



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 14, 2024 at 6:00 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/81976994115?pwd=T0hORVFNTDFjMXV4ZGliV3A5eDI0UT09>

Join Teleconference: 1 312 626 6799

Meeting ID: 819 7699 4115

Passcode: 697657

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL

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

1. Andreas Jansen, CPA, CFE Baker Tilly US, LLP - 2023 City of Waupun Audit Report (*Roll Call Motion*)

No Public Participation after this point.

RESOLUTIONS AND ORDINANCES:

2. Ordinance to amend Ch.18.04 Penalty Provisions
3. Ordinance to repeal and recreate Ch.8.08 Truancy

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

4. Waupun Family Aquatic Center Pool Painting/Refinishing Proposals for Spring 2025
5. SISF Traffic Signal Updates for Cabinets and Equipment to TS-2 for 2025

CONSIDERATION - ACTION

6. Patrol Lieutenant Job Description
7. Authorization for Use of City Land - Hero's Hunt for Veterans
8. Alternate Sculpture Selection for Placement at Corner of W Main St. and Fox Lake Rd.
9. Despirito Claim
10. Sale of City-Owned Property - 301 E Main St.

CONSENT AGENDA

FUTURE MEETINGS, LICENSE & PERMIT APPLICATIONS, EXPENSES

11. Future Council Meetings and License/Permit Applications
12. Monthly Expenses

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

13. Economic Development Committee 3-5-24
14. Utility Commission 4-8-24
15. Common Council 4-9-24
16. Common Council 4-16-24
17. Library Board 4-17-24

DEPARTMENT REPORTS

18. Police Department
19. Fire Department
20. Library

- [21.](#) Recreation
- [22.](#) Public Works
- [23.](#) Utilities
- [24.](#) Finance
- 25. City Clerk-Treasurer-HR
- [26.](#) Administrator-Economic Development

MAYORAL CORRESPONDENCE/PRESENTATIONS

- [27.](#) National Public Works Week May 19-25
- [28.](#) National EMS Week May 19-25

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.

City of Waupun

2023 Financial highlights

Presented
May 14, 2024

Client service team



Andrea Jansen, CPA, CFE, Partner

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andrea.jansen@bakertilly.com



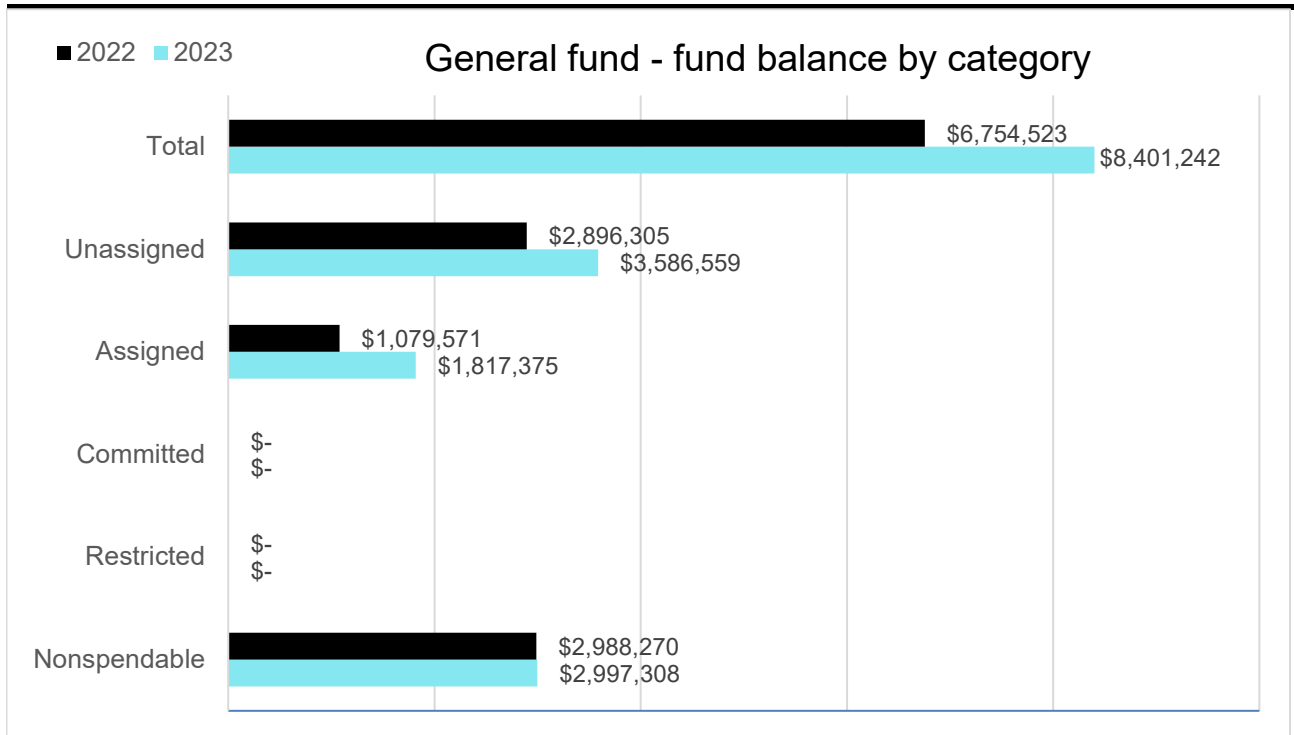
Ryan Shavlik, CPA, Senior Associate

T +1 (608) 316 1335
ryan.shavlik@bakertilly.com



City of Waupun

General fund results



Summarized income statement

	<u>Actual</u>	<u>Final budget</u>	<u>Variance</u>
Revenues and other financing sources	\$ 7,726,574	\$ 6,196,467	\$ 1,530,107
Expenditures and other financing uses	6,289,478	6,876,473	586,995
Net change in fund balance	<u>\$ 1,437,096</u>	<u>\$ (680,006)</u>	<u>\$ 2,117,102</u>

Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

Unassigned - residual amounts that have not been classified within other categories above.

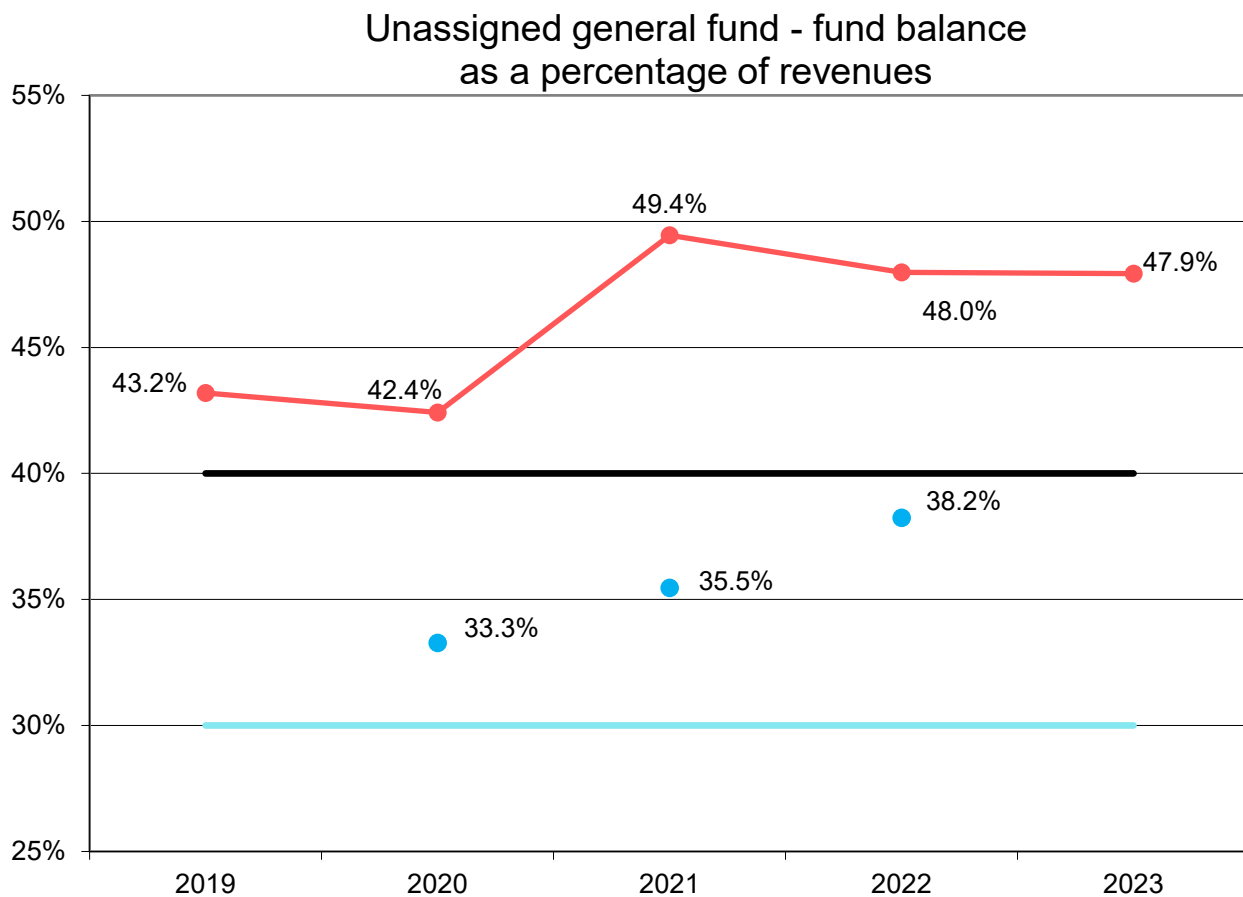
City of Waupun

General fund - fund balance trends

Fund balance policy:

Maintain unassigned general fund balance of 30-40% of annual general fund revenues.

● General Fund Actual — Policy minimum — Policy maximum ● Reference - Median



Other reference values

GFOA recommends a minimum of no less than 2 months (16.7%) of general fund revenues.

Median reference value generated from 2020 - 2022 Baker Tilly municipal client data for population ranges from 10,000 to 17,500.

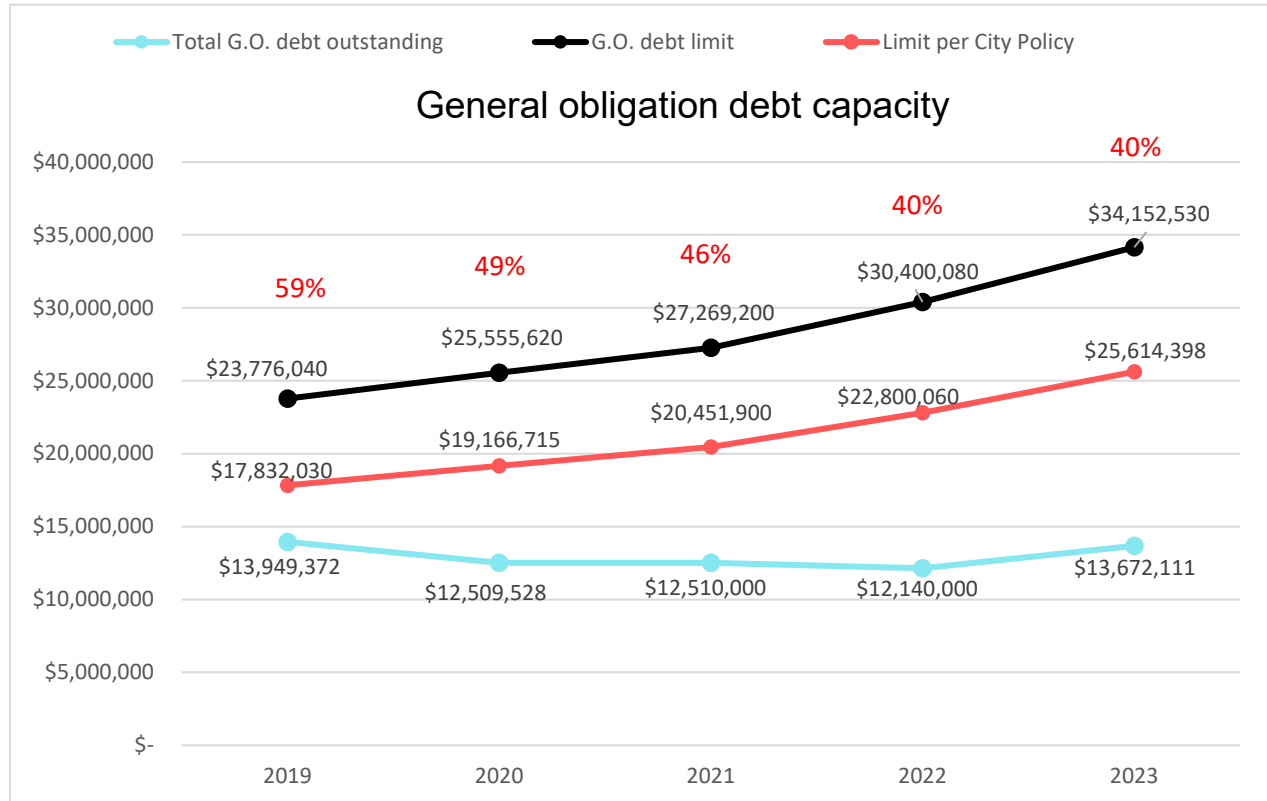


City of Waupun

General obligation debt

Debt management policy:

General obligation debt outstanding at any time does not exceed 75% of the city's legal debt margin capacity (5% of the city's total equalized value).



Actual percentage of state statutory debt limit included in red font within the chart above.

Total debt outstanding by type at 12/31/2023

	General obligation	Revenue debt	Total
City	\$ 5,850,000	\$ -	\$ 5,850,000
Utility	-	31,112,500	31,112,500
Tax Incremental District	7,822,111	-	7,822,111
Total	\$ 13,672,111	\$ 31,112,500	\$ 44,784,611

Comparative metrics available online through the Wisconsin Policy Forum.

<https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/>

Select "Debt" -- options for custom comparisons or comparisons by county

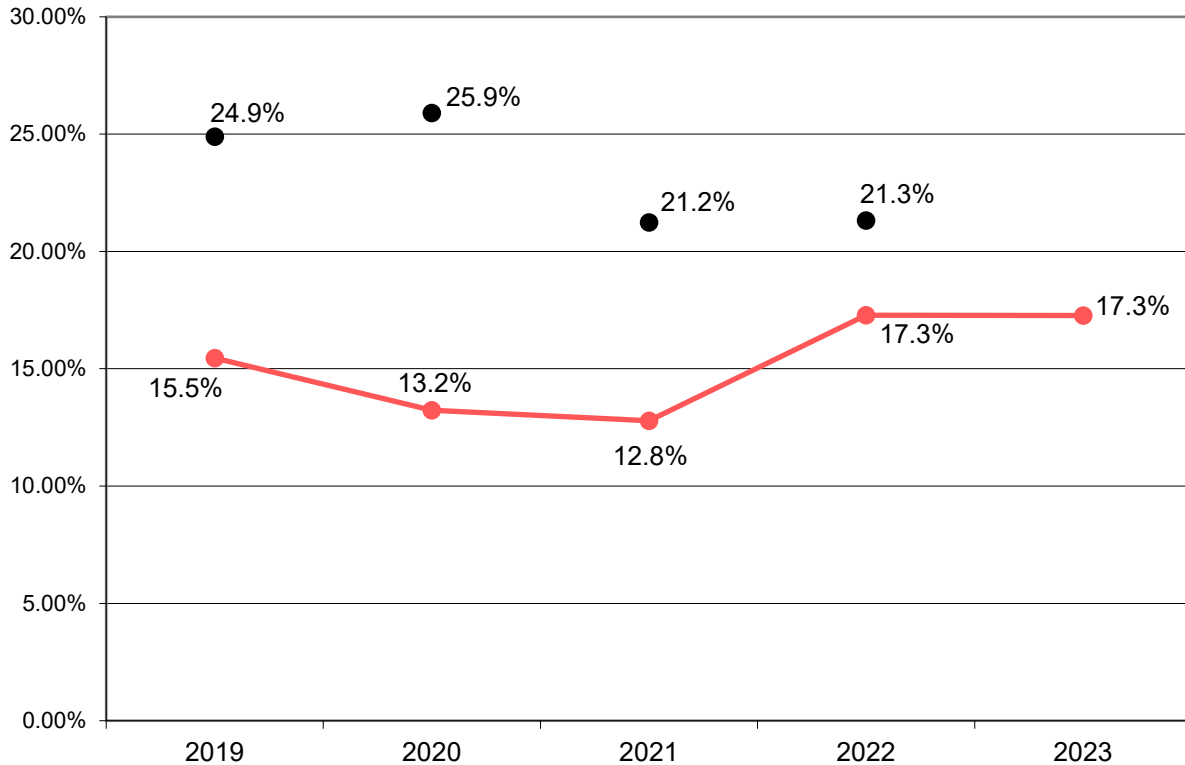


City of Waupun

Governmental funds - debt service

● City of Waupun ● Reference - Median

Debt service to non-capital expenditures



Current and prior year data

	<u>2023</u>	<u>2022</u>
Principal	\$ 1,260,000	\$ 1,329,327
Interest	505,708	375,820
Total	<u>\$ 1,765,708</u>	<u>\$ 1,705,147</u>
Non-capital expenditures	<u>\$ 10,226,964</u>	<u>\$ 9,866,615</u>

Other reference values

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population ranges from 10,000 to 17,500.



City of Waupun

Other long-term (liabilities) / assets

The significant estimates below come from actuarial valuations. The valuations are based on data, methods, and assumptions detailed in the notes to the financial statements.

	<u>City</u>	<u>Utility</u>	<u>Total</u>
Wisconsin retirement system (pension)			
Net pension liability	\$ (1,269,167)	\$ (446,109)	\$ (1,715,276)
Deferred outflows of resources	4,703,467	1,696,537	6,400,004
Deferred inflows of resources	(2,631,355)	(962,808)	(3,594,163)
Pension-related items (net)	\$ 802,945	\$ 287,620	\$ 1,090,565
2022 pension-related items (net)	\$ 1,140,978	\$ 411,359	\$ 1,552,337

See footnote 4. Employees' retirement system for details of the plan.
Accounting for pensions is required by GASB Statement No. 68.

Other post-employment benefits (includes health & life insurance benefit plans)

OPEB liability	\$ (919,619)	\$ (889,741)	\$ (1,809,360)
Deferred outflows of resources	265,906	287,561	553,467
Deferred inflows of resources	(285,058)	(224,849)	(509,907)
OPEB-related items (net)	\$ (938,771)	\$ (827,029)	\$ (1,765,800)
2022 OPEB-related items (net)	\$ (995,281)	\$ (751,292)	\$ (1,746,573)

See footnote 4. Other postemployment benefits for details of the health and life insurance plans.
Accounting for OPEBs is required by GASB Statement No. 75.

COMMON COUNCIL

CITY OF WAUPUN, WISCONSIN

ORDINANCE # ____

AN ORDINANCE TO AMEND CHAPTER EIGHTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED PENALTY PROVISIONS

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 18.04 of the Municipal Code of the City of Waupun entitled Penalty Provisions is amended as follows:

18.04 PENALTY PROVISIONS.

- (1) **GENERAL PENALTY.** ~~Except as otherwise provided in this code, any person who shall violate any of the provisions of this code shall, on conviction of such violation, forfeit the sum of \$100.00, together with the costs of prosecution.~~ Except as otherwise provided, any person who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty which shall be as follows:
 - (a) **First offense.** Any person who shall violate any provision of this Code shall, upon conviction thereof, forfeit not less than \$5.00 no more than \$1,000.00, together with the costs of prosecution, and in default of payment of such forfeiture and costs of prosecution shall be imprisoned in the county jail until such forfeiture and costs are paid, but not exceeding 90 days.
 - (b) **Second offense.** Any person found guilty of violating any ordinance or part of an ordinance of this Code who has previously been convicted of a violation of the same ordinance within one year shall, upon conviction thereof, forfeit not less than \$10.00 no more than \$2,000.00 for each such offense, together with the costs of prosecution, and in default of payment of such forfeiture and costs shall be imprisoned in the county jail until such forfeiture and costs are paid, but not exceeding six months..
 - (c) **Subsequent offenses.** Any person found guilty of violating any ordinance or part of an ordinance in this Code who has previously been convicted of a first and second offense of the same ordinance within one year shall, upon conviction thereof, forfeit not less than \$15.00 no more than \$4,000.00 for each such offense, together with the costs of prosecution, and in default of payment of such forfeiture and costs shall be imprisoned in the county jail until such forfeiture and costs are paid, but not exceeding 90 days.
- (2) **CONTINUED VIOLATION.** Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this code shall preclude the City from maintaining any appropriate action to prevent or remove a violation of any provision of this code.
- (3) **EXECUTION AGAINST DEFENDANT'S PROPERTY.** Whenever any person fails to pay any forfeiture and costs of prosecution on the order of any Court for violation of any ordinance of the City, the Court may, in lieu of ordering imprisonment of the defendant, or after the defendant has been released from custody, issue an execution against the property of the defendant for such forfeiture and costs.
- (4) **STATE LAW REFERENCE.** Penalty for violation of ordinances, §66.0109, Wis. Stats.; outstanding unpaid forfeitures, §66.0115, Wis. Stats.; fines and costs in municipal court, §814.65, Wis. Stats.

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

Enacted this _____ day of _____, 2024.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk/Treasurer

1ST PRESENTATION

COMMON COUNCIL

CITY OF WAUPUN, WISCONSIN

ORDINANCE # ____

AN ORDINANCE TO AMEND CHAPTER EIGHT OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN
ENTITLED TRUANCY

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 8.08 of the Municipal Code of the City of Waupun entitled Truancy is repealed and recreated to provide as follows:

8.08 TRUANCY.

~~(1) No child enrolled in a school located within the City of Waupun shall be habitually truant.~~

(2) In this section the following definitions shall apply:

~~(a) A child is "habitually truant" if the child is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.~~

~~(b) An "acceptable excuse" for a child's absence from school is any reason which complies with the written attendance policy established by the Waupun School District.~~

(a) **Acceptable Excuse** – as it relates to a child's absence from school, is any reason which complies with the written attendance policy established by the Waupun School District in accordance with Wis. Stat. § 118.16(4).

(b) **Dropout** – as defined in Wis. Stat. §118.153 (1) (b).

(c) **Habitual Truant** – as defined in Wis. Stat. §118.16 (1) (a).

(d) **Operating Privilege** – as defined in Wis. Stat. §340.01 (40).

(e) **Truancy or Truant** – a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester, and also, intermittent attendance carried on for the purpose of defeating the intent of Wis. Stat. §118.15.

(3) On finding that a child has violated this section, a Court may enter dispositional orders, including one or more of the following:

~~(a) Order suspension of the child's operating privilege, as defined in §340.01(40), Wis. Stats., for not less than 30 days nor more than 90 days. The Court shall immediately take possession of any suspended license and forward it to the Department of Transportation, together with a notice stating the reason for and the duration of the suspension.~~

~~(b) Order the child to participate in counseling, community service or a supervised work program as provided under §48.34(9), Wis. Stats.~~

~~(c) Order the child to remain at home, except during hours in which the child is attending religious worship or a school program, including travel time required to get to and from the school program or place of worship. The order may permit a child to leave his home if the child is accompanied by a parent or guardian.~~

~~(d) Order the child to attend an education program under §48.34(12), Wis. Stats.~~

- (a) An order for the person to attend school.
- (b) A forfeiture of not more than \$50 plus costs for a first violation, or a forfeiture of not more than \$100 plus costs for any 2nd or subsequent violation committed within 12 months of a previous violation, subject to Wis. Stat. §938.37, and subject to a maximum cumulative forfeiture amount of not more than \$500 for all violations committed during a school semester. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
- (c) An order for the person to report to a youth report center after school, in the evening, on weekends, on other non-school days, or at any other time that the person is not under immediate adult supervision, for participation in the social, behavioral, academic, community service, and other programming of the center as described in Wis. Stat. §938.342 (1d) (c).
- (d) Suspension of the person's operating privilege for not less than 30 days nor more than one year. The court may take possession of any suspended license. If the court takes possession of a license, it shall destroy the license. The court shall forward to the department of transportation a notice stating the reason for and duration of the suspension.
- (e) An order for the person to participate in counseling or a supervised work program or other community service work as described in Wis. Stat. §938.34 (5g). The costs of any such counseling, supervised work program or other community service work may be assessed against the person, the parents or guardian of the person, or both. Any county department of human services or social services, community agency, public agency or nonprofit charitable organization administering a supervised work program or other community service work to which a person is assigned pursuant to an order under this paragraph acting in good faith has immunity from any civil liability in excess of \$25,000 for any act or omission by or impacting on that person.
- (f) An order for the person to remain at home except during hours in which the person is attending religious worship or a school program, including travel time required to get to and from the school program or place of worship. The order may permit a person to leave their home if the person is accompanied by a parent or guardian.
- (g) An order for the person to attend an educational program as described in Wis. Stat. §938.34 (7d).
- (h) An order for the department of workforce development to revoke, under Wis. Stat. §103.72, a permit under §103.70, Wis. Stats authorizing the employment of the person.
- (i) An order for the person to be placed in a teen court program as described in Wis. Stat. §938.342 (1g) (f).
- (j) A forfeiture of not more than \$500 plus costs, subject to Wis. Stat. §938.37. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
- (k) Any other reasonable conditions consistent with this subsection, including a curfew, restrictions as to going to or remaining on specified premises and restrictions on associating with other children or adults.
- (l) An order placing the person under formal or informal supervision, as described in Wis. Stat. §938.34 (2), for up to one year.
- (m) An order for the person's parent, guardian or legal custodian to participate in counseling at the parent's, guardian's or legal custodian's own expense or to attend school with the person, or both.
- (n) An order for the person to report to a youth report center after school, in the evening, on weekends, on other non-school days, or at any other time that the person is not under

immediate adult supervision, for participation in the social, behavioral, academic, community service, and other programming of the center as described in Wis. Stat. §938.342 (1g) (k).

(o) An order to suspend the operating privilege of a person who is at least 16 years of age but less than 18 years of age and is a dropout. The court may suspend the person's operating privilege until the person reaches the age of 18. The court may take possession of any suspended license. If the court takes possession of a license, it shall destroy the license. The court shall forward to the department of transportation a notice stating the reason for and the duration of the suspension.

(p) A court may order a school district to provide to the court a list of all persons who are known in the school district to be dropouts and who reside within the county in which the circuit court is located or the municipality in which the municipal court is located. Upon request, the department of transportation shall assist the court to determine which dropouts have operating privileges.

(4) No person 17 years of age or older shall, by any act or omission, knowingly encourage or contribute to the habitual truancy of a child. This section does not apply to a person who has under ~~his or her~~ **their** control a child who has been sanctioned under Wis. Stat. §49.26(1)(h). An act or omission contributes to the truancy of a child, whether or not the child is adjudged to be in need of protection or services, if the natural and probable consequences of the act or omission would be to cause the child to be truant. A parent, legal custodian or guardian contributes to the truancy of a child if the parent, legal custodian or guardian fails to make a reasonable effort to assure that the child arrives at school in a timely manner.

(5) This section be liberally interpreted to give effect to the compulsory school attendance provisions contained in Wis. Stat. §118.15.

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

Enacted this _____ day of _____, 2024.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk/Treasurer



AGENDA SUMMARY SHEET

MEETING DATE 5/14/24

TITLE: Waupun Family Aquatic Center Pool
Painting/Refinishing Proposals for Spring 2025

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Sustainability	\$31,130	

ISSUE SUMMARY

The aquatic center swimming pool needs to be repainted every five years. We have received two proposals for the work. Coplien Painting Inc. has the low quote of \$31,130 and Phoenix Tech International has the other quote of \$97,000. There is a substantial cost difference in the quote. I do feel confident in the low quote as they were the contractor that performed the same work in the past for us.

Coplien only takes a few pool painting jobs in the spring so if we want to get on their schedule this will need to be approved and signed.

If approved this will be a 2025 project and would need to stay in next year’s budget.

STAFF RECCOMENDATION:

Approve lowest proposal - Coplien Painting Inc.

ATTACHMENTS:

- Coplien Painting Inc. Proposal
- Phoenix Tech International Proposal

RECCOMENDED MOTION:

Motion to authorize the expense for the painting and refinishing of the Waupun Family Aquatic Center pool to be included in the 2025 City budget and to accept the proposal for the painting and refinishing of the Waupun Family Aquatic Center pool from Coplien Painting Inc. in the amount of \$31,130, in spring of 2025.



PROPOSAL

14162

N2577 Coplien Road Monroe, WI 53566

(608) 328-4714 FAX (608) 329-4714
www.CoplienPainting.com

TO: CITY OF WAUPUN
ATTN. JEFF DAANE
201 E. MAIN ST.
WAUPUN WI 53963

PHONE 9203247918 9202108200	DATE 4/16/2024
JOB NAME / LOCATION POOL REFINISHING	
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

POOL REFINISHING

- 1.REMOVE PLASTIC GUTTER GUARDS AND THEN REPLACE WHEN FINISHED
- 2.APPLY ACID WASH AND WATER BLAST
- 3.PREP AND COVER WHERE NEEDED
- 4.APPLY (2) COATS OF TNEMEC FAST CURE WHITE EPOXY (SAND GRIT ADDED TO ZERO DEPTH AREA)
- 5.REMARK TARGETS, LAP LINES, AND DEPTH LINES AS EXISTING
- 6.CLEAN UP

\$31,130.00 (PRICE FOR 2024 FALL OR 2025 SPRING)

*MUST BE BOOKED IN 2024 FOR 2025 SPRING

**ANY EXTRA WORK WOULD BE DONE AT TIME AND MATERIAL COSTS (IE. CAULKING SO ON...)

CHECK US OUT AT www.CoplienPainting.com and Facebook (LIKE) us!!!

**EMAIL ME AT markcoplien@coplienpainting.com

***WE NOW ACCEPT MASTERCARD AND VISA, SEE PAYMENT TERMS FOR DETAILS

****A SIGNED PROPOSAL BECOMES A LEGAL BINDING CONTRACT WHEN SIGNED. ALL WORK IS DONE AT OUR DISCRETION.

*****CANCELING A SIGNED CONTRACT WILL FORFEIT THE 25% DEPOSIT. TIME FRAMES ARE ESTIMATED, NOT GUARANTEED.

DUE TO UNCERTAINTIES IN THE PAINT MARKET, PRICES ARE ONLY GUARANTEED WHEN SIGNED AND RETURNED WITHIN 15 DAYS FROM THE CONTRACT DATE.

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:

Thirty One Thousand One Hundred Thirty and 00/100 Dollars dollars (\$ 31,130.00).

Payment to be made as follows:

NET 15 DAYS

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Authorized
Signature _____

Note: This proposal may be
withdrawn by us if not accepted within 15 days.

Signature _____

Signature _____



Phoenix Tech International
Conventional & Special Coating
Applications
Corneliu Mihalca (President)
Cell: 330-606-7800
cornel@phoenixtechint.com

Jeff Daane
Director of Public Works for the City of Waupun
201 E Main Street
Waupun, WI 53963
Office: 920-324-7918
Jeff@cityofwaupun.org

02/29/2024

Dear Mr. Daane,

We are pleased to submit our proposal for the **Spring of 2025 Prep and Painting for the City of Waupun Swimming Pool** project in accordance with supplied Specifications, Pictures, Site Visit and RFI's via email.

SCOPE:

- Remove plastic gutter guards and then replace when finished
- Apply acid wash and water blast
- Prep and cover where needed
- Apply (2) coats of Themec fast cure white epoxy (sand grit added to zero depth area)
- Remark targets, lap lines, and depth lines as existing
- Clean up

Base Bid Total: \$ 97,000.00

Clarifications

- **Thirty Day Net Upon Completion**
- **Quote Amount Is Good For Spring of 2025**

Thank you for the opportunity to bid the **Prep and Painting for the City of Waupun Swimming Pool** project and please contact Phoenix Tech International with any questions you may have.

Sincerely,

Robert Traugh
Estimator
Cell: 330-488-7485
rtraugh@phoenixtechint.com



AGENDA SUMMARY SHEET

MEETING DATE 5/14/24

TITLE: SISP Traffic Signal Updates for Cabinets and Equipment to TS-2 for 2025

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Sustainability	\$77,923 + \$1,172 total \$79,095

ISSUE SUMMARY

The City of Waupun applied for and received a grant to upgrade the traffic signal cabinets at Main St. and Madison St., Main St. and Watertown St., Main St. and Gateway Dr. These cabinets and controls are near end of life.

The grant is a reimbursement up to 90%. The City has received two quotes for each intersection from TAPCO.

We do need to approve so that equipment can get ordered as some of the electrical components have long lead times. If approved this will be a 2025 project and would need to be included in the upcoming budget.

STAFF RECCOMENDATION(s):

Approve the low quote from TAPCO without Omnia partner pricing.

ATTACHMENTS:

TAPCO quote

TAPCO quote with Omnia Partners

RECCOMENDED MOTION:

Motion to authorize the expense of upgrading the traffic signal cabinets for Main St./Madison St.; Main St./Watertown St.; and Main St./Gateway Dr. to be included in the 2025 City budget and to authorize the Public Works director to place order from TAPCO, the low sales quote without Omnia partner pricing, in the amount of \$77,923.



Safe travels:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
Brown Deer, WI 53223
Phone No.:800-236-0112
E-Mail: customerservice@tapconet.com

SALES QUOTE

SALES QUOTE DATE

4/19/2024

SALES QUOTE NUMBER

Q24006517

CUSTOMER NO.

C407

Page: 1

BILL TO

City of Waupun
Jeff Daane
201 E Main Street
JENNY@CITYOFWAUPUN.ORG
Waupun, WI 53963-0232
United States of America

SHIP TO

City of Waupun
Jeff Daane
201 E Main Street
JENNY@CITYOFWAUPUN.ORG
Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & MADISON	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/19/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
Main & Madison SISP Traffic Signal Updates Update Traffic Cabinet and Equipment to TS-2 **City to provide electrical contractor to disconnect/reconnect electric service from meter pedestal and coordinate with utility service provider to de-energize and re-energize service if needed. City to provide traffic control devices while traffic signal is powered down. City to dispose of old cabinet and equipment.**				
137825 Controller Cabinet Assembly TS2 Raw, Build-A-BOM	Each	1	18,612.00	18,612.00
149367 Cabinet, WISDOT 2022 Streetlighting & Heater	Each	1		
150961 McCain Flex TS2 Type 1	Each	1		
395-MMU216LEIP Malfunction Management Unit,MMU2-16LEip use with traffic controller	Each	1		
373-1ST Loadswitch Discrete Nema WisDOT Model# SSS-86-3	Each	12		

All prices are listed in US Dollar (USD)
For terms and conditions, please visit <https://tapconet.com/terms-conditions>



Safe travels:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
Brown Deer, WI 53223
Phone No.:800-236-0112
E-Mail: customerservice@tapconet.com

SALES QUOTE

SALES QUOTE DATE

4/19/2024

SALES QUOTE NUMBER

Q24006517

CUSTOMER NO.

C407

Page: 2

BILL TO

City of Waupun
Jeff Daane
201 E Main Street
JENNY@CITYOFWAUPUN.ORG
Waupun, WI 53963-0232
United States of America

SHIP TO

City of Waupun
Jeff Daane
201 E Main Street
JENNY@CITYOFWAUPUN.ORG
Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & MADISON	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/19/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
373-2ST Flasher Discrete Nema WisDot Model# SSF-86-3	Each	1		
122-PAR2018 Relay Flash Transfer PAR 2018 W21ACPX-2 / 21XBXP	Each	4		
134708 2 CH. DFLCT Rack TS2 Detector LMD622	Each	4		
373-77771 In House Cabinet Work	Each	1	1,325.00	1,325.00
373-77771 Turn-on Assistance	Each	1	1,750.00	1,750.00
Update 12" pedestrian signal heads to 16" signal heads with countdown timers				
122-50ST 16" Ped Body Yellow Egg Crate Visor SG7SZ10C1YBF10-04 Poly No Lens	Each	8	114.00	912.00
220-49XST WisDOT 16" Countdown Combo with Filled Hand & Person, 430-6479-001XWI	Each	8	175.00	1,400.00

All prices are listed in US Dollar (USD)

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Safe travels:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
Brown Deer, WI 53223
Phone No.:800-236-0112
E-Mail: customerservice@tapconet.com

SALES QUOTE

SALES QUOTE DATE

4/19/2024

SALES QUOTE NUMBER

Q24006517

CUSTOMER NO.

C407

Page: 3

BILL TO

City of Waupun
Jeff Daane
201 E Main Street
JENNY@CITYOFWAUPUN.ORG
Waupun, WI 53963-0232
United States of America

SHIP TO

City of Waupun
Jeff Daane
201 E Main Street
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Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & MADISON	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/19/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
122-FR1JPYWI Bracket, Tapco, Poly, Yellow, 2 FR1JPYWI	Each	8	64.00	512.00
373-77771 Removal and Installation	Each	1	1,420.00	1,420.00

Subtotal:	25931.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	25,931.00

All prices are listed in US Dollar (USD)
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Safe travels!

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
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SALES QUOTE

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Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & WATERTOWN SISP	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/19/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
Main & Watertown SISP Traffic Signal Updates Update Traffic Cabinet and Equipment to TS-2 **City to provide electrical contractor to disconnect/reconnect electric service from meter pedestal and coordinate with utility service provider to de-energize and re-energize service if needed. City to provide traffic control devices while traffic signal is powered down. City to dispose of old cabinet and equipment.**				
137825 Controller Cabinet Assembly TS2 Raw, Build-A-BOM	Each	1	18,742.00	18,742.00
149367 Cabinet, WISDOT 2022 Streetlighting & Heater	Each	1		
150961 McCain Flex TS2 Type 1	Each	1		
395-MMU216LEIP Malfunction Management Unit,MMU2-16LEip use with traffic controller	Each	1		
373-1ST Loadswitch Discrete Nema WisDOT Model# SSS-86-3	Each	12		

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Page: 2

BILL TO

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SHIP TO

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Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & WATERTOWN SISP	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/19/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
373-2ST Flasher Discrete Nema WisDot Model# SSF-86-3	Each	1		
122-PAR2018 Relay Flash Transfer PAR 2018 W21ACPX-2 / 21XBXP	Each	4		
134708 2 CH. DFLCT Rack TS2 Detector LMD622	Each	6		
373-77771 In House Cabinet Work	Each	1	1,325.00	1,325.00
373-77771 Turn-on Assistance	Each	1	1,750.00	1,750.00
Update 12" pedestrian signal heads to 16" signal heads with countdown timers				
122-50ST 16" Ped Body Yellow Egg Crate Visor SG7SZ10C1YBF10-04 Poly No Lens	Each	8	114.00	912.00
220-49XST WisDOT 16" Countdown Combo with Filled Hand & Person, 430-6479-001XWI	Each	8	175.00	1,400.00

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Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & WATERTOWN SISP	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/19/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
122-FR1JPYWI Bracket, Tapco, Poly, Yellow, 2 FR1JPYWI	Each	8	64.00	512.00
373-77771 Removal and Installation	Each	1	1,420.00	1,420.00

Subtotal:	26061.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	26,061.00

All prices are listed in US Dollar (USD)
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Safe travels!

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
Brown Deer, WI 53223
Phone No.:800-236-0112
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4/19/2024

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Q24006514

CUSTOMER NO.

C407

Page: 1

BILL TO

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SHIP TO

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Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & GATEWAY SISP	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/19/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
Main & Gateway/Shaler SISP Traffic Signal Updates Update Traffic Cabinet and Equipment to TS-2 **City to provide electrical contractor to disconnect/reconnect electric service from meter pedestal and coordinate with utility service provider to de-energize and re-energize service if needed. City to provide traffic control devices while traffic signal is powered down. City to dispose of old cabinet and equipment.**				
137825 Controller Cabinet Assembly TS2 Raw, Build-A-BOM	Each	1	18,612.00	18,612.00
149367 Cabinet, WISDOT 2022 Streetlighting & Heater	Each	1		
150961 McCain Flex TS2 Type 1	Each	1		
395-MMU216LEIP Malfunction Management Unit,MMU2-16LEip use with traffic controller	Each	1		
373-1ST Loadswitch Discrete Nema WisDOT Model# SSS-86-3	Each	12		

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4/19/2024

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Q24006514

CUSTOMER NO.

C407

Page: 2

BILL TO

City of Waupun
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SHIP TO

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Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & GATEWAY SISP	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/19/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
373-2ST Flasher Discrete Nema WisDot Model# SSF-86-3	Each	1		
122-PAR2018 Relay Flash Transfer PAR 2018 W21ACPX-2 / 21XBXP	Each	4		
134708 2 CH. DFLCT Rack TS2 Detector LMD622	Each	4		
373-77771 In House Cabinet Work	Each	1	1,325.00	1,325.00
373-77771 Turn-on Assistance	Each	1	1,750.00	1,750.00
Update 12" pedestrian signal heads to 16" signal heads with countdown timers				
122-50ST 16" Ped Body Yellow Egg Crate Visor SG7SZ10C1YBF10-04 Poly No Lens	Each	8	114.00	912.00
220-49XST WisDOT 16" Countdown Combo with Filled Hand & Person, 430-6479-001XWI	Each	8	175.00	1,400.00

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SALES QUOTE

SALES QUOTE DATE

4/19/2024

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Q24006514

CUSTOMER NO.

C407

Page: 3

BILL TO

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Jeff Daane
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Waupun, WI 53963-0232
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Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & GATEWAY SISP	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/19/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
122-FR1JPYWI Bracket, Tapco, Poly, Yellow, 2 FR1JPYWI	Each	8	64.00	512.00
373-77771 Removal and Installation	Each	1	1,420.00	1,420.00

Subtotal:	25931.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	25,931.00

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4/23/2024

SALES QUOTE NUMBER

Q24006711

CUSTOMER NO.

C407

Page: 1

BILL TO

City of Waupun
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SHIP TO

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Waupun, WI 53963-0232
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Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & MADISON - SISP OMNIA	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/23/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
Main & Madison SISP Traffic Signal Updates - OMNIA Pricing Update Traffic Cabinet and Equipment to TS-2 **City to provide electrical contractor to disconnect/reconnect electric service from meter pedestal and coordinate with utility service provider to de-energize and re-energize service if needed. City to provide traffic control devices while traffic signal is powered down. City to dispose of old cabinet and equipment.**				
137825 Controller Cabinet Assembly TS2 Raw, Build-A-BOM	Each	1	18,995.00	18,995.00
149367 Cabinet, WISDOT 2022 Streetlighting & Heater	Each	1		
150961 McCain Flex TS2 Type 1	Each	1		
395-MMU216LEIP Malfunction Management Unit,MMU2-16LEip use with traffic controller	Each	1		
373-1ST Loadswitch Discrete Nema WisDOT Model# SSS-86-3	Each	12		

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4/23/2024

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Q24006711

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C407

Page: 2

BILL TO

City of Waupun
Jeff Daane
201 E Main Street
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Waupun, WI 53963-0232
United States of America

SHIP TO

City of Waupun
Jeff Daane
201 E Main Street
JENNY@CITYOFWAUPUN.ORG
Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & MADISON - SISP OMNIA	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/23/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
373-2ST Flasher Discrete Nema WisDot Model# SSF-86-3	Each	1		
122-PAR2018 Relay Flash Transfer PAR 2018 W21ACPX-2 / 21XBXP	Each	4		
134708 2 CH. DFLCT Rack TS2 Detector LMD622	Each	4		
373-77771 In House Cabinet Work	Each	1	1,325.00	1,325.00
373-77771 Turn-on Assistance	Each	1	1,750.00	1,750.00
Update 12" pedestrian signal heads to 16" signal heads with countdown timers				
122-50ST 16" Ped Body Yellow Egg Crate Visor SG7SZ10C1YBF10-04 Poly No Lens	Each	8	114.91	919.28
220-49XST WisDOT 16" Countdown Combo with Filled Hand & Person, 430-6479-001XWI	Each	8	186.16	1,489.28

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Safe travels:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
Brown Deer, WI 53223
Phone No.:800-236-0112
E-Mail: customerservice@tapconet.com

SALES QUOTE

SALES QUOTE DATE

4/23/2024

SALES QUOTE NUMBER

Q24006711

CUSTOMER NO.

C407

Page: 3

BILL TO

City of Waupun
Jeff Daane
201 E Main Street
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Waupun, WI 53963-0232
United States of America

SHIP TO

City of Waupun
Jeff Daane
201 E Main Street
JENNY@CITYOFWAUPUN.ORG
Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & MADISON - SISP OMNIA	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/23/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
122-FR1JPYWI Bracket, Tapco, Poly, Yellow, 2 FR1JPYWI	Each	8	107.31	858.48
373-77771 Removal and Installation	Each	1	1,420.00	1,420.00

Subtotal:	26757.04
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	26,757.04

All prices are listed in US Dollar (USD)
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Safe travels:

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Q24006710

CUSTOMER NO.

C407

Page: 1

BILL TO

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Waupun, WI 53963-0232
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Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & WATERTOWN - SISP OMNIA	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/23/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
Main & Watertown SISP Traffic Signal Updates - OMNIA Pricing Update Traffic Cabinet and Equipment to TS-2 **City to provide electrical contractor to disconnect/reconnect electric service from meter pedestal and coordinate with utility service provider to de-energize and re-energize service if needed. City to provide traffic control devices while traffic signal is powered down. City to dispose of old cabinet and equipment.**				
137825 Controller Cabinet Assembly TS2 Raw, Build-A-BOM	Each	1	19,125.00	19,125.00
149367 Cabinet, WISDOT 2022 Streetlighting & Heater	Each	1		
150961 McCain Flex TS2 Type 1	Each	1		
395-MMU216LEIP Malfunction Management Unit,MMU2-16LEip use with traffic controller	Each	1		
373-1ST Loadswitch Discrete Nema WisDOT Model# SSS-86-3	Each	12		

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Page: 2

BILL TO

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SHIP TO

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Waupun, WI 53963-0232
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Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & WATERTOWN - SISP OMNIA	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/23/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
373-2ST Flasher Discrete Nema WisDot Model# SSF-86-3	Each	1		
122-PAR2018 Relay Flash Transfer PAR 2018 W21ACPX-2 / 21XBXP	Each	4		
134708 2 CH. DFLCT Rack TS2 Detector LMD622	Each	6		
373-77771 In House Cabinet Work	Each	1	1,325.00	1,325.00
373-77771 Turn-on Assistance	Each	1	1,750.00	1,750.00
Update 12" pedestrian signal heads to 16" signal heads with countdown timers				
122-50ST 16" Ped Body Yellow Egg Crate Visor SG7SZ10C1YBF10-04 Poly No Lens	Each	8	114.91	919.28
220-49XST WisDOT 16" Countdown Combo with Filled Hand & Person, 430-6479-001XWI	Each	8	186.16	1,489.28

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4/23/2024

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CUSTOMER NO.

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Page: 3

BILL TO

City of Waupun
Jeff Daane
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Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & WATERTOWN - SISP OMNIA	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/23/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
122-FR1JPYWI Bracket, Tapco, Poly, Yellow, 2 FR1JPYWI	Each	8	107.31	858.48
373-77771 Removal and Installation	Each	1	1,420.00	1,420.00

Subtotal:	26887.04
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	26,887.04

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5100 West Brown Deer Rd
Brown Deer, WI 53223
Phone No.:800-236-0112
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SALES QUOTE

SALES QUOTE DATE

4/23/2024

SALES QUOTE NUMBER

Q24006709

CUSTOMER NO.

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Page: 1

BILL TO

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Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & GATEWAY - SISP OMNIA	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/23/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
Main & Gateway/Shaler SISP Traffic Signal Updates - OMNIA Pricing Update Traffic Cabinet and Equipment to TS-2 **City to provide electrical contractor to disconnect/reconnect electric service from meter pedestal and coordinate with utility service provider to de-energize and re-energize service if needed. City to provide traffic control devices while traffic signal is powered down. City to dispose of old cabinet and equipment.**				
137825 Controller Cabinet Assembly TS2 Raw, Build-A-BOM	Each	1	18,995.00	18,995.00
149367 Cabinet, WISDOT 2022 Streetlighting & Heater	Each	1		
150961 McCain Flex TS2 Type 1	Each	1		
395-MMU216LEIP Malfunction Management Unit,MMU2-16LEip use with traffic controller	Each	1		
373-1ST Loadswitch Discrete Nema WisDOT Model# SSS-86-3	Each	12		

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CUSTOMER NO.

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Page: 2

BILL TO

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SHIP TO

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Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & GATEWAY - SISP OMNIA	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/23/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
373-2ST Flasher Discrete Nema WisDot Model# SSF-86-3	Each	1		
122-PAR2018 Relay Flash Transfer PAR 2018 W21ACPX-2 / 21XBXP	Each	4		
134708 2 CH. DFLCT Rack TS2 Detector LMD622	Each	4		
373-77771 In House Cabinet Work	Each	1	1,325.00	1,325.00
373-77771 Turn-on Assistance	Each	1	1,750.00	1,750.00
Update 12" pedestrian signal heads to 16" signal heads with countdown timers				
122-50ST 16" Ped Body Yellow Egg Crate Visor SG7SZ10C1YBF10-04 Poly No Lens	Each	8	114.91	919.28
220-49XST WisDOT 16" Countdown Combo with Filled Hand & Person, 430-6479-001XWI	Each	8	186.16	1,489.28

All prices are listed in US Dollar (USD)
For terms and conditions, please visit <https://tapconet.com/terms-conditions>



Safe travels:

Traffic and Parking Control Co., Inc.
5100 West Brown Deer Rd
Brown Deer, WI 53223
Phone No.:800-236-0112
E-Mail: customerservice@tapconet.com

SALES QUOTE

SALES QUOTE DATE

4/23/2024

SALES QUOTE NUMBER

Q24006709

CUSTOMER NO.

C407

Page: 3

BILL TO

City of Waupun
Jeff Daane
201 E Main Street
JENNY@CITYOFWAUPUN.ORG
Waupun, WI 53963-0232
United States of America

SHIP TO

City of Waupun
Jeff Daane
201 E Main Street
JENNY@CITYOFWAUPUN.ORG
Waupun, WI 53963-0232
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
MAIN & GATEWAY - SISP OMNIA	BEST RATE Prepaid & Add	Net 30 DAYS	Signal Service	5/23/2024

Item/Description	U/M	Quantity	Unit Price	Total Price
122-FR1JPYWI Bracket, Tapco, Poly, Yellow, 2 FR1JPYWI	Each	8	107.31	858.48
373-77771 Removal and Installation	Each	1	1,420.00	1,420.00

Subtotal:	26757.04
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	26,757.04

All prices are listed in US Dollar (USD)
For terms and conditions, please visit <https://tapconet.com/terms-conditions>

**City of Waupun
Position Description**

JOB TITLE	Patrol Lieutenant
REPORTS TO	Deputy Chief, Chief
DEPARTMENT	Police
TYPE	Nonrepresented
FLSA (overtime status)	Non-Exempt
APPROVED	May 14, 2024

JOB DESCRIPTION

The Lieutenant is a supervisory sworn law enforcement position of the police department and is a representative of the city of Waupun and the State of Wisconsin. The Lieutenant is governed by not only legal but moral standards of the highest nature. The Lieutenant philosophy must be one of dedication to public service, setting aside their own personal interest for the common good. The Lieutenant is under the direct supervision of the Deputy Chief, but also reports to the Chief of Police.

The Lieutenant performs a variety of complex administrative, supervisory, and professional public safety work including planning, coordinating, and directing the activities of the Police Department as a Shift Commander and supervisor. The Lieutenant exercises independent supervision over the Police Department's sworn law enforcement officers and nonsworn employees directly under the command of the Deputy Chief. The Lieutenant is required to make decisions within the scope of assigned authority and shall accept responsibility for these decisions. The Lieutenant shall not abuse authority but be ready to shoulder given authority and exercise it judiciously.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

General, Supervisory and Managerial Responsibilities

- Assist in the planning, coordination, supervision, and evaluation of Police Department operations, and advise the Chief of Police through the Deputy Chief of recommendations for enhancing the efficiency and effectiveness of Department operations.
- Assist in the development and enforcement of policies and procedures for the Department and implement directives from the Police Chief and Deputy Chief.
- Serve as Shift Commander
- Perform supervisory duties including supervising, evaluating, instructing, assigning, training, investigating, and developing and implementing recommendations regarding personnel management.
- Receive and investigate personnel complaints from citizens and personnel, involving personnel under the Deputy Chief's direct supervision or as assigned, meets with personnel and citizens to receive complaints of misconduct, conducts investigations of misconduct, prepare reports and

recommendations on all aspects of discipline to the Chief, subject to the review of the Deputy Chief. The Lieutenant may render disciplinary action up to a written warning and may make recommendations regarding administrative leave and serious disciplinary actions to the Deputy Chief and Chief of Police.

- Interview police candidates, make recommendations to the Chief for hiring, conduct background checks on prospective candidates, participate in recruitment activities, and make recommendations regarding the hiring process, development of hiring standards and designing questions for candidates.
- Conduct performance evaluations annually and as an on-going process each and every day. Evaluate personnel, advise personnel, and make recommendations to the Chief for promotion or reduction in responsibilities. Designs and manages evaluation forms and processes. Meet often with subordinates and manage and provide guidance and correction as needed. Make recommendations directly to the Chief for probationary personnel as to the extension of probation or dismissal.
- Responsible for implementing community policing program, maintain and develop relationships with the community to work collaboratively, advise the Deputy Chief regarding changes to program, and preparing Department policy for approval by the Chief.
- Supervises and directs criminal investigations and assignment of cases, reviews reports and supervises cases. Confers daily with Investigators/Officers and performs case management review sessions.
- Develop and implement training programs, design training curriculums, schedule and assign training activities. Review and approve continuing education seminars, courses, and testing. Maintain training records and officer certification records for the Wisconsin Training and Standards Bureau. Prepare Department policy regarding training.
- Communicate with the District Attorney, County Corporation Counsel, outside law enforcement and human services entities and has direct responsibility to supervise and assign police personnel to deliver reports, paperwork, referrals, evidence, or any other necessary materials to outside entities.
- Assigns officers to shifts and hours, exercise discretion to fill vacancies, coordinates the information gathered and work accomplished by various officers, and assign officers to assignments and special assignments.
- Review, evaluate and approve reports and provide assistance and direction to officers.
- Advise the Chief in the preparation and presentation of the annual budget for the Department; assist the Chief in the implementation of the Department's budget and provide advice regarding modifications to meet the budget.
- Assist in planning for and reviewing specifications and making recommendations for the purchase of new or replacement equipment and analyze and recommend improvements to equipment and facilities.
- Assist in the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of Police Department operations.
- Assist and advise the Deputy Chief regarding grant writing and other fund raising and revenue generation activities.
- Develop training for Department personnel to include cross training for public safety programs and logistical support.
- Assist with the development of programs and training aimed at inter-departmental support and operational efficiencies.

- Prepare and submit periodic reports as required by Department procedures or as directed by the Deputy Chief.
- Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities within the responsibility of the Lieutenant.
- Attend conferences and meetings to keep abreast of current trends in law enforcement, personnel management, and operational issues.
- Cooperate with local, County, State and Federal law enforcement officers as appropriate where activities of the Police Department are involved.
- Participate in labor relations issues including negotiations, contract management and administration, handling grievances, and compliance.
- Assist the Police Chief in ensuring that laws and City Ordinances are enforced and that the public peace and safety is maintained.
- Testifies, swears, and serves with credibility and in an unencumbered and complete manner.
- Maintains prompt predictable and reliable attendance.
- Maintains ability to lawfully operate a motor vehicle and City vehicle.
- Maintains ability to lawfully possess, carry, and use a firearm and other equipment.
- Perform the duties of the position at assigned times and for the assigned duration and at times and for durations as the needs of the Department necessitate.
- Perform the duties of subordinate personnel as needed, including performing responsibilities performed by a patrol officer or civilian subordinate.
- Perform duties of the Deputy Chief in the absence of the Deputy Chief.
- Perform other duties as assigned, required or necessary.

Program and Event Responsibilities:

- Oversee any programs and events assigned by a supervisor.

QUALIFICATIONS:

This position requires a high-level of technical and professional competency with a proven and verifiable track record of success. 60 college credits must be obtained prior to hire. Candidate must possess WI Law Enforcement Certification or must obtain certification within 12 months of hire. The candidate shall possess five (5) years of full-time progressively responsible experience in law enforcement with experience in investigating crimes. The candidate must have advanced training in leadership and criminal investigations.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions.
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance

community needs and expectations as to the Police Department's activities and to modify organizational procedures to meet changing conditions.

- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders, and the general public.
- All the knowledge and skills required of a Patrol Officer.
- Comprehensive knowledge of modern criminal investigations.
- Ability to work in high stress situations and maintain a professional calm demeanor.
- Knowledge of Department rules, regulations, and procedures.
- Knowledge of local, state, and federal laws, regulations and codes relating to law enforcement.
- Thorough understanding of technology and systems related to law enforcement.
- Ability to lead others who may be assisting with an investigation.
- Possess unquestioned honesty and integrity and a high sense of personal and professional ethics.
- Professional maturity, self-confidence, and strength of conviction to provide administrative insights and leadership.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Ability to work with appropriate local, regional, state, and federal jurisdictions and agencies as well as the private sector in a constructive and cooperative manner.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Excellent communication, interpersonal, and team building skills.
- Working knowledge of courtroom procedures.
- Ability to complete and maintain accurate police reports.
- Ability to maintain confidentiality.
- Must be able to legally possess a firearm.
- Must have ability to operate a motor vehicle and possess a valid WI Motor Vehicle Operator's License.
- Ability to make oral presentations to groups of various sizes and compositions.

Supervisory and Managerial Skills and Knowledge

- Ability to plan, assign and coordinate the work of a number of subordinate police officers and civilian subordinate employees.
- Ability to instruct, assign, and review the work of others.
- Ability to counsel, mediate and provide supervision.
- Ability to persuade, convince, and train others.
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to apply knowledge of the principle of police administration and of accepted practices and procedures of police science.
- Ability to apply knowledge of proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies.
- Ability to apply knowledge of criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria and standards.
- Ability to compare, count, differentiate, measure and sort data, as well as assemble, copy, and

record and transcribe data and information, and to classify, compute and tabulate data.

- Ability to establish and maintain positive lines of communication with personnel and City leaders and with external agencies, groups or citizens; and
- Ability to utilize, retain and oversee a variety of advisory data and information such as incident and accident reports, warrant information, criminal court documents, crime statistical reports, employee performance evaluations, photos, technical operating manuals, computer software operating manuals, municipal code, traffic code, equipment service manuals, statutes, procedures, guidelines, and non-routine correspondence.

Communication Requirements

- Ability to comprehend and interpret a variety of technical and industry-specific documents.
- Ability to use and interpret legal terminology, statutes, codes, ordinances, rules, regulations, policy and procedure manuals, labor contracts and employee handbooks.
- Ability to communicate orally and in writing with Department personnel, other agency personnel, employees, civic groups, students, attorneys, Judges, Department of Corrections personnel, consultants, training personnel, physicians, news media representatives and the public, and the ability to clearly convey assignments, orders, and instructions both orally and in writing; and
- Ability to prepare a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Judgment and Reasoning Requirements

- Ability to exercise the judgment, decisiveness and creativity required in stressful, life threatening and dangerous situations involving the evaluation of information against sensory and judgmental criteria.
- Ability to use functional reasoning in performing diversified public safety work and influence functions such as supervising, managing, leading, teaching, directing and controlling; and
- Ability to handle complex oral and written instructions to create desired end result.

Tools and Equipment Used:

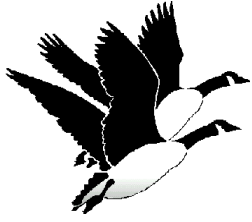
Required to use and maintain certifications with equipment that Police Officers would use, such as: firearms, a baton, pepper spray, motor vehicles, two way and squad radio, personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment may vary from quiet to moderately loud. The work may be indoors and outdoors; exposed to weather conditions typical of Wisconsin. Position requires the ability to perform in dangerous situations under high levels of stress.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



City of Waupun

201 E. Main Street
WAUPUN, WISCONSIN 53963
Phone: 920-324-7900
Fax: 920-324-7939

"Wild Goose Center of Wisconsin"

City of Waupun Police Department
Position Description
Lieutenant
April 19, 2004

Definition and Nature

The Lieutenant/Shift Commander is a supervisory position of the Police Department. He/she is a representative of the City of Waupun and the State of Wisconsin. As such, he/she is governed by not only legal but moral standards of the highest nature. His/her philosophy must be one of dedication to public service, setting aside his/her own personal interest for the common good.

General Purpose

The Lieutenant is under the direct supervision of the Deputy Chief and exercises general supervision over subordinate officers and police department staff. The Lieutenant performs a variety of routine and complex public safety work in the administration of the police department. He/she supervises police patrol, investigation, traffic regulation, court services and related law enforcement activities, special events, and programs.

Essential Duties and Responsibilities

A Lieutenant is responsible for assisting the Deputy Chief of Police in the discharge of his/her duties as outlined in the Deputy Chief's position description.

Will execute the orders of the Deputy Chief of Police promptly and willingly.

Will stand ready to assume the duties of any Command Officer (Deputy Chief of Police, Lieutenants or Chief of Police) upon designation by the Chief of Police.

Is a Shift Commander and shall supervise, direct, and assign the performance of the patrol officer/work force under his/her command and shall be thoroughly familiar with procedures pertaining to the performance of patrol duties, and to the conduct and performance of all subordinates. This includes supervision of written performance evaluations of probationary employees in their work force and other performance evaluations as assigned.

Will be required to complete distractive tasks, as well as supervising all personnel working during his/her shift.

Has the authority to effectively recommend the hiring, promotion, transfer, discipline, or discharge of employees or potential employees. This position has the authority to furlough a subordinate employee with pay when it is in the best interest of the needs of service, the public, the agency, the employees or the respective individual.

Will recognize that besides these duties, he/she must also set an example for his/her subordinates by engaging in active/aggressive patrol duties. He/she shall have a working knowledge of Federal and State Statutes, and City Ordinances and shall assure that the members of his/her command are well aware of these laws, as well as department policies, rules and procedures.

Is required to make decisions and issue orders willingly within the scope of his/her authority and shall accept responsibility for his/her own determinations and decisions. He/she shall not abuse his/her authority, but will be ready to shoulder his/her given authority and to exercise it judiciously

It expected to assume a position of civic or social leadership within the community through involvement with an ongoing community service function and/or service organization.

Shall perform all tasks as assigned.

Oversees, coordinates, supervises, and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.

Supervises the scheduling and coordination of shift changes.

This position is an interactive management player representing the City of Waupun in labor relations. This included but is not limited to: contract application, negotiations, grievance management, cost effectiveness, efficiency, personnel development, discipline, correction, counseling, etc

Maintains contact with police supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about department activities.

Maintains contact with general public, court officials, and other City Officials in the performance of police activities.

This position provides a leadership presence in Local, State and National Police Professional Organizations.

Maintains normal availability by radio and telephone for consultation on major emergencies or precedent during regular duty hours. Maintains availability through the use of a pager while off duty.

Supervises the assignment of officers by Dispatch by constantly monitoring radio transmissions to and from employees of the Waupun Police Department.

Forwards written documentation of problems in regards to performance and interaction to the dispatch supervisor and the Deputy Chief of Police.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Oversees and assist, as needed in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect the public.

Over sees and assist, as needed in the response to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Prepares a variety of reports and records.

Conduct and supervise field operations and internal administrative functions in a realistic, priority setting and management – oriented fashion, meeting the needs of service, superiors, and deadlines.

Supervises, coordinates and reviews, evaluates and develops plans, programs, policies and procedures for various departmental operations. Meets the goals, objectives, and mission of the Police Department.

Assists in the preparation and administration of the department budget.

Examples of Work Performed

The following duties are normal for this position. These are not to be considered as exclusive or all encompassing. Others may be required and assigned.

- Works closely with the Deputy Chief to prepare daily work schedules, assign personnel, approve overtime and grant or deny time off.
- Prepares special event plans including operational strategies, staffing, and equipment allocation.
- Supervises a variety of police related reports prepared by subordinate officers or others.

- Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes day-to-day police assignments as required by the needs of the service.
- Plans for tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops approaches to investigate problems.
- Determines how to deploy personnel during day-to-day and emergency response.
- Supervises and leads specialized programs (staffing, budget recommendations, scheduling, liaison with citizen groups) including, but not limited to: Crime Prevention, TRIAD, Volunteer Services, Fragile Together We Care, Community Care Day, Citizens Ride Along, Citizen Academy, etc.
- Receives and investigates citizen's complaints against department policies, procedures, and/or personnel. Refers findings and recommendations to the Chief and Deputy Chief.
- Engages in labor relations practice including receiving and investigating employee grievances.
- Supervised field training program for department personnel.
- Supervises vehicle fleet maintenance including scheduling routine service and repairs, monitoring costs, recommending and implementing methods for improvements in efficiency.
- Facilitates school crossing guard program including staffing, scheduling, training, and budget recommendations.
- Coordinates and supervises the training, assignment, development of subordinate Police Officers.
- Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney regarding cases, policies and procedures.
- Establishes case investigation priorities. Makes case investigation assignments. Conducts investigation.
- Assist citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc
- Monitors and observes patrol or investigative activities to ensure that conduct and performance conforms to department standards.

- Schedules and conducts meetings.
- Analyzes crime patterns. Develops patrol plans to address potential solutions to community problems.
- Maintains departmental equipment, supplies and facilities.
- Represents police management and the City at meetings as assigned.
- Have attended or be willing to attend a long-term law enforcement management training course. Examples would include, but are not limited to, the FBI National Academy, Northwestern School or Staff and Command, Southern Police Institute, or Police Executive Research (PERF) and other management training as it becomes available.
- Maintains liaison with community groups
- Takes an active role in the City Insurance program including risk management and training.
- Interview suspect, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at the scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings.

Peripheral Duties

- Performs the duties of subordinate personnel as needed.
- Gathers data to be used in collective bargaining and prepares recommendations for the City's Labor Negotiators.
- Analyzes and recommends improvements to equipment and facilities as needed.

Desired Minimum Qualifications

Education and Experience:

- Minimum of two year college degree or vocational school training in Police Sciences, Law Enforcement, Criminal Justice Administration, Public Administration, or a closely related field (Bachelors Degree preferred); and
- Completion of the basic law enforcement training academy or equivalent; and

- Minimum of four years work experience as a full-time Police Officer.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of the City's geography.
- Skill in the operation of the tools and equipment listed below.
- Ability to train and supervise subordinate personnel, perform work requiring good physical condition, communicate effectively orally and in writing, establish and maintain effective working relationships with subordinates, peers and supervisors, exercise sound judgment in evaluating situations and in making decisions, follow and give verbal and written instructions, and meet the special requirements listed below.

Special Requirements

- Must possess, or be able to obtain by time of hire, a valid Wisconsin State Driver's license without record of suspension or revocation in any state.
- Ability to meet department's physical standards.
- Basic Law Enforcement Training certification or equivalent.

Tools and equipment used

Police car, police radio, radar speed detection device, handgun and other weapons as required, impact instrument, handcuffs, electronic control device (ECD), PBT, first aid equipment, photocopies, personal computer including word processing software, audio/visual equipment, copy machine, telephone, voice mail.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, talk and hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and test or smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high precarious places, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

Selection Guidelines

Formal application to the Chief of Police with resume; rating of education and experience; written test; oral interviews' assessment center; reference check; physical and psychological examination; drug and alcohol screen; and other job-related tests that may be required.

Other Conditions

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Dale L. Heeringa
Chief of Police
Waupun, WI 53963



AGENDA SUMMARY SHEET

MEETING DATE: 5-14-24 **TITLE:** Authorization for Use of City Land - Hero's Hunt for Veterans

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

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

ISSUE SUMMARY

2024 provides for the 11th year the Hero's Hunt for Veterans have made request for the use of City land, located at the City Garage Landfill, for the hunting season.

Brian Ball requests to be able to hunt the land in September-November.

STAFF RECCOMENDATION:

Approve the request for hunting of City land.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to approve the Hero's Hunt for Veterans Program, the use of City land located at the City Garage Landfill, for hunting purposes



AGENDA SUMMARY SHEET

MEETING DATE: 5/14/2024 **TITLE:** Alternate Sculpture Selection for Placement at Corner of W Main St. and Fox Lake Rd

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeni Maly

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

ISSUE SUMMARY:

The original sculpture approved for the Horicon Bank site at the corner of W Main St. and Fox Lake Rd was sold.
The attached sheet outlines the alternate selection for the site.

STAFF RECOMMENDATION:

Approve selection as presented.

ATTACHMENTS:

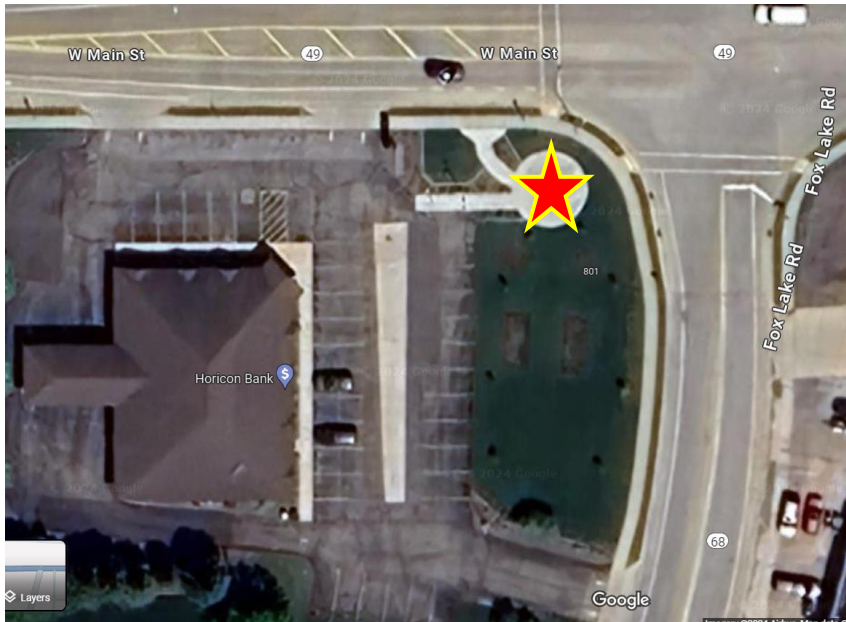
Information Sheet on Alternate Sculpture Selection for W Main St. and Fox Lake Rd (Horicon Bank)

MOTIONS FOR CONSIDERATION:

Motion to approve the alternate sculpture selection to be located at the corner of W Main St and Fox Lake Road as part of the 2024-2025 Waupun Sculpture Tour as presented.

1. Narrow Escape (formerly announced as The Bird Watcher)

- Artists: Gary Hovey & Jim Perrine
- Medium: Mixed Media
- Size: 3' x 3' x 3.5'
- Sponsor: Horicon Bank
- Location: Horicon Bank Natural Garden (corner Fox Lake Rd & W Main St)
- Rationale: Sponsor selection fits well with nature theme of Bank and compliments the Horicon Marsh tourism connections for the City.





AGENDA SUMMARY SHEET

MEETING DATE: 5/14/2024

TITLE: Sale of City-Owned Property - 301 E Main St.

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Casey Langenfeld, Finance Director

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

ISSUE SUMMARY:

The Economic Development Committee is recommending sale of the current city-owned senior center building located at 301 E Main Street.

With the recommendation to sell, we are proposing that closing be scheduled after the current recreation department is relocated to the newly constructed community center on McKinley Street, which is anticipated to occur this fall.

A draft RFP has been reviewed and approved by the Economic Development Committee and is attached for your review and approval.

STAFF RECOMMENDATION:

Approve RFP and authorize building sale as presented.

ATTACHMENTS:

Building Sale RFP Document

MOTIONS FOR CONSIDERATION:

Motion to authorize the sale of city-owned property, located at 301 E Main Street, in accordance with terms of Request for Proposal document.

REQUEST FOR PROPOSALS

Sale of Real Estate

301 E Main St Waupun,
Wisconsin

City of Waupun
201 E Main St
Waupun, WI 53963

May 14, 2024

1. General Community Information

The City of Waupun is located in south-central Wisconsin on the southern branch of the Rock River and along the US 151 corridor, which intersects with WI-STH 49, 26 and 68. The community is known for its historic downtown, unique shops, growing art scene, and outdoor recreational opportunities that include the northern access points of the Horicon National Wildlife Refuge, and world-class facilities that include a baseball complex and aquatic center. The City's historic downtown is listed on the National Register of Historic Places, which, along with other cultural and historical sites, attracts visitors to the area. Waupun has an estimated population of 11,300 and is in the center of Wisconsin's opportunity, within an hour of the major urban markets of Madison, Milwaukee and the Fox Cities. A stable and growing economy is supported by employment generated through numerous Department of Correction facilities. The Waupun Industrial Park is also undergoing a major expansion with a large-scale agribusiness development in process. You will find the small town charm of Waupun naturally inviting with a little something for everyone to enjoy! Learn more by visiting fdl.com/Waupun.

2. Property Information

The City of Waupun is the owner of property being offered for sale. The property is located at 301 E Main Street, and is within the historic central business district. The building consists of three floors – the main level; an upper level, which is vacant; and, an unimproved basement area, which has low headroom and is primarily used to house

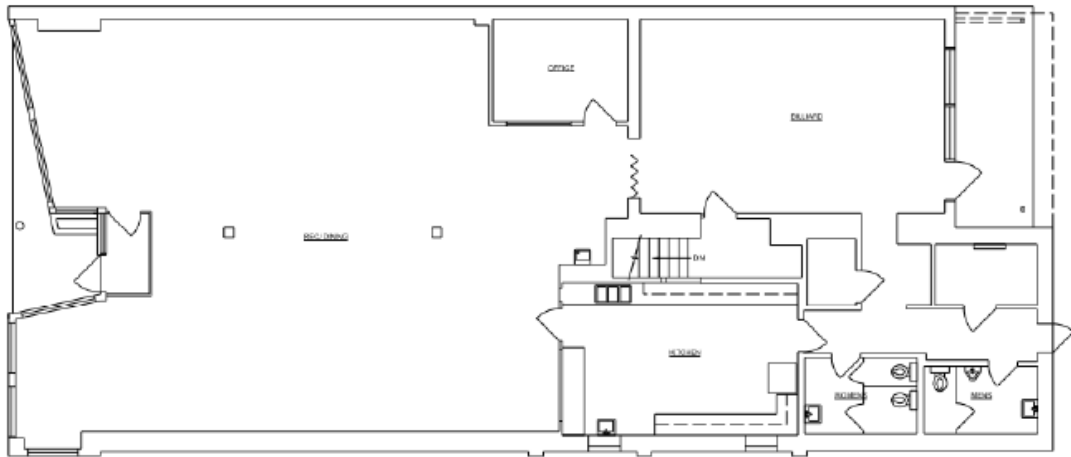
mechanicals. Currently the building houses the Waupun Senior Center/Community Room on the first floor and is vacant on the second floor. The Waupun Senior Center will vacate the first floor in fall of 2024 when it moves to a new facility currently under construction. The upper level of the building includes two sets of stairs, one to the second level that was abandoned and walled off. A second is a shared emergency exit staircase with easement agreement that will need to be renegotiated with the property owner of



305 E Main Street upon purchase. The property was renovated into a Senior Center/Community Room in 1988 with 3,800 square feet of usable space on the main level. The building has store frontage on Main Street and is accessible via a back public alley way with public parking. The parcel number for the property is 292-1315-0512-047. The property is currently tax exempt. The appraised value of the property is \$142,026. A copy of a certified appraisal is available upon request. The site is zoned B2 Central Business District, and is designated for mixed-use development in the City's Comprehensive Plan. The uses of the surrounding properties include retail, government facilities, banking and professional services. The uses permitted in the B2 District are identified in Chapter 16 of the Municipal Code, which can be viewed on the City website by visiting:

https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodetd=CH13BUCO

Floor plan of the first floor is as follows:



3. Desired Project

The City will consider all development proposals that contemplate a future use of the property compatible with the surrounding commercial business district, with preference given to owner-occupied retail or retail tenant space with an identified and describe use. To be considered, developers must submit a development proposal in response to this Request for Proposals (RFP), in the manner prescribed herein. The City makes no representations or warranties as to the condition of the property, and proposes to sell the property "as is."

4. Proposal Requirements

Proposals should be labeled "Sale of Real Estate – 301 E Main Street" and mailed or delivered to the City Clerk, at City of Waupun City Hall, 201 E Main Street, Waupun, WI 53963.

The proposals can also be submitted electronically to angie@cityofwaupun.org. The proposals should be submitted by **4 p.m. on July 24, 2024.**

The proposals should include the following information:

A. Purchaser Information

- Identification of the Purchaser w/ Contact Information
- The respondent should provide a brief description and general history of the individual, firm, or entity that is anticipated to become the owner of record, and/or will have primary responsibility for implementing the proposal. The respondent's specific experience in implementing the type of project proposed should be highlighted.

B. Development Description

- Provide a description of the proposed use of the property.
- Submit preliminary floor plans if major changes are proposed.

C. Schedule, Costs and Financial Projections

- Indicate the offering price for the property.

- Redevelopment plan and schedule/timetable for the future use of the property.
- Estimated cost of improvements.
- Plans to attract tenants, if applicable; identify types of tenants to be sought, if applicable.
- Proposed sources and uses of funds.
- Verification of financing resources to complete a proposed project.

D. Related Documentation

- Indicate if there are any zoning modifications or other changes needed to complete the project.

5. Scheduled Open House

An Open House to allow interested parties to walk through the property will be held on June 4, 2024, from 1 to 4 p.m.

6. Selection Process

The City shall consider the following information when evaluating submissions to determine the proposal that is in the best interests of the City:

- Quality of the development proposal, with specific attention to tenancy plans (preference given to owner-occupied retail or leased retail with an identified retail tenant).
- Financial capability of the respondent to complete the purchase and proceed with the development proposal in a short timeframe.
- Qualifications of the respondent to implement its development proposal.
- Compatibility of the development proposal with site planning considerations and existing land uses within the neighborhood.
- Financial benefit to the City of Waupun, with consideration to purchase price offered and future property tax generation potential of the real estate and personal property.

The following schedule represents the anticipated timeline for the selection of development proposals, which may be altered by the City as the need arises:

- RFP formally announced and distributed – May 20, 2024
- Open House / Viewing of Building – June 4, 2024 from 1 to 4 p.m.
- Deadline for receipt of proposals – July 24, 2024 at 4 p.m.
- Initial review of proposals by July 30, 2024
- Buyer due diligence period and negotiations August/September 2024
- Closing date on sale of property – October 2024 (tentative and contingent on final construction schedule of new facility)

7. Contact Information

Questions regarding this proposal can be directed to:

Kathy Schlieve, City Administrator/Director of Economic Development

City of Waupun
201 E Main Street
Waupun, WI 53963
Phone: 920.324.7912
kathy@cityofwaupun.org

8. Additional Information

The selected developer will be required to enter into a development agreement with the City regarding the details of the development.

The contents of this packet are for informational purposes only and the representations made herein are without warranty. Developers should rely exclusively on their own investigations and analysis.

The City of Waupun retains the right to reject all proposals.

9. Appendices

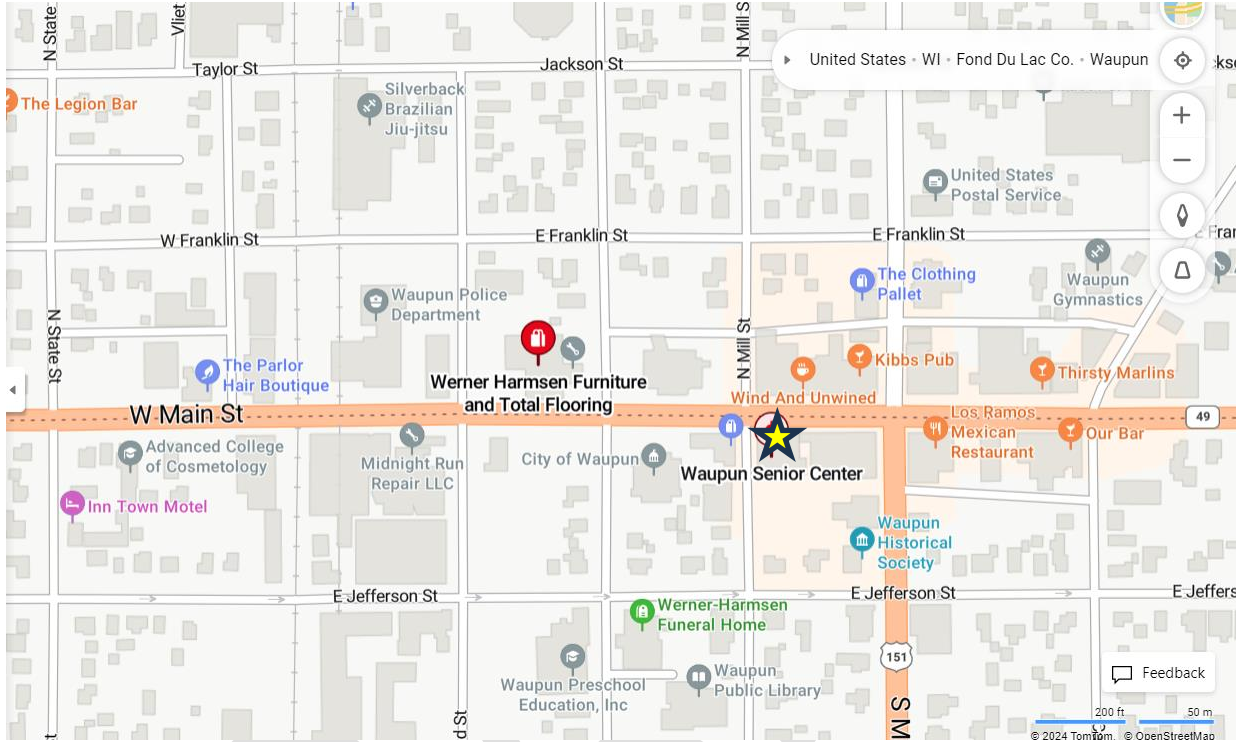
The following documents are included for review:

- Appendix A – Age of Major Building Components
- Appendix B – Location Map
- Appendix C – Building Photos

Appendix A – Age of Major Building Components

Year Built: Senior Center										
Item	Building	# of Units	Install Date	MFG Date	Location	Model No.	Serial No.	Type	Est. Total Life	Work or Replace Date Estimate
Furnace	Senior Center	1	2010	Dec-09	Hallway to basement	RGRK-12ERAJS	HE5D707F480902211	Rheem	15 YRS	2024
AC	Senior Center	1		Nov-88	Ceiling in hallway west side of building (1st floor)	517ENO30015	4688AO8125	Bryant	15 YRS	2019
Roof	Senior Center	1	2008						20 YRS	2028
AC Coil Units	Senior Center				Above furnace in hallway to basement				15 YRS	TBD
AC Condensing Units (A)	Senior Center	1			Roof above pool room - south	N2A360AHA200	E061002920	Comfortmaker	15 YRS	TBD
AC Condensing Units (B)	Senior Center	1		Jun-09	Roof above pool room - north	N2A336AHB200	E082512217	Comfortmaker	15 YRS	TBD
Water Heater	Senior Center	1			Closet in hallway between billiards room & bathroom	SS8 661ART4 JW	8.9E+08	State		TBD
Masonry Wall Repairs including sill painting	Senior Center				Major Project					TBD
Partial Replace, Crack Fill and Seal Coat Parking Lot	Senior Center								4 YRS	2019

APPENDIX B – Location Map



APPENDIX C – Building Photos



**FRONT VIEW OF
SUBJECT PROPERTY**

Appraised Date:
Appraised Value: \$



**REAR VIEW OF
SUBJECT PROPERTY**



STREET SCENE





AGENDA SUMMARY SHEET

MEETING DATE: 5-14-24

TITLE: Future Council Meetings and License/Permit Applications

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Tuesday, May 28, 2024	Committee of the Whole	5:30PM
Tuesday, June 11, 2024	Common Council	6:00PM
Tuesday, June 25, 2024	Committee of the Whole	5:30PM
Tuesday, July 9, 2024	Common Council	6:00PM
Tuesday, July 30, 2024	Committee of the Whole	5:30PM

LICENSE/PERMIT APPLICATIONS

Operator: Breanna Miller, Ava Stellmacher, Nicole Landaal

Soda: All American Circus: June 16, 2024 Waupun Ice Arena 510 E Spring St, Waupun; Waupun Festival Celebrate Waupun June 28-30, 2024 Tanner Park 503 E Spring St., Waupun

Temp Class B: Waupun Festival Celebrate Waupun June 28-30, 2024 Tanner Park 503 E Spring St., Waupun

Taxi Cab Driver: Tommy Boone

EXPENSES

Attached

RECOMENDED MOTION:

Motion to approve the Consent agenda and monthly Financial Report. *(Roll Call)*

Report Criteria:

Report type: Summary

Check.Type = "Calculated"

Invoice.Batch = "043024","A","051424"

Check Issue Date	Check Number	Payee	Amount
04/29/2024	192	CREXENDO	455.03
04/29/2024	193	KWIK TRIP STORES	7,756.54
04/29/2024	194	PAYMENT SERVICE NETWORK INC	5.25
04/29/2024	195	WELLS FARGO PAYMENT REMITT	3,506.81
04/25/2024	107722	AMAZON	19.98
04/25/2024	107723	AMAZON CAPITAL SERVICES	679.66
04/25/2024	107724	AIRGAS USA LLC	699.79
04/25/2024	107725	BEC ENTERPRISES LLC	196.83
04/25/2024	107726	BEER, MIKE	162.45
04/25/2024	107727	BISHOP'S DETAIL SERVICES	132.00
04/25/2024	107728	BOUWKAMP, DAVID	60.00
04/25/2024	107729	BROWN CAB SERVICE INC	12,230.43
04/25/2024	107730	CAPITAL NEWSPAPERS	131.57
04/25/2024	107731	CARDIO PARTNERS INC	2,916.99
04/25/2024	107732	CAREW CONCRETE & SUPPLY INC	1,242.45
04/25/2024	107733	CHARTER COMMUNICATIONS	354.47
04/25/2024	107734	CHARTER COMMUNICATIONS	99.99
04/25/2024	107735	COUNTY MATERIALS CORP	3,957.68
04/25/2024	107736	FERGUSON WATERWORKS #1476	2,394.67
04/25/2024	107737	DESTINATION LAKE WINNEBAGO RE	2,661.02
04/25/2024	107738	FASTENAL CO	665.21
04/25/2024	107739	FIRE SAFETY USA	896.50
04/25/2024	107740	GOODYEAR COMMERCIAL TIRE & SE	1,502.00
04/25/2024	107741	GORDON FLESCH CO INC	216.27
04/25/2024	107742	H & R SAFETY SOLUTIONS LLC	140.00
04/25/2024	107743	TIMOTHY S HAMMES	390.00
04/25/2024	107744	HAMMES FIRE & SAFETY	1,962.50
04/25/2024	107745	HOMAN AUTO -GATEWAY	264.66
04/25/2024	107746	LYLE HULL & SON EQUIPMENT LLC	2,250.00
04/25/2024	107747	IIMC	185.00
04/25/2024	107748	JOHN FABICK TRACTOR CO	1,116.31
04/25/2024	107749	JW MUDJACKING & POLY LEVELING	1,750.00
04/25/2024	107750	KIMBALL MIDWEST	1,145.04
04/25/2024	107751	LANGENFELD, CASSANDRA	180.76
04/25/2024	107752	LARSON TRUCKING INC	185.35
04/25/2024	107753	LIVING WATERS CHEMISTRY LLC	177.00
04/25/2024	107754	MSA PROFESSIONAL SERVICES INC	13,708.72
04/25/2024	107755	MARCO TECHNOLOGIES LLC	160.91
04/25/2024	107756	MENARDS - BEAVER DAM	29.62
04/25/2024	107757	NAPA AUTO PARTS-WAUPUN	290.25
04/25/2024	107758	NOREGON SYSTEMS INC	1,699.00
04/25/2024	107759	OPEN TEXT INC	123.12
04/25/2024	107760	PETTY CASH-CITY HALL	36.80
04/25/2024	107761	PIGGLY WIGGLY DISCOUNT FOODS	79.10
04/25/2024	107762	SHERWIN INDUSTRIES	1,100.40
04/25/2024	107763	SMA CONSTRUCTION SERVICES	491,140.00
04/25/2024	107764	SULLIVAN, TED	295.29
04/25/2024	107765	TRAFFIC & PARKING CONTROL CO	261.86

Check Issue Date	Check Number	Payee	Amount
04/25/2024	107766	TRIPLE CROWN PRODUCTS	100.25
04/25/2024	107767	TRUCK EQUIPMENT INC	113.19
04/25/2024	107768	VON BRIESEN & ROPER, S.C.	345.00
04/25/2024	107769	WERNER ELECTRIC SUPPLY	3,495.88
04/25/2024	107770	WI BUILDING SUPPLY	97.36
04/25/2024	107771	WI DEPART OF JUSTICE	345.75
04/25/2024	107772	XAVUS SOLUTIONS LLC	4,565.00
04/25/2024	107773	TOP PACK DEFENSE	172.78
04/25/2024	107774	SALAMONE SUPPLIES	569.34
04/25/2024	107775	BOVEE, NICHOLE	935.00
05/09/2024	107776	1000BULBS.COM	395.17
05/09/2024	107777	AMAZON CAPITAL SERVICES	3,419.08
05/09/2024	107778	ALLIANT ENERGY/WP&L	2,443.41
05/09/2024	107779	ASSOCIATED APPRAISAL CONSULTA	3,200.13
05/09/2024	107780	AT & T	129.40
05/09/2024	107781	AT&T MOBILITY	278.10
05/09/2024	107782	BUREAU OF CORRECTIONAL ENTER	590.00
05/09/2024	107783	BAKER TILLY US LLP	5,074.00
05/09/2024	107784	BENTZ AUTOMOTIVE INC	338.05
05/09/2024	107785	BOND TRUST SERVICES CORPORAT	800.00
05/09/2024	107786	MADISON MEDIA PARTNERS	138.95
05/09/2024	107787	CAREW CONCRETE & SUPPLY INC	797.68
05/09/2024	107788	CARTRIDGE WORLD	156.99
05/09/2024	107789	CEDAR CORPORATION	39,619.56
05/09/2024	107790	CHAPMAN, JORDAN	45.00
05/09/2024	107791	CINTAS CORPORATION NO 2	808.10
05/09/2024	107792	CIVIC PLUS LLC (PAYMENTS)	3,694.00
05/09/2024	107793	SSM HEALTH LABORATORIES	40.00
05/09/2024	107794	CONTREE SPRAYER & EQUIPMENT	61.46
05/09/2024	107795	COUNTRY HILLS PET HOSPITAL	34.67
05/09/2024	107796	DAANE, JEFF	175.97
05/09/2024	107797	DESTINATION LAKE WINNEBAGO RE	6,518.77
05/09/2024	107798	DODGE COUNTY CLERK	684.50
05/09/2024	107799	DODGE COUNTY FIRE CHIEFS ASSC	250.00
05/09/2024	107800	MARTENS ACE HARDWARE	1,199.63
05/09/2024	107801	FOND DU LAC COUNTY FIRE CHIEFS	200.00
05/09/2024	107802	FIRE SERVICE INC	750.00
05/09/2024	107803	FOND DU LAC COUNTY	987.67
05/09/2024	107804	GALLS, LLC	633.98
05/09/2024	107805	GFL ENVIRONMENTAL	46,419.35
05/09/2024	107806	GORDON FLESCH CO INC	120.00
05/09/2024	107807	GRAFIX SHOP	489.80
05/09/2024	107808	GRAND VALLEY INSPECTION SERVIC	7,926.56
05/09/2024	107809	HALRON LUBRICANTS INC	1,025.72
05/09/2024	107810	HALVERSON, ANDREW	60.97
05/09/2024	107811	HOMAN AUTO -GATEWAY	40,100.00
05/09/2024	107812	HOME CONTRACTORS & SUPPLY INC	38.24
05/09/2024	107813	JESSIFFANY CANINE SERVICES LLC	150.00
05/09/2024	107814	JOHN FABICK TRACTOR CO	441.58
05/09/2024	107815	JW MUDJACKING & POLY LEVELING	4,350.00
05/09/2024	107816	LIFESTAR EMERGENCY MEDICAL	5,500.00
05/09/2024	107817	MADISON AREA TECH COLLEGE	121.46
05/09/2024	107818	MATOUSHEK JR., MICHAEL	23.32

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05/09/2024	107819	MENARDS - BEAVER DAM	87.52
05/09/2024	107820	MICK FISCHER TROPHY AND ENGRA	447.00
05/09/2024	107821	NAPA AUTO PARTS-WAUPUN	187.99
05/09/2024	107822	NEENAH FOUNDRY COMPANY	2,215.67
05/09/2024	107823	O'REILLY AUTOMOTIVE INC	239.15
05/09/2024	107824	OSHKOSH FIRE & POLICE EQUIPMNT	230.00
05/09/2024	107825	PETERSEN, CLAIRE	26.80
05/09/2024	107826	PETTY CASH-CITY HALL	260.00
05/09/2024	107827	PETTY CASH-POLICE DEPT	3.64
05/09/2024	107828	PIGGLY WIGGLY DISCOUNT FOODS	18.28
05/09/2024	107829	PITNEY BOWES INC	132.79
05/09/2024	107830	PROS 4 TECHNOLOGY INC	3,627.50
05/09/2024	107831	SSM HEALTH AT WORK	5,350.41
05/09/2024	107832	SAN-A-CARE INC	1,126.80
05/09/2024	107833	SHARE CORPORATION	403.27
05/09/2024	107834	SIEBERS, DANIEL	23.32
05/09/2024	107835	SMITS & BLAZEL LAW OFFICE	98.00
05/09/2024	107836	STAPLES	40.96
05/09/2024	107837	STOBB PLUMBING & HEATING INC	228.50
05/09/2024	107838	SUNBELT RENTALS	309.91
05/09/2024	107839	TRUCK EQUIPMENT INC	4.00
05/09/2024	107840	TRU CLEANERS LLC	4,175.61
05/09/2024	107841	US CELLULAR	388.08
05/09/2024	107842	VANDEZANDE & KAUFMAN, LLP	5,240.00
05/09/2024	107843	VERTICAL CONSULTANTS LLC	671.50
05/09/2024	107844	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
05/09/2024	107845	WAUPUN UTILITIES	939.28
05/09/2024	107846	A & M WEE CARE TOO	3,938.32
05/09/2024	107847	WERNER ELECTRIC SUPPLY	374.69
05/09/2024	107848	WI DEPT OF JUSTICE	140.00
05/09/2024	107849	WI DEPT OF NATURAL RESOURCES	1,665.00
05/09/2024	107850	BISHOP, ROHN	40.00
05/09/2024	107851	TOP PACK DEFENSE	184.28
Grand Totals:			<u>786,404.37</u>

Report Criteria:

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Invoice.Batch = "043024","A","051424"

Report Criteria:

Report type: Invoice detail
 Check.Type = "Calculated"
 Invoice.Batch = "043024","A","051424"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
1000BULBS.COM						
1000BULBS.COM	STRING LIGHTS - FOOD TRUCK ALLEY	05/09/2024	W04032527	405-70-5437-8-00	395.17	395.17
Total 1000BULBS.COM:						395.17
A & M WEE CARE TOO						
A & M WEE CARE TOO	CHILDCARE STABILIZATION GRANT REIMBURSEMENT - PMT 2	05/09/2024	5-8-24	100-34059	3,938.32	3,938.32
Total A & M WEE CARE TOO:						3,938.32
AIRGAS USA LLC						
AIRGAS USA LLC	WELDING SUPPLIES	04/25/2024	9148719419	100-70-5411-3-36	208.05	208.05
AIRGAS USA LLC	MEDICAL 02 TANK RENTAL EMR 3/24	04/25/2024	5506639880	100-50-5230-3-38	25.50	25.50
AIRGAS USA LLC	GAS FOR CUTTING & WELDING	04/25/2024	9148813827	100-70-5411-3-36	213.12	213.12
AIRGAS USA LLC	WELDING SUPPLIES	04/25/2024	9148829891	100-70-5410-3-36	253.12	253.12
Total AIRGAS USA LLC:						699.79
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	ICE ARENA MONTHLY FUEL-APR 2024 - CITY	05/09/2024	2831330000-A	100-70-5410-3-32	488.52	488.52
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - APR 2024	05/09/2024	5946940000-A	100-50-5231-3-32	280.40	280.40
ALLIANT ENERGY/WP&L	AQUATIC CENTER - APR 2024	05/09/2024	5374620000-A	100-20-5523-3-32	86.79	86.79
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - APR 2024	05/09/2024	3264610000-A	100-70-5412-3-32	589.18	589.18
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - APR 2024	05/09/2024	1780510000-A	100-70-5410-3-32	775.09	775.09
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - APR 2024	05/09/2024	3425110000-A	100-20-5512-3-32	151.12	151.12
ALLIANT ENERGY/WP&L	SENIOR CENTER - APR 2024	05/09/2024	7255200000-A	100-20-5513-3-32	72.31	72.31
Total ALLIANT ENERGY/WP&L:						2,443.41
AMAZON						
AMAZON	SENIOR CENTER OFFICE SUPPLIES	04/25/2024	1MRV-RPX7-4	100-20-5513-3-30	19.98	19.98
Total AMAZON:						19.98
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	LETTER OPENER/ENVELOPE MOISTENER SEALER	04/25/2024	14MV-X4RL-H	100-10-5142-3-38	81.62	81.62
AMAZON CAPITAL SERVICES	CERTIFICATE PAPER/CERTIFICATE HOLDERS - EMPLOYEE RECOGNITION	04/25/2024	1VRW-XFNJ-	100-10-5534-3-38	33.63	33.63
AMAZON CAPITAL SERVICES	POSTCARDS - OPERATORS	04/25/2024	1X36-V9G1-4	100-10-5141-3-30	15.42	15.42
AMAZON CAPITAL SERVICES	FOOD TRUCK ALLEY ELECTRICAL-METER SOCKET	04/25/2024	1VND-NQJX-T	405-70-5436-8-00	236.75	236.75
AMAZON CAPITAL SERVICES	CASHBAGS FOR EE CLINIC	04/25/2024	1KPH-HQ9N-	100-10-5256-3-38	59.78	59.78
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	04/25/2024	1V7Q-TM63-C	100-40-5211-3-30	37.39	37.39
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	04/25/2024	1WYY-RF3M-	100-40-5211-3-30	39.83	39.83
AMAZON CAPITAL SERVICES	RUBBER BASE SET - REPLACE BALLFIELD BASES	04/25/2024	1XDP-XRKD-1	100-20-5525-3-36	175.24	175.24
AMAZON CAPITAL SERVICES	BOTTLE FILLING STATION - REPLACE BUBBLER @ SAFETY BUILDING	05/09/2024	1FHX-NM4N-	100-70-5410-3-36	1,267.37	1,267.37
AMAZON CAPITAL SERVICES	EPOXY FOR POLE ANCHORS - FOOD TRUCK ALLEY	05/09/2024	1W6D-HWHD-	405-70-5437-8-00	183.92	183.92

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AMAZON CAPITAL SERVICES	EPOXY FOR POLE ANCHORS - FOOD TRUCK ALLEY	05/09/2024	1193-H3GD-J	405-70-5437-8-00	206.91	206.91
AMAZON CAPITAL SERVICES	SENIOR CENTER OFFICE SUPPLIES	05/09/2024	1MRV-RPX7-4	100-20-5513-3-30	19.98	19.98
AMAZON CAPITAL SERVICES	COPY PAPER	05/09/2024	1CP6-JCW4-P	100-10-5141-3-30	332.28	332.28
AMAZON CAPITAL SERVICES	LED FLOOD LIGHTS - FOOD TRUCK ALLEY	05/09/2024	1J3G-YD7C-J	405-70-5437-8-00	436.00	436.00
AMAZON CAPITAL SERVICES	TONER CARTRIDGE - CITY GARAGE	05/09/2024	11RY-JD37-XC	100-70-5412-3-36	87.99	87.99
AMAZON CAPITAL SERVICES	LIGHT POLE FIXTURES - FOOD TRUCK ALLEY	05/09/2024	1L7T-VMVC-4	405-70-5437-8-00	727.96	727.96
AMAZON CAPITAL SERVICES	EVIDENCE ROOM SUPPLIES - FREEZER	05/09/2024	1HLV-4LV7-Y3	100-40-5213-3-38	156.67	156.67
Total AMAZON CAPITAL SERVICES:						4,098.74
ASSOCIATED APPRAISAL CONSULTAN	MONTHLY SERVICES-REVAL PROGRAM MAY 2024	05/09/2024	174217	100-30-5152-3-38	3,200.13	3,200.13
Total ASSOCIATED APPRAISAL CONSULTAN:						3,200.13
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	05/09/2024	MAR20-APR1	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - MAR 24-APR 23 2024 FIRE ADM	05/09/2024	MAR24-APR2	100-50-5231-3-31	278.10	278.10
Total AT&T MOBILITY:						278.10
BAKER TILLY US LLP	12/31/23 AUDIT FEES	05/09/2024	BT2780556	407-70-5436-3-39	5,074.00	5,074.00
Total BAKER TILLY US LLP:						5,074.00
BEC ENTERPRISES LLC	SOLENOID VALVE - STREET SWEEPER - REPAIR CONVEYER BELT	04/25/2024	INV25277	700-10-5192-3-36	196.83	196.83
Total BEC ENTERPRISES LLC:						196.83
BEER, MIKE	CLOTHING ALLOWANCE	04/25/2024	4-16-24	100-12634	162.45	162.45
Total BEER, MIKE:						162.45
BENTZ AUTOMOTIVE INC	REPLACE BATTERY - SQUAD 7	05/09/2024	29615	100-40-5212-3-36	229.95	229.95
BENTZ AUTOMOTIVE INC	FREON & AC SERVICE	05/09/2024	29625	100-40-5212-3-36	108.10	108.10
Total BENTZ AUTOMOTIVE INC:						338.05
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - MAY 2024	05/09/2024	5-1-24	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
BISHOP'S DETAIL SERVICES						
BISHOP'S DETAIL SERVICES	4 MINI DETAILS ON SQUAD CARS	04/25/2024	4-12-24	100-40-5212-3-36	132.00	132.00
Total BISHOP'S DETAIL SERVICES:						132.00
BOND TRUST SERVICES CORPORATOIN						
BOND TRUST SERVICES CORPORAT	PAYING AGENCY FEE 2016A	05/09/2024	87408	300-10-5943-6-00	400.00	400.00
BOND TRUST SERVICES CORPORAT	PAYING AGENT FEE 2017 TID 7 BONDS	05/09/2024	87409	300-10-5943-6-00	400.00	400.00
Total BOND TRUST SERVICES CORPORATOIN:						800.00
BOUWKAMP, DAVID						
BOUWKAMP, DAVID	4-2-24 ELECTION	04/25/2024	4-18-24	100-10-5142-1-10	60.00	60.00
Total BOUWKAMP, DAVID:						60.00
BOVEE, NICHOLE						
BOVEE, NICHOLE	AXE THROWING - EMPLOYEE PICNIC	04/25/2024	24005	100-10-5534-3-38	935.00	935.00
Total BOVEE, NICHOLE:						935.00
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	MARCH 2024 TAXI SERVICES	04/25/2024	4362	501-10-5154-3-38	12,230.43	12,230.43
Total BROWN CAB SERVICE INC:						12,230.43
BUREAU OF CORRECTIONAL ENTERPRISES						
BUREAU OF CORRECTIONAL ENTER	CAN LINERS	05/09/2024	306-195200	100-70-5410-3-38	590.00	590.00
Total BUREAU OF CORRECTIONAL ENTERPRISES:						590.00
CAPITAL NEWSPAPERS						
CAPITAL NEWSPAPERS	N11363 STATE ROAD 26 HOUSE REMOVAL BID NOTICE	04/25/2024	196214	419-70-5435-3-38	59.08	59.08
CAPITAL NEWSPAPERS	REZONING NOTICE - HERITAGE RIDGE 3-20-24	04/25/2024	197225	419-70-5435-3-38	72.49	72.49
Total CAPITAL NEWSPAPERS:						131.57
CARDIO PARTNERS INC						
CARDIO PARTNERS INC	REPLACE BATTERIES AND PADS IN AED MACHINES BUILDINGS AND PARKS	04/25/2024	INV3362537	100-70-5410-3-36	2,428.00	2,428.00
CARDIO PARTNERS INC	REPLACE BATTERIES AND PADS IN AED MACHINES BUILDINGS AND PARKS	04/25/2024	INV3385085	100-70-5410-3-36	488.99	488.99
Total CARDIO PARTNERS INC:						2,916.99
CAREW CONCRETE & SUPPLY INC						
CAREW CONCRETE & SUPPLY INC	2.25 YDS FOR BENCHES WILCOX PARK	04/25/2024	1290139	100-20-5525-3-36	945.63	945.63
CAREW CONCRETE & SUPPLY INC	AG SCREENINGS - STREET REPAIRS	04/25/2024	1290281	100-70-5431-3-36	296.82	296.82
CAREW CONCRETE & SUPPLY INC	AG 3/4 CLEAR ST - STORM SEWER REPAIRS	05/09/2024	1291284	700-10-5192-3-36	620.68	620.68
CAREW CONCRETE & SUPPLY INC	CONCRETE - STORM SEWER - FOOD TRUCK ALLEY	05/09/2024	1291027	405-70-5437-8-00	177.00	177.00
Total CAREW CONCRETE & SUPPLY INC:						2,040.13

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CARTRIDGE WORLD						
CARTRIDGE WORLD	INK CARTRIDGES	05/09/2024	94713	100-40-5211-3-38	156.99	156.99
Total CARTRIDGE WORLD:						156.99
CEDAR CORPORATION						
CEDAR CORPORATION	PROFESSIONAL SERVICES - SENIOR/COMM CENTER - THRU 4/20/24	05/09/2024	119433	400-20-5513-8-00	27,629.30	27,629.30
CEDAR CORPORATION	PROFESSIONAL SERVICES - FOOD TRUCK ALLEY	05/09/2024	119434	405-70-5437-8-00	6,990.26	6,990.26
CEDAR CORPORATION	PROFESSIONAL SERVICES - WAUPUN HERITAGE MUSEUM RESTORATION	05/09/2024	119697	400-20-5512-8-00	5,000.00	5,000.00
Total CEDAR CORPORATION:						39,619.56
CHAPMAN, JORDAN						
CHAPMAN, JORDAN	REIMBURSE OVERPAYMENT FOR PARKING TICKET	05/09/2024	5-1-24	100-45-4511-0-00	45.00	45.00
Total CHAPMAN, JORDAN:						45.00
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	04/25/2024	171154001-AP	100-70-5412-3-38	204.49	204.49
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - BILLED/PD BY HISTORICAL SOCIETY	04/25/2024	84621-APR24	100-13850	99.99	99.99
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	04/25/2024	171156301-AP	100-10-5197-3-31	149.98	149.98
Total CHARTER COMMUNICATIONS:						454.46
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - APRIL 2024	05/09/2024	4188607150	100-70-5410-3-38	54.86	54.86
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - APRIL 2024	05/09/2024	4188607185	100-70-5410-3-38	91.09	91.09
CINTAS CORPORATION NO 2	CITY HALL RUGS - APRIL 2024	05/09/2024	4188607216	100-70-5410-3-38	119.98	119.98
CINTAS CORPORATION NO 2	LIBRARY RUGS - APRIL 2024	05/09/2024	4188607223	100-70-5410-3-38	107.64	107.64
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - APRIL 2024	05/09/2024	4188607343	100-70-5411-3-36	86.76	86.76
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - APRIL 2024	05/09/2024	4189343512	100-70-5411-3-38	52.59	52.59
CINTAS CORPORATION NO 2	GLOVES - SHOP	05/09/2024	1904787517	100-70-5411-3-38	190.00	190.00
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - APRIL 2024	05/09/2024	4190055594	100-70-5411-3-38	52.59	52.59
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - APRIL 2024	05/09/2024	4190775845	100-70-5411-3-38	52.59	52.59
Total CINTAS CORPORATION NO 2:						808.10
CIVIC PLUS LLC (PAYMENTS)						
CIVIC PLUS LLC (PAYMENTS)	MUNICODE PAGES/MUNICODE IMAGES	05/09/2024	300312	100-10-5163-3-38	3,694.00	3,694.00
Total CIVIC PLUS LLC (PAYMENTS):						3,694.00
CONTREE SPRAYER & EQUIPMENT						
CONTREE SPRAYER & EQUIPMENT	HOSE SHANKS/GASKETS - SALT BRINE SPRAY BAR LEAK REPAIR	05/09/2024	80839	100-70-5435-3-36	61.46	61.46
Total CONTREE SPRAYER & EQUIPMENT:						61.46
COUNTRY HILLS PET HOSPITAL						
COUNTRY HILLS PET HOSPITAL	K9 - AMOXICILLIN & CLAV PO	05/09/2024	235182	220-40-5212-3-38	34.67	34.67

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total COUNTRY HILLS PET HOSPITAL:						34.67
COUNTY MATERIALS CORP	MANHOLES FOR FOOD TRUCK ALLEY	04/25/2024	4025135-00	405-70-5436-8-00	3,957.68	3,957.68
COUNTY MATERIALS CORP	STORM SEWER					
Total COUNTY MATERIALS CORP:						3,957.68
CREXENDO	SENIOR CENTER PHONE CHARGES -	04/29/2024	APR2024	100-20-5513-3-31	455.03	455.03
CREXENDO	APRIL 2024					
Total CREXENDO:						455.03
DAANE, JEFF	REIMBURSEMENT - WORKING LUNCH	05/09/2024	5-2-24	100-70-5410-3-38	175.97	175.97
DAANE, JEFF	DPW STAFF					
Total DAANE, JEFF:						175.97
DESTINATION LAKE WINNEBAGO REGION	70% OF ROOM TAX - FEBRUARY 2024	04/25/2024	February 2024	430-70-5436-3-42	2,661.02	2,661.02
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - MARCH 2024	05/09/2024	March 2024	430-70-5436-3-42	6,518.77	6,518.77
Total DESTINATION LAKE WINNEBAGO REGION:						9,179.79
DODGE COUNTY CLERK	4-2-24 ELECTION SUPPLIES	05/09/2024	8555	100-10-5142-3-38	684.50	684.50
DODGE COUNTY CLERK						
Total DODGE COUNTY CLERK:						684.50
DODGE COUNTY FIRE CHIEFS ASSC	DODGE COUNTY CHIEFS ANNUAL	05/09/2024	2024	100-50-5231-3-34	250.00	250.00
DODGE COUNTY FIRE CHIEFS ASSC	DUES - 2024					
Total DODGE COUNTY FIRE CHIEFS ASSC:						250.00
FASTENAL CO	PARTS/SUPPLIES - FOOD TRUCK	04/25/2024	WIBEA129563	405-70-5436-8-00	665.21	665.21
FASTENAL CO	ALLEY					
Total FASTENAL CO:						665.21
FERGUSON WATERWORKS #1476	FOOD TRUCK ALLEY	04/25/2024	0412301	405-70-5436-8-00	2,394.67	2,394.67
FERGUSON WATERWORKS #1476						
Total FERGUSON WATERWORKS #1476:						2,394.67
FIRE SAFETY USA	TURNOUT GEAR (HELMETS)	04/25/2024	185131	410-50-5231-4-00	896.50	896.50
FIRE SAFETY USA						
Total FIRE SAFETY USA:						896.50
FIRE SERVICE INC	LANDING ZONE LIGHTS- TOWNSHIP	05/09/2024	56356	100-13850	750.00	750.00
FIRE SERVICE INC	FD PORTION TO BE BILLED					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total FIRE SERVICE INC:						750.00
FOND DU LAC COUNTY						
FOND DU LAC COUNTY	SALT BRINE MIX	05/09/2024	24610156	100-70-5435-3-36	987.67	987.67
Total FOND DU LAC COUNTY:						987.67
FOND DU LAC COUNTY FIRE CHIEFS ASSOC						
FOND DU LAC COUNTY FIRE CHIEFS	FDL CTY CHIEFS ANNUAL DUES - 2019	05/09/2024	2024	100-50-5231-3-34	200.00	200.00
Total FOND DU LAC COUNTY FIRE CHIEFS ASSOC:						200.00
GALLS, LLC						
GALLS, LLC	ALCO SENSOR FST HANDHELD BREATH	05/09/2024	027752128	100-40-5212-3-38	633.98	633.98
Total GALLS, LLC:						633.98
GFL ENVIRONMENTAL						
GFL ENVIRONMENTAL	RECYCLING FUEL SURCHARGE CREDIT - APRIL 2024	05/09/2024	U9000019140	420-70-5436-3-38	46,419.35	46,419.35
Total GFL ENVIRONMENTAL:						46,419.35
GOODYEAR COMMERCIAL TIRE & SER						
GOODYEAR COMMERCIAL TIRE & SE	TIRE FOR SQUADS	04/25/2024	132-1200968	100-40-5212-3-36	1,502.00	1,502.00
Total GOODYEAR COMMERCIAL TIRE & SER:						1,502.00
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 03/13/24-4/14/24	04/25/2024	IN14646516	100-10-5141-3-36	216.27	216.27
GORDON FLESCH CO INC	AIO PRINT CARTRIDGE SP 3710X	05/09/2024	IN14676382	100-10-5141-3-36	120.00	120.00
Total GORDON FLESCH CO INC:						336.27
GRAFIX SHOP						
GRAFIX SHOP	GRAPHIC KIT 2024 FORD SUV UNIT #2	05/09/2024	156823	410-40-5211-4-00	489.80	489.80
Total GRAFIX SHOP:						489.80
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR APRIL2024	05/09/2024	2024-74	230-30-5241-3-38	7,926.56	7,926.56
Total GRAND VALLEY INSPECTION SERVICES:						7,926.56
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	SAFETY GLASS LENS CLEANING TOWELETTES	04/25/2024	8594	100-70-5412-3-36	140.00	140.00
Total H & R SAFETY SOLUTIONS LLC:						140.00
HALRON LUBRICANTS INC						
HALRON LUBRICANTS INC	BULK OIL & WINDSHIELD WASHER FLUID	05/09/2024	1510856-00	100-70-5411-3-36	799.35	799.35
HALRON LUBRICANTS INC	SYN GEAR LUBE/HAND GEAR PUMP FOR PAILS	05/09/2024	1511187-00	100-70-5411-3-36	246.37	246.37
HALRON LUBRICANTS INC	CREDIT - RETURN OIL DRUMS	05/09/2024	1511758-00	100-70-5411-3-36	20.00	20.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total HALRON LUBRICANTS INC:						1,025.72
HALVERSON, ANDREW						
HALVERSON, ANDREW	K9 DOG FOOD	05/09/2024	05072024	220-40-5212-3-38	60.97	60.97
Total HALVERSON, ANDREW:						60.97
HAMMES FIRE & SAFETY						
HAMMES FIRE & SAFETY	EXTINGUISHER INSPECTIONS - ICE ARENA	04/25/2024	42009	100-70-5410-3-36	124.50	124.50
HAMMES FIRE & SAFETY	EXTINGUISHER INSPECTIONS - LIBRARY	04/25/2024	42010	100-70-5410-3-36	224.00	224.00
HAMMES FIRE & SAFETY	EXTINGUISHER INSPECTIONS - GARAGE	04/25/2024	42011	100-70-5410-3-36	724.00	724.00
HAMMES FIRE & SAFETY	EXTINGUISHER INSPECTIONS - AQUATIC CENTER	04/25/2024	42012	100-20-5523-3-36	225.00	225.00
HAMMES FIRE & SAFETY	EXTINGUISHER INSPECTIONS - SAFETY BUILDING	04/25/2024	42013	100-70-5410-3-36	362.00	362.00
HAMMES FIRE & SAFETY	EXTINGUISHER INSPECTIONS - BASEBALL COMPLEX	04/25/2024	42014	100-20-5525-3-36	68.00	68.00
HAMMES FIRE & SAFETY	EXTINGUISHER INSPECTION - MCCUNE BEACH & PARKS	04/25/2024	42015	100-50-5232-3-36	235.00	235.00
Total HAMMES FIRE & SAFETY:						1,962.50
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	PARTS - REPLACE BALL JOINTS/CHANGE TRANS OIL & FILTER/REPAIR LEAKING TRANSFER CASE	04/25/2024	1022752	100-70-5411-3-36	264.66	264.66
HOMAN AUTO -GATEWAY	2024 CHEV SILVERADO 1500 TRUCK - DPW	05/09/2024	CITY240208	410-70-5412-4-00	40,100.00	40,100.00
Total HOMAN AUTO -GATEWAY:						40,364.66
HOME CONTRACTORS & SUPPLY INC						
HOME CONTRACTORS & SUPPLY INC	STAKES - MARK OUT PLOTS	05/09/2024	30095	100-20-5525-3-36	38.24	38.24
Total HOME CONTRACTORS & SUPPLY INC:						38.24
IIMC						
IIMC	ANNUAL MEMBERSHIP RENEWAL	04/25/2024	2024ANGIE	100-10-5141-3-34	185.00	185.00
Total IIMC:						185.00
JESSIFFANY CANINE SERVICES LLC						
JESSIFFANY CANINE SERVICES LLC	K9 ANNUAL JCS SEMINAR AND CERTIFICATION	05/09/2024	24-095	220-40-5212-3-38	150.00	150.00
Total JESSIFFANY CANINE SERVICES LLC:						150.00
JOHN FABICK TRACTOR CO						
JOHN FABICK TRACTOR CO	REPLACE HYDRAULIC OIL COOLER 102-84	04/25/2024	PIMK0323869	100-70-5411-3-36	1,116.31	1,116.31
JOHN FABICK TRACTOR CO	PARTS - REPLACE TAIL LIGHT	05/09/2024	PIMK0327944	100-70-5411-3-36	201.69	201.69
JOHN FABICK TRACTOR CO	PARTS - REPLACE TAIL LIGHT	05/09/2024	PIMK0327943	100-70-5411-3-36	239.89	239.89
Total JOHN FABICK TRACTOR CO:						1,557.89
JW MUDJACKING & POLY LEVELING						
JW MUDJACKING & POLY LEVELING	MUDJACK MCCUNE PARK	04/25/2024	2305-2310-45	100-20-5525-3-36	1,750.00	1,750.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
JW MUDJACKING & POLY LEVELING	MUDJACK BASEBALL COMPLEX SIDEWALK AREAS	05/09/2024	2305-2310-61	100-20-5525-3-36	3,500.00	3,500.00
JW MUDJACKING & POLY LEVELING	MUDJACK BASEBALL COMPLEX - ELEC ROOM/DUGOUT/S SIDE OF CONCESSION STAND	05/09/2024	2404-2520-30	100-20-5525-3-36	850.00	850.00
Total JW MUDJACKING & POLY LEVELING:						6,100.00
KIMBALL MIDWEST						
KIMBALL MIDWEST	SHOP SUPPLIES	04/25/2024	102111942	100-70-5411-3-36	1,145.04	1,145.04
Total KIMBALL MIDWEST:						1,145.04
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - MAR 2024	04/29/2024	DPW-MAR24	100-70-5411-3-38	5,009.31	5,009.31
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - MAR 2024	04/29/2024	PD-MAR24	100-40-5212-3-38	2,465.94	2,465.94
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - MAR 2024	04/29/2024	FD-MAR24	100-50-5232-3-38	281.29	281.29
Total KWIK TRIP STORES:						7,756.54
LANGENFELD, CASSANDRA						
LANGENFELD, CASSANDRA	MILEAGE REIMBURSEMENT WGFOA CONFERENCE	04/25/2024	42224	100-10-5153-3-37	85.76	85.76
LANGENFELD, CASSANDRA	LODGING REIMBURSEMENT WGFOA CONFERENCE	04/25/2024	42424	100-10-5153-3-37	95.00	95.00
Total LANGENFELD, CASSANDRA:						180.76
LARSON TRUCKING INC						
LARSON TRUCKING INC	HAULED GRAVEL FOR STREETS	04/25/2024	9131	100-70-5431-3-36	185.35	185.35
Total LARSON TRUCKING INC:						185.35
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	ACLS SERVICE- APRIL 2024	05/09/2024	21-0245	100-10-5255-3-38	5,500.00	5,500.00
Total LIFESTAR EMERGENCY MEDICAL:						5,500.00
LIVING WATERS CHEMISTRY LLC						
LIVING WATERS CHEMISTRY LLC	BOILER TESTING AND CHEMICALS	04/25/2024	1021	100-70-5410-3-36	177.00	177.00
Total LIVING WATERS CHEMISTRY LLC:						177.00
LYLE HULL & SON EQUIPMENT LLC						
LYLE HULL & SON EQUIPMENT LLC	RENTAL ROLLER FOR LAWNS	04/25/2024	436	100-70-5411-3-38	2,250.00	2,250.00
Total LYLE HULL & SON EQUIPMENT LLC:						2,250.00
MADISON AREA TECH COLLEGE						
MADISON AREA TECH COLLEGE	TUITION & FEES - DUMKE - CRIMINAL JUSTICE IDC	05/09/2024	CORP-000000	100-40-5215-3-37	121.46	121.46
Total MADISON AREA TECH COLLEGE:						121.46
MADISON MEDIA PARTNERS						
MADISON MEDIA PARTNERS	ORD #2024-004	05/09/2024	200936	100-10-5110-3-35	45.93	45.93
MADISON MEDIA PARTNERS	PUBLIC TEST - ELECTION 4-2-24	05/09/2024	199960	100-10-5142-3-35	9.32	9.32
MADISON MEDIA PARTNERS	TYPE D NOTICE FINAL - 4-2-24					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	ELECTION	05/09/2024	196187	100-10-5142-3-35	35.11	35.11
MADISON MEDIA PARTNERS	620 CLAGGETT AVE - PUBLIC HEARING NOTICE 5-6-24	05/09/2024	203376	100-10-5110-3-35	21.80	21.80
MADISON MEDIA PARTNERS	REZONING NOTICE - HERITAGE RIDGE 3-30-24	05/09/2024	200937	419-70-5435-3-38	26.79	26.79
Total MADISON MEDIA PARTNERS:						138.95
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 4/1/24 TO 5/1/24, COLOR COPY OVERAGE	04/25/2024	526539689	100-40-5211-3-38	160.91	160.91
Total MARCO TECHNOLOGIES LLC:						160.91
MARTENS ACE HARDWARE	COUPLE 1/2" PUSH	05/09/2024	235558	100-20-5525-3-36	32.99	32.99
MARTENS ACE HARDWARE	PAINT TRAY LINERS	05/09/2024	235563	100-20-5525-3-36	17.90	17.90
MARTENS ACE HARDWARE	FASTENERS - INSTALL KAYAK LAUNCH	05/09/2024	235594	100-20-5525-3-36	25.46	25.46
MARTENS ACE HARDWARE	PAINT - BASEBALL COMPLEX - PAINT COMPLEX BATHROOMS	05/09/2024	235596	100-20-5525-3-36	46.99	46.99
MARTENS ACE HARDWARE	PARTS/SUPPLIES- REPAIR OUTLET @ CITY GARAGE	05/09/2024	235576	100-70-5412-3-36	25.53	25.53
MARTENS ACE HARDWARE	J BEND/P TRAP - REPAIR WATER LEAKS @ PARKS	05/09/2024	235662	100-20-5525-3-36	11.98	11.98
MARTENS ACE HARDWARE	WIRE ROPES/CABLE - BATTING CAGE @ GUS	05/09/2024	235695	100-20-5525-3-36	161.94	161.94
MARTENS ACE HARDWARE	FASTENERS - BOLTS FOR KAYAK LAUNCH	05/09/2024	235700	100-20-5525-3-36	9.96	9.96
MARTENS ACE HARDWARE	RING WAX BOWL - HARRIS MILL REPAIR LEAKING TOILET	05/09/2024	235787	100-20-5525-3-36	3.99	3.99
MARTENS ACE HARDWARE	ELEMENT - MCCUNE WATER HEATER	05/09/2024	235814	100-20-5525-3-36	17.99	17.99
MARTENS ACE HARDWARE	FAUCET - REPLACE FAUCET IN CONCESSION STAND	05/09/2024	235816	100-20-5525-3-36	54.99	54.99
MARTENS ACE HARDWARE	LINK CHAIN QUICK - DUMPBOX CHAIN	05/09/2024	235882	100-70-5411-3-36	6.58	6.58
MARTENS ACE HARDWARE	BATTERIES	05/09/2024	235902	100-70-5410-3-36	35.98	35.98
MARTENS ACE HARDWARE	THRD ROD/FASTENERS	05/09/2024	235916	100-70-5411-3-36	20.21	20.21
MARTENS ACE HARDWARE	PAPERTOWEL - LIBRARY	05/09/2024	235937	100-70-5410-3-38	16.99	16.99
MARTENS ACE HARDWARE	CONCRETE MIX - INLET REPAIR	05/09/2024	235943	700-10-5192-3-36	71.94	71.94
MARTENS ACE HARDWARE	CONCRETE MIX - INLET REPAIR	05/09/2024	235944	700-10-5192-3-36	71.94	71.94
MARTENS ACE HARDWARE	WEED PREVENTER	05/09/2024	235961	100-70-5613-3-38	64.99	64.99
MARTENS ACE HARDWARE	FASTENERS - INTALL DONATED BENCHES @ WILCOX	05/09/2024	236035	100-20-5525-3-36	12.51	12.51
MARTENS ACE HARDWARE	WIRE BRUSH	05/09/2024	236041	100-20-5523-3-36	6.99	6.99
MARTENS ACE HARDWARE	MOUNTING TAPE/KIT PLAS	05/09/2024	236079	100-20-5523-3-36	31.98	31.98
MARTENS ACE HARDWARE	WEED PREVENTER	05/09/2024	236064	100-70-5613-3-38	64.99	64.99
MARTENS ACE HARDWARE	CEMENT ROOF WET/DRY - WEST END PARK - REPAIR SHED ROOF	05/09/2024	236091	100-20-5525-3-36	5.99	5.99
MARTENS ACE HARDWARE	FLEX TAPE MINI	05/09/2024	263096	100-20-5523-3-36	7.99	7.99
MARTENS ACE HARDWARE	HOSE BARB/VINYL TUBING PVC	05/09/2024	236113	100-20-5523-3-36	23.69	23.69
MARTENS ACE HARDWARE	CONNECTOR	05/09/2024	236118	100-70-5411-3-36	13.99	13.99
MARTENS ACE HARDWARE	WASHER POLY - FIX WATER LEAK @ ZOELLNER PARK	05/09/2024	236124	100-20-5525-3-36	2.79	2.79
MARTENS ACE HARDWARE	CEMENT PVC/ALL PURPOSE CLEANER	05/09/2024	236126	100-70-5412-3-36	34.98	34.98
MARTENS ACE HARDWARE	CONCRETE PATCH VINYL - REPAIR CONCRETE BY DUGOUT - BASEBALL COMPLEX	05/09/2024	236176	100-20-5525-3-36	44.97	44.97
MARTENS ACE HARDWARE	P TRAP/J BEND/CORD POWER BLOCK - PD - REPLACE BUBBLER	05/09/2024	236179	100-70-5410-3-36	31.97	31.97
MARTENS ACE HARDWARE	ELBOW EVOPEX - PD - REPLACE BUBBLER	05/09/2024	236181	100-70-5410-3-36	7.99	7.99
MARTENS ACE HARDWARE	CHIP BRUSH/VACCUM CLEANER BAGS	05/09/2024	236182	100-70-5411-3-36	49.57	49.57

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
MARTENS ACE HARDWARE	PRESSURE WASHER GUN	05/09/2024	236195	100-20-5523-3-36	32.99	32.99
MARTENS ACE HARDWARE	PARTS FOR POOL SET-UP	05/09/2024	236198	100-20-5523-3-36	11.98	11.98
MARTENS ACE HARDWARE	PRESSURE WASHER GUN - OTHER ONE WAS RETURNED - PUSH COUPLING	05/09/2024	236203	100-20-5523-3-36	4.99	4.99
MARTENS ACE HARDWARE	HOSE FOR PRESSURE WASHER/PARTS	05/09/2024	236217	100-20-5523-3-36	75.97	75.97
MARTENS ACE HARDWARE	PARTS - REPAIR WATER LEAK @ SAFETY BUILDING	05/09/2024	236184	100-70-5410-3-36	34.95	34.95
Total MARTENS ACE HARDWARE:						1,199.63
MATOUSHEK JR., MICHAEL						
MATOUSHEK JR., MICHAEL	MILEAGE REIMBURSEMENT - ENVISION GREATER FDL ANNUAL MEETING	05/09/2024	4-25-24	100-10-5110-3-37	23.32	23.32
Total MATOUSHEK JR., MICHAEL:						23.32
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	PARTS - MCCUNE BEACH - VANDALISM DOOR REPAIR	04/25/2024	52949	100-20-5525-3-36	29.62	29.62
MENARDS - BEAVER DAM	SAFETY BUILDING - REPLACE CEILING TILES WHERE LEAKING	05/09/2024	53996	100-70-5410-3-36	87.52	87.52
Total MENARDS - BEAVER DAM:						117.14
MICK FISCHER TROPHY AND ENGRAVING						
MICK FISCHER TROPHY AND ENGRA	LASER ENGRAVED MUGS	05/09/2024	4185	100-40-5214-3-38	447.00	447.00
Total MICK FISCHER TROPHY AND ENGRAVING:						447.00
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	WILSON & SHALER DRIVE EXTENSION PROJECT	04/25/2024	003729	419-70-5436-8-00	13,708.72	13,708.72
Total MSA PROFESSIONAL SERVICES INC:						13,708.72
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	V-BELTS	04/25/2024	404958	100-70-5412-3-36	23.94	23.94
NAPA AUTO PARTS-WAUPUN	O-RING	04/25/2024	405046	100-70-5411-3-36	3.22	3.22
NAPA AUTO PARTS-WAUPUN	SOCKET FOR TRAILER ADAPTER	04/25/2024	405723	100-70-5411-3-36	12.04	12.04
NAPA AUTO PARTS-WAUPUN	CREDIT	04/25/2024	405839	100-70-5412-3-36	12.14	12.14
NAPA AUTO PARTS-WAUPUN	HOSE CLAMP/FITTINGS/PIPE NIPPLE - REPAIR LEAKING AIR DRYER	04/25/2024	406517	100-70-5411-3-36	49.29	49.29
NAPA AUTO PARTS-WAUPUN	EXTERNAL PIPE - REPAIR LEAKING AIR DRYER	04/25/2024	406570	100-70-5411-3-36	10.18	10.18
NAPA AUTO PARTS-WAUPUN	HOSE CLAMP/CABLE TIE - REPAIR LEAKING AIR DRYER	04/25/2024	406609	100-70-5411-3-36	19.98	19.98
NAPA AUTO PARTS-WAUPUN	FLUID FILTERS/RETAINERS/RIVET - PD	04/25/2024	406908	100-40-5212-3-36	101.46	101.46
NAPA AUTO PARTS-WAUPUN	THREADLOCKER/BRAKE CALIPER PRESS	04/25/2024	407092	100-70-5411-3-36	83.28	83.28
NAPA AUTO PARTS-WAUPUN	CREDIT	04/25/2024	2212024	100-70-5411-3-36	1.00	1.00
NAPA AUTO PARTS-WAUPUN	WIPERS	05/09/2024	408727	100-50-5231-3-36	93.96	93.96
NAPA AUTO PARTS-WAUPUN	BLINKER BULBS FOR 599	05/09/2024	409014	100-50-5231-3-36	44.56	44.56
NAPA AUTO PARTS-WAUPUN	GEAR OIL FOR 599	05/09/2024	409649	100-50-5231-3-36	49.47	49.47
Total NAPA AUTO PARTS-WAUPUN:						478.24
NEENAH FOUNDRY COMPANY						
NEENAH FOUNDRY COMPANY	STORM SEWER- FOOD TRUCK ALLEY	05/09/2024	150046	405-70-5437-8-00	2,215.67	2,215.67

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total NEENAH FOUNDRY COMPANY:						2,215.67
NOREGON SYSTEMS INC						
NOREGON SYSTEMS INC	ANNUAL FEE JPRO SHOP	04/25/2024	INV00227066	100-70-5411-3-38	1,699.00	1,699.00
Total NOREGON SYSTEMS INC:						1,699.00
OPEN TEXT INC						
OPEN TEXT INC	IGC STANDARD SUPPORT/BRAVAI DESKTOP	04/25/2024	RC752474	100-40-5211-3-38	123.12	123.12
Total OPEN TEXT INC:						123.12
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	STEEL TANDEM - REPLACE RIGHT REAR BRAKE CHAMBER	05/09/2024	2391-139926	100-70-5411-3-36	69.86	69.86
O'REILLY AUTOMOTIVE INC	OIL FILTER/AT FILTER	05/09/2024	2391-138737	100-70-5411-3-36	31.30	31.30
O'REILLY AUTOMOTIVE INC	REGULATOR	05/09/2024	2391-138059	100-70-5411-3-36	96.99	96.99
O'REILLY AUTOMOTIVE INC	OIL FILTERS	05/09/2024	2391-140400	100-70-5411-3-36	41.00	41.00
Total O'REILLY AUTOMOTIVE INC:						239.15
OSHKOSH FIRE & POLICE EQUIPMNT						
OSHKOSH FIRE & POLICE EQUIPMNT	ANNUAL AIR TEST RENEWAL	05/09/2024	193827	100-50-5232-3-36	230.00	230.00
Total OSHKOSH FIRE & POLICE EQUIPMNT:						230.00
PAYMENT SERVICE NETWORK INC						
PAYMENT SERVICE NETWORK INC	CITY OF WAUPUN CLINIC PAYMENTS - 3/1/24-3/31/24	04/29/2024	292963	100-10-5256-3-38	5.25	5.25
Total PAYMENT SERVICE NETWORK INC:						5.25
PETERSEN, CLAIRE						
PETERSEN, CLAIRE	MILEAGE - DROP OF ELECTION MACHINE FOR MAINT - FDL CTY	05/09/2024	4-30-24	100-10-5142-3-37	26.80	26.80
Total PETERSEN, CLAIRE:						26.80
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REIMBURSE BILLE - WORK PERMIT	04/25/2024	4-24-24	100-20-5525-3-38	36.80	36.80
PETTY CASH-CITY HALL	START UP CASH DRAWER FOR AQUATIC CENTER	05/09/2024	4-30-24	100-11801	260.00	260.00
Total PETTY CASH-CITY HALL:						296.80
PETTY CASH-POLICE DEPT						
PETTY CASH-POLICE DEPT	PETTY CASH - POSTAGE USPS	05/09/2024	04302024	100-40-5211-3-33	3.64	3.64
Total PETTY CASH-POLICE DEPT:						3.64
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	SUPPLIES - GARAGE	04/25/2024	8171	100-70-5410-3-38	79.10	79.10
PIGGLY WIGGLY DISCOUNT FOODS	SUPPLIES - GARAGE	05/09/2024	2128	100-70-5410-3-38	18.28	18.28
Total PIGGLY WIGGLY DISCOUNT FOODS:						97.38

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
PITNEY BOWES INC						
PITNEY BOWES INC	INK CARTRIDGE FOR POSTAGE MACHINE	05/09/2024	1025277761	100-10-5141-3-36	132.79	132.79
Total PITNEY BOWES INC:						132.79
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT MAY 24	05/09/2024	50094	100-10-5197-3-38	126.50	126.50
PROS 4 TECHNOLOGY INC	AGREEMENT MANAGED BACKUP SERVICE MAY 24	05/09/2024	50095	100-10-5197-3-38	84.00	84.00
PROS 4 TECHNOLOGY INC	AGREEMENT ADVANCED SECURITY MAY 23	05/09/2024	50093	100-10-5197-3-38	632.00	632.00
PROS 4 TECHNOLOGY INC	IT MANAGEMENT MAY 24	05/09/2024	50092	100-10-5197-3-38	2,785.00	2,785.00
Total PROS 4 TECHNOLOGY INC:						3,627.50
SALAMONE SUPPLIES						
SALAMONE SUPPLIES	BUILDING SUPPLIES	04/25/2024	173157	100-70-5410-3-38	569.34	569.34
Total SALAMONE SUPPLIES:						569.34
SAN-A-CARE INC						
SAN-A-CARE INC	BUILDING SUPPLIES	05/09/2024	621383	100-70-5410-3-38	665.37	665.37
SAN-A-CARE INC	BUILDING SUPPLIES	05/09/2024	622086	100-70-5410-3-38	461.43	461.43
Total SAN-A-CARE INC:						1,126.80
SHARE CORPORATION						
SHARE CORPORATION	VANDAL MARK REMOVER	05/09/2024	267310	100-70-5410-3-36	235.39	235.39
SHARE CORPORATION	CLEANER - REMOVE STAINS FROM FLOORING	05/09/2024	267639	100-20-5523-3-36	167.88	167.88
Total SHARE CORPORATION:						403.27
SHERWIN INDUSTRIES						
SHERWIN INDUSTRIES	FREIGHT	04/25/2024	SS101929	100-70-5431-3-36	1,100.40	1,100.40
Total SHERWIN INDUSTRIES:						1,100.40
SIEBERS, DANIEL						
SIEBERS, DANIEL	MILEAGE REIMBURSEMENT - ENVISION GREATER FDL ANNUAL MEETING	05/09/2024	4-25-24	100-10-5110-3-37	23.32	23.32
Total SIEBERS, DANIEL:						23.32
SMA CONSTRUCTION SERVICES						
SMA CONSTRUCTION SERVICES	SENIOR/COMMUNITY CENTER PAYMENT #5	04/25/2024	PYMT NUMBE	400-20-5513-8-00	491,140.00	491,140.00
Total SMA CONSTRUCTION SERVICES:						491,140.00
SMITS & BLAZEL LAW OFFICE						
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES - BALEY	05/09/2024	16031	100-10-5161-3-38	98.00	98.00
Total SMITS & BLAZEL LAW OFFICE:						98.00
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	WELLNESS CLINIC UTILITY SHARE SHARED SUPPLIES - APRIL 2024	05/09/2024	42528	100-13850	5,350.41	5,350.41

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total SSM HEALTH AT WORK:						5,350.41
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	BLOOD DRAWS - APRIL 2024	05/09/2024	4605164	100-40-5213-3-38	40.00	40.00
Total SSM HEALTH LABORATORIES:						40.00
STAPLES						
STAPLES	OFFICE SUPPLIES - CLERK	05/09/2024	6001816164	100-10-5141-3-30	24.98	24.98
STAPLES	SHARPIE MARKERS - DPW	05/09/2024	6001816166	100-70-5412-3-38	15.98	15.98
Total STAPLES:						40.96
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	REPAIR WATER LEAK ON BACKFLOW VALVE CITY HALL	05/09/2024	15676	100-70-5410-3-36	88.50	88.50
STOBB PLUMBING & HEATING INC	STORM SEWER FOOD TRUCK ALLEY	05/09/2024	15675	405-70-5437-8-00	56.00	56.00
STOBB PLUMBING & HEATING INC	REPAIR WATER HEATER BASEBALL COMPLEX GARAGE	05/09/2024	15674	100-20-5525-3-36	84.00	84.00
Total STOBB PLUMBING & HEATING INC:						228.50
SULLIVAN, TED						
SULLIVAN, TED	CLOTHING ALLOWANCE - SULLIVAN	04/25/2024	4-24-24	100-12634	295.29	295.29
Total SULLIVAN, TED:						295.29
SUNBELT RENTALS						
SUNBELT RENTALS	CONCRETE PLANER - SIDEWALK REPAIR	05/09/2024	153461966-00	100-70-5444-3-36	309.91	309.91
Total SUNBELT RENTALS:						309.91
TIMOTHY S HAMMES						
TIMOTHY S HAMMES	FD EXTINGUISHER SERVICE CALL/RECHARGE	04/25/2024	41896	100-50-5232-3-36	121.00	121.00
TIMOTHY S HAMMES	EXTINGUISHER INSPECTIONS - SENIOR CENTER	04/25/2024	41873	100-70-5410-3-36	47.00	47.00
TIMOTHY S HAMMES	EXTINGUISHER INSPECTIONS - MUSEUM	04/25/2024	41874	100-70-5410-3-36	8.00	8.00
TIMOTHY S HAMMES	EXTINGUISHER INSPECTION - MCCUNE BEACH & PARKS	04/25/2024	41875	100-70-5410-3-36	24.00	24.00
TIMOTHY S HAMMES	EXTINGUISHER INSPECTIONS - CITY HALL	04/25/2024	41876	100-70-5410-3-36	190.00	190.00
Total TIMOTHY S HAMMES:						390.00
TOP PACK DEFENSE						
TOP PACK DEFENSE	CLOTHING ALLOWANCE - CUPERY	04/25/2024	13057	100-12634	172.78	172.78
TOP PACK DEFENSE	CLOTHING ALLOWANCE - ROBERTS	05/09/2024	13076	100-12634	184.28	184.28
Total TOP PACK DEFENSE:						357.06
TRAFFIC & PARKING CONTROL CO						
TRAFFIC & PARKING CONTROL CO	BANNER POLES FOR LIGHT POLES ON SPRING ST	04/25/2024	1777217	100-70-5441-3-36	261.86	261.86
Total TRAFFIC & PARKING CONTROL CO:						261.86

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
TRIPLE CROWN PRODUCTS						
TRIPLE CROWN PRODUCTS	SAFETY CLOTHING	04/25/2024	353096	100-70-5412-3-38	100.25	100.25
Total TRIPLE CROWN PRODUCTS:						100.25
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR APRIL 2024	05/09/2024	CW050124	100-70-5410-3-38	4,175.61	4,175.61
Total TRU CLEANERS LLC:						4,175.61
TRUCK EQUIPMENT INC						
TRUCK EQUIPMENT INC	PARTS - REPAIR REAR BRAKE #5-09	04/25/2024	1095094-00	100-70-5411-3-36	113.19	113.19
TRUCK EQUIPMENT INC	REPAIR REAR STROBE LIGHT	05/09/2024	1098161-00	100-70-5411-3-36	196.00	196.00
TRUCK EQUIPMENT INC	CREDIT	05/09/2024	1073328-00	100-70-5411-3-36	192.00-	192.00-
Total TRUCK EQUIPMENT INC:						117.19
US CELLULAR						
US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - APRIL 2024	05/09/2024	0648264698	100-10-5191-3-31	388.08	388.08
Total US CELLULAR:						388.08
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - APRIL 2024	05/09/2024	APR2024	100-10-5161-3-38	5,090.00	5,090.00
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - APRIL 2024	05/09/2024	15533	100-10-5161-3-38	150.00	150.00
Total VANDEZANDE & KAUFMAN, LLP:						5,240.00
VERTICAL CONSULTANTS LLC						
VERTICAL CONSULTANTS LLC	CONSULTING SERVICES - US CELL/CELL SITE LEASE	05/09/2024	17852	404-10-5711-3-38	671.50	671.50
Total VERTICAL CONSULTANTS LLC:						671.50
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	005504-00002 GENERAL - PD RECORDS REQUEST	04/25/2024	455929	100-10-5194-3-38	345.00	345.00
Total VON BRIESEN & ROPER, S.C.:						345.00
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - MAY 2024	05/09/2024	MAY2024	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - APRIL 2024	05/09/2024	6128	100-70-5420-3-31	62.28	62.28
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - APRIL 2024	05/09/2024	6149	700-10-5192-3-38	877.00	877.00
Total WAUPUN UTILITIES:						939.28
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT	04/29/2024	ANGIE-FEB24	400-48-4813-0-00	393.97	393.97
WELLS FARGO PAYMENT REMITT	FIVE BELOW - SENIOR CENTER					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
WELLS FARGO PAYMENT REMITT	GAMES	04/29/2024	RACHEL-FEB	100-20-5513-3-38	150.00	150.00
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 3/4/24-4/3/24	04/29/2024	BRET-MAR24	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT	04/29/2024	JEREMY-MAR	400-48-4813-0-00	1,352.76	1,352.76
WELLS FARGO PAYMENT REMITT	EBAY - DRIVE SPROCKET & BEARING	04/29/2024	JEFF-FEB24/	100-70-5411-3-36	319.60	319.60
WELLS FARGO PAYMENT REMITT	IMS ALLIANCE - FIREFIGHTER ACCOUNTABILITY TAGS	04/29/2024	BJ-FEB24/MA	100-50-5232-3-38	1,110.51	1,110.51
Total WELLS FARGO PAYMENT REMITT:						3,506.81
WERNER ELECTRIC SUPPLY	FOOD TRUCK ALLEY PROJECT	04/25/2024	S7368034.002	405-70-5436-8-00	3,454.74	3,454.74
WERNER ELECTRIC SUPPLY	FOOD TRUCK ALLEY PROJECT	04/25/2024	S7368034.001	405-70-5436-8-00	41.14	41.14
WERNER ELECTRIC SUPPLY	SEALTITE STRAIGHT CONNECTOR - FOOD TRUCK ALLEY	05/09/2024	S7368034.004	405-70-5437-8-00	8.76	8.76
WERNER ELECTRIC SUPPLY	WIRE TROUGH - FOOD TRUCK ALLEY	05/09/2024	S7368034.005	405-70-5437-8-00	95.03	95.03
WERNER ELECTRIC SUPPLY	FLEX STEEL COIL/COPPER CUT COIL/FLEX CONNECTOR - FOOD TRUCK ALLEY	05/09/2024	S7390933.001	405-70-5437-8-00	279.05	279.05
WERNER ELECTRIC SUPPLY	CREDIT - FOOD TRUCK ALLEY	05/09/2024	S7368034.006	405-70-5437-8-00	8.15-	8.15-
Total WERNER ELECTRIC SUPPLY:						3,870.57
WI BUILDING SUPPLY	WOOD FOR FORMING SIDEWALK BENCH AREAS	04/25/2024	3547457	100-70-5444-3-36	97.36	97.36
Total WI BUILDING SUPPLY:						97.36
WI DEPART OF JUSTICE	TIME SYSTEM-QUARTERLY BILLING	04/25/2024	455TIME-0000	100-40-5212-3-38	345.75	345.75
WI DEPART OF JUSTICE	4/1/24-6/30/24					
Total WI DEPART OF JUSTICE:						345.75
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - APR 2024	05/09/2024	G3369-APR24	100-40-5213-3-38	140.00	140.00
Total WI DEPT OF JUSTICE:						140.00
WI DEPT OF NATURAL RESOURCES	STORMWATER MUNICIPAL GENERAL FEE	05/09/2024	114115540-20	700-10-5192-3-38	1,500.00	1,500.00
WI DEPT OF NATURAL RESOURCES	SW WOODBURNING SITE LIC #4823	05/09/2024	420014100-20	100-70-5443-3-38	165.00	165.00
Total WI DEPT OF NATURAL RESOURCES:						1,665.00
XAVUS SOLUTIONS LLC	MYSENIORCENTER MANAGEMENT SYSTEM/TOUCHSCREEN APPLICATION	04/25/2024	23647a	100-10-5197-3-38	4,565.00	4,565.00
Total XAVUS SOLUTIONS LLC:						4,565.00
Grand Totals:						786,404.37

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	67.73	.00	67.73
100-10-5110-3-37	316.64	.00	316.64
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	206.54	.00	206.54
100-10-5141-3-31	67.07	.00	67.07
100-10-5141-3-34	185.00	.00	185.00
100-10-5141-3-36	469.06	.00	469.06
100-10-5142-1-10	60.00	.00	60.00
100-10-5142-3-35	44.43	.00	44.43
100-10-5142-3-37	53.60	.00	53.60
100-10-5142-3-38	766.12	.00	766.12
100-10-5143-3-38	183.67	.00	183.67
100-10-5153-3-37	180.76	.00	180.76
100-10-5157-3-38	725.00	.00	725.00
100-10-5161-3-38	5,338.00	.00	5,338.00
100-10-5163-3-38	3,694.00	.00	3,694.00
100-10-5191-3-31	67.07	.00	67.07
100-10-5194-3-38	345.00	.00	345.00
100-10-5197-3-31	485.40	.00	485.40
100-10-5197-3-38	8,235.48	.00	8,235.48
100-10-5255-3-38	5,500.00	.00	5,500.00
100-10-5256-3-38	3,645.27	.00	3,645.27
100-10-5534-3-36	532.00	.00	532.00
100-10-5534-3-38	158.63	.00	158.63
100-11801	260.00	.00	260.00
100-12634	1,227.59	.00	1,227.59
100-13850	2,245.16	.00	2,245.16
100-20-5512-3-32	151.12	.00	151.12
100-20-5513-3-30	64.96	.00	64.96
100-20-5513-3-31	92.17	.00	92.17
100-20-5513-3-32	72.31	.00	72.31
100-20-5513-3-38	25.00	.00	25.00
100-20-5523-3-32	86.79	.00	86.79
100-20-5523-3-36	589.46	.00	589.46
100-20-5523-3-38	166.14	.00	166.14
100-20-5525-3-36	7,359.18	.00	7,359.18
100-20-5525-3-38	10.00	.00	10.00
100-20-5525-3-39	910.00	.00	910.00
100-21100	225.14	98,137.58-	97,912.44-
100-30-5152-3-38	3,200.13	.00	3,200.13
100-34059	3,938.32	.00	3,938.32
100-40-5211-3-30	123.81	.00	123.81
100-40-5211-3-31	129.40	.00	129.40
100-40-5211-3-32	179.46	.00	179.46
100-40-5211-3-33	3.64	.00	3.64
100-40-5211-3-38	477.74	.00	477.74
100-40-5212-3-36	2,073.51	.00	2,073.51
100-40-5212-3-38	3,506.29	.00	3,506.29
100-40-5213-3-38	1,089.08	.00	1,089.08
100-40-5214-3-38	447.00	.00	447.00
100-40-5215-3-37	603.46	.00	603.46
100-40-5343-3-38	1,000.00	.00	1,000.00
100-45-4511-0-00	45.00	.00	45.00
100-50-5230-3-31	41.72	.00	41.72
100-50-5230-3-38	25.50	.00	25.50
100-50-5231-3-31	208.57	.00	208.57
100-50-5231-3-32	100.94	.00	100.94
100-50-5231-3-34	545.00	.00	545.00

GL Account	Debit	Credit	Proof
100-50-5231-3-36	187.99	.00	187.99
100-50-5232-3-36	586.00	.00	586.00
100-50-5232-3-38	1,294.86	.00	1,294.86
100-50-5251-3-31	27.81	.00	27.81
100-70-5410-3-32	1,263.61	.00	1,263.61
100-70-5410-3-36	6,840.28	.00	6,840.28
100-70-5410-3-38	7,150.64	.00	7,150.64
100-70-5411-3-36	5,386.52	213.00-	5,173.52
100-70-5411-3-38	8,858.02	.00	8,858.02
100-70-5412-3-31	95.64	.00	95.64
100-70-5412-3-32	589.18	.00	589.18
100-70-5412-3-36	186.44	12.14-	174.30
100-70-5412-3-38	320.72	.00	320.72
100-70-5420-3-31	197.28	.00	197.28
100-70-5431-3-36	781.57	.00	781.57
100-70-5435-3-36	1,041.99	.00	1,041.99
100-70-5441-3-36	261.86	.00	261.86
100-70-5443-3-38	165.00	.00	165.00
100-70-5444-3-36	407.27	.00	407.27
100-70-5613-3-38	129.98	.00	129.98
210-21100	.00	230.71-	230.71-
210-60-5511-3-31	230.71	.00	230.71
220-21100	.00	245.64-	245.64-
220-40-5212-3-38	245.64	.00	245.64
230-21100	.00	7,926.56-	7,926.56-
230-30-5241-3-38	7,926.56	.00	7,926.56
300-10-5943-6-00	800.00	.00	800.00
300-21100	.00	800.00-	800.00-
400-20-5512-8-00	5,000.00	.00	5,000.00
400-20-5513-8-00	518,769.30	.00	518,769.30
400-21100	164.11	523,769.30-	523,605.19-
400-48-4813-0-00	.00	164.11-	164.11-
401-21100	.00	725.00-	725.00-
401-70-5436-3-39	725.00	.00	725.00
404-10-5711-3-38	671.50	.00	671.50
404-21100	.00	671.50-	671.50-
405-21100	8.15	23,246.92-	23,238.77-
405-70-5436-3-39	725.00	.00	725.00
405-70-5436-8-00	10,750.19	.00	10,750.19
405-70-5437-8-00	11,771.73	8.15-	11,763.58
407-21100	.00	725.00-	725.00-
407-70-5436-3-39	725.00	.00	725.00
408-21100	.00	725.00-	725.00-
408-70-5436-3-39	725.00	.00	725.00
410-21100	.00	41,486.30-	41,486.30-
410-40-5211-4-00	489.80	.00	489.80
410-50-5231-4-00	896.50	.00	896.50
410-70-5412-4-00	40,100.00	.00	40,100.00
418-21100	.00	725.00-	725.00-
418-70-5436-3-39	725.00	.00	725.00
419-21100	.00	14,591.08-	14,591.08-
419-70-5435-3-38	158.36	.00	158.36
419-70-5436-3-38	724.00	.00	724.00
419-70-5436-8-00	13,708.72	.00	13,708.72
420-21100	98.46	12,531.78-	12,433.32-
420-70-5436-3-38	12,531.78	98.46-	12,433.32
425-21100	370.42	34,356.45-	33,986.03-
425-70-5476-3-38	34,356.45	370.42-	33,986.03

GL Account	Debit	Credit	Proof
430-21100	.00	9,179.79-	9,179.79-
430-70-5436-3-42	9,179.79	.00	9,179.79
501-10-5154-3-38	12,230.43	.00	12,230.43
501-21100	.00	12,230.43-	12,230.43-
700-10-5192-3-36	1,888.39	.00	1,888.39
700-10-5192-3-38	2,825.06	.00	2,825.06
700-10-5192-3-39	253.16	.00	253.16
700-21100	.00	4,966.61-	4,966.61-
Grand Totals:	788,136.93	788,136.93-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = "Calculated"

Invoice.Batch = "043024","A","051424"



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, March 05, 2024 at 9:30 AM

Meeting called to order at 9:30 am by chairperson Westphal.

Roll call taken with the following members present: Jason Westphal, Pete Kaczmarek, Rohn Bishop, Dan Siebers, Lisa McArthur and Steve Brooks. Also present Dan Vande Zande, Administrator Kathy Schlieve and Assistant Administrator Casey Langenfeld, Jeff Daane, and Raina Lyman.

Motion Siebers, second McArthur to approve the consent agenda, including minutes from January 30, 2024 as presented. Carried unanimously.

Motion Bishop, second Kaczmarek to adjourn into closed session under Section 19.85 (1) of the WI Statutes for: (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Carried unanimously.

Discussed:

3. Disposition of 301 E Main Street in TID 3
4. Future Housing Development
5. Sale of City Owned Land in TID 9
6. Sale of City Owned Land in TID 7 Heritage Ridge Business Park
7. Investing Public Funds to Support Development in TID 6
8. Investing Public Funds to Acquire Land Along Gateway Drive for Stormwater
9. Investing public funds in redevelopment of Parcel WPN1415330700500

Motion Bishop, second Siebers to reconvene in open session under Section 19.85(2) of the WI Statutes. Carried unanimously.

There is no action from closed session.

Motion Kaczmarek, second McAuther to adjourn at 11:12 am. Carried unanimously.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, April 8, 2024**

Meeting called to order by President Heeringa at 4:06 p.m.

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

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from March 11, 2024 meeting.

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

On motion by Daane, seconded by Siebers and unanimously carried, year-to-date financial reports through February 2024 approved as presented by Finance Director Stanek. Electric operating income was \$115,700. Water operating income was \$192,400. Sewer operating income was \$75,700.

General Manager Brooks provided an update on outages and call-ins. There has been an uptick as of recent of call-ins due to low/downed wires. Majority of instances are found to be communication wires, however is still important WU responds to identify if wire is or is not one of our wires for safety reasons. Electric distribution system performed well throughout the snow event that occurred April 2nd-3rd. Due to weather conditions, the transmission feeder to the City of Waupun experienced intermittent outages causing blinking lights across WU service territory.

Treatment Facilities and Operations Superintendent Schramm provided an update on operations, training and maintenance completed by water/wastewater treatment facilities and water/wastewater distribution/collection staff. New membranes have arrived for Train 1 at water treatment facility. Facility treatment staff does great in their work of preventative maintenance, helping extend life of membranes past their max life. Max life of membranes is 5-6 years. Train 1 membranes were last exchanged in 2015. An integral moment of ABNR project and process, treatment facilities staff participated in a five-day training of the dryer operations allowing staff to learn and perform start-up, shut down, operation adjustments, preventative maintenance and troubleshooting scenarios. Dryer feed was 5% solids and through process of extracting remaining moisture, finished product from run time was 1700 lbs. at 98% solids, well within design specifications.

Aaron Worthman, Partner and Ryan Theiler, Manager of Baker Tilly, presented via Zoom the 2023 financial statement audit. Financial audit is performed in accordance with generally accepted and government auditing standards. Audit objective is to provide reasonable assurance that financial statements are free from material misstatement. Financial statements of Waupun Utilities received an unmodified opinion, which is highest level of assurance to receive. Worthman expressed appreciation for being able to work for WU and complimented Finance Director Stanek and team for a job well done.

On motion by Thurmer, seconded by Daane and unanimously carried, meeting adjourned at 5:14 p.m.

The next regular commission meeting will be held on May 13, 2024 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, April 09, 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 Ledesma

Council absent/excused: Alderman Westphal

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

Management Virtual: City Clerk/Treasurer Hull, Finance Director Langenfeld

Management absent and excused: Utility Finance Director Stanek

Audience in-person: Jaedon Buchholz

Audience Virtual: Jason Whitford

PERSONS WISHING TO ADDRESS COUNCIL

No persons appear before the Common Council.

RESOLUTIONS AND ORDINANCES

1. Ordinance to create Ch 11.14 entitled Licenses and Permits-Public Arts

Staff have been working with Waupun City of Sculpture on the creation of a public art ordinance of which a draft is provided to the Council. Minor language modifications have been suggested and will be under consideration.

Motion Matoushek, second Kunz to accept the first reading for the creation an ordinance to create Ch.11.14 entitled Licenses and Permits for the inclusion of Public Arts to include the language modifications. Motion carried 5-0 on roll call.

2. Resolution to Remove Prohibition of Direct Ingress and Egress Between Lots 1 and 5 (Inclusive) Block 2, and Lots 1 and 3 of Block 3, and STH 49 from Harris Park Subdivision

Motion Ledesma, second Matoushek to adopt Resolution 04-09-24-01 a resolution to Remove Prohibition of Direct Ingress and Egress Between Lots 1 and 5 (Inclusive) Block 2, and Lots 1 and 3 of Block 3, and STH 49 from Harris Park Subdivision. Motion carried 5-0 on roll call.

At 6:05pm Alderman Westphal appears virtually.

CONSIDERATION - ACTION

2. Establish 2024 City of Waupun Halloween Trick or Treating Date and Hours

The Downtown Promotions Committee wishes to hold “Halloween on Main” for Saturday, October 26, 2024, from 2pm-4pm. Prior years, the city considers city wide trick or treating directly following Halloween on Main until 6pm.

Motion Kunz, second Siebers to establish City of Waupun 2024 City Wide celebration of Trick or Treating on Saturday, October 26, 2024, from 4pm-6pm. Motion carried 6-0.

3. Approve and Authorize Publication of Multi-Family Housing Request for Information in Heritage Ridge Business Park TID 9

City owned land, parcels 292-1315-0932-035 and 292-1315-0932-030, that abuts the Heritage Ridge Business Park have been prepared for development and rezoned to support mixed use for multi-family. Staff requests approval to seek request for proposals for TID 9 mixed use Development.

Motion Siebers, second Kunz to approve the request for information to solicit a multi-family housing developer to parcels 292-1315-0932-035 and 292-1315-0932-030 in the Heritage Ridge Business Park. Motion carried 6-0.

4. Approve Recommendation of Public Art Selection and Placement for 2024 Waupun Sculpture Tour

Motion Ledesma, second Matoushek to approve the sculpture selection and placement recommendation from Waupun City of Sculpture for five rotating exhibits in the Central Business District. It is understood that installation will occur by June of 2024 and that the exhibits will remain in place through May of 2025, and that new installations for 2025-2026 will follow the guidelines of the public art ordinance permitting process currently in draft form. Motion carried 6-0.

5. Authorize Disposition of Structures on City-owned property at N11363 State Rd 26

Staff recently issued a request for bid in moving the house on property located at N11363 State Rd 26. There were no responses. Staff requests to contact contractors we have previously worked with to for similar needs to determine the level of interest in this property to proceed with the next steps to dispose of structures on the property. Formal agreements with interested contractors would be executed before work proceeds on the site.

Motion Matoushek, second Ledesma to authorize disposition of structures located at N11363 State Rd 26. Motion carried 6-0 on roll call.

7. Approve Lease Agreement with Waupun Area School District for Community Garden Land Use

Schlieve requests this item be tabled for a future meeting.

Motion Ledesma, second Kunz to table the discussions of the Lease Agreement with Waupun Area School District for Community Garden Land Use to a future meeting. Motion carried 6-0.

MAYORAL CORRESPONDENCE/PRESENTATIONS

Mayor provides the departmental recognitions and proclamations supporting National Library Week - April 7-13, 2024; National Public Telecommunications Week - April 14-20, 2024; Municipal Treasurer Week April 14-20, 2024; National Lineman Appreciation Day - April 18, 2024; International Firefighters Day- May 4, 2024; National Fallen Firefighters Memorial Weekend- May 4-5, 2024; Drinking Water Week May 5-11, 2024; Municipal Clerks Week – May 5-11, 2024; Economic Development Week - May 6-10, 2024; National Police Week - May 9-18, 2024; Peace Officers Memorial Day - May 15, 2024

CONSENT AGENDA

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

ADJOURNMENT

At 6:49p, motion Kunz, second Kaczmarski to call the meeting adjourned. Motion carried 6-0.



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL -
REORGANIZATIONAL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 16, 2024 at 5:30 PM

CALL TO ORDER

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

ROLL CALL

Council in-person: Mayor Bishop, Alderman Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma, Alderman Westphal

Council absent/excused: None

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

Management Virtual: None

Management absent and excused: Utility Finance Director Stanek, Finance Director Langenfeld

Audience in-person: Jaedon Buchholz, Wesley Kunz, Maranda Kunz, Andrew Kunz, Trayton Greenfield, Krista Bishop

Audience Virtual: None

CONSIDERATION - ACTION

1. Bid Award for Food Truck Alley Construction

Motion Matoushek second Kunz to award bid for Food Truck Alley project for the lowest responsible bidder, Forward Contractors, in an amount not to exceed \$112,545.60, subject to elimination of items determined by the City of Waupun staff. Motion carried 6-0 on roll call.

2. Bid Awards for Furnishings for Waupun Senior/Community Center

Motion Ledesma, second Siebers to award the bid for Senior/Community Center furnishing to the lowest responsible bidders Systems Furniture at \$83,146.23. Motion carried 6-0 on roll call.

3. Authorize City Administrator to Execute Lease Agreement with Waupun Area School District for Community Garden Land Use

Motion Matoushek, second Siebers to authorize City Administrator to execute a lease agreement with Waupun Area School District for Community Garden Land Use. Motion carried 6-0.

4. Authorize approval of License and Permit Applications and Monthly Expenses

Motion Siebers, second Kunz to approve the license and permit applications contingent upon inspections and authorization of occupancy and to release the monthly expenses and future expenses if so warranted. Motion carried 6-0 on roll call.

Motion Kunz, second Matoushek to hold a brief recess to allow the seating of the newly elected Council. Motion carried 6-0.

CITY CLERK ADMINISTERS OATH OF OFFICE TO NEWLY ELECTED ALDERMAN

Clerk Hull offers the Oath of Office to newly re-elected Alderman of District 2 Kaczmarski, District 4 Matoushek, and District 6 Kunz.

CITY CLERK ADMINISTERS OATH OF OFFICE TO NEWLY ELECTED MAYOR

Clerk Hull offers the Oath of Office to newly re-elected Mayor Bishop.

CALL TO ORDER

Mayor Bishop called the meeting to order at 5:40pm.

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

Council in-person: Mayor Bishop, Alderman Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma, Alderman Westphal

Council absent/excused: None

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

Management Virtual: None

Management absent and excused: Utility Finance Director Stanek, Finance Director Langenfeld

Audience in-person: Jaedon Buchholz, Wesley Kunz, Maranda Kunz, Andrew Kunz, Trayton Greenfield, Krista Bishop

Audience Virtual: None

INVOCATION

Kevin Rhode, Waupun Youth Pastor of Edgewood Community Church provides the Invocation.

NOMINATION AND ELECTION OF COMMON COUNCIL PRESIDENT

Motion Matoushek to nominate Siebers. Second by Kunz. Motion Siebers to nominate Kaczmarski. Second by Ledesma. No other nominations are heard and nominations close. Open Roll Call is heard:

Kaczmarski, Matoushek, Kunz vote for Siebers; Westphal, Ledesma, Siebers vote for Kaczmarski. Due to a 3 to 3 tie, Mayor Bishop appoints Siebers as Council President.

SELECTION OF DAY OF MONTH AND TIME OF MEETING OF THE BODY OF THE COMMON COUNCIL

Motion Matoushek, second Ledesma to hold the Common Council meeting on the 2nd Tuesday of each month at 6pm and the Committee of the Whole meeting on the last Tuesday of each month at 5:30pm. Motion carried 6-0.

DESIGNATION OF OFFICIAL CITY NEWSPAPER

Motion Siebers, second Matoushek to designate Madison Media Partners/Daily Citizen as the Official City Newspaper. Motion carried 6-0.

RESOLUTION DESIGNATING PUBLIC DEPOSITORIES AND AUTHORIZING WITHDRAWL OF CITY MONIES

Motion Matoushek, second Kunz to adopt Resolution 04-16-24-01 Designating Public Depositories and Authorizing Withdrawal of City Monies. Motion carried 6-0 on roll call.

MAYORAL APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

Motion Matoushek, second Kunz to accept the 2024-2025 Mayoral Boards, Committees, and Commissions. Motion carried 6-0.

ADJOURNMENT

At 5:55p, motion Kunz, second Ledesma to call the meeting adjourned. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, April 17, 2024**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, April 17, 2024. Present were Beer, Gehl, Schultz, Siebers, Svec, Garcia, and Jaeger. Hintze and Sullivan were present via Zoom.

ARTICLE I: Motion by Siebers, supported by Beer, to accept the minutes of the March 20, 2024, meeting. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics were reviewed.

- a. Circulated/downloaded/loaned: 36,427 items through the end of March.
- b. 13,375 people visited the library through the end of March.

ARTICLE IV: Current budget was reviewed.

ARTICLE V:

- a. Motion by Schultz, supported by Sullivan, to pay the April bills as presented. Motion carried 8-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Siebers, supported by Gehl, to approve the Intern job description as presented. Motion carried.
- b. Motion by Beer, supported by Hintze, to accept the revision to the Library Page job description. Motion carried.

ARTICLE X: Motion by Svec, supported by Martens, to adjourn at 4:56 p.m. Motion carried.

*Next tentative meeting: Wednesday, May 15, 2024, at 4:30 p.m.

Marie Svec, Secretary
MS/bkj



Waupun Police Department Monthly Report

April 2024

Staffing/Hiring Process

Our current staff level is 12 sworn personnel and 2 non-sworn personnel. We are currently hiring for 2 patrol officers and a Lieutenant of Investigations. One officer is in Field Training. Three Officers in Training are currently in Police Recruit Academy.

Community Engagement

WBEV/Daily Dodge Community Comment Radio Show
Waupun Business Alliance – Chic Tique
Salvation Army Dodge County Meeting
First Reformed Church Community Heroes Night
Lake Winnebago Area Meg Unit Board Meeting
Dodge County Drug Task Force Board Meeting
FDL County Communications Review Board Meeting
Dodge County Traffic Safety Commission Meeting
Fond du Lac County Law Executive Board Meeting
Dodge County Law Executive Board Meeting
Waupun Festivals Board Meeting
Country Roads ATV/UTV Club Meeting

Department Information

School Lockdown Drills – Completed at Waupun Jr/Sr High School, Rock River Intermediate, and Meadowview Primary

New Mission and Vision statements completed by staff

Mission – The Waupun Police Department is dedicated to enriching the quality of life within our community by preserving peace and order and safeguarding the lives, property, and constitutional rights of all citizens through honest, ethical, and professional service.

Vision – To promote and ensure a high quality of life through accountable and innovative law enforcement services, while partnering with the community we serve to make Waupun a safe place to live, work, and visit.

Officer Warner successfully completed his Probationary Period.

Officer Schnell attended Advanced Report Writing training.

Officer Knudson attended Patrol Response to Overdose Investigations training.

Administrative Professionals Day - Admin Assistant Dawn Greenfield and Records Clerk Danyelle DeBoer were celebrated for their continued service and were taken out to lunch.



Waupun Police Department Monthly Report

April 2024

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.

January 2024 – 55
February 2024 – 47
March – 61
April – 51

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

Police Activity

Calls for Service: 768
Arrests: 13

Code Enforcement	Warnings	Citations
January	19	3
February	11	6
March	4	10
April	9	2

Complex Investigations

- WP2400544 Death investigation determined to be natural causes
- WP2201844 Cellular analysis for Child Pornography case received from DCI
- WP2400582 Burglary investigation in which appx. \$80,000.00 is allegedly missing
- WP2400673 Two separate ICAC cases involving same suspect – self produced videos
- WP2302389 Final autopsy report received for death of 17 yoa male – determined to be natural causes
- WP2400690 Drug Drop Box – 20 pounds of miscellaneous pharmaceuticals collected for destruction
- WP2302212 Drug death investigation follow-up
- WP2301169 Drug death investigation follow-up



Waupun Police Department Monthly Report

April 2024

Incidents

On 4/03/24 at approximately 10:25pm, police responded to a residence on W Brown St for a report of a found child. The parents were located and child was reunited. Police forwarded the report to Child Protective Services for follow up.

On 4/04/24 at approximately 8:18pm, police conducted a traffic stop on E Main St at S Watertown St. A 27 year old man was cited for Operating w/out a Valid Driver's License.

On 4/06/24 at approximately 2:27pm, police responded to a residence on Oriole St for a welfare check. A 52 year old man was placed into protective custody and later transported to a mental health facility.

On 4/08/24 at approximately 8:17pm, police conducted a traffic stop in the 600 block of E Main St. A 28 year old man was cited for Operating After Suspension.

On 4/09/24 at approximately 10:51am, a sexual assault complaint was reported to police for an incident that previously took place at a residence on Wilcox St. A charge of Sexual Contact w/a person Under the Age of 18 was referred to the Dodge County DA's Office against a 20 year old man.

On 4/11/24 at approximately 5:43am, police conducted a traffic stop on Fond du Lac St at N Grove St. A 26 year old woman was cited for Operating After Revocation.

On 4/11/24 at approximately 6:10am, police responded to a residence on N Forest St for a warrant pick up. A 35 year old man was taken into custody on a Probation and Parole warrant. The man was transported to the Fond du Lac County Jail.

On 4/12/24 at approximately 7:13am, police responded to a residence on W Jefferson St for a report of a physical disturbance. A Disorderly Conduct charge was referred to Dodge County Juvenile Intake against a 13 year old juvenile.

On 4/12/24 at approximately 8:09am, police responded to a residence on S Madison St for a report of a residential burglary. The complaint is under investigation.

On 4/13/24 at approximately 1:08am, police conducted a subject stop on E Brown St at S Forest St. A 33 year old woman was cited for Possession of Open Intoxicant In Public.

On 4/13/24 at approximately 7:36pm, police assisted the Dodge County Sheriff's Office as they were pursuing a fleeing vehicle on USH 151. Waupun Police effectively utilized a tire deflation device on USH 151 and assisted with taking the fleeing suspect into custody.



Waupun Police Department Monthly Report

April 2024

On 4/14/24 at approximately 3:46pm, police responded to a residence on S State St to assist officers from the Beaver Dam Police Department in locating two suspect of retail theft. A 42 year old woman and a 46 year old woman were taken into custody by the Beaver Dam Police Department and transported to the Dodge County Jail.

On 4/15/24 at approximately 11:09am, police responded to Beaver Dam St at W Brown St for a report of a 2 vehicle crash. No injuries were reported and a state crash report was completed.

On 4/15/24 at approximately 1:48pm, police responded to E Main St at N Watertown St for a report of a 2 vehicle crash. A 21 year old man was cited for Inattentive Driving and a state crash report was completed. No injuries were reported.

On 4/15/24 at approximately 7:20pm, police responded to S Watertown St at E Lincoln St for a report of a 2 vehicle crash. A 16 year old juvenile was cited for Failure to Yield from a Stop Sign and a state crash report was completed. No injuries were reported.

On 4/15/24 at approximately 10:43pm, police responded to a residence on E Main St for a report of a Domestic Disturbance. A 24 year old woman was taken into custody on a charge of Domestic Disorderly Conduct. The woman was transported to the Dodge County Jail.

On 4/16/24 at approximately 1:05pm, police responded to E Main St at Carrington St for a report of a 2 vehicle crash. No injuries were reported and a state crash report was completed.

On 4/16/24 at approximately 5:38pm, police responded to a residence on E Main St for a report of child abuse. Police investigated the incident and determined no charges would be referred. A 32 year old man was taken into custody on a Probation and Parole Hold. The man was transported to the Fond du Lac County Jail.

On 4/17/24 at approximately 3:01am, police conducted a traffic stop on W Main St at Zimmerman Ave. A 44 year old man was cited for Operating w/out a Valid Driver's License.

On 4/17/24 at approximately 9:13pm, police conducted a traffic stop on N Madison St at Monroe St. A 19 year old man was cited for travelling 53mph within the 25mph zone.

On 4/18/24 at approximately 7:45pm, police responded to McCune Park for a report of vandalism. Police located 3 juveniles that caused the property damage and the city is requesting restitution.

On 4/19/24 at approximately 12:08am, police responded to a residence on W Jefferson St for a report of a sexual assault. The complaint is under investigation.



Waupun Police Department Monthly Report

April 2024

On 4/20/24 at approximately 10:19am, police responded to a residence on Plum Dr for a report of a physical disturbance. The incident is under investigation.

On 4/20/24 at approximately 1:08pm, police responded to the 400 block of Doty St for a report of a 2 vehicle crash. A 64 year old woman was cited for unsafe backing and a state crash report was completed. No injuries were reported.

On 4/20/24 at approximately 10:26pm, police conducted a traffic stop on S Madison St at Park Ave. A 39 year old woman was cited for Failure to Install and Ignition Interlock Device.

On 4/21/24 at approximately 10:31am, police responded to W Main St at Verhage Rd for a report of a 2 vehicle crash. A 27 year old man was cited for Inattentive Driving and a state crash report was completed. No injuries were reported.

On 4/22/24 at approximately 9:13am, police responded to Waupun Memorial Hospital for a report of a child sexual assault. The complaint is under investigation with Dodge County Child Protective Services.

On 4/23/24 at approximately 9:05am, police responded to a residence on E Main St for a report of Fraudulent Use of a Credit Card. The complaint is under investigation.

On 4/23/24 at approximately 11:03am, police responded to a residence in Waupun for a report of a child sexual assault. The complaint is under investigation with Dodge County Child Protective Services.

On 4/25/24 at approximately 1:24pm, police conducted a subject stop on Shaler Dr. A 42 year old woman was taken into custody on a Probation and Parole Warrant. The woman was transported to the Dodge County Jail.

On 4/26/24 at approximately 5:14pm, police conducted a traffic stop on E Spring St at N Madison St. A 17 year old juvenile was cited for travelling 47mph in the 25mph zone.

On 4/26/24 at approximately 10:17pm, police responded to E Jefferson St at Young St for a Disorderly Conduct complaint. The victim reported the suspect had pulled ahead of the victim's vehicle, blocking the victim from leaving. The suspect was then reported to have damaged multiple windows on the victim's vehicle. The complaint is under investigation.

On 4/27/24 at approximately 4:23pm, police responded to Beaver Dam St at Grace St for a report of a two vehicle crash. Police took a 22 year old woman into custody for Operating While Intoxicated 1st Offense. The woman was also cited for Inattentive Driving and later released to a responsible party. No injuries were reported.



Waupun Police Department Monthly Report

April 2024

On 4/30/24 at approximately 7:04am, police responded with the US Marshals Office, to a residence on Hawthorne Dr for a warrant pick up. A 40 year old man was taken into custody on a Federal Probation and Parole warrant.

On 4/30/24 at approximately 9:25am, police conducted a traffic stop in the first 100 block of N Madison St. A 42 year old woman was cited for Operating After Suspension, Operating w/Suspended Registration, and Operating w/out Insurance.

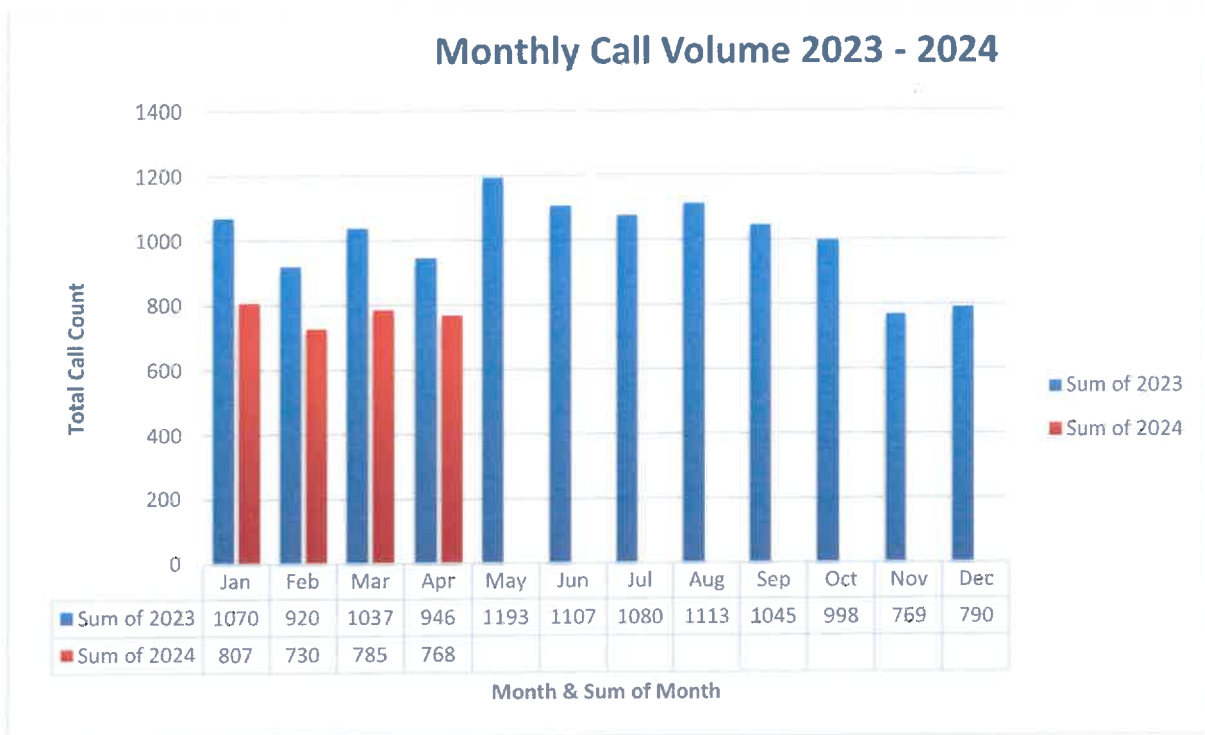
Chief of Police
Jeremy Rasch



April 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		
June	1107		
July	1080		
August	1113		
September	1045		
October	998		
November	769		
December	790		
Grand Total:	12,068	3,090	

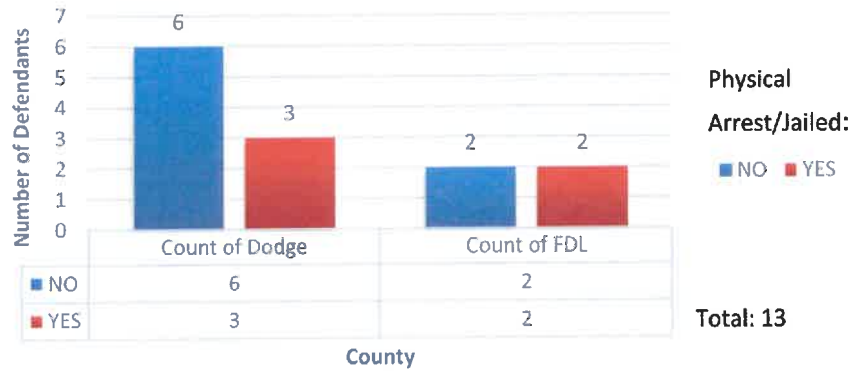


April 2024



Request for Charges & Physical Arrest Report

Request for Charges & Physical Arrests April 2024





Waupun Police Department Total Call Report



From: April 01, 2024 To: April 30, 2024

Agency	Incident Type	Total Incidents	WP	EXTRA PATROL	
WP	911 CHECK	30			48
	ABANDONED VEHICLE	1			33
	ACCIDENT	8			1
	ACCIDENT W/BLOCKAGE	3			6
	AMBULANCE	41			2
	ANIMAL BITE	6			5
	ANIMAL COMPLAINT	13			4
	ANNOYING PHONE CALLS	1			5
	ASSIST AGENCY	16			5
	ASSIST CITIZEN	26			2
	ASSIST MOTORIST	2			3
	ATTEMPT TO LOCATE	1			4
	BUILDING CHECK	46			1
	BURGLARY	1			5
	CAR IN DITCH	1			3
	CHECK WELFARE	28			8
	CHILD ABUSE/NEGLECT	1			1
	CHILD CUSTODY	1			2
	CHILD LET AT SCHOOL	1			1
	CIVIL PROBLEM	3			1
	COURT ORDER VIOLATION	1			2
	DIRECTED AREA PATROL	151			2
	DISABLED VEHICLE	2			1
	DISORDERLY CONDUCT	4			2
	DOMESTIC	4			11
	DRUGS/NARCOTICS	4			1
					48
					33
					1
					6
					2
					5
					4
					5
					2
					5
					3
					4
					1
					5
					3
					8
					1
					2
					1
					1
					2
					2
					1
					2
					11
					1



Waupun Police Department Total Call Report

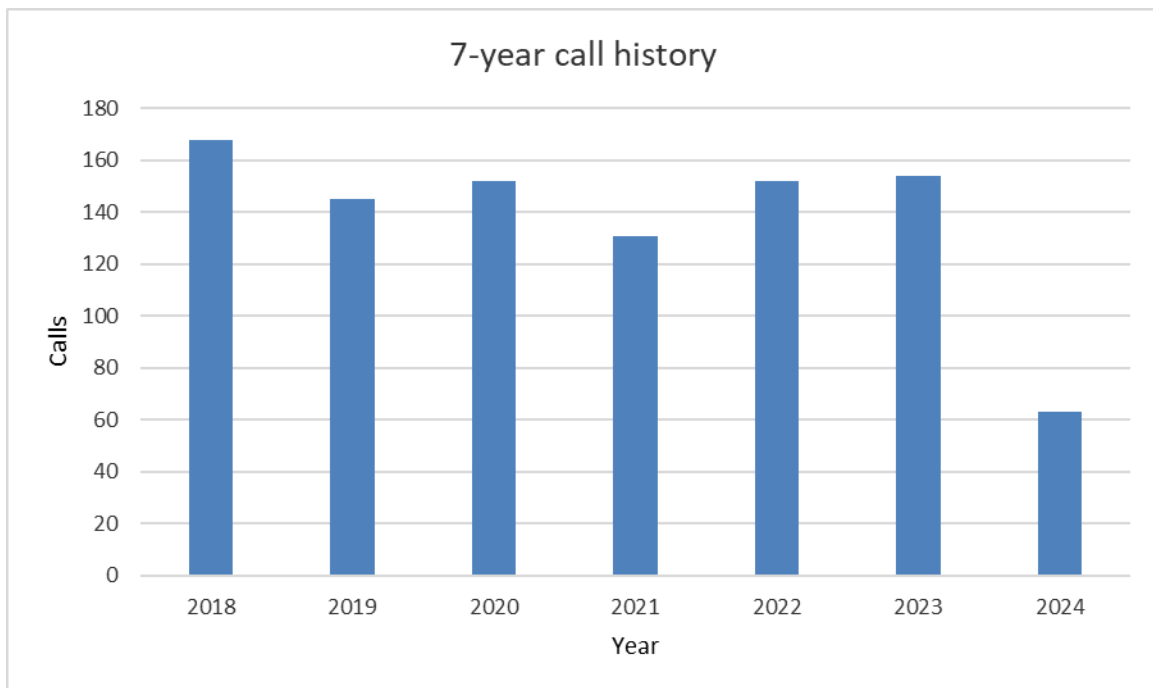


From: April 01, 2024 To: April 30, 2024

WP			WP	Total	768
	PARKING ENFORCEMENT	39	Total		768
	PATROL ASSIST FIRE	6			
	PORNOGRAPHY	1			
	PRISONER TRANSPORT	2			
	RAILROAD COMPLAINT	1			
	RECKLESS DRIVER	3			
	SCAM COMPLAINT	3			
	SEARCH WARRANT	1			
	SEXUAL ASSAULT	3			
	SPECIAL ASSIGNMENT	11			
	SUBJECT STOP	3			
	SUSPICIOUS ACTIVITY	7			
	SUSPICIOUS VEHICLE	10			
	TAVERN CHECK	3			
	THEFT	4			
	THREATS COMPLAINT	1			
	TRAFFIC COMPLAINT	1			
	TRAFFIC ENFORCEMENT	9			
	TRAFFIC PROBLEM	1			
	TRAFFIC STOP	92			
	TRESPASSING	2			
	TRUANCY	1			
	VANDALISM	2			
	WARRANT	2			
	WARRANT OTHER AGENCY	1			
	WATER UTILITY	1			

Fire notes:

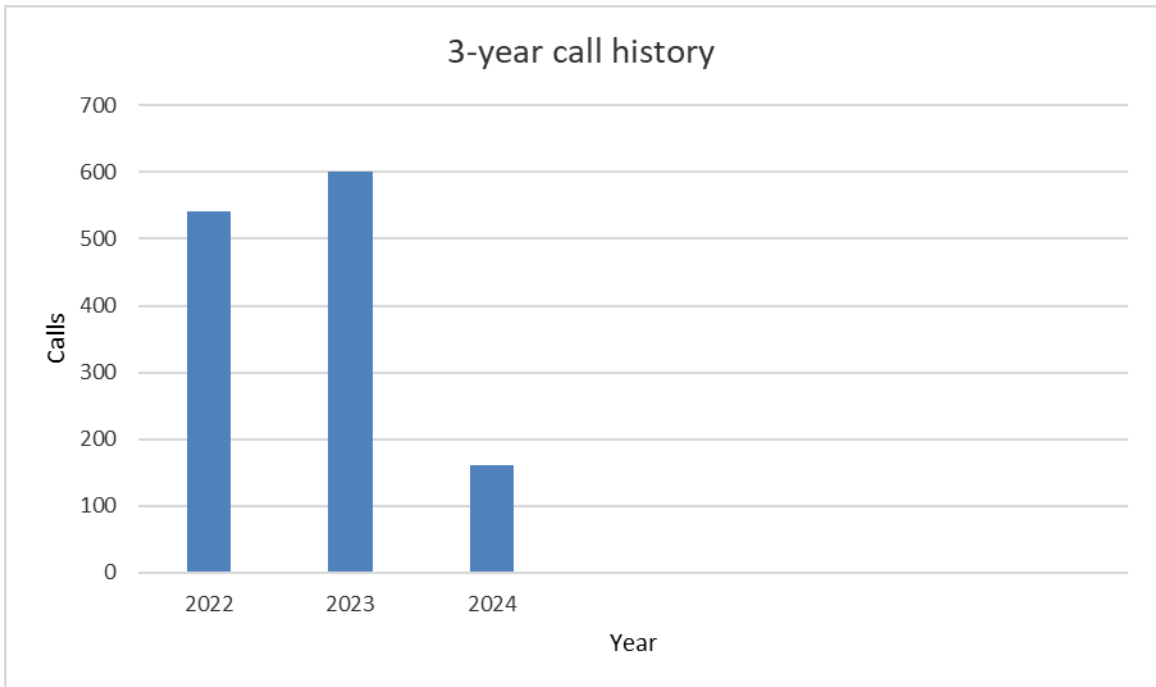
- Currently accepting applications for paid-on-call firefighters.
- Staffing:
 - o FFs: 25 (can go up to 30)
 - o 1 High School Fire Intern from WASD.
- Staffing study presentations have been made. Additional discussion scheduled for the May Committee of the Whole meeting on May 28.



EMR Calls:

EMR Call Summary 2024:

Emergency Medical Responder Calls YTD:												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
49	42	34	36									161



EMR notes:

- Currently accepting applications for paid-on-call EMRs.
- Staffing:
 - o EMRs: 12 (can go up to 15)
 - 1 EMR working through field training
 - 1 EMR completed NREMT; will be starting field training
 - 1 setting up NREMT test.

May 8, 2024

- Total calls EMRs first on scene – 10 (28%)
- Avg. arrival time before contracted service – 2.9 minutes (does not include mutual aid calls)
- Mutual aid requests by contracted service – 0
- Shift calls – 15 (42%)

Emergency Management notes:

- Met with John Ross, new Emergency Management Director for Fond du Lac County to provide a tour of the City and to discuss areas where we typically see flooding.
- Working on revisions to the City's Emergency Operations Plan.

LIBRARY	MONTHLY REPORT May 2024
Subject	Summary
Statistics	Through the end of April, the library circulated/downloaded/loaned 48,012 items, and 18,000 people walked through our doors. Program attendance is up 11%, drive-up service window transactions up 26%.
2 nd floor quiet room project	The second floor quiet room project is slowly moving forward. The Library Board will be considering the cost at their May 15 meeting.
Meeting Room Software	Our new meeting room reservation software seems to be working. This module is part of the Vega software package that our library system utilizes.
Staff evaluations	We are halfway done with yearly evaluations and should be finished in early June.
FOWL donation	Friends of Waupun Library (FOWL) donated \$1000 towards future library programming.
WAPL conference	Bret attended the Wisconsin Association of Public Libraries conference in Stevens Point May 2-3. Programs attended included Meaningful Meetings; Facilities Assessment; Music Collections in the Era of Streaming; At the Movies With Librarians; Digital Accessibility in Libraries; Secrets to Do More with Less in Your Library; and Games, Learning, and Libraries: Harnessing the Power of Play in Wisconsin.



RECREATION DEPARTMENT
MONTHLY REPORT TO COMMON COUNCIL – May 14, 2024

Activity/Project	Status	Notes/Other
Senior Center Attendance – April	1,408 participants signed in Average daily attendance - 70 participants	Open 20 days Closed April 3 due to weather
Senior Center Rentals – April	2 rentals	0 rentals in April 2023
Senior Center Meals – April	Serving Monday – Wednesday 57 Indoor Dining Meals Serving Monday – Friday 110 Mobile Meals	Average daily attendance indoor dining – 4 meals Average daily attendance – 6 meals (FdL County only)
Senior Center Special Activities/Events – April	Spring Break Fun: <ul style="list-style-type: none"> • April 2 - Nerf • April 5 – Hot Wheels • Wednesdays at 1pm – UNO • April 9 – SSM Understanding Our Aging Eyes Presentation • April 26 – Buddy Bingo 	16 participants 8 participants 8 participants 24 participants 46 participants
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> • May 7 – Microwave Cooking by FdL County ADRC • May 14 – Spice Up Your Meals by FdL County ADRC • May 21 – Medication Review by SSM Health • May 28 – ABCs of Long-term Care by SSM Health (day presentation) • May 29 – ABCs of Long-term Care by SSM Health (evening presentation) 	8 participants Currently collecting donations of used sports equipment and arts & crafts supplies for Park Program
Waupun Family Aquatic Center Update	Passes and Swim Lessons registrations going on at City Hall an online at www.theydc.org	Setting concession stand up and ordering in May. Opens June 1.
Park Program Update	<ul style="list-style-type: none"> • Registration is happening online. • Promotional events at MVP and RRIS. • 2023 Park Leaders are returning for 2024 at the same park locations. 	Summer Kick-Off Party is Thursday, May 30 at West End Park from 5-7pm. Park Program starts June 3.
Park Shelter Rentals - April	1 rental at West End Park	0 rentals in April 2023

Work Order Report
04/01/2024 - 04/30/2024

Task	# of Work Orders	Employee Hours	Employee Cost	Equipment Cost	Material Cost	Total Cost
Building Maintenance	23	118.75	\$4,995.14	\$1,228.64	\$2,003.24	\$8,227.02
Development	16	280	\$12,186.73	\$13,730.92	\$10,951.97	\$36,869.62
Equipment / Vehicle Maintenance	39	83	\$3,302.19		\$5,060.73	\$8,362.92
Events	6	21	\$880.55	\$307.65	\$0.00	\$1,188.20
Garbage / Recycling / Bulk Pick-Up	5	21.5	\$648.81	\$418.45	\$0.00	\$1,067.26
Mowing	9	99	\$3,921.53	\$3,270.21	\$0.00	\$7,191.74
Park Maintenance	54	330	\$12,981.91	\$4,585.31	\$508.71	\$18,075.93
Sidewalk	3	12	\$473.16	\$140.80	\$6,454.88	\$7,068.84
Signs	3	5	\$221.94	\$24.87	\$0.00	\$246.81
Snow/Ice Removal	8	265.5	\$10,767.98	\$31,364.40	\$1,965.34	\$44,097.72
Storm Sewer Work	26	111.5	\$4,604.15	\$9,877.06	\$143.88	\$14,625.09
Street Maintenance	15	51.5	\$1,887.87	\$853.87	\$2,383.61	\$5,125.35
Trees	4	26	\$876.86	\$393.97	\$0.00	\$1,270.83
Vandalism	4	8.5	\$306.87	\$74.61	\$29.62	\$411.10
Yard Waste	21	195	\$6,812.51	\$6,166.30	\$0.00	\$12,978.81
	236	1,628.25	\$64,868.20	\$57,477.50	\$29,501.98	\$166,807.24

DPW PROJECT LISTING

4/1/2024 - 4/30/2024

Work Order #	Description
Building Maintenance	
City Hall	Move desks
Ice Arena	Clean floors
Safety Building	Replace bubbler, move gun cabinet, touch up paint
Other duties	Building Supplies, AED Supplies, Open Bathrooms, set garbage cans out, grease traps
Development	
	Food Truck Alley, Canoe/Kayak Launch
Equipment	
	Vehicle Maintenance, Clean trucks
Events	
	Flags downtown, Free Trees, Setup/takedown City Hall, Tractor Show at Ice Arena
Garbage/Recycling	
	repair terrace from truck damage, Bulk Pick-up, Pick-up garbage around town, Bin Pick-up
Mowing	
	Parks, ballfields
Park Maintenance	
Aquatic Center	Hook up water lines, fix bubbler, power wash, set up pool
Baseball Complex	Paint Bathrooms, fertilize ball field, hang sign, batting cage cable
Dodge Park	Move soccer goal
McCune Park	Fertilize ball field, paint doors, remove graffiti, field lights, water heater
Medema Field	Fertilize ball field, measurements for scoreboard replacement
Schlieve Field	Fertilize ball field
Shaler Park	Canoe/Kayak Launch
Wilcox Park	Park Benches
Other Duties	Paint/repair picnic tables, Turned on water, pick up garbage at parks, clean/inspect bathrooms, roll parks
Sidewalk	
	McCune Park and Baseball Complex - Mudjack sidewalks
Signs	
	Install new parking sign
	Repair and reinstall signs and posts
Snow/Ice Removal	
	Plow, Salt, Haul Snow
	Unload brine from all trucks
	Remove plow route markers

Storm Sewer	Inlet Repair
	Street Sweeping
	Diggers Hotline Locates

Street Maintenance	Patch Streets
	Fill potholes
	order street paint

Trees	Remove & spray trees on Gateway Dr.
	Remove tree in cemetery

Vandalism	Baseball Complex - graffiti on sidewalk
	West End Park - Women's Restroom graffiti
	McCune Park - Broken glass at McCune beach house

Yard Waste	Brush Pick-up
	Leaf Pick-Up
	Haul Compost



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: May 13, 2024
SUBJECT: General Manager Report

Electric Department Update:

Call-Ins

- During the evening of April 16th, high winds resulted in intermittent outages across the WU electric system. No sustainable outages were experienced.
- On April 28th, staff responded to an outage caused by a broken tree limb on the west end of WI-49. The tree limb caused a phase-to-phase fault. Upstream overcurrent devices operated, isolating the outage. The line was cleared and power restored. Approximately 50 customers were without power from 11:47 am to 1:06 pm.

United Coop

- Grain service transformer at United Coop failed on May 5th. The Howard transformer will be changed out and is covered by a one-year warranty. WU is currently working with the manufacturer's representative for replacement equipment.

Level 3 EV Charger

- Conduits and new riser pole have been installed for the EV charger at Homan Chrysler Dodge Jeep Ram. Waiting for contractor to install the transformer pad.

Senior/Community Center

- Conduit, primary cables, secondary conductors, transformer, and metering has been installed. New service is expected to be energized by May 15th.
- As part of the project, crew replaced street light wire going to Grace St across the property and took the opportunity to install a URD primary extension on the property to eliminate OH primary between Grace/McKinley/State St.

UtiliSync

- UtiliSync locating software is live and being used by WU electric and water/sewer dept. WU is now able to eliminate several duplicate emails from Diggers Hotline to save money on ticket transmission charges. The software/application features: positive response for each ticket, picture attachment with 3-year storage, ticket locations overlayed on system maps via ArcGIS, and emergency/24hr ticket email and text message notification.

Outage Management System (OMS)

- Electric and office staff had training with WPPI on April 11th. The OMS is up and running using OpenPoint software through WPPI, running in parallel with our current OMS system. The GIS files were configured by WPPI to work with the OpenPoint software.

General Manager Update:

GIS Support

- WPPI now offers GIS support as a shared service. WU is participating in 10% of the shared service to provide GIS support and best practice recommendations. On May 7th staff met with Tyler Caulum, GIS Support Analyst with WPPI Energy, to go over a list of improvements the electric crew is looking to make to ArcGIS mapping system.

Community Outreach

- “If I Were a Lineworker” books will be distributed to 4k students at CWC and MVP on May 17th and 20th. While delivering the books to the students, we will provide a demonstration of our bucket truck and equipment we use in the field.

Mutual Aid Resource Guide

- Staff completed a complete a review of the Mutual Aid Community Resource Guide, making several updates to the document. This comprehensive guide covers roles and responsibilities for all WU staff. Training for all staff to review the resource guide is scheduled in May.

NorthStar CSR-7

- Staff continued work in CSR7 stage environment while completing real customer service scenarios alongside current CIS program. WU will go live with CSR7 on May 10th.

WPPI Events

- This year’s Reginal Power Dinner is scheduled for June 5th at Okauchee Lake from 5:30 - 8:00 pm. The dinner is an opportunity to network with other member community leaders and learn more about electric industry issues and key initiatives within the organization.
- On June 19th WPPI is hosting an “Orientation to WPPI Energy”. This half-day educational program is optimal for new utility staff and governing body members. Through staff presentations, attendees will learn more about the three functions of WPPI: Power Supply, Government Relations, and Support Services. Any commissioner interested in attending either event, please let WU staff know and we will take care of the rest.

Customer Survey

- In partnership with WPPI Energy, Sunseed Research, an independent marketing research company will administer a survey on our behalf to seek feedback from residential customers. All customer responses

will remain completely confidential. The nice part about this year's survey, feedback will be specific from WU customers, not combined responses between all WPPI members surveys.

This concludes my report for May 2024. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: May 7, 2024
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Volatile Organic Compounds (VOCs) testing has been completed for 2024. All compound results were Non-Detect (ND).

- What are VOC's? Organic chemicals widely used as ingredients in household products. Paints, varnishes and wax all contain organic solvents, as do many cleaning, disinfecting, cosmetic, degreasing and hobby products. Fuels are made up of organic chemicals as well.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Training and transitioning of staff roles and responsibilities into the new ABNR treatment system continues and has been going well.

Xylem Sanitaire completed annual cleaning of the aeration diffusers. Regular cleaning and maintenance of the diffusers will ensure optimal equipment performance, consistently effective treatment of wastewater, and substantial energy savings.

Our WPDES permit requires disinfection beginning May 1st through September 30th. Disinfection is considered to be the primary mechanism for the inactivation/destruction of pathogenic organisms to prevent the spread of waterborne diseases to downstream users and the environment.

NR 101 annual fees have been calculated and submitted to the WDR. These fees are associated with effluent loadings that are discharged into our receiving stream. The parameters included in this calculation are: BOD, TSS, NH₃, PO₄, and Cl₂.

Water/Sewer Crew:

There are no call-ins to report this month.

Staff has completed the Lead and Copper Rule Revision audit of the distribution service lines connections, material determination, and assignment of unique identifiers for each service line.

Water/Sewer Crew Continued:

Staff has been performing leak detection surveys on the distribution system over the last week, with the aid of loggers and correlator. A water leak/break is determined by the use of a correlator to find difficult leaks that are not easily located with traditional acoustical methods. The correlator utilizes two transmitters with sensitive microphones to listen on either side of the known or unknown leak and calculates (correlates) the exact distance to the leak by use of the signal delay, the sensor distance and the sound velocity.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 920-324-7920 or sschramm@waupunutilities.org.



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: May 13, 2024
SUBJECT: March 2024 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

Construction for all three utilities was minimal as is typical for the early spring months. Electric crews work on maintenance projects such as tree trimming and the water/sewer crews work on televising mains to identify failing infrastructure.

The electric utility received a 1,500 kVa transformer for \$64,300 and the water utility purchased \$2,453 in meters & meter modules to replace failing units.

MONTHLY OPERATING RESULTS – March 2024 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **2.8% below** budget & **2.1% below** than March 2023 on increased sales to Large Power customers.
- YTD kWh sales were **1.3% above** budget & **2.7% higher** than March 2023 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **9.6% above** budget & **10.7% higher** than March 2023 sales on higher sales to Industrial customers.
- YTD water sales were **9.9% above** budget & **9.3% higher** than March 2023 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **12.8% above** budget & **12.8% higher** than March 2023 from increased volumes to all customer classes.
- YTD sewer sales were **6.1% above** budget & **6.1% higher** than March 2023 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget \$207,800 and \$194,400, respectively, due to overall lower purchased power costs from low market energy prices associated with natural gas commodities.
- Gross margin was \$13,400 **below** budget as a result of low market energy prices.
- Operating expenses were \$48,600 **above** budget primarily due to higher tree trimming costs than budgeted.
- Operating income was \$38,400 or \$15,700 **above** budget on higher other operating revenues than budgeted.
- Net income was \$225,000 or \$208,200 **above** budget primarily from lower than budgeted purchased power expenses and \$150,700 in non-operating capital contributions received.
- The rolling 12-month Rate of Return was 5.2%.

Water

- Operating revenues were \$24,400 *above* budget due to overall higher consumption for industrial customers.
- Operating expenses were \$1,300 *below* budget on lower supply and distribution expenses.
- Operating income was \$193,000 or \$36,700 *above* budget from lower than budgeted operating expenses.
- Net income was \$207,000 or \$81,500 *above* budget.
- The rolling 12-month Rate of Return was 6.0%.

Sewer

- Operating revenues were \$143,600 *below* budget as forecasted biomass revenues have not commenced as budgeted.
- Operating expenses were \$98,400 *below* budget due to the payment timing associated with software licenses and utility-paid contributions to employees Health Savings accounts at the beginning of the year.
- Operating income was \$61,300 or \$54,000 *below* budget.
- Net income was \$16,200 or \$539,100 *below* budget largely due to the lack of biomass revenues and the timing and dollar value of grant contributions compared to budget. Without the grant contributions net income was \$16,000 or \$27,400 below budget.
- The rolling 12-month Rate of Return was 5.5%.

Balance Sheets

Electric

- Balance sheet *decreased* \$74,900 from February 2024 due to the purchase of a large transformer for \$64,300 and a \$188,400 debt payment made during the month.
- Unrestricted cash *increased* \$103,000 as a result of lower operating costs for during the month.
- Long-term debt *decreased* \$180,000 from an annual principal payment made during the month.
- Net position *increased* by \$82,100.

Water

- Balance sheet *decreased* \$494,200 from February 2024 due to \$504,100 in debt payments made during the month.
- Unrestricted cash *decreased* \$75,600 from February 2024 as a result of three months of tax payments to the city made during the month.
- Long-term debt *decreased* \$460,000 from annual principal payments on the utility's two outstanding bond issuances.
- Net position *increased* by \$5,700.

Sewer

- Balance sheet *decreased* \$2,300 from February 2024.
- Unrestricted cash *decreased* \$105,700 from normal operating activity including monthly transfers of restricted debt payment reserves.
- Net position *decreased* \$28,600.

Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances and graphs that present long-term investments by maturity, type, and rating. The Utility's investments are typically fixed-income and held-to-maturity unless called before maturity by the issuer. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *decreased* \$622,900 or (5.2%) from February 2024 primarily from annual principal & interest debt payments made for the electric & water utilities. Total debt payments amounted to \$692,500 for the month.
- Received interest and distributions of \$6,400 and recorded unrealized negative market adjustments of \$1,900, along with (\$500) in management fees, resulting in a net portfolio *gain* of \$7,800 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$31,900 and \$101,700 year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

Listed below is a summary of the costs incurred and paid for with USDA loan proceeds requested to date:

Total Project Budget <i>(As of 4/14/2023):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 5/8/2024):</i>	\$ 35,472,288
Loan Draws – Project to Date <i>(Thru 5/8/2024):</i>	\$ 27,807,000
Grants Provided <i>(Thru 5/8/2024):</i>	\$ 7,529,860
Disburse Request #33 Requested <i>(4/9/2024):</i>	\$ 322,246
Disburse Request #33 – Paid <i>(4/22/2024):</i>	\$ 322,000

New Electric Rates Effective March 31, 2024

New electric rates were implemented for the billing period beginning April 1, 2024. A new General Service 3 (GS-3) rate class was introduced for customers with maximum demand in excess of 20 kilowatts per month. The new rate class has 78 customers who were reclassified from GS-1, GS-2 and CP-1 designations.

This concludes my report. Please do not hesitate to contact me at 324-7920 or jstane@waupunutilities.org with any questions or comments.



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	

CITY OF WAUPUN MONTHLY FINANCIAL REPORT

April 30, 2024



FUND 100					% of Year Past
General Operations Fund					33%
	4/30/2024	4/30/2024	4/30/2024	4/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Taxes	57,390	1,529,001	2,279,125	(750,124)	67.09
Special Assessments	1	82	100	(18)	81.71
Intergovernmental Aids	-	232,464	3,970,768	(3,738,304)	5.85
Licenses and Permits	446	1,837	55,230	(53,393)	3.33
Penalties, Forfeitures	4,996	16,507	42,500	(25,993)	38.84
Public Charges for Service	26,233	128,300	299,143	(170,843)	42.89
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	13,290	166,626	62,500	104,126	266.60
Special Funds Activity	-	-	190,701	(190,701)	0.00
TOTAL REVENUE	102,357	2,074,815	6,900,067	(4,825,252)	
EXPENDITURES					
General Government	95,602	482,335	1,481,040	(998,705)	32.57
Recreation	23,805	85,262	802,351	(717,089)	10.63
Assessor/Inspector	3,200	12,801	40,500	(27,699)	31.61
Police	170,438	688,988	2,540,805	(1,851,817)	27.12
Fire	22,204	118,637	571,498	(452,861)	20.76
Public Works	140,036	522,597	1,674,638	(1,152,041)	31.21
Economic Dvlp/Admin	-	16,981	22,235	(5,254)	76.37
TOTAL EXPENDITURES	455,285	1,927,601	7,133,067	(5,205,466)	
NET REVENUE OVER EXPENDITURES	(352,928)	147,214	(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	-	448,707	553,896	(105,189)	81.01
Interest/Dividends/Grants	162,291	224,606	216,625	7,981	103.68
Fees	104	756	700	56	108.06
Revenue/Donations	1,180	8,468	5,000	3,468	169.35
TOTAL REVENUE	163,575	682,538	776,221	(93,684)	
EXPENDITURES					
Library Expenses	52,251	203,481	776,221	(572,740)	26.21
Transfer Out - Capital Fund	-	-	-	-	0.00
TOTAL EXPENDITURES	52,251	203,481	776,221	(572,740)	
NET REVENUE OVER EXPENDITURES	111,324	479,056	-		

FUND 220**Grants and Donations Fund**

	<i>4/30/2024</i>	<i>4/30/2024</i>	<i>4/30/2024</i>	<i>4/30/2024</i>	
	<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	640	314,255	6,010	308,245	5228.87
TOTAL REVENUE	640	364,231	6,010	358,221	
EXPENDITURES					
General Government	-	-	5,000	(5,000)	0.00
Recreational Grants	-	-	-	-	0.00
Police Grants	-	230	-	230	0.00
Fire/EMR Grants	-	-	-	-	0.00
DPW Grants	-	-	-	-	0.00
Economic Development	-	-	1,000	(1,000)	0.00
TOTAL EXPENDITURES	-	230	6,000	(5,770)	
NET REVENUE OVER EXPENDITURES	640	364,001	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	7,724	17,079	75,000	(57,921)	22.77
Fees	2,055	4,250	9,500	(5,250)	44.74
TOTAL REVENUE	9,779	21,329	84,500	(63,171)	
EXPENDITURES					
Operating Supplies/Wages	8,784	15,767	76,825	(61,058)	20.52
TOTAL EXPENDITURES	8,784	15,767	76,825	(61,058)	
NET REVENUE OVER EXPENDITURES	995	5,561	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	-	657,880	812,105	(154,225)	81.01
Funds Applied	154	617	1,000	(383)	61.67
Transfer in Other Funds	88,200	145,270	1,005,937	(860,668)	14.44
TOTAL REVENUE	88,354	803,767	1,819,042	(1,015,276)	
EXPENDITURES					
2021 Street Project P&I	-	9,450	133,900	(124,450)	7.06
Principal and Interest Payments	260,175	380,645	1,685,142	(1,304,498)	22.59
TOTAL EXPENDITURES	260,175	390,095	1,819,042	(1,428,948)	
NET REVENUE OVER EXPENDITURES	(171,821)	413,672	-		

FUND 400					
Capital Fund					
	4/30/2024	4/30/2024	4/30/2024	4/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Tax Levy	-	275,431	340,000	(64,569)	81.01
Sidewalks	-	362	-	362	0.00
State Shared Revenue/Exp. Restr.	-	1,506,099	2,561,877	(1,055,778)	58.79
Fees - Recreation Facilities	-	500	15,000	(14,500)	3.33
Co. & Muni. Street & Highways	-	-	-	-	0.00
Interest and Misc Income	2,270	8,605	8,000	605	107.56
Transfer in Other Funds	-	-	219,010	(219,010)	0.00
TOTAL REVENUE	2,270	1,790,997	3,143,887	(1,352,890)	
EXPENDITURES					
City Hall	-	75	86,300	(86,225)	
Recreation	524,677	1,422,801	2,786,500	(1,363,699)	51.06
Public Safety	-	-	50,000	(50,000)	0.00
Library and DPW	-	-	-	-	0.00
Streets	826	2,414	256,000	(253,586)	0.94
Transfer Out - Other Funds	-	-	-	-	0.00
TOTAL EXPENDITURES	525,504	1,425,290	3,178,800	(1,753,510)	
NET REVENUE OVER EXPENDITURES	(523,233)	365,707	(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	4,526	5,327	10,453	(5,126)	50.96
TOTAL REVENUE	4,526	5,327	10,453	(5,126)	
EXPENDITURES					
Operating	869	4,714	10,000	(5,286)	47.14
TOTAL EXPENDITURES	869	4,714	10,000	(5,286)	
NET REVENUE OVER EXPENDITURES	3,657	613	453		

FUND 405
TID 3 Fund

	<i>4/30/2024</i> <i>Month Activity</i>	<i>4/30/2024</i> <i>YTD Actual</i>	<i>4/30/2024</i> <i>Budget Amount</i>	<i>4/30/2024</i> <i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Tax Increment	-	133,349	192,642	(59,294)	69.22
PILOT	-	6,023	9,000	(2,977)	66.92
Grants	-	-	50,000	(50,000)	0.00
Permits	-	-	-	-	0.00
Donations	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	-	139,372	251,642	(112,270)	
EXPENDITURES					
Operating	11,716	22,339	206,222	(183,883)	10.83
Transfer Out - Other Funds	-	-	-	-	0.00
TOTAL EXPENDITURES	11,716	22,339	206,222	(183,883)	
NET REVENUE OVER EXPENDITURES	(11,716)	117,033	45,420		

FUND 401
TID 5 Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Tax Increment	-	342,007	434,681	(92,674)	78.68
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	-	374,350	459,416	(85,067)	
EXPENDITURES					
Operating	-	358	379,200	(378,842)	0.09
TOTAL EXPENDITURES	-	358	379,200	(378,842)	
NET REVENUE OVER EXPENDITURES	-	373,991	80,216		

FUND 408
TID 6 Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Tax Increment	-	88,537	117,781	(29,244)	75.17
State/Federal Grants	-	-	-	-	0.00
Permits	-	-	-	-	0.00
Donations/Transfer In	-	-	-	-	0.00
TOTAL REVENUE	-	88,537	117,781	(29,244)	
EXPENDITURES					
Transfers Out - Other Funds	-	-	67,630	(67,630)	0.00
Operating	-	358	5,240	(4,882)	6.83
TOTAL EXPENDITURES	-	358	72,870	(72,512)	
NET REVENUE OVER EXPENDITURES	-	88,179	44,911		

FUND 407**TID 7 Fund**

	<i>4/30/2024</i>	<i>4/30/2024</i>	<i>4/30/2024</i>	<i>4/30/2024</i>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Tax Increment	-	46,515	57,419	(10,904)	81.01
Permits	-	-	-	-	0.00
State Grants	-	-	-	-	0.00
Permits - Other	-	-	-	-	0.00
Donations	-	-	-	-	0.00
TOTAL REVENUE	-	46,515	57,419	(10,904)	
EXPENDITURES					
Interest in Advances	-	-	154,938	(154,938)	0.00
Operating	-	358	1,150	(792)	31.14
TOTAL EXPENDITURES	-	358	156,088	(155,729)	
NET REVENUE OVER EXPENDITURES	-	46,157	(98,669)	144,825	

FUND 418**TID 8 Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Tax Increment	-	150,010	185,177	(35,166)	81.01
Permits	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds from Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	-	150,010	185,177	(35,166)	
EXPENDITURES					
Transfer Out - Other Funds	-	57,070	94,152	(37,083)	0.00
Operating	-	17,858	31,150	(13,292)	0.00
TOTAL EXPENDITURES	-	74,928	125,302	(50,375)	
NET REVENUE OVER EXPENDITURES	-	75,083	59,875		

FUND 419**TID 9 Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Tax Increment	-	20,960	25,874	(4,914)	0.00
Interest Revenue	1,959	8,077	-	8,077	0.00
Proceeds Long Term Debt	-	400,000	-	400,000	0.00
TOTAL REVENUE	1,959	429,037	25,874	403,163	
EXPENDITURES					
Transfer Out - Other Funds	-	-	103,500	(103,500)	0.00
Operating	166,952	581,155	27,540	553,615	2110.22
TOTAL EXPENDITURES	166,952	581,155	131,040	450,115	
NET REVENUE OVER EXPENDITURES	(164,994)	(152,118)	(105,166)		

FUND 410
Equipment Fund

	4/30/2024	4/30/2024	4/30/2024	4/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Tax Levy	-	182,271	225,000	(42,729)	81.01
Grants	-	8,592	5,000	3,592	0.00
Misc.	1,057	14,079	9,000	5,079	156.43
Transfers In - Other Funds	-	-	-	-	0.00
TOTAL REVENUE	1,057	204,942	239,000	(34,058)	
EXPENDITURES					
Administration	-	4,100	14,000	(9,900)	0.00
Recreation	-	2,208	5,000	(2,792)	0.00
Police	1,840	3,991	131,624	(127,633)	0.00
Fire	897	1,197	26,500	(25,304)	0.00
Library	-	-	-	-	0.00
DPW	(100)	65,441	101,617	(36,176)	0.00
TOTAL EXPENDITURES	2,637	76,935	278,741	(201,806)	
NET REVENUE OVER EXPENDITURES	(1,579)	128,007	(39,741)		

FUND 420
Recycling Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Grant	-	-	5,000	(5,000)	0.00
Fees	12,118	36,347	154,377	(118,030)	23.54
Interest	487	1,947	3,500	(1,553)	55.62
TOTAL REVENUE	12,604	38,294	162,877	(124,583)	
EXPENDITURES					
Operating	12,623	38,173	154,604	(116,431)	24.69
TOTAL EXPENDITURES	12,623	38,173	154,604	(116,431)	
NET REVENUE OVER EXPENDITURES	(18)	121	8,273		

FUND 425
Solid Waste Fund

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
REVENUE					
Fees	36,353	109,042	428,259	(319,217)	25.46
TOTAL REVENUE	36,353	109,042	428,259	(319,217)	
EXPENDITURES					
Operating	34,451	102,193	432,093	(329,900)	23.65
TOTAL EXPENDITURES	34,451	102,193	432,093	(329,900)	
NET REVENUE OVER EXPENDITURES	1,902	6,849	(3,834)		

FUND 430**Tourism Fund**

	4/30/2024	4/30/2024	4/30/2024	4/30/2024	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Local Room Tax	9,102	11,643	60,000	(48,357)	19.40
Misc.	-	-	10,000	(10,000)	0.00
TOTAL REVENUE	9,102	11,643	70,000	(58,357)	
EXPENDITURES					
Operating	3,511	10,474	70,000	(59,526)	14.96
TOTAL EXPENDITURES	3,511	10,474	70,000	(59,526)	
NET REVENUE OVER EXPENDITURES	5,591	1,169	-		

FUND 501**Taxi Fund**

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	Percent
REVENUE					
Tax Levy	-	36,454	45,000	(8,546)	0.00
State/Federal Grants	23,560	41,093	70,000	(28,907)	58.70
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
TOTAL REVENUE	23,560	77,547	115,000	(37,453)	
EXPENDITURES					
Operating	12,237	36,498	212,916	(176,418)	17.14
TOTAL EXPENDITURES	12,237	36,498	212,916	(176,418)	
NET REVENUE OVER EXPENDITURES	11,323	41,050	(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	3	11	20	(9)	54.25
TOTAL REVENUE	3	11	20	(9)	
EXPENDITURES					
Operating	6,026	6,026	73,000	(66,974)	0.00
TOTAL EXPENDITURES	6,026	6,026	73,000	(66,974)	
NET REVENUE OVER EXPENDITURES	(6,023)	(6,015)	(72,980)		

FUND 700**Stormwater Fund**

	4/30/2024 <i>Month Activity</i>	4/30/2024 <i>YTD Actual</i>	4/30/2024 <i>Budget Amount</i>	4/30/2024 <i>Over/(Under)</i>	Percent
REVENUE					
Grants	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Stormwater Fees	51,691	156,762	592,500	(435,738)	26.46
Proceeds Long Term Debt Issue	-	-	-	-	0.00
TOTAL REVENUE	51,691	156,762	592,500	(435,738)	
EXPENDITURES					
Operating, Wages, Benefits	104,916	143,890	-	143,890	#DIV/0!
TOTAL EXPENDITURES	104,916	143,890	-	143,890	
NET REVENUE OVER EXPENDITURES	(53,225)	12,872	592,500		

Administrative Report for April 2024

Prepared by K Schlieve, 5/7/24

Personnel

- The staffing study for Fire and Emergency Response was presented at the April COW. Next steps include discussion at the May 28, 2024 COW to determine next steps and meeting with the town chairs from the community fire department to discuss consolidation.
- The fire department continues recruitment and is currently recruiting to fill vacancies for five (5) firefighters and (4) EMR positions.
- In the first quarter of the year, we have utilized a large portion of police overtime budgets to maintain adequate patrol coverage, with staffing levels being the main driver of the expenditure. While we have moved closer to full staffing levels (currently 15 of 17), we have been operating at roughly 50% of patrol on schedule through the first quarter of the year. Keep in mind that it takes close to a year to recruit and train patrol officers given time required in police academy and field training, and all of our new recruits have required that level of training. Overall, the department budget remains in check, however, we are closely monitoring overtime expenditures to budget.
- After interviews, Lt. Bobbie Williams has accepted the Lieutenant of Investigation position vacated by Deputy Chief Sullivan's promotion. We are beginning recruitment for William's vacated Lieutenant role.
- We are planning an employee recognition luncheon from May 30, from 11 a.m. to 2 p.m. This is in lieu of our annual employee banquet and enables more staff to attend, with the goal of promoting team building. City Hall will be closed during that time.
- We have initiated our request for renewal with Dean Health Insurance and are also soliciting bids from other insurance companies for our 2025 health insurance renewal.

FACILITIES:

- We are convening a small group to review public safety building needs identified in the fire and EM staffing study. An update on recommended next steps will be provided at the May 28 COW meeting.
- Cedar Corp did a walk-through City Hall to help us evaluate a possible grant opportunity and noted changes in the building since their last inspection in 2019 that are of concern. An overview of their findings will be provided at May 28 COW meeting.
- The new community center construction continues to move on schedule. Staff is finalizing fundraising efforts and has sold all available corporate naming sponsorships except for one. More information will be shared at an upcoming council meeting. We are working through signage and material selection for furnishings before placing orders for those final items.
- At the May 14 meeting, staff are seeking approval of an RFP to be published noticing sale of the current senior center, located at 301 E Main St.

COMMUNITY/ECONOMIC DEVELOPMENT:

- Thirty-five business and community stakeholders attended the Design WI Kickstart workshop held April 29 at Waupun High School. Engagement was strong and there are three general projects that emerged from that discussion as follows.
 1. Back alleyway parking and design. Staff have already started fact finding to assess needs. This will be included as a TID funded capital improvement project in 2025 and 2026 budgets.
 2. Downtown Beautification with a group of volunteers within the BID working on plans to advance beautification efforts.
 3. Communications / Promotion efforts are supported by funds from the(BID and Downtown Promotions to hire a student intern to help with promotion and event coordination.

Administrative Report for April 2024

Prepared by K Schlieve, 5/7/24

- Food truck alley construction is well underway with DPW finish up excavation and stormwater work over the next week. Light pole installation is beginning and staff are working to schedule a kickoff meeting with the contractor awarded the concrete work to finalize a timeline. This is partially funded by a Vibrant Spaces grant from WEDC

Budget/IT/Risk Management:

- Implementation of a new Budget Module went live in early May. This will impact how we compile the 2025 budget, save administrative time and reduce chance of error as our previous system relied heavily on spread sheets, email, and uploading of the correct spreadsheets into our accounting software. The new system is fully integrated with the accounting software and provides direct data entry and verification. This is also expected to save time with monthly financial reporting.



NATIONAL PUBLIC WORKS WEEK MAY 19-25, 2024

American Public Works Association is proud to announce "Advancing Quality of Life for All" as the theme for the 2024 National Public Works Week as this illustrates how public works professionals contribute to and enhance the quality of life in all the communities they proudly serve.

City of Waupun Public Works Employees:

Director of Public Works:	Jeff Daane	January 31, 2000
Working Foreman:	Todd Harmsen	May 13, 2013
Lead Mechanic:	Nate Schlieve	May 17, 2021
Mechanic:	Allen Ehltz	May 15, 2017
Heavy Equipment Operators:	Dan Ferch	April 25, 2001
	Alex Schaver	March 27, 2017
	Alex Schlieve	April 4, 2022
Lead Maintenance Technician:	Mike Rens	August 3, 2020
Light Equipment Operator:	Chuck Stobb	July 1, 2013
	Nate Hopp	February 14, 2022
	Jackson Stobb	July 25, 2022
	Eric Terbeest	January 2, 2024
	Mike Schelter	February 5, 2024

