



A G E N D A
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, November 29, 2022 at 6:00 PM

The Waupun Common Council will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/89746634417?pwd=WVZqeDNQeStURmVtRGNwRFIqSkhTZz09>

Dial by your location : 1 312 626 6799

Meeting ID: 897 4663 4417

Passcode: 995651

CALL TO ORDER

ROLL CALL

PUBLIC HEARING

1. Class A Fermented Malt Beverage ad Class A "Liquor" Cider Only License Application - Kwik Trip Inc dba Stop-N-Go 1207 located at 1001 E Main St.

CONSENT AGENDA

2. Future Meetings & Gatherings, License and Permit Applications, Expenses

BOARDS, COMMITTEES, COMMISSIONS

3. Appointment to Plan Commission - Jason Whitford
4. Appointment to Board of Public Works - Andrew Sullivan
5. Acceptance of Resignation to the Board of Review - Jon Dobbratz

ORDINANCES-RESOLUTIONS

6. Ordinance to Amend Ch.8.02(8) entitled Orderly Conduct and Ch. 9.02(2) Public Nuisances Affecting Health (Second Reading)
7. Ordinance to Amend Chapter 6.03(2) entitled "Traffic Code" to add a Stop Sign at Sommerville/Rounsville (Second Reading)
8. Resolution Establishing Fees for 2023 Solid Waste and Recycling Collection Service in the City of Waupun

CONSIDERATION - ACTION

9. ACTION: 2023 WisDOT Public Transit Assistance Program Operating Grant Application (*Roll Call*)
10. ACTION: 2023 Additional Building Permit Fee (*Roll Call*)
11. DISCUSSION: Destination Lake Winnebago Region Annual Report
12. DISCUSSION: Purchasing Policy
13. DISCUSSION: Neighborhood Investment Fund Grant Project for the Waupun Senior Center

CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for: (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

14. VanBever-Stuebs CSM Extraterritorial Review

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 11/29/22

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

Future meetings/gatherings of the Common Council, consideration of licenses/permits, payment of expenses.

Future Meetings/Gatherings of the Body of the Common Council (All meetings begin at 6:00pm unless otherwise noticed)

Tuesday, December 13, 2022	Common Council	6:00PM
Tuesday, December 27, 2022	Committee of the Whole	6:00PM
Tuesday, January 10, 2023	Common Council	6:00PM
Tuesday, January 31, 2023	Committee of the Whole	6:00PM
Tuesday, February 14, 2023	Common Council	6:00PM
Tuesday, February 28, 2023	Committee of the Whole	6:00PM
Tuesday, March 14, 2023	Common Council	6:00PM
Tuesday, March 28, 2023	Committee of the Whole	6:00PM
Tuesday, April 11, 2023	Common Council	6:00PM
Tuesday, April 18, 2023	Re-Organizational Meeting	5:30PM
Tuesday, April 25, 2023	Committee of the Whole	TBD

License and Permit Applications

OPERATOR LICENSE:

Linda Meinen, Connie Navis, Hailey Knotts, Beth Lienhard, Brianna Henke, Autum Wolford, Deborah Buege

TEMPORARY CLASS B:

TAXICAB LICENSE (renewal for 2023)

Brown Cab Services Inc – Justin Running, located at 101 Fond Du Lac Street.

TAXICAB DRIVER PERMIT (renewal for 2022)

William Donovan, Donna Donovan, Joseph Donovan, Barbara Brautigam, Amanda Engel, Joseph Fuchs

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION: Motion to approve the Consent Agenda. *(Roll Call)*

Report Criteria:
Report type: Summary

Check Issue Date	Check Number	Payee	Amount
11/23/2022	104515	WAUPUN AREA ANIMAL SHELTER,INC	1,000.00- V
11/23/2022	104811	AMAZON CAPITAL SERVICES	1,187.73
11/23/2022	104812	AIRGAS USA LLC	49.50
11/23/2022	104813	ALLIANT ENERGY/WP&L	2,894.37
11/23/2022	104814	ARMGA, BARB	186.20
11/23/2022	104815	ARMGA, RANDY	24.50
11/23/2022	104816	AT&T MOBILITY	1,107.51
11/23/2022	104817	BISHOP'S DETAIL SERVICES	50.00
11/23/2022	104818	BODA, SUSAN	183.75
11/23/2022	104819	BOERSON, ANN C.	132.30
11/23/2022	104820	BOSSENBROEK, GLENDA	39.20
11/23/2022	104821	BOUWKAMP, DARLENE	305.96
11/23/2022	104822	BOUWKAMP, DAVID	132.30
11/23/2022	104823	BROOKS SHOE & REPAIR	300.00
11/23/2022	104824	BROWN CAB SERVICE INC	11,974.97
11/23/2022	104825	CAPITAL NEWSPAPERS	624.66
11/23/2022	104826	CASPERS TRUCK EQUIPMENT	13,947.00
11/23/2022	104827	CARTRIDGE WORLD	81.98
11/23/2022	104828	CEDAR CORPORATION	19,810.45
11/23/2022	104829	CHARTER COMMUNICATIONS	1,316.11
11/23/2022	104830	SSM HEALTH LABORATORIES	160.00
11/23/2022	104831	DAANE, BETTY G	29.40
11/23/2022	104832	DANULA, KIM	176.40
11/23/2022	104833	DANULA, CHARLIE	137.20
11/23/2022	104834	FERGUSON WATERWORKS #1476	285.18
11/23/2022	104835	DESTINATION LAKE WINNEBAGO RE	8,278.68
11/23/2022	104836	DICKHUT, MATT	156.80
11/23/2022	104837	DICKHUT, ZAK	63.70
11/23/2022	104838	DILLE, KAROL	156.80
11/23/2022	104839	EHLERS AND ASSOCIATES INC	2,500.00
11/23/2022	104840	MARTENS ACE HARDWARE	553.69
11/23/2022	104841	FIX, WAYNE	63.70
11/23/2022	104842	GAPPA SECURITY SOLUTIONS LLC	70.25
11/23/2022	104843	GENERAL COMMUNICATIONS	525.02
11/23/2022	104844	GOPALAN, GRACIE	132.30
11/23/2022	104845	GRAFIX SHOP	46.00
11/23/2022	104846	H & R SAFETY SOLUTIONS LLC	247.50
11/23/2022	104847	HAEFEMEYER, SUE	58.80
11/23/2022	104848	HALRON LUBRICANTS INC	679.10
11/23/2022	104849	HANDSHY, ARLENE	183.75
11/23/2022	104850	HOMAN AUTO -GATEWAY	102.80
11/23/2022	104851	HOME CONTRACTORS & SUPPLY INC	175.89
11/23/2022	104852	HOPP, DAVE	142.10
11/23/2022	104853	JW MUDJACKING & POLY LEVELING	3,185.19
11/23/2022	104854	KIMBALL MIDWEST	1,107.20
11/23/2022	104855	LANDAAL, RICK	142.10
11/23/2022	104856	LEAGUE OF WI MUNICIPALITIES	280.00
11/23/2022	104857	MSA PROFESSIONAL SERVICES INC	6,059.04
11/23/2022	104858	MESA, FRANK	159.25
11/23/2022	104859	MONARCH, JANAH	171.50

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
11/23/2022	104860	MUELLER, KARLA	124.95
11/23/2022	104861	MULDER, GEORGENE	166.60
11/23/2022	104862	NAPA AUTO PARTS-WAUPUN	880.01
11/23/2022	104863	NAVIS, MIKE	45.35
11/23/2022	104864	NAVIS, STEVE	29.40
11/23/2022	104865	OLD WORLD ART GLASS	1,050.00
11/23/2022	104866	O'REILLY AUTOMOTIVE INC	184.29
11/23/2022	104867	OSHKOSH OFFICE SYSTEMS	179.55
11/23/2022	104868	PATROUILLE, LORNA MAE	149.45
11/23/2022	104869	PERRY, PRISCILLA J	132.30
11/23/2022	104870	PETERSEN, CARLA	142.10
11/23/2022	104871	PETERSEN, JAMES	51.45
11/23/2022	104872	PETERSEN, KAYL	142.10
11/23/2022	104873	PETERSEN, CLAIRE	287.65
11/23/2022	104874	PETERSEN, JENNIFER	71.25
11/23/2022	104875	PIGGLY WIGGLY DISCOUNT FOODS	146.02
11/23/2022	104876	PITNEY BOWES GLOBAL FINANCIAL S	21.52
11/23/2022	104877	PLATT, JEFF	147.00
11/23/2022	104878	PLATT, LORI	147.00
11/23/2022	104879	PLUIM, JOAN	156.80
11/23/2022	104880	PURCHASE POWER	500.00
11/23/2022	104881	REGISTRATION FEE TRUST	53.00
11/23/2022	104882	ROEBER, JOYCE	122.50
11/23/2022	104883	SSM HEALTH AT WORK	528.50
11/23/2022	104884	SAFETY KLEEN	470.00
11/23/2022	104885	SCHWAAB INC	580.00
11/23/2022	104886	SHAMROCK FILLING/AERKO INTERNA	415.01
11/23/2022	104887	SMITS & BLAZEL LAW OFFICE	532.00
11/23/2022	104888	STICKS AND STONES	85.00
11/23/2022	104889	STOBB, BRENDA	132.30
11/23/2022	104890	SURE FIRE INC	2,403.91
11/23/2022	104891	TAMBLIN, JAN	134.75
11/23/2022	104892	TEGROOTENHUIS, BEATRICE	68.60
11/23/2022	104893	TRACTOR SUPPLY CREDIT PLAN	195.96
11/23/2022	104894	TRAFFIC & PARKING CONTROL CO	4,143.60
11/23/2022	104895	UNIFORM SHOPPE	1,535.85
11/23/2022	104896	VANDERKIN, BETH L	154.35
11/23/2022	104897	VANDERKIN, NANCY ANN NOLAN	210.70
11/23/2022	104898	VANDERWERFF, JAKE	49.00
11/23/2022	104899	VANDEZANDE, DEBORAH	34.30
11/23/2022	104900	VANDEZANDE & KAUFMAN, LLP	2,890.00
11/23/2022	104901	VANHIERDEN, KATIE L.	147.00
11/23/2022	104902	VOIGTLANDER, PATRICIA	132.30
11/23/2022	104903	WARNER, ALEX	566.82
11/23/2022	104904	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
11/23/2022	104905	WAUPUN UTILITIES	.00 V
11/23/2022	104906	WI BUILDING SUPPLY	281.39
11/23/2022	104907	WI DEPT OF JUSTICE	63.00
11/23/2022	104908	WM CORPORATE SERVICES INC	48,228.56
11/23/2022	104909	BOS, LOIS	132.30
11/23/2022	104910	PEACHEY, MARGE	132.30
11/23/2022	104911	BISHOP, ROHN	93.74
11/23/2022	104912	BOSSENBROEK, ALLEGRA	147.00

Check Issue Date	Check Number	Payee	Amount
11/23/2022	104913	MARCO TECHNOLOGIES LLC	160.91
11/23/2022	104914	CND SPECIALTIES INC	246.08
11/23/2022	104915	WAUPUN UTILITIES	71,358.26
Grand Totals:			<u>221,561.61</u>

Report Criteria:
Report type: Summary

Report Criteria:

Report type: Invoice detail

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

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AIRGAS USA LLC						
AIRGAS USA LLC	TIPS FOR WELDER	11/23/2022	9131605364	100-70-5411-3-36	49.50	49.50
Total AIRGAS USA LLC:						49.50
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - OCTOBER 2022	11/23/2022	3264610000-O	100-70-5412-3-32	409.09	409.09
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - OCTOBER 2022	11/23/2022	1780510000-O	100-70-5410-3-32	792.37	792.37
ALLIANT ENERGY/WP&L	COMMUNITY CENTER MONTHLY FUEL-OCT 2022 - CITY	11/23/2022	2831330000-O	100-70-5410-3-32	971.13	971.13
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - OCTOBER 2022	11/23/2022	3425110000-O	100-20-5512-3-32	169.32	169.32
ALLIANT ENERGY/WP&L	AQUATIC CENTER - OCTOBER 2022	11/23/2022	5374620000-O	100-20-5523-3-32	74.98	74.98
ALLIANT ENERGY/WP&L	SENIOR CENTER - OCTOBER 2022	11/23/2022	7255200000-O	100-20-5513-3-32	84.01	84.01
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - OCTOBER 2022	11/23/2022	5946940000-O	100-50-5231-3-32	393.47	393.47
Total ALLIANT ENERGY/WP&L:						2,894.37
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	REPLACE LIGHTS ON OVERHEAD DOORS AT GARAGE	11/23/2022	1PHN-MCJJ-C	100-70-5412-3-36	199.98	199.98
AMAZON CAPITAL SERVICES	VEHICLE PARTS #38-22	11/23/2022	1NWX-WD36-	100-70-5411-3-36	606.39	606.39
AMAZON CAPITAL SERVICES	PET WASTE BAGS FOR DOG PARK	11/23/2022	13WY-P9JV-V	100-20-5525-3-38	168.29	168.29
AMAZON CAPITAL SERVICES	CAR BATTERY CHARGER/MAINTAINER	11/23/2022	1K1C-3R7L-7	100-40-5212-3-36	114.42	114.42
AMAZON CAPITAL SERVICES	COFFEE - CITY HALL	11/23/2022	1XRP-YP7L-3	100-10-5110-3-38	98.65	98.65
Total AMAZON CAPITAL SERVICES:						1,187.73
ARMGA, BARB						
ARMGA, BARB	11-8-22 ELECTION - NURSING HOME/AB IN PERSON	11/23/2022	11-17-22	100-10-5142-1-10	186.20	186.20
Total ARMGA, BARB:						186.20
ARMGA, RANDY						
ARMGA, RANDY	11-8-22 ELECTION - NURSING HOME	11/23/2022	11-17-22	100-10-5142-1-10	24.50	24.50
Total ARMGA, RANDY:						24.50
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS & DEPT ISSUED CELL PHONES - OCT 23, 2022	11/23/2022	287307537700	100-40-5211-3-31	829.43	829.43
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - SEPT 24-OCT 23 2022 FD	11/23/2022	SEPT24-OCT	100-50-5231-3-31	278.08	278.08
Total AT&T MOBILITY:						1,107.51
BISHOP, ROHN						
BISHOP, ROHN	HALLOWEEN CANDY - HALLOWEEN ON MAIN 2022	11/23/2022	11-16-22	100-10-5534-3-38	93.74	93.74
Total BISHOP, ROHN:						93.74

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
BISHOP'S DETAIL SERVICES						
BISHOP'S DETAIL SERVICES	DETAIL SQUAD CAR 11	11/23/2022	11072022	100-40-5212-3-36	50.00	50.00
Total BISHOP'S DETAIL SERVICES:						50.00
BODA, SUSAN						
BODA, SUSAN	11-8-22 ELECTION - NURSING HOME/ELECTION DAY	11/23/2022	11-17-22	100-10-5142-1-10	183.75	183.75
Total BODA, SUSAN:						183.75
BOERSON, ANN C.						
BOERSON, ANN C.	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	132.30	132.30
Total BOERSON, ANN C.:						132.30
BOS, LOIS						
BOS, LOIS	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	132.30	132.30
Total BOS, LOIS:						132.30
BOSEN BROEK, ALLEGRA						
BOSEN BROEK, ALLEGRA	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	147.00	147.00
Total BOSEN BROEK, ALLEGRA:						147.00
BOSEN BROEK, GLENDA						
BOSEN BROEK, GLENDA	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	39.20	39.20
Total BOSEN BROEK, GLENDA:						39.20
BOUWKAMP, DARLENE						
BOUWKAMP, DARLENE	11-8-22 ELECTION - NURSING HOME/PRE-NUMBER/ELECTION DAY	11/23/2022	11-17-22	100-10-5142-1-10	305.96	305.96
Total BOUWKAMP, DARLENE:						305.96
BOUWKAMP, DAVID						
BOUWKAMP, DAVID	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	132.30	132.30
Total BOUWKAMP, DAVID:						132.30
BROOKS SHOE & REPAIR						
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - EHLTS	11/23/2022	43556	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - RENS	11/23/2022	43756	100-70-5412-3-38	150.00	150.00
Total BROOKS SHOE & REPAIR:						300.00
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	OCTOBER MONTHLY TAXI SERVICE 2022	11/23/2022	3148	501-10-5154-3-38	11,974.97	11,974.97
Total BROWN CAB SERVICE INC:						11,974.97
CAPITAL NEWSPAPERS						
CAPITAL NEWSPAPERS	ORD 22-05 ANNEXATION	11/23/2022	124641	419-70-5435-3-38	86.68	86.68
CAPITAL NEWSPAPERS	CONDITIONAL USE HEARING - 5 LORI CT/606 W MAIN/420 E JEFFERSON	11/23/2022	126262	100-10-5110-3-35	31.70	31.70
CAPITAL NEWSPAPERS	ORD 22-07 SANITARY SEWER					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	SYSTEM	11/23/2022	126452	100-10-5110-3-35	136.66	136.66
CAPITAL NEWSPAPERS	ORD 22-06 HANDICAP PARKING (ZOELLNER)	11/23/2022	126454	100-10-5110-3-35	21.71	21.71
CAPITAL NEWSPAPERS	JRB FINAL SEPT 28	11/23/2022	126650	100-10-5110-3-35	21.99	21.99
CAPITAL NEWSPAPERS	2023 BUDGET DOCUMENT NOTICE	11/23/2022	131967	100-10-5110-3-35	226.51	226.51
CAPITAL NEWSPAPERS	ORD 22-05 CLAGGETT ANNEXATION - AMMENDED	11/23/2022	128166	419-70-5435-3-38	65.26	65.26
CAPITAL NEWSPAPERS	PUBLIC NOTICE LIQUOR LICENSE APP - IMAGINE THAT ART STUDIO	11/23/2022	129763	100-10-5141-3-35	34.15	34.15
Total CAPITAL NEWSPAPERS:						624.66
CARTRIDGE WORLD						
CARTRIDGE WORLD	PRINTER CARTRIDGE	11/23/2022	89458	100-40-5211-3-38	81.98	81.98
Total CARTRIDGE WORLD:						81.98
CASPERS TRUCK EQUIPMENT						
CASPERS TRUCK EQUIPMENT	REPLACE DUMP BOX ON 5-09	11/23/2022	0050169-IN	100-70-5411-3-36	13,947.00	13,947.00
Total CASPERS TRUCK EQUIPMENT:						13,947.00
CEDAR CORPORATION						
CEDAR CORPORATION	SENIOR CENTER DESIGN & PLANNING THRU 11-12-22	11/23/2022	113566	400-20-5513-8-00	19,810.45	19,810.45
Total CEDAR CORPORATION:						19,810.45
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	SENIOR CENTER - TV, INTERNET	11/23/2022	16011-NOV22	100-20-5513-3-38	162.43	162.43
CHARTER COMMUNICATIONS	AQUATIC CENTER	11/23/2022	54053-NOV22	100-20-5523-3-38	114.97	114.97
CHARTER COMMUNICATIONS	PD - VOICE, TV	11/23/2022	18615-NOV22	100-40-5211-3-38	82.62	82.62
CHARTER COMMUNICATIONS	PD - INTERNET	11/23/2022	3194-NOV22	100-40-5211-3-38	490.00	490.00
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	11/23/2022	13430-NOV22	100-10-5197-3-31	139.98	139.98
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	11/23/2022	15199-NOV22	100-70-5412-3-38	226.12	226.12
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - PD BY HISTORICAL SOCIETY	11/23/2022	84621-NOV22	100-13850	99.99	99.99
Total CHARTER COMMUNICATIONS:						1,316.11
CND SPECIALTIES INC						
CND SPECIALTIES INC	ELECTION FOOD 11-8-22	11/23/2022	2176-1	100-10-5142-3-38	246.08	246.08
Total CND SPECIALTIES INC:						246.08
DAANE, BETTY G						
DAANE, BETTY G	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	29.40	29.40
Total DAANE, BETTY G:						29.40
DANULA, CHARLIE						
DANULA, CHARLIE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	137.20	137.20
Total DANULA, CHARLIE:						137.20
DANULA, KIM						
DANULA, KIM	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	176.40	176.40

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total DANULA, KIM:						176.40
DESTINATION LAKE WINNEBAGO REGION						
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - SEPTEMBER 2022	11/23/2022	11-4-22	430-70-5436-3-42	8,278.68	8,278.68
Total DESTINATION LAKE WINNEBAGO REGION:						8,278.68
DICKHUT, MATT						
DICKHUT, MATT	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	156.80	156.80
Total DICKHUT, MATT:						156.80
DICKHUT, ZAK						
DICKHUT, ZAK	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	63.70	63.70
Total DICKHUT, ZAK:						63.70
DILLE, KAROL						
DILLE, KAROL	11-8-22 ELECTION - PRE-NUMBER/ELECTION DAY	11/23/2022	11-17-22	100-10-5142-1-10	156.80	156.80
Total DILLE, KAROL:						156.80
EHLERS AND ASSOCIATES INC						
EHLERS AND ASSOCIATES INC	TID 9 CREATION MANAGEMENT COSSEN	11/23/2022	92307	419-70-5435-3-39	2,500.00	2,500.00
Total EHLERS AND ASSOCIATES INC:						2,500.00
FERGUSON WATERWORKS #1476						
FERGUSON WATERWORKS #1476	FERNCO FOR LEAF VAC	11/23/2022	0376357	700-10-5192-3-36	285.18	285.18
Total FERGUSON WATERWORKS #1476:						285.18
FIX, WAYNE						
FIX, WAYNE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	63.70	63.70
Total FIX, WAYNE:						63.70
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	DEAD LATCH REPLACED	11/23/2022	26383	100-20-5525-3-36	70.25	70.25
Total GAPPA SECURITY SOLUTIONS LLC:						70.25
GENERAL COMMUNICATIONS						
GENERAL COMMUNICATIONS	ELECTRIC COOLING FAN & SINGLE T-RAIL MOUNT W/ HANDCUFF KEY	11/23/2022	311534	410-40-5211-4-00	525.02	525.02
Total GENERAL COMMUNICATIONS:						525.02
GOPALAN, GRACIE						
GOPALAN, GRACIE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	132.30	132.30
Total GOPALAN, GRACIE:						132.30
GRAFIX SHOP						
GRAFIX SHOP	K9 SQUAD DECALS	11/23/2022	147393	220-40-5212-3-38	46.00	46.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total GRAFIX SHOP:						46.00
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	SAFETY CLOTHING	11/23/2022	7365	100-70-5412-3-38	247.50	247.50
Total H & R SAFETY SOLUTIONS LLC:						247.50
HAEFEMEYER, SUE						
HAEFEMEYER, SUE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	58.80	58.80
Total HAEFEMEYER, SUE:						58.80
HALRON LUBRICANTS INC						
HALRON LUBRICANTS INC	GREASE/OIL	11/23/2022	0172748-IN	100-70-5411-3-36	205.90	205.90
HALRON LUBRICANTS INC	BULK ANTIFREEZE	11/23/2022	0172775-IN	100-70-5411-3-36	473.20	473.20
Total HALRON LUBRICANTS INC:						679.10
HANDSHY, ARLENE						
HANDSHY, ARLENE	11-8-22 ELECTION - NURSING HOME/ELECTION DAY	11/23/2022	11-17-22	100-10-5142-1-10	183.75	183.75
Total HANDSHY, ARLENE:						183.75
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	REPLACE FILTERS	11/23/2022	1019534	100-70-5411-3-36	102.80	102.80
Total HOMAN AUTO -GATEWAY:						102.80
HOME CONTRACTORS & SUPPLY INC						
HOME CONTRACTORS & SUPPLY INC	FLATBED RAILING	11/23/2022	31920	100-70-5411-3-36	175.89	175.89
Total HOME CONTRACTORS & SUPPLY INC:						175.89
HOPP, DAVE						
HOPP, DAVE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	142.10	142.10
Total HOPP, DAVE:						142.10
JW MUDJACKING & POLY LEVELING						
JW MUDJACKING & POLY LEVELING	MUDJACK MEDEMA FIELD	11/23/2022	2209-2713-52	400-20-5525-8-00	3,185.19	3,185.19
Total JW MUDJACKING & POLY LEVELING:						3,185.19
KIMBALL MIDWEST						
KIMBALL MIDWEST	VEHICLE PARTS	11/23/2022	100485337	100-70-5411-3-36	1,067.45	1,067.45
KIMBALL MIDWEST	SHOP SUPPLIES	11/23/2022	100488111	100-70-5411-3-36	39.75	39.75
Total KIMBALL MIDWEST:						1,107.20
LANDAAL, RICK						
LANDAAL, RICK	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	142.10	142.10
Total LANDAAL, RICK:						142.10
LEAGUE OF WI MUNICIPALITIES						
LEAGUE OF WI MUNICIPALITIES	LWM ANNUAL CONFERENCE	11/23/2022	85105	100-10-5191-3-37	280.00	280.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total LEAGUE OF WI MUNICIPALITIES:						280.00
MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT	11/23/2022	486680853	100-40-5211-3-38	160.91	160.91
Total MARCO TECHNOLOGIES LLC:						160.91
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	ANTIFREEZE	11/23/2022	223427	100-20-5525-3-36	48.00	48.00
MARTENS ACE HARDWARE	DECK SCREWS/SHEETER BROWN/SNIPS	11/23/2022	223475	100-70-5410-3-36	72.47	72.47
MARTENS ACE HARDWARE	SHEETER BROWN - BUILDING PROJECTS	11/23/2022	223487	100-70-5410-3-36	11.49	11.49
MARTENS ACE HARDWARE	BATTERIES	11/23/2022	223488	100-70-5410-3-36	17.99	17.99
MARTENS ACE HARDWARE	FASTENERS	11/23/2022	223498	100-70-5410-3-36	6.76	6.76
MARTENS ACE HARDWARE	FIRE EXT FOR SENIOR EXPO	11/23/2022	223499	100-50-5232-3-38	59.99	59.99
MARTENS ACE HARDWARE	FASTENERS	11/23/2022	223516	100-70-5410-3-36	10.76	10.76
MARTENS ACE HARDWARE	SUPPLIES TO INSTALL WING	11/23/2022	223525	100-70-5411-3-36	18.86	18.86
MARTENS ACE HARDWARE	FLANGE RING/RING WAX/BOLT SET	11/23/2022	223634	100-70-5410-3-36	17.57	17.57
MARTENS ACE HARDWARE	ADHESIVE/PVC/RING FLANGE	11/23/2022	223642	100-70-5410-3-36	40.97	40.97
MARTENS ACE HARDWARE	ANTIFREEZE	11/23/2022	223712	100-20-5525-3-36	48.00	48.00
MARTENS ACE HARDWARE	FASTENERS	11/23/2022	223729	100-70-5411-3-36	12.94	12.94
MARTENS ACE HARDWARE	ROPE	11/23/2022	223763	100-70-5410-3-36	12.99	12.99
MARTENS ACE HARDWARE	ANTIFREEZE	11/23/2022	223786	100-20-5525-3-36	24.00	24.00
MARTENS ACE HARDWARE	SPACKL VINYL	11/23/2022	223879	100-70-5410-3-36	4.99	4.99
MARTENS ACE HARDWARE	FASTENERS	11/23/2022	223895	100-70-5411-3-36	15.80	15.80
MARTENS ACE HARDWARE	STAPLE GUN/STAPLES	11/23/2022	223898	100-40-5215-3-38	51.17	51.17
MARTENS ACE HARDWARE	BIT/WHEEL GRIND/FASTENERS	11/23/2022	223978	100-70-5411-3-36	78.94	78.94
Total MARTENS ACE HARDWARE:						553.69
MESA, FRANK						
MESA, FRANK	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	159.25	159.25
Total MESA, FRANK:						159.25
MONARCH, JANA H						
MONARCH, JANA H	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	171.50	171.50
Total MONARCH, JANA H:						171.50
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	ALLEYWAY BETWEEN MILL & MADISON ST ESTIM	11/23/2022	R00212056.0-	405-70-5436-3-38	4,080.60	4,080.60
MSA PROFESSIONAL SERVICES INC	BAYBERRY LANE EXTENSION	11/23/2022	R-00212132.0-	419-70-5435-3-38	1,978.44	1,978.44
Total MSA PROFESSIONAL SERVICES INC:						6,059.04
MUELLER, KARLA						
MUELLER, KARLA	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	124.95	124.95
Total MUELLER, KARLA:						124.95
MULDER, GEORGENE						
MULDER, GEORGENE	11-8-22 ELECTION - PRE-NUMBER/ELECTION DAY	11/23/2022	11-17-22	100-10-5142-1-10	166.60	166.60

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total MULDER, GEORGENE:						166.60
NAPA AUTO PARTS-WAUPUN	REPLACE STROBE LIGHT ON FORKLIFT	11/23/2022	360983	100-70-5411-3-36	152.63	152.63
NAPA AUTO PARTS-WAUPUN	EXACT FITS - DRIVER/PASSENGERS SIDE	11/23/2022	361013	100-40-5212-3-36	29.54	29.54
NAPA AUTO PARTS-WAUPUN	TIRE VALVE	11/23/2022	361121	700-10-5193-3-36	4.74	4.74
NAPA AUTO PARTS-WAUPUN	THE LEGEND PROFESSIONAL BATTERY	11/23/2022	361372	100-40-5212-3-36	180.99	180.99
NAPA AUTO PARTS-WAUPUN	PURGE VALVE	11/23/2022	361667	100-40-5211-3-36	44.64	44.64
NAPA AUTO PARTS-WAUPUN	NEW COUPLER FOR BLADE	11/23/2022	362409	100-70-5411-3-36	26.49	26.49
NAPA AUTO PARTS-WAUPUN	REARVIEW MIRROR	11/23/2022	362630	100-40-5212-3-36	7.29	7.29
NAPA AUTO PARTS-WAUPUN	CONNECTOR - SET UP NEW FLATBED	11/23/2022	362890	410-70-5412-4-00	7.92	7.92
NAPA AUTO PARTS-WAUPUN	BATTERY TERMINAL FOR NEW FLATBED	11/23/2022	362891	410-70-5412-4-00	18.90	18.90
NAPA AUTO PARTS-WAUPUN	BODY HARDWARE/GLOVES	11/23/2022	362982	100-70-5411-3-38	30.08	30.08
NAPA AUTO PARTS-WAUPUN	FUSE HOLDER FUSE TAB/TRAILER CONNECT KIT	11/23/2022	363026	410-70-5412-4-00	33.97	33.97
NAPA AUTO PARTS-WAUPUN	ATR MICRO 2 FUSE ASMT	11/23/2022	363059	410-70-5412-4-00	11.96	11.96
NAPA AUTO PARTS-WAUPUN	ALTERNATOR	11/23/2022	363085	100-40-5212-3-36	388.04	388.04
NAPA AUTO PARTS-WAUPUN	SERPENTINE BELT	11/23/2022	363089	100-40-5212-3-36	28.82	28.82
NAPA AUTO PARTS-WAUPUN	CORE DEPOSIT CREDIT	11/23/2022	363257	100-40-5211-3-36	86.00-	86.00-
Total NAPA AUTO PARTS-WAUPUN:						880.01
NAVIS, MIKE						
NAVIS, MIKE	CLOTHING ALLOWANCE - NAVIS	11/23/2022	VP_K99S685	100-12634	45.35	45.35
Total NAVIS, MIKE:						45.35
NAVIS, STEVE						
NAVIS, STEVE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	29.40	29.40
Total NAVIS, STEVE:						29.40
OLD WORLD ART GLASS						
OLD WORLD ART GLASS	REBUILD WINDOWS - MUSEUM - DEC 2021	11/23/2022	1122022	100-70-5410-3-36	1,050.00	1,050.00
Total OLD WORLD ART GLASS:						1,050.00
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	CREDIT ON ACCT FROM PREV FD INVOICE	11/23/2022	2391-436497	100-50-5232-3-36	59.99-	59.99-
O'REILLY AUTOMOTIVE INC	ABSORBENT/PAPER TOWEL	11/23/2022	2391-484521	100-50-5232-3-38	123.89	123.89
O'REILLY AUTOMOTIVE INC	PAPERTOWEL	11/23/2022	2391-484523	100-50-5232-3-38	239.90	239.90
O'REILLY AUTOMOTIVE INC	SHOP TOWEL/RETURNED PAPER TOWEL	11/23/2022	2391-485165	100-50-5232-3-38	119.51-	119.51-
Total O'REILLY AUTOMOTIVE INC:						184.29
OSHKOSH OFFICE SYSTEMS						
OSHKOSH OFFICE SYSTEMS	RICOH MP301SPF-CITY HALL- CONTRACT USAGE CHARGE 10/15/22 -11/14/22	11/23/2022	AR81742	100-10-5141-3-36	179.55	179.55
Total OSHKOSH OFFICE SYSTEMS:						179.55

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PATROUILLE, LORNA MAE PATROUILLE, LORNA MAE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	149.45	149.45
Total PATROUILLE, LORNA MAE:						149.45
PEACHEY, MARGE PEACHEY, MARGE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	132.30	132.30
Total PEACHEY, MARGE:						132.30
PERRY, PRISCILLA J PERRY, PRISCILLA J	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	132.30	132.30
Total PERRY, PRISCILLA J:						132.30
PETERSEN, CARLA PETERSEN, CARLA	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	142.10	142.10
Total PETERSEN, CARLA:						142.10
PETERSEN, CLAIRE PETERSEN, CLAIRE	11-8-22 ELECTION - ABSENTEE SORTING/ELECTION DAY/POST ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	287.65	287.65
Total PETERSEN, CLAIRE:						287.65
PETERSEN, JAMES PETERSEN, JAMES	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	51.45	51.45
Total PETERSEN, JAMES:						51.45
PETERSEN, JENNIFER PETERSEN, JENNIFER	11-9-22 DROP OFF ELECTION DAY BALLOTS/SUPPLIES - DODGE CTY - MILEAGE	11/23/2022	11-14-22	100-10-5142-3-37	71.25	71.25
Total PETERSEN, JENNIFER:						71.25
PETERSEN, KAYL PETERSEN, KAYL	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	142.10	142.10
Total PETERSEN, KAYL:						142.10
PIGGLY WIGGLY DISCOUNT FOODS PIGGLY WIGGLY DISCOUNT FOODS PIGGLY WIGGLY DISCOUNT FOODS PIGGLY WIGGLY DISCOUNT FOODS PIGGLY WIGGLY DISCOUNT FOODS	WATER - PD MEETING WATER FOR REHAB - FD BREAK ROOM SUPPLIES - GARAGE REHAB - FD BD OF REVIEW 10-13-22	11/23/2022 11/23/2022 11/23/2022 11/23/2022 11/23/2022	3531 4146 5161 8430 8805	100-40-5211-3-38 100-50-5232-3-38 100-70-5410-3-38 100-50-5232-3-38 100-10-5110-3-38	3.99 13.38 51.73 64.92 12.00	3.99 13.38 51.73 64.92 12.00
Total PIGGLY WIGGLY DISCOUNT FOODS:						146.02
PITNEY BOWES GLOBAL FINANCIAL SERVICES PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - CITY HALL - REMAINING BALANCE	11/23/2022	3316190345-B	100-16210	21.52	21.52
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:						21.52

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PLATT, JEFF PLATT, JEFF	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	147.00	147.00
Total PLATT, JEFF:						147.00
PLATT, LORI PLATT, LORI	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	147.00	147.00
Total PLATT, LORI:						147.00
PLUIM, JOAN PLUIM, JOAN	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	156.80	156.80
Total PLUIM, JOAN:						156.80
PURCHASE POWER PURCHASE POWER	POSTAGE REFILL FEE	11/23/2022	11-15-22	100-16210	500.00	500.00
Total PURCHASE POWER:						500.00
REGISTRATION FEE TRUST REGISTRATION FEE TRUST	1992 FEATHERLITE TRAILER - FIRE DEPT	11/23/2022	11-14-22	100-50-5231-3-38	53.00	53.00
Total REGISTRATION FEE TRUST:						53.00
ROEBER, JOYCE ROEBER, JOYCE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	122.50	122.50
Total ROEBER, JOYCE:						122.50
SAFETY KLEEN SAFETY KLEEN	USED OIL	11/23/2022	90300436	100-70-5411-3-36	470.00	470.00
Total SAFETY KLEEN:						470.00
SCHWAAB INC SCHWAAB INC	WASTE REMOVAL SCHEDULE MAGNETS	11/23/2022	D030584	420-70-5436-3-38	580.00	580.00
Total SCHWAAB INC:						580.00
SHAMROCK FILLING/AERKO INTERNATIONAL SHAMROCK FILLING/AERKO INTERN	PEPPER SPRAY	11/23/2022	23571	100-40-5212-3-38	415.01	415.01
Total SHAMROCK FILLING/AERKO INTERNATIONAL:						415.01
SMITS & BLAZEL LAW OFFICE SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES-HELLER	11/23/2022	14985	100-10-5161-3-38	532.00	532.00
Total SMITS & BLAZEL LAW OFFICE:						532.00
SSM HEALTH AT WORK SSM HEALTH AT WORK	DRUG SCREEN-IMMUNIZATION STOBB, J	11/23/2022	38237	100-70-5412-3-38	144.50	144.50
SSM HEALTH AT WORK	ANNUAL FLU SHOT CLINIC	11/23/2022	38354	100-10-5143-3-38	384.00	384.00

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Total SSM HEALTH AT WORK:						528.50
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	BLOOD DRAWS - OCT 2022	11/23/2022	4302232	100-40-5213-3-38	160.00	160.00
Total SSM HEALTH LABORATORIES:						160.00
STICKS AND STONES						
STICKS AND STONES	MOW & TRIM (904 PLEASANT)	11/23/2022	13182	100-70-5613-3-38	85.00	85.00
Total STICKS AND STONES:						85.00
STOBB, BRENDA						
STOBB, BRENDA	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	132.30	132.30
Total STOBB, BRENDA:						132.30
SURE FIRE INC						
SURE FIRE INC	REPLACE BOILER CONTROL @ CITY GARAGE	11/23/2022	32340357	100-70-5412-3-36	2,403.91	2,403.91
Total SURE FIRE INC:						2,403.91
TAMBLIN, JAN						
TAMBLIN, JAN	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	134.75	134.75
Total TAMBLIN, JAN:						134.75
TEGROOTENHUIS, BEATRICE						
TEGROOTENHUIS, BEATRICE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	68.60	68.60
Total TEGROOTENHUIS, BEATRICE:						68.60
TRACTOR SUPPLY CREDIT PLAN						
TRACTOR SUPPLY CREDIT PLAN	SET-UP NEW FLATBED 38-22	11/23/2022	11-14-22	410-70-5412-4-00	195.96	195.96
Total TRACTOR SUPPLY CREDIT PLAN:						195.96
TRAFFIC & PARKING CONTROL CO						
TRAFFIC & PARKING CONTROL CO	SOLAR RADAR SIGN	11/23/2022	1741055	410-70-5411-4-00	4,027.90	4,027.90
TRAFFIC & PARKING CONTROL CO	NEW STREET SIGN WARNING FLAGS	11/23/2022	739796	100-70-5441-3-36	115.70	115.70
Total TRAFFIC & PARKING CONTROL CO:						4,143.60
UNIFORM SHOPPE						
UNIFORM SHOPPE	CLOTHING ALLOWANCE - WARNER	11/23/2022	326787	100-12634	1,357.95	1,357.95
UNIFORM SHOPPE	BLAUER LS SHIRT AND CARGO PANT	11/23/2022	327769	100-12634	177.90	177.90
Total UNIFORM SHOPPE:						1,535.85
VANDERKIN, BETH L						
VANDERKIN, BETH L	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	154.35	154.35
Total VANDERKIN, BETH L:						154.35
VANDERKIN, NANCY ANN NOLAN						
VANDERKIN, NANCY ANN NOLAN	11-8-22 ELECTION -					

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	PRE-NUMBER/ELECTION DAY	11/23/2022	11-17-22	100-10-5142-1-10	210.70	210.70
Total VANDERKIN, NANCY ANN NOLAN:						210.70
VANDERWERFF, JAKE						
VANDERWERFF, JAKE	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	49.00	49.00
Total VANDERWERFF, JAKE:						49.00
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - OCT 2022	11/23/2022	14190	100-10-5161-3-38	420.00	420.00
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - OCTOBER 2022	11/23/2022	OCT2022	100-10-5161-3-38	2,470.00	2,470.00
Total VANDEZANDE & KAUFMAN, LLP:						2,890.00
VANDEZANDE, DEBORAH						
VANDEZANDE, DEBORAH	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	34.30	34.30
Total VANDEZANDE, DEBORAH:						34.30
VANHIERDEN, KATIE L.						
VANHIERDEN, KATIE L.	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	147.00	147.00
Total VANHIERDEN, KATIE L.:						147.00
VOIGTLANDER, PATRICIA						
VOIGTLANDER, PATRICIA	11-8-22 ELECTION	11/23/2022	11-17-22	100-10-5142-1-10	132.30	132.30
Total VOIGTLANDER, PATRICIA:						132.30
WARNER, ALEX						
WARNER, ALEX	TRAVEL EXPENSE - ACADEMY - ALEX WARNER	11/23/2022	11042022	100-40-5215-3-37	566.82	566.82
Total WARNER, ALEX:						566.82
WAUPUN UTILITIES						
WAUPUN UTILITIES	PRINCIPAL PMT ON 2009 BUS PARK/SEWER UTIL PROM NOTE	11/23/2022	11-17-22	404-25001	.00	.00
WAUPUN UTILITIES	JOHNSON PROPERTY UTILITIES	11/23/2022	OCT2022	404-10-5711-3-32	.00	.00
WAUPUN UTILITIES	WPPI SUPPORT - OCTOBER 2022	11/23/2022	5691	100-10-5197-3-38	.00	.00
WAUPUN UTILITIES	EV CHARGING STATION - E MAIN	11/23/2022	5667	405-70-5436-8-00	.00	.00
WAUPUN UTILITIES	BULB RECYCLING -OCT 2022	11/23/2022	5690	100-70-5410-3-38	.00	.00
WAUPUN UTILITIES	BULK WATER USAGE FROM 4/12/22-10/7/22	11/23/2022	5693	700-10-5192-3-32	.00	.00
WAUPUN UTILITIES	PRINCIPAL PMT ON 2009 BUS PARK/SEWER UTIL PROM NOTE	11/23/2022	11-17-22	404-25001	45,000.00	45,000.00
WAUPUN UTILITIES	JOHNSON PROPERTY UTILITIES	11/23/2022	OCT2022	404-10-5711-3-32	25,600.65	25,600.65
WAUPUN UTILITIES	WPPI SUPPORT - OCTOBER 2022	11/23/2022	5691	100-10-5197-3-38	132.75	132.75
WAUPUN UTILITIES	BULB RECYCLING -OCT 2022	11/23/2022	5690	100-70-5410-3-38	4.92	4.92
WAUPUN UTILITIES	BULK WATER USAGE FROM 4/12/22-10/7/22	11/23/2022	5693	700-10-5192-3-32	619.94	619.94
Total WAUPUN UTILITIES:						71,358.26
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - SEPT 2022 - RE-ISSUE	11/23/2022	SEPT2022-RE	100-40-5343-3-38	1,000.00	1,000.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN AREA ANIMAL SHELTER,INC						
WAUPUN AREA ANIMAL SHELTER,IN	MONTHLY CONTRACT - SEPT 2022	11/23/2022	9-8-22	100-40-5343-3-38	1,000.00-	1,000.00-
Total WAUPUN AREA ANIMAL SHELTER,INC:						1,000.00-
WI BUILDING SUPPLY						
WI BUILDING SUPPLY	PARTS/SUPPLIES -- REPAIR BOARDWALK - TREE FELL ON IT	11/23/2022	3543403	100-20-5525-3-36	281.39	281.39
Total WI BUILDING SUPPLY:						281.39
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - OCT 2022	11/23/2022	G3369-OCT22	100-40-5213-3-38	63.00	63.00
Total WI DEPT OF JUSTICE:						63.00
WM CORPORATE SERVICES INC						
WM CORPORATE SERVICES INC	RESIDENTIAL RECYCLING - NOV 2022 - INCLUDING FUEL/ENVIORNMENTAL CHARGE	11/23/2022	0028241-2321	420-70-5436-3-38	48,228.56	48,228.56
Total WM CORPORATE SERVICES INC:						48,228.56
Grand Totals:						221,561.61

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	438.57	.00	438.57
100-10-5110-3-38	57.99	.00	57.99
100-10-5141-3-30	52.66	.00	52.66
100-10-5141-3-35	34.15	.00	34.15
100-10-5141-3-36	179.55	.00	179.55
100-10-5142-1-10	6,052.21	.00	6,052.21
100-10-5142-3-37	71.25	.00	71.25
100-10-5142-3-38	246.08	.00	246.08
100-10-5143-3-38	384.00	.00	384.00
100-10-5161-3-38	3,422.00	.00	3,422.00
100-10-5191-3-37	280.00	.00	280.00
100-10-5197-3-31	139.98	.00	139.98
100-10-5197-3-38	265.50	132.75-	132.75
100-10-5534-3-38	93.74	.00	93.74
100-12634	1,581.20	.00	1,581.20
100-13850	99.99	.00	99.99
100-16210	521.52	.00	521.52
100-20-5512-3-32	424.68	127.68-	297.00
100-20-5513-3-32	687.21	301.60-	385.61
100-20-5513-3-38	162.43	.00	162.43
100-20-5523-3-32	1,884.18	904.60-	979.58
100-20-5523-3-38	114.97	.00	114.97
100-20-5525-3-32	5,132.88	2,566.44-	2,566.44
100-20-5525-3-36	471.64	.00	471.64

GL Account	Debit	Credit	Proof
100-20-5525-3-38	168.29	.00	168.29
100-21100	25,339.55	94,200.56-	68,861.01-
100-40-5211-3-31	829.43	.00	829.43
100-40-5211-3-32	1,936.86	842.52-	1,094.34
100-40-5211-3-36	44.64	76.00-	31.36-
100-40-5211-3-38	819.50	.00	819.50
100-40-5212-3-36	799.10	.00	799.10
100-40-5212-3-38	415.01	.00	415.01
100-40-5213-3-38	223.00	.00	223.00
100-40-5215-3-37	566.82	.00	566.82
100-40-5215-3-38	51.17	.00	51.17
100-40-5343-3-38	1,000.00	1,000.00-	.00
100-50-5231-3-31	278.08	.00	278.08
100-50-5231-3-32	1,139.39	498.87-	640.52
100-50-5231-3-38	53.00	.00	53.00
100-50-5232-3-36	.00	59.99-	59.99-
100-50-5232-3-38	502.08	119.51-	382.57
100-50-5251-3-32	32.00	16.00-	16.00
100-70-5410-3-32	15,377.54	6,807.02-	8,570.52
100-70-5410-3-36	1,245.99	.00	1,245.99
100-70-5410-3-38	61.57	4.92-	56.65
100-70-5411-3-36	17,523.53	10.00-	17,513.53
100-70-5411-3-38	30.08	.00	30.08
100-70-5412-3-32	2,310.57	950.74-	1,359.83
100-70-5412-3-36	2,603.89	.00	2,603.89
100-70-5412-3-38	918.12	.00	918.12
100-70-5420-3-38	430.00	.00	430.00
100-70-5441-3-32	499.44	249.72-	249.72
100-70-5441-3-36	115.70	.00	115.70
100-70-5442-3-32	21,342.38	10,671.19-	10,671.19
100-70-5613-3-38	85.00	.00	85.00
210-21100	1,605.60	3,211.20-	1,605.60-
210-60-5511-3-32	3,211.20	1,605.60-	1,605.60
220-21100	.00	46.00-	46.00-
220-40-5212-3-38	46.00	.00	46.00
400-20-5513-8-00	19,810.45	.00	19,810.45
400-20-5525-8-00	3,185.19	.00	3,185.19
400-21100	.00	22,995.64-	22,995.64-
404-10-5711-3-32	41.72	20.86-	20.86
404-21100	45,020.86	90,041.72-	45,020.86-
404-25001	90,000.00	45,000.00-	45,000.00
405-21100	11,525.11	12,185.11-	660.00-
405-70-5436-3-38	660.00	.00	660.00
405-70-5436-8-00	11,525.11	11,525.11-	.00
410-21100	.00	4,741.64-	4,741.64-
410-40-5211-4-00	525.02	.00	525.02
410-70-5411-4-00	4,027.90	.00	4,027.90
410-70-5412-4-00	188.72	.00	188.72
419-21100	.00	7,620.98-	7,620.98-
419-70-5435-3-38	5,120.98	.00	5,120.98
419-70-5435-3-39	2,500.00	.00	2,500.00
420-21100	.00	10,559.56-	10,559.56-
420-70-5436-3-38	10,559.56	.00	10,559.56
425-21100	.00	38,249.00-	38,249.00-
425-70-5476-3-38	38,249.00	.00	38,249.00
430-21100	.00	8,278.68-	8,278.68-
430-70-5436-3-42	8,278.68	.00	8,278.68
501-10-5154-3-38	11,974.97	.00	11,974.97

GL Account	Debit	Credit	Proof
501-21100	.00	11,974.97-	11,974.97-
700-10-5192-3-32	1,315.50	657.75-	657.75
700-10-5192-3-36	285.18	.00	285.18
700-10-5193-3-36	4.74	.00	4.74
700-21100	657.75	1,605.42-	947.67-
Grand Totals:	389,859.35	389,859.35-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

PLAN COMMISSION (3 Year Term)

Plan Commission shall regularly meet on the last Wednesday of each month at 4:30pm

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

MAYOR	<i>Serve as Chairman</i>		
ALDERMAN			Michael Matoushek
PUBLIC WORKS DIRECTOR	Secretary		
CDA MEMBER		4/30/2024	Jill Vanderkin
CITIZEN		4/30/2023	Elton Ter Beest
CITIZEN		4/30/2024	Jerry Medema
CITIZEN		4/30/2024	Jon Dobbartz

UTILITY GENERAL MANAGER	Ex Officio
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BOARD OF PUBLIC WORKS AND FACILITIES COMMITTEE (3 Year Term)

Board of Public Works and Facilities shall regularly meet on the 2nd Tuesday of each month at 4:30pm

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

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Peter Kaczmariski
ALDERMAN			Michael Matoushek
ALDERMAN			William Langford
CITIZEN		4/30/2023	Dale Heeringa
CITIZEN		4/30/2023	Ryan Mielke
CITIZEN	Board Clerk	4/30/2023	Gregg Zonnefeld
CITIZEN		4/30/2023	Dave Rens

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

BOARD OF REVIEW (5 Year Term)

Board of Review shall meet annually during the 30-day period beginning on the 2nd Monday of May

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

MAYOR			
CITY CLERK	<i>Serve as Secretary</i>		
CITIZEN		4/30/2027	Richard Steinbach
CITIZEN		4/30/2023	Jan Harmsen
CITIZEN	Chairman	4/30/2024	Dylan Weber
CITIZEN		4/30/2025	Jon Dobbratz
CITIZEN		4/30/2026	Steve Buchholz

ORDINANCE # 22 - ____

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

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 8.02(8) of the Municipal Code of the City of Waupun entitled "ANIMALS: CARE AND CONTROL" is amended to repeal and recreate subsections (a) and (b) as follows:

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

(b) Exceptions. The prohibitions contained in subsection (a) above shall not apply to the following:

1. Animals kept under the care, custody or control of a veterinarian for treatment on a temporary basis;
2. Animals kept for less than 2 weeks as a part of a transient or

temporary carnival, circus, fair, show or similar project or contest;

3. Animals kept by public or private educational institutions solely for instructional purposes;

4. Domesticated birds that are commonly kept as pets, including without limitation parrots, parakeets, budgies, finches and love birds, provided that such birds are kept in a home or similar controlled environment on the owner's property, or in a locked cage or container while being transported. Nothing in this subsection shall be construed to permit the keeping of chickens, ducks, geese or other game birds.

5. Chickens as permitted under Section 8.025 below.

6. Feed placed on private property by a property owner or tenant for the purpose of attracting and feeding wild birds, when placed in bird feeding devices and structures at a sufficient height or design to prevent access by deer.

7. "Service animals" that are trained for the purpose of assisting persons with sensory, mental or physical disabilities or accommodating such disabilities.

SECTION 2: Section 9.02(2) of the Municipal Code of the City of Waupun entitled "PUBLIC NUISANCES AFFECTING HEALTH" is amended to repeal and recreate subsection (g) as follows:

(g) All animals running at large- or prohibited under Section 8.02(8) of the Waupun Municipal Code.

SECTION 3: All ordinances or portions of ordinances inconsistent with the

provisions of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2022.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk

ORDINANCE # 22 - ____

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

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 8.02(8) of the Municipal Code of the City of Waupun entitled "ANIMALS: CARE AND CONTROL" is amended to repeal and recreate subsections (a) and (b) as follows:

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(b) Exceptions. The prohibitions contained in subsection (a) above shall not apply to the following:

1. Animals kept under the care, custody or control of a veterinarian for treatment on a temporary basis;
2. Animals kept for less than 2 weeks as a part of a transient or temporary carnival, circus, fair, show or similar project or contest;

3. Animals kept by public or private educational institutions solely for instructional purposes;

4. Domesticated birds that are commonly kept as pets, including without limitation parrots, parakeets, budgies, finches and love birds, provided that such birds are kept in a home or similar controlled environment on the owner's property, or in a locked cage or container while being transported. Nothing in this subsection shall be construed to permit the keeping of chickens, ducks, geese or other game birds.

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7. "Service animals" that are trained for the purpose of assisting persons with sensory, mental or physical disabilities or accommodating such disabilities.

SECTION 2: Section 9.02(2) of the Municipal Code of the City of Waupun entitled "PUBLIC NUISANCES AFFECTING HEALTH" is amended to repeal and recreate subsection (g) as follows:

(g) All animals running at large or prohibited under Section 8.02(8) of the Waupun Municipal Code.

SECTION 3: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2022.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk

ORDINANCE NUMBER 22-_____

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Section 6.03(2) of the Waupun Municipal code entitled "OTHER INTERSECTION CONTROLS" is amended to add the following subsections:

(bs) A stop sign shall be placed at the intersection of Sommerville St. and Rounsville St. so traffic proceeding westerly shall stop before entering the intersection with Rounsville St.

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

Enacted this _____ day of _____, 2022.

Rohn W Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 11/29/2022 **TITLE:** Resolution Establishing Fees for 2023 Solid Waste and Recycling Collection Service in the City of Waupun

AGENDA SECTION: ORDINANCES-RESOLUTIONS

PRESENTER: Kathy Schlieve, City Administrator

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

OVERVIEW:

Under Waupun Municipal Code 10.15 and 10.17 the City provides recycling and solid waste pickup to eligible households in the City. GFL Environmental begins garbage and recycling service on January 1, 2023 under a new City contract. The transition plan details are as follows:

1. New garbage and recycling carts will be delivered by GFL to eligible households starting the week of December 12. GFL carts should not be used until Waste Management concludes their contract obligations at the end of the year.
2. Waste Management's last pickup will be the week of 12/26/22. After trash pickup that week, residents are asked to leave their empty Waste Management carts (trash and recycling) curbside for WM pickup.
3. GFL bins should be used after the regular WM pickup that occurs the week of December 26, 2022.
4. GFL Service begins the week of January 2, 2023.
5. Routes remain unchanged, Monday through Wednesday with solid waste pick up scheduled weekly and recycling on an every other week rotation.

2023 Rates: The City has provided garbage and recycling service over the past 10 years at a monthly cost to residents of \$12.91. The City has absorbed escalating costs during this 10-year period. For 2023, under the new GFL contract, the rate for Solid Waste and recycling pickup will increase \$2.83 per month, to \$15.74.

STAFF RECOMMENDATION:

Approve the 2023 solid waste and recycling collection fee as presented.

ATTACHMENTS:

- Resolution
- 2023 City of Waupun Trash and Recycling Collection Calendar

RECOMMENDED MOTION:

Motion to Approve Resolution # _____ Establishing Fees for 2023 Solid Waste and Recycling Collection Service in the City of Waupun

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

**RESOLUTION ESTABLISHING FEES FOR 2023 SOLID WASTE AND
RECYCLING COLLECTION SERVICE IN THE CITY OF WAUPUN**

WHEREAS, the Common Council of the City of Waupun have deemed it necessary for the health, safety, and welfare of the citizens of the City of Waupun to provide Solid Waste and Recycling Collection service to its citizens under Section 10.15 and 10.17 of the City of Waupun Municipal Code; and

WHEREAS, it is necessary for each and every citizen of the City of Waupun to pay a fair and equitable share of the cost of this Solid Waste and Recycling Collection Service.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Waupun that the 2023 Waste and Recycling Collection Service fee will be \$15.74 per month and authorizes and directs the City Clerk to place this fee on the Waupun Utilities monthly bills.

This Resolution was adopted and approved by the Common Council of the City of Waupun on the ___ day of _____, 2022.

Rohn W. Bishop, Mayor

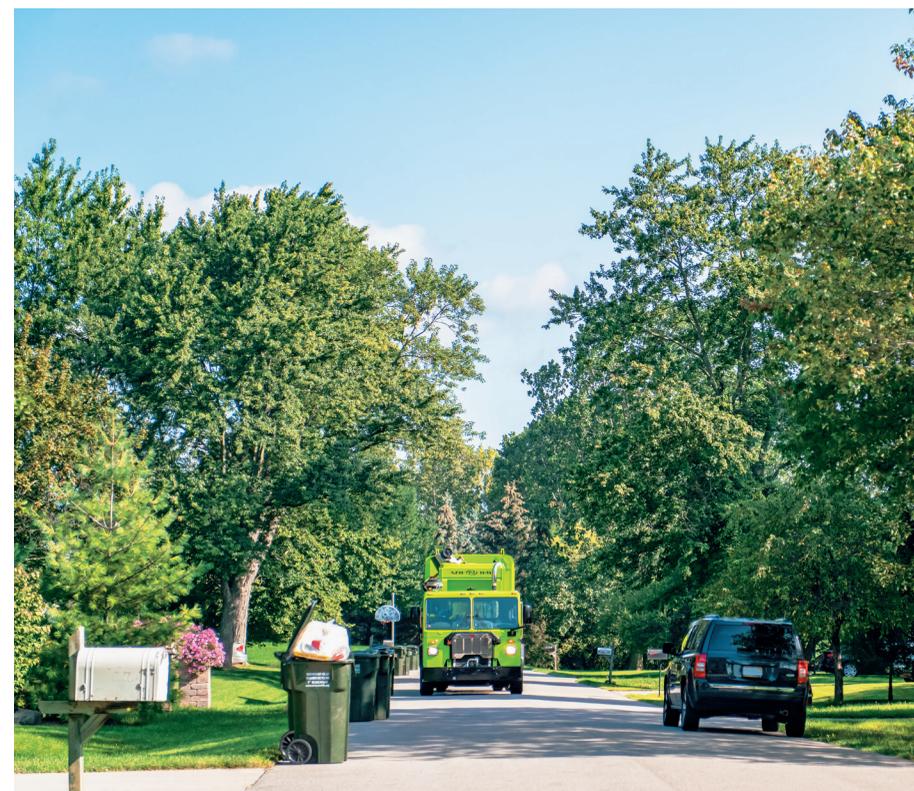
ATTEST:

Angela J. Hull, City Clerk



Cart Placement

- The arrows on the lid of the cart must point to the street
- Handles and wheels should face away from the street
- The garbage cart should be placed within 2 ft. of the street on one side of the driveway
- The recycle cart should be placed within 2 ft. of the street on the other side of the driveway
- Please keep 3 ft. of clearance between the carts and other objects, especially mailboxes and vehicles



City of Waupun Trash and Recycling Collection Calendar

Reduce, Reuse, Recycle

- Reduce paper waste by using both sides of the paper and using scrap paper whenever possible
- When shopping, reuse canvas, paper or plastic bags to bring home purchases
- Recycle as much waste as you can by following the guidelines on the next page

Garbage collection is every week. Please place the following items in your trash cart:

- Mixed trash
- Bagged garbage/ food waste
- Ceramics
- Styrofoam and other loose trash



N7296 County Road V
Horicon, WI, 53032
920.387.0987

Green Today. Green For Life. | gflenv.com



N7296 County Road V
Horicon, WI, 53032
920.387.0987

Green Today. Green For Life. | gflenv.com

Recycling collection is bi-weekly (every other week).
Please place the following items in your recycle cart:

Mixed Containers

Please do not put recycling in plastic bags.

- Aluminum cans and clean aluminum foil
- Tin cans, steel cans, aerosol cans, empty/ dried paint cans
- Glass bottles and jars
- #1, #2, and #5 type plastics
- Milk cartons, juice boxes, soup cartons

Mixed Paper

Please do not put recycling in plastic bags.

- Newspaper, magazines, books, mail, school/ office paper
- Brown corrugated cardboard
- Gray chipboard (cereal and shoe boxes)
- Brown paper bags

DO NOT put the following items in the recycle cart:



- Plastic bags
- Styrofoam of any kind
- Trash
- Construction material
- Clothing
- Yard waste
- Household hazardous waste
- Electronics
- Shredded paper (loose or bagged)

Local clean sweep programs may offer alternative options for disposal of fluorescent light bulbs, household hazardous waste, pharmaceuticals, and electronics.



10% post-consumer recycled paper

CITY OF WAUPUN

TRASH AND RECYCLING COLLECTION INFORMATION

A compost site is available for City Residents to bring yard waste / brush / branches at 903 N. Madison St. The compost site is open 24 hours a day / 7 days a week.

2023 GARBAGE CART ONLY GARBAGE & RECYCLING CARTS BULK PICK-UP

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4				1	2	3	4							1
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	
29	30	31																		30							
May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
											1	2	3							1							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31			
														30	31												
September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1											1	2	3	4							1
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
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24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	24	25	26	27	28	29	30		
							29	30	31											31							

Please have bins out curbside the night prior to your scheduled collection day. If not possible, bins MUST be placed at curbside no later than 6 AM or they may not be picked up.

For cart repair or to report missed pick-ups, please contact GFL directly.

920-387-0987



AGENDA SUMMARY SHEET

MEETING DATE: 11/29/22

TITLE: 2023 WisDOT Public Transit Assistance Program Operating Grant Application

AGENDA SECTION: CONSIDERATION - ACTION

PRESENTER: Casey Langenfeld, Director of Finance

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

ISSUE SUMMARY:

- The 2023 grant application for state and federal aid for the shared-ride taxi program is due December 9.
- This is a request for approval to submit the application.
- Grant application financial summary:

2023 Taxi Operating Grant Application

Estimated Operating Expenses	\$ 180,923
Estimated State/Federal Grant Funding	\$ 101,498
Estimated Operating Expenses	\$ 180,923
Less: Estimated Grant Funding	\$ (101,498)
Less: Estimated Fare Revenue	\$ (38,500)
Estimated City of Waupun Share of Cost	\$ 40,925

STAFF RECOMMENDATION:

Approve submission of the grant application.

ATTACHMENTS:

None

RECOMMENDED MOTION:

Motion to approve submission of the 2023 Public Transit Assistance Program operating grant application.



AGENDA SUMMARY SHEET

MEETING DATE: 11/29/2022

TITLE: 2023 Additional Building Permit Fee

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Projected Revenue Increase (estimated at \$7K - \$9K)	

OVERVIEW:

In 2022, the City implemented a new code enforcement and permitting software at a cost of \$6,000 annually. In addition, the City is in the process of adding a part-time code enforcement officer at an additional cost estimated at \$5,000 annually. The software provides efficiencies in building permit issuance, tracking, and plan review across all city departments and Waupun Utilities, and ensures tracking and accountability of code enforcement issues in the City. To offset these costs, staff are proposing a new \$45 fee that would be added to each building permit issued in the City. This is similar to fee charged by the City of Beaver Dam. 100% of the administrative fee collected would be retained by the City and used to offset the costs for both software and code enforcement labor.

STAFF RECOMMENDATION:

General discussion. If directionally approved, staff will finalize revisions to the current building inspector contract and fee schedule and present those revisions at the December 13, 2022 meeting for approval with an effective date of 1/1/23.

ATTACHMENTS:

None

RECOMMENDED MOTION:

Motion to approve the addition of an administrative fee of \$45 on all building permits issued in the City, and to direct staff to update building inspection contracts and fee schedules to reflect this change, with an effective date of 1/1/23. It is understood that 100% of the fee collected would be retained by the City for the purpose of offsetting technology and staffing costs incurred by the city to provide building permit, plan review and code enforcement services.



AGENDA SUMMARY SHEET

MEETING DATE: 11/29/2022

TITLE: Destination Lake Winnebago Region Annual Report

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Craig Molitor, DLWR President
Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Community & Economic Vitality	N/A	

OVERVIEW:

As of September 30, 2022, Room Tax Revenues are up 11% over 2021 same time period, with \$86,998.89 collected. Of that total, the City has retained \$26,099.67 to date, which is used to support local event setup and tear down for events such as Celebrate Waupun and Truckers. The balance, \$60,899.22 was directed to Destination Lake Winnebago Region (DLWR), the City’s Tourism Entity, to market the community and region. Of that total, \$20,000 (a 50% increase in 2022) is redirected back to the City to support advertising and local event sponsorships. These funds have historically funded the investment in Discover WI show on the Horicon Marsh with a Waupun-specific segment. Staff from Destination Lake Winnebago Region will recap their 2022 annual report of tourism marketing and promotion work specific to Waupun. As part of the presentation, City Staff will overview a new Local Tourism Campaign and Grant Program that will launch in 2023.

STAFF RECOMMENDATION:

Discussion Only

ATTACHMENTS:

None

RECOMMENDED MOTION:

N/A



AGENDA SUMMARY SHEET

MEETING DATE: 11/29/2022

TITLE: DISCUSSION: Purchasing Policy

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

OVERVIEW:

Staff have researched local vendor preference policies as it pertains to inclusion in the City’s purchasing policy to support buy local efforts. The following proposal is used by the City of Madison and could be applied to non-construction related purchases only (construction projects are governed by WI Stat. 62.15).

1.8 Major Equipment and Vehicle Buy Local Preference Purchasing Policy

The following procedure shall be used by all departments when purchasing any vehicle or major piece of equipment. The “local area” as defined in Section 1.7 applies. The steps are as follows:

1. Funding for specific vehicle and equipment purchases are approved during the budget process by the Mayor, Committee of the Whole, and ultimately adopted by the full Common Council.
2. The department head is then responsible to inform the Standing Committee of the Common Council that they work with about the details of the impending vehicle/equipment purchase.
3. Standing Committee approves purchase.
4. When purchasing a piece of equipment costing \$10,000 - \$25,000, competitive quotes or bids must be taken. Competitive bids must be taken when purchasing any vehicle, or any other piece of equipment costing \$25,000 or more. If a local vendor submits a bid within 1% of the lowest non-local bidder, the purchase is awarded to that local vendor if the item to be purchased does not fall into the exceptions listed in Section 1.9.
5. Common Council approves successful bid and purchase.

1.9 Exceptions:

This policy shall NOT apply to:

- Emergency purchases used to resolve an immediate threat to the health or safety of the public and/or employees. The department addressing the emergency situation shall procure the necessary products/services and submit a report of all emergency purchases and justification to the City Administrator within five (5) business days of the event.
- Purchases based on a cooperative purchasing agreement established by one or more units of government. Cooperative purchasing may include, but are not limited to, joint or multi-party contracts between units of government or open-ended state, municipal, federal or other government contracts that are made available to the City of Waupun.
- Purchases that are determined to be available from only one source as a result of a regulated or natural monopoly such as utility, telephone and cable services. These purchases must be approved by the City Attorney for the required supply, service, or construction, and when circumstances exist, which preclude competitive procurement.
- Due to state law, Buy Local Preference policies may not apply to public works projects. Due to federal restrictions, federally funded programs are also exempt. Exemptions will also be made for emergencies, sole

source purchases, cooperative purchasing agreements and cases in which a local vendor is not qualified as determined by City staff. If it is determined by City staff that a vendor has misrepresented its local status, it will be ineligible to receive preference.

STAFF RECOMMENDATION:

Discussion only.

Staff is seeking direction and will modify City policy and bring back for formal approval and adoption based on the outcome of this discussion.

ATTACHMENTS:

None

RECOMMENDED MOTION:

City of Waupun

Purchasing – Budget – Accounting

A Framework for Financial Stability Guide Book

Process, Practices, and Policies

Effective: September 12, 2017

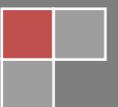


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INTRODUCTION

AUTHORITY, PURPOSE AND CONTENT

This document repeals all other policies regarding Purchasing, Budgeting, and Accounting as prepared by the Finance Department and adopted by the City of Waupun Common Council with the effective date of September 12 , 2017, revised December 1, 2022.

City Administration shall review and update the policy manual on an annual basis. Any additions or modifications shall be presented to the ~~Finance~~-Committee of the Whole and approved by the Common Council. Any modifications to this policy manual shall be noted with the date that it became effective.

The intent of this document is to provide purchasing, budgeting, and accounting guidance for accountability, consistency and standards of operational procedures and processes for all financial transactions. The Finance Department shall assist where further clarification is needed.

This guide book shall be used as a procedural framework for employees to make sound defensible decisions of the highest ethical standards.

This policy manual is a guide to procedures and policies and does not give anyone the authority to revise or manipulate the adopted budget. The adopted budget shall be adhered to as adopted by the City of Waupun Common Council.

The policies in this manual cannot provide for every possible financial transaction situation. The content is guidance in every day ordinary transactions. When out of the ordinary situations arise, the Finance Department will determine the proper processing method to be used.

This document does not contain any confidential information.

1- PURCHASING POLICY

1.1 Definitions:

Agreement is a negotiated and usually legally enforceable understanding between two or more legally competent parties. An agreement typically documents the give-and-take of a negotiated settlement and a contract specifies the minimum acceptable standard of performance.

Bid is the written commitment of a vendor to furnish goods, materials and/or services or a combination thereof in specific quantities at a firm price.

Bidder is one who submits a bid in response to a Request for Bids, Quotes or Proposals.

Certificate of Insurance is a document describing the insurance policies maintained by an insured. It identifies the policy number, effective and expiration dates and name of the insurance company affording coverage. It generally acts as proof or evidence of insurance.

Environmentally Preferable Products are products that have a less harmful impact on human health and the environment when compared with competing products.

Information Services (IS) are those items that relate to computers, software, hardware, telephone or other technology-type equipment, services and supplies.

Professional Services are performed by independent contractors/consultants whose occupation is the rendering of such services. While not limited to licensed occupations, the services are considered "professional." Such professional services include, but are not limited to:

- Accounting and billing services
- Appraisal services
- Consulting services
- Information services studies
- Environmental studies
- Financial and operational audits
- Legal services (except witnesses/consultants retained for litigation)
- Personnel, job classification and benefit studies
- Training services
- Translation services

Public Works is any project for the construction, repair, remodeling or improvement of any public works building, infrastructure and grounds and/or the furnishing of supplies or material of any kind for such work.

Purchase Order (PO) is a written contract with a vendor that formalizes the terms and conditions of a proposed transaction.

Quotation is the written or verbal commitment of a vendor to furnish non-public works products or services in specific quantities at a firm price.

Request for Bid (RFB) is a structured purchasing process for public works projects used to determine source selection when price is the only factor. Contract is awarded to the lowest responsible bidder provided it meets the required specifications and is within budget.

Request for Information (RFI) is a method to collect information about the capabilities of various suppliers for comparative and budgeting purposes as well as help make decisions on whether to proceed with a RFP or RFQ.

Request for Proposal (RFP) is a method of purchasing when price is not the only factor and used when specifications and scope of services cannot be prepared to provide all prospective contractors with a complete and accurate description of the work to be performed. It is intended that the contractor will perform that work. Performance factors along with price are considered. Contract is awarded to the highest scoring vendor provided it meets the required specifications.

Request for Quote (RFQ) is a structured purchasing decision process used to determine source selection when price is the only factor. Contract is awarded to the vendor with the lowest price or highest proceeds quoted provided it meets the required specifications.

Services means the furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term includes professional services.

Sole Source is when there is only one specific vendor that can provide the specific equipment, supplies or services requested.

Specification is any description of the necessary characteristics of a product, service, or item that must be met by prospective vendors. Specifications are developed jointly by the user department and Purchasing and shall not be written to limit competition.

Vendor refers to a company or firm that is a source of supply for goods and/or services.

W-9 is an IRS form, also known as "Request for Taxpayer Identification Number and Certification", which is used to verify an entity's taxpayer identification number (TIN).

1.2 General Departmental Purchasing Requirements:

All purchasing activities shall be conducted in such a manner as to obtain the best possible price, quality and service for the City of Waupun.

Departments shall:

1. Ensure its employees are aware of the City of Waupun's purchasing policies and procedures.
2. Receive Department Head/Team Leader/Manager approval PRIOR to starting the purchasing process.

3. Ensure the necessary funding is available in their budget PRIOR to starting the purchasing process.
4. Obtain a W-9 for all new vendors except if it is a refund/reimbursement.
5. Ensure the City of Waupun does not pay sales tax for any goods or services within the State of Wisconsin.
6. Not reimburse sales tax paid for purchases within the State of Wisconsin.
7. Not lead vendors to believe they will be awarded a contract if information they provide is being used for budget or planning purposes only.
8. Have the Department Head/Team Leader/Manager review and approve all invoices and account lines being charged.
9. Negotiate terms and discounts for purchases.
10. Request a Certificate of Insurance from any vendor performing a service on any property owned by the City of Waupun.
11. Obtain proper Material/Safety data sheets where applicable.
12. Follow Federal, City and Wisconsin State Statutes regarding procurement for Public Work projects. (see PURCHASING CATEGORIES)
13. Structure specifications for all requests so as not to limit competition.
14. Return to Finance Department any checks that are returned back to the city due to error, lack of need, undeliverable, etc.
15. Allow Accounts Payable checks to be mailed directly to the vendor, unless they are city employees or the department has a specific written request for needing the check back.

1.3 Employee Reimbursements:

Travel - Every employee reimbursement must be documented, along with attached original itemized receipts, nature of business, program allocation, and funding source (if applicable) before submitting for reimbursement.

Lodging - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose.

Meals and Entertainment – If an employee travels for work-related business, then the employee may be eligible for meal reimbursement for each full day of travel when engaged in approved travel. There are some restrictions as to how the allowance relates to breakfast and dinner. Breakfast is only subject to reimbursement if the employee is staying overnight the day before when traveling or leaves before 6:00 a.m. to travel. Dinner will not be covered unless the employee is not expected home before 7:00 pm.

The maximum expense for meals is as follows:

Breakfast	Up to \$9.00 per day
Lunch	Up to \$13.00 per day
Dinner	Up to \$21.00 per day

The City does not reimburse employees for snacks or alcoholic beverages

Mileage – for the use of personal vehicles for City business is paid at the current IRS rate.

Other Expenditures - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

The City of Waupun is exempt from Sales Tax and Room Taxes when traveling within the State of Wisconsin. All employees shall obtain a Sales Tax Exemption Form (S-211) prior to incurring any travel expenses or purchasing any goods that would be subject to Wisconsin Sales Tax. Sales Tax Exemption Forms may be obtained from the Finance Department. The Sales Tax Exemption Form must be presented prior to purchasing to avoid paying sales tax.

Sales Tax paid by an employee will not be reimbursed. (exception for meals within per diem amounts)

1.4 Vendor Relations:

City of Waupun employees participating in purchasing activities shall give all qualified bidders equal consideration and assurance of an unbiased judgment in determining whether the vendor's goods or services meet the specifications put forth by the city in the solicitation process.

City of Waupun employees purchasing from vendors with a direct family or personal relationship shall take caution in doing so and document a competitive purchasing process. Family/personal relationships with vendors should be disclosed in writing to your supervisor to provide disclosure prior to any purchase.

City of Waupun employees are encouraged to buy local if possible.

1.5 City-Wide Contracting

Pre-approved City-wide Standard Contracts

Departments shall purchase standard products or services from contracts negotiated for City-wide use. Examples of such contracts may include office supplies, janitorial supplies, copy paper, copier maintenance, IT, etc.

1.6 Disposal of Supplies and Equipment:

Supplies or Equipment no longer serving a useful purpose shall be disposed by transferring the material to a department which might have a use, by public auction or in such manner considered to be in the best interest of the city.

1.7 Purchasing Categories and Buy Local Preference Purchasing Policies:

The City of Waupun purchasing activities are divided into categories:

1. Purchases under \$5,000
2. Purchases over \$5,000
3. Public works purchases \$5,000-\$24,999
4. Public works purchases over \$25,000

Values are based on the total cost of an order, not individual items, and should include all incidental costs such as shipping, installation, training, etc. Separating or splitting purchases to remain within a specific category is strictly prohibited.

The “local area” is defined as the City of Waupun’s corporate boundary, the business must have a physical address within the corporate boundaries of the city. A vendor is either considered local or non-local, there are no varying degrees or rankings applied.

Details for each of the categories are described below:

1. Purchases under \$5,000

Purchases under \$5,000 may be procured by an employee authorized by the department head to purchase on behalf of that department in accordance with this policy. Quotes are encouraged and can be either verbal or written. Purchases in this category are encouraged to be made locally, but not required.

2. Purchases over \$5,000 (Non-Public Works)

Non-public works purchases over \$5,000 may be procured by an employee authorized by the department head to purchase on behalf of that department in accordance with this policy. Purchases in this category are encouraged to be made locally, but not required.

It is preferred by the City of Waupun to have documentation of two or more written competitive quotes unless it is from a sole source vendor.

3. Public Work Purchases \$5,000-\$24,999 (See Section 1.8 for major equipment and vehicle purchases)

Public works procurement process shall be in accordance with the Wisconsin State Statutes Chapter 62 regarding Public Works. It is preferred by the City of Waupun to have documentation of two or more written competitive quotes unless it is from a sole source vendor.

4. Public Work Purchases over \$25,000 (See Section 1.8 for major equipment and vehicle purchases)

Public works procurement process shall be facilitated via a RFB in accordance with the Wisconsin State Statutes Chapter 62 regarding Public Works. Award of the bid and vendor selection are required of the requesting department’s standing committee and City of Waupun Common Council.

The City of Waupun may reject any and all bids, quotes or proposals for substantial noncompliance with the specifications or if price is higher than budgeted. A bid shall be awarded to the lowest responsible bidder.

1.8 Major Equipment and Vehicle Buy Local Preference Purchasing Policy

The following procedure shall be used by all departments when purchasing any vehicle or major piece of equipment. The “local area” as defined in Section 1.7 applies.

The steps are as follows:

1. Funding for specific vehicle and equipment purchases are approved during the budget process by the Mayor, ~~Finance~~-Committee of the Whole, and ultimately adopted by the full Common Council.
2. The department head is then responsible to inform the Standing Committee of the Common Council that they work with about the details of the impending vehicle/equipment purchase.
3. Standing Committee approves purchase.
4. When purchasing a piece of equipment costing \$10,000 - \$25,000, competitive quotes or bids must be taken. Competitive bids must be taken when purchasing any vehicle, or any other piece of equipment costing \$25,000 or more. If a local vendor submits a bid within 1% of the lowest

non-local bidder, the purchase is awarded to that local vendor if the item to be purchased does not fall into the exceptions listed in Section 1.9.

~~4. Finance Committee approval is required to waive the competitive bid process for specialized major equipment and vehicles.~~

5. Common Council approves successful bid and purchase.

1.9 Exceptions:

This policy shall NOT apply to:

Emergency purchases used to resolve an immediate threat to the health or safety of the public and/or employees. The department addressing the emergency situation shall procure the necessary products/services and submit a report of all emergency purchases and justification to the City Administrator within five (5) business days of the event.

Purchases based on a cooperative purchasing agreement established by one or more units of government. Cooperative purchasing may include, but are not limited to, joint or multi-party contracts between units of government or open-ended state, municipal, federal or other government contracts which are made available to the City of Waupun.

Purchases that are determined to be available from only one source as a result of a regulated or natural monopoly such as utility, telephone and cable services. These purchases must be approved by the City Attorney for the required supply, service, or construction, and when circumstances exist, which preclude competitive procurement.

Due to state law, Buy Local Preference policies may not apply to public works projects. Due to federal restrictions, federally funded programs are also exempt. Exemptions will also be made for emergencies, sole source purchases, cooperative purchasing agreements and cases in which a local vendor is not qualified as determined by City staff. If it is determined by City staff that a vendor has misrepresented its local status, it will be ineligible to receive preference.

1.1- CREDIT CARD/P-(PURCHASE) CARD POLICY

1.1.0 Introduction to Credit Card Policy:

The City of Waupun will issue credit cards to certain employees/departments for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of city-issued credit cards is a privilege, which the City of Waupun may withdraw in the event of serious or repeated abuse. Any credit card the City of Waupun issues to an employee/department must be used for business purposes only and are intended to be used primarily for conferences, hotels, meals, and purchases where vendors do not provide purchase terms.

Employees with credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. The City of Waupun will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the City of Waupun's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) could be considered an advance of future wages payable to that employee if not immediately reimbursed to the City of Waupun. If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the City of Waupun's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the City of Waupun. Any purchases an employee makes with a city credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

1.1.1 Finance Department Approval:

The Finance Department approves the positions/departments with the ability to use a credit card issued by the City of Waupun.

The Finance Department shall maintain a listing of all positions/departments authorized to use a credit card and associated credit limits.

1.1.2 DEPARTMENTAL USAGE POLICY

Cardholders approved to use a credit card shall:

- Have purchases authorized by a Department Head/Team Leader/Manager
- Only use the credit card for City of Waupun purchases
- Ensure that sales tax is not paid on all exempt purchases

- Follow the policy on Employee Reimbursements (refer to 1.3 of this manual)
- Cardholders are responsible for ensuring that they adhere to the Credit Card policy, thereby ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or corrupt purposes
- Report lost or stolen cards immediately to Wells Fargo Bank 1-800-642-4720 and report immediately to the Finance Department.
- Upon resignation or termination of duties with the City of Waupun, reconcile all expenditures on his/her card account since the last Statement and surrender the card upon termination to appropriate staff or exit interviewer.

1.1.3 CREDIT CARD ACCOUNTING PROCESS

Purchase receipts and invoices shall be turned in to Accounts Payable department within 5 working days. It is recommended to scan receipts and email to Accounts Payable. Monthly credit card statements will be received and opened by Accounts Payable. Accounts Payable will match and reconcile receipts with purchases. Any missing receipts will be requested immediately. Cardholders that do not turn in receipts in a timely manner on a routine basis could result in cancellation of the card or shall be held responsible for any late payment fees incurred.

2- ACCOUNTS PAYABLE PROCESS

2.1 Overview

City of Waupun strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation.

It is the policy of the City of Waupun that the recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods or services. The vendor invoice should be supported by an approved purchase order where necessary and should be reviewed and approved by a Department Manager prior to being processed for payment. Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor credit terms and operating cash are managed for maximum benefits

2.2 Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed on a semi-monthly basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

It is the policy of City of Waupun that only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

2.3 Preparation of a Voucher Package

Prior to any account payable being submitted for payment, a package called a "voucher package" shall be assembled. Each voucher package shall contain the following documents:

1. Purchase Order (where appropriate)
2. Vendor invoice
3. Packing slip (where appropriate)
4. Receiving report (or other indication of receipt of merchandise and authorization of acceptance)
5. Any other supporting documentation deemed appropriate

2.4 Processing of Voucher Packages

The following procedures shall be applied to each voucher package by the designated department employee:

1. Check the mathematical accuracy of the vendor invoice,
2. Compare the nature, quantity, and prices of all items ordered per the vendor invoice to the purchase order request form, packing slip, and receiving report,
3. Review the general ledger distribution that has been documented by each department using the Organization's current chart of accounts, and
4. Obtain the review and approval of the department director (or their designee) associated with the goods or services purchased.

Approvals by department directors indicate their acknowledgement of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the vendor invoice, agreement with general ledger account coding, and agreement to pay vendor in full. Approvals shall be documented with initials or signatures of the approving individual. A list of employees authorized to approve purchases is attached to this manual.

2.5 Payment Discounts

To the extent practical, it is the City's policy to take advantage of all prompt payment discounts offered by vendors. When availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

3- BUDGET POLICY

3.1 Definition of Fund Structure:

The City of Waupun uses fund accounting for its financial structure. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

Funds are the control structures that ensure that public monies are spent only for authorized purposes and within the amounts authorized. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular governmental function. The use of funds and the budgeting, accounting, and auditing that are associated with this fund structure are governed by the Governmental Accounting Standards Board (GASB).

For financial statement presentation purposes, the various funds of the City are grouped into the following fund types under three broad fund categories: governmental, proprietary, and fiduciary / agency.

1 - Governmental Funds

Governmental funds are those through which most municipal functions are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance.

The City's Governmental Funds are the General Fund, Special Revenue Funds, Debt Service Fund and Capital Project Funds.

The General Fund accounts for all financial resources except those required to be accounted for in another fund. The unassigned general fund balance is available to the City for any purpose provided it is expended or transferred according to the general laws of Wisconsin, and of the City of Waupun.

Special Revenue Funds are used to account for revenue from specific sources (other than major capital projects) which require separate accounting because of legal restrictions.

Debt Service Funds account for the accumulation of resources for and payment of general long-term obligations' principal and interest.

Capital Projects Funds account for financial resources to be used for acquisition

of equipment and the construction of major capital facilities (other than those financed by proprietary funds), and to account for the financing of public improvements or services deemed to benefit specific properties on which assessments are levied.

2 - Proprietary Funds

Proprietary fund reporting focuses on the determination of operating income, changes in net assets, financial position and cash flows. Proprietary funds are classified as either enterprise or internal service.

Enterprise funds are used to account for operations that provide services which a fee is charged to external users for goods or services.

3 - Fiduciary /Agency Funds

Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund is comprised of only the agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

The City does not have to appropriate agency funds. Agency funds account for money a government holds in an agency capacity on behalf of another person or entity. Therefore a government has minimal discretion in spending this money.

3.2 Capital Budgeting:

Capital Projects include the acquisition of equipment and construction projects. Construction projects are defined as a study, engineering/design, and construction, or a combination of all three phases totaling \$5,000 or more having a useful life of at least five years. Equipment is defined as any equipment or software with a useful life of 3 years or more and a value of \$1,000 or more individually to be an equipment replacement/purchase eligible item.

The Capital Improvement Plan (CIP) is comprised of all current and anticipated long-term capital needs of the City. The ability to fund those projects will be based on the Financial Forecasting “Plan”. The “Plan” is a document updated by the Finance Director as needed. The CIP is a comprehensive resource of the City’s assets indicating useful life, entry price and depreciable value.

Projects will be funded by a combination of note proceeds, bond proceeds, grants, municipal capital lease financing, government loans, gifts, and operating funds. If a capital project is debt funded (note, bond, lease or loan), the term of the debt should not exceed the useful life of the project.

3.3 Budget Timeline Guide:

January Carryover requests are due

April-May	Budget priority setting and long-term capital planning
June	Five-year capital and equipment plans submitted to Finance Department
July	Departments submit operational budgets
August	Committee of the Whole workshop on equipment and capital improvement plan
September	Committee of the Whole workshop on proposed budget
October	Council budget review session
November	Council adopts the budget and sets the levy rate
December	Tax bills are generated

3.4 Budget Transfer Policy:

BACKGROUND

During the course of a fiscal year, departments often find it necessary to adjust their budget due to unanticipated savings or temporary shifting of departmental priorities. Because of the temporary (i.e., current fiscal year) basis of these adjustments, budget transfers are processed to affect the change. It is expected that department heads will make all permanent budget adjustments through the annual budget process.

In addition, funding for some activities are budgeted on a system-wide basis (contingencies, etc.) and allocated to the individual departments during the fiscal year. Budget transfers are also prepared for supplemental funding and/or spending authorized or approved by the Mayor, the [Finance-Committee of the Whole](#), other Council Standing Committees and/or the Common Council

This policy applies to any changes made to the council adopted budget.

POLICY

Department Heads and Managers are responsible for monitoring their budgets. At a minimum, departments are to monitor their ability to be in balance by the end of each quarter and fiscal yearend. All revenues and expenses must be properly accounted for throughout the course of the year and allocated to the appropriate accounts. Department heads and managers are **not allowed to manipulate revenues and expenses to avoid budget overdrafts.**

If, during the course of the year, a department determines an expense account may be in overdraft status at the end of the fiscal year, that department should initiate the proper budget adjustment action according to the procedures outlined below. Requests for a budget transfer should be made at the time the department realizes it cannot achieve its objective for a given account.

Departments will fill out the Budget Transfer Request Form as provided by the Finance Department and present the completed form to the Finance Department to initiate the appropriate process. The document

will be submitted to a department, committee or governing body contingent on the amount of the request (see below).

Budget transfers are bound by department. This allows for transfers between functions within departments, but restricts transfers between departments as well as different funds. In rare unforeseen circumstances, budget transfers or amendments between departments as well as different funds may occur upon approval by a two-thirds vote from Common Council. A class 1 notice of the change must be published within 10 days after the change is made or the change is invalid.

Transfer approvals will be determined by the level of funds being requested for transfer.

- ❖ Level #1 - Less than \$2,500 – Finance Director or designee(s)
- ❖ Level #2 - \$2,500 – \$9,999 – Oversight Committee
- ❖ Level #3 - \$10,000 - \$24,999 – Oversight Committee and [Finance Committee of the Whole](#)
- ❖ Level #4 - \$25,000 & Up – Oversight Committee, [Finance Committee of the Whole](#) and Common Council

All budget transfers will be processed by the Finance Department. Budget status and transfer activity will be monitored by the Finance Director/Treasurer (or designee) through the use of the City-Wide Financial Management System. The Mayor and the Common Council will monitor activity through monthly budget to actual reporting.

After respective approval and the transfer of data has been entered into the Financial Management System, the Budget Transfer Request Form will be sent to the department head and/or manager with the Finance Department's section completed to confirm the transfer or give feedback on a denial.

Departments must review all transfers to ensure that resources have been distributed properly.

4- ACCOUNTING POLICY

4.1 Basis of Accounting:

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting, and proprietary and fiduciary funds also use the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

4.2 User Fees and Charges:

The City of Waupun Common Council shall establish all user charges and fees at a level sufficient to cover the costs of services provided. It will also consider market rates and charges levied by other municipalities to establish comparable amounts. Fees and charges should be reviewed annually, and should be modified to allow growth at a rate that keeps pace with the costs of the provided service.

4.3 Accounts Receivable

Training in the module is available from the Finance Department and Procedural processes are drafted and available for use to all employees using the module.

Any invoice placed in the system shall not be reversed, adjusted or discounted by the department that initiated the invoice. The department shall request for their standing committee to recommend to the Common Council the bill be reversed or adjusted.

Exceptions would include: an error on the billing, usual and customary adjustments, wrong customer billed or any invoice that does not require a judgment whether it is a legitimate billing.

4.4 Accounts Receivable Delinquent Payments and Collections:

The Finance Department is responsible for coordinating, tracking, monitoring and collecting all delinquent payments due to the City of Waupun.

The Finance Department shall process and send out letters and past due statements for overdue accounts by the end of the second week of each month.

The accounts receivable aging schedule for the City of Waupun to send a past due notices to overdue accounts are:

- 30 days past due shall receive a letter from the Finance Department notifying them of a past due amount.
- 60-90 days past due accounts shall receive a letter from the Finance Department notifying them of the past due amount and the available option to start a payment plan
- Over 90 days past due accounts shall receive a final notice letter regarding the account going to collection if not paid within 10 days of the letter.

- The Finance Department is authorized to send accounts remaining delinquent after 100 days to a collection agency.

4.5 Cash Receipts/Cash Handling

Any department taking in cash/check/credit card transactions must report and cash handle deliverables on a timely basis. Each department has unique situations and as such timely means something different. Therefore, the minimum deposit requirements for departments are at least weekly.

Departments shall:

- Contact the Finance Department to assist in the deposit process if unsure how to account for the monies.
- Immediately receipt all funds collected
- Deposit all receipts intact with the City Clerk's Office. This means receipts shall be deposited in receipt number order.

4.6 Payments from Accounts with Non-Sufficient Funds:

If payment is submitted to the City of Waupun from a bank account with non-sufficient funds, the City Clerk shall notify the issuer for recovery of the amount plus an administrative/service/bank fee of \$25. This fee is to recover costs associated with the NSF payment.

The City Clerk, for all non-tax payment transactions, when notified of a NSF, shall immediately reverse the receipt and send the debtor a letter of notification that the debt is not paid. Upon repayment the debt shall be processed through cash receipting. Repayment deadline of a tax payment that is NSF shall be determined by the installment due dates taking consideration for the grace period. If not repaid by a deadline, the City Clerk shall reverse the payment in the tax system and mark the tax parcel delinquent if applicable.

4.7 Bank/Cash Reconciliation

The Finance Department is responsible for balancing cash and all bank statements monthly. This shall be done no later than the 15th of the following month. Any discrepancies, errors and adjustments shall be made and departments affected shall be notified as to the issue to assist in future accuracy.

The Finance Director/Treasurer is responsible for the cash flow availability with movement of monies between accounts for positive impact of the City of Waupun's resources.

4.8 Unassigned General Fund Balance Policy

To maintain the City of Waupun's credit rating and meet seasonal cash flow shortfalls, the Budget shall provide for anticipated Unassigned General Fund Balance between 30% and 40% of annual General Fund revenues.

Should the Unassigned General Fund Balance fall below 30% of General Fund revenues a plan for regaining compliance with the policy shall be submitted to the City Council via the [Finance Committee of the Whole](#).

In the event the Unassigned General Fund Balance is above 40%, the difference must be used for property tax relief and/or one time capital expenditures which do not increase ongoing City costs.

4.9 Asset Capitalization Policy

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the city’s annual financial statements. This policy also addresses other considerations for recording and depreciating fixed assets.

4.9.1 Capitalization Threshold

Capital assets may be acquired through purchase, self-construction, or donation. The asset value when purchased will be the initial cost plus the trade-in value of any old asset traded, plus all costs related to placing the asset into operation. Donated or contributed assets are recorded at fair market value as of the date the asset is acquired. The cost of self-constructed assets will include all costs of construction.

Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets.

Class of Asset	Examples of Costs to be Capitalized	Capitalization
Land	Purchase price or market value, closing costs, cost of preparing land for use, demolition of existing buildings and improvements	Capitalize all land
Machinery and equipment	Purchase price, freight charges, assembly, installation	\$5,000
Land Improvements	Included parking lots, outdoor lighting, fences, tennis courts, playground equipment, athletic fields, trails, retaining walls	\$5,000
Buildings	Materials, labor, design costs, site excavation, purchase price	\$5,000
Building Improvements	Component units when separately replaced. Major renovation or alterations of original building.	\$5,000
Intangible assets	Software, land use rights, patents, copyrights, trademarks	\$25,000
Infrastructure	See Attachment A of Examples	\$25,000

- a. Capital assets having values of \$250 to \$5,000 are to be controlled at the department level for insurance and inventory reporting purposes. However, these capital assets will not be capitalized and will not be reported as capital assets.
- b. Value estimates of capital assets required to be reported, but for which no historical documentation is available due to past accounting practices, shall be reviewed by the City auditor in accordance with GASB requirements.
- c. A listing of capital assets is to be kept, annually reconciled and reported in the annual financial statements.

4.9.2 Useful Lives

Consider the following when determining the useful life of an asset:

- The length of time these assets have historically lasted
- Anticipated changes in technology

- Specific asset use
- Maintenance practices – among City departments, similar assets may be assigned different useful lives, depending on asset use and maintenance

Capital Assets – General Guidance

- Buildings 30-50 years
- Building Improvements 15-50 years
- Machinery and equipment 3-20 years
- Land improvements 15 – 30 years
- Intangible assets 2 – 100 years

Infrastructure Assets – Specific Guidance

- Asphalt 20 years
- Curb & Gutter 30 years
- Concrete 30 years
- Sidewalks 30 years
- Bridges 50 years

4.9.3 Salvage Value

The salvage value of capital assets is estimated to be immaterial to the financial statements. Therefore, generally the City will not record salvage value on capital assets.

4.9.4 Disposition of Assets

Fixed assets may be disposed of due to sale, obsolescence, loss, destruction, or replacement. Upon disposal of an asset, the capital asset records will be relieved of the cost and related depreciation.

4.9.5 Depreciation Method

The straight-line depreciation method will be used for all capital assets. The capital asset software program used by the City allows for depreciation to be calculated on an individual asset basis. In addition, depreciation will be calculated in the year of addition based on one half year’s depreciation regardless of when in the year the asset was put into use.

Infrastructure assets will be depreciated on the straight-line method on an annual basis. Assets will be depreciated on an individual segment basis, when possible, or a composite method when determined to be more reasonable.

4.9.6 Works of Art and Historical Treasures

Works of art and historical treasures purchased by or donated to the City should be reported at their historical cost or estimated fair value at date of donation.

Attachment A – Infrastructure Capitalization Guidance

<u>Infrastructure</u>	<u>Examples of Costs to be Capitalized</u>	<u>Examples of Costs to be Expensed</u>
Streets, Curb, & Gutter	New construction, partial reconstruction, full reconstruction	Crack filling, sweeping, patching, seal coating, pavement rehabilitation, pavement recycling, overlay
Bridges	New construction, partial reconstruction, full reconstruction	Crack filling, patching
Storm Sewers	New construction, partial reconstruction, full reconstruction	Storm sewer repairs
Sidewalks	New construction, partial reconstruction, full reconstruction	Spot replacements
Dams	New construction, partial reconstruction, full reconstruction	Spot repairs, maintenance

4.10 Debt Management Policy

The City of Waupun shall, as a matter of policy, conduct its finances so that the amount of direct, non- self-supporting, unlimited tax general obligation debt outstanding at any time that is subject to approval by the City Council does not exceed 75% of the city’s legal debt margin capacity which is calculated at 5% of the city’s total equalized valuation.

The city’s general obligation public improvement bond issues should be structured such that, on average, the life is less than 15 years.

When the city finances capital projects by issuing bonds, it will pay back the related debt within a period not to exceed useful life of the projects.

The city will promote effective communications regarding its financial conditions with bond rating agencies and others in the marketplace based on full disclosure.

The city will regularly evaluate its adherence to the debt policy.

5- INVESTMENT POLICY

5.1 Governing Authority

Legality – The investment program shall be operated in conformance with federal, state and other legal requirements, including Wisconsin Statute §66.0603.

5.2 Scope

This policy applies to the investment of all funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy as necessary.

1. Pooling of Funds

Except for cash in certain restricted and special funds. The City of Waupun will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

5.3 General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City of Waupun will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section 7 of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and adviser with which the City of Waupun will do business in accordance with Section 5.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City of Waupun will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter term securities, money market funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see Section 8)

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the short term portion of the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer the same date liquidity for short term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. Local Considerations

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the state. The City of Waupun may accept a proposal from an eligible institution, which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

5.4 Standards of Care

1. Prudence

The standard of care to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from the expectations

are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances when prevailing, which the persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of Waupun.

3. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director/Treasurer and City Administrator, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers.

5.5 Safekeeping and Custody

Securities will be held by a (centralized) independent third party custodian selected by the entity as evidenced by safekeeping receipts in the City of Waupun’s name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

5.6 Internal Controls

The finance director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Waupun are protected from losses, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefit requires estimates and judgments by management. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority and review from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical delivery of securities.
- Clear delegation of authority to subordinate staff members.

- Written confirmation of transactions for investment and wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodians.

5.7 Suitable and Authorized Investments

1. Investment Types

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value (e.g., debt issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corp, Federal Home Loan Bank, Federal Farm Credit Bank);
- Certificates of Deposit and other evidences of deposit at financial institutions;
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1 or D-1 or higher) by a nationally recognized rating agency;
- Bonds, notes, debentures or other evidences of indebtedness issued or guaranteed by a corporation which are, at the time of purchase, rated by any Rating Agency in any of the three highest rating categories (without regard to any refinement or gradation of rating category by numerical modifier or otherwise):
- Investment-grade obligations of state provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money Market mutual funds regulated by the Security and Exchange Commission and whose portfolios consist only of dollar denominated securities; and
- Local government investment pool either state administered or developed through joint powers statutes and other intergovernmental agreement legislation.

2. Collateralization

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization may be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit

5.8 Investment Parameters

1. Diversification

The City of Waupun will minimize concentration of credit risk, the risk of loss attributed to the magnitude of a government's investment in a single issuer, by diversifying the portfolio so that reliance on any one issuer or broker/dealer will not place an undue financial burden on the City of Waupun. Accordingly, the permitted concentrations of investments, as a percentage of the portfolio and per individual issuer, are as follows:

- U.S. Treasury Obligations: 0-100 percent.
- State or Municipal Debt Obligations: 0-50 percent, 0-10 percent per issuer.
- U.S. Sponsored Agencies: 0-70 percent, 0-10 percent per issuer.
- Certificates of Deposit: 0-10 percent, not to exceed applicable FDIC coverage per institution.
- Corporate Notes/Bonds: 0-70 percent, 0-10 percent per issuer.
- Cash and cash equivalents (savings and money market accounts): 0-100 percent, not to exceed applicable FDIC coverage unless covered by a collateralization agreement or bond(s).

2. Maximum Maturities

To the extent possible, the City of Waupun shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Waupun will not directly invest in securities maturing more than seven (7) years from the date of purchase or in accordance with state and local statutes and ordinances. The City of Waupun shall adopt weighted average maturity limitations (which range from 90 days to 7 years), consistent with the investment type objectives.

Reserve funds and other funds with longer term investment horizons may be invested in securities exceeding six (6) years if the maturities of such investments are made to coincide as nearly as practicable with expected use of funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as the local government investment pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

5.9 Reporting

1. Methods

The finance director shall prepare a detailed investment report semiannually. The investment report will be prepared in a manner, which will allow the City of Waupun to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the ~~finance committee~~[Committee of the Whole](#). The report will include the following:

- Listing of individual securities held at the end of the reporting period
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio, which each type of investment represents.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. Mark to Market

The market value of the portfolio shall be calculated monthly as part of the monthly report. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools.”

5.10 Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

5.11 Approval of Investment Policy

The investment policy shall be formally approved and adopted by the city council and may be reviewed as deemed appropriate.

5.12 Supporting Documentation

Documents, as applicable, including but not limited to the following, will be available as supplements to the investment policy:

- Relevant investment statutes and ordinances;
- Investment Procedures and Internal Controls;
- Glossary;
- Broker/Dealer Questionnaire
- Credit studies for securities purchased and financial institutions used;
- Safekeeping agreements;
- Wire transfer agreements;
- Sample investment reports;
- Methodology for calculating rate of return;
- GFOA Recommended Policies.

6- INTERNAL CONTROLS

6.1 Definition of Internal Control

Internal control is a process that is developed by the municipality to provide reasonable assurance that the following categories of objectives will be achieved:

- the municipality’s financial reporting will be reliable;
- the municipality will be operated effectively and efficiently; and
- the municipality will comply with applicable laws, regulations, contracts and grant agreements.

A good internal control structure is essential to providing reasonable assurance that the City of Waupun is achieving their objectives. Such objectives include, but are not limited to, utilizing public resources in compliance with laws, regulations and budgetary limitations. An adequate control structure will provide information that helps detect errors and fraud, and provides reasonable assurance that financial reports are accurate. It will limit the opportunity for theft or unauthorized use of assets, including cash, inventory and capital assets.

These Internal Controls establish guidance related to internal control and compliance for management within the City of Waupun. Developing an adequate internal control system requires continual analysis and modification to address changing circumstances. Management should identify and address additional objectives that are relevant to their operations.

These objectives are often stated as goals and should address all significant activities of the City of Waupun. There is the need to identify these activities and place relevant risks and related control procedures to them.

The framework for a comprehensive control plan is within these five essential components:

1. Control environment
2. Risk assessment
3. Control Activity
4. Information and communication
5. Monitoring

These five components must operate together to have effective internal control.

6.2 Control Environment

The control environment is the foundation for all the other components. It “sets the tone at the top”. That is, if management (the Mayor, Council, Department Heads) views internal control as important, the rest of the organization will likely follow that same path. Control environment factors include integrity, ethical values, management’s philosophy and operating style, organizational structure, assignment of authority and responsibility, and human resource policies and practices.

The control environment involves more than setting standards, policies, and structures; it involves communicating and enforcing those standards, policies and structures.

6.3 Risk Assessment

Municipal officials should have processes in place to identify potential risks due to changing circumstances. Technological developments, employee turnover, new programs, new accounting standards, new laws and regulations, economic growth and decline, and many other factors impact the adequacy of a municipality's internal control structure.

Municipal officials need to consider the potential for fraud in assessing the various types, assessing incentive, pressures and opportunities. Each will present different risks that must be identified and analyzed for its significance and each risk needs a determination of the level for response.

Operations –

- Ensure that the municipality's resources are adequately safeguarded
- Provide taxpayer services efficiently and effectively
- Consider tolerances for risk
- Provide for the long-term stability of the municipality
- Provide a stable and rewarding environment for employees

Financial Reporting –

- Provide timely internal financial reports and schedules for evaluating operations
- Provide timely external financial and non-financial reporting
- Issue timely financial reports that comply with generally accepted accounting principles and the additional requirements of GASB (Government Accounting Standards Board)
- Provide an Internal Audit Report regarding security status of municipal resources

Compliance–

- Comply with all relevant laws, regulations, contracts and grant agreements

6.4 Control Activities

Control activities are management's specific policies and procedures that help ensure that the risks related to achieving management's objectives are addressed.

Management should at a minimum:

- Develop an employee manual that addresses management's expectations regarding business practices and ethical behavior (includes pay scales, promotions, dress code, probationary period, evaluations, conflict of interest issues, etc.); job skills requirements (job descriptions, lines of authority and responsibility, certifications, education, training, etc.); employee benefits (leave, flex plans, health insurance, pension, PTO, etc.); disciplinary policies and procedures
- Establish a simple and flexible organizational plan that clearly places responsibility for specific activities upon specified individuals/job titles. Control over the accounting function should be centralized under one official who is responsible for all recordkeeping and reporting and who has

the authority to supervise the entire financial operation. Centralizing the accounting function does not eliminate the approval and custodial functions. It allows for consistent application of accounting rules and a general overall review of all activities of the municipality.

- Separate duties of employees so that no one person has control over a complete transaction from beginning to end. Work flow should be established so that one employee's work is automatically verified by another employee working independently. When possible, different persons should be responsible for the authorization, recordkeeping (posting), custodial (cash and materials handling), and review procedures, to prevent manipulation of records and minimize the possibility of collusion. When adequate segregation of duties is not possible, management oversight should be increased to provide reasonable assurance that errors, irregularities or fraud are prevented or detected and corrected in a timely manner. Such oversight would include, but not be limited to, the review of bank statements, cash receipts and cash disbursements summaries as well as the related supporting documentation, and analysis of monthly reports.
- Maintain record retention to substantiate transactions.
- Should ensure that qualified individuals are hired and that appropriate training is provided.
- Establish IT controls for information processing a)security b)passwords c)change management d)numerical sequences of transactions and checks
- Use tangible and intangible safeguards to secure the organization's resources. Tangible being: cameras, locks, barriers; Intangible being: collateral/insurance on financial resources, institutional knowledge.

6.5 Information and Communication

Information and communication systems should provide reliable reports for both internal and external purposes. The means of communicating information within the organization will significantly impact whether objectives are achieved.

6.6 Monitoring

Monitoring the internal control system provides assurance to management that: policies and procedures are being followed; information is being communicated accurately and timely; and, risks are being identified and appropriately addressed. In addition, it ensures that internal control continues to operate effectively, since processes, goals, and circumstances are not static and changes in those areas will necessitate changes in internal control.

During the annual external audit, performed by a Certified Public Accounting Firm, internal controls shall also be analyzed and measured for their effectiveness throughout the organization. They shall issue a report on internal controls and compliance, offering information regarding laws and regulations and internal controls related to financial reporting.

7-
FEDERAL AWARDS

7.1 Charging of Costs to Federal Awards

Only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

7.2 Criteria for Allowability

All costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;
 - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award;
 - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Organization, but where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMS Circular A-122 or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistent with Non Federal charges and be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.

7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

7.3 Personnel and Fringe Benefit Costs

The cost of fringe benefits in the form of compensation paid to employees during periods of authorized absences from the job, such as for vacation, family-related leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowed and provided for under the City of Waupun's written employment compensation and benefits manual.

7.4 Procurement

The City of Waupun will adhere to all Wisconsin DOT Transit procurement procedures when 5311 Federal Grant monies are used, WisDOT Procurement Manual attached in the appendix.

8- RECORD RETENTION

8.1 Record Retention

The City of Waupun's policy is to retain records as required by Wisconsin statutes and city ordinance 3.10.

8.2 Financial Records

Officers may destroy the following nonutility records under their jurisdiction after the completion of an audit by State auditors or an auditor licensed under Ch. 442, Wis. Stats., but not less than 7 years after payment or receipt of the sum involved in the applicable transaction:

- (a) Bank statements, deposit books, slips and stubs.
- (b) Bonds and coupons after maturity.
- (c) Cancelled checks, duplicates and check stubs.
- (d) License and permit applications, stubs and duplicates.
- (e) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (f) Receipt forms.
- (g) Special assessment records.
- (h) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

8.3 Utility Records

Officers may destroy the following records of municipal utilities subject to regulation by the State Public Service Commission and after an audit as provided above, but not less than 2 years after payment or receipt of the sum involved in the applicable transaction:

- (a) Water, sewer, electrical stubs and receipts of current billings.
- (b) Customers' ledgers.
- (c) Vouchers and supporting documents pertaining to charges not included in plant accounts.
- (d) Other utility records after 7 years with the written approval of the State Public Service Commission.

8.4 Other Records

Officers may destroy the following records, but not less than 7 years after the record was effective:

- (a) Assessment rolls and related records, including Board of Review minutes.
- (b) Contracts and papers relating thereto.
- (c) Financial reports other than annual financial reports.
- (d) Insurance policies.
- (e) Justice dockets.
- (f) Oaths of office.
- (g) Reports of boards, commissions, committees and officials duplicated in the official minutes.

- (h) Resolutions and petitions.
- (i) Voter record cards.

8.5 Notice Required

Prior to the *destruction* of any public record described above, at least 60 days notice shall be given the State Historical Society.

APPENDIX

WisDOT Procurement Manual – For the current version see

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure.aspx>



AGENDA SUMMARY SHEET

MEETING DATE: 11/29/2022

TITLE: DISCUSSION: Neighborhood Investment Fund Grant Project for the Waupun Senior Center

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Community & Economic Vitality	~ \$5.3M (NIF Grant Funding \$4.9M)

OVERVIEW:

The Facility Advisory Committee has been meeting since summer to determine site requirements for the new Senior Center. Engaged in the process citizens from the Senior Center, members of the Waupun Food Pantry and REACH Waupun, Alderperson Dan Siebers, and Staff members. The Committee meets again the afternoon of November 29, 2022 and staff will provide a project update and overview of next steps during this presentation, including:

1. Site Plan Design Recommendations
2. Site Tenant / Lease Arrangements
3. Business Plan Development
4. Timeline
5. Next Steps

STAFF RECOMMENDATION:

Discussion Only

ATTACHMENTS:

None

RECOMMENDED MOTION:

N/A