



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, October 08, 2024 at 6:00 PM**

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

**Join Virtually:** <https://us02web.zoom.us/j/81976994115?pwd=T0hORVFNTDFjMXV4ZGIiV3A5eDI0UT09>

**Join Teleconference:** 1 312 626 6799

**Meeting ID: 819 7699 4115    Passcode: 697657**

**CALL TO ORDER**

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

**ROLL CALL**

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

**RESOLUTIONS AND ORDINANCES:**

1. Ordinance to amend Ch.7.03 entitled Sidewalk Construction and Repair

**CONSIDERATION - ACTION**

2. MSA Professional Services Geographic Information System (GIS) Service Agreement
3. Authorize Publication and Public Hearing Notice of the Proposed 2025 Budget
4. Waupun Little League- Agreement for Reimbursement of Turf and Use of Baseball Fields
5. Commercial Lease Agreement with Waupun Area Food Pantry for 520 McKinley St, Suite B
6. Commercial Lease Agreement with REACH Waupun for 520 McKinley St, Suite C
7. Gift Agreement with SSM Health/Waupun Memorial Hospital for the Waupun Community Center Fitness Center
8. Discussion: Review Recommendation from the Board of Park and Recreation Commission on the Alcohol Policy for the Waupun Community Center

**MAYORAL CORRESPONDENCE/PRESENTATIONS**

9. Homan Auto Group Fundraiser for REACH Waupun

**CONSENT AGENDA**

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

**BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES**

11. Utility Commission 8-12-24, 9-9-24
12. Recreation Board 7-29-24, 9-3-24
13. Plan Commission 8-21-24
14. Board of Public Works 8-19-24, 9-10-24
15. Common Council 9-10-24, 9-24-24
16. Library Board 9-18-24

**DEPARTMENT REPORTS**

17. Police Department
18. Fire Department
19. Library
20. Recreation
21. Public Works
22. Utilities

- [23.](#) Finance
- [24.](#) Building Inspector-Zoning Administrator
- 25. City Clerk-Treasurer-HR
- [26.](#) Administrator-Economic Development

**CLOSED SESSION** - Adjourn in closed session under WI Statute Section 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

27. Consider Investment of Public Funds for Multi-Family Housing Development on City-Owned Land in TID 9

**OPEN SESSION**- Reconvene in open session under WI Statute Section 19.85(2)

**ACTION FROM CLOSED SESSION**

**ADJOURNMENT**

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 10-8-24

**TITLE:** Ordinance to amend Ch.7.03 entitled Sidewalk Construction and Repair

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

**PRESENTER:** Jeff Daane, Public Works Director

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

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**ISSUE SUMMARY:**

On September 10, 2024, the Board of Public Works made recommendation to the Common Council to approve changes to Chapter 7, Streets and Sidewalk - Sidewalk Construction and Repair section. These changes help align the repairs with current ADA standards. It will also allow some repairs to be made with approved products.

**STAFF RECOMMENDATION:**

As the City Attorney has reviewed and approved the amendments, Council may accept the recommendation from the Board of Public Works and waive the first reading and adopt this ordinance.

**ATTACHMENTS:**

Redlined section 7.03 of the Municipal code Sidewalk Construction and Repair

**RECOMMENDED MOTION:**

1. Motion to accept the first reading of the ordinance to amend Ch.7.03 entitled Streets and Sidewalks – Sidewalk Construction and Repair  
OR
2. Motion to waive the first reading and adopt Ordinance #2024-012 to amend Ch.7.03 entitled Streets and Sidewalks – Sidewalk Construction and Repair  
OR
3. Do nothing and the ordinance fails

**COMMON COUNCIL  
CITY OF WAUPUN, WISCONSIN  
ORDINANCE #2024-\_\_\_\_\_**

AN ORDINANCE TO AMEND CHAPTER SEVEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED  
"STREETS AND SIDEWALKS."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 7.03 of the Municipal Code of the City of Waupun entitled "SIDEWALK CONSTRUCTION AND REPAIR" is amended as follows:

(3) DELEGATION OF AUTHORITY; SIDEWALK INSPECTORS. The City Engineer shall have the authority of the Board of Public Works as provided for in §66.615, Wis. Stats., and ~~he~~ **they** shall designate one or more subordinates as sidewalk inspectors who shall have the duty of inspecting the sidewalks within the City and ordering or arranging for the replacement **and or repair** of defective sidewalks.

(4) CRITERIA FOR DETERMINING NECESSITY OF REPLACEMENT **OR REPAIR WHEN APPLICABLE.** Sidewalk squares which meet the following criteria shall be considered defective, unsafe and insufficient and in need of replacement **or repair:**

(a) There is a difference in height equal to or greater than one-half inch in the elevation of adjacent sidewalk squares.

(c) There is a difference in height equal to or greater than one-half inch in the elevation of adjacent sections of a crack **or a crack with width greater than on-half inch for 3 inches or longer.**

(5) TEMPORARY SIDEWALK REPAIR. No sidewalk square shall be ordered or arranged to be repaired by way of ~~crack fillers asphalt~~ - wedges, surface treatments or the like by a sidewalk inspector, except as a temporary measure pending replacement **and or repair.** Sidewalk squares which, upon inspection, are noted to have been temporarily repaired shall be ordered or arranged to be replaced. However, wherever the only defect is a difference in elevation due to settlement or having, it shall be permissible to remedy the defect by adjusting the square.

**(a) Crack filling will be allowed only using high performance, self-leveling, one-part polyurethane sealant as preventative maintenance.**

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

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

Enacted this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

ATTEST:

\_\_\_\_\_  
Angela J. Hull  
City Clerk/Treasurer



# AGENDA SUMMARY SHEET

**MEETING DATE:** 10-8-24

**TITLE:** MSA Professional Services Geographic Information System (GIS) Service Agreement

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Public Works Director

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Not to exceed \$30,000 (unspent wages)	

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**ISSUE SUMMARY:**

Due to staff vacancy which provided basic mapping services for the City of Waupun, an agreement with MSA Professional Services is being recommended to support improvements to GIS. In researching this service, we identified a number of efficiencies that can be achieved by working with this outside expert to streamline systems, improve workflow and reporting. This agreement is structured to assist with those goals. The term of the agreement expires December 31, 2025. Staff will review at the conclusion of the term and consider renewal.

**STAFF RECOMMENDATION:**

Approve the GIS service agreement with MSA Professional Services

**ATTACHMENTS:**

Proposed MSA Professional Services Geographic Information System (GIS) Services Agreement

**RECOMMENDED MOTION:**

Motion to approve the MSA Professional Services Geographic Information System (GIS) Services Agreement



MSA Project Number: R00212151

This AGREEMENT (Agreement) is made effective 10/8/2024 by and between

**MSA PROFESSIONAL SERVICES, INC (MSA)**

Address: 60 Plato Blvd East, St. Paul, MN 55107-1835

Phone: (612) 548-3132

Representative: Jeff Powell

Email: [jpowell@msa-ps.com](mailto:jpowell@msa-ps.com)

**CITY OF WAUPUN WI**

Address: 201 E Main Street, Waupun, WI 53963

Phone: 920-324-7912

Representative: Kathy Schlieve

Email: [kathy@cityofwaupunwi.gov](mailto:kathy@cityofwaupunwi.gov)

**Project Name:** Waupun Geographic Information System (GIS) Services

**The scope of the work authorized is:** See Attachment A: Scope of Services

**The schedule to perform the work is:** Approximate Start Date: 10/9/2024  
Approximate Completion Date: 12/31/2025

**The estimated fee for the work under Phases 1 – 5 is: \$0 - \$5,200**

Payment for Phases 1 – 5 will be on a time and expense basis.

Attachment B: Rate Schedule is attached and made part of this Agreement.

**The lump sum fee for the work under Phases 6 – 8 is: \$23,950**

Payment for Phases 6 – 8 will be on a lump sum basis.

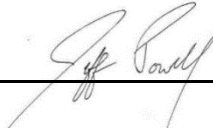
All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

**CITY OF WAUPUN WI**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Kathy Schlieve  
City Administrator/Economic Development  
Date: \_\_\_\_\_

\_\_\_\_\_  
  
Jeff Powell  
GIS Solutions Team Leader  
Date: 9/25/2024

**.MSA PROFESSIONAL SERVICES, INC. (MSA)  
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC - GIS)**

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), for those services are defined in Attachment A. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner's Responsibilities.**

(a) Project Scope and Budget

The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.

(b) Designated Owner Representative

The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER's Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA's services. MSA shall not be liable for any error or omission made by OWNER, OWNER's Designated Representative, or OWNER's consultant.

(c) Tests, Inspections, and Reports

When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.

(d) Additional Consultants

MSA's consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, and insurance counseling services as may be required for the Project.

(e) OWNER Provided Services and Information

MSA shall be entitled to rely on the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days shall be subject to an interest charge at a rate of 18% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA's fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Access to Site.** Owner shall furnish right-of-entry on the Project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

6. **Location of Utilities.** Owner shall supply MSA with the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner supplied information. In those instances where the scope of services require MSA to locate any buried utilities, MSA shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend MSA in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to MSA by others.

7. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the "standard of care". The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

9. **Conduct Expectations.** Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

10. **Electronic Documents and Transmittals.** Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

11. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.



This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

12. **Betterment.** If, due to MSA's error, any required or necessary item or component of the Project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

13. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

14. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

15. **Non-Solicitation** During the term of this Agreement and for a period of one (1) year after termination or expiration of this Agreement, each party agrees that without the other party's consent it shall not either directly or indirectly solicit, recruit or hire as an employee, consultant, or independent contractor, any personnel of the other party; provided however that nothing herein shall preclude the hiring party from hiring or retaining any individual who is hired solely as a result of the use of a general solicitation (such as an advertisement) not specifically directed to the individual. Remedy for any violation of this provision shall be liquidated damages in the amount equal to 50% of the employee's annual salary, including bonuses currently in effect for the employee. The parties agree that any damages from the breach of this provision would be difficult to determine and that the remedy set forth herein is a reasonable estimate of such damages.

16. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the

negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

17. **Accrual of Claims.** To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if Engineer's services do not include Construction Phase services, or the Project is not completed, then no later than the date of Owner's last payment to Engineer.

18. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in this Agreement.

19. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** MSA shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this contract.

20. **Limitation of Liability.** Neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

21. **Successors and Assigns.** The successors, executors, administrators, and legal representatives of Owner and Engineer are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party, which shall not be unreasonable withheld, except to the extent that any assignment, subletting, or transfer is mandated by law.

22. **Notices.** Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line. All such notices are effective upon the date of receipt.

23. **Survival.** Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

24. **Severability.** Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

25. **No Waiver.** A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

26. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

27. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be Sauk County, Wisconsin.

28. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

## Attachment A - Waupun GIS Scope of Services



The following scope is an overview to support the city of Waupun' GIS. The hourly rates listed under task 1 are good for the remainder of 2024 and through the end of 2025 (9/10/2024 – 12/31/2025).

Costs are estimated based on current GIS work performed and described by city staff. Our estimated time projections are based off conversations with city staff and previous GIS support MSA has provided similar communities.

We have included the additional projects listed below per the city's request:

- Setting up a Pavement Management System in GIS similar to the one demonstrated to staff.
- Setting up an MS4 Inspection System in GIS.
- Setting up a Sign Management System in GIS.

### PHASES 1 - 5

#### GIS Services for city

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Per discussions with city staff the items listed below are common maps, datasets and tasks managed by city staff. MSA will provide hourly support to perform these tasks to ensure the city's GIS maps, datasets and tasks continue to be current a correct.

- Monitor GIS system for accuracy, and the inclusion of new and/or changed information.
- Identify, research, and resolve mapping issues as needed
- Develop, maintain and update city maps, drawings and other records including computerized databases.
- Mangle the city's GIS maps and data requirements as listed below
  - Zoning – ArcGIS Online and ArcMap
  - Corporate Limits - ArcMap
  - Storm Sewer – Make edits in ArcMap and upload to ArcGIS Online
  - Street Maps - ArcMap
  - Update parcel/street shape files yearly – ArcMap and ArcGIS Online
    - Download new shape files from Counties GIS files
  - Coordinate with iWorQ to make sure parcel and storm sewer maps are current
  - Stormsewer are updated quarterly through a rest service in GIS
  - TIF Districts - ArcMap
  - Aldermanic District / Ward Maps - ArcMap
  - Parking Regulations – ArcMap
  - Detour Routes – ArcMap
  - Park Maps – ArcMap
    - NOTE: Maps currently managed by the city in ArcMap, will be managed by MSA in ArcGIS Pro (the current GIS software platform.)

**The estimated fee of \$5,200 roughly calculates to 40 total hours of support based on a 70%/30% split between MSA staff below:**

- **\$110 / Hr for GIS Solutions Specialist**  
(Calvin – Estimated to cover ~70% of GIS support)
- **\$175 / Hr for GIS Solutions Administration**  
(Scott– Estimated to cover ~30% of GIS support)

**PHASES 1 - 5 TOTAL COST: \$0 - \$5,200**

**PHASES 1 - 5 TOTAL COST:            \$0 - \$5,200**

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The categorized list below further breaks out support hours by sub-task. The numbers are estimated per discussion with city staff and previous GIS support for similar communities. The phase numbers will match how they will appear on invoices. The city can categorize these out differently if they wish.

**1 - General GIS Support**

**ArcGIS Online Site Admin:    0 – 5 hrs**

**County Data Maintenance:    0 – 5 hrs**

**2 - Pavement**

**Routine Pavement Tasks:    0 – 4 hrs**

**Requested Pavement Tasks: 0 – 5 hrs**

**3 – Stormwater**

**Routine Storm Tasks:        0 – 5 hrs**

**Requested Storm Tasks:     0 – 6 hrs**

**4 – Zoning**

**Routine Zoning Tasks:        0 – 2 hrs**

**Requested Zoning Tasks:     0 – 3 hrs**

**5 – Miscellaneous**

**Routine Misc. Tasks:         0 – 2 hrs**

**Requested Mis. Tasks:        0 – 3 hrs**

Any time for on-going GIS support services is only charged when work is requested by city staff or in the event that maintenance is absolutely necessary to maintain your GIS usability. The following text details additional on-going support and maintenance for your GIS.

*Provide on-call GIS Technical Support Services for tasks authorized by the client. Support can include ArcGIS Online modification, configuration, training, or map updates. Other services could include data creation, PDF map creation and printing, or field work. This contract will serve multiple departments and requested services will be detailed separately on a single invoice. Client may request or determine tasks at contract term initiation or at any point within the term duration. MSA will provide detailed scope and cost estimates prior to commencement of tasks upon request. Occasionally, MSA staff must perform known, routine tasks, such as preparing data for maintenance and inspection tracking. Also, MSA staff may identify that maintenance is required to keep the Utility's GIS functional. In those occasions MSA will perform said maintenance as soon as possible.*

**PHASE 6**

Setup Pavement Management System

Task	Pavement Task	Description	Est. Fee
1	Prepare Street Data	Setup Road Centerline segments with data for pavement management. * We will request current WISLR data from WisDOT and use it as the basis for the city pavement manager.	\$500
1-A *	Reconcile Street Segment with Existing Data	* This task is only required if the city has an existing dataset and wants that imported. That source will have to be modified to match each unique street segment and common IDs must be populated.	\$3,500
2	Add Pavement Plan	Setup system to display the city's future pavement planning (5 years, or whatever cycle the city chooses).	\$1,750
3	Setup CIP Planning Systems	Work with city to define formulas that estimate resurfacing/reconstruction costs based on road, length, depth and other construction cost factors. Setup the system for city staff to easily review these costs to help with future road project planning.	\$4,000
4	Configure Road Dashboard	Create dashboard to visualize planned projects and provide easy to understand feedback on estimated costs. A publicly viewable version of this dashboard can be configured.	\$1,500
5	Refine Configurations	Make final changes to the pavement management system per city review.	\$1,250
6	GIS User Training	2 Hours remote training on MS4	\$350
<b>Total</b> *Range depends on whether task 1-A is chosen			<b>\$9,350 - \$12,850</b>

- Pavement management system will be similar to the one viewable here:  
<https://experience.arcgis.com/experience/6617ff3fcd004f10aec80e07b1e86114>

**PHASE 7**

MS4 GIS Configuration

Task	MS4 Task	Description	Est. Fee
1	Primary Data Conversion / Creation	Create layer (from existing pond points, parcels, addresses, or other source) to tie MS4 Inspections to. *Another estimated fee can be provided to map ponds as polygons (they are currently points in iWorq and not in ArcGIS Online) or other storm features for MS4 if the City requests.	\$1,800
2	Inspection Tools & Applications	Set up MS4 inspection Survey123 app for BMPs, Construction Sites, and SWPPP Inspections.	\$2,000
3	MS4 GIS Application Development	Configure reporting dashboard for MS4 inspections. Will allow staff to filter inspections, by, type, date, status, etc. and export the results to a CSV (spreadsheet).	\$1,500
4	MS4 Letter Report	Configure report to create letter for MS4 inspections. (This report would NOT support noxious weeds or other code compliance letters.)	\$1,500
5	GIS User Training	2 Hours remote training on MS4	\$350
<b>Total</b>			<b>\$7,150</b>

**PHASE 8**

Sign GIS Configuration

Task	MS4 Task	Description	Est. Fee
1	Primary Data Conversion / Creation	Create layer from existing sign points currently in the city's ArcGIS Online site. Reconcile with data from iWorq site.	\$1,800
2	Sign GIS Application Development	Set up Sign GIS apps to track sign and support locations and attribute information along with maintenance and inspections to those assets.	\$1,800
3	GIS User Training	2 Hours remote training on MS4	\$350
<b>Total</b>			<b>\$3,950</b>

- **Costs for Phases 6, 7 & 8 are one-time configuration costs. City staff could choose to support those apps on their own or include them in future on-going support and maintenance contracts with MSA. Those contracts would be similar to Phases 1-5 of this scope, but also include maintaining the apps configured in Phases 6 & 7 here.**
- **Page 12 describes MSA's ongoing GIS support and maintenance in greater detail.**

**ATTACHMENT B:  
RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative .....	\$ 75 – \$150/hr.
Architects .....	\$ 75 – \$215/hr.
Community Development Specialists .....	\$135 – \$185/hr.
Digital Design.....	\$175 – \$195/hr.
Environmental Scientists/Hydrogeologists.....	\$105 – \$185/hr.
Geographic Information Systems (GIS).....	\$ 95 – \$185/hr.
Housing Administration .....	\$ 95 – \$170/hr.
HR.....	\$ 135 - \$150/hr.
Inspectors/Zoning Administrators .....	\$105 – \$130/hr.
IT Support.....	\$175 – \$195/hr.
Land Surveying.....	\$ 75 – \$185/hr.
Landscape Designers & Architects.....	\$ 75 – \$215/hr.
Planners.....	\$ 75 – \$205/hr.
Principals .....	\$210 – \$315/hr.
Professional Engineers/Designers of Engineering Systems .....	\$150 – \$200/hr.
Project Managers.....	\$150 – \$230/hr.
Real Estate Professionals .....	\$135 – \$165/hr.
Staff Engineers .....	\$ 75 – \$145/hr.
Technicians.....	\$ 95 – \$150/hr.
Wastewater Treatment Plant Operator .....	\$ 90 – \$115/hr.

REIMBURSABLE EXPENSES

Copies/Prints .....	Rate based on volume
Specs/Reports.....	\$10
Copies.....	\$0.14/page
Plots .....	\$0.01/sq.in.
Flash Drive .....	\$10
GPS Equipment .....	\$20/hour - \$10.75/hour for DOT
GPS R2 Equipment .....	\$20/hour - \$2/hour for DOT
Dini Laser Level.....	\$85/per day
Mailing/UPS .....	At cost
Mileage – Reimbursement .....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle .....	\$0.70 mile standard/ \$0.69 mile for DOT
Nuclear Density Testing.....	\$30/day
Organic Vapor Field Meter .....	\$100/day
PC/CADD Machine .....	Included in labor rates
Robotic Survey Equipment.....	\$20/hour - \$10/hour for DOT
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals .....	At cost
Traffic Counting Equipment & Data Processing.....	At cost
Geodimeter .....	\$30/hour
Drone Flight .....	\$375/flight - \$360/flight for DOT

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2024.



## ADDITIONAL INFORMATION ON ONGOING SUPPORT AND MAINTENANCE

MSA believes that communities maximize their GIS investment by fully utilizing the ArcGIS platform. As an Esri partner, our role is to configure the platform to suit your needs. We don't sell software, but rather implement solutions using software you're already investing in. MSA doesn't charge our communities annual fees for GIS services. Instead, 100% of our costs go into making your GIS work better for you.

The costs for Phases 6 and 7 of the previously described scope are for MSA to configure Pavement management and MS4 inspection systems inside the city's ArcGIS Online system. To assist in projecting potential costs for subsequent years, please refer to the GIS Project Lifecycle graph below. It shows relative costs and timelines, but you can consider the first bar your initial migration. After this initial implementation, there is a smaller, but still relatively large effort. This is common because as staff GIS use grows, additional needs appear. It's a typical, natural progression.

As your GIS and users mature, the effort required to manage the system will decrease. MSA will empower City staff to take full ownership through training and support, which will further lessen MSA's direct support time.

Any budget recommendations MSA provides for GIS support and maintenance are not fees that we simply collect. Consider the budget recommendations as a "bank" of hours set aside for any reason that the City of Waupun needs further GIS support from MSA. The bank can cover technical support, additional training, minor data updates, app configuration changes or attribute additions. It can also cover larger efforts, like configuring a new app to support pavement management, configuring a maintenance, inspection, and operations dashboard or setting up work order tracking. These budget figures are derived from our past client experience and understanding of your current needs. MSA will provide costs to the City for all GIS tasks requested, and we will only begin a task upon approval from the City.

**It's your GIS. We're here to help you make the most of it.**

### LOW LEVEL SUPPORT NEEDS (average of 40 hrs of support)

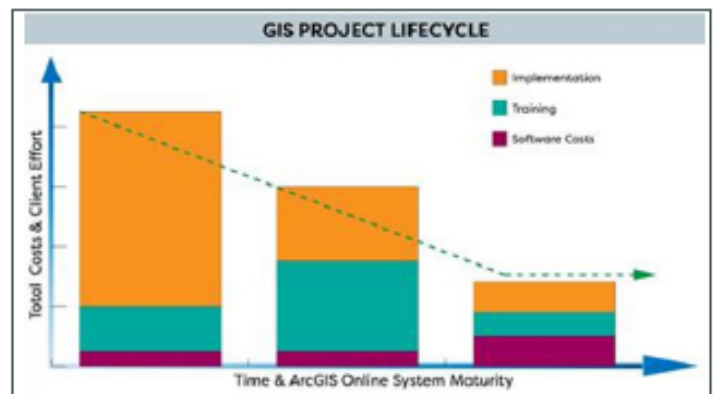
1-2 staff accessing platform
GIS application maintenance requested
Annual data updates for 2-5 new projects from CAD/survey
Bi-annual County data management
1 set of new wall maps annually
Moderate amount of custom map creation and printing

### MODERATE LEVEL SUPPORT NEEDS (average of 75 hrs of support)

4-5 staff accessing platform
GIS application maintenance requested
Annual review of inspection forms for all departments
Bi-annual County data management
Annual data updates for 1-3 new projects from CAD/survey
1 set of new wall maps annually
Annual GPS data processing for 100-500 new points
1-2 Special GIS projects annually
Significant amount of custom map creation and printing

### HIGH LEVEL SUPPORT NEEDS (average of 120 hrs of support)

Entire staff accessing platform (7-9 users)
GIS application maintenance requested
Annual review of inspection forms/new reporting features for all depts.
Bi-annual County data management
GPS support and training as needed
3 sets of new walls maps annually
2-5 special GIS projects annually
Work Order system maintenance and management requested
Annual pavement management analysis and capital planning deliverables
Significant amount of custom map creation and printing





# AGENDA SUMMARY SHEET

**MEETING DATE:** 10-8-24

**TITLE:** Authorize Publication and Public Hearing Notice of the Proposed 2025 Budget

**AGENDA SECTION:** CONSIDERATION - ACTION

**PRESENTER:** Kathy Schlieve, City Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2025 Budget	

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**SUMMARY:**

Per Wisconsin State Statute, the city is required to post a Notice of Public Hearing for the 2025 Annual Budget.

**STAFF RECOMMENDATION:**

Authorize publication of the public hearing notice for the City of Waupun’s 2025 budget hearing on November 12, 2024.

**ATTACHMENTS:**

Notice of Public Hearing 2025 Budget

**RECOMMENDED MOTION:**

Motion to authorize staff to publish the notice as required by state statute, indicating that the proposed 2025 City of Waupun budget is available for public review, and schedule the public hearing for the 2025 budget on November 12, 2024.

**CITY OF WAUPUN  
NOTICE OF PUBLIC HEARING  
2025 BUDGET**

Notice is hereby given, that on November 12, 2024, at 6:00 p.m., at the Waupun City Hall 201 E. Main St. Waupun, WI or by Video and Teleconference, a Public Hearing on the proposed 2025 Budget will be held. The proposed 2025 Budget, in detail, is available for inspection at the City Clerk's Office from 7:00 a.m. to 4:00 p.m. Monday through Thursday and 7:00 a.m to 11:00 a.m. on Friday. The following is a summary of the proposed 2025 Budget.

Fund 100 - General Fund			PERCENTAGE CHANGE INCREASE (DECREASE)
REVENUES (FUND 100)	2024 BUDGET	2025 BUDGET	
General Fund Levy	\$ 1,612,284	\$ 1,710,797	6%
Other Taxes	666,841	673,863	
Special Assessments	100	100	
Intergovernmental	3,970,768	4,144,529	
Licenses and Permits	55,230	55,125	
Fines and Penalties	42,500	42,500	
Public Charges for Services	299,143	366,080	
Miscellaneous Revenue	62,500	67,500	
Other Financing Sources			
Transfers In	-	-	
Fund Balance Applied	190,701	181,506	
<b>TOTAL REVENUES</b>	<b>\$ 6,900,067</b>	<b>\$ 7,242,000</b>	

EXPENDITURES (FUND 100)	2024 BUDGET	2025 BUDGET	
General Government	\$ 1,317,850	\$ 1,377,647	2%
Culture and Recreation	802,351	730,489	
Public Safety	3,112,303	3,199,926	
Public Works	1,715,138	1,740,958	
Conservation and Development	22,235	21,895	
Transfers Out	163,190	171,085	
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,133,067</b>	<b>\$ 7,242,000</b>	

All Government and Proprietary Funds Combined	Fund Balance 1/1/2025	Total Revenues	Total Expenditures	Fund Balance 12/31/2025	Total City Levy		Percentage Change Increase (Decrease)
					2024 Property Tax Levy Contribution	2025 Property Tax Levy Contribution	
General Fund (100)	\$ 8,401,242	\$ 7,242,000	\$ 7,242,000	\$ 8,401,242	\$ 1,612,284	\$ 1,710,797	4.76%
Trust Funds (200)	33,143	7	-	33,150	-	-	
Library (210)	481,463	804,881	804,881	481,463	553,896	575,277	
Grants and Donations (220)	526,297	6,000	6,000	526,297	-	-	
Building Inspection (230)	21,753	84,500	78,116	28,137	-	-	
Affordable Housing (250)	248,387	-	-	248,387	-	-	
Debt (300)	34,149	1,870,065	1,870,065	34,149	812,105	806,980	
Capital Improvements (400)	1,440,855	2,102,709	1,920,877	1,622,687	340,000	340,000	
Business Park (404)	1,559,511	12,221	51,149	1,520,583	-	-	
Equipment Replacement (410)	378,002	2,968,180	3,025,977	320,205	225,000	280,930	
Recycling (420)	153,727	168,729	160,048	162,408	-	-	
Solid Waste (425)	65,908	442,265	442,505	65,668	-	-	
Tourism (430)	43,877	70,000	70,000	43,877	-	-	
Taxi (501)	45,488	138,000	162,928	20,560	45,000	45,000	
Home/HCRI Housing (507)	154,127	10	-	154,137	-	-	
CDBG Housing (509)	1,186,847	20	73,000	1,113,867	-	-	
Stormwater (700)	728,540	1,708,143	1,618,247	818,436	-	-	
TID 3 (405)	139,927	228,059	181,101	186,885	-	-	
TID 5 (401)	(1,691,383)	505,581	387,800	(1,573,602)	-	-	
TID 6 (408)	(343,999)	148,305	105,150	(300,844)	-	-	
TID 7 (407)	(118,353)	75,401	159,088	(202,040)	-	-	
TID 8 (418)	43,600	223,435	94,566	172,469	-	-	
TID 9 (418)	(2,946,970)	517,723	105,950	(2,535,197)	-	-	
<b>TOTALS</b>	<b>\$ 10,586,138</b>	<b>\$ 19,316,234</b>	<b>\$ 18,559,448</b>	<b>\$ 11,342,924</b>	<b>\$ 3,588,285</b>	<b>\$ 3,758,984</b>	



# AGENDA SUMMARY SHEET

**MEETING DATE:** 10/8/24  
**AGENDA SECTION:** CONSIDERATION - ACTION  
**PRESENTER:** Kathy Schlieve, City Administrator

**TITLE:** Waupun Little League- Agreement for Reimbursement of Turf and Use of Baseball Fields

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	\$100,000 Reserve	

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**SUMMARY:**

The agreement is included with Waupun Baseball for reimbursement of \$100K to support turf replacement at the Waupun Baseball Complex. This agreement outlines the terms of future use and maintenance of the facility per the resolution passed by the Council in 2023.

**STAFF RECOMMENDATION:**

Approve the agreement

**ATTACHMENTS:**

Baseball Field Use Reimbursement and Use Agreement with Waupun Little League

**RECOMMENDED MOTION:**

Motion to approve the Agreement for Reimbursement of Turf and Use of Baseball Fields with Waupun Little League

## **AGREEMENT FOR REIMBURSEMENT OF TURF AND USE OF CITY BASEBALL FIELDS**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, **2024**, by and between the **City of Waupun**; a Wisconsin Municipality, located in Dodge and Fond du Lac Counties, Wisconsin (hereinafter referred to as "City") and Waupun Little League Association, a Wisconsin Corporation, located in Waupun, Wisconsin (hereinafter referred to as "Baseball Association").

### **RECITALS**

WHEREAS, the City owns and operates baseball fields identified as Lynn Siedschlag Fields located at 808 East Lincoln Street and Gerald E. Thompson Field located at 810 East Lincoln Street (hereinafter referred to as "the Fields"); and

WHEREAS, the Baseball Association desires to use the Fields for the purpose of conducting baseball games, practices, and other related activities; and

WHEREAS, the City and the Baseball Association desire to establish the terms and conditions under which the Fields will be made available to the Baseball Association;

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

### **1. USE OF FIELDS**

1.1 The City grants the Baseball Association a non-exclusive right to use the Fields for baseball-related activities, including games, practices, tournaments, and other events approved by the City.

1.2 The Baseball Association agrees to comply with all City ordinances, rules, and regulations governing the use of the Fields.

### **2. MAINTENANCE AND CARE**

2.1 The City shall be responsible for routine maintenance and care of the Fields, including but not limited to:

- Bathroom Cleaning – Daily March 15 – October 20
- Garbage Container Pick-up – Monday and Friday March 15 – October 20
- Mow Diamonds – Two times per week
- Mow Outside Fields – One time per week
- Fertilize – One time per year
- Grub Preventer – One time per year
- Utilities
- Irrigation Work – As needed
- Spray Weeds – Three times per year

- Supplies
- General Maintenance

2.2 The Baseball Association agrees to leave the Fields in a clean and orderly condition after each use. The Baseball Association shall be responsible for any damage caused to the Fields beyond normal wear and tear.

2.3 The Baseball Association is hereby granted right by the City to approve use of the Fields from outside users that request any form of modification to the playing surface. The Baseball Association agrees to not reasonably withhold access to the Fields to any public groups requesting use, but may restrict or deny modifications requested to the playing surface to maintain the quality of turf, minimize repair costs, and protect their ongoing investment.

### **3. TURF REPLACEMENT**

3.1 The Baseball Association acknowledges that the Fields include synthetic turf, which has a limited lifespan and will require replacement in the future.

3.2 The City agrees to reimburse the Baseball Association for \$100,000 to support turf replacement in 2024. Thereafter, the Baseball Association agrees to be financially responsible for all costs associated with the future replacement of the synthetic turf at the Fields, with no expectation of funding or reimbursement from the City for the expense. The cost of replacement shall include, but not be limited to, the cost of materials, labor, and any related expenses necessary to restore the Fields to playable condition.

3.3 The City and the Baseball Association shall work collaboratively to establish a timeline for turf replacement of this publicly owned asset to keep fields in playable condition at all times.

### **4. OPERATING EXPENSES**

4.1 The Association acknowledges that policies specific to cost sharing of ongoing operating expenses of the Fields, including but not limited to Utilities, Supplies and General Maintenance are being evaluated by the Board of Recreation and, as such, policies recommended by that group and adopted by the Common Council will take precedence and be supplemental to this agreement if adopted in the future.

### **5. INSURANCE AND LIABILITY**

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

5.2 The Baseball Association agrees to indemnify, defend, and hold harmless the City, its officers, employees, and agents from and against any and all claims, liabilities, damages, or losses arising out of or in connection with the Baseball Association's use of the Fields.

## **6. TERM AND TERMINATION**

6.1 This Agreement shall commence on January 1, 2024 and shall remain in effect for a period of twenty years, unless terminated earlier by either party in accordance with this section.

6.2 Either party may terminate this Agreement by providing 120 days' written notice to the other party.

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

## **6. MISCELLANEOUS**

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

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

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

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

**CITY OF Waupun**

**Waupun Little League**

By: \_\_\_\_\_

Name: Rachel Kaminski

Title: Recreation Director

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Name: Angela Hull

Title: City Clerk

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_





# AGENDA SUMMARY SHEET

**MEETING DATE:** 10/8/24

**TITLE:** Commercial Lease Agreement with Waupun Area Food Pantry for 520 McKinley St, Suite B

**AGENDA SECTION:** CONSIDERATION - ACTION

**PRESENTER:** Kathy Schlieve, City Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2025 Budget Revenue	

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**SUMMARY:**

The lease agreement for the Food Pantry to occupy a tenant space in the community enter is included for review and approval.

**STAFF RECOMMENDATION:**

Approve the lease agreement as presented

**ATTACHMENTS:**

Food Pantry Lease Agreement

**RECOMMENDED MOTION:**

Motion to authorize the Commercial Lease Agreement with Waupun Area Food Pantry to located at 520 McKinley St, Suite B

## COMMERCIAL LEASE

THIS LEASE is made between The City of Waupun, a Wisconsin municipal corporation ("the Owner"), and The Waupun Area Food Pantry, Inc., a Wisconsin non-profit corporation ("the Tenant").

It is agreed between the parties, in consideration of the terms contained here, that the Owner shall lease to the Tenant the Property described below on the following terms:

1. **Property**. The property subject to this Lease shall be located in a commercial building located at 520 McKinley Street, Waupun, Wisconsin, Suite B, and shall include dedicated lease space of approximately 3,186 square feet in area, together with shared common access to common/multi-purpose space approximately 13,721 square feet in area ("the Property"). The Owner shall furnish and properly maintain furniture, fixtures and equipment, including a warming kitchen, for common tenant use in the common/multipurpose space. The Tenant shall be permitted to inspect the Property prior to taking possession so as to accept the Property as being in a good condition as of the beginning of the Lease term.

2. **Term**. The term of this Lease shall be for five (5) years, commencing on November 1, 2024. Notwithstanding this provision, the commencement of this Lease shall be delayed, at no cost to the Tenant, to the first day of the month following issuance of an occupancy permit by the City of Waupun Building Inspector, or such other date as mutually agreed by the Owner and Tenant. The Tenant shall have the option of extending this Lease for an additional two (2) year period on the same initial terms as provided here.

Thereafter, the Tenant shall have the option of extending this Lease for an additional three (3) year term, provided that the base rent identified below shall be increased by a rate of one and one-half percent (1.5%) annually for each year of this extended term. The Tenant shall exercise any option(s) to extend the term of this Lease by providing the Owner with written notice not less than one (1) year prior to the expiration of the term then in effect. Except for any base rate adjustment identified above, or as provided elsewhere in this Lease, any extension shall be on the same terms and conditions as the original term.

3. **Rent and Security Deposit**. The Tenant shall pay to the Owner in advance on the first day of each calendar month during the initial term of this Lease a base monthly rental of Two Thousand Five Hundred Dollars (\$2,500.00), together with an additional monthly maintenance fee of Five Hundred Dollars (\$500.00) per month for the first year of this Lease. Thereafter, the maintenance fee shall be increased annually at a rate as determined by the Midwest Urban Consumer Price Index (CPI) for the preceding year. This maintenance fee shall apply to maintaining the heating, plumbing and electrical system for the building, including without limitation, maintaining the exterior and interior structural portions of the building.

Monthly rental and maintenance fees shall be made payable to the Owner and shall be mailed or personally delivered to the Owner at the Owner's address as set forth below. If the Tenant elects to extend the term of this Lease, then the rental shall be set at an amount to be agreed on by the parties at the time of the extension.

The Owner waives the required security deposit.

4. **Use and Compliance with Laws**. This Property shall be used for operation of a community food bank for area families and individuals in need, weekly provision and service of free meals for those in need, and other related uses only. The Tenant shall not use or occupy the Property for any unlawful purpose and agrees to comply with all present and future laws, ordinances, regulations and orders of the United States, the local municipality, the State of Wisconsin, or any agency or subdivision thereof, relating to the leased Property. The Tenant shall not perform any acts or carry on any practices which may injure the Property or be a nuisance or menace to other tenants or neighboring Property.

5. **Compliance with Environmental Laws**. The Tenant agrees to comply fully and in a timely manner with, and to cause all employees, agents, contractors and subcontractors and any other persons occupying or present on the Property to comply with all applicable federal, state and local laws, regulations, guidelines, codes and other legal requirements relating to the generation, presence, use, handling, release, storage, transport and disposal of hazardous waste ("Hazardous Waste"), located or present on the Property. The Tenant and hold the Owner harmless against any and all claims, liabilities, penalties, response costs, losses, damages and expenses (including all litigation costs and reasonable attorneys' fees) arising out of or relating to the use, generation, storage, presence, release, transport or disposal of Hazardous Waste which is or was attributable to the Tenant's activities or the activities of the Tenant's agents or

contractors during the term of this Lease or during the Tenant's occupancy of the Property. This agreement to indemnify, defend and hold harmless shall survive the termination of this Lease.

6. **Subletting and Assignment**. The Tenant shall not sublet any portion of the Property, or transfer or assign this Lease without the prior written consent of the Owner, which consent shall not be unreasonably withheld.

7. **Utilities**. The Owner shall pay monthly for all utilities furnished to the building, including electricity, fuel oil, gas, sewer and water use charges. The Tenant shall pay for all utilities furnished to its dedicated lease space where separated metered service is so provided. The Owner will monthly bill Tenant for metered services for Tenant's dedicated space and the Tenant shall within fifteen (15) days thereafter reimburse the Owner for the expense. The Owner shall provide, at its sole expense, Tenant access to facilities for garbage removal. The Tenant shall provide for the timely removal of all of its recyclable materials at its own expense. The Owner shall provide for common internet service for the Tenant and all other building tenants, inclusive of a wireless router and wired connection to the Tenant's dedicated lease space. The Tenant shall be solely responsible for payment of its telephone service.

8. **Owners' Right of Entry**. The Owner or Owner's agents may, at reasonable times, enter the leased Property for inspection, and may show the Property to prospective tenants within ninety (90) days of the end of the term, or any extension of the term. Entry on to the Property by the Owner or Owner's agents may not unreasonably interfere with

the Tenant's business operations, except in the case of an emergency.

9. **Improvements, Alterations, Fixtures and Signs**. The Tenant shall not make or authorize improvements or alterations to the Property, or the installation of fixtures, without the prior written consent of the Owner. If the Owner permits improvements, alterations or the installation of fixtures, then they shall remain with the Property at the termination of the Lease, or any extension of the Lease, unless the Owner specifically otherwise agrees in writing. This provision shall not prohibit the Tenant from painting or installing wall hangings in the interior of its dedicated lease space. This provision shall not apply to trade fixtures, which are governed by Section 10 below. The Owner shall provide entrance signage for the building. The Tenant may, at its sole expense, install signs within the Tenant's dedicated lease space, provided that the Tenant shall first obtain the prior written approval of the Owner. The Tenant is expressly prohibited from installing signs on any portion of the building or grounds, except for the Tenant's dedicated lease space. The Tenant shall remove all of the Tenant's signs on termination of this Lease, or any extension of this Lease, such removal to be done at the Tenant's sole expense, and in a good work-like manner.

10. **Trade Fixtures**. After first obtaining the written consent of the Owner, which consent shall not unreasonably be held, the Tenant may install and maintain any and all additional counter, shelving, interior sign, machinery, equipment, personal Property, and other trade fixtures which may be necessary in the operation of its business and the Tenant may remove such items on termination of this Lease, provided however, that the

Tenant shall leave the premises in the same condition of repair as they were prior to the installation of these trade fixtures, excepting only reasonable wear. Any trade fixtures left more than thirty (30) days after termination of the lease term shall become the Property of the Owner at the Owner's election, without the need to compensate the Tenant.

11. **Repairs and Maintenance**. Subject to application of the Tenant's maintenance fee, the Owner shall, at the Owner's sole expense, keep and maintain in good repair the exterior, structural portions and mechanical systems and all related component parts of the Property, unless damage is caused by the negligence of the Tenant or the Tenant's patrons or guests. In addition, the Owner shall provide building security/monitoring systems, maintain all fire extinguishers and emergency lighting as part of its required fire inspection services, and shall regularly clean and provide supplies for janitorial services within the common/multipurpose space, including stocking all restrooms within the common areas. The Owner shall be responsible for all exterior cleaning and maintenance of the building exterior and grounds, including the timely removal of snow and ice which may accumulate on the exterior walks and parking areas. Except as otherwise specifically provided in this Lease, the Tenant shall, at its sole expense, keep and maintain in a clean condition and good repair the interior, nonstructural portions of its dedicated lease space, including the Tenant's private bathroom. At the termination of this Lease, or any extension of this Lease, the Tenant shall leave the Property in as good a condition as at the beginning of the term, with the exception of ordinary wear.

12. **Insurance**. Prior to the Tenant taking possession of the Property, the parties shall obtain the following insurance coverage which shall be maintained through the expiration of this Lease, or any extension of this Lease, including any holdover period:

(a) **General Casualty Coverage**. The Owner shall, at the Owner's sole expense, obtain and maintain fire and extended coverage on all buildings and improvements located on the Property (but excluding Tenant personal Property, trade or other fixtures, and Tenant improvements), insuring against loss by fire and extended vandalism coverage in an amount of not less than eighty percent (80%) of the full replacement value.

(b) **Comprehensive General Liability Coverage**. The Tenant shall, at the Tenant's sole expense, obtain and maintain insurance against all claims for personal injury, death or other public liability occurring on or about the leased Property, with the following minimum limits:

General Aggregate:	\$1,000,000.00
Personal and Advertising Injury	\$ 500,000.00
Each Occurrence	\$ 500,000.00

All such insurance policies shall include, without limitation, coverage for claims or actions by or against or involving independent contractors, and contractual liability under this Lease. All such insurance policies shall specifically name the Owner as an additional insured. The Tenant shall not act or permit any act that shall render such policy invalid or that shall affect coverage validity. If the Tenant fails to carry such insurance and or pay all required insurance premiums, or if insurance coverage lapses for any reason, the



Owner may then obtain replacement insurance in the Owner's name to comply with this subsection, and any premium cost paid by the Owner shall be added to the Tenant's rent on this Lease and shall be immediately payable by the Tenant together with interest at the rate of seven percent (7%) per annum.

The Tenant agrees to fully indemnify and hold the Owner harmless against any and all claims, debts, demands or obligations which may be made against the Owner or against the Owner's title to the Property arising by reason of any negligent act or omission of the Tenant, or the Tenant's agents, employees, independent contractors, guests and customers. If it becomes necessary for the Owner to defend any action seeking to impose any such liability, the Tenant shall pay all of the costs, expenses and reasonable attorney's fees incurred by Owner in such defense, in addition to any other sums which the Owner may be called on to pay by reason of the entry of a judgment or decree against the Owner in the litigation in which such claim is asserted, unless the Tenant is found to be not liable.

(c) Tenant Personal Property, Fixture and Improvements Coverage. The Tenant shall, at the Tenant's sole expense, obtain and maintain a policy of coverage insuring Tenant's personal Property, trade or other fixtures and Tenant improvements (if any) in the amount of the full replacement value of such Property. The Tenant shall fully indemnify and hold the Owner harmless with respect to any damage to the Tenant's personal Property trade or other fixtures and Tenant improvements, from any cause whatsoever.

(d) Tenant's Loss of Earnings. The Tenant shall, at the Tenant's sole expense, obtain and maintain a policy of coverage insuring against direct or indirect loss to the Tenant's earnings attributable to the leased Property in an amount that will properly reimburse the Tenant. The policy shall include a loss payable clause in favor of the Owner. The Tenant shall fully indemnify and hold the Owner harmless with respect to earnings attributable to the leased Property, from any cause whatsoever.

(e) Employment Coverage. The Tenant shall, at the Tenant's sole expense, obtain and maintain policies of coverage for workers' compensation and employer's liability insurance as may be required by the State of Wisconsin.

(g) General Requirements. All insurance required under this Section shall be written by companies duly qualified to do business in the State of Wisconsin with a general policyholder's rating of at least "A" and a financial rating of at least Class XI, as rated in the latest edition of Best's Insurance Guide. No insurance policy required of the Tenant shall be cancelable or subject to reduction of coverage or modification except after thirty (30) days prior written notice to Owner. The Tenant shall deliver to the Owner copies of such policies or certificates evidencing the existence and amounts of such insurance with loss payable clauses satisfactory to Owner.

13. **Rules and Scheduled Use of Common/Multipurpose Space**. The Owner may, in its sole discretion, adopt and enforce reasonable rules, procedures and schedules for all tenant use of the common/multipurpose space, including meeting rooms, multipurpose programming areas and warming kitchen. Notwithstanding this provision,

the Owner shall consult with the Tenant and all other tenants prior to creating such rules, procedures and schedules, in order to reasonably accommodate all users in an orderly and effective manner. A copy of the initial rules for Tenant use are attached and incorporated as Exhibit A to this Lease.

14. **Damage or Destruction**. If the leased Property is damaged or destroyed in whole or in part by fire or other casualty during the term of this Lease, or any extension of this Lease, the Owner shall, at the Owner's expense, repair and restore the leased Property to a tenantable condition, and the rent shall abate entirely in case the leased Property is not tenantable, or pro rata for the portion rendered not tenantable; provided, however, that in case the building shall be destroyed to the extent of more than one-half of the value thereof, either the Owner or Tenant may terminate this Lease immediately by notice given to the other, if the notice is provided within 30 days of the casualty.

15. **Taxes**. To the extent that the Property may become subject to payment of real estate taxes or any manner of payment in lieu of such taxes (PILOT), the Owner shall pay all real estate taxes, PILOT, or special assessments levied against all or any part of the leased Property. The Tenant shall pay all taxes levied against the Tenant's personal Property located on the leased Property.

16. **Possession and Occupancy**. The Tenant shall be entitled to possession and occupancy of the leased property on October 28, 2024, or at an earlier date if building construction has been completed, for the limited purpose of preparing the leased Property for business. The Tenant shall not be open to the public for business prior to November

1, 2024. During the term of this Lease, and any extension of this Lease, the Tenant shall be in complete and exclusive possession of the leased Property, provided that the Tenant abides by all terms and conditions of this Agreement.

17. **Holdover**. There shall be no automatic renewal of this Lease, except as may be otherwise specifically provided in Section 2 above. Any holdover of possession by Tenant on the expiration of this Lease shall create a month-to-month tenancy on the Lease terms in effect immediately prior to such expiration, and shall not create a year-to-year tenancy.

18. **Condemnation**. In the event (a) the whole of the Property shall be taken or condemned for a public or quasi-public use or purpose by a competent authority, or (b) such a portion of the Property shall be taken so that the balance cannot be used for the same purpose and with substantially the same utility to the Tenant as immediately prior to such taking, this Lease shall terminate upon delivery of possession to the condemning authority. The Tenant shall continue to pay rent and other charges until the Lease is terminated. In the event only a part of the Property is taken or condemned but the Property or the part remaining can still be used for the same purpose and with substantially the same utility to the Tenant as immediately prior to such taking, this Lease shall not terminate but shall continue in full force and effect. The Tenant shall have the right to claim and recover from the condemning authority, but not from the Owner, such compensation as may be separately awarded to the Tenant for any damage to the Tenant's business by reason or such condemnation.

19. **Default.** If the Tenant defaults in the payment of rent, or any portion of rent, for a period of ten (10) days after due, or if the Tenant is in default of any other provision of this Lease for a period of thirty (30) days after receiving written notice thereof from the Owner, then the Owner may terminate this Lease and take possession of the leased Property, or pursue any other available legal remedy. If the Owner is in default of any other provision of this Lease for a period of thirty (30) days after receiving written notice thereof from the Tenant, then the Tenant may terminate this Lease and surrender possession of the leased Property, or pursue any other available legal remedy.

20. **Legal Costs and Expenses.** In any legal proceedings instituted by either the Owner or Tenant for the enforcement of the terms and conditions of this Lease, the successful party shall be reimbursed by the other party for all reasonable costs, expenses and attorneys' fees.

21. **Notices.** All notices which may be or are required to be given by either party to the other under the terms of this Lease shall be in writing. Notices may be personally delivered if an admission of service is signed by the receiving party, or else shall be sent by United States certified mail, return receipt requested, addressed as follows:

TO OWNER:           ATTN: City Administrator  
                          Waupun City Hall  
                          201 E. Main Street  
                          Waupun, WI 53963

TO TENANT:           Waupun Area Food Pantry, Inc.  
                          12 S. Mill Street (current)  
                          520 McKinley St, Suite B (future)  
                          Waupun, WI 53963

Notices shall be conclusively deemed to be made on the 2nd day after the date of mailing by certified mail or on the date of actual receipt if the notice is personally delivered. A party's address may be changed at any time by notice to the other party as provided here.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

City of Waupun  
Owner

By: \_\_\_\_\_  
Katharine Schlieve  
Authorized Agent

Waupun Area Food Pantry, Inc.  
Tenant

By: \_\_\_\_\_  
Authorized Agent

# ATTACHMENT A

## Waupun Community Center Priority Reservation Guidelines

### **PRIORITY ACCESS TO THE FACILITY WILL BE GIVEN AS FOLLOWS:**

1. Emergency Management/Disaster Relief
2. Elections
3. Recreation Department Use (Senior Center and Other Programming)
4. City Department Reserved Use
5. Building Tenant Reserved Use
6. Public/Private Reserved Use

### **BUILDING RESERVATIONS:**

All users will be required to use the provided scheduling system to schedule rooms. Building Tenant Users and Public/Private Users may not reserve more than 90 days in advance. Building tenants have access to all times and areas of the facility scheduled for open community recreation programming. In addition, they may schedule rooms as follows:

### **TENANT ROOM ACCESS GUIDELINES:**

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 10/8/24

**TITLE:** Commercial Lease Agreement with REACH  
Waupun for 520 McKinley St, Suite C

**AGENDA SECTION:** CONSIDERATION - ACTION

**PRESENTER:** Kathy Schlieve, City Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2025 Budget Revenue	

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**SUMMARY:**

The lease agreement for REACH Waupun to occupy a tenant space in the community enter is included for review and approval.

**STAFF RECOMMENDATION:**

Approve the lease agreement as presented

**ATTACHMENTS:**

REACH Waupun Lease Agreement

**RECOMMENDED MOTION:**

Motion to authorize the Commercial Lease Agreement with REACH Waupun to located at 520 McKinley St, Suite C as presented.



## COMMERCIAL LEASE

THIS LEASE is made between The City of Waupun, a Wisconsin municipal corporation ("the Owner"), and REACH Waupun, a Wisconsin non-profit corporation ("the Tenant").

It is agreed between the parties, in consideration of the terms contained here, that the Owner shall lease to the Tenant the Property described below on the following terms:

1. **Property**. The property subject to this Lease shall be located in a commercial building located at 520 McKinley Street, Waupun, Wisconsin, Suite C, and shall include dedicated lease space of approximately 1,540 square feet in area, together with shared common access to common/multi-purpose space approximately 13,721 square feet in area ("the Property"). The Owner shall furnish and properly maintain furniture, fixtures and equipment, including a warming kitchen, for common tenant use in the common/multipurpose space. The Tenant shall be permitted to inspect the Property prior to taking possession so as to accept the Property as being in a good condition as of the beginning of the Lease term.

2. **Term**. The term of this Lease shall be for five (5) years, commencing on November 1, 2024. Notwithstanding this provision, the commencement of this Lease shall be delayed, at no cost to the Tenant, to the first day of the month following issuance of an occupancy permit by the City of Waupun Building Inspector, or such other date as mutually agreed by the Owner and Tenant. The Tenant shall have the option of extending this Lease for an additional two (2) year period on the same initial terms as provided here.

Thereafter, the Tenant shall have the option of extending this Lease for an additional three (3) year term, provided that the base rent identified below shall be increased by a rate of one and one-half percent (1.5%) annually for each year of this extended term. The Tenant shall exercise any option(s) to extend the term of this Lease by providing the Owner with written notice not less than one (1) year prior to the expiration of the term then in effect. Except for any base rate adjustment identified above, or as provided elsewhere in this Lease, any extension shall be on the same terms and conditions as the original term.

3. **Rent and Security Deposit**. The Tenant shall pay to the Owner in advance on the first day of each calendar month during the initial term of this Lease a base monthly rental of One Thousand Dollars (\$1,000.00), together with an additional monthly maintenance fee of Two Hundred Fifty Dollars (\$250.00) per month for the first year of this Lease. Thereafter, the maintenance fee shall be increased annually at a rate as determined by the Midwest Urban Consumer Price Index (CPI) for the preceding year. This maintenance fee shall apply to maintaining the heating, plumbing and electrical system for the building, including without limitation, maintaining the exterior and interior structural portions of the building.

Monthly rental and maintenance fees shall be made payable to the Owner and shall be mailed or personally delivered to the Owner at the Owner's address as set forth below. If the Tenant elects to extend the term of this Lease, then the rental shall be set at an amount to be agreed on by the parties at the time of the extension.

The Owner waives the required security deposit.

4. **Use and Compliance with Laws**. This Property shall be used for operation of a community food bank for area families and individuals in need, weekly provision and service of free meals for those in need, and other related uses only. The Tenant shall not use or occupy the Property for any unlawful purpose and agrees to comply with all present and future laws, ordinances, regulations and orders of the United States, the local municipality, the State of Wisconsin, or any agency or subdivision thereof, relating to the leased Property. The Tenant shall not perform any acts or carry on any practices which may injure the Property or be a nuisance or menace to other tenants or neighboring Property.

5. **Compliance with Environmental Laws**. The Tenant agrees to comply fully and in a timely manner with, and to cause all employees, agents, contractors and subcontractors and any other persons occupying or present on the Property to comply with all applicable federal, state and local laws, regulations, guidelines, codes and other legal requirements relating to the generation, presence, use, handling, release, storage, transport and disposal of hazardous waste ("Hazardous Waste"), located or present on the Property. The Tenant and hold the Owner harmless against any and all claims, liabilities, penalties, response costs, losses, damages and expenses (including all litigation costs and reasonable attorneys' fees) arising out of or relating to the use, generation, storage, presence, release, transport or disposal of Hazardous Waste which is or was attributable to the Tenant's activities or the activities of the Tenant's agents or

contractors during the term of this Lease or during the Tenant's occupancy of the Property. This agreement to indemnify, defend and hold harmless shall survive the termination of this Lease.

6. **Subletting and Assignment**. The Tenant shall not sublet any portion of the Property, or transfer or assign this Lease without the prior written consent of the Owner, which consent shall not be unreasonably withheld.

7. **Utilities**. The Owner shall pay monthly for all utilities furnished to the building, including electricity, fuel oil, gas, sewer and water use charges. The Tenant shall pay for all utilities furnished to its dedicated lease space where separated metered service is so provided. The Owner will monthly bill Tenant for metered services for Tenant's dedicated space and the Tenant shall within fifteen (15) days thereafter reimburse the Owner for the expense. The Owner shall provide, at its sole expense, Tenant access to facilities for garbage removal. The Tenant shall provide for the timely removal of all of its recyclable materials at its own expense. The Owner shall provide for common internet service for the Tenant and all other building tenants, inclusive of a wireless router and wired connection to the Tenant's dedicated lease space. The Tenant shall be solely responsible for payment of its telephone service.

8. **Owners' Right of Entry**. The Owner or Owner's agents may, at reasonable times, enter the leased Property for inspection, and may show the Property to prospective tenants within ninety (90) days of the end of the term, or any extension of the term. Entry on to the Property by the Owner or Owner's agents may not unreasonably interfere with

the Tenant's business operations, except in the case of an emergency.

9. **Improvements, Alterations, Fixtures and Signs**. The Tenant shall not make or authorize improvements or alterations to the Property, or the installation of fixtures, without the prior written consent of the Owner. If the Owner permits improvements, alterations or the installation of fixtures, then they shall remain with the Property at the termination of the Lease, or any extension of the Lease, unless the Owner specifically otherwise agrees in writing. This provision shall not prohibit the Tenant from painting or installing wall hangings in the interior of its dedicated lease space. This provision shall not apply to trade fixtures, which are governed by Section 10 below. The Owner shall provide entrance signage for the building. The Tenant may, at its sole expense, install signs within the Tenant's dedicated lease space, provided that the Tenant shall first obtain the prior written approval of the Owner. The Tenant is expressly prohibited from installing signs on any portion of the building or grounds, except for the Tenant's dedicated lease space. The Tenant shall remove all of the Tenant's signs on termination of this Lease, or any extension of this Lease, such removal to be done at the Tenant's sole expense, and in a good work-like manner.

10. **Trade Fixtures**. After first obtaining the written consent of the Owner, which consent shall not unreasonably be held, the Tenant may install and maintain any and all additional counter, shelving, interior sign, machinery, equipment, personal Property, and other trade fixtures which may be necessary in the operation of its business and the Tenant may remove such items on termination of this Lease, provided however, that the

Tenant shall leave the premises in the same condition of repair as they were prior to the installation of these trade fixtures, excepting only reasonable wear. Any trade fixtures left more than thirty (30) days after termination of the lease term shall become the Property of the Owner at the Owner's election, without the need to compensate the Tenant.

11. **Repairs and Maintenance**. Subject to application of the Tenant's maintenance fee, the Owner shall, at the Owner's sole expense, keep and maintain in good repair the exterior, structural portions and mechanical systems and all related component parts of the Property, unless damage is caused by the negligence of the Tenant or the Tenant's patrons or guests. In addition, the Owner shall provide building security/monitoring systems, maintain all fire extinguishers and emergency lighting as part of its required fire inspection services, and shall regularly clean and provide supplies for janitorial services within the common/multipurpose space, including stocking all restrooms within the common areas. The Owner shall be responsible for all exterior cleaning and maintenance of the building exterior and grounds, including the timely removal of snow and ice which may accumulate on the exterior walks and parking areas. Except as otherwise specifically provided in this Lease, the Tenant shall, at its sole expense, keep and maintain in a clean condition and good repair the interior, nonstructural portions of its dedicated lease space, including the Tenant's private bathroom. At the termination of this Lease, or any extension of this Lease, the Tenant shall leave the Property in as good a condition as at the beginning of the term, with the exception of ordinary wear.

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(a) **General Casualty Coverage**. The Owner shall, at the Owner's sole expense, obtain and maintain fire and extended coverage on all buildings and improvements located on the Property (but excluding Tenant personal Property, trade or other fixtures, and Tenant improvements), insuring against loss by fire and extended vandalism coverage in an amount of not less than eighty percent (80%) of the full replacement value.

(b) **Comprehensive General Liability Coverage**. The Tenant shall, at the Tenant's sole expense, obtain and maintain insurance against all claims for personal injury, death or other public liability occurring on or about the leased Property, with the following minimum limits:

General Aggregate:	\$1,000,000.00
Personal and Advertising Injury	\$ 500,000.00
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All such insurance policies shall include, without limitation, coverage for claims or actions by or against or involving independent contractors, and contractual liability under this Lease. All such insurance policies shall specifically name the Owner as an additional insured. The Tenant shall not act or permit any act that shall render such policy invalid or that shall affect coverage validity. If the Tenant fails to carry such insurance and or pay all required insurance premiums, or if insurance coverage lapses for any reason, the

Owner may then obtain replacement insurance in the Owner's name to comply with this subsection, and any premium cost paid by the Owner shall be added to the Tenant's rent on this Lease and shall be immediately payable by the Tenant together with interest at the rate of seven percent (7%) per annum.

The Tenant agrees to fully indemnify and hold the Owner harmless against any and all claims, debts, demands or obligations which may be made against the Owner or against the Owner's title to the Property arising by reason of any negligent act or omission of the Tenant, or the Tenant's agents, employees, independent contractors, guests and customers. If it becomes necessary for the Owner to defend any action seeking to impose any such liability, the Tenant shall pay all of the costs, expenses and reasonable attorney's fees incurred by Owner in such defense, in addition to any other sums which the Owner may be called on to pay by reason of the entry of a judgment or decree against the Owner in the litigation in which such claim is asserted, unless the Tenant is found to be not liable.

(c) Tenant Personal Property, Fixture and Improvements Coverage. The Tenant shall, at the Tenant's sole expense, obtain and maintain a policy of coverage insuring Tenant's personal Property, trade or other fixtures and Tenant improvements (if any) in the amount of the full replacement value of such Property. The Tenant shall fully indemnify and hold the Owner harmless with respect to any damage to the Tenant's personal Property trade or other fixtures and Tenant improvements, from any cause whatsoever.



(d) Tenant's Loss of Earnings. The Tenant shall, at the Tenant's sole expense, obtain and maintain a policy of coverage insuring against direct or indirect loss to the Tenant's earnings attributable to the leased Property in an amount that will properly reimburse the Tenant. The policy shall include a loss payable clause in favor of the Owner. The Tenant shall fully indemnify and hold the Owner harmless with respect to earnings attributable to the leased Property, from any cause whatsoever.

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(g) General Requirements. All insurance required under this Section shall be written by companies duly qualified to do business in the State of Wisconsin with a general policyholder's rating of at least "A" and a financial rating of at least Class XI, as rated in the latest edition of Best's Insurance Guide. No insurance policy required of the Tenant shall be cancelable or subject to reduction of coverage or modification except after thirty (30) days prior written notice to Owner. The Tenant shall deliver to the Owner copies of such policies or certificates evidencing the existence and amounts of such insurance with loss payable clauses satisfactory to Owner.

13. **Rules and Scheduled Use of Common/Multipurpose Space**. The Owner may, in its sole discretion, adopt and enforce reasonable rules, procedures and schedules for all tenant use of the common/multipurpose space, including meeting rooms, multipurpose programming areas and warming kitchen. Notwithstanding this provision,

the Owner shall consult with the Tenant and all other tenants prior to creating such rules, procedures and schedules, in order to reasonably accommodate all users in an orderly and effective manner. A copy of the initial rules for Tenant use are attached and incorporated as Exhibit A to this Lease.

14. **Damage or Destruction**. If the leased Property is damaged or destroyed in whole or in part by fire or other casualty during the term of this Lease, or any extension of this Lease, the Owner shall, at the Owner's expense, repair and restore the leased Property to a tenantable condition, and the rent shall abate entirely in case the leased Property is not tenantable, or pro rata for the portion rendered not tenantable; provided, however, that in case the building shall be destroyed to the extent of more than one-half of the value thereof, either the Owner or Tenant may terminate this Lease immediately by notice given to the other, if the notice is provided within 30 days of the casualty.

15. **Taxes**. To the extent that the Property may become subject to payment of real estate taxes or any manner of payment in lieu of such taxes (PILOT), the Owner shall pay all real estate taxes, PILOT, or special assessments levied against all or any part of the leased Property. The Tenant shall pay all taxes levied against the Tenant's personal Property located on the leased Property.

16. **Possession and Occupancy**. The Tenant shall be entitled to possession and occupancy of the leased property on October 28, 2024, or at an earlier date if building construction has been completed, for the limited purpose of preparing the leased Property for business. The Tenant shall not be open to the public for business prior to November

1, 2024. During the term of this Lease, and any extension of this Lease, the Tenant shall be in complete and exclusive possession of the leased Property, provided that the Tenant abides by all terms and conditions of this Agreement.

17. **Holdover**. There shall be no automatic renewal of this Lease, except as may be otherwise specifically provided in Section 2 above. Any holdover of possession by Tenant on the expiration of this Lease shall create a month-to-month tenancy on the Lease terms in effect immediately prior to such expiration, and shall not create a year-to-year tenancy.

18. **Condemnation**. In the event (a) the whole of the Property shall be taken or condemned for a public or quasi-public use or purpose by a competent authority, or (b) such a portion of the Property shall be taken so that the balance cannot be used for the same purpose and with substantially the same utility to the Tenant as immediately prior to such taking, this Lease shall terminate upon delivery of possession to the condemning authority. The Tenant shall continue to pay rent and other charges until the Lease is terminated. In the event only a part of the Property is taken or condemned but the Property or the part remaining can still be used for the same purpose and with substantially the same utility to the Tenant as immediately prior to such taking, this Lease shall not terminate but shall continue in full force and effect. The Tenant shall have the right to claim and recover from the condemning authority, but not from the Owner, such compensation as may be separately awarded to the Tenant for any damage to the Tenant's business by reason or such condemnation.

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TO OWNER:           ATTN: City Administrator  
                          Waupun City Hall  
                          201 E. Main Street  
                          Waupun, WI 53963

TO TENANT:           REACH Waupun  
                          PO Box 302  
                          Waupun, WI 53963

Notices shall be conclusively deemed to be made on the 2nd day after the date of mailing

by certified mail or on the date of actual receipt if the notice is personally delivered. A party's address may be changed at any time by notice to the other party as provided here.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

City of Waupun  
Owner

By: \_\_\_\_\_  
Katharine Schlieve  
Authorized Agent

REACH Waupun  
Tenant

By: \_\_\_\_\_  
Authorized Agent

# ATTACHMENT A

## Waupun Community Center Priority Reservation Guidelines

### **PRIORITY ACCESS TO THE FACILITY WILL BE GIVEN AS FOLLOWS:**

1. Emergency Management/Disaster Relief
2. Elections
3. Recreation Department Use (Senior Center and Other Programming)
4. City Department Reserved Use
5. Building Tenant Reserved Use
6. Public/Private Reserved Use

### **BUILDING RESERVATIONS:**

All users will be required to use the provided scheduling system to schedule rooms. Building Tenant Users and Public/Private Users may not reserve more than 90 days in advance. Building tenants have access to all times and areas of the facility scheduled for open community recreation programming. In addition, they may schedule rooms as follows:

### **TENANT ROOM ACCESS GUIDELINES:**

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 10/8/24  
**AGENDA SECTION:** CONSIDERATION - ACTION  
**PRESENTER:** Kathy Schlieve, City Administrator

**TITLE:** Gift Agreement with SSM Health/Waupun Memorial Hospital for the Waupun Community Center Fitness Center

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	\$125,000 Sponsorship Revenue	

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**SUMMARY:**

Attached is a Sponsorship Agreement with SSM Health specific to sponsorship of the fitness center at the new community center. This sponsorship includes the donation of fitness equipment and cash to support ongoing maintenance and operation of the center.

**STAFF RECOMMENDATION:**

Approve the agreement as presented

**ATTACHMENTS:**

Sponsorship Agreement with SSM Health

**RECOMMENDED MOTION:**

Motion to approve the Gift Agreement for the Waupun Community Center fitness center with SSM Health/Waupun Memorial Hospital

**CITY OF WAUPUN  
GIFT AGREEMENT**

This Gift Agreement (the “Agreement”) made this \_\_\_\_day of \_\_\_\_, 2024 between the City of Waupun, with its City Hall office located at 201 E. Main Street, Waupun, Wisconsin, 53963, a municipal corporation under the laws of the State of Wisconsin, (“City”), AND SSM Health / Waupun Memorial Hospital with its corporate addresses located at 620 W Brown Street, Waupun, WI 53963, (“Sponsor”).

**RECITALS**

**WHEREAS**, the City owns and operates certain real property and facilities currently known as the Waupun Community Center, located at 520 McKinley Street, Waupun, Wisconsin, 53963, (the “Facility”); and

**WHEREAS**, the 22,000 square foot Facility consists of, in part, a Fitness Center; and group gathering space that will be used for the purpose of serving the community with recreation and wellness programming, (the “Facility”); and

**WHEREAS**, the parties desire to enter into an Agreement pursuant to which the City will grant to Sponsor sponsorship naming rights with respect to the Fitness Center in return for certain benefits set forth below.

**NOW THEREFORE**, in consideration of the forgoing Facility, the City and Sponsor hereby agree as follows:

**TERMS**

**1. SPONSORSHIP ACKNOWLEDGEMENT.**

In consideration of the sponsorship herein, the City hereby provides to Sponsor acknowledgement via a city purchased plaque placed inside the Fitness Center that displays the logo and the name of Sponsor. In addition, the City will display Sponsor acknowledgement on a donor wall to be located near the main entrance of the facility.

**2. TERM OF SPONSORSHIP.**

This sponsorship term is for a 10-year period, beginning December 1, 2024 and ending December 1, 2034. Sponsor will have a right of first negotiation with respect to an extension of naming rights on expiration of this term, at which time the City shall offer Sponsor the right to negotiate exclusively, reasonably and in good faith for such extension for a period of ninety (90) days. If Sponsor does not wish to extend, or if Sponsor and City do not execute a written extension of naming rights within such ninety (90) day period, then City shall be free to negotiate and enter into an agreement for sponsorship with any third party.

**3. GOODS, SERVICES OR FINANCIAL CONTRIBUTION PROVIDED BY SPONSOR.**

In return for aforementioned acknowledgement, Sponsor shall provide to the City one hundred twenty-five thousand dollars (\$125,000) in equipment donation, in-kind services and/or cash to be paid as follows: Exercise equipment and supplies donated and installed by October 31, 2024 valued at \$64,903.11, and the remaining \$60,096.89 cash to be paid by December 31, 2024.



**4. FINANCIAL CONTRIBUTION.**

The financial contribution will be used at the discretion of the City to assist in purchasing and maintaining furnishings, technology, equipment, and other expenses associated with the fitness center and facility operations.

**5. SIGNAGE.**

The City shall be responsible for the initial fabrication and installation costs of the signage, and for any subsequent maintenance of the signage after installation. Sponsor may change the content of the signage at its own expense upon receipt of City approval (which work will be performed by the City and billed to Sponsor at actual cost). Any damage to the signage caused by any party other than Sponsor will be repaired by the City at its own expense. Sign design is subject to sponsor approval in accordance with point 6 of this agreement.

**6. USE OF MARKS**

The Sponsor and City agree to use each other's logo to recognize SSM Health/Waupun Memorial Hospital in connection with the Community Center throughout the term of this agreement. Any material, in any format, including print or web advertisement, brochures, promotional documentation, signage, where any of Sponsor's Marks are displayed or otherwise used, shall be submitted to Sponsor Organization for its prior written approval before it is made available to the public or circulated.

**7. EXCLUSIVITY**

During the term of this Agreement SSM Health / Waupun Memorial Hospital will be granted exclusivity in the health services category, for all visibility within the Community Center. Accordingly, the City of Waupun undertakes that no other healthcare institution will be associated with the Project in any manner during the Term, unless otherwise agreed in writing by the Sponsor.

**8. SPONSORSHIP SUBJECT TO APPROVAL BY CITY.**

Extent of Sponsor acknowledgement will be determined by the City and is outlined above. Sponsor must meet City approval per City Policy; *Naming Rights, Donations and Sponsorships*, ("Policy"). Sponsorship is not accepted related to 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.

**9. INDEMNIFICATION.**

Sponsor agrees to indemnify the City, its agents, employees and officials for and defend them against all actions, claims, demands, loss or expense of any kind or nature which the City, its agents, its employees and officials shall incur or sustain by reason of any claim, demand, investigation, or litigation resulting from messages displayed on sponsorship devices by or at the request of Sponsor, including but not limited to, claims, demands, or litigation alleging that the messages or activities are defamatory, constitute illegal competition or trade practice, contain infringement of trademarks or trade names, or constitute violation of rights of privacy or infringements of copyrights and proprietary rights, notwithstanding, the City's prior inspection of any sponsorship material and the

City's failure to object to its display. This provision shall survive any cancellation or termination of this agreement.

**10. TERMINATION**

Naming recognition is provided to Sponsors that exemplify the attributes of integrity and civic leadership. If a Sponsor for whom a naming commitment has been made violates these standards, the City may require Sponsor to discontinue displaying of any Sponsor acknowledgement within the facility. The Sponsor shall have no claim against the City for damages or otherwise, by reason of such discontinuance. 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.

**11. NO AGENCY OR PARTNERSHIP**

Nothing contained herein shall be deemed or construed as creating an agency, partnership, or joint venture relationship between the City and Sponsor, or to cause the City to be responsible in any way for debts or obligations of Sponsor.

**12. CONTROL OF CITY ASSETS**

The City does not relinquish any aspect of the City's right to direct, manage, and control any City facility, park, program, equipment or tangible property.

**13. ASSIGNMENT OF AGREEMENT.**

This Agreement shall not be assigned without the written consent of the City, which consent shall not be unreasonably withheld.

**14. WAIVERS.**

Any failure of either party to comply with any provision of this Agreement may only be waived expressly in writing by the other party. The waiver by either party of any default or breach by the other party of any of the provisions of this Agreement shall not be deemed a continuing waiver or waiver of any other breach by the other party of the same or another provision of this Agreement.

**IN WITNESS WHEREOF**, this Agreement is executed by the City and Sponsor as of the day and year as indicated below.

**CITY OF WAUPUN, WISCONSIN**

**SSM HEALTH / WAUPUN MEMORIAL HOSPITAL**

By: \_\_\_\_\_

Rohn W. Bishop, Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

Angela Hull, City Clerk

Date: \_\_\_\_\_



# AGENDA SUMMARY SHEET

**MEETING DATE:** 10/8/24  
**AGENDA SECTION:** CONSIDERATION-ACTION  
**PRESENTER:** Rachel Kaminski, Recreation Program Director

**TITLE:** Discussion: Review Recommendation from the Board of Park and Recreation Commission on the Alcohol Policy for the Waupun Community Center

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Community & Economic Vitality	--	

**SUMMARY:**

At the September 10, 2024, Council meeting, the Council reviewed the Waupun Community Center Policies and Procedures, as recommendation of adoption was brought forward from the September 3, 2024, Board of Park and Recreation Commission. Council deliberated on the allowance of alcohol on the premise as the policy outlines the rule as follows:

“The Waupun Community Center facility and grounds are alcohol free. No alcohol allowed.”

Council made request to return the policy to the Board of Park and Recreation Commission for additional discussion/consideration regarding alcohol use by renters of the building. On September 30, 2024, the Board of Park and Recreation Commission met and deliberated the section in the proposed policy. The Board is returning their recommendation to the Council as follows:

“The Waupun Community Center maintains an alcohol-free environment for regular operations. Private events may request to offer alcohol, but no sales of alcohol may be conducted during their events.”

Staff also fielded a complaint from neighbors in the vicinity of the facility who explained that a standard of no alcohol at the facility was made when the Historical Society owned the building because it is a residential area, and that decision was made as an outcome of a public hearing. They are asking that this standard be upheld, or that a public hearing be held to gather input before the decision is made, as the decision would impact their neighborhood.

**STAFF RECOMMENDATION:**

This is for discussion only. Return to Board of Park and Recreation Commission if needed to direct staff to update policies and return to council for approval.

**ATTACHMENTS:**

**RECOMMENDED MOTION:**

Discussion only



Are you ready for a Rootin' Tootin' good time raising funds for the REACH Waupun organization? Homan Auto Group is organizing an evening fund raiser including Dinner, Auction and Entertainment at The Rock on Saturday, November 16, 2024. There will be a Social time before dinner, which will be served at 6:30. Entertainment will start at 7:30. At 9:00 we will have a presentation from REACH and a Live Auction. We are writing you today to invite you to be a table sponsor for this event. Table Sponsors are requested to donate \$1,000 to REACH WAUPUN, which includes dinner for 8.

Please fill in the form below and return to: Homan Auto Sales, Inc  
Attn: Lori Venhuizen 925 W. Main St. Waupun, WI 53963 by  
October 18, 2024. If you would like to donate an item to our auction,  
please list the item and Retail value below. Thank you for your  
assistance in making this fund raiser a night to remember and a great  
benefit for this worthy cause.

Name of Business: \_\_\_\_\_

Number of tables you wish to sponsor: \_\_\_\_\_ or

Number of individual tickets: (\$125 each) \_\_\_\_\_

Check enclosed: \_\_\_\_\_ or

Will mail Check by November 1, 2024: \_\_\_\_\_

We will be donating to the auction: Item \_\_\_\_\_

Value: \$ \_\_\_\_\_



# AGENDA SUMMARY SHEET

MEETING DATE: 10-8-24

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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## FUTURE MEETINGS

Tuesday, October 29, 2024	Committee of the Whole	5:30PM	
Tuesday, November 12, 2024	Common Council	6:00PM	
Tuesday, November 26, 2024	Committee of the Whole	5:30PM	
Tuesday, December 10, 2024	Common Council	6:00PM	
Tuesday, December 31, 2024	Committee of the Whole	5:30PM	Reschedule/Cancel due to Holiday

## LICENSE/PERMIT APPLICATIONS

Operator: Amanda Buchholz, Joshua Bader, Selena Wolford, Brandon Wolford, Kylie Vandersteen, Olivia Clazmer-Mills

Taxi Driver: Frank Vanderheyden

## EXPENSES

Attached

## RECOMENDED MOTION:

Motion to approve the License and Permit applications and monthly expenses. *(Roll Call)*

## Report Criteria:

Report type: Summary

Invoice.Batch = "10082024","92424","92624","A","100824"

Check Issue Date	Check Number	Payee	Amount
09/27/2024	215	CREXENDO	458.30
09/27/2024	216	KWIK TRIP STORES	7,533.93
09/27/2024	217	PAYMENT SERVICE NETWORK INC	7.00
09/27/2024	218	WELLS FARGO PAYMENT REMITT	4,259.56
09/23/2024	108613	CITIES AND VILLAGES MUTUAL INS	21,339.54
09/23/2024	108614	REGISTRATION FEE TRUST	169.50
09/24/2024	108615	FOND DU LAC COUNTY CLERK OF C	263.50
09/26/2024	108616	ROSANSKE, DANIELLE	145.00
09/26/2024	108617	WAUPUN UTILITIES	20.00
10/03/2024	108618	AMAZON CAPITAL SERVICES	55.31
10/03/2024	108619	ASSOCIATED APPRAISAL CONSULTA	3,200.13
10/03/2024	108620	AT & T	129.40
10/03/2024	108621	BATTERIES PLUS LLC	105.70
10/03/2024	108622	BEC ENTERPRISES LLC	3,703.41
10/03/2024	108623	BLACKSTONE TECHNOLOGIES LLC	1,612.50
10/03/2024	108624	CAPITAL AUTOBODY LLC	160.95
10/03/2024	108625	CAREW CONCRETE & SUPPLY INC	248.75
10/03/2024	108626	CARTRIDGE WORLD	22.39
10/03/2024	108627	CEDAR CORPORATION	19,893.83
10/03/2024	108628	CHARTER COMMUNICATIONS	149.98
10/03/2024	108629	CINTAS CORPORATION NO 2	616.27
10/03/2024	108630	CONWAY SHIELD	3,347.00
10/03/2024	108631	DESTINATION LAKE WINNEBAGO RE	5,602.25
10/03/2024	108632	DOLLAR GENERAL	150.00
10/03/2024	108633	MARTENS ACE HARDWARE	611.54
10/03/2024	108634	FIRE-RESCUE SUPPLY LLC	1,225.00
10/03/2024	108635	FIRE SAFETY USA	102.65
10/03/2024	108636	GFL ENVIRONMENTAL	45,965.65
10/03/2024	108637	GRAND VALLEY INSPECTION SERVIC	14,125.35
10/03/2024	108638	H & R SAFETY SOLUTIONS LLC	512.00
10/03/2024	108639	HALRON LUBRICANTS INC	802.68
10/03/2024	108640	HOMAN AUTO -GATEWAY	71.98
10/03/2024	108641	IPROMOTEU	718.42
10/03/2024	108642	JMB & ASSOCIATES LLC	754.00
10/03/2024	108643	JOHN FABICK TRACTOR CO	587.47
10/03/2024	108644	KARTECHNER BROTHERS LLC	513.38
10/03/2024	108645	KIMBALL MIDWEST	1,078.11
10/03/2024	108646	KREUZIGER, JEFFREY D	575.00
10/03/2024	108647	LIFESTAR EMERGENCY MEDICAL	5,500.00
10/03/2024	108648	M.W. TIGHE ROOFING	98,911.00
10/03/2024	108649	MENARDS - BEAVER DAM	4,161.30
10/03/2024	108650	MICK FISCHER TROPHY AND ENGRA	22.50
10/03/2024	108651	O'REILLY AUTOMOTIVE INC	2,098.17
10/03/2024	108652	PIGGLY WIGGLY DISCOUNT FOODS	92.09
10/03/2024	108653	PIT-STOP PORTABLES	123.84
10/03/2024	108654	PITNEY BOWES INC	132.79
10/03/2024	108655	POMP'S TIRE	1,287.16
10/03/2024	108656	PROS 4 TECHNOLOGY INC	4,994.50
10/03/2024	108657	R BAUMAN & ASSOCIATES SC	1,551.00

Check Issue Date	Check Number	Payee	Amount
10/03/2024	108658	RENS FLORAL	55.95
10/03/2024	108659	SAFETY KLEEN	100.00
10/03/2024	108660	SAN-A-CARE INC	380.60
10/03/2024	108661	SMA CONSTRUCTION SERVICES	107,090.00
10/03/2024	108662	STAPLES	404.88
10/03/2024	108663	TRUCK EQUIPMENT INC	187.40
10/03/2024	108664	TRU CLEANERS LLC	4,175.61
10/03/2024	108665	UNIFORM SHOPPE	640.00
10/03/2024	108666	US CELLULAR	388.08
10/03/2024	108667	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
10/03/2024	108668	WAUPUN UTILITIES	65.01
10/03/2024	108669	INSIGHT FS	467.10
10/03/2024	108670	BISHOP, ROHN	40.00
Grand Totals:			<u>374,706.41</u>

## Report Criteria:

Report type: Summary

Invoice.Batch = "10082024","92424","92624","A","100824"



Report Criteria:

Report type: Invoice detail  
 Check.Type = {<>} "Adjustment"  
 Invoice.Batch = "10082024","92424","92624","A","100824"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>AMAZON CAPITAL SERVICES</b>						
AMAZON CAPITAL SERVICES	MAGNET KEY HOLDER	10/03/2024	13NG-FVKJ-V	100-10-5141-3-30	14.79	14.79
AMAZON CAPITAL SERVICES	ELECTION SUPPLIES	10/03/2024	1RXT-4VW7-3	100-10-5142-3-38	40.52	40.52
Total AMAZON CAPITAL SERVICES:						55.31
<b>ASSOCIATED APPRAISAL CONSULTAN</b>						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM OCT 2024	10/03/2024	176715	100-30-5152-3-38	3,200.13	3,200.13
Total ASSOCIATED APPRAISAL CONSULTAN:						3,200.13
<b>AT &amp; T</b>						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	10/03/2024	AUG20-SEPT	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
<b>BATTERIES PLUS LLC</b>						
BATTERIES PLUS LLC	BATTERIES - SCBA'S & LIGHTS	10/03/2024	P76033115	100-50-5232-3-36	105.70	105.70
Total BATTERIES PLUS LLC:						105.70
<b>BEC ENTERPRISES LLC</b>						
BEC ENTERPRISES LLC	MOTOR/ACTUATOR/PARKING BRAKE - 12-18 SWEEPER	10/03/2024	INV28743	700-10-5192-3-36	3,527.34	3,527.34
BEC ENTERPRISES LLC	AIR FILTER - 12-18 SWEEPER SERVICE	10/03/2024	INV28923	700-10-5192-3-36	176.07	176.07
Total BEC ENTERPRISES LLC:						3,703.41
<b>BISHOP, ROHN</b>						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - OCT 2024	10/03/2024	10-1-24	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
<b>BLACKSTONE TECHNOLOGIES LLC</b>						
BLACKSTONE TECHNOLOGIES LLC	COLD PATCH FOR STREETS	10/03/2024	242549	100-70-5431-3-36	1,612.50	1,612.50
Total BLACKSTONE TECHNOLOGIES LLC:						1,612.50
<b>CAPITAL AUTOBODY LLC</b>						
CAPITAL AUTOBODY LLC	SANDBLAST/PAINT SPARE RIMS FOR DUMP TRUCKS	10/03/2024	11442	100-70-5411-3-36	160.95	160.95
Total CAPITAL AUTOBODY LLC:						160.95
<b>CAREW CONCRETE &amp; SUPPLY INC</b>						
CAREW CONCRETE & SUPPLY INC	GARAGE FLOOR DRAINS	10/03/2024	1304552	100-70-5412-3-36	248.75	248.75
Total CAREW CONCRETE & SUPPLY INC:						248.75
<b>CARTRIDGE WORLD</b>						
CARTRIDGE WORLD	INK CARTRIDGES	10/03/2024	95955	100-40-5211-3-38	22.39	22.39

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total CARTRIDGE WORLD:						22.39
CEDAR CORPORATION						
CEDAR CORPORATION	PROFESSIONAL SERVICES - SENIOR/COMM CENTER - THROUGH 09-21-24	10/03/2024	121487	400-20-5513-8-00	19,413.83	19,413.83
CEDAR CORPORATION	FOOD TRUCK ALLEY ENGINEERING	10/03/2024	121488	405-70-5437-8-00	480.00	480.00
Total CEDAR CORPORATION:						19,893.83
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	10/03/2024	171156301-SE	100-10-5197-3-31	149.98	149.98
Total CHARTER COMMUNICATIONS:						149.98
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - SEPT 2024	10/03/2024	4204315927	100-70-5411-3-38	52.59	52.59
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - SEPT 2024	10/03/2024	4205079480	100-70-5411-3-38	52.59	52.59
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - SEPT 2024	10/03/2024	4205722641	100-70-5410-3-38	91.09	91.09
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - SEPT 2024	10/03/2024	4205722722	100-70-5410-3-38	54.86	54.86
CINTAS CORPORATION NO 2	LIBRARY RUGS - SEPT 2024	10/03/2024	4205722735	100-70-5410-3-38	107.64	107.64
CINTAS CORPORATION NO 2	CITY HALL RUGS - SEPT 2024	10/03/2024	4205722762	100-70-5410-3-38	119.98	119.98
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - SEPT 2024	10/03/2024	4205722954	100-70-5411-3-38	86.76	86.76
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - SEPT 2024	10/03/2024	4206446427	100-70-5411-3-38	50.76	50.76
Total CINTAS CORPORATION NO 2:						616.27
CITIES AND VILLAGES MUTUAL INS						
CITIES AND VILLAGES MUTUAL INS	2024 WORKERS COMP 3RD QUARTER PAYMENT- UTILITY PORTION	09/23/2024	207	100-13850	21,339.54	21,339.54
Total CITIES AND VILLAGES MUTUAL INS:						21,339.54
CONWAY SHIELD						
CONWAY SHIELD	TURNOUT GEAR - THOMAS (COAT/PANTS)	10/03/2024	0527648	410-50-5231-4-00	3,347.00	3,347.00
Total CONWAY SHIELD:						3,347.00
CREXENDO						
CREXENDO	SENIOR CENTER PHONE CHARGES - SEPT 2024	09/27/2024	SEPT2024	100-20-5513-3-31	458.30	458.30
Total CREXENDO:						458.30
DESTINATION LAKE WINNEBAGO REGION						
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - AUGUST 2024	10/03/2024	August 2024	430-70-5436-3-42	5,602.25	5,602.25
Total DESTINATION LAKE WINNEBAGO REGION:						5,602.25
DOLLAR GENERAL						
DOLLAR GENERAL	REFUND OVERPAYMENT OF LICENSE FEE	10/03/2024	6-10-24 (2)	100-13850	150.00	150.00
Total DOLLAR GENERAL:						150.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>FIRE SAFETY USA</b>						
FIRE SAFETY USA	BROW PADS	10/03/2024	191920	100-50-5232-3-36	102.65	102.65
Total FIRE SAFETY USA:						102.65
<b>FIRE-RESCUE SUPPLY LLC</b>						
FIRE-RESCUE SUPPLY LLC	CLASS B FOAM - FLINT HILLS DONATION	10/03/2024	10541	220-50-5231-3-38	1,225.00	1,225.00
Total FIRE-RESCUE SUPPLY LLC:						1,225.00
<b>FOND DU LAC COUNTY CLERK OF COURTS</b>						
FOND DU LAC COUNTY CLERK OF C	PAID WARRANT - BARNETT	09/24/2024	9-24-24	100-13850	263.50	263.50
Total FOND DU LAC COUNTY CLERK OF COURTS:						263.50
<b>GFL ENVIRONMENTAL</b>						
GFL ENVIRONMENTAL	RECYCLING FUEL SURCHARGE CREDIT - SEPT 2024	10/03/2024	U9000021298	420-70-5436-3-38	45,965.65	45,965.65
Total GFL ENVIRONMENTAL:						45,965.65
<b>GRAND VALLEY INSPECTION SERVICES</b>						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR SEPT 2024	10/03/2024	2024-169	230-30-5241-3-38	14,125.35	14,125.35
Total GRAND VALLEY INSPECTION SERVICES:						14,125.35
<b>H &amp; R SAFETY SOLUTIONS LLC</b>						
H & R SAFETY SOLUTIONS LLC	TRAFFIC CONES	10/03/2024	8944	100-70-5441-3-36	512.00	512.00
Total H & R SAFETY SOLUTIONS LLC:						512.00
<b>HALRON LUBRICANTS INC</b>						
HALRON LUBRICANTS INC	BULK OIL - FLEET ROTELLA SHELL/DRUM DEPOSIT/WINDSHIELD WASH	10/03/2024	1552920-00	100-70-5411-3-36	902.68	902.68
HALRON LUBRICANTS INC	CREDIT - RETURN OIL DRUMS	10/03/2024	1554862-00	100-70-5411-3-36	100.00-	100.00-
Total HALRON LUBRICANTS INC:						802.68
<b>HOMAN AUTO -GATEWAY</b>						
HOMAN AUTO -GATEWAY	STRAP - REPLACE FUEL TANK STRAPS	10/03/2024	1023693	100-70-5411-3-36	71.98	71.98
Total HOMAN AUTO -GATEWAY:						71.98
<b>INSIGHT FS</b>						
INSIGHT FS	GRASS SEED FOR BUILDINGS AND GROUNDS	10/03/2024	220015595	100-70-5410-3-36	467.10	467.10
Total INSIGHT FS:						467.10
<b>IPROMOTEU</b>						
IPROMOTEU	1" ECONOMY SOFT ENAMEL PIN	10/03/2024	2315589PZZ	100-40-5214-3-38	718.42	718.42
Total IPROMOTEU:						718.42
<b>JMB &amp; ASSOCIATES LLC</b>						
JMB & ASSOCIATES LLC	ANNUAL CALIBRATION- CARBON					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	MONOXIDE	10/03/2024	43071	100-70-5410-3-36	754.00	754.00
Total JMB & ASSOCIATES LLC:						754.00
JOHN FABICK TRACTOR CO						
JOHN FABICK TRACTOR CO	KIT GASKET/WASHER - REPLACE HEAD GASKET 101-88	10/03/2024	PIMK0358917	100-70-5411-3-36	93.08	93.08
JOHN FABICK TRACTOR CO	WASHER - REPLACE HEAD GASKET - 101-88	10/03/2024	PIMK0358918	100-70-5411-3-36	23.14	23.14
JOHN FABICK TRACTOR CO	GASKET VALVE - REPLACE HEAD GASKET - 101-88	10/03/2024	PIMK0358359	100-70-5411-3-36	71.95	71.95
JOHN FABICK TRACTOR CO	GASKET COVER - REPLACE HEAD GASKET - 101-88	10/03/2024	PIMK0358358	100-70-5411-3-36	43.78	43.78
JOHN FABICK TRACTOR CO	LOCK - REPLACE HEAD GASKET - 101-88	10/03/2024	PIMK0358357	100-70-5411-3-36	6.75	6.75
JOHN FABICK TRACTOR CO	GASKETS/LOCK/BOLTS/RING/SEAL/C LAMP/FERRULE/O-RING - REPLACE HEAD GASKET - 101-88	10/03/2024	PIMK0358356	100-70-5411-3-36	348.77	348.77
Total JOHN FABICK TRACTOR CO:						587.47
KARTECHNER BROTHERS LLC						
KARTECHNER BROTHERS LLC	STREET PATCHES	10/03/2024	3847	100-70-5431-3-36	513.38	513.38
Total KARTECHNER BROTHERS LLC:						513.38
KIMBALL MIDWEST						
KIMBALL MIDWEST	SHOP SUPPLIES	10/03/2024	102654947	100-70-5411-3-36	1,078.11	1,078.11
Total KIMBALL MIDWEST:						1,078.11
KREUZIGER, JEFFREY D						
KREUZIGER, JEFFREY D	SEPTEMBER LAWN MOWING	10/03/2024	620086	100-70-5613-3-38	575.00	575.00
Total KREUZIGER, JEFFREY D:						575.00
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - AUG 2024	09/27/2024	DPW-AUG24	100-70-5411-3-38	4,086.57	4,086.57
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - AUG 2024	09/27/2024	FD-AUG24	100-50-5232-3-38	515.01	515.01
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - AUG 2024	09/27/2024	PD-AUG24	100-40-5212-3-38	2,932.35	2,932.35
Total KWIK TRIP STORES:						7,533.93
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	ACLS SERVICE- SEPT 2024	10/03/2024	21-0282	100-10-5255-3-38	5,500.00	5,500.00
Total LIFESTAR EMERGENCY MEDICAL:						5,500.00
M.W. TIGHE ROOFING						
M.W. TIGHE ROOFING	CITY HALL RE-ROOF	10/03/2024	16906	400-10-5140-8-00	95,732.00	95,732.00
M.W. TIGHE ROOFING	REPAIR LOOSE MEMBRAME CITY HALL ROOF	10/03/2024	16907	100-70-5410-3-36	3,179.00	3,179.00
Total M.W. TIGHE ROOFING:						98,911.00
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	CAULK - ICE ARENA - INSTALL RUBBER FLOORING IN E WARMING AREA	10/03/2024	239148	100-70-5410-3-36	6.99	6.99

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
MARTENS ACE HARDWARE	CAULK - ICE ARENA - INSTALL RUBBER FLOORING IN E WARMING AREA	10/03/2024	239151	100-70-5410-3-36	6.99	6.99
MARTENS ACE HARDWARE	ANTIFREEZE - WINTERIZE AQUATIC CENTER	10/03/2024	239172	100-20-5523-3-36	42.00	42.00
MARTENS ACE HARDWARE	CABLETIE - BASEBALL COMPLEX - FIX BACK STOP NETS	10/03/2024	239190	100-20-5525-3-36	29.98	29.98
MARTENS ACE HARDWARE	CABLETIE - BASEBALL COMPLEX - FIX BACK STOP NETS	10/03/2024	239203	100-20-5525-3-36	30.98	30.98
MARTENS ACE HARDWARE	POWER STRIP - PD	10/03/2024	239237	100-40-5211-3-30	39.99	39.99
MARTENS ACE HARDWARE	FASTENERS - AQUATIC CENTER	10/03/2024	239262	100-20-5523-3-36	19.32	19.32
MARTENS ACE HARDWARE	KEYS - HAZMAT TRAILER - FD	10/03/2024	239278	100-50-5232-3-38	5.98	5.98
MARTENS ACE HARDWARE	LED A19 - MEDEMA BATHROOMS	10/03/2024	239263	100-20-5525-3-36	9.99	9.99
MARTENS ACE HARDWARE	PAINT BRUSHES - STAIN POLES @ BALL COMPLEX	10/03/2024	239281	100-20-5525-3-36	17.98	17.98
MARTENS ACE HARDWARE	STAIN/VARNISH/BRUSH - NEW COMM CENTER - POOL STICK HOLDER	10/03/2024	239322	100-20-5511-3-38	41.16	41.16
MARTENS ACE HARDWARE	FASTENERS - CITY HALL - MAIL DROPBOX INSTALL	10/03/2024	239411	100-70-5410-3-36	2.56	2.56
MARTENS ACE HARDWARE	BATTERIES - CITY HALL	10/03/2024	239391	100-70-5410-3-36	5.99	5.99
MARTENS ACE HARDWARE	KEY - PD	10/03/2024	239420	100-40-5211-3-38	2.99	2.99
MARTENS ACE HARDWARE	CAP HOSE/WASHER HOSE/BRASS HOSE/HOSE MENDER MALE	10/03/2024	239439	100-70-5410-3-36	32.96	32.96
MARTENS ACE HARDWARE	HOSE FLEXOGEN	10/03/2024	239458	100-70-5410-3-36	59.99	59.99
MARTENS ACE HARDWARE	CAULK - ICE ARENA - REPAIR WATER DAMAGE AREA	10/03/2024	239469	100-70-5410-3-36	13.98	13.98
MARTENS ACE HARDWARE	GREAT STUFF - ICE ARENA - REPAIR WATER DAMAGE AREA	10/03/2024	239466	100-70-5411-3-36	6.99	6.99
MARTENS ACE HARDWARE	SWITCH/TOGGLE SWITCH - MUSEUM - REPLACE SWITCH IN COAT CLOSET	10/03/2024	239501	100-70-5410-3-36	3.28	3.28
MARTENS ACE HARDWARE	ELBOW/COUPLE - FLOOR DRAIN IN SHOP	10/03/2024	239536	100-70-5412-3-36	9.77	9.77
MARTENS ACE HARDWARE	TURRET WAND	10/03/2024	239553	100-70-5410-3-36	23.99	23.99
MARTENS ACE HARDWARE	MOUSE TRAP/PAPER TOWEL - LIBRARY	10/03/2024	239578	100-70-5410-3-36	30.97	30.97
MARTENS ACE HARDWARE	PARTS - SIGN INSTALLATION HARDWARE	10/03/2024	239613	100-70-5441-3-36	12.78	12.78
MARTENS ACE HARDWARE	EZ SPIKE - MAILBOX - NEW COMM CENTER	10/03/2024	239669	400-20-5513-8-00	42.99	42.99
MARTENS ACE HARDWARE	ALG GUARD/SHOCK TREAT - HARRIS MILL FOUNTAIN	10/03/2024	239629	100-20-5525-3-36	42.98	42.98
MARTENS ACE HARDWARE	QUICK SETTING CEMENT - VARIOUS INLET REPAIRS	10/03/2024	239206	700-10-5192-3-36	67.96	67.96
Total MARTENS ACE HARDWARE:						611.54
MENARDS - BEAVER DAM	CHANNEL DRAIN - REPAIR SHOP	10/03/2024	62151	100-70-5412-3-36	216.88	216.88
MENARDS - BEAVER DAM	FLOOR DRAIN - CITY GARAGE	10/03/2024	62424	100-20-5525-3-36	169.62	169.62
MENARDS - BEAVER DAM	TREATED LUMBER - REPLACE ROTTEN BOARDS ON BOARDWALK/3" DECK SCREWS	10/03/2024	62564	400-20-5513-8-00	3,521.63	3,521.63
MENARDS - BEAVER DAM	COMMUNITY CENTER SHELVES	10/03/2024	62741	100-20-5525-3-36	253.17	253.17
Total MENARDS - BEAVER DAM:						4,161.30
MICK FISCHER TROPHY AND ENGRAVING	PLAQUE ENGRAVING	10/03/2024	4430	100-50-5231-3-38	22.50	22.50
Total MICK FISCHER TROPHY AND ENGRAVING:						22.50
O'REILLY AUTOMOTIVE INC	REPLACE BRAKE PADS AND ROTORS - K9 SQUAD	10/03/2024	2391-157908	100-40-5212-3-36	149.99	149.99
O'REILLY AUTOMOTIVE INC	FUEL/WTR SEP/HYD FILTER/FUEL					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
O'REILLY AUTOMOTIVE INC	FILTER/OIL FILTER/MOTOR TRT	10/03/2024	2391-156843	100-70-5411-3-36	156.21	156.21
O'REILLY AUTOMOTIVE INC	FUEL/WTR SEP/OIL FILTER/A/T FILTER	10/03/2024	2391-157666	100-70-5411-3-36	71.49	71.49
O'REILLY AUTOMOTIVE INC	FEELER GAUGE	10/03/2024	2391-157667	100-70-5411-3-38	7.49	7.49
O'REILLY AUTOMOTIVE INC	WASHER PUMP	10/03/2024	2391-157896	100-70-5411-3-36	21.59	21.59
O'REILLY AUTOMOTIVE INC	AIR FILTER/CABIN FILTER/FUEL FILTER/HYD FILTER/OIL FILTER	10/03/2024	2391-157139	100-70-5411-3-36	224.69	224.69
O'REILLY AUTOMOTIVE INC	AIR FILTER/CABIN FILTER/FUEL/WTR SEP/HYD FILTER/OIL FILTER	10/03/2024	2391-157142	100-70-5411-3-36	235.52	235.52
O'REILLY AUTOMOTIVE INC	AIR FILTER/FUEL FILTER/FUEL/WTR SEP/HYD FILTER/OIL FILTER	10/03/2024	2391-157141	100-70-5411-3-36	268.07	268.07
O'REILLY AUTOMOTIVE INC	AIR FILTER/CABIN FILTER/OIL FILTER/FUEL FILTER/FUEL/WTR SEP/HYD FILTER	10/03/2024	2391-157140	100-70-5411-3-36	324.76	324.76
O'REILLY AUTOMOTIVE INC	OIL FILTERS - FOR FLATBEDS	10/03/2024	2391-158603	100-70-5411-3-36	56.39	56.39
O'REILLY AUTOMOTIVE INC	FILTER/FUEL/WTR SEP	10/03/2024	2391-158834	100-70-5411-3-36	69.22	69.22
O'REILLY AUTOMOTIVE INC	AIR FILTER/CABIN FILTER/HYD FILTER/FUEL FILTER/FUEL/WTR SEP/OIL FILTER	10/03/2024	2391-158465	100-70-5411-3-36	354.64	354.64
O'REILLY AUTOMOTIVE INC	16 OZ MOTOR TRT - FUEL FILTERS	10/03/2024	2391-157904	100-70-5411-3-36	113.74	113.74
O'REILLY AUTOMOTIVE INC	BRUSH/CAR WASH - VEHICLE CLEANING SUPPLIES	10/03/2024	2391-159369	100-50-5231-3-38	44.37	44.37
Total O'REILLY AUTOMOTIVE INC:						2,098.17
PAYMENT SERVICE NETWORK INC						
PAYMENT SERVICE NETWORK INC	CITY OF WAUPUN CLINIC PAYMENTS - 8/1/24-8/31/24	09/27/2024	299973	100-10-5256-3-38	7.00	7.00
Total PAYMENT SERVICE NETWORK INC:						7.00
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	DODGE CTY FIRE CHIEFS MEETING SUPPLIES	10/03/2024	5803-1	100-50-5232-3-38	92.09	92.09
Total PIGGLY WIGGLY DISCOUNT FOODS:						92.09
PITNEY BOWES INC						
PITNEY BOWES INC	INK CARTRIDGE FOR POSTAGE MACHINE	10/03/2024	1026156300	100-10-5141-3-36	132.79	132.79
Total PITNEY BOWES INC:						132.79
PIT-STOP PORTABLES						
PIT-STOP PORTABLES	PINE STREET PARK PORT A POTTY 9/14/24 - 10/2/24	10/03/2024	A-162970	100-20-5525-3-38	123.84	123.84
Total PIT-STOP PORTABLES:						123.84
POMP'S TIRE						
POMP'S TIRE	TIRES - 6-13 & 165-07	10/03/2024	520144239	100-70-5411-3-36	1,287.16	1,287.16
Total POMP'S TIRE:						1,287.16
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	NEW COMMUNITY CENTER NETWORK EQUIPMENT INSTALL	10/03/2024	52651	100-20-5511-3-38	1,160.00	1,160.00
PROS 4 TECHNOLOGY INC	IT MANAGEMENT OCTOBER 24	10/03/2024	53076	100-10-5197-3-38	2,785.00	2,785.00
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT OCTOBER 24	10/03/2024	53078	100-10-5197-3-38	176.50	176.50
PROS 4 TECHNOLOGY INC	AGREEMENT ADVANCED SECURITY OCTOBER 24	10/03/2024	53077	100-10-5197-3-38	731.00	731.00
PROS 4 TECHNOLOGY INC	AGREEMENT MANAGED BACKUP SERVICE SEPTEMBER 24	10/03/2024	53079	100-10-5197-3-38	72.00	72.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
PROS 4 TECHNOLOGY INC	DOOR ACCESS CONTROL 15 DOORS COMM CENETER	10/03/2024	53080	100-20-5511-3-38	70.00	70.00
Total PROS 4 TECHNOLOGY INC:						4,994.50
R BAUMAN & ASSOCIATES SC	EMR PSYC TEST	10/03/2024	1920	100-50-5230-3-38	1,551.00	1,551.00
Total R BAUMAN & ASSOCIATES SC:						1,551.00
REGISTRATION FEE TRUST	TAXI LICENSE PLATE	09/23/2024	9162024	501-10-5154-3-38	169.50	169.50
Total REGISTRATION FEE TRUST:						169.50
RENS FLORAL	VASE TO DON VANDEZANDE SERVICE	10/03/2024	2462	100-10-5110-3-38	55.95	55.95
Total RENS FLORAL:						55.95
ROSANSKE, DANIELLE	BUILDING PERMIT REIBURSEMENT DUE TO CANCELLATION	09/26/2024	9-25-24	230-46-4616-0-00	145.00	145.00
Total ROSANSKE, DANIELLE:						145.00
SAFETY KLEEN	RECYCLE ANTIFREEZE	10/03/2024	95334150	100-70-5411-3-36	100.00	100.00
Total SAFETY KLEEN:						100.00
SAN-A-CARE INC	BUILDING SUPPLIES	10/03/2024	632061	100-70-5410-3-38	380.60	380.60
Total SAN-A-CARE INC:						380.60
SMA CONSTRUCTION SERVICES	SENIOR/COMMUNITY CENTER PAYMENT #10	10/03/2024	PAY REQUES	400-20-5513-8-00	107,090.00	107,090.00
Total SMA CONSTRUCTION SERVICES:						107,090.00
STAPLES	LABELS - ELECTION SUPPLIES	10/03/2024	6013363903	100-10-5142-3-38	106.77	106.77
STAPLES	OFFICE SUPPLIES	10/03/2024	6013363904	100-80-5670-3-30	48.88	48.88
STAPLES	PAPER	10/03/2024	6013363902	100-80-5670-3-30	235.95	235.95
STAPLES	OFFICE SUPPLIES - FD	10/03/2024	6013363905	100-50-5231-3-30	13.28	13.28
Total STAPLES:						404.88
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR SEPT 2024	10/03/2024	CW100124	100-70-5410-3-38	4,175.61	4,175.61
Total TRU CLEANERS LLC:						4,175.61
TRUCK EQUIPMENT INC	REPLACE FUEL TANK STRAPS - 6-13	10/03/2024	1115885-00	100-70-5411-3-36	187.40	187.40

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total TRUCK EQUIPMENT INC:						187.40
UNIFORM SHOPPE						
UNIFORM SHOPPE	UNIFORM PATCHES	10/03/2024	2106	100-40-5211-3-38	640.00	640.00
Total UNIFORM SHOPPE:						640.00
US CELLULAR						
US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - SEPT 2024	10/03/2024	0679619577	100-10-5191-3-31	388.08	388.08
Total US CELLULAR:						388.08
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - OCT 2024	10/03/2024	OCT2024	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	REIMBURSE UTILITIES - PSN PMT DEPOSITED IN CITY GF/UTILITY EMPLOYEE	09/26/2024	9-26-24	100-13850	20.00	20.00
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - SEPT 2024	10/03/2024	6239	100-70-5420-3-31	65.01	65.01
Total WAUPUN UTILITIES:						85.01
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	KWIK TRIP - ELECTION 8-13-24	09/27/2024	ANGIE-JULY2	100-10-5142-3-38	131.84	131.84
WELLS FARGO PAYMENT REMITT	WEDA - 2024 WEDA FALL BEST PRACTICES CONF	09/27/2024	KATHY-JULY2	100-80-5670-3-37	540.00	540.00
WELLS FARGO PAYMENT REMITT	DOLLAR TREE - POOL BIRTHDAY PARTY	09/27/2024	RACHEL-JUL	100-20-5523-3-39	295.75	295.75
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 8/4/24-9/3/24	09/27/2024	BRET-AUG24	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	ADOBE - PREMIERE PRO PLAN - VIDEO REDACTING SOFTWARE	09/27/2024	JEREMY-AUG	100-40-5211-3-38	1,392.76	1,392.76
WELLS FARGO PAYMENT REMITT	ADOBE - CREDIT	09/27/2024	BJ-JULY24/AU	100-50-5251-3-30	1,719.24	1,719.24
Total WELLS FARGO PAYMENT REMITT:						4,259.56
Grand Totals:						374,706.41

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-38	88.48	.00	88.48
100-10-5131-3-30	40.70	.00	40.70
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	55.48	.00	55.48
100-10-5141-3-31	67.07	.00	67.07
100-10-5141-3-36	132.79	.00	132.79
100-10-5142-3-38	246.60	.00	246.60
100-10-5153-3-38	40.70	.00	40.70
100-10-5191-3-30	40.69	.00	40.69
100-10-5191-3-31	67.07	.00	67.07



GL Account	Debit	Credit	Proof
100-10-5196-3-38	14,860.29	.00	14,860.29
100-10-5197-3-31	487.81	.00	487.81
100-10-5197-3-38	3,764.50	.00	3,764.50
100-10-5255-3-38	5,500.00	.00	5,500.00
100-10-5256-3-38	7.00	.00	7.00
100-13850	6,912.75	.00	6,912.75
100-20-5511-3-38	1,271.16	.00	1,271.16
100-20-5513-3-30	40.69	.00	40.69
100-20-5513-3-31	92.34	.00	92.34
100-20-5513-3-38	34.00	.00	34.00
100-20-5523-3-36	61.32	.00	61.32
100-20-5523-3-39	17.50	.00	17.50
100-20-5525-3-36	521.25	.00	521.25
100-20-5525-3-38	123.84	.00	123.84
100-20-5525-3-39	244.25	.00	244.25
100-21100	106.92	73,214.67-	73,107.75-
100-30-5152-3-38	3,200.13	.00	3,200.13
100-40-5211-3-30	175.95	.00	175.95
100-40-5211-3-31	129.40	.00	129.40
100-40-5211-3-33	3.06	.00	3.06
100-40-5211-3-37	542.00	.00	542.00
100-40-5211-3-38	943.77	.00	943.77
100-40-5212-3-36	149.99	.00	149.99
100-40-5212-3-38	2,932.35	.00	2,932.35
100-40-5214-3-38	718.42	.00	718.42
100-40-5215-3-38	399.36	.00	399.36
100-40-5343-3-38	1,000.00	.00	1,000.00
100-50-5230-3-38	812.95	.00	812.95
100-50-5231-3-30	47.27	.00	47.27
100-50-5231-3-38	1,100.87	.00	1,100.87
100-50-5232-3-36	208.35	.00	208.35
100-50-5232-3-38	741.02	.00	741.02
100-50-5233-3-38	1,207.27	.00	1,207.27
100-50-5234-3-38	95.00	.00	95.00
100-50-5251-3-30	.00	6.92-	6.92-
100-70-5410-3-36	4,587.80	.00	4,587.80
100-70-5410-3-38	4,929.78	.00	4,929.78
100-70-5411-3-36	6,279.06	100.00-	6,179.06
100-70-5411-3-38	3,600.38	.00	3,600.38
100-70-5412-3-31	96.33	.00	96.33
100-70-5412-3-36	508.85	.00	508.85
100-70-5420-3-30	40.68	.00	40.68
100-70-5420-3-31	200.01	.00	200.01
100-70-5431-3-36	2,125.88	.00	2,125.88
100-70-5441-3-36	524.78	.00	524.78
100-70-5613-3-38	575.00	.00	575.00
100-80-5670-3-30	40.68	.00	40.68
100-80-5670-3-34	350.00	.00	350.00
100-80-5670-3-37	190.00	.00	190.00
210-21100	.00	230.71-	230.71-
210-60-5511-3-31	230.71	.00	230.71
220-21100	.00	1,225.00-	1,225.00-
220-50-5231-3-38	1,225.00	.00	1,225.00
230-21100	.00	14,270.35-	14,270.35-
230-30-5241-3-38	14,125.35	.00	14,125.35
230-44-4431-0-00	100.00	.00	100.00
230-46-4616-0-00	45.00	.00	45.00
400-10-5140-8-00	95,732.00	.00	95,732.00

GL Account	Debit	Credit	Proof
400-20-5513-8-00	130,068.45	.00	130,068.45
400-21100	.00	225,800.45-	225,800.45-
405-21100	.00	480.00-	480.00-
405-70-5437-8-00	480.00	.00	480.00
410-21100	.00	3,347.00-	3,347.00-
410-50-5231-4-00	3,347.00	.00	3,347.00
420-21100	196.99	12,535.92-	12,338.93-
420-70-5436-3-38	12,535.92	196.99-	12,338.93
425-21100	741.08	34,367.80-	33,626.72-
425-70-5476-3-38	34,367.80	741.08-	33,626.72
430-21100	.00	5,602.25-	5,602.25-
430-70-5436-3-42	5,602.25	.00	5,602.25
501-10-5154-3-38	169.50	.00	169.50
501-21100	.00	169.50-	169.50-
700-10-5191-3-38	415.25	.00	415.25
700-10-5192-3-36	3,771.37	.00	3,771.37
700-10-5192-3-38	321.13	.00	321.13
700-21100	.00	4,507.75-	4,507.75-
<b>Grand Totals:</b>	<b>376,796.39</b>	<b>376,796.39-</b>	<b>.00</b>

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

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

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

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

Report Criteria:

Report type: Invoice detail

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

Invoice.Batch = "10082024","92424","92624","A","100824"

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, August 12, 2024**

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

Commissioners Present In-person: Daane, Heeringa, Ledesma, Siebers and Thurmer

Commissioner Present via Zoom: Kunz

Commissioner Absent with Notice: Homan

Motion made by Ledesma, seconded by Siebers and unanimously carried, to approve minutes from June 10, 2024 meeting.

Motion by Thurmer, seconded by Daane and unanimously carried, bills for months of June and July 2024 approved as presented.

On motion by Siebers, seconded by Ledesma and unanimously carried, year-to-date financial reports through June 2024 approved as presented by General Manager Brooks. Electric operating income was \$184,500. Water operating income was \$313,200. Sewer operating income was \$102,700.

General Manager Brooks presented the GM and electric operations reports. Work has begun at United Cooperative for construction of the soy processing facility. Staff continues to work with site planners and electricians for the project. Electric crew continues work on backyard rebuilds in the south west portion of the city, replacing aged infrastructure. Treatment facilities, distribution and collection and office staff participated in the Waupun Parks Program in June and July.

Treatment Facilities and Operations Superintendent Schramm presented the treatment facilities and operations water and wastewater report. Staff did a great job and were very resilient with the overwhelming accumulation during the rain events and unforeseen work as a result, then switching gears to scheduled maintenance and inspections of water storage tanks and towers. Treatment Facilities team has taken full responsibility of operations of ABNR system at the WWTF. Distribution and collection team's focus has been on valve exercising and hydrant flushing.

President Heeringa acknowledged visitor Jason Whitford present via Zoom.

Motion by Ledesma, seconded by Daane, to adjourn in closed session under Section 19.85 (1) (c) and (e) of the WI Statutes to discuss personnel updates and discuss/approve wastewater treatment plant ABNR project and contract update.

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

On motion by Kunz, seconded by Thurmer and unanimously carried, meeting adjourned at 5:47 p.m.

The next regular commission meeting will be held on September 9, 2024 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, September 9, 2024**

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

Commissioners Present: Daane, Heeringa, Homan, Ledesma, Siebers and Thurmer  
Commissioner Absent with Notice: Kunz

Motion made by Thurmer, seconded by Ledesma and unanimously carried, to approve minutes from August 12, 2024 meeting.

Motion by Ledesma, seconded by Daane and unanimously carried, bills for month of August 2024 approved as presented.

On motion by Siebers, seconded by Ledesma and unanimously carried, year-to-date financial reports through July 2024 approved as presented by Finance Director Stanek. Electric operating income was \$253,200. Water operating income was \$379,700. Sewer operating income was \$125,700.

General Manager Brooks presented the GM and electric operations reports. Planning is underway for a Birthday Celebration Open House event to be held October 21<sup>st</sup>. Electric department continues work on preparation for various new construction projects around town and is making great headway on backlot rebuilds.

Treatment Facilities and Operations Superintendent Schramm presented the treatment facilities and operations water and wastewater report. WWTF staff is working to troubleshoot and resolve issue that causes an occasional alarm, fortunate in which staff can enable and disable from their electronic device. Each treatment facility staff member has taken on individual roles, also delegating and diversifying roles as they all work diligently through ABNR operational processes.

Motion by Thurmer, seconded by Ledesma, to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes to discuss status update of wastewater treatment plant ABNR contract and project.

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

On motion by Siebers, seconded by Ledesma and unanimously carried, meeting adjourned at 4:54 p.m.

The next regular commission meeting will be held on October 14, 2024 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor

Monday, July 29, 2024 – City Council Chambers

CALL TO ORDER

Commission President Disch called the meeting to order at 5:31pm

ROLL CALL:

Citizens: Doug Disch, Megan Williams, Wanda Nick, Lexi Zarn, and Mary Kay Gorst.

Alderman: Kambria Ledesma

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

Approved Absence: Bridget Winterhack

Guest: Chris Rosenberg

No Public Participation after this point.

CONSIDERATION - ACTION

1. Approve Minutes of June 24, 2024 Meeting – Ledesma moves to accept minutes as presented, seconded by Williams. Motion passes unanimously.

DISCUSSION ITEMS

2. Self-Service Kayak & Equipment Rentals – Chris Rosenberg presents. He explains that they work with multiple municipalities across the state. The concept allows for easy public access to kayaks without requiring staffing or management from the City. They handle maintenance, marketing, equipment, risk, delivery installation, and customer support.

3. Recreation Department Updates – Kaminski presents. Historical society presentation, yoga in the park, and much more. Wednesday is the Brewer game trip. Storybook walk at Pine St Park. Attendance: 195 participants have registered. Camp Waupun averages 9 to 11 kids per week. Next summer will be different because it will be announced sooner and held at a different location. National Senior Citizens Day is coming up on August 21<sup>st</sup> and Rachel is looking for volunteers to scoop ice cream. Pool heater is broken, the pool is still operational since the weather has been so warm but when temps drop it will be problematic.

4. Review Community Center Policies – Kaminski presents, the policies have been updated based on the last discussion. The alcohol-free policy has been brought up already.

5. Community Center Fees – Schlieve presents. Plymouth’s model was heavily used for the numbers and formatting. There was some discussion about the fees being too modest for the services provided. It was suggested that we add a level for under 62 and over 62.

FUTURE MEETING OF BOARD OF PARK AND RECREATION COMMISSION

Tuesday, September 3, 2024 at 5:30pm.

Williams moved to adjourn, Zarn seconded. Motion passed unanimously.

ADJOURNMENT

Respectfully submitted,

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

Kambria Ledesma, Secretary  
City of Waupun



**Minutes - City of Waupun**  
Board of Parks and Recreation Commission

Tuesday, September 3, 2024 – City Council Chambers

CALL TO ORDER

Commission Vice President Williams called the meeting to order at 5:33pm

ROLL CALL:

Citizens: Megan Williams, Wanda Nick, Lexi Zarn, and Mary Kay Gorst.  
Alderman: Kambria Ledesma  
Ex-officio: Recreations Director, Rachel Kaminski, and City Administrator, Kathy Schlieve  
Approved Absence: Doug Disch  
Guest: Lucas Dawson

CONSIDERATION - ACTION

1. Approve Minutes of July 29, 2024 Meeting – Motion by Gorst, seconded by Zarn to accept the minutes as presented. Motion passed unanimously.
2. Approve Waupun Hockey Association Facility Use Agreement – Lucas Dawson presents on the status of the Ice Arena and their programming. Schlieve brought up renaming the facility. Motion by Ledesma to approve the Agreement as presented, seconded by Williams. Motion passes unanimously.
3. Playground Equipment Selection for Zoellner Park – Schlieve presents. Winterhack discussed the options of shade, and the benefits of each choice. Motion by Williams, seconded by Gorst to recommend selecting option NU-3428 at a cost \$38,139.00 to the common council and that the council authorize early purchase of the playground equipment by December 20, 2024 to leverage the available discounts on selected equipment. Motion carries.
4. Approve Community Center Policies – Kaminski presents. Ledesma suggested some formatting and typos. Williams made the motion to approve the policy with the noted changes, seconded by Zarn. Motion passes unanimously.
5. Approve Community Center Membership Fees – Kaminski presents. Winterhack asked about a youth day pass. More discussion regarding fees. The fees are modest enough to encourage as much participation as possible in the new building. Motion to approve fee schedule as presented, Williams seconded. Motion passes unanimously.

DISCUSSION ITEMS

6. Recreation Updates – Senior Center, Park Program, Camp, Aquatic Center.

7. Recap of Self-Service Kayak Rentals. Williams discussed speaking with avid kayakers regarding where they go and how long they go for. It was suggested to distribute a survey to the community to gauge interest. This project probably isn't going to move forward until 2026.

8. Moving, Opening & Ribbon Cutting of Community Center – Kaminski presents. Closing the Senior Center mid October to get moved. (With the exception of foot care and lunches) Opening date October 21. The gym will be closed for the election being relocated to the Community Center due to the disabled City Hall elevator. The ribbon cutting will happen December 3, 2024.

9. Community Center Rental Fees – Schlieve presents. The fees are not available yet due to a need to iron out cost of operations. We are not taking any private rentals as of yet.

#### FUTURE MEETINGS

10. Monday, September 30, 2024 at 5:30pm at City Hall

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

#### ADJOURNMENT

Respectfully submitted,

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

Kambria Ledesma, Secretary  
City of Waupun





**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, August 21, 2024 at 4:30 PM**

Chairman Bishop called the meeting to order at 4:30 pm.

Members Present: Chairman Bishop, Jason Whitford, Elton TerBeest, Jeff Daane, Gary DeJager, Jerry Medema, Mike Matoushek; Staff Present: Sue Leahy, Administrator Schlieve

Public members present: Niki Hill; Seth Waddell, Kwik Trip; Troy Mleziva, Kwik Trip; John Scheuers, United Cooperative; Jeremy Noll, Keller; Tony Evola, Tony's Pizza

No one present to speak during public comment time. Public participation is closed.

Next Regularly Scheduled Meeting is September 18, 2024, 4:30 p.m.

Motion Whitford, second Matoushek to approve minutes from June 19, 2024 Plan Commission Meeting as presented. Carries unanimously.

Motion Matoushek, second Whitford to open a public hearing for a conditional use permit for Nicole Hill at 650 W Main Street to operate a Rage room business per Municipal Code Section 16.04(2)(d)(ix). Carried unanimously.

Under Waupun Municipal Code 16.12, the Plan Commission has authority to grant a conditional use if it finds that the proposed use is not detrimental to adjacent land because it is an inappropriate use, would create traffic hazards, would hinder future development in the area, would create undesirable levels of noise and light in the immediate area, and would cause property values to measurably decline. Waupun Municipal Code 16.12 (4) outlines that the approval may be subject to conditions related to landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, hours of operation, traffic circulation, deed restrictions, access restrictions, increased yards, and parking requirements if the Plan Commission finds that such conditions are necessary to fulfill the purpose and intent of this Ordinance. If an operating element of a business can be shown to affect the health, safety, or welfare of inhabitants of neighboring properties, the Plan Commission may exert such operational controls as may be necessary.

Nicole Hill is present and outlines her business plan. Staff ask for additional information not presented specific to noise, whether concealed carry is allowed within the business, and types of items to be smashed.

Fire Chief DeMaa speaks, stating that based on the research the biggest concern from a fire/ems standpoint is the breaking/smashing of items that would typically fall under the category of e-waste. Some of these items are regulated in an effort to control them from being released into the environment. Old televisions, flat screen monitors, and laptops can have leaded glass. Others can have rows of mercury tubes. These are items that are supposed to be recycled at facilities that have equipment to separate out the hazardous elements. Devices that are operated by lithium batteries, especially if the battery is still with the device, are also a concern. A phenomenon known as thermal runaway can cause the device to start burning many hours after the fact, especially if they are damaged. DeMaa recommends that business develop a list of items that fall within these areas of concern that they will not accept to be destroyed and that whatever trash requirements are put in place, that a requirement be to place trash as far away from structures as possible in case of fire.

Staff notes that no surrounding property owners have contacted the city with questions or concerns. Conditions are recommended by staff that include restrictions on hours of operation; site plan being approved that shows garbage enclosure and no open storage of raw material; safety plan review by police and fire; no smashing of

hazardous e-waste; and monitoring of noise complaints. Staff recommends review of any approved conditions within one year's time or sooner if needed based on complaints.

Motion Matoushek, second Whitford to close the public hearing. Carries unanimously.

Motion Whitford, second Matoushek to approve the conditional use permit with the conditions for Nicole Hill, operating a rage room business at 650 W Main Street in Waupun.

1. Hours of operation are between 1 to 11 p.m. during the summer months, Sunday through Saturday; Winter month hours of operation are from 3 to 9 pm Sunday through Thursday, with an extension to 11 pm on Friday and Saturday.
2. Review of safety plan by Waupun Public Safety officials prior to opening that includes a list of items not accepted, such as old televisions, computer monitors, refrigerators, etc.
3. No open storage on the property, including enclosure of dumpsters and raw materials. Dumpsters to be stored adequate distance from building per fire code to prevent damage resulting from fire.
4. Evidence submitted to the zoning administrator relative to a routine waste disposal contract.
5. Required appearance of business owner at the February 19, 2025 Plan Commission meeting to review conditions of permit. City staff will report on any resident complaints relative to noise or safety reported specific to operation of a rage room, operated by Niki Hill at 650 W Main Street.

Motion is supported unanimously and permit is approved with the above stated conditions.

Motion Whitford, second Matoushek to open the public hearing for a conditional use permit application for Kwik Trip at 1001 E Main St. to operate a service station with car wash and for high rise sign per Municipal Code 16.04 and 16.11. Carries unanimously.

Troy Mleziva, Kwik Trip, is present and explains the project. The current Subway and Stop and Go buildings will be demolished and a new, larger Kwik Trip with car wash will be built in their place. Business will be open 24/7. Discussion specific to driveway entrance on Main Street and concern for traffic backing up. Pete Kaczmarek is present and expresses concern about this. Discussion to add right turn only signage at the entrance. Jeff Daane notes that storm water review is pending and any approvals should include a contingency to address any requirements identified during that review.

Motion DeJager, second TerBeest to close public hearing. Carries unanimously.

Motion Matoushek, second Whitford to approve conditional use permit with requirement for adequate signage at the Main Street entrance requiring right turn only. Carries unanimously.

Motion Daane, second Matoushek to approve a Certified Survey map for 1001 E Main Street to combine with the southern abutting lot as presented. Carries unanimously.

Troy Mleziva, Kwik Trip, presents site plan for new Kwik Trip at 1001 E Main Street. Jeff Daane notes that storm water review is pending and approval should state contingency to meet storm water requirements. Motion Matoushek, second DeJager to approve the site plan as presented, contingent on meeting final storm water requirements. Carried unanimously.

John Scheuers is present to present site plan for third and final phase of United Cooperative project located at 1236 Wilson Drive in the Waupun Industrial Park. Daane notes that stormwater review is pending and should remain a contingency. Fire Chief DeMaa discusses placement of hydrant and drainage swale, expressing concern that the site allow for crossing of swale by fire trucks to access hydrant and/or that the hydrant be moved. Jeremy Noll, Keller indicates that the hydrant is being moved to accommodate this need. Motion Whitford, second TerBeest to approve the site plan as presented, contingent on meeting final storm water requirements. Carried unanimously.

Tony Evola is present to discuss the site plan for an expansion to Tony's Pizza, 420 Fond du Lac Street. After general discussion about the business plan, motion DeJager, second Matoushek to approve the site plan as presented. Carries unanimously.

Zoning Administrator Leahy provides a brief overview of new WI-DNR requirements to update Waupun Municipal Code Chapter 19 Floodplain Ordinance to bring the ordinance into compliance with new FEMA requirements. General discussion with direction given to bring back for a public hearing at next Plan Commission meeting.

Motion Medema, second Whitford to adjourn meeting at 5:46 pm. Carries unanimously.

Monday, August 19, 2024 – City Council Chambers

CALL TO ORDER

Vice Chairman Peter Kaczmarki calls the meeting to order at 4:30pm

ROLL CALL:

Alderspersons: Peter Kaczmarki, Kambria Ledesma

Citizens: Dale Heeringa, Andrew Sullivan, Dave Rens

Ex-Officio: DPW Director Jeff Daane, Mayor Rohn Bishop, City Administer Kathy Schlieve

Citizens: Eric Homan, Dan Holtz

Excused Absences: Mike Matoushek, Gregg Zonnefeld

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

1. Next Regularly Scheduled Meeting is September 10, 2024, 4:30 pm

**CONSIDERATION - ACTION**

2. Approve Minutes from July 9, 2024 Board of Public Works Meeting – Rens motion to approve as presented, Sullivan seconded. Motion passes unanimously.

3. Authorize Replacement of Damaged Flatbed 39-06 with New Vehicle – Mayor Bishop makes a statement regarding his strong opinion that the truck should be purchased from Homan. Rens brought up the insurance pay out and Schlieve answered regarding. Heeringa makes a motion to accept the bid of \$54,128.44 from Homan, seconded by Rens. Motion passes unanimously.

4. Approve Rebid for City Hall Reroof of Existing Ballasted Roofs with EPDM Adhered Roof System (Roof Areas: East, West and North, 201 E Main Street) – Daane presents, there is a \$10,000 savings in this rebid with an opportunity for more savings if the insulation is in good condition. Ledesma moves to approve the low bid, seconded by Sullivan. Motion passes unanimously.

5. Emergency Declaration City Garage - Daane presents, the roof is in bad shape following the May hail storm. Rens moved to approve the resolution for a Public Emergency Declaration for the City Garage Roof Damaged during the May 2024 Hailstorm as presented. Heeringa seconded. Motion passes unanimously.

6. Recommend Public Works Garage Emergency Roof Replacement Bid to Council for Approval – Daane and Schlieve present. Rens moves to recommend to the Council approval of the Emergency Roof Repair and Gutter Replacement Bid for the Waupun Public Works Garage as presented. Ledesma seconded. Motion passes unanimously.

Sullivan moves to adjourn, Heeringa seconded. Motion passes unanimously.

#### ADJOURNMENT

Respectfully submitted,

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

Kambria Ledesma, Interim Secretary  
City of Waupun



CALL TO ORDER

Chairperson Mike Matoushek calls the meeting to order at 4:30pm

ROLL CALL:

Alderpersons: Peter Kaczmarki, Kambria Ledesma (online), Mike Matoushek

Citizens: Dale Heeringa, Andrew Sullivan, Dave Rens, Gregg Zonnefeld

Ex-Officio: DPW Director Jeff Daane, City Administer Kathy Schlieve

Others Present: Kris Dressler, Cedar Corporation (online)

Discussion on future meetings and gatherings involving the Board of Public Works. The next regularly scheduled meeting is October 8, 2024, 4:30 pm, City Council Chambers.

Motion Zonnefeld, second Sullivan to approve minutes from August 19, 2024 Board of Public Works meeting as presented. Carried unanimously.

Motion Sullivan, second Heeringa to approve fall yard waste pickup dates for October 7 to November 11, 2024, weather permitting. Carried unanimously.

Motion Zonnefeld, second Rens to approve the museum tuckpointing bid for B and B Quality Building Restoration, the lowest qualified bidder, in an amount of \$102,792. Daane notes that the Historical Society is not interested in the alternate which was to construct a sign base. Sullivan questions difference between this contractor and next lowest bid (~\$50,000). Kris Dressler confirms that B and B Quality Building Restoration is a WI contractor where others are out of state and notes that the other contractors are union contractors. Motion carries unanimously.

Motion Heeringa, second Sullivan to approve the low bid for asphalt paving S West Street (W. Lincoln to Visser Avenue) in the amount of \$42,866.25 from Kartechner Brothers LLC as presented. Work is offset by a Local Road Improvement Program grant, which will provide a 50% reimbursement. Carried unanimously.

Discuss ordinance amendment of Ch. 7.03(3)(4)(5) Sidewalk Construction and Repair. Daane notes that the current ordinance needs to be updated to reflect current ADA standards. Draft ordinance is presented. Daane explains that we are working with a new contractor for our sidewalk program that provides grinding services vs. full replacement and that will stretch our dollars further. Ordinance changes are needed to specify materials to be used during a repair and to reduce the standard from 1 inch to ½ inch gap to meet ADA standards. Motion Rens, second Sullivan to recommend draft ordinance to the Common Council to City of Waupun Ordinance Chapter 7 Section 7.03 Sidewalk Construction and Repair to meet current ADA and maintenance standards.

Motion Sullivan, second Rens to adjourn meeting at 4:52 pm. Carried unanimously.



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, September 10, 2024 at 6:00 PM**

**CALL TO ORDER**

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

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

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

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Kaczmarek, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Westphal

**Council Virtual-** Alderman Ledesma

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

**Management Virtual:** City Clerk/Treasurer Hull

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

**Audience in-person:** Julie Schmidt, Jaedon Buchholz, Jason Whitford

**Audience Virtual:** Kris Dressler

**PERSONS WISHING TO ADDRESS COUNCIL**

**1. Julie Schmidt, Waupun Jr./Sr. High School Principal**

Principal Schmidt provided an update on the various School events and accomplishments.

Jason Whitford is before the Council stating he is good with the status of the chicken ordinance however he believes alcohol should be allowed at the new community center.

**RESOLUTIONS**

**2. Resolution Approving the City of Waupun Adjusted Urban Area Boundary**

Every 10 years, US Census Bureau defines boundaries for geographic areas meeting the urban area criteria as published in the Federal Register, which are adjusted and reviewed by the DOT. Following our review and approval, the DOT will submit to FHA for final approval.

Motion Siebers, second Kunz to adopt Resolution 09-10-24-01 Approving the City of Waupun Adjusted Urban Area Boundary. Motion carried 6-0 on roll call.

**ORDINANCES**

**3. Ordinance to amend Ch. 11.02 Peddlers, Solicitors, and Transient Merchants and create 11.025 Mobile Food Vehicle Vendors (Second Reading)**

The ordinance to amend language corrections in Ch.11.02 Peddlers, Solicitors, and Transient Merchants and to create a new chapter, Ch. 11.025, Mobile Food Vehicle Vendors is before the Council following the first reading on 8/27/24.

Motion Matoushek, second Siebers to waive the second reading and adopt Ordinance #2024-009 to amend Ch. 11.02 Peddlers, Solicitors, and Transient Merchants and create 11.025 Mobile Food Vehicle Vendors. Motion carried 6-0 on roll call.

**4. Ordinance to amend Ch. 8.025 Regulation of Chickens (Second Reading)**

The ordinance to amend Ch. 8.025 Regulation of Chickens is before the Council following the first reading on 8/27/24. The amendments increase the number of chickens per household from 4 to 6; eliminates obtaining neighbor approval and eliminates the number of permits to be issued.

Motion Matoushek, second Kunz to waive the second reading and adopt Ordinance #2024-010 to amend Ch. 8.025 Regulation of Chickens. Motion carried 6-0 on roll call.

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

**5. Award the Asphalt Paving Contract for S. West Street (W. Lincoln St. to Visser Ave.)**

Motion Matoushek, second Kunz to accept the low bid and award the Asphalt Paving Contract for S. West St. (W. Lincoln St. to Visser Ave.) to Kartechner Brothers, in the amount of \$42,866.25. Motion carried 6-0 on roll call.

**6. Award the Heritage Museum Restoration Rebid**

Motion Kunz, second Siebers to accept the bid from the lowest qualified bidder and award the Heritage Museum Restoration rebid to B and B Quality Building Restoration, in an amount that includes the base bid plus alternate for a total expenditure of \$106,592. Motion carried 6-0 on roll call.

**7. Playground Equipment Proposals for Zoellner Park and Authorize Early Expenditure of 2025 Budget**

Motion Kaczmariski, second Kunz to accept the Zoellner Park playground proposal #142-189920-1 for the purchase of the NU-3428 Nucleus Structure in the amount of \$38,139 from Lee Recreation and to authorize early purchase from the 2025 budget by December 20, 2024, to leverage available discounts on selected equipment. Motion carried 6-0 on roll call.

**8. Waupun Community Center Policies & Procedures and User Fees**

Discussion heard on the ability to have alcohol at this building for rentals. Mayor Bishop provides he has received Statement from two organizations that request to hold alcohol at the facility. Ledesma, Recreation Board Member, provides the mission for the building is wellness and the Board did not feel alcohol fits into wellness.

Motion Siebers, second Ledesma to approve the Waupun Community Center Policies and Procedures with the understanding the policy is to be returned to the Recreation Board for consideration of alcohol inclusion. Motion carried 6-0 on roll call.

**CONSIDERATION – ACTION**

No action items are before the Council.

**MAYORAL CORRESPONDENCE/PRESENTATIONS**

Mayor informs the Council of department recognition dates for WI Public Power Week October 6-12, 2024; WI Fire Prevention Week- October 6-12, 2024; and WI Firefighters/EMS Memorial Day- October 12, 2024.

**CONSENT AGENDA**

Motion Matoushek, second Siebers to accept the monthly Finance Report and approve the Consent Agenda. Motion carried 6-0 on roll call.

**CLOSED SESSION**

At 7:40pm, motion Matoushek, second Siebers to adjourn in closed session under WI Statutes Section 19.85 (1) (e) to consider Investing of Public Funds for Housing in TID 9. Motion carried 6-0.

**OPEN SESSION**

Motion Matoushek, second Westphal to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

**ACTION FROM CLOSED SESSION**

No action.

**ADJOURNMENT**

At 7:55pm, motion Kunz, second Siebers to duly call the meeting adjourned. Motion carried 6-0.





**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**City Hall Council Chambers**  
**Tuesday, September 24, 2024 at 5:30 PM**

**CALL TO ORDER**

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

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Kaczmarek, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma

**Council Absent:** Alderman Westphal

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

**Management absent and excused:** None

**Audience in-person:** Officer Cupery, Officer Schnell, Lt. Navis, Lt. Kreitzman, Lt Investigator Williams, Mark

Tomashek, of New Frontier, Jaedon Buchholz

**Audience Virtual:** Jason Whitford

**GUEST SPEAKER-PRESENTATION**

**1. Jeremiah Winscher, Special Agent In Charge/Project Director of the Division of Criminal Investigation MEG-Drug Unit**

Special Agent Winscher holds a presentation on various drug being seen in Communities.

**CONSIDERATION - ACTION**

**2. Ordinance to repeal and recreate Ch.19 entitled Floodplain Zoning (Plan Commission 9-18-24)**

Motion Matoushek, second Siebers to waive the first reading and adopt Ordinance #2024-011 to repeal and recreate Ch.19 entitled Floodplain Zoning. Motion carried 5-0 on roll.

**3. Certified Survey Map for 414 and 416 W Jefferson Street (Plan Commission 9-18-24)**

Motion Ledesma, second Kunz to approve the Certified Survey Map for 414 and 416 W Jefferson Street. Motion carried 5-0 on roll.

**4. Certified Survey Map for 223, 227 and 231 Woodland Drive and 506, 510 and 514 Hoard Rd (Plan Commission 9-18-24)**

Motion Matoushek, second Kunz to approve the Certified Survey Map for 223, 227 and 231 Woodland Drive and 506, 510 and 514 Hoard Rd. Motion carried 5-0 on roll.

**5. Resolution to Establish the Polling Place of the November 5, 2024, General Election for the City of Waupun**

Motion Kunz, second Ledesma to adopt Resolution 09-24-24-01 to Establish the Polling Place of the November 5, 2024, General Election for the City of Waupun at the Waupun Community Center, 520 McKinley Street, Waupun. Motion carried 5-0 on roll call.

**6. License and Permit Applications; Monthly Expenses**

Motion Ledesma, second Kunz to approve the license, permits and monthly expenses. Motion carried 5-0 on roll call.

At 6:34pm, Matoushek exits the meeting.

**DISCUSSION-INFORMATIONAL**

**7. 2025 Budget Review**

Staff provides completed draft of the proposed 2024 budget for discussion and review.

**8. County Collaboration on WEDC Small Business Development Grant**

WEDC provides a new Small Business Development Grant which is designed to support business startups and expansions for businesses under 25 employees and is modeled after the successful Main Street Bounceback Program. Staff is surrounding rural communities and is exploring a joint application that would require a city match of \$15,000 over the next 12 to 24 months. Staff intend to proceed.

**9. Public Facility Updates**

Staff reviews maintenance of city facilities.

**10. Ordinance Pipeline**

Pending ordinances are reviewed.

**ADJOURNMENT**

At 6:58pm, motion Kunz, second Ledesma duly call the meeting adjourned. Motion carried 4-0.

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, September 19, 2024**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, August 21, 2024. Present were Beer, Schultz, Siebers, Svec, Jaeger, and Garcia. Sullivan was present via Zoom. Gehl and Hintze were absent.

**Minutes from Previous Meetings**

Motion by Siebers, second Schultz, to accept the August minutes as presented. Motion carried.

**Persons Wishing to Address the Library Board**

None.

**Monthly Statistics**

August statistics were reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

Motion by Schultz, second Svec, to pay the bills as presented. Motion carried 5-0 on roll call (Beer arrived after the vote).

**Committee Reports**

None.

**Librarian's Report**

Librarian's report was reviewed.

**Old Business**

None.

**New Business**

Motion by Schultz, second Siebers, to accept revisions to Code of Conduct:

#5: For reasons of public health and safety, neglecting to wear shirt, pants, shoes, or other footwear is prohibited.

#13. Alcohol is prohibited in the library or on library property.

Motion carried.

Motion Siebers, second Beer, to approve Fax Policy. Motion carried.

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

Next tentative meeting: Wednesday, October 16, 2024, at 4:30 p.m.

**Adjournment**

Motion by Beer, second Sullivan, to adjourn at 4:53 p.m. Motion carried.

Marie Svec, Secretary  
MS/bkj



# Waupun Police Department Monthly Report

September 2024

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## Staffing Updates

Our current staff level is 15 sworn personnel and 2 non-sworn personnel. We currently have 2 vacant Patrol Officer positions. We are currently conducting a hiring process for the vacant Patrol Officer positions.

Patrol Lieutenant Mike Navis was sworn in on 9/16/2024.

Investigative Lieutenant Bobby Williams was sworn in on 9/16/2024

## Community Engagement

Fond du lac County Law Executive Meeting

911 Silent Parade Juneau, WI

WBEV Community Comment

Gybers Ribbon Cutting

Dodge County Law Executive Meeting

WASD School Safety Meeting

FDL County Sexual Assault Response Team Meeting

## Department Information

WI FBINAA Training – Chief Rasch and Deputy Chief Sullivan attended

Emergency Vehicles Operation and Control Power Point and Track Training – Department wide

SWAT Training – Officer Halverson

K9 Training – Officer Halverson

CIB Conference – Danyelle DeBoer

Tint Meter Operator Training – Officer Warner

Investigative Report Writing – Officer Knudson

Internet Crimes Against Children Training – Lt Williams

## Open Records Requests

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

2024 Total – 466

September Total – 43

2023 Annual Total – 583

2022 Annual Total – 555

2021 Annual Total – 564

2020 Annual Total – 623



# Waupun Police Department Monthly Report

September 2024

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## Police Activity

Calls for Service: 839

Arrests: 21

Code Enforcement	Warnings	Citations
January	19	3
February	11	6
March	7	10
April	9	2
May	6	1
June	4	11
July	26	2
August	27	5
September	14	0

## **Investigations**

- WP2301169 Follow Up - Drug Overdose Death/Homicide
- 24WP03357 Threat assessment at Rock River Intermediate School; student threatened to bring gun to school and shoot another student because of "bullying." Determined to be no viable threat and students were both counseled.
- 24WP01609 Release of firearm to subject from mental health investigation
- 24WP03267 Suspicious Activity/possible ordnance located. Dane County Bomb Squad removed items.
- 24WP03365 Stolen Firearm Located and turned over to Fond du Lac County Sheriff
- 24WP03203 – Sexual Assault – Active & Under Investigation
- 24WP01375 – Sexual Assault – Active & Under Investigation
- 24WP03327 – Sexual Assault – Completed & Charged 2<sup>nd</sup> Degree Sexual Assault of a Child / Child Enticement
- 24WP03560 – ICAC – Active & Under Investigation
- 24WP03692 – Invasion of Privacy – Active & Under Investigation, will lead to felony charges & potential charges from other jurisdictions
- 24WP01081 – Burglary – Active & Under Investigation, person of interest identified. Case will likely be further investigated by patrol division with my assistance
- 24WP03715 – Burglary – Active & Under Investigation, person of interest identified.
- 24WP01976 – Burglary – Completed & Charges pending of Entry into a Locked Dwelling & Disorderly Conduct
- WP2200393 – Homicide – Active & Under Investigation, Interviewed subject
- ATF – Assisting w/ 2 Federal cases

Chief of Police Jeremy Rasch

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# Waupun Police Department

## September 2024



### Monthly Call Volume Report

Call Volume Monthly 2023 - 2024			
Month	2023	2024	Percent Difference
January	1070	807	-24.6%
February	920	730	-20.7%
March	1037	785	-24.3%
April	946	768	-18.8%
May	1193	763	-36.0%
June	1107	755	-31.8%
July	1080	768	-28.9%
August	1113	830	-25.4%
September	1045	840	-19.6%
October	998		
November	769		
December	790		
<b>Grand Total:</b>	<b>12,068</b>	<b>7,046</b>	

### Monthly Call Volume 2023 - 2024



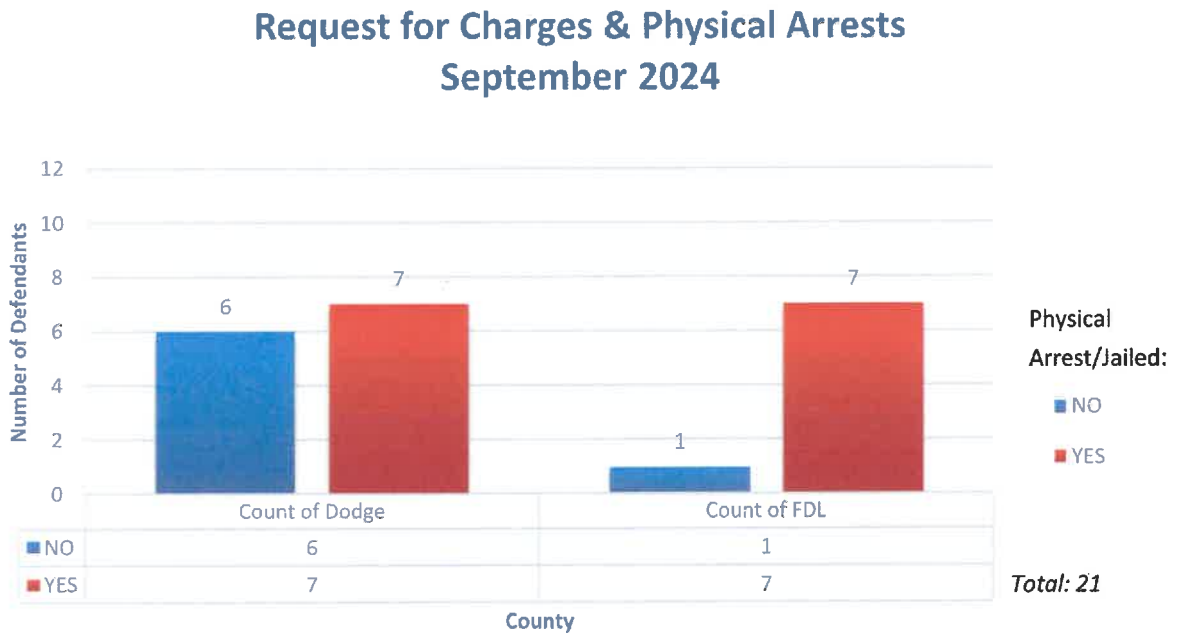


# Waupun Police Department

## September 2024



### Request for Charges & Physical Arrest Report





# Waupun Police Department Total Call Report



***From: September 1, 2024 To: September 30, 2024***

Agency	Incident Type	Total Incidents
WP	911 CHECK	16
	ACCIDENT	10
	ACCIDENT AMBULANCE	1
	ACCIDENT W/BLOCKAGE	1
	ACCIDENT W/INJURY	2
	AMBULANCE	47
	ANIMAL ABUSE	1
	ANIMAL BITE	1
	ANIMAL COMPLAINT	10
	ASSAULT	1
	ASSIST AGENCY	11
	ASSIST CITIZEN	39
	ASSIST MOTORIST	2
	ATTEMPT TO LOCATE	4
	BATTERY	1
	BIKE STOP	1
	BUILDING CHECK	25
	CAR VS DEER	1
	CARCASS IN ROADWAY	1
	CHAPTER 51	1
	CHECK WELFARE	20
	CHILD ABUSE/NEGLECT	2
	CHILD CUSTODY	1
	CIVIL PROBLEM	9
	CRIMINAL DAMAGE TO PROPERTY	1
	DEPARTMENT K9 DOG	1
	DIRECTED AREA PATROL	144
	DISABLED VEHICLE	1
	DISORDERLY CONDUCT	8
	DOMESTIC	4
	DRUGS/NARCOTICS	6
	DUI ALCOHOL OR DRUGS	3
	ESCORT	1
	EXTRA PATROL	38
	FIREWORKS COMPLAINT	1
	FOLLOW UP	64
	FOOT PATROL	10
	FOUND ANIMAL	2
	FOUND PROPERTY	12
	FRAUD	3
	FUNERAL ESCORT	7
	GAS DRIVE OFF	1
	HARASSMENT	3
	HIT AND RUN	3
	INFORMATION TO DOCUMENT	3
	INTOXICATED SUBJECT	1
	INTRUSION ALARM	5
	JUVENILE PROBLEM	9





# Waupun Police Department Total Call Report



***From: September 1, 2024 To: September 30, 2024***

LEWD/LACIVIOUS	1
LITTERING	1
LOST PROPERTY	1
NEIGHBOR DISPUTE	5
NOISE COMPLAINT	2
OCCUPIED DISABLED	3
OPEN DOOR	2
ORDINANCE VIOLATION	19
OVERDOSE	2
PARKING ENFORCEMENT	17
PATROL ASSIST FIRE	10
PORNOGRAPHY	1
RECKLESS DRIVER	8
RUNAWAY	1
SCAM COMPLAINT	5
SEXUAL ASSAULT	2
SHOPLIFTER	1
SPECIAL ASSIGNMENT	7
SUBJECT STOP	7
SUSPICIOUS ACTIVITY	14
SUSPICIOUS VEHICLE	2
TAVERN CHECK	3
THEFT	7
THREATS COMPLAINT	8
TRAFFIC COMPLAINT	1
TRAFFIC ENFORCEMENT	51
TRAFFIC PROBLEM	3
TRAFFIC VIOLATION	106
TRESPASSING	1
TRUANCY	1
UNDERAGE POSSESSION	1
VANDALISM	3
VEHICLE LOCKOUT	1
WARRANT	2
WARRANT OTHER AGENCY	1
<b>Total</b>	<b>839</b>



# Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

## Monthly Report

Date: October 2, 2024  
 To: Mayor, Council, City Administrator, and PFC  
 From: Fire Chief, B.J. DeMaa  
 Re: September report

### Fire Calls:

There were nineteen (19) fire & rescue calls in the month of September for a total of one hundred thirty-seven (137) year-to-date.

Avg # of Responders (Excluding mutual aid and shift calls)	
4A – 8P	10.4
8P – 4A	14.0

\* Current roster is 25 members.

\*\* National Fire Protection Association (NFPA) recommends no less than 15 firefighters for offensive fire attack at structure fire.

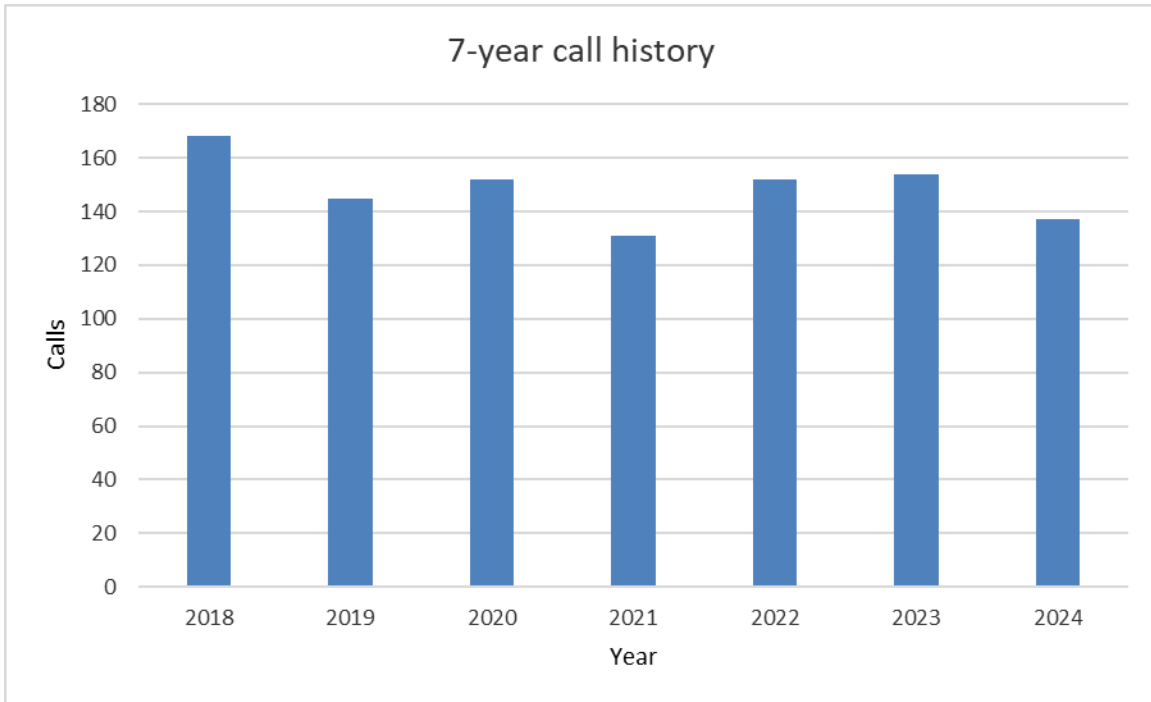
**RED** = below recommended industry best practices

**GREEN** = meets industry best practices

Average Fire Personnel Response (excluding mutual aid & shift calls) YTD:												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4A – 8P	11.1	13.7	11.0	11.5	9.8	12.0	7.7	10.0	10.4			
8P – 4A	14.3	16.0	14.0	N/A	12.2	10.2	12.8	9.8	14.0			

**Fire notes:**

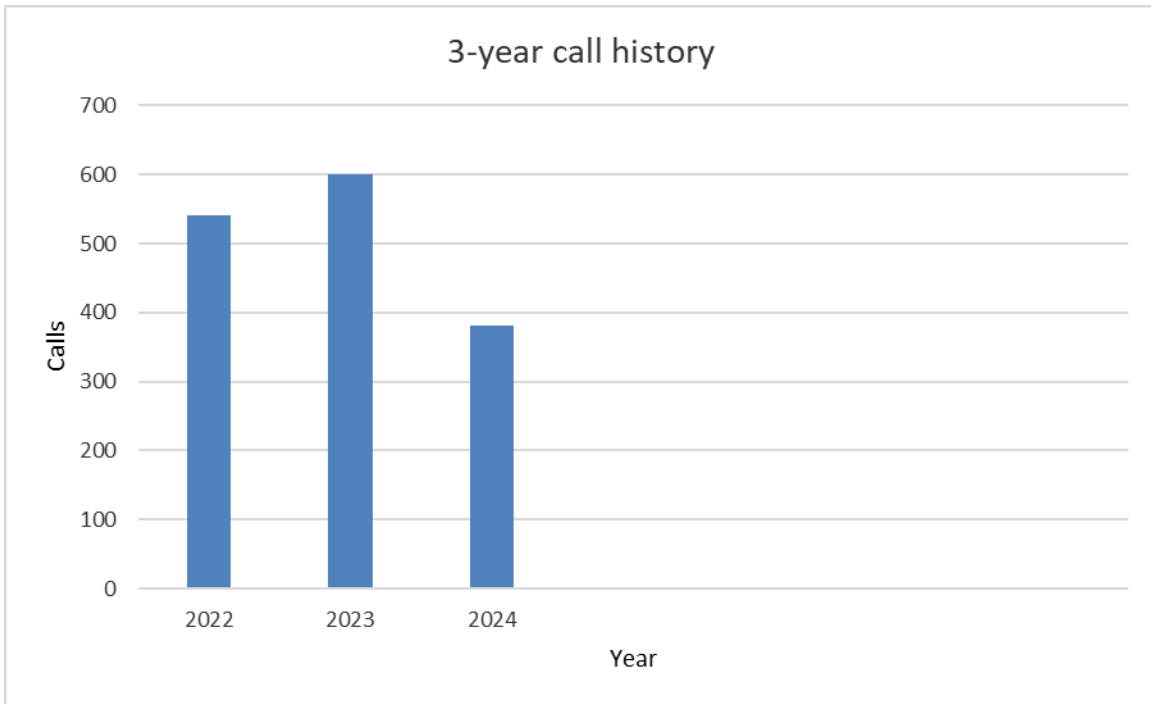
- Currently accepting applications for paid-on-call firefighters.
- Staffing:
  - o FFs: 25 (can go up to 30)
  - o 2 new firefighters have started and are in FF1 class.
- Avg response time – 8:31 (goal – 11 minutes)
- Fractile response – 100% (goal – 80%)
- Retention Survey sent out to members.
- Fire Prevention Week is October 6 – 12.
- 150<sup>th</sup> Anniversary Open House on Monday, October 6, from 5:30 – 8 p.m.
- Townships and City have resumed discussions on what a merger could look like.
- Discussion with Beaver Dam FD on their Cadet program.



**EMR Calls:**

**EMR Call Summary 2024:**

Emergency Medical Responder Calls YTD:												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
49	42	34	36	47	35	38	42	58				381



**EMR notes:**

- Currently accepting applications for paid-on-call EMRs.
- Staffing:
  - o EMRs: 11 (can go up to 15)
    - 1 setting up NREMT test.
    - 2 EMRs are going through background checks.
- Total calls EMRs first on scene – 19 (33%)

October 3, 2024

- Avg. arrival time before contracted service – 1.7 minutes (does not include mutual aid calls)
- Mutual aid requests by contracted service – 0
- Shift calls – 21 (50%)

**Emergency Management notes:**

- Working with Casey on revisions to the City's Emergency Operations Plan.

LIBRARY	MONTHLY REPORT October 2024
Subject	Summary
Statistics	Through the end of September, the library circulated/downloaded/loaned 107,115 items, and 42,532 people walked through our doors. Program attendance is up 6.5%, drive-up service window transactions up 22%.
Puzzle Race	Nine teams competed at the library's Puzzle Race night on September 24, with 35 residents attending.
Programs	Programs for October include Storytimes, book clubs, craft night, Toddler Tuesday, beading program, Lego club, and a movie afternoon.



**RECREATION DEPARTMENT  
MONTHLY REPORT TO COMMON COUNCIL – October 8, 2024**

Activity/Project	Status	Notes/Other
Senior Center Attendance – September	1,138 participants signed in Average daily attendance - 57 participants	Open 20 days
Senior Center Rentals – September	0 rentals Paused rentals to move into new building	2 rentals in September 2023
Senior Center Meals – September	Serving Monday - Wednesday, 48 Indoor Dining Meals Serving Monday - Friday, 137 Mobile Meals, FdL Cty	Daily Average – 4 meals Daily Average – 7 meals
Senior Center Special Activities/Events	<ul style="list-style-type: none"> <li>September 17 - AARP Smart Driver Course</li> <li>September 19 – Last Yoga in the Park for the year</li> </ul> Starting to pack and prepare to move to new building this month	9 participants 44 participants
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> <li>September 17-October 1 – Membership Fees Announced</li> <li>October 7 – Membership Registration Starts</li> <li>October 14-18 Closed Moving Week</li> <li>October 21 – Open at New Building</li> </ul>	Open for lunch and foot care

**10 OCTOBER ACTIVITY CALENDAR SENIORS**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>CIRCUIT FITNESS CENTER</b> MONDAY-FRIDAY 8AM – 10AM	<b>1</b> <u>Packing</u> 9am Hand & Foot Cards 10:30am Tone 11:30am Lunch	<b>2</b> 9am Dice 10:30am Aerobics 11:30am Lunch Noon UNO 1pm Sheepshead 1pm Knit-Wits	<b>3</b> 8:30am Foot Care 9am Dominoes 10:30am Yoga Noon Board Games 1pm Sheepshead	<b>4</b> 9am Se7ens 10:30am Aerobics
<b>7</b> <u>Membership Key Tag</u> 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards	<b>8</b> 9am Hand & Foot Cards 10:30am Tone 11:30am Craft Club 11:30am Lunch	<b>9</b> 9am Dice 10:30am Aerobics 11:30am Craft Club 11:30am Lunch Noon UNO 1pm Sheepshead 1pm Knit-Wits	<b>10</b> 9am Dominoes 10:30am Yoga Noon Board Games 1pm Sheepshead	<b>11</b> 9am Se7ens 10:30am Aerobics 1pm SIA Bingo
<b>14</b> <b>CLOSED MOVING WEEK</b> 11:30am Lunch	<b>15</b> <b>CLOSED MOVING WEEK</b> 11:30am Lunch	<b>16</b> <b>CLOSED MOVING WEEK</b> 11:30am Lunch	<b>17</b> <b>CLOSED MOVING WEEK</b> 8:30am Foot Care	<b>18</b> <b>CLOSED MOVING WEEK</b> 1pm Bingo at Prairie Ridge
<b>21</b> <u>New Building Open</u> 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards	<b>22</b> 9am Hand & Foot Cards 10:30am Tone 11:30am Lunch 1pm Mayor	<b>23</b> 9am Dice 10:30am Aerobics 11:30am Lunch Noon UNO 1pm Sheepshead 1pm Knit-Wits	<b>24</b> 9am Dominoes 9am Dementia Care Specialist 10:30am Yoga Noon Board Games 1pm Sheepshead	<b>25</b> 9am Se7ens 9am Book Club 10:30am Aerobics
<b>28</b> 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards	<b>29</b> 9am Hand & Foot Cards 10:30am Tone 11:30am Lunch	<b>30</b> 9am Dice 10:30am Aerobics 11:30am Lunch Noon UNO 1pm Sheepshead 1pm Knit-Wits	<b>31</b> 9am Dominoes 10:30am Yoga Noon Board Games 1pm Sheepshead	<b>PICKLEBALL INFO—</b> <b>CHECK PAGE 8</b>



# AGENDA SUMMARY SHEET

**MEETING DATE:** 10/8/2024

**TITLE:** Finance

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Casey Langenfeld, Finance  
Director

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

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**SUMMARY:**

**STAFF RECOMMENDATION:**

Request action to accept the financials for September 2024.

**ATTACHMENTS:**

September 2024 Monthly Financials

**RECOMMENDED MOTION:**

Motion to accept the monthly financials.





**WAUPUN**  
CITY OF SCULPTURE

**MONTHLY FINANCIAL REPORT  
2024**

**January**

Revenues	Expenses

**February**

Revenues	Expenses
\$46,984 Payment for Municipal Services (\$27,984 more than budgeted for)	
\$43,510.65 interest income over budget	

**March**

Revenues	Expenses
\$250,000 Donation to Community Center Stone Family Foundation	

**April**

Revenues	Expenses

**May**

Revenues	Expenses
\$50,679 Recycling Grant Received	

**June**

Revenues	Expenses
\$206,503 Interest Income over budget	

**July**

Revenues	Expenses

**August**

Revenues	Expenses
\$276,905.21 Interest Income over budget	

**September**

Revenues	Expenses
\$24,905 Bulding Permit admin fees over budget	\$6,583 Fire Department Truck Repairs overbudget

**CITY OF WAUPUN MONTHLY FINANCIAL REPORT**

September 30, 2024



<b>FUND 100</b>					<b>% of Year Past</b>
<b>General Operations Fund</b>					<b>75%</b>
	<b>9/30/2024</b>	<b>9/30/2024</b>	<b>9/30/2024</b>	<b>9/30/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Taxes	63,754	2,138,789	2,279,125	(140,336)	93.84
Special Assessments	30	247	100	147	247.16
Intergovernmental Aids	1,046	1,135,643	3,970,768	(2,835,124)	28.60
Licenses and Permits	341	37,647	55,230	(17,583)	68.16
Penalties, Forfeitures	524	29,947	42,500	(12,553)	70.46
Public Charges for Service	5,613	259,037	299,143	(40,106)	86.59
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	489	387,638	62,500	325,138	620.22
Special Funds Activity	-	-	190,701	(190,701)	0.00
<b>TOTAL REVENUE</b>	<b>71,797</b>	<b>3,988,950</b>	<b>6,900,067</b>	<b>(2,911,117)</b>	
<b>EXPENDITURES</b>					
General Government	68,125	877,449	1,481,040	(603,591)	59.25
Recreation	10,645	379,630	802,351	(422,721)	47.31
Assessor/Inspector	3,200	29,101	40,500	(11,399)	71.85
Police	172,966	1,652,508	2,540,805	(888,297)	65.04
Fire	34,044	270,442	571,498	(301,056)	47.32
Public Works	127,583	1,118,748	1,674,638	(555,889)	66.81
Economic Dvlp/Admin	(601)	141,133	22,235	118,898	634.74
<b>TOTAL EXPENDITURES</b>	<b>415,963</b>	<b>4,469,011</b>	<b>7,133,067</b>	<b>(2,664,055)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(344,166)</b>	<b>(480,062)</b>	<b>(233,000)</b>		
<b>FUND 210</b>					
<b>Library Fund</b>					
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	-	553,896	553,896	-	100.00
Interest/Divid/Grants/Cty Approp	-	224,606	216,625	7,981	103.68
Fees	60	6,399	700	5,699	914.21
Revenue/Donations	5,865	29,893	5,000	24,893	597.87
<b>TOTAL REVENUE</b>	<b>5,924</b>	<b>814,795</b>	<b>776,221</b>	<b>38,574</b>	
<b>EXPENDITURES</b>					
Library Expenses	56,537	539,044	776,221	(237,177)	69.44
Transfer Out - Capital Fund	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>56,537</b>	<b>539,044</b>	<b>776,221</b>	<b>(237,177)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(50,613)</b>	<b>275,751</b>	<b>-</b>		

**FUND 220****Grants and Donations Fund**

	9/30/2024 Month Activity	9/30/2024 YTD Actual	9/30/2024 Budget Amount	9/30/2024 Over/(Under)	Percent
<b>REVENUE</b>					
Federal Grants	-	49,976	-	49,976	0.00
State/Misc Grants & Donations	4,917	331,038	6,010	325,028	5508.11
<b>TOTAL REVENUE</b>	<b>4,917</b>	<b>381,013</b>	<b>6,010</b>	<b>375,003</b>	
<b>EXPENDITURES</b>					
General Government	-	-	5,000	(5,000)	0.00
Recreational Grants	19,205	94,675	-	94,675	0.00
Police Grants	2,496	7,287	-	7,287	0.00
Fire/EMR Grants	3,086	3,086	-	3,086	0.00
DPW Grants	57	89	-	89	0.00
Economic Development	-	-	1,000	(1,000)	0.00
<b>TOTAL EXPENDITURES</b>	<b>24,845</b>	<b>105,138</b>	<b>6,000</b>	<b>99,138</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(19,928)</b>	<b>275,876</b>	<b>10</b>		

**FUND 230****Building Inspection Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Levy	-	-	-	-	0.00
Building Permits	15,601	105,320	75,000	30,320	140.43
Fees	5,975	33,440	9,500	23,940	352.00
<b>TOTAL REVENUE</b>	<b>21,576</b>	<b>138,760</b>	<b>84,500</b>	<b>54,260</b>	
<b>EXPENDITURES</b>					
Operating Supplies/Wages	24,081	92,285	76,825	15,460	120.12
<b>TOTAL EXPENDITURES</b>	<b>24,081</b>	<b>92,285</b>	<b>76,825</b>	<b>15,460</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(2,505)</b>	<b>46,476</b>	<b>7,675</b>		

**FUND 300****Debt Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Paid to Escrow Agent	-	-	-	-	0.00
General Property Tax	-	812,105	812,105	-	100.00
Funds Applied	-	1,256	1,000	256	125.61
Transfer in Other Funds	-	820,118	1,005,937	(185,819)	81.53
<b>TOTAL REVENUE</b>	<b>-</b>	<b>1,633,480</b>	<b>1,819,042</b>	<b>(185,563)</b>	
<b>EXPENDITURES</b>					
2021 Street Project P&I	-	133,900	133,900	-	100.00
Principal and Interest Payments	-	1,134,086	1,685,142	(551,056)	67.30
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>1,267,986</b>	<b>1,819,042</b>	<b>(551,056)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>365,494</b>	<b>-</b>		

**FUND 400****Capital Fund**

	<b>9/30/2024</b>	<b>9/30/2024</b>	<b>9/30/2024</b>	<b>9/30/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	-	340,000	340,000	-	100.00
Sidewalks	-	609	-	609	0.00
State Shared Revenue/Exp. Restr.	-	1,567,976	2,561,877	(993,901)	61.20
Fees - Recreation Facilities	-	15,550	15,000	550	103.67
Co. & Muni. Street & Highways	-	-	-	-	0.00
Interest and Misc Income	76,135	201,436	8,000	193,436	2517.95
Transfer in Other Funds	-	-	219,010	(219,010)	0.00
<b>TOTAL REVENUE</b>	<b>76,135</b>	<b>2,125,571</b>	<b>3,143,887</b>	<b>(1,018,316)</b>	
<b>EXPENDITURES</b>					
City Hall	555	123,149	86,300	36,849	
Recreation	56,135	2,965,346	2,786,500	178,846	106.42
Public Safety	-	-	50,000	(50,000)	0.00
Library and DPW	-	-	-	-	0.00
Streets	(10,500)	19,503	256,000	(236,497)	7.62
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>46,190</b>	<b>3,107,998</b>	<b>3,178,800</b>	<b>(70,802)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>29,945</b>	<b>(982,427)</b>	<b>(34,913)</b>		

**FUND 404****Business Park Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Increment	-	-	-	-	0.00
Interest Income	-	-	-	-	0.00
Leases/Debt Proceeds	-	405,327	10,453	394,874	3877.62
<b>TOTAL REVENUE</b>	<b>-</b>	<b>405,327</b>	<b>10,453</b>	<b>394,874</b>	
<b>EXPENDITURES</b>					
Operating	277	412,151	10,000	402,151	4121.51
<b>TOTAL EXPENDITURES</b>	<b>277</b>	<b>412,151</b>	<b>10,000</b>	<b>402,151</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(277)</b>	<b>(6,824)</b>	<b>453</b>		

**FUND 405**  
**TID 3 Fund**

	9/30/2024 <i>Month Activity</i>	9/30/2024 <i>YTD Actual</i>	9/30/2024 <i>Budget Amount</i>	9/30/2024 <i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Tax Increment	-	192,642	192,642	0	100.00
PILOT	-	6,023	9,000	(2,977)	66.92
Grants	-	34,470	50,000	(15,530)	0.00
Permits	-	-	-	-	0.00
Donations	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	233,136	251,642	(18,506)	
<b>EXPENDITURES</b>					
Operating	1,205	178,715	206,222	(27,507)	86.66
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	1,205	178,715	206,222	(27,507)	
<b>NET REVENUE OVER EXPENDITURES</b>	(1,205)	54,421	45,420		

**FUND 401**  
**TID 5 Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	427,528	434,681	(7,153)	98.35
Developer Guarantees	-	32,342	24,735	7,607	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	459,870	459,416	454	
<b>EXPENDITURES</b>					
Operating	-	379,133	379,200	(67)	99.98
<b>TOTAL EXPENDITURES</b>	-	379,133	379,200	(67)	
<b>NET REVENUE OVER EXPENDITURES</b>	-	80,737	80,216		

**FUND 408**  
**TID 6 Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	117,781	117,781	0	100.00
State/Federal Grants	-	-	-	-	0.00
Permits	-	-	-	-	0.00
Donations/Transfer In	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	117,781	117,781	0	
<b>EXPENDITURES</b>					
Transfers Out - Other Funds	-	55,000	67,630	(12,630)	0.00
Operating	-	1,083	5,240	(4,157)	20.67
<b>TOTAL EXPENDITURES</b>	-	56,083	72,870	(16,787)	
<b>NET REVENUE OVER EXPENDITURES</b>	-	61,698	44,911		

**FUND 407****TID 7 Fund**

	9/30/2024	9/30/2024	9/30/2024	9/30/2024	Percent
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
<b>REVENUE</b>					
Tax Increment	-	57,419	57,419	-	100.00
Permits	-	-	-	-	0.00
State Grants	-	-	-	-	0.00
Permits - Other	-	-	-	-	0.00
Donations	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	57,419	57,419	-	
<b>EXPENDITURES</b>					
Int on Adv/Transfer to Debt Fund	-	27,469	154,938	(127,469)	17.73
Operating	-	6,017	1,150	4,867	523.25
<b>TOTAL EXPENDITURES</b>	-	33,486	156,088	(122,601)	
<b>NET REVENUE OVER EXPENDITURES</b>	-	23,933	(98,669)	122,601	

**FUND 418****TID 8 Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	185,177	185,177	-	100.00
Permits	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds from Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	185,177	185,177	-	
<b>EXPENDITURES</b>					
Transfer Out - Debt Fund	-	94,152	94,152	-	0.00
Operating	-	18,583	31,150	(12,567)	0.00
<b>TOTAL EXPENDITURES</b>	-	112,735	125,302	(12,567)	
<b>NET REVENUE OVER EXPENDITURES</b>	-	72,441	59,875		

**FUND 419****TID 9 Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	25,874	25,874	-	0.00
Interest Revenue	-	21,510	-	21,510	0.00
Proceeds Long Term Debt	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	47,384	25,874	21,510	
<b>EXPENDITURES</b>					
Transfer Out - Other Funds	-	51,750	103,500	(51,750)	0.00
Operating	294	186,496	27,540	158,956	677.18
<b>TOTAL EXPENDITURES</b>	294	238,246	131,040	107,206	
<b>NET REVENUE OVER EXPENDITURES</b>	(294)	(190,862)	(105,166)		

**FUND 410**  
**Equipment Fund**

	9/30/2024	9/30/2024	9/30/2024	9/30/2024	Percent
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
<b>REVENUE</b>					
Tax Levy	-	225,000	225,000	-	100.00
Grants	-	8,592	5,000	3,592	0.00
Misc.	-	31,139	9,000	22,139	345.99
Transfers In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	264,732	239,000	25,732	
<b>EXPENDITURES</b>					
Administration	-	4,245	14,000	(9,755)	0.00
Recreation	2,710	4,917	5,000	(83)	0.00
Police	45,182	82,759	131,624	(48,865)	0.00
Fire	530	1,727	26,500	(24,774)	0.00
Library	-	-	-	-	0.00
DPW	20,649	127,400	101,617	25,783	0.00
<b>TOTAL EXPENDITURES</b>	69,070	221,048	278,741	(57,693)	
<b>NET REVENUE OVER EXPENDITURES</b>	(69,070)	43,684	(39,741)		

**FUND 420**  
**Recycling Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Grant	-	5,000	5,000	-	0.00
Fees	12,118	96,917	154,377	(57,460)	62.78
Interest	-	3,965	3,500	465	113.29
<b>TOTAL REVENUE</b>	12,118	105,882	162,877	(56,995)	
<b>EXPENDITURES</b>					
Operating	12,415	100,167	154,604	(54,437)	64.79
<b>TOTAL EXPENDITURES</b>	12,415	100,167	154,604	(54,437)	
<b>NET REVENUE OVER EXPENDITURES</b>	(297)	5,714	8,273		

**FUND 425**  
**Solid Waste Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Fees	36,353	290,750	428,259	(137,509)	67.89
<b>TOTAL REVENUE</b>	36,353	290,750	428,259	(137,509)	
<b>EXPENDITURES</b>					
Operating	33,627	284,569	432,093	(147,524)	65.86
<b>TOTAL EXPENDITURES</b>	33,627	284,569	432,093	(147,524)	
<b>NET REVENUE OVER EXPENDITURES</b>	2,727	6,181	(3,834)		

**FUND 430****Tourism Fund**

	9/30/2024	9/30/2024	9/30/2024	9/30/2024	Percent
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
<b>REVENUE</b>					
Local Room Tax	5,602	43,547	60,000	(16,453)	72.58
Misc.	-	20,000	10,000	10,000	0.00
<b>TOTAL REVENUE</b>	<b>5,602</b>	<b>63,547</b>	<b>70,000</b>	<b>(6,453)</b>	
<b>EXPENDITURES</b>					
Operating	7,683	43,295	70,000	(26,705)	61.85
<b>TOTAL EXPENDITURES</b>	<b>7,683</b>	<b>43,295</b>	<b>70,000</b>	<b>(26,705)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(2,080)</b>	<b>20,252</b>	<b>-</b>		

**FUND 501****Taxi Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Levy	-	45,000	45,000	-	0.00
State/Federal Grants	-	49,352	70,000	(20,648)	70.50
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>-</b>	<b>94,352</b>	<b>115,000</b>	<b>(20,648)</b>	
<b>EXPENDITURES</b>					
Operating	86,210	171,669	212,916	(41,247)	80.63
<b>TOTAL EXPENDITURES</b>	<b>86,210</b>	<b>171,669</b>	<b>212,916</b>	<b>(41,247)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(86,210)</b>	<b>(77,316)</b>	<b>(97,916)</b>		

**FUND 509****CDBG Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Interest	-	23	20	3	114.35
<b>TOTAL REVENUE</b>	<b>-</b>	<b>23</b>	<b>20</b>	<b>3</b>	
<b>EXPENDITURES</b>					
Operating	60	10,413	73,000	(62,587)	0.00
<b>TOTAL EXPENDITURES</b>	<b>60</b>	<b>10,413</b>	<b>73,000</b>	<b>(62,587)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(60)</b>	<b>(10,390)</b>	<b>(72,980)</b>		



**FUND 700****Stormwater Fund**

	<b>9/30/2024</b> <i>Month Activity</i>	<b>9/30/2024</b> <i>YTD Actual</i>	<b>9/30/2024</b> <i>Budget Amount</i>	<b>9/30/2024</b> <i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Grants	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Stormwater Fees	50,537	414,557	592,500	(177,943)	69.97
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>50,537</b>	<b>414,557</b>	<b>592,500</b>	<b>(177,943)</b>	
<b>EXPENDITURES</b>					
Operating, Wages, Benefits	32,970	367,112	-	367,112	0.00
<b>TOTAL EXPENDITURES</b>	<b>32,970</b>	<b>367,112</b>	<b>-</b>	<b>367,112</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>17,566</b>	<b>47,445</b>	<b>592,500</b>		

TO: Mayor & Common Council  
 FROM: Susan Leahy  
 SUBJECT: Building Permits for SEPTEMBER 2024

Permit #	Applicant Name	Parcel Address	Description	Permit Fee	Admin Fee	Total Fees	Project Cost
Group: Dodge							
2024303	Heidi Antoni	556 BRONSON ST	Complete Tear Off - Reroof House & Garage	\$ 120.00	\$ 45.00	\$ 165.00	20,000.00
2024306	Lee & Renee Wagner	421 E JEFFERSON ST	Complete Tear Off - Reroof House	\$ 102.00	\$ 45.00	\$ 147.00	17,000.00
2024309	Dawn Meyer	111 LIBERTY ST	Complete Tear Off - Reroof House & Garage	\$ 84.00	\$ 45.00	\$ 129.00	14,000.00
2024310	Eugene Wook	119 FRONTIER ST	Complete Tear Off - Reroof House & Garage	\$ 132.00	\$ 45.00	\$ 177.00	22,000.00
2024348	William Wiggins	511 GRACE ST	Complete Tear Off - Reroof House/Garage, Gutters/Downspouts	\$ 90.00	\$ 45.00	\$ 135.00	15,000.00
2024349	Douglas Wilson	307 GRACE ST	Complete Tear Off - Reroof House & Detached Garage	\$ 129.60	\$ 45.00	\$ 174.60	21,600.00
2024350	Larry Patrouille	396 S WATERTOWN ST	Complete Tear Off - Reroof House & Garden Shed	\$ 120.00	\$ 45.00	\$ 165.00	20,000.00
2024351	Sherry Oechsner	802 E JEFFERSON ST	Complete Tear Off - Reroof House & Garage, Reside, Fascia, Gutters & Shed	\$ 135.00	\$ 45.00	\$ 180.00	22,500.00
2024353	Julius Grover	233 GRANDVIEW AVE	Complete Tear Off - Reroof House	\$ 54.00	\$ 45.00	\$ 99.00	9,000.00
2024557	Cody Hanefeld	662 COCHRANE ST	Service Upgrade	\$ 80.00	\$ 45.00	\$ 125.00	2,200.00
2024562	Sherman Lackey	818 E JEFFERSON ST	Complete Tear Off - Reroof w/ Metal, Gable & Eave Trim, & Gutters	\$ 110.40	\$ 45.00	\$ 155.40	18,400.00
2024563	Josh & Sheree Fuchs	116 BLY ST	Complete Tear Off - Reroof House & Detached Garage & Gutters	\$ 168.68	\$ 45.00	\$ 213.68	28,114.00
2024564	Thomas & Alicia Jahnk	701 S GROVE ST	Complete Tear Off - Reroof House & Detached Garage & Gutters	\$ 124.98	\$ 45.00	\$ 169.98	20,830.00
2024566	Tony Martinez	553 BRONSON ST	Complete Tear Off - Reroof House & Downspouts	\$ 68.40	\$ 45.00	\$ 113.40	11,400.00
2024567	Ryan Lentz	301 S WATERTOWN ST	Complete Tear Off - Reroof House & Detached Garage, Ridge Vent & Gutters	\$ 157.50	\$ 45.00	\$ 202.50	26,250.00
2024581	City of Waupun	201 E MAIN ST	Complete Tear Off - Install New Roof Membrane/Insulation	\$ 510.00	\$ 45.00	\$ 555.00	85,000.00
2024593	Arthur Schick	221 BEAVER DAM ST	Complete Tear Off - Reroof	\$ 111.00	\$ 45.00	\$ 156.00	18,500.00
2024617	Joseph Vanden Berg	717 CLAGGETT AVE	Complete Tear Off - Reroof & Gutters	\$ 153.25	\$ 45.00	\$ 198.25	25,541.11
2024618	Larry Vanden Berg	605 HAZEL ST	Complete Tear Off - Reroof	\$ 139.86	\$ 45.00	\$ 184.86	23,309.67
2024620	TARIN L COSTELLO	518 BRONSON ST	Complete Tear Off - Reroof House & Garage	\$ 127.81	\$ 45.00	\$ 172.81	21,301.00
2024621	Nancy Wanish	415 GRACE ST	Complete Tear Off - Reroof	\$ 81.00	\$ 45.00	\$ 126.00	13,500.00
2024624	Gwen Vandergalien	524 W JEFFERSON ST	Raze Existing Detached Garage & Construct 24x25 Detached Garage	\$ 200.00	\$ 45.00	\$ 245.00	20,000.00
2024625	Madhu Pachal	27 S STATE ST	Complete Tear Off - Reroof	\$ 115.50	\$ 45.00	\$ 160.50	19,250.00
2024626	Madhu Pachal	37 W MAIN ST	Complete Tear Off - Partial Reroof	\$ 56.25	\$ 45.00	\$ 101.25	9,375.00
2024628	Shelly Flier	1004 W LINCOLN ST	Complete Tear Off - Reroof	\$ 141.44	\$ 45.00	\$ 186.44	23,572.50
2024630	Mary Lackey	118 W JEFFERSON ST	Complete Tear Off - Reroof	\$ 105.90	\$ 45.00	\$ 150.90	17,649.45
2024633	Jessica Hein	503 DOTY ST	Complete Tear Off - Reroof House & Detached Garage	\$ 71.21	\$ 45.00	\$ 116.21	11,869.00
2024635	Jill Page	9 REIDS DR	Complete Tear Off - Reroof House & Shed & Gutters	\$ 90.60	\$ 45.00	\$ 135.60	15,100.00
2024636	Agnes Vande Zande	810 E JEFFERSON ST	Complete Tear Off - Reroof	\$ 50.00	\$ 45.00	\$ 95.00	1,700.00
2024637	Bonnie Oestreich	215 GRANDVIEW AVE	6' High Vinyl Fence, 32' Long	\$ 100.00	\$ 45.00	\$ 145.00	950.00
2024639	Dean Marchenkuski	523 HILLYER ST	Complete Tear Off - Reroof	\$ 111.00	\$ 45.00	\$ 156.00	18,500.00
2024641	Kurt DeBoer	824 SUNSET AVE	Complete Tear Off - Reroof	\$ 148.80	\$ 45.00	\$ 193.80	24,800.00
2024644	John Lins	318 S MADISON ST	Complete Tear Off - Reroof Garage	\$ 50.00	\$ 45.00	\$ 95.00	6,300.00
2024646	Rens Floral	317 E MAIN ST	Interior Electrical Upgrades	\$ 80.00	\$ 45.00	\$ 125.00	3,000.00
2024648	David & Lori Damstee	21 BEVERLY CT	Install Sump Crock, Pump & Drain Tile	\$ 96.00	\$ 45.00	\$ 141.00	16,000.00
2024649	Jeff Smith	727 S GROVE ST	6' H Privacy Vinyl Fence	\$ 100.00	\$ 45.00	\$ 145.00	4,650.00
2024652	Kristin Kastein	3 BEVERLY CT	Complete Tear Off - Reroof	\$ 92.70	\$ 45.00	\$ 137.70	15,450.00
2024655	Jason Meyer	905 W LINCOLN ST	Complete Tear Off - Reroof	\$ 90.00	\$ 45.00	\$ 135.00	15,000.00
2024657	Sandy Markus	513 E MAIN ST	Complete Tear Off - Reroof	\$ 80.40	\$ 45.00	\$ 125.40	13,400.00
2024660	Tessa Frost	660 COCHRANE ST	Complete Tear Off - Reroof & Reside	\$ 289.20	\$ 45.00	\$ 334.20	48,200.00
2024661	Rick Hoffman	1033 W LINCOLN ST	Complete Tear Off - Reroof	\$ 148.80	\$ 45.00	\$ 193.80	24,800.00
2024662	Tim Teachout	5 E LINCOLN ST	Complete Tear Off - Reroof	\$ 76.80	\$ 45.00	\$ 121.80	12,800.00
2024663	John Bestul	401 S WATERTOWN ST	Complete Tear Off - Reroof	\$ 170.40	\$ 45.00	\$ 215.40	28,400.00
2024664	Keri Bushweiler	707 E JEFFERSON ST	Complete Tear Off - Reroof	\$ 63.00	\$ 45.00	\$ 108.00	10,500.00
2024665	Tim Yonke	721 COUNTRY VIEW DR	Complete Tear Off - Reroof	\$ 82.20	\$ 45.00	\$ 127.20	13,700.00
2024668	Harvey Austin	635 MAXON ST	Complete Tear Off - Reroof	\$ 109.20	\$ 45.00	\$ 154.20	18,200.00
2024670	Tracy Hawkinson	811 VISSER AVE	Complete Tear Off - Reroof	\$ 121.20	\$ 45.00	\$ 166.20	20,200.00
2024671	James Smits	905 PLEASANT AVE	Complete Tear Off - Reroof	\$ 142.20	\$ 45.00	\$ 187.20	23,700.00
2024673	Mary Voskuil	235 PLEASANT AVE	Complete Tear Off - Reroof	\$ 126.00	\$ 45.00	\$ 171.00	21,000.00
2024674	Desa Rico	302 S DIVISION ST	Complete Tear Off - Reroof	\$ 66.00	\$ 45.00	\$ 111.00	11,000.00
2024675	City of Waupun	520 MCKINLEY ST	Exterior Signage	\$ 175.39	\$ 45.00	\$ 220.39	-
2024681	Cheyenne Sloan	905 E MAIN ST	Complete Tear Off - Reroof	\$ 93.60	\$ 45.00	\$ 138.60	15,600.00
2024683	Noian Schmidt	109 WELCH ST	Complete Tear Off - Reroof	\$ 65.70	\$ 45.00	\$ 110.70	10,950.00
2024684	Mike Matoushek	304 ELM AVE	Install 60' of Perimeter Drain Tile @ Basement	\$ 50.00	\$ 45.00	\$ 95.00	4,531.21
2024687	Danyelle DeBoer	415 S WATERTOWN ST	Complete Tear Off - Reroof	\$ 61.00	\$ 45.00	\$ 106.00	10,166.86
2024688	Jason Schumacher	411 S WATERTOWN ST	Complete Tear Off - Reroof	\$ 108.00	\$ 45.00	\$ 153.00	18,000.00
2024693	Integrity Investments	601 ROBIN RD #1	Install Magic-Pak HVAC Unit	\$ 50.00	\$ 45.00	\$ 95.00	5,370.00
2024694	Alex & Corrina Winche	310 W BROWN ST	Install Sump Crock & Drain Tile System	\$ 108.00	\$ 45.00	\$ 153.00	18,000.00
2024695	Tim Bresser	504 W BROWN ST	14x18 Prefab Shed	\$ 100.00	\$ 45.00	\$ 145.00	-
2024697	Deborah Veteke	612 CLAGGETT AVE	Complete Tear Off - Reroof & Gutters	\$ 112.20	\$ 45.00	\$ 157.20	18,700.00
2024700	Tenneco - Federal Mo	401 INDUSTRIAL AVE	Nitrogen Tank Foundation & Concrete Slab	\$ 1,037.28	\$ 45.00	\$ 1,082.28	187,853.00
2024701	Fred & Karen Mohr	501 GRACE ST	Complete Tear Off - Reroof	\$ 96.00	\$ 45.00	\$ 141.00	16,000.00
2024702	Michael & Brenda Gie	554 E BROWN ST	Complete Tear Off - Reroof	\$ 120.00	\$ 45.00	\$ 165.00	20,000.00
2024703	James & Ruth Rehrau	110 FOX LAKE RD	Complete Tear Off - Reroof	\$ 168.00	\$ 45.00	\$ 213.00	28,000.00
2024704	Alvin & Mary Jo Kearle	521 E JEFFERSON ST	Complete Tear Off - Reroof & Reside	\$ 180.00	\$ 45.00	\$ 225.00	30,000.00
2024707	Adam & Elizabeth Sch	415 PARK AVE	Remove & Replace (8) Windows & Storm Door	\$ 60.00	\$ 45.00	\$ 105.00	10,000.00
2024710	Wayne Dorweiler	909 PLEASANT AVE	Complete Tear Off - Reroof & Screen Guard	\$ 63.12	\$ 45.00	\$ 108.12	10,520.00
2024712	Fred Ritzema	601 W LINCOLN ST	Complete Tear Off - Reroof	\$ 96.00	\$ 45.00	\$ 141.00	16,000.00
2024713	Nicole Braatz	414 S GROVE ST	Complete Tear Off - Reroof & Reside	\$ 150.00	\$ 45.00	\$ 195.00	25,000.00
2024714	Briona Dunbar	815 GRACE ST	Basement Remodel	\$ 300.75	\$ 45.00	\$ 345.75	50,125.00
2024717	Richard Baumann	543 S MADISON ST	Complete Tear Off - Reroof House & Garage	\$ 108.18	\$ 45.00	\$ 153.18	18,030.00
2024718	Linda Gitzel	303 DOTY ST	Install Sump Crock & 89' of Drain Tile	\$ 54.02	\$ 45.00	\$ 99.02	9,003.15
2024719	Integrity Investments	601 ROBIN RD #1	Replace Magic-Pak HVAC Unit	\$ 50.00	\$ 45.00	\$ 95.00	5,370.00
2024720	Sharon Brchlin	909 VISSER AVE	Complete Tear Off - Reroof	\$ 114.00	\$ 45.00	\$ 159.00	19,000.00
2024721	David Rohrer	910 VISSER AVE	Complete Tear Off - Reroof	\$ 114.00	\$ 45.00	\$ 159.00	19,000.00
2024726	SMJ Int'l for Verizon	1100 S WATERTOWN ST	Equipment Upgrade to Tower	\$ 150.00	\$ 45.00	\$ 195.00	25,000.00
				\$ 9,759.52	\$ 3,420.00	\$ 13,179.52	\$ 1,514,730.75

Permit #	Applicant Name	Parcel Address	Description	Permit Fee	Admin Fee	Total Fees	Project Cost
Group: Fond Du Lac							
2024301	James & Carla Petersen	704 ROCK RIVER AVENUE	Complete Tear Off - Reroof House & Garage	\$ 84.00	\$ 45.00	\$ 129.00	14,000.00
2024302	Tricia Biever	1004 ROCK AVENUE	Complete Tear Off - Reroof House & Garage	\$ 102.00	\$ 45.00	\$ 147.00	17,000.00
2024304	Randal Talley	630 N MADISON STREET	Complete Tear Off - Reroof House & Garage	\$ 168.00	\$ 45.00	\$ 213.00	28,000.00
2024305	Tammy Vande Zande	113 N FOREST STREET	Complete Tear Off - Reroof House & Detached Garage	\$ 102.00	\$ 45.00	\$ 147.00	17,000.00
2024307	David & Karen Schma	633 PIONEER AVENUE	Complete Tear Off - Reroof House & Garage	\$ 90.00	\$ 45.00	\$ 135.00	15,000.00
2024308	Tyler Vodak	612 PARK STREET	Complete Tear Off - Reroof House	\$ 50.00	\$ 45.00	\$ 95.00	8,000.00
2024352	Carrie Rittenhouse	465 NEEVEL AVENUE	Complete Tear Off - Reroof House & Garage & Shed	\$ 90.00	\$ 45.00	\$ 135.00	15,000.00
2024354	Ron Coda	424 E SPRING STREET	Complete Tear Off - Reroof House & Garage	\$ 114.00	\$ 45.00	\$ 159.00	19,000.00

2024412	National Exchange Ba	210 E MAIN STREET	Replace (2) Boilers	\$ 100.00	\$ 45.00	\$ 145.00	-
2024565	Kenneth Vossekuil	526 W MAIN STREET	Complete Tear Off - Reroof House & Detached Garage & Gutters	\$ 187.80	\$ 45.00	\$ 232.80	31,300.00
2024568	Frank DeYoung	443 N MADISON STREET	Complete Tear Off - Reroof House, Garage & Shed & Gutters	\$ 155.40	\$ 45.00	\$ 200.40	25,900.00
2024619	Bill Yedinak	713 EDGEWOOD DRIVE	Complete Tear Off - Reroof	\$ 123.81	\$ 45.00	\$ 168.81	20,634.22
2024622	Lorna Boelk	604 EDGEWOOD DRIVE	Complete Tear Off - Reroof	\$ 72.00	\$ 45.00	\$ 117.00	12,000.00
2024623	James Syens	1033 ORIOLE STREET	10x20 Prefab Shed	\$ 100.00	\$ 45.00	\$ 145.00	5,000.00
2024627	Doug Mock	3 CHAPMAN PLACE	Complete Tear Off - Reroof	\$ 119.40	\$ 45.00	\$ 164.40	19,899.27
2024629	Larry White	704 WINTER AVENUE	Complete Tear Off - Reroof & Siding	\$ 305.21	\$ 45.00	\$ 350.21	50,868.41
2024631	Melissa Kavonius	703 PIONEER AVENUE	Complete Tear Off - Reroof	\$ 78.97	\$ 45.00	\$ 123.97	13,162.00
2024632	Samuel Gallien	193 HARMSAN AVENUE	Complete Tear Off - Reroof	\$ 187.67	\$ 45.00	\$ 232.67	31,278.24
2024634	Bette Mocco	2 CHAPMAN PLACE	Complete Tear Off - Reroof & Gutters	\$ 96.60	\$ 45.00	\$ 141.60	16,100.00
2024638	Greg Homan	213 BRANDON STREET	Service Upgrade	\$ 80.00	\$ 45.00	\$ 125.00	-
2024640	Erika Scheer	628 PARK STREET	Complete Tear Off - Reroof	\$ 97.20	\$ 45.00	\$ 142.20	16,200.00
2024642	Kenneth Heideman	449 W HAWTHORNE DRIVE	Complete Tear Off - Reroof	\$ 133.80	\$ 45.00	\$ 178.80	22,300.00
2024643	Ronald Panzer	210 N MILL STREET	Complete Tear Off - Reroof	\$ 108.00	\$ 45.00	\$ 153.00	18,000.00
2024645	Tim Aalsma	505 BRANDON STREET	Complete Tear Off - Reroof	\$ 172.80	\$ 45.00	\$ 217.80	28,800.00
2024647	Mason Henning	250 ROUNSVILLE STREET	Replace 40 Gal Water Heater	\$ 50.00	\$ 45.00	\$ 95.00	1,800.00
2024650	Whispering Oaks - Jas	450 E FRANKLIN STREET	Renovate Existing Office to Apartment	\$ 210.00	\$ 45.00	\$ 255.00	35,000.00
2024651	Eric Stone - NEBT	210 E MAIN STREET	Complete Tear Off - Reroof	\$ 265.92	\$ 45.00	\$ 310.92	44,320.00
2024653	Jamie Farr	208 BRANDON STREET	Complete Tear Off - Reroof House & Garage	\$ 61.20	\$ 45.00	\$ 106.20	10,200.00
2024654	Kevin Harmsen	527 W FRANKLIN STREET	Complete Tear Off - Reroof Garage	\$ 50.00	\$ 45.00	\$ 95.00	6,995.00
2024656	Donald Kehrmeyer	223 WOODLAND DRIVE	Complete Tear Off - Reroof	\$ 82.85	\$ 45.00	\$ 127.85	13,808.54
2024658	Brittany Leisure	613 PIONEER AVENUE	Complete Tear Off - Reroof	\$ 108.00	\$ 45.00	\$ 153.00	18,000.00
2024659	Laura Irish	389 FOND DU LAC STREET	Complete Tear Off - Reroof	\$ 126.00	\$ 45.00	\$ 171.00	21,000.00
2024666	Jeff Navis	34 DOG LEG LANE	Complete Tear Off - Reroof	\$ 102.00	\$ 45.00	\$ 147.00	17,000.00
2024667	Jane Stipanovic	811 E FRANKLIN STREET	Complete Tear Off - Reroof	\$ 93.60	\$ 45.00	\$ 138.60	15,600.00
2024669	Ryan Meyer	421 NEEVEL AVENUE	Complete Tear Off - Reroof	\$ 163.20	\$ 45.00	\$ 208.20	27,200.00
2024672	Alan Clark	478 NEEVEL AVENUE	Complete Tear Off - Reroof	\$ 93.00	\$ 45.00	\$ 138.00	15,500.00
2024682	Mike Jennings	806 N MADISON STREET	Complete Tear Off - Reroof	\$ 114.29	\$ 45.00	\$ 159.29	19,047.66
2024685	Bethany Newsome	496 E SPRING STREET	Complete Tear Off - Reroof House & Garage	\$ 57.00	\$ 45.00	\$ 102.00	9,500.00
2024689	Nathan & Jennifer Pet	429 EDGEWOOD DRIVE	Remodel Bath	\$ 60.00	\$ 45.00	\$ 105.00	10,000.00
2024690	Kevin Kuperberg	701 OAK LANE	Replace Furnace & AC	\$ 100.00	\$ 45.00	\$ 145.00	15,726.00
2024691	Nicole Hill	650 W MAIN STREET	Construct 2 interior rooms, Finish Restroom Fixtures	\$ 50.00	\$ 45.00	\$ 95.00	3,000.00
2024692	Ben Roets	1020 ORIOLE STREET	Kitchen Renovation	\$ 50.00	\$ 45.00	\$ 95.00	2,000.00
2024696	Matthew Jacob	604 HARMSAN AVENUE	Complete Tear Off - Reroof	\$ 99.75	\$ 45.00	\$ 144.75	16,625.18
2024698	Richard Golz	118 N MADISON STREET	Reside Garage	\$ 50.00	\$ 45.00	\$ 95.00	3,000.00
2024699	Randall Armga	228 HAWTHORN DRIVE	16x18 Detached Garage	\$ 200.00	\$ 45.00	\$ 245.00	25,000.00
2024705	Kim Schmitz	255 N WATERTOWN STREET	Complete Tear Off - Reroof	\$ 102.00	\$ 45.00	\$ 147.00	17,000.00
2024706	Casey Johnston	405 N HARRIS AVENUE	30x30 Detached Garage	\$ 226.00	\$ 45.00	\$ 271.00	8,000.00
2024708	Tony's Pizza	420 FOND DU LAC STREET	Replace RTU	\$ 50.00	\$ 45.00	\$ 95.00	31,562.45
2024709	Pamela Riel	325 FOND DU LAC STREET	Complete Tear Off - Reroof & Gutters	\$ 100.95	\$ 45.00	\$ 145.95	16,825.00
2024723	Linda Tyler	503 HOARD ROAD	Complete Tear Off - Reroof	\$ 84.00	\$ 45.00	\$ 129.00	14,000.00
2024724	Cecilia Mosqueda	718 ROCK RIVER AVENUE	Complete Tear Off - Reroof	\$ 78.00	\$ 45.00	\$ 123.00	13,000.00
2024725	Donna Johnson	24 CHAPMAN PLACE	Reroof	\$ 50.00	\$ 45.00	\$ 95.00	2,000.00
				\$ 5,796.42	\$ 2,340.00	\$ 8,136.42	\$ 877,151.97
				\$ 15,555.94	\$ 5,760.00	\$ 21,315.94	\$ 2,391,882.72

Permits issued in Dodge County 76  
Permits issued in Fond du Lac Cty 52  
**Total Permits for the month 128**

Building Permit Fees \$15,555.94  
Administrative Fees \$5,760.00  
Special Assessment Letters \$160.00  
Site Plan Review 401 Industrial Ave \$100.00  
Certified Survey Map Review Strong, Kehrmeyer \$260.00  
**Grand Total \$21,835.94**

#### BUILDING PERMIT COMPARISON

September 2023 Dodge County -16 permits; Fond du Lac County - 14 permits  
Estimated cost of construction: \$408,286.00

#### NINE MONTH COMPARISON

January - September 2021 estimated cost of construction \$34,153,592.95  
January - September 2022 estimated cost of construction \$23,924,785.55  
January - September 2023 estimated cost of construction \$15,510,380.16  
January - September 2024 estimated cost of construction \$17,152,086.74

## **Administrative Report for September 2024**

Prepared by K Schlieve, 10/3/24

### **PERSONNEL:**

- We will hold a training session on October 14 at Edgewood Church focused on modern recruitment practices for fire.
- Job descriptions for new part-time positions at the new community center are being developed and are budgeted for 2025.
- We are working with Cottingham & Butler on a wage assessment project as part of the 2025 budget process.
- Health insurance renewals have been finalized and open enrollment meetings are planned for October 15, 2024.
- We have concluded interviews for the proposed shared building inspector/zoning administrator position with City of Ripon and have not been successful in finding a qualified candidate. We are in discussion with contracted service providers to determine how we can increase resources committed to the community for permitting, zoning and code enforcement.
- We are recommending a contract with MSA Professional Services to support improvements and ongoing workflow enhancements to our GIS service needs. We are meeting to discuss what this will mean to fill the administrative vacancy in public works and will be bringing a recommendation forward for review and approval of an updated job description in the near future.

### **FACILITIES:**

- The Museum tuckpoint project was approved and contracts are being executed. We expect work to commence yet this fall.
- We are working through final punch-list details for the new Senior/Community Center. Moving dates are finalized for week of 10/14, with regular operations resuming the week of 10/21 at the new facility. Tenant agreements have been finalized. Final signage design is being completed. Ribbon cutting and dedication of the facility is being planned for December 3, 2024.

### **COMMUNITY/ECONOMIC DEVELOPMENT:**

- Small Business Development Grant: Staff is working with Ripon, Campbellsport and North Fond du Lac on a collaborative grant application to WEDC to support small business starts and expansions in our communities. Application is Due October 15, 2024.
- The current senior center building has been relisted for sale after initial discussions with a potential developer fell through. First review of proposals will be October 23 and the building will remain listed until sold.
- Staff presented at the fall WEDA Best Practice Conference on entrepreneurial ecosystem building in rural communities and the success Waupun has been having with business starts and building improvements.
- Ribbon Cutting for Food Truck Alley scheduled for October 5, 2024.
- Staff is working with the BID to finalize their 2025 operational plan and will be bringing that forward for adoption by the Council prior to the budget hearing.

### **INTERGOVERNMENTAL:**

- Staff continues to meet with the rural townships in the Waupun Community Fire Department to discuss consolidation/merging of the two departments. We are currently working on developing a budget and discuss terms of a cooperative agreement to support a unified service.

## **Administrative Report for September 2024**

Prepared by K Schlieve, 10/3/24

### **BUDGET/IT/RISK MANAGEMENT:**

- We are working on compiling the needed information for the debt issuance discussed in the 2025 budget planning process. We anticipate our financial consultant, Ehlers, will be attending a council meeting to discuss that process in the near future.
- The final 2025 budget documents will be available online within the next two weeks. The budget hearing is planned for November 12, 2024.
- Staff attended a grant meeting with MSA Professional Services and have identified several grants that need to be investigated further for possible future funding options of projects. A formal grant request will be discussed with the council when further details are known.