



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, December 10, 2024 at 6:45 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--Mayor to excuse any absent members

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

1. Fond du Lac County Executive Sam Kaufman

No Public Participation After This Time.

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

- [2.](#) Approve Certified Survey Map for 301 E Main Street
- [3.](#) Approve Part-Time Recreation Program Assistant Job Descriptions
- [4.](#) Approve the 2025 Waupun Aquatic Center Fees

CONSIDERATION - ACTION

- [5.](#) 2025 Park Shelter Rental Fees
- [6.](#) Approve Contract with Grand Valley Inspection Services
- [7.](#) Authorize the Release of Future Expenditures
- [8.](#) Consideration of Holding Primary Election for Office of Aldermanic Districts 1, 3, and 5 on February 18, 2025

MAYORAL CORRESPONDENCE/PRESENTATION

CONSENT AGENDA *(Roll Call Motion) Items under the consent agenda may be acted upon by one motion.*

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [10.](#) Utility Commission 11-11-24
- [11.](#) Common Council 11-12-24
- [12.](#) Library Board 11-20-24
- [13.](#) Board of Parks and Recreation 12-4-24

DEPARTMENT REPORTS

- [14.](#) Police Department
15. Fire Department
- [16.](#) Library
17. Recreation
18. Public Works
19. Utilities

- [20.](#) MONTHLY FINANCIALS
- 21. City Clerk-Treasurer-HR
- [22.](#) Administrator-Economic Development

ADJOURN TO CLOSED SESSION

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

- 23. Investing Public Funds to Develop City-Owned Land in TID 9 Heritage Ridge
- 24. Investing Public Funds to Develop City-Owned Land in TID 9 Waupun Industrial Park
- 25. Negotiation of US Cellular Lease on City-Owned Land in TID 9

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 12/10/24

TITLE: Approve Certified Survey Map for 301 E Main Street

AGENDA SECTION: BOARDS & COMMISSIONS

PRESENTER: Schlieve

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

ISSUE SUMMARY:

In preparation for sale of former senior center at 301 E Main, we have completed a certified survey map to remove the back-alley from the parcel description. The city will retain that portion as part of the public alleyway on the south side of the building. The Plan Commission is reviewing the CSM on Monday, 12/9, and will make a formal recommendation for your consideration.

STAFF RECOMMENDATION:

Approve recommendation as presented from Plan Commission 12/9 meeting

ATTACHMENTS:

CSM – 301 E Main St

RECOMMENDED MOTION:

Motion to approve the CSM for 301 E Main Street in accordance with recommendation from the Plan Commission 12/9/24 meeting as presented.

DRAFT

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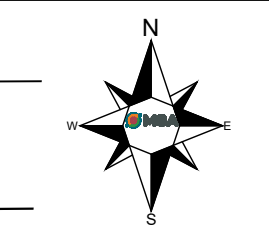
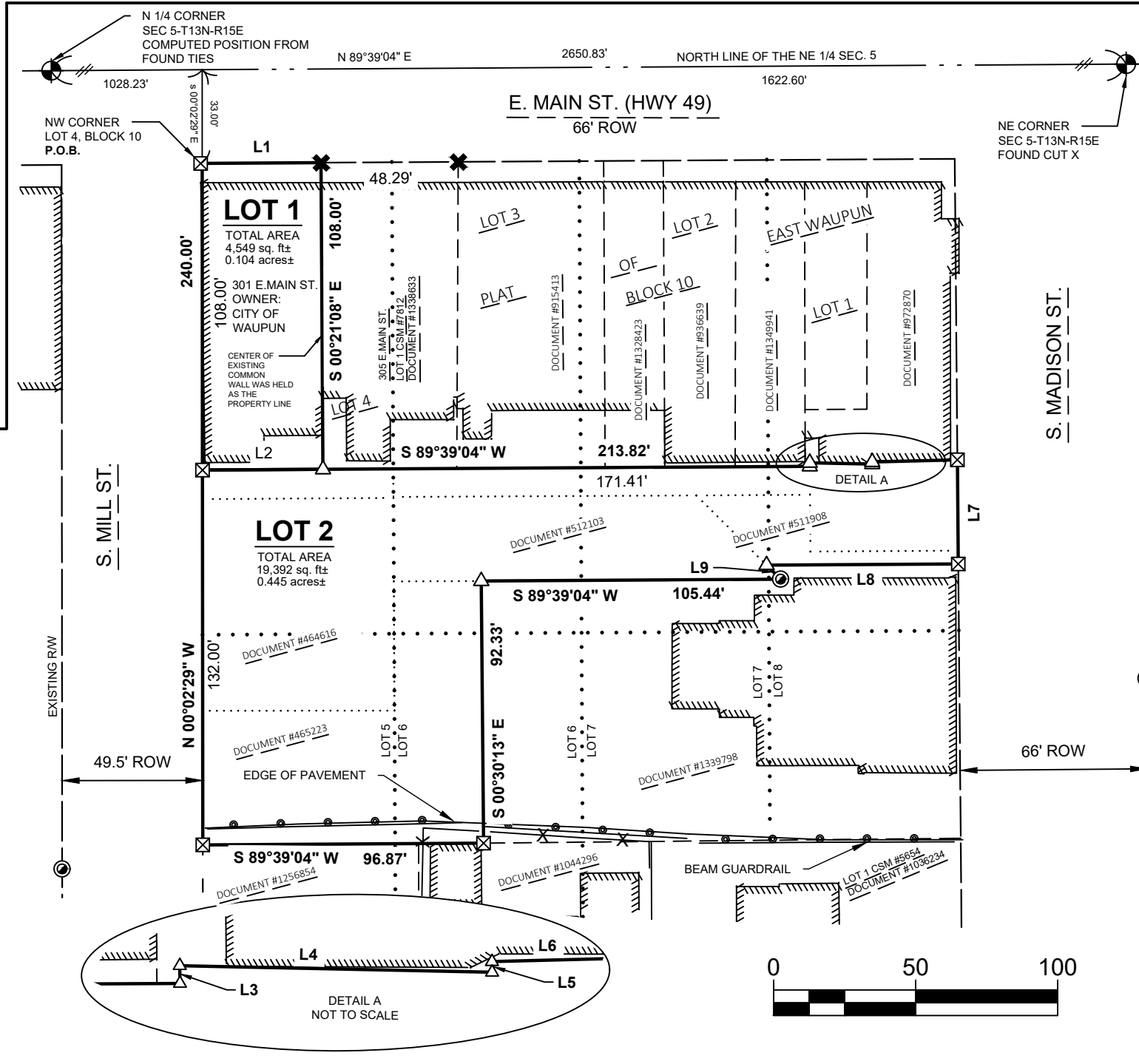


PROJECT NO. 22110000
 DRAWN BY: T. DAVIS
 SURVEYOR: B. TISDALE
 FILE NO. 301 MAIN ST CSM.dwg
 SHEET NO. 1 of 2

OWNER:
 CITY OF WAUPUN

DODGE COUNTY CERTIFIED SURVEY MAP

A SURVEY OF LANDS BEING PART OF LOTS 3 & 4, BLOCK 10 OF THE PLAT OF EAST WAUPUN AND LOCATED IN THE NW 1/4 - NE 1/4 IN SECTION 5, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.



BEARINGS ARE REFERENCED TO THE DOGE COUNTY COORDINATE SYSTEM NORTH LINE OF THE NE 1/4 OF SECTION 5 WHICH BEARS N 89° 39' 04" E

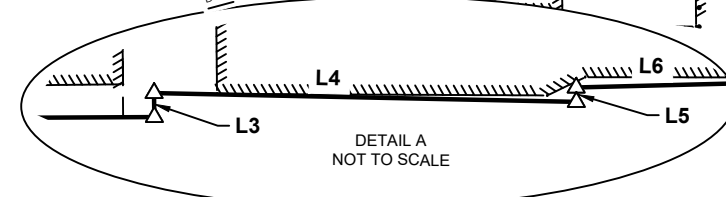
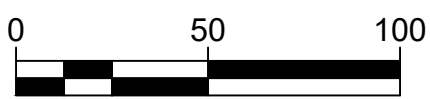
SAID PARCEL IS SUBJECT TO ALL EASEMENT RECORDED AND UNRECORDED

LEGEND

- FD. SECTION CORNER
- ⊠ SET CUT X
- ✕ FD. CUT X
- FD. 3/4" IRON ROD
- ⊙ FD. 1" IRON PIPE
- ▲ FD. PK NAIL
- △ SET PK NAIL
- (XX) RECORDED AS

LINE TABLE

NO.	BEARING	DISTANCE
L1	N 89°39'04" E	41.83'
L2	S 89°39'04" W	42.41'
L3	N 00°38'03" W	1.25'
L4	S 88°47'16" E	22.00'
L5	N 00°38'03" W	0.75'
L6	N 88°30'19" E	30.00'
L7	S 00°30'13" E	36.67'
L8	N 89°30'19" E	67.52'
L9	N 45°11'54" W	7.05'





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PROJECT NO. 22110000

DRAWN BY: B. BUCHDA

CHECKED BY: B. TISDALE

FILE: BRESSER CSM.DWG

SHEET NO. 2 OF 2

DODGE COUNTY CERTIFIED SURVEY MAP

A SURVEY OF LANDS BEING PART OF LOTS 1, 2, 3, 4, 5, & 6, BLOCK 10 OF THE PLAT OF EAST WAUPUN AND LOCATED IN THE NW 1/4 - NE 1/4 IN SECTION 5, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATION

I, Bradley Tisdale, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of Steve Bresser, I have surveyed, mapped and combined lands being part of Lots 3 & 4, Block 10 of the Plat of East Waupun and located in the NW 1/4 of the NE 1/4 of Section 5, Town 13 North, Range 15 East in the City of Waupun, Dodge County, Wisconsin and being more particularly described as follows:

LEGAL DESCRIPTION

COMMENCING at N 1/4 Corner of Section 5, Town 13 North, Range 15 East in the City of Waupun, Dodge County, Wisconsin, thence N 89°39'04" E, 1028.23 feet along the north line of the NE 1/4 of said Section 5; thence S 00°02'29" E, 33.00 feet to the NW corner of Lot 4, Block 10, of the Plat of East Waupun, the southerly right of way line of East Main Street. and the **POINT OF BEGINNING**; thence N 89°39'04" E along the northerly line of Lot 4, Block 10 of the Plat of East Waupun, lands described in Document #769849 and the southerly right of way line of East Main Street, 41.83 feet to the northwest corner of Lot 1 of CSM #7812; thence S 00°21'08" E along the west line of Lot 1 of CSM #7812, 108.00 feet to the southwest corner of said Lot 1 of CSM #7812; thence S 89°39'04" E along the south line of said Lot 1 of CSM #7812 and lands described in Document #'s 915413, 1328423, 936639, 1349941, and 972870, 213.82'; thence N 00°38'03" W, 1.25 feet; thence S 88°47'16" E along lands described in Document # 972870, 22.00 feet; thence N 00°38'03" W, along lands described in Document #972870, 0.75' feet; thence N 88°30'19" W along lands described in Document #972870, 30.00 feet to the southeast corner of lands described in Document #972870 and the westerly right of way of South Madison Street; thence S 00°30'13" E along along the westerly right of way of South Madison Street, 36.67 feet to the northeast corner of lands described in Document #1339798; thence N 89°30'19" E along lands described in Document #511908, 67.52 feet; thence N 45°11'54" W along lands described in Document #511908, 7.05' feet; thence S 89°39'04" W along the north line of lands described in Document #1339798, 105.44 feet to the northwest corner of lands described in Document #1339798; thence S 00°30'13" E, along the west line of lands described in Document #1339798, 92.33 feet to the southwest corner of lands described in Document #1339798 and the north line of lands described in Document #1044296; thence S 89°39'04" W, along the north line of lands described in Document #'s 1044296 and 1256854, 96.87 feet to the northwest corner of lands described in Document #1256854 and the easterly right of way of South Mill Street; thence N 00°02'29" W, along the easterly right of way of South Mill Street, 240.00 feet the northwest corner of Lot 4, Block 10 of the Plat of East Waupun, the southerly right of way of East Main Street and the **POINT OF BEGINNING**.

Said parcel contains 23,941 sq ft / 0.549 acres more or less

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, Wisconsin Administrative Code A-E7 and the City of Waupun Subdivision Ordinance Code to the best of my knowledge and belief.

 Bradley L. Tisdale, PLS S-2824

CITY OF WAUPUN APPROVAL

This Certified Survey Map is hereby approved by the City of Waupun.

 Rohn Bishop, Mayor

 Date

 Angela Hull, City Clerk

 Date



AGENDA SUMMARY SHEET

MEETING DATE: 12/10/24

TITLE: Approve Part-Time Recreation Program Assistant Job Descriptions

AGENDA SECTION: BOARDS & COMMISSIONS

PRESENTER: Kaminski/Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality/Quality of Life	As Budgeted in 2025	

ISSUE SUMMARY:

To support expansion of our hours of operation and increase programming at the Community Center, we are seeking to hire three part-time positions as follows:

1. Active Older Adult Program Assistant – M-F, 6 to 10 am
2. Youth & Adult Program Assistant – M-F, 4 to 8 pm
3. Weekend Program Assistant – Saturdays, 8 am to 4 pm and Sundays, noon to 6 pm

Job descriptions for each have been reviewed and approved by the Board of Park & Recreation and are presented for your consideration.

STAFF RECOMMENDATION:

Approve recommendation of Park & Recreation Board

ATTACHMENTS:

Active Older Adult Program Assistant Job Description

Youth & Adult Program Assistant Job Description

Weekend Program Assistant Job Description

RECOMMENDED MOTION:

Motion to approve the part-time recreation program assistant positions as recommended by the Park & Recreation Board and as presented.

City of Waupun Position Description

JOB TITLE	Active Older Adult Program Assistant (Part-Time)
REPORTS TO	Recreation Program Director
DEPARTMENT	Parks & Recreation
TYPE	E
FLSA (overtime status)	Nonexempt
APPROVED	

GENERAL PURPOSE:

The Active Older Adult Program Assistant is a part-time position that delivers excellent service to all members, guests, and program participants. The position responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the Waupun Community Center. The position is primarily responsible for opening the building, managing the welcome desk kiosk, supervising participants in the building, coordinating newsletter distribution, may serve as a fitness class instruction for yoga and aerobics, and leads and plans scheduled activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides excellent service to visitors and participants in person and on the phone, contributing to participant retention.
- Builds relationships with participants; helps participants connect with one another and to the Waupun Community Center.
- Handles and resolves concerns and informs Director of unusual situations or unresolved issues.
- Applies all Waupun Community Center policies.
- Monitors all spaces in the Waupun Community Center.
- Completes all duties listed on the daily schedule such as activity set up and supervision.
- Ensures Waupun Community Center building and grounds is secure during shift and report incidents to supervisor.
- Performs other duties as assigned.

QUALIFICATIONS:

High School diploma or equivalent is required. Certifications in CPR/AED and First Aid or an ability to obtain certification within the first six months of employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Strong orientation toward customer service, with an understanding of techniques to lead group training/fitness classes, lead and train volunteers, and coordinate scheduling.
- Understanding of building / facility operations, including the proper care and safety practices of recreation, facility, sports field equipment, materials and supplies.

- Understanding of methods and techniques of planning, evaluating and implementing recreation programs, services and activities.
- Ability to read, interpret and apply rules, regulations, policies and procedures.
- Understanding of modern office practices, methods and computer equipment and applications related to the work.
- Use, operate and maintain a variety of operational and audio-visual equipment.
- Maintain order and safety in crowded and noisy environments.
- Administer first aid, CPR, and AED, as needed.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Perform work as directed in an efficient, effective, safe and timely manner.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Ability to work mornings 6 am to 10 am, Monday through Friday, or as assigned by supervisor.

Work Environment:

Work is normally performed in a climate-controlled environment with moderate physical exertion. Activities include frequent written and verbal communication with city staff, council members, and the public. Uses the telephone and computer technology extensively to communicate with numerous parties to address concerns and issues. Requires sufficient strength, agility and mobility to perform essential functions of the position, including the ability to occasionally lift and move items weighing 25 lbs. or more.

Equal Opportunity Employer:

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

**City of Waupun
Position Description**

JOB TITLE	Youth & Adult Program Assistant (Part-Time)
REPORTS TO	Recreation Program Director
DEPARTMENT	Parks & Recreation
TYPE	E
FLSA (overtime status)	Nonexempt
APPROVED	

GENERAL PURPOSE:

The Youth & Adult Program Assistant is a part-time position that delivers excellent service to all members, guests, and program participants. The position responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the Waupun Community Center. The position is primarily responsible for scheduling and oversight of evening programs, managing the welcome desk kiosk, supervising participants in the building, coordinating newsletter distribution, may serve as a fitness class instructor for yoga and aerobics, and closing the building in the evening.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides excellent service to visitors and participants in person and on the phone, contributing to participant retention.
- Builds relationships with participants; helps participants connect with one another and to the Waupun Community Center.
- Handles and resolves concerns and informs Director of unusual situations or unresolved issues.
- Applies all Waupun Community Center policies.
- Monitors all spaces in the Waupun Community Center.
- Completes all duties listed on the daily schedule such as activity set up and supervision.
- Ensures Waupun Community Center building and grounds is secure during shift and report incidents to supervisor.
- Performs other duties as assigned.

QUALIFICATIONS:

High School diploma or equivalent is required. Certifications in CPR/AED and First Aid or an ability to obtain certification within the first six months of employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Strong orientation toward customer service, with an understanding of techniques to lead group training/fitness classes, lead and train volunteers, and coordinate scheduling.
- Understanding of building / facility operations, including the proper care and safety practices of recreation, facility, sports field equipment, materials and supplies.

- Understanding of methods and techniques of planning, evaluating and implementing recreation programs, services and activities.
- Ability to read, interpret and apply rules, regulations, policies and procedures.
- Understanding of modern office practices, methods and computer equipment and applications related to the work.
- Use, operate and maintain a variety of operational and audio-visual equipment.
- Maintain order and safety in crowded and noisy environments.
- Administer first aid, CPR, and AED, as needed.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Perform work as directed in an efficient, effective, safe and timely manner.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Ability to work evenings 4 to 8 pm, Monday through Friday, or as assigned by supervisor.

Work Environment:

Work is normally performed in a climate-controlled environment with moderate physical exertion. Activities include frequent written and verbal communication with city staff, council members, and the public. Uses the telephone and computer technology extensively to communicate with numerous parties to address concerns and issues. Requires sufficient strength, agility and mobility to perform essential functions of the position, including the ability to occasionally lift and move items weighing 25 lbs. or more.

Equal Opportunity Employer:

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

**City of Waupun
Position Description**

JOB TITLE	Weekend Program Assistant (Part-Time)
REPORTS TO	Recreation Program Director
DEPARTMENT	Parks & Recreation
TYPE	E
FLSA (overtime status)	Nonexempt
APPROVED	

GENERAL PURPOSE:

The Weekend Program Assistant is a part-time position that delivers excellent service to all members, guests, and program participants. The position responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the Waupun Community Center. The position is primarily responsible for weekend operations of the facility, communication and oversight, monitoring building and park shelter online reservations and rental supervision of public recreation spaces and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides excellent service to visitors and participants in person and on the phone, contributing to participant retention.
- Builds relationships with participants; helps participants connect with one another and to the Waupun Community Center.
- Handles and resolves concerns and informs Director of unusual situations or unresolved issues.
- Applies all Waupun Community Center policies.
- Monitors all spaces in the Waupun Community Center.
- Completes all duties listed on the daily schedule such as activity set up and supervision.
- Ensures Waupun Community Center building and grounds is secure during shift and report incidents to supervisor.
- Performs other duties as assigned.

QUALIFICATIONS:

High School diploma or equivalent is required. Certifications in CPR/AED and First Aid or an ability to obtain certification within the first six months of employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Strong orientation toward customer service, with an understanding of techniques to lead group training/fitness classes, lead and train volunteers, and coordinate scheduling.
- Understanding of building / facility operations, including the proper care and safety practices of recreation, facility, sports field equipment, materials and supplies.

- Understanding of methods and techniques of planning, evaluating and implementing recreation programs, services and activities.
- Ability to read, interpret and apply rules, regulations, policies and procedures.
- Understanding of modern office practices, methods and computer equipment and applications related to the work.
- Use, operate and maintain a variety of operational and audio-visual equipment.
- Maintain order and safety in crowded and noisy environments.
- Administer first aid, CPR, and AED, as needed.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Perform work as directed in an efficient, effective, safe and timely manner.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Ability to work weekends, from 10 am to 6 pm, or as assigned by supervisor.

Work Environment:

Work is normally performed in a climate-controlled environment with moderate physical exertion. Activities include frequent written and verbal communication with city staff, council members, and the public. Uses the telephone and computer technology extensively to communicate with numerous parties to address concerns and issues. Requires sufficient strength, agility and mobility to perform essential functions of the position, including the ability to occasionally lift and move items weighing 25 lbs. or more.

Equal Opportunity Employer:

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



AGENDA SUMMARY SHEET

MEETING DATE: 11/26/24

TITLE: Approve the 2025 Waupun Aquatic Center Fees

AGENDA SECTION: BOARDS & COMMISSIONS

PRESENTER: Kaminski

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Economic Vitality/Quality of Life	As Budgeted - 2025

ISSUE SUMMARY

The Park & Recreation Committee reviewed fees for 2025 aquatic center passes. Costs for energy, maintenance, pool chemicals and labor are up and the pool is projected to run a larger deficit for 2025. The Board is recommending the following adjustments to 2025 Aquatic Center Fees:

	Family Pass Price	Individual Pass Price	Daily Pass Price	Swim Lessons Price
2024	200/250	100/125	6.00	40.00
2025 Proposed Rates	210/260	105/130	6.50	45.00

STAFF RECOMMENDATION:

Approve recommendation of Park & Recreation Board

ATTACHMENTS:

RECOMMENDED MOTION:

Motion to approve the 2025 Waupun Aquatic Center Fees as presented and recommend by the Board of Park & Recreation.



AGENDA SUMMARY SHEET

MEETING DATE: 12/10/24

TITLE: 2025 Park Shelter Rental Fees

AGENDA SECTION: Action

PRESENTER: Kaminski

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality/Quality of Life	Per 2025 Budget	

ISSUE SUMMARY:

We are recommending no change to the 2025 park shelter fees and are seeking adoption of the 2025 rates as follows:

Park Fee Resident:	\$50 \$15 Cleaning Fee
Park Fee Non-Resident:	\$75 \$15 Cleaning Fee
McCune Park Concession Stand Resident	\$85 \$50 Security Deposit \$15 Cleaning Fee
McCune Park Concession Stand Non-Resident	\$100 \$50 Security Deposit \$15 Cleaning Fee

STAFF RECOMMENDATION:

Approve 2025 rates as presented.

ATTACHMENTS:

RECOMMENDED MOTION:

Motion to approve 2025 Park Shelter rates as presented.



AGENDA SUMMARY SHEET

MEETING DATE: 12/10/24

TITLE: Approve Contract with Grand Valley Inspection Services

AGENDA SECTION: Action

PRESENTER: Schlieve

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

ISSUE SUMMARY:

We have negotiated a new contract with Grand Valley Inspection Services as attached. Fees remain unchanged with this contract. Of notable difference, the contractor will increase time on code enforcement from as needed to a dedicated 5 to 10 hours per week of proactive code enforcement.

STAFF RECOMMENDATION:

Approve contract as presented.

ATTACHMENTS:

Grand Valley Inspection Contract

RECOMMENDED MOTION:

Motion to approve contract for building inspection, zoning and code enforcement services with Grand Valley Inspection as presented.

BUILDING INSPECTION & ZONING ADMINISTRATION SERVICES

SCOPE OF SERVICES

Certifications

- Grand Valley Inspections Services has been registered with the Department of Safety and Professional Services (DSPS) as a “UDC Inspection Agency”.
- Grand Valley Inspections Services has been registered with the Department of Safety and Professional Services (DSPS) as a “Commercial Electrical Inspection Agency”.
- All inspectors shall be certified in UDC & Commercial construction, plumbing, electrical, heating, ventilating and air conditioning per the Wisconsin Administrative Code.
- Inspectors shall meet all guidelines of continuing education courses as required by DSPS to maintain certification status.

Availability

- Grand Valley Inspection shall be available by cell phone or email five days a week with a response time within 48 hours. This will provide immediate service to answer any questions the owner or contractor may have regarding their project.
- Inspectors shall be on-call five days a week for inspections when required by the owner or contractor.

Plan Review

- Grand Valley Inspection shall provide plan review for 1 and 2 family dwellings prior to issuance of building permits. Plans shall be reviewed for conformance with the residential code requirements per DSPS and erosion control measures per the Wisconsin Department of Natural Resources (WDNR).
- All commercial or industrial buildings over 50,000 cubic feet shall be “Conditionally Approved” by DSPS. Permits shall be issued once approval has been obtained by DSPS, the City of Waupun Plan Commission and or City of Waupun Zoning Board of Appeals. The City of Waupun is classified as a Delegated Inspection Agency with DSPS which can review Structures under 50,000 cubic feet. Such structures shall be reviewed and approved by Grand Valley Inspection. Fees for review shall be based on the DSPS SB118 Application Form.

Zoning Administration

- Grand Valley Inspection shall provide Zoning Administration for the City of Waupun. Zoning Administration shall include reviewing of plans for conformance with the City of Waupun’s Zoning Code. Owners, Architects/Engineers or Contractor shall be notified whether the plans will need to be submitted to Plan Commission and/or Zoning Board of Appeals if a variance is required. Grand Valley Inspection shall work with Architects/Engineers and Contractors to prepare them for the upcoming meeting and what information will be required for said meeting. All commercial/industrial projects shall be reviewed for Plan Commission and Zoning Board of Appeals meetings. Grand Valley Inspection shall prepare a staff report with a recommendation to Common Council, if applicable, Plan Commission and/or Zoning Board of Appeals when required when not available to attend meeting. Zoning Administration shall be invoiced at a rate of \$50.00 per hour.

Issuance of Building Permits

- Grand Valley Inspection shall issue all necessary permits for building projects.
- Grand Valley Inspection will work with the City of Waupun, Dodge County and Fond du Lac County, if applicable to confirm all necessary permits are in place prior to issuance of any new construction building permits.
- New 1 and 2 family dwelling permits shall be issued using the DSPS "Wisconsin Uniform Dwelling Permit Application". Per Act 211, starting January 1, 2018, all new 1 and 2 family dwelling permits shall be electronically submitted to DSPS. All other permits shall be issued using the City of Waupun's standard permit application forms.
- Grand Valley Design shall acquire the UDC Seals from Document Sales which are required on all new 1 and 2 family dwelling permit applications. The City of Waupun shall be invoiced for the seals at cost without mark-up from Grand Valley Design.

Inspections

- Inspections shall be conducted within 48 hours of notification from owner or contractor.
- Inspections shall be conducted on erosion control measures, footings, foundation, drain tile, basement floors, vapor barriers, framing, insulation (energy conservation), plumbing, electrical, HVAC, and final occupancy.
- Inspections shall be conducted on all permitted building activity for residential, commercial/industrial projects.
- All inspections shall be coordinated with the owner or contractor doing the work.
- Inspection reports shall be completed at the end of each inspection and kept in project file. Should violations be found, the owner/contractor shall be notified of violations and must be corrected prior to commencing with work. An additional inspection shall be conducted to verify violations have been corrected.

Records Management

- Permit fees along with a copy of the permit application shall be delivered to the City Clerk to be recorded into accounts receivable for permits.
- A copy of the permit and plans, if applicable, shall be kept on file at City Hall for review by the City Assessor. Once the project is complete, two original copies of the Certificate of Occupancy/Completion permit shall be mailed to the Permit Holder, one copy shall be kept on file and another copy given to the City Clerk to be submitted to the Assessor showing the work has been completed.
- Upon completion of the project, the Bond Release form, if applicable, shall be prepared by Grand Valley Inspection and submitted to the Department of Public Works (DPW), & City Utilities for sign-off. Once Inspector, Department of Public Works (DPW), and Utilities has signed-off, original is given to clerk for release of bond back to permit holder.
- All permits, inspection reports, bond release form, plans, Certificate of Occupancy, etc. shall be kept on file at the City Hall once the project is complete.

Meeting Attendance

- Grand Valley Inspection shall attend meetings (Council, Staff, etc.) when requested by the City Administrator or other city staff members. Monthly Plan Commission meetings shall be attended when building or zoning issues are present on the agenda. Zoning Board of Appeals meetings shall be attended when scheduled. Said meetings shall be invoiced at a rate of \$50.00 per hour.

Office Hours

- Grand Valley Inspection shall provide office hours on Monday's and Wednesday's, 10:00 a.m. to 12:30 p.m. If residents or contractors cannot meet these times, an appointment can be

scheduled to meet their needs. These office hours will provide a specific time when residents or contractors can obtain permits or have questions answered in person. Office hours are a NO CHARGE to the City of Waupun. Please note that additional office hours may be required during the busy part of construction season which Grand Valley Inspection will provide if needed.

Property Maintenance Complaints

- Grand Valley Inspection shall work with the City in providing property maintenance regarding uncompliant building issues when required. All property maintenance complaints shall be uploaded to the City of Waupun's Iworq program.
- Once in the Iworq system, an inspection of said property shall be conducted within 3 days of notice from a tenant/resident, City Administrator, City DPW, City Council or other City Staff Member. A written compliance document shall be sent to the property owner with a list of the violations and photographs documenting such. The property owner shall be given a time in which the property/building must be brought into compliance. Should the property owner not heed the document, a second notice shall be issued. Should the second notice go unattended, the matter will be turned over to the City Attorney for resolution.
- Grand Valley Inspection shall work with the Police Department regarding property maintenance issues including junk, debris, vehicles, etc.
- Grand Valley Inspection shall allocate 5-10 additional hours per week or more if needed for property maintenance issues.
- Property maintenance shall be invoiced at a rate of \$50.00 per hour when requested.

Business Inspections

- Grand Valley Inspection shall provide new business inspections of building prior to them opening for clientele. Grand Valley will work closely with the Fire Department Inspector to make sure the buildings meet DSPS codes and the City Ordinance requirements.

Insurance

- Grand Valley Inspection is currently issued and will continue to show the City of Waupun as a Certificate Holder.
- Grand Valley Inspection shall indemnify and save harmless the City of Waupun, its agents and employees, from all suits, actions or claims or costs of any kind, including actual reasonable attorney's fees, brought because of any injuries or damages received or sustained by any person, or persons or property on account of or related to this Agreement or its Purpose; or because of any act, omission, neglect, intentional act or negligence of the City of Waupun or its agents or employees; or because of any claims or amounts arising or recovered under the Worker's Compensation Act relating to employees of the City of Waupun; or any other law, ordinance, order or decree relating to the work done pursuant to the Agreement. The City of Waupun agrees to same.

Fees

- All permit fees and bonds shall be payable to the City of Waupun at time of issuance.
- Grand Valley Inspection shall collect the \$45 City of Waupun Admin Fee for each issued permit. All administrative fees shall be retained by the City of Waupun. Fee subject to change per City of Waupun.
- Grand Valley Inspection shall invoice the City of Waupun for 90% of fees collected excluding bond. Invoice shall include a permit log showing permits issued for the month.
- A fee schedule is attached as Exhibit "A" which will remain unchanged.

Termination

- The Agreement between the City of Waupun and Grand Valley Inspection Services shall be for a period of three years or may be terminated by either party with a 60-day written notice to the other party. All fees and expenses within that time shall be reimbursed to Grand Valley Inspection by the Owner up to the 60-day date.

The above Agreement has been accepted on the _____ day of _____, 20 ____
by the City of Waupun.

Rohn Bishop, Mayor

Kathy Schlieve, Administrator

EXHIBIT "A" - CITY OF WAUPUN

FEE SCHEDULE

City of Waupun shall include a \$45 Administrative fee on all building permits.

MINIMUM FEE: \$50.00

Permit fees double if work commenced without permit.

RESIDENTIAL - NEW 1 & 2 FAMILY DWELLINGS	
Building, Plumbing, Electric, & HVAC	\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)
UDC Seal	\$40.00 (Fee Subject to Change)
Bond (Returned after Occupancy)	\$1,000.00
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$100.00
RESIDENTIAL ADDITIONS	
Building (Ftg, Fndn, Floor, Frame, Insul, Final)	\$0.16/SF (Minimum \$300.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Bond (Returned after Occupancy) (Required For Additions over 500 SF)	\$1,000.00
Occupancy Permit	\$50.00
Zoning	\$75.00
RESIDENTIAL REMODELS	
	\$6.00 per \$1,000 Construction Cost
RESIDENTIAL GARAGES/ACCESSORY (NEW & ADDITIONS)	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MISCELLANEOUS	
Electrical Service	\$80.00
Laterals	\$60.00
Replace Furnace or AC	\$50.00
Plumbing Remodel	\$50.00 or \$8.00 per fixture
Early Start (Footings & Foundation Only)	\$100.00 or \$0.03/SF (whichever is greater)
Decks (2-3 Inspections @ \$50 Each)	\$100.00 - \$150.00
Permanent Swimming Pools (Provide site plan)	\$50.00
Prefabricated Sheds (Provide site plan)	\$50.00
Fences (Provide site)	\$50.00
Signs	Base \$50.00 + \$0.50/SF Each Face
Zoning (Swimming Pools, Fences, Signs, Decks, Sheds)	\$50.00

AGRICULTURAL	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MULTI-FAMILY, ASSISTED LIVING, NURSING HOMES, COMMERCIAL & INDUSTRIAL (NEW, ADDITIONS, & REMODELS)	
Building	Base Fee \$100.00 + \$0.20/SF (Min. \$500.00)
Plumbing	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) OR \$8.00 per Fixture (whichever is greater)
Electric	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) OR \$1.25 per Opening (whichever is greater)
HVAC	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00)
Fire Protection - Sprinkler	Base Fee \$60.00 + \$0.04/SF (Min. \$80.00) OR \$1.00 per Head (whichever is greater)
Erosion Control	\$50 Per Acre
Bond (Returned after Occupancy)	Under 10,000 SF - \$1,500.00 Over 10,001 SF - \$3,000.00
Remodels	\$6.00 per \$1,000 Construction Cost
Occupancy Permit	\$100.00
Plan Review	Under 10,000 SF - \$100.00 Over 10,001 SF - \$200.00
Zoning	\$200.00
Building Plan Review for Approval - Under 50,000 CF	Per DSPS Fees
Note: Over 50,000 CF, Plan Approval must be completed by DSPS	
DEMOLITION	
Residential Dwelling	\$100.00
Accessory/Garage/Agricultural	\$50.00
Commercial/Industrial Building	\$300.00
MOVING	
Principal Building	\$200.00
Garage/Accessory/Agricultural	\$100.00

EXHIBIT "B" - CITY OF WAUPUN

ADDITIONAL SERVICES REQUIRED BY THE CITY OF WAUPUN

1. Grand Valley Inspection Services will continue to work with City of Waupun staff to review and update ordinances.
2. Grand Valley Inspection Services will continue to work with City of Waupun staff to outline a clear development process for both residential and commercial projects and provide tools to improve communication and service delivery. This includes the goal of incorporating web resources to clarify the process and make permits accessible online. Further, it requires the implementation of a centralized database for recordkeeping and reporting of projects that can be accessed on demand by city staff.
3. Grand Valley Inspection Services would like to encourage a bi-monthly code enforcement meeting with city staff and will conduct timely, ongoing follow-through of all identified building code enforcement issues. All code violations shall be located on the City of Waupun's Iworq program. Grand Valley Inspection Services will keep a working log of all issues and follow a defined process to move the issues toward full compliance.
4. Grand Valley Inspection Services will continue to conduct unplanned job site inspections to ensure ongoing code compliance with projects happening across the city. City staff will communicate with Grand Valley Inspection Services when there is a project that is occurring where there is no evidence of building permit and/or there is a complaint. This occurrence will automatically initiate a job site inspection with Grand Valley Inspection Services. Upon inspection, Grand Valley Inspection Services will provide a written explanation to city staff on findings/resolution of the issue.
5. Grand Valley Inspection Service will continue to provide clear billing that reflects actual hours spent in the City of Waupun, including office, inspection, maintenance, and meeting time.
6. Staff and Grand Valley Inspection Service will continue to review information on a quarterly basis and will determine any needed adjustments to posted office hours within the community



AGENDA SUMMARY SHEET

MEETING DATE: 12/10/24

TITLE: Authorize the Release of Future Expenditures

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk

SUMMARY

Due to the holiday season, Council may wish to not hold a meeting prior to year end, if business is not warranted. If there would be no meeting of the body of the Council prior to the end of year, we request Council grant authorization to process and release expenses in order to not accumulate late fees and enter into delinquent status with our vendors.

RECOMENDED MOTION:

Motion to authorize the release of future expenditures.



AGENDA SUMMARY SHEET

MEETING DATE: 12-10-24

TITLE: Consideration of Holding Primary Election for Office of Aldermanic Districts 1, 3, and 5 on February 18, 2025

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk/Treasurer

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

ISSUE SUMMARY:

The City does not have an ordinance that requires a primary be held whenever the number of candidates who qualify for the ballot is more than twice the number of seats open for an office. Because of this, we will not hold a primary regardless of the number of candidates, unless the Council makes motion upon a spring primary not later than 3 days after the deadline for filing nomination papers or Electors of the City file a sufficient petition requesting a primary within 3 days after the deadline for filing nomination papers.

At this time, Declaration of Candidacy has been filed by the incumbents of Aldermanic District 1 and 5. Noncandidacy has been received from Aldermanic District 3.

The filing deadline for Nomination Papers is Tuesday, January 7, 2025.

The due date for the Council’s decision to hold a Primary or not is the third day following the deadline of nomination papers, January 10, 2025.

If a motion was made today, we would not have to hold a Special meeting prior to January 10, 2025 to vote on this issue.

STAFF RECCOMENDATION:

If the City would vote to not hold a Primary Election, the City would then not share in the cost of that Election.

ATTACHMENTS:

WI Statute-Chapter 8

RECCOMENDED MOTION

Motion to deny holding 2025 Primary Election for the local municipal races of Aldermanic Districts 1, 3, and 5 if there is more than twice the number of candidates filing for these seats

WI STATUTE – CH 8

Last day for governing body of a city or village to decide upon a primary, or for electors to petition for a primary, if not required by ordinance.

8.11(1)(a), (c), (1m)(a), (e) – 3rd day following deadline for nomination papers

8.11 Spring primary.

(1) CITY.

(a) A primary may be held in any city for the nomination of candidates for city office. When a majority of all the members of the governing body of a city decide upon a spring primary for any specific election, they shall so provide not later than 3 days after the deadline for filing nomination papers.

(b) Any city may provide by charter ordinance, under s. 66.0101, that whenever 3 or more candidates file nomination papers for a city office, a primary to nominate candidates for the office shall be held.

(c) Whenever electors, equal to at least 10 percent of the vote for governor in the city at the last general election, file a petition conforming to the requirements of s. 8.40 with the city clerk requesting a primary within 3 days after the deadline for filing nomination papers, there shall be a primary for any specific election.

(d) When the number of candidates for any city office does not exceed twice the number to be elected to the office, no primary may be held for the office and the candidates' names shall appear on the ballot for the ensuing election.



AGENDA SUMMARY SHEET

MEETING DATE: 12/10/24

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Tuesday, January 14, 2025	Common Council	6:00PM
Tuesday, January 28, 2025	Committee of the Whole	5:30PM
Tuesday, February 11, 2025	Common Council	6:00PM
Tuesday, February 25, 2025	Committee of the Whole	5:30PM
Tuesday, March 11, 2025	Common Council	6:00PM
Tuesday, March 25, 2025	Committee of the Whole	5:30PM
Tuesday, April 8, 2025	Common Council	6:00PM
Monday, April 15, 2024	Re-Organizational Meeting	5:30PM
Tuesday, April 29, 2025	Committee of the Whole	5:30PM

LICENSE/PERMIT APPLICATIONS

Operator: Aydenn Brown, Jarrett Mack, Jocelynn Schwark

Taxi Driver: Steven Anderson

EXPENSES

Attached

RECOMENDED MOTION:

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

Report Criteria:

Report type: Summary
Invoice.Batch = "121024"

Check Issue Date	Check Number	Payee	Amount
12/05/2024	109028	AED BRANDS	1,949.00
12/05/2024	109029	ALLIANT ENERGY/WP&L	3,947.63
12/05/2024	109030	AMAZON CAPITAL SERVICES	2,651.06
12/05/2024	109031	ASSOCIATED APPRAISAL CONSULTA	3,200.13
12/05/2024	109032	AT & T	129.40
12/05/2024	109033	AT&T MOBILITY	852.82
12/05/2024	109034	BAKER TILLY US LLP	6,507.00
12/05/2024	109035	BATTERIES PLUS LLC	49.44
12/05/2024	109036	BEAVER DAM LOCK & SECURITY	105.00
12/05/2024	109037	BISHOP, ROHN	40.00
12/05/2024	109038	BLACKSTONE TECHNOLOGIES LLC	1,381.25
12/05/2024	109039	BOUND TREE MEDICAL LLC	328.85
12/05/2024	109040	BROOKS SHOE & REPAIR	450.00
12/05/2024	109041	CEDAR CORPORATION	297.50
12/05/2024	109042	CHARTER COMMUNICATIONS	149.98
12/05/2024	109043	CINTAS CORPORATION NO 2	801.31
12/05/2024	109044	COFFEE WERKS	503.34
12/05/2024	109045	COLUMN SOFTWARE PBC	81.13
12/05/2024	109046	CONTREE SPRAYER & EQUIPMENT	29.99
12/05/2024	109047	DESTINATION LAKE WINNEBAGO RE	4,989.12
12/05/2024	109048	ELLISON ELECTRIC SUPPLY INC	245.00
12/05/2024	109049	FOND DU LAC COUNTY TREASURER	6,753.50
12/05/2024	109050	FOX COMPUTER & NETWORKING INC	34.00
12/05/2024	109051	GANNETT WISCONSIN LOCALIQ	51.22
12/05/2024	109052	GAPPA SECURITY SOLUTIONS LLC	39.00
12/05/2024	109053	GFL ENVIRONMENTAL	93,480.65
12/05/2024	109054	GOODYEAR COMMERCIAL TIRE & SE	1,072.00
12/05/2024	109055	GORDON FLESCH CO INC	135.97
12/05/2024	109056	GRAND VALLEY INSPECTION SERVIC	6,894.81
12/05/2024	109057	HALRON LUBRICANTS INC	95.25
12/05/2024	109058	HARMSSEN, MARGARET A	96.00
12/05/2024	109059	HOMAN AUTO -GATEWAY	795.99
12/05/2024	109060	HOPP, NATHAN E	150.00
12/05/2024	109061	JOHN FABICK TRACTOR CO	876.85
12/05/2024	109062	KIMBALL MIDWEST	824.55
12/05/2024	109063	LANGUAGE LINE SERVICES	10.08
12/05/2024	109064	LEAGUE OF WI MUNICIPALITIES	300.00
12/05/2024	109065	LIBERTY TIRE RECYCLING LLC	590.21
12/05/2024	109066	LIFESTAR EMERGENCY MEDICAL	4,640.00
12/05/2024	109067	M.T.S.R. LLC	250.18
12/05/2024	109068	MENARDS - BEAVER DAM	658.81
12/05/2024	109069	MICK FISCHER TROPHY AND ENGRA	432.40
12/05/2024	109070	MSA PROFESSIONAL SERVICES INC	2,351.00
12/05/2024	109071	NAPA AUTO PARTS-WAUPUN	194.45
12/05/2024	109072	O'REILLY AUTOMOTIVE INC	683.13
12/05/2024	109073	OSHKOSH FIRE & POLICE EQUIPMNT	127.50
12/05/2024	109074	PETERSEN, JENNIFER	49.58
12/05/2024	109075	PETTY CASH-CITY HALL	80.00
12/05/2024	109076	PIGLY WIGGLY DISCOUNT FOODS	19.98

Check Issue Date	Check Number	Payee	Amount
12/05/2024	109077	POMP'S TIRE	1,371.56
12/05/2024	109078	PROS 4 TECHNOLOGY INC	3,834.50
12/05/2024	109079	RADIO PLUS	795.00
12/05/2024	109080	SAFETY KLEEN	510.00
12/05/2024	109081	SCHAVER, ALEX	150.00
12/05/2024	109082	SIGNARAMA	8,785.66
12/05/2024	109083	SLOAN-BARSCH, TANA	40.00
12/05/2024	109084	SMA CONSTRUCTION SERVICES	209,926.15
12/05/2024	109085	SSM HEALTH AT WORK	5,547.35
12/05/2024	109086	STAPLES	66.28
12/05/2024	109087	STOBB, CHARLES	150.00
12/05/2024	109088	SYMBOLARTS	300.00
12/05/2024	109089	THE GARLAND COMPANY INC	270.08
12/05/2024	109090	THE GRACEFUL NEST	5,000.00
12/05/2024	109091	TOP PACK DEFENSE	59.99
12/05/2024	109092	TRU CLEANERS LLC	4,175.61
12/05/2024	109093	TRUCK EQUIPMENT INC	183.05
12/05/2024	109094	US CELLULAR	388.08
12/05/2024	109095	VANDEZANDE & KAUFMAN, LLP	2,375.00
12/05/2024	109096	WAUKESHA CTY TECH COLLEGE	1,310.00
12/05/2024	109097	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
12/05/2024	109098	WAUPUN GIRLS SOFTBALL	500.00
12/05/2024	109099	WAUPUN GYMNASTICS CLUB	5,000.00
12/05/2024	109100	WAUPUN UTILITIES	945.44
12/05/2024	109101	WI DEPT OF JUSTICE	63.00
Grand Totals:			<u>403,122.81</u>

Report Criteria:

Report type: Summary
Invoice.Batch = "121024"

Report Criteria:

Report type: Invoice detail
 Check.Type = {<-} "Adjustment"
 Invoice.Batch = "121024"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AED BRANDS						
AED BRANDS	AED - CARDIAC SCIENCE	12/05/2024	172329	410-40-5211-4-00	1,949.00	1,949.00
Total AED BRANDS:						1,949.00
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	SENIOR CENTER - NOV 2024	12/05/2024	725520000-N	100-20-5513-3-32	20.51	20.51
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - NOV 2024	12/05/2024	3425110000-N	100-20-5512-3-32	207.85	207.85
ALLIANT ENERGY/WP&L	POLICE DEPT - MONTHLY FUEL CHARGES - NOV 2024	12/05/2024	5946940000-N	100-40-5211-3-32	292.92	292.92
ALLIANT ENERGY/WP&L	AQUATIC CENTER - NOV 2024	12/05/2024	5374620000-N	100-20-5523-3-32	57.88	57.88
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - NOV 2024	12/05/2024	3264610000-N	100-70-5412-3-32	656.59	656.59
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES -NOV2024	12/05/2024	1780510000-N	100-70-5410-3-32	1,029.10	1,029.10
ALLIANT ENERGY/WP&L	COMMUNITY CENTER NOV24	12/05/2024	1400782235-N	100-20-5511-3-32	593.53	593.53
ALLIANT ENERGY/WP&L	ICE ARENA MONTHLY FUEL- NOV 2024 - CITY	12/05/2024	2831330000-N	100-70-5410-3-32	1,089.25	1,089.25
Total ALLIANT ENERGY/WP&L:						3,947.63
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	1099 FORMS	12/05/2024	1CPY-GJX3-F	100-10-5141-3-38	27.71	27.71
AMAZON CAPITAL SERVICES	COMMUNITY CENTER GRAND OPENING GLUE DOTS	12/05/2024	1VHX-T4W6-	100-20-5511-3-30	19.96	19.96
AMAZON CAPITAL SERVICES	CANDY - 2024 CHRISTMAS PARADE - COUNCIL FLOAT	12/05/2024	11NV-LQQD-V	100-10-5110-3-38	79.83	79.83
AMAZON CAPITAL SERVICES	OUTDOOR LLED PARKING LOT LIGHT	12/05/2024	1KLC-L499-1N	100-70-5412-3-36	215.99	215.99
AMAZON CAPITAL SERVICES	COMMUNITY CENTER TV CORDS - MULTI-PURPOSE ROOM	12/05/2024	11PY-TYGR-3	100-20-5511-3-38	26.39	26.39
AMAZON CAPITAL SERVICES	PICKLEBALL GYM EQUIPMENT	12/05/2024	1N4Q-9F9L-3J	100-20-5511-3-38	460.29	460.29
AMAZON CAPITAL SERVICES	SUPPLIES & EQUIPMENT BUILDING	12/05/2024	1W6R-TCLV-1	100-20-5511-3-38	1,751.99	1,751.99
AMAZON CAPITAL SERVICES	CARDSTOCK	12/05/2024	1QM1-XQF4-	100-10-5141-3-30	68.90	68.90
Total AMAZON CAPITAL SERVICES:						2,651.06
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM DEC 2024	12/05/2024	177722	100-30-5152-3-38	3,200.13	3,200.13
Total ASSOCIATED APPRAISAL CONSULTAN:						3,200.13
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	12/05/2024	OCT20-NOV1	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - OCT 24-NOV 23 2024 PD	12/05/2024	287307537700	100-40-5211-3-31	852.82	852.82
Total AT&T MOBILITY:						852.82
BAKER TILLY US LLP						
BAKER TILLY US LLP	12/31/24 AUDIT FEES	12/05/2024	BT2998067	100-10-5157-3-38	6,507.00	6,507.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BAKER TILLY US LLP:						6,507.00
BATTERIES PLUS LLC						
BATTERIES PLUS LLC	BATTRERIES FOR EXIT LIGHTS	12/05/2024	P77871546	100-70-5410-3-36	49.44	49.44
Total BATTERIES PLUS LLC:						49.44
BEAVER DAM LOCK & SECURITY						
BEAVER DAM LOCK & SECURITY	WEST END PARK - KNOB/LABOR	12/05/2024	31799	100-20-5525-3-36	105.00	105.00
Total BEAVER DAM LOCK & SECURITY:						105.00
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - DEC 2024	12/05/2024	11-25-24	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
BLACKSTONE TECHNOLOGIES LLC						
BLACKSTONE TECHNOLOGIES LLC	COLD PATCH FOR STREETS	12/05/2024	242590	100-70-5431-3-36	1,381.25	1,381.25
Total BLACKSTONE TECHNOLOGIES LLC:						1,381.25
BOUND TREE MEDICAL LLC						
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES - EYE WASH, NASAL CANNULA, GAUZE, GLOVES	12/05/2024	85545826	100-50-5230-3-38	100.47	100.47
BOUND TREE MEDICAL LLC	NARCAN AND GAUZE	12/05/2024	85561943	100-50-5230-3-38	228.38	228.38
Total BOUND TREE MEDICAL LLC:						328.85
BROOKS SHOE & REPAIR						
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - SCHELTER	12/05/2024	52185	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - SCHLIEVE, N	12/05/2024	52269	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - RENS	12/05/2024	52212	100-70-5412-3-38	150.00	150.00
Total BROOKS SHOE & REPAIR:						450.00
CEDAR CORPORATION						
CEDAR CORPORATION	FOOD TRUCK ALLEY ENGINEERING THROUGH 11-16-24	12/05/2024	122198	405-70-5437-8-00	297.50	297.50
Total CEDAR CORPORATION:						297.50
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	12/05/2024	171156301-N	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 - NOV 2024	12/05/2024	4212891334	100-70-5411-3-38	51.48	51.48
CINTAS CORPORATION NO 2	SHOP GLOVES	12/05/2024	1905290621	100-70-5411-3-38	125.00	125.00
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2024	12/05/2024	4210781327	100-70-5411-3-38	51.48	51.48
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - NOV 2024	12/05/2024	4211511446	100-70-5410-3-38	93.37	93.37
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - NOV 2024	12/05/2024	4211511460	100-70-5410-3-38	239.19	239.19
CINTAS CORPORATION NO 2	LIBRARY RUGS - NOV 2024	12/05/2024	4211511514	100-70-5410-3-38	105.53	105.53
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2024	12/05/2024	4211511648	100-70-5411-3-38	83.78	83.78

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2024	12/05/2024	4212219197	100-70-5411-3-38	51.48	51.48
Total CINTAS CORPORATION NO 2:						801.31
COFFEE WERKS	SERVICE ON CURTIS COFFEE BREWER	12/05/2024	46340062	100-20-5511-3-38	503.34	503.34
Total COFFEE WERKS:						503.34
COLUMN SOFTWARE PBC	LEGAL NOTICES	12/05/2024	3EC85C3A-00	100-10-5142-3-35	81.13	81.13
Total COLUMN SOFTWARE PBC:						81.13
CONTREE SPRAYER & EQUIPMENT	SALT BRINE FOR TRUCK 8-20	12/05/2024	83203	100-70-5411-3-36	29.99	29.99
Total CONTREE SPRAYER & EQUIPMENT:						29.99
DESTINATION LAKE WINNEBAGO REGION	70% OF ROOM TAX - OCTOBER 2024	12/05/2024	October 2024	430-70-5436-3-42	4,989.12	4,989.12
Total DESTINATION LAKE WINNEBAGO REGION:						4,989.12
ELLISON ELECTRIC SUPPLY INC	END OF THE TRAIL LIGHT	12/05/2024	1218593	100-20-5525-3-36	245.00	245.00
Total ELLISON ELECTRIC SUPPLY INC:						245.00
FOND DU LAC COUNTY TREASURER	FDL COUNTY IT SUPPORT	12/05/2024	IS-2024-W05	100-50-5231-3-38	5,688.50	5,688.50
FOND DU LAC COUNTY TREASURER	ELECTION EQUIPMENT	12/05/2024	25681	100-10-5142-3-38	1,065.00	1,065.00
Total FOND DU LAC COUNTY TREASURER:						6,753.50
FOX COMPUTER & NETWORKING INC	AIR DUSTER	12/05/2024	339564	100-50-5231-3-30	19.98	19.98
FOX COMPUTER & NETWORKING INC	POSTAGE	12/05/2024	339605	100-50-5231-3-33	14.02	14.02
Total FOX COMPUTER & NETWORKING INC:						34.00
GANNETT WISCONSIN LOCALIQ	TYPE D NOTICE	12/05/2024	0006773832	100-10-5142-3-35	51.22	51.22
Total GANNETT WISCONSIN LOCALIQ:						51.22
GAPPA SECURITY SOLUTIONS LLC	COMMUNITY CENTER KEYS	12/05/2024	30766	100-20-5511-3-36	39.00	39.00
Total GAPPA SECURITY SOLUTIONS LLC:						39.00
GFL ENVIRONMENTAL	RECYCLING FUEL SURCHARGE CREDIT - OCT 2024	12/05/2024	U9000021719	420-70-5436-3-38	45,965.65	45,965.65
GFL ENVIRONMENTAL	NEW COMMUNITY CENTER DELIVERY	12/05/2024	U9000022138	100-20-5511-3-38	47,515.00	47,515.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total GFL ENVIRONMENTAL:						93,480.65
GOODYEAR COMMERCIAL TIRE & SER						
GOODYEAR COMMERCIAL TIRE & SE	TIRES - DPW	12/05/2024	132-1203589	100-70-5411-3-36	1,072.00	1,072.00
Total GOODYEAR COMMERCIAL TIRE & SER:						1,072.00
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	CANON - COMMUNITY CENTER - 12/20/24-1/19/25	12/05/2024	I00975185	100-20-5511-3-38	135.97	135.97
Total GORDON FLESCH CO INC:						135.97
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR NOV 2024	12/05/2024	2024-208	230-30-5241-3-38	6,894.81	6,894.81
Total GRAND VALLEY INSPECTION SERVICES:						6,894.81
HALRON LUBRICANTS INC						
HALRON LUBRICANTS INC	BULK OIL - SPIRAX SHELL	12/05/2024	1565602-02	100-70-5411-3-36	95.25	95.25
Total HALRON LUBRICANTS INC:						95.25
HARMSSEN, MARGARET A						
HARMSSEN, MARGARET A	ELECTION MAINTENANCE OF RECORDS 11/26/24-11/27/24	12/05/2024	11-30-24	100-10-5142-1-10	96.00	96.00
Total HARMSSEN, MARGARET A:						96.00
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	REPLACE EGR COOLER	12/05/2024	1023919	100-70-5411-3-36	795.99	795.99
Total HOMAN AUTO -GATEWAY:						795.99
HOPP, NATHAN E						
HOPP, NATHAN E	BOOT ALLOWANCE	12/05/2024	11-25-24	100-70-5412-3-38	150.00	150.00
Total HOPP, NATHAN E:						150.00
JOHN FABICK TRACTOR CO						
JOHN FABICK TRACTOR CO	REPLACE FILTER	12/05/2024	PIMK0367910	100-70-5411-3-36	74.87	74.87
JOHN FABICK TRACTOR CO	REPLACE HEAD GASKET - 101-88	12/05/2024	PIMK0370140	100-70-5411-3-36	60.92	60.92
JOHN FABICK TRACTOR CO	REPLACE HEAD GASKET - 101-88	12/05/2024	PIMK0370617	100-70-5411-3-36	741.06	741.06
Total JOHN FABICK TRACTOR CO:						876.85
KIMBALL MIDWEST						
KIMBALL MIDWEST	CAP SCREWS/NUTS/HEX NUTS/PAINT	12/05/2024	102820672	100-70-5411-3-36	824.55	824.55
Total KIMBALL MIDWEST:						824.55
LANGUAGE LINE SERVICES						
LANGUAGE LINE SERVICES	LANGUAGE LINE	12/05/2024	11461645	100-40-5212-3-38	10.08	10.08
Total LANGUAGE LINE SERVICES:						10.08

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
LEAGUE OF WI MUNICIPALITIES						
LEAGUE OF WI MUNICIPALITIES	ANNUAL FALL CONF 2024	12/05/2024	87764	100-10-5191-3-37	300.00	300.00
Total LEAGUE OF WI MUNICIPALITIES:						300.00
LIBERTY TIRE RECYCLING LLC						
LIBERTY TIRE RECYCLING LLC	RECYCLE TIRES	12/05/2024	2860159	100-70-5411-3-36	590.21	590.21
Total LIBERTY TIRE RECYCLING LLC:						590.21
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	DEDUCTION DUE TO CITY OF BEAVER DAM ATTENDING A CALL ON 10-31-24	12/05/2024	21-0284	100-10-5255-3-38	4,640.00	4,640.00
Total LIFESTAR EMERGENCY MEDICAL:						4,640.00
M.T.S.R. LLC						
M.T.S.R. LLC	PRESS OUT WALKING BEAM BUSHINGS	12/05/2024	INV1384	100-70-5411-3-36	250.18	250.18
Total M.T.S.R. LLC:						250.18
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	COMMUNCITY CENTER PICKLEBALL	12/05/2024	64969	100-20-5511-3-38	29.93	29.93
MENARDS - BEAVER DAM	ELECTRICAL SUPPLIES FOR BUILDINGS	12/05/2024	65741	100-70-5410-3-36	27.57	27.57
MENARDS - BEAVER DAM	ICE FEST SCULPTURE BASES	12/05/2024	65744	100-10-5534-3-38	601.31	601.31
Total MENARDS - BEAVER DAM:						658.81
MICK FISCHER TROPHY AND ENGRAVING						
MICK FISCHER TROPHY AND ENGRA	AWARD PLATE MODIFICATIONS	12/05/2024	4531	100-50-5231-3-38	65.00	65.00
MICK FISCHER TROPHY AND ENGRA	SERVICE AWARD PLAQUES - FIRE DEPT	12/05/2024	4510	100-50-5231-3-38	367.40	367.40
Total MICK FISCHER TROPHY AND ENGRAVING:						432.40
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	2024 ON-CALL STORMWATER SERVICES	12/05/2024	R00212148.00	700-10-5192-3-38	1,001.00	1,001.00
MSA PROFESSIONAL SERVICES INC	LANDFILL MONITORING 2024 10/20/24 -11/23/24	12/05/2024	011006	100-70-5420-3-38	1,350.00	1,350.00
Total MSA PROFESSIONAL SERVICES INC:						2,351.00
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	TAILLIGHT MINIA - REPLACE TAIL LIGTH 15-17	12/05/2024	425535	100-70-5411-3-36	5.24	5.24
NAPA AUTO PARTS-WAUPUN	THREAD ROD - 11-01	12/05/2024	426044	100-70-5411-3-36	24.99	24.99
NAPA AUTO PARTS-WAUPUN	FUEL TANK STRAPS - REPLACE	12/05/2024	426102	100-70-5411-3-36	57.46	57.46
NAPA AUTO PARTS-WAUPUN	HYDFLUID - PLOW OIL	12/05/2024	426450	100-70-5411-3-36	25.98	25.98
NAPA AUTO PARTS-WAUPUN	CLR MARKER LED - REPLACE LIGHTS	12/05/2024	426641	100-70-5411-3-36	29.00	29.00
NAPA AUTO PARTS-WAUPUN	BLISTER PACK - REPLACE LIGHT BULBS	12/05/2024	426832	100-70-5411-3-36	25.98	25.98
NAPA AUTO PARTS-WAUPUN	CLR MARKER LED - REPLACE LIGHTS	12/05/2024	426681	100-70-5411-3-36	25.80	25.80
Total NAPA AUTO PARTS-WAUPUN:						194.45
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	FUEL MIX FOR K12 SAW	12/05/2024	2391-162788	100-50-5232-3-36	8.99	8.99

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
O'REILLY AUTOMOTIVE INC	BATTERY	12/05/2024	2391-164405	100-40-5212-3-36	225.49	225.49
O'REILLY AUTOMOTIVE INC	BATTERY	12/05/2024	2391-165096	100-70-5411-3-36	414.18	414.18
O'REILLY AUTOMOTIVE INC	SHOP TOOLS	12/05/2024	2391-164301	100-70-5411-3-38	34.47	34.47
Total O'REILLY AUTOMOTIVE INC:						683.13
OSHKOSH FIRE & POLICE EQUIPMNT						
OSHKOSH FIRE & POLICE EQUIPMNT	AIR COMPRESSOR REPAIRS	12/05/2024	195671	100-50-5232-3-36	127.50	127.50
Total OSHKOSH FIRE & POLICE EQUIPMNT:						127.50
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	PICKED UP DODGE CTY TAX BILLS 11-27-24	12/05/2024	11-27-24	100-10-5141-3-37	49.58	49.58
Total PETERSEN, JENNIFER:						49.58
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REGISTER OF DEEDS - 18 WHEELER TRUCK WASH LLC - 292-1315-0933-005 - AGREEMENT FOR MAINT OF STORMWATER MNGMT MEASURES	12/05/2024	11-27-24	700-10-5192-3-38	30.00	30.00
PETTY CASH-CITY HALL	PHOTOGRAPHER - COMMUNITY CENTER OPEN HOUSE	12/05/2024	12-3-24	100-20-5511-3-38	50.00	50.00
Total PETTY CASH-CITY HALL:						80.00
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	BREAK ROOM SUPPLIES - CITY HALL	12/05/2024	3031	100-10-5110-3-38	19.98	19.98
Total PIGGLY WIGGLY DISCOUNT FOODS:						19.98
POMP'S TIRE						
POMP'S TIRE	TIRES - 157-18	12/05/2024	520147222	100-70-5411-3-36	754.26	754.26
POMP'S TIRE	DUMP TRUCK FRONT RIM	12/05/2024	520146462	100-70-5411-3-36	617.30	617.30
Total POMP'S TIRE:						1,371.56
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	AGREEMENT ADVANCED SECURITY	12/05/2024	54011	100-10-5197-3-38	731.00	731.00
PROS 4 TECHNOLOGY INC	SECEMBER 24					
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT	12/05/2024	54012	100-10-5197-3-38	176.50	176.50
PROS 4 TECHNOLOGY INC	DECEMBER 24					
PROS 4 TECHNOLOGY INC	IT MANAGEMENT DECEMBER 24	12/05/2024	54010	100-10-5197-3-38	2,785.00	2,785.00
PROS 4 TECHNOLOGY INC	DOOR ACCESS CONTROL 15 DOORS	12/05/2024	54014	100-20-5511-3-38	70.00	70.00
PROS 4 TECHNOLOGY INC	COMM CENETER DECEMBER 2024					
PROS 4 TECHNOLOGY INC	AGREEMENT MANAGED BACKUP	12/05/2024	54013	100-10-5197-3-38	72.00	72.00
PROS 4 TECHNOLOGY INC	SERVICE DECEMBER 24					
Total PROS 4 TECHNOLOGY INC:						3,834.50
RADIO PLUS						
RADIO PLUS	COMMUNITY OPEN HOUSE	12/05/2024	7290-00009-0	220-20-5514-3-38	350.00	350.00
RADIO PLUS	PROMOTION					
RADIO PLUS	COMMUNITY OPEN HOUSE	12/05/2024	7290-00008-0	220-20-5514-3-38	445.00	445.00
RADIO PLUS	PROMOTION					
Total RADIO PLUS:						795.00
SAFETY KLEEN						
SAFETY KLEEN	USED OIL	12/05/2024	95957624	100-70-5411-3-36	510.00	510.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total SAFETY KLEEN:						510.00
SCHAVER, ALEX						
SCHAVER, ALEX	BOOT ALLOWANCE 2024	12/05/2024	12-3-24	100-70-5412-3-38	150.00	150.00
Total SCHAVER, ALEX:						150.00
SIGNARAMA						
SIGNARAMA	COMMUNITY CENTER INTERIOR SIGNAGE FINAL PAYMENT	12/05/2024	IN-F-50807-2N	220-20-5514-3-38	2,956.48	2,956.48
SIGNARAMA	COMMUNITY CENTER ROOM AND DONOR WALL INTERIOR SIGNAGE FINAL PAYMENT	12/05/2024	IN-F-50602 2N	220-20-5514-3-38	5,829.18	5,829.18
Total SIGNARAMA:						8,785.66
SLOAN-BARSCH, TANA						
SLOAN-BARSCH, TANA	REIMBURSE DEPOSIT FOR BARRICADES	12/05/2024	11-27-24	100-13850	40.00	40.00
Total SLOAN-BARSCH, TANA:						40.00
SMA CONSTRUCTION SERVICES						
SMA CONSTRUCTION SERVICES	SENIOR/COMMUNITY CENTER PAYMENT #13	12/05/2024	PAY REQUES	400-20-5513-8-00	95,053.15	95,053.15
SMA CONSTRUCTION SERVICES	SENIOR/COMMUNITY CENTER PAYMENT #12	12/05/2024	Pay Request 1	400-20-5513-8-00	114,873.00	114,873.00
Total SMA CONSTRUCTION SERVICES:						209,926.15
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	WELLNESS CLINIC CITY SHARE - NOV 2024	12/05/2024	44305	100-10-5256-3-38	5,547.35	5,547.35
Total SSM HEALTH AT WORK:						5,547.35
STAPLES						
STAPLES	OFFICE SUPPLIES	12/05/2024	6018455254	100-80-5670-3-30	66.28	66.28
Total STAPLES:						66.28
STOBB, CHARLES						
STOBB, CHARLES	BOOT ALLOWANCE	12/05/2024	11-25-24	100-70-5412-3-38	150.00	150.00
Total STOBB, CHARLES:						150.00
SYMBOLARTS						
SYMBOLARTS	BADGE	12/05/2024	0511275	100-40-5211-3-38	300.00	300.00
Total SYMBOLARTS:						300.00
THE GARLAND COMPANY INC						
THE GARLAND COMPANY INC	ICE ARENA- ROOF REPAIR	12/05/2024	CI-GUS02386	100-70-5410-3-36	270.08	270.08
Total THE GARLAND COMPANY INC:						270.08
THE GRACEFUL NEST						
THE GRACEFUL NEST	CDA GRANT REIMBURSEMENT - 11 N MADISON ST	12/05/2024	11-25-24	405-70-5436-3-38	5,000.00	5,000.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total THE GRACEFUL NEST:						5,000.00
TOP PACK DEFENSE						
TOP PACK DEFENSE	CLOTHING ALLOWANCE - CUPERY	12/05/2024	14622	100-12634	59.99	59.99
Total TOP PACK DEFENSE:						59.99
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR NOV 2024	12/05/2024	CW120124	100-70-5410-3-38	4,175.61	4,175.61
Total TRU CLEANERS LLC:						4,175.61
TRUCK EQUIPMENT INC						
TRUCK EQUIPMENT INC	REPLACE REAR LEAF SPRINGS	12/05/2024	1122168-00	100-70-5411-3-36	183.05	183.05
Total TRUCK EQUIPMENT INC:						183.05
US CELLULAR						
US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - NOV 2024	12/05/2024	0692201700	100-10-5191-3-31	388.08	388.08
Total US CELLULAR:						388.08
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - NOV 2024	12/05/2024	NOV2024	100-10-5161-3-38	1,925.00	1,925.00
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - NOV 2024	12/05/2024	16027	100-10-5161-3-38	450.00	450.00
Total VANDEZANDE & KAUFMAN, LLP:						2,375.00
WAUKESHA CTY TECH COLLEGE						
WAUKESHA CTY TECH COLLEGE	TRAINING - SCHNELL	12/05/2024	S0847921	100-40-5215-3-37	1,310.00	1,310.00
Total WAUKESHA CTY TECH COLLEGE:						1,310.00
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - DEC 2024	12/05/2024	DEC2024	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN GIRLS SOFTBALL						
WAUPUN GIRLS SOFTBALL	KEY RETURN REIMBURSEMENT	12/05/2024	11-26-24	100-20-5526-3-38	500.00	500.00
Total WAUPUN GIRLS SOFTBALL:						500.00
WAUPUN GYMNASTICS CLUB						
WAUPUN GYMNASTICS CLUB	YOUTH SPORTS AND REC GRANT RECIPIENT	12/05/2024	12224	100-20-5527-3-38	5,000.00	5,000.00
Total WAUPUN GYMNASTICS CLUB:						5,000.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - NOV 2024	12/05/2024	6277	100-70-5420-3-31	68.19	68.19
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - NOV2024	12/05/2024	6290	700-10-5192-3-38	877.25	877.25

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total WAUPUN UTILITIES:						945.44
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - NOV 2024	12/05/2024	G3369-NOV24	100-40-5213-3-38	63.00	63.00
Total WI DEPT OF JUSTICE:						63.00
Grand Totals:						403,122.81

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-38	99.81	.00	99.81
100-10-5131-3-30	11.05	.00	11.05
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	79.95	.00	79.95
100-10-5141-3-31	67.07	.00	67.07
100-10-5141-3-37	49.58	.00	49.58
100-10-5141-3-38	27.71	.00	27.71
100-10-5142-1-10	96.00	.00	96.00
100-10-5142-3-35	232.35	.00	232.35
100-10-5142-3-38	1,129.21	.00	1,129.21
100-10-5153-3-38	11.05	.00	11.05
100-10-5157-3-38	6,507.00	.00	6,507.00
100-10-5161-3-38	2,375.00	.00	2,375.00
100-10-5191-3-30	11.05	.00	11.05
100-10-5191-3-31	67.07	.00	67.07
100-10-5191-3-37	300.00	.00	300.00
100-10-5197-3-31	149.98	.00	149.98
100-10-5197-3-38	3,764.50	.00	3,764.50
100-10-5255-3-38	5,500.00	860.00-	4,640.00
100-10-5256-3-38	3,698.24	.00	3,698.24
100-10-5534-3-38	601.31	.00	601.31
100-12634	59.99	.00	59.99
100-13850	1,889.11	.00	1,889.11
100-20-5511-3-30	19.96	.00	19.96
100-20-5511-3-32	593.53	.00	593.53
100-20-5511-3-36	39.00	.00	39.00
100-20-5511-3-38	3,147.90	.00	3,147.90
100-20-5512-3-32	207.85	.00	207.85
100-20-5513-3-31	68.20	.00	68.20
100-20-5513-3-32	20.51	.00	20.51
100-20-5523-3-32	57.88	.00	57.88
100-20-5525-3-36	924.35	.00	924.35
100-20-5526-3-38	500.00	.00	500.00
100-20-5527-3-38	5,000.00	.00	5,000.00
100-21100	860.00	70,257.97-	69,397.97-
100-30-5152-3-38	3,200.13	.00	3,200.13
100-40-5211-3-31	982.22	.00	982.22
100-40-5211-3-32	187.47	.00	187.47
100-40-5211-3-37	960.00	.00	960.00
100-40-5211-3-38	300.00	.00	300.00
100-40-5212-3-36	225.49	.00	225.49

GL Account	Debit	Credit	Proof
100-40-5212-3-38	10.08	.00	10.08
100-40-5213-3-38	63.00	.00	63.00
100-40-5215-3-37	350.00	.00	350.00
100-40-5343-3-38	1,000.00	.00	1,000.00
100-50-5230-3-38	328.85	.00	328.85
100-50-5231-3-30	19.98	.00	19.98
100-50-5231-3-32	105.45	.00	105.45
100-50-5231-3-33	14.02	.00	14.02
100-50-5231-3-38	6,120.90	.00	6,120.90
100-50-5232-3-36	136.49	.00	136.49
100-70-5410-3-32	2,118.35	.00	2,118.35
100-70-5410-3-36	425.08	.00	425.08
100-70-5410-3-38	4,449.49	.00	4,449.49
100-70-5411-3-36	6,865.96	.00	6,865.96
100-70-5411-3-38	397.69	.00	397.69
100-70-5412-3-32	656.59	.00	656.59
100-70-5412-3-36	138.00	.00	138.00
100-70-5412-3-38	900.00	.00	900.00
100-70-5420-3-30	11.04	.00	11.04
100-70-5420-3-31	203.19	.00	203.19
100-70-5420-3-38	1,350.00	.00	1,350.00
100-70-5431-3-36	1,381.25	.00	1,381.25
100-80-5670-3-30	11.04	.00	11.04
210-21100	.00	50.74-	50.74-
210-60-5511-3-31	50.74	.00	50.74
220-20-5514-3-38	10,435.67	.00	10,435.67
220-21100	.00	10,435.67-	10,435.67-
230-21100	.00	6,894.81-	6,894.81-
230-30-5241-3-38	6,894.81	.00	6,894.81
400-20-5513-8-00	209,926.15	.00	209,926.15
400-21100	.00	209,926.15-	209,926.15-
405-21100	.00	5,297.50-	5,297.50-
405-70-5436-3-38	5,000.00	.00	5,000.00
405-70-5437-8-00	297.50	.00	297.50
410-21100	.00	1,949.00-	1,949.00-
410-40-5211-4-00	1,949.00	.00	1,949.00
420-21100	393.98	25,071.84-	24,677.86-
420-70-5436-3-38	25,071.84	393.98-	24,677.86
425-21100	1,482.16	68,735.60-	67,253.44-
425-70-5476-3-38	68,735.60	1,482.16-	67,253.44
430-21100	.00	4,989.12-	4,989.12-
430-70-5436-3-42	4,989.12	.00	4,989.12
700-10-5192-3-38	1,908.25	.00	1,908.25
700-10-5193-3-36	342.30	.00	342.30
700-21100	.00	2,250.55-	2,250.55-
Grand Totals:	408,595.09	408,595.09-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "121024"

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 11, 2024**

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

Present: Commissioner Daane, Commissioner Heeringa, Commissioner Homan, Commissioner Kunz, Commissioner Ledesma, Commissioner Siebers, Commissioner Thurmer and Mayor Bishop.

Motion made by Kunz, seconded by Ledesma and unanimously carried, to approve minutes from October 14, 2024 meeting.

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

On motion by Thurmer, seconded by Kunz and unanimously carried, year-to-date financial reports through September 2024 approved as presented by Finance Director Stanek. Electric operating income was \$395,300. Water operating income was \$383,300. Sewer operating income was \$268,700.

General Manager Brooks provided updates from the GM and electric operations reports. The Birthday Celebration Open House on October 21st was well attended, receiving positive feedback. Waupun Utilities was recognized with the APPA Smart Energy Provider (SEP) designation for its excellence in energy efficiency, distributed energy resources, and environmental initiatives, demonstrating a commitment to safe, reliable, and sustainable electric service. The electric crew completed nine backlot rebuilds during the 2024 construction season.

Treatment Facilities and Operations Superintendent Schramm presented the treatment facilities and operations water and wastewater report. Water quality and operations remained stable the past month, despite fluctuating temperatures. Wastewater collection system and treatment facility experienced no issues during the rain accumulation at the end of October. The semi-annual leak detection survey has been completed, identifying six service leaks that will be repaired in the coming days.

President Heeringa welcomed visitor Jason Whitford, present via Zoom.

Finance Director Stanek presented the 2025 budget for review of the electric, water and sewer utilities. The overall 2025 budget is forecasted to decrease \$1,641,900 or 8.3% over the 2024 budget largely due to a new customer in the industrial park, water/sewer main reconstruction on Rock & Newton Streets and construction completion associated with the wastewater ABNR upgrade. The 2025 budget also includes an overview of the sources and uses of funds for each utility and changes from the prior year's budget including; average cost of living wage adjustments and expected step increases based on Commission approved compensation study, health insurance increases, operation and maintenance expense increases based on rising inflationary costs, new wastewater treatment expenses associated with operation of ABNR processes, additional GIS and outage management services from our primary IT provider, water well investigation study and sewer collection system modeling. Forecasted revenues are based upon recent historical consumption data and an additional large customer in the industrial park. Capital equipment and vehicle replacements for assets past their useful life are also included in this budget. The proposed overall budget would add \$79,900 in electric cash reserves, \$100,700 in water cash reserves and decrease \$557,900 in sewer cash reserves. Motion made by Ledesma, seconded by Siebers and unanimously carried, to approve the 2025 budget as presented.

General Manager Brooks presented proposed revisions to the Waupun Utilities Compensation and Benefits Manual, specifically focusing on vacation benefits. GM Brooks explained the revision aims to support

recruitment and retention of staff. The proposed change does not increase the overall amount of vacation benefits, instead focuses on accelerating the accumulation of the vacation benefits for employees. Motion by Ledesma, seconded by Kunz and unanimously carried, vacation benefit revision of Waupun Utilities Compensation and Benefits Manual was approved.

On motion by Homan, seconded by Thurmer and unanimously carried, meeting adjourned at 5:10 p.m.

In the event that no additional agenda items arise before December 2024, the next regular commission meeting will be scheduled for January 13, 2025 at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, November 12, 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, Alderman Ledesma

Council Virtual- None

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 Virtual: None

Management absent and excused: None

Audience in-person: Sadie Howell and Lisa McArthur of Envision Greater Fond Du Lac, Devin Flanigan of Keller, Fond Du Lac County Supervisor Jonathon Venhuizen, Fond Du Lac County Supervisor Mike Beer, Travis Pitz,

Jaedon Buchholz

Audience Virtual: Jason Whitford

PERSONS WISHING TO ADDRESS COUNCIL

1. Jonathon Venhuizen - Fond Du Lac County

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

PUBLIC HEARING

2. Public Hearing: Class A Fermented Malt Beverage and Intoxicating Liquor License Application – Wild Boar

Motion Matoushek, second by Ledesma to open the public hearing for consideration of the Class A Fermented

Malt Beverage and Intoxicating Liquor License Application of GO4THE1 LLC DBA the Wild Boar, Travis Pitz (Agent),

at 814 W. Main Street, Waupun. Motion carried 6-0.

3. Close Public Hearing

Motion Matoushek, second by Siebers to close the public hearing for consideration of the Class A Fermented

Malt Beverage and Intoxicating Liquor License Application of GO4THE1 LLC DBA the Wild Boar, Travis Pitz (Agent),

at 814 W. Main Street, Waupun. Motion carried 6-0.

4. Consideration/Action: Class A Fermented Malt Beverage and Intoxicating Liquor License Application – Wild Boar

Motion Matoushek, second by Kunz to approve the Class A Fermented Malt Beverage and Intoxicating Liquor License Application of GO4THE1 LLC DBA the Wild Boar, Travis Pitz (Agent), at 814 W. Main Street, Waupun, contingent upon ownership, approved inspections and paid delinquencies, not to exceed sixty (60) days. Motion carried 6-0.

PUBLIC HEARING

5. Public Hearing – 2025 City of Waupun Budget

Motion Siebers, seconded by Ledesma to open the public hearing for the 2025 City of Waupun budget.
Motion
carried 6-0.

6. Close Public Hearing on 2025 Budget and Tax Levy

Motion Ledesma, seconded by Matoushek to close the public hearing for the 2025 City of Waupun budget.
Motion carried 6-0.

7. Resolution Adopting 2025 Budget and Tax Levy

Motion Siebers, second by Kunz to adopt Resolution 11-12-24-01 Adopting the 2025 Budget and Tax Levy. Motion carried 6-0 on roll call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

8. Public Emergency Declaration Facility Roofs Damaged during Hailstorm

Motion Ledesma, second by Kunz to approve Resolution 11-12-24-02 Public Emergency Declaration Facility Roofs Damaged. Motion carried 6-0 on roll call.

9. Resolution to Adopt the 2025 Fee Schedule

Motion Siebers, second by Matoushek to adopt Resolution 11-12-24-03 2025 Fee Schedule. Motion carried 6-0 on roll call.

10. Approve MSA Agreement for Newton & Rock Avenue Reconstruction Project (Phase #2)

Motion Matoushek, second by Siebers to approve the agreement with MSA Professional Services for Newton and Rock Avenue Reconstruction Project, Phase 2. Motion carried 6-0 on roll call.

11. Approve MSA Agreement for Alley Reconstruction Project (N. Mill St. to N. Madison St.)

Motion Matoushek, second by Siebers to approve the agreement with MSA Professional Services for alley reconstruction of N. Mill Street to N. Madison Street, Waupun. Motion carried 6-0 on roll call.

12. Approve Estimate with All Phase, LLC to Rebuild the Aquatic Center Pool Heater

Motion Ledesma, seconded by Kunz to approve the estimate with All Phase LLC to rebuild the Waupun Family Aquatic Center pool heater. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

13. Approve Memorandum of Understanding with Envision Greater Fond du Lac

Sadie Howell of Envision introduces herself and provides an overview of Envision services that benefit Waupun.

Motion Siebers, seconded by Ledesma to approve the Memorandum of Understanding with Envision Greater Fond du Lac. Motion carried 6-0.

14. Approve Agreement with Keller for Public Safety Facility Planning

Devin Flanigan of Keller provides an overview of Keller services.

Motion Matoushek, second Kunz to approve the agreement with Keller for public safety facility planning.
Motion
carried 6-0.

15. Approve Police Detective Job Description

Motion Kunz, seconded by Matoushek to approve the police Detective Job description. Motion carried 6-0.

16. Approve Raze and Removal of 627 Maxon St

Motion Matoushek, seconded by Ledesma to approve the raze and removal of 627 Maxon St, Waupun.
Motion
carried 6-0 on roll call.

MAYORAL CORRESPONDENCE/PRESENTATIONS

Mayor reminds the Council of future events:

17. Homan Auto Annual Event Benefitting REACH Waupun - November 16, 2024 at 6:30 pm at The Rock

18. Thanksgiving Holiday - November 28 and 29, 2024

19. Waupun Business Alliance Business Connection - December 4, 2024 at 7:30 am at Waupun Heritage Museum

20. 2024 Holiday Parade December 6, 2024, 6:30 pm start

21. Community Center Grand Opening- December 3, 2024

CONSENT AGENDA

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

ADJOURNMENT

Motion Kunz, second Ledesma to duly call the meeting adjourned. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, November 20, 2024**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, November 20, 2024. Present were Gehl, Schultz, Siebers, Svec, Jaeger, and Garcia. Hintze and Sullivan (connected at 4:45 pm) were present via Zoom. Beer was absent.

Minutes from Previous Meetings

Motion by Schultz, second Hintze, to accept the October minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

None.

Monthly Statistics

October statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Hintze, second Gehl, to pay the bills as presented. Motion carried 6-0 on roll call.

Committee Reports

None.

Librarian's Report

Librarian's report was reviewed.

Old Business

None.

New Business

Motion by Svec, second Martens, to approve the 2025 wage grid as presented. Motion carried 7-0 on roll call.

Motion Hintze, second Schultz, to approve the 2025 library budget as presented. Motion carried 7-0 on roll call.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, December 18, 2024, at 4:30 p.m.

Adjournment

Motion by Siebers, second Svec, to adjourn at 4:55 p.m. Motion carried.

Marie Svec, Secretary
MS/bkj



Minutes - City of Waupun
Board of Parks and Recreation Commission

Wednesday, December 4, 2024 – City Council Chambers

CALL TO ORDER

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

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

Alderman: Kambria Ledesma

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

Approved Absences: Wanda Nick, Mary Kay Gorst. Bridget Winterhack

CONSIDERATION - ACTION

1. Approve September 30, 2024, Minutes – motion by Ledesma seconded by Williams. Motion carries unanimously.

2. Community Center Part-Time Job Descriptions – Schlieve presents. These need to be gone over by HR. Disch explained what they're trying at Rock River with students. Discussion regarding how to schedule a weekend staffer. There were also suggestions regarding contracted class instructors to allow for a diverse schedule of events and offerings. Motion by Ledesma seconded by Zarn to move forward with the descriptions with the recommended changes. Motion passes unanimously.

3. 2025 Waupun Family Aquatic Center Fees – Schlieve presents. The 2024 season was not as successful as we would have hoped. The combination of weather, flooding, and the broken heater has made an impact. The cost of maintenance, chemicals, and wages are only increases. Disch moves to increase the 2025 fees as discussed, seconded by Ledesma. Motion passes unanimously.

FUTURE MEETINGS

5. Monday, January 27, 2025 at 5:30pm at City Hall

ADJOURNMENT

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

Respectfully submitted,

Kambria Ledesma, Secretary
City of Waupun – District 3



Waupun Police Department Monthly Report

November 2024

Staffing Updates

Our current staff level is 15 sworn personnel and 2 non-sworn personnel. We are currently conducting a back ground investigation for an Officer in Training Position. We are also interviewing for the last Patrol Officer vacancy.

We have posted a job announcement for the approved Detective position.

Officer Kole Brice successfully passed Field Training and is on solo patrol.

Community Engagement

FDL County LEX meeting

Dodge County Law Executive Meeting

Greater Envision Fond du Lac – Veteran Employment Services support event

Election Day Poll Patrols

Dodge County Human Services/Crisis Meeting

Dodge Correctional Disturbance Plan Meeting

Waupun Christmas Tree Lighting

Celebrate Waupun Board Meeting

Dodge County Investigators Meeting

Adult Protective Services Meeting

Community Center/Senior Citizens

Department Information

WI Public Records Law – Chief Rasch, DC Sullivan, AA Dawn Greenfield, and RC Danyelle DeBoer attended

Firearms Training – Department wide training at our outdoor range

Taser Instructor Certification – Lt Williams attended

K9 Training – Officer Halverson and Jet attended

SWAT Training – Officer Halverson attended

Axon Taser Demo – We hosted a demo at the PD where a number of staff were able to learn and operate new Axon/Taser equipment.

Veteran's Day – We honor and thank our veteran's: Officer Graham Dumke, Officer Jon Cupery, Officer Dax Roberts, and Officer Kole Brice



Waupun Police Department Monthly Report

November 2024

Waupun Holiday Help – At the request of Records Clerk DeBoer, the department was able to team up with the Holiday Help Toy Collection by having a collection bin in the PD lobby.

Received ERAD (Electronic Recovery and Access to Data) access from Dodge County Sheriff' Office. This will be a useful tool and resource that is free.

Anniversary - Officer AJ Halverson has served the city of Waupun for 8 years.

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 – 578
November Total – 44

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

Police Activity

Calls for Service: 794
Arrests: 34

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
October	12	12
November	5	0



Waupun Police Department Monthly Report

November 2024

Investigations

- WP2302212 Reckless Homicide-Deliver Drugs – Active & Suspect developed, working with FDL PD to formulate plan of attack
- WP2400021 Homicide - Conducted follow up in regards to digital evidence – No change in case status
- WP2400582 Burglary follow-up
- 24WP00777 ICAC Investigation; identified two adult male perpetrators, a joint search warrant is scheduled with Dodge County SO
- 24WP01375 Sexual Assault – Active & at ending stages of Investigation – will be interviewing suspect a determine charges after that
- 24WP03203 Sexual Assault – Closed w/o charges – No cooperation from RP & CPS screened out – Victim is determined to be safe from any further abuse though
- 24WP03715 Burglary - Remains active, however, leads are exhausted at this point
- 24WP04154 Drug Investigation – Active but no changes since last month – Working w/ USPI
- 24WP04214 ICAC – Closed w/o charges – Victim was identified, interviewed and deemed safe at this time
- 24WP04315 Fraud/Scam – Closed w/o charges, USPI handling any further Investigation
- 24WP04601 Drug Investigation (Responded & Assisted Patrol) – Closed w/ numerous Felony drug charges on 3 defendants
- 24WP04669 Theft – Closed w/ arrest & charges on two subjects – Defendant 1 – Misd Theft / Felony bail jumping x5 / Misd bail jumping x2 – Defendant 2 – Misd Theft (PTC)
- 24WP04886 Assist Agency – Closed after assisting Appleton PD with large scale theft investigation. Located witness/victim who resides in Waupun and received a statement.
- 24WP04948 Drug Investigation – Closed with charges of Possession THC and Possession Drug Para on 2 defendants who brought drugs and gun to Dodge Correctional
- 24WP04950 Sexual Assault – Active & in initial stage of investigation



Waupun Police Department Monthly Report

November 2024

24WP05161 Theft – Closed after initial investigation and determined to be a civil issue

24WP05274 Drug Investigation / Search Warrant – Active & Charges filed on 2 defendants – Possess w/ intent Deliver Non-Narcotics, Possess w/ Intent Deliver Sched IV, Maintain Drug Trafficking Place, Neglecting a Child

(1) Cellebrite Phone Dump and (3) Cellebrite Data Examinations were completed

Chief of Police Jeremy Rasch



Waupun Police Department

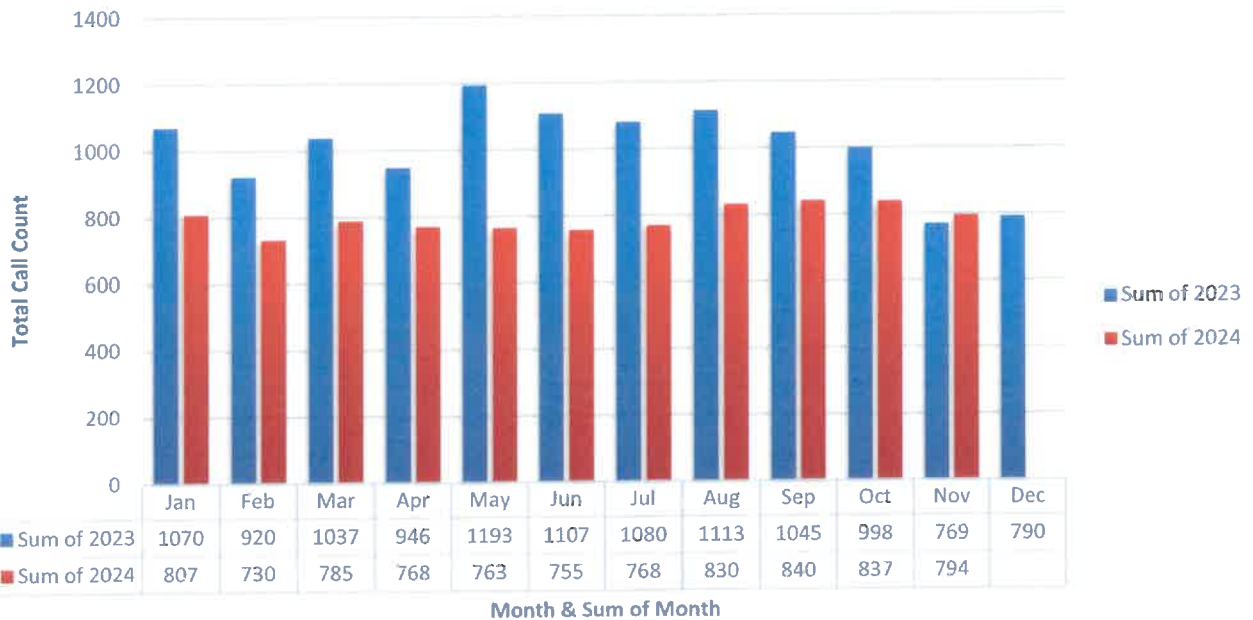
November 2024



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	837	-16.1%
November	769	794	3.3%
December	790		
Grand Total:	12,068	8,677	

Monthly Call Volume 2023 - 2024





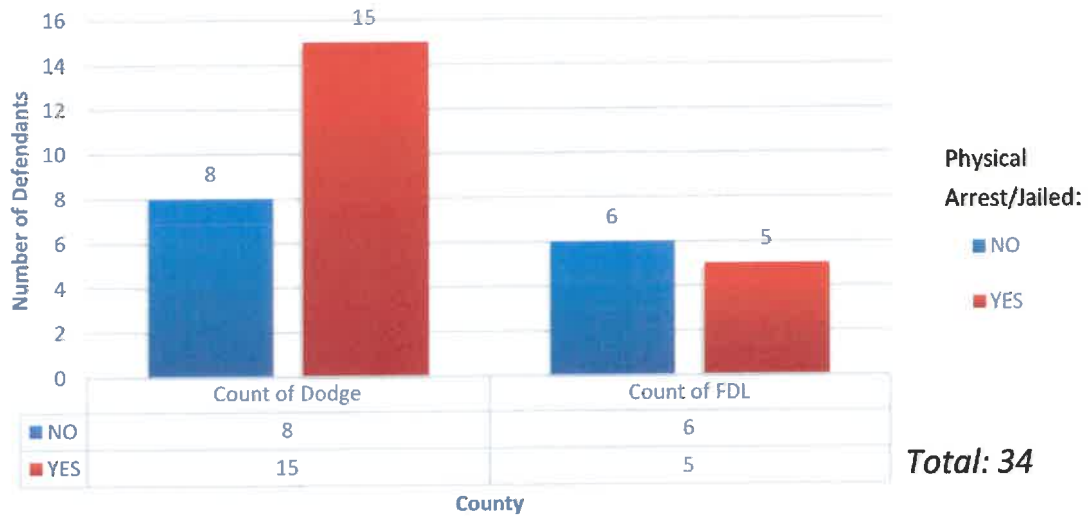
Waupun Police Department

November 2024



Request for Charges & Physical Arrest Report

Request for Charges & Physical Arrests November 2024





Waupun Police Department Total Call Report



From: November 1, 2024 To: November 30, 2024

Agency	Incident Type	Total Incidents
WP	911 CHECK	20
	ABANDONED VEHICLE	1
	ACCIDENT	8
	ACCIDENT W/BLOCKAGE	1
	ACCIDENT W/INJURY	2
	AMBULANCE	33
	ANIMAL BITE	2
	ANIMAL COMPLAINT	5
	ASSIST AGENCY	19
	ASSIST CITIZEN	27
	ASSIST MOTORIST	2
	ATTEMPT TO LOCATE	3
	BATTERY	1
	BIKE STOP	1
	BUILDING CHECK	33
	CAR VS DEER	1
	CARCASS IN ROADWAY	1
	CHAPTER 51	1
	CHECK WELFARE	19
	CHILD ABUSE OR NEGLECT	1
	CHILD ABUSE/NEGLECT	1
	CHILD CUSTODY	6
	CHILD LEFT AT SCHOOL	1
	CIVIL PROBLEM	4
	COURT ORDER VIOLATION	2
	CRIMINAL DAMAGE TO PROPERTY	2
	DIRECTED AREA PATROL	120
	DISABLED VEHICLE	3
	DISORDERLY CONDUCT	13
	DOMESTIC	7
	DRUGS/NARCOTICS	15
	ELDER ABUSE/NEGLECT	1
	EXTRA PATROL	81
	FOLLOW UP	38
	FOOT PATROL	9
	FOUND ANIMAL	2
	FOUND PROPERTY	5
	FRAUD	2
	FUNERAL ESCORT	6
	HARASSMENT	5
	HIT AND RUN	4
	INFORMATION TO DOCUMENT	2
	INTOXICATED DRIVER	2
	INTRUSION ALARM	6
	JA UNDERAGE ALCOHOL	2
	JUVENILE PROBLEM	2
	LOITERING	2
	MUTUAL AID/ASSIST AGENCY	1
	NOISE COMPLAINT	4
	OCCUPIED DISABLED	2
	OFFICER STANDBY	2



Waupun Police Department Total Call Report



From: November 1, 2024 To: November 30, 2024

ORDINANCE VIOLATION	11
PAPER SERVICE	1
PARKING ENFORCEMENT	13
PATROL ASSIST FIRE	14
PORNOGRAPHY	2
PROPERTY DAMAGE, NOT VANDALISM	1
RECKLESS DRIVER	9
SCAM COMPLAINT	1
SEARCH WARRANT	1
SEXUAL ASSAULT	3
SHOPLIFTER	1
SPECIAL ASSIGNMENT	8
SUBJECT STOP	3
SUSPICIOUS ACTIVITY	4
SUSPICIOUS VEHICLE	2
TAVERN CHECK	11
THEFT	3
THREATS COMPLAINT	1
TRAFFIC ENFORCEMENT	26
TRAFFIC PROBLEM	1
TRAFFIC VIOLATION	134
TRESPASSING	1
TRUANCY	1
VANDALISM	1
VEHICLE LOCKOUT	2
WARRANT	3
WARRANT OTHER AGENCY	1
WRONG WAY DRIVER	2
Total	794

LIBRARY	MONTHLY REPORT December 2024
Subject	Summary
Statistics	Through the end of November, the library circulated/downloaded/loaned 129,455 items, and 51,376 people walked through our doors. Drive-up service window transactions up 22.6%.
2 nd floor study room	The KI WiggleRoom study pod installation is complete. When our furniture for this space arrives we will add this to our online list of meeting rooms. Furniture is scheduled to arrive in late December. Staff is brainstorming to call this room something other than a WiggleRoom.
Programs	Programs for December include Storytimes, book clubs, craft night, Toddler Tuesday, Wood Flower arranging, Lego club, and a movie afternoon.



AGENDA SUMMARY SHEET

MEETING DATE: 12/10/2024

TITLE: MONTHLY FINANCIALS

AGENDA SECTION: ACTION

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

STAFF RECOMMENDATION: Request action to accept the financials for November 2024.

ATTACHMENTS:

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

October

Revenues	Expenses
\$31,430 Bulding Permit admin fees over budget	\$84,875 Police Overtime Over Budget
\$351,397 interest income over budget	

November

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

CITY OF WAUPUN MONTHLY FINANCIAL REPORT

November 30, 2024



FUND 100					% of Year Past
General Operations Fund					91%
	11/30/2024	11/30/2024	11/30/2024	11/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Taxes	53,227	2,249,276	2,279,125	(29,849)	98.69
Special Assessments	-	247	100	147	247.16
Intergovernmental Aids	640	1,290,438	3,970,768	(2,680,330)	32.50
Licenses and Permits	10,629	48,892	55,230	(6,338)	88.52
Penalties, Forfeitures	2,157	39,046	42,500	(3,454)	91.87
Public Charges for Service	13,395	326,162	299,143	27,019	109.03
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	20	451,207	62,500	388,707	721.93
Special Funds Activity	-	-	190,701	(190,701)	0.00
TOTAL REVENUE	80,069	4,405,268	6,900,067	(2,494,799)	
EXPENDITURES					
General Government	91,602	1,097,027	1,481,040	(384,013)	74.07
Recreation	18,305	529,037	802,351	(273,314)	65.94
Assessor/Inspector	3,200	36,283	40,500	(4,217)	89.59
Police	204,285	2,103,274	2,540,805	(437,530)	82.78
Fire	23,208	332,289	571,498	(239,208)	58.14
Public Works	112,104	1,393,056	1,674,638	(281,581)	83.19
Economic Dvlp/Admin	1,284	143,302	22,235	121,067	644.49
TOTAL EXPENDITURES	453,989	5,634,270	7,133,067	(1,498,797)	
NET REVENUE OVER EXPENDITURES	(373,920)	(1,229,002)	(233,000)		
FUND 210					
Library Fund					
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Tax Levy	-	553,896	553,896	-	100.00
Interest/Divid/Grants/Cty Approp	-	224,606	216,625	7,981	103.68
Fees	-	6,493	700	5,793	927.62
Revenue/Donations	-	35,028	5,000	30,028	700.55
TOTAL REVENUE	-	820,023	776,221	43,802	
EXPENDITURES					
November	(60,247)	673,106	776,221	(103,115)	86.72
Revenue/Donations	-	-	-	-	0.00
		673,106	776,221	(103,115)	
NET REVENUE OVER EXPENDITURES	-	146,918	-		

FUND 220**Grants and Donations Fund**

	11/30/2024	11/30/2024	11/30/2024	11/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Federal Grants	-	49,976	-	49,976	0.00
State/Misc Grants & Donations	5,150	346,955	6,010	340,945	5772.95
TOTAL REVENUE	5,150	396,930	6,010	390,920	
EXPENDITURES					
General Government	-	-	5,000	(5,000)	0.00
Recreational Grants	12,390	107,632	-	107,632	0.00
Police Grants	700	8,279	-	8,279	0.00
Fire/EMR Grants	1,220	6,703	-	6,703	0.00
DPW Grants	5,000	5,089	-	5,089	0.00
Economic Development	-	-	1,000	(1,000)	0.00
TOTAL EXPENDITURES	19,310	127,704	6,000	121,704	
NET REVENUE OVER EXPENDITURES	(14,160)	269,226	10		

FUND 230**Building Inspection Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Tax Levy	-	-	-	-	0.00
Building Permits	7,328	132,886	75,000	57,886	177.18
Fees	2,665	42,630	9,500	33,130	448.74
TOTAL REVENUE	9,993	175,516	84,500	91,016	
EXPENDITURES					
Operating Supplies/Wages	18,360	124,824	76,825	47,999	162.48
TOTAL EXPENDITURES	18,360	124,824	76,825	47,999	
NET REVENUE OVER EXPENDITURES	(8,367)	50,692	7,675		

FUND 300**Debt Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Paid to Escrow Agent	-	-	-	-	0.00
General Property Tax	-	812,105	812,105	-	100.00
Funds Applied	-	1,574	1,000	574	157.40
Transfer in Other Funds	179,219	1,005,937	1,005,937	-	100.00
TOTAL REVENUE	179,219	1,819,616	1,819,042	574	
EXPENDITURES					
2021 Street Project P&I	-	133,900	133,900	-	100.00
Principal and Interest Payments	530,981	1,685,542	1,685,142	400	100.02
TOTAL EXPENDITURES	530,981	1,819,442	1,819,042	400	
NET REVENUE OVER EXPENDITURES	(351,763)	174	-		

FUND 400**Capital Fund**

	11/30/2024	11/30/2024	11/30/2024	11/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
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	394,048	599,979	8,000	591,979	7499.74
Transfer in Other Funds	-	-	219,010	(219,010)	0.00
TOTAL REVENUE	394,048	2,524,114	3,143,887	(619,773)	
EXPENDITURES					
City Hall	-	218,881	86,300	132,581	
Recreation	16,529	3,373,322	2,786,500	586,822	121.06
Public Safety	-	-	50,000	(50,000)	0.00
Library and DPW	-	-	-	-	0.00
Streets	42,976	196,566	256,000	(59,435)	76.78
Transfer Out - Other Funds	-	-	-	-	0.00
TOTAL EXPENDITURES	59,505	3,788,769	3,178,800	609,969	
NET REVENUE OVER EXPENDITURES	334,543	(1,264,655)	(34,913)		

FUND 404**Business Park Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Tax Increment	-	-	-	-	0.00
Interest Income	-	-	-	-	0.00
Leases/Debt Proceeds	-	405,327	10,453	394,874	3877.62
TOTAL REVENUE	-	405,327	10,453	394,874	
EXPENDITURES					
Operating	1,166	414,028	10,000	404,028	4140.28
TOTAL EXPENDITURES	1,166	414,028	10,000	404,028	
NET REVENUE OVER EXPENDITURES	(1,166)	(8,700)	453		

FUND 405
TID 3 Fund

	11/30/2024	11/30/2024	11/30/2024	11/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Tax Increment	-	192,642	192,642	0	100.00
PILOT	-	6,023	9,000	(2,977)	66.92
Grants	120,653	155,124	50,000	105,124	0.00
Permits	-	-	-	-	0.00
Donations	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	120,653	353,789	251,642	102,147	
EXPENDITURES					
Operating	81,165	334,863	206,222	128,641	162.38
Transfer Out - Other Funds	-	-	-	-	0.00
TOTAL EXPENDITURES	81,165	334,863	206,222	128,641	
NET REVENUE OVER EXPENDITURES	39,488	18,926	45,420		

FUND 401
TID 5 Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
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
TOTAL REVENUE	-	459,870	459,416	454	
EXPENDITURES					
Operating	3,714	386,528	379,200	7,328	101.93
TOTAL EXPENDITURES	3,714	386,528	379,200	7,328	
NET REVENUE OVER EXPENDITURES	(3,714)	73,342	80,216		

FUND 408
TID 6 Fund

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

FUND 407**TID 7 Fund**

	11/30/2024	11/30/2024	11/30/2024	11/30/2024	Percent
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
REVENUE					
Tax Increment	-	57,419	57,419	-	100.00
Permits	-	-	-	-	0.00
State Grants	-	-	-	-	0.00
Permits - Other	-	-	-	-	0.00
Donations	-	-	-	-	0.00
TOTAL REVENUE	-	57,419	57,419	-	
EXPENDITURES					
Int on Adv/Transfer to Debt Fund	127,469	154,938	154,938	-	100.00
Operating	-	6,017	1,150	4,867	523.25
TOTAL EXPENDITURES	127,469	160,955	156,088	4,867	
NET REVENUE OVER EXPENDITURES	(127,469)	(103,536)	(98,669)	(4,867)	

FUND 418**TID 8 Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
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
TOTAL REVENUE	-	185,177	185,177	-	
EXPENDITURES					
Transfer Out - Debt Fund	-	94,152	94,152	-	0.00
Operating	3,894	25,230	31,150	(5,920)	12.50
TOTAL EXPENDITURES	3,894	119,382	125,302	(5,920)	
NET REVENUE OVER EXPENDITURES	(3,894)	65,795	59,875		

FUND 419**TID 9 Fund**

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
REVENUE					
Tax Increment	-	25,874	25,874	-	0.00
Interest Revenue	-	25,576	-	25,576	0.00
Proceeds Long Term Debt	-	-	-	-	0.00
TOTAL REVENUE	-	51,450	25,874	25,576	
EXPENDITURES					
Transfer Out - Other Funds	51,750	103,500	103,500	-	0.00
Operating	2,913	189,409	27,540	161,869	687.76
TOTAL EXPENDITURES	54,663	292,909	131,040	161,869	
NET REVENUE OVER EXPENDITURES	(54,663)	(241,459)	(105,166)		

FUND 410
Equipment Fund

	11/30/2024	11/30/2024	11/30/2024	11/30/2024	Percent
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	
REVENUE					
Tax Levy	-	225,000	225,000	-	100.00
Grants	-	8,592	5,000	3,592	171.85
Misc.	-	40,436	9,000	31,436	449.29
Transfers In - Other Funds	-	-	-	-	
TOTAL REVENUE	-	274,028	239,000	35,028	
EXPENDITURES					
Administration	-	4,245	14,000	(9,755)	30.32
Recreation	-	4,917	5,000	(83)	98.35
Police	14,472	97,493	131,624	(34,131)	74.07
Fire	-	7,821	26,500	(18,679)	29.51
Library	-	-	-	-	
DPW	2,966	130,366	101,617	28,749	128.29
TOTAL EXPENDITURES	17,438	244,842	278,741	(33,899)	
NET REVENUE OVER EXPENDITURES	(17,438)	29,186	(39,741)		

FUND 420
Recycling Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Grant	-	5,000	5,000	-	0.00
Fees	12,127	121,165	154,377	(33,212)	78.49
Interest	-	4,969	3,500	1,469	141.96
TOTAL REVENUE	12,127	131,134	162,877	(31,743)	
EXPENDITURES					
Operating	46	112,552	154,604	(42,052)	72.80
TOTAL EXPENDITURES	46	112,552	154,604	(42,052)	
NET REVENUE OVER EXPENDITURES	12,081	18,581	8,273		

FUND 425
Solid Waste Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Fees	36,382	363,496	428,259	(64,764)	84.88
TOTAL REVENUE	36,382	363,496	428,259	(64,764)	
EXPENDITURES					
Operating	-	319,767	432,093	(112,327)	74.00
TOTAL EXPENDITURES	-	319,767	432,093	(112,327)	
NET REVENUE OVER EXPENDITURES	36,382	43,729	(3,834)		

FUND 430**Tourism Fund**

	11/30/2024	11/30/2024	11/30/2024	11/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Local Room Tax	4,989	57,334	60,000	(2,666)	95.56
Misc.	-	20,000	10,000	10,000	0.00
TOTAL REVENUE	4,989	77,334	70,000	7,334	
EXPENDITURES					
Operating	13,030	62,889	70,000	(7,112)	89.84
TOTAL EXPENDITURES	13,030	62,889	70,000	(7,112)	
NET REVENUE OVER EXPENDITURES	(8,041)	14,446	-		

FUND 501**Taxi Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Tax Levy	-	45,000	45,000	-	0.00
State/Federal Grants	-	92,363	70,000	22,363	131.95
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
TOTAL REVENUE	-	137,363	115,000	22,363	
EXPENDITURES					
Operating	12,816	195,283	212,916	(17,633)	91.72
TOTAL EXPENDITURES	12,816	195,283	212,916	(17,633)	
NET REVENUE OVER EXPENDITURES	(12,816)	(57,920)	(97,916)		

FUND 509**CDBG Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Interest	-	29	20	9	147.05
TOTAL REVENUE	-	29	20	9	
EXPENDITURES					
Operating	-	10,413	73,000	(62,587)	0.00
TOTAL EXPENDITURES	-	10,413	73,000	(62,587)	
NET REVENUE OVER EXPENDITURES	-	(10,384)	(72,980)		

FUND 700**Stormwater Fund**

	11/30/2024	11/30/2024	11/30/2024	11/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Grants	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Stormwater Fees	50,550	518,284	592,500	(74,216)	87.47
Proceeds Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	50,550	518,284	592,500	(74,216)	
EXPENDITURES					
Operating, Wages, Benefits	40,346	442,076	825,489	(383,413)	0.00
TOTAL EXPENDITURES	40,346	442,076	825,489	(383,413)	
NET REVENUE OVER EXPENDITURES	10,203	76,209	(232,989)		

Administrative Report for November 2024

Prepared by K Schlieve, 12/5/24

PERSONNEL:

- Completed job descriptions for three part-time recreation program specialist positions to support extended hours and programming at the new senior/community center. Once hired, the hours of operation for the facility will expand from 6 am to 8 pm each week day; 8 am to 4 pm Saturdays and noon to 6 pm Sundays.
- Negotiated a new contract for building inspection/zoning and code enforcement services with Grand Valley Inspection. The current contract the city holds with Grand Valley Inspection Services ends on December 31, 2024. The new contract increases hours dedicated to code enforcement from as needed to a commitment of up to 10 hours per week as a primary change within the contract.
- Advanced work to finalize job descriptions for the vacant DPW administrative position. Reviewing internally with the administrative team to finalize edits before presenting to the council for approval.
- Reviewed plans to amend vacation policies within the employee handbook with Council. Drafting final policy language for consideration/approval by the Council.
- Met with actuarial firm to review GASB report for Other Post Employment Benefits (OPEB). Scheduling meeting for OPEB steering committee to review current liabilities and plan design for mid-December/early January.
- We are following information pertaining to the ruling by a Dane County judge that declares Act 10 unconstitutional. We have no clarity on what the ruling means at this time as final ruling is pending and it is expected to be stayed pending appeal. The League and our labor attorney, von Briesen, are monitoring this and will keep us posted.

FACILITIES:

- Installed interior signage, executed a community information campaign, and completed open house and dedication ceremony for new community center. Working to close out the Neighborhood Investment Fund Grant/reporting.
- The architect from Keller is in the process of meeting with Police and Fire to review facility needs for each department. We will convene the facility advisory committee to share findings once initial meetings are complete.
- Concluded roof inspections and working with insurance carrier to finalize

COMMUNITY/ECONOMIC DEVELOPMENT:

- An open house was held at the old senior center building (301 E Main St) and two proposals were received. We are working through the review process for those applications now and will be making a recommendation on sale within the next 30 days. The building remains listed until sold.
- Continued work on a committee to develop a new strategic plan for Envision Greater Fond du Lac. The full plan is expected to be complete by the end of 2024.
- Staff is working writing the AFG Program application for Fire equipment replacement. Applications are due December 20, 2024.

INTERGOVERNMENTAL:

- Meetings continue with town chairs for the Waupun Community Fire Department specific to consolidation/merging of the two departments. We have reached agreement on a number of hidden costs associated with running the department and are now working to develop a combined budget to define individual community contributions.

Administrative Report for November 2024

Prepared by K Schlieve, 12/5/24

BUDGET/IT/RISK MANAGEMENT:

- The 2025 Budget was adopted through unanimous consent and tax bills have been prepared and mailed. The adopted budget can be found on the City's website.
- Planning is in process for a bond rating call to support 2025 capital improvements/equipment replacement as outlined in the adopted 2025 budget and approved via council resolution on November 26. A bond rating call is scheduled for December 10, 2024.
- Staff introduced TextMyGov to support code enforcement, citizen engagement and complaint submissions/tracking. A communications plan is in place to continue to build awareness for the tool.
- We received notice from the city's current property insurance broker specific to 2025 renewals that the city's premium renewal will increase 27%. Additionally deductibles for wind/hail damage change significantly. Under the pending renewal, deductibles shift from a \$10K per incident deductible to a per building deductible that ranges between \$25K and \$225k per building, depending on size and function of the facility. That means that the storm damage covered under this latest hail storm (~\$600K) would be almost fully paid by the city. Staff is working with the current broker to identify alternative plans and are also seeking estimates from other brokers to mitigate risk/reduce potential out of pocket liabilities related to future claims.