & LABOR, ON SITE		

Phone #

920-235-3610

Sales Tax (0.0%)

\$0.00

Total

\$29,500.00

***Prices and availability are only guaranteed until the expiration of the estimate.



AGENDA SUMMARY SHEET

MEETING DATE: 12-9-25

TITLE: Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 17, 2026

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk/Treasurer

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

ISSUE SUMMARY:

The City does not have an ordinance that requires a primary be held whenever the number of candidates who qualify for the ballot is more than twice the number of seats open for an office. Because of this, we will not hold a primary regardless of the number of candidates, unless the Council makes motion upon a spring primary not later than 3 days after the deadline for filing nomination papers or Electors of the City file a sufficient petition requesting a primary within 3 days after the deadline for filing nomination papers.

At this time, Declaration of Candidacy has been filed by the incumbents of Mayor, Aldermanic District 2, 4, and 6.

The filing deadline for Nomination Papers is Tuesday, January 6, 2026.

The due date for the Council's decision to hold a Primary or not is the third day following the deadline of nomination papers, January 9, 2026.

If a motion was made today, we would not have to hold a Special meeting prior to January 9, 2026 to vote on this issue.

STAFF RECCOMENDATION:

If the City would vote to not hold a Primary Election, the City would then not share in the cost of that Election.

ATTACHMENTS:

WI Statute-Chapter 8

RECCOMENDED MOTION

Motion to deny holding 2026 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

WI STATUTE – CH 8

Last day for governing body of a city or village to decide upon a primary, or for electors to petition for a primary, if not required by ordinance.

8.11(1)(a), (c), (1m)(a), (e) – 3rd day following deadline for nomination papers

8.11 Spring primary.

(1) CITY.

(a) A primary may be held in any city for the nomination of candidates for city office. When a majority of all the members of the governing body of a city decide upon a spring primary for any specific election, they shall so provide not later than 3 days after the deadline for filing nomination papers.

(b) Any city may provide by charter ordinance, under s. 66.0101, that whenever 3 or more candidates file nomination papers for a city office, a primary to nominate candidates for the office shall be held.

(c) Whenever electors, equal to at least 10 percent of the vote for governor in the city at the last general election, file a petition conforming to the requirements of s. 8.40 with the city clerk requesting a primary within 3 days after the deadline for filing nomination papers, there shall be a primary for any specific election.

(d) When the number of candidates for any city office does not exceed twice the number to be elected to the office, no primary may be held for the office and the candidates' names shall appear on the ballot for the ensuing election.



AGENDA SUMMARY SHEET

MEETING DATE: 12/9/2025

TITLE: 2026-2027 City of Waupun Election Inspectors

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk/Treasurer

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

ISSUE SUMMARY:

WI Statute 7.30 Appointment of Election Officials

7.30(2) (a) Qualifications and Procedure

*Each election official shall be a qualified elector of **a county** in which the municipality where the official serves is located, and each chief inspector shall be a qualified elector of the municipality in which the chief inspector serves. If no qualified candidate for chief inspector is available or if the chief inspector is appointed to fill a vacancy under par. (b), the person so appointed need not be a qualified elector of the municipality.*

7.30 (4) (a) Appointments

The mayor, president or board chairperson of each municipality shall nominate to the governing body no later than their last regular meeting in December of each odd-numbered year the necessary election officials for each polling place

Per WI Statutes, appointment of Election Inspectors must occur no later than December 31st of an odd numbered year. As December 31, 2025 marks the end of the current two-year term for Election Inspectors, the 2026-2027 list of qualified Election Inspectors is provided for consideration of approval.

STAFF RECCOMENDATION:

Approve Election Inspectors for the 2026-2027 term.

ATTACHMENTS:

List of Election Inspectors

RECCOMENDED MOTION:

Motion to approve the 2026-2027 City of Waupun Election Inspectors.

2026-2027 City of Waupun Election Staff

Election Worker	Address 1	CitySTZip
Allegra Bossenbroek(D)	421 Pleasant Ave	Waupun WI 53963
Ann Boerson(F)	1021 Maple Ave	Waupun WI 53963
Ann Smits(D)	905 Pleasant Ave	Waupun WI 53963
Barb Armga(F)	228 Hawthorne	Waupun WI 53963
Carla Petersen(F)	704 Rock River Ave	Waupun WI 53963
Darlene Bouwkamp(D)	510 S Watertown St	Waupun WI 53963
Dave Hopp(F)	807 Rock River Ave	Waupun WI 53963
Deb Coda(D)	917 Fraser Ln Apt 11	Waupun WI 53963
Denis Christopherson(D)	812 W Jefferson St.	Waupun WI 53963
Diane Schaalma(D)	520 Bronson St.	Waupun WI 53963
Frank Mesa(F)	931 Rock Ave	Waupun WI 53963
Georgene Mulder(F)	696 Rock River Ave	Waupun WI 53963
Gregg Westra (D)	909 W Jefferson St	Waupun WI 53963
Jackie Westra (D)	909 W Jefferson St	Waupun WI 53963
Jan Tamblin(D)	W10727 Howard Drive W	Fox Lake WI 53933
Jean Goodall(F)	14 Pluim Dr. #34	Waupun WI 53963
Jeff Platt(F)	26 Pluim Drive #28	Waupun WI 53963
Joan Pluim(F)	3 Caddie Court	Waupun WI 53963
Karen Brown(D)	515 Morse St.	Waupun WI 53963
Karen Christopherson(D)	812 W Jefferson St.	Waupun WI 53963
Karol Dille(D)	25 S Forest St	Waupun WI 53963
Katie VanHierden(D)	618 Wilcox St.	Waupun WI 53963
Kim Danula(D)	710 W Jefferson St	Waupun WI 53963
Laurie Vanthoff(D)	425 E Lincoln St.	Waupun WI 53963
Lois Greenfield(D)	728 Robin Rd	Waupun WI 53963
Lori Platt(F)	26 Pluim Drive #28	Waupun WI 53963
Lori Schmidt(D)	109 Welch St	Waupun WI 53963
Marge Peachey(F)	605 Beekman St	Waupun WI 53963
Margi Harmsen(F)	N3536 St Rd 49	Waupun, WI 53963
Matt Dickhut (F)	1016 Rock Ave	Waupun WI 53963
Missy Daane(F)	W11723 Hemp Rd	Waupun, WI 53963
Missy Vandezande(F)	W10463 Church Rd	Waupun WI 53963
Nancy Heeringa(F)	528 Edgewood Dr	Waupun WI 53963
Nancy Vanderkin(F)	202 Woodland Dr	Waupun WI 53963
Nolan Schmidt(D)	109 Welch St	Waupun WI 53963
Pam Riel(F)	325 Fond Du Lac St.	Waupun WI 53963
Paula VandeZande(F)	W10859 Cherry Rd	Waupun WI 53963
Randy Armga(F)	228 Hawthorne	Waupun WI 53963
Roberta Schranz(F)	1026 Tanager St.	Waupun WI 53963
Ron Schaalma	520 Bronson St.	Waupun WI 53963
Sandy Grams(D)	4 Wilcox Ct	Waupun WI 53963
Sylvia Landaal(F)	80 Meadowview Cir	Waupun WI 53963
Wayne Fix(D)	517 W Brown St	Waupun, WI 53963

Nominated by Republican Party

Joyce Roeber (F)	120 Gateway Dr #110	Waupun WI 53963
Sandy Peck (D)	1105 S Watertown St.	Waupun WI 53963

AGENDA SUMMARY SHEET

MEETING DATE: 12/09/2025 **TITLE:** License-Permit Applications, Expenses

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Tuesday, January 13, 2026	Common Council	6:00PM
Tuesday, January 27, 2026	Committee of the Whole	5:30PM
Tuesday, February 10, 2026	Common Council	6:00PM
Tuesday, February 24, 2026	Committee of the Whole	5:30PM
Tuesday, March 10, 2026	Common Council	6:00PM
Tuesday, March 31, 2026	Committee of the Whole	5:30PM
Tuesday, April 14, 2026	Common Council	6:00PM
Tuesday, April 21, 2026	Re-Organizational Meeting	5:30PM
Tuesday, April 28, 2026	Committee of the Whole	5:30PM
Tuesday, May 12, 2026	Common Council	6:00PM
Tuesday, May 26, 2026	Committee of the Whole	5:30PM
Tuesday, June 9, 2026	Common Council	6:00PM
Tuesday, June 30, 2026	Committee of the Whole	5:30PM

LICENSE/PERMIT APPLICATIONS

Operator:

Kylie Tank, Alexandra Jacobson

Taxicab Driver's License

Steven Caves

Temporary Class B

Waupun Hockey Association Inc. dba Waupun Hockey Association- Waupun Alumni Game December 2, 2025, at the Waupun Ice Arena, 510 E Spring St. Waupun.

Home Occupation Renewal Permits

Tammy Rice	704 Park Street	Nails Envy
Donald Cook	716 Country View Drive	Up in Arms Gunsmithing & Sales
David & Felisa Griesbach	730 Park St.	Audrey Sew for Sew Good Alterations
Erin Fitch	5 Lori Ct	Glowing Forward Aesthetics

RECOMENDED MOTION:

Motion to approve the license and permit applications and authorize payment of expenses

Report Criteria:

Report type: Summary

Invoice.Batch = "BID","A","120925"

Check Issue Date	Check Number	Payee	Amount
11/26/2025	297	CARDPOINTE	35.13
11/26/2025	298	CREXENDO	462.90
11/26/2025	299	KWIK TRIP STORES	6,658.64
11/26/2025	300	PAYMENT SERVICE NETWORK INC	5.25
11/26/2025	301	WELLS FARGO PAYMENT REMITT	5,406.16
11/20/2025	1009	TONYS FAMILY RESTAURANT	2,100.00
12/02/2025	110950	AIR ONE EQUIPMENT INC	389.00
12/02/2025	110951	ALLIANT ENERGY/WP&L	3,291.72
12/02/2025	110952	AMAZON CAPITAL SERVICES	66.86
12/02/2025	110953	ASSOCIATED APPRAISAL CONSULTA	3,200.13
12/02/2025	110954	BISHOP, ROHN	40.00
12/02/2025	110955	BROOKS SHOE & REPAIR	450.00
12/02/2025	110956	CHARTER COMMUNICATIONS	289.99
12/02/2025	110957	CINTAS CORPORATION NO 2	669.55
12/02/2025	110958	CITIES AND VILLAGES MUTUAL INS	402.24
12/02/2025	110959	CITY OF BEAVER DAM	860.00
12/02/2025	110960	EHLERS	6,500.00
12/02/2025	110961	EP-DIRECT INC	2,817.18
12/02/2025	110962	FASSBENDER, EMMA	20.00
12/02/2025	110963	FLOCK GROUP INC	6,000.00
12/02/2025	110964	FOX COMPUTER & NETWORKING INC	72.78
12/02/2025	110965	GFC LEASING - WI	135.97
12/02/2025	110966	GFL ENVIRONMENTAL	47,197.88
12/02/2025	110967	GOODYEAR COMMERCIAL TIRE & SE	4,158.44
12/02/2025	110968	GORDON FLESCH CO INC	33.39
12/02/2025	110969	GRAND VALLEY INSPECTION SERVIC	3,480.22
12/02/2025	110970	HEIAR FENCING LLC	1,075.00
12/02/2025	110971	HOMAN AUTO - RIPON	176.20
12/02/2025	110972	J.F. AHERN CO	300.00
12/02/2025	110973	LIFESTAR EMERGENCY MEDICAL	4,640.00
12/02/2025	110974	MARTENS ACE HARDWARE	543.06
12/02/2025	110975	MENARDS - BEAVER DAM	140.96
12/02/2025	110976	MICK FISCHER TROPHY AND ENGRA	501.25
12/02/2025	110977	MORAINES PARK TECHNICAL COLLEG	160.00
12/02/2025	110978	O&W COMMUNICATIONS	419.53
12/02/2025	110979	O'REILLY AUTOMOTIVE INC	519.47
12/02/2025	110980	PITNEY BOWES GLOBAL FINANCIAL S	960.12
12/02/2025	110981	PROS 4 TECHNOLOGY INC	3,677.00
12/02/2025	110982	REINDERS INC	174.94
12/02/2025	110983	RENS FLORAL	125.95
12/02/2025	110984	RICHARDSON ATHLETICS	1,302.02
12/02/2025	110985	SAFETY KLEEN	1,153.50
12/02/2025	110986	SCHAUER, ALEX	150.00
12/02/2025	110987	SCHULTER, MIKE	150.00
12/02/2025	110988	SCHLIEVE, NATE	150.00
12/02/2025	110989	SSM HEALTH AT WORK	6,753.96
12/02/2025	110990	STAPLES	290.60
12/02/2025	110991	STOBB PLUMBING & HEATING INC	35.00
12/02/2025	110992	STOBB, CHARLES	137.76

Check Issue Date	Check Number	Payee	Amount
12/02/2025	110993	SUNRISE COUNSELING SERVICES LL	600.00
12/02/2025	110994	TJ'S AUTO BODY	4,164.92
12/02/2025	110995	TRU CLEANERS LLC	4,800.00
12/02/2025	110996	TRUCK EQUIPMENT INC	2,285.48
12/02/2025	110997	VANDEZANDE & KAUFMAN, LLP	3,115.00
12/02/2025	110998	VON BRIESEN & ROPER, S.C.	109.50
12/02/2025	110999	W & D NAVIS	1,643.55
12/02/2025	111000	WAUKESHA CTY TECH COLLEGE	375.00
12/02/2025	111001	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
12/02/2025	111002	WAUPUN GIRLS SOFTBALL	500.00
12/02/2025	111003	WAUPUN UTILITIES	65.04
12/02/2025	111004	WI DEPT OF JUSTICE	91.00
Grand Totals:			137,029.24

Report Criteria:

Report type: Summary

Invoice.Batch = "BID","A","120925"

Report Criteria:

Report type: Invoice detail
 Check.Type = {<>} "Adjustment"
 Invoice.Batch = "BID","A","120925"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AIR ONE EQUIPMENT INC						
AIR ONE EQUIPMENT INC	LIQUID SMOKE FOR TRAINING TOWER	12/02/2025	229258	100-50-5244-3-38	389.00	389.00
Total AIR ONE EQUIPMENT INC:						389.00
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES -NOV 2025	12/02/2025	1780510000-N	100-70-5410-3-32	914.01	914.01
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - NOV 2025	12/02/2025	3425110000-N	100-20-5512-3-32	216.76	216.76
ALLIANT ENERGY/WP&L	COMMUNITY CENTER - NOV 2025	12/02/2025	1400782235-N	100-20-5511-3-32	424.69	424.69
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - NOV 2025	12/02/2025	3264610000-N	100-70-5412-3-32	538.65	538.65
ALLIANT ENERGY/WP&L	ICE ARENA MONTHLY FUEL- NOV 2025 - CITY	12/02/2025	2831330000-N	100-70-5410-3-32	819.46	819.46
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - NOV 2025	12/02/2025	5946940000-N	100-50-5244-3-32	284.59	284.59
ALLIANT ENERGY/WP&L	AQUATIC CENTER - NOV 2025	12/02/2025	5374620000-N	100-20-5523-3-32	93.56	93.56
Total ALLIANT ENERGY/WP&L:						3,291.72
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	POSTAGE MACHINE SEALER	12/02/2025	1NPC-CHWD-	100-10-5141-3-36	28.27	28.27
AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES	12/02/2025	1X1G-RDV4-X	100-10-5110-3-38	19.09	19.09
AMAZON CAPITAL SERVICES	CLERKS OFFICE SUPPLIES	12/02/2025	1PVF-TXTL-6	100-10-5110-3-38	19.50	19.50
Total AMAZON CAPITAL SERVICES:						66.86
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM DECEMBER 2025	12/02/2025	183717	100-30-5152-3-38	3,200.13	3,200.13
Total ASSOCIATED APPRAISAL CONSULTAN:						3,200.13
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - DEC 2025	12/02/2025	12-1-25	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
BROOKS SHOE & REPAIR						
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - RENS	12/02/2025	55917	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - EHLTS	12/02/2025	55853	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - HARMSSEN	12/02/2025	55837	100-70-5412-3-38	150.00	150.00
Total BROOKS SHOE & REPAIR:						450.00
CARDPOINTE						
CARDPOINTE	COMMUNITY CENTER CHARGE CARD FEE - OCT 2025	11/26/2025	11-26-25	100-20-5511-3-38	35.13	35.13
Total CARDPOINTE:						35.13
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	NEW COMMUNITY CENTER	12/02/2025	241449301-N	100-20-5511-3-31	129.99	129.99
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	12/02/2025	171156301-N	100-10-5197-3-31	160.00	160.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total CHARTER COMMUNICATIONS:						289.99
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2025	12/02/2025	4249142322	100-70-5411-3-38	52.97	52.97
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - NOV 2025	12/02/2025	4249823321	100-70-5410-3-38	95.99	95.99
CINTAS CORPORATION NO 2	NEW COMMUNITY CENTER - NOV 2025	12/02/2025	4249823336	100-20-5511-3-38	93.96	93.96
CINTAS CORPORATION NO 2	LIBRARY RUGS - NOV 2025	12/02/2025	4249823357	100-70-5410-3-38	108.49	108.49
CINTAS CORPORATION NO 2	CITY HALL RUGS - NOV 2025	12/02/2025	4249823364	100-70-5410-3-38	126.42	126.42
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2025	12/02/2025	4249888131	100-70-5411-3-38	85.78	85.78
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2025	12/02/2025	4250649420	100-70-5411-3-38	52.97	52.97
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2025	12/02/2025	4251361251	100-70-5411-3-38	52.97	52.97
Total CINTAS CORPORATION NO 2:						669.55
CITIES AND VILLAGES MUTUAL INS						
CITIES AND VILLAGES MUTUAL INS	SIR CLAIM ALBI072461	12/02/2025	445	100-10-5194-3-38	402.24	402.24
Total CITIES AND VILLAGES MUTUAL INS:						402.24
CITY OF BEAVER DAM						
CITY OF BEAVER DAM	EMS CALL 11-11-25	12/02/2025	23506	100-10-5255-3-38	860.00	860.00
Total CITY OF BEAVER DAM:						860.00
CREXENDO						
CREXENDO	COMMUNITY CENTER PHONE CHARGES - NOV 2025	11/26/2025	NOV2025	100-20-5511-3-31	462.90	462.90
Total CREXENDO:						462.90
EHLERS						
EHLERS	2025 TID 9 AMENDMENT (WAUPUN C WI DODGE:25AMEND) - MANAGED BY (PHILIP L. COSSON)	12/02/2025	103951	419-70-5435-3-39	6,500.00	6,500.00
Total EHLERS:						6,500.00
EP-DIRECT INC						
EP-DIRECT INC	PURCHASE MAILING LIST - 1 TIME USE	12/02/2025	304453	100-20-5511-3-35	2,817.18	2,817.18
Total EP-DIRECT INC:						2,817.18
FASSBENDER, EMMA						
FASSBENDER, EMMA	REIMBURSE FOR FUEL	12/02/2025	11-26-25	100-40-5212-3-38	20.00	20.00
Total FASSBENDER, EMMA:						20.00
FLOCK GROUP INC						
FLOCK GROUP INC	2 FLOCK SAFETY FALCON CAMERAS	12/02/2025	INV-79790	100-40-5212-3-38	6,000.00	6,000.00
Total FLOCK GROUP INC:						6,000.00
FOX COMPUTER & NETWORKING INC						
FOX COMPUTER & NETWORKING INC	UPS SHIPPING FEE	12/02/2025	339915	100-40-5211-3-33	56.29	56.29

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
FOX COMPUTER & NETWORKING INC	UPS SHIPPING FEE	12/02/2025	339930	100-40-5211-3-33	16.49	16.49
Total FOX COMPUTER & NETWORKING INC:						72.78
GFC LEASING - WI	COMMUNITY CENTER COPY	12/02/2025	I01076115	100-20-5511-3-38	135.97	135.97
GFC LEASING - WI	MACHINE CANON C3926I 12/20/25 - 1/19/26					
Total GFC LEASING - WI:						135.97
GFL ENVIRONMENTAL	RECYCLING FUEL SURCHARGE	12/02/2025	U9000028952	420-70-5436-3-38	47,197.88	47,197.88
GFL ENVIRONMENTAL	CREDIT - NOV 2025					
Total GFL ENVIRONMENTAL:						47,197.88
GOODYEAR COMMERCIAL TIRE & SER						
GOODYEAR COMMERCIAL TIRE & SE	TIRES - PD	12/02/2025	132-1208026	100-70-5411-3-36	1,811.20	1,811.20
GOODYEAR COMMERCIAL TIRE & SE	DUMP TRUCK TIRES	12/02/2025	132-1208025	100-70-5411-3-36	2,347.24	2,347.24
Total GOODYEAR COMMERCIAL TIRE & SER:						4,158.44
GORDON FLESCHE CO INC						
GORDON FLESCHE CO INC	CANON - COMMUNITY CENTER - 10/14/25-11/13/25	12/02/2025	IN15401765	100-20-5511-3-38	33.39	33.39
Total GORDON FLESCHE CO INC:						33.39
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR NOV 2025	12/02/2025	2025-221	230-30-5241-3-38	3,480.22	3,480.22
Total GRAND VALLEY INSPECTION SERVICES:						3,480.22
HEIAR FENCING LLC						
HEIAR FENCING LLC	FIX 1ST BASE FENCE - GUS FIELD	12/02/2025	0388	100-20-5525-3-36	1,075.00	1,075.00
Total HEIAR FENCING LLC:						1,075.00
HOMAN AUTO - RIPON						
HOMAN AUTO - RIPON	SQUAD 1 - PLATE - DOOR SCUFF	12/02/2025	319313	100-40-5212-3-36	176.20	176.20
Total HOMAN AUTO - RIPON:						176.20
J.F. AHERN CO						
J.F. AHERN CO	ANNUAL SPRINKLER TEST - LIBRARY	12/02/2025	779490	100-70-5410-3-36	300.00	300.00
Total J.F. AHERN CO:						300.00
KWIK TRIP STORES						
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - OCT 2025	11/26/2025	PD-OCT25	100-40-5212-3-38	2,394.92	2,394.92
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - OCT 2025	11/26/2025	FD-OCT25	100-50-5244-3-38	399.12	399.12
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - OCT 2025	11/26/2025	DPW-OCT25	100-70-5411-3-38	3,864.60	3,864.60
Total KWIK TRIP STORES:						6,658.64

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	DEDUCTION DUE TO CITY OF BEAVER DAM ATTENDING A CALL ON 11-11-25	12/02/2025	21-0370	100-10-5255-3-38	4,640.00	4,640.00
Total LIFESTAR EMERGENCY MEDICAL:						4,640.00
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	BALL VALVE/ADAPTER/PIPE PEX - CITY HALL WATER LEAK IN MENS BATHROOM	12/02/2025	247719	100-70-5410-3-36	54.97	54.97
MARTENS ACE HARDWARE	SEAFOAM MOTOR TREATMENT - FD	12/02/2025	247749	100-50-5244-3-38	32.97	32.97
MARTENS ACE HARDWARE	TIEDOWN - SHOP SUPPLIES	12/02/2025	247738	100-70-5411-3-36	27.99	27.99
MARTENS ACE HARDWARE	FASTENERS/FASTGRAB/DRYWL RPR SHT - CITY HALL MENS BATHROOM - REPAIR LEAK	12/02/2025	247777	100-70-5410-3-36	32.52	32.52
MARTENS ACE HARDWARE	FASTENERS - SHOP SUPPLIES	12/02/2025	247859	100-70-5411-3-36	12.76	12.76
MARTENS ACE HARDWARE	PVC - SAFETY BUILDING - CAP UNUSED VEHICLE EXHAUST	12/02/2025	247850	100-70-5410-3-36	8.99	8.99
MARTENS ACE HARDWARE	PAPER TOWELS/CLEANER - BUILDING SUPPLIES	12/02/2025	247906	100-70-5410-3-36	52.96	52.96
MARTENS ACE HARDWARE	POLISH/GLOVES/CLOTHES - CLEAN BRASS @ CITY HALL	12/02/2025	247963	100-70-5410-3-36	37.96	37.96
MARTENS ACE HARDWARE	DOG FOOD - K9	12/02/2025	247994	220-40-5212-3-38	58.99	58.99
MARTENS ACE HARDWARE	PARTS/SUPPLIES - NEW SIGN @ NEW COMM CENTER	12/02/2025	248008	220-20-5514-3-38	176.98	176.98
MARTENS ACE HARDWARE	BATTERIES - FOR BATHROOM SINKS - PD	12/02/2025	248088	100-40-5211-3-38	35.98	35.98
MARTENS ACE HARDWARE	VERSA HOOK - HANG PICTURE @ COMM CENTER	12/02/2025	248040	100-20-5511-3-36	9.99	9.99
Total MARTENS ACE HARDWARE:						543.06
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	LIGHTS FOR OPEN SPACE CHRISTMAS TREE	12/02/2025	86505	100-10-5534-3-36	140.96	140.96
Total MENARDS - BEAVER DAM:						140.96
MICK FISCHER TROPHY AND ENGRAVING						
MICK FISCHER TROPHY AND ENGRA	MILESTONE ANNIVERSARY PLAQUES	12/02/2025	5172	100-50-5244-3-38	501.25	501.25
Total MICK FISCHER TROPHY AND ENGRAVING:						501.25
MORaine PARK TECHNICAL COLLEGE						
MORaine PARK TECHNICAL COLLEGE	FF1 STATE PRACTICAL TEST - HANEFELD AND KOOIMA	12/02/2025	S0100060	100-50-5244-3-38	160.00	160.00
Total MORaine PARK TECHNICAL COLLEGE:						160.00
O&W COMMUNICATIONS						
O&W COMMUNICATIONS	ANNUAL FIRE ALARM TEST & INSPECTION - COMM CENTER	12/02/2025	73435	100-20-5511-3-36	419.53	419.53
Total O&W COMMUNICATIONS:						419.53
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	BATTERY POST - SHOP TOOLS	12/02/2025	2391-207217	100-70-5411-3-38	23.89	23.89
O'REILLY AUTOMOTIVE INC	ABSORD ROLL/MOTOR TRT/PAD - SHOP SUPPLIES	12/02/2025	2391-210231	100-70-5411-3-36	315.45	315.45
O'REILLY AUTOMOTIVE INC	OIL FILTER - SWEEPER - 12-18	12/02/2025	2391-207846	700-10-5192-3-36	26.20	26.20
O'REILLY AUTOMOTIVE INC	POWER STEERING FILTER/OIL FILTER/FUEL FILTER	12/02/2025	2391-207108	100-70-5411-3-36	68.72	68.72
O'REILLY AUTOMOTIVE INC	HYD FILTER - 103-10	12/02/2025	2391-209671	100-70-5411-3-36	85.21	85.21

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total O'REILLY AUTOMOTIVE INC:						519.47
PAYMENT SERVICE NETWORK INC						
PAYMENT SERVICE NETWORK INC	CITY OF WAUPUN CLINIC PAYMENTS - 10/01/25-10/31/25	11/26/2025	317900	100-10-5256-3-38	5.25	5.25
Total PAYMENT SERVICE NETWORK INC:						5.25
PITNEY BOWES GLOBAL FINANCIAL SERVICES						
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - CITY HALL 9/30/25-12/29/25	12/02/2025	3321669538	100-10-5141-3-36	960.12	960.12
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:						960.12
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	DOOR ACCESS CONTROL DOORS COMM CENTER DECEMBER 2025	12/02/2025	58575	100-20-5511-3-38	3,677.00	3,677.00
Total PROS 4 TECHNOLOGY INC:						3,677.00
REINDERS INC						
REINDERS INC	LINK ASSEM - 157-18	12/02/2025	6085349-00	100-70-5411-3-36	174.94	174.94
Total REINDERS INC:						174.94
RENS FLORAL						
RENS FLORAL	VASE TO STEINBACH SERVICE	12/02/2025	2660	100-10-5110-3-38	55.95	55.95
RENS FLORAL	PLANT FOR FUNERAL SERVICES - BRZEZINSKI'S FATHER	12/02/2025	2659	100-40-5211-3-38	70.00	70.00
Total RENS FLORAL:						125.95
RICHARDSON ATHLETICS						
RICHARDSON ATHLETICS	BACKSTOP NET - SCHLIEVE FIELD	12/02/2025	45246	100-20-5525-3-36	1,302.02	1,302.02
Total RICHARDSON ATHLETICS:						1,302.02
SAFETY KLEEN						
SAFETY KLEEN	USED OIL	12/02/2025	98640041	100-70-5411-3-36	1,153.50	1,153.50
Total SAFETY KLEEN:						1,153.50
SCHAUER, ALEX						
SCHAUER, ALEX	BOOT ALLOWANCE 2025	12/02/2025	11-26-25	100-70-5412-3-38	150.00	150.00
Total SCHAUER, ALEX:						150.00
SCHELTER, MIKE						
SCHELTER, MIKE	BOOT ALLOWANCE 2025	12/02/2025	12-2-25	100-70-5412-3-38	150.00	150.00
Total SCHELTER, MIKE:						150.00
SCHLIEVE, NATE						
SCHLIEVE, NATE	BOOT ALLOWANCE - 2025	12/02/2025	11-26-25	100-70-5412-3-38	150.00	150.00
Total SCHLIEVE, NATE:						150.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	WELLNESS CLINIC CITY SHARE - NOV 2025	12/02/2025	47183	100-10-5256-3-38	6,753.96	6,753.96
Total SSM HEALTH AT WORK:						6,753.96
STAPLES						
STAPLES	OFFICE SUPPLIES - MANILA FOLDERS/TAPE DISPENSER	12/02/2025	6049428731	100-10-5141-3-30	21.36	21.36
STAPLES	PAPER/OFFICE SUPPLIES	12/02/2025	6049428730	100-80-5670-3-30	269.24	269.24
Total STAPLES:						290.60
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	SLOAN REPAIR KIT - ICE ARENA	12/02/2025	17336	100-70-5410-3-36	35.00	35.00
Total STOBB PLUMBING & HEATING INC:						35.00
STOBB, CHARLES						
STOBB, CHARLES	BOOT ALLOWANCE	12/02/2025	11-20-25	100-70-5412-3-38	137.76	137.76
Total STOBB, CHARLES:						137.76
SUNRISE COUNSELING SERVICES LLC						
SUNRISE COUNSELING SERVICES LL	ANNUAL CHECK-IN SERVICE, MONTHLY ON-CALL FEE	12/02/2025	85	100-40-5211-3-38	600.00	600.00
Total SUNRISE COUNSELING SERVICES LLC:						600.00
TJ'S AUTO BODY						
TJ'S AUTO BODY	2021 DODGE DURANGO PURSUIT - REPAIR	12/02/2025	1314	100-10-5194-3-38	2,064.25	2,064.25
TJ'S AUTO BODY	2021 DODGE DURANGO PURSUIT - REPAIRS - SUPPLEMENTAL	12/02/2025	11-25-25	100-10-5194-3-38	2,100.67	2,100.67
Total TJ'S AUTO BODY:						4,164.92
TONYS FAMILY RESTAURANT						
TONYS FAMILY RESTAURANT	FACADE IMPROVEMENT GRANT BID	11/20/2025	11-18-25/2	502-10-5850-3-38	2,100.00	2,100.00
Total TONYS FAMILY RESTAURANT:						2,100.00
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR NOV 2025	12/02/2025	CW120125	100-70-5410-3-38	4,800.00	4,800.00
Total TRU CLEANERS LLC:						4,800.00
TRUCK EQUIPMENT INC						
TRUCK EQUIPMENT INC	END PLATE FOR SALTER - 3-08 & 5-09	12/02/2025	1157930-02	100-70-5411-3-36	97.66	97.66
TRUCK EQUIPMENT INC	REPLACE REAR BRAKES - 613	12/02/2025	1173890-00	100-70-5411-3-36	399.56	399.56
TRUCK EQUIPMENT INC	REPLACE AIR DRYER - 6-13	12/02/2025	1173892-00	100-70-5411-3-36	147.91	147.91
TRUCK EQUIPMENT INC	REPLACE REAR BRAKES - 9-12	12/02/2025	1173876-00	100-70-5411-3-36	1,640.35	1,640.35
Total TRUCK EQUIPMENT INC:						2,285.48
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - NOV 2025	12/02/2025	17125	100-10-5161-3-38	1,245.00	1,245.00
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES	12/02/2025	NOV2025	100-10-5161-3-38	1,870.00	1,870.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total VANDEZANDE & KAUFMAN, LLP:						3,115.00
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	005504-00033 GENERAL - PERSONNEL	12/02/2025	511945	100-10-5143-3-38	109.50	109.50
Total VON BRIESEN & ROPER, S.C.:						109.50
W & D NAVIS						
W & D NAVIS	30 YD DUMPSTER VANDEZANDE PROPERTY - BARN DEMO	12/02/2025	56814	404-10-5711-3-38	1,643.55	1,643.55
Total W & D NAVIS:						1,643.55
WAUKESHA CTY TECH COLLEGE						
WAUKESHA CTY TECH COLLEGE	TRAINING - KNUDSON FUNCTION BASED LEADERSHIP	12/02/2025	S0879720	100-40-5215-3-37	375.00	375.00
Total WAUKESHA CTY TECH COLLEGE:						375.00
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - DEC 2025	12/02/2025	DEC2025	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN GIRLS SOFTBALL						
WAUPUN GIRLS SOFTBALL	KEY RETURN REIMBURSEMENT	12/02/2025	12-1-25	100-20-5526-3-38	500.00	500.00
Total WAUPUN GIRLS SOFTBALL:						500.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - NOV 2025	12/02/2025	6524	100-70-5420-3-31	65.04	65.04
Total WAUPUN UTILITIES:						65.04
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 10/04/25- 11/03/25	11/26/2025	BRET-OCT25	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	ANCESTRY.COM	11/26/2025	PAM-OCT25	210-60-5511-3-42	1,463.20	1,463.20
WELLS FARGO PAYMENT REMITT	ENVISION GREATER FDL ANNUAL ECONOMIC BREAKFAST 2025 - SCHLIEVE	11/26/2025	ANGIE-SEPT2	100-80-5670-3-37	150.00	150.00
WELLS FARGO PAYMENT REMITT	TONY'S FAMILY REST - DOC LUNCH	11/26/2025	KATHY-SEPT2	100-10-5191-3-38	143.55	143.55
WELLS FARGO PAYMENT REMITT	HARBOR FREIGHT - REPLACE ENGINE ON SMALL WATER TRUCK	11/26/2025	JEFF-SEPT25	100-70-5411-3-36	1,450.59	1,450.59
WELLS FARGO PAYMENT REMITT	AMAZON REFUND - MARQUE SIGNBOARD LETTERS	11/26/2025	BJ-SEPT25/O	100-50-5244-3-38	964.74	964.74
WELLS FARGO PAYMENT REMITT	ADOBE - PREMIERE PRO PLAN	11/26/2025	JEREMY-OCT	100-40-5211-3-38	350.61	350.61
WELLS FARGO PAYMENT REMITT	XAVUS SOLUTIONS - COMMUNITY CENTER KEY TAGS	11/26/2025	RACHEL-SEP	100-20-5511-3-38	703.50	703.50
Total WELLS FARGO PAYMENT REMITT:						5,406.16
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - NOV 2025	12/02/2025	G3369-NOV25	100-10-5141-3-38	91.00	91.00
Total WI DEPT OF JUSTICE:						91.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Grand Totals:						137,029.24

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-37	100.00	.00	100.00
100-10-5110-3-38	94.54	.00	94.54
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	59.82	.00	59.82
100-10-5141-3-36	988.39	.00	988.39
100-10-5141-3-38	91.00	.00	91.00
100-10-5143-3-38	109.50	.00	109.50
100-10-5153-3-38	38.46	.00	38.46
100-10-5161-3-38	3,115.00	.00	3,115.00
100-10-5191-3-30	38.46	.00	38.46
100-10-5191-3-38	58.27	.00	58.27
100-10-5194-3-38	4,567.16	.00	4,567.16
100-10-5197-3-31	460.89	.00	460.89
100-10-5197-3-38	3,607.00	.00	3,607.00
100-10-5255-3-38	6,360.00	860.00-	5,500.00
100-10-5256-3-38	4,508.09	.00	4,508.09
100-10-5534-3-36	140.96	.00	140.96
100-10-5534-3-38	158.26	.00	158.26
100-13850	2,251.12	.00	2,251.12
100-20-5511-3-30	38.46	.00	38.46
100-20-5511-3-31	176.27	.00	176.27
100-20-5511-3-32	424.69	.00	424.69
100-20-5511-3-35	2,817.18	.00	2,817.18
100-20-5511-3-36	429.52	.00	429.52
100-20-5511-3-38	1,071.95	.00	1,071.95
100-20-5512-3-32	216.76	.00	216.76
100-20-5523-3-32	93.56	.00	93.56
100-20-5523-3-36	832.35	.00	832.35
100-20-5525-3-36	2,377.02	.00	2,377.02
100-20-5526-3-38	500.00	.00	500.00
100-21100	981.98	74,065.33-	73,083.35-
100-30-5152-3-38	3,200.13	.00	3,200.13
100-40-5211-3-32	182.14	.00	182.14
100-40-5211-3-33	72.78	.00	72.78
100-40-5211-3-36	706.00	.00	706.00
100-40-5211-3-38	961.59	.00	961.59
100-40-5212-3-36	176.20	.00	176.20
100-40-5212-3-38	8,414.92	.00	8,414.92
100-40-5215-3-37	470.00	.00	470.00
100-40-5343-3-38	1,000.00	.00	1,000.00
100-50-5244-3-32	102.45	.00	102.45
100-50-5244-3-37	336.69	.00	336.69
100-50-5244-3-38	2,232.37	121.98-	2,110.39
100-70-5410-3-32	1,733.47	.00	1,733.47
100-70-5410-3-36	522.40	.00	522.40
100-70-5410-3-38	5,130.90	.00	5,130.90
100-70-5411-3-36	8,036.47	.00	8,036.47
100-70-5411-3-38	3,052.74	.00	3,052.74
100-70-5412-3-31	115.73	.00	115.73

GL Account	Debit	Credit	Proof
100-70-5412-3-32	538.65	.00	538.65
100-70-5412-3-38	1,037.76	.00	1,037.76
100-70-5420-3-30	38.47	.00	38.47
100-70-5420-3-31	65.04	.00	65.04
100-80-5670-3-30	38.47	.00	38.47
100-80-5670-3-37	50.00	.00	50.00
100-80-5670-3-38	85.28	.00	85.28
210-21100	.00	1,643.17-	1,643.17-
210-60-5511-3-31	179.97	.00	179.97
210-60-5511-3-37	1,005.00	.00	1,005.00
210-60-5511-3-42	273.20	.00	273.20
210-60-5511-3-44	185.00	.00	185.00
220-20-5514-3-38	176.98	.00	176.98
220-21100	.00	235.97-	235.97-
220-40-5212-3-38	58.99	.00	58.99
230-21100	.00	3,518.68-	3,518.68-
230-30-5241-3-30	38.46	.00	38.46
230-30-5241-3-38	3,480.22	.00	3,480.22
404-10-5711-3-38	1,643.55	.00	1,643.55
404-21100	.00	1,643.55-	1,643.55-
419-21100	.00	6,500.00-	6,500.00-
419-70-5435-3-39	6,500.00	.00	6,500.00
420-21100	202.28	12,873.25-	12,670.97-
420-70-5436-3-38	12,873.25	202.28-	12,670.97
425-21100	760.94	35,287.85-	34,526.91-
425-70-5476-3-38	35,287.85	760.94-	34,526.91
502-10-5850-3-38	2,100.00	.00	2,100.00
502-21100	.00	2,100.00-	2,100.00-
700-10-5191-3-38	591.71	.00	591.71
700-10-5192-3-36	26.20	.00	26.20
700-10-5192-3-38	201.38	.00	201.38
700-10-5193-3-36	287.35	.00	287.35
700-21100	.00	1,106.64-	1,106.64-
Grand Totals:	140,919.64	140,919.64-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Account	Debit	Credit	Proof
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Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"
Invoice.Batch = "BID","A","120925"



WAUPUN
CITY OF SCULPTURE

AGENDA SUMMARY SHEET

MEETING DATE: 12/9/25

TITLE: Authorize the Release of Future Expenditures

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Casey Langenfeld, Finance Director

SUMMARY

Due to the holiday season, Council may wish to not hold a meeting prior to year end, if business is not warranted. If there would be no meeting of the body of the Council prior to the end of year, we request Council grant authorization to process and release expenses in order to not accumulate late fees and enter into delinquent status with our vendors.

RECOMENDED MOTION:

Motion to authorize the release of future expenditures should there not be a meeting of the Council prior to year-end.



AGENDA SUMMARY SHEET

MEETING DATE: 12/09/25

TITLE: 2026 Park Shelter Rental Fees

AGENDA SECTION: BOARDS & COMMISSIONS

PRESENTER: Rachel Kaminski, Recreation
Program Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality/Quality of Life	Per 2026 Budget	

ISSUE SUMMARY:

The Board of Park & Recreation Commission will be meeting on Tuesday, December 9, 2025. The Park & Recreation Board recommend changes to the 2026 park shelter fees and are seeking adoption of the 2026 rates as follows:

2021 - 2025	
Park Fee Resident:	\$65
Park Fee Non-Resident:	\$90
McCune Park Concession Stand Resident	\$100 \$50 Security Deposit
McCune Park Concession Stand Non-Resident	\$115 \$50 Security Deposit

2026 Recommendation	
Park Fee Resident:	\$75
Park Fee Non-Resident:	\$100
McCune Park Concession Stand Resident	\$125 \$50 Security Deposit
McCune Park Concession Stand Non-Resident	\$150 \$50 Security Deposit

STAFF RECOMMENDATION:

Approve recommended fees of Park & Recreation Board

ATTACHMENTS:

RECOMMENDED MOTION:

Motion to approve 2026 park shelter rental fees



AGENDA SUMMARY SHEET

MEETING DATE: 12/09/25

TITLE: 2026 Waupun Family Aquatic Center Fees

AGENDA SECTION: BOARDS & COMMISSIONS

PRESENTER: Rachel Kaminski, Recreation
Program Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Economic Vitality/Quality of Life	As Budgeted - 2026

ISSUE SUMMARY

The Board of Park & Recreation Commission will be meeting on Tuesday, December 9, 2025, and will review fees for 2026 aquatic center fees. Costs for energy, maintenance, pool chemicals and labor are up. The Board is recommending a 3% increase 2026 Aquatic Center Fees:

REVENUE:		12/31/2021	12/31/2022	12/31/2023	12/31/2024	12/31/2025	2026 Budget
100-46-4676-0-00	FEES-AQUATIC FACILITY	71,954	71,536	91,656	63,530	73,818	\$ 70,000
100-46-4681-0-00	FEES-AQUATIC FCLTY CONCE	10,247	9,671	18,507	13,608	16,030	\$ 15,000
		82,201	81,208	110,163	77,138	89,848	\$ 85,000
EXPENSES:							
	YMCA Expenses	79,905	80,435	99,708	77,292	91,284	\$ 107,069
Total Expenses:		79,905	80,435	99,708	77,292	91,284	\$ 107,069
Surplus(Deficit)		2,296	772	10,455	(154)	(1,436)	\$ (22,069)

*Does not include city expenses.

	Family Pass Price	Individual Pass Pr	Daily Price	Swim Lesson Price
2024	200/250	100/125	6.00	40.00
2025	210/260	105/130	6.50	45.00
2026 with 3%	220/270	110/135	6.75	46.00

STAFF RECOMMENDATION:

Approve recommended fees of Park & Recreation Board.

ATTACHMENTS:

RECOMMENDED MOTION:

Motion to approve the 2026 Waupun Family Aquatic Center Fees