



**A G E N D A**  
**CITY OF WAUPUN SPECIAL COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, November 25, 2025 at 5:30 PM**

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

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

**Teleconference:** 1 312 626 6799

**Meeting ID: 817 5133 7789**

**Passcode: 746846**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

**ROLL CALL**

**ORDINANCES-RESOLUTIONS**

- [1.](#) Ordinance to Amend Ch. 16.02(36m)(a) entitled Definitions-Recreational Vehicle
- [2.](#) Resolution Authorizing 2025 Budget Advances from the Business Park Fund to TID 9

**CONSIDERATION - ACTION**

- [3.](#) Electric Transmission Line Easement Parcels 14-15-99-OV-046-15; 14-15-99-OV-067-01; 14-15-99-OV-062-02
- [4.](#) Fly Me Flag Estimate for Relocation of Flagpoles
- [5.](#) 2026 WI DOJ Drug Trafficking Response Grant

**DISCUSSION-REVIEW**

- [6.](#) Municipal Code Enforcement Pilot Program
- [7.](#) 2026 Compensation Scale Adjustments

**CONSENT AGENDA**

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

**MEETING MINUTES**

- [9.](#) Utility Commission 10-13-25
- [10.](#) Board of Public Works 10-14-25
- [11.](#) Library Board 10-15-25
- [12.](#) Plan Commission 10-15-25
- [13.](#) Business Improvement District 10-21-25
- [14.](#) Community Development Authority 10-21-25
- [15.](#) Special Council 10-28-25
- [16.](#) Police and Fire Commission 10-29-25
- [17.](#) Common Council 11-11-25

**DEPARTMENT REPORTS**

- [18.](#) Police Department
- [19.](#) Fire Department
- [20.](#) Library
- [21.](#) Recreation
22. Public Works

[23.](#) Utilities

[24.](#) Finance

25. City Clerk-Treasurer-HR

[26.](#) Administrator-Economic Development

## **ADJOURNMENT**

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

**ORDINANCE # 25 - \_\_\_\_**

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.02 of the Municipal Code of the City of Waupun entitled "DEFINITIONS" is amended with respect to section (36m) RECREATIONAL VEHICLE to repeal and recreate subsection (a) to provide as follows:

(a) Travel Trailer. A vehicular, portable structure built on a chassis and on wheels; that is, between 10 and ~~36~~ **46** feet long, including the hitch, and ~~8~~ **8.5** feet or less in width; designated to be used as a temporary dwelling for travel, recreation, vacation or other uses and towed by a car, station wagon or truck. It includes so-called fifth-wheel units.

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:** 11/25/25

**TITLE:** Resolution Authorizing 2025 Budget Advances from the Business Park Fund to TID 9

**AGENDA SECTION:** ORDINANCES-RESOLUTIONS

**PRESENTER:** Kathy Schlieve, City Administrator

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

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**SUMMARY:**

- Resolution to transfer funds from the Business Park to TID 9 for the incentive payment due to United Co-op

**STAFF RECOMMENDATION:**

Request to approve the resolution as presented.

**ATTACHMENTS:**

Resolution

**RECOMMENDED MOTION:**

A motion to approve Resolution #\_\_ Authorizing 2025 Budget Advances from the Business Park Fund to TID 9.

**COMMON COUNCIL  
CITY OF WAUPUN, WISCONSIN**

RESOLUTION NO. \_\_\_\_

**RESOLUTION AUTHORIZING 2025 BUDGET ADVANCES  
FROM THE BUSINESS PARK FUND TO TID 9**

**WHEREAS**, the Common Council of the City of Waupun approved a series of actions that require related 2025 advances between funds;

**WHEREAS**, advances are necessary to fund costs incurred related to development incentives in TID No. 9;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Waupun approves Fund Advances as follows:

<u>Account</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
404-15418	Advance to TID 9	\$455,000	Payment of Incentive

This Resolution was adopted and approved by the Common Council of the City of Waupun on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Rohn W. Bishop, Mayor

ATTEST:

\_\_\_\_\_  
Angela J. Hull, City Clerk



## AGENDA SUMMARY SHEET

**MEETING DATE:** 11/26/25  
**AGENDA SECTION:** CONSIDERATION-ACTION  
**PRESENTER:** Kathy Schlieve, Administrator

**TITLE:** Electric Transmission Line Easement Parcels 14-15-99-OV-046-15; 14-15-99-OV-067-01; 14-15-99-OV-062-02

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

**ISSUE SUMMARY:**

The Plan Commission previously approved easements for electric transmission lines in the City with recommendations that the City’s attorney work with staff, the land survey company, and ATC to address questions surrounding placement near Shaler Park. After final discussion, the attached easement is recommended for approval. As part of this easement, we are required to move the flag poles near the veteran’s memorial wall. ATC will compensate the city for this relocation. A copy of the compensation summary in the amount of \$8,030.51 for the increased easement and movement of the flagpoles is also included.

**STAFF RECOMENDATION:**

Approve easements as presented.

**ATTACHMENTS:**

Electric Transmission Line Easement  
Compensation Summary

**RECOMENDED MOTION:**

Motion to approve the Electric Transmission Line Easement on Parcels 14-15-99-OV-046-15; 14-15-99-OV-067-01; 14-15-99-OV-062-02 and accept the compensation summary in the amount of \$8,030.51 as presented.

**ELECTRIC TRANSMISSION LINE EASEMENT**

Not subject to Wis. Stat. § 77.22(1)

Document Number

The undersigned Grantor(s) City of Waupun (hereinafter called the "Grantor"), in consideration of the sum of Eight Thousand Thirty dollars and fifty-one cents (\$8,030.51) and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto American Transmission Company LLC, a Wisconsin limited liability company, and its manager ATC Management Inc., a Wisconsin Corporation, their successors, assigns, licensees and managers (hereinafter jointly referred to as "Grantee"), the perpetual right and easement to construct, install, operate, maintain, repair, replace, rebuild, remove, relocate, inspect and patrol electric transmission line facilities, including but not limited to wires, poles, guy lines, anchors, and associated appurtenances for the transmission of electric current (not to exceed 69kV), communication facilities and signals appurtenant thereto, upon, in, under, over and across lands owned by the Grantor(s) in the City of Waupun, County of Fond du Lac, State of Wisconsin, described as follows:

**A part of the Grantor's land located in the parcel described in the Fond Du Lac County Register of Deeds, recorded as Document Number 719373, also being part of Outlot 63 of the North Ward of the City of Waupun, located in the Northwest Quarter of the Southeast Quarter (NW 1/4 - SE 1/4) and part of Lot 1 of Certified Survey Map 7142 recorded in the Fond Du Lac County Register of Deeds in Volume 51 of Certified Survey Maps on Page 47 as Document Number 883173 together with an Affidavit recorded as Document Number 883870, also being part of Outlot 62 of the North Ward of the City of Waupun, located in the Northwest Quarter of the Southeast Quarter (NW 1/4 - SE 1/4) and part of the parcel described in the Fond Du Lac County Register of Deeds recorded as Document Number 81250, also being part of Outlot 46 of the North Ward of the City of Waupun, located in the Northeast Quarter of the Southeast Quarter (NE 1/4 - SE 1/4) of Section 32, Township 14 North, Range 15 East, City of Waupun, Fond Du Lac County, Wisconsin;**

Recording Area

Name and Return Address  
Land Service Company  
5610 Medical Circle, Suite 27  
Madison, WI 53719

Parcel Identification Number(s)

14-15-99-OV-046-15; 14-15-99-OV-067-01;  
14-15-99-OV-062-02

The perpetual easement strip granted herein is described and shown on the Exhibit A attached hereto and made a part hereof.

The Grantee is also granted the associated necessary rights to:

- 1) Enter upon the perpetual easement strip for the purpose of exercising the rights conferred by this perpetual easement.
- 2) Have reasonable ingress and egress for personnel, equipment and vehicles to and from said perpetual easement strip across the Grantor's property adjacent to the perpetual easement strip.
- 3) Construct, install, operate, maintain, repair, replace, rebuild, remove, relocate, inspect, patrol and remove the above designated facilities and other appurtenances that the Grantee(s) deem(s) necessary.
- 4) Trim, cut down and remove any or all brush, shrubs, trees and overhanging branches now or hereafter existing on said perpetual easement strip.
- 5) Cut down and remove such dead, dying, diseased, decayed, leaning trees or tree parts now or hereafter existing on the property of the Grantor located outside of said perpetual easement strip that in Grantee's judgment, may interfere with Grantee's full use of the perpetual easement strip for the purposes stated herein or that pose a threat to the safe and reliable operation of the electric transmission line facilities; together with the right, permission and authority to enter in a reasonable manner upon the property of the Grantor adjacent to said perpetual easement strip for such purpose.
- 6) The right, permission and authority is conveyed to Grantee to use herbicidal chemicals for tree, weed and brush control in the perpetual easement strip and for hazard tree management purposes.

The Grantee shall pay a reasonable sum for all damages to property, crops, fences, livestock, lawns, roads, fields and field tile (other than brush and trees trimmed or cut down and removed), caused by the construction, maintenance, replacement or removal of said facilities.

The Grantee shall not have the right to erect any fence or building on such land other than the above designated facilities and associated appurtenances, and the right is hereby expressly reserved to the Grantor(s), the heirs, successors and assigns of every use and enjoyment of said land not inconsistent with the construction, installation, maintenance, operation, repair, replacement, rebuilding, inspection and removal of such structures, wires and associated appurtenances.

Within the Perpetual Easement Strip, and without first securing the prior written consent of the Grantee, Grantor agrees that it will not:

- 1) Locate any dwelling or mobile home intended for residential occupancy; or
- 2) Construct, install or erect any structures or fixtures, including but not limited to swimming pools, except as otherwise provided below; or

- 3) Construct any non-residential type building; or
- 4) Store flammable goods or products; or
- 5) Plant trees or shrubs, except as otherwise provided below; or
- 6) Place water, sewer or drainage facilities; or
- 7) Change the grade more than one (1) foot.

Notwithstanding items 1-7 above, Grantor shall be allowed to add additional memorial walls so long as said memorial walls do not exceed 8' in height and so long as the location of said memorial walls do not limit Grantee's access within the Easement Strip.

It is understood and agreed that the Grantor shall have the right to use and maintain the present existing bench, asphalt trail, and Veterans Memorial within the Perpetual Easement Strip, subject to the Grantee's rights and the terms and conditions applicable to the Grantor's use of the Perpetual Easement Strip set forth in this Electric Transmission Line Easement. However, the Grantor agrees not to enlarge said bench, asphalt trail, and Veterans Memorial or install any appendages that will cause Grantee's facilities to be in violation of any applicable laws, rules, or regulations, including, without limitation, those dealing with safe work practices and the operation of equipment near electrical lines and equipment, and the provisions of the Wisconsin State Electrical Code and any amendments thereto, without first securing the prior written consent of the Grantee, said consent shall not be unreasonably withheld, delayed or conditioned. The Grantor also agrees not to perform any work on the bench, asphalt trail, and Veterans Memorial within the Perpetual Easement Strip other than normal maintenance without first securing the prior written consent of the Grantee, said consent shall not be unreasonably withheld, delayed or conditioned. It is understood and agreed, however, that the Grantor has the right to repair and/or replace the existing bench, asphalt trail, and Veterans Memorial within its present boundaries in the event of destruction, damage or deterioration. No open cut excavation shall be allowed within 30 feet of the face of any Utility structure or guy wire. The Grantee shall pay a reasonable sum for damages to the bench, asphalt trail, and Veterans Memorial caused by the construction, installation, operation, maintenance, repair, replacement, rebuilding, removing, relocation, inspection, or patrolling of said Electric Transmission Facilities. In addition, the Grantee may trim, cut down and remove any and all brush, shrubs, trees and overhanging branches now or hereafter existing within the perpetual easement strip.

This perpetual easement agreement is binding upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.

**As provided by PSC 113, the Grantor(s) shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Grantor's rights and options in the easement negotiating process. The Grantor(s) hereby voluntarily waives the five-day review period or acknowledges that they have had at least five days to review such materials.**

Grantor warrants and represents that Grantor has good title to the property described herein, free and clear from all liens and encumbrances, except: None

**The Grantor hereby accepts payment in consideration of the grant of this perpetual easement.**

**[SEE NEXT PAGE FOR SIGNATURE AND ACKNOWLEDGEMENT]**



**WITNESS** the signature(s) of the Grantor this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CITY OF WAUPUN**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**ACKNOWLEDGEMENT**

STATE OF WISCONSIN        )  
  ) SS  
COUNTY OF FOND DU LAC    )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named \_\_\_\_\_  
as \_\_\_\_\_, and \_\_\_\_\_ as \_\_\_\_\_, of the City of Waupun, to me known to be  
the person(s) who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Printed Name

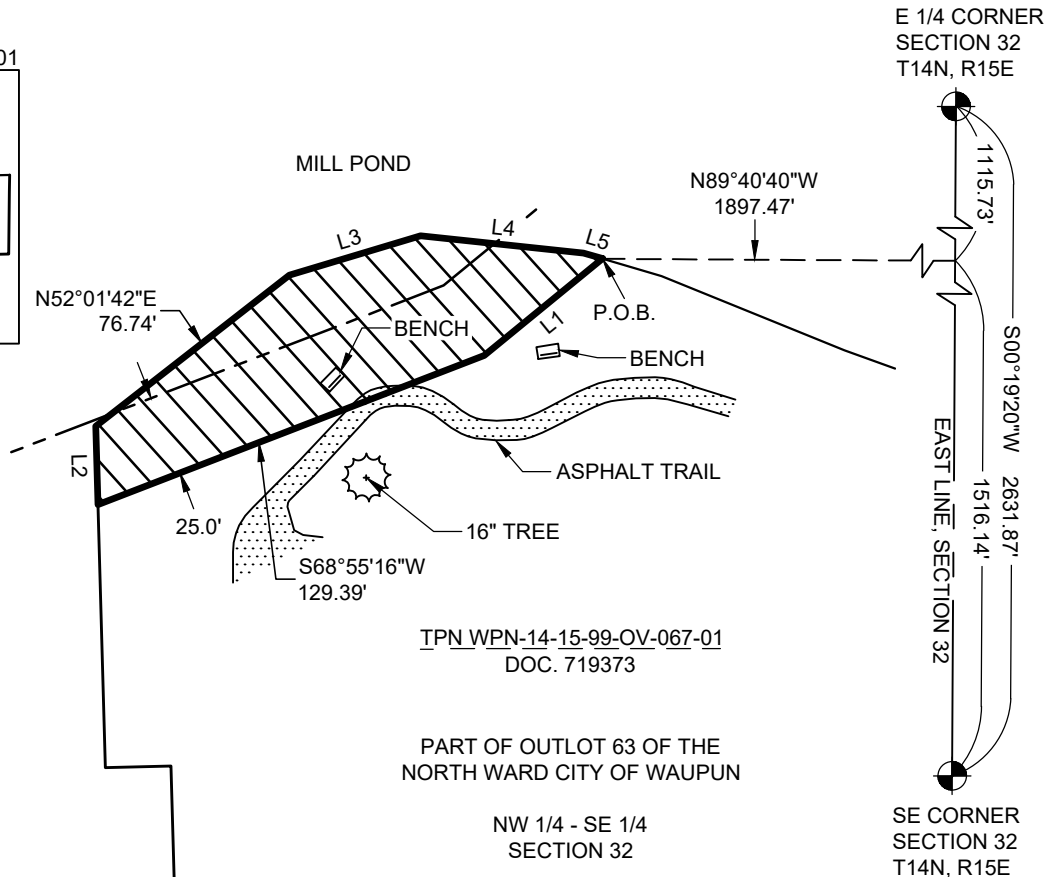
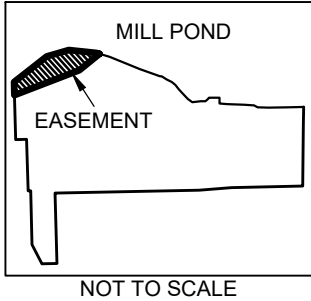
Notary Public, State of \_\_\_\_\_

My Commission expires (is) \_\_\_\_\_

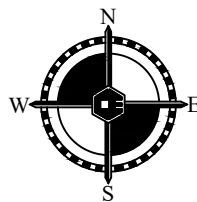
# EASEMENT DESCRIPTION MAP (EXHIBIT A)

ATC ID: WAN-SFL-0080  
 TPN: WPN-14-15-99-OV-067-01

LOCATION MAP:  
 TPN WPN-14-15-99-OV-067-01



Line Table		
Line #	Bearing	Distance
L1	S50° 41' 12"W	47.77'
L2	N01° 37' 37"W	24.42'
L3	N73° 18' 17"E	42.86'
L4	S83° 58' 04"E	51.16'
L5	S73° 35' 38"E	6.22'



1 INCH = 60 FEET

**LEGEND**

- P.L.S.S. CORNER
- POINT OF BEGINNING
- TAX PARCEL NUMBER
- GRANTOR PARCEL LINE
- TRANSMISSION CENTERLINE

**MAP KEY**

- ATC TRANSMISSION LINE EASEMENT = 5,598 SQFT / 0.129 ACRES +/-
- CITY OF WAUPUN, FOND DU LAC COUNTY

**NOTE** - BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, US FEET, GRID DISTANCE. THIS DRAWING SHOULD BE USED ONLY AS A REPRESENTATION OF THE LOCATION OF THE EASEMENT BEING CONVEYED. THE EXACT LOCATION OF ALL STRUCTURES, LINES AND APPURTENANCES IS SUBJECT TO CHANGE WITHIN THE BOUNDARIES OF THE RIGHTS-OF-WAY HEREIN GRANTED.



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**EXHIBIT A**

Page 1 of 6 | DATE: 3/27/2025

SKETCH SCALE: 1" = 60'

Job # 231160

# EASEMENT DESCRIPTION MAP (EXHIBIT A)

ATC ID: WAN-SFL-0080  
TPN: WPN-14-15-99-OV-067-01

## EASEMENT DESCRIPTION MAP (EXHIBIT A)

A variable width easement which crosses the Grantor's premises, being part of the parcel described in the Fond Du Lac County Register of Deeds, recorded as Document Number 719373, also being part of Outlot 63 of the North Ward of the City of Waupun, located in the Northwest Quarter of the Southeast Quarter (NW 1/4 - SE 1/4) of Section 32, Township 14 North, Range 15 East, City of Waupun, Fond Du Lac County, Wisconsin, described as follows:

Commencing at the East Quarter (E 1/4) Corner of said Section 32; thence S00°19'20"W along the East line of said Section 32, a distance of 1115.73 feet; thence N89°40'40"W, a distance of 1897.47 feet to a point on the water's edge of Mill Pond and the POINT OF BEGINNING (P.O.B.).

Thence along a line being 25.00 feet South of and parallel with a transmission centerline for the next two (2) calls; thence S50°41'12"W, a distance of 47.77 feet; thence S68°55'16"W, a distance of 129.39 feet to a point on a West line of the Grantor's parcel; thence N01°37'37"W along said West line of the Grantor's parcel, a distance of 24.42 feet to a point on the water's edge of Mill Pond; thence along said water's edge of Mill Pond for the next (4) four calls; thence N52°01'42"E, a distance of 76.74 feet; thence N73°18'17"E, a distance of 42.86 feet; thence S83°58'04"E, a distance of 51.16 feet; thence S73°35'38"E, a distance of 6.22 feet to the POINT OF BEGINNING (P.O.B.).

The above described easement contains 5,598 sqft / 0.129 acres more or less, and is subject to restrictions, rights-of-way and easements of record.

BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, US FEET, GRID DISTANCE



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### EXHIBIT A

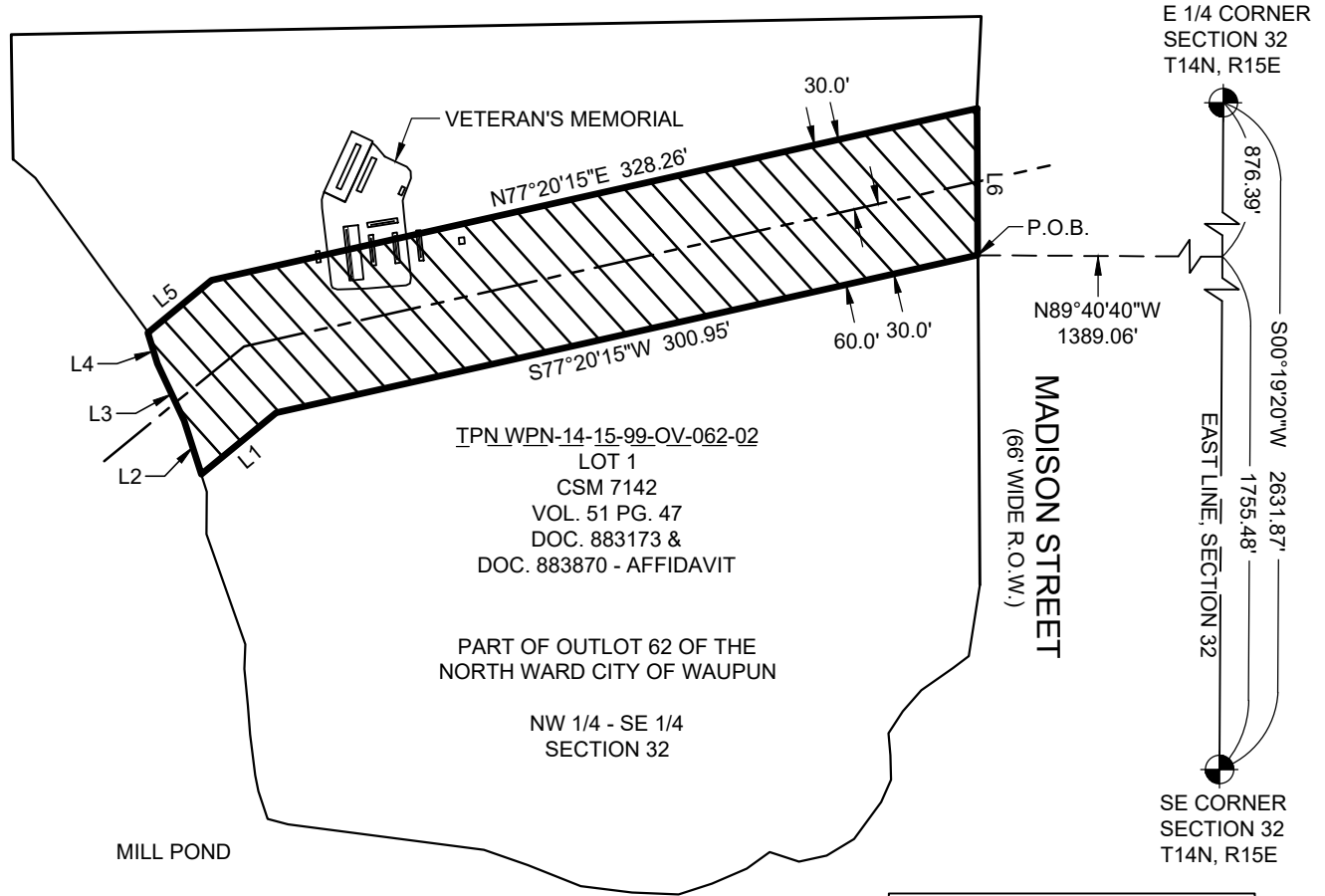
Page 2 of 6 | DATE: 3/27/2025

SKETCH SCALE: N/A

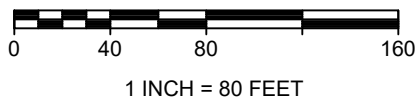
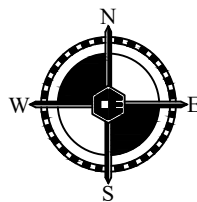
Job # 231160

# EASEMENT DESCRIPTION MAP (EXHIBIT A)

ATC ID: WAN-SFL-0080  
 TPN: WPN-14-15-99-OV-062-02



Line Table		
Line #	Bearing	Distance
L1	S50° 41' 12"W	40.50'
L2	N17° 36' 03"W	23.53'
L3	N25° 15' 59"W	26.35'
L4	N17° 26' 40"W	13.56'
L5	N50° 41' 12"E	34.57'
L6	S00° 21' 00"E	61.41'



**LEGEND**

- PLSS CORNER
- P.O.B. POINT OF BEGINNING
- TPN TAX PARCEL NUMBER
- GRANTOR PARCEL LINE
- TRANSMISSION CENTERLINE

**MAP KEY**

- ATC TRANSMISSION LINE EASEMENT = 21,116 SQFT / 0.485 ACRES +/-
- CITY OF WAUPUN, FOND DU LAC COUNTY

**NOTE** - BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, US FEET, GRID DISTANCE. THIS DRAWING SHOULD BE USED ONLY AS A REPRESENTATION OF THE LOCATION OF THE EASEMENT BEING CONVEYED. THE EXACT LOCATION OF ALL STRUCTURES, LINES AND APPURTENANCES IS SUBJECT TO CHANGE WITHIN THE BOUNDARIES OF THE RIGHTS-OF-WAY HEREIN GRANTED.



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**EXHIBIT A**

Page 3 of 6 DATE: 3/27/2025

SKETCH SCALE: 1" = 80'

Job # 231160

# EASEMENT DESCRIPTION MAP (EXHIBIT A)

ATC ID: WAN-SFL-0080  
TPN: WPN-14-15-99-OV-062-02

## EASEMENT DESCRIPTION MAP (EXHIBIT A)

A 60 foot wide easement which crosses the Grantor's premises, being part of Lot 1 of Certified Survey Map 7142 recorded in the Fond Du Lac County Register of Deeds in Volume 51 of Certified Survey Maps on Page 47 as Document Number 883173 together with an Affidavit recorded as Document Number 883870, also being part of Outlot 62 of the North Ward of the City of Waupun, located in the Northwest Quarter of the Southeast Quarter (NW 1/4 - SE 1/4) of Section 32, Township 14 North, Range 15 East, City of Waupun, Fond Du Lac County, Wisconsin, described as follows:

Commencing at the East Quarter (E 1/4) Corner of said Section 32; thence S00°19'20"W along the East line of said Section 32, a distance of 876.39 feet; thence N89°40'40"W, a distance of 1389.06 feet to a point on the West right-of-way line of Madison Street (66 feet wide) and the POINT OF BEGINNING (P.O.B.).

Thence along a line being 30.00 feet South of and parallel with a transmission centerline for the next two (2) calls; thence S77°20'15"W, a distance of 300.95 feet; thence S50°41'12"W, a distance of 40.50 feet to a point on the water's edge of Mill Pond; thence along the water's edge of Mill Pond for the next (3) three calls; thence N17°36'03"W, a distance of 23.53 feet; thence N25°15'59"W, a distance of 26.35 feet; thence N17°26'40"W, a distance of 13.56 feet; thence along a line being 30.00 feet North of and parallel with a transmission centerline for the next two (2) calls; thence N50°41'12"E, a distance of 34.57 feet; thence N77°20'15"E, a distance of 328.26 feet to a point on said West right-of-way line of Madison Street; thence S00°21'00"E along said West right-of-way line of Madison Street, a distance of 61.41 feet to the POINT OF BEGINNING (P.O.B.).

The above described easement contains 21,116 sqft / 0.485 acres more or less, and is subject to restrictions, rights-of-way and easements of record.

BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, US FEET, GRID DISTANCE



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### EXHIBIT A

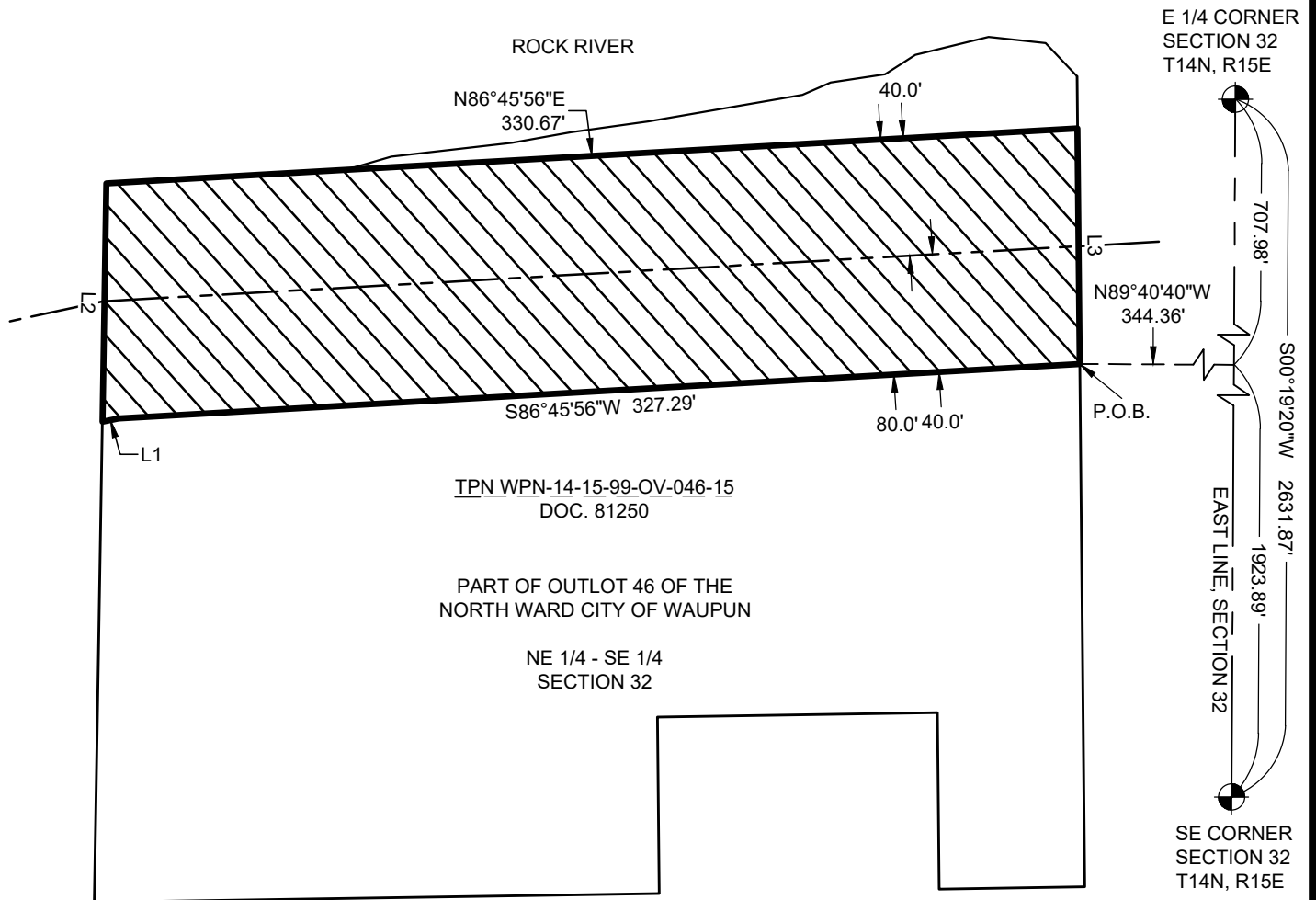
Page 4 of 6 | DATE: 3/27/2025

SKETCH SCALE: N/A

Job # 231160

# EASEMENT DESCRIPTION MAP (EXHIBIT A)

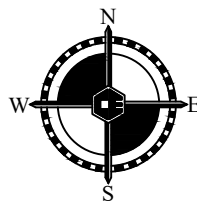
ATC ID: WAN-SFL-0080  
 TPN: WPN-14-15-99-OV-046-15



Line Table		
Line #	Bearing	Distance
L1	S77° 56' 32"W	5.62'
L2	N00° 57' 29"E	81.08'
L3	S00° 32' 47"E	80.09'

**LEGEND**

- P.O.B. POINT OF BEGINNING
- TPN TAX PARCEL NUMBER
- GRANTOR PARCEL LINE
- TRANSMISSION CENTERLINE



1 INCH = 60 FEET

**MAP KEY**



ATC TRANSMISSION LINE EASEMENT  
 = 26,541 SQFT / 0.609 ACRES +/-

CITY OF WAUPUN, FOND DU LAC COUNTY

**NOTE** - BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, US FEET, GRID DISTANCE. THIS DRAWING SHOULD BE USED ONLY AS A REPRESENTATION OF THE LOCATION OF THE EASEMENT BEING CONVEYED. THE EXACT LOCATION OF ALL STRUCTURES, LINES AND APPURTENANCES IS SUBJECT TO CHANGE WITHIN THE BOUNDARIES OF THE RIGHTS-OF-WAY HEREIN GRANTED.



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**EXHIBIT A**

Page 5 of 6 DATE: 3/27/2025

SKETCH SCALE: 1" = 60'

Job # 231160

# EASEMENT DESCRIPTION MAP (EXHIBIT A)

ATC ID: WAN-SFL-0080

TPN: WPN-14-15-99-OV-046-15

## EASEMENT DESCRIPTION MAP (EXHIBIT A)

A variable width easement which crosses the Grantor's premises, being part of the parcel described in the Fond Du Lac County Register of Deeds recorded as Document Number 81250, also being part of Outlot 46 of the North Ward of the City of Waupun, located in the Northeast Quarter of the Southeast Quarter (NE 1/4 - SE 1/4) of Section 32, Township 14 North, Range 15 East, City of Waupun, Fond Du Lac County, Wisconsin, described as follows:

Commencing at the East Quarter (E 1/4) Corner of said Section 32; thence S00°19'20"W along the East line of said Section 32, a distance of 707.98 feet; thence N89°40'40"W, a distance of 344.36 feet to a point on an East line of the Grantor's parcel and the POINT OF BEGINNING (P.O.B.).

Thence along a line being 40.00 feet South of and parallel with a transmission centerline for the next (2) two calls; thence S86°45'56"W, a distance of 327.29 feet; thence S77°56'32"W, a distance of 5.62 feet to a point on a West line of the Grantor's parcel; thence N00°57'29"E along said West line of the Grantor's parcel, a distance of 81.08 feet; thence N86°45'56"E along a line being 40.00 feet North of and parallel with a transmission centerline, a distance of 330.67 feet to a point on said East line of the Grantor's parcel; thence S00°32'47"E along said East line of the Grantor's parcel, a distance of 80.09 feet to the POINT OF BEGINNING (P.O.B.).

The above described easement contains 26,541 sqft / 0.609 acres more or less, and is subject to restrictions, rights-of-way and easements of record.

BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, US FEET, GRID DISTANCE



**COLEMAN ENGINEERING COMPANY**  
IRON MOUNTAIN • IRONWOOD • GREEN BAY  
www.coleman-engineering.com



### EXHIBIT A

Page 6 of 6 | DATE: 3/27/2025

SKETCH SCALE: N/A

Job # 231160



## COMPENSATION SUMMARY

ATC File Number: WAN-SFL-0080 Line Designation: Line Y-25 Date: 11/13/2025

### LANDOWNER INFORMATION:

Owner: City of Waupun

Address: 201 East Main Street, Waupun, WI 53963

Phone #: \_\_\_\_\_

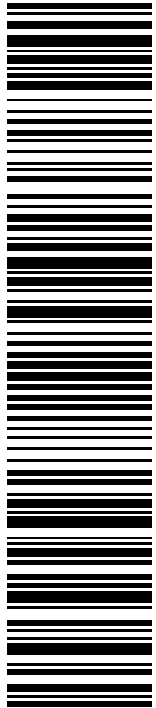
Easement Compensation	\$ <u>2,100.00</u>
Permission to apply herbicides	\$ <u>2,500.00</u>
Negotiated Increase – payment to relocate flag poles	\$ <u>3,430.51</u>

Total Compensation \$ 8,030.51

**OR**

Annual Payment (If Applicable) \$ N/A  
(Easement Payment / 65 years)  
(zoned or used for agricultural purposes and easement is for high voltage transmission line)






**USPS TRACKING #**

**9405 5301 0935 5096 4589 73**

MAN-SFL-0080



P

**PRIORITY MAIL®**

02/04/2025


Mailed from 53562 135343172305892

usps.com 9405 5301 0935 5096 4589 73 0087 5001 0005 3963

US POSTAGE \$8.75

**U.S. POSTAGE PAID**


Click-N-Ship®



02/07/2025 Flat Rate Envelope

RDC 03

C002



**CITY OF WAUPUN**  
201 E MAIN ST  
WAUPUN WI 53963-2019

LAND SERVICE COMPANY  
JUSTIN PITTS  
UNIT 213  
8530 GREENWAY BLVD  
MIDDLETON WI 53562-4605



Cut on dotted line.

## Instructions

1. Please use a laser or laser-quality printer.
2. Adhere shipping label to package with tape or glue - DO NOT TAPE OVER BARCODE. Be sure all edges are secure. Self-adhesive label is recommended.
3. Place label so that it does not wrap around the edge of the package.
4. Each shipping label number is unique and can be used only once - DO NOT PHOTOCOPY.
5. Please use this shipping label on the "ship date" selected when you requested the label.
6. If a mailing receipt is required, present the article and Online e-Label Record at a Post Office for postmark.

9405 5301 0935 5096 4589 73

Print Date: 2025-02-04	<b>PRIORITY MAIL®</b>	\$8.75
Ship Date: 2025-02-04	Extra Services:	\$0.00
	Fees:	\$0.00
	<b>Total:</b>	<b>\$8.75</b>

**From:** LAND SERVICE COMPANY  
JUSTIN PITTS  
UNIT 213  
8530 GREENWAY BLVD  
MIDDLETON WI 53562-4605

**To:**

**CITY OF WAUPUN**  
201 E MAIN ST  
WAUPUN WI 53963-2019

\* Commercial Pricing PRIORITY MAIL® rates apply. There is no fee for USPS Tracking® service on PRIORITY MAIL® service with use of this electronic rate shipping label. Refunds for unused postage paid labels can be requested online 30 days from the print date.



Thank you for shipping with the United States Postal Service!  
Check the status of your shipment on the USPS Tracking® page at usps.com



## AGENDA SUMMARY SHEET

**MEETING DATE:** 11/26/25

**TITLE:** Fly Me Flag Estimate for Relocation of Flagpoles

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Stewardship	3,430.51	

---

**ISSUE SUMMARY:**

An estimate for relocation of the flagpoles near veteran’s memorial wall is included for your approval. ATC will reimburse the City for this expense as part of the easement work for transmission lines.

**STAFF RECOMENDATION:**

Approval

**ATTACHMENTS:**

Estimate

**RECOMENDED MOTION:**

Motion to approve the estimate with Fly Me Flag in the amount of \$3,430.51. It is understood that ATC will reimburse the City for this expense as part of their compensation summary to expand transmission line easements.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 11-25-25

**TITLE:** 2026 WI DOJ Drug Trafficking Response Grant

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeremy Rasch, Police Chief

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2026 Budget	

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**ISSUE SUMMARY**

The 2026 grant application for state aid for the WI DOJ Drug Trafficking Response Grant is due December 3, 2025. This is a request for approval to submit the application.

**STAFF RECOMMENDATION:**

Authorize the submission of the 2026 WI DOJ Drug Trafficking Response Grant

**ATTACHMENTS:**

City of Waupun Grant Request Form

**RECOMMENDED MOTION:**

Motion to authorize the submission of the 2026 WI DOJ Drug Trafficking Response Grant



# CITY OF WAUPUN GRANT REQUEST FORM

Upon the Department completing the grant and grant application assessment as outlined in the Grant Management Policy, the Department will complete this form and supporting documentation on the grant and submit it to the Finance Director. No grant applications shall be submitted to the funding agency or organization without the prior approvals defined in the Grant Management Policy. Created 12/01/2022

Date	11/12/25
Department	Police
Department Grant Project Manager	Jeremy Rasch

Grant Program Name	2026 WI DOJ Drug Trafficking Response	Application Deadline	12/03/25
Granting Agency Name	WI DOJ	Grant Amount	\$25,000
Agency Contact	Brittney Felton	Agency Phone No.	(608) 267-9068
Agency Website	Egrants@doj.state.wi.us	Agency Email Contact	Brittney.Felton@wisdoj.gov

Source of Funds					
Federal	State (Federal Pass-thru)	State	Other	Local Match	Total Grant Project Budget
		X			\$25,000
If source of funds is either Federal or State (Federal Pass-thru), please provide the appropriate Federal Grant Catalog of Federal Domestic Assistance (CFDA) number				CFDA#	

If local match is required, are funds available in the department budget?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, identify budget line item	Name	
				Account Number	

Please provide a concise description of the grant and potential sources of local match if funds are not available in department budget.

Authority for this program comes from WI Statute 165.984, which states that: "The department of justice shall establish policies and procedures for the distribution of grants from the appropriation under s. 20.455 (2) (cm) to Wisconsin local and tribal law enforcement agencies to fund law enforcement response to drug trafficking. Notwithstanding s. 227.10 (1), the department need not promulgate the required policies and procedures as rules under ch. 227. " For purposes of this program, " drug trafficking" is defined as to " manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance

Grant Accounting (Completed by Finance Department)				
Grant Revenue Account No.			Grant Expenditure Account No.	
Budget Resolution Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If a budget resolution is required please attach	Date Approved

Grant Request Approvals (Level of approval governed by the Grant Management Policy.)			
<b>Department Head</b>	Name	Signature	Date
<b>Finance Director</b>	Name	Signature	Date
<b>Mayor</b>	Name	Signature	Date
<b>Committee of the Whole and/or Common Council Approval (Attach minutes)</b>	Date	<b>Common Council Approval</b>	Date



## AGENDA SUMMARY SHEET

**MEETING DATE:** 11/26/25

**TITLE:** Municipal Code Enforcement Pilot Program

**AGENDA SECTION:** DISCUSSION-REVIEW

**PRESENTER:** Kathy Schlieve, Administrator  
Allison Schwark, Municipal Code  
Enforcement Services

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

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**ISSUE SUMMARY:**

Municipal Code Enforcement Services is a small specialty firm that provides code enforcement services to communities across SE Wisconsin. Staff has been meeting internally and have interviewed this firm to assess code enforcement capabilities. We are recommending a pilot program with this firm. Allison Schwark from Municipal Code Enforcement will be present to provide an overview of their capabilities. We will discuss the structure of the proposed pilot program.

**STAFF RECOMENDATION:**

Determine interest in a pilot and direct staff to work with service firm to establish a contract for the pilot.

**ATTACHMENTS:**

**RECOMENDED MOTION:**



## AGENDA SUMMARY SHEET

**MEETING DATE:** 11/26/25

**TITLE:** 2026 Compensation Scale Adjustments

**AGENDA SECTION:** DISCUSSION-REVIEW

**PRESENTER:** Kathy Schlieve, Administrator

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

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**ISSUE SUMMARY:**

Review of the City's compensation plan is complete. Benchmarked positions indexed between 94 and 100% of the median market, with the bottom 2/3's of the structure more competitive than the top 1/3. Our goals remain focused on ensuring the plan indexes at or near 100% of the median market for benchmarked positions to retain existing employees and stay competitive in talent attraction. The current matrix was implemented seven years ago, and a slight adjustment to the scale is warranted to maintain competitiveness. Current practice provides a January 1 COLA adjustment and a July 1 merit step increase. To implement a change of this type, we would suspend the normal mid-year merit-based step increase in 2026 in favor of a January 1 scale adjustment. Normal compensation practice with January COLA adjustment and midyear merit steps would resume in 2027. Overall, the scale adjustments as proposed can be accomplished within the 2026 budget as adopted.

**STAFF RECOMENDATION:**

Discussion

**ATTACHMENTS:**

- 2026 Current Wage Scale (2019 Base Data)
- 2026 Wage Scale Proposed

**RECOMENDED MOTION:**

**EXISTING WAGE MATRIX FOR 2026**

2026 Wage Grid - Effective

1/1/2026

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Grade	87.50%	90.00%	92.50%	95.00%	97.50%	100.00%	101.25%	102.50%	103.75%	105.00%	106.25%	107.50%	108.75%	110.00%	111.25%	112.50%
Y	\$78.93	\$81.19	\$83.44	\$85.70	\$87.95	\$90.21	\$91.34	\$92.47	\$93.59	\$94.72	\$95.85	\$96.98	\$98.10	\$99.23	\$100.36	\$101.49
X	\$74.65	\$76.78	\$78.91	\$81.04	\$83.18	\$85.31	\$86.38	\$87.44	\$88.51	\$89.58	\$90.64	\$91.71	\$92.77	\$93.84	\$94.91	\$95.97
W	\$70.33	\$72.34	\$74.35	\$76.36	\$78.37	\$80.38	\$81.38	\$82.39	\$83.39	\$84.40	\$85.40	\$86.41	\$87.41	\$88.42	\$89.42	\$90.43
V	\$66.05	\$67.93	\$69.82	\$71.71	\$73.59	\$75.48	\$76.42	\$77.37	\$78.31	\$79.25	\$80.20	\$81.14	\$82.08	\$83.03	\$83.97	\$84.92
U	\$61.74	\$63.50	\$65.27	\$67.03	\$68.80	\$70.56	\$71.44	\$72.32	\$73.21	\$74.09	\$74.97	\$75.85	\$76.73	\$77.62	\$78.50	\$79.38
T	\$57.44	\$59.08	\$60.72	\$62.36	\$64.00	\$65.64	\$66.46	\$67.28	\$68.10	\$68.92	\$69.74	\$70.56	\$71.38	\$72.20	\$73.02	\$73.85
S	\$52.05	\$53.54	\$55.03	\$56.52	\$58.00	\$59.49	\$60.23	\$60.98	\$61.72	\$62.46	\$63.21	\$63.95	\$64.70	\$65.44	\$66.18	\$66.93
R	\$47.77	\$49.13	\$50.50	\$51.86	\$53.23	\$54.59	\$55.27	\$55.95	\$56.64	\$57.32	\$58.00	\$58.68	\$59.37	\$60.05	\$60.73	\$61.41
Q	\$45.61	\$46.92	\$48.22	\$49.52	\$50.83	\$52.13	\$52.78	\$53.43	\$54.08	\$54.74	\$55.39	\$56.04	\$56.69	\$57.34	\$57.99	\$58.65
P	\$43.47	\$44.71	\$45.95	\$47.20	\$48.44	\$49.68	\$50.30	\$50.92	\$51.54	\$52.16	\$52.79	\$53.41	\$54.03	\$54.65	\$55.27	\$55.89
O	\$41.30	\$42.48	\$43.66	\$44.84	\$46.02	\$47.20	\$47.79	\$48.38	\$48.97	\$49.56	\$50.15	\$50.74	\$51.33	\$51.92	\$52.51	\$53.10
N	\$39.17	\$40.28	\$41.40	\$42.52	\$43.64	\$44.76	\$45.32	\$45.88	\$46.44	\$47.00	\$47.56	\$48.12	\$48.68	\$49.24	\$49.80	\$50.36
M	\$37.00	\$38.06	\$39.12	\$40.18	\$41.23	\$42.29	\$42.82	\$43.35	\$43.88	\$44.40	\$44.93	\$45.46	\$45.99	\$46.52	\$47.05	\$47.58
L	\$34.87	\$35.87	\$36.86	\$37.86	\$38.85	\$39.85	\$40.35	\$40.85	\$41.34	\$41.84	\$42.34	\$42.84	\$43.34	\$43.84	\$44.33	\$44.83
K	\$32.70	\$33.63	\$34.57	\$35.50	\$36.44	\$37.37	\$37.84	\$38.30	\$38.77	\$39.24	\$39.71	\$40.17	\$40.64	\$41.11	\$41.57	\$42.04
J	\$30.55	\$31.42	\$32.29	\$33.16	\$34.04	\$34.91	\$35.35	\$35.78	\$36.22	\$36.66	\$37.09	\$37.53	\$37.96	\$38.40	\$38.84	\$39.27
I	\$28.41	\$29.22	\$30.03	\$30.85	\$31.66	\$32.47	\$32.88	\$33.28	\$33.69	\$34.09	\$34.50	\$34.91	\$35.31	\$35.72	\$36.12	\$36.53
H	\$26.26	\$27.01	\$27.76	\$28.51	\$29.26	\$30.01	\$30.39	\$30.76	\$31.14	\$31.51	\$31.89	\$32.26	\$32.64	\$33.01	\$33.39	\$33.76
G	\$24.12	\$24.80	\$25.49	\$26.18	\$26.87	\$27.56	\$27.90	\$28.25	\$28.59	\$28.94	\$29.28	\$29.63	\$29.97	\$30.32	\$30.66	\$31.01
F	\$21.95	\$22.58	\$23.21	\$23.84	\$24.46	\$25.09	\$25.40	\$25.72	\$26.03	\$26.34	\$26.66	\$26.97	\$27.29	\$27.60	\$27.91	\$28.23
E	\$19.80	\$20.37	\$20.93	\$21.50	\$22.06	\$22.63	\$22.91	\$23.20	\$23.48	\$23.76	\$24.04	\$24.33	\$24.61	\$24.89	\$25.18	\$25.46
D	\$18.21	\$18.73	\$19.25	\$19.77	\$20.29	\$20.81	\$21.07	\$21.33	\$21.59	\$21.85	\$22.11	\$22.37	\$22.63	\$22.89	\$23.15	\$23.41
C	\$17.11	\$17.60	\$18.08	\$18.57	\$19.06	\$19.55	\$19.79	\$20.04	\$20.28	\$20.53	\$20.77	\$21.02	\$21.26	\$21.51	\$21.75	\$21.99
B	\$16.05	\$16.51	\$16.96	\$17.42	\$17.88	\$18.34	\$18.57	\$18.80	\$19.03	\$19.26	\$19.49	\$19.72	\$19.94	\$20.17	\$20.40	\$20.63
A	\$14.96	\$15.39	\$15.82	\$16.25	\$16.67	\$17.10	\$17.31	\$17.53	\$17.74	\$17.96	\$18.17	\$18.38	\$18.60	\$18.81	\$19.02	\$19.24

**PROPOSED 2026 WAGE SCALE (ADJUSTED)**

2026 Wage Grid - Effective

1/1/2026

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 11/25/2025

**TITLE:** License-Permit Applications, Expenses

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Angela Hull, Clerk

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## FUTURE MEETINGS

<b>Date of Council/COW Meeting</b>	<b>Meeting</b>
Tuesday, December 9, 2025	Common Council
Tuesday, December 30, 2025	Committee of the Whole

## LICENSE/PERMIT APPLICATIONS

Operator:

Kaitlynn Clark, Riley Krenz, Rachel Gitzel, Brittney Lockerby, Ava Dowell

Backyard Chicken Permit

Natalie Kohlstedt, Kyle Giese

<p><b>RECOMENDED MOTION:</b></p> <p>Motion to approve the consent agenda and accept the monthly financials.</p>
---

## Report Criteria:

Report type: Summary

Invoice.Batch = "110725","BID","111725","111925","112525"

Check Issue Date	Check Number	Payee	Amount
11/07/2025	1008	PRISON CITY PUB	515.37
11/07/2025	110888	KRUCZEK CONSTRUCTION	377,416.63
11/17/2025	110889	POSTMASTER	1,715.81
11/19/2025	110910	UNITED COOPERATIVE	10,000.00
11/20/2025	110911	ACCESS FIRE PROTECTION LLC	200.00
11/20/2025	110912	AMAZON CAPITAL SERVICES	1,024.68
11/20/2025	110913	AT&T MOBILITY	191.54
11/20/2025	110914	AXLEY BRYNELSON LLP	8,667.73
11/20/2025	110915	BOUND TREE MEDICAL LLC	371.88
11/20/2025	110916	BOUWKAMP, DARLENE	53.80
11/20/2025	110917	BROWN CAB SERVICE INC	12,960.12
11/20/2025	110918	CARDIO PARTNERS INC	93.78
11/20/2025	110919	CHARTER COMMUNICATIONS	992.56
11/20/2025	110920	CHARTER COMMUNICATIONS	228.46
11/20/2025	110921	CIVIC SYSTEMS LLC	600.00
11/20/2025	110922	COBAN TECHNOLOGIES INC	2,060.00
11/20/2025	110923	COFFEE WERKS	602.48
11/20/2025	110924	COTTINGHAM & BUTLER INC	3,312.50
11/20/2025	110925	FIRE SAFETY USA	2,298.95
11/20/2025	110926	FOND DU LAC COUNTY	35,651.50
11/20/2025	110927	GANNETT WISCONSIN LOCALIQ	489.21
11/20/2025	110928	GAPPA SECURITY SOLUTIONS LLC	220.50
11/20/2025	110929	GORDON FLESCH CO INC	670.36
11/20/2025	110930	H & R SAFETY SOLUTIONS LLC	953.50
11/20/2025	110931	HERITAGE RIDGE TRAVEL PLAZA	112.78
11/20/2025	110932	MARCO TECHNOLOGIES LLC	163.91
11/20/2025	110933	MENARDS - BEAVER DAM	227.74
11/20/2025	110934	MILTON PROPANE INC	170.84
11/20/2025	110935	MSA PROFESSIONAL SERVICES INC	25,285.35
11/20/2025	110936	NIELSON COMMUNICATIONS INC	627.63
11/20/2025	110937	PETTY CASH-CITY HALL	51.80
11/20/2025	110938	PIGGLY WIGGLY DISCOUNT FOODS	30.85
11/20/2025	110939	PURCHASE POWER	502.25
11/20/2025	110940	REACH	750.00
11/20/2025	110941	SHRED-IT / STERICYCLE, INC	203.41
11/20/2025	110942	SIGNARAMA	29,000.09
11/20/2025	110943	SPEED NEEDLES CUSTOM EMBROID	2,319.00
11/20/2025	110944	STOBB PLUMBING & HEATING INC	1,188.75
11/20/2025	110945	SURE FIRE INC	337.50
11/20/2025	110946	TONYS FAMILY RESTAURANT	1,697.07
11/20/2025	110947	UNITED COOPERATIVE	455,000.00
11/20/2025	110948	W & D NAVIS	1,306.10
11/20/2025	110949	WAUPUN UTILITIES	31,117.25
Grand Totals:			<u><u>1,011,383.68</u></u>

Report Criteria:

Report type: Invoice detail  
 Check.Type = {<>} "Adjustment"  
 Invoice.Batch = "110725","111725","111925","112525"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ACCESS FIRE PROTECTION LLC						
ACCESS FIRE PROTECTION LLC	ANNUAL INSPECTION - WET 1	11/20/2025	1433	100-20-5511-3-36	200.00	200.00
Total ACCESS FIRE PROTECTION LLC:						200.00
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	CRALY 9 INCH SUPER THIN SEGMENTED DIAMOND BLADE, 7/8 INARBOR, 9" DIAMOND STONE BLADE FOR ANGLE GRINDER & MASONRY SAW,DIAMOND CUTTING WHEEL FOR CUTTING CONCRETE, BRICK, GRANITE, BLOCK,2PC	11/20/2025	19CK-7HGP-Y	100-70-5411-3-36	39.98	39.98
AMAZON CAPITAL SERVICES	1BTMETER BT-881D DIGITAL ILLUMINANCE LIGHT METER, MEASURELIGHTS 0.01~400,000 LUX (0.01~40,000 FC) FOOT CANDLES LUXMETERWITH 270° ROTATED SENSOR FOR PLANTS LED LIGHTS INDOOR OUTDOORLIGHT TESTER	11/20/2025	1PM9-LKDY-7	100-70-5410-3-36	37.99	37.99
AMAZON CAPITAL SERVICES	I VOTED STICKERS	11/20/2025	11MF-MDTY-4	100-10-5142-3-38	58.01	58.01
AMAZON CAPITAL SERVICES	BATTERY - PORTABLE RADIO	11/20/2025	1GWR-QHRK-	100-40-5212-3-38	36.53	36.53
AMAZON CAPITAL SERVICES	HEADLIGHT - CHARGER	11/20/2025	11G3-WR3L-3	100-40-5211-3-36	127.29	127.29
AMAZON CAPITAL SERVICES	ANTENNA ADAPTER KIT	11/20/2025	1313-WRRH-7	100-70-5411-3-36	8.88	8.88
AMAZON CAPITAL SERVICES	PLOW MARKERS	11/20/2025	199R-HKL9-1	100-70-5435-3-36	59.99	59.99
AMAZON CAPITAL SERVICES	DUST SHROUD FOR GRINDER	11/20/2025	11LX-W4YJ-1	100-70-5411-3-36	39.72	39.72
AMAZON CAPITAL SERVICES	USB FOR TRUCK SALT CALIBRATIONS	11/20/2025	1DNH-LYTH-4	100-70-5411-3-36	17.46	17.46
AMAZON CAPITAL SERVICES	COYOTE DECOY - KEEP BIRDS OFF OF BALLFIELDS	11/20/2025	1TVM-46RP-6	100-20-5525-3-36	78.14	78.14
AMAZON CAPITAL SERVICES	BATTERIES - FOR BUILDING SINKS	11/20/2025	1PCL-NHCJ-7	100-70-5410-3-36	148.35	148.35
AMAZON CAPITAL SERVICES	DOG WASTE BAGS	11/20/2025	17GK-WKCQ-	100-20-5525-3-36	217.44	217.44
AMAZON CAPITAL SERVICES	COMMUNITY CENTER - TISSUES	11/20/2025	19CS-HXND-1	100-20-5511-3-38	59.34	59.34
AMAZON CAPITAL SERVICES	COMMUNITY CENTER - COFFEE	11/20/2025	1PQP-DWW1-	100-20-5511-3-38	95.56	95.56
Total AMAZON CAPITAL SERVICES:						1,024.68
AT&T MOBILITY						
AT&T MOBILITY	SCHLIEVE PHONE - OCT 8 - NOV 7 2025	11/20/2025	OCT8-NOV7 2	100-10-5191-3-31	191.54	191.54
Total AT&T MOBILITY:						191.54
AXLEY BRYNELSON LLP						
AXLEY BRYNELSON LLP	VANDE ZANDE VS CITY - ATTORNEY FEES - OCT 2025	11/20/2025	1042038	100-10-5194-3-38	8,667.73	8,667.73
Total AXLEY BRYNELSON LLP:						8,667.73
BOUND TREE MEDICAL LLC						
BOUND TREE MEDICAL LLC	EPI KITS	11/20/2025	86000628	100-50-5230-3-38	371.88	371.88
Total BOUND TREE MEDICAL LLC:						371.88
BOUWKAMP, DARLENE						
BOUWKAMP, DARLENE	ELECTION TRAINING - 11-13-25 - WAGES	11/20/2025	11-13-25	100-10-5142-1-10	53.80	53.80

Payee	Description	Check Issue Date	Invoice Number	Invoice Gl. Account	Invoice Amount	Check Amount
Total BOUWKAMP, DARLENE:						53.80
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	OCTOBER 2025 TAXI SERVICES	11/20/2025	6149	501-10-5154-3-38	12,960.12	12,960.12
Total BROWN CAB SERVICE INC:						12,960.12
CARDIO PARTNERS INC						
CARDIO PARTNERS INC	AED PADS - CARDIAC SCIENCE G5	11/20/2025	600181502	100-40-5212-3-38	93.78	93.78
Total CARDIO PARTNERS INC:						93.78
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	ACCT# 171153401 - PD - INTERNET - SERVS 11-1-25 TO 11-30-25	11/20/2025	171153401-N	100-40-5211-3-38	490.00	490.00
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - PAST DUE PMT - APPLIED TO WRONG ACCT	11/20/2025	31233-NOV25	100-10-5197-3-31	228.46	228.46
CHARTER COMMUNICATIONS	ACCT# 171154501 - PD - TV - SERVS 11-1-25 TO 11-30-25	11/20/2025	171154501-N	100-40-5211-3-38	103.08	103.08
CHARTER COMMUNICATIONS	AQUATIC CENTER	11/20/2025	171154201-N	100-20-5523-3-38	164.98	164.98
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	11/20/2025	171154001-N	100-70-5412-3-38	234.50	234.50
Total CHARTER COMMUNICATIONS:						1,221.02
CIVIC SYSTEMS LLC						
CIVIC SYSTEMS LLC	EMPLOYEE TRAINING ACCOUNTS RECEIVABLE	11/20/2025	INV-09286	100-10-5197-3-38	600.00	600.00
Total CIVIC SYSTEMS LLC:						600.00
COBAN TECHNOLOGIES INC						
COBAN TECHNOLOGIES INC	FOCUS X2 BODY CAMERA PACKAGE - REPLACE UNIT REMOVED FROM SERV ALREADY HAS LICENSE ON NEXUS	11/20/2025	59952-REISS	410-40-5211-4-00	610.00	610.00
COBAN TECHNOLOGIES INC	FOCUS, 6 BAY DOCK - PD	11/20/2025	60024-REISS	410-40-5211-4-00	1,450.00	1,450.00
Total COBAN TECHNOLOGIES INC:						2,060.00
COFFEE WERKS						
COFFEE WERKS	SERVICE ON CURTIS COFFEE BREWER	11/20/2025	46344953	100-20-5511-3-38	362.00	362.00
COFFEE WERKS	SERVICE ON CURTIS COFFEE BREWER	11/20/2025	46345010	100-20-5511-3-38	240.48	240.48
Total COFFEE WERKS:						602.48
COTTINGHAM & BUTLER INC						
COTTINGHAM & BUTLER INC	MARKET UPDATE OF COMPENSATION PLAN - INSTALLMENT 4 OF 4	11/20/2025	430600	100-10-5143-3-38	3,312.50	3,312.50
Total COTTINGHAM & BUTLER INC:						3,312.50
FIRE SAFETY USA						
FIRE SAFETY USA	LITTER, LITTER HARNESS, PATIENT TIE-IN - UNITED CO-OP GRANT	11/20/2025	208270	220-50-5231-3-38	2,298.95	2,298.95
Total FIRE SAFETY USA:						2,298.95

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
FOND DU LAC COUNTY						
FOND DU LAC COUNTY	IT SUPPORT, DATA STORAGE, CROWDSTRIKE, DARKTRACE, NINJAONE, INFOSEC, VARONIS, MICROSOFT, NETMOTION, CISCO ROUTER - PD PATROL	11/20/2025	23956016	100-40-5212-3-38	28,654.00	28,654.00
FOND DU LAC COUNTY	2025 IT SERVICES - FDL COUNTY	11/20/2025	23959010	100-50-5244-3-38	6,997.50	6,997.50
Total FOND DU LAC COUNTY:						35,651.50
GANNETT WISCONSIN LOCALIQ						
GANNETT WISCONSIN LOCALIQ	BLOTZER CONDITIONAL USE PERMIT	11/20/2025	11711481	100-10-5110-3-35	63.92	63.92
GANNETT WISCONSIN LOCALIQ	ORDINANCE 25-10	11/20/2025	11725472	100-10-5110-3-35	77.00	77.00
GANNETT WISCONSIN LOCALIQ	ORDINANCE 25-11	11/20/2025	11758772	100-10-5110-3-35	24.20	24.20
GANNETT WISCONSIN LOCALIQ	ORDINANCE 25-11A	11/20/2025	11793154	100-10-5110-3-35	24.20	24.20
GANNETT WISCONSIN LOCALIQ	2026 PROPOSED BUDGET	11/20/2025	11772038	100-10-5110-3-35	299.89	299.89
Total GANNETT WISCONSIN LOCALIQ:						489.21
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	DEADLATCHES FOR PARK BATHROOMS	11/20/2025	32751	100-20-5525-3-36	220.50	220.50
Total GAPPA SECURITY SOLUTIONS LLC:						220.50
GORDON FLESCHE CO INC						
GORDON FLESCHE CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 10/12/25 TO 11/12/25	11/20/2025	IN15394863	100-10-5141-3-36	670.36	670.36
Total GORDON FLESCHE CO INC:						670.36
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	SAFETY CLOTHING	11/20/2025	9808	100-70-5412-3-38	953.50	953.50
Total H & R SAFETY SOLUTIONS LLC:						953.50
HERITAGE RIDGE TRAVEL PLAZA						
HERITAGE RIDGE TRAVEL PLAZA	FD - FUEL 592	11/20/2025	34096	100-50-5232-3-38	39.50	39.50
HERITAGE RIDGE TRAVEL PLAZA	FD FUEL - 576 - TOWNSHIP - BILL TO REIMBURSE	11/20/2025	34095	100-13850	73.28	73.28
Total HERITAGE RIDGE TRAVEL PLAZA:						112.78
KRUCZEK CONSTRUCTION						
KRUCZEK CONSTRUCTION	NEWTON & ROCK PHASE 2 UTILITIES PORTION	11/07/2025	PAY REQUES	100-13850	377,416.63	377,416.63
Total KRUCZEK CONSTRUCTION:						377,416.63
MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 10/1/25 TO 11/1/25, COLOR COPY OVERAGE	11/20/2025	568436232	100-40-5211-3-38	163.91	163.91
Total MARCO TECHNOLOGIES LLC:						163.91
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	LIGHTS FOR EQUIPMENT IN PARADE	11/20/2025	86065	100-10-5534-3-38	100.94	100.94
MENARDS - BEAVER DAM	REPLACE R&R SIGN POST FROM ACCIDENT	11/20/2025	86239	100-70-5441-3-36	27.69	27.69
MENARDS - BEAVER DAM	COMMUNITY CENTER COFFEE	11/20/2025	85615	100-20-5511-3-38	54.23	54.23

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
MENARDS - BEAVER DAM	SCHOOLS DAY OUT - COMM CENTER	11/20/2025	85616	100-20-5525-3-39	44.88	44.88
Total MENARDS - BEAVER DAM:						227.74
MILTON PROPANE INC	PROPANE FOR FORK LIFT	11/20/2025	U016D208	100-70-5411-3-38	170.84	170.84
Total MILTON PROPANE INC:						170.84
MSA PROFESSIONAL SERVICES INC	SHALER DR WEST CSM	11/20/2025	22584	419-70-5435-3-38	4,709.00	4,709.00
MSA PROFESSIONAL SERVICES INC	NEWTON/ROCK PHASE 2 UTILITIES APPLICATIONS FOR PAYMENT	11/20/2025	022613	100-13850	7,179.89	7,179.89
MSA PROFESSIONAL SERVICES INC	R00212164.00.150 - CERTIFIED SURVEY MAP - PROJECT AREA 2	11/20/2025	022616	419-70-5435-8-00	7,741.90	7,741.90
MSA PROFESSIONAL SERVICES INC	2SUBTOTAL CERTIFIED SURVEY MAP - PROJECT AREA 2	11/20/2025	022614	405-70-5436-8-00	5,654.56	5,654.56
Total MSA PROFESSIONAL SERVICES INC:						25,285.35
NIELSON COMMUNICATIONS INC	SETUP NEW TRUCK 14-25 2 WAY RADIO	11/20/2025	AR39310	410-70-5412-4-00	627.63	627.63
Total NIELSON COMMUNICATIONS INC:						627.63
PETTY CASH-CITY HALL	MILEAGE - HULL - RETURN UNUSED 2025 DOG TAGS - FDL	11/20/2025	11-11-25	100-10-5141-3-37	51.80	51.80
Total PETTY CASH-CITY HALL:						51.80
PIGGLY WIGGLY DISCOUNT FOODS	SUPPLIES FOR HALLOWEEN PARTY - COMM CENTER - SENIOR	11/20/2025	2828	100-20-5511-3-38	15.88	15.88
PIGGLY WIGGLY DISCOUNT FOODS	SUPPLIES - SCHOOL DAY OUT - COMM CENTER	11/20/2025	6196	100-20-5525-3-39	14.97	14.97
Total PIGGLY WIGGLY DISCOUNT FOODS:						30.85
POSTMASTER	COMMUNITY CENTER 2026 RENEWAL MAILER POSTAGE	11/17/2025	304453	100-20-5511-3-35	1,715.81	1,715.81
Total POSTMASTER:						1,715.81
PRISON CITY PUB	BID FACADE IMPROVEMENT GRANT	11/07/2025	11-7-25	502-10-5820-3-38	515.37	515.37
Total PRISON CITY PUB:						515.37
PURCHASE POWER	POSTAGE OVRAGE FEE	11/20/2025	11-6-25	100-10-5141-3-36	502.25	502.25
Total PURCHASE POWER:						502.25
REACH	MOVIE PARTNERSHIP - SCHOOLS DAY OUT MOVIES - COMM CENTER	11/20/2025	1001	100-20-5511-3-38	750.00	750.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total REACH:						750.00
SHRED-IT / STERICYCLE, INC	DESTRUCTION OF RECORDS - SEPTEMBER 2025	11/20/2025	8012472831	100-40-5211-3-38	203.41	203.41
Total SHRED-IT / STERICYCLE, INC:						203.41
SIGNARAMA	FINAL PMT - MONUMENT ELECTRONIC SIGN - COMM CENTER	11/20/2025	IN-F-50601-2N	220-20-5514-3-38	29,000.09	29,000.09
Total SIGNARAMA:						29,000.09
SPEED NEEDLES CUSTOM EMBROIDERY	DEPARTMENT APPAREL	11/20/2025	8268POLOSH	100-50-5244-3-38	2,319.00	2,319.00
Total SPEED NEEDLES CUSTOM EMBROIDERY:						2,319.00
STOBB PLUMBING & HEATING INC	REPLACE BACKFLOW VALVE - CITY HALL	11/20/2025	17304	100-70-5410-3-36	1,188.75	1,188.75
Total STOBB PLUMBING & HEATING INC:						1,188.75
SURE FIRE INC	AUTO FILL ON BOILER NOT WORKING -CITY HALL	11/20/2025	61593738	100-70-5410-3-36	337.50	337.50
Total SURE FIRE INC:						337.50
TONYS FAMILY RESTAURANT	CDA DOWNTOWN REVITALIZATION GRANT	11/20/2025	11-18-25	405-70-5436-3-38	1,697.07	1,697.07
Total TONY'S FAMILY RESTAURANT:						1,697.07
UNITED COOPERATIVE	UNITED COOP TID 9 INCENTIVE PAYMENT #2	11/20/2025	11112025	419-70-5435-3-40	455,000.00	455,000.00
UNITED COOPERATIVE	REIMBURSE BOND PAYMENT - 1236 WILSON DR	11/19/2025	11-20-25	230-21120	10,000.00	10,000.00
Total UNITED COOPERATIVE:						465,000.00
W & D NAVIS	30 YD DUMPSTER VANDEZANDE PROPERTY - BARN DEMO	11/20/2025	56801	404-10-5711-3-38	1,306.10	1,306.10
Total W & D NAVIS:						1,306.10
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - OCT 2025	11/20/2025	6517	700-10-5192-3-38	879.25	879.25
WAUPUN UTILITIES	MONTHLY UTILITY CHARGES	11/20/2025	OCT2025	100-50-5244-3-32	30,238.00	30,238.00
Total WAUPUN UTILITIES:						31,117.25
Grand Totals:						1,011,383.68

GL Account	Debit	Credit	Proof
100-10-5110-3-35	489.21	.00	489.21
100-10-5110-3-38	45.38	.00	45.38
100-10-5141-3-30	5.99	.00	5.99
100-10-5141-3-31	31.08	.00	31.08
100-10-5141-3-36	672.61	.00	672.61
100-10-5141-3-37	51.80	.00	51.80
100-10-5142-1-10	30.00	.00	30.00
100-10-5142-3-38	30.44	.00	30.44
100-10-5143-3-38	3,312.50	.00	3,312.50
100-10-5191-3-31	31.08	.00	31.08
100-10-5194-3-38	8,667.73	.00	8,667.73
100-10-5197-3-31	128.18	.00	128.18
100-10-5197-3-38	600.00	.00	600.00
100-10-5534-3-38	100.94	.00	100.94
100-13850	16,350.44	.00	16,350.44
100-16210	500.00	.00	500.00
100-20-5511-3-31	31.08	.00	31.08
100-20-5511-3-32	1,350.53	.00	1,350.53
100-20-5511-3-35	1,715.81	.00	1,715.81
100-20-5511-3-36	200.00	.00	200.00
100-20-5511-3-38	1,577.49	.00	1,577.49
100-20-5512-3-32	106.46	.00	106.46
100-20-5523-3-32	2,804.22	.00	2,804.22
100-20-5523-3-38	164.98	.00	164.98
100-20-5525-3-32	2,542.40	.00	2,542.40
100-20-5525-3-36	367.73	.00	367.73
100-20-5525-3-39	59.85	.00	59.85
100-21100	.00	106,482.67-	106,482.67-
100-40-5211-3-31	3,825.00	.00	3,825.00
100-40-5211-3-32	962.05	.00	962.05
100-40-5211-3-36	127.29	.00	127.29
100-40-5211-3-38	13,374.90	.00	13,374.90
100-40-5212-3-38	12,544.81	.00	12,544.81
100-50-5230-3-38	371.88	.00	371.88
100-50-5232-3-38	39.50	.00	39.50
100-50-5244-3-32	557.16	.00	557.16
100-50-5244-3-38	9,316.50	.00	9,316.50
100-70-5410-3-32	7,956.21	.00	7,956.21
100-70-5410-3-36	1,860.94	.00	1,860.94
100-70-5411-3-36	106.04	.00	106.04
100-70-5411-3-38	170.84	.00	170.84
100-70-5412-3-32	999.63	.00	999.63
100-70-5412-3-38	1,188.00	.00	1,188.00
100-70-5420-3-31	67.22	.00	67.22
100-70-5435-3-36	59.99	.00	59.99
100-70-5441-3-32	210.01	.00	210.01
100-70-5441-3-36	27.69	.00	27.69
100-70-5442-3-32	10,749.08	.00	10,749.08
210-21100	.00	1,957.78-	1,957.78-
210-60-5511-3-31	31.08	.00	31.08
210-60-5511-3-32	1,926.70	.00	1,926.70
220-20-5514-3-38	29,000.09	.00	29,000.09
220-21100	.00	31,299.04-	31,299.04-
220-50-5231-3-38	2,298.95	.00	2,298.95
230-21100	.00	10,007.00-	10,007.00-
230-21120	10,000.00	.00	10,000.00
230-30-5241-3-38	7.00	.00	7.00



GL Account	Debit	Credit	Proof
400-21100	.00	364,002.45-	364,002.45-
400-70-5436-8-00	364,002.45	.00	364,002.45
404-10-5711-3-38	1,306.10	.00	1,306.10
404-21100	.00	1,306.10-	1,306.10-
405-21100	.00	4,934.71-	4,934.71-
405-70-5436-3-38	1,727.65	.00	1,727.65
405-70-5436-8-00	3,207.06	.00	3,207.06
410-21100	.00	2,687.63-	2,687.63-
410-40-5211-4-00	2,060.00	.00	2,060.00
410-70-5412-4-00	627.63	.00	627.63
419-21100	.00	467,450.90-	467,450.90-
419-70-5435-3-38	4,709.00	.00	4,709.00
419-70-5435-3-40	455,000.00	.00	455,000.00
419-70-5435-8-00	7,741.90	.00	7,741.90
501-10-5154-3-38	12,960.12	.00	12,960.12
501-21100	.00	12,960.12-	12,960.12-
502-10-5820-3-38	515.37	.00	515.37
502-21100	.00	515.37-	515.37-
700-10-5192-3-32	35.97	.00	35.97
700-10-5192-3-38	879.25	.00	879.25
700-10-5192-8-00	6,864.69	.00	6,864.69
700-21100	.00	7,779.91-	7,779.91-
Grand Totals:	<u>1,011,383.68</u>	<u>1,011,383.68-</u>	<u>.00</u>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "110725","111725","111925","112525"

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, October 13, 2025**

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

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

Motion made by Thurmer, seconded by Homan, and unanimously carried, to approve minutes from September 8, 2025 meeting.

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

On motion by Kunz, seconded by Daane, and unanimously carried, year-to-date financial reports through July 2025 approved as presented by Finance Director Stanek. Electric operating income was \$457,300. Water operating income was \$417,500. Sewer operating income (loss) was (\$187,700).

General Manager Brooks provided an update on recent community outreach events, the celebration of Public Power Week, conference attendance, and electric operations. GM Brooks was also recently re-elected to serve another three-year term on WPPI's Executive Committee.

Treatment Facilities and Operations Superintendent Schramm provided updates on current projects at the water and wastewater treatment facilities, including membrane replacements, equipment startups, and infrastructure improvements. He also highlighted recent leak detection efforts and service line work within the distribution and collection systems.

Assistant Treatment Facilities Superintendent Darren Sytsma present as a visitor.

Finance Director Stanek presented the 2026 Budget Draft Summaries for the electric, water, and sewer utilities. The overall 2026 budget is forecasted to increase \$1,748,500 or 9.7% over the 2025 budget largely due to a new customer in the industrial park, debt financing and utility construction of a new electric substation and water/sewer alleyway reconstruction projects. The Budget summary also includes an overview of the sources and uses of funds for each utility and changes from the prior year's budget including; average cost of living wage adjustments and expected step increases based on the Commission approved compensation study, health insurance increases, and operation and maintenance expense increases based on inflationary trends. New wastewater treatment expenses are included related to the operation of ABNR processes. Forecasted revenues are based upon recent historical consumption data, additional large customer services in the industrial park, and new multi-family development. Capital equipment and vehicle replacements for assets past their useful life are also included in this budget. Debt financing and construction for a new Business Park substation and upgrades to convert remaining 4 kV electric distribution systems to 12 kV are planned.

General Manager Brooks presented a review of the Resolution for Inclusion Under the Income Continuation Insurance Plan, which was previously approved by the City of Waupun Common Council on September 30, 2025. Motion by Thurmer, seconded by Homan, to support the City's action and mirror the change. Motion carried unanimously.

Motion by Thurmer, seconded by Mielke, and unanimously carried, to adjourn in closed session under Section 19.85 (1)(c) of the WI Statutes to discuss personnel updates.

Motion by Thurmer, seconded by Siebers, and unanimously carried, to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Homan, seconded by Kunz, and unanimously carried, meeting adjourned at 5:44 p.m.

The next regular commission meeting will be held on November 10, 2025 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor



**MINUTES**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, October 14, 2025 at 4:30 PM**

**CALL TO ORDER**

Chairman Siebers called this meeting to order at 4:29pm.

**ROLL CALL**

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

**PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS**

None

**FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS**

1. Next Regularly Scheduled Meeting: Tuesday, November 11, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

**CONSIDERATION - ACTION**

**2. Prior Minutes**

Motion Kunz, second Sullivan to approve minutes from September 9, 2025 Board of Public Works meeting. Carried unanimously.

**3. Traffic Logix Cloud Data for Radar Speed Sign**

DPW currently has one radar sign and the Waupun Police Department has purchased another sign. The signs work great but it's collecting the data that can be an issue. DPW currently has to go out and download the data from the sign every couple weeks for the data to be accurate which can be hard to find the time to do so. DPW would like to try the Police Department's sign on a cloud base approach and if it works well, consider for both signs. Motion Heeringa, second Kunz to approve Traffic Logix quote for \$1200. Carried unanimously.

**4. Relocate Armed Service Branch Flagpoles**

While working on updating easements for all the electrical work for ATC they have brought to our attention that some of the flags at Shaler Park are in the easement. ATC has asked DPW to consider moving those flagpoles for safety reasons. A new location was agreed upon and ATC has funds to cover this relocate. Motion Sullivan, second Kunz to approve quote with Fly Me Flag for \$3248.80 paid for by ATC. Carried unanimously.

**5. Engineering agreement with Cedar Corporation for Library Elevator Modernization Project**

The library elevator needs a modernization project as this elevator is aging. There has been some work done to it in the past but some of the components are becoming harder to find. Updating the elevator will replace some of those components and ensure that it continues to run properly and stays up to code. This agreement will make sure the bid documents cover all the needed changes and that new codes are met. Motion Kunz, second Heeringa to approve the Waupun Library Elevator Modernization engineering agreement with Cedar Corporation for \$25,550 that the library will fund. Carried unanimously.

**DISCUSSION**

**6. Tariff Impact Fee 2026 Dump Truck**

Daane provides update he has been notified by the truck supplier that there will be a \$1500 tariff impact on DPW's new truck.

**7. Alley project between Mill St. and Fond du lac St. on the N. side of Main St.**

Daane presents alley project between Mill St and Fond du Lac St on the N. side of Main St. Final preliminary meeting with businesses and homeowners that border the alley will be on November 5, 2025 at 5:30pm.

**8. Department Report for September**

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

**ADJOURNMENT**

Motion Kunz, second Sullivan to adjourn this meeting at 4:57pm. Carried unanimously.

Minutes Submitted by Kelsy VandeStreek

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

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

**Minutes from Previous Meetings**

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

**Persons Wishing to Address the Library Board**

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

Six additional people attended the meeting.

**Monthly Statistics**

September statistics were reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

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

**Committee Reports**

None.

**Librarian's Report**

Librarian's report was reviewed.

**Old Business**

None.

**New Business**

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

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

**Future meetings and gatherings involving the Library Board**

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

**Adjournment**

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

Casey Homan, Acting Secretary  
CH/bkj



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, October 15, 2025 at 4:30 PM

**CALL TO ORDER**

Chairperson Bishop called the meeting to order at 4:31pm.

**ROLL CALL**

Members In-Person: Chairperson Rohn Bishop, Jerry Medema, Jeff Daane

Members Virtual: Jason Whitford

City Staff In-Person: City Attorney Dan VandeZande, City Administrator Kathy Schlieve, Lieutenant Mike Navis

City Staff Virtual: None

Public: Chris Blotzer, Clifford & Karen Teletzke

**PUBLIC HEARING**

**1. Chris Blotzer at 717 Sunrise Avenue, for a home occupation for Automotive Retail/Wholesale utilizing a garage stall per Municipal Code Section 16.13(1)(b).**

Motion Whitford, second Daane to open the public hearing. Carried unanimously.

City Administrator Schlieve presented the staff report, recommending approval of the proposed Conditional Use Permit application subject to six (6) conditions. These conditions include obtaining a home occupancy permit prior to commencing operations and complying with all applicable safety and municipal requirements.

Chris Blotzer, 717 Sunrise Avenue, stated that he was unaware of the need to obtain a home occupancy permit prior to applying for a home occupation permit. He requested that the matter be tabled for a future meeting. Administrator Schlieve requested that Mr. Blotzer prepare a one-page summary outlining the nature of the business to be conducted.

Motion Whitford, second Medema to close the public hearing. Carried unanimously.

Motion Whitford, second Medema to table this matter. Carried unanimously.

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION**

None

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

**2. Next Regularly Scheduled Meeting: Wednesday, November 19, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI**

**CONSIDERATION - ACTION**

**3. Minutes from September 24, 2025 Plan Commission Meeting**

Motion Medema, second Whitford to approve minutes from September 24, 2025 Plan Commission Meeting. Carried unanimously.

**ADJOURNMENT**

Motion Whitford, second Medema to adjourn this meeting at 4:43pm. Carried unanimously.

Minutes submitted by Kelsy VandeStreek



**MINUTES**  
**CITY OF WAUPUN BUSINESS IMPROVEMENT**  
**DISTRICT**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, October 21, 2025 at 7:00 AM**

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

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

No one is present for public comment.

Motion Daute, second Yohn to approve the consent agenda, including minutes from August 19, 2025 BID meeting, and financials for August and September 2025 for the BID as presented. Carried unanimously.

Administrator Schlieve notes that we have two projects outstanding (Prison City Pub and Tony's Family Restaurant) but that both have been completed and we are just waiting for receipts for reimbursement. No action is necessary.

Administrator Schlieve presents the final draft of the 2026 BID Operating Plan, which was developed with inputs from Gary DeJager, Tyler Schultz, Craig Much, and Mitch Greenfield. Schlieve said that the plan mirror what was discussed in August with this board with one exception. In August the group had proposed a change in the assessment rate to \$2.20 from the current \$1.85. However, the 2025 assessments are complete and the district experienced an increase in assessments totaling \$5M. The team is recommending that no adjustment be made and that the assessment rate remain at \$1.85. This will generate a budget of \$34,586. Schlieve notes that the brewery project is fully assessed for 2025, and properties across the district experienced increases on average of \$70,614. Motion Greenfield, second Schultz to approve the plan as presented with an assessment rate of \$1.85 per \$1,000 of value. Carried unanimously.

The group discusses current parking regulations in the Central Business District, currently set at 2 hours from 6 am to 6 pm every day, except Fridays, where the 2 hours is restricted between the hours of 6 am to 9 pm. Mayor Bishop has had one business owner reach out to him with a request to extend the parking hours to 4 hours. Group discusses changing parking to 3 or 4 hours. Final recommendation of 4 hours is favored with group. Schlieve notes that this feedback will now be taken to the Board of Public Works for review and action.

Raina Lyman provides an update from the Waupun Business Alliance. November 4, 2025 there is a small business marketing seminar being held in Waupun at FVSBank. Additional Coffee Connection is planned for November 4 and November 6 the Ignite Rural Program will hold their Pitch event for a top prize of \$30,000. Everyone is invited to attend.

Administrator Schlieve provides updates as follows:

- The sale of former senior center building located at 301 E Main is final. Building will be added to the BID in future years.
- A group of business leaders is working on the Main Street Cohort project with WEDC to determine feasibility of a Main St program in Waupun. Considerable work has been done on defining organizational structure and completing a market analysis. WEDC will be onsite for a full day in Waupun on January 6, 2026. An agenda is forthcoming but members are asked to reserve the date and to plan to attend sessions schedule to both understand the program and to provide needed input.



- The first award for a Waupun business from the WRNC Opportunity Fund has been awarded and several more are being pursued.
- Back Alley Project business meeting is scheduled for November 5, 2025 at the Waupun Community Center.
- Staff have been working with surrounding towns on a shared service agreement for fire service.
- 2026 budget is finalized and public hearing is scheduled for November 11, 2025.

The next regularly scheduled CDA Meeting is November 19, 2025.

Motion Schultz, second Greenfield to adjourn the meeting at 7:23 am. Carried unanimously.



**MINUTES**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, October 21, 2025 at 7:45 AM**

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

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

No one present to speak during public comment.

Motion DeJager, second VerHage to approve the minutes of August 19, 2025 as presented. Carried unanimously.

Motion Vandenberg, second Kunz to approve the financials for August and September 2025 as presented. Carried unanimously.

Tim and Candy Stolaski are present to discuss their application for 101 Fond du Lac St, home of the Waupun Taxi Service. Stolaski communicates that he is seeking to add a pitched roof and fix some of the exterior, missing siding elements to improve the look of the building and to address issues he is having with the existing flat roof. A concept plan is shown. Motion DeJager, second VerHage to approve the grant application for 101 Fond du Lac St as presented. VerHage questions the application and whether it qualifies, as roofs do not qualify by CDA grant rules. Stolaski responds that he would agree if he was just replacing the flat roof. However, his plan alters and improves the appearance of the building. DeJager and Daute agree with Stolaski's explanation. Motion to approve the application with a 50% match required and capped at 50% is restated by Mayor Bishop. Motion carries 6-1 with VerHage voting Nay.

Administrator Schlieve provides an update on the Back Alley Project and discusses impacts to private property abutting the alleyway. Schlieve notes that there are approximately \$208K of known costs for private property owners. The group discusses use of TID funds to incentive private property owners to complete the work. The group strongly favors a strong incentive to support businesses, identifying a 75% incentive and secondarily favoring a 50% incentive. Schlieve communicates that staff is working through financials and that the group's input will be considered as we prepare to meet with property owners, scheduled for November 5, at 5:30 pm at Waupun Community Center.

Administrator Schlieve next reviews CDA financial forecasts and discusses 2026-2027 CDA priorities and budget allocations. TID 3 expenditure period ends in 2027. A majority of remaining dollars will be used to fund the back-alley project and private incentives tied to that. Schlieve discusses the need to establish a revolving loan fund to continue the work of the CDA. Mayor Bishop suggests that this be discussed at a future meeting to finalize budget priorities.

The group discusses current parking regulations in the Central Business District, currently set at 2 hours from 6 am to 6 pm every day, except Fridays, where the 2 hours is restricted between the hours of 6 am to 9 pm. Mayor Bishop explains that he has had one business owner reach out to him with this request. Group discusses changing to this to 3 or 4 hours. Final recommendation of 4 hours is made by DeJager with group consensus reached on this recommendation. Schlieve notes that this feedback will now be taken to the Board of Public Works for review and action.

Administrator Schlieve provides updates as follows:

- BID approved their 2026 Operating Plan with no change to the assessment rate, which remains at \$1.85 per \$1,000 of assessed value.
- A groups of business leaders is working on the Main Street Cohort project with WEDC to determine feasibility of a Main St program in Waupun. Considerable work has been done on defining organizational structure and completing a market analysis. WEDC will be onsite for a full day in Waupun on January 6, 2026. An agenda is forthcoming but members are asked to reserve the date and to plan to attend sessions schedule to both understand the program and to provide needed input.
- The first award for a Waupun business from the WRNC Opportunity Fund has been awarded and several more are being pursued.
- Back Alley Project business meeting is scheduled for November 5, 2025 at the Waupun Community Center.
- The Ignite Rural Business Accelerator is in process and the final pitch event will be held on Thursday, November 6, starting at 5 pm. Top prize is \$30K and second prize is \$20K. Members are asked to attend.
- Staff have been working with surrounding towns on a shared service agreement for fire service.
- 2026 budget is finalized and public hearing is scheduled for November 11, 2025.

The next regularly scheduled CDA Meeting is November 19, 2025. All are asked to save the date for WEDC's visit on January 6, 2026.

Motion Kunz, second VerHage to adjourn the meeting at 8:05 am. Carried unanimously.



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

**CALL TO ORDER**

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

**ROLL CALL**

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

**Council Virtual-** Alderman Matoushek, Alderman Westphal

**Council Excused:** None

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

**Management Virtual:** None

**Management absent and excused:** Finance Director Langenfeld

**Audience in-person:** Jaedon Buchholz

**ORDINANCES-RESOLUTIONS**

**1. Amend Ordinance 25-11A entitled Health and Sanitation-Collection of Recyclable Material**

Motion Matoushek, second Kunz to waive the first reading and adopt ordinance 25-11A to Repeal and Recreate Ch. 10.15 entitled Health and Sanitation-Collection of Recyclable Material. Motion carried 6-0 on roll call.

**CONSIDERATION - ACTION**

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

Motion Siebers, second Kaczmarski to approve the Fire and Emergency Services Agreement By and Between the Town of Chester, Town of Trenton, Town of Waupun and City of Waupun. Motion carried 6-0 on roll call.

**3. City of Waupun 2026 Business Improvement District Operating Plan**

Motion Siebers, second Kaczmarski to adopt the City of Waupun 2026 Business Improvement District Operating Plan. Motion carried 6-0 on roll call.

**CONSENT AGENDA**

**4. Future Meetings, License and Permit Applications, Expenses**

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

**ADJOURNMENT**

At 5:43p, motion Kunz, second Mielke to duly call the meeting adjourned. Motion carried 6-0.



**MINUTES**  
**CITY OF WAUPUN**  
**Police & Fire Commission (PFC) Special Meeting**  
**Waupun Safety Building – 16 E. Main Street, Waupun**  
**Wednesday, October 29, 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, Bobbi Jo Kunz (Council Member-Ex Officio), Tara Rhodes (PFC Citizen/Secretary), Mike Thurmer (PFC Citizen/President)

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

Guests: N/A

**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 EMR and Firefighter vacancies.

*(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 4:36pm was made by J. Bett and T. Heidemann 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 6:23pm after motion from J. Bett and T. Rhodes second; all in favor, motion passed.

**ACTION FROM CLOSED SESSION**

Motion at 6:24pm to make a conditional offer (criminal background check/work history/reference checks) to interviewed candidates R. Underwood, C. Shine and R. Guenzel was made by T. Rhodes and J. Bett second; all in favor, motion passed.

**FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION**

The next Commission meeting is to-be-determined in the Waupun Safety Building.

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

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

**ADJOURNMENT**

Motion at 6:26pm to adjourn meeting made by T. Heidemann and B. Buchholz 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, November 11, 2025 at 6:00 PM**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

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

**ROLL CALL**

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

Council Virtual- None

Council Absent/Excused- Alderman Kunz

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

Management Virtual: None

Management absent and excused: None

Audience in-person: Jon Venhuizen, MEUW Director of Legislative and Regulatory Relations Tyler Vorpapel, Jaedon Buchholz

Audience Virtual: None

**PUBLIC HEARING**

**1. Public Hearing – 2026 City of Waupun Budget and Tax Levy**

Motion Matoushek, second by Mielke to open the public hearing for the 2026 City of Waupun budget.

Motion

carried 5-0.

**2. Close Public Hearing on 2026 Budget and Tax Levy**

Motion Matoushek, second by Siebers to close the public hearing for the 2026 City of Waupun budget.

Motion carried 5-0.

**3. Resolution Adopting 2026 Budget and Tax Levy**

Motion Siebers, second by Matoushek to adopt Resolution 11-11-25-01 Adopting the 2026 Budget and Tax Levy. Motion carried 5-0 on roll call.

**PERSONS WISHING TO ADDRESS COUNCIL**

**4. Jonathon VenHuizen - Fond Du Lac County Board Supervisor District 7**

Fond Du Lac County Supervisor, Jonathon Venhuizen, provides updates of County proceedings.

**CONSIDERATION - ACTION**

**5. 2026 WisDOT Public Transit Assistance Program Operating Grant Application**

Motion Westphal, second by Matoushek to approve the submission of the 2026 WIDOT Public Transit Program Operating Grant application. Motion carried 5-0 on roll call.

**6. Public Works On-Call Policy**

Motion Siebers, second by Kaczmariski to approve the Public Works On-Call Policy. Motion carried 5-0 on roll call.

## **7. Holiday Light Show Display Donation**

The Christmas holiday light show owned by Sam's Well Drilling has been offered to the city. Staff provides a need for storage such as a semi-trailer, which would be City cost. Sam Vander Galien has offered to sell the trailers to the City that hold the equipment for \$100 per trailer. If acquired, next steps would be to form a committee to work on setup/operation of the display. This would be a 2026 initiative.

Motion Siebers, second by Matoushek to approve the purchase of two semi-trailers and to accept the holiday light display Equipment from Sam's Well Drilling. Motion carried 5-0 on roll call.

## **8. License-Permit Applications, Expenses**

Motion Matoushek, second Siebers to approve the license and permit applications and authorize payment of expenses. Motion carried 5-0 on roll call.

## **DISCUSSION - INFORMATION**

### **9. WIS-DOT Planned US151 Improvement Project IDs: 1111-03-05/65; 1111-03-05/75; 1111-03-05/79**

Staff informs Council that the WIS-DOT is scheduling road repairs to US151 in 2028/2029 which includes installing a fence along Shaler Dr., from Main St/STH 49 to Lincoln St. The fence would be installed in the DOT right of way. WIS-DOT has communicated that, at the City's expense, a more decorative fence could be installed. Council requests for options of fencing be brought at a future meeting for continued discussions.

### **10. November-December 2025 Council Meetings due to Holidays**

Council reviews the end of year calendar of meeting dates due to holidays to ensure a quorum present. November Committee of the Whole will continue November 25, 2025. December Council and Committee of the Whole meetings will be discussed at the next meeting of the Council.

## **CLOSED SESSION**

At 6:28p, motion Siebers, second by Matoushek to adjourn in closed session under Section 19.85 (1)(e) of the WI Statutes for the purpose of Emergency Response Services Contract. Motion carried 5-0.

## **OPEN SESSION**

At 6:58p, motion Siebers, second by Mielke 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 6:58p, motion Kaczmariski, second Siebers to duly call the meeting adjourned. Motion carried 5-0.





# Waupun Police Department Monthly Report

October 2025

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## Staffing Updates

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

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

Officer Brice is deployed with the Army National Guard.

Lieutenant Mike Navis completed 23 years of service in October.

Administrative Assistant Dawn Greenfield completed 12 years of service in October.

## Community Engagement

Dodge County Law Executive Meeting – DC Sullivan

Fond du Lac County Law Executive Meeting – Chief Rasch, DC Sullivan

Dodge County Drug Task Force Meeting – Officer Knudson, Officer Halverson

Dodge County Drug Task Force Board Meeting – Chief Rasch

Dodge Correctional Disturbance Response Meeting/Table Top – Chief Rasch

Homan Auto Flag Raising Event – Chief Rasch, DC Sullivan

Open House at Public Safety Building – Chief Rasch, DC Sullivan, Lt Williams, Lt Navis, Det Konkel, Records Clerk DeBoer, PSLO Dumke

Halloween on Main – Chief Rasch, DC Sullivan, Lt Navis, Officer Roberts, Officer Hensen, Officer Warner

Fond du Lac County Communication Review Board Meeting – Chief Rasch

Salvation Army of Dodge County Meeting – Chief Rasch, Admin Asst Greenfield

Police and Fire Commission Meeting – Chief Rasch

Lake Winnebago Area Meg Unit Meeting – Chief Rasch, DC Sullivan, Det Konkel

Waupun Planning Commission – Lt Navis

WASD Football Game(s) – Officer Dumke, Lt Williams, Uniform Staff



# Waupun Police Department Monthly Report

October 2025

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Waupun HS Bio Medical Class Presentation for Death Investigations – Lt Williams, Det Konkel, PSLO Dumke

Fond du Lac County SART/DART Meeting – Det Konkel

Active Threat Presentation – DC Sullivan, Det Konkel

## Department Information

### Training

K9 Training – Officer Halverson

SWAT – Officer Halverson

Crime Lab Symposium – DC Sullivan, Lt Williams, Det Konkel

Detectachem 101 – Lt Navis, Ofc Knudson

Truck Law for Patrol – Ofc Cupery

Street Surveillance – Ofc Knudson

Tactical Leadership and Decision Making for Patrol Supervisor – Lt Kreitzman

Roadside Interviews – Ofc Warner

Function Based Leadership in Law Enforcement – Ofc Knudson

### Info

WPD continues to work with a Policy and Procedure Vendor for policy development. Approximately 31% has been completed.

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

### Open Records Requests

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

\*\*In 2024 we accumulated approximately 400 working hours for record request processing. Through October of this year, we have accumulated approximately 597 working hours for record request processing. We are still working through video redaction from the month of June and on.

2025 October Total – 54

2025 Total – 565

2024 Annual Total – 633



# Waupun Police Department Monthly Report

**October 2025**

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2023 Annual Total – 583  
 2022 Annual Total – 555  
 2021 Annual Total – 564  
 2020 Annual Total – 623

**Police Activity**

Calls for Service: 951  
 Arrests: 24

Code Enforcement	Warnings	Citations	Hours
January	9	1	
February	20	1	
March	16	3	
April	20	6	18
May	17	34	19.5
June	9	2	9.5
July	8	0	4.5
August	8	2	9
September	14	6	14.5
October	12	1	18
November			
December			

**Police School Liaison Officer**

25WP07958 - Threats - FDL Youth Justice recommended a citation with a report.

25WP07975 - K9 Sniff/Drugs Waupun HS – Closed – Citation Possession of Controlled Substances

25WP08307 - Sexual Assault – Closed - CPS involved.

25WP08469 – Suspicious Activity - Closed – No Charges

25WP08498 – Welfare Check/Drugs/Residential Search Warrant with Det. Konkel – closed – Charges filed by Det Konkel

25WP08560 – Unlawful Use of Telephone – Open

25WP08569 – Fight – Closed - Battery and DC charges referred to Dodge Juvenile Intake



# Waupun Police Department Monthly Report

October 2025

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25WP08758 - Possession CBD gummies - Closed - CPS contacted

## Investigations

25WP05685 – Fraud – Closed – No charges due to lack of investigative leads to identify suspect

25WP07182 – Drugs – Open – Assisting DTF Officers w/ investigation. Several arrests of suspects occurred in Waupun and FDL County.

25WP07296 – Sexual Assault – Closed – No charges

25WP07317 – Crypto Scam - Open

25WP07875 – ICAC – Closed – No charges & counseled juvenile – Suspect identified in another state/ referred to that agency

25WP08092 – Financial Crime – Open

25WP08498 – Drug Endangered Children – Closed - Charges referred to Fond du Lac County DA's Office and children removed by CPS due to neglect

Maintain Drug Trafficking Place, Delivery of THC to a Minor, Delivery of Paraphernalia to a Minor, Possession of THC 2nd +, Possession of Paraphernalia, Contributing to the Delinquency of a Child, and Child Neglect x4

25WP08616 – Trespass – Closed with trespass warning

25WP08739 – Firearm – Closed – Stolen firearm recovery in Massachusetts from 2010 case.

25WP08782 – Drugs – Open – Info gained from confidential source provided to DTF Officers of new targets possibly dealing in Waupun.

25WP08841 – Drugs – Open – Info led to the arrest of dealer in FDL County

## Additional Tasks

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

Assisted North FDL PD with arrest of stalking suspect



# Waupun Police Department Monthly Report

October 2025

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Lock down drills at MVP and RRIS

School Safety meeting

Surveillance of drug houses

## Cellebrite Etraction Totals

2025 Total - 21

2024 Total – 22 Extractions

2023 Total – 16 Extractions

Chief of Police Jeremy Rasch



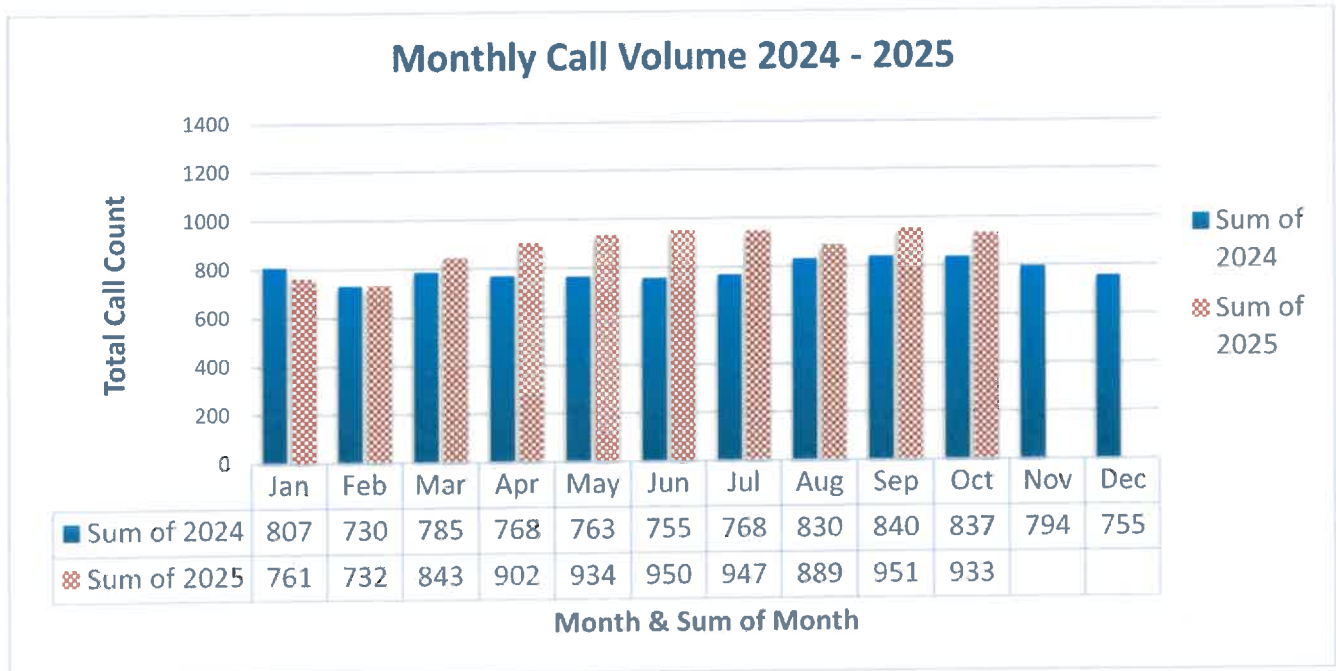
# Waupun Police Department

## October 2025



### Monthly Call Volume Report

Call Volume Monthly 2024 - 2025			
Month	2024	2025	Percent Difference
January	807	761	-5.7%
February	730	732	0.3%
March	785	843	7.4%
April	768	902	17.4%
May	763	934	22.4%
June	755	950	25.8%
July	768	947	23.3%
August	830	889	7.1%
September	840	951	13.2%
October	837	933	11.5%
November	794		
December	755		
Grand Total:	9,432	8,842	



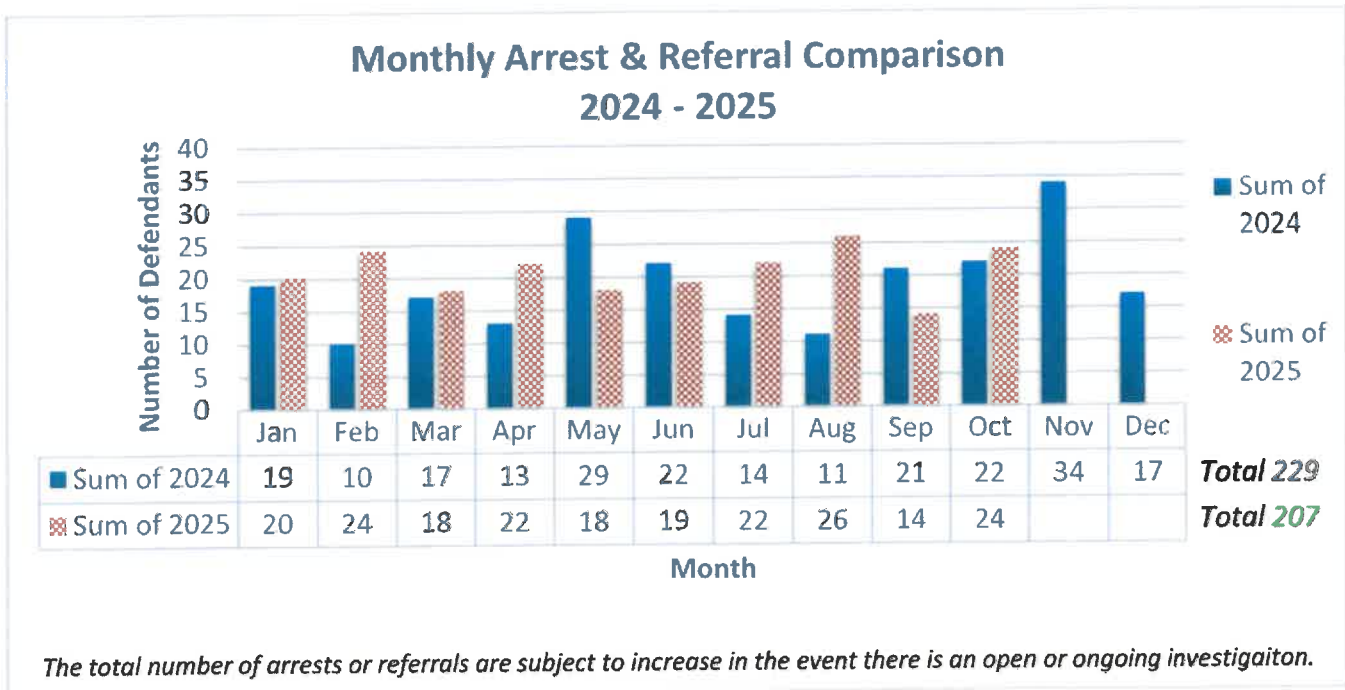
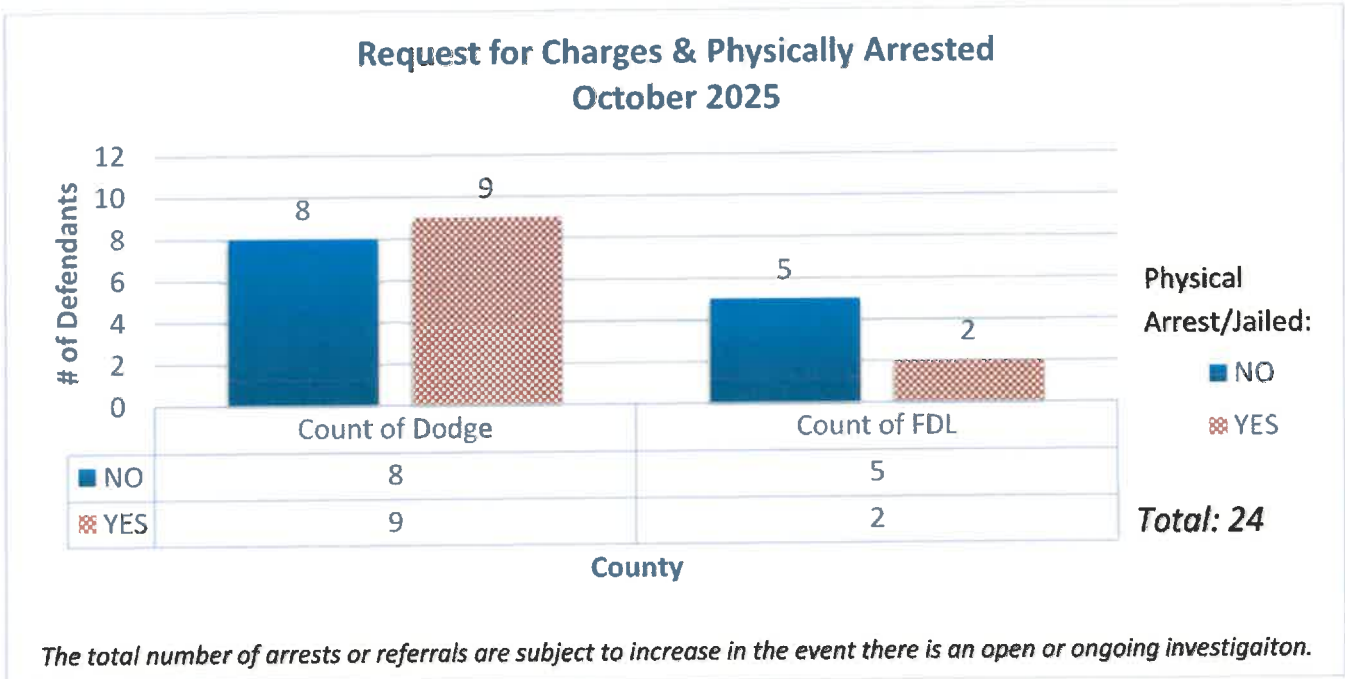


# Waupun Police Department

## October 2025



### Request for Charges & Physical Arrest Report





# Waupun Police Department Total Call Report



**From: October 1, 2025 To: October 31, 2025**

Agency	Incident Type	Total Incidents
WP	911 CHECK	34
	ABANDONED VEHICLE	4
	ACCIDENT	12
	ACCIDENT W/BLOCKAGE	3
	AMBULANCE	44
	ANIMAL COMPLAINT	8
	ASSIST AGENCY	17
	ASSIST CITIZEN	16
	ASSIST MOTORIST	3
	ATTEMPT TO LOCATE	4
	ATV COMPLAINT	1
	BUILDING CHECK	46
	CHAPTER 51	1
	CHECK WELFARE	23
	CHILD ABUSE/NEGLECT	1
	CHILD CUSTODY	2
	CIVIL PROBLEM	6
	COURT ORDER VIOLATION	2
	DEPARTMENT K9 DOG	1
	DIRECTED AREA PATROL	197
	DISORDERLY CONDUCT	5
	DOMESTIC	1
	DRUGS/NARCOTICS	6
	EXTRA PATROL	92
	FIGHT	1
	FOLLOW UP	13
	FOOT PATROL	23
	FOUND ANIMAL	1
	FOUND PROPERTY	5
	FRAUD	2
	FUNERAL ESCORT	5
	HARASSMENT	3
	HIT AND RUN	3
	HOUSE WATCH REQUEST	1
	INFORMATION TO DOCUMENT	3
	INTOXICATED DRIVER	1
	INTOXICATED SUBJECT	2
	INTRUSION ALARM	1
	JUVENILE PROBLEM	19
	LEWD/LACIVIOUS	1
	LITTERING	1
	LOITERING	4
	LOST PROPERTY	1
	MENTAL SUBJECT	1
	NEIGHBOR DISPUTE	1
	NEIGHBORHOOD POLICING	2





# Waupun Police Department Total Call Report



***From: October 1, 2025 To: October 31, 2025***

NOISE COMPLAINT	1
OCCUPIED DISABLED	1
OFFICER STANDBY	1
OPEN DOOR	1
ORDINANCE VIOLATION	19
PARKING ENFORCEMENT	24
PATROL ASSIST FIRE	6
PORNOGRAPHY	2
RAILROAD COMPLAINT	1
RECKLESS DRIVER	10
RESTRAINING ORDER VIOLATION	1
SCAM COMPLAINT	4
SEARCH WARRANT	1
SEXUAL ASSAULT	2
SPECIAL ASSIGNMENT	25
STALKING COMPLAINT	1
SUBJECT STOP	4
SUSPICIOUS ACTIVITY	10
SUSPICIOUS VEHICLE	7
TAVERN CHECK	9
THEFT	4
THREATS COMPLAINT	4
TRAFFIC ENFORCEMENT	28
TRAFFIC PROBLEM	2
TRAFFIC VIOLATION	127
TRESPASSING	2
TRUANCY	3
UNDERAGE POSSESSION	3
VANDALISM	2
WARRANT	2
WARRANT OTHER AGENCY	1
WRONG WAY DRIVER	2
<b>Total</b>	<b>933</b>



# Waupun Fire & Rescue

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

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## October Fire Chief's Report:

### Call Summary:

	October 2025	2025 YTD	October 2024	2024 YTD
City Fire	13	123	12	149
City EMR	40	463	53	434
Country Fire	9	67	7	53

### Staffing:

- City Fire: 29 of 31 positions filled
  - o There were 4 (2 for firefighter and 2 for FF/EMR) interviews conducted this month. Background checks are being worked on.
  - o 1 firefighter resigned as they moved outside our 15-mile response area.
  - o Vicki Nelson has successfully completed her 1-year probationary period.
- City EMR: 9 of 15 positions filled
  - o There were 2 (both for FF/EMR) interviews conducted this month. Background checks are being worked on.
  - o There were no hires in the month of October.
  - o 1 EMR resigned as there were too many scheduling conflicts with their full-time job.
- Country Fire: 14 of 14 positions filled

### Training:

- City Fire: Community Services Open House took place during Fire Prevention Week. Search-and-Rescue evolutions were conducted as well as user testing for 2 different SCBA manufacturers.
- City EMR: crews worked with SSM Health on a number of different stations which included: assisted childbirth, hemorrhage control during childbirth, eye irrigation, O2 administration, wound care – burn patient, suctioning airway, vital signs, care handoff reports.
- Country Fire: crews conducted a 15-minute drill. The focus of the 15-minute drill emphasizes the importance of the first 15 minutes of an incident. It focuses on the establishment of Incident Command, firefighter accountability, scene size-up, vehicle placement, line deployment, and establishing incident priorities. Crews also conducted wide-area search-and-rescue preplanning and UTV operations. Crews visited multiple points along the Horicon Marsh, where hunters enter and exit the marsh as well as for wildland fire access, to determine what equipment could be brought in versus staging in other locations.

**Department updates:**

- Met with the City Administrator, Dan Williams, and WI Department of Health Services – EMS, and EMS Command Staff to begin working through the process of a service level upgrade which would include transport capability. This upgrade would eliminate delays waiting for ambulances to come from other communities when our contracted service does not have an ambulance available.
- Fire Prevention Week took place with 3K/4K – 6<sup>th</sup> grade students at the local schools and daycare centers. In total, firefighters visited with over 1,100 students.
- Fire safety training was conducted with a new officer with the Waupun Police Department.
- Working with our contact at the Department of Safety and Professional Services (DSPS) on setting up our NERIS accounts. NERIS will be the new federal database that all fire reports end up getting submitted to after we enter them into our Records Management System (RMS). This will be a big upgrade for fire departments across the nation and will allow us to be able to better track data and trends as opposed to the significant lag that exists with the current NFIRS system.
- Fire extinguisher training was conducted with the shop class at Central WI Christian School.
- A demonstration of our LUCAS (mechanical CPR) device was done with students at the Waupun Area Junior/Senior High School.
- Crews participated in the Fall Family Festival with other downtown businesses.
- Mike and Lance attended the annual WI Fire Inspector’s Conference.
- Cleaners from Kelmann Restoration were onsite to go through all the vehicles. Vinyl seats were wiped down and cloth seats were steam cleaned to remove contaminants from the seats. This is a free program through the Kelmann Cares program.
- Members had the opportunity to present the flags at the October 28 Fond du Lac County Board meeting.
- The Dodge County Public Safety Radio Committee met to discuss next steps. A meeting will be scheduled for January 2026 to meet with different companies that would be able to undertake the type of project the County is looking at. From there, a Request For Proposal (RFP) will be put together by the Committee to solicit bids on the project. The County Board would then need to select which RFP to move forward with as well as deciding if there would be some level of support to agencies to assist in purchasing the radios that would be needed (dual-band VHF and 700/800 MHz).
- Food was picked up from the canning companies in Cambria and Oakfield for our annual Fill Our Tanks Food Drive.

November 19, 2025

**October Fire Officer's meeting notes:**

- Officers discussed vehicle staffing now that all new firefighters have been onboarded. An update was provided on upcoming interviews for firefighter and EMR positions. Discussion was held on the deployment of staff under a merged fire department.

**October EMR Officer's meeting notes:**

- There was no Officers meeting. Individual discussions were held with each officer regarding work on a service upgrade that would allow us to transport patients in the absence of an ambulance from our contracted service.

**Recruitment and Retention meeting notes:**

- The group did not meet in October.

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

- The Common Council voted to approve the Fire Service agreement with the Townships which would be effective 1/1/2026. The Townships will be discussing and voting on the agreement at their November meetings.

<b>LIBRARY</b>	<b>MONTHLY REPORT November 2025</b>
<b>Subject</b>	<b>Summary</b>
Statistics	Through the end of October, the library circulated/downloaded/loaned 119,229 items, and 45,284 people walked through our doors.
October Programs	Programs for November include Craft Night, book clubs, Wood Flowers workshop, Toddler Tuesday, Movie afternoon, and Lego Club, along with the weekly storytimes. The monthly Friends of the Library Book Sale was October 10.
WLA Conference	The annual Wisconsin Library Association Conference will be held October 28 – 31 was attended by Pam Garcia, Rachel Rosenow, and Lisa Bille.
Emergency Plan	Bret will be working on a comprehensive emergency plan with Amanda Pulvermacher, Deputy Director of Dodge County Emergency Management. The first meeting is set for December 15, which will include a walk-thru of the library building.
Staffing	There will be some internal staff shifting, and Bret will report the results at the Library Board meeting.
Front drainage project	The drainage project for rain and snow melt is moving along. Soon we should have a long gutter running from the front entrance roof to the north side of the building.



<b>REPORT DATE:</b>	November 25, 2025
<b>DEPARTMENT:</b>	Recreation
<b>PREPARED BY:</b>	Rachel Kaminski

**KEY PERFORMANCE INDICATORS:**

<b>October 2025 Community Center Memberships</b>	<b>18</b>
<b>Community Center Total Memberships</b>	<b>461</b>
<b>October Community Center Day Passes</b>	<b>73</b>
<b>Community Center 2025 Total Day Passes</b>	<b>963</b>

**Community Center Member Average Daily Attendance:**

Date range from 10/21/2024 to 10/31/2025

**Filters:**

Age: >=0

Site(s): Waupun Community Center

Checkin Count	28215
Days in Range	270
Avg Duplicated	104.5
Avg Per Weekday	Monday 155.31 Tuesday 88.14 Wednesday 103.37 Thursday 110.87 Friday 85.75 Saturday 9
Avg Per Day by Month	January 116.48 February 119.3 March 147.33 April 150.62 May 116.24 June 107.43 July 101.91 August 88.32 September 84.04 October 84.64 November 71.33 December 81.42

**GENERAL COMMENTS & UPDATES:**

- **Key Issues or Challenges/Notable Accomplishments**
  - 2<sup>nd</sup> Tuesday: WASD Update by Steven Hill
  - November 11: Veterans Day Party
  - November 17: Schools Day Out event sponsored by Waupun Recreation Department, REACH Waupun, Waupun Food Pantry, and student volunteers from the Waupun Area School District
  - November 21: Writing Workshop
  - November 26: Thanksgiving Party
  - City of Waupun Park & Recreation Commission meeting will be on Monday, December 8, 2025 at 5:30pm at the Waupun Community Center
  - Many holiday activities coming up in December at the Community Center



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: November 10, 2025  
SUBJECT: General Manager Report

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### **Organizational Update**

With the upcoming retirement of a long-serving employee, several organizational changes are underway. We continue to work closely with staff as they transition into new roles and responsibilities. Training is being provided on key areas, including timekeeping software, invoice approval processes, updated job duties, and workflow adjustments.

Individual meetings are being held with staff to discuss leadership transitions, clarify expectations, and address any questions or concerns. Our goal is to ensure a smooth and well-supported transition that maintains operational continuity and supports staff development.

### **Job Posting**

Waupun Utilities is accepting applications for an Advanced Wastewater Treatment Operator to join our team.

### **Community Outreach**

On Wednesday, October 30, from 9:00 a.m. to 5:00 p.m., an Energy Assistance In-Person Signup Event was held at the Waupun Community Center in partnership with Energy Services of Dodge County and the Waupun Community Center. The event provided an opportunity for customers to meet one-on-one with an Energy Services representative during 20-minute appointment slots to apply for energy assistance. A total of 21 customers were served throughout the day. In addition to their appointments with Energy Services, a Waupun Utilities representative was on-site to share information about MyAccount benefits, assist with text notification enrollment, and help customers order Focus Packs.

### **Winter Moratorium**

The Wisconsin Winter Moratorium began on November 1 and will remain in effect through April 15, 2026. During this period, utility companies are prohibited from disconnecting residential electric service. WU staff have been actively working with customers to establish payment arrangements and address past-due balances in preparation for the moratorium period.

## **Tax Roll**

As of October 1, a total of 450 accounts were identified as subject to the tax roll. Letters were issued to 364 of these accounts, and staff have been working with customers to facilitate payment. Fifty customers have until November 17 to make payment before their outstanding balances are transferred to the tax roll.

## **Staff training**

Owen Vande Kolk and Matt Geschke attended the GIS Forum at WPPI on November 5. The forum covered several topics relevant to utility operations, including the use of drones for electric utility inspections, developing and managing an electric utility network, utilizing Survey123 for field data collection, and updates on ArcGIS Online capabilities.

Participation in this training enhances staff knowledge of emerging technologies and supports ongoing efforts to improve system mapping, data accuracy, and operational efficiency within our electric utility.

## **National Conference Attendance**

Jen Benson received a scholarship to attend the American Public Power Association's Customer Connections Conference in Salt Lake City, Utah. The conference theme, "Connecting Communities – Elevating Service," emphasized collaboration and innovation within the public power sector.

The event brought together industry leaders to share best practices and strategies for improving utility operations in key areas such as customer service, energy innovation and adoption, key accounts management, and public communications. Jen's participation provided valuable opportunities to engage with peers and experts, bringing back insights that will help strengthen our customer engagement and service delivery.

This concludes my report for November 2025. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.





TO: Waupun Utilities Commissioners  
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor  
DATE: November 10th, 2025  
SUBJECT: Electric Operations Report

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## **Electric Department Update:**

### Call-Ins

- No call-ins to report

### Development Planning

- The WU Electric Department continues coordination, design, material procurement, and construction activities for the following projects:
  - Eagle Manufacturing
    - Requires a primary extension to serve two 2000-amp, 277/480v services:
      - One service for the new construction.
      - One service reserved for future expansion.
    - Service energized on October 23<sup>rd</sup> with 1000KVA transformer.
  - 56-unit Housing Complex (Bayberry Ln)
    - Requires a primary extension to serve four 800-amp services.
    - 300 kVA transformer is in stock.
    - WU has the required number of 12s meters in stock for the development.
    - Temporary power has been energized.
    - Coordination continues with Spectrum for joint trenching and Hwy 26 crossing.
    - Approximately 500' of trench has been dug and conduits are installed. Crew will pull in primary conductors, set junctions cabinet, and terminate primary conductor. (Week of 11/3)
  - United Cooperative
    - Work continues on the remaining section of the primary feeder loop.
    - A directional drilling contractor will complete the remaining bore along Wilson Dr on November 10th
    - One additional switchgear unit will be installed to complete feeder loop.
    - Work order to be closed by the end of 2025

### URD Cable Installation and Replacement for 2025

- McDonalds
  - All work is complete including cable and junction replacement.

- Westview Apartments
  - Conduits have been installed to replace aging primary conductor.
  - WU will consolidate the existing two-meter setup into a single metering configuration.
  - Cable replacement includes setting a dual-voltage transformer in preparation for future voltage conversion.
  - Primary and secondary cables are prepped for new concrete transformer pad, which is scheduled to be poured in November.
  - The transformer will be set following the pad pour, and an outage will be scheduled for the cutover.
  
- North Side of Claggett Ave
  - Conduits have been installed.
  - Cable installation is currently in progress.
  - Termination and transformer basement replacement to be completed after crops harvested to allow site access.

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

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

#### Upcoming URD Service Installations and Relocations

- 752 Edgewood Dr-New Home
- 30 Birdie Blvd-New Home
- 234 Rounsville-New Home
- 918 W. Jefferson-Storage Shed
- 705 Claggett-Relocation for patio (Complete)
- 800 Seymour St-Relocation for pool

#### Business Park Substation and Feeder Build-Outs

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

#### WPPI Shared Meter Tech Program (SMT) Update

- Infrared scanning completed for 2025.
- Substation oil testing complete for 2025.
- Approximately 25 three phase settings tested and/or verified in 2025.

This concludes my report for the November 2025 WU Commission Meeting. Please contact me at 324-7920 or [ovandekolk@waupunutilities.org](mailto:ovandekolk@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: November 5, 2025  
SUBJECT: Monthly Operation Report

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#### **Water Treatment Facility:**

- **Call-In Report**

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

- **Water Quality**

The water plant continues to operate efficiently.

During this period, additional R02 stage two testing was conducted as part of the ongoing water quality monitoring program. In addition, all required testing under the Federal Unregulated Contaminant Monitoring Rule (UCMR 5) has been successfully completed. These efforts ensure that the plant remains in full compliance with federal water quality standards and that we continue to provide safe, reliable drinking water to the community.

- **Preventative Maintenance**

Municipal Well & Pump has been onsite performing scheduled preventative maintenance throughout the system. Their work is nearly complete, though they will return to finish the oil change on Well #5 in the near future. Preventative maintenance remains a key focus area, helping to extend equipment life and maintain consistent operational reliability.

Standby Generator Well #4, the goal is to operate this well on standby power approximately four times each year to ensure it remains in good working order; this current run marks the fourth operation for the year.

#### **Wastewater Treatment Facility:**

- **Call-In Report**

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

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

All identified issues have been rectified, and all parties have signed off on the completed work. The cut-in is scheduled for November 20, 2025, at 8:00 a.m.

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

Earlier discrepancies between the Automatic Transfer Switch (ATS) drawings and the equipment delivered to the jobsite have been resolved. The CAT factory technician has verified the configuration and provided accurate “As-Built” documentation, allowing the project to proceed as planned.

Waupun Utilities will move forward with the scheduled cut-in to finalize the installation and bring the system fully online.

- **Operations**

The wastewater treatment facility continues to run smoothly, with several maintenance and system improvements completed over the past month.

IPS has completed and successfully tested the ABNR alarm systems, ensuring proper monitoring and notification functionality. In addition, the centrifuge alarm issue has been resolved and is now operating correctly.

Staff recently identified an issue with snails in the centrifuge, which had been causing seal failures. To address this, the harvest tank was pumped and thoroughly cleaned, and a two-week cleaning schedule has been established to prevent recurrence. Since implementing this schedule, the presence of snails has decreased significantly, and centrifuge performance has improved.

The dryer was operated two weeks ago following adjustments to the steam traps, resulting in proper temperature regulation and more efficient operation. The methane water boiler was also cleaned and inspected; since installation of the new burner, the boiler has been running cleaner and is performing better than it has in the past.

Looking ahead, the Wisconsin DNR is scheduled to inspect the dryer on November 18. As part of this inspection, they are requiring the submission of fecal coliform test results to confirm compliance with discharge standards.

### **Collection and Distribution Crew:**

- **Call-In Report**

There are no call-ins to report this month.

- **Operations**

The Collection and Distribution crew has had a productive period, completing a number of service repairs, maintenance activities, and system improvements across the water and sewer systems.

Several service repairs were completed, including full water and sewer replacements at 504 Morse Street due to a sheared curb box and root intrusion, a service repair at 228 South State Street, and another service repair at 101 West Brown Street. In addition, crews successfully repaired a lead joint leak at Lincoln and South Grove, a leak that had been ongoing for approximately two years.

Crews also replaced three main line valve boxes that had broken tops to ensure continued accessibility and system integrity.

Hydrant testing has been completed with no changes required, and leak detection work is also finished. This year’s testing identified two service leaks and one main leak, with only 11 red dots (problem areas)—a significant improvement compared to the usual 17–20, marking the best leak detection result to date.

- **Operations - Continued**

Additional work included a water service repair at the old Senior Center on Main Street and the installation of new water and sewer services to the Homan shed.

The crews have saw-cut all blacktop patches in preparation for final surface restoration, and Kartechner is scheduled to complete asphalt patching in late November.

Seasonal shutdowns have been completed for all parks, as well as the high school football and soccer facilities, with Forest Mound Cemetery remaining as the final location awaiting shutdown.

Grounds and facility maintenance have also been a focus: weeding and brush removal are complete, with only a few trees remaining to be cut. The cold storage building has been cleaned, and pole butts have been hauled to the landfill.

Crews also assisted the Electric Department using the Vac truck on Gateway and Main Street projects. Staff completed Viewpoint and TCP software training to enhance operational efficiency and recordkeeping.

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



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: November 10, 2025  
SUBJECT: September 2025 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of primary extension work for customers including the Bayberry Lane Development and overhead rebuild work. Construction work for Newton/Rock reconstruction projects for the Water & Sewer Utilities continued into September with a majority of the water & sewer infrastructure installed. Engineering fees were also incurred in the Water & Sewer Utilities associated with the 2026 Mill to Madison Street reconstruction projects.

There were no plant additions during the month.

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

### Sales

#### Electric

- Monthly kWh sales were **2.9% above** budget & **5.3% higher** than September 2024 on increased sales to Large Power & Large Industrial Power customers.
- YTD kWh sales were **1.1% below** budget & **2.7% higher** than September 2024 YTD actual sales.

#### Water

- Monthly sales units of 100 cubic feet were **6.4% below** budget & **11.6% lower** than September 2024 sales on lower sales to Industrial customers.
- YTD water sales were **4.0% below** budget & **6.7% lower** than September 2024 YTD actual sales.

#### Sewer

- Monthly sales units of 100 cubic feet were **7.6% below** budget & **5.3% lower** than September 2024 from higher volumes to Public Authority customers.
- YTD sewer sales were **3.3% below** budget & **5.8% lower** than September 2024 YTD actual sales.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were **above** budget \$270,500 and \$112,000, respectively, due to increases in sales to Large Power and Industrial Power customers.
- Gross margin was \$84,400 **above** budget as a result of lower market energy prices.
- Operating expenses were \$600 **below** budget primarily due to higher distribution expenses associated with tree trimming and underground line work during the non-construction season.
- Operating income was \$518,000 or \$258,300 **above** budget, largely due to the lower market energy prices and increased sales to Large Power customers.
- Net income was \$672,400 or \$464,700 **above** budget primarily from lower than budgeted purchased power expenses.
- The rolling 12-month Rate of Return was 9.0%.

### Water

- Operating revenues were \$29,700 *below* budget due to lower sales associated with Industrial customers.
- Operating expenses were \$20,700 *above* budget due to increased maintenance outlays at the water treatment facility.
- Operating income was \$464,900 or \$100 *above* budget.
- Net income was \$511,400 or \$95,600 *above* budget.
- The rolling 12-month Rate of Return was 4.6%.

### Sewer

- Operating revenues were \$300,200 *above* budget due to the new sewer rates effective April 1, 2025.
- Operating expenses were \$158,300 *below* budget due to lower maintenance expenses at the WWTF as part of the new ABNR system optimization process.
- Operating income (loss) was (\$191,100) or \$431,400 *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 \$960,700 or \$1,783,000 *above* budget largely due to additional non-cash depreciation expense associated with new ABNR facilities and \$1,255,000 in grant revenues received during the year. Without the grant revenues, the net loss would have been (\$294,300) or \$528,000 *above* budget.
- The rolling 12-month Rate of Return was (1.9%).

## **Balance Sheets**

### Electric

- Balance sheet *decreased* \$138,300 from August 2025 due to a decrease in receivables from higher sales in the previous month.
- Unrestricted cash *increased* \$195,300 from increased receivables collections during higher volume summer months in the previous month.
- Accounts payable *decreased* \$215,100 from lower purchased power costs than the previous month which included higher sales volumes during the summer months.
- Net position *increased* \$71,100.

### Water

- Balance sheet *increased* \$58,200 from August 2025 from routine operations.
- Unrestricted cash *increased* \$64,800 largely due to routine operations.
- Net position *increased* \$55,100.

### Sewer

- Balance sheet *increased* \$7,400 from August 2025 from routine operations.
- Unrestricted cash *increased* \$59,600 from a decrease in maintenance expenses from the prior month.
- Net position *decreased* \$13,500 from the reduction in operating income for the month, largely due to higher monthly depreciation expense on capital assets.

## 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* \$391,600 or **3.1%** from August 2025 primarily from routine operations within the three utilities.
- Received interest and distributions of \$19,400 and recorded unrealized market adjustments of \$4,100 along with (\$900) in management fees, resulting in a net portfolio *gain* of \$22,600 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$36,700 and \$300,000 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:

<b>Total Project Budget</b> <i>(As of 4/14/2024):</i>	<b>\$ 37,508,000</b>
<b>Total Project Costs to Date</b> <i>(Thru 11/5/2025):</i>	<b>\$ 37,121,324</b>
<b>Loan Draws – Project to Date</b> <i>(Thru 8/5/2025):</i>	<b>\$ 27,807,000</b>
<b>Grants Provided</b> <i>(Thru 10/6/2025):</i>	<b>\$ 9,277,691</b>
<b>Disburse Request #39 Requested</b> <i>(7/25/2025):</i>	<b>\$ 221,143</b>
<b>Disburse Request #39 – Paid</b> <i>(8/14/2025):</i>	<b>\$ 221,200</b>

### 2026 Utility Budget Process

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

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





# AGENDA SUMMARY SHEET

**MEETING DATE:** 11/25/25

**TITLE:** Finance

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Casey Langenfeld, Finance Director

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

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**SUMMARY:**

**STAFF RECOMMENDATION:**

Request action to accept the financials for October 2025.

**ATTACHMENTS:**

Monthly Financials

**RECOMMENDED MOTION:**

Motion to accept the monthly financials.

# CITY OF WAUPUN FINANCIAL SUMMARY REPORT 2025

## January

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

## February

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

## March

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

## April

Revenues	Expenses
Interest Income \$89,000 over budget	

## May

Revenues	Expenses
	Police Overtime at 75% of its overtime budget

## June

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

## July

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

## July

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

## August

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

## September

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

## October

Revenues	Expenses
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# CITY OF WAUPUN MONTHLY FINANCIAL REPORT

October 31, 2025



## General Operations Fund

	10/31/2025 <i>Month Activity</i>	10/31/2025 <i>YTD Actual</i>	10/31/2025 <i>Budget Amount</i>	10/31/2025 <i>Over/(Under)</i>	% of Year Past <b>83%</b>
<b>REVENUE</b>					
Taxes	9,100	2,232,171	2,384,660	(152,489)	93.61
Special Assessments	-	256	100	156	256.04
Intergovernmental Aids	162,356	1,364,155	4,144,529	(2,780,374)	32.91
Licenses and Permits	385	60,329	55,125	5,204	109.44
Penalties, Forfeitures	4,703	40,068	42,500	(2,432)	94.28
Public Charges for Service	36,413	392,828	366,080	26,748	107.31
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	26,935	331,799	74,575	257,224	444.92
Special Funds Activity	-	-	176,506	(176,506)	0.00
<b>TOTAL REVENUE</b>	<b>239,892</b>	<b>4,421,606</b>	<b>7,244,075</b>	<b>(2,822,469)</b>	
<b>EXPENDITURES</b>					
General Government	127,644	1,572,833	1,514,733	58,100	103.84
Recreation	26,689	576,523	730,489	(153,966)	78.92
Assessor/Inspector	8,285	37,142	40,500	(3,358)	91.71
Police	274,327	2,090,428	2,616,773	(526,345)	79.89
Fire	38,393	321,999	683,794	(361,795)	47.09
Public Works	139,824	1,320,780	1,700,457	(379,677)	77.67
Economic Dvlp/Admin	809	22,466	21,895	571	102.61
<b>TOTAL EXPENDITURES</b>	<b>615,972</b>	<b>5,942,172</b>	<b>7,308,641</b>	<b>(1,366,469)</b>	
<b>NET REVENUES OVER EXPENDITURES</b>	<b>(376,080)</b>	<b>(1,520,566)</b>	<b>(64,566)</b>		

## Library Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
<b>REVENUE</b>					
Tax Levy	-	378,277	378,277		100.00
Interest/Divid/Grants/Cty Approp	-	231,464	223,304	8,160	103.65
Fees	27	1,679	1,300	379	129.16
Revenue/Donations	2,573	31,536	5,000	26,536	630.72
<b>TOTAL REVENUE</b>	<b>2,600</b>	<b>839,956</b>	<b>804,881</b>	<b>35,075</b>	
<b>EXPENDITURES</b>					
Wages/Benefits	72,475	625,074	804,881	(179,807)	77.66
Revenue/Donations	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>72,475</b>	<b>625,074</b>	<b>804,881</b>	<b>(179,807)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(69,875)</b>	<b>214,882</b>	<b>-</b>		

## Grants and Donations Fund

	10/31/2025 Month Activity	10/31/2025 YTD Actual	10/31/2025 Budget Amount	10/31/2025 Over/(Under)	Percent
<b>REVENUE</b>					
Federal Grants	-	-	-	-	
State/Misc Grants & Donations	19	58,311	6,000	52,311	
<b>TOTAL REVENUE</b>	<b>19</b>	<b>58,311</b>	<b>6,000</b>	<b>52,311</b>	
<b>EXPENDITURES</b>					
General Government	-	-	5,000	(5,000)	
Recreational Grants	-	83,731	-	83,731	
Police Grants	1,553	4,816	-	4,816	
Fire/EMR Grants	653	6,389	-	6,389	
DPW Grants	-	-	-	-	
Economic Development	-	-	1,000	(1,000)	
<b>TOTAL EXPENDITURES</b>	<b>2,206</b>	<b>94,935</b>	<b>6,000</b>	<b>88,935</b>	
NET REVENUE OVER EXPENDITURES	(2,187)	(36,624)	-		

## Building Inspection Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Levy	-	-	-	-	
Building Permits	11,210	137,063	75,000	62,063	182.75
Fees	2,020	16,990	9,500	7,490	178.84
<b>TOTAL REVENUE</b>	<b>13,230</b>	<b>154,053</b>	<b>84,500</b>	<b>69,553</b>	
<b>EXPENDITURES</b>					
Operating Supplies/Wages	21,711	130,305	78,108	52,197	166.83
<b>TOTAL EXPENDITURES</b>	<b>21,711</b>	<b>130,305</b>	<b>78,108</b>	<b>52,197</b>	
NET REVENUE OVER EXPENDITURES	(8,482)	23,748	6,392		

## Debt Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Paid to Escrow Agent	-	-	-	-	
General Property Tax	-	806,980	806,980	-	100.00
Funds Applied	139	1,350	1,000	350	134.97
Transfer in Other Funds	5,325	818,799	1,062,085	(243,286)	77.09
<b>TOTAL REVENUE</b>	<b>5,464</b>	<b>1,627,129</b>	<b>1,870,065</b>	<b>(242,936)</b>	
<b>EXPENDITURES</b>					
Principal and Interest Payments	-	130,450	130,450	-	100.00
Principal and Interest Payments	16,875	1,193,267	1,739,616	(546,349)	68.59
<b>TOTAL EXPENDITURES</b>	<b>16,875</b>	<b>1,323,717</b>	<b>1,870,066</b>	<b>(546,349)</b>	
NET REVENUE OVER EXPENDITURES	(11,411)	303,412	(1)		

## Capital Fund

	10/31/2025 <i>Month Activity</i>	10/31/2025 <i>YTD Actual</i>	10/31/2025 <i>Budget Amount</i>	10/31/2025 <i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	-	340,000	340,000	-	100.00
Sidewalks	434	434	-	434	0.00
State Shared Revenue/Exp. Restr.	-	153,729	533,063	(379,334)	28.84
Fees - Recreation Facilities	15,000	15,500	15,000	500	103.33
Co. & Muni. Street & Highways	-	-	-	-	
Interest and Misc Income	51,548	913,430	8,000	905,430	11417.88
Transfer in Other Funds	-	1,738,077	1,206,646	531,431	144.04
<b>TOTAL REVENUE</b>	<b>66,982</b>	<b>3,161,171</b>	<b>2,102,709</b>	<b>1,058,462</b>	
<b>EXPENDITURES</b>					
City Hall	-	112,209	165,000	(52,791)	68.01
Recreation	600	461,254	339,130	122,124	136.01
Public Safety	-	-	297,500	(297,500)	0.00
Library	100	100	5,000	(4,900)	0.00
DPW/Streets	130,845	1,542,881	1,161,747	381,134	132.81
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>131,545</b>	<b>2,116,445</b>	<b>1,968,377</b>	<b>148,068</b>	
NET REVENUE OVER EXPENDITURES	(64,563)	1,044,726	134,332		

## Business Park Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Increment	-	-	-	-	
Interest Income	9	81	-	81	
Leases/Debt Proceeds	2,493	53,147	12,221	40,926	434.88
<b>TOTAL REVENUE</b>	<b>2,502</b>	<b>53,228</b>	<b>12,221</b>	<b>41,007</b>	
<b>EXPENDITURES</b>					
Operating	-	44,135	51,149	(7,014)	86.29
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>44,135</b>	<b>51,149</b>	<b>(7,014)</b>	
NET REVENUE OVER EXPENDITURES	2,502	9,092	(38,928)		

## TID 3 Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Increment	-	214,768	206,481	8,287	104.01
PILOT	-	6,600	6,023	577	109.58
Grants	-	88,877	-	88,877	
Permits	-	-	-	-	
Donations	-	-	-	-	
Proceeds Long Term Debt Issue	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>-</b>	<b>310,246</b>	<b>212,504</b>	<b>97,742</b>	
<b>EXPENDITURES</b>					
Operating	12,367	353,235	181,088	172,147	195.06
Transfer Out - Other Funds	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>12,367</b>	<b>353,235</b>	<b>181,088</b>	<b>172,147</b>	
NET REVENUE OVER EXPENDITURES	(12,367)	(42,989)	31,416		

## TID 5 Fund

	10/31/2025 <i>Month Activity</i>	10/31/2025 <i>YTD Actual</i>	10/31/2025 <i>Budget Amount</i>	10/31/2025 <i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Tax Increment	-	474,540	473,755	785	100.17
Developer Guarantees	-	33,554	32,342	1,212	103.75
Fees	-	-	-	-	
Interest Revenue	-	-	-	-	
Proceeds Long Term Debt Issue	-	-	-	-	
<b>TOTAL REVENUE</b>	-	<b>508,094</b>	<b>506,097</b>	<b>1,997</b>	
<b>EXPENDITURES</b>					
Operating	-	388,207	387,800	407	100.10
<b>TOTAL EXPENDITURES</b>	-	<b>388,207</b>	<b>387,800</b>	<b>407</b>	
NET REVENUE OVER EXPENDITURES	-	119,887	118,297		

## TID 6 Fund

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

## TID 7 Fund

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

## TID 8 Fund

	10/31/2025 <i>Month Activity</i>	10/31/2025 <i>YTD Actual</i>	10/31/2025 <i>Budget Amount</i>	10/31/2025 <i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Tax Increment	-	226,936	226,936	(0)	100.00
Permits	-	-	-	-	
Fees	-	-	-	-	
Interest Revenue	-	-	-	-	
Proceeds from Long Term Debt Issue	-	-	-	-	
<b>TOTAL REVENUE</b>	-	<b>226,936</b>	<b>226,936</b>	<b>(0)</b>	
<b>EXPENDITURES</b>					
Transfer Out - Debt Fund	-	93,383	93,416	(33)	99.96
Operating	-	1,557	1,150	407	135.37
<b>TOTAL EXPENDITURES</b>	-	<b>94,940</b>	<b>94,566</b>	<b>374</b>	
NET REVENUE OVER EXPENDITURES	-	131,996	132,370		

## TID 9 Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Tax Increment	-	517,932	517,932	-	0.00
Interest Revenue	1,682	15,698	-	15,698	0.00
Proceeds Long Term Debt	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>1,682</b>	<b>533,630</b>	<b>517,932</b>	<b>15,698</b>	
<b>EXPENDITURES</b>					
Transfer Out - Other Funds	-	51,750	103,500	(51,750)	50.00
Operating	1,000	928,672	2,450	926,222	37905.00
<b>TOTAL EXPENDITURES</b>	<b>1,000</b>	<b>980,422</b>	<b>105,950</b>	<b>874,472</b>	
NET REVENUE OVER EXPENDITURES	682	(446,792)	411,982		

## Equipment Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Tax Levy	-	280,930	280,930	-	100.00
Grants	-	10,471	-	10,471	0.00
Misc.	77,572	162,741	5,000	157,741	3254.82
Transfers In - Other Funds	-	2,438,750	2,682,250	(243,500)	90.92
<b>TOTAL REVENUE</b>	<b>77,572</b>	<b>2,892,892</b>	<b>2,968,180</b>	<b>(75,288)</b>	
<b>EXPENDITURES</b>					
Administration	-	8,084	20,100	(12,016)	40.22
Recreation	176	596	5,000	(4,404)	11.92
Police	8,436	212,777	195,127	17,650	109.05
Fire	3,330	1,904,152	2,519,000	(614,848)	75.59
Library	-	-	-	-	
DPW	-	318,532	286,750	31,782	111.08
<b>TOTAL EXPENDITURES</b>	<b>11,942</b>	<b>2,444,141</b>	<b>3,025,977</b>	<b>(581,836)</b>	
NET REVENUE OVER EXPENDITURES	65,630	448,751	(57,797)		

## Recycling Fund

	10/31/2025 <i>Month Activity</i>	10/31/2025 <i>YTD Actual</i>	10/31/2025 <i>Budget Amount</i>	10/31/2025 <i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Grant	-	5,000	5,000	-	0.00
Fees	12,539	112,881	160,229	(47,348)	70.45
Interest	437	4,260	3,500	760	121.73
<b>TOTAL REVENUE</b>	<b>12,977</b>	<b>122,142</b>	<b>168,729</b>	<b>(46,587)</b>	
<b>EXPENDITURES</b>					
Operating	12,951	115,044	160,048	(45,004)	71.88
<b>TOTAL EXPENDITURES</b>	<b>12,951</b>	<b>115,044</b>	<b>160,048</b>	<b>(45,004)</b>	
NET REVENUE OVER EXPENDITURES	25	7,098	8,681		

## Solid Waste Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Fees	37,618	338,644	442,265	(103,621)	76.57
<b>TOTAL REVENUE</b>	<b>37,618</b>	<b>338,644</b>	<b>442,265</b>	<b>(103,621)</b>	
<b>EXPENDITURES</b>					
Operating	36,878	313,936	442,493	(128,557)	70.95
<b>TOTAL EXPENDITURES</b>	<b>36,878</b>	<b>313,936</b>	<b>442,493</b>	<b>(128,557)</b>	
NET REVENUE OVER EXPENDITURES	741	24,709	(228)		

## Tourism Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Local Room Tax	14,305	76,872	60,000	16,872	128.12
Misc.	-	20,000	10,000	10,000	200.00
<b>TOTAL REVENUE</b>	<b>14,305</b>	<b>96,872</b>	<b>70,000</b>	<b>26,872</b>	
<b>EXPENDITURES</b>					
Operating	13,493	76,362	70,000	6,362	109.09
<b>TOTAL EXPENDITURES</b>	<b>13,493</b>	<b>76,362</b>	<b>70,000</b>	<b>6,362</b>	
NET REVENUE OVER EXPENDITURES	811	20,511	-		



## Taxi Fund

	10/31/2025	10/31/2025	10/31/2025	10/31/2025	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Levy	-	45,000	45,000	-	0.00
State/Federal Grants	-	59,969	93,000	(33,031)	64.48
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>-</b>	<b>104,969</b>	<b>138,000</b>	<b>(33,031)</b>	
<b>EXPENDITURES</b>					
Operating	12,529	111,622	162,928	(51,306)	68.51
<b>TOTAL EXPENDITURES</b>	<b>12,529</b>	<b>111,622</b>	<b>162,928</b>	<b>(51,306)</b>	
NET REVENUE OVER EXPENDITURES	(12,529)	(6,652)	(24,928)		

## Stormwater Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Grants	-	-	-	-	
Fees	-	-	-	-	
Stormwater Fees	55,522	493,246	592,500	(99,254)	83.25
Proceeds Long Term Debt Issue	-	1,036,250	1,115,643	(79,393)	92.88
<b>TOTAL REVENUE</b>	<b>55,522</b>	<b>1,529,496</b>	<b>1,708,143</b>	<b>(178,647)</b>	
<b>EXPENDITURES</b>					
Operating, Wages, Benefits	94,899	1,225,317	1,617,979	(392,662)	75.73
<b>TOTAL EXPENDITURES</b>	<b>94,899</b>	<b>1,225,317</b>	<b>1,617,979</b>	<b>(392,662)</b>	
NET REVENUE OVER EXPENDITURES	(39,377)	304,180	90,164		



<b>REPORT DATE:</b>	November 19, 2025
<b>DEPARTMENT:</b>	Administration / Economic Development
<b>PREPARED BY:</b>	Administrator Schlieve

**ECONOMIC DEVELOPMENT:**

- The Ignite Rural business accelerator completed and the City hosted a pitch event where \$30K was awarded to the top entrepreneur, and \$20,000 was awarded to second place. A significant number of Waupun business professionals provided workshop technical assistance, and helped judge, to make this event a success. One half of the businesses participating were operating from the Waupun area. Thank you to all those who attended this event. Building the entrepreneurial ecosystem is a pillar of Envision Greater Fond du Lac’s new strategic plan. Staff is working with Raina Lyman from Envision on Ignite Rural 2.0 as well as on additional elements to expand the ecosystem in support of entrepreneurs.
- The group of businesses working with the Main Street Cohort through WEDC has made significant progress in defining an organizational structure and tentative operating plan. This plan would impact on the BID operates, which is typical in Main St communities with a BID. The group is meeting with key stakeholders to discuss and obtain feedback on their plans. As a reminder, WEDC will be in Waupun on January 6 and you will be invited to participate in a portion of the day. A full agenda will be forthcoming by early December.
- Staff attended a Brownfields seminar hosted by WI-DNR to learn about funding and methods to address environmental concerns specific to potential redevelopment of a parcel. We are investigating a number of opportunities in the City to determine feasibility of these tools in aiding redevelopment.
- A meeting was held with the business community on November 5, 2025, to review engineering plans for the back alleys located on the North side of the 300 and 400 block of E Main. Property owners were given information on costs to improve the private sections of their parcels along that alleyway, along with details on an incentive being offered by the CDA (50% of costs covered with payback over a number of years, depending on total out of pocket cost for each property). Staff are working with property owners to conclude their participation interest with a deadline to respond by December 1.
- Staff participated in a preliminary strategic planning session for Destination Lake Winnebago Region. As part of that plan, the City will see increased focus on a Waupun-specific tourism brand.
- Staff is meeting with private property owners along the Shaler Drive extension to finalize survey maps. Additionally, work is happening with Dodge County to finalize grant agreements for this project. We anticipate engineering design to be complete with the project ready to bid in early 2026.

## **ADMINISTRATION:**

- The Towns of Chester, Trenton and Waupun are finalizing review of the shared service agreement with their legal teams. The Common Council for the City has already approved the draft agreement. We hope to have a signing event by early December. The full agreement can be viewed here: <https://www.cityofwaupunwi.gov/visitors/page/shared-service-agreement-proposed-fire-service>.
- The 2026 Budget was adopted at the Budget hearing on November 11, 2025. View full document here: [https://www.cityofwaupunwi.gov/sites/default/files/fileattachments/finance/page/1581/2026\\_city\\_of\\_waupun\\_budget\\_report\\_final.pdf](https://www.cityofwaupunwi.gov/sites/default/files/fileattachments/finance/page/1581/2026_city_of_waupun_budget_report_final.pdf)
- The compensation plan review confirms that the city's compensation matrix has been maintained and indexes at 97% of the median market. The bottom 2/3's of the structure has remained more competitive than the top 1/3 of the structure, which is lagging by 5.26%. Staff have evaluated recommendations and formulated a plan to address identified gaps that will ensure competitiveness of our compensation plan. Recommendations will be reviewed at the November COW. Additionally, several job descriptions have undergone significant changes in responsibilities. Those descriptions have been updated and will appear before the Council for approval in the near future.
- Staff has continued work on stormwater rate analysis and is currently incorporating final capital needs as well as reviewing flood mitigation study results to determine rate impacts those recommendations could impact. Findings and recommendations will be reviewed by the Board of Public Works before appearing before the Council in early January