



A G E N D A
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 29, 2025 at 5:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually:

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

Join Teleconference: 1 312 626 6799

Meeting ID: 817 5133 7789

Passcode: 746846

CALL TO ORDER

ROLL CALL

DISCUSSION - REVIEW

- [1.](#) Capital and Equipment Schedules
- [2.](#) Public Safety Facility Needs
- [3.](#) Debt Forecasting

RESOLUTIONS AND ORDINANCES:

- [4.](#) Ordinance to amend Ch.8.02 entitled Orderly Conduct-Animals; Care and Control to include Squirrels
- [5.](#) Ordinance to amend Ch.8 entitled Orderly Conduct to create Ch. 8.15 Rummage Sales

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

CONSIDERATION - ACTION

- [6.](#) Agreement for Reimbursement of Floor Replacement at the Waupun Recreational Arena
- [7.](#) Offer to Purchase - 239 Gateway Drive

CONSENT AGENDA *(Roll Call Motion)*

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [9.](#) Board of Parks and Recreation Commission 1-27-25
- [10.](#) Plan Commission 3-19-25
- [11.](#) Board of Parks and Recreation Commission 3-31-25
- [12.](#) Business Improvement District 4-15-25
- [13.](#) Community Development Authority 4-15-25
- [14.](#) Economic Development 5-20-25
- [15.](#) Plan Commission 6-18-25
- [16.](#) Special Council 6-24-25
- [17.](#) Police and Fire Commission 6-25-25
- [18.](#) Common Council 7-8-25

DEPARTMENT REPORTS

- [19.](#) Police Department
- [20.](#) Fire Department
- [21.](#) Library

- [22.](#) Recreation
- [23.](#) Public Works
- [24.](#) Utilities
- [25.](#) Finance
- 26. City Clerk-Treasurer-HR
- [27.](#) Administrator-Economic Development

MAYORAL CORRESPONDENCE:

- [28.](#) August 6, 2025 Kwik Trip Ribbon Cutting
- [29.](#) August 19, 2025 Waupun Business Alliance Networking Session

CLOSED SESSION:

The Waupun Common Council will adjourn in closed session under Section 19.85 (1)(e) of the WI Statutes for the purposes of:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- 30. Sale of City-Owned Property - 301 E Main Street, Waupun

OPEN SESSION:

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION:

- 31. Sale of City-Owned Property - 301 E Main Street, Waupun

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 7/29/25

TITLE: 2026-2030 Capital and Equipment Schedules

AGENDA SECTION: DISCUSSION-REVIEW

PRESENTER: Casey Langenfeld, Director of
Finance

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

SUMMARY:

Presentation of the 2026-2030 Capital and Equipment Schedules for the 2026 Budget Process.

STAFF RECOMMENDATION:

Discussion/Review only

ATTACHMENTS:

2026-2030 Capital and Equipment Schedules

<u>RECOMMENDED MOTION:</u>

City of Waupun **Capital** Projects Schedule

2026-2030

	Account Number	2026	2027	2028	2029	2030
1	General Government					
2	City Hall Facility Improvements (design/eng 2029, 2030)	400-10-5140-800			500,000	6,000,000
3	City Hall Facility Improvements - Tuck Point	400-10-5140-800				
4	City Hall Facility Improvements - ADA Parking/sidewalk	400-10-5140-800				
5	General Government Total	-	-	-	500,000	6,000,000
6						
7	Public Safety					
8	Fire					
9	Safety Building Design/Engineering	75,000				
10	Safety Building Addition and showers			6,000,000		
11	Fire Total	75,000	-	6,000,000	-	-
12	Police Total					
13						
14	Police Total	-	-	-	-	-
15	Public Safety Total	75,000	-	6,000,000	-	-
16						
17	Public Works					
18	Library Facility Improvements - Elevator (order in '25) eng. '26	400-60-5511-800	23,000	120,000		
19	Paid for from Library Fund Balance		(23,000)	(120,000)		
20	Library - Engineering for parking lot	400-60-5511-800				
21	Library - Roof Drainage	400-60-5511-800				
22	Library - Seal Parking Lot	400-60-5511-800				
23	Museum - tuck point/steps/railing/windows	400-20-5512-800				
24	Garage - floor grates/overhead doors/salt shed (2032)	400-70-5412-800				
25	Sidewalk Replacement	400-70-5444-800	100,000	100,000	100,000	100,000
26	Sidewalk Special Assessments	400-42-4230-000	(50,000)	(50,000)	(50,000)	(50,000)

City of Waupun **Capital** Projects Schedule

2026-2030

	Account Number	2026	2027	2028	2029	2030
27	Streets					
28	Street Design and Engineering	400-70-5420-800	115,000	45,000		
29	Park Street (Watertown/Grove) 590 ft - engineering	400-70-5436-800		23,982		
30	Park Street (Watertown/Grove) 590 ft - engineering	700-10-5192-800		17,229		
31	Park Street (Watertown/Grove) 590 ft - project	400-70-5436-800		342,610		
32	Park Street (Watertown/Grove) 590 ft - project	700-10-5192-800		246,130		
33	Park Street (Watertown/Grove) 590 ft - potential grant			(300,745)		
34	Park Street (Watertown/Grove) 590 ft - potential grant	700-10-5192-800		(161,939)		
35	Roosevelt St (Watertown/Grove) 590 ft - engineering - 83%	400-70-5436-800		23,982		
36	Roosevelt St (Watertown/Grove) 590 ft - engineering - 17%	700-10-5192-800		7,053		
37	Roosevelt St (Watertown/Grove) 590 ft - project	400-70-5436-800		342,610		
38	Roosevelt St (Watertown/Grove) 590 ft - project	700-10-5192-800		100,750		
39	Roosevelt St (Watertown/Grove) 590 ft - potential grant			(297,100)		
40	Roosevelt St (Watertown/Grove) 590 ft - potential grant	700-10-5192-800		(60,852)		
41	Grove (Park/Franklin) 660 ft - engineering - 70%	400-70-5436-800		25,783		
42	Grove (Park/Franklin) 660 ft - engineering - 30%	700-10-5192-800		14,300		
43	Grove (Park/Franklin) 660 ft - project	400-70-5436-800		368,330		
44	Grove (Park/Franklin) 660 ft - project	700-10-5192-800		204,290		
45	Grove (Park/Franklin) 660 ft - potential grant			(326,754)		
46	Grove (Park/Franklin) 660 ft - potential grant	700-10-5192-800		(140,038)		
47	Franklin St (Grove to Grove) 250 ft - engineering	400-70-5436-800		3,605		
48	Franklin St (Grove to Grove) 250 ft - engineering	700-10-5192-800		7,421		
49	Franklin St (Grove to Grove) 250 ft - project	400-70-5436-800		51,510		
50	Franklin St (Grove to Grove) 250 ft - project	700-10-5192-800		106,020		
51	Franklin St (Grove to Grove) 250 ft - potential grant			(113,393)		
52	Shaler Drive Extension - engineering and project	419-70-5435-800	1,789,000			
53	Dodge County Grant	419-70-5435-800	(894,545)			
54	Street Project	400-70-5436-800				
55	Mill and Overlay Streets	400-70-5436-800	241,762	210,000	240,000	240,000
56	Alley - Wind and Unwined Street	405-70-5436-800	1,000,000			
57	Streets Total		2,251,217	210,000	1,930,605	240,000
58	Public Works Total		2,301,217	260,000	1,980,605	290,000

City of Waupun **Capital** Projects Schedule

2026-2030

	Account Number	2026	2027	2028	2029	2030
59						
60	Stormwater Ponds					
61	Gateway Drive - Construction and land acquisition (2025/2026)	700-10-5192-800				
62	Rounsville St	700-10-5192-800				
63	Edgewood Community Church (2031)	700-10-5192-800				
64	2030 apply for UNPS Grant \$100,000 + \$50,000					
65	Monroe St (south of Harris Mill Pond) (2041)	700-10-5192-800				
66	Claggett Pond (2045)	700-10-5192-800				
67	Stormwater Total	-	-	-	-	-
68						
69	Culture, Recreation, Education					
70	Ice Arena - Larger Roof	400-20-5514-800				100,000
71	Aquatic Center Facility Improvements - painting	400-20-5523-800		5,000	5,000	20,000
72	Aquatic Center Facility Improvements - umbrellas	400-20-5523-800				
73	Pine Street Park Bridge (TAP Grant?)	400-20-5525-800				
74	Bike Trail (Gateway)	400-20-5525-800				
75	Wilcox Park Inclusive Playground	400-20-5525-800	232,000			
76	Wilcox Park Playground Grant (25%)		(58,000)			
77	Wilcox Park Playground Fundraising (33%)		(76,560)			
78	Playground Replacement (Zoellner/Buwalda)	400-20-5525-800		40,000		
79	Welcome to Waupun Entry Signs (qty 4)	400-20-5525-800		80,000		
80	Culture, Recreation, Education Total	-	97,440	125,000	5,000	120,000
81						
82	Capital Projects Total (less grants/assessments)	2,376,217	357,440	8,105,605	795,000	6,410,000
83	Less Stormwater Expenses Fund 700	-	-	(703,193)	-	-
84	Total Capital Expenses	2,376,217	357,440	7,402,412	795,000	6,410,000
85						
86	Debt Issue	1,894,455	-	7,885,605	-	6,000,000
87	<i>Fund Balance Applied</i>	141,762	17,440		455,000	70,000
88	Levy Amount Allocated to Capital Projects Fund	340,000	340,000	340,000	340,000	340,000

City of Waupun **Equipment** Schedule

2026-2030

	Account Number	2026	2027	2028	2029	2030
1	General Government					
2	Computer & Device Updates	410-10-5140-400	9,200	9,300	9,000	9,000
3	Plotter Printer	410-10-5140-400	10,500			
4	General Government Total		19,700	9,300	9,000	-
5						
6	Public Safety					
7	Police					
8	Police Squad - Explorer - Patrol	410-40-5211-400	60,000	61,000	62,000	128,000
9	Police Squad - F150 - K9	410-40-5211-400	70,000			
10	AED	410-40-5211-400	2,000	-	2,100	-
11	Computer Upgrades=service fee, dell mdc, desktop, 3 monitors, & cradle point mobile internet device	410-40-5211-400	8,000	8,000	8,000	8,000
12	Bullet Resistant Vests	410-40-5211-400	3,500	3,500	3,500	3,500
13	Drone Program	410-40-5211-400	5,500			
14	Tasers	410-40-5211-400	5,200	5,200	5,200	5,200
15	Squad Radio	410-40-5211-400	19,400	38,800		
16	Portable/Handheld Radios	410-40-5211-400	17,850	17,850	9,000	-
17	Body Cameras (1 camera)	410-40-5211-400	2,400	2,600	2,600	2,600
18	Squad Cams (3) and Cloud Storage/set up	410-40-5211-400	6,500	6,500	6,500	6,500
19	Rifles and Attachments (2)	410-40-5211-400	5,200	2,600	2,600	2,600
20	Police Total		205,550	146,050	101,500	93,500
21	Fire					
22	Computer Upgrades	410-50-5231-400			9,000	
23	Turnout Gear (3 sets '26, 10 sets '27)	410-50-5231-400	18,000	60,000	60,000	18,000
24	Mobile Radios (599)	410-50-5231-400			14,000	
25	Mobile Radios (594 & 597)	410-50-5231-400				14,500
26	Portable Radios	410-50-5231-400			55,000	58,000
27	SCBA Refill Tank	410-50-5231-400				
28	4-Gas Meter	410-50-5231-400		2,700	2,800	
29	Extrication Equipment (JAWS)	410-50-5231-400			80,000	
30	Gear Extractor	410-50-5231-400				
31	HCN gas meter	410-50-5231-400			1,500	
32	Chevy Tahoe Replacement	410-50-5231-400				75,000
33	Squad (2031)	410-50-5231-400				
34	Pumper (2031)	410-50-5231-400				
35	Fire Total		18,000	62,700	117,800	165,500

City of Waupun **Equipment** Schedule

2026-2030

	Account Number	2026	2027	2028	2029	2030
36	Public Safety Total	223,550	208,750	219,300	314,500	321,900
37						
38	Public Works					
39	Dump Truck	410-70-5411-400	310,617	320,000	330,000	
40	Payloader with attachments (25% to SW)	410-70-5411-400		320,000		
41	Mower or Tractor/Mower	410-70-5412-400	54,105		20,000	62,000
42	1/2 Ton or 1 Ton Truck	410-70-5412-400		63,000		65,711
43	Radar Speed Signs	410-70-5411-400				
44	Compactor	410-70-5411-400			2,000	
45	Forklift	410-70-5411-400				
46	Grader	410-70-5411-400				
47	Air Compressor	410-70-5411-400				
48	Street Sweeper	700-10-5192-800				400,000
49	Slope Mower	410-70-5411-400				
50	Public Works Total	310,617	374,105	383,000	352,000	527,711
51						
52	Culture, Recreation, Education					
53	Aquatic Facility Cameras	410-20-5523-400	9,600			
54	Aquatic Facility Pool Furnishings and Safety Equipm	410-20-5523-400	5,000	5,000	5,000	5,000
55	Culture, Recreation, Education Total	14,600	5,000	5,000	5,000	5,000
56						
57	Transportation Total					
58	Taxi ADA Minivan	501-10-5154-500	75,000			
59	State Taxi Grant \$58,000		(58,000)			
60	Transportation Total	-	17,000	-	-	-
61						
62	Equipment Total	568,467	614,155	616,300	680,500	854,611
63	Less SW Expenses Fund 700	700-10-5192-800				(400,000)
64	Less Taxi Grant Expenses Fund 501	501-10-5154-500	(17,000)			
65	Total Equipment Expenses	568,467	597,155	616,300	680,500	454,611
66						
67	Debt Issue	-	320,000	383,000	410,000	330,000
68	<i>Estimated Fund Balance Applied</i>	283,467	52,155	8,300	45,500	-
69	Levy Amount Allocated to Equipment Fund	285,000	225,000	225,000	225,000	225,000



AGENDA SUMMARY SHEET

MEETING DATE: 7/29/25

TITLE: Public Safety Facility Needs

AGENDA SECTION: DISCUSSION-REVIEW

PRESENTER: Devin Flanigan, Keller Inc.

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

SUMMARY:

Devin Flanigan, Construction Manager with Keller Inc., will provide an overview of findings from preliminary public facilities assessment and discuss options to address needs. The current site is landlocked, which poses some challenges. We will discuss the pros and cons of various approaches.

STAFF RECOMMENDATION:

ATTACHMENTS:

Keller preliminary report

<u>RECOMMENDED MOTION:</u>

City of Waupun Public Safety Facility Study

Introduction and Summary of the Discovery Process / Needs Assessment

Over the past several months, the City of Waupun has undertaken a detailed discovery and evaluation process to assess the long-term facility needs of both the Fire Department and Police Department. This process was driven by the shared goal of ensuring that our public safety services can continue to protect the community effectively, efficiently, and safely — today and for decades to come.

The discovery process included:

- Multiple interviews and working sessions with department leadership, including the Fire Chief, Assistant Fire Chief, Police Chief, and other key stakeholders.
- Detailed space needs assessments based on current operations, staffing levels, equipment needs, and future growth projections.
- Review of existing facilities to identify what works well, what presents operational challenges, and where improvements are necessary.
- Evaluation of the existing site, which is ideally located for fire response times and offers important advantages for continued use.
- Preliminary budget analysis and feasibility studies for different facility solutions.

As part of the discovery process, a detailed comparison was conducted between the **current square footage of the shared police and fire facility** and the **projected space needs** based on modern operational requirements, staffing models, and functional standards.

Existing Facility (Combined Police & Fire)

- **Total First Floor Area: ~21,900 SF**
- **Basement Area: ~6,500 SF**
 - **Usable Basement Space: Only ~3,000 SF currently suitable for regular operations**
- **Fire Department Allocation: ~9,500 SF + limited basement use**
- **Police Department Allocation: ~12,400 SF + limited basement use**

Identified Space Needs Based on Discovery

- **Fire Department Need: ~21,931 SF**
 - Includes dormitories, showers, decontamination, turnout gear storage, report areas, office space, and apparatus bay expansion
- **Police Department Need: ~22,665 SF**
 - Includes expanded evidence storage, modern locker rooms, training space, interview rooms, and updated administrative support

Total Needed Facility Size: ~44,000–45,000 SF

While the building technically includes a 6,500 SF basement, only approximately 3,000 SF is currently usable. The remaining space presents several challenges:

- Low ceiling heights, making it unsuitable for modern office use or essential staff areas
- Poor functional adjacency — the basement is disconnected from frontline operations, limiting its practicality for high-use or mission-critical functions

Because of these constraints, relying on basement square footage to meet future operational needs is not recommended. While small portions of the basement may be repurposed for fitness, training, or support storage, the focus must remain on first-floor space planning, where functional, accessible, and code-compliant operations can occur.

This analysis highlights a **shortfall of approximately 18,000–20,000 SF** between current conditions and operational needs.

Through this collaborative and data-driven approach, the team developed **five potential solutions** for addressing the City's public safety facility needs. Each option reflects a different path forward — balancing operational priorities, response times, cost, and long-term value.

Each of the proposed options addresses this gap to varying degrees:

Option #1: Defer Maintenance and Construction	No ✕	No ✕	0 SF	Lowest short-term cost, but maintains all current deficiencies. Fails to support transition to full-time fire staffing. High risk of volunteer/POC attrition. Future costs likely higher due to inflation, reactive hiring, and emergency upgrades.
Option #2: Renovate/Expand on Existing Site	Partially ✓	No ✕	~8,000–10,000 SF addition	Preserves ideal fire location. Budget-conscious. Some operational compromises due to limited site space. May not fully address future growth.
Option #3: New Police Station, Fire on Existing Site	✓ Full	✓ Full	Fire improved on-site; 22,500 SF new police station	Preserves fire response time advantage. Allows for fully modern police facility. Higher cost due to dual sites and land acquisition.
Option #4: New Fire Station, Police on Existing Site	✓ Full	Partially ✓	22,000 SF new fire station; police remodel	Potential for modern fire station, but sacrifices ideal fire location. May weaken response times. Requires new site.
Option #5: New Joint Public Safety Facility	✓ Full	✓ Full	44,000–45,000 SF new build	Fully meets all needs in one location. Highest cost. Requires land acquisition and relocation. Best long-term solution, but major investment.

This square footage comparison emphasizes the importance of right-sizing the facility — not only for current demands but to support staffing and service growth over the next 30–50 years. The more closely a solution aligns with these targets, the more resilient and cost-effective the investment becomes long-term.

Option #1: Defer Construction and Maintenance for Future Consideration

Under this option, the City of Waupun would postpone major facility upgrades, defer capital investments, and continue to operate both the Police and Fire Departments within the current facility with only minor repairs or maintenance. This path delays construction planning in favor of reevaluating the project in future budget cycles.

Pros:

- Lowest immediate capital cost; avoids near-term borrowing or use of reserves.
- More time to apply for grants or explore alternative funding mechanisms.
- Allows time for political, operational, or community shifts that could influence facility needs or priorities.
- Maintains current operations and avoids construction disruption.

Cons:

- Facility deficiencies remain unresolved, continuing to impact operations, health, and safety.
- Does not support transition to full-time staffing for Fire Department; lacks dormitories, decontamination, and other readiness spaces.
- Risk of volunteer and paid-on-call (POC) staff attrition:
 - As call volume continues to rise, volunteers and POC personnel may become overwhelmed by workload and inadequate support spaces.
 - Recruitment and retention may suffer, degrading response reliability.
- Future transition to full-time staff will be more abrupt and costly:
 - Without preemptive facility investment, the City may be forced to hire full-time staff under urgent conditions without infrastructure in place.
 - Resulting costs could include temporary housing, leased space, or fast-tracked high-cost construction.
- Cost escalation risk: Construction costs are expected to rise 4–6% annually; delaying the project may significantly increase the total future price.
- Deferred maintenance costs may accumulate, adding future burdens without solving current inefficiencies.

Option #2: Police and Fire stay on existing site with building addition

- Focus on supporting staff rather than building improvements
- Minimal if any work completed to Police side
- Two-story addition (with elevator)
- Budget range: 5 – 6 Million

Pros

- Preserves the excellent fire station location for response time.
- No land acquisition cost or uncertainty.
- Most cost-effective option (defers police station upgrades for future)
- Retains City's investment in existing utilities, parking, and site features.

Cons

- May limit design flexibility due to site constraints.
- Could require compromises in space allocation or flow between departments.
- Reduction in parking for both fire and police.
- Potential for higher cost per SF if working around existing structures adds complexity.
- Limited ability to fully separate police and fire functions if desired.

Option #3: Fire station stays on existing site, police station built new elsewhere (19,500 SF)

- Fire station: \$6–8 million (renovation/addition)
- Police station: \$9–12 million (new build)
- Land cost: TBD

Pros

- Maintains ideal fire station location for response time.
- Allows purpose-built, modern police station with no site limitations.
- Police and fire can each have optimal site layouts and operations.

Cons

- Higher overall cost (combined ~\$15–20 million + land).
- Police site land cost and availability uncertain.
- Coordination required between two sites for shared services (e.g. IT, radio tower).
- Higher operational costs with two separate sites.

Option #4: Police stays on existing site, fire station built new elsewhere (22,000 SF)

- Police station: \$4–6 million (renovation/addition)
- Fire station: \$9–11 million (new build)
- Land cost: TBD
- Combined ~\$13–17 million + land

Pros

- New fire station could be custom designed without existing constraints.
- Opportunity to design fire station for future growth and modern standards.
- Police station improvements may be more cost effective on existing site.

Cons

- Loses the fire station's ideal location for response time (major operational downside).
- Land cost and availability uncertain for fire station site.

Option #5: Ground-up public safety building (combined police/fire)

- Budget range: \$20–24 million
- Land cost: TBD

Pros

- Completely new, modern facility designed for joint operations and shared infrastructure.
- Maximum design flexibility for future growth, sustainability, and technology.
- Could reduce long-term operational costs through efficiencies.

Cons

- Highest cost option.
- Requires land purchase (uncertain cost/timeline).
- Would mean relocating from current fire station site, negatively impacting response times unless new site is ideal.
- Complex planning and funding effort.



AGENDA SUMMARY SHEET

MEETING DATE: 7/29/25 **TITLE:** Debt Forecasting

AGENDA SECTION: DISCUSSION-REVIEW

PRESENTER: Casey Langenfeld, Director of Finance

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

SUMMARY:
Presentation of Debt Forecasting for the City for the years 2026-2030.

STAFF RECOMMENDATION:
Discussion /review only

ATTACHMENTS:
Debt Forecasting Power Point

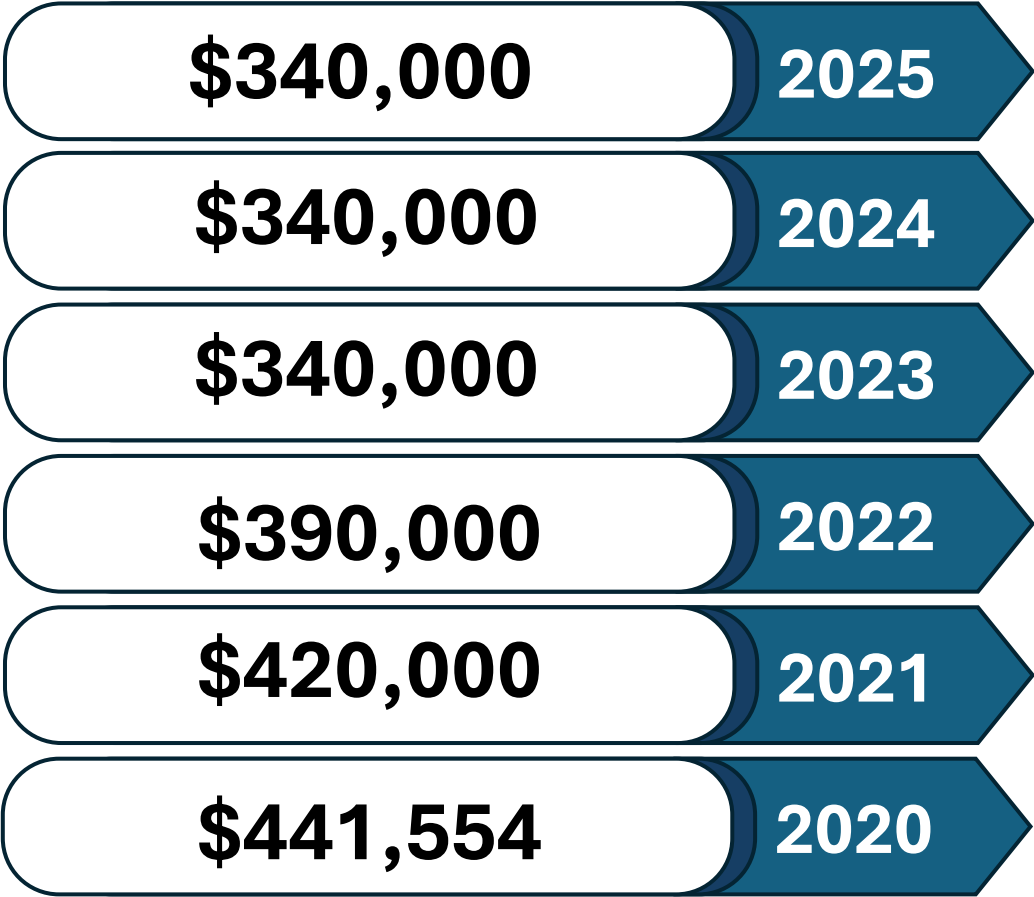
RECOMMENDED MOTION:

City of
Waupun

**DEBT
FORECASTING**

2026

Capital Project Fund - Historic Levy Amounts



Debt Limits

Per Wisconsin State Statutes Chapter 66

Equalized Value

\$787,635,000

Dodge and Fond du Lac

Allowable Limit

\$39,381,750

5% of total Equalized
Value

Current Debt

\$15,871,199

As of 12/31/2025
40% of the States
allowable limit

Debt Limits

Per City of Waupun Policy

Allowable Limit

\$29,536,313

75% of Allowable Limit

Current Debt

\$15,871,199

As of 12/31/2025
54% of
City's Allowable Limit

Available Debt

\$13,665,114

As of 12/31/2025

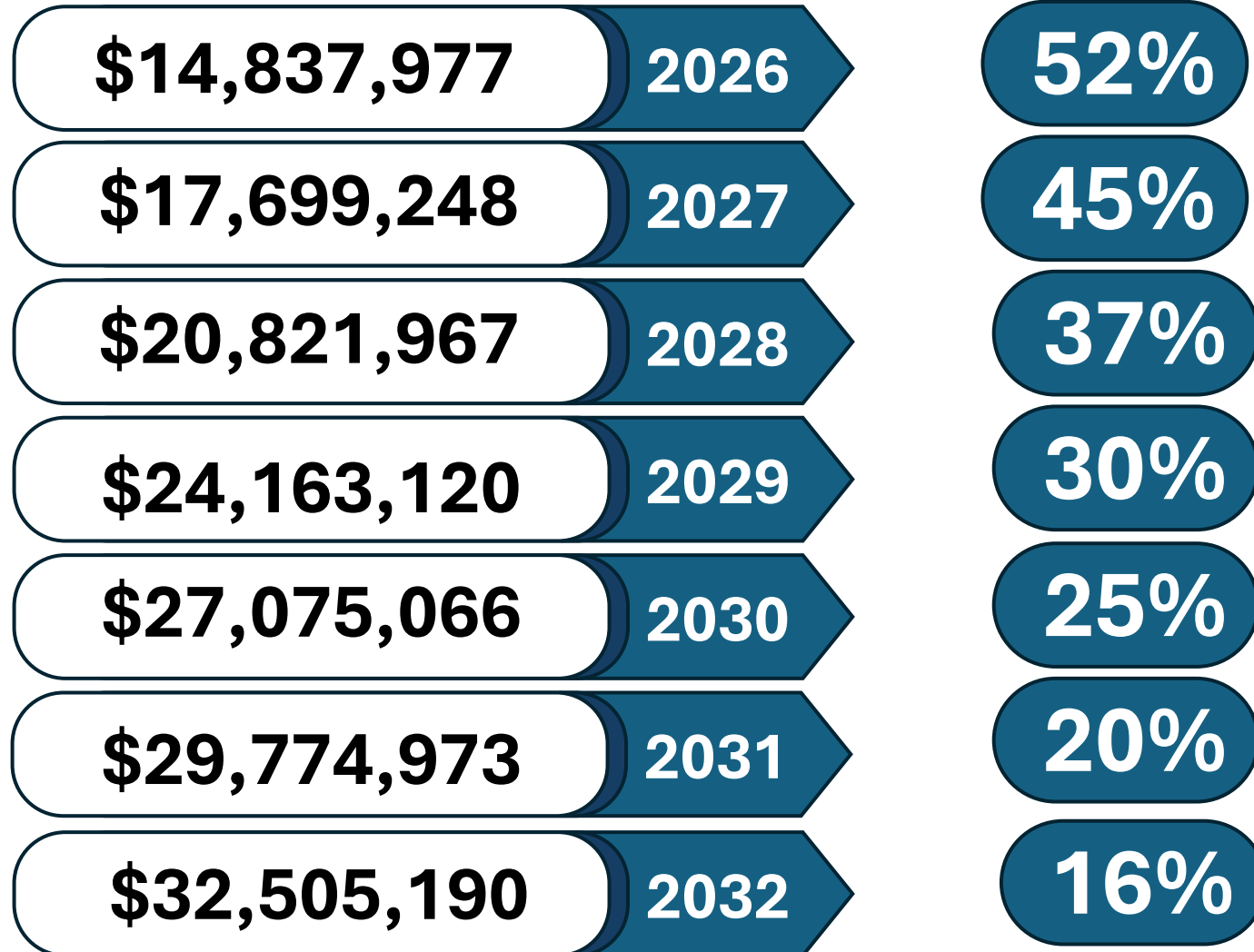
Current Debt Tax Levy – No additional debt over the next 7 years

		Tax Rate Per \$1,000
2026	\$1,220,361	\$1.72
2027	\$1,257,879	\$1.71
2028	\$1,285,478	\$1.70
2029	\$771,054	\$.99
2030	\$544,329	\$.67
2031	\$545,408	\$.65
2032	\$395,823	\$.46

Available Borrowing Capacity - Current

Money Available

% of City Debt Limit used



Projects Completed with 2026 Debt Issue

Fire Truck	\$1,945,000
Street Project - Newton/Rock	\$1,200,000
Storm Pond	\$545,000
Payloader	\$285,000
SCBAs	\$280,000
Ammonia System – Ice Arena	\$255,000
City Hall Elevator	\$125,000

Capital Projects

2024

2025

2026

2027

2028

Debt Issue

Alley – Wind and Unwind
Shaler Drive

\$1,000,000

\$894,455

\$1,894,455

Capital Projects

2026

2027

2028

2029

2030

Debt Issue

Safety Building	\$ 6,000,000
Park/Roosevelt / Grove/Franklin	1,885,605
Dump Truck	320,000
Payloader	320,000
DPW Truck	<u>63,000</u>
	\$8,588,605

Capital Projects

2028

2029

2030

2031

2032

Debt Issue

City Hall Improvements \$6,000,000

Dump Truck 330,000

Fire – JAWS 80,000

\$6,410,000



Capital Projects

2030

2031

2032

2033

2034

Debt Issue

Street Project	\$2,457,000
Fire – Pumper	1,600,000
Fire - Squad	1,300,000
Rounsville St SW Pond	<u>461,783</u>
	\$5,818,783



Stormwater Ponds

Additional Potential Debt Issue Projects

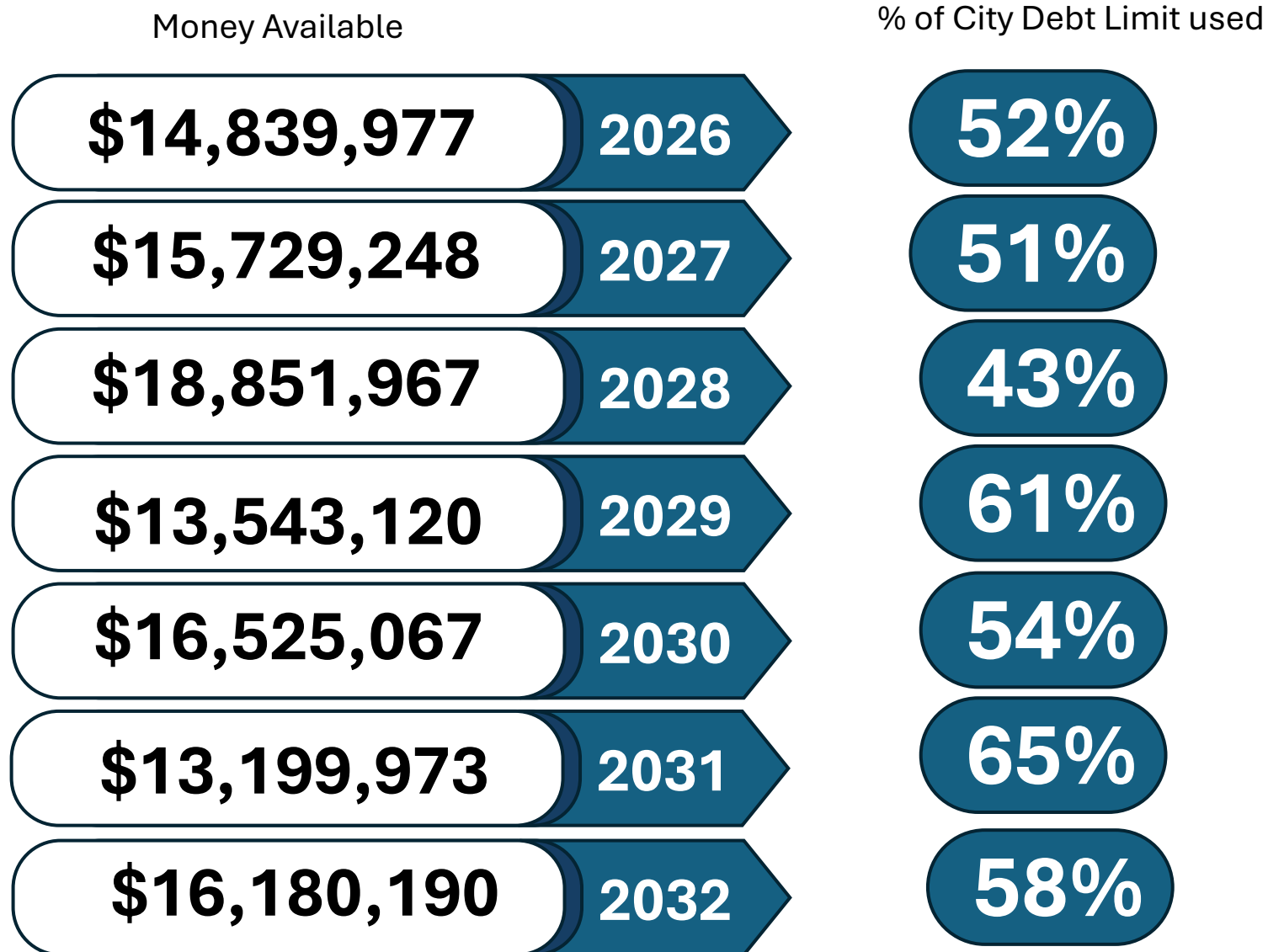
2031	Rounsville	\$ 461,783
2035	Edgewood	492,976
2041	Monroe St	1,444,889
2045	Claggett	<u>6,242,203</u>
		\$8,641,851

New Debt Tax Levy – With proposed 2026-2030 projects

		Tax Rate Per \$1,000
2026	\$1,220,361	\$1.72
2027	\$1,257,879	\$1.71
2028	\$1,285,478	\$1.70
2029	\$1,310,934	\$1.68
2030	\$1,265,168	\$1.57
2031	\$1,515,029	\$1.81
2032	\$1,548,324	\$1.80

*Amounts do not include debt issue for new Stormwater Ponds

Available Borrowing Capacity - Future Plan



*Amounts do not include debt issue for new Stormwater Ponds

Current Debt Tax Levy

Tax Rate
Per \$1,000

2026	\$1,244,516	\$1.72
2027	\$1,257,879	\$1.71
2028	\$1,285,478	\$1.70
2029	\$771,054	\$.99
2030	\$544,329	\$.67
2031	\$545,408	\$.65
2032	\$395,823	\$.46

New Debt Tax Levy

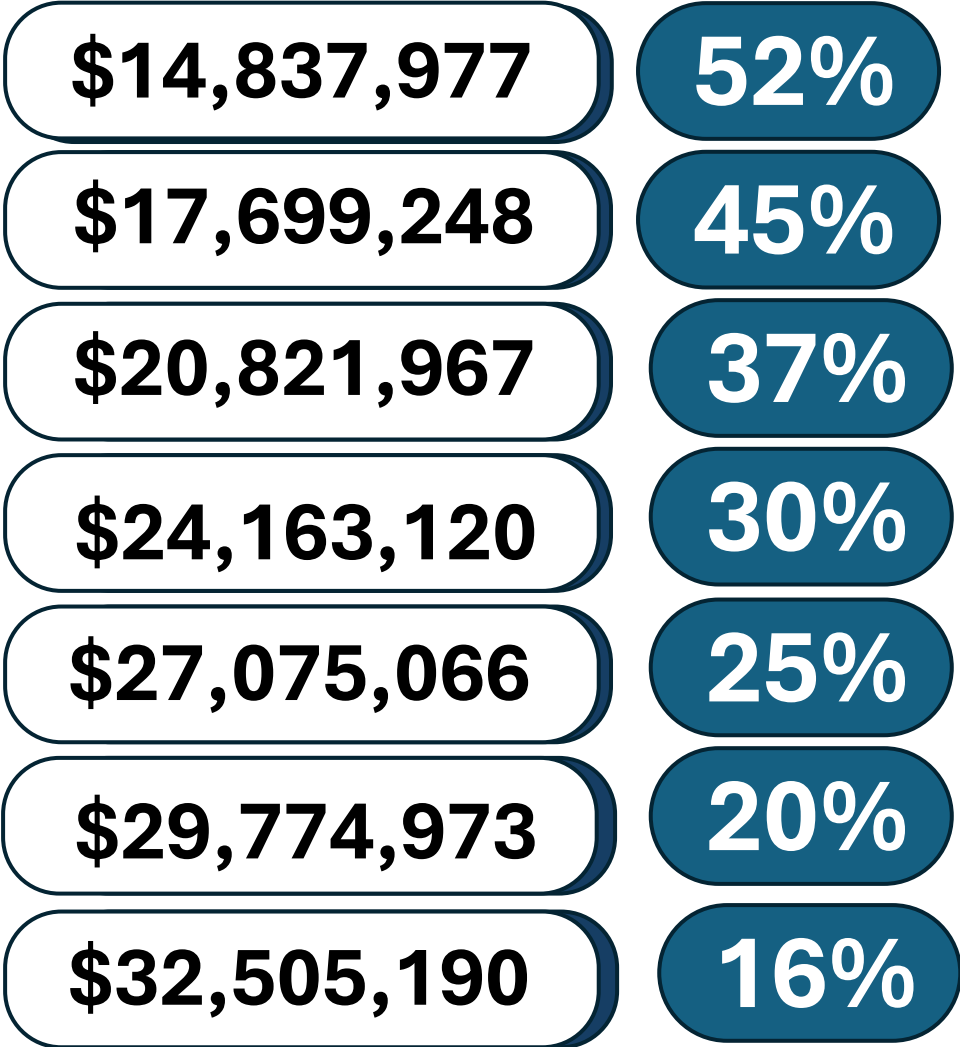
with proposed projects, not stormwater ponds

Tax Rate
Per \$1,000

\$1.72	\$1,244,516
\$1.71	\$1,257,879
\$1.70	\$1,285,478
\$1.68	\$1,310,934
\$1.57	\$1,265,168
\$1.81	\$1,515,029
\$1.80	\$1,548,324

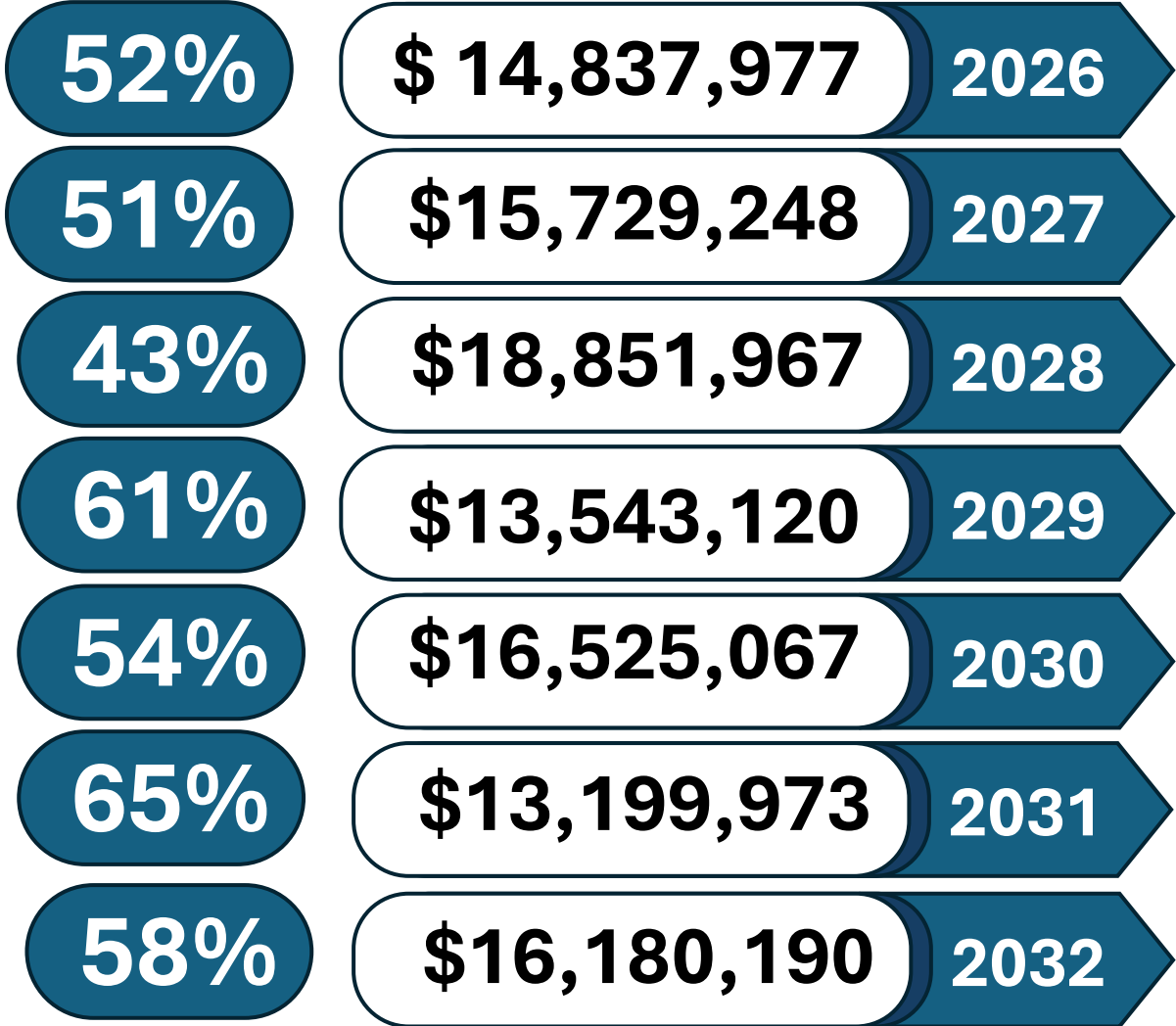
Available Borrowing Capacity - Current

% of City Debt Limit used



Available Borrowing Capacity - Future

% of City Debt Limit used



Thank you!



WAUPUN
CITY OF SCULPTURE

COMMON COUNCIL

CITY OF WAUPUN, WISCONSIN

ORDINANCE NUMBER ____

AN ORDINANCE TO AMEND CHAPTER EIGHT OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED
“ORDERLY CONDUCT”

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DODGE AND FOND DU LAC COUNTY, WISCONSIN ORDAIN:

SECTION 1: Section 8.02 of the Waupun Municipal code entitled “Offenses Endangering Public Peace and Good Order” is amended as follows:

SECTION 8.02(8) entitled “ANIMALS; CARE AND CONTROL” is amended as follows:

(a) Keeping Certain Animals Prohibited. (Am. #11-03) Except as provided in subsection (b) below, no person shall bring into, keep, harbor, feed, possess or maintain in the City any of the following: bees; wasps; hornets; poisonous snakes or other reptiles; nonpoisonous snakes or other reptiles over 3 feet in length; alligators; crocodiles; monkeys or other nonhuman primates; feral cats; **squirrels**, mink, raccoon or other animals raised for fur-bearing purposes; muskrats; skunks woodchucks; opossums; foxes; wolves; leopards; panthers; tigers; lions; lynx; horses; ponies; mules; donkeys; cows; pigs (except pot-belly or Guinea pigs); goats; sheep; or chickens, ducks, geese or other birds.

SECTION 2: This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Adopted this ____ day of ____ 2025.

Rohn W Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk/Treasurer

ORDINANCE # 25 - ____

AN ORDINANCE TO AMEND CHAPTER EIGHT OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ORDERLY CONDUCT."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 8.15 of the Municipal Code of the City of Waupun entitled "RUMMAGE SALES" is created to provide as follows:

(1) General. Rummage sales may be conducted subject to the requirements of this section 8.15, but are otherwise prohibited

(2) Definitions. The following definitions shall apply to rummage sales:

(a) "Personal property" shall mean property that is acquired, owned, used, and maintained in the normal course of living in or maintaining a residence. As used here, personal property does not include merchandise that is purchased for resale or obtained on consignment.

(b) "Rummage sale" shall include all general sales open to the public that are conducted from or on residential premises, including without limitation, all sales that are titled "rummage," "garage," "lawn," "yard," "estate," "porch," "room," "backyard," or "patio" sales.

(3) Property Permitted for Sale. It shall be unlawful for any person to sell or offer for sale at a rummage sale property other than personal property as specified in subsection 2(a) above.

(4) Hours and Place of Operation. Rummage sales shall be conducted only during daylight hours. Sales shall be conducted only on the seller's premises. Items for sale

shall not be located less than five (5) feet from any lot line, and shall not be located so as to obstruct any public sidewalk, right of way, or vision clearance triangle as prescribed in § 16.02(46m) of this Code.

(5) Duration and Frequency of Sales. No more than three (3) rummage sales shall occur on any residential premises in any calendar year. No rummage sale may be conducted for more than three (3) consecutive days.

(6) Outdoor Storage of Sale Items. Personal property to be sold at a rummage sale shall not be stored outdoors on the sale premises for more than twelve (12) hours prior to the date of sale, and shall be removed within twelve (12) hours after the sale ends.

(7) Sign Placement and Removal. Signs advertising a rummage sale shall be limited to no more than one (1) sign per rummage sale, and shall be located only on the seller's premises. Signs shall not exceed twelve (12) square feet in area, shall not be located less than five (5) feet from any lot line, and shall not be located so as to obstruct any public sidewalk, right of way, or vision clearance triangle as prescribed in § 16.02(46m) of this Code. Signs advertising a rummage sale shall not be placed more than twenty-four (24) hours prior to the date of sale, and shall be removed within twenty-four (24) hours after the sale ends.

(8) Penalties. Any person who shall violate any provision of this section 8.15 shall be subject to a penalty as provided in § 18.04 of the Municipal Code. Each violation and each day a violation occurs or continues shall be a separate offense.

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

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

Enacted this ____ day of _____, 2025.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 7/29/25

TITLE: Agreement for Reimbursement of Floor
Replacement at the Waupun Recreational Arena

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

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

SUMMARY:

Attached is an agreement with the Waupun Hockey Association for reimbursement of floor replacement expenses at the Waupun Recreational Arena. The Council previously set aside \$100,000 for this purpose and this agreement just needs to be signed to facilitate the reimbursement and set the terms of agreement for maintenance of the building moving forward.

STAFF RECOMMENDATION:

Approve the agreement

ATTACHMENTS:

Agreement with Hockey on Reimbursement of floor replacement

RECOMMENDED MOTION:

Motion to approve the agreement between the City of Waupun and the Waupun Hockey Association for reimbursement of floor replacement at the Waupun Recreational Arena.

AGREEMENT FOR REIMBURSEMENT OF FLOOR REPLACEMENT AT THE WAUPUN RECREATIONAL ARENA

This Agreement is entered into this _____ day of July, 2025, by and between the City of Waupun; a Wisconsin Municipality, located in Dodge and Fond du Lac Counties, Wisconsin (hereinafter referred to as "City") and the Waupun Hockey Association, a Wisconsin non-stock, non-profit Corporation, located in Waupun, Wisconsin, or its legal successors in interest (hereinafter referred to as "the Association").

RECITALS

WHEREAS, the City owns and operates a recreational arena and seasonally maintains an ice rink at the facility located at 510 East Spring Street (hereinafter referred to as "the Facility"); and

WHEREAS, the Association desires to use the Facility for the purpose of conducting Hockey games and figure skating shows and competitions, practices, and other related activities; and

WHEREAS, the City and the Association desire to establish the terms and conditions under which the Facility will be made available to the Association for the purpose of improvements to the Facility floor;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. USE OF FACILITY

1.1 The City grants the Association a non-exclusive right to make improvements to the Facility for the purpose of installing a floor to support and maintain ice installation for hockey- and figure-skating-related activities, including games, practices, tournaments, and other events offered as part of Association programming.

1.2 The Association agrees to comply with all Federal, State and City ordinances, rules, and regulations governing construction projects within the Facility.

2. FLOOR REPLACEMENT

2.1 The Association acknowledges that the floor installed in the Facility to maintain ice has a limited lifespan and will require replacement in the future. The City agrees to reimburse the Association \$100,000 directed to the floor replacement in the year 2025. Thereafter, the Association agrees to be financially responsible for all costs associated with the future replacement of the floor at the Facility, with no expectation of funding or reimbursement from the City for the expense. The cost of replacement shall include, but not be limited to, the cost of materials, labor, and any related expenses necessary to install and maintain the floor for the purpose of providing ice for Association programming.

2.2 The City and the Association shall work collaboratively to establish a timeline for floor replacement of this publicly owned asset to keep the Facility in usable condition at all times.

3. INSURANCE AND LIABILITY

3.1 The Association shall provide proof of general liability insurance coverage in an amount not less than \$1,000,000 per occurrence, naming the City as an additional insured.

3.2 The Association agrees to indemnify, defend, and hold harmless the City, its officers, employees, and agents from and against any and all claims, liabilities, damages, or losses arising out of or in connection with the Association's construction project within the Facility.

4. TERMS OF AGREEMENT

4.1 The terms of this agreement shall be for the useful life of the building. During the term of the agreement, any charges incurred for the improvement and maintenance of the floor shall be the sole responsibility of the Association. Any improvements to the building, including but not limited to installation of an ammonia capture system, improvements to HVAC, roofs, lighting, plumbing or other mechanical systems or improvements to maintain the existing building will be included in the City's capital improvement plan, subject to funding allocations approved by the Waupun Common Council.

4.2 In the event of termination, the Association shall remain responsible for any costs related to floor replacement that were incurred or agreed upon prior to the termination date.

5. MISCELLANEOUS

5.1 This Agreement constitutes the entire understanding between the parties and supersedes any prior discussions, agreements, or understandings.

5.2 Any amendments to this Agreement must be made in writing and signed by both parties.

5.3 This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

CITY OF Waupun

By: _____

Name: Kathy Schlieve

Title: City Administrator

Waupun Hockey Association

By: _____

Name: _____

Title: _____

By: _____

Name: Angela Hull

Title: City Clerk

By: _____

Name: _____

Title: _____



AGENDA SUMMARY SHEET

MEETING DATE: 7/29/25

TITLE: Offer to Purchase - 239 Gateway Drive

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	\$300,000	

SUMMARY:

The City has been in negotiation with Homan Auto for a period of time to acquire land located at 239 Gateway Drive for the purpose of constructing a stormwater pond in accordance with the City's MS4 permit requirements on water quality as mandated by WI-DNR. The attached purchase agreement is a result of that work and is recommended by the Economic Development committee. This is an approved item in our capital plan and the City has obtained a grant from WI-DNR to assist with construction of the pond.

STAFF RECOMMENDATION:

Accept the offer to purchase

ATTACHMENTS:

Offer to Purchase 239 Gateway Drive

RECOMMENDED MOTION:

Motion to approve the offer to purchase with Homan Auto for land located at 239 Gateway Drive in the amount of \$300,000.

WB-13 VACANT LAND OFFER TO PURCHASE

1 **LICENSEE DRAFTING THIS OFFER ON** July 17, 2025 **[DATE] IS (AGENT OF BUYER)**
2 ~~(AGENT OF SELLER/EXISTING FIRM) (AGENT OF BUYER AND SELLER)~~ **STRIKE THOSE NOT APPLICABLE**

3 The Buyer, the City of Waupun, a Wisconsin municipal corporation
4 offers to purchase the Property known as 239 Gateway Drive (Fond du Lac County tax parcel no. WPN-14-15-33-08-011-00)

6 [e.g., Street Address, Parcel Number(s), legal description, or insert additional description, if any, at lines 650-664, or
7 attach as an addendum per line 686] in the City of Waupun
8 County of Fond du Lac Wisconsin, on the following terms:

9 **PURCHASE PRICE** The purchase price is Three Hundred Thousand and 00/100
10 Dollars (\$ 300,000.00).

11 **INCLUDED IN PURCHASE PRICE** Included in purchase price is the Property, all Fixtures on the Property as of the date
12 stated on line 1 of this Offer (unless excluded at lines 17-18), and the following additional items: none

14 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are included
15 or not included. Annual crops are not part of the purchase price unless otherwise agreed.**

16 **NOT INCLUDED IN PURCHASE PRICE** Not included in purchase price is Seller's personal property (unless included at
17 lines 12-13) and the following: none

19 **CAUTION: Identify Fixtures that are on the Property (see lines 21-25) to be excluded by Seller or that are rented
20 and will continue to be owned by the lessor.**

21 "Fixture" is defined as an item of property which is physically attached to or so closely associated with land so as to be
22 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage
23 to the premises, items specifically adapted to the premises and items customarily treated as fixtures, including, but not
24 limited to, all: perennial crops, garden bulbs; plants; shrubs and trees; fences; storage buildings on permanent foundations
25 and docks/piers on permanent foundations.

26 **CAUTION: Exclude any Fixtures to be retained by Seller or that are rented on lines 17-18 or at lines 650-664 or in
27 an addendum per line 686.**

28 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer
29 on or before July 25, 2025

30 Seller may keep the Property on the market and accept secondary offers after binding acceptance of this Offer.

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

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

34 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term
35 Deadlines running from acceptance provide adequate time for both binding acceptance and performance.**

36 **CLOSING** This transaction is to be closed on or before August 15, 2025

38 at the place selected by Seller, unless otherwise agreed by the Parties in writing. If the date for closing falls on a Saturday,
39 Sunday, or a federal or a state holiday, the closing date shall be the next Business Day.

40 **CAUTION: To reduce the risk of wire transfer fraud, any wiring instructions received should be independently
41 verified by phone or in person with the title company, financial institution, or entity directing the transfer. The real
42 estate licensees in this transaction are not responsible for the transmission or forwarding of any wiring or money
43 transfer instructions.**

44 **EARNEST MONEY**

45 ■ **EARNEST MONEY** of \$ _____ accompanies this Offer.

46 If Offer was drafted by a licensee, receipt of the earnest money accompanying this Offer is acknowledged:

47 ■ **EARNEST MONEY** of \$ _____ will be mailed, or commercially, electronically
48 or personally delivered within _____ days ("5" if left blank) after acceptance.

49 All earnest money shall be delivered to and held by (listing Firm) (drafting Firm) (other identified as _____)
50 _____) **STRIKE THOSE NOT APPLICABLE**

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

52 **CAUTION: If a Firm does not hold earnest money, an escrow agreement should be drafted by the Parties or an
53 attorney as lines 56-76 do not apply. If someone other than Buyer pays earnest money, consider a special
54 disbursement agreement.**

55 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise agreed in writing.

56 ■ **DISBURSEMENT IF EARNEST MONEY HELD BY A FIRM:** If negotiations do not result in an accepted offer and the
57 earnest money is held by a Firm, the earnest money shall be promptly disbursed (after clearance from payer's depository
58 institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest money shall
59 be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according
60 to a written disbursement agreement signed by all Parties to this Offer. If said disbursement agreement has not been
61 delivered to the Firm holding the earnest money within 60 days after the date set for closing, that Firm may disburse the
62 earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
63 (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; (4)
64 upon authorization granted within this Offer; or (5) any other disbursement required or allowed by law. The Firm may retain
65 legal services to direct disbursement per (1) or to file an interpleader action per (2) and the Firm may deduct from the
66 earnest money any costs and reasonable attorneys' fees, not to exceed \$250, prior to disbursement.

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

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

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

83 **VACANT LAND DISCLOSURE REPORT** Wisconsin law requires owners of real property that does not include any
84 buildings to provide Buyers with a Vacant Land Disclosure Report. Excluded from this requirement are sales exempt from
85 the real estate transfer fee and sales by certain court-appointed fiduciaries, for example, personal representatives, who
86 have never occupied the Property. The form of the Report is found in Wis. Stat. § 709.033. The law provides: "§ 709.02
87 Disclosure . . . the owner of the property shall furnish, not later than 10 days after acceptance of a contract of sale . . . , to
88 the prospective buyer of the property a completed copy of the report . . . A prospective buyer who does not receive a report
89 within the 10 days may, within 2 business days after the end of that 10-day period, rescind the contract of sale . . . by
90 delivering a written notice of rescission to the owner or the owner's agent." Buyer may also have certain rescission rights if
91 a Vacant Land Disclosure Report disclosing defects is furnished before expiration of the 10 days, but after the Offer is
92 submitted to Seller. Buyer should review the report form or consult with an attorney for additional information regarding
93 rescission rights.

94 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has
95 no notice or knowledge of Conditions Affecting the Property or Transaction (lines 101-181) other than those identified in
96 Seller's Vacant Land Disclosure Report dated ^{n/a} _____, which was received by Buyer prior to Buyer
97 signing this Offer and that is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE**
98 and _____ the Seller waives receipt of a vacant land disclosure report

99 _____
100 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE REPORT**

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

- 102 a. Flooding, standing water, drainage problems, or other water problems on or affecting the Property.
- 103 b. Impact fees or another condition or occurrence that would significantly increase development costs or reduce the value
104 of the property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
- 105 c. Brownfields (abandoned, idled, or underused land that may be subject to environmental contamination) or other
106 contaminated land on the property, or that contaminated soils on the property have been cleaned up under the Petroleum
107 Environmental Cleanup Fund Act (PECFA), a Wisconsin Department of Natural Resources (DNR) remedial or cleanup
108 program, the DATCP Agricultural Chemical Cleanup Program, or other similar program.
- 109 d. Subsoil conditions that would significantly increase the cost of development, including, but not limited to, subsurface
110 foundations or waste material; any type of fill; dumpsites where pesticides, herbicides, fertilizer, or other toxic or hazardous
111 materials or containers for these materials were disposed of in violation of manufacturer or government guidelines or other
112 laws regulating such disposal; high groundwater; adverse soil conditions, such as low load-bearing capacity, earth or soil
113 movement, settling, upheavals, or slides; excessive rocks or rock formations; or other soil problems.
- 114 e. Material violation of an environmental rule or other rule or agreement regulating the use of the Property.
- 115 f. Defects caused by unsafe concentrations of, or unsafe conditions relating to, radon, radium in water supplies, lead in

116 soil, or other potentially hazardous or toxic substances on the Property; manufacture of methamphetamine or other
117 hazardous or toxic substances on the Property; or high voltage electric (100 KV or greater) or steel natural gas transmission
118 lines located on but not directly serving the Property.

119 g. Defects caused by unsafe concentrations of, unsafe conditions relating to, or the storage of, hazardous or toxic
120 substances on neighboring properties.

121 h. The Property is served by a joint well; Defects related to a joint well serving the Property; or Defects in a well on the
122 Property or in a well that serves the Property, including unsafe well water due to contaminants such as coliform, nitrates, or
123 atrazine, or any out-of-service wells or cisterns that are required to be abandoned (see § NR 812.26, Wis. Adm. Code) but
124 that are not closed or abandoned according to applicable regulations.

125 i. Defects in any septic system or other private sanitary disposal system on the Property; or any out-of-service septic
126 system serving the Property not closed or abandoned according to applicable regulations.

127 j. Underground or aboveground fuel storage tanks presently or previously on the Property for storage of flammable or
128 combustible liquids including, but not limited to, gasoline or heating oil; or Defects in the underground or aboveground fuel
129 storage tanks on or previously located on the Property. Defects in underground or aboveground fuel storage tanks may
130 include items such as abandoned tanks not closed in conformance with applicable local, state, and federal law; leaking;
131 corrosion; or failure to meet operating standards. (The owner, by law, may have to register the tanks with the Department
132 of Agriculture, Trade and Consumer Protection at P.O. Box 8911, Madison, Wisconsin, 53708, whether the tanks are in use
133 or not. Department regulations may require closure or removal of unused tanks.)

134 k. Existing or abandoned manure storage facilities located on the property.

135 l. Notice of property tax increases, other than normal annual increases, or pending Property tax reassessment;
136 remodeling that may increase the Property's assessed value; pending special assessments; or Property is within a special
137 purpose district, such as a drainage district, that has authority to impose assessments on the Property.

138 m. Proposed, planned, or commenced public improvements or public construction projects that may result in special
139 assessments or that may otherwise materially affect the Property or the present use of the Property; or any land division
140 involving the Property without required state or local permits.

141 n. The Property is part of or subject to a subdivision homeowners' association; or the Property is not a condominium unit
142 and there are common areas associated with the Property that are co-owned with others.

143 o. Any zoning code violations with respect to the Property; the Property or any portion thereof is located in a floodplain,
144 wetland or shoreland zoning area under local, state or federal regulations; or the Property is subject to a mitigation plan
145 required by Wisconsin Department of Natural Resources (DNR) rules related to county shoreland zoning ordinances, that
146 obligates the Property owner to establish or maintain certain measures related to shoreland conditions, enforceable by the
147 county.

148 p. Nonconforming uses of the Property (a nonconforming use is a use of land that existed lawfully before the current zoning
149 ordinance was enacted or amended, but that does not conform to the use restrictions in the current ordinance); conservation
150 easements (a conservation easement is a legal agreement in which a property owner conveys some of the rights associated
151 with ownership of his or her property to an easement holder such as a governmental unit or a qualified nonprofit organization
152 to protect the natural habitat of fish, wildlife, or plants or a similar ecosystem, preserve areas for outdoor recreation or
153 education, or for similar purposes); restrictive covenants or deed restrictions on the Property; or, other than public rights-of-
154 way, nonowners having rights to use part of the Property, including, but not limited to, private rights-of-way and easements
155 other than recorded utility easements.

156 q. All or part of the Property has been assessed as agricultural land; has been assessed a use-value assessment
157 conversion charge; or payment of a use-value assessment conversion charge has been deferred.

158 r. All or part of the Property is subject to, enrolled in, or in violation of a farmland preservation agreement, Forest Crop
159 Law, Managed Forest Law, the Conservation Reserve Program, or a comparable program.

160 s. A dam is totally or partially located on the Property; or an ownership interest in a dam not located on the Property will
161 be transferred with the Property because the dam is owned collectively by a homeowners' association, lake district, or
162 similar group of which the Property owner is a member.

163 t. No legal access to the Property; or boundary or lot line disputes, encroachments or encumbrances (including a joint
164 driveway) affecting the Property. Encroachments often involve some type of physical object belonging to one person but
165 partially located on or overlapping on land belonging to another; such as, without limitation, fences, houses, garages,
166 driveways, gardens, and landscaping. Encumbrances include, without limitation, a right or claim of another to a portion of
167 the Property or to the use of the Property such as a joint driveway, liens, and licenses.

168 u. Government agency, court order, or federal, state, or local regulations requiring repair, alteration or correction of an
169 existing condition.

170 v. A pier attached to the Property not in compliance with state or local pier regulations; a written agreement affecting
171 riparian rights related to the Property; or the bed of the abutting navigable waterway is owned by a hydroelectric operator.

172 w. Material damage from fire, wind, flood, earthquake, expansive soil, erosion, or landslide.

173 x. Significant odor, noise, water diversion, water intrusion, or other irritants emanating from neighboring property.

174 y. Significant crop damage from disease, insects, soil contamination, wildlife, or other causes; diseased or dying trees or
175 shrubs; or substantial injuries or disease in livestock on the Property or neighboring property.

176 z. Animal, reptile, or other insect infestations; drainage easement or grading problems; excessive sliding; or any other
177 Defect or material condition.

178 aa. Archeological artifacts, mineral rights, orchards, or endangered species, or one or more burial sites on the Property.
179 bb. Owner is a foreign person as defined in the Foreign Investment in Real Property Tax Act in 26 IRC § 1445(f).
180 cc. Other Defects affecting the Property such as any agreements that bind subsequent owners of the property, such as a
181 lease agreement or an extension of credit from an electric cooperative.

182 ☐ **GOVERNMENT PROGRAMS:** Seller shall deliver to Buyer, within _____ days ("15" if left blank) after acceptance
183 of this Offer, a list of all federal, state, county, and local conservation, farmland, environmental, or other land use programs,
184 agreements, restrictions, or conservation easements, which apply to any part of the Property (e.g., farmland preservation
185 agreements, farmland preservation or exclusive agricultural zoning, use value assessments, Forest Crop, Managed Forest,
186 Conservation Reserve Program, wetland mitigation, shoreland zoning mitigation plan or comparable programs), along with
187 disclosure of any penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, if any. This
188 contingency will be deemed satisfied unless Buyer delivers to Seller, within 7 days after the deadline for delivery, a notice
189 terminating this Offer based upon the use restrictions, program requirements, and/or amount of any penalty, fee, charge, or
190 payback obligation.

191 **CAUTION: If Buyer does not terminate this Offer, Buyer is hereby agreeing that Buyer will continue in such**
192 **programs, as may apply, and Buyer agrees to reimburse Seller should Buyer fail to continue any such program**
193 **such that Seller incurs any costs, penalties, damages, or fees that are imposed because the program is not**
194 **continued after sale. The Parties agree this provision survives closing.**

195 **MANAGED FOREST LAND:** If all, or part, of the Property is managed forest land under the Managed Forest Law (MFL)
196 program, this designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive
197 program that encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders
198 designating lands as managed forest lands remain in effect for 25 or 50 years. When ownership of land enrolled in the
199 MFL program changes, the new owner must sign and file a report of the change of ownership on a form provided by the
200 Department of Natural Resources and pay a fee. By filing this form, the new owner agrees to the associated MFL
201 management plan and the MFL program rules. The DNR Division of Forestry monitors forest management plan
202 compliance. Changes a landowner makes to property that is subject to an order designating it as managed forest land,
203 or to its use, may jeopardize benefits under the program or may cause the property to be withdrawn from the program
204 and may result in the assessment of penalties. For more information call the local DNR forester or visit
205 <https://dnr.wisconsin.gov/topic/forestry>.

206 **USE VALUE ASSESSMENTS:** The use value assessment system values agricultural land based on the income that
207 would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural
208 land to a non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge.
209 To obtain more information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's
210 Equalization Bureau or visit <http://www.revenue.wi.gov/>.

211 **FARMLAND PRESERVATION:** The early termination of a farmland preservation agreement or removal of land from such
212 an agreement can trigger payment of a conversion fee equal to 3 times the per acre value of the land. Contact the
213 Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Agricultural Resource Management or
214 visit <http://www.datcp.state.wi.us/> for more information.

215 **CONSERVATION RESERVE PROGRAM (CRP):** The CRP encourages farmers, through contracts with the U.S.
216 Department of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant
217 a protective cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent as well as
218 certain incentive payments and cost share assistance for establishing long-term, resource-conserving ground cover.
219 Removing lands from the CRP in breach of a contract can be quite costly. For more information call the state Farm Service
220 Agency office or visit <http://www.fsa.usda.gov/>.

221 **SHORELAND ZONING ORDINANCES:** All counties must adopt uniform shoreland zoning ordinances in compliance with
222 Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land within 1,000
223 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum standards
224 for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface standards (that
225 may be exceeded if a mitigation plan is adopted and recorded) and repairs to nonconforming structures. Buyers must
226 conform to any existing mitigation plans. For more information call the county zoning office or visit <https://dnr.wi.gov/>.
227 Buyer is advised to check with the applicable city, town or village for additional shoreland zoning or shoreland-wetland
228 zoning restrictions, if any.

229 **FENCES:** Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares
230 where one or both of the properties is used and occupied for farming or grazing purposes.

231 **CAUTION: Consider an agreement addressing responsibility for fences if Property or adjoining land is used and**
232 **occupied for farming or grazing purposes.**

233 **PROPERTY DEVELOPMENT WARNING:** If Buyer contemplates developing Property for a use other than the current use,
234 there are a variety of issues that should be addressed to ensure the development or new use is feasible. Buyer is solely
235 responsible to verify the current zoning allows for the proposed use of the Property at lines 251-255. Municipal and zoning
236 ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or uses
237 and therefore should be reviewed. Building permits, zoning or zoning variances, Architectural Control Committee approvals,
238 estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental
239 audits, subsoil tests, or other development related fees may need to be obtained or verified in order to determine the
240 feasibility of development of, or a particular use for, a property. Optional contingencies that allow Buyer to investigate certain
241 of these issues can be found at lines 244-304 and Buyer may add contingencies as needed in addenda (see line 686).

242 Buyer should review any plans for development or use changes to determine what issues should be addressed in these
243 contingencies.

244 **PROPOSED USE CONTINGENCIES:** This Offer is contingent upon Buyer obtaining, at Buyer's expense, the reports or
245 documentation required by any optional provisions checked on lines 256-281 below. The optional provisions checked on
246 lines 256-281 shall be deemed satisfied unless Buyer, within _____ days ("30" if left blank) after acceptance, delivers: (1)
247 written notice to Seller specifying those optional provisions checked below that cannot be satisfied and (2) written evidence
248 substantiating why each specific provision referred to in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice,
249 this Offer shall be null and void. Seller agrees to cooperate with Buyer as necessary to satisfy the contingency provisions
250 checked at lines 256-281.

251 **Proposed Use:** Buyer is purchasing the Property for the purpose of: _____

252 _____ [insert proposed use
253 and type or style of building(s), size and proposed building location(s), if a requirement of Buyer's condition to
254 purchase, e.g. 1400-1600 sq. ft. three-bedroom single family ranch home in northwest corner of lot].

255 ☐ **ZONING:** Verification of zoning and that the Property's zoning allows Buyer's proposed use described at lines
256 251-255.

257 ☐ **SUBSOILS:** Written evidence from a qualified soils expert that the Property is free of any subsoil condition that
258 would make the proposed use described at lines 251-255 impossible or significantly increase the costs of such
259 development.

260 ☐ **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** Written evidence from a
261 certified soils tester that: (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must
262 be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of
263 the Property as stated on lines 251-255. The POWTS (septic system) allowed by the written evidence must be one of
264 the following POWTS that is approved by the State for use with the type of property identified at lines 251-255 ☒ **CHECK**
265 **ALL THAT APPLY:** ☐ conventional in-ground; ☐ mound; ☐ at grade; ☐ in-ground pressure distribution; ☐ holding
266 tank; ☐ other: _____

267 ☐ **EASEMENTS AND RESTRICTIONS:** Copies of all public and private easements, covenants and restrictions
268 affecting the Property and a written determination by a qualified independent third party that none of these prohibit or
269 significantly delay or increase the costs of the proposed use or development identified at lines 251-255.

270 ☐ **APPROVALS/PERMITS:** Permits, approvals and licenses, as appropriate, or the final discretionary action by the
271 granting authority prior to the issuance of such permits or building permit, approvals and licenses, for the following items
272 related to Buyer's proposed use: _____

273 ☐ **UTILITIES:** Written verification of the location of the following utility service connections (e.g., on the Property, at
274 the lot line, across the street, etc.) ☒ **CHECK AND COMPLETE AS APPLICABLE:**
275 ☐ electricity _____; ☐ gas _____; ☐ sewer _____;
276 ☐ water _____; ☐ telephone _____; ☐ cable _____;
277 ☐ other: _____

278 ☐ **ACCESS TO PROPERTY:** Written verification that there is legal vehicular access to the Property from public
279 roads.

280 ☐ **LAND USE APPROVAL/PERMITS:** This Offer is contingent upon (Buyer)(Seller) ☒ **STRIKE ONE** ("Buyer" if neither
281 stricken) obtaining the following, including all costs: a ☒ **CHECK ALL THAT APPLY** ☐ rezoning; ☐ conditional use permit;
282 ☐ variance; ☐ other _____ for the Property for its proposed use described at lines 251-255.
283 Seller agrees to cooperate with Buyer as necessary to satisfy this contingency. Buyer shall deliver, within _____ days of
284 acceptance, written notice to Seller if any item cannot be obtained, in which case this Offer shall be null and void.

285 ☐ **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) ☒ **STRIKE ONE** ("Seller
286 providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by
287 a registered land surveyor, within _____ days ("30" if left blank) after acceptance, at (Buyer's) (Seller's) ☒ **STRIKE ONE**
288 ("Seller's" if neither is stricken) expense. The map shall show minimum of _____ acres, maximum of _____
289 acres, the legal description of the Property, the Property's boundaries and dimensions, visible encroachments upon the
290 Property, the location of improvements, if any, and: _____

291 ☐ **STRIKE AND COMPLETE AS APPLICABLE.** Additional map features that may
292 be added include but are not limited to: staking of all corners of the Property; identifying dedicated and apparent streets; lot
293 dimensions; total acreage or square footage; easements or rights-of-way.

294 **CAUTION: Consider the cost and the need for map features before selecting them. Also consider the time required
295 to obtain the map when setting the deadline.**

296 This contingency shall be deemed satisfied unless Buyer, within 5 days after the deadline for delivery of said map, delivers
297 to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information materially
298 inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency. Upon delivery of
299 Buyer's notice, this Offer shall be null and void. Once the deadline for delivery has passed, if Seller was responsible to

303 provide the map and failed to timely deliver the map to Buyer, Buyer may terminate this Offer if Buyer delivers a written
304 notice of termination to Seller prior to Buyer's Actual Receipt of said map from Seller.

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

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

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

320 ☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 305-319).

321 (1) This Offer is contingent upon a qualified independent inspector conducting an inspection of the Property after the date
322 on line 1 of this Offer that discloses no Defects.

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

325 _____ (list any Property component(s)
326 to be separately inspected, e.g., dumpsite, timber quality, invasive species, etc.) that discloses no Defects.

327 (3) Buyer may have follow-up inspections recommended in a written report resulting from an authorized inspection, provided
328 they occur prior to the Deadline specified at line 333. Inspection(s) shall be performed by a qualified independent
329 inspector or independent qualified third party.

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

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

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

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

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

339 **NOTE: "Defect" as defined on lines 553-555 means a condition that would have a significant adverse effect on the**
340 **value of the Property; that would significantly impair the health or safety of future occupants of the Property; or**
341 **that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life**
342 **of the premises.**

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

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

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

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

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

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

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

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

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

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

354 **IF LINE 355 IS NOT MARKED OR IS MARKED N/A LINES 403-414 APPLY.**

355 ☐ **FINANCING COMMITMENT CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written
356 _____ [loan type or specific lender, if any] first mortgage loan commitment as described
357 below, within _____ days after acceptance of this Offer. The financing selected shall be in an amount of not less than \$
358 _____ for a term of not less than _____ years, amortized over not less than _____ years. Initial
359 monthly payments of principal and interest shall not exceed \$ _____. Buyer acknowledges that lender's
360 required monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance
361 premiums, and private mortgage insurance premiums. The mortgage shall not include a prepayment premium. Buyer agrees
362 to pay discount points in an amount not to exceed _____% ("0" if left blank) of the loan. If Buyer is using multiple loan

sources or obtaining a construction loan or land contract financing, describe at lines 650-664 or in an addendum attached per line 686. Buyer agrees to pay all customary loan and closing costs, wire fees, and loan origination fees, to promptly apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. Seller agrees to allow lender's appraiser access to the Property.

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

CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 371 or 372.

☐ **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____%.

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

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

(1) signed by Buyer; or,

(2) accompanied by Buyer's written direction for delivery.

Delivery of a loan commitment by Buyer's lender or delivery accompanied by a notice of unacceptability shall not satisfy this contingency.

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

■ **SELLER TERMINATION RIGHTS:** If Buyer does not deliver a loan commitment on or before the Deadline on line 357, Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of written loan commitment from Buyer.

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

☐ **SELLER FINANCING:** Seller shall have 10 days after the earlier of:

(1) Buyer delivery of written notice of evidence of unavailability as noted in lines 391-394; or

(2) the Deadline for delivery of the loan commitment on line 357,

to deliver to Buyer written notice of Seller's decision to (finance this transaction with a note and mortgage under the same terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing extended accordingly. If Seller's notice is not timely given, the option for Seller to provide financing shall be considered waived. Buyer agrees to cooperate with and authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.

IF THIS OFFER IS NOT CONTINGENT ON FINANCING COMMITMENT Within _____ days ("7" if left blank) after acceptance, Buyer shall deliver to Seller either:

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

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

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

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

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

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

If Seller has the right to cure, Seller may satisfy this contingency by delivering written notice to Buyer adjusting the purchase price to the value shown on the appraisal report within _____ days ("5" if left blank) after Buyer's delivery of the appraisal

425 report and the notice objecting to the appraised value. Seller and Buyer agree to promptly execute an amendment initiated
426 by either party after delivery of Seller's notice, solely to reflect the adjusted purchase price.
427 This Offer shall be null and void if Buyer makes timely delivery of the notice objecting to appraised value and the written
428 appraisal report and:

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

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

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

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

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

435 ☐ **CLOSING OF BUYER'S PROPERTY CONTINGENCY:** This Offer is contingent upon the closing of the sale of

436 Buyer's property located at _____
437 no later than _____ (the Deadline). If closing does not occur by the Deadline, this Offer shall

438 become null and void unless Buyer delivers to Seller, on or before the Deadline, reasonable written verification from a
439 financial institution or third party in control of Buyer's funds that Buyer has, at the time of verification, sufficient funds to close
440 or proof of bridge loan financing, along with a written notice waiving this contingency. Delivery of verification or proof of
441 bridge loan shall not extend the closing date for this Offer.

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

445 (1) Written waiver of the Closing of Buyer's Property Contingency if line 435 is marked;

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

448 (3) Any of the following checked below:

449 ☐ Proof of bridge loan financing.

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

452 Other: _____

453

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

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

462 ☐ **HOMEOWNERS ASSOCIATION** If this Property is subject to a homeowners association, Buyer is aware the Property may
463 be subject to periodic association fees after closing and one-time fees resulting from transfer of the Property. Any one-time
464 fees resulting from transfer of the Property shall be paid at closing by (Seller) (Buyer) ☐ **STRIKE ONE** ("Buyer" if neither is
465 stricken).

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

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

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

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

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

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

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

478 ☐

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

483 ☐ Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on
484 the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5

485 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall
486 re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation
487 and is the responsibility of the Parties to complete, not the responsibility of the real estate Firms in this transaction.

488 **TITLE EVIDENCE**

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

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

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

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

506 ■ ~~**GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's)(Buyer's)~~
507 ~~**STRIKE ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded~~
508 ~~after the commitment date of the title insurance commitment and before the deed is recorded, subject to the title insurance~~
509 ~~policy conditions, exclusions and exceptions, provided the title company will issue the coverage. If a gap endorsement or~~
510 ~~equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 516-~~
511 ~~644 523).~~

512 ■ **DELIVERY OF MERCHANTABLE TITLE:** The required title insurance commitment shall be delivered to Buyer's attorney
513 or Buyer not more than _____ days after acceptance ("15" if left blank), showing title to the Property as of a date no more
514 than 15 days before delivery of such title evidence to be merchantable per lines 489-498, subject only to liens which will be
515 paid out of the proceeds of closing and standard title insurance requirements and exceptions, as appropriate.

516 ■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
517 objections to title within _____ days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In
518 such event, Seller shall have _____ days ("15" if left blank) from Buyer's delivery of the notice stating title objections, to
519 deliver notice to Buyer stating Seller's election to remove the objections by the time set for closing. If Seller is unable to
520 remove said objections, Buyer shall have five days from receipt of notice thereof, to deliver written notice waiving the
521 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver
522 written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not
523 extinguish Seller's obligations to give merchantable title to Buyer.

524 ■ **SPECIAL ASSESSMENTS/OTHER EXPENSES:** Special assessments, if any, levied or for work actually commenced
525 prior to the date stated on line 1 of this Offer shall be paid by Seller no later than closing. All other special assessments
526 shall be paid by Buyer. "Levied" means the local municipal governing body has adopted and published a final resolution
527 describing the planned improvements and the assessment of benefits.

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

534 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights
535 under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the
536 (written) (oral) ~~**STRIKE ONE**~~ lease(s), if any, are none. This property is not under lease.

537 _____
538 _____ Insert additional terms, if any, at lines 650-664 or attach as an addendum per line 686.

539 **DEFINITIONS**

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

543 ■ **BUSINESS DAY:** "Business Day" means a calendar day other than Saturday, Sunday, any legal public holiday under
544 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive

545 registered mail or make regular deliveries on that day.

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

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

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

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

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

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

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

564 **CAUTION: Buyer should verify total square footage formula, total square footage/acreage figures, and land**
565 **dimensions, if material.**

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

573 **MAINTENANCE** Seller shall maintain the Property and all personal property included in the purchase price until the earlier
574 of closing or Buyer's occupancy, in materially the same condition it was in as of the date on line 1 of this Offer, except for
575 ordinary wear and tear.

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

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

590 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in
591 this Offer at lines 534-538 or in an addendum attached per line 686, or lines 650-664 if the Property is leased. At time of
592 Buyer's occupancy, Property shall be free of all debris, refuse, and personal property except for personal property belonging
593 to current tenants, or sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

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

597 If Buyer defaults, Seller may:

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

601 If Seller defaults, Buyer may:

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

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

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

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

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

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

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

629 Seller hereby represents that Seller is a non-Foreign Person, unless (1) Seller represents Seller is a Foreign Person in a
630 condition report incorporated in this Offer per lines 94-97, or (2) no later than 10 days after acceptance, Seller delivers
631 notice to Buyer that Seller is a Foreign Person, in which cases the provisions on lines 637-639 apply.

632 **IF SELLER IS A NON-FOREIGN PERSON.** Seller shall, no later than closing, execute and deliver to Buyer, or a qualified
633 substitute (attorney or title company as stated in IRC § 1445), a sworn certification under penalties of perjury of Seller's
634 non-foreign status in accordance with IRC § 1445. If Seller fails to timely deliver certification of Seller's non-foreign status,
635 Buyer shall: (1) withhold the amount required to be withheld pursuant to IRC § 1445; or, (2) declare Seller in default of this
636 Offer and proceed under lines 601-608.

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

640 **COMPLIANCE WITH FIRPTA.** Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument,
641 affidavit, or statement needed to comply with FIRPTA, including withholding forms. If withholding is required under IRC
642 §1445, and the net proceeds due Seller are not sufficient to satisfy the withholding required in this transaction, Seller shall
643 deliver to Buyer, at closing, the additional funds necessary to satisfy the applicable withholding requirement. Seller also
644 shall pay to Buyer an amount not to exceed \$1,000 for actual costs associated with the filing and administration of forms,
645 affidavits, and certificates necessary for FIRPTA withholding and any withholding agent fees.

646 **Any representations made by Seller with respect to FIRPTA shall survive the closing and delivery of the deed.**
647 Firms, Agents, and Title Companies are not responsible for determining FIRPTA status or whether any FIRPTA exemption
648 applies. The Parties are advised to consult with their respective independent legal counsel and tax advisors regarding
649 FIRPTA.

650 **ADDITIONAL PROVISIONS/CONTINGENCIES**

651 _____
652 _____
653 _____
654 _____
655 _____
656 _____
657 _____
658 _____
659 _____
660 _____
661 _____
662 _____
663 _____
664 _____

665 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
666 written notices to a Party shall be effective only when accomplished by one of the authorized methods specified at lines
667 688-683.

668 (1) **Personal**: giving the document or written notice personally to the Party, or the Party's recipient for delivery if named at
669 line 670 or 671.

670 Name of Seller's recipient for delivery, if any: Eric Homan

671 Name of Buyer's recipient for delivery, if any: Kathy Schlieve, Waupun City Administrator

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

673 Seller: () Buyer: ()

674 ☒ (3) **Commercial**: depositing the document or written notice, fees prepaid or charged to an account, with a commercial
675 delivery service, addressed either to the Party, or to the Party's recipient for delivery, for delivery to the Party's address at
676 line 679 or 680.

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

679 Address for Seller: 925 W. Main Street, Waupun, WI 53963

680 Address for Buyer: 201 E. Main Street, Waupun, WI 53963

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

682 Email Address for Seller: ehoman@homanauto.com

683 Email Address for Buyer: kathy@cityofwaupunwi.gov with a copy to dan@vklaw.us

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

686 ☒ **ADDENDA**: The attached Addenda A and B is/are made part of this Offer.

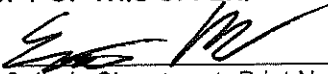
687 This Offer was drafted by [Licensee and Firm] Attorney Daniel L. Vande Zande

688

689 (x) _____ Date ▲
690 Buyer's Signature ▲ Print Name Here ▶ Rohn W. Bishop, Waupun City Mayor

691 (x) _____ Date ▲
692 Buyer's Signature ▲ Print Name Here ▶

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

697 (x)  Eric Homan, Authorized Agent 7-23-25
698 Seller's Signature ▲ Print Name Here ▶ Eric Homan, as authorized agent for Homan Real Estate Holdings, LLC Date ▲

699 (x) _____ Date ▲
700 Seller's Signature ▲ Print Name Here ▶

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

703 This Offer is rejected _____ This Offer is countered [See attached counter] _____
704 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

**ADDENDUM "A" TO
VACANT LAND OFFER TO PURCHASE**

The Vacant Land Offer to Purchase ("the offer") between Homan Real Estate Holdings, LLC, a Wisconsin limited liability company ("the Seller") and the City of Waupun, a Wisconsin municipal corporation ("the Buyer") is subject to the following additional terms:

1. Contingent on Common Council Approval. This transaction is contingent on the approval of these terms by the Waupun Common Council within twenty (20) days of the acceptance date of this offer. The Seller acknowledges that the Waupun City Mayor, in executing this Offer on behalf of the City of Waupun, does not have legal authority to bind the City of Waupun to these terms, and the parties have executed this Offer as a means of properly placing this Offer before the Waupun Common Council for consideration. No representation or warranty has been made to the Seller concerning approval of this Offer by the Waupun Common Council. If this contingency is not timely met, then this Offer shall be void and all earnest money shall be refunded to the Buyer.
2. Right of First Refusal. On closing, the parties shall execute a Right of First Refusal with respect to the Property on terms as set forth in the attached Addendum B to this Offer, the terms of which are incorporated in this Offer by reference.
3. No Financing Contingency. This is a cash offer that is not contingent on financing. The Buyer represents to the Seller that the Buyer has sufficient funds available to pay the cash price due on closing, without the need to make this transaction contingent on financing.

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

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

ADDENDUM B

RIGHT OF FIRST REFUSAL

Document Number:

Return Address: Vande Zande & Kaufman, LLP
408 East Main Street
P.O. Box 430
Waupun, WI 53963
(920) 324-2951
dan@vklaw.us

Parcel ID Number: see attached Exhibit "A"

THIS RIGHT OF FIRST REFUSAL is granted by the City of Waupun, a Wisconsin municipal corporation ("the City") in favor of Homan Real Estate Holdings, LLC, a Wisconsin limited liability company ("Homan").

The City is the owner of real estate ("the Property") more particularly described on the attached Exhibit "A," which exhibit is incorporated here by reference.

The City desires to give Homan a Right of First Refusal with respect to the Property.

THEREFORE, in consideration of the sale of the real estate to the City on this date, the City grants to Homan a Right of First Refusal on the following terms:

1. Right of First Refusal. the City grants to Homan an exclusive Right of First Refusal with respect to the Property commencing on this date. Should the City enter into a binding contract to sell, transfer, or otherwise convey the Property to any third party, then the City shall provide written notice to Homan, such notice to include a full and complete copy of the contract to sell, transfer or convey the Property to the third party, specifying all terms of the intended conveyance ("the Contract").

2. Election to Purchase. Within twenty (20) calendar days of receipt of written notice of the Contract, Homan may elect to exercise this Right of First Refusal by providing written notice to the City of such election. If Homan timely make this election, then purchase of the Property by Homan shall be on the same terms as provided in the Contract, except that the closing date for any sale shall be no sooner than sixty (60) days after exercise by Homan of this election.

3. Manner of Giving Notice. All notices provided under this Right of First Refusal shall be given in writing, either personally delivered or sent by certified mail, return receipt requested, to the last known mailing address of the receiving party. If notice is personally delivered, the time period set forth above shall commence on receipt by the party receiving the notice. If notice is sent by certified mail, then the time period set forth above shall commence two (2) calendar days after written notice is deposited with the United States Postal Service for delivery with postage prepaid.

3. Release on Sale to Third Party. In the event that Homan does not timely exercise its Right of First Refusal with respect to the Contract, then Homan shall be deemed to have waived such right of first refusal, but only with respect to the Contract included with the written notice; in case of such waiver, the City shall be permitted to close the conveyance of the real estate to the third party, provided that the conveyance is in strict accordance with the terms of the Contract ("the Permitted Sale"), and on such closing Homan shall execute any documents necessary to clear record title with respect to its waiver and release of this Right of First Refusal. However, if the City does not close the Permitted Sale within ninety (90) days of the date of Tenant's waiver of the Right of

First Refusal of the Contract, then such waiver shall be deemed to have lapsed, and this Right of First Refusal shall be reinstated.

4. Release on City Construction of Stormwater Pond. Notwithstanding any other term in this Right of First Refusal, in the event that the City completes construction of a stormwater retention or detention on the Property prior to providing written Notice of a Contract to Homan, then this Right of First Refusal shall thereafter be void, and Homan shall execute any documents necessary to clear record title with respect to its release of this Right of First Refusal.

5. Recording. Notice of this Right of First Refusal may be recorded by either party with the Fond du Lac County Register of Deeds, in order to give public notice of the terms contained here, provided that no such Notice shall be recorded less than one (1) year after the date of this Right of First Refusal.

6. Parties Bound. This agreement shall bind each of the parties, together with their respective heirs, personal representatives, successors and assigns.

[Signature Pages and Exhibit Follow]

Dated this _____ day of _____, 2025.

The City of Waupun

By: _____
Rohn W. Bishop
Mayor

STATE OF WISCONSIN)
) ss:
FOND DU LAC COUNTY)

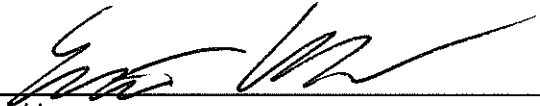
Personally came before me on this date the above-named, Rohn W. Bishop, as Mayor for the City of Waupun, a Wisconsin municipal corporation, to me known to be the person who executed this document and acknowledged the same.

Daniel L. Vande Zande
Notary Public, Wisconsin
My commission is permanent.

This Right of First Refusal was drafted by Attorney Daniel L. Vande Zande

Dated this 23rd day of July, 2025.

Homan Real Estate Holdings, LLC

By: 
Eric Homan
Authorized Member

STATE OF WISCONSIN)
) ss:
FOND DU LAC COUNTY)

Personally came before me on this date the above-named, Eric Homan, as authorized member of Homan Real Estate Holdings, LLC, a Wisconsin limited liability company, to me known to be the person who executed this document and acknowledged the same.

Daniel L. Vande Zande
Notary Public, Wisconsin
My commission is permanent.

EXHIBIT A

REAL ESTATE DESCRIPTION

[Insert Description Here]

Property Address: 239 Gateway Drive, Waupun, WI 53963

Tax Parcel Number: WPN-14-15-33-08-011-00

AGENDA SUMMARY SHEET

MEETING DATE: 7/29/25

TITLE: Future Meetings, License and Permit Applications, Expenses

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Date of Council/COW Meeting	Meeting
Tuesday, August 12, 2025	Common Council
Tuesday, August 26, 2025	Committee of the Whole
Tuesday, September 9, 2025	Common Council
Tuesday, September 30, 2025	Committee of the Whole
Tuesday, October 14, 2025	Common Council
Tuesday, October 28, 2025	Committee of the Whole
Tuesday, November 11, 2025	Common Council
Tuesday, November 25, 2025	Committee of the Whole
Tuesday, December 9, 2025	Common Council
Tuesday, December 30, 2025	Committee of the Whole

LICENSE/PERMIT APPLICATIONS

Operator: Aimee Mallon, Nicole Landaal

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

Report Criteria:

Report type: Summary

Invoice.Batch = "BID","july17","072125","072925"

Check Issue Date	Check Number	Payee	Amount
07/17/2025	1006	HOME SWEET HOME REAL ESTATE	1,870.00
07/17/2025	110263	ALLIANT ENERGY/WP&L	3,832.62
07/17/2025	110264	YMCA OF DODGE COUNTY	14,526.34
07/21/2025	110265	HOMAN AUTO -GATEWAY	45,693.50
07/24/2025	110266	A - DEAN ENTERPRISES LLC	212.50
07/24/2025	110267	AED ESSENTIALS INC	18,370.86
07/24/2025	110268	AIR ONE EQUIPMENT INC	284.00
07/24/2025	110269	AIRGAS USA LLC	3,710.10
07/24/2025	110270	AMAZON CAPITAL SERVICES	941.17
07/24/2025	110271	ARMGA, BARB	96.00
07/24/2025	110272	AT&T MOBILITY	1,327.36
07/24/2025	110273	BADGER PEST CONTROL	80.00
07/24/2025	110274	BALLWEG IMPLEMENT	451.51
07/24/2025	110275	BEC ENTERPRISES LLC	5,793.45
07/24/2025	110276	BELCO VEHICLE SOLUTIONS LLC	68.99
07/24/2025	110277	BISHOP, ROHN	180.00
07/24/2025	110278	BROWN CAB SERVICE INC	12,379.70
07/24/2025	110279	CARDIO PARTNERS INC	178.77
07/24/2025	110280	CHARTER COMMUNICATIONS	1,207.55
07/24/2025	110281	CHARTER COMMUNICATIONS	114.23
07/24/2025	110282	CINTAS CORPORATION NO 2	804.47
07/24/2025	110283	CITIES AND VILLAGES MUTUAL INS	20,607.32
07/24/2025	110284	CITIES DIGITAL	764.02
07/24/2025	110285	CIVIC PLUS LLC (PAYMENTS)	6,483.83
07/24/2025	110286	CONWAY SHIELD	514.51
07/24/2025	110287	COUNTRY HILLS PET HOSPITAL	322.04
07/24/2025	110288	DESTINATION LAKE WINNEBAGO RE	12,466.00
07/24/2025	110289	DEVRIES WELDING LLC	100.60
07/24/2025	110290	DT FAB LAB	6.00
07/24/2025	110291	EXCEL TECHNOLOGIES	1,303.61
07/24/2025	110292	FASSE DECORATING CENTER	237.35
07/24/2025	110293	FIRE SAFETY USA	745.95
07/24/2025	110294	GANNETT WISCONSIN LOCALIQ	932.00
07/24/2025	110295	GAPPA SECURITY SOLUTIONS LLC	26.55
07/24/2025	110296	GORDON FLESCH CO INC	248.36
07/24/2025	110297	H & R SAFETY SOLUTIONS LLC	82.20
07/24/2025	110298	HERITAGE RIDGE TRAVEL PLAZA	233.72
07/24/2025	110299	HOLIDAY WHOLESALE	1,699.99
07/24/2025	110300	HOME SWEET HOME REAL ESTATE	935.00
07/24/2025	110301	J.F. BRENNAN COMPANY INC	4,533.00
07/24/2025	110302	JEFFERSON FIRE & SAFETY INC	767.00
07/24/2025	110303	JOHNSON, BRYCE	39.74
07/24/2025	110304	KREUZIGER, JEFFREY D	300.00
07/24/2025	110305	KRUCZEK CONSTRUCTION	446,508.29
07/24/2025	110306	LINCOLN CONTRACTORS	93.48
07/24/2025	110307	MARCO TECHNOLOGIES LLC	166.91
07/24/2025	110308	MARTENS ACE HARDWARE	1,682.07
07/24/2025	110309	MENARDS - BEAVER DAM	438.59
07/24/2025	110310	MSA PROFESSIONAL SERVICES INC	38,709.14

Check Issue Date	Check Number	Payee	Amount
07/24/2025	110311	NAPA AUTO PARTS-WAUPUN	710.51
07/24/2025	110312	NATIONAL FIRE PROTECTION ASSOC	225.00
07/24/2025	110313	NAVIS, MIKE	25.65
07/24/2025	110314	NEUMAN POOLS INC	612.07
07/24/2025	110315	O'REILLY AUTOMOTIVE INC	978.92
07/24/2025	110316	PETTY CASH-CITY HALL	26.90
07/24/2025	110317	PIGGLY WIGGLY DISCOUNT FOODS	225.63
07/24/2025	110318	POMP'S TIRE	1,500.00
07/24/2025	110319	PRIME MEDIA	225.00
07/24/2025	110320	PROS 4 TECHNOLOGY INC	49.00
07/24/2025	110321	PURCHASE POWER	1,004.00
07/24/2025	110322	REINDERS INC	503.57
07/24/2025	110323	RENNERTS	563.49
07/24/2025	110324	SABEL MECHANICAL	20,591.80
07/24/2025	110325	SAFETY KLEEN	780.00
07/24/2025	110326	SALAMONE SUPPLIES	181.32
07/24/2025	110327	SHARE CORPORATION	274.35
07/24/2025	110328	SHRED-IT / STERICYCLE, INC	81.37
07/24/2025	110329	SSM HEALTH AT WORK	7,020.64
07/24/2025	110330	SSM HEALTH LABORATORIES	80.00
07/24/2025	110331	TOP PACK DEFENSE	826.00
07/24/2025	110332	TOTAL ENERGY SYSTEMS LLC	2,124.00
07/24/2025	110333	TRACTOR SUPPLY CREDIT PLAN	30.98
07/24/2025	110334	TRUCK EQUIPMENT INC	860.63
07/24/2025	110335	VON BRIESEN & ROPER, S.C.	816.50
07/24/2025	110336	WARNER, ALEX	248.74
07/24/2025	110337	WAUKESHA COUNTY TREASURER	157.85
07/24/2025	110338	WAUPUN EQUIPMENT COMPANY INC	620.00
07/24/2025	110339	WAUPUN GIRLS SOFTBALL	68.56
07/24/2025	110340	WAUPUN UTILITIES	37,280.62
07/24/2025	110341	WI DEPT OF JUSTICE	371.25
07/24/2025	110342	WI DEPT OF NATURAL RESOURCES	165.00
07/24/2025	110343	WI EMERGENCY MANAGEMENT ASC	25.00
07/24/2025	110344	WWW.323.TV LLC	7,727.00
Grand Totals:			740,051.74

Report Criteria:

Report type: Summary

Invoice.Batch = "BID","july17","072125","072925"

Report Criteria:

Report type: Invoice detail

Check.Type = {<->} "Adjustment"

Invoice.Batch = "BID","JULY17","072125","072925"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
A - DEAN ENTERPRISES LLC						
A - DEAN ENTERPRISES LLC	PINE STREET PARK PORT A POTTY 6/16/25 - 7/13/25	07/24/2025	17476	100-20-5525-3-38	212.50	212.50
Total A - DEAN ENTERPRISES LLC:						212.50
AED ESSENTIALS INC						
AED ESSENTIALS INC	CARDIAC MONITOR - HEALTHCARE INFRASTRUCTURE GRANT	07/24/2025	10309	410-50-5231-4-00	18,370.86	18,370.86
Total AED ESSENTIALS INC:						18,370.86
AIR ONE EQUIPMENT INC						
AIR ONE EQUIPMENT INC	STORZ FITTING - 591	07/24/2025	222032	100-50-5244-3-38	284.00	284.00
Total AIR ONE EQUIPMENT INC:						284.00
AIRGAS USA LLC						
AIRGAS USA LLC	OXYGEN RENTAL - FD	07/24/2025	5517232879	100-50-5230-3-38	25.00	25.00
AIRGAS USA LLC	POOL CHEMICALS	07/24/2025	9162634626	100-20-5523-3-40	1,030.72	1,030.72
AIRGAS USA LLC	POOL CHEMICALS	07/24/2025	5517198365	100-20-5523-3-40	1,506.00	1,506.00
AIRGAS USA LLC	POOL CHEMICALS	07/24/2025	9162887282	100-20-5523-3-40	729.79	729.79
AIRGAS USA LLC	POOL CHEMICALS	07/24/2025	9162928549	100-20-5523-3-40	418.59	418.59
Total AIRGAS USA LLC:						3,710.10
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	SENIOR CENTER - JUNE 2025	07/17/2025	7255200000-J	100-20-5513-3-32	14.87	14.87
ALLIANT ENERGY/WP&L	COMMUNITY CENTER - JUNE 2025	07/17/2025	1400782235-J	100-20-5511-3-32	77.41	77.41
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES -JUNE 2025	07/17/2025	1780510000-J	100-70-5410-3-32	59.17	59.17
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - JUNE 2025	07/17/2025	5946940000-J	100-50-5244-3-32	70.94	70.94
ALLIANT ENERGY/WP&L	COMMUNITY CENTER - JUNE 2025	07/17/2025	2831330000-J	100-70-5410-3-32	87.84	87.84
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - JUNE 2025	07/17/2025	3425110000-J	100-20-5512-3-32	14.88	14.88
ALLIANT ENERGY/WP&L	AQUATIC CENTER - JUNE 2025	07/17/2025	5374620000-J	100-20-5523-3-32	3,423.64	3,423.64
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - JUNE 2025	07/17/2025	3264610000-J	100-70-5412-3-32	83.87	83.87
Total ALLIANT ENERGY/WP&L:						3,832.62
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	GARDEN HOSE FOR BUILDINGS	07/24/2025	1XD7-F4X6-P	100-70-5410-3-36	208.99	208.99
AMAZON CAPITAL SERVICES	PET WASTE BAGS - DOG PARK	07/24/2025	1417-R76H-9	100-20-5525-3-36	609.09	609.09
AMAZON CAPITAL SERVICES	MAGNETIC MIC - PATROL	07/24/2025	IN4K-6DG6-M	100-40-5212-3-38	44.95	44.95
AMAZON CAPITAL SERVICES	SEALING SOLUTION FOR POSTAGE MACHINE	07/24/2025	1CG1-KN6Q-	100-10-5141-3-33	28.27	28.27
AMAZON CAPITAL SERVICES	FIRE EXT CABINET - REPLACE BROKEN BOX	07/24/2025	1PKJ-K4XK-G	100-20-5523-3-36	49.87	49.87
Total AMAZON CAPITAL SERVICES:						941.17
ARMGA, BARB						
ARMGA, BARB	FILING ELECTION RECORDS	07/24/2025	7-17-25	100-10-5142-1-10	96.00	96.00

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Total ARMGA, BARB:						96.00
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - MAY 23 - JUNE 23 - PD	07/24/2025	287307537700	100-40-5211-3-31	582.01	582.01
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - MAY 24-JUNE 23 2025 FIRE ADM	07/24/2025	MAY24-JUNE2	100-50-5244-3-31	298.11	298.11
AT&T MOBILITY	SCHLIEVE PHONE - CITY ADM/ECO DEV - MAY 29 - JULY 7 2025	07/24/2025	MAY29-JUL7 2	100-10-5191-3-31	447.24	447.24
Total AT&T MOBILITY:						1,327.36
BADGER PEST CONTROL						
BADGER PEST CONTROL	PEST CONTROL COMMUNITY CENTER	07/24/2025	22606	100-20-5511-3-36	80.00	80.00
Total BADGER PEST CONTROL:						80.00
BALLWEG IMPLEMENT						
BALLWEG IMPLEMENT	CARBURETOR #901/TIRE & WHEEL ASSEMBLY #159-24	07/24/2025	P19708	100-70-5411-3-36	451.51	451.51
Total BALLWEG IMPLEMENT:						451.51
BEC ENTERPRISES LLC						
BEC ENTERPRISES LLC	REPLACE ELEVATOR BELT AND BROOM- 12-18 SWEEPER	07/24/2025	34882	700-10-5192-3-36	5,793.45	5,793.45
Total BEC ENTERPRISES LLC:						5,793.45
BELCO VEHICLE SOLUTIONS LLC						
BELCO VEHICLE SOLUTIONS LLC	INSTALL SQUAD RADIO, REPLACED MESH GRATE FOR CADE, INSTALL BAY RELAY	07/24/2025	10663	100-40-5212-3-36	68.99	68.99
Total BELCO VEHICLE SOLUTIONS LLC:						68.99
BISHOP, ROHN						
BISHOP, ROHN	JUNE/JULY SQUAD DETAILS - 5 CARS	07/24/2025	6-26-25	100-40-5212-3-38	180.00	180.00
Total BISHOP, ROHN:						180.00
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	JUNE 2025 TAXI SERVICES	07/24/2025	5916	501-10-5154-3-38	12,379.70	12,379.70
Total BROWN CAB SERVICE INC:						12,379.70
CARDIO PARTNERS INC						
CARDIO PARTNERS INC	AED ADULTS PADS	07/24/2025	600086549	100-40-5212-3-38	178.77	178.77
Total CARDIO PARTNERS INC:						178.77
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	AQUATIC CENTER	07/24/2025	171154201-JU	100-20-5523-3-38	124.98	124.98
CHARTER COMMUNICATIONS	ACCT# 171154501 - PD - TV - SERVS 7 -1-25 TO 7-31-25	07/24/2025	171154501-JU	100-40-5211-3-38	103.09	103.09
CHARTER COMMUNICATIONS	ACCT# 171153401 - PD - INTERNET - SERVS 7-1-25 TO 7-31-25	07/24/2025	171153401-JU	100-40-5211-3-38	490.00	490.00
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	07/24/2025	171154001-JU	100-70-5412-3-38	234.50	234.50
CHARTER COMMUNICATIONS	LATE FEE	07/24/2025	31233-JULY25	100-10-5197-3-31	114.23	114.23

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CHARTER COMMUNICATIONS	NEW COMMUNITY CENTER	07/24/2025	241449301-JU	100-20-5511-3-31	104.99	104.99
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	07/24/2025	171156301-JU	100-10-5197-3-31	149.99	149.99
Total CHARTER COMMUNICATIONS:						1,321.78
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JUNE 2025	07/24/2025	4232903703	100-70-5411-3-38	52.93	52.93
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JUNE 2025	07/24/2025	4233600098	100-70-5411-3-38	52.93	52.93
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JUNE 2025	07/24/2025	4234278348	100-70-5411-3-38	52.97	52.97
CINTAS CORPORATION NO 2	GLOVES - MECHANIC	07/24/2025	1905745451	100-70-5411-3-38	135.00	135.00
CINTAS CORPORATION NO 2	NEW COMMUNITY CENTER - JUNE 2025	07/24/2025	4235008071	100-20-5511-3-38	93.96	93.96
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - JUNE 2025	07/24/2025	4235008104	100-70-5410-3-38	95.99	95.99
CINTAS CORPORATION NO 2	LIBRARY RUGS - JUNE 2025	07/24/2025	4235008152	100-70-5410-3-38	108.49	108.49
CINTAS CORPORATION NO 2	CITY HALL RUGS - JUNE 2025	07/24/2025	4235008183	100-70-5410-3-38	126.42	126.42
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JUNE 2025	07/24/2025	4235008218	100-70-5411-3-38	85.78	85.78
Total CINTAS CORPORATION NO 2:						804.47
CITIES AND VILLAGES MUTUAL INS						
CITIES AND VILLAGES MUTUAL INS	2025 WORKER'S COMP 3RD QUARTER - UTILITY PORTION	07/24/2025	346	100-13850	20,607.32	20,607.32
Total CITIES AND VILLAGES MUTUAL INS:						20,607.32
CITIES DIGITAL						
CITIES DIGITAL	LASERFICHE ANNUAL SUPPORT & UPDATES - PD 10-15-25 THRU 10-15-26	07/24/2025	64327	100-40-5211-3-38	764.02	764.02
Total CITIES DIGITAL:						764.02
CIVIC PLUS LLC (PAYMENTS)						
CIVIC PLUS LLC (PAYMENTS)	SUPPLEMENTATION SUBSC/ONLINE CODE	07/24/2025	342523	100-10-5163-3-38	3,045.00	3,045.00
CIVIC PLUS LLC (PAYMENTS)	HOSITING/ORDBANK/SUPPLEMENT PDF					
CIVIC PLUS LLC (PAYMENTS)	MUNICODE MEETINGS RENEWAL 9/1/25-8/31/26	07/24/2025	341908	100-10-5110-3-38	3,438.83	3,438.83
Total CIVIC PLUS LLC (PAYMENTS):						6,483.83
CONWAY SHIELD						
CONWAY SHIELD	BADGES - NEW FIREFIGHTERS AND PROMOTIONS	07/24/2025	0539404	100-50-5244-3-38	514.51	514.51
Total CONWAY SHIELD:						514.51
COUNTRY HILLS PET HOSPITAL						
COUNTRY HILLS PET HOSPITAL	K9 - EXAM, NEXGARD, AMOXICILLIN	07/24/2025	255072	220-40-5212-3-38	322.04	322.04
Total COUNTRY HILLS PET HOSPITAL:						322.04
DESTINATION LAKE WINNEBAGO REGION						
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - JUNE 25	07/24/2025	JUNE2025	430-70-5436-3-42	12,466.00	12,466.00
Total DESTINATION LAKE WINNEBAGO REGION:						12,466.00

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DEVRIES WELDING LLC						
DEVRIES WELDING LLC	WESTEND PARK HORSESHOE PIT REPAIR	07/24/2025	02812	100-20-5525-3-36	100.60	100.60
Total DEVRIES WELDING LLC:						100.60
DT FAB LAB						
DT FAB LAB	3' VINYL EQUIPMENT NUMBERS	07/24/2025	1044	100-70-5411-3-36	6.00	6.00
Total DT FAB LAB:						6.00
EXCEL TECHNOLOGIES						
EXCEL TECHNOLOGIES	WAUPUN ICE ARENA AMMONIA VENTILATION	07/24/2025	116858	400-20-5514-8-00	1,303.61	1,303.61
Total EXCEL TECHNOLOGIES:						1,303.61
FASSE DECORATING CENTER						
FASSE DECORATING CENTER	STREET/TRAFFIC PAINT	07/24/2025	NFBLT	100-70-5441-3-36	155.50	155.50
FASSE DECORATING CENTER	STREET PAINT	07/24/2025	VPEF9	100-70-5441-3-36	81.85	81.85
Total FASSE DECORATING CENTER:						237.35
FIRE SAFETY USA						
FIRE SAFETY USA	LT. HELMET / HELMET SHIELDS (NELSON & A. KOOIMA)	07/24/2025	203049	100-50-5244-3-38	745.95	745.95
Total FIRE SAFETY USA:						745.95
GANNETT WISCONSIN LOCALIQ						
GANNETT WISCONSIN LOCALIQ	NOTICE OF BD OF REVIEW 6-5-25	07/24/2025	0007157124	100-10-5110-3-35	932.00	932.00
Total GANNETT WISCONSIN LOCALIQ:						932.00
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	HINGES FOR PARK BATHROOM DOORS	07/24/2025	32058	100-20-5525-3-36	26.55	26.55
Total GAPPA SECURITY SOLUTIONS LLC:						26.55
GORDON FLESCHE CO INC						
GORDON FLESCHE CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 06/11/25 TO 07/13/25	07/24/2025	IN15236636	100-10-5141-3-36	196.90	196.90
GORDON FLESCHE CO INC	CANON - COMMUNITY CENTER - 6/12/25-7/19/25	07/24/2025	IN15241945	100-20-5511-3-38	51.46	51.46
Total GORDON FLESCHE CO INC:						248.36
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES - DPW GARAGE	07/24/2025	9545	100-70-5412-3-38	21.90	21.90
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES - COMMUNITY CENTER	07/24/2025	9544	100-20-5511-3-38	41.35	41.35
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES - CITY HALL	07/24/2025	9543	100-70-5410-3-38	18.95	18.95
Total H & R SAFETY SOLUTIONS LLC:						82.20
HERITAGE RIDGE TRAVEL PLAZA						
HERITAGE RIDGE TRAVEL PLAZA	DPW FUEL	07/24/2025	27800	100-70-5411-3-38	125.00	125.00
HERITAGE RIDGE TRAVEL PLAZA	FD FUEL - 591	07/24/2025	27864	100-50-5232-3-38	108.72	108.72

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total HERITAGE RIDGE TRAVEL PLAZA:						233.72
HOLIDAY WHOLESALE						
HOLIDAY WHOLESALE	AQUATIC CENTER CONCESSION STAND	07/24/2025	2078300	100-20-5523-3-39	323.99	323.99
HOLIDAY WHOLESALE	POOL CONCESSIONS	07/24/2025	2084220	100-20-5523-3-39	466.99	466.99
HOLIDAY WHOLESALE	POOL CONCESSIONS	07/24/2025	2072049	100-20-5523-3-39	909.01	909.01
Total HOLIDAY WHOLESALE:						1,699.99
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	2025 CHEVROLET TRUCK - #14-25 - DPW	07/21/2025	7-21-25	410-70-5412-4-00	45,693.50	45,693.50
Total HOMAN AUTO -GATEWAY:						45,693.50
HOME SWEET HOME REAL ESTATE						
HOME SWEET HOME REAL ESTATE	DOWNTOWN REVITALIZATION GRANT CDA	07/24/2025	7142025CDA	405-70-5436-3-38	935.00	935.00
HOME SWEET HOME REAL ESTATE	FACADE IMPROVEMENT GRANT 432 E MAIN ST	07/17/2025	7142025	502-10-5820-3-38	1,870.00	1,870.00
Total HOME SWEET HOME REAL ESTATE:						2,805.00
J.F. BRENNAN COMPANY INC						
J.F. BRENNAN COMPANY INC	DAM REPAIR - CREW & EQUIPMENT/MOBILIZATION	07/24/2025	522502-2	700-10-5192-3-36	4,533.00	4,533.00
Total J.F. BRENNAN COMPANY INC:						4,533.00
JEFFERSON FIRE & SAFETY INC						
JEFFERSON FIRE & SAFETY INC	STRUCTURAL FIREFIGHTING GLOVES - NEW HIRES	07/24/2025	IN329019	100-50-5244-3-38	767.00	767.00
Total JEFFERSON FIRE & SAFETY INC:						767.00
JOHNSON, BRYCE						
JOHNSON, BRYCE	REIMBURSEMENT FOR WATER USEAGE AT PROPERTY DURING CONSTRUCTION PROJECT	07/24/2025	782025	400-70-5436-8-00	39.74	39.74
Total JOHNSON, BRYCE:						39.74
KREUZIGER, JEFFREY D						
KREUZIGER, JEFFREY D	JUNE LAWN MOWING	07/24/2025	266571	100-70-5613-3-38	300.00	300.00
Total KREUZIGER, JEFFREY D:						300.00
KRUCZEK CONSTRUCTION						
KRUCZEK CONSTRUCTION	NEWTON & ROCK PHASE 2 UTILITIES PORTION	07/24/2025	PAY REQUES	100-13850	446,508.29	446,508.29
Total KRUCZEK CONSTRUCTION:						446,508.29
LINCOLN CONTRACTORS						
LINCOLN CONTRACTORS	CAULK - REPAIR STEPS @ CITY HALL	07/24/2025	J58294	100-70-5410-3-36	93.48	93.48
Total LINCOLN CONTRACTORS:						93.48

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 7/1/25 TO 8/1/25, COLOR COPY OVERAGE	07/24/2025	559654835	100-40-5211-3-38	166.91	166.91
Total MARCO TECHNOLOGIES LLC:						166.91
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	SUPER GLUE/PICTURE HANG STRIPS - AQUATIC CENTER	07/24/2025	244532	100-20-5523-3-36	24.97	24.97
MARTENS ACE HARDWARE	DOG FOOD - K9 - PD	07/24/2025	244536	220-40-5212-3-38	54.99	54.99
MARTENS ACE HARDWARE	TRIMMER LINE	07/24/2025	244538	100-70-5411-3-38	44.99	44.99
MARTENS ACE HARDWARE	FASTENERS/TIGHT CONN - POOL PUMP CHLORINATOR	07/24/2025	244571	100-20-5523-3-36	25.54	25.54
MARTENS ACE HARDWARE	FASTENERS - SLIDE - AQUATIC CENTER	07/24/2025	244573	100-20-5523-3-36	14.92	14.92
MARTENS ACE HARDWARE	REDUCE WASH/LOCKNUT - SLIDE - AQUATIC CENTER	07/24/2025	244577	100-20-5523-3-36	1.98	1.98
MARTENS ACE HARDWARE	PAINT SUPPLIES - PAINT EXTERIOR OF ICE ARENA	07/24/2025	244603	100-70-5410-3-36	82.90	82.90
MARTENS ACE HARDWARE	FASTENERS - SLIDE - AQUATIC CENTER	07/24/2025	244610	100-20-5523-3-36	8.17	8.17
MARTENS ACE HARDWARE	HOT WATER NOZZLE/BRANCH HOOK - AQUATIC CENTER	07/24/2025	244617	100-20-5523-3-36	41.96	41.96
MARTENS ACE HARDWARE	CAULK - REPAIR TURF @ BASEBALL COMPLEX	07/24/2025	244629	100-20-5525-3-36	25.98	25.98
MARTENS ACE HARDWARE	PACKING TAPE/DRY ERASE MARKERS/DUCT TAPE/MR CLEAN ERASER/TAPE/PAPER PUNCH - AQUATIC CENTER	07/24/2025	244631	100-20-5523-3-36	45.74	45.74
MARTENS ACE HARDWARE	QUART BAGS - AQUATIC CENTER	07/24/2025	244633	100-20-5523-3-36	15.98	15.98
MARTENS ACE HARDWARE	PAINT/STRIPING PAINT - BIKE RODEO	07/24/2025	244636	220-40-5214-3-38	23.98	23.98
MARTENS ACE HARDWARE	PAIL/SPONGE - AQUATIC CENTER	07/24/2025	244661	100-20-5523-3-36	28.13	28.13
MARTENS ACE HARDWARE	PARTS FOR CHAINSAW REPAIRS	07/24/2025	244683	100-70-5411-3-36	154.94	154.94
MARTENS ACE HARDWARE	EQUIPMENT FOR FIREARMS TRAINING - PD	07/24/2025	244707	100-40-5215-3-38	268.89	268.89
MARTENS ACE HARDWARE	BAIT STATION - PINE PARK SHED	07/24/2025	244718	100-20-5525-3-36	17.98	17.98
MARTENS ACE HARDWARE	LUBE TRIFLOW/PRUNER - BUILDINGS	07/24/2025	244720	100-70-5410-3-36	89.96	89.96
MARTENS ACE HARDWARE	FUEL FILTER/FUEL INJECTOR CLEANER	07/24/2025	244724	100-70-5411-3-36	17.98	17.98
MARTENS ACE HARDWARE	FASTENERS/PAINTERS TAPE/MAG NUT - PAINT EXTERIOR @ ICE ARENA	07/24/2025	244761	100-70-5411-3-36	62.91	62.91
MARTENS ACE HARDWARE	BASKETBALL NETS - WEST END PARK	07/24/2025	244762	100-20-5525-3-36	7.98	7.98
MARTENS ACE HARDWARE	ROLLER - PAINT EXTERIOR OF ICE ARENA	07/24/2025	244784	100-70-5410-3-36	9.99	9.99
MARTENS ACE HARDWARE	HOSE BARB MENDER - REPAIR CO2 HOSE @ AQUATIC CENTER	07/24/2025	244825	100-20-5523-3-36	4.99	4.99
MARTENS ACE HARDWARE	WINDEX - ICE ARENA	07/24/2025	244826	100-70-5410-3-36	9.98	9.98
MARTENS ACE HARDWARE	SEALANT - CAULK AROUND WINDOWS @ MUSEUM	07/24/2025	244866	100-70-5410-3-36	23.98	23.98
MARTENS ACE HARDWARE	BATTERIES	07/24/2025	244901	100-40-5211-3-30	23.98	23.98
MARTENS ACE HARDWARE	EDGER BLADE/HOSE/AUTOCUT - SHOP SUPPLIES	07/24/2025	244886	100-70-5411-3-36	111.95	111.95
MARTENS ACE HARDWARE	BROOM FOR AQUATIC CENTER	07/24/2025	244924	100-20-5523-3-36	35.98	35.98
MARTENS ACE HARDWARE	SEALANT - CAULK AROUND WINDOWS @ MUSEUM	07/24/2025	244938	100-70-5410-3-36	20.97	20.97
MARTENS ACE HARDWARE	DUCT TAPE/ELEC TAPE - BANNER INSTALL FOR CELEBRATE WAUPUN	07/24/2025	244967	100-10-5534-3-36	60.96	60.96
MARTENS ACE HARDWARE	BATTERIES - DODGE & WILCOX PARK CAMERAS	07/24/2025	245008	100-20-5525-3-36	17.99	17.99
MARTENS ACE HARDWARE	AIR CONDITIONER CLEANER	07/24/2025	244996	100-70-5410-3-36	21.99	21.99
MARTENS ACE HARDWARE	PARTS/SUPPLIES - ELECTRICAL - ADDING OUTLET TO POWER PANEL FOR CELEBRATE WAUPUN	07/24/2025	244989	100-10-5534-3-36	26.58	26.58
MARTENS ACE HARDWARE	BATTERIES - SAFETY BUILDING - REPLACE IN TOWEL DISPENSER	07/24/2025	244988	100-70-5410-3-36	19.99	19.99
MARTENS ACE HARDWARE	PARTS - ELECTRICAL PANEL FOR					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	CELEBRATE WAUPUN	07/24/2025	244998	100-10-5534-3-36	2.59	2.59
MARTENS ACE HARDWARE	BATTERIS - FIREARMS TRAINING	07/24/2025	245026	100-40-5215-3-38	27.96	27.96
MARTENS ACE HARDWARE	LIGHT CLIP/CABLES - INSTALL CAMERA SYSTEM IN COUNCIL CHAMBERS @ CITY HALL	07/24/2025	245030	100-70-5410-3-36	89.97	89.97
MARTENS ACE HARDWARE	DROPCLOTH - PLASTIC FOR TABLES @ CELEBRATE WAUPUN	07/24/2025	245048	100-10-5534-3-36	11.18	11.18
MARTENS ACE HARDWARE	KEYS - BUILDINGS & PARKS	07/24/2025	245096	100-70-5410-3-36	38.25	38.25
MARTENS ACE HARDWARE	HOOKS/SIGN - PARK PROGRAM STORYBOOK WALK	07/24/2025	245077	100-20-5525-3-39	19.96	19.96
MARTENS ACE HARDWARE	ANT SPRAY/HAND SOAP/KILLER TERMITE - AQUATIC CENTER	07/24/2025	245114	100-20-5523-3-36	41.96	41.96
Total MARTENS ACE HARDWARE:						1,682.07
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	BUILDING SUPPLIES	07/24/2025	78759	100-70-5410-3-36	100.89	100.89
MENARDS - BEAVER DAM	PARTS/SUPPLIES - REPAIR CRACKS ON TENNIS COURTS	07/24/2025	78408	100-20-5525-3-36	199.05	199.05
MENARDS - BEAVER DAM	PARK PROGRAM - PICNIC PRIZES	07/24/2025	79356	100-20-5525-3-39	80.97	80.97
MENARDS - BEAVER DAM	CABLE CLAMP/SPRING SNAP - SCHLIEVE BACKSTOP NET	07/24/2025	79219	100-20-5525-3-36	57.68	57.68
Total MENARDS - BEAVER DAM:						438.59
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	ROSEWOOD LOTS	07/24/2025	017890	100-70-5420-3-38	5,130.95	5,130.95
MSA PROFESSIONAL SERVICES INC	NEWTON/ROCK RECONSTRUCTION PHASE 2 ADMIN CITY PORTION	07/24/2025	018111	700-10-5192-8-00	27,168.94	27,168.94
MSA PROFESSIONAL SERVICES INC	CITY OF WAUPUN PCD ORDINANCE ASSISTANCE	07/24/2025	018642	100-10-5191-3-38	1,660.00	1,660.00
MSA PROFESSIONAL SERVICES INC	WAUPUN GEN ENG SERV - DOLLAR GENERAL EASEMENT	07/24/2025	016063	408-70-5436-3-38	3,199.25	3,199.25
MSA PROFESSIONAL SERVICES INC	GIS SUPPORT - MS4 GIS CONFIGURATION	07/24/2025	018619	700-10-5192-3-38	1,550.00	1,550.00
Total MSA PROFESSIONAL SERVICES INC:						38,709.14
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	STARTING FLUID - 202	07/24/2025	441829	100-70-5411-3-36	8.49	8.49
NAPA AUTO PARTS-WAUPUN	SPARK PLUG - 202	07/24/2025	441857	100-70-5411-3-36	3.99	3.99
NAPA AUTO PARTS-WAUPUN	HOSE END FITTING - HYDRAULIC LEAK - STREET SWEEPER	07/24/2025	441926	700-10-5192-3-36	73.30	73.30
NAPA AUTO PARTS-WAUPUN	V-BELT - INSTALL ON MOWER - 163-08	07/24/2025	442098	100-70-5411-3-36	62.84	62.84
NAPA AUTO PARTS-WAUPUN	BATTERY/CAPSULES - 900	07/24/2025	442123	100-70-5411-3-36	208.97	208.97
NAPA AUTO PARTS-WAUPUN	SOFTWARE UPDATE - SCANNER	07/24/2025	442449	100-70-5411-3-38	726.34	726.34
NAPA AUTO PARTS-WAUPUN	AUTO TRANS FLUID - SQUAD #11	07/24/2025	442827	100-40-5212-3-36	18.99	18.99
NAPA AUTO PARTS-WAUPUN	GREASE FITTING - 167-03	07/24/2025	442931	100-70-5411-3-36	4.49	4.49
NAPA AUTO PARTS-WAUPUN	RELEASE COUPLER - GREASE GUN - SHOP SUPPLIES	07/24/2025	442935	100-70-5411-3-36	32.99	32.99
NAPA AUTO PARTS-WAUPUN	VACUUM BYPASS CAPS/CAP KIT - REPAIR VACUUM LINES - 167-03	07/24/2025	442958	100-70-5411-3-36	9.49	9.49
NAPA AUTO PARTS-WAUPUN	GREASE FITTINGS	07/24/2025	443011	100-70-5411-3-36	30.99	30.99
NAPA AUTO PARTS-WAUPUN	BATTERY - 166-12	07/24/2025	443065	100-70-5411-3-36	189.99	189.99
NAPA AUTO PARTS-WAUPUN	UPDATE SCANNER	07/24/2025	443184	100-70-5411-3-38	795.00	795.00
NAPA AUTO PARTS-WAUPUN	CREDIT - UPDATE SCANNER WRONG UPDATE	07/24/2025	443197	100-70-5411-3-38	1,503.34-	1,503.34-
NAPA AUTO PARTS-WAUPUN	WIPER BLADES - SQUAD #5	07/24/2025	443371	100-40-5212-3-36	47.98	47.98
Total NAPA AUTO PARTS-WAUPUN:						710.51
NATIONAL FIRE PROTECTION ASSOC						
NATIONAL FIRE PROTECTION ASSOC	NFPA MEMBERSHIP	07/24/2025	2092527M	100-50-5244-3-34	225.00	225.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total NATIONAL FIRE PROTECTION ASSOC:						225.00
NAVIS, MIKE						
NAVIS, MIKE	MEAL REIMBURSEMENT - TRAINING	07/24/2025	07212025	100-40-5212-3-37	25.65	25.65
Total NAVIS, MIKE:						25.65
NEUMAN POOLS INC						
NEUMAN POOLS INC	CHLORINE FEEDER PUMP	07/24/2025	503746	100-20-5523-3-36	612.07	612.07
Total NEUMAN POOLS INC:						612.07
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	BATTERY - BOAT - FD	07/24/2025	2391-189274	100-50-5244-3-36	100.72	100.72
O'REILLY AUTOMOTIVE INC	MOTOR TRT - FUEL TREATMENT	07/24/2025	2391-189275	100-50-5244-3-36	21.58	21.58
O'REILLY AUTOMOTIVE INC	FUEL FILTER - BOAT - FD	07/24/2025	2391-189462	100-50-5244-3-36	26.48	26.48
O'REILLY AUTOMOTIVE INC	BATTERY 252-01 PAINTER	07/24/2025	2391-193048	100-70-5411-3-36	45.35	45.35
O'REILLY AUTOMOTIVE INC	2006 CHEVY SILVERADO 30-06 LIGHT BULB	07/24/2025	2391-192031	100-70-5411-3-36	16.38	16.38
O'REILLY AUTOMOTIVE INC	19-24 INSTALL PINTLE HITCH	07/24/2025	2391-192072	100-70-5411-3-36	225.49	225.49
O'REILLY AUTOMOTIVE INC	2006 CHEVY SILVERADO 30-06 REPLACE SWITCH AND HYDRO BOOSTER	07/24/2025	2391-192754	100-70-5411-3-36	327.79	327.79
O'REILLY AUTOMOTIVE INC	OIL FILTER 29-11	07/24/2025	2391-192891	100-70-5411-3-36	10.58	10.58
O'REILLY AUTOMOTIVE INC	MINI LAMP - REPAIR BACKUP LIGHT - 1-16	07/24/2025	2391-188527	100-70-5411-3-36	3.77	3.77
O'REILLY AUTOMOTIVE INC	DISCONNECT - SHOP SUPPLIES	07/24/2025	2391-188593	100-70-5411-3-36	5.69	5.69
O'REILLY AUTOMOTIVE INC	AIR FILTER/OIL FILTER - 167-03	07/24/2025	2391-190150	100-70-5411-3-36	57.76	57.76
O'REILLY AUTOMOTIVE INC	AIR FILTER/OIL FILTER/TIRE VALVE/VALVE STEMS/MOTOR TRT/MOTOR OIL - 166-12	07/24/2025	2391-190392	100-70-5411-3-36	84.13	84.13
O'REILLY AUTOMOTIVE INC	COPPER PLUB - REPLACE SPARK PLUGS 167-03	07/24/2025	2391-190398	100-70-5411-3-36	16.96	16.96
O'REILLY AUTOMOTIVE INC	2015 CHEVY TAHOE FD 581 SWAY LINK KT	07/24/2025	2391-191881	100-50-5244-3-36	36.24	36.24
Total O'REILLY AUTOMOTIVE INC:						978.92
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REIMBURSE TRISTA STEINBACH - RETURN DODGE CTY ELECTION MACHINES AFTER MAINT - INSPECTOR WAGES	07/24/2025	7-18-25	100-10-5142-1-10	26.90	26.90
Total PETTY CASH-CITY HALL:						26.90
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	SUPPLIES - GARAGE	07/24/2025	1440	100-70-5410-3-38	132.95	132.95
PIGGLY WIGGLY DISCOUNT FOODS	POOL CONCESSIONS	07/24/2025	9157	100-20-5523-3-39	92.68	92.68
Total PIGGLY WIGGLY DISCOUNT FOODS:						225.63
POMP'S TIRE						
POMP'S TIRE	FORKLIFT TIRES- 167-03	07/24/2025	520156782	100-70-5411-3-36	1,500.00	1,500.00
Total POMP'S TIRE:						1,500.00
PRIME MEDIA						
PRIME MEDIA	THERMAL PAPER - SQUAD PRINTERS	07/24/2025	0259633-IN	100-40-5212-3-38	225.00	225.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total PRIME MEDIA:						225.00
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	CLERK BATTERY CHARGER	07/24/2025	57521	100-10-5197-3-38	49.00	49.00
Total PROS 4 TECHNOLOGY INC:						49.00
PURCHASE POWER						
PURCHASE POWER	POSTAGE REFILL	07/24/2025	6-13-25	100-16210	502.00	502.00
PURCHASE POWER	CREDIT	07/24/2025	7-16-25	100-10-5141-3-36	502.00	502.00
Total PURCHASE POWER:						1,004.00
REINDERS INC						
REINDERS INC	PTO- MODULE CONTROLLER 157-18	07/24/2025	6075973-00	100-70-5411-3-36	503.57	503.57
Total REINDERS INC:						503.57
RENNERTS						
RENNERTS	REPAIRS - 592 - BLINKER ISSUE; AC ISSUE	07/24/2025	4520	100-50-5244-3-36	563.49	563.49
Total RENNERTS:						563.49
SABEL MECHANICAL						
SABEL MECHANICAL	GATE VALVE DAM REPAIR	07/24/2025	250516	700-10-5192-3-36	20,591.80	20,591.80
Total SABEL MECHANICAL:						20,591.80
SAFETY KLEEN						
SAFETY KLEEN	USED OIL	07/24/2025	97694118	100-70-5411-3-36	780.00	780.00
Total SAFETY KLEEN:						780.00
SALAMONE SUPPLIES						
SALAMONE SUPPLIES	BUILDING & PARKS SUPPLIES	07/24/2025	180326-1	100-70-5410-3-38	181.32	181.32
Total SALAMONE SUPPLIES:						181.32
SHARE CORPORATION						
SHARE CORPORATION	VANDAL REMOVER BUILDING SUPPLIES	07/24/2025	309208	100-70-5410-3-38	274.35	274.35
Total SHARE CORPORATION:						274.35
SHRED-IT / STERICYCLE, INC						
SHRED-IT / STERICYCLE, INC	DESTRUCTION OF RECORDS - JUNE 2025	07/24/2025	8011284638	100-40-5211-3-38	81.37	81.37
Total SHRED-IT / STERICYCLE, INC:						81.37
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	EAP QUARTERLY FEE	07/24/2025	45979	100-10-5143-3-38	506.25	506.25
SSM HEALTH AT WORK	WELLNESS CLINIC UTILITIES SHARE - JUNE 2025	07/24/2025	45961	100-13850	6,514.39	6,514.39
Total SSM HEALTH AT WORK:						7,020.64

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	BLOOD DRAWS - JUNE 2025	07/24/2025	4615754	100-40-5213-3-38	80.00	80.00
Total SSM HEALTH LABORATORIES:						80.00
TOP PACK DEFENSE						
TOP PACK DEFENSE	VEST - GRAHAM	07/24/2025	16561	410-40-5211-4-00	826.00	826.00
Total TOP PACK DEFENSE:						826.00
TOTAL ENERGY SYSTEMS LLC						
TOTAL ENERGY SYSTEMS LLC	GENERATOR INSPECTION - SAFETY BUILDING	07/24/2025	INV143437	100-70-5410-3-36	2,124.00	2,124.00
TOTAL ENERGY SYSTEMS LLC:						2,124.00
TRACTOR SUPPLY CREDIT PLAN						
TRACTOR SUPPLY CREDIT PLAN	SAFETY CHAIN CLIPS	07/24/2025	7-15-25	100-70-5411-3-36	30.98	30.98
Total TRACTOR SUPPLY CREDIT PLAN:						30.98
TRUCK EQUIPMENT INC						
TRUCK EQUIPMENT INC	BELT - REPLACE	07/24/2025	1157156-00	100-70-5411-3-36	162.87	162.87
TRUCK EQUIPMENT INC	ENGINE REPAIRS - SQUAD 592	07/24/2025	1157197-00	100-50-5244-3-36	697.76	697.76
Total TRUCK EQUIPMENT INC:						860.63
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	005504-00002 GENERAL - JUNE 2025	07/24/2025	499376	100-10-5194-3-38	219.00	219.00
VON BRIESEN & ROPER, S.C.	RECORDS ISSUE	07/24/2025	499377	100-10-5194-3-38	597.50	597.50
Total VON BRIESEN & ROPER, S.C.:						816.50
WARNER, ALEX						
WARNER, ALEX	REIMBURSE FOR BIKE RODEO SUPPLIES	07/24/2025	7-22-25	220-40-5214-3-38	248.74	248.74
Total WARNER, ALEX:						248.74
WAUKESHA COUNTY TREASURER						
WAUKESHA COUNTY TREASURER	TRAINING - WI STATE CRIME LAB - KRYSTAL	07/24/2025	S0866097	100-40-5215-3-37	157.85	157.85
Total WAUKESHA COUNTY TREASURER:						157.85
WAUPUN EQUIPMENT COMPANY INC						
WAUPUN EQUIPMENT COMPANY INC	OIL CHANGE 104-18	07/24/2025	47062W	100-70-5411-3-36	620.00	620.00
Total WAUPUN EQUIPMENT COMPANY INC:						620.00
WAUPUN GIRLS SOFTBALL						
WAUPUN GIRLS SOFTBALL	REIMBURSEMENT FOR PIT STOP PORTABLES	07/24/2025	72125	100-20-5525-3-38	68.56	68.56
Total WAUPUN GIRLS SOFTBALL:						68.56
WAUPUN UTILITIES						
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - JUNE 2025	07/24/2025	6448	700-10-5192-3-38	878.33	878.33

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
WAUPUN UTILITIES	627 MAXON STREET	07/24/2025	JUNE2025	230-30-5241-3-38	36,402.29	36,402.29
Total WAUPUN UTILITIES:						37,280.62
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	TIME SYSTEM-QUARTERLY BILLING 7/1/25 - 9/30/25	07/24/2025	455TIME-0000	100-40-5212-3-38	371.25	371.25
Total WI DEPT OF JUSTICE:						371.25
WI DEPT OF NATURAL RESOURCES						
WI DEPT OF NATURAL RESOURCES	WOODBURNING PERMIT RENEWAL	07/24/2025	420014100-20	100-70-5443-3-38	165.00	165.00
Total WI DEPT OF NATURAL RESOURCES:						165.00
WI EMERGENCY MANAGEMENT ASC						
WI EMERGENCY MANAGEMENT ASC	WEMA ANNUAL MEMBERSHIP	07/24/2025	7-16-25	100-50-5251-3-34	25.00	25.00
Total WI EMERGENCY MANAGEMENT ASC:						25.00
WWW.323.TV LLC						
WWW.323.TV LLC	COUNCIL CHAMBERS VIDEO AND CAMERA SYSTEM	07/24/2025	34588	100-10-5197-3-38	7,727.00	7,727.00
Total WWW.323.TV LLC:						7,727.00
YMCA OF DODGE COUNTY						
YMCA OF DODGE COUNTY	WAUPUN AQUATIC CENTER PAYROLL - 6-22-25 THRU 7-5-25	07/17/2025	7102025	100-20-5523-3-38	14,526.34	14,526.34
Total YMCA OF DODGE COUNTY:						14,526.34
Grand Totals:						740,051.74

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	299.68	.00	299.68
100-10-5110-3-38	3,438.83	.00	3,438.83
100-10-5141-3-31	29.77	.00	29.77
100-10-5141-3-33	28.27	.00	28.27
100-10-5141-3-36	201.15	.25	200.90
100-10-5142-1-10	111.00	.00	111.00
100-10-5142-3-37	11.90	.00	11.90
100-10-5143-3-38	994.25	.00	994.25
100-10-5163-3-38	3,045.00	.00	3,045.00
100-10-5191-3-31	29.77	.00	29.77
100-10-5191-3-38	1,660.00	.00	1,660.00
100-10-5194-3-38	328.50	.00	328.50
100-10-5196-3-38	14,811.32	.00	14,811.32
100-10-5197-3-31	163.94	.00	163.94
100-10-5197-3-38	7,776.00	.00	7,776.00
100-10-5256-3-38	4,412.01	.00	4,412.01
100-10-5534-3-36	101.31	.00	101.31
100-13850	458,198.48	.00	458,198.48

GL Account	Debit	Credit	Proof
100-16210	1,000.00	.00	1,000.00
100-20-5511-3-31	134.76	.00	134.76
100-20-5511-3-32	1,677.29	.00	1,677.29
100-20-5511-3-36	80.00	.00	80.00
100-20-5511-3-38	186.77	.00	186.77
100-20-5512-3-32	225.97	.00	225.97
100-20-5513-3-32	164.66	.00	164.66
100-20-5523-3-32	13,645.58	.00	13,645.58
100-20-5523-3-36	952.26	.00	952.26
100-20-5523-3-38	14,651.32	.00	14,651.32
100-20-5523-3-39	1,792.67	.00	1,792.67
100-20-5523-3-40	3,685.10	.00	3,685.10
100-20-5525-3-32	4,871.33	.00	4,871.33
100-20-5525-3-36	1,062.90	.00	1,062.90
100-20-5525-3-38	281.06	.00	281.06
100-20-5525-3-39	100.93	.00	100.93
100-21100	1,503.59	583,987.62-	582,484.03-
100-40-5211-3-30	23.98	.00	23.98
100-40-5211-3-31	582.01	.00	582.01
100-40-5211-3-32	1,251.77	.00	1,251.77
100-40-5211-3-38	1,605.39	.00	1,605.39
100-40-5212-3-36	135.96	.00	135.96
100-40-5212-3-37	25.65	.00	25.65
100-40-5212-3-38	999.97	.00	999.97
100-40-5213-3-38	80.00	.00	80.00
100-40-5215-3-37	157.85	.00	157.85
100-40-5215-3-38	296.85	.00	296.85
100-50-5230-3-31	44.72	.00	44.72
100-50-5230-3-38	25.00	.00	25.00
100-50-5232-3-38	108.72	.00	108.72
100-50-5244-3-31	223.58	.00	223.58
100-50-5244-3-32	720.12	.00	720.12
100-50-5244-3-34	225.00	.00	225.00
100-50-5244-3-36	1,446.27	.00	1,446.27
100-50-5244-3-38	2,311.46	.00	2,311.46
100-50-5251-3-31	29.81	.00	29.81
100-50-5251-3-34	25.00	.00	25.00
100-70-5410-3-32	2,860.39	.00	2,860.39
100-70-5410-3-36	2,935.34	.00	2,935.34
100-70-5410-3-38	938.47	.00	938.47
100-70-5411-3-36	5,793.84	.00	5,793.84
100-70-5411-3-38	2,025.95	1,503.34-	522.61
100-70-5412-3-32	1,082.89	.00	1,082.89
100-70-5412-3-38	256.40	.00	256.40
100-70-5420-3-31	328.16	.00	328.16
100-70-5420-3-38	5,408.70	.00	5,408.70
100-70-5441-3-32	188.43	.00	188.43
100-70-5441-3-36	237.35	.00	237.35
100-70-5442-3-32	10,993.81	.00	10,993.81
100-70-5443-3-38	165.00	.00	165.00
100-70-5613-3-38	300.00	.00	300.00
210-21100	.00	2,477.31-	2,477.31-
210-60-5511-3-31	29.77	.00	29.77
210-60-5511-3-32	2,447.54	.00	2,447.54
220-21100	.00	649.75-	649.75-
220-40-5212-3-38	377.03	.00	377.03
220-40-5214-3-38	272.72	.00	272.72
230-21100	.00	7.00-	7.00-

GL Account	Debit	Credit	Proof
230-30-5241-3-38	7.00	.00	7.00
400-20-5514-8-00	1,303.61	.00	1,303.61
400-21100	.00	18,349.21-	18,349.21-
400-70-5436-3-38	274.00	.00	274.00
400-70-5436-8-00	16,771.60	.00	16,771.60
405-21100	.00	984.60-	984.60-
405-70-5436-3-38	984.60	.00	984.60
408-21100	.00	685.00-	685.00-
408-70-5436-3-38	685.00	.00	685.00
410-21100	.00	64,890.36-	64,890.36-
410-40-5211-4-00	826.00	.00	826.00
410-50-5231-4-00	18,370.86	.00	18,370.86
410-70-5412-4-00	45,693.50	.00	45,693.50
411-21100	.00	301.15-	301.15-
411-70-5435-3-39	301.15	.00	301.15
419-21100	.00	2,293.67-	2,293.67-
419-70-5435-3-39	2,293.67	.00	2,293.67
430-21100	.00	12,466.00-	12,466.00-
430-70-5436-3-42	12,466.00	.00	12,466.00
501-10-5154-3-38	12,379.70	.00	12,379.70
501-21100	.00	12,379.70-	12,379.70-
502-10-5820-3-38	1,870.00	.00	1,870.00
502-21100	.00	1,870.00-	1,870.00-
700-10-5192-3-32	48.53	.00	48.53
700-10-5192-3-36	30,991.55	.00	30,991.55
700-10-5192-3-38	2,428.33	.00	2,428.33
700-10-5192-8-00	6,745.55	.00	6,745.55
700-21100	.00	40,213.96-	40,213.96-
Grand Totals:	743,058.92	743,058.92-	.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","JULY17","072125","072925"

Monday, January 27, 2025 – City Council Chambers

CALL TO ORDER

President Disch calls the meeting to order at 5:36pm

Roll Call - Citizens: Megan Williams, Lexi Zarn, Bridget Winterhack, and Mary Kay Gorst.

Alderman: Kambria Ledesma

Ex-officio: Recreations Director, Rachel Kaminski, and City Administrator, Kathy Schlieve

Approved Absences: Wanda Nick

In the audience: Jason Whitford

CONSIDERATION - ACTION

1. Approve December 4, 2024 Minutes, motion by Williams seconded by Gorst. Motion carries.

DISCUSSION ITEMS

2. Holiday Staffing Goals & Special Considerations- Kaminski presents, Kathy Schlieve usually subs for Rachel when things come up. Now in the process of hiring part time staff, we are finding the schedule is an issue with applicants. Staffing during holidays or someone calling in sick. Winterhack asks about the buildings operations (how it opens/how it's monitored) Zarn and Ledesma asked if it was possible to not open on holidays. Disch asked if there could be an approval process for rentals that says something like "this rental is contingent upon staffing." Winterhack asked if the board would be willing to step in to monitor the building to increase availability of rentals.
3. Community Center Membership Scholarships – Schlieve presents. A community member that will remain anonymous is interested in possibly funding a program to allow access to those who cannot afford it. Individuals from REACH and the Food Pantry have indicated there are several people who would like to be a part of the programming provided at the Community Center. Schlieve suggested the scholarships be at the discretion of the Recreation Director.
4. Community Center Weather Related Closings – Kaminski presents. If the school district is closed, that means the Center is closed. Disch offered that a Center is different from a school, we could feasibly open at 1pm when a school can't. Winterhack offers that no school would be an opportune time to allow gym time.
5. Comprehensive Outdoor Recreation Plan Priorities – Schlieve presents. Winterhack says her priority is McCune Park. Possibly having an accessible play area would really bring value to the community. Her next is Wilcox, upgrading the play structure/aesthetics. West End is her third that needs to be updated. Disch

brought up staffing, McCune Park and West End. But any additions are going to bring more maintenance responsibilities. Zarn also brought up McCune, County Park (Schlieve says the County is working on that) and finally that the bathrooms in the parks could use some work. Williams thinks a splash pad at McCune could be fun. Gorst added that some adult exercise/fitness equipment along trails. West End Park probably doesn't need the baseball diamond, but the pickleball court is and it's starting to crack.

6. Recreation Department Updates – Kaminski presents. Ice Fest is coming up as is the next Schools Day Out on Feb 17th. Winterhack brought up adding the Schools Day Out to the Rock River newsletter. Police Academy is coming up. Welcome desk is almost fully staffed with volunteers. People are making reservations for pickle ball court time which has been very helpful.

FUTURE MEETINGS

Monday, February 24 at 5:30pm at City Hall

ADJOURNMENT

Ledesma moves to adjourn, seconded by Williams. Motion passes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kambria Ledesma". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kambria Ledesma, Secretary
City of Waupun – District 3



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, March 19, 2025 at 4:30 PM

Meeting called to order by Chairperson Mayor Bishop at 4:30 p.m.

Roll call taken. Members Present: Chairperson Bishop; Jason Whitford (online); Elton TerBeest; Jeff Daane; Gary DeJager; Mike Matoushek. Staff present: Sue Leahy(online), Grand Valley Inspection; Administrator Schlieve; Attorney Vande Zande
Absent and excused: Jerry Medema

No one from public is present to address the Plan Commission.

Next regularly scheduled meeting of the Plan Commission is April 16, 2025 at 4:30 pm, Waupun City Hall, Council Chambers

Motion Whitford, second Terbeest to approve Minutes from February 19, 2025 Plan Commission Meeting. Carried unanimously.

A CSM is presented to combine both parcels at General Location Being Part of the NW1/4 of the NE1/4, Part of the SW1/4 of the NE1/4, Part of the SE1/4 of the NW1/4 and Part of the NE1/4 of the NW1/4, Section 10, T.13 N, R. 15 E, Town of Chester, Dodge County, Wisconsin as township requires 2 acres to build a house. Motion to approve Terbeest, second Daane. Carried 5 to 1 with Mayor Bishop voting no.

City Administrator Schlieve provides updates on future planning work involving the Plan Commission. First update being Affordable housing projects. This project will look at gaps and what the city needs to do to address the gaps to get to affordability. Whitford expressed concerns with the pace of growth. Schlieve addressed the concern and states Waupun currently does not have conditions for people to start homeownership and that needs to change.

The second update involved Tax Increment District. Right now, Waupun has a narrow window of opportunity and the city is recommending closing a TID early to create and amended a new TID by September in order for Waupun to grow.

Motion Matoushek, second by DeJager to adjourn the meeting at 5pm. Carried unanimously.

Minutes Submitted by Kelsy VandeStreek, Public Works and Planning Coordinator, City of Waupun



Minutes - City of Waupun
Board of Parks and Recreation Commission

Monday, March 31, 2025 – Community Center

CALL TO ORDER

Vice President Williams calls the meeting to order at 5:34pm

Roll Call - Citizens: Megan Williams, Lexi Zarn, Bridget Winterhack, Wanda Nick and Mary Kay Gorst.

Ex-officio: Recreations Director, Rachel Kaminski, and City Administrator, Kathy Schlieve

Approved Absences: Doug Disch and Kambria Ledesma

In the audience: Jason Whitford and Jeff Bruins

DISCUSSION ITEMS

1. Recreation Updates – Kaminski present summer parent activity packet. Including the April Recreation Department newsletter, Summer Kick-Off Party (May 29 from 5-7pm at West End Park and Movie in the Community Century gymnasium from 7-8:30pm) Park Program (Opening 6/2) Waupun Family Aquatic Center (Opening 6/7). Park Program parks are Dodge Park, Pine Street Park and Wilcox Park. Park Leaders are hired. Currently, looking for a substitute Park Leader. Camp Waupun is scheduled for West End Park through the YMCA of Dodge County.

2. Youth Sports & Recreation Grant Update – Schlieve and Kaminski present. Deadline for grant submittal is 4/28/2025. Remaining funds will be distributed based off of grant applications to be reviewed by this board or ad hoc committee.

3. Future Meetings Date, Time, Location – Presented by Kaminski and discussed by the board about frequency of meetings. Fourth Monday of the month at 5:30pm at the Community Center works for present board members. Frequency discussion was based about seasonal/quarterly meetings or on as needed basis. Gorst was thanked for her time and dedication serving on the board.

CONSIDERATION - ACTION

4. Community Center Rental Fees – Schlieve and Kaminski present. Research of other municipalities offering similar programs and similar size. A table of rates were provided. An average of the research results was recommended. Adding in a \$100 alcohol deposit, non-profit rate, and discussion about being open on holidays. No action was taken and will be on future agenda.

5. Community Center Updates to Policies and Procedures – Document will be updated and added to next agenda packet. No action taken.

FUTURE MEETINGS

Monday, April 28 at 5:30pm at Community Center

ADJOURNMENT

Williams moves to adjourn, seconded by Gorst. Motion passes.

Submitted by Rachel Kaminski, Waupun Recreation Program Director



MINUTES
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 15, 2025 at 7:00 AM

Meeting called to order at 7:02 am by Board Chairperson Gary DeJager.

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

Motion Greenfield, second Ruch to adopt the agenda as presented. Carried unanimously.

Motion Much, second Greenfield to approve the consent agenda, including Minutes from December 17, 2025 BID meeting and financials for December 2024, and January, February and March 2025 as presented. Carried unanimously.

Bobbi Jo Kunz is present to discuss her application for 432 E Main Street for Home Sweet Home Real Estate. The question is to replace the front door of the building in the amount of \$3,740. Total grant request is \$1870. Motion Much, second Schulz, to approve a matching grant capped at \$1,870 as presented.

Raina Lyman, Envision Greater Fond du Lac, provides an update for Waupun Business Alliance, highlighting free small business marketing workshops offered this year, a 90x90 session coming up at Hoya Hop House on April 30, and dates from the WBA golf outing.

Administrator Schlieve provides a general update on development, highlighting the following:

- Janelle Kartechner and Lauren Tillema, owners of Stone & Suede, were recognized as Entrepreneur of the Year in Fond du Lac County. Make sure to congratulate them if you see them.
- WRNC Opportunity Fund announced. The WRNC Business Opportunity Fund is a regional financial assistance program designed to empower small businesses in the Cities of Waupun and Ripon and the Villages of North Fond du Lac and Campbellsport. This initiative—supported in part by a Small Business Development Grant from WEDC focuses on enhancing local economies through two targeted capital seed funds as follows:
 - WRNC Startup Fund: \$10,000 for new businesses with fewer than 25 employees (cannot relocate from another community)
 - WRNC Expansion Fund: \$25,000 to help growing businesses (fewer than 25 employees) that are ready to expand their footprint, add jobs, or invest in new equipment
 - Both tracks include a revolving low-interest loan and forgivable grant component for businesses that meet specific milestones like opening, job creation, or revenue growth
 - Applicants are required to receive technical assistance from Envision Greater Fond du Lac to ensure readiness of their business plans.
 - Each of the representative communities and a representative from Envision sit on the review board.
 - Funds need to be disbursed by 12/31/26 and we are working with several entrepreneurs who could benefit from this program now.
- IGNITE Rural, a business accelerator, focused on the rural areas of Fond du Lac County, was announced and will launch this fall with the opportunity for startups to pitch their idea and win significant prize

money to support their business plan. Target start is mid-September. Marketing material is being finalized for this program now and I will share full details when that is available.

- First Fridays of Summer Downtown – food, entertainment with the exception of July 4, which is moved to July 11 due to the holiday.
- North Alley Update: Acquiring 18A N Madison (block building in the center of parking lot; Engineering and will be meeting with building owners to discuss private improvements from alley to building)
- 301 E Main St – Sale is progressing slowly.
- Closed on Carver Flats deal last week – anticipate groundbreaking in June for multi-family complex near the travel plaza.
- CDA – discussing placemaking / public art installation as part of their plans for 2025.

Motion Much, second Ruch to adjourn meeting. Carried unanimously. Meeting adjourned at 7:16 am.



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 15, 2025 at 7:45 AM

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

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

Motion Kunz, second Verhage to approve the consent agenda, including CDA meeting minutes from February 18, 2025, and February and March 2025 financials as presented. Carried unanimously.

Bobbi Jo Kunz is present to discuss her application for 432 E Main Street for Home Sweet Home Real Estate. The request supports replacement of the front door of the building in the amount of \$3,740. BID took action on a grant request, leaving \$1870 of unfunded expense for CDA to consider. Total grant request is \$935. Motion DeJager, second Verhage to approve a match grant in the amount of \$935 as presented. Carried unanimously.

Administrator Schlieve provides an update on the following:

- Janelle Kartechner and Lauren Tillema, owners of Stone & Suede, were recognized as Entrepreneur of the Year in Fond du Lac County. Make sure to congratulate them if you see them.
- WRNC Opportunity Fund announced. The WRNC Business Opportunity Fund is a regional financial assistance program designed to empower small businesses in the Cities of Waupun and Ripon and the Villages of North Fond du Lac and Campbellsport. This initiative—supported in part by a Small Business Development Grant from WEDC focuses on enhancing local economies through two targeted capital seed funds as follows:
 - WRNC Startup Fund: \$10,000 for new businesses with fewer than 25 employees (cannot relocate from another community)
 - WRNC Expansion Fund: \$25,000 to help growing businesses (fewer than 25 employees) that are ready to expand their footprint, add jobs, or invest in new equipment
 - Both tracks include a revolving low-interest loan and forgivable grant component for businesses that meet specific milestones like opening, job creation, or revenue growth
 - Applicants are required to receive technical assistance from Envision Greater Fond du Lac to ensure readiness of their business plans.
 - Each of the representative communities and a representative from Envision sit on the review board.
 - Funds need to be disbursed by 12/31/26 and we are working with several entrepreneurs who could benefit from this program now.
- IGNITE Rural, a business accelerator, focused on the rural areas of Fond du Lac County, was announced and will launch this fall with the opportunity for startups to pitch their idea and win significant prize money to support their business plan. Target start is mid-September. Marketing material is being finalized for this program now and I will share full details when that is available.
- First Fridays of Summer Downtown – food, entertainment, activities planned June 4, July 11 and August 1.
- North Alley Update: Acquiring 18A N Madison (block building in the center of parking lot; Engineering and will be meeting with building owners to discuss private improvements from alley to building.
- 301 E Main St (former senior center) sale is progressing slowly.
- City closed on Carver Flats land sale last week and anticipates ground breaking in June,
- Placemaking / public art installation

- Catch the Wind Sculpture – Food Truck Alley / History linkage to Shaler and his invention with kites.
 - Clarence A. Shaler, a notable industrialist and sculptor from Waupun, Wisconsin, is indeed associated with kite inventions. In 1917, Shaler was granted a patent for a kite design. This invention, detailed in patent US1222791A, describes a kite with specific structural features aimed at enhancing its flight stability and performance.
- Reviewed placemaking – mural ideas to create a Welcome to Waupun mural. Schlieve noted that we are seeking CDA's input at this point before determining next steps.

Motion DeJager, second Verhage to adjourn meeting. Carried unanimously. Meeting adjourned at 7:58 am.



MINUTES
CITY OF WAUPUN
ECONOMIC DEVELOPMENT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 20, 2025 at 3:00 PM

Chairperson Pete Kaczmarski called the meeting to order at 3 pm.

Roll Call taken with members Pete Kaczmarski, Jason Westphal, Dan Siebers, Steve Brooks and Lisa McArthur present. Also in attendance Jeff Daane, Kathy Schlieve, Casey Langenfeld. Absent and excused, Attorney Dan Vande Zande.

No one speaks during public comment.

Administrator Schlieve thanks board members for their ongoing commitment. There are no changes to the board membership. Alderman Kaczmarski assumes Chairperson role.

Motion Siebers, second McArthur to nominate to nominate Jason Westphal as Vice-Chairperson and to close nominations. Carried unanimously.

Motion Siebers, second Westphal to maintain standing meetings on the last Tuesday of each month at 4:15 pm or as needed. Carried unanimously.

Motion Siebers, second Westphal to approved minutes from March 25, 2025 Economic Development meeting. Carried unanimously.

Administrator Schlieve reviewed the Dodge County Community Development Grant award requirements and contingencies, noting that development agreements will need to be finalized and shared with Dodge County prior to release of the funds. Total grant award is \$894,545 and the City will need to provide match funds. The City share is being planned for a debt issuance in 2025.

Administrator Schlieve reviewed an agreement with MSA to complete engineering for Shaler Drive Extension project covered under the Dodge County Community Development Grant previously discussed. Motion Siebers, second Westphal to recommend agreement to council for approval. Carried unanimously.

Group discussed future use of city-owned land north and west of Summer Avenue and Rosewood Drive. Based on future land use maps the highest band best use of the land is housing. Discussed options to sell or develop the site. General consensus that staff should explore infrastructure requirements for housing with the potential to issue an RFP to solicit developer interest once understood.

Administrator Schlieve reviewed expansion of a small business toolkit that includes new funding obtained through WEDC in collaboration with Envision and Ripon, Campbellsport and North Fond du Lac in Fond du Lac County to create the WRNC Opportunity Fund for startups and small entrepreneurs looking to expand in participating communities. Additionally, Ignite Rural is a business accelerator program running this fall in Waupun with a top pitch prize of \$30,000, and a second-place prize of \$20,000. Staff and Envision representatives are busy meeting with prospective entrepreneurs.

Administrator Schlieve shared data from WEDC Main Street America business surveys that highlighted concerns over impact of tariffs on small businesses. Lisa McArthur provided an overview of Business Retention and Expansion visits being completed in Waupun for 2025.

Motion Siebers, second McArthur to adjourn to closed session under Section 19.85 (1) of the WI Statutes for:
(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

10. Negotiation of Development Agreement for Land North of Claggett Drive in TID 9
11. Negotiation of City-Owned Building at 301 E Main Street, TID 3
12. Redevelopment of 331 Bly Street
13. Sale of City-Owned Land in Heritage Ridge TID 7 and 9
14. Negotiation of Change Order for Rock/Newton Harris Creek Improvements

Motion Westphal, second Siebers to reconvene in open session under Section 19.85(2) of the WI Statutes. Carried unanimously.

No action taken from closed session agenda items.

Under advanced planning, Schlieve notes that staff will continue to advance economic development projects and bring them to committee as warranted.

Motion Westphal, second McArthur to adjourn meeting at 4:37 pm. Carried unanimously.



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, June 18, 2025 at 4:30 PM

Meeting called to order by Chairperson Mayor Bishop at 4:30 p.m.

Members Present: Chairperson Bishop; Jason Whitford; Elton TerBeest; DPW Director Jeff Daane; Gary DeJager.
Also in attendance: Administrator Schlieve; Attorney Vande Zande; Phil Cossen, Ehlers
Absent and excused: Michael Matoushek

Mayoral appointment of board members were recognized

DeJager made motion to nominate Daane as board clerk, second by TerBeest. Carried unanimously.

Date and time of meeting will stay the same, the third Wednesday of the month at 430pm. Motion DeJager, second Whitford. Carried unanimously.

Motion Whitford, second TerBeest to open public hearing for amendment of the boundaries and project plan of tax increment district no. 9. Phil Cossen, Ehlers, presented the purpose of this amendment is to add an additional 14.2 acres to increase the boundary. No public present to give comments. Motion Whitford, second Daane to close the public hearing. Carried unanimously.

Motion Whitford, second TerBeest to open public hearing for the Creation of Tax Incremental District No. 10, the Proposed Boundaries of the District, and the Proposed Project Plan for the District. Phil Cossens, Ehlers, walked through and explained the project plans for redevelopment of 331 Bly St. No public present to give comments. Motion Whitford, second TerBeest to close the public hearing. Carried unanimously.

Motion Whitford, second DeJager to approve an amendment to the project plan and boundaries of TID 9. Carried unanimously.

Motion Whitford, second DeJager to approve the project plan for TID 10 and establish the boundaries. Carried unanimously.

Motion Whitford, second TerBeest to approve minutes from March 19, 2025 Plan Commission meeting. Carried unanimously.

Motion Whitford, second TerBeest to approve Certified Survey Map of Lands Being Located in the SE 1/4 of the SE 1/4 of Section 5, T.13N., R.15E., City of Waupun, Dodge County, Wisconsin for Phoenix Waupun Industrial Investors, LLC. Carried unanimously.

Motion Whitford, second TerBeest to adjourn this meeting at 4:56pm.

Minutes Submitted by Kelsy VandeStreek, Public Works and Planning Coordinator, City of Waupun



MINUTES
CITY OF WAUPUN SPECIAL COUNCIL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 24, 2025 at 5:00 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 5:00pm.

ROLL CALL

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

Council Virtual- Alderman Matoushek

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

Management Virtual: None

Management absent and excused: None

Audience in-person: Jaedon Buchholz, Cheyene Sloan

RESOLUTIONS AND ORDINANCES:

1. Ordinance to amend Ch. 8.11 entitled Orderly Conduct- Cigarette, Nicotine and Tobacco Products

Motion Siebers, second by Mielke to accept the first reading of the ordinance to amend Ch. 8.11 Entitled Orderly Conduct- Cigarette, Nicotine and Tobacco Products to reflect the federal law age minimum to purchase and possess tobacco products including cigarettes, smokeless tobacco, and e-cigarettes. Motion carried 6-0 on roll call.

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

2. Certified Survey Map of Lands Being Located in the SE 1/4 of the SE 1/4 of Section 5, T.13N., R.15E., City of Waupun, Dodge County, Wisconsin for Phoenix Waupun Industrial Investors, LLC

Motion Westphal, second by Siebers to approve the Certified Survey Map of Lands Being Located in the SE 1/4 of the SE 1/4 of Section 5, T.13N., R.15E., City of Waupun, Dodge County, Wisconsin for Phoenix Waupun Industrial Investors, LLC. Motion carried 6-0 on roll call.

DISCUSSION-REVIEW (NO ACTION)

3. Use of WASD Restricted Funds for Athletic Facility Improvements

The balance of the restricted account of which the WASD contributes is estimated at holding a balance at year-end of \$100,963 with interest earned. This account was established for supporting maintenance at recreation facilities that WASD uses for athletic programming (The Gus, McCune ball diamond, Medema Fields and the Recreational Center). \$16,614.46 has been expensed, however there are future capital needs for all facilities which the Fund will not have adequate reserves to support the budgeted amount. Staff have had conversations with the baseball program and are recommending release of a maximum of \$80K to support needed turf replacement. The work needs to be done over the fall to have the playing surface ready for 2026 programming. Council supports this direction. A resolution providing the release will be provided at a future meeting.

4. Ordinance 11.025 Mobile Food Vehicles and Associated Fees

Discussion of the current ordinance relating to prohibiting food trucks stationed on Main Street. Mayor Bishop reads a statement from Bob Barsch of Our Bar who has stationed a food truck on Main Street in the past and wishes to continue. Other discussions include fees. Discussion to continue at a future meeting.

5. Ordinance Creation Restricting Rummage Sales and Regulating Junk in Zoning Districts

Discussion consists of ordinance creation that regulates the on-going rummage sales and properties

keeping junk.

6. Overview of GIS Enhancements and Street Rating Tools

Waupun road rating program is provided by MSA Professional Services which assists in the 5-year replacement plan.

Alderman Siebers is excused from the meeting at 6:24p.

MAYORAL CORRESPONDENCE/PRESENTATIONS

7. Park and Recreation Month - July

The month of July is Park and Recreation Month. Recreation Director Kaminski provides events she has programed at the city parks and facilities.

CONSENT AGENDA

Motion Westphal, second Matoushek to approve the Consent Agenda and accept the monthly financials. Motion carried 5-0 on roll call.

BUDGET WORKSHOP

27. 2026 Budget Workshop

Review of the Strengths, Weaknesses, Opportunities, Challenges survey results returned from Council.

CLOSED SESSION

At 6:46p, motion Kaczmariski, second Mielke to adjourn in closed session under Section 19.85 (1)(e) of the WI Statutes for the purpose of Negotiation for Sale of City-Owned Property Located at 301 E Main Street And Negotiation for Sale of City-Owned Property Located in TID 9 and TID 7. Motion carried 5-0.

OPEN SESSION

Motion Kunz, second Westphal to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

At 7:39p, motion Kunz, second Mielke to duly call the meeting adjourned. Motion carried 5-0.



MINUTES CITY OF WAUPUN

Special Police & Fire Commission (PFC) Meeting
Waupun Safety Building – 16 E. Main Street, Waupun
Wednesday, June 25, 2025 at 4:30pm

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

CALL TO ORDER

Meeting convened at 4:35pm by PFC President.

ROLL CALL

Present: John Bett (PFC Vice President), Bambi Buchholz (PFC Citizen), Teresa Heidemann (PFC Citizen), WFD Chief BJ DeMaa, WPD Chief Jeremy Rasch, Tara Rhodes (PFC Citizen/Secretary), Mike Thurmer (PFC Citizen/President)
Member(s) absent (excused): Bobbi Jo Kunz (Council Member-Ex Officio)
Guests: N/A

(No content changes to published Agenda, however order of items changed due to applicant timing/readiness.)

MINUTES FROM PREVIOUS MEETINGS

Minutes from May 14, 2025 meeting presented for approval. Motion to approve minutes as submitted at 4:36pm by J. Bett and B. Buchholz second; all in favor, motion passed.

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

WPD Chief Rasch provided the following update:

- Staffing: C. Hensen – Doing well in the academy, entering phase 3. Officer returned to full duty 6/3/25. Officer has been deployed.
Officer Dumke received recognition for his 5 year anniversary at the city of Waupun Employee Banquet. Officer Warner has completed 3 years of service in May; Lt Brzezinski completed 21 years of service in June.
- Training: In May completed K9 Training (Officer Halverson), Defensive Tactics (Department-wide training), WI FBINAA Conference (Chief Rasch), FBI Cyber Crimes Training (Lt Williams), 420 for Patrol (Officers Knudson/Warner), Pursuit/Vehicle Contacts (Lt Kreitzman, Officer Halverson, Officer Knudson, Officer Hopp, Detective Konkel). In June completed Crime Scene Processing (Detective Konkel), Arson investigation Conference (Officer Hopp), K9 Training (Officer Halverson), Vehicle Searches/Hidden Compartments (Officer Knudson), Drug Recognition Expert Re-certification (Lt Navis), LIDAR “Laser” Speed Certification (Officers Warner/Roberts), Instructor Development (Officer Schnell), Collective Bargaining (Deputy Chief Sullivan, Chief Rasch), Firearms Training (department wide).
- Equipment: 2025 Squad – Outfitted and in service (this replaced the squad that was totaled last year).
- Community Engagement: In May, attended/participated in FDL County Law Executive meeting, Waupun High School Prom Event, WBEV Community Comment, Dodge County Law Enforcement Memorial Event, Fond du Lac County Law Enforcement Memorial Event, Celebrate Waupun Board Meeting, Cops on a Rooftop for Special Olympics, Multi Lingual Family Night @ RRIS, Waupun Library Board Meeting, Self-harm/Overdose Response Team Meeting, Cop Car Visit with 1st Grade students and numerous sporting events. In June, attended/participated in Bike Rodeo Event, Waupun Business Alliance Golf Outing, Celebrate Waupun Board Meetings (3), Candace Wojahn Swimming Program 10 Year Anniversary Event, Parks Program - Popcorn Giveaway, Dodge County Law Executive Meeting and Dodge County Cops and Bobbers Fishing Event.
- Calls for service: May 2025 Calls for Service – 934; May 2025 Criminal Arrests/Referrals – 18.

- Operations:
 - CSI LLC Policy Development – Working w/CSI to provide most up to date WILEAG approved policies, 16% completed
 - Sunrise Counseling Services – working with Sunrise to provide staff with the annual mental health check ins. 2 staff had ride along/meeting with counselor.
 - 2026 Budget – Initial budget requests have been submitted. Item mostly equipment and known line items; i.e. patrol vehicle, K9 vehicle, radio replacements)
 - The Narcan Direct for Law Enforcement Grant was renewed and the new supply was distributed to staff.
 - Union Contract – The city and the union are opening the contract reference talks or bargaining for a schedule change. This will begin in July.
 - PFC inquired about staffing for upcoming Celebrate Waupun; Chief Rasch noted the plan includes additional staff.

(Chief Rasch left meeting after providing report.)

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct interviews with a qualified applicant for employment for the open Firefighter vacancy.

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

Motion to go into Closed Session at 4:51pm was made by J. Bett and B. Buchholz second; all in favor, motion passed.

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:13pm after motion from T. Bett and B. Buchholz second; all in favor, motion passed.

ACTION FROM CLOSED SESSION

Motion at 5:14pm to make a conditional offer (criminal background check/work history/reference checks) to interviewed candidate A. Zavala Gomez made by T. Rhodes and T. Heidemann second; all in favor, motion passed.

CONSIDERATION - ACTION

Appointment of two EMS Captains was presented to PFC for approval.

Motion at 5:17pm to approve Steve Metz (Training/Compliance) and Lance Thomas (Schedule/Supplies) made by J. Bett and T. Heidemann second; all in favor, motion passed.

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

WFD Chief DeMaa provided the following update:

- Staffing: Dave Duer and Wayne Opperman retired after 53+ years of combined service; grateful for their service to the WFD and the City of Waupun.
- Training/Equipment: Received our LUCAS 3 device through the Healthcare Infrastructure Grant. The LUCAS device is a piece of equipment which provides chest compressions in a consistent/effective manner; this is helpful for situations requiring long-term compressions and frees up firefighters for other needs.
- Calls for service: 343 total calls year-to-date (last year this time: 314)

- Operations:
 - Merger discussion with townships continues; K. Schlieve met with full group of Township Board members who voted unanimously to approve moving forward; next step is to develop detailed agreement
 - Dodge County Public Safety radio: Consultant TUSA is reviewing geographic coverage capabilities to determine best plan as it relates to system, strength, etc.
 - Received 96 cases (about 2,300 cans) of drinking water from Anheuser Busch (promotional trailer was parked at Safety Building) through their Emergency Drinking Water for Wildland Firefighters program.
 - EMS is conducting meetings with area EMS groups and vendors for a new scheduling system

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

The next Commission meeting is to-be-scheduled at the Waupun Safety Building. The PFC meets quarterly, at minimum. If necessary, please send any agenda requests to Chief DeMaa or Chief Rasch so appropriate preparation(s) can be made.

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

ADJOURNMENT

Motion at 5:26pm to adjourn meeting made by J. Bett and T. Rhodes second; all in favor, motion passed.

Respectfully submitted,
Tara Rhodes, Secretary



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 08, 2025 at 6:00 PM

CALL TO ORDER

Marley Bah of Georgia and Mayor Bishop called the meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

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

Council Virtual- Alderman Matoushek

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

Management Virtual: None

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

Audience in-person: Members of Envision Greater FDL: Sadie Howell, Tracy Qualmann, Raina Lyman and Jaedon Buchholz

PUBLIC HEARING

- 1. Transfer of Class A Fermented Malt Beverage License - Dolgencorp LLC DBA Dollar General Store 6554 from 902 W Main St. to 926 W Main St.**
- 2. Transfer of Class A Fermented Malt Beverage License - Kwik Trip Inc. DBA Stop-N-Go 1207 at 1001 E Main St. to Kwik Trip Inc. DBA Kwik Trip #1207 at 3 Shaler Dr.**

Motion Kunz, second Siebers to open the public hearing. Motion carried 6-0.

No comments are heard.

Motion Kunz, second Siebers to close the public hearing. Motion carried 6-0.

Motion Siebers, second Kunz to approve the Transfer of Class A Fermented Malt Beverage License - Dolgencorp LLC DBA Dollar General Store 6554 from 902 W Main St. to 926 W Main St, contingent upon approval of inspections and occupancy granted. Motion carried 6-0 on roll call.

Motion Siebers, second Kunz to approve the Transfer of Class A Fermented Malt Beverage License - Kwik Trip Inc. DBA Stop-N-Go 1207 at 1001 E St. to Kwik Trip Inc. DBA Kwik Trip #1207 at 3 Shaler Dr., contingent upon approval of inspections and occupancy granted. Motion carried 6-0 on roll call.

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

3. Sadie Howell, President of Envision Greater FDL

Sadie Howell, President of Envision Greater FDL, provided an update of their services for the City of Waupun.

RESOLUTIONS AND ORDINANCES:

4. Ordinance to amend Ch. 8.11 Entitled Orderly Conduct- Cigarette, Nicotine and Tobacco Products

Motion Siebers, second Mielke to waive the second reading and adopt ordinance 25-05 to amend Ch. 8.11 entitled Orderly Conduct-Cigarette, Electronic Vaping Devices, Nicotine and Tobacco Products. Motion carried 6-0 on roll call.

5. Ordinance 11.025 Mobile Food Vehicles and Associated Fees

The council requests to have language added for the food truck vendor to get consent to operate during events in city parks.

Motion Westphal, second Siebers to waive the first reading and adopt ordinance 25-06 to amend Ch. 11.025 Entitled Mobile Food Vehicles and associated fees, with the inclusion of the food truck vendor to get consent to operate during events in city parks. Motion carried 6-0 on roll call.

6. Resolution Establishing Fees for the 2026 Solid Waste and Recycling Collection Service in the City of Waupun

Based on the current contract with GFL for solid waste and recycling services, the fees for 2026 will remain at \$16.59 per month.

Motion Matoushek, second Siebers to adopt Resolution 07-08-25-01 Establishing Fees for the 2026 Solid Waste and Recycling Collection Service in the City of Waupun. Motion carried 6-0 on roll call.

7. Resolution to Adopt the Revised 2025 City of Waupun Fee Schedule

A one-time event/per day fee for food trucks and a change to the tobacco license fee to accommodate the States maximum allowable fee is provided for consideration.

Motion Siebers, second by Matoushek to adopt Resolution 07-08-25-02 to adopt the amended 2025 City of Waupun Fee Schedule. Motion carried 6-0 on roll call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

8. Updated Waupun Community Center Policies and Procedures

Amendments requested are to add consumption to the premises only and closing of the building will be at the discretion of the Recreation Director.

Motion Kunz, seconded Kaczmariski to adopt the Waupun Community Center Policies and Procedures with the amendments of consumption to the premises only and closing of the building will be at the discretion of the Recreation Director. Motion carried 6-0 on roll call.

9. Youth Sports and Recreation Grant Waupun Softball Association

Motion Siebers, second Matoushek to award the Youth Sports and Recreation Grant, in the amount of \$5000, to Waupun Softball Association. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

10. License-Permit Applications and Expenses

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

MAYORAL CORRESPONDENCE/PRESENTATIONS

11. Waupun Business Alliance Future Networking Sessions

Mayor reminded Council of the Waupun Business Alliance networking session on August 19, 2025 at 4:00pm, located at Werner Harmsen Furniture and Total Flooring.

12. Christian Home Care and Rehab Center Pie Social

Mayor reminded Council of the Christian Home Care and Rehab Center's Community Pie Social event, on Saturday, July 19, 2025 from 1:00pm to 3:00pm, located at 452 Fox Lake Road, Waupun.

13. 2025 Celebrate Waupun

Mayor provides gratitude to Department of Public Works and Police Staff for their efforts and service during Celebrate Waupun.

ADJOURNMENT

At 7:13p, motion Kunz, second Mielke to duly call the meeting adjourned. Motion carried 6-0.



Waupun Police Department Monthly Report

June 2025

Staffing Updates

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

Officer Hensen is currently in the Fox Valley Technical College Police Recruit Academy.

Officer Knudson returned to full duty in early June.

Officer Brice was deployed with the Army National Guard.

Community Engagement

Bike Rodeo Event

Waupun Business Alliance Golf Outing

Celebrate Waupun Board Meeting (3)

Candace Wojahn Swimming Program 10 Year Anniversary Event

Parks Program - Popcorn Giveaway

Dodge County Law Executive Meeting

Dodge County Cops and Bobbers Fishing Event

Department Information

Training

Crime Scene Processing – Detective Konkel

Arson investigation Conference – Officer Hopp

K9 Training – Officer Halverson

Vehicle Searches/Hidden Compartments – Officer Knudson

Drug Recognition Expert Re-certification – Lt Navis

LIDAR “Laser” Speed Certification – Ofc Warner, Ofc Roberts

Instructor Development – Ofc Schnell

Collective Bargaining – DC Sullivan, Chief Rasch

Firearms Training – Department wide

Info

WPD continues to work with a Policy and Procedure Vendor for Policy Updates and Implementations. Approximately 16% has been completed.

Sunrise Counseling Services – working with Sunrise to provide staff with the annual mental health check ins. 2 staff had ride along/meeting with counselor.

Anniversary - Lt Brad Brzezinski (22 years of service)



Waupun Police Department Monthly Report

June 2025

2026 Budget – Initial budget requests have been submitted

Open Records Requests

We are continuing to field a large number of open records requests. Due to the complexity of some of these requests we are beginning to track the amount of time it takes to complete these tasks.

2025 June Total - 55

2025 Total – 352

2024 Annual Total – 633

2023 Annual Total – 583

2022 Annual Total – 555

2021 Annual Total – 564

2020 Annual Total – 623

Police Activity

Calls for Service:

Arrests:

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

Investigations

WP23000393 – Reckless Homicide – Closed – Defendant sentenced to 10 years Federal Prison for Drug Conspiracy Conviction – Co-Conspirator sentenced to 3 years for her involvement.

24WP05652 – ICAC – Closed / No Charges



Waupun Police Department Monthly Report

June 2025

25WP04722 – Death Investigation – Closed

25WP04942 – Burglary – Active

25WP00900 – Burglary – Inactive / All leads exhausted / Victims reimbursed by Insurance for losses

25WP03906 – ICAC – Active

25WP04833 – Sexual Assault – Closed / 4th degree SA Charge and Domestic DC

25WP05160 – Drug Investigation – Active

Additional Tasks

Evidence Purging was conducted

Conducted surveillance numerous times throughout the month for drug investigations.

Assisted with two warrant apprehensions.

Started two drug investigations for Dodge County Drug Task Force.

POPS (Problem Oriented Policing) at Westview Apartments / Established plan and it has been successful to deter crime and reduce call volume.

Implementing new evidence processing procedure for patrol staff.

Cellebrite Etraction Totals

June 2025 – 2

2025 Total - 18

2024 Total – 22 Extractions

2023 Total – 16 Extractions

Chief of Police Jeremy Rasch



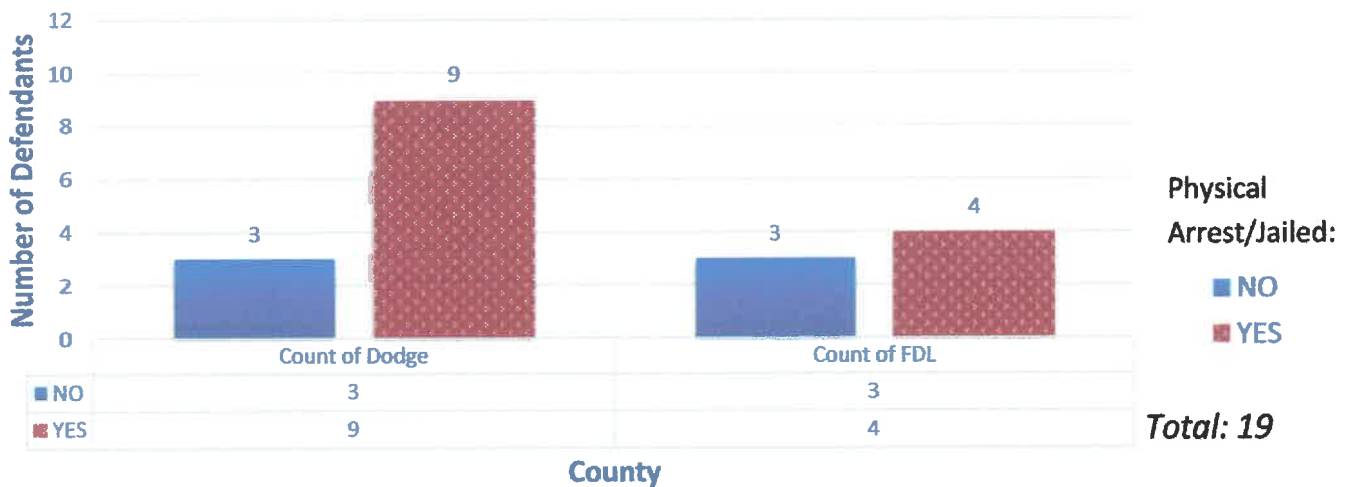
Waupun Police Department

June 2025



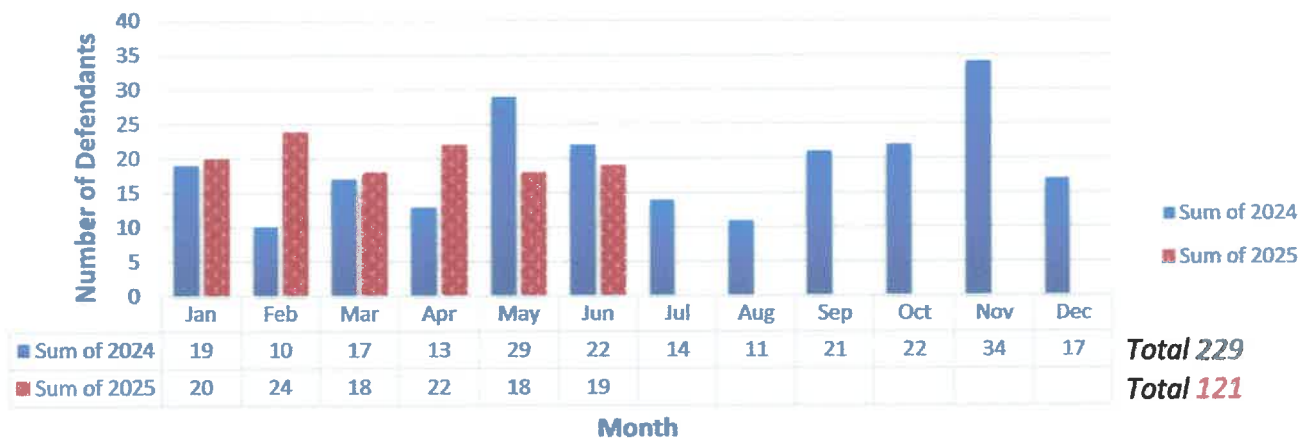
Request for Charges & Physical Arrest Report

Request for Charges & Physically Arrested June 2025



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

Monthly Arrest & Referral Comparison 2024 - 2025



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



Waupun Police Department Total Call Report



From: June 1, 2025 To: June 30, 2025

Agency	Incident Type	Total Incidents
WP	911 CHECK	27
	ABANDONED VEHICLE	3
	ACCIDENT	7
	ACCIDENT W/BLOCKAGE	1
	AMBULANCE	41
	ANIMAL ABUSE	1
	ANIMAL BITE	2
	ANIMAL COMPLAINT	5
	ASSIST AGENCY	21
	ASSIST CITIZEN	24
	ASSIST MOTORIST	5
	ATTEMPT TO LOCATE	2
	ATV COMPLAINT	2
	BUILDING CHECK	68
	BURGLARY	1
	CASE TAKEN IN ERROR	2
	CHAPTER 51	1
	CHECK WELFARE	20
	CHILD CUSTODY	1
	CITIZEN ASSIST	1
	CIVIL PROBLEM	4
	DEATH INVESTIGATION	1
	DIRECTED AREA PATROL	177
	DISORDERLY CONDUCT	7
	DOMESTIC	5
	DRUGS/NARCOTICS	3
	EXTRA PATROL	148
	FIREWORKS COMPLAINT	5
	FOLLOW UP	28
	FOOT PATROL	2
	FOUND ANIMAL	3
	FOUND PROPERTY	14
	FRAUD	1
	FUNERAL ESCORT	4
	HARASSMENT	6
	HIT AND RUN	3
	INFORMATION TO DOCUMENT	1
	INTOXICATED DRIVER	3
	INTOXICATED SUBJECT	1
	INTRUSION ALARM	6
	JUVENILE PROBLEM	4
	LOITERING	1
	MISSING ADULT	2
	NEIGHBOR DISPUTE	6
	NEIGHBORHOOD POLICING	5
	NOISE COMPLAINT	5
	OCCUPIED DISABLED	2



Waupun Police Department Total Call Report



From: June 1, 2025 To: June 30, 2025

OFFICER STANDBY	3
OPEN DOOR	1
ORDINANCE VIOLATION	20
OVERDOSE	1
PAPER SERVICE	2
PARKING ENFORCEMENT	8
PATROL ASSIST FIRE	14
PROBATION HOLD VIOLATION	1
RAILROAD COMPLAINT	1
RECKLESS DRIVER	14
REPOSSESSION	1
RESTRAINING ORDER VIOLATION	2
SCAM COMPLAINT	1
SEXUAL ASSAULT	1
SPECIAL ASSIGNMENT	8
SUBJECT STOP	3
SUSPICIOUS ACTIVITY	14
SUSPICIOUS VEHICLE	8
TAVERN CHECK	6
THEFT	3
THREATS COMPLAINT	1
TRAFFIC ENFORCEMENT	5
TRAFFIC HAZARD	1
TRAFFIC PROBLEM	6
TRAFFIC VIOLATION	131
TRESPASSING	2
VANDALISM	5
WARRANT	1
WARRANT OTHER AGENCY	1
WELFARE CHECK	1
WRONG WAY DRIVER	1
Total	949



Waupun Fire & Rescue

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

June Fire Chief's Report:

Call Summary:

	June 2025	2025 YTD	June 2024	2024 YTD
City Fire	19	67	19	96
City EMR	39	299	35	243
Country Fire	2	37	5	34

Staffing:

- City Fire: 26 of 32 positions filled
 - o 1 interview was conducted for a Paid-On-Call position.
 - o 2 interviews were conducted for Youth Apprentice students for 2025/2026.
 - o 2 Firefighters were hired
 - Owen Kooima (6/30/25)
 - Austin Hanefeld (6/30/25)
- City EMR: 9 of 15 positions filled
 - o Tom passed his AEMT NREMT practical and written tests.
- Country Fire: 14 of 14 positions filled

Training:

- City Fire: focused on Rapid Intervention Team (RIT)/firefighter self-survival skills at the training tower. Crews focused on restricted passage, wall breach – pass-through and swim technique, hose lift from hole in the floor, Denver drill (unconscious firefighter), unconscious firefighter 2nd floor ladder and rope rescue, and CPR for a firefighter fully geared up.
- City EMR: There was no scheduled training for June.
- Country Fire: focused on rescue boat operations and preplanning out at the Horicon National Wildlife Reserve.

Department updates:

- Annual pump testing was completed. No deficiencies were identified.
- We received 1 of our 2 cardiac monitors which was made possible through the Healthcare Infrastructure grant we received in 2021. The cardiac monitors provide EMRs with an opportunity to obtain a 12-lead EKG during a cardiac incident and have it transmitted directly to the hospital.
- Annual ladder and hose testing dates were confirmed for July.
- Kathy met with the Townships to review budgets on what a combined department would look like. The next step is reviewing a draft agreement and beginning to work through the specifics.

July 23, 2025

- Initial 2026 budget and equipment replacement were submitted to finance. Small increases in the operating budget were requested, primarily driven by maintenance. On the equipment replacement side, turnout gear for new hires was the request. Radios were pushed back as both Dodge and Fond du Lac County explore a change from VHF to a 700/800 MHz system.
- We received 2,300 cans of water through the Emergency Drinking Water for Wildland Firefighters program. This is a partnership between Anheuser-Busch and the National Volunteer Fire Council. This will equip the fire department with water for training and fire calls well into 2026.
- Met with Ripon Guardian Ambulance and Mayville EMS to discuss the scheduling software that they are using for EMS.
- Additional meetings surrounding the merger of the City and Country Fire Department took place. Due to changes on the Town of Chester Board, some additional follow-up will need to take place to get the new members up to speed.

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

- Nothing notable was discussed

LIBRARY	MONTHLY REPORT July 2025
Subject	Summary
Statistics	<p>Through the end of June, the library circulated/downloaded/loaned 71,172 items, and 26,865 people walked through our doors.</p> <p>A complete breakdown of library use statistics is always included in the monthly Library Board packet, which are all available on the City of Waupun website.</p>
Programs	<p>Programs for July included Summer Reading Program performers on July 2, 10, and 15. The Carnival Finale took place in the parking lot on Friday, July 18, from 4-6 pm. Other July programs included book clubs, Trivia Night, Puzzle Race, and Craft Night. The monthly Friends of the Library Book Sale was July 14.</p>



REPORT DATE:	July 29, 2025
DEPARTMENT:	Recreation
PREPARED BY:	Rachel Kaminski

KEY PERFORMANCE INDICATORS:

METRIC*	JUNE MONTHLY TOTAL	SAME MONTH PRIOR YEAR	YTD TOTAL	YTD TOTAL PRIOR YEAR
Community Center Membership	8	-	391	246
Community Center Average Daily Attendance	105	70		62
Community Center Day Pass Attendance	118	-	682	-
Aquatic Center Attendance	3,764	4,935	3,764	12,393
Aquatic Center Membership	480	-	480	-
Aquatic Center Pool Pavilion Rental	1	1		
Park Program Attendance - Dodge	388	475	388	1,212
Park Program Attendance - Pine	291	288	291	643
Park Program Attendance - Wilcox	178	394 (West End)	178	768 (West End)
Park Shelter Rental - Dodge	3	7	10	15
Park Shelter Rental - Harris Mill	1	2	3	11
Park Shelter Rental - McCune	3	2	5	9
Park Shelter Rental - West End	5	5	10	21
Park Shelter Rental - Wilcox	1	3	4	5

GOAL PROGRESS: (Progress: Green on track; Yellow needs attention; Red off track)

GOAL	PROGRESS	NOTES/ACTIVITIES
Provide educational, cultural, and recreation needs of the community with focus on expanding youth programming throughout the year through collaborative partnerships		June Park Program Events <ul style="list-style-type: none"> June 6 – Bike Rodeo with Police Department June 13 – Fishing Tournament June 21 – Field Trip June 27 – Park Bingo June 6 Lawn Games at Downtown Waupun Friday Summer Series
Enhance communication of recreation programs for all ages through a variety of media channels.		Recreation Department Facebook & Partner Facebook Pages Summer School Emails Park Program Emails Paper Flyers Recreation Monthly Newsletter
Expand hours of operation and community programming within the Community Center.		Current hours Monday – Friday, 6am – 7pm Weekend hours starting on Saturdays, 8am – Noon in August pending Rentals starting in August pending

GENERAL COMMENTS & UPDATES:

1. Key Issues or Challenges/Notable Accomplishments

- Mock Emergency Drill at Aquatic Center was held on July 22 to practice skills for staff
- Planning day trips (open to all applicable ages and the public) with Barb Schumacher, Travel Agent
- Celebrating Park & Recreation Month with weekly and monthly activities

Waupun Community Center Policies and Procedures



Approved by the Park & Recreation
Board 6/23/25; Revised 7/8/2025
Adopted by Common Council
7/8/2025

Table of Contents

Policy Statement	2
Section 1 – General.....	2
Hours of Operation	2
Photo Release.....	2
Code of Conduct	2
Priority Users.....	3
Video Surveillance.....	3
First Aid and Medical Emergencies	3
Tobacco/Vaping	4
Firearm/Weapons.....	4
Alcohol.....	4
Pets and Service Animals.....	4
Missing Person.....	5
Active Violence Threat.....	5
Winter Inclement Weather	5
Severe Weather Shelter In Place	6
Review and Amendment of Procedures	6
Section 2 – Participant	7
Age of Use Policy	7
Common Space Use	7
Membership and Fees.....	7
Participant Liability Waiver	7
Fitness Center Guidelines	8
Gymnasium Guidelines	8
Volunteer Policy	9
Volunteer Liability Waiver.....	10
Section 3 – Facility Rental	11
Rental Fees.....	11
Room Rental Scheduling.....	11
Rental Damage Deposit	12
Rental Cancellations.....	12
Rental Rules and Guidelines	12
Clean-Up/Damages.....	13
Appendix A – Fees	14
Appendix B – Participant Liability Waiver	15
Appendix C – Volunteer Waiver and Release of Liability Form	17
Appendix D – Rentable Rooms	19

Policy Statement

The Waupun Community Center provides recreational, social, health, and educational programs and services to Waupun area residents. The City of Waupun Board of Park and Recreation Commission is the overseeing entity of the Waupun Community Center. The following policies and regulations have been established to assure fair usage and maximum enjoyment of the facility and programs sponsored and endorsed by the City of Waupun. As members/guests, your compliance of these policies and procedures is mandatory in order to maintain a welcoming, positive, and safe environment for all.

Section 1 – General

Hours of Operation

Monday – Friday, 6am – 7pm, subject to change

Saturday, 8 am to noon, subject to change

Private rentals or public events may schedule alternative time per reservation policy.

Photo Release

City of Waupun programs and events are often photographed or filmed for promotional purposes. If you do not wish to be included in a photograph, please indicate this to the instructor and/or photographer, otherwise the City of Waupun has the right to use photos for promotional purposes associated with the Waupun Community Center.

Code of Conduct

We expect those using the Waupun Community Center to behave in a way that shows respect and caring for others, which includes not using any language or engaging in any action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct. Persons who conduct themselves in an inappropriate or disorderly manner shall be asked to leave the premise by City of Waupun staff and/or Waupun Police officers.

Participants of the Waupun Community Center Shall:

- Treat other participants and staff respectfully and courteously.
- Treat others in the same manner you would like to be treated.
- Understand that this facility is a shared space.
- Do their best to mind their own business and avoid gossip.
- Maintain personal cleanliness and good hygiene.
- Wear activity appropriate clothing and footwear. Non-marking soled shoes in the gymnasium. Street shoes are not allowed in the fitness center.
- Sign in each day when accessing the facility.
- Be responsible for their own personal property.
- Be independent and can care for their own personal needs. Youth under 12 years of age must be attending a scheduled Waupun Community Center activity/event and under the direct supervision of an adult 18 or over. Active older adults are welcome to bring an attendant or caregiver with them to enjoy services and programs.

- Report unusual occurrences, inappropriate behavior, or damages to the Waupun Program Director or designee.

Participant Actions Not Permitted:

- Using angry or vulgar language; swearing, name calling or shouting.
- Making physical contact with another person in an angry or threatening way.
- Harassment or intimidation with words, gestures, or body language. Behavior that is inappropriate, threatening or offensive in nature.
- Engaging in sexual activity or contact.
- Stealing or behavior that results in destruction of property.
- Carrying a firearm at the Waupun Community Center or on the Waupun Community Center grounds.
- Carrying or concealing devices or objects that may be used as weapons.
- Smoking/Vaping: Waupun Community Center and grounds encourage a tobacco and vape free environment. Smoking is not permitted within 25 feet from entrances and exits of the building.
- The Waupun Community Center reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is, or has been, a registered sex offender.

Priority Users

The following users have priority use of the Waupun Community Center.

1. Emergency Management/Disaster Relief
2. Elections
3. Recreation Department Use
4. City Department Reserved Use
5. Building Tenant Reserved Use
6. Public/Private Reserved Use

Video Surveillance

The City of Waupun has authorized the use of video surveillance and electronic monitoring equipment at the Waupun Community Center. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

First Aid and Medical Emergencies

The Community Center is not a healthcare center. The City of Waupun Community Center is able to provide first aid and medical emergency response services to patrons of the facility. Building staff and volunteers will offer basic first aid services such as treating minor cuts, bruises, and burns. In the event of a medical emergency, staff and/or volunteers will call 911 and provide first aid until further help arrives. Additionally, there may be staff or volunteers trained in CPR and AED use. The facility is equipped with a first aid treatment center and AED. Medical emergency push buttons are located within the building to further fast track staff and volunteers in the event of a medical emergency. If you are experiencing a health-related illness or injury, please use caution when participating in Waupun Community Center activities before entering the facility.

Tobacco/Vaping

The City of Waupun Community Center aims to promote a healthy and tobacco free environment. Tobacco and vaping are prohibited within the Waupun Community Center. Smoking is not permitted within 25 feet from Waupun Community Center entrances, exits, and ventilation intakes with the goal of preventing smoke from entering the facility.

Firearm/Weapons

The City of Waupun prohibits any weapon in or on Waupun Community Center building and grounds.

Alcohol

Alcoholic beverages may be provided by the rental host and served or consumed within the Waupun Community Center or on the surrounding property, but not on public sidewalks. The sale of alcohol is not permitted anywhere on the premises.

- Consuming allowed alcoholic beverages that are provided by rental host or invited guests of the rental is permitted.
- Serving allowed alcoholic beverages as part of a non-profit fundraising event with proceeds towards 5013c must be approved by the Recreation Program Director upon rental reservation.
- Serving allowed alcoholic beverages for fundraising event requires a permit from Waupun City Hall. A permit to serve alcohol must be requested 30 days prior to rental. City Hall phone number, 920-324-7930 ext. 1.
- No alcoholic beverages shall be consumed by or served to any person who is not permitted by state law to possess or consume alcoholic beverages.
- No rental host shall permit any person who is intoxicated to remain on the premises.
- A City of Waupun staff member will be present on premises during hours of rental.
- A special alcoholic deposit of \$ 100 will be charged when alcoholic beverages are consumed during a rental. The alcohol beverage deposit will be returned if the premises are clean and undamaged. If the premises are not cleaned or are damaged, the alcoholic beverage deposit will be forfeited to and retained by the City of Waupun.
- No alcohol consumption is allowed in the gymnasium.

Pets and Service Animals

Pets are prohibited within the Waupun Community Center, except for service animals. On occasion, the Waupun Senior Center will host animal related presentations and activities. These programs are permitted. The City of Waupun Community Center service animal policy aims to create a welcoming and inclusive environment for individuals who require assistance of a service animal. The policy outlines guidelines for the proper behavior and responsibilities of service animal owners while on the premises of the Waupun Community Center. The goal is to ensure that all individuals have equal access to the facility.

1. The service animal must always be under the control of the owner at all times.
2. The animal must not pose a direct threat to the health or safety of others.
3. The animal must be housebroken and well behaved in public settings.

Missing Person

If a person is lost or possibly in the building during hours of operation. Staff will conduct a search to attempt to find the missing person. After a detailed description of the person is given, staff will announce the situation, sweep the building looking for the missing person, monitor building exits, and alert guardian and/or police if person is not found.

Active Violence Threat

The purpose of this policy is to outline steps to take if there is an active threat of violence to participants, visitors and/or staff of the Waupun Community Center, or the Waupun Community Center building in general. If a threat of violence is made towards the Center and/or Center occupants, contact 911 and notify building staff immediately.

1. Report any real or potential threats, or concerns regarding possible violent actions.
2. Gather as much information about the situation as possible including a description of the individual, individual vehicle and license plate, and/or any photos.

THREAT IS REPORTED OUTSIDE THE BUILDING OR IN THE IMMEDIATE AREA

1. Announce over paging system about the external threat several times. Announcing that the threatening person has not yet entered the building, and the Center must take immediate action to lock all means of entry into the building.
2. All entrances will be locked and sheltering in place is recommended until the "ALL CLEAR" is given by law enforcement or the administrator/director.
3. Vacate hallways and keep everyone away from doors and windows.
4. Move to an inner room that can be properly secured.

INTRUDER/ACTIVE THREAT IN THE BUILDING

1. **RUN:** If a safe passage is available, leave the area immediately and Dial 911 as soon as possible. Be prepared to give as many details of the situation as you can to the dispatcher, such as how many perpetrators, location of the person(s) and their description, types of weapons being used, any hostages/casualties, etc.
2. **HIDE:** If you are unable to safely leave the building, attempt to seek shelter in a nearby room avoiding windows, which are capable of being locked from the inside, assisting others, if possible. If the door does not have a lock, attempt to barricade the door with furniture, etc., and remain very quiet. Shut off TVs and radios and set cell phones on vibrate/muted. Remain quiet and hidden, until authorities unlock the door. Do not answer the door for anyone without a key.
3. **FIGHT:** If none of the above options are available to you, and you are directly faced with the shooter/intruder, as a last resort, fight back.

Winter Inclement Weather

In the event of inclement or severe weather, the Waupun Community Center may close with or without notice. Weather-related delayed opening or facility closures of the Waupun Community Center will be determined

based on consultation with the Waupun Police and Public Works Departments, based on current and forecasted weather conditions.

Community Center Closings and Delays will be published on:

- City of Waupun website (www.cityofwaupunwi.gov)
- Posted on Facebook (Waupun Recreation Department)
- Broadcasted on AM 1170/103.3 FM

Severe Weather Shelter In Place

When a tornado warning has been issued during hours of operation, seek shelter inside the Waupun Community Center. In the event of a tornado and you are sheltering in place, notify your emergency contact via personal device. Go to an interior room without windows. Put as many walls as possible between you and the outside. Stay away from doors, windows, and outside walls. Staff will monitor weather conditions.

Review and Amendment of Procedures

It is recognized that as conditions change, these "Policies and Procedures for the Waupun Community Center Use" will need to be reviewed and amended to reflect those changes or to address omissions that have become apparent. At such time, the City of Waupun Board of Park and Recreation Commission shall review any proposed amendment and make a recommendation to the Waupun City Council. The Waupun City Council shall then make the final determination regarding amendments to the document.

Section 2 – Participant

Age of Use Policy

The City of Waupun Community Center strives to provide a safe and supervised environment for all ages. Our facility offers a variety of activities and services geared towards health and recreation. However, our facility is not a daycare or care facility. Youth under 12 years of age must be attending a scheduled Waupun Community Center activity/event and under the direct supervision of a caregiver. Active older adults are welcome to bring an attendant or caregiver with them in order to enjoy services and programs. Participants without a caregiver must be independent and able to care for their own personal needs.

Common Space Use

Gymnasium	<ul style="list-style-type: none">• Open community gym time may be accessed whenever available and as scheduled on the community calendar.• Exclusive use – scheduled events for large groups (20 or more people) is reserved through the community calendar up to 90 days in advance if space is available
Kitchen / Dining Multi-Purpose Room, Conference Room	<ul style="list-style-type: none">• Open community time may be accessed by tenants whenever available and whenever scheduled on the community calendar.• Exclusive use – reserved through the community calendar up to 90 days in advance.• If space is available (not reserved) can be utilized same day as needed, however the space must be reserved through the electronic scheduling system.
Sitting Room	<ul style="list-style-type: none">• If space is available (not reserved) can be utilized same day as needed, however the space must be reserved through the electronic scheduling system.
Billiards Room	<ul style="list-style-type: none">• Not available for reservations
Fitness Center	<ul style="list-style-type: none">• Membership only; not available for reservations
Laundry Area	<ul style="list-style-type: none">• Tenants have access as needed

Membership and Fees

Waupun Community Center participation requires a Membership Fee to provide, maintain, and expand our services and programs.

Current Fee Schedule listed in Appendix A of this manual.

Participant Liability Waiver

Form can be found in Appendix B of this manual.

Fitness Center Guidelines

The Waupun Community Center fitness center includes exercise machines, handheld weights and stretching area for participant and staff use. Fitness Center participants must be age 18 or over. Fitness center users must dress appropriately and bring gym shoes along. Street shoes are not allowed on the fitness center floor. There are benches and chairs provided to change shoes prior to exercising. Designated times are established for optimum use of the fitness center including, but not limited to, staff use, circuit use and open use to members. Safety and sanitation guidelines have been established. Instructional signs and appointments with staff and/or volunteers are available to familiarize participants with the exercise equipment. Provided sanitation wipes must be used on each exercise machine after each use. Towels are provided for user use and must remain in the fitness center and placed in the appropriate basket for washing. The Waupun Community Center Fitness Center will provide a safe, clean, and welcoming place for age appropriate and physical fitness levels for individuals to achieve their health and wellness goals in a supportive atmosphere.

Gymnasium Guidelines

Gymnasium guidelines have been established to ensure the safety and wellbeing of our participants and spectators. Our primary focus is to promote a positive and welcoming atmosphere where individuals feel comfortable and motivated to participate in various fitness and educational activities. By implementing gymnasium guidelines, we aim to minimize the risk of accidents and conflicts.

1. Please be courteous toward participants, spectators, staff, and volunteers.
2. Good sportsmanship is expected for all activities.
3. Profanity and foul language are not permitted.
4. Children 7 and under must be actively supervised by an adult.
5. Children between the ages of 7 and 11 must have an adult present.
6. Food and beverages are not allowed with the exception of personal water, food provided by activity staff, or food and beverage approved by the Director.
7. Non-marking indoor shoes are required for use of the gym.
8. Fighting, threatening or indecent conduct will not be permitted.
9. Dunking and hanging on basketball rims is prohibited except during organized basketball leagues.
10. Music played over a speaker must be appropriate for all age levels and contain no profanity or derogatory language.
11. The Community Center is not responsible for personal items.
12. Waupun Recreation Department programming or rentals takes priority over open gym time.
13. Families and individuals will be given priority during open gym. Pick-up games cannot use more than half of the gym during this time.
14. As a community space and family facility, we expect all members and guests to act within the boundaries of the Waupun Community Center's Code of Conduct.
15. The Community Center staff and volunteers reserve the right to modify the gymnasium guidelines at its discretion to ensure the safety of all members, guests, and staff.

Volunteer Policy

As members of a team, it is expected that each volunteer does a fair share based on their ability to do so. Qualities of cooperation, patience and compassion toward participants, staff and other volunteers are very important traits as a volunteer. This ensures a warm and friendly atmosphere for all. If a volunteer is going to be off on a particular day, they should attempt to get their own substitute. A volunteer substitute contact list will be provided to all volunteers. Do not volunteer if you have been sick or recovering from medical procedures or injury. Volunteer job descriptions are below. Please contact Director if you are interested in volunteering.

WELCOMING DESK VOLUNTEERS

- Be visible by wearing a volunteer badge.
- Greets all guests of the building and is especially helpful and welcoming to new people.
- Explains and monitors registrations and activity sign ins.
- Directs participants that are signed in to building activity areas.
- Answer the desk phone by answering questions or leaving messages for the Director.

FITNESS CENTER VOLUNTEERS

All fitness center volunteers will be trained by Director on how to properly use the exercise equipment, turn on/off the music, turn on/off the rotation timer, turn on/off the lights and unlock/lock the fitness center.

CARD PLAYING & TABLE GAMES VOLUNTEERS

All card playing and table games volunteers will be shown where activity supplies are stored by Director. Volunteers will be trained by Director on where and how to set up activities.

LUNCH VOLUNTEERS

Lunch volunteers are under the direct supervision of the Fond du Lac County ADRC Nutrition Program. The Waupun Community Center is the hosting meal site.

Volunteer duties will include:

- Volunteer hours are 9:45am – 12:30pm on the day scheduled.
- Record food temperatures and monitor food safety.
- Cleaning the dining room tables and chairs with sanitation wipes before and after indoor dining.
- Prepare the dining room and set the dining room tables.
- Supervise daily donation box.
- Serve lunch to registered participants.
- Monitor daily meal orders.
- At noon, make a phone call to the Fond du Lac County ADRC Nutrition Program to report the daily attendance and the next day order.
- Report cancellations or no shows by phone or write a note to the Fond du Lac County ADRC Nutrition Program.
- Maintain cleanliness of kitchen and kitchen utensils.

BUILDING SUPERVISION VOLUNTEERS

If a staff person is not on-site due to other job-related duties, scheduled time off, and/or illness. The building supervision volunteer duties include:

- Delivers excellent service to all members, guests, and program participants.
- Responds to participant and volunteer needs.
- Maintains cleanliness of the building
- Activity set up/clean up.
- Activity and building supervision.
- Handles and resolves concerns and informs Director or City Hall of unusual situations or unresolved issues.
- Report comments or concerns to Director or City Hall by phone.
- Applies all Waupun Community Center policies.

Volunteer Liability Waiver

Form can be found in Appendix C of this manual.

Section 3 – Facility Rental

Rental Fees

Fees are charged to off-set ongoing maintenance and program costs and minimize public subsidy for this building. All fees and deposits must be paid at time of reservation. Fees covered under these policies are subject to change. Those fees quoted to prospective users at the time of reservation will be honored.

If the Community Center Director determines that damage has occurred to the facility or that there is a need for extraordinary clean-up measures, the cost of these damages will be deducted from the room deposit paid. If charges are more than the room security deposit received, the user will be billed the additional charges. Failure to follow rental rules and policies may result in loss of utilization privileges and could result in additional administrative and/or legal action. All renters must adhere to Waupun Community Center Code of Conduct.

The current list of rentable rooms and fees can be found in Appendix D of this manual.

ROOM	DESCRIPTION	SEATING CAPACITY
Conference Room Only	Large tables with seating and TV, wi-fi access	12
Multi-Purpose Room Only	8 ft banquet tables with chairs and TV	140
Dining Room Only	8 ft banquet tables with chairs	60
Kitchen	Refrigerators, Freezers, Microwave, 30 or 60 cup coffee maker, water pitchers, table and serve ware, 2 serving windows	
Gymnasium Only	Full basketball court with 2 hoops, 3 pickle ball courts	266

Room Rental Scheduling

The Waupun Community Center rooms and facility are available for rent any day of the week, Monday through Sunday depending on activity schedules. The Waupun Community Center will close no later than 9:00pm. The Waupun Community Center will not be available for rentals on holidays.

The Waupun Community Center is available for booking a maximum of 18 months in advance for residents and 12 months in advance for non-residents. Renters are encouraged to call ahead to gather rental information, visit the facility and discuss the details of the rental process. Reservations will not be confirmed until application and payment have been received.

Proper reservation notification is required for any group using the Waupun Community Center outside of business hours and apart from City of Waupun Recreation Department sponsored programs. There are no holds for rentable rooms. Reservation fees must be paid at the time of the reservation via online payment or check. Make checks payable to: City of Waupun. To reserve rooms and to check room rental availability, call 920-324-7930. Rentals are approved and permitted on a first-come, first-served basis.

Rental Damage Deposit

Facility rentals require a damage deposit. Charges will be charged to the credit card used to make the deposit. If no damages occur, the fee will be refunded to the credit card. Charges are defined in Appendix D of this manual.

Rental Cancellations

- If a cancellation occurs for any reason more than 1 month prior to the rental date, 50% of the deposit will be withheld. All other paid fees will be returned.
- If a cancellation occurs for any reason less than 1 month prior to the rental date, 50% of all fees (rental fee & deposit) will be withheld with the remaining balance returned.

Rental Rules and Guidelines

CURFEW

All events must end by their scheduled end time (latest time being 9:00pm). All guests must vacate the premises. Final clean up and take down of personal property (decorations, gifts, etc.) must also be done at the scheduled end time.

NOISE

Users are subject to Waupun Police Department Code of Ordinance 8.02, which controls noises disturbing the public. No person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises such as may tend to annoy or disturb another in or about any public street, alley or park, or any private residence.

KITCHEN USE

All food and beverage must be removed from the kitchen after rental. The stove must be turned off. All utensils and roasters must be cleaned and put away.

CANDLES

Open flame candles of any kind are not allowed in the Waupun Community Center.

FOOD

Food is allowed in the multi-purpose room, dining room, and kitchen. Food is not allowed in all other areas unless with the approval of the Director.

RECYCLING & TRASH

All trash and recycling must be placed in designated containers with garbage bags. Garbage bags are provided.

DECORATIONS

The use of nails, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is prohibited. Glitter, rice, confetti and the like are also prohibited. Fog machines are not allowed. Balloons must be tethered.

ANIMALS

Pets are not allowed except for service animals.

ALCOHOL

Alcoholic beverages may be provided by the rental host and served or consumed within the Waupun Community Center or on the surrounding property, but not on public sidewalks. The sale of alcohol is not permitted anywhere on the premises.

- Consuming allowed alcoholic beverages that are provided by rental host or invited guests of the rental is permitted.
- Serving allowed alcoholic beverages for as part of a non-profit fundraising event with proceeds towards 5013c must be approved by the Recreation Program Director upon rental reservation.
- Serving allowed alcoholic beverages for fundraising event requires a permit from Waupun City Hall. A permit to serve alcohol must be requested 30 days prior to rental. City Hall phone number, 920-324-7930 ext. 1.
- No alcoholic beverages shall be consumed by or served to any person who is not permitted by state law to possess or consume alcoholic beverages.
- No rental host shall permit any person who is intoxicated to remain on the premises.
- A City of Waupun staff member will be present on premises during hours of rental.
- A special alcoholic deposit of \$ 100 will be charged when alcoholic beverages are consumed during a rental. The alcohol beverage deposit will be returned if the premises are clean and undamaged. If the premises are not cleaned or are damaged, the alcoholic beverage deposit will be forfeited to and retained by the City of Waupun.
- No alcohol consumption is permitted in the gymnasium.

Clean-Up/Damages

Cleaning up is required. Cleaning equipment and supplies are located on the cart in the dining room. Renter is responsible for leaving the facility in the same condition it was found. All cleaning supplies/equipment and garbage bags are provided. Renters must stay on site until all items brought into the building are removed and vacated, including all attendees, contracted entities, decorations, supplies, and equipment.

- Wipe down all countertops, tables, chairs, and other surfaces used during rental.
- Dispose of all garbage into "indoor" trash cans.
- Sweep all floor surfaces.
- Vacuum all carpeted areas.
- Tables, chairs, and other furnishings shall be returned to their original place.
- Flush toilets.
- Remove all food and beverages from refrigerators and freezers.
- Clean any garbage from around the outside of the facility that your group may have caused.

Appendix A – Fees

Standard Annual Membership	
Resident	\$60
Non-resident	\$80
Day-pass Resident	\$3
Day-pass Non-Resident	\$5

Standard Plus Fitness Annual Membership	
Resident Individual	\$120
Resident 2-person household	\$180
Family	\$225
Non-Resident Individual	\$140
Non-Resident 2-Person Household	\$200
Non-Resident Family	\$245

Standard Membership grants you access to participate in basic programs and activities.

Fitness Membership grants you access to everything a Standard Membership does, plus the ability to join our many instructor-led Fitness Classes and access to open gym times.

Resident versus non-Resident rate is determined by physical address. A City of Waupun address is required for resident rates. Program offerings requiring specialized instruction, or the use of equipment or special supplies will be fee-based to support program delivery.

Additional fees may apply for certain programs offered by contracted instructors, practitioners, or for travel programs. Contact the office at (920) 324-7930 if you have questions about what programs may require an additional fee.

Appendix B – Participant Liability Waiver

CITY OF WAUPUN PARTICIPANT WAIVER AND RELEASE OF LIABILITY FORM

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, THEN YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 920-324-2951 WEEKDAYS BETWEEN 9:00AM – 12:00PM, 1:00PM-5:00PM.

This Participant Waiver and Release of Liability, executed on this ____ day of _____, 20____, by _____ (the "Participant") in favor of the City of Waupun and its elected officials, officers, employees, and agents (collectively "Municipality").

Waiver and Release

The Participant freely, voluntarily, and without duress executes this Waiver and Release under the following terms:

The Participant does hereby release and forever discharge and hold the Municipality harmless from any and all liability, claims, and demands, either in law or in equity, which arise or may hereafter arise from Participant's activities with the Municipality.

The Participant understands that this Waiver and Release discharges the Municipality from any liability or claim that the Participant may have against the Municipality with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Participant's activities with the Municipality, whether caused by the Participant or by the negligence of the Municipality or its officers, directors, employees, agents, or otherwise. However, the Municipality and the Participant understand that the Municipality is not released from liability for harm incurred by the participant which results from the Municipality's intentional or reckless conduct.

The Participant understands that the Municipality does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness to the Participant.

The Participant desires to engage in the activities sponsored by the City of Waupun at its facilities. The Participant understands that the activities include, but are not limited to, indoor and/or outdoor recreational programs, may require the operation of equipment, and understands that the Activities include work that may be hazardous to the Participant. The Participant hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases the Municipality from any and all liability for injury, illness, death, or property damage resulting from the Activities and caused by the Participant or by the negligence of the Municipality.

The Participant does hereby release and forever discharge the Municipality from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Participants' activities with the Municipality.

The Participant understands that the Municipality does not carry or maintain health, medical, or disability insurance coverage for any volunteer. The Participant understands that he/she is provided with liability insurance coverage under the provisions of the Municipality's liability insurance policy.

Each participant should obtain his/her own medical or health insurance coverage.

The Participant does hereby grant and convey unto the Municipality all right, title, and interest in any and all photographic images and video or audio recordings made by the Municipality during the Participant's Activities with the Municipality, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Construction of Waiver and Release and Severability

The Participant expressly agrees that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin, and that this Waiver and Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. The Participant agrees that in the event that any clause or provision of this Waiver and Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Waiver and Release which shall continue to be enforceable.

I have read this Waiver and Release of Liability thoroughly and fully understand and enter into it on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made any representations, statements, or inducements that change or modify anything written in this Waiver and Release of Liability.

Participant's Full Name:			
(please print)	First	Middle Initial	Last Name
Participant's Address			
	Address	City	State Zip
Phone:	Home	Cell	
Participant's Signature			
	Signature	Date	
IN WITNESS WHEREOF, Participant and Parent/Guardian of Participant have executed this Waiver and Release of Liability as of the day and year first above written.			
Witness's Signature & Date			
	Signature	Date	

Appendix C – Volunteer Waiver and Release of Liability Form

CITY OF WAUPUN VOLUNTEER WAIVER AND RELEASE OF LIABILITY FORM

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MORE INFORMATION MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 920-324-2951 WEEKDAYS BETWEEN 9:00AM – 12:00PM AND 2:00PM – 5:00PM.

This Volunteer Waiver and Release of Liability, executed on this _____ day of _____, 20____, by _____ (the "Volunteer") in favor of the City of Waupun and its elected officials, officers, employees, and agents (collectively "Municipality").

The Volunteer freely, voluntarily, and without duress executes this Waiver and Release under the following terms:

The Volunteer does hereby release and forever discharge and hold the Municipality harmless from any and all liability, claims, damages, or losses, either in law or in equity, which arise or may hereafter arise from Volunteer's activities with the Municipality. The Volunteer understands that this Waiver and Release discharges the Municipality from any liability or claim that the Volunteer may have against the Municipality with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's activities with the Municipality, whether caused by the volunteer or by the negligence of the Municipality or its officers, directors, employees, or agents, or otherwise. However, the Municipality and the Volunteer understand that the Municipality is not released from liability for harm to the volunteer which results from the Municipality's intentional or reckless conduct. The Volunteer understands that the Municipality does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical or disability insurance in the event of injury or illness to the Volunteer.

The Volunteer desires to work as a volunteer for the Municipality and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands that the activities may include:

The Volunteer understands that the Activities may require the operation of equipment such as:

The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to:

The Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases the Municipality from all liability for injury, illness, death, or property damage resulting from the Activities and caused by the Volunteer or by the Municipality.

The Volunteer does hereby release and forever discharge the Municipality from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's activities with the Municipality.

The Volunteer understands that the Municipality does not carry or maintain health, medical, or disability insurance coverage for the volunteer. The Volunteer understands that he/she is provided with liability insurance coverage under the provisions of the Municipality's liability insurance policy. Each volunteer should obtain his/her own medical or health insurance coverage.

The Volunteer does hereby grant and convey unto the Municipality all right, title, and interest in any and all photographic images, video, or audio recordings made by the Municipality during the Volunteer's Activities with the Municipality, including, but not limited to, the proceeds, or other benefits derived from such photographs or recordings.

Construction of Waiver and Release and Severability

The Volunteer expressly agrees that this Waiver and Release is intended to be as broad and inclusive as permitted by the law of Wisconsin, and that this Waiver and Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. The Volunteer agrees that in the event that any clause or provision of this Waiver and Release shall be held to be invalid by a court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Waiver and Release which shall continue to be enforceable.

I have read this Waiver and Release of Liability thoroughly and fully understand and enter into it on behalf of myself, my heirs, assigns, and personal representatives. No one has made any representations, statements, or inducements that change or modify the terms written in this Waiver and Release of Liability.

Volunteer's Full Name:			
(please print)	First	Middle Initial	Last Name
Volunteer's Address			
	Address	City	State Zip
Phone:	Home	Cell	
Volunteer's Signature			
	Signature	Date	
IN WITNESS WHEREOF, Volunteer and Parent/Guardian of Participant have executed this Waiver and Release of Liability as of the day and date above written.			
Witness's Signature & Date			
	Signature	Date	

Appendix D – Rentable Rooms

Waupun Community Center Rental Fees

Effective for 8/1/25

	Monday through Friday Four Hour Limit	Friday Evening and Saturday Six Hour Limit	Sunday Six Hour Limit
Individual Room Rental City of Waupun Resident Users Must have a current address within the City of Waupun. Resident listed on the contract is the responsible party and must be onsite during the duration of the rental.	<u>Conference Room</u> \$25 <u>Multi-Purpose or Dining Room</u> \$60 <u>Kitchen</u> \$40	<u>Conference Room</u> \$25 <u>Multi-Purpose or Dining Room</u> \$80 <u>Kitchen</u> \$60	<u>Conference Room</u> \$25 <u>Multi-Purpose or Dining Room</u> \$70 <u>Kitchen</u> \$50
Individual Room Rental Non-Resident Users All users outside of the City of Waupun	<u>Conference Room</u> \$35 <u>Multi-Purpose or Dining Room</u> \$80 <u>Kitchen</u> \$60	<u>Conference Room</u> \$35 <u>Multi-Purpose or Dining Room</u> \$110 <u>Kitchen</u> \$80	<u>Conference Room</u> \$35 <u>Multi-Purpose or Dining Room</u> \$95 <u>Kitchen</u> \$70
Full Facility Rental of Multi-Purpose Room, Dining Room & Kitchen	<u>Resident</u> \$160 <u>Non-Resident:</u> \$270	<u>Resident</u> \$500 <u>Non-Resident:</u> \$750	<u>Resident</u> \$350 <u>Non-Resident:</u> \$650
Additional Hours	\$50 per additional hour over 4-hour limit	\$100 per additional hour over six-hour time limit	\$100 per additional hour over six-hour time limit
Non – Profit Rate	\$25/hour	\$25/hour	\$25/hour
Gym Rental	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour
Outside Grounds	Residents \$50/hour Non-Residents \$90/hour	Residents \$100/hour Non-Residents \$175/hour	Residents \$100/hour Non-Residents \$175/hour

Damage Charges	
Failure to remove trash from facility	\$50
Carpet cleaning other than customary	\$200
Kitchen cleaning other than customary	\$100
Misc cleaning other than customary	\$50/hour, actual time billed
Replacement of table	\$350
Replacement of chair	\$100
Service of alcohol without prior permission	2x the fee
Misc. repairs to facility	Actual costs incurred



REPORT DATE:	July 29, 2025
DEPARTMENT:	Public Works
PREPARED BY:	Jeff Daane

KEY PERFORMANCE INDICATORS:

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

GOAL PROGRESS:

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

PROJECT	NOTES/ACTIVITIES
1.1 Rock and Newton Reconstruction.	<ul style="list-style-type: none">• All utilities completed, working on Creek portion of the project and then removals of sidewalks and curb. Should start getting roadway dug and graveled for final grade.
1.2 Mill and Overlay	<ul style="list-style-type: none">• Elm Ave (Grandview to Grace and W Brown St to Jefferson St); W Brown - Beaver Dam to Hilyer; Grace St (Fox Lake Road to Beaver Dam St) – completed
1.3 Sidewalk replacement	<ul style="list-style-type: none">• Evaluations are complete. Working on letters to go out.
1.4 N Alley 300 and 400 block of E Main	<ul style="list-style-type: none">• Engineering work underway
2.1 Gateway Dr. stormwater pond	<ul style="list-style-type: none">• Working with MSA on agreement for engineering contract
2.2 Flood study (Hazel/Pattee and Edgewood)	<ul style="list-style-type: none">• Edgewood study complete. Findings will be presented at the next board of public works meeting
3.1 Public Safety Facility Visioning	<ul style="list-style-type: none">• Working with consultant
3. 2 Review City Hall needs	<ul style="list-style-type: none">• Meeting with architect to review current information and determine capital planning needs for 2026 and beyond
3.3 Park repairs	<ul style="list-style-type: none">• Patching park paths, patching and spot painting tennis court at Westend, patched basketball court Westend, cleaned flower bed at Harris Mill and cleaning up debris around dam area
3.4 Storm sewer repair work	<ul style="list-style-type: none">• Crews have started repairs to inlets, pipes and outfalls for the 2025 season
3.5 Ammonia capture system @ Rec Center	<ul style="list-style-type: none">• Materials are ordered and work should start in August.

3.6 Mill pond gate valve repair	<ul style="list-style-type: none"> Working on scheduling the completion of the repair for August/September.
3.7 Updating facilities for insurance	<ul style="list-style-type: none"> Met with insurance they have all of our information on facilities to update insurance.
3.8 Grants	<ul style="list-style-type: none"> We are working on grant writing for upcoming street projects and we have submitted for reimbursement on the traffic signal grant.
3.9 Ice Arena Floor replacement	<ul style="list-style-type: none"> The new header has been installed. They will be pouring new floor perimeter soon.
3.10 Generator for Community Center	<ul style="list-style-type: none"> The generator has arrived. Working with all parties to have an initial start date to verify the generator works along with the building transfer switch.
3.11 Code enforcement	<ul style="list-style-type: none"> We have sent out a few more weed notices and a few tree issues.
3.12 Windmill at Heritage Ridge Park Repairs	<ul style="list-style-type: none"> Scheduling a few repairs together that use a lift.
4.5 iWorQ integration	Completed sign integrations between GIS and IWorQ

GENERAL COMMENTS & UPDATES:

1. Key Issues or Challenges/Notable Accomplishments

- Aquatic Center is open and running well.
- Summer work projects have begun
- Aging infrastructure

2. Future Considerations:

- Working with Finance to update the city 5-year capital plans
- City Hall capital plans need to be more defined to support future capital plans. Staff are meeting with Keller to discuss options to develop realistic estimates for budgeting purposes.



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: June 9, 2025
SUBJECT: General Manager Report

Mutual Aid Response

On Thursday, May 15, multiple tornadoes were confirmed by the National Weather Service in Dodge County, including one that caused a full system outage for Juneau Utilities at approximately 4:30 p.m. The storm damaged transmission lines feeding Juneau's three substations, resulting in a power outage affecting more than 1,200 customers.

The tornado caused extensive damage to utility infrastructure, including:

- Nine broken poles
- Six distribution poles requiring realignment and straightening
- Damage to 22 transmission poles, some with distribution under-builds

In addition to utility infrastructure, the storm caused considerable property damage to small businesses, residential homes, apartment buildings, and farms.

In response, MEUW coordinated two waves of mutual aid assistance from municipal utilities in: Columbus, Hartford, Hustisford, Jefferson, Kaukauna, Manitowoc, Waterloo, Waunakee, and Waupun.

A total of 39 municipal utility workers joined Juneau's team in restoration efforts. Waupun responded May 15 at 5:00 p.m., sending five lineworkers and two water and sewer collection/distribution crew members. Crews worked through the night and into the next morning, concluding around 10:00 am May 16. I arrived in Juneau at 6 a.m. to help coordinate the second wave of mutual aid crews.

Power was restored to 90% of customers by midnight, and full restoration was achieved within 24 hours of the outage. This response highlights the strength and efficiency of municipal utilities working together in times of crisis.

Incident Report – Waupun Utilities Main Facility Fire

At approximately 2:00 a.m. on the early morning of June 4, the sprinkler alarm at the Waupun Utilities main facility was activated. Emergency personnel, including local police, fire department, and key utility staff, promptly arrived on scene.

Upon arrival, smoke was observed coming from the garage area. The source of the fire was identified as a 2005 International Bucket Truck, with flames originating inside the cab.

The facility's sprinkler system, located directly above the vehicle, successfully activated and contained the fire, limiting damage to the truck alone. Fire crews suspect the fire had been smoldering for some time before breaking the windshield, which then activated the sprinkler system.

Garage doors were opened for ventilation, remaining vehicles were safely moved outside, and Whealon Towing relocated the damaged truck to the rear parking area.

Thanks to the prompt and effective response of emergency personnel, no further equipment or structural damage occurred. An assessment of the incident remains ongoing, and appropriate follow-up actions will be taken as needed.

MEUW 95th Annual Conference

The 95th Annual MEUW Conference was held in La Crosse, drawing representatives from 42 municipal utilities. The event featured a series of presentations focused on industry trends, pending legislation, energy storage, and regulatory developments.

Tim Heinrich delivered an update on MEUW's recent accomplishments and shared the organization's refreshed strategic direction. Keynote speakers included Scott Corwin, President & CEO of the American Public Power Association (APPA), who outlined APPA's strategic priorities, and Washington lobbyist Michael Nolan, who provided federal legislative and policy insights.

Attorney Richard Heinemann addressed recent Public Service Commission (PSC) proceedings and their potential impacts on municipal utilities, including streamlined electric rate case processes.

Breakout sessions covered a range of topics, including 2025 human resources trends, cybersecurity, open meeting law compliance, and legislative and regulatory roundtables.

MEUW Executive Committee

I was invited to serve as an At-Large Representative on the MEUW Executive Committee. My first meeting in this new role was held virtually on Wednesday, June 4.

MEUW District Dinner

MEUW will once again host District Dinners across the state this fall, providing local utility leaders with valuable opportunities to connect, network, and discuss topics of mutual interest in public power. We would be honored to have you join us for our District Dinner on Tuesday, September 23, in Hartford. The evening will begin with a social at 6:00 p.m., followed by dinner at 6:30 p.m. and a brief program afterward. Please let me know if you're able to attend.

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: July 14, 2025
SUBJECT: General Manager Report

State to Eliminate Sales Tax on Residential Electric Bills

Lawmakers today are announcing a bipartisan state budget deal. The agreement includes the full elimination of the state sales tax on residential electricity sales. The proposal was introduced as part of Gov. Tony Evers' budget and has been actively supported by MEUW (and through the association's involvement in the Customers First Coalition).

The agreement represents a compromise that benefits every residential utility customer in the state, with total savings of more than \$178 million over the next two years. The details are expected to be finalized this week when state legislators advance the 2025-27 Biennial Budget to the Governor for approval.

PSC Approves Revised Parallel Generation Tariffs for Sturgeon Bay Utilities

At its open meeting on June 19, 2025, the Wisconsin Public Service Commission approved Sturgeon Bay Utilities' (SBU) request to revise its parallel generation (PGS) schedules. The primary objective of the proposal was to reduce, as much as possible, cross-subsidies associated with customer-owned community solar installations that are otherwise paid for by non-participating customers.

A written order is expected to follow the oral decision in the coming weeks.

Incident Report – Waupun Utilities Main Facility Fire

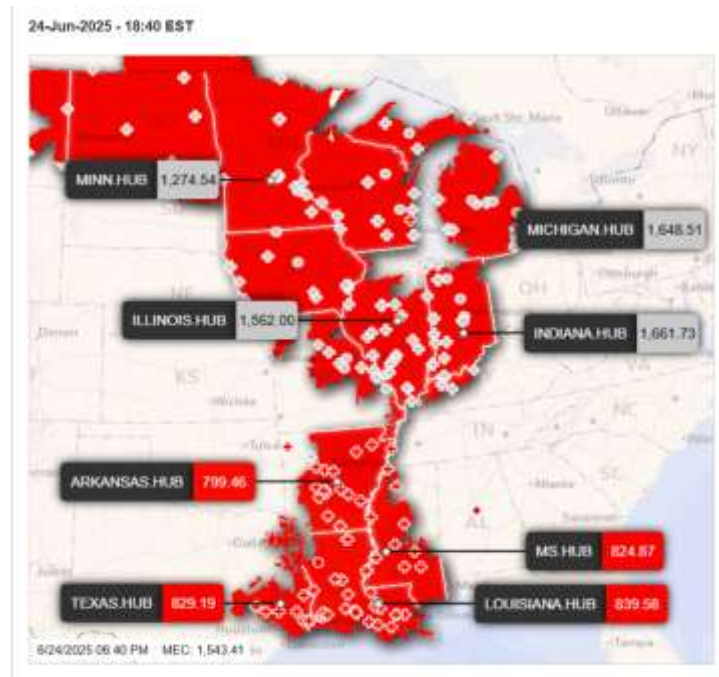
WU staff is actively working with the insurance provider to determine the most effective course of action for replacing the 2005 International 60-foot bucket truck that was damaged in the fire.

The Spark – Waupun Utilities Quarterly News Letter

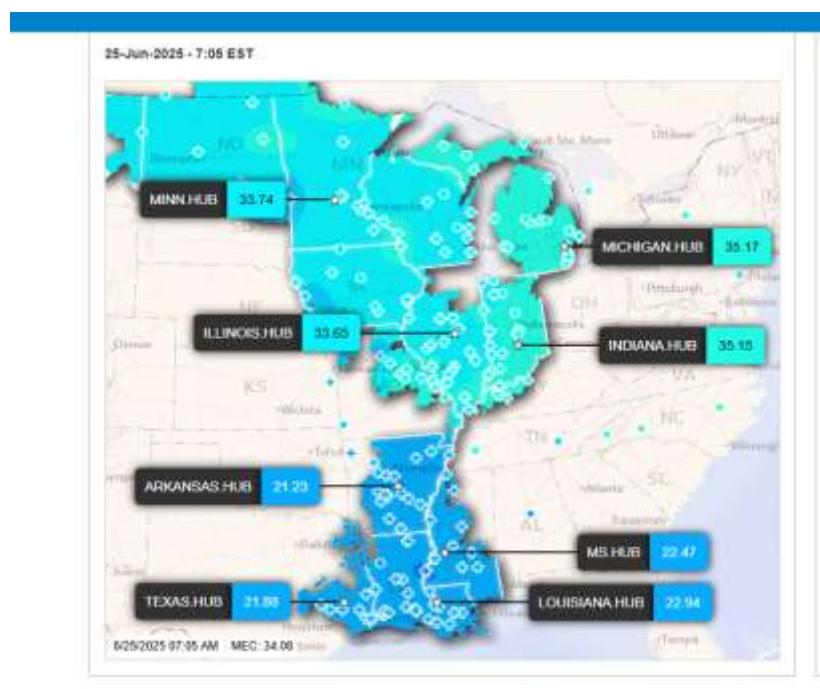
The second edition of our quarterly newsletter was successfully distributed this month, featuring timely updates, project highlights, and community news. A big thank you to the staff who contributed their time, creativity, and effort in creating a professional and engaging publication. We're excited to continue sharing our progress and keeping stakeholders informed each quarter!

June Peak Demand and Market Price Impact

WU's electric distribution system reached a peak demand of 24 MW on June 24, marking the highest load recorded so far in 2025. The screenshots below, captured on the same day, illustrate how several consecutive days of warm weather impacted the Locational Marginal Price (LMP) across the entire Midcontinent Independent System Operator (MISO) region.



The screenshot below illustrates a significant shift in Locational Marginal Price (LMP) the following morning, reflecting changes in system demand.



American Public Power Association (APPA) National Conference

I had the opportunity to attend the APPA National Conference in New Orleans from June 9-11. With over 1,300 attendees from across the country, this was APPA's largest event of the year. The conference provided a valuable opportunity to hear from industry experts and to connect with peers from a wide range of public power utilities. It was an insightful and energizing experience that offered new perspectives on key issues facing our industry.

WPPI's Annual Meeting

WPPI's Annual Meeting will take place September 16-18, 2025, in Green Bay, at Lambeau Field and the Oneida Hotel and Conference Center. Attendees will have the opportunity to hear from several keynote speakers addressing current challenges and future trends impacting electric utilities. This event promises to be an informative and engaging forum for utility professionals across the region.

WPPI's Manager Roundtable

WPPI's Member Utility Manager Roundtable will be held in Oconomowoc on July 31, 2025, from 10:00 a.m. to 1:00 p.m. This event offers an opportunity for utility leaders to come together for meaningful discussion. The agenda includes business updates from WPPI, followed by an in-depth conversation among member utility managers focused on current needs, challenges, and opportunities facing their electric utilities.

MEUW District Dinner

MEUW will once again host District Dinners across the state this fall, providing local utility leaders with valuable opportunities to connect, network, and discuss topics of shared interest in public power. We would be honored to have you join us for our District Dinner on Tuesday, September 23, in Hartford. The evening will begin with a social at 6:00 p.m., followed by dinner at 6:30 p.m. and a brief program afterward.

Thinking About Attending?

Please let me know if you are interested in attending any of the above events or would like additional information about the meetings.

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



TO: Waupun Utilities Commissioners
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor
DATE: June 9, 2025
SUBJECT: Electric Operations Report

Electric Department Update:

Call-Ins

- One outage to report. On Tuesday, May 27th at 5:30 AM, an outage was reported in the 900 block of Beaver Dam St. Wildlife contact caused a phase to ground fault. The overcurrent protection operated isolating the outage to a single customer. Power was restored at 6:11 AM.

Juneau Mutual Aid Response

- On May 15th at approximately 5:00 PM Juneau Utilities called in a mutual aid request to MEUW for assistance in restoring power after an EF2 tornado went through a portion of their electric system. Damage included nearly 2 dozen broken poles along with extensive damage to their substation on the north end of Juneau.
- Waupun Utilities responded with the following:
 - All 5 member of the Electric Department
 - 2 members of the Water and Sewer Distribution Crew
 - 2 bucket trucks
 - 1 digger derrick
 - 1 hydro excavation truck
 - 2 pickup trucks
 - 1 trailer with a load of poles
- Crews arrived in Juneau that evening and were released the next day between 9:00 AM and 1:00 PM.
- WU utilities also assisted the following week providing a two-man crew and a bucket truck for additional scheduled repairs needed from tornado damage.

Development Planning

- WU electric department has been working on coordination, design, material procurement, and construction for the following projects:
 - Dollar General
 - Required a primary extension to serve one 600-amp 3 phase service.
 - Service was energized in May.
 - Homan Chrysler Car Charger
 - Required a primary extension to serve on 1200-amp 3 phase service.
 - Service was energized in May.
 - Kwik Trip East
 - Required a primary extension to serve one 1200-amp 3 phase service.
 - Service was energized in May.

- Eagle Manufacturing
 - Requires a primary extension to serve two 2000-amp 277/480v services.
 - One service for the new construction, and an additional service setup for future additions.
 - WU continues to work with customer to provide extension estimate.
 - 750 KVA transformer currently in stock.
 - Temporary construction service has been energized.
- 56-unit housing complex
 - Complex requires a primary extension to serve four 800-amp services.
 - Extension estimate sent out the week of 5/5.
 - 300 KVA transformer currently in stock.
 - WU also has the required number of 12s meters in stock for development.
 - WU will work with developer in coming weeks to provide the site with temporary construction power.

2025 URD Cable Installation and Replacement

- Directional drilling contractor hired in May to install conduits in three main areas.
 - McDonalds
 - Conduits installed to replace aging primary conductor.
 - Westview Apt.
 - Conduits installed to replace aging primary conductor.
 - Johnson/Elm/ W. Jefferson/W. Brown St back lot rebuild.
 - Conduits installed to bring URD primary into backlot.
 - Conduits installed to eliminate a span of backlot OH secondary.

United Cooperative

- Soy facility will have two 3000-amp services.
 - Metering installations are complete for both soy services.
 - All primary and secondary conductors are installed.
 - (2) 1500KVA transformers to be set on June 5th
- Feeder loop installation will be completed in the summer of 2025.
- 4 of 6 services are currently energized and in-service.

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



TO: Waupun Utilities Commissioners
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor
DATE: July 14, 2025
SUBJECT: Electric Operations Report

Electric Department Update:

Call-Ins

- On June 12, at approximately 9:00 PM, a lineman responded to a call of tree limbs on a service in the 600 block of N Madison St. The lineman removed the tree branches from the service conductor.
- On June 23, at approximately 6:45 PM, a lineman responded to a house on N Grove St. with tree damage to the service and the service entrance. The lineman worked with an electrician to restore power to the home.
- On June 27 at approximately 11:45 AM, the on-call lineman responded to a report of a low-hanging wire. Upon inspection, it was determined that the wire was a communications line and did not require action.

United Cooperative

- Soy processing facility required two 3000-amp services.
 - Both 3000-amp services were energized on July 2.
 - Energizing these services marks the last of 6 total services completed for United Cooperative project.
 - The six services include:
 - (1) 600-amp
 - (2) 2000-amp
 - (3) 3000-amp
- Feeder loop installation is scheduled for completion in summer of 2025.

Grace and McKinley Backlot Primary Removal

During the week of July 7, the crew removed the overhead primary located in the back lot of the block. This work was part of the Community Center extension project and will reduce maintenance needs - particularly for line clearance tree trimming - while also improving reliability for customers previously served from the back lot.

Development Planning

- WU electric department has been working on coordination, design, material procurement, and construction for the following projects:
 - Eagle Manufacturing
 - Requires a primary extension to serve two 2000-amp 277/480v services.
 - One service for the new construction, and an additional service setup for future additions.
 - WU continues to work with customer to provide extension estimate.
 - 1000 KVA transformer currently in stock.
 - Temporary construction service has been energized.
 - Additional temporary service will be provided for building lighting.

- 56-Unit Housing Complex
 - Complex requires a primary extension to serve four 800-amp services.
 - Extension estimate has been paid.
 - 300 KVA transformer currently in stock.
 - WU has the required number of 12s meters in stock for development.
 - Junction and transformer are set to provide temporary power.

2025 URD Cable Installation and Replacement

- Rock and Newton
 - WU took advantage of current street project to install conduit to eliminate back lot overhead primary to the west of N Harris Ave between Rock and Newton Ave.
- McDonalds
 - Conduits installed to replace aging primary conductor.
- Westview Apartments
 - Conduits installed to replace aging primary conductor.
- Johnson/Elm/W Jefferson/W Brown St Back Lot Rebuild.
 - Conduits installed to bring URD primary into back lot.
 - Conduits installed to eliminate a span of back lot OH secondary.

ATC Make-Ready Work

- ATC recently completed the reconstruction of the Y-25 portion of the 69kV transmission line entering Waupun from the east.
- As part of the project, WU worked with ATC to reconstruct and retire a portion of the distribution underbuild in that section.
- Four new poles were installed on N Madison St.
- The WU portion of the project is billable to ATC.

Safety and Wellness Training

MEUW has hired a new Regional Safety Manager to serve Waupun Utilities. The new manager, Bill Freidig, brings extensive industry experience in health and safety initiatives from his time at an investor-owned utility. Below is a quote from Bill regarding his background and vision:

- *"I have 30 years in the utility industry in the Health & Human Performance and Safety area working with Electric, Gas and Generation areas. I take a holistic approach to helping each employee go home each day! Everyone should implement the best movement, lifestyle behavior analysis & hazard recognition strategies each day to improve our overall physical readiness, mindset readiness and job readiness! We look out for each other to make sure we all go home today!" -Bill Freidig*

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: June 4, 2025
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

- The Treatment Facilities Team has identified an operational issue in the second stage of our two-stage Reverse Osmosis (RO) system. Elevated conductivity levels have been detected in the permeate (product water) from this stage, indicating that contaminants may be passing through the membranes.

This condition suggests a potential compromise in membrane performance. Contributing factors may include membrane degradation, fouling, an imbalance in system pressure, or physical damage to the membrane elements.

A thorough investigation is currently underway to determine the root cause. This includes diagnostic testing of membrane integrity and a detailed analysis of operating parameters. Appropriate corrective actions will be taken promptly based on the findings. We will continue to closely monitor system performance.

Wastewater Treatment Facility:

There are no call-ins to report this month.

- In preparation for the upcoming start-up of the drum dryer, representatives from Andritz and Butter Fetter were on site to investigate reported steam loss. During the inspection, it was identified that two to three steam traps were leaking, which could impact system efficiency.

Andritz will be providing replacement steam traps, and Butter Fetter is scheduled to install them early in the third quarter in conjunction with the drum dryer start-up.

- The Treatment Facilities Team has successfully completed the aeration diffuser acid cleaning, a critical maintenance procedure aimed at removing blockages caused by biofouling and mineral deposits within the aeration system.

This process involved introducing a diluted acid cleaning agent into the air stream to effectively dissolve these deposits. As a result, the cleaning has improved the efficiency of oxygen transfer to the wastewater, which is essential for the biological treatment process.

Wastewater Treatment Facility (continued):

- The team has completed preventive maintenance (PM) on both centrifuges. This maintenance involved a complete teardown, including bearing replacement, belt replacement, and inspection and servicing of check valves.

Following this comprehensive PM work, both centrifuges are scheduled to be in full production starting next week.

- Wil Surge has completed the installation of conduit for the Automatic Transfer Switch (ATS) and generator. Wire pulling is scheduled to begin next week.

Collection and Distribution Crew:

There are no call-ins to report this month.

- The Collection and Distribution Team has commenced sewer main flushing activities as part of our regular maintenance of the wastewater collection system. Sewer main flushing involves the use of high-pressure water to clean out debris, sediment, and other obstructions from the sewer pipes. This process is essential to maintaining the functionality of the system, helping to prevent blockages and ensuring the efficient transport of wastewater.
- A water leak detection survey was recently conducted as part of our ongoing efforts to minimize water loss, preserve infrastructure, and ensure consistent service delivery throughout the distribution system.

The team primarily utilized acoustic detection methods, which rely on the distinct sounds produced by escaping water to identify and locate leaks. These sounds were captured and analyzed using specialized equipment designed to detect variations in acoustic signals. Techniques employed during the survey included the use of acoustic correlators to analyze sound signals between two points in the pipeline and ground microphones to pinpoint the exact locations of potential leaks. In addition, spot and zone detection sensors were deployed in targeted areas to monitor for anomalies. These efforts were further supported by visual inspections and pressure monitoring to confirm suspected leak sites.

Upon completion of the survey, two leaks were identified: one on an existing valve and another on a main line tee. Both issues are being addressed promptly to prevent further water loss and to maintain the integrity of the system.

Rock and Newton Construction Update:

- The progress of the ongoing construction work on Rock Avenue and Newton Avenue continues. Crews have successfully completed the installation of the new sanitary main line and are now actively working on the installation of the new water main. The project began smoothly and continues to advance according to schedule. At this stage, no significant issues have been encountered, and all work is progressing as expected.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: July 8, 2025
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

The water treatment facility experienced a stable month, maintaining consistent operations despite higher demand driven by warmer temperatures.

Wastewater Treatment Facility:

There are no call-ins to report this month.

The Treatment Facilities team continues to perform key preventative maintenance tasks as part of our ongoing efforts to maintain system reliability and performance. Activities currently underway include:

- **Final Clarifiers Maintenance:**

Both the east and west final clarifiers were drawn down and fully cleaned as part of the annual maintenance schedule.

A thorough inspection was conducted to assess structural and mechanical conditions, ensuring ongoing operational integrity.

- **Preventive Maintenance:**

Annual preventive maintenance tasks, including oil changes and equipment checks, were completed for key facility machinery to support reliability and longevity.

These activities reflect commitment to maintaining and upgrading critical infrastructure to ensure continued efficient wastewater treatment operations.

- **Generator Project:**

A Caterpillar technician was on site to perform the initial startup and comprehensive load testing of the new generator. These tests are essential to verify that the generator operates reliably under expected load conditions and meets all performance specifications. The technician also conducted system diagnostics and ensured all safety and operational protocols were followed.

In parallel, the installation of the remaining underground conduit has been completed, effectively connecting the generator to the Automatic Transfer Switch (ATS). Wiring work is scheduled to begin within the next two weeks, with completion and final testing planned by July 25th.

Wastewater Treatment Facility Continued:

- **Return Activated Sludge (RAS):**

Sabel Mechanical successfully installed the Return Activated Sludge (RAS) flow meters.

These meters are critical for accurate measurement and control of sludge recirculation rates, optimizing treatment efficiency.

Collection and Distribution Crew:

There was one call related to the Rock and Newton Avenue project concerning a plugged water meter. The issue was addressed promptly and service restored.

The Collection and Distribution team continues to perform key preventative maintenance tasks as part of our ongoing efforts to maintain system reliability and performance. Activities currently underway include:

- **Sewer Main Flushing:**

We are continuing sewer main flushing operations as part of our regular maintenance of the wastewater collection system. This process uses high-pressure water to remove debris, sediment, and other obstructions from sewer pipes. Regular flushing is essential to preventing blockages and ensuring the efficient transport of wastewater throughout the system.

- **Valve Exercising:**

Valve exercising will continue through the end of the month. Through regular surveying and exercising of system valves, we are compiling detailed condition records that support the long-term operability and reliability of our distribution network.

Knowing the condition of these valves helps us detect potential issues early, reduce the risk of costly water main breaks, and avoid unnecessary delays related to locating or excavating buried valves. This proactive approach is a vital part of our infrastructure management strategy.

- **Hydrant Damage and Replacement:**

During preparations for the Celebrate Waupun event, a fire hydrant was accidentally struck by a vendor.

The damaged hydrant was promptly removed and replaced prior to the start of the festival, ensuring uninterrupted service and avoiding any disruption to the event. Coordination with event organizers and vendors helped minimize impact, and the area was restored to full operational condition without delay.

Rock and Newton Construction Update:

Progress continues on the infrastructure improvement project along Rock and Newton Avenues. This multi-phase effort includes the replacement of sanitary sewer and water mains, along with associated lateral connections, to enhance system reliability and support future service needs. The following summarizes the current status of the project:

- **Sanitary Sewer Main Installation:**

Crews have successfully completed the installation of the new sanitary sewer main line.

- **Water Main Installation:**

The new water main installation is complete.

Rock and Newton Construction Update Continued:

- **Lateral Connections:**

All service laterals for both water and sewer have been installed and finalized during this phase.

- **Mandrel Test:**

The only remaining utility-related task is the mandrel test, which will verify that the sanitary sewer piping meets deflection limits and complies with project specifications.

The project continues to progress on schedule with no significant issues encountered. Work has been performed efficiently, and effective coordination among contractors, residents, and city staff has helped minimize disruptions and maintain safety throughout the project area.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: June 9, 2025
SUBJECT: April 2025 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility began construction in April incurring costs for underground installation services associated with several new customers. The electric utility also purchased various small transformers totaling \$14,568 during the month. There were no plant additions for the month.

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

Sales

Electric

- Monthly kWh sales were **0.8% above** budget & **5.1% higher** than April 2024 on increased sales to Residential customers.
- YTD kWh sales were **2.3% below** budget & **1.7% higher** than April 2024 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **1.7% above** budget & **2.4% lower** than April 2024 sales on lower sales to Industrial customers.
- YTD water sales were **2.7% below** budget & **6.7% lower** than April 2024 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **5.9% below** budget & **6.3% lower** than April 2024 from lower volumes to Public Authority customers.
- YTD sewer sales were **3.1% below** budget & **6.4% lower** than April 2024 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget \$308,500 and \$322,500, respectively, due to overall lower purchased power costs from low market energy prices associated with natural gas commodities.
- Gross margin was \$14,000 **above** budget as a result of lower market energy prices.
- Operating expenses were \$16,600 **below** budget primarily due to lower distribution expenses associated with tree trimming and underground line work than budgeted.
- Operating income was \$214,800 or \$111,400 **above** budget, largely due to the lower market energy prices.
- Net income was \$269,500 or \$166,900 **above** budget primarily from lower than budgeted purchased power expenses.
- The rolling 12-month Rate of Return was 9.1%.

Water

- Operating revenues were \$14,200 **below** budget due to lower sales associated with Industrial customers.
- Operating expenses were \$600 **above** budget.
- Operating income was \$198,200 or \$8,100 **above** budget.
- Net income was \$220,800 or \$52,500 **above** budget.
- The rolling 12-month Rate of Return was 4.2%.

Sewer

- Operating revenues were \$15,200 **below** budget due to decreased consumption and fewer high strength surcharges to Public Authority customers.
- Operating expenses were \$180,100 **below** budget due to lower maintenance expenses at the WWTF as part of the new ABNR system optimization process.
- Operating income (loss) was (\$175,800) or \$152,900 **above** budget as a result of additional non-cash depreciation expense associated with new ABNR facilities.
- Net income (loss) was \$271,200 or \$688,700 **above** budget largely due to additional non-cash depreciation expense associated with new ABNR facilities and \$483,900 in grant revenues received during the month. Without the grant revenues, the net loss would have been (\$212,600) or \$204,800 **above** budget.
- The rolling 12-month Rate of Return was (0.2%).

Balance Sheets

Electric

- Balance sheet **increased** \$16,600 from March 2025 due to an increase in unrestricted cash from routine operations and continued lower market energy costs.
- Unrestricted cash **increased** \$62,800 from routine operations.
- Net position **increased** \$63,900.

Water

- Balance sheet **increased** \$69,800 from March 2025 from routine operations.
- Unrestricted cash **increased** \$91,500.
- Net position **increased** \$72,100.

Sewer

- Balance sheet **increased** \$508,000 from March 2025 from routine operations which included additional non-cash depreciation expense increases associated with the ABNR facilities and grant revenues of \$483,800.
- Unrestricted cash **increased** \$67,800 from lower maintenance outlays than budgeted and the rate increase effective April 1st.
- Net position **increased** \$508,000.

Cash and Investments

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

- Total cash and investments **increased** \$374,700 or **2.9%** from March 2025 primarily from routine operations across all three utilities.
- Received interest and distributions of \$2,600 and recorded unrealized market adjustments of \$16,400 along with (\$800) in management fees, resulting in a net portfolio **gain** of \$18,200 for the month.

- April 2025 included the transfer of \$1.5 million from our LGIP accounts to our investment advisor accounts to lock-in longer-term returns due to uncertain market conditions.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$19,800 and \$133,900 year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget <i>(As of 4/14/2024):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 6/4/2025):</i>	\$ 35,982,584
Loan Draws – Project to Date <i>(Thru 6/4/2025):</i>	\$ 27,807,000
Grants Provided <i>(Thru 6/4/2025):</i>	\$ 8,506,566
Disburse Request #38 Requested <i>(4/9/2025):</i>	\$ 483,848
Disburse Request #38 – Paid <i>(4/21/2025):</i>	\$ 483,850

New Sewer Rates Effective April 1

The new sewer rates were effective beginning April 1, 2025 and were applied to the April 2025 billing in early May 2025.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: July 14, 2025
SUBJECT: May 2025 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of primary extension work for customers including United Cooperative, Kwik Trip, Eagle Packaging and Dollar General. The electric utility also purchased transformers totaling \$63,724 during the month. Electric Utility crews provided Mutual Aid assistance for Juneau Utilities whose systems were affected by a tornado. Construction work began in May for Newton/Rock reconstruction projects for the Water & Sewer Utilities.

Plant additions consisted of phase two of the admin building HVAC replacement totaling \$45,580 and phase two of the admin building window replacement totaling \$27,440. Both projects were split between the three utilities.

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

Sales

Electric

- Monthly kWh sales were **4.2% below** budget & **0.4% higher** than May 2024 on increased sales to Large Power customers.
- YTD kWh sales were **2.7% below** budget & **1.4% higher** than May 2024 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **4.4% below** budget & **5.6% lower** than May 2024 sales on lower sales to Industrial customers.
- YTD water sales were **3.1% below** budget & **6.5% lower** than May 2024 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **1.0% above** budget & **0.3% higher** than May 2024 from higher volumes to Industrial customers.
- YTD sewer sales were **2.2% below** budget & **5.0% lower** than May 2024 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget \$318,800 and \$335,000, respectively, due to overall lower purchased power costs from low market energy prices associated with natural gas commodities.
- Gross margin was \$16,200 **above** budget as a result of lower market energy prices.
- Operating expenses were \$6,900 **below** budget primarily due to lower distribution expenses associated with tree trimming and underground line work than budgeted.
- Operating income was \$260,500 or \$107,600 **above** budget, largely due to the lower market energy prices.

- Net income was \$350,700 or \$198,900 **above** budget primarily from lower than budgeted purchased power expenses.
- The rolling 12-month Rate of Return was 9.1%.

Water

- Operating revenues were \$18,300 **below** budget due to lower sales associated with Industrial customers.
- Operating expenses were \$10,500 **above** budget due to increased maintenance outlays at the water treatment facility.
- Operating income was \$252,100 or \$100 **below** budget.
- Net income was \$272,800 or \$47,800 **above** budget.
- The rolling 12-month Rate of Return was 3.9%.

Sewer

- Operating revenues were \$56,500 **above** budget due to the new sewer rates effective April 1, 2025.
- Operating expenses were \$126,200 **below** budget due to lower maintenance expenses at the WWTF as part of the new ABNR system optimization process.
- Operating income (loss) was (\$190,800) or \$167,700 **above** budget as a result of additional non-cash depreciation expense associated with new ABNR facilities offset by the lower ABNR operating costs.
- Net income (loss) was \$233,800 or \$703,300 **above** budget largely due to additional non-cash depreciation expense associated with new ABNR facilities and \$483,900 in grant revenues received during the year. Without the grant revenues, the net loss would have been (\$250,100) or \$219,400 **above** budget.
- The rolling 12-month Rate of Return was (0.6%).

Balance Sheets

Electric

- Balance sheet **increased** \$106,600 from April 2025 due to an increase in receivables from higher sales during the month.
- Unrestricted cash **decreased** \$138,200 from routine operations.
- Net position **increased** \$83,300.

Water

- Balance sheet **increased** \$70,500 from April 2025 from routine operations.
- Unrestricted cash **increased** \$37,600.
- Net position **increased** \$52,800.

Sewer

- Balance sheet **decreased** \$556,500 from April 2025 due to an annual principal and interest payment on the USDA loan in the amount of \$748,149. The principal portion was \$595,900 and the interest portion was \$152,249.
- Unrestricted cash **increased** \$41,500 from lower maintenance outlays than budgeted and the rate increase effective May 1st for April billings.
- Long-term debt **decreased** \$595,900 from the aforementioned annual debt payment above.
- Net position **decreased** \$51,800.

Cash and Investments

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

- Total cash and investments **decreased** \$663,900 or **5.0%** from April 2025 primarily from the sewer principal and interest debt payment.
- Received interest and distributions of \$16,900 and recorded unrealized market adjustments of <\$19,600> along with (\$800) in management fees, resulting in a net portfolio **loss** of \$3,500 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$34,500 and \$186,700 year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget <i>(As of 4/14/2024):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 7/10/2025):</i>	\$ 36,437,662
Loan Draws – Project to Date <i>(Thru 7/10/2025):</i>	\$ 27,807,000
Grants Provided <i>(Thru 7/10/2025):</i>	\$ 8,506,566
Disburse Request #38 Requested <i>(4/9/2025):</i>	\$ 483,848
Disburse Request #38 – Paid <i>(4/21/2025):</i>	\$ 483,850

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



AGENDA SUMMARY SHEET

MEETING DATE: 7/29/25

TITLE: MONTHLY FINANCIALS

AGENDA SECTION: ACTION

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

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

ATTACHMENTS:

Monthly Financials

RECOMMENDED MOTION:

Motion to accept the monthly financials.

CITY OF WAUPUN FINANCIAL SUMMARY REPORT 2025

January

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

February

Revenues	Expenses
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March

Revenues	Expenses
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April

Revenues	Expenses
Interest Income \$89,000 over budget	

May

Revenues	Expenses
	Police Overtime at 75% of its overtime budget

June

Revenues	Expenses

CITY OF WAUPUN MONTHLY FINANCIAL REPORT

June 30, 2025



General Operations Fund

	6/30/2025 Month Activity	6/30/2025 YTD Actual	6/30/2025 Budget Amount	6/30/2025 Over/(Under)	% of Year Past 50%
REVENUE					
Taxes	4,065	1,698,192	2,384,660	(686,468)	71.21
Special Assessments	11	55	100	(45)	54.78
Intergovernmental Aids	45,558	474,548	4,144,529	(3,669,981)	11.45
Licenses and Permits	16,395	47,443	55,125	(7,682)	86.06
Penalties, Forfeitures	2,896	28,320	42,500	(14,180)	66.64
Public Charges for Service	46,324	239,395	366,080	(126,685)	65.39
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	34,385	227,263	74,575	152,688	304.74
Special Funds Activity	-	-	176,506	(176,506)	0.00
TOTAL REVENUE	149,634	2,715,216	7,244,075	(4,528,859)	
EXPENDITURES					
General Government	583,439	1,100,442	1,514,733	(414,290)	72.65
Recreation	67,769	191,030	730,489	(539,459)	26.15
Assessor/Inspector	3,208	19,236	40,500	(21,264)	47.50
Police	199,893	1,225,313	2,616,773	(1,391,460)	46.83
Fire	24,368	176,111	683,794	(507,683)	25.75
Public Works	138,512	816,850	1,700,457	(883,607)	48.04
Economic Dvlp/Admin	535	19,998	21,895	(1,897)	91.34
TOTAL EXPENDITURES	1,017,724	3,548,980	7,308,641	(3,759,661)	
NET REVENUES OVER EXPENDITURES	(868,089)	(833,764)	(64,566)		

Library Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
REVENUE					
Tax Levy	-	475,330	575,277	(99,947)	82.63
Interest/Divid/Grants/Cty Approp	-	231,464	223,304	8,160	103.65
Fees	229	1,382	1,300	82	106.33
Revenue/Donations	2,651	20,283	5,000	15,283	405.65
TOTAL REVENUE	2,880	728,459	804,881	(76,422)	
EXPENDITURES					
Wages/Benefits	57,522	350,877	804,881	(454,004)	43.59
Revenue/Donations	-	-	-	-	0.00
TOTAL EXPENDITURES	57,522	350,877	804,881	(454,004)	
NET REVENUE OVER EXPENDITURES	(54,642)	377,582	-		

Grants and Donations Fund

	6/30/2025 <i>Month Activity</i>	6/30/2025 <i>YTD Actual</i>	6/30/2025 <i>Budget Amount</i>	6/30/2025 <i>Over/(Under)</i>	Percent
REVENUE					
Federal Grants	-	-	-	-	0.00
State/Misc Grants & Donations	1,240	51,080	6,000	45,080	851.34
TOTAL REVENUE	1,240	51,080	6,000	45,080	
EXPENDITURES					
General Government	-	-	5,000	(5,000)	0.00
Recreational Grants	-	9,609	-	9,609	0.00
Police Grants	484	1,129	-	1,129	0.00
Fire/EMR Grants	-	3,906	-	3,906	0.00
DPW Grants	-	-	-	-	0.00
Economic Development	-	-	1,000	(1,000)	0.00
TOTAL EXPENDITURES	484	14,644	6,000	8,644	
NET REVENUE OVER EXPENDITURES	756	36,436	-		

Building Inspection Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Levy	-	-	-	-	0.00
Building Permits	43,329	91,786	75,000	16,786	122.38
Fees	1,645	10,720	9,500	1,220	112.84
TOTAL REVENUE	44,974	102,506	84,500	18,006	
EXPENDITURES					
Operating Supplies/Wages	5,774	56,804	78,108	(21,304)	72.72
TOTAL EXPENDITURES	5,774	56,804	78,108	(21,304)	
NET REVENUE OVER EXPENDITURES	39,201	45,702	6,392		

Debt Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Paid to Escrow Agent	-	-	-	-	0.00
General Property Tax	-	666,778	806,980	(140,202)	82.63
Funds Applied	133	806	1,000	(194)	80.61
Transfer in Other Funds	-	314,222	1,062,085	(747,863)	29.59
TOTAL REVENUE	133	981,806	1,870,065	(888,259)	
EXPENDITURES					
Principal and Interest Payments	-	7,725	130,450	(122,725)	5.92
Principal and Interest Payments	-	509,950	1,739,616	(1,229,666)	29.31
TOTAL EXPENDITURES	-	517,675	1,870,066	(1,352,391)	
NET REVENUE OVER EXPENDITURES	133	464,131	(1)		

Capital Fund

	6/30/2025 <i>Month Activity</i>	6/30/2025 <i>YTD Actual</i>	6/30/2025 <i>Budget Amount</i>	6/30/2025 <i>Over/(Under)</i>	Percent
REVENUE					
Tax Levy	-	280,929	340,000	(59,071)	82.63
Sidewalks	-	-	-	-	0.00
State Shared Revenue/Exp. Restr.	-	21,433	533,063	(511,630)	4.02
Fees - Recreation Facilities	-	500	15,000	(14,500)	3.33
Co. & Muni. Street & Highways	-	-	-	-	0.00
Interest and Misc Income	47,859	773,674	8,000	765,674	9670.92
Transfer in Other Funds	500,000	2,158,077	1,206,646	951,431	178.85
TOTAL REVENUE	547,859	3,234,614	2,102,709	1,131,905	
EXPENDITURES					
City Hall	-	112,209	165,000	(52,791)	
Recreation	-	188,800	339,130	(150,330)	55.67
Public Safety	-	-	297,500	(297,500)	0.00
Library	-	-	5,000	(5,000)	0.00
DPW/Streets	82,170	741,661	1,161,747	(420,086)	63.84
Transfer Out - Other Funds	-	-	-	-	0.00
TOTAL EXPENDITURES	82,170	1,042,671	1,968,377	(925,706)	
NET REVENUE OVER EXPENDITURES	465,689	2,191,943	134,332		

Business Park Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	-	-	-	0.00
Interest Income	9	44	-	44	0.00
Leases/Debt Proceeds	2,493	41,939	12,221	29,718	343.17
TOTAL REVENUE	2,501	41,984	12,221	29,763	
EXPENDITURES					
Operating	-	44,135	51,149	(7,014)	86.29
TOTAL EXPENDITURES	-	44,135	51,149	(7,014)	
NET REVENUE OVER EXPENDITURES	2,501	(2,152)	(38,928)		

TID 3 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	166,147	206,481	(40,335)	80.47
PILOT	-	6,600	6,023	577	109.58
Grants	-	88,877	-	88,877	0.00
Permits	-	-	-	-	0.00
Donations	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	-	261,624	212,504	49,120	
EXPENDITURES					
Operating	68,417	282,012	181,088	100,924	155.73
Transfer Out - Other Funds	-	-	-	-	0.00
TOTAL EXPENDITURES	68,417	282,012	181,088	100,924	
NET REVENUE OVER EXPENDITURES	(68,417)	(20,388)	31,416		

TID 5 Fund

	6/30/2025 Month Activity	6/30/2025 YTD Actual	6/30/2025 Budget Amount	6/30/2025 Over/(Under)	Percent
REVENUE					
Tax Increment	-	393,194	485,416	(92,222)	81.00
Developer Guarantees	26,550	33,554	32,342	1,212	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	26,550	426,748	517,758	(91,010)	
EXPENDITURES					
Operating	-	42,382	387,800	(345,418)	10.93
TOTAL EXPENDITURES	-	42,382	387,800	(345,418)	
NET REVENUE OVER EXPENDITURES	26,550	384,367	129,958		

TID 6 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	116,657	140,441	(23,785)	83.06
State/Federal Grants	-	-	-	-	0.00
Permits	-	-	-	-	0.00
Donations/Transfer In	-	-	-	-	0.00
TOTAL REVENUE	-	116,657	140,441	(23,785)	
EXPENDITURES					
Transfers Out - Other Funds	-	-	100,000	(100,000)	0.00
Operating	-	1,643	5,150	(3,507)	31.90
TOTAL EXPENDITURES	-	1,643	105,150	(103,507)	
NET REVENUE OVER EXPENDITURES	-	115,014	35,291		

TID 7 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	62,519	75,484	(12,965)	82.82
Permits	-	-	-	-	0.00
State Grants	-	-	-	-	0.00
Permits - Other	-	2,499	-	2,499	0.00
Donations	-	-	-	-	0.00
TOTAL REVENUE	-	65,019	75,484	(10,466)	
EXPENDITURES					
Int on Adv/Transfer to Debt Fund	-	26,469	157,938	(131,469)	16.76
Operating	-	1,709	1,150	559	148.64
TOTAL EXPENDITURES	-	28,178	159,088	(130,910)	
NET REVENUE OVER EXPENDITURES	-	36,841	(83,604)	120,444	

TID 8 Fund

	6/30/2025 <i>Month Activity</i>	6/30/2025 <i>YTD Actual</i>	6/30/2025 <i>Budget Amount</i>	6/30/2025 <i>Over/(Under)</i>	Percent
REVENUE					
Tax Increment	-	188,604	226,936	(38,331)	83.11
Permits	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds from Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	-	188,604	226,936	(38,331)	
EXPENDITURES					
Transfer Out - Debt Fund	-	57,070	93,416	(36,346)	0.00
Operating	-	1,557	1,150	407	0.00
TOTAL EXPENDITURES	-	58,626	94,566	(35,940)	
NET REVENUE OVER EXPENDITURES	-	129,978	132,370		

TID 9 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	427,948	517,932	(89,984)	0.00
Interest Revenue	1,413	9,469	-	9,469	0.00
Proceeds Long Term Debt	-	-	-	-	0.00
TOTAL REVENUE	1,413	437,416	517,932	(80,516)	
EXPENDITURES					
Transfer Out - Other Funds	-	51,750	103,500	(51,750)	0.00
Operating	-	19,548	2,450	17,098	797.88
TOTAL EXPENDITURES	-	71,298	105,950	(34,652)	
NET REVENUE OVER EXPENDITURES	1,413	366,118	411,982		

Equipment Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Levy	-	232,122	280,930	(48,808)	82.63
Grants	-	10,471	-	10,471	0.00
Misc.	3,410	28,840	5,000	23,840	576.79
Transfers In - Other Funds	-	2,510,000	2,682,250	(172,250)	
TOTAL REVENUE	3,410	2,781,432	2,968,180	(186,748)	
EXPENDITURES					
Administration	-	8,084	20,100	(12,016)	40.22
Recreation	-	-	5,000	(5,000)	0.00
Police	3,281	189,637	195,127	(5,490)	97.19
Fire	18,973	1,846,718	2,519,000	(672,282)	73.31
Library	-	-	-	-	
DPW	-	58,229	286,750	(228,521)	20.31
TOTAL EXPENDITURES	22,254	2,102,668	3,025,977	(923,309)	
NET REVENUE OVER EXPENDITURES	(18,844)	678,764	(57,797)		

Recycling Fund

	6/30/2025 <i>Month Activity</i>	6/30/2025 <i>YTD Actual</i>	6/30/2025 <i>Budget Amount</i>	6/30/2025 <i>Over/(Under)</i>	Percent
REVENUE					
Grant	(45,558)	5,000	5,000	-	0.00
Fees	12,542	62,708	160,229	(97,521)	39.14
Interest	419	2,545	3,500	(955)	72.70
TOTAL REVENUE	(32,598)	70,252	168,729	(98,477)	
EXPENDITURES					
Operating	12,667	64,093	160,048	(95,955)	40.05
TOTAL EXPENDITURES	12,667	64,093	160,048	(95,955)	
NET REVENUE OVER EXPENDITURES	(45,264)	6,160	8,681		

Solid Waste Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Fees	37,627	188,123	442,265	(254,142)	42.54
TOTAL REVENUE	37,627	188,123	442,265	(254,142)	
EXPENDITURES					
Operating	34,516	173,512	442,493	(268,981)	39.21
TOTAL EXPENDITURES	34,516	173,512	442,493	(268,981)	
NET REVENUE OVER EXPENDITURES	3,111	14,612	(228)		

Tourism Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Local Room Tax	8,157	28,775	60,000	(31,225)	47.96
Misc.	-	-	10,000	(10,000)	0.00
TOTAL REVENUE	8,157	28,775	70,000	(41,225)	
EXPENDITURES					
Operating	15,121	33,459	70,000	(36,541)	47.80
TOTAL EXPENDITURES	15,121	33,459	70,000	(36,541)	
NET REVENUE OVER EXPENDITURES	(6,964)	(4,684)	-		

Taxi Fund

	6/30/2025	6/30/2025	6/30/2025	6/30/2025	
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Levy	-	37,182	45,000	(7,818)	0.00
State/Federal Grants	6,929	39,183	93,000	(53,817)	42.13
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
TOTAL REVENUE	6,929	76,365	138,000	(61,635)	
EXPENDITURES					
Operating	12,270	59,165	162,928	(103,763)	36.31
TOTAL EXPENDITURES	12,270	59,165	162,928	(103,763)	
NET REVENUE OVER EXPENDITURES	(5,341)	17,200	(24,928)		

Stormwater Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Grants	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Stormwater Fees	53,857	267,643	592,500	(324,857)	45.17
Proceeds Long Term Debt Issue	-	545,000	1,115,643	(570,643)	0.00
TOTAL REVENUE	53,857	812,643	1,708,143	(895,500)	
EXPENDITURES					
Operating, Wages, Benefits	31,876	251,756	1,617,979	(1,366,223)	15.56
TOTAL EXPENDITURES	31,876	251,756	1,617,979	(1,366,223)	
NET REVENUE OVER EXPENDITURES	21,981	560,887	90,164		



REPORT DATE:	July 25, 2025
DEPARTMENT:	Administration / Economic Development
PREPARED BY:	Administrator Schlieve

KEY PERFORMANCE INDICATORS:

METRIC	CURRENT	PRIOR YEAR	2020
2024 Net New Construction	5.3%	1.6%	1.4%
Median Home Value (US Census, ACS)	\$167,700	\$151,800	\$127,300
Median Household Income (US Census, ACS)	\$66,931	\$66,033	\$55,621
Poverty Rate (US Census, ACS)	13.7%	10.2%	7.7%
Number of Grants Issued (BID/CDA)	0 / \$0	6 / \$11,210	2 / \$6,125
TID Growth (Active TIDs / Increment Gained)	6 TIDS/\$43.6M	6 TIDS/\$14.3M	6 TIDS/\$4.9M
Total Tourism Dollars (previous month)	\$17,809	\$13,056	\$6,476

**Where used, Current US Census is derived from ACS data for year end 2023 (Source: <https://data.census.gov/table>)*

GOAL PROGRESS:

GOAL	NOTES/ACTIVITIES
1.1 Identify methods to increase communication and public transparency.	<ul style="list-style-type: none">Communications committee identified.CivicPlus website upgrade in process.
1.2 Increase resources for building inspection/zoning/code enforcement.	<ul style="list-style-type: none">Refining reporting with iWorQ tool / meeting with PD to discuss integration of disparate data sources for reporting
1.3 Revise employee handbook to reflect industry standards and regulatory requirements.	<ul style="list-style-type: none">Handbook compiled and needed revisions are being identified.CVMIC to conduct HR Audit to identify largest policy gaps to be worked on.Beginning implementation of Neogov suite of services to support HR function.
1.4 Annually review and revise where necessary employee job descriptions to reflect essential duties and functions.	<ul style="list-style-type: none">Annual performance reviews completed. Job descriptions evaluated during process.
1.5 Recommend enhancements to employee compensation and benefits to reflect industry standards and best practices.	<ul style="list-style-type: none">Cottingham & Butler reviewing current wage scale and position classifications.Maintaining current partnership with USI as health insurance broker; developing strategies to positively impact renewals. Preliminary renewal received under rate cap; negotiating further.

	<ul style="list-style-type: none"> • Waupun Wellness Clinic hours of operation expanded to 4 days per week as of 7/1/25.
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GOAL	NOTES/ACTIVITIES
2.1 Market available land for development.	<ul style="list-style-type: none"> • Finalizing 5.8 acre purchase from Phoenix Investors along Libby St and the narrow strips running east of the city needed for Shaler Dr extension. Surveys and property descriptions completed. 1 of 4 encroachment agreement signed / remaining 3 have verbal agreement waiting on signature. Closing anticipated by July 31, 2025. • Initial draft of Dodge County Community Development Grant agreement received and under review for Shaler Dr extension. Beginning work on debt issuance to provide city's match fund of roughly \$900k.
2.2 Strengthen entrepreneurial ecosystem to support business starts.	<ul style="list-style-type: none"> • Ignite Rural Business Accelerator Program recruitment in process. Program includes Pitch event with top prizes totaling \$50K funded in part by a grant from WEDC. • Secured a Joint Small Business Development Grant through WEDC in collaboration with Ripon, Campbellsport and N Fond du Lac to start a rural development RLF and grant program. • Received preliminary approval notice to WEDC's Main Street Cohort Program, a 10-month planning process to move from Connect Community to Main Street status.
2.3 Advance Design WI plan to support downtown revitalization and leverage TID investments.	<ul style="list-style-type: none"> • Planning meeting with downtown property owners complete; engineer working on preliminary plans that will require further property owner engagement. Determined that it is not feasible to fully bury all utility services underground.
2.4 Address Gaps in housing to meet the needs of the community.	<ul style="list-style-type: none"> • Carver Flats multi-family construction near Heritage Ridge underway. • PCD zoning updates underway to address needs for increased housing density. • Updates to Comp Plan Housing Chapter underway to meet WHEDA low-interest loan requirements. • Amendment TID 9 boundaries – in process. • Creation of TID 10 – 331 Bly Street for redevelopment in process. • Acquired land from Phoenix Investors to support Shaler Dr extension to support added housing.
2.5 Support business attraction.	<ul style="list-style-type: none"> • See 2.1 and 2.2 above. • Cleaning up old Vande Zande Farm land to prepare for redevelopment. TID 9 Amendment.
2.6 Strengthen partnerships with local schools and state agencies.	<ul style="list-style-type: none"> • Complete first year of Youth Apprenticeship program for fire and Downtown Promotion.

	<ul style="list-style-type: none"> Completed first year of Incubator.edu curriculum with WASD. Enrollments increasing for 25/26.
2.7 Optimize TID performance.	<ul style="list-style-type: none"> Closed TID 6 to address 12% EV limitations and open up new growth opportunities. TID 10 and Amendment to TID 9 underway.

GENERAL COMMENTS & UPDATES:

1. Key Issues or Challenges/Notable Accomplishments

- Evaluating needs to reallocate .5 FTE from former Accounting Specialist position that was vacated by Terri Greenfield to other areas based on needs and 2026 budget planning process.
- Fox Cities Worth the Drive publication released. Distributing to businesses and hotels.
- Completed Sealed bid document to dispose of city-owned property at 627 Maxon St. Publication of notice to public planned for month of August.
- WEDC has accepted the City's Main Street Cohort application. A group of business owners have committed to working with staff through this 10-month process to develop a plan that moves the city to Main Street status.
- City businesses will be featured over the next 10 months in Inspire feature article that will showcase individual business owners featuring the three favorite things about their business. This was accomplished in partnership with the Downtown Promotions group.
- Recreation Policies updated for Community Center per Council direction from July 8, 2025.

2. Future Considerations:

- Significant progress has been made on development of an intergovernmental agreement with surrounding townships on fire service, which creates opportunity to save on capital costs for all parties. Changes in leadership with the Town of Chester have slowed progress and staff are next meeting with the new Town Chair and supervisor to review working draft and answer questions.
- The state has delayed announcement of the Innovation Grant due to legislative changes adopted in the 2026-2028 budget. Current thinking is that the grant may assist with public safety facility improvement needs if we are able to reach a shared service agreement on fire with the townships.
- Police Union is looking to negotiate movement to 12 hour shifts in 2026. Preliminary conversations in July were postponed and are now rescheduled for August 15, 2025.



A G E N D A
CITY OF WAUPUN GATHERING NOTICE - KWIK TRIP
RIBBON CUTTING
3 Shaler Drive, Waupun WI 53963
Wednesday, August 06, 2025 at 10:00 AM

NOTICE OF GATHERING
CITY OF WAUPUN COMMON COUNCIL
WEDNESDAY, AUGUST 6, 2025

KWIK TRIP RIBBON CUTTING
3 SHALER DRIVE
WAUPUN WI 53963

Due to a possibility of a quorum, let it be noticed that all or some members of the City of Waupun Common Council may attend the ribbon cutting for the newly constructed Kwik Trip on August 6, 2025 at 10:00am, located at 3 Shaler Drive, Waupun.

No action will be taken.

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.



A G E N D A
CITY OF WAUPUN WAUPUN BUSINESS ALLIANCE
NETWORKING SESSION
Werner Harmsen Furniture & Total Flooring 116 E
Main St. Waupun
Tuesday, August 19, 2025 at 4:00 PM

NOTICE OF GATHERING
CITY OF WAUPUN COMMON COUNCIL
TUESDAY, AUGUST 19, 2025

WAUPUN BUSINESS ALLIANCE NETWORKING SESSION
WERNER HARMEN FURNITURE AND TOTAL FLOORING
116 E MAIN ST
WAUPUN WI 53963

Due to a possibility of a quorum, let it be noticed that all or some members of the City of Waupun Common Council may attend the Waupun Business Alliance networking session on August 19, 2025 at 4:00pm, located at Werner Harmsen Furniture and Total Flooring, 116 E Main St., Waupun.

No action will be taken.

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.