



A G E N D A
CITY OF WAUPUN SPECIAL COMMON COUNCIL
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 25, 2023 at 5:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

1. **Virtual Access:** <https://us02web.zoom.us/j/89746634417?pwd=WVZqeDNQeStURmVtRGNwRFIqSkhTZz09>
2. **Teleconference Access:** 1 312 626 6799
3. **Meeting ID:** 897 4663 4417 **Pass Code:** 995651

CALL TO ORDER

ROLL CALL

ORDINANCES-RESOLUTIONS

- [1.](#) Resolution to Establish Fees for 2024 Solid Waste and Recycling Collection Services
- [2.](#) Ordinance to amend Ch. 16.03 Zoning Code for the purpose of Off Street Parking
- [3.](#) Ordinance to amend Ch.6.03(2) Traffic Code for the purpose of Additional Stop Sign Placement

CONSIDERATION - ACTION

- [4.](#) Monthly Financial Report- June 2023
- [5.](#) Lead Mechanic and Lead Maintenance Technician Job Descriptions
- [6.](#) EMS Compliance Captain and EMS Operations Captain Job Descriptions
- [7.](#) Naming Rights, Donations, and Sponsorships Policy
- [8.](#) Community Center Future Naming and Authorize Sponsorship Opportunity
- [9.](#) Cedar Corporation Construction Management Contract

CONSENT AGENDA

- [10.](#) Future Meetings & Gatherings, License and Permit Applications, Expenses

DISCUSSION- REVIEW

- [11.](#) Housing Needs
- [12.](#) ARPA Allocation Plan Update
- [13.](#) Youth Sports Program- Draft Framework

2024 BUDGET WORKSHOP

- [14.](#) 2024 Preliminary Budget Review of Act 12
15. Mayor and Alderperson Salaries

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: Resolution to Establish Fees for 2024 Solid Waste and Recycling Collection Services

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

Based on the 2024 contract with GFL for solid waste and recycling services, the fees for 2024 will increase to \$16.04 per month per waste and recycling container.

STAFF RECOMMENDATION:

Request action to approve the Resolution to establish fees for 2024 Solid Waste and Recycling Collection Services in the City of Waupun.

ATTACHMENTS:

Resolution for consideration
Budget Breakdown

RECOMMENDED MOTION:

Motion to adopt Resolution No. _____, Resolution Establishing Fees for 2024 Solid Waste and Recycling Collection Service in the City of Waupun

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

**RESOLUTION ESTABLISHING FEES FOR 2024 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 2024 Waste and Recycling Collection Service fee will be \$16.04 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 _____, 2023.

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk

City of Waupun Recycling & Waste Contract

GFL 5 Year Contract 1/1/2023-12/31/2027

Waste Collection

	0%	6%	6%	6%	6%
	2023	2024	2025	2026	2027
95 gallon	\$ 10.98	\$ 11.64	\$ 12.34	\$ 13.08	\$ 13.86

Recycling Collection

	0%	6%	6%	6%	6%
	2023	2024	2025	2026	2027
95 gallon	\$ 4.01	\$ 4.25	\$ 4.51	\$ 4.78	\$ 5.06

Fuel Surcharge	<\$4.25	0%
	\$4.25-\$4.49	1%
	\$4.50 - \$4.74	2%
	\$4.75 - \$4.99	3%
	\$5.00 - \$5.24	4%
	\$.25 above \$5.25	Increase 1%
	\$.25 below \$4	Decrease 1%

No surcharge when the Midwest PADD2 is less than \$4.25 https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r20_w.htm

The fuel surcharge is based on a total cost for Recycling and Waste Containers multiplied by the % increase.

For example Recycling and Waste containers cost \$14.99, fuel is \$5.35 per gallon. $14.99 * 5\% = \$0.75$

City of Waupun

2024

BUDGET

Waste Collection Fee Calculation

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Fee	\$ 11.64	\$ 11.64	\$ 11.64	\$ 11.64	\$ 11.64	\$ 11.64	\$ 11.64	\$ 11.64	\$ 11.64	\$ 11.64	\$ 11.64	\$ 11.64	
Total Cans	3027	3027	3027	3027	3027	3027	3027	3027	3027	3027	3027	3027	
	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 35,234.28	\$ 422,811.36 425-70-5476-3-38

Recycling Container Fee Calculation

Fee	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25	
Total Cans	3027	3027	3027	3027	3027	3027	3027	3027	3027	3027	3027	3027	
	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 12,864.75	\$ 154,377.00 420-70-5436-3-38

Fuel Surcharge*
*rate as of 11/1/22
\$5.35

	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	
	\$ 453.75	\$ 453.75	\$ 454.05	\$ 454.05	\$ 454.05	\$ 454.05	\$ 454.05	\$ 454.05	\$ 454.05	\$ 454.05	\$ 454.05	\$ 454.05	\$ 5,448.00 425-70-5476-3-38

Total Monthly Fee	\$ 48,552.78	\$ 48,552.78	\$ 48,553.08	\$ 48,553.08	\$ 48,553.08	\$ 48,553.08	\$ 48,553.08	\$ 48,553.08	\$ 48,553.08	\$ 48,553.08	\$ 48,553.08	\$ 48,553.08	\$ 582,636.36
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425-70-5476-3-38 \$ 428,259.36

\$ 582,636.36

**City of Waupun
Waste Container Fee Calculation**

2024 Total Collection Estimate \$ 428,259.36

Annual Fee Per Can \$ 141.48

Recycling Container Fee Calculation

2024 Total Collection Estimate \$ 154,377.00

Annual Fee Per Can \$ 51.00
\$ 582,636.36

Fee History with Recycling Cost				
Year	Waste	Recycling	Monthly Total	Annual Cost
2018	\$ 12.91		\$ 12.91	\$ 154.92
2019	\$ 12.91		\$ 12.91	\$ 154.92
2020	\$ 12.91		\$ 12.91	\$ 154.92
2021	\$ 12.91		\$ 12.91	\$ 154.92
2022	\$ 12.91		\$ 12.91	\$ 154.92
2023	\$ 11.73	\$ 4.01	\$ 15.74	\$ 188.88
2024	\$ 11.79	\$ 4.25	\$ 16.04	\$ 192.48

**City of Waupun
Recycling Container Fee Calculation**

2024 Total Fee Estimate:	\$ 154,377.00
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Monthly Fee Per Can without Recycling Grant Applied	\$ 4.25
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COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

ORDINANCE NUMBER _____

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

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.03 of the Municipal Code of the City of Waupun entitled "RESIDENTIAL DISTRICT REQUIREMENTS" is amended as follows:

SECTION 16.03(1)(b)(iv) entitled "Off Street Parking" is repealed and recreated to read:

- (iv) Off Street Parking Regulations
 - a. Parking in Front Yards. There shall be no parking permitted from the front plane of the house to the front property line, except on driveways designed for motor vehicles, not defined as a recreational vehicle. Any person desiring to create a parking area in the front plane shall complete a Conditional Use Permit application. The application shall designate an area no greater than ten feet wide abutting an existing drive. The addition shall be a hard surface area (asphalt, concrete or gravel), tapered to the property line with a minimum sixty degree angle. The drive area and such parking shall not intrude into a required vision triangle.

SECTION 16.03(2)(b)(v) entitled "Off Street Parking" is repealed and recreated to read:

- (v) Off Street Parking Regulations
 - a. Parking in Front Yards. There shall be no parking permitted from the front plane of the house to the front property line, except on driveways designed for motor vehicles, not defined as a recreational vehicle. Any person desiring to create a parking area in the front plane shall complete a Conditional Use Permit application. The application shall designate an area no greater than ten feet wide abutting an existing drive. The addition shall be a hard surface area (asphalt, concrete or gravel), tapered to the property line with a minimum sixty degree angle. The drive area and such parking shall not intrude into a required vision triangle.

SECTION 16.03(3)(b)(iii) entitled Off Street Parking is repealed and recreated to read:

- (iii) Off Street Parking Regulations
 - a. Parking in Front Yards. There shall be no parking permitted from the front plane of the house to the front property line, except on driveways designed for motor vehicles, not defined as a recreational vehicle. Any person desiring to create a parking area in the front plane shall complete a Conditional Use Permit application. The application shall designate an area no greater than ten feet wide abutting an existing drive. The addition shall be a hard surface area (asphalt, concrete or gravel), tapered to the property line with a minimum sixty degree angle. The drive area and such parking shall not intrude into a required vision triangle.

SECTION 16.03(4)(b)(iv) entitled Off Street Parking is repealed and recreated to read:

(iv) Off Street Parking Regulations

- a. Parking in Front Yards. There shall be no parking permitted from the front plane of the house to the front property line, except on driveways designed for motor vehicles, not defined as a recreational vehicle. Any person desiring to create a parking area in the front plane shall complete a Conditional Use Permit application. The application shall designate an area no greater than ten feet wide abutting an existing drive. The addition shall be a hard surface area (asphalt, concrete or gravel), tapered to the property line with a minimum sixty degree angle. The drive area and such parking shall not intrude into a required vision triangle.

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

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

Adopted this _____ day of _____, 2023.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk/Treasurer

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

ORDINANCE NUMBER _____

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:

(bt) A stop sign shall be placed at the intersection of Rosewood Dr. and Autumn Ave so that traffic proceeding easterly on Rosewood Dr. shall stop before entering the intersection with Autumn Ave.

(bu) A stop sign shall be placed at the intersection of Rosewood Ct. and Autumn Ave. so that traffic proceeding westerly on Rosewood Ct. shall stop before entering the intersection with Autumn Ave.

(bv) Stop signs shall be placed at the intersection of Rosewood Dr. and Summer Ave. so that traffic proceeding east or west on Rosewood Dr. shall stop before entering the intersection.

(bw) A stop sign shall be placed at the intersection of W. Hawthorne Dr. and Summer Ave so that traffic proceeding westerly on W. Hawthorne Dr. shall stop before the intersection with Summer Ave.

(bx) A stop sign shall be placed at the intersection of Autumn Ave. and W. Hawthorne Dr. so that traffic proceeding north on Autumn Ave. shall stop before entering the intersection with W. Hawthorne Dr.

(by) A stop sign shall be placed at the intersection of W. Hawthorne Dr. and Winter Ave. so that traffic proceeding east on W. Hawthorne Dr. shall stop before entering the intersection with Winter Ave.

(bz) A stop sign shall be placed at the intersection of Bayberry Ln. and Shaler Dr. so that traffic proceeding south on Bayberry Ln. shall stop before entering the intersection with Shaler Dr

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

Enacted this _____ day of _____, 2023.

Rohn W. Bishop, Mayor

ATTEST:

(Seal)
Angela J. Hull, City Clerk/Treasurer



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: Monthly Financial Report- June 2023

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

Providing a monthly financial report along with a summary of revenues or expenditures that are recommended for Council attention.

STAFF RECOMMENDATION:

Request action accept the financials and to move them to the Common Council Consent Agenda.

ATTACHMENTS:

June 30, 2023 Monthly Financials

RECOMMENDED MOTION:

Motion to accept and recommend to the Common Council, the approval of the June 2023 monthly financial report



**MONTHLY FINANCIAL REPORT
2023**

January

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

February

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

March

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

April

Revenues	Expenses

May

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

June

Revenues	Expenses



**MONTHLY FINANCIAL REPORT
JUNE 30, 2023**

A B C D E
 % of Year Past
50%

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2 **FUND 100**

3 **General Operations Fund**

4 6/30/2023 6/30/2023 6/30/2023 6/30/2023
 Month Activity YTD Actual Budget Amount Unearned Percent

5	REVENUE				
6	TAXES	51,897	1,608,398	2,405,770	797,373 66.86
7	SPECIAL ASSESSMENTS	2,190	2,198	100	(2,098) 2197.59
8	INTERGOVERNMENTAL AIDS	1,589	360,512	3,340,523	2,980,011 10.79
9	LICENSES & PERMITS	7,575	24,976	58,160	33,184 42.94
10	PENALTIES, FOREFEITURES	3,652	23,771	45,500	21,729 52.24
11	PUBLIC CHARGES FOR SERVICE	48,121	163,681	266,368	102,687 61.45
12	INTERGOVERNMENTAL CHARGES	-	-	-	-
13	MISCELLANEOUS REVENUE	22,583	145,555	50,000	(95,555) 291.11
14	SPECIAL FUNDS ACTIVITY	-	-	710,046	710,046 0.00
15	TOTAL REVENUE	137,607	2,329,090	6,876,467	4,547,377

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18	EXPENDITURES				
19	GENERAL GOVERNMENT	112,769	1,080,244	1,880,661	800,417 57.44
20	ECO DVLP/ADMIN	(5,857)	26,567	37,161	10,594 71.49
21	RECREATION	74,880	155,690	385,944	230,254 40.34
22	ASSESSOR/INSPECTOR	3,486	19,418	39,875	20,457 48.70
23	POLICE	229,049	1,018,655	2,288,462	1,269,807 44.51
24	FIRE	31,461	167,909	522,597	354,688 32.13
25	PUBLIC WORKS	120,113	781,242	1,721,767	940,525 45.37
26	TOTAL EXPENDITURES	565,900	3,249,724	6,876,467	3,626,743

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28	NET REVENUE OVER EXPENDITURES	(428,293)	(920,634)	0	920,634

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41 **FUND 200**

42 **Trust Fund**

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
44 REVENUE					
45 ST AID-WINNEFOX/MID-WISC	-	-	-	-	0.00
46 INTEREST/DIVIDEND/GRANT	3	6	75	69	7.83
47 UNREALIZED GAINS	-	-	-	-	0.00
48 TOTAL REVENUE	<u>3</u>	<u>6</u>	<u>75</u>	<u>69</u>	

49					
50					
51 EXPENDITURES					
52 OPERATING TRANSFER OUT	-	-	-	-	0.00
53 LIBRARY EXPENSES	-	-	-	-	0.00
54 TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

55					
56 NET REVENUE OVER EXPENDITURES	3	6	75	69	



62 **FUND 210**

63 **Library Fund**

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
64 REVENUE					
65 GENERAL PROPERTY TAXES	-	391,049	516,792	125,743	75.67
66 INTEREST/DIVIDEND/GRANT	-	213,939	213,938	(1)	100.00
67 FEES	38	386	1,200	814	32.21
68 DIVIDEND/REVENUE/DONATIONS	8,214	18,797	11,000	(7,797)	170.88
69 TOTAL REVENUE	<u>8,252</u>	<u>624,172</u>	<u>742,930</u>	<u>118,758</u>	

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71					
72 EXPENDITURES					
73 LIBRARY EXPENSES	72,199	355,299	742,930	387,631	47.82
74 TRANSFER OUT - CAPITAL FUND	-	-	-	-	0.00
75 TOTAL EXPENDITURES	<u>72,199</u>	<u>355,299</u>	<u>742,930</u>	<u>387,631</u>	

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77 NET REVENUE OVER EXPENDITURES	(63,947)	268,873	-	(268,873)	

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FUND 220

A B C D E

Grants and Donations Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
PSC/FEDERAL GRANT	-	-	-	-	0.00
GRANTS	<u>21,017</u>	<u>46,085</u>	<u>6,010</u>	<u>(40,075)</u>	766.81
TOTAL REVENUE	<u>21,017</u>	<u>46,085</u>	<u>6,010</u>	<u>(40,075)</u>	

EXPENDITURES					
GEN GOVERNMENT	-	5,000	-	(5,000)	0.00
GRANT EXPENSES - RECREATION	600	883	-	(883)	0.00
GRANT EXPENSES - POLICE	1,276	12,760	5,000	(7,760)	255.20
GRANT EXPENSES - FIRE/EMR	-	4,983	-	(4,983)	0.00
GRANT EXPENSES - DPW	-	-	-	-	0.00
ECONOMIC DEVELOPMENT EXPENSES	-	-	1,000	1,000	0.00
TOTAL EXPENDITURES	<u>1,876</u>	<u>23,626</u>	<u>6,000</u>	<u>(17,626)</u>	

NET REVENUE OVER EXPENDITURES	19,141	22,460	10	(22,450)	
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FUND 230

Building Inspection Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-BLDG IN	-	-	-	-	0.00
PERMITS-BUILDING	9,271	33,622	75,000	41,378	44.83
FEES	<u>1,935</u>	<u>7,335</u>	<u>9,150</u>	<u>1,815</u>	80.16
TOTAL REVENUE	<u>11,206</u>	<u>40,957</u>	<u>84,150</u>	<u>43,193</u>	

EXPENDITURES					
OPERATING SUPPLIES/WAGES	<u>10,076</u>	<u>35,225</u>	<u>86,816</u>	<u>51,591</u>	40.57
TOTAL EXPENDITURES	<u>10,076</u>	<u>35,225</u>	<u>86,816</u>	<u>51,591</u>	

NET REVENUE OVER EXPENDITURES	1,130	5,732	(2,666)	(8,398)	
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FUND 240

ARPA Fund

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

REVENUE					
FED GRANT (PD BY STATE)-ARPA	-	-	-	-	0.00
INTEREST INCOME-ARPA	<u>5,073</u>	<u>28,136</u>	<u>7,500</u>	<u>(20,636)</u>	375.15
TOTAL REVENUE	<u>5,073</u>	<u>28,136</u>	<u>7,500</u>	<u>(20,636)</u>	

EXPENDITURES					
ARPA POLICE OPERATING EXP	-	-	-	-	
ARPA EXPENSES	<u>45,281</u>	<u>45,281</u>	<u>-</u>	<u>(45,281)</u>	
ARPA EXPENSES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

NET REVENUE OVER EXPENDITURES	5,073	28,136	7,500	(20,636)	
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FUND 300

Debt Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
PAID TO ESCROW AGENT	-	-	-	-	0.00
GENERAL PROPERTY TAXES	-	596,329	788,080	191,751	75.67
FUNDS APPLIED	135	734	375	(359)	195.68
DEBT SERVICE SURPLUS APPLIED	<u>-</u>	<u>177,654</u>	<u>827,080</u>	<u>649,426</u>	21.48
TOTAL REVENUE	<u>135</u>	<u>774,716</u>	<u>1,615,535</u>	<u>840,819</u>	

EXPENDITURES					
ROCK NEWTON 2021 P&I	-	11,175	137,350	126,175	8.14
PRINCIPAL AND INTEREST PAYMENTS	<u>-</u>	<u>380,456</u>	<u>1,478,185</u>	<u>1,097,729</u>	25.74
TOTAL EXPENDITURES	<u>-</u>	<u>391,631</u>	<u>1,615,535</u>	<u>1,223,904</u>	

NET REVENUE OVER EXPENDITURES	135	383,085	-	(383,085)	
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158 **FUND 400**159 **Capital Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-CIF	-	257,273	340,000	82,727	75.67
SIDEWALKS	-	-	100,000	100,000	0.00
STATE SHARED REVENUES-EXP REST	-	289,686	2,574,434	2,284,748	11.25
FEES-REC FACILITY MAINTENANCE	15,000	15,500	15,000	(500)	103.33
CO & MUNIC-STREET & HIGHWAYS	-	-	-	-	0.00
INTEREST AND MISC	1,868	33,009	8,000	(25,009)	412.61
TRANSFERS IN FROM OTHER FUNDS	-	221,763	680,000	458,237	32.61
TOTAL REVENUE	16,868	817,231	3,717,434	2,900,203	

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EXPENDITURES					
CITY HALL	-	-	-	-	
RECREATION	100,116	254,185	2,530,000	2,275,815	10.05
PUBLIC SAFETY	-	179,574	255,095	75,521	70.39
LIBRARY AND DPW	-	-	-	-	0.00
STREETS	110,083	162,556	450,000	287,444	36.12
TRANSFER OUT	-	-	-	-	0.00
TOTAL EXPENDITURES	210,199	596,315	3,235,095	2,638,780	

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NET REVENUE OVER EXPENDITURES	(193,331)	220,916	482,339	261,423	
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185 **FUND 401**186 **TID 5 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	314,049	408,345	94,296	76.91
DEVELOPER GUARANTEES	-	24,735	-	(24,735)	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 5 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	-	338,784	408,345	69,561	

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EXPENDITURES					
TID 5 OPERATING EXPENSES	-	52,938	381,050	328,113	13.89
TOTAL EXPENDITURES	-	52,938	381,050	328,113	

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NET REVENUE OVER EXPENDITURES	-	285,847	27,295	(258,552)	
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FUND 404

Business Park Fund

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

REVENUE					
TAX INCREMENT	-	-	-	-	0.00
INTEREST INCOME	-	-	-	-	0.00
LEASES/FUND BALANCE	-	219,526	224,103	4,577	97.96
TOTAL REVENUE	-	219,526	224,103	4,577	

EXPENDITURES					
OPERATING EXPENSES	1,264	1,334	15,109	13,775	8.83
TOTAL EXPENDITURES	1,264	1,334	15,109	13,775	

NET REVENUE OVER EXPENDITURES	(1,264)	218,192	208,994	(9,198)	
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FUND 405

TID 3 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	107,423	150,598	43,175	71.33
PAYMENT IN LIEU OF TAX	-	9,762	9,000	(762)	108.47
GRANTS	-	134,200	-	(134,200)	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
PROCEEDS LONG TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	-	251,386	159,598	(91,788)	

EXPENDITURES					
TID 3 OPERATING EXPENSES	1,703	123,173	159,083	35,910	77.43
TRANSFER TO A DIF FUND	-	-	-	-	0.00
TOTAL EXPENDITURES	1,703	123,173	159,083	35,910	

NET REVENUE OVER EXPENDITURES	(1,703)	128,213	515	(127,698)	
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FUND 407
TID 7 Fund

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

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	37,796	45,000	7,204	83.99
PERMITS-BUILDING-TIF 7	-	-	-	-	0.00
STATE GRANT	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>37,796</u>	<u>45,000</u>	<u>7,204</u>	

EXPENDITURES					
INTEREST ON ADVANCES OTHER FUNDS	-	28,069	131,138	103,069	21.40
TID 7 OPERATING EXPENSES	-	913	6,500	5,588	14.04
TOTAL EXPENDITURES	<u>-</u>	<u>28,981</u>	<u>137,638</u>	<u>108,657</u>	

NET REVENUE OVER EXPENDITURES	-	8,815	(92,638)	(101,453)	
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FUND 408
TID 6 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	78,108	98,488	20,380	79.31
STATE/FEDERAL GRANT-TIF 6	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS/TRANSFERS	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>78,108</u>	<u>98,488</u>	<u>20,380</u>	

EXPENDITURES					
INTEREST ON ADVANCES OTHER FUNDS	-	-	65,630	65,630	0.00
TID 6 OPERATING EXPENSES	1,176	8,107	30,266	22,159	26.79
TOTAL EXPENDITURES	<u>1,176</u>	<u>8,107</u>	<u>95,896</u>	<u>87,789</u>	

NET REVENUE OVER EXPENDITURES	(1,176)	70,001	2,592	(67,409)	
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283 **FUND 410**

284 **Equipment Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-ERF	-	170,254	225,000	54,746	75.67
FEDERAL GRANT-MISC	-	268,600	-	(268,600)	0.00
MISCELLANEOUS	925	30,442	5,000	(25,442)	608.83
TRANSFERS	-	80,000	-	(80,000)	0.00
TOTAL REVENUE	<u>925</u>	<u>549,296</u>	<u>230,000</u>	<u>(319,296)</u>	

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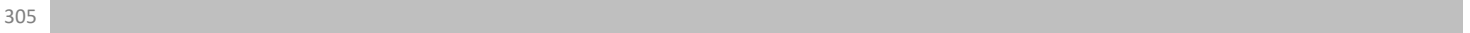
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EXPENDITURES					
EQUIPMENT ADMINISTRATION	-	-	7,000	7,000	0.00
EQUIPMENT RECREATION	-	3,973	5,000	1,027	79.47
EQUIPMENT POLICE	905	112,397	130,187	17,790	0.70
EQUIPMENT FIRE	-	1,392	30,500	29,108	4.56
EQUIPMENT LIBRARY	-	-	-	-	0.00
EQUIPMENT DPW	-	57,450	141,500	84,050	40.60
TOTAL EXPENDITURES	<u>905</u>	<u>175,212</u>	<u>314,187</u>	<u>138,975</u>	

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NET REVENUE OVER EXPENDITURES	20	374,084	(84,187)	(458,271)	
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307 **FUND 418**

308 **TID 8 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	104,702	125,000	20,298	83.76
PERMITS-BUILDING-TIF 8	-	-	-	-	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 8 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>104,702</u>	<u>125,000</u>	<u>20,298</u>	

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EXPENDITURES					
TRANSFER OUT	-	-	15,405	15,405	0.00
TID 8 OPERATING EXPENSES	-	130,913	131,150	238	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>130,913</u>	<u>146,555</u>	<u>15,643</u>	

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NET REVENUE OVER EXPENDITURES	-	(26,210)	(21,555)	4,655	
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327	FUND 419	A	B	C	D	E
328	TID 9 Fund	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
329						
330	REVENUE					
331	TAXES-TAX INCREMENTAL DISTRICT	-	-	-	-	0.00
331	TIF 9 INTEREST REVENUE	7,728	2,724	-	(2,724)	0.00
332	PROCEEDS LONG TERM DEBT	-	2,345,000	-	(2,345,000)	0.00
333	TOTAL REVENUE	<u>7,728</u>	<u>2,347,724</u>	<u>-</u>	<u>(2,347,724)</u>	

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336	EXPENDITURES					
337	TRANSFER OUT	-	(66,929)	-	66,929	0.00
338	TID 9 OPERATING EXPENSES	531,301	712,518	115,116	(597,403)	618.96
339	TOTAL EXPENDITURES	<u>531,301</u>	<u>645,590</u>	<u>115,116</u>	<u>(530,474)</u>	

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341	NET REVENUE OVER EXPENDITURES	(523,573)	1,702,134	(115,116)	(1,817,250)	

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345	FUND 420					
346	Recycling Fund	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
347						
348	REVENUE					
349	STATE GRANT-RECYCLING	50,365	50,365	50,000	(365)	0.00
350	FEES-RECYCLING	-	47,523	99,561	52,038	47.73
351	INTEREST REVENUE	426	2,316	750	(1,566)	308.84
352	TOTAL REVENUE	<u>50,791</u>	<u>100,204</u>	<u>150,311</u>	<u>50,107</u>	
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355	EXPENDITURES					
356	OPERATING	35	64,353	148,828	84,475	43.24
357	TOTAL EXPENDITURES	<u>35</u>	<u>64,353</u>	<u>148,828</u>	<u>84,475</u>	
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359	NET REVENUE OVER EXPENDITURES	50,756	35,851	1,483	(34,368)	

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FUND 425

Solid Waste Fund

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

REVENUE					
FEES-SOLID WASTE	-	142,568	441,689	299,121	32.28
TOTAL REVENUE	-	142,568	441,689	299,121	

EXPENDITURES					
OPERATING	684	168,971	436,846	267,874	38.68
TOTAL EXPENDITURES	684	168,971	436,846	267,874	

NET REVENUE OVER EXPENDITURES	(684)	(26,404)	4,843	31,247	
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FUND 430

Tourism Fund

Month Activity	YTD Actual	Budget Amount	Unearned	Percent
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REVENUE					
LOCAL ROOM TAX-TOURISM FUND	5,125	25,880	60,000	34,120	43.13
MISCELLANEOUS REVENUE-TOURISM	-	-	10,000	10,000	0.00
TOTAL REVENUE	5,125	25,880	70,000	44,120	

EXPENDITURES					
OPERATING EXPENSES	-	22,540	70,000	47,460	32.20
TOTAL EXPENDITURES	-	22,540	70,000	47,460	

NET REVENUE OVER EXPENDITURES	5,125	3,340	-	(3,340)	
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FUND 501
Taxi Fund

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

REVENUE					
GENERAL PROPERTY TAXES	-	34,051	45,000	10,949	0.00
FED GRANT (PD BY ST)-TRANSPORT	7,005	75,016	109,930	34,914	68.24
SALE OF CITY PROPERTY-TAXI	-	-	-	-	0.00
OPERATING TRANSFER IN-GF	-	-	-	-	0.00
TOTAL REVENUE	<u>7,005</u>	<u>109,067</u>	<u>154,930</u>	<u>45,863</u>	

EXPENDITURES					
OPERATING EXPENSES	<u>11,192</u>	<u>54,338</u>	<u>163,303</u>	<u>108,965</u>	33.27
TOTAL EXPENDITURES	<u>11,192</u>	<u>54,338</u>	<u>163,303</u>	<u>108,965</u>	

NET REVENUE OVER EXPENDITURES	<u>(4,187)</u>	<u>54,729</u>	<u>(8,373)</u>	<u>(63,102)</u>	
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FUND 509
CDBG Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
INTEREST REVENUE	5	27	20	(7)	134.45
TOTAL REVENUE	<u>5</u>	<u>27</u>	<u>20</u>	<u>(7)</u>	

EXPENDITURES					
OPERATING EXPENSES	-	10,958	73,000	62,042	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>10,958</u>	<u>73,000</u>	<u>62,042</u>	

NET REVENUE OVER EXPENDITURES	<u>5</u>	<u>(10,931)</u>	<u>(72,980)</u>	<u>(62,049)</u>	
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432 **FUND 700**433 **StormWater Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
435 REVENUE					
436 GRANT REVENUE-STORMWATER	-	-	-	-	0.00
437 FEES-MISCELLANEOUS	-	-	-	-	0.00
438 STORMWATER REVENUES	50,287	252,617	588,800	336,183	42.90
439 PROCEEDS FROM LONG-TERM NOTES	-	-	-	-	0.00
440 TOTAL REVENUE	<u>50,287</u>	<u>252,617</u>	<u>588,800</u>	<u>336,183</u>	

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443 EXPENDITURES					
444 ADMIN WAGES/BENEFITS	4,433	20,137	42,815	22,678	47.03
445 STREET WAGES/BENEFITS	2,943	6,904	27,493	20,588	25.11
446 STREET OPERATING EXPENSES	455	1,109	3,200	2,091	34.66
447 REPAIR AND MAIN WAGES/BENEFITS	14,158	28,146	79,906	51,760	35.22
448 UTILITIES	11,651	62,580	141,900	79,320	44.10
449 LEAF PICK UP WAGES/BENEFITS	53	6,417	45,626	39,209	14.06
450 OPERATING EXPENSES	<u>36</u>	<u>101,446</u>	<u>196,020</u>	<u>94,574</u>	51.75
451 TOTAL EXPENDITURES	<u>33,728</u>	<u>226,740</u>	<u>536,960</u>	<u>310,220</u>	

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453 NET REVENUE OVER EXPENDITURES	16,559	25,877	51,840	25,963	
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AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: Lead Mechanic and Lead Maintenance Technician Job Descriptions

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator
Jeff Daane, Public Works

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	~\$3,000 for 2023	

ISSUE SUMMARY

After completing annual reviews, two job descriptions have revised within the Department of Public Works to better reflect the work being performed by those roles. Retaining the knowledge, skills and ability as required in the descriptions have helped Public Works hold the line on maintenance budgets. Following is an overview of the recommended changes:

1. Eliminate one Mechanic role (currently 1 FTE); Replace with one Lead Mechanic role (1FTE).
2. Eliminate one Light Equipment Operator/BGMS (1 FTE); Replace with one Lead Maintenance Technician (1 FTE).

Market data has been gathered to evaluate placement of the positions on the wage scale per city policy.

ATTACHMENTS:

- Lead Mechanic Job Description
- Lead Maintenance Technician Description

MOTIONS FOR CONSIDERATION:

Motion to approve the job descriptions for Public Works Lead Mechanic and Lead Maintenance Technician

**City of Waupun
Position Description**

JOB TITLE	Lead Mechanic
REPORTS TO	Director of Public Works
DEPARTMENT	Public Works
TYPE	
FLSA (overtime status)	Nonexempt

GENERAL PURPOSE: Performs duties in repair of municipal equipment, inventory and ordering of parts, welding, tire repairs, and other public works functions by performing the following duties. . The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs routine maintenance and repairs on automobiles, trucks, heavy and light equipment and engines (including, but not limited to: police vehicles, pick-ups, dump trucks, end loaders, graders, excavators, concrete saws and push mowers, etc.).
- Maintains municipal vehicles/equipment (i.e. grease, checking fluid levels, changing blades, painting and cleaning, etc.).
- Maintains an effective equipment maintenance plan.
- Maintains parts inventory for repairs.
- Maintains an updated equipment list
- Develops vehicle and equipment repair and safety records.
- Oversee the mechanic shop to prioritize repairs.
- Performs major equipment repairs to vehicles/equipment (i.e., engines, transmissions, hydraulic systems, etc.)
- Operates equipment, including, but not limited to: dump truck/plow/wing/salter, skid loader, forklift, street sweeper, lawn mowers, etc. for street re-construction, snow removal, street sweeping and hauling debris, etc.
- Performs diagnostic checks on equipment/vehicles to identify issues and determine repairs needed.
- Performs welding and fabrication to vehicles and equipment (i.e. buckets, booms, dump truck boxes, etc.)
- Repairs tires, including changing, balancing, plugging and patching.
- Performs other duties and responsibilities as assigned

QUALIFICATIONS:

- Associate's degree in Automotive / Diesel repair or Five years related experience or equivalent combination of education and experience.
- Valid commercial motor vehicle license with ABCDN endorsements, with no air brake restrictions, and a good driving record.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

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

- Knowledge of the operation of vehicles and heavy equipment.
- Ability to make major repairs to vehicles/equipment and repair on automobiles, trucks, heavy and light equipment.
- Ability to do various types of welding.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to provide information in one-on-one and small group situations to public and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to make minor decisions and apply these to work problems.

TOOLS AND EQUIPMENT USED:

This position uses tools related to repair work (i.e. wrenches, lifts, jacks, air tools, welder, etc.).
Operate trucks and heavy equipment.

WORK ENVIRONMENT:

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

- Regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock and vibration
- Occasional exposure to high, precarious places and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.

EQUAL OPPORTUNITY EMPLOYER:

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

**City of Waupun
Position Description**

JOB TITLE	Lead Maintenance Technician
REPORTS TO	Director of Public Works
DEPARTMENT	Public Works
TYPE	
FLSA (overtime status)	Nonexempt

GENERAL PURPOSE: This position entails skilled work in the operation of light-duty motorized equipment and performing related manual tasks. Work involves responsibility for the safe and efficient operation of equipment with moderately complex operating requirements. Building and Facility Maintenance is normally a common task, but employees perform many incidental or related duties. The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains municipal buildings and parks (i.e. remodeling, repairing tables, benches, sheds, stowing equipment, removal of ice, trim trees, etc.).
- Prioritize and schedule projects at facilities
- Monitors and Maintains city ball fields and Aquatic Center.
- Performs general to complex carpentry, including, but not limited to: sheds, cabinets, drywall, painting, staining, etc.
- Operates equipment, including, but not limited to: dump truck/plow/wing/salter, skid loader, forklift, lawn mowers, etc. for street re-construction, snow removal, and hauling debris, etc.
- Maintains municipal vehicles/equipment (i.e. grease, checking fluid levels, changing blades, painting and cleaning, etc.)
- Performs complex electrical work (i.e. running data cables/phone/TV lines, electrical wiring and fixture installation)
- Performs plumbing and locksmith work (sweat pipes, unclog drains, maintain sump pump, etc.)
- Performs quality checks on HVAC and air conditioning systems
- Occasionally operates heavy equipment, including, but not limited to: backhoe, front end loader, etc.
- Maintains City streets and infrastructure.
- Maintains a safe work area.
- Performs other duties and responsibilities as assigned

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

- Knowledge of the operation of vehicles and heavy equipment.
- Valid commercial motor vehicle license with ABCDN endorsements, with no air brake restrictions, or must be able to obtain within 6 months of hire and a good driving record.
- Preferred Journeyman Electrician or Journeyman Plumber
- High school diploma or equivalent and five years related experience and/or training; or equivalent combination of education and experience.
- Pool Operator License, or must be able to obtain within 6 months of hire.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate a dump truck.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to provide information in one-on-one and small group situations to public and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Knowledge of electrical, HVAC, plumbing and swimming pools.

TOOLS AND EQUIPMENT USED:

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

- Regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock and vibration.
- Occasional exposure to high, precarious places and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.
- Regularly stand, walk and sit up to 6 or more hours during their shift.
- Regularly lift and/or move up to 50 pounds.
- Occasionally lift and/or more up to 100 pounds.

EQUAL OPPORTUNITY EMPLOYER:

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

**City of Waupun
Position Description**

JOB TITLE	EMS Compliance Captain
REPORTS TO	Fire Chief
DEPARTMENT	Fire & Rescue Department
TYPE	
FLSA (overtime status)	Non-exempt

GENERAL PURPOSE:

This position will provide assistance in supervising, directing, and coordinating EMS operations in accordance with all regulating agencies and Department policies and procedures. This position will assist with emergency medical services, training, and compliance. Responsibility extends to developing, managing, and evaluating all aspects of medical services, training, and compliance. Additional staff responsibilities may be assigned by the Chief of the Department or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Fill the role of an Emergency Medical Responder (EMR) which includes all duties and responsibilities listed in the EMR Job Description.
- During the absence of the Fire Chief and/or Assistant Fire Chief, assume responsibilities related to response, personnel, apparatus, facilities, equipment, and department business.
- Assume the role of Incident Commander when necessary for efficient and safe emergency scene operations. Direct and assist the work of subordinates at the scene of emergency responses.
- Assist in the development of Department Policies and Standard Operating Guidelines governing both emergency and non-emergency operations. Monitor and observe departmental activities to ensure that conduct and performance conform to Department standards.
- Assist with the management, directing, and supervision of the functions related to EMS Operations.
- Responsible for maintaining the current level of service, planning, and implementing future changes related to the EMS Division of the Fire & Rescue Department.
- Develop and prepare training curriculum and lesson plans according to regulating agencies and medical control; administer scheduling of training exercises; performs training evolutions or ensures internal/external trainers are brought in; maintains all required training records.
- Responsible for ensuring the EMS Department is compliant with all federal, state, and local requirements.
- Participate in ongoing education, training, and development activities to maintain and improve professional knowledge.
- Assume and carry out staff responsibilities as assigned by the Fire Chief or his/her designee.

- Assist in the preparation of the Fire & Rescue Department budget.

QUALIFICATIONS:

- Have three (3) years of Fire/EMS service experience
- EMR, or higher, certification
- NIMS 100, 200, 700, 800 or ability to obtain within 6 months
- Maintain valid driver's license
- CPR and AED certification
- Comply with residency requirements (<5 miles from the Fire Station)
- Pass pre-employment physical, background check, and psychological evaluation

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, assign, and coordinate the work of a number of subordinate EMS personnel and civilian subordinates;
- Ability to instruct, assign, and review the work of others;
- Ability to counsel, mediate, and provide supervision;
- Ability to train others;
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations;
- Ability to apply knowledge of the principles of emergency medical services administration and of accepted practices and procedures;
- Ability to apply knowledge of proper and effective methods of deploying personnel in accordance with actual and anticipated emergencies.

Tools and Equipment Used:

- Ability to operate a variety of equipment and tools such as an ambulance, medical equipment, mechanics tools, a two-way radio, computer, and a telephone.

Work Environment:

- Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of an EMR, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment;
- Work is performed primarily in an office, in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, during daytime and nighttime hours. Work is often performed in emergency and stressful situations. Exposure to hearing sirens, alarms and

hazards associated with rendering emergency medical assistance, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and bodily fluids can occur.

The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

Equal Opportunity Employer:

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

**City of Waupun
Position Description**

JOB TITLE	EMS Operations Captain
REPORTS TO	Fire Chief
DEPARTMENT	Fire & Rescue Department
TYPE	
FLSA (overtime status)	Non-exempt

GENERAL PURPOSE:

This position will provide assistance in supervising, directing, and coordinating EMS operations in accordance with all regulating agencies and Department policies and procedures. This position will assist with emergency medical services, scheduling, and supply ordering. Responsibility extends to developing, managing, and evaluating all aspects of medical services, scheduling, and supply management. Additional staff responsibilities may be assigned by the Chief of the Department or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Fill the role of an Emergency Medical Responder (EMR) which includes all duties and responsibilities listed in the EMR Job Description.
- During the absence of the Fire Chief and/or Assistant Fire Chief, assume responsibilities related to response, personnel, apparatus, facilities, equipment, and department business.
- Assume the role of Incident Commander when necessary for efficient and safe emergency scene operations. Direct and assist the work of subordinates at the scene of emergency responses.
- Assist in the development of Department Policies and Standard Operating Guidelines governing both emergency and non-emergency operations. Monitor and observe departmental activities to ensure that conduct and performance conform to Department standards.
- Assist with the management, directing, and supervision of the functions related to EMS Operations.
- Responsible for maintaining the current level of service, planning, and implementing future changes related to the EMS Division of the Fire & Rescue Department.
- Responsible for the procurement of all emergency medical care equipment and supplies.
- Responsible for the scheduling of all staff, ensuring that staffing levels meet the level of service requirements.
- Participate in ongoing education, training, and development activities to maintain and improve professional knowledge.
- Assume and carry out staff responsibilities as assigned by the Fire Chief or his/her designee.
- Assist in the preparation of the Fire & Rescue Department budget.

QUALIFICATIONS:

- Have three (3) years of Fire/EMS service experience
- EMR, or higher, certification
- NIMS 100, 200, 700, 800 or ability to obtain within 6 months
- Maintain valid driver's license
- CPR and AED certification
- Comply with residency requirements (<5 miles from the Fire Station)
- Pass pre-employment physical, background check, and psychological evaluation

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, assign, and coordinate the work of a number of subordinate EMS personnel and civilian subordinates;
- Ability to instruct, assign, and review the work of others;
- Ability to counsel, mediate, and provide supervision;
- Ability to train others;
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations;
- Ability to apply knowledge of the principles of emergency medical services administration and of accepted practices and procedures;
- Ability to apply knowledge of proper and effective methods of deploying personnel in accordance with actual and anticipated emergencies.

Tools and Equipment Used:

- Ability to operate a variety of equipment and tools such as an ambulance, medical equipment, mechanics tools, a two-way radio, computer, and a telephone.

Work Environment:

- Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of an EMR, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment;
- Work is performed primarily in an office, in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, during daytime and nighttime hours. Work is often performed in emergency and stressful situations. Exposure to hearing sirens, alarms and hazards associated with rendering emergency medical assistance, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and bodily fluids can occur.

The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

Equal Opportunity Employer:

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



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: Naming Rights, Donations, and Sponsorships Policy

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

Edits have been made to the Sponsorships and Donations policy to include the following elements:

- Park Sponsorships
- Tree and Plaque Sponsorships/Donations

We are seeking approval of this agenda item.

ATTACHMENTS:

Sponsorships and Donations Policy for consideration

MOTIONS FOR CONSIDERATION:

Motion to approve the Naming Rights, Donations, and Sponsorships Policy

NAMING RIGHTS, DONATIONS, AND SPONSORSHIPS POLICY



ADOPTED BY COUNCIL: ENTER DATE HERE WHEN ADOPTED BY COUNCIL

Naming Rights and Donation Policy

1) Purpose

The purpose of the Naming Rights Policy is to establish the authority and processes for naming and renaming City of Waupun owned assets including buildings, parks, as well as interior and exterior spaces associated with the city. Consistent with this policy the specific recognition given to donors may include named spaces such as rooms, furnishings or fixtures within buildings, land or green spaces, such as parks, owned by the city, placement on a donor wall, and other items that commemorate a gift.

The purpose of the Donation Policy is to establish a policy and procedure for the acceptance of monetary and non-monetary donations, devises, or bequests from private citizens, business groups or other organizations.

2) Definitions

City means the City of Waupun, including any office, department, board, committee or other entity therein.

Common Council means the elected body of the City of Waupun.

Donation means a donation of property, goods (materials), or funds generally with no expectations of return.

Donor means a person who donates property, goods (materials), or funds voluntarily.

Park means all traditionally designed parks, gardens, natural open spaces, woodlands, and specialized parks under the stewardship of the Public Works Department.

Park Facility means major structures such as community centers, pools, and enclosed pavilions within lands under the oversight of the City of Waupun.

Practical Use means a use of a non-monetary donation to the city that balances how the city may use a donation, relative to any costs the city may incur to store, maintain, or use the non-monetary donation. This concept of practical use is intended to be a balancing test of the totality of all known factors relating to a potential donations usefulness to the city.

Sponsor means an external entity that provides the City with a sponsorship by entering into a sponsorship arrangement with the City in accordance to this policy.

3) Authority

The Common Council has authority over Naming Rights. All Naming Rights proposals shall be submitted to and reviewed by the City Administrator. The City Administrator will refer Naming Rights proposals to the Common Council for their consideration and review.

The City Administrator has the authority to accept donations on the city's behalf. Department Heads are responsible for informing the City Administrator and Finance Director of all donations. The City Administrator will make a determination if a donation requires Common Council approval prior to acceptance.

4) Use

Once a donation is accepted by the City Administrator the donation shall become City property, and the City shall have sole discretion as to how the donation is to be utilized regardless of any terms or conditions imposed on the receipt of the donation. The City shall make reasonable efforts to utilize the donation in a manner consistent with the donor's intent. The City shall assume ownership and maintenance requirements of the donated items. The City reserves the right to remove and/or relocate the donated item at any time.

5) Selection, Duration of Names and Name Changes

Naming rights in honor of an individual or individuals, family or non-commercial entity are generally expected to last for the useful life of the building, interior/exterior space or program. If the individual, family or non-commercial entity chooses to change the name after it has been added or applied to a City owned asset it will be at the donor's expense to make the change after the request is approved by the Common Council.

Naming in honor of a commercial enterprise will have a set number of years attached to the naming, which will be determined on a case-by-case basis and included in a signed Gift Agreement associated with the naming opportunity. The duration of a commercial enterprise name shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided however, in the event of a name change in the commercial enterprise, the Common Council may at their sole discretion elect to remove the established commercial enterprise name or to change the name, if either such action is determined to be in the best interest of the asset.

For Parks/Green Space naming the following criteria should be considered:

1. **Geographic Location or Natural Feature.** This can include reference to the natural aspects of the park, its adjacency to a natural feature, or proximity to an adjoining subdivision or street.
2. **Historic Events or People.** When considering a naming request to recognize events, people, and places of historic cultural or social significance, requests must demonstrate this significance through research and documentation and show there is continued importance to the city, region, state, and/or nation.
3. **Outstanding Individual.** This category is designed to acknowledge the sustained contribution that has been made by such individuals to the City and/or the development and management of the City's park system. Quality of the contribution should be considered in kind along with the length of service by the individual. The applicant requesting the naming shall be responsible to fully substantiate the contributions made by this individual. Preference will be given to a request in which the individual has a tie to the park being requested to be named. Naming requests for an outstanding individual is encouraged only for those who have been deceased for at least three years in order to ensure that

person's significance and good reputation have been accepted. This provision can be waived by the Common Council's action. The naming requests for people who may have lost their lives due to war or tragic event will be considered only after the shock of such event, a minimum of three years, has lessened within the community.

Parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. However, naming of specific major facilities within parks will be permitted. Under those circumstances, such names should be different to the park name to avoid confusion.

For individual, family, non-commercial and commercial named assets, a term expiration may be established depending on the useful life of the item. For example, if a memorialized bench needs to be replaced the naming rights for that bench may expire. If a building or area within a building is substantially renovated (providing new useful life equivalent to a new building), or if there is a significant addition to a building, it may be renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

6) Prohibited Commercial Activities

The above procedures notwithstanding, no naming rights shall be granted to support commercial activity associated with tobacco, alcohol, illegal drugs, or weapons; which contain vulgar and plainly offensive, obscene, or sexually explicit language, advocates the violation of law or City policy; advances any religious or political organization; promotes supporting or opposition of a candidate for elected office or a ballot measure; which associated with any company or individual whose actions are inconsistent with the City's mission and goals or community values; is libelous; inhibits the functioning of the city; or otherwise in violation of the law.

7) Prior Procedures and Named Spaces

Building names or names of interior/exterior spaces in existence at the time of the adoption of this policy shall remain in effect, subject to future renaming consistent with this policy and subject to restrictions in any gift agreements related to prior naming action.

8) Removal or Change of Name

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family, or entity for whom a naming commitment has been made violates these standards, the Common Council may elect to remove the individual, family, or entities name from the naming opportunity. Before taking such action, the Common Council shall undertake due diligence, including consultation with legal counsel, as to any legal ramifications that the City may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the Common Council can only be revoked by a majority vote of the Common Council.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on a building, interior/exterior space or major program. The Common Council will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the City to remove the donor's name from the naming opportunity with the understanding that any donations received by the city would not be returned to the donor.

9) Naming Rights Procedures

1. The potential sponsor shall complete the Naming Rights Request Form and present it to the City Administrator for consideration.
2. The request will be reviewed by the City Administrator according to this policy.
3. Upon review by the City Administrator, a recommendation shall be presented to the Common Council for approval of the request.
4. The recommendation from the Common Council shall include approval of the name, determination if the monetary donation equals the request for the named item, and a length of time for the duration of the naming right.
5. Once a name is approved by the Common Council, no changes shall occur without agreement of the Common Council.
6. In all cases, the Common Council has the right to accept or reject any Naming Rights request.
7. The City Administrator will contact the sponsor to provide them with the action of the Common Council and provide them with additional information. A Gift Agreement may need to be drafted prior to the acceptance of the request.
8. The City Clerk shall maintain a record of all named facilities and assets and to be able to provide a copy if requested.

10) Donation Procedures

1. The potential donor should contact a Department Head or City Administrator to notify them of their desire to make a donation.
2. The request will be reviewed by the Department Head or City Administrator according to this policy.
3. Department Heads are responsible for informing the City Administrator of all donations and of their intended use.
4. Some donations may need to be approved by the Common Council.
5. In all cases, the City has the right to accept or reject any donations.

11) Conflicts of Interest

The Mayor, Common Council, City Administrator, or employee of the city shall not accept any donation which creates a conflict of interest, is given in return for financial favors, business with the City, or other

City-business-related benefit to donor, or which reasonably creates an appearance of impropriety. If these individuals have a question as to whether a donation creates a conflict of interest or may create an appearance of impropriety, the City Administrator shall consult with the City's attorney for a determination.

12) Memorial Trees/Plaques

All Trees must be approved by the Director of Public Works or their designee and follow the City of Waupun Municipal Code 7.09 – Planting and Maintenance of Trees, Bushes and Shrubs.

The City is not responsible for the survival of donated trees and/or replacements or plaques. Your donated tree must be at least 1 ½" to 2" in diameter (depending on variety) to increase its stability and chance for survival in an urban/park setting.

All tree applications must be submitted and approved by the Director of Public Works. The final placement decision is at the discretion of the Director of Public Works.

The donated tree must be on the pre-approved list of tree types provided by the City. If a plaque is being requested, the donor is required to prepay for the plaque and approve the plaque copy before the order is placed. Payment can be made after the application is approved by the Director of Public Works. After approval, the tree should be purchased by the donor and delivered to the Municipal Garage on a prearranged basis between the Director of Public Works and the applicant.

DRAFT

Sponsorship

1) Purpose

The purpose of this policy and procedure is to establish criteria by which the City may accept sponsors that further the City's mission by providing monetary or in-kind support for the City's programs or services. The City permits private sponsorship of government programs or services in limited circumstances as a means to generate funds for improving or expanding those programs and services. The City exercises sole discretion over who is eligible to become a sponsor according to the terms of this policy.

2) Definitions

City means the City of Waupun, including any office, department, board, committee or other entity therein.

Common Council means the elected body of the City of Waupun.

Donation means a donation of property, goods (materials), or funds generally with no expectations of return.

Donor means a person who donates property, goods (materials), or funds voluntarily.

Sponsor means an external entity that provides the City with a sponsorship by entering into a sponsorship arrangement with the City in accordance to this policy.

Sponsorship means the opportunity for an external entity (for-profit or not-for-profit) to associate its name, products, or services with the City's programs, services, or name. Sponsorship is a business relationship in which the City and the external entity exchange goods and services for the public display of a message on City property acknowledging external entity support.

3) Authority

The City Administrator may accept, condition, deny or refuse sponsorships for approved special events and programs recognized as fundraising activities. Any accepted sponsorship shall not suggest in any way an endorsement of the sponsor's goods, services, or proprietary interest of the sponsor.

4) Sponsorship Procedures

1. Proposed Sponsorships must be delivered in writing, either electronically or hardcopy to the City Administrator.
2. The proposed Sponsorship should apply to a City-budgeted expenditure.
3. City Administrator will review the sponsorship request and will make a determination on the request.

4. Depending on the level of sponsorship, the City may request to enter into a Sponsorship Agreement.
5. At the discretion of the City Administrator, any proposed sponsorship may be referred to the Common Council for review and approval.

5) Sponsorship Recognition

The City reserves its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of sponsorship messages. Sponsorship recognition messages may identify sponsor, but should not promote or endorse the organization or its products or services. Statements that advocate, contain price information or an indication of associated savings or value, request a response, or contain comparative or qualitative descriptions of products, services, or organizations will not be accepted.

6) Privileges and Consent

By agreeing to a sponsorship, a sponsor consents to the City's use of photos, videos, or other media to memorialize the event or program, including the City's use of photos, videos, or other media to memorialize the sponsor, the sponsor's goods, services, logos, or other identifying features. Providing a sponsorship shall not allow, permit, enable, impose, oblige, or entitle a sponsor to any special privileges other than those stated in the sponsorship agreement.

7) Unexpected cancelation of sponsorship

If a benefit of the sponsorship becomes unavailable (event is canceled), the City Administrator will try to identify an alternative benefit. If the sponsor accepts the alternative benefit and, if a sponsorship agreement is in place, an amended sponsorship agreement must be developed and signed before the alternative benefit can be provided.

8) Termination

The City may terminate any sponsorship agreement at any time for any reason if the sponsorship is determined in the City's sole discretion not to be in the best interests of the City. If the City elects to terminate a sponsorship agreement, it will give written notice to the sponsor. A prorated amount of funds or services based on the amount of unused sponsorship benefits, including any remaining or any unused materials or services, will be refunded, returned or cancelled by the City.



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: Community Center Future Naming and Authorize Sponsorship Opportunity

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

In accordance with the Sponsorship and Donations Policy, as individual groups seek to pursue naming rights on public buildings, the Council will need to review and approve such an action. As Hockey seeks to pursue possible naming rights on the current community center, there are a number of decisions to be made relative to the current facility.

1. Approve Waupun Hockey to pursue naming right options on the current community center in accordance with an approved sponsorship/naming rights policy.
2. Identify the purpose for which funds raised will be used that considers donor's expectations on use of funds. In the case of Hockey, they are fundraising specific to floor replacement.
3. Does this create an opportunity to use the name community center on the new senior/community center being constructed on McKinley Street?

ATTACHMENTS:

None

MOTIONS FOR CONSIDERATION:

Motion to authorization the Waupun Hockey Association to seek a sponsor for naming rights on the current community center (ice arena) and to transfer the name "Community Center" to the new facility being constructed on McKinley Street, Waupun.



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: Cedar Corporation Construction Management Contract

AGENDA SECTION: CONSIDERATION- CTION

PRESENTER: Kathy Schlieve, Administrator
Jeff Daane, Public Works Director

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

ISSUE SUMMARY

The Senior Center preconstruction meeting is scheduled for July 25, 2023.

A full schedule will be published after that meeting. As part of the process, a final contract with the Cedar Corporation is required for construction management services per attached contract.

ATTACHMENTS:

Cedar Corporation Construction Management Contract

MOTIONS FOR CONSIDERATION:

Motion to approve the Cedar Corporation Construction Management Contract for professional services in the amount of \$235,000, and an addition time and material basis allotment for construction observation services not to exceed \$115,000 without prior approval.

ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement shall be an addition to, and subject to, the conditions contained in that Agreement for Services dated July 12, 2022, between Cedar Corporation (ARCHITECT/ENGINEER) and the City of Waupun (OWNER).

WHEREAS the OWNER wishes to engage the ARCHITECT/ENGINEER to provide various services as described below in accordance with ARCHITECT/ENGINEER procedures, standards, and normal billing practices; and

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: Waupun Senior Center; and

WHEREAS the ARCHITECT/ENGINEER has agreed to perform such work.

NOW, THEREFORE, and in consideration of the above, the ARCHITECT/ENGINEER and the OWNER do hereby agree and covenant as follows:

SECTION 1 - CHANGE TO THE PROJECT SCOPE

The PROJECT includes the following changes:

N/A

SECTION 2 - CHANGE TO THE SCOPE OF SERVICES

2.1 Completion of Steps 5-6 Contract Administration and Project Closeout:

As part of the construction services, Cedar will provide regular construction observation services on a time and materials basis. Construction observation is estimated to include an average of two weekly site visits.

SECTION 3 – CHANGE IN COMPENSATION

3.1 Steps 5-6, Contract Administration and Project Closeout.

Whereas the OWNER has elected to compensate the ARCHITECT/ENGINEER for services under Contract Administration and Project Closeout, Steps 5-6, on a "Lump Sum" basis, the lump sum price shall include all cost items including labor, overhead, direct expense, and professional fee and shall be in the amount of \$235,000.00. Construction observation services will be provided on a "Time and Materials" basis, with an estimated cost not to exceed without prior approval of \$115,000.

SECTION 4 - TIMETABLE

Estimated Project Schedule

Project Design	<u>Late March 2023</u>
Project Advertising	<u>Early April 2023</u>
Project Bid/Award	<u>May 2023</u>
Project Construction Start	<u>Summer 2023</u>
Project Construction Completion	<u>Fall 2024</u>

The ARCHITECT/ENGINEER is prepared to work within the above schedule unless delays occur due to unforeseen circumstances beyond the control of the ARCHITECT/ENGINEER.

SECTION 5 - SPECIAL CONDITIONS

N/A

All other provisions of that Agreement referred to above shall remain in force unless otherwise modified or deleted above.

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this _____ day of _____, 20_____.

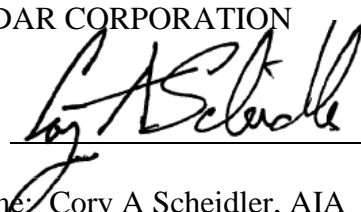
For OWNER:

For ARCHITECT/ENGINEER:

CITY OF WAUPUN

CEDAR CORPORATION

By: _____

By:  _____


Name: Kathy Schlieve

Name: Cory A Scheidler, AIA

Title: Administrator

Title: Director of Architecture

By: _____

By:  _____

Name: Jeff Daane

Name: Kris Dressler

Title: Director of Public Works

Title: Project Manager



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/23

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Tuesday, August 8, 2023	Common Council	6:00PM
Tuesday, August 29, 2023	Committee of the Whole	5:30PM
Tuesday, September 12, 2023	Common Council	6:00PM
Tuesday, September 26, 2023	Committee of the Whole	5:30PM
Tuesday, October 10, 2023	Common Council	6:00PM
Tuesday, October 31, 2023	Committee of the Whole	5:30PM
Tuesday, November 14, 2023	Common Council	6:00PM
Tuesday, November 28, 2023	Committee of the Whole	5:30PM
Tuesday, December 12, 2023	Common Council	6:00PM

LICENSE/PERMIT APPLICATIONS

Operator:

Abigail Engel, Candace Riddick, Dustin Parrish

EXPENSES

Attached

RECOMENDED MOTION:

Motion to approve the Consent Agenda *(Roll Call)*

Report Criteria:

Report type: Summary

Invoice.Batch = "071223","71223","071323","072523"

Check Issue Date	Check Number	Payee	Amount
07/11/2023	106216	HORICON BANK	449,490.99
07/12/2023	106217	WAUPUN UTILITIES	69,212.56
07/13/2023	106218	FOND DU LAC COUNTY TREASURER	1,931.15
07/13/2023	106219	WAUPUN ASSEMBLY OF GOD CHURC	1,156.28
07/20/2023	106246	AMAZON CAPITAL SERVICES	2,136.81
07/20/2023	106247	ACE CONSTRUCTION	3,188.00
07/20/2023	106248	AIRGAS USA LLC	1,551.60
07/20/2023	106249	ALLIANT ENERGY/WP&L	3,015.41
07/20/2023	106250	AT&T MOBILITY	1,107.71
07/20/2023	106251	BALLWEG IMPLEMENT	533.20
07/20/2023	106252	BATTERIES PLUS LLC	156.10
07/20/2023	106253	BEER, MIKE	143.55
07/20/2023	106254	BOUND TREE MEDICAL LLC	6,880.35
07/20/2023	106255	BROWN CAB SERVICE INC	11,811.17
07/20/2023	106256	CAPITAL AUTOBODY LLC	5,173.25
07/20/2023	106257	CASPERS TRUCK EQUIPMENT	580.96
07/20/2023	106258	CARTRIDGE WORLD	151.96
07/20/2023	106259	CHARTER COMMUNICATIONS	1,154.00
07/20/2023	106260	CIVIC SYSTEMS	6,776.00
07/20/2023	106261	COUNTRY HILLS PET HOSPITAL	359.70
07/20/2023	106262	DEBOER, DANYELLE	50.70
07/20/2023	106263	EZ DOCK OF THE GREAT PLAINS	354.09
07/20/2023	106264	GORDON FLESCH CO INC	125.43
07/20/2023	106265	H & R SAFETY SOLUTIONS LLC	629.70
07/20/2023	106266	HAMMES FIRE & SAFETY	138.50
07/20/2023	106267	HERITAGE RIDGE TRAVEL PLAZA	44.57
07/20/2023	106268	HOMAN AUTO -GATEWAY	27.07
07/20/2023	106269	HOMAN AUTO - RIPON	96.93
07/20/2023	106270	K BROWN PLUMBING LLC	200.00
07/20/2023	106271	KIMBALL MIDWEST	660.84
07/20/2023	106272	LIFESTAR EMERGENCY MEDICAL	5,500.00
07/20/2023	106273	MORAINES PARK TECHNICAL COLLEGE	80.00
07/20/2023	106274	NAPA AUTO PARTS-WAUPUN	1,216.68
07/20/2023	106275	NATIONAL PELRA	87.50
07/20/2023	106276	NEW RESTORATION AND RECOVERY	2,750.00
07/20/2023	106277	O'REILLY AUTOMOTIVE INC	158.39
07/20/2023	106278	OX-BO MARINE LLC	120.00
07/20/2023	106279	PETERSEN, JENNIFER	48.47
07/20/2023	106280	PITNEY BOWES INC	1,000.00
07/20/2023	106281	PURCHASE POWER	52.27
07/20/2023	106282	RENNERTS	2,406.66
07/20/2023	106283	SSM HEALTH AT WORK	973.00
07/20/2023	106284	STOBB PLUMBING & HEATING INC	1,715.00
07/20/2023	106285	STREICHER'S	695.00
07/20/2023	106286	THOMAS, LANCE	33.72
07/20/2023	106287	TOTAL ENERGY SYSTEMS LLC	2,394.54
07/20/2023	106288	VANDEZANDE & KAUFMAN, LLP	2,655.00
07/20/2023	106289	VERTICAL CONSULTANTS LLC	1,817.00
07/20/2023	106290	VOSSEKUIL, BOBBIE	52.00

Check Issue Date	Check Number	Payee	Amount
07/20/2023	106291	WALMART COMMUNITY/CAPITAL ONE	257.43
07/20/2023	106292	WAUPUN UTILITIES	31,128.32
07/20/2023	106293	WI BUILDING SUPPLY	38.64
07/20/2023	106294	WI DEPART OF JUSTICE	384.00
07/20/2023	106295	INSIGHT FS	128.40
07/20/2023	106296	TOP PACK DEFENSE LLC	1,358.97
07/20/2023	106297	TJ'S AUTO BODY	304.88
Grand Totals:			<u>626,194.45</u>

Report Criteria:

Report type: Summary

Invoice.Batch = "071223","71223","071323","072523"

Report Criteria:

Report type: Invoice detail
 Check.Type = {<>} "Adjustment"
 Invoice.Batch = "071223","71223","071323","072523"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ACE CONSTRUCTION						
ACE CONSTRUCTION	FIREARMS SHED	07/20/2023	1857	400-40-5211-8-00	3,188.00	3,188.00
Total ACE CONSTRUCTION:						3,188.00
AIRGAS USA LLC						
AIRGAS USA LLC	CHEMICALS - POOL	07/20/2023	9139568422	100-20-5523-3-40	347.73	347.73
AIRGAS USA LLC	POOL CHEMICALS	07/20/2023	5500060324	100-20-5523-3-40	1,203.87	1,203.87
Total AIRGAS USA LLC:						1,551.60
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - JUNE 2023	07/20/2023	1780510000-J	100-70-5410-3-32	59.25	59.25
ALLIANT ENERGY/WP&L	COMMUNITY CENTER MONTHLY FUEL-JUNE 2023 - CITY	07/20/2023	2831330000-J	100-70-5410-3-32	97.61	97.61
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - JUNE 2023	07/20/2023	3264610000-J	100-70-5412-3-32	116.36	116.36
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - JUNE 2023	07/20/2023	3452510000-	100-20-5512-3-32	15.47	15.47
ALLIANT ENERGY/WP&L	AQUATIC CENTER - JUNE 2023	07/20/2023	5374620000-J	100-20-5523-3-32	2,651.03	2,651.03
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - JUNE 2023	07/20/2023	5946940000-J	100-50-5231-3-32	61.11	61.11
ALLIANT ENERGY/WP&L	SENIOR CENTER - JUNE 2023	07/20/2023	7255200000-J	100-20-5513-3-32	14.58	14.58
Total ALLIANT ENERGY/WP&L:						3,015.41
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	INSTALL IPAD MOUNTS IN #1-16 AND #15-17	07/20/2023	1X61-6DJY-36	100-70-5411-3-36	319.98	319.98
AMAZON CAPITAL SERVICES	MIX TO SPRAY AROUND BUILDINGS FOR RODANTS	07/20/2023	13YW-7MMR-	100-70-5410-3-36	34.99	34.99
AMAZON CAPITAL SERVICES	FIREARMS TRAINING - FLAG	07/20/2023	1QLF-D7DK-Q	100-40-5215-3-38	46.93	46.93
AMAZON CAPITAL SERVICES	GAUGE SET TO TEST HYDRAULICS ON TRACK LOADER	07/20/2023	193G-KGYV-D	100-70-5411-3-38	115.90	115.90
AMAZON CAPITAL SERVICES	REPLACE BROKEN BASKETBALL HOOP AT POOL	07/20/2023	1V11-G9HH-K	100-20-5523-3-38	1,199.00	1,199.00
AMAZON CAPITAL SERVICES	POWER STRIPS	07/20/2023	1NYG-1MP3-Y	100-40-5211-3-30	291.06	291.06
AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES - CITY HALL	07/20/2023	1VXQ-6HGH-	100-10-5110-3-38	44.54	44.54
AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES - CITY HALL	07/20/2023	1L91-J3TR-F1	100-10-5110-3-38	84.41	84.41
Total AMAZON CAPITAL SERVICES:						2,136.81
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS & DEPT ISSUED CELL PHONES - JUNE 23, 2023	07/20/2023	287307537700	100-40-5211-3-31	829.67	829.67
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - MAY 24-JUNE 23 2023 FD - FIRE ADM	07/20/2023	MAY24-JUNE2	100-50-5231-3-31	278.04	278.04
Total AT&T MOBILITY:						1,107.71
BALLWEG IMPLEMENT						
BALLWEG IMPLEMENT	AIR CONDITIONER REPAIR #163-08	07/20/2023	P69176	100-70-5411-3-36	17.07	17.07
BALLWEG IMPLEMENT	REPLACE CAB FROM BLOWERS NOT WORKING #163-08	07/20/2023	P68609	100-70-5411-3-36	516.13	516.13

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BALLWEG IMPLEMENT:						533.20
BATTERIES PLUS LLC						
BATTERIES PLUS LLC	BATTERIES - FD	07/20/2023	P64088452	100-50-5232-3-36	156.10	156.10
Total BATTERIES PLUS LLC:						156.10
BEER, MIKE						
BEER, MIKE	MILEAGE - SEAGRAVE VISIT - TRUCK COMMITTEE	07/20/2023	7-18-23	100-50-5231-3-38	99.56	99.56
BEER, MIKE	INFRARED THERMOMETER	07/20/2023	7-18-23/2	100-50-5230-3-38	43.99	43.99
Total BEER, MIKE:						143.55
BOUND TREE MEDICAL LLC						
BOUND TREE MEDICAL LLC	SUPPLIES - EMS FLEX GRANT	07/20/2023	84980827	100-50-5230-3-38	5,802.05	5,802.05
BOUND TREE MEDICAL LLC	SUPPLIES - EMS FLEX GRANT	07/20/2023	84987238	100-50-5230-3-38	345.10	345.10
BOUND TREE MEDICAL LLC	SUPPLIES - EMS FLEX GRANT	07/20/2023	84990539	100-50-5230-3-38	19.60	19.60
BOUND TREE MEDICAL LLC	SUPPLIES - EMS FLEX GRANT	07/20/2023	84992249	100-50-5230-3-38	39.90	39.90
BOUND TREE MEDICAL LLC	SUPPLIES - EMS FLEX GRANT	07/20/2023	84995308	100-50-5230-3-38	450.00	450.00
BOUND TREE MEDICAL LLC	SUPPLIES - EMS FLEX GRANT	07/20/2023	85002757	100-50-5230-3-38	168.00	168.00
BOUND TREE MEDICAL LLC	SUPPLIES - EMS FLEXT GRANT	07/20/2023	85019988	100-50-5230-3-38	55.70	55.70
Total BOUND TREE MEDICAL LLC:						6,880.35
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	JUN 2023 TAXI SERVICES	07/20/2023	3869	501-10-5154-3-38	11,811.17	11,811.17
Total BROWN CAB SERVICE INC:						11,811.17
CAPITAL AUTOBODY LLC						
CAPITAL AUTOBODY LLC	PAINT NEW BOX AND TRUCK FRAME #5-09	07/20/2023	9934	100-70-5411-3-36	5,173.25	5,173.25
Total CAPITAL AUTOBODY LLC:						5,173.25
CARTRIDGE WORLD						
CARTRIDGE WORLD	INK CARTRIDGES	07/20/2023	91868	100-40-5211-3-38	151.96	151.96
Total CARTRIDGE WORLD:						151.96
CASPERS TRUCK EQUIPMENT						
CASPERS TRUCK EQUIPMENT	REPAIR SNOW PLOW BLADE #3-08	07/20/2023	0057443-IN	100-70-5411-3-36	580.96	580.96
Total CASPERS TRUCK EQUIPMENT:						580.96
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	PD - VOICE, TV - SERVICES 7-1-23 TO 7-31-23	07/20/2023	000319407012	100-40-5211-3-38	490.00	490.00
CHARTER COMMUNICATIONS	PD - INTERNET - SERVICES 7-1-23 TO 7-31-23	07/20/2023	001861507012	100-40-5211-3-38	68.37	68.37
CHARTER COMMUNICATIONS	SENIOR CENTER - TV, INTERNET	07/20/2023	16011-JUL23	100-20-5513-3-38	169.81	169.81
CHARTER COMMUNICATIONS	AQUATIC CENTER	07/20/2023	54053-JUL23	100-20-5523-3-38	114.97	114.97
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	07/20/2023	15199-JUL23	100-70-5412-3-38	210.86	210.86
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - PD BY HISTORICAL SOCIETY	07/20/2023	84621-JUL23	100-13850	99.99	99.99

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total CHARTER COMMUNICATIONS:						1,154.00
CIVIC SYSTEMS						
CIVIC SYSTEMS	SEMI ANNUAL CIVIC SUPPORT FEES 7/1/23-12/31/23	07/20/2023	CVC23733	100-10-5141-3-38	6,776.00	6,776.00
Total CIVIC SYSTEMS:						6,776.00
COUNTRY HILLS PET HOSPITAL						
COUNTRY HILLS PET HOSPITAL	K-9 MEDICAL SERVICES	07/20/2023	220901	220-40-5212-3-38	359.70	359.70
Total COUNTRY HILLS PET HOSPITAL:						359.70
DEBOER, DANYELLE						
DEBOER, DANYELLE	MEAL REIMBURSEMENT - NCJTC-LEAP CONF	07/20/2023	06212023	100-40-5211-3-37	50.70	50.70
Total DEBOER, DANYELLE:						50.70
EZ DOCK OF THE GREAT PLAINS						
EZ DOCK OF THE GREAT PLAINS	REPLACE BROKEN OR MISSING PARTS ON KAYAK LAUNCH	07/20/2023	8457	100-20-5525-3-36	354.09	354.09
Total EZ DOCK OF THE GREAT PLAINS:						354.09
FOND DU LAC COUNTY TREASURER						
FOND DU LAC COUNTY TREASURER	CORRECTIONS OF ERRORS - 831 E FRANKLIN ST	07/13/2023	7-13-23	100-13850	1,931.15	1,931.15
Total FOND DU LAC COUNTY TREASURER:						1,931.15
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 6/14/23 - 7/12/23	07/20/2023	IN14284234	100-10-5141-3-36	125.43	125.43
Total GORDON FLESCH CO INC:						125.43
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	BLOOD CLOTTER AEROSOL	07/20/2023	7933	100-70-5410-3-38	11.00	11.00
H & R SAFETY SOLUTIONS LLC	MARKING PAINT	07/20/2023	7935	100-70-5412-3-38	120.60	120.60
H & R SAFETY SOLUTIONS LLC	BLOOD CLOT AEROSOL	07/20/2023	7936	100-70-5412-3-36	11.00	11.00
H & R SAFETY SOLUTIONS LLC	SAFETY SUPPLIES	07/20/2023	7937	100-70-5412-3-38	308.00	308.00
H & R SAFETY SOLUTIONS LLC	SAFETY CLOTHING	07/20/2023	8010	100-70-5412-3-38	121.50	121.50
H & R SAFETY SOLUTIONS LLC	MARKING PAINT	07/20/2023	8011	100-70-5412-3-38	57.60	57.60
Total H & R SAFETY SOLUTIONS LLC:						629.70
HAMMES FIRE & SAFETY						
HAMMES FIRE & SAFETY	EXTINGUISHER INSPECTION - BASEBALL COMPLEX	07/20/2023	40522	100-20-5525-3-36	138.50	138.50
Total HAMMES FIRE & SAFETY:						138.50
HERITAGE RIDGE TRAVEL PLAZA						
HERITAGE RIDGE TRAVEL PLAZA	FD - FUEL	07/20/2023	23610	100-50-5232-3-38	44.57	44.57
Total HERITAGE RIDGE TRAVEL PLAZA:						44.57

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
HOMAN AUTO - RIPON						
HOMAN AUTO - RIPON	SQUAD MAINTENANCE - SEAT BELT ASY	07/20/2023	314847	100-40-5212-3-36	96.93	96.93
Total HOMAN AUTO - RIPON:						96.93
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	GLOW PLUG #34-09	07/20/2023	1021017	100-70-5411-3-36	27.07	27.07
Total HOMAN AUTO -GATEWAY:						27.07
HORICON BANK						
HORICON BANK	HARTUNG LOAN PAYOFF	07/11/2023	7122023	418-70-5436-3-38	449,490.99	449,490.99
Total HORICON BANK:						449,490.99
INSIGHT FS						
INSIGHT FS	PAINT FOR BALLFIELD FOUL LINES	07/20/2023	57039551	100-20-5525-3-36	128.40	128.40
Total INSIGHT FS:						128.40
K BROWN PLUMBING LLC						
K BROWN PLUMBING LLC	FAUCET REPAIR PARKS	07/20/2023	2023-250	100-20-5525-3-36	200.00	200.00
Total K BROWN PLUMBING LLC:						200.00
KIMBALL MIDWEST						
KIMBALL MIDWEST	SHOP SUPPLIES	07/20/2023	101213746	100-70-5411-3-36	660.84	660.84
Total KIMBALL MIDWEST:						660.84
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	ACLS SERVICE- JUNE 2023	07/20/2023	21-0190	100-10-5255-3-38	5,500.00	5,500.00
Total LIFESTAR EMERGENCY MEDICAL:						5,500.00
MORAIN PARK TECHNICAL COLLEGE						
MORAIN PARK TECHNICAL COLLEGE	E SEARVOGEL STATE TESTING FEE D/O AERIAL	07/20/2023	S0092395	100-50-5234-3-38	80.00	80.00
Total MORAIN PARK TECHNICAL COLLEGE:						80.00
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	TIRE VALVE	07/20/2023	382517	700-10-5192-3-36	9.48	9.48
NAPA AUTO PARTS-WAUPUN	LIFT SUPPORT UNIV	07/20/2023	382595	100-50-5232-3-36	109.98	109.98
NAPA AUTO PARTS-WAUPUN	FUEL TUBING/SLT SCRDR/FUEL FILTER	07/20/2023	382746	100-70-5411-3-36	35.75	35.75
NAPA AUTO PARTS-WAUPUN	HOSE CORBIN CLMP ASST	07/20/2023	382748	100-70-5411-3-36	11.38	11.38
NAPA AUTO PARTS-WAUPUN	FUSES	07/20/2023	383426	100-70-5411-3-36	6.60	6.60
NAPA AUTO PARTS-WAUPUN	RPLC LNS	07/20/2023	383497	100-70-5411-3-36	1.99	1.99
NAPA AUTO PARTS-WAUPUN	OIL FILTER	07/20/2023	384018	100-40-5212-3-36	75.84	75.84
NAPA AUTO PARTS-WAUPUN	BATTERIES	07/20/2023	384228	100-70-5411-3-36	701.16	701.16
NAPA AUTO PARTS-WAUPUN	BATTERY PROTECT & CLEANER	07/20/2023	384230	100-70-5411-3-36	15.78	15.78
NAPA AUTO PARTS-WAUPUN	CREDIT	07/20/2023	384290	100-70-5411-3-36	40.00	40.00
NAPA AUTO PARTS-WAUPUN	OIL FILTER	07/20/2023	384477	100-70-5411-3-36	19.90	19.90
NAPA AUTO PARTS-WAUPUN	COTT PIN	07/20/2023	384633	100-70-5411-3-36	.18	.18
NAPA AUTO PARTS-WAUPUN	COTTER PIN ASSORT	07/20/2023	384637	100-70-5411-3-36	6.99	6.99
NAPA AUTO PARTS-WAUPUN	BLISTER PACK CAPSULES	07/20/2023	384776	100-70-5411-3-36	15.99	15.99

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
NAPA AUTO PARTS-WAUPUN	BOXED MINIATURES	07/20/2023	384788	100-40-5212-3-36	8.70	8.70
NAPA AUTO PARTS-WAUPUN	INTERNAL PIPE	07/20/2023	384927	100-70-5411-3-36	13.30	13.30
NAPA AUTO PARTS-WAUPUN	MIRROR	07/20/2023	384959	100-70-5411-3-36	37.81	37.81
NAPA AUTO PARTS-WAUPUN	MULTI MASTER MEGAFLEX/DOUBLE PACK RIGHT STU	07/20/2023	385016	100-70-5411-3-36	107.41	107.41
NAPA AUTO PARTS-WAUPUN	LUBRICANT - TIRE MOUNTING	07/20/2023	385055	100-70-5411-3-36	18.49	18.49
NAPA AUTO PARTS-WAUPUN	EXHAUST CLAMP	07/20/2023	385131	100-70-5411-3-36	59.95	59.95
Total NAPA AUTO PARTS-WAUPUN:						1,216.68
NATIONAL PELRA						
NATIONAL PELRA	WI ACTIVE MEMBERSHIP	07/20/2023	5352	100-10-5141-3-34	87.50	87.50
Total NATIONAL PELRA:						87.50
NEW RESTORATION AND RECOVERY SERVICES						
NEW RESTORATION AND RECOVERY	CLEAN PIPE ON NORTH END OFF AUTUMN AVE	07/20/2023	PSI-2020-1311	700-10-5192-3-38	2,750.00	2,750.00
Total NEW RESTORATION AND RECOVERY SERVICES:						2,750.00
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	REPLACE BATTERY #252-01	07/20/2023	2391-107163	100-70-5411-3-36	45.35	45.35
O'REILLY AUTOMOTIVE INC	REPLACE DOOR PINS	07/20/2023	2391-107813	100-70-5411-3-36	32.98	32.98
O'REILLY AUTOMOTIVE INC	REPLACE FUEL FILTER #34-09	07/20/2023	2391-107903	100-70-5411-3-36	80.06	80.06
Total O'REILLY AUTOMOTIVE INC:						158.39
OX-BO MARINE LLC						
OX-BO MARINE LLC	REPLACE 2 MISSING DECK BOARDS ON JUST PURCHASED KAYAK LAUNCH	07/20/2023	070125	100-20-5525-3-36	120.00	120.00
Total OX-BO MARINE LLC:						120.00
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	MILEAGE - FDL CTY - PICK UP VOTING MACHINE FROM MAINT	07/20/2023	7-18-23	100-10-5142-3-37	48.47	48.47
Total PETERSEN, JENNIFER:						48.47
PITNEY BOWES INC						
PITNEY BOWES INC	RESERVE ACCT - PD	07/20/2023	07062023	100-40-5211-3-33	1,000.00	1,000.00
Total PITNEY BOWES INC:						1,000.00
PURCHASE POWER						
PURCHASE POWER	POSTAGE REFILL - 7/3/23	07/20/2023	7-10-23	100-16210	52.27	52.27
Total PURCHASE POWER:						52.27
RENNERTS						
RENNERTS	DEF FAULT - UNIT 591	07/20/2023	INV-888	100-50-5232-3-36	271.00	271.00
RENNERTS	ANNUAL PUMP MAINT - UNIT 591	07/20/2023	INV-907	100-50-5232-3-36	462.68	462.68
RENNERTS	ANNUAL GENERATOR MAINT - UNIT 592	07/20/2023	INV-908	100-50-5232-3-36	50.00	50.00
RENNERTS	ANNUAL PUMP MAINT - UNIT 593	07/20/2023	INV-909	100-50-5232-3-36	490.73	490.73
RENNERTS	ANNUAL PUMP MAINT - UNIT 594	07/20/2023	INV-910	100-50-5232-3-36	563.60	563.60
RENNERTS	STORZ FITTINGS - HYDRANTS	07/20/2023	INV-911	100-50-5232-3-38	568.65	568.65

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Total RENNERTS:						2,406.66
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	PARK PROGRAM LEADER TRAINING - HEARTSAVER FIRST AID/CPR ECARD	07/20/2023	40314	100-20-5525-3-39	483.00	483.00
SSM HEALTH AT WORK	EAP QUARTERLY FEE	07/20/2023	40076	100-10-5143-3-38	450.00	450.00
SSM HEALTH AT WORK	PRE-EMPLOYMENT PHYSICAL - VREE	07/20/2023	40277	100-50-5230-3-38	40.00	40.00
Total SSM HEALTH AT WORK:						973.00
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	REPAIRED 4" BACKFLOW PREVENTER @ BASEBALL DIAMONDS	07/20/2023	14693	100-20-5525-3-36	1,715.00	1,715.00
Total STOBB PLUMBING & HEATING INC:						1,715.00
STREICHER'S						
STREICHER'S	AMMO - 9MM 147GR, GOLD-DOT 2	07/20/2023	I1642707	100-40-5215-3-38	695.00	695.00
Total STREICHER'S:						695.00
THOMAS, LANCE						
THOMAS, LANCE	GATORADE FOR REHAB - SAM'S CLUB	07/20/2023	7-18-23	100-50-5232-3-38	33.72	33.72
Total THOMAS, LANCE:						33.72
TJ'S AUTO BODY						
TJ'S AUTO BODY	2022 FORD POLICE REPAIRS	07/20/2023	7-12-23	100-10-5194-3-38	304.88	304.88
Total TJ'S AUTO BODY:						304.88
TOP PACK DEFENSE LLC						
TOP PACK DEFENSE LLC	CLOTHING ALLOWANCE - KNUDSON	07/20/2023	10948	100-12634	1,358.97	1,358.97
Total TOP PACK DEFENSE LLC:						1,358.97
TOTAL ENERGY SYSTEMS LLC						
TOTAL ENERGY SYSTEMS LLC	GENERATOR INSPECTION - SAFETY BUILDING	07/20/2023	INV101615	100-70-5410-3-36	2,394.54	2,394.54
Total TOTAL ENERGY SYSTEMS LLC:						2,394.54
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - JUNE 2023	07/20/2023	JUNE2023	100-10-5161-3-38	2,655.00	2,655.00
Total VANDEZANDE & KAUFMAN, LLP:						2,655.00
VERTICAL CONSULTANTS LLC						
VERTICAL CONSULTANTS LLC	CONSULTING SERVICES - US CELL/CELL SITE LEASE	07/20/2023	16200	404-10-5711-3-38	1,817.00	1,817.00
Total VERTICAL CONSULTANTS LLC:						1,817.00
VOSSEKUIL, BOBBIE						
VOSSEKUIL, BOBBIE	PRINTER INK CARTRIDGE - PRINTED QA-QI FORMS AT HOME	07/20/2023	7-18-23	100-50-5230-3-38	52.00	52.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total VOSSEKUIL, BOBBIE:						52.00
WALMART COMMUNITY/CAPITAL ONE						
WALMART COMMUNITY/CAPITAL ON	PARK PROGRAM SUPPLIES	07/20/2023	7-18-23	100-20-5525-3-39	257.43	257.43
Total WALMART COMMUNITY/CAPITAL ONE:						257.43
WAUPUN UTILITIES						
WAUPUN UTILITIES	DOC UTILITY PMT REC'D IN ERROR	07/12/2023	7-12-23	100-13850	69,212.56	69,212.56
WAUPUN UTILITIES	MONTHLY UTILITY CHARGES	07/20/2023	JUNE2023	100-50-5251-3-32	30,251.32	30,251.32
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - JUNE 2023	07/20/2023	5895	700-10-5192-3-38	877.00	877.00
Total WAUPUN UTILITIES:						100,340.88
WAUPUN ASSEMBLY OF GOD CHURCH						
WAUPUN ASSEMBLY OF GOD CHURC	CORRECTIONS OF ERRORS - 831 E FRANKLIN ST	07/13/2023	7-13-23	100-13850	1,156.28	1,156.28
Total WAUPUN ASSEMBLY OF GOD CHURCH:						1,156.28
WI BUILDING SUPPLY						
WI BUILDING SUPPLY	SHALER PARK BENCH REPAIR	07/20/2023	3545410	100-20-5525-3-36	38.64	38.64
Total WI BUILDING SUPPLY:						38.64
WI DEPART OF JUSTICE						
WI DEPART OF JUSTICE	TIME SYSTEM-QUARTERLY BILLING	07/20/2023	455TIME-0000	100-40-5212-3-38	384.00	384.00
Total WI DEPART OF JUSTICE:						384.00
Grand Totals:						626,194.45

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-38	128.95	.00	128.95
100-10-5141-3-34	87.50	.00	87.50
100-10-5141-3-36	125.43	.00	125.43
100-10-5141-3-38	6,776.00	.00	6,776.00
100-10-5142-3-37	48.47	.00	48.47
100-10-5143-3-38	450.00	.00	450.00
100-10-5161-3-38	2,655.00	.00	2,655.00
100-10-5194-3-38	304.88	.00	304.88
100-10-5255-3-38	5,500.00	.00	5,500.00
100-12634	1,358.97	.00	1,358.97
100-13850	72,399.98	.00	72,399.98
100-16210	52.27	.00	52.27
100-20-5512-3-32	237.73	.00	237.73
100-20-5513-3-32	293.87	.00	293.87
100-20-5513-3-38	169.81	.00	169.81
100-20-5523-3-32	10,337.25	.00	10,337.25
100-20-5523-3-38	287.22	.00	287.22
100-20-5523-3-39	42.90	.00	42.90

GL Account	Debit	Credit	Proof
100-20-5523-3-40	1,551.60	.00	1,551.60
100-20-5525-3-32	4,143.20	.00	4,143.20
100-20-5525-3-36	2,694.63	.00	2,694.63
100-20-5525-3-39	697.53	.00	697.53
100-21100	40.00	152,868.74-	152,828.74-
100-40-5211-3-30	291.06	.00	291.06
100-40-5211-3-31	829.67	.00	829.67
100-40-5211-3-32	1,023.21	.00	1,023.21
100-40-5211-3-33	1,000.00	.00	1,000.00
100-40-5211-3-37	50.70	.00	50.70
100-40-5211-3-38	710.33	.00	710.33
100-40-5212-3-36	181.47	.00	181.47
100-40-5212-3-38	384.00	.00	384.00
100-40-5215-3-38	741.93	.00	741.93
100-50-5230-3-31	41.71	.00	41.71
100-50-5230-3-38	7,016.34	.00	7,016.34
100-50-5231-3-31	208.53	.00	208.53
100-50-5231-3-32	575.55	.00	575.55
100-50-5231-3-38	99.56	.00	99.56
100-50-5232-3-36	2,104.09	.00	2,104.09
100-50-5232-3-38	646.94	.00	646.94
100-50-5234-3-38	80.00	.00	80.00
100-50-5251-3-31	27.80	.00	27.80
100-50-5251-3-32	16.00	.00	16.00
100-70-5410-3-32	2,780.84	.00	2,780.84
100-70-5410-3-36	2,429.53	.00	2,429.53
100-70-5410-3-38	11.00	.00	11.00
100-70-5411-3-36	8,506.37	40.00-	8,466.37
100-70-5411-3-38	115.90	.00	115.90
100-70-5412-3-32	1,103.79	.00	1,103.79
100-70-5412-3-36	11.00	.00	11.00
100-70-5412-3-38	818.56	.00	818.56
100-70-5441-3-32	198.39	.00	198.39
100-70-5442-3-32	10,521.28	.00	10,521.28
210-21100	.00	2,002.42-	2,002.42-
210-60-5511-3-32	2,002.42	.00	2,002.42
220-21100	.00	359.70-	359.70-
220-40-5212-3-38	359.70	.00	359.70
400-21100	.00	3,188.00-	3,188.00-
400-40-5211-8-00	3,188.00	.00	3,188.00
404-10-5711-3-38	1,817.00	.00	1,817.00
404-21100	.00	1,817.00-	1,817.00-
410-20-5523-4-00	1,026.75	.00	1,026.75
410-21100	.00	1,026.75-	1,026.75-
418-21100	.00	449,490.99-	449,490.99-
418-70-5436-3-38	449,490.99	.00	449,490.99
501-10-5154-3-38	11,811.17	.00	11,811.17
501-21100	.00	11,811.17-	11,811.17-
700-10-5192-3-32	33.20	.00	33.20
700-10-5192-3-36	9.48	.00	9.48
700-10-5192-3-38	3,627.00	.00	3,627.00
700-21100	.00	3,669.68-	3,669.68-
Grand Totals:	626,274.45	626,274.45-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "071223","71223","071323","072523"



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: Housing Needs

AGENDA SECTION: DISCUSSION- REVIEW

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

There is a significant pressure on the housing market.

With DOC wages increasing substantially, we are beginning to hear that available housing is a barrier to people looking to move into the area to fill vacant positions.

I have asked Jodi Mallas to join me to provide an overview of the market and trends. I will share recent updates on legislation, and provide an overview of vacant land suitable for housing development as well as possible action items to consider.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

MOTIONS FOR CONSIDERATION:

None

Housing Market Data 53963

Summary of Housing market data for 53963. Current and 12 months back. Specifically for single family housing. As of July 21, 2023

Current Available SF Homes

7 available homes

- 1 Unit – Auction with terms unfamiliar to buyers
- 2 Units - Under construction and not ready yet for occupancy
- 4 Units - Available ranging in price from 175-285K.

Pending Home Sales (Under Contract, ready to close)

6 Units

Price Range 186-280K (List price, as sales price is confidential until closed)

DOM 0-7 (time listed, until an offer was accepted)

Accepted offer (Can still be shown, accept secondary offers)

7 Units

Price Range 155-400K (List Price, as sales price confidential until closed)

DOM 8-128

Past 12 Months

96 SF Homes sold.
Sold Price Range 70-565k.
List Price range 67-575K
DOM 0-412
Average \$207K DOM 27
Median \$182K DOM 10

WI Data

- Home sales dropped 20.4% in the last year, statewide.
- Median home price rose to \$304K which is an 8.6% increase over the last 12 months.
- Months of available supply has dropped 21.4% in the last 12 months.
- 30 YR fixed Mortgage rates have increased from 5.52% in June of 2022 to 6.7% June of 2023 according to Freddie Mac

Data Source

SCWMLS and WRA

Other Data affecting inventory levels

Data Provided by Nations Lending

US Mortgage Borrowers

96.3% of borrowers have a Mortgage Rate below 6%

91% have a rate under 5%

70.7% have a rate under 4%

26% have a rate under 3%

This is causing more homeowners to stay in their homes, even with increased gains in equity. Many will seek updates and improvements or additions before selling.



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: ARPA Allocation Plan Update

AGENDA SECTION: DISCUSSION-REVIEW

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

The attached chart outlines ARPA fund allocation to date and provides a list of priorities established by the council in January of 2023.

The chart also reflects unrestricted funds available for allocation.

This will be a general discussion about remaining priorities and use of funds.

ATTACHMENTS:

ARPA Allocation Plan as of June 30, 2023

MOTIONS FOR CONSIDERATION:

Discussion only

CITY OF WAUPUN
ARPA Funds Overview as of June 30, 2023

ARPA Revenue	Budget
Funds Received	\$ 1,172,183.14

Identified Areas of Priority by Council

1. Public Safety - ladder truck replacement; 18th Officer reinstatement
2. Public Safety Roof; Museum Tuckpointing; City Hall Boiler; Senior Center Cost Overruns
3. Daycare & Utilities (tie) - Utility focus on security
4. Parks & Sports - Playground equipment at various parks; facility needs for hockey, baseball, softball and soccer

ARPA Expenditures	Priority Area	Budget	Actual To Date	% Spend
Public Safety Roof	1.Dept Of Public Works / Facilities	\$ 165,710.45	\$ 150,710.45	91%
Childcare Stabilization Grant	3.Childcare	\$ 250,000.00	\$ 62,250.00	25%
Senior Center Project	2. Dept of Public Works / Facilities	\$ 500,000.00	-	0%
TOTAL EXPENDITURES		\$ 915,710.45	\$ 212,960.45	23%
UNRESTRICTED ARPA FUNDS		\$ 256,472.69		



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: Youth Sports Program- Draft Framework

AGENDA SECTION: DISCUSSION-REVIEW

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

The attached document provides a draft program framework that could provide a way for the Council to ensure equity of ARPA funds distribution to youth sports programs.

A programmatic approach ensures consistency and equity is applied in decision-making and gives all users a voice in the process. Discussion items:

1. Does the framework make sense as a way to evaluate community priorities in a fair and equitable way? Does the criteria as outlined make sense or should edits be proposed?
2. How much total funding should allocated to this program (currently listed as \$100K as placeholder)? Is there a maximum grant award (currently listed as \$25K as placeholder)?

ATTACHMENTS:

DRAFT Youth Sports Program Outline

MOTIONS FOR CONSIDERATION:

Discussion only

CITY OF WAUPUN
YOUTH SPORTS GRANT PROGRAM

The City of Waupun invests heavily in youth sports assets to foster a strong quality of life for residents. The City partners with nonprofit youth sports organizations to provide recreation programming for area youth by providing access to these facilities and permits ongoing fundraising activities with profits directly benefiting these groups. The various nonprofit athletic groups using city-owned facilities have identified capital improvements at facilities needed to maintain and to expand programming. It is the City's desire to continue to invest in and support facility improvements for resident enjoyment. As such, the City is allocating \$100,000 to create a Youth Sports Grant Program. This is a reimbursement-based grant with a maximum award of \$25,000. A minimum of a 50% fund match must be provided by the requesting organization. The City of Waupun will utilize the Common Council Committee of the Whole (COW) to review and award grants within this program. Organizations receiving funds will be required to sign award agreements and verify use of funds prior to receiving payment. Preference will be given to organizations who demonstrate financial need and are able to outline a sustainability plan that covers long-term maintenance of related improvements. Projects outlined in approved grants must be complete by October 1, 2026, with all invoices and reporting data submitted no later than November 30, 2026.

PURPOSE:

The purpose of the Youth Sports Grant Program is to work collaboratively with youth sports nonprofit organizations to make improvements to athletic facilities used to operate programs within the City of Waupun.

ELIGIBLE ORGANIZATIONS:

Organizations must be a youth sports organization operating as a 501c3 nonprofit within the City of Waupun that provides access to sports programming for all area youth, regardless of skill or ability. Funds will not be allocated to groups that restrict access to programming (i.e., competitive / travel teams where youth must try out for a select number of positions based on skill or ability.)

ELIGIBLE EXPENDITURES:

Funds must be used to support facility improvements approved by the City of Waupun Director of Public Works in accordance with the City's long-range facility and/or recreation plans and must meet ADA accessibility standards. Funded organization must demonstrate ability to finance the balance of the proposed project not funded through a grant award. Financial, performance and compliance reporting will be required.

APPLICATION NARRATIVE:

1. Describe the proposed capital improvement project that you are seeking to complete if your request is funded.
2. Describe the need for your project; how it fits with the City's long-range facility and/or recreation plans, public support for the project, etc. Explain what will happen if your request is not funded?

3. Describe measurable impacts your program has achieved to date, including information relative to whom your program serves, including total number of youth served, of that group number of youth served who live within the City of Waupun, demographics of families served, economic impact to the City, etc.
4. Provide information on the project budget, including funds already collected or committed to the proposed project and plans to address any gaps in financing through fundraising or other methods.
5. What are the expected long-term costs to maintain your proposed project? Describe your plan to support long-term maintenance of proposed improvements. If you are relying on city funding to support this need, be specific in terms of your request for support beyond a possible grant award.
6. Describe the timeline for your proposed project, including projected start dates, construction timelines, and completion deadlines.
7. If your grant request is not fully funded, describe adjustments you are prepared to make to the proposed project to address the need. What implications will those adjustments have to your program?

SUPPORTING DOCUMENTATION:

Attach the following as documentation in support of your application:

- Completed application including budget documents signed by an authorized member of your nonprofit.
- A copy of your organization's income statement for period ending June 30, 2023.
- Cost estimates for your proposed project.
- Evidence of ability to fund the non-grant funded portion of the proposed project and/or a plan to finance the portion of your project requiring private funding.

First round of applications are due August 15, 2023. First round of review of applications will be August 29, 2023. Applications accepted on a rolling basis thereafter until all program funds are awarded by the Waupun Common Council Committee of the Whole.



AGENDA SUMMARY SHEET

MEETING DATE: 7/25/2023

TITLE: 2024 Preliminary Budget Review of Act 12

AGENDA SECTION: DISCUSSION- REVIEW

PRESENTER: Casey Langenfeld, Finance Director
Kathy Schlieve, Administrator

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

ISSUE SUMMARY

Staff have been working to understand implications of Act 12 legislation as it pertains to increased shared revenues. While there is still a good deal of work to do on the 2024 budget, this presentation will provide an overview of any associated requirements from this new legislation, and highlights of the preliminary 2024 budget.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

<u>MOTIONS FOR CONSIDERATION:</u>
--

Discussion only



WAUPUN

W I S C O N S I N

ACT 12 AND 2024 BUDGET INFORMATION

2023 Wisconsin Act 12

- ▶ **Shared Revenue**
 - ▶ **General Aid**
 - ▶ **New Supplemental Aid**
 - ▶ **Innovation Grants**
- ▶ **Personal Property Tax Elimination**
- ▶ **Maintenance of Effort Requirements**

Shared Revenue

General aid distribution based on current allocation

- ▶ **City of Waupun will receive the same base amount as it received in 2023.**
- ▶ **Beginning in 2025, Department of Administration (DOA) must distribute aid based on the proportion of aid that the city received in 2024.**

Shared Revenue – New Supplemental Aid

Supplement aid for spending on certain types of services:

- ▶ Law enforcement
- ▶ Fire Protection
- ▶ Emergency Medical Services
- ▶ Emergency Response Communications
- ▶ Public Works
- ▶ Courts
- ▶ Transportation

2024 Supplemental Aid
\$621,743

Shared Revenue – Innovation Grants

- ▶ **3 year grant program**
- ▶ **City could receive additional funds by submitting a plan to transfer specified types of services to another municipality, or to a nonprofit organization or other private entity.**
- ▶ **Plan must reduce a municipalities expenditures for a given service by at least 10%**
- ▶ **Plan attempts to realize savings for public safety, fire protection, and emergency services while maintaining the appropriate level of such service.**

Repeal Personal Property Tax

- ▶ Repeals Wisconsin's remaining personal property tax, beginning with property tax assessments as of January 1, 2024.
- ▶ The act exempts most items that have been defined as personal property from the personal property tax and reclassifies other items as real property for purposes of property taxation.
- ▶ Beginning in 2025, DOA is required to provide the city with aid equal to the taxes that were levied on items of personal property based on assessments as of January 1, 2023.

Maintenance of Effort (MOE)

- ▶ **Begins July 1, 2024**
- ▶ **City must provide MOE certifications to the Department of Revenue that we have not reduced service levels in Fire Protection and Emergency Medical Services.**
- ▶ **Face a 15% penalty in our Shared Revenue payment if we do not meet certain criteria.**

Maintenance of Effort (MOE) - Criteria

Must meet at least two of the following to avoid the penalty:

- 1) Expenditures were not reduced, not including capital expenditures, for fire and EMS.
- 2) The number of full-time equivalent fire fighters and EMS personnel employed by or assigned to the city hasn't reduced.
- 3) The level of training and maintenance of licensure for fire fighters and EMS personnel providing fire protection and EMS within the county or municipality hasn't reduced.
- 4) Response times for fire protection and EMS throughout the municipality, adjusted for call location have not reduced.

Proposed New Initiatives Drive Operating Cost

Expenses Continue to Outpace Revenues Requiring All Supplemental Funds be Directed to General Fund (OR, Prioritization of New Initiatives)

REVENUE

- ▶ ACT 12 Shared Revenue Increase
- ▶ Ambulance Fees Dodge Cty Townships
- ▶ Adjustments to Fees

EXPENSES

- ▶ Wage and Benefit Costs for Current Staff
- ▶ Increased Property & Liability Insurance Rates
- ▶ Increased Utility Costs
- ▶ **NEW** 18th Police Officer (OT Reduction Helps)
- ▶ **NEW** Add DPW Light Equipment Operator
- ▶ **NEW** Elected Official Pay Increase
- ▶ **NEW** Volunteer Stipend Increase (Fire & EMR)
- ▶ **NEW** Start-Up of Senior/Community Center
- ▶ **NEW** Part-Time Recreation Staff Position
- ▶ **NEW** Increased Road Maintenance Budget

Capital Budgets Will Have Unmet Needs

Deferred Maintenance, Debt Dependence, Grants and Alternative Strategies will Need to be Employed to Address Capital Needs in the Community

- **Road Maintenance Costs - \$3.5M over the next 5 years**
 - **PASER Rating on Roads Reconstructs - \$22.3M (2023 dollars)**
- **Vehicle Replacement Costs - increased 32% since 2022**
- **Ladder Truck**
- **Large Equipment**
- **Aging Public Facility Maintenance Needs / ADA Upgrades**