



**A G E N D A**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, July 30, 2024 at 5:30 PM**

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

**Join Virtually:** <https://us02web.zoom.us/j/81751337789?pwd=R2V6MDhuMUthSGNsd1QvYjRybWJ1QT09>

**Join Teleconference:** 1 312 626 6799

**Meeting ID:** 817 5133 7789

**Passcode:** 746846

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC HEARING**

- 1.** Class B Fermented Malt Beverage and Intoxicating Liquor License Application – Americinn Waupun

**RESOLUTIONS AND ORDINANCES:**

- 2.** Resolution Establishing Fees for the 2025 Solid Waste and Recycling Collection Service in the City of Waupun

**CONSIDERATION - ACTION**

- 3.** Future Meetings & Gatherings, License and Permit Applications, Expenses
- 4.** Clerk Assistant ( LTE )Job Description and Authorizing Hiring of Limited Term Employee in the Role
- 5.** Contracts for Repair/Replace City Hall Elevator
- 6.** Review Outstanding Capital Items and Approve Any Necessary Action

**TOUR OF CITY FACILITIES** -*The Common Council will leave to tour the following facilities and return to City Hall to conclude the meeting:*

- 7.** Tour: Public Works Building/Equipment Capital Needs (903 N. Madison Street, Waupun)
- 8.** Tour: Public Safety Building/Equipment Capital Needs (16 E Main Street, Waupun)
- 9.** Tour: City Hall Capital Needs (201 E Main Street, Waupun)

**DISCUSSION - INFORMATIONAL**

- 10.** 2025-2029 Capital and Equipment Schedules

**CLOSED SESSION-** Adjourn in closed session under Section 19.85 (1)(g) of the WI Statutes for the purpose of:

(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- 11.** Pending Litigation on Tax Parcel 292-1315-0542-044

**OPEN SESSION-** Reconvene in open session under Section 19.85(2) of the WI Statutes.

**ACTION FROM CLOSED SESSION**

**ADJOURNMENT**

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 7-30-24

**TITLE:** Class B Fermented Malt Beverage and Intoxicating Liquor License Application – Americinn Waupun

**AGENDA SECTION:** PUBLIC HEARING

**PRESENTER:** Angela Hull, Clerk

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

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**ISSUE SUMMARY**

Ravi and Vipulkumar Chaudhari of Shivansh LLC, have submitted a Class B Fermented Malt Beverage and Intoxicating Liquor License Application due to purchasing the establishment located at 204 Shaler Drive, Waupun. Closing is scheduled for July 30, 2024.

**STAFF RECCOMENDATION:**

Approve licenses with contingency of ownership of the property, approved inspections and any unpaid delinquencies be paid. I would request a designated time limit for the applicant to comply.

**ATTACHMENTS:**

None

**RECOMMENDED MOTION:**

Motion to approve the Fermented Malt Beverage and Intoxicating Liquor License Application of Shivansh LLC DBA Americinn Waupun, Ravi Chaudhari (Agent), at 204 Shaler Drive, Waupun, contingent upon ownership, approved inspections and paid delinquencies, not to exceed sixty (60) days.



**WAUPUN**  
CITY OF SCULPTURE

**CITY CLERK-TREASURER-HUMAN RESOURCES**  
Waupun City Hall–201 E. Main Street, Waupun WI 53963  
P: 920-324-7915 \* F: 920-324-3980  
[www.cityofwaupun.org](http://www.cityofwaupun.org)

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**PUBLICATION**  
**NOTICE OF 2024-2025 LIQUOR LICENSE APPLICATION**

State of Wisconsin County of Dodge and Fond Du Lac, City of Waupun, NOTICE IS HEREBY GIVEN that pursuant to Section 11.01 of the Municipal Code of the City of Waupun, the following application has been filed and will be acted upon at the public hearing on Tuesday, July 30, 2024 at 6:00pm in the City Hall Common Council Chambers located at 201 E Main Street, Waupun:

**CLASS B FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES:**  
Shivansh LLC DBA AmericInn Waupun, Ravi Chaudhari (Agent), at 204 Shaler Drive, Waupun, Dodge County

Published July 25, 27, 29

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# AGENDA SUMMARY SHEET

**MEETING DATE:** 7/30/24  
**AGENDA SECTION:** RESOLUTIONS-ORDINANCES  
**PRESENTER:** Casey Langenfeld, Director of Finance

**TITLE:** Resolution Establishing Fees for the 2025 Solid Waste and Recycling Collection Service in the City of Waupun

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

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**SUMMARY:**

Based on the current contract with GFL for solid waste and recycling services, the fees for 2025 will increase to \$16.59 per month.

**STAFF RECOMMENDATION:**

Request action to approve the Resolution to establish fees for 2025 Solid Waste and Recycling Collection Services in the City of Waupun.

**ATTACHMENTS:**

Resolution for consideration.  
Budget Breakdown of fees.

**RECOMMENDED MOTION:**

Motion to adopt Resolution 07-30-24-01 Establishing Fees for the 2025 Solid Waste and Recycling Collection Service in the City of Waupun

**COMMON COUNCIL  
CITY OF WAUPUN, WISCONSIN**

RESOLUTION NO. 07-30-24-01

**RESOLUTION ESTABLISHING FEES FOR THE 2025 SOLID WASTE AND  
RECYCLING COLLECTION SERVICE IN THE CITY OF WAUPUN**

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Waupun that the 2025 Waste and Recycling Collection Service fee will be \$16.59 per month and authorizes and directs the City Clerk to place this fee on the Waupun Utilities monthly bills.

This Resolution was adopted and approved by the Common Council of the City of Waupun on the \_\_\_\_day of July 2024.

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

ATTEST:

\_\_\_\_\_  
Angela J. Hull, City Clerk

**City of Waupun Recycling & Waste Contract**

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

**Waste Collection**

	3.30%				
	0%	6%	6%	6%	6%
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
95 gallon	\$ 10.98	\$ 11.35	\$ 12.03	\$ 12.75	\$ 13.52

**Recycling Collection**

	3.24%				
	0%	6%	6%	6%	6%
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
95 gallon	\$ 4.01	\$ 4.14	\$ 4.39	\$ 4.65	\$ 4.93

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

No surcharge when the Midwest PADD2 is less than \$4.25    [https://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_r20\\_w.htm](https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r20_w.htm)

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

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





# AGENDA SUMMARY SHEET

**MEETING DATE:** 7-30-24

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

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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## FUTURE MEETINGS

<a href="#">MONDAY, August 19, 2024</a>	<a href="#">Common Council</a>	<a href="#">6:00PM</a>	<a href="#">Reschedule due to Election</a>
Tuesday, August 27, 2024	Committee of the Whole	5:30PM	
Tuesday, September 10, 2024	Common Council	6:00PM	
Tuesday, September 24, 2024	Committee of the Whole	5:30PM	
Tuesday, October 8, 2024	Common Council	6:00PM	
Tuesday, October 29, 2024	Committee of the Whole	5:30PM	
Tuesday, November 12, 2024	Common Council	6:00PM	
Tuesday, November 26, 2024	Committee of the Whole	5:30PM	
Tuesday, December 10, 2024	Common Council	6:00PM	
<a href="#">Tuesday, December 31, 2024</a>	<a href="#">Committee of the Whole</a>	<a href="#">5:30PM</a>	<a href="#">Reschedule/Cancel due to Holiday</a>

## LICENSE/PERMIT APPLICATIONS

Operator: Vipulkumar Chaudhari, Zachariah Wiese, Dylan Majors, Katlyn Koopikka, Jason Kasper, Alison Moericke, Jared Block  
Temporary Class B: Waupun Rotary- Annual Breakfast on 9/7/24 at 328 S Division St. Waupun; Waupun Drift Jumpers- Waupun Super Pull on 8/31/24 at 510 E Spring Street, Waupun  
Taxi Driver: Craig Rosenkranz  
Soda/Dairy- Americinn Waupun  
Peddler/Solicitor- Max Vandyslunt of Edward Jones

## EXPENSES

Attached

### RECOMENDED MOTION:

Motion to approve the License and Permit Applications and Expenses. *(Roll Call)*



## Report Criteria:

Report type: Summary

Invoice.Batch = "7924","071224","071624","073024"

Check Issue Date	Check Number	Payee	Amount
07/09/2024	108179	DOEMEL, JANCEE	200.00
07/09/2024	108180	GRAND VALLEY INSPECTION SERVIC	14,405.47
07/12/2024	108181	HULL, ANGELA J	500.00
07/17/2024	108204	CHARTER COMMUNICATIONS	114.97
07/17/2024	108205	DIGGERS HOTLINE	691.20
07/17/2024	108206	WAUPUN UTILITIES	30,567.33
07/17/2024	108207	YMCA OF DODGE COUNTY	14,029.47
07/25/2024	108208	AMAZON CAPITAL SERVICES	792.93
07/25/2024	108209	ADS THAT CARE INC	580.56
07/25/2024	108210	AIRGAS USA LLC	3,374.50
07/25/2024	108211	ALLIANT ENERGY/WP&L	2,594.36
07/25/2024	108212	AMERICAN INDUSTRIAL MEDICAL INC	200.05
07/25/2024	108213	AT&T LONG DISTANCE	115.98
07/25/2024	108214	AT&T MOBILITY	1,141.48
07/25/2024	108215	BENTZ AUTOMOTIVE INC	624.48
07/25/2024	108216	BISHOP, ROHN	132.00
07/25/2024	108217	BOB'S REPAIR	200.00
07/25/2024	108218	BOUND TREE MEDICAL LLC	99.59
07/25/2024	108219	BROWN CAB SERVICE INC	11,295.09
07/25/2024	108220	CAREW CONCRETE & SUPPLY INC	2,329.10
07/25/2024	108221	CARTRIDGE WORLD	329.45
07/25/2024	108222	CHARTER COMMUNICATIONS	915.98
07/25/2024	108223	CHARTER COMMUNICATIONS	280.03
07/25/2024	108224	CITY OF BEAVER DAM	860.00
07/25/2024	108225	COLUMN SOFTWARE PBC	50.06
07/25/2024	108226	SSM HEALTH LABORATORIES	240.00
07/25/2024	108227	CONWAY SHIELD	65.00
07/25/2024	108228	DEMAA JR, WILLIAM	665.51
07/25/2024	108229	DTAK LLC	3,150.00
07/25/2024	108230	EHLERS AND ASSOCIATES INC	4,250.00
07/25/2024	108231	MARTENS ACE HARDWARE	2,159.87
07/25/2024	108232	FIRE SAFETY USA	170.00
07/25/2024	108233	FIRE SERVICE INC	226.99
07/25/2024	108234	FORCE AMERICA DISTRIBUTING LLC	1,500.00
07/25/2024	108235	GAPPA SECURITY SOLUTIONS LLC	782.50
07/25/2024	108236	GORDON FLESCH CO INC	1,093.37
07/25/2024	108237	H & R SAFETY SOLUTIONS LLC	210.00
07/25/2024	108238	HALRON LUBRICANTS INC	502.43
07/25/2024	108239	HALVERSON, ANDREW	146.07
07/25/2024	108240	HOMAN AUTO -GATEWAY	140.96
07/25/2024	108241	HOYA HOP HOUSE BREWING LLC	34,470.49
07/25/2024	108242	JOHN FABICK TRACTOR CO	20.81
07/25/2024	108243	KREUZIGER, JEFFREY D	500.00
07/25/2024	108244	LANGUAGE LINE SERVICES	15.12
07/25/2024	108245	MARCO TECHNOLOGIES LLC	160.91
07/25/2024	108246	MENARDS - BEAVER DAM	455.88
07/25/2024	108247	MICK FISCHER TROPHY AND ENGRA	195.60
07/25/2024	108248	MILTON PROPANE INC	158.99
07/25/2024	108249	NAPA AUTO PARTS-WAUPUN	204.58

Check Issue Date	Check Number	Payee	Amount
07/25/2024	108250	NEUMAN POOLS INC	156.20
07/25/2024	108251	O'REILLY AUTOMOTIVE INC	1,106.60
07/25/2024	108252	PETTY CASH-CITY HALL	72.36
07/25/2024	108253	PIGGLY WIGGLY DISCOUNT FOODS	90.58
07/25/2024	108254	PIT-STOP PORTABLES	110.80
07/25/2024	108255	SSM HEALTH AT WORK	5,610.34
07/25/2024	108256	SAN-A-CARE INC	416.28
07/25/2024	108257	WAUPUN AREA SCHOOL DISTRICT	500.00
07/25/2024	108258	SHRED-IT	107.11
07/25/2024	108259	SMA CONSTRUCTION SERVICES	326,032.41
07/25/2024	108260	STOBB PLUMBING & HEATING INC	391.40
07/25/2024	108261	SYMBOLARTS	275.00
07/25/2024	108262	TRACTOR SUPPLY CREDIT PLAN	133.19
07/25/2024	108263	VANDEZANDE & KAUFMAN, LLP	6,855.00
07/25/2024	108264	VERTICAL CONSULTANTS LLC	948.00
07/25/2024	108265	VON BRIESEN & ROPER, S.C.	2,756.66
07/25/2024	108266	W & D NAVIS	525.00
07/25/2024	108267	WALMART COMMUNITY/CAPITAL ONE	208.20
07/25/2024	108268	WAUPUN UTILITIES	942.03
07/25/2024	108269	A & M WEE CARE TOO	27,594.00
07/25/2024	108270	WEIMER BEARING & TRANSMISSION I	168.69
07/25/2024	108271	WI DEPART OF JUSTICE	345.75
07/25/2024	108272	INSIGHT FS	1,898.51
07/25/2024	108273	TOP PACK DEFENSE	1,881.43
07/25/2024	108274	SALAMONE SUPPLIES	648.58
Grand Totals:			<u>517,683.28</u>

## Report Criteria:

Report type: Summary

Invoice.Batch = "7924","071224","071624","073024"

Report Criteria:

Report type: Invoice detail  
 Check.Type = {<>} "Adjustment"  
 Invoice.Batch = "7924","071224","071624","073024"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
A & M WEE CARE TOO						
A & M WEE CARE TOO	CHILDCARE STABILIZATION GRANT REIMBURSEMENT - PMT 4	07/25/2024	7-24-24	100-80-5671-3-38	27,594.00	27,594.00
Total A & M WEE CARE TOO:						27,594.00
ADS THAT CARE INC						
ADS THAT CARE INC	PENCILS FOR TOURISM	07/25/2024	16703	100-10-5534-3-36	338.54	338.54
ADS THAT CARE INC	INDIVIDUALLY WRAPPED MINTS - ELECTION	07/25/2024	16704	100-10-5142-3-38	242.02	242.02
Total ADS THAT CARE INC:						580.56
AIRGAS USA LLC						
AIRGAS USA LLC	POOL CHEMICALS	07/25/2024	9151326801	100-20-5523-3-40	696.04	696.04
AIRGAS USA LLC	POOL CHEMICALS	07/25/2024	5508738957	100-20-5523-3-40	1,422.12	1,422.12
AIRGAS USA LLC	POOL CHEMICALS	07/25/2024	9151639010	100-20-5523-3-40	1,231.34	1,231.34
AIRGAS USA LLC	OXYGEN RENTAL - FD	07/25/2024	5508729209	100-50-5230-3-38	25.00	25.00
Total AIRGAS USA LLC:						3,374.50
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	ICE ARENA MONTHLY FUEL-JUNE 2024 - CITY	07/25/2024	2831330000-J	100-70-5410-3-32	81.82	81.82
ALLIANT ENERGY/WP&L	SENIOR CENTER - JUNE 2024	07/25/2024	7255200000-J	100-20-5513-3-32	13.45	13.45
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - JUNE 2024	07/25/2024	3425110000-J	100-20-5512-3-32	13.42	13.42
ALLIANT ENERGY/WP&L	AQUATIC CENTER - JUNE 2024	07/25/2024	5374620000-J	100-20-5523-3-32	2,284.80	2,284.80
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - JUNE 2024	07/25/2024	3264610000-J	100-70-5412-3-32	89.94	89.94
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - JUNE 2024	07/25/2024	1780510000-J	100-70-5410-3-32	53.52	53.52
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - JUNE 2024	07/25/2024	5946940000-J	100-50-5231-3-32	57.41	57.41
Total ALLIANT ENERGY/WP&L:						2,594.36
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	PARK PROGRAM POOL OLYMPICS PRIZES	07/25/2024	1GN9-376P-C	100-20-5525-3-39	16.97	16.97
AMAZON CAPITAL SERVICES	CORDLESS DRILL COMBO KIT	07/25/2024	1FQF-FCMD-3	100-70-5411-3-38	299.00	299.00
AMAZON CAPITAL SERVICES	TOILET TISSUE DISPENSER - FIRE DEPT WOMENS BATHROOM	07/25/2024	114Q-JHLH-X	100-70-5410-3-36	120.10	120.10
AMAZON CAPITAL SERVICES	HANDCUFFS	07/25/2024	1QJD-49FX-V	100-40-5212-3-38	62.97	62.97
AMAZON CAPITAL SERVICES	POSTCARD MAILERS TO EMPLOYEES	07/25/2024	1PPJ-T41Q-N	100-10-5143-3-38	15.42	15.42
AMAZON CAPITAL SERVICES	SHOP TOOLS	07/25/2024	16DG-XHVN-3	100-70-5411-3-38	269.10	269.10
AMAZON CAPITAL SERVICES	BINDER - BUILDING PERMITS	07/25/2024	1WTW-TX9W-	230-30-5241-3-30	9.37	9.37
Total AMAZON CAPITAL SERVICES:						792.93
AMERICAN INDUSTRIAL MEDICAL INC						
AMERICAN INDUSTRIAL MEDICAL IN	2024 HEARING EVALUATIONS - PD	07/25/2024	24154CW	100-40-5215-3-37	200.05	200.05
Total AMERICAN INDUSTRIAL MEDICAL INC:						200.05
AT&T LONG DISTANCE						
AT&T LONG DISTANCE	AQUATIC CENTER	07/25/2024	JUNE24	100-20-5523-3-31	115.98	115.98

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total AT&T LONG DISTANCE:						115.98
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - MAY 24-JUNE 23 2024 PD	07/25/2024	287307537700	100-40-5211-3-31	863.40	863.40
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - MAY 24-JUNE 23 2024 FIRE ADM	07/25/2024	MAY24-JUNE2	100-50-5231-3-31	278.08	278.08
Total AT&T MOBILITY:						1,141.48
BENTZ AUTOMOTIVE INC						
BENTZ AUTOMOTIVE INC	TOW CITY TRUCK FROM ACCIDENT ON MADISON ST	07/25/2024	30379	100-70-5411-3-36	128.75	128.75
BENTZ AUTOMOTIVE INC	SHOP SUPPLIES-TIRE VALVE STEMS	07/25/2024	30426	100-70-5411-3-36	16.00	16.00
BENTZ AUTOMOTIVE INC	INTERSTATE BATTERY	07/25/2024	30530	100-40-5212-3-36	210.95	210.95
BENTZ AUTOMOTIVE INC	FREON & AC SERVICE	07/25/2024	30522	100-50-5232-3-36	268.78	268.78
Total BENTZ AUTOMOTIVE INC:						624.48
BISHOP, ROHN						
BISHOP, ROHN	4 MINI DETAILS ON SQUAD CARS	07/25/2024	07242024	100-40-5212-3-36	132.00	132.00
Total BISHOP, ROHN:						132.00
BOB'S REPAIR						
BOB'S REPAIR	GARBAGE BARRELLS	07/25/2024	7-22-24	100-70-5410-3-36	200.00	200.00
Total BOB'S REPAIR:						200.00
BOUND TREE MEDICAL LLC						
BOUND TREE MEDICAL LLC	PEDIATRIC AED PADS	07/25/2024	85419324	100-50-5230-3-38	99.59	99.59
Total BOUND TREE MEDICAL LLC:						99.59
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	JUNE 2024 TAXI SERVICES	07/25/2024	4896	501-10-5154-3-38	11,295.09	11,295.09
Total BROWN CAB SERVICE INC:						11,295.09
CAREW CONCRETE & SUPPLY INC						
CAREW CONCRETE & SUPPLY INC	LIGHT POLE BASES- FOOD TRUCK ALLEY	07/25/2024	007517	405-70-5437-8-00	1,051.60	1,051.60
CAREW CONCRETE & SUPPLY INC	CONCRETE-VARIOUS STORM SEWER REPAIRS	07/25/2024	1297824	700-10-5192-3-36	1,277.50	1,277.50
Total CAREW CONCRETE & SUPPLY INC:						2,329.10
CARTRIDGE WORLD						
CARTRIDGE WORLD	INK CARTRIDGES	07/25/2024	95402	100-40-5211-3-38	247.45	247.45
CARTRIDGE WORLD	INK CARTRIDGES	07/25/2024	95410	100-40-5211-3-38	82.00	82.00
Total CARTRIDGE WORLD:						329.45
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	SENIOR CENTER - TV, INTERNET	07/25/2024	16011-JULY24	100-20-5513-3-38	180.04	180.04
CHARTER COMMUNICATIONS	AQUATIC CENTER	07/17/2024	171154201-JU	100-20-5523-3-38	114.97	114.97
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	07/25/2024	171154001-JU	100-70-5412-3-38	204.49	204.49
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	07/25/2024	171156301-JU	100-10-5197-3-31	149.98	149.98

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - BILLED/PD BY HISTORICAL SOCIETY	07/25/2024	84621-JULY24	100-13850	99.99	99.99
CHARTER COMMUNICATIONS	ACCT# 171154501 - PD - INTERNET - SERVS 7-1-24 TO 7-31-24	07/25/2024	171154501-JU	100-40-5211-3-38	71.51	71.51
CHARTER COMMUNICATIONS	ACCT# 171153401 - PD - INTERNET - SERVS 7-1-24 TO 7-31-24	07/25/2024	171153401-JU	100-40-5211-3-38	490.00	490.00
Total CHARTER COMMUNICATIONS:						1,310.98
CITY OF BEAVER DAM						
CITY OF BEAVER DAM	EMS CALL 7-21-24	07/25/2024	22329	100-10-5255-3-38	860.00	860.00
Total CITY OF BEAVER DAM:						860.00
COLUMN SOFTWARE PBC						
COLUMN SOFTWARE PBC	GENERAL LEGAL NOTICES 7/25/24, 7/27/24, 7/30/24 - LIQUOR LIC - AMERICINN	07/25/2024	3EC85C3A-00	100-10-5110-3-35	50.06	50.06
Total COLUMN SOFTWARE PBC:						50.06
CONWAY SHIELD						
CONWAY SHIELD	SHIELD FOR RETIREMENT PLAQUE - DUER	07/25/2024	0524258	100-50-5231-3-38	65.00	65.00
Total CONWAY SHIELD:						65.00
DEMAA JR, WILLIAM						
DEMAA JR, WILLIAM	REIMBURSE - FIRE PREVENTION WEEK MATERIALS	07/25/2024	7-22-24	100-50-5233-3-38	665.51	665.51
Total DEMAA JR, WILLIAM:						665.51
DIGGERS HOTLINE						
DIGGERS HOTLINE	2ND PREPAYMENT 2024	07/17/2024	240 7 50101 P	700-10-5192-3-38	691.20	691.20
Total DIGGERS HOTLINE:						691.20
DOEMEL, JANCEE						
DOEMEL, JANCEE	AG IN THE PARK - PARK PROGRAM	07/09/2024	0019	100-20-5525-3-39	200.00	200.00
Total DOEMEL, JANCEE:						200.00
DTAK LLC						
DTAK LLC	WOODCHIPS FOR PARK PLAYGROUNDS	07/25/2024	62919	100-20-5525-3-36	3,150.00	3,150.00
Total DTAK LLC:						3,150.00
EHLERS AND ASSOCIATES INC						
EHLERS AND ASSOCIATES INC	2024 CONTINUING DISCLOSURE REPORTING - UTILITY PORTION	07/25/2024	98366	100-13850	4,250.00	4,250.00
Total EHLERS AND ASSOCIATES INC:						4,250.00
FIRE SAFETY USA						
FIRE SAFETY USA	AXE AND #10 SLEDGE HAMMER	07/25/2024	188824	100-50-5232-3-38	170.00	170.00
Total FIRE SAFETY USA:						170.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>FIRE SERVICE INC</b>						
<b>FIRE SERVICE INC</b>	CONES FOR TRAFFIC WANDS; LIGHT BOX	07/25/2024	56291	100-50-5232-3-38	226.99	226.99
Total FIRE SERVICE INC:						226.99
<b>FORCE AMERICA DISTRIBUTING LLC</b>						
<b>FORCE AMERICA DISTRIBUTING LLC</b>	SERVICE WORK ON DUMP TRUCK	07/25/2024	IN001-184185	100-70-5411-3-36	1,500.00	1,500.00
Total FORCE AMERICA DISTRIBUTING LLC:						1,500.00
<b>GAPPA SECURITY SOLUTIONS LLC</b>						
<b>GAPPA SECURITY SOLUTIONS LLC</b>	GAPPA SECURITY SERVICE-LITTLE LEAGUE BATHROOM DOORS	07/25/2024	29948	100-20-5525-3-36	580.00	580.00
<b>GAPPA SECURITY SOLUTIONS LLC</b>	DEADLATCHES FOR PARK BATHROOMS	07/25/2024	29954	100-20-5525-3-36	202.50	202.50
Total GAPPA SECURITY SOLUTIONS LLC:						782.50
<b>GORDON FLESCH CO INC</b>						
<b>GORDON FLESCH CO INC</b>	TONER MP301 - JENNY	07/25/2024	IN14760323	100-70-5410-3-36	44.16	44.16
<b>GORDON FLESCH CO INC</b>	REPAIR MP301SPF PRINTER	07/25/2024	IN14761702	100-70-5410-3-36	934.35	934.35
<b>GORDON FLESCH CO INC</b>	RICOH IMC4500 - CITY HALL COLOR COPIER - 06/12/24-7/14/24	07/25/2024	IN14762851	100-10-5141-3-36	114.86	114.86
Total GORDON FLESCH CO INC:						1,093.37
<b>GRAND VALLEY INSPECTION SERVICES</b>						
<b>GRAND VALLEY INSPECTION SERVIC</b>	BUILDING INSP/ZONING ADMIN FOR JUNE 2024	07/09/2024	2024-113	230-30-5241-3-38	14,405.47	14,405.47
Total GRAND VALLEY INSPECTION SERVICES:						14,405.47
<b>H &amp; R SAFETY SOLUTIONS LLC</b>						
<b>H &amp; R SAFETY SOLUTIONS LLC</b>	TRAFFIC VESTS FOR AMBULANCES	07/25/2024	8630	100-50-5230-3-38	210.00	210.00
Total H & R SAFETY SOLUTIONS LLC:						210.00
<b>HALRON LUBRICANTS INC</b>						
<b>HALRON LUBRICANTS INC</b>	BULK OIL - SPIRAX SHELL/GREASE VALVOLINE/ZEREX VALVOLINE	07/25/2024	1531297-00	100-70-5411-3-36	502.43	502.43
Total HALRON LUBRICANTS INC:						502.43
<b>HALVERSON, ANDREW</b>						
<b>HALVERSON, ANDREW</b>	K9 SUPPLIES	07/25/2024	7-16-24	220-40-5212-3-38	85.10	85.10
<b>HALVERSON, ANDREW</b>	K9 DOG FOOD	07/25/2024	7-16-24/2	220-40-5212-3-38	60.97	60.97
Total HALVERSON, ANDREW:						146.07
<b>HOMAN AUTO -GATEWAY</b>						
<b>HOMAN AUTO -GATEWAY</b>	RELAY - 1-16	07/25/2024	1023306	100-70-5411-3-36	140.96	140.96
Total HOMAN AUTO -GATEWAY:						140.96
<b>HOYA HOP HOUSE BREWING LLC</b>						
<b>HOYA HOP HOUSE BREWING LLC</b>	WEDC CDI FY24-53860 PYMT 1	07/25/2024	WEDC PYMT	405-70-5438-8-00	34,470.49	34,470.49
Total HOYA HOP HOUSE BREWING LLC:						34,470.49

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
HULL, ANGELA J						
HULL, ANGELA J	REIMBURSEMENT FOR DOWNPAYMENT FOR 2015 DODGE RAM 3500 - DPW	07/12/2024	7-12-24	410-70-5412-4-00	500.00	500.00
Total HULL, ANGELA J:						500.00
INSIGHT FS						
INSIGHT FS	SEED - SHALER PARK - FLOOD CLEAN-UP	07/25/2024	220014883	100-20-5525-3-36	25.20	25.20
INSIGHT FS	TREE/STUMP KILLER	07/25/2024	220015103	100-70-5443-3-36	74.53	74.53
INSIGHT FS	WEED SPRAY	07/25/2024	220015102	100-70-5613-3-38	1,798.78	1,798.78
Total INSIGHT FS:						1,898.51
JOHN FABICK TRACTOR CO						
JOHN FABICK TRACTOR CO	COVER	07/25/2024	PIMK0340528	100-70-5411-3-36	20.81	20.81
Total JOHN FABICK TRACTOR CO:						20.81
KREUZIGER, JEFFREY D						
KREUZIGER, JEFFREY D	JUNE LAWN MOWING - BALANCE	07/25/2024	620065	100-70-5613-3-38	500.00	500.00
Total KREUZIGER, JEFFREY D:						500.00
LANGUAGE LINE SERVICES						
LANGUAGE LINE SERVICES	LANGUAGE LINE - USED 6/24/24	07/25/2024	11331804	100-40-5212-3-38	15.12	15.12
Total LANGUAGE LINE SERVICES:						15.12
MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 7/1/24 TO 8/1/24, COLOR COPY OVERAGE	07/25/2024	533193637	100-40-5211-3-38	160.91	160.91
Total MARCO TECHNOLOGIES LLC:						160.91
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	COIL ROOFING NAILER - REPLACE ROOF @ WEST END PARK	07/25/2024	237006	100-20-5525-3-36	85.00	85.00
MARTENS ACE HARDWARE	BATTERIES - SCBA MAINT	07/25/2024	237025	100-50-5232-3-36	191.90	191.90
MARTENS ACE HARDWARE	TOOLS - POOL SET-UP	07/25/2024	237003	100-20-5523-3-36	1.99	1.99
MARTENS ACE HARDWARE	O-RING/VINYL TUBING PVC - POOL SET-UP	07/25/2024	237001	100-20-5523-3-36	6.73	6.73
MARTENS ACE HARDWARE	POLISH/GLASS CLEANER/HAND SOAP - POOL SET-UP	07/25/2024	236999	100-20-5523-3-36	40.12	40.12
MARTENS ACE HARDWARE	TWINE/WIRE GRND PIGTL - BGMS SUPPLIES	07/25/2024	237061	100-70-5410-3-36	35.95	35.95
MARTENS ACE HARDWARE	BATTERIES	07/25/2024	237114	100-70-5410-3-36	15.98	15.98
MARTENS ACE HARDWARE	UNDER EVE VENT - WEST END PARK	07/25/2024	237116	100-20-5525-3-36	4.99	4.99
MARTENS ACE HARDWARE	BYPASS LOPPER EXT/PLUNGER - SHOP SUPPLIES	07/25/2024	237113	100-70-5412-3-36	107.23	107.23
MARTENS ACE HARDWARE	PARTS/SUPPLIES - COMPLEX GARAGE/ADD OUTLET TO HIGH SCHOOL CONCESSION STAND	07/25/2024	237115	100-20-5525-3-36	119.48	119.48
MARTENS ACE HARDWARE	TRIMMER LINE	07/25/2024	237176	100-70-5411-3-36	44.99	44.99
MARTENS ACE HARDWARE	TOILET SEAT/COIL CLEANER - CITY HALL	07/25/2024	237164	100-70-5410-3-36	40.98	40.98
MARTENS ACE HARDWARE	HAND SOAP - POOL	07/25/2024	237200	100-20-5523-3-36	10.36	10.36
MARTENS ACE HARDWARE	LEVER FLUSH - HARRIS MILL PARK	07/25/2024	237207	100-20-5525-3-36	9.99	9.99
MARTENS ACE HARDWARE	FUNNEL/OIL - MOWERS & CHAINSAWS	07/25/2024	237231	100-70-5411-3-36	62.93	62.93
MARTENS ACE HARDWARE	OUTLET COVERS - WILCOX PARK	07/25/2024	237243	100-20-5525-3-36	19.99	19.99

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
MARTENS ACE HARDWARE	CABLE TIES/GLOVES - CELEBRATE WAUPUN	07/25/2024	237271	100-10-5534-3-36	153.87	153.87
MARTENS ACE HARDWARE	SCREWS/FASTENERS	07/25/2024	237297	100-70-5410-3-36	19.99	19.99
MARTENS ACE HARDWARE	DRILL BIT	07/25/2024	237302	100-70-5410-3-36	15.98	15.98
MARTENS ACE HARDWARE	WIRE	07/25/2024	237318	100-70-5410-3-36	32.99	32.99
MARTENS ACE HARDWARE	CRAYON LUMBER YELLOW/LIQUAD CHLORINATOR - SHOP SUPPLIES/WATER TANK ON SUCKER & #40	07/25/2024	237342	100-70-5411-3-36	20.12	20.12
MARTENS ACE HARDWARE	OUTLET DPLX - FOOD TRUCK ALLEY ELECTRICAL	07/25/2024	237327	405-70-5437-8-00	5.99	5.99
MARTENS ACE HARDWARE	LAWN INSECT KILLER - PARKS	07/25/2024	237338	100-20-5525-3-36	27.98	27.98
MARTENS ACE HARDWARE	SPONGE/ALL PURPOSE CLEANER/ANT & ROACH KILLER	07/25/2024	237363	100-20-5523-3-39	16.57	16.57
MARTENS ACE HARDWARE	LAUNDRY DET - SHOP	07/25/2024	237383	100-70-5412-3-36	4.99	4.99
MARTENS ACE HARDWARE	FASTENERS/TURNBKL/LINK CHAIN QUICK - FOOD TRUCK ALLEY ELECTRICAL	07/25/2024	237370	405-70-5437-8-00	58.83	58.83
MARTENS ACE HARDWARE	FASTENERS - FOOD TRUCK ALLEY ELECTRICAL	07/25/2024	237373	405-70-5437-8-00	2.21	2.21
MARTENS ACE HARDWARE	FERRULE/STOPS/TURNBKL/LINK CHAIN QUICK - FOOD TRUCK ALLEY ELECTRICAL	07/25/2024	237378	405-70-5437-8-00	74.63	74.63
MARTENS ACE HARDWARE	PAINT STRAINER - PAINT STREETS	07/25/2024	237420	100-70-5441-3-36	16.77	16.77
MARTENS ACE HARDWARE	BATTERIES - FOR BUILDINGS	07/25/2024	237425	100-70-5410-3-36	33.98	33.98
MARTENS ACE HARDWARE	TURNBKL/LINK CHAIN QUICK - FOOD TRUCK ALLEY ELECTRICAL	07/25/2024	237430	405-70-5437-8-00	51.50	51.50
MARTENS ACE HARDWARE	CORNER BRACE/CONDUIT HANGER/FERRULE/STOPS/RUBBER PLUG GRND - FOOD TRUCK ALLEY ELECTRICAL	07/25/2024	237460	405-70-5437-8-00	38.48	38.48
MARTENS ACE HARDWARE	TRUSS COMBO/STOP NTS Z - GARBAGE CANS FOR PARKS	07/25/2024	237489	100-20-5525-3-36	19.98	19.98
MARTENS ACE HARDWARE	TELEPHONE LINE CABLE	07/25/2024	237505	100-20-5523-3-36	7.99	7.99
MARTENS ACE HARDWARE	PAPER CLIPS/SHARPIES/STORAGE QT BAGS - POOL SUPPLIES	07/25/2024	237530	100-20-5523-3-36	24.95	24.95
MARTENS ACE HARDWARE	COUPLE FLEX - SUMP PUMP @ SAFETY BUILDING	07/25/2024	237534	100-70-5410-3-36	9.99	9.99
MARTENS ACE HARDWARE	SWING CHECK VALVE - SUMP PUMP @ SAFETY BUILDING	07/25/2024	237535	100-70-5410-3-36	15.99	15.99
MARTENS ACE HARDWARE	CABLETIES/GLOVES/CLEAR TAPE/DUCT TAPE/ELECTRICAL TAPE - CELEBRATE	07/25/2024	237594	100-10-5534-3-36	274.77	274.77
MARTENS ACE HARDWARE	GLOVES/SOAP - POOL	07/25/2024	237647	100-20-5523-3-36	25.75	25.75
MARTENS ACE HARDWARE	PUSHBROOM/BROOM INDOOR OUTDOOR	07/25/2024	237694	100-70-5412-3-38	50.98	50.98
MARTENS ACE HARDWARE	CAP HOSE BRASS - SAFETY BUILDING WATER LINE	07/25/2024	237697	100-70-5410-3-36	5.99	5.99
MARTENS ACE HARDWARE	CLOTHING ALLOWANCE - KNUDSON	07/25/2024	237254	100-12634	349.99	349.99
Total MARTENS ACE HARDWARE:						2,159.87
MENARDS - BEAVER DAM	STORM SEWER & CURB REPAIRS PARTS	07/25/2024	57485	700-10-5192-3-36	123.66	123.66
MENARDS - BEAVER DAM	PART/SUPPLIES - FORM STORM SEWER INLET CURBS	07/25/2024	57616	700-10-5192-3-36	96.10	96.10
MENARDS - BEAVER DAM	PARK PROGRAM MOVIE IN THE PARK	07/25/2024	57886	100-20-5525-3-39	76.79	76.79
MENARDS - BEAVER DAM	CONCRETE/RAILROAD TIES - REPAIR @ WILCOX PARK	07/25/2024	58207	100-20-5525-3-36	109.60	109.60
MENARDS - BEAVER DAM	PARK PROGRAM ROCK SCAVENGER HUNT	07/25/2024	58267	100-20-5525-3-39	49.73	49.73
Total MENARDS - BEAVER DAM:						455.88
MICK FISCHER TROPHY AND ENGRAVING	RETIREMENT PLAQUE - DUER	07/25/2024	4267	100-50-5231-3-38	195.60	195.60



Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total MICK FISCHER TROPHY AND ENGRAVING:						195.60
MILTON PROPANE INC						
MILTON PROPANE INC	FUEL FOR FORKLIFT	07/25/2024	U0168911	100-70-5411-3-38	158.99	158.99
Total MILTON PROPANE INC:						158.99
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	WIRE	07/25/2024	414879	100-70-5411-3-36	7.50	7.50
NAPA AUTO PARTS-WAUPUN	LEAK DETECTION LED FLASHLIGHT	07/25/2024	414838	100-70-5411-3-36	51.99	51.99
NAPA AUTO PARTS-WAUPUN	ROCKER LED BLACK BLUE	07/25/2024	414427	100-70-5411-3-36	11.49	11.49
NAPA AUTO PARTS-WAUPUN	POWERATED BELT	07/25/2024	413629	100-70-5411-3-36	21.75	21.75
NAPA AUTO PARTS-WAUPUN	V-BELT	07/25/2024	413569	700-10-5192-3-36	3.72	3.72
NAPA AUTO PARTS-WAUPUN	V-BELT	07/25/2024	413564	100-70-5411-3-36	27.89	27.89
NAPA AUTO PARTS-WAUPUN	NAPA NON-DETER 30 QT	07/25/2024	413397	100-70-5410-3-36	5.99	5.99
NAPA AUTO PARTS-WAUPUN	SLIDE TERMINAL/BATTERY CABLES	07/25/2024	413082	100-70-5411-3-36	26.42	26.42
NAPA AUTO PARTS-WAUPUN	FITTINGS/FERRULES/AIR INLET SWIVEL	07/25/2024	412953	100-70-5411-3-36	47.83	47.83
Total NAPA AUTO PARTS-WAUPUN:						204.58
NEUMAN POOLS INC						
NEUMAN POOLS INC	LEVEL SWITCH	07/25/2024	501856	100-20-5523-3-36	156.20	156.20
Total NEUMAN POOLS INC:						156.20
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	BATTERY	07/25/2024	2391-148928	100-70-5411-3-36	272.90	272.90
O'REILLY AUTOMOTIVE INC	REPLACE FUEL FILTER HEAD	07/25/2024	2391-149759	100-70-5411-3-36	160.70	160.70
O'REILLY AUTOMOTIVE INC	MICRO-V BELT & TENSNER - SQUAD 11	07/25/2024	2391-148218	100-40-5212-3-36	78.89	78.89
O'REILLY AUTOMOTIVE INC	TIMING CHAIN, ANTIFREEZE, FUEL CLNR, FUEL FLTR - SQUAD 11	07/25/2024	2391-149071	100-40-5212-3-36	16.65	16.65
O'REILLY AUTOMOTIVE INC	ANTIFREEZE - SQUAD 11	07/25/2024	2391-148985	100-40-5212-3-36	35.98	35.98
O'REILLY AUTOMOTIVE INC	TIMING CHAIN, WATER PUMP, SEAL, GASKET, BOLT - SQUAD 11	07/25/2024	2391-148470	100-40-5212-3-36	435.01	435.01
O'REILLY AUTOMOTIVE INC	FLOOR MATS/WIPER BLADES	07/25/2024	2391-147692	100-50-5231-3-36	106.47	106.47
Total O'REILLY AUTOMOTIVE INC:						1,106.60
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REIMBURSE MILEAGE - 7-11-24 - DODGE CTY - P/U ELECTION DAY BALLOTS FOR 8-13-24 ELECTION	07/25/2024	7-11-24	100-10-5142-3-37	45.56	45.56
PETTY CASH-CITY HALL	FDL CTY - REIMBURSE MILEAGE - P/U ABSENTEE BALLOTS	07/25/2024	6-21-24	100-10-5142-3-37	26.80	26.80
Total PETTY CASH-CITY HALL:						72.36
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	ICE CREAM SOCIAL - PARK PROGRAM	07/25/2024	2300	100-20-5525-3-39	17.85	17.85
PIGGLY WIGGLY DISCOUNT FOODS	WATER FOR REHAB - FD	07/25/2024	1663	100-50-5232-3-38	13.38	13.38
PIGGLY WIGGLY DISCOUNT FOODS	REHAB - TRAINING	07/25/2024	9220	100-50-5232-3-38	59.35	59.35
Total PIGGLY WIGGLY DISCOUNT FOODS:						90.58
PIT-STOP PORTABLES						
PIT-STOP PORTABLES	PINE STREET PARK PORT A POTTY 7/3/24 - 7/19/24	07/25/2024	A-159537	100-20-5525-3-38	110.80	110.80

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total PIT-STOP PORTABLES:						110.80
SALAMONE SUPPLIES						
SALAMONE SUPPLIES	BUILDING SUPPLIES	07/25/2024	174576	100-70-5410-3-38	648.58	648.58
Total SALAMONE SUPPLIES:						648.58
SAN-A-CARE INC						
SAN-A-CARE INC	BUILDING SUPPLIES	07/25/2024	627298	100-70-5410-3-38	416.28	416.28
Total SAN-A-CARE INC:						416.28
SHRED-IT						
SHRED-IT	DESTRUCTION OF RECORDS - JUNE 2024	07/25/2024	8007644311	100-40-5211-3-38	107.11	107.11
Total SHRED-IT:						107.11
SMA CONSTRUCTION SERVICES						
SMA CONSTRUCTION SERVICES	SENIOR/COMMUNITY CENTER PAYMENT #8	07/25/2024	PAY REQUES	400-20-5513-8-00	326,032.41	326,032.41
Total SMA CONSTRUCTION SERVICES:						326,032.41
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	WELLNESS CLINIC UTILITIES SHARE - JUNE 2024	07/25/2024	43014	100-13850	5,610.34	5,610.34
Total SSM HEALTH AT WORK:						5,610.34
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	BLOOD DRAWS - JUNE 2024	07/25/2024	4606542	100-40-5213-3-38	240.00	240.00
Total SSM HEALTH LABORATORIES:						240.00
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	STOBB PLUMBING SERICE-REMOVE BACKFLOW VALVE ICE ARENA ZAMBONI ROOM	07/25/2024	15890	100-70-5410-3-38	386.40	386.40
STOBB PLUMBING & HEATING INC	REPAIR WATER LEAK TOILET POLICE SIDE	07/25/2024	15892	100-70-5410-3-38	5.00	5.00
Total STOBB PLUMBING & HEATING INC:						391.40
SYMBOLARTS						
SYMBOLARTS	BADGES - 2	07/25/2024	0498846	100-40-5212-3-38	275.00	275.00
Total SYMBOLARTS:						275.00
TOP PACK DEFENSE						
TOP PACK DEFENSE	CLOTHING ALLOWANCE - CUPERY	07/25/2024	13605	100-12634	142.98	142.98
TOP PACK DEFENSE	CLOTHING ALLOWANCE - WARNER	07/25/2024	13610	100-12634	194.97	194.97
TOP PACK DEFENSE	CLOTHING ALLOWANCE - BRICE	07/25/2024	13653	100-12634	1,543.48	1,543.48
Total TOP PACK DEFENSE:						1,881.43
TRACTOR SUPPLY CREDIT PLAN						
TRACTOR SUPPLY CREDIT PLAN	PULLEY	07/25/2024	7-8-24	100-50-5232-3-38	133.19	133.19

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total TRACTOR SUPPLY CREDIT PLAN:						133.19
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - JUNE 2024	07/25/2024	JUNE2024	100-10-5161-3-38	6,855.00	6,855.00
Total VANDEZANDE & KAUFMAN, LLP:						6,855.00
VERTICAL CONSULTANTS LLC						
VERTICAL CONSULTANTS LLC	CONSULTING SERVICES - US CELL/CELL SITE LEASE	07/25/2024	18159	404-10-5711-3-38	948.00	948.00
Total VERTICAL CONSULTANTS LLC:						948.00
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	LEGAL FEES VONBRIESEN	07/25/2024	464800	100-10-5110-3-38	2,756.66	2,756.66
Total VON BRIESEN & ROPER, S.C.:						2,756.66
W & D NAVIS						
W & D NAVIS	30 YD DUMPSTERS FOR FLOOD PICK UP	07/25/2024	54672	425-70-5476-3-38	525.00	525.00
Total W & D NAVIS:						525.00
WALMART COMMUNITY/CAPITAL ONE						
WALMART COMMUNITY/CAPITAL ON	FC	07/25/2024	7-16-24	100-20-5525-3-38	208.20	208.20
Total WALMART COMMUNITY/CAPITAL ONE:						208.20
WAUPUN AREA SCHOOL DISTRICT						
WAUPUN AREA SCHOOL DISTRICT	KEY RETURN REIMBURSEMENT	07/25/2024	7-10-24	100-20-5526-3-38	500.00	500.00
Total WAUPUN AREA SCHOOL DISTRICT:						500.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - JUNE 2024	07/25/2024	6198	700-10-5192-3-38	879.75	879.75
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - MAY 2024	07/25/2024	6199	100-70-5420-3-31	62.28	62.28
WAUPUN UTILITIES	N11363 STATE RD 26	07/17/2024	JUNE1-JULY1	419-70-5435-3-38	25.28	25.28
WAUPUN UTILITIES	MONTHLY UTILITY CHARGES	07/17/2024	JUNE2024	100-50-5251-3-32	30,542.05	30,542.05
Total WAUPUN UTILITIES:						31,509.36
WEIMER BEARING & TRANSMISSION INC						
WEIMER BEARING & TRANSMISSION	FLANGE BLOCK	07/25/2024	80595253	700-10-5192-3-36	168.69	168.69
Total WEIMER BEARING & TRANSMISSION INC:						168.69
WI DEPART OF JUSTICE						
WI DEPART OF JUSTICE	TIME SYSTEM-QUARTERLY BILLING 7/1/24-9/31-24	07/25/2024	455TIME-0000	100-40-5212-3-38	345.75	345.75
Total WI DEPART OF JUSTICE:						345.75
YMCA OF DODGE COUNTY						
YMCA OF DODGE COUNTY	WAUPUN AQUATIC CENTER PAYROLL - 6-23-24 THRU 7-6-24	07/17/2024	7112024	100-20-5523-3-38	14,029.47	14,029.47

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total YMCA OF DODGE COUNTY:						14,029.47
Grand Totals:						517,683.28

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	50.06	.00	50.06
100-10-5110-3-38	2,756.66	.00	2,756.66
100-10-5141-3-36	114.86	.00	114.86
100-10-5142-3-37	72.36	.00	72.36
100-10-5142-3-38	242.02	.00	242.02
100-10-5143-3-38	15.42	.00	15.42
100-10-5153-3-38	3,643.00	.00	3,643.00
100-10-5161-3-38	6,855.00	.00	6,855.00
100-10-5197-3-31	149.98	.00	149.98
100-10-5255-3-38	860.00	.00	860.00
100-10-5256-3-38	3,740.23	.00	3,740.23
100-10-5534-3-36	819.14	.00	819.14
100-12634	2,231.42	.00	2,231.42
100-13850	2,577.10	.00	2,577.10
100-20-5512-3-32	198.14	.00	198.14
100-20-5513-3-32	282.19	.00	282.19
100-20-5513-3-38	190.28	.00	190.28
100-20-5523-3-31	115.98	.00	115.98
100-20-5523-3-32	8,822.64	.00	8,822.64
100-20-5523-3-36	274.09	.00	274.09
100-20-5523-3-38	14,144.44	.00	14,144.44
100-20-5523-3-39	52.21	.00	52.21
100-20-5523-3-40	3,349.50	.00	3,349.50
100-20-5525-3-32	4,844.26	.00	4,844.26
100-20-5525-3-36	4,408.97	.00	4,408.97
100-20-5525-3-38	127.64	.00	127.64
100-20-5525-3-39	506.82	.00	506.82
100-20-5526-3-38	500.00	.00	500.00
100-21100	.00	122,729.73-	122,729.73-
100-40-5211-3-31	863.40	.00	863.40
100-40-5211-3-32	1,106.17	.00	1,106.17
100-40-5211-3-38	1,158.98	.00	1,158.98
100-40-5212-3-36	1,024.13	.00	1,024.13
100-40-5212-3-38	698.84	.00	698.84
100-40-5213-3-38	240.00	.00	240.00
100-40-5215-3-37	108.67	.00	108.67
100-50-5230-3-31	41.71	.00	41.71
100-50-5230-3-38	334.59	.00	334.59
100-50-5231-3-31	208.56	.00	208.56
100-50-5231-3-32	622.23	.00	622.23
100-50-5231-3-36	106.47	.00	106.47
100-50-5231-3-38	260.60	.00	260.60
100-50-5232-3-36	460.68	.00	460.68
100-50-5232-3-38	550.95	.00	550.95
100-50-5233-3-38	665.51	.00	665.51
100-50-5251-3-31	27.81	.00	27.81

GL Account	Debit	Credit	Proof
100-50-5251-3-32	16.00	.00	16.00
100-70-5410-3-32	2,899.00	.00	2,899.00
100-70-5410-3-36	1,923.82	.00	1,923.82
100-70-5410-3-38	1,064.86	.00	1,064.86
100-70-5411-3-36	2,950.81	.00	2,950.81
100-70-5411-3-38	727.09	.00	727.09
100-70-5412-3-32	1,144.76	.00	1,144.76
100-70-5412-3-36	57.96	.00	57.96
100-70-5412-3-38	348.85	.00	348.85
100-70-5420-3-31	62.28	.00	62.28
100-70-5441-3-32	179.14	.00	179.14
100-70-5441-3-36	16.77	.00	16.77
100-70-5442-3-32	10,949.37	.00	10,949.37
100-70-5443-3-36	74.53	.00	74.53
100-70-5613-3-38	2,298.78	.00	2,298.78
100-80-5671-3-38	27,594.00	.00	27,594.00
210-21100	.00	2,012.89-	2,012.89-
210-60-5511-3-32	2,012.89	.00	2,012.89
220-21100	.00	146.07-	146.07-
220-40-5212-3-38	146.07	.00	146.07
230-21100	.00	14,414.84-	14,414.84-
230-30-5241-3-30	9.37	.00	9.37
230-30-5241-3-38	14,405.47	.00	14,405.47
400-20-5513-8-00	326,032.41	.00	326,032.41
400-21100	.00	326,032.41-	326,032.41-
404-10-5711-3-38	948.00	.00	948.00
404-21100	.00	948.00-	948.00-
405-21100	.00	35,753.73-	35,753.73-
405-70-5437-8-00	1,283.24	.00	1,283.24
405-70-5438-8-00	34,470.49	.00	34,470.49
410-21100	.00	500.00-	500.00-
410-70-5412-4-00	500.00	.00	500.00
419-21100	.00	25.28-	25.28-
419-70-5435-3-38	25.28	.00	25.28
425-21100	.00	525.00-	525.00-
425-70-5476-3-38	525.00	.00	525.00
501-10-5154-3-38	11,295.09	.00	11,295.09
501-21100	.00	11,295.09-	11,295.09-
700-10-5192-3-32	59.62	.00	59.62
700-10-5192-3-36	1,669.67	.00	1,669.67
700-10-5192-3-38	1,570.95	.00	1,570.95
700-21100	.00	3,300.24-	3,300.24-
Grand Totals:	<u>517,683.28</u>	<u>517,683.28-</u>	<u>.00</u>

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

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

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

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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

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Report Criteria:

Report type: Invoice detail

Check.Type = {<-} "Adjustment"

Invoice.Batch = "7924","071224","071624","073024"

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**AGENDA SUMMARY SHEET**

**MEETING DATE:** 7/30/24 **TITLE:** Clerk Assistant ( LTE )Job Description and Authorizing Hiring of Limited Term Employee in the Role

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Neutral (reallocation of budgeted wages)	

**ISSUE SUMMARY**

With the departure of Trista Steinbach from the GIS Specialist in DPW, we are taking time to evaluate our needs before making a hiring decision. In the short term, all administrative staff have picked up additional responsibilities and we are in discussion with MSA on our GIS needs.

We are seeking approval to hire a limited-term employee in the Clerk’s office to support elections and tax collection this fall/winter. The position would not exceed 20-hours per week, at the recommended wage rate of \$20 per hour, with a planned ending no later than February 28, 2025. We anticipate concluding our staffing analysis and will make a recommendation for a permanent position by that time.

**STAFF RECOMMENDATION:**

Approve job description and authorize hiring of part-time Clerk Assistant LTE position as outlined.

**ATTACHMENTS:**

Clerk Assistant LTE Job Description

**RECOMMENDED MOTION:**

Motion to approve the Clerk Assistant LTE job description and authorize staff to hire the position, with the understanding that wages from a vacant administrative position will be reallocated to this temporary part-time role.

**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Clerk Assistant (Limited Term Employee (LTE))
<b>REPORTS TO</b>	City Clerk
<b>DEPARTMENT</b>	Administration
<b>TYPE</b>	Non-Represented
<b>FLSA (overtime status)</b>	Non-Exempt
<b>SALARY GRADE</b>	

**GENERAL PURPOSE:**

THIS IS A PART-TIME, LIMITED TERM EMPLOYMENT (LTE) POSITION WITH AN EXPECTED END DATE OF FEBRUARY 28, 2025. This role performs entry-level work in the City Clerk/Treasurer's office. The position is responsible for support of election administration, tax collection, licensing, and public inquiries supporting daily operations of the City. The position also performs a variety of duties related to biweekly payroll and benefit processing as assigned. This part-time position works a maximum of 20 hours per week with flexible hours between the times of 7:00 am to 4:00 pm, Monday through Friday.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform data entry functions in the statewide election management and voter registration system, WisVote, such as processing voter registrations and absentee ballot requests; perform basic quality control of data.
- Follow up with voters for various absentee and voter registration issues; participate in the absentee mailing operation.
- Assist with post-election audits and reconciliation.
- Assist with the calculation and collection of all Local, School, County, State and personal property taxes. Receive all moneys belonging or directed to the City and paid to the Treasurer.
- Assist with the administration of employee benefits programs and processing of payroll.
- Receive and direct customers in person, over the telephone and via internet inquiries, with a focus on delivering exceptional customer service in a professional and courteous manner. Advises general public on problems/handles general complaints and questions.
- Maintain a high degree of confidentiality while in all aspects of assigned responsibilities.

**QUALIFICATIONS:**

This position requires a high-level of technical and professional competency with a proven and verifiable track record of success. Candidate should have two (2) years of experience applying office administrative methods and practices. Preference given to candidates with municipal experience in or knowledge of election administration and administration of payroll systems and processes.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**



- Professional maturity and self-confidence to provide administrative insights.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Strong communication, interpersonal, and team building skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Knowledge of State statutes, City ordinances, and City policies pertaining to municipal finance.
- Ability to gather data, investigate and analyze information while being able to draw conclusions and issue recommendations.
- Ability to maintain confidentiality.
- Ability to make oral presentations to groups of various sizes and compositions.
- Excellent computer skills, specifically in Microsoft Word, Excel, and Outlook.

**Tools and Equipment Used:**

Personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

**Work Environment:**

The work is performed primarily in an office environment. Contact with staff, city employees, public and officials is required. Attendance at meetings may be required when the nature of the discussion relates to duties of the position.

**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 frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must be able to access election locations and is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Special Requirements**

Employees may be expected to work extended hours, including some evenings and weekends in the month preceding elections. On election days, employees will be required to work from 6:00 a.m. until at least 9:30 p.m. Employees will earn overtime for hours worked beyond 40 hours per week.

**Equal Opportunity Employer:**

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



**AGENDA SUMMARY SHEET**
**MEETING DATE:** 7/30/24

**TITLE:** Contracts for Repair/Replace City Hall Elevator

**AGENDA SECTION:** CONSIDERATION-ACTION

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

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Infrastructure	\$12K to \$125K

**ISSUE SUMMARY**

The City Hall the elevator is not working (doors will not open). It was determined that the circuit board that runs the elevator burned out. This may have happened with a recent electrical storm as we had several reports of buildings being hit in the area. The city has a \$10,000 deductible on their property insurance per occurrence. The elevator was installed in 1988 (~40 years old). The average life of an elevator is 15 years (per our vendor). The company that manufactured the elevator no longer stocks parts for it and it is very difficult to find used parts. Our service company was able to find a refurbished circuit board at a cost just over \$13K. We need to fix this as it impacts elections and any other use of the upstairs. There are two options to proceed.

1. Fix using a refurbished board at cost of ~ \$13K

**PROS:**

- Cheapest Alternative

**CONS:**

- Can no longer get parts
- Aftermarket circuit board (used/refurbished) / No warranty
- Uncertain about expected life of refurbished part may result in additional cost
- Elevator 40 years old age is on our capital plan within next couple of years to replace

2. Modernize / Replace current elevator mechanicals

**PROS:**

- Warrantied for one year
- Parts available to support ongoing operations that are warrantied
- Consistent with capital improvement plan, calling for modernization within the next couple of years

**CONS:**

- Would still need to execute temporary fix above to ensure elevator is working for elections, but negotiated to \$11,289 if we execute the modernization contract by 7/31.
- Cost: \$113,500 (could be integrated into a borrowing strategy as part of CIP)

**STAFF RECOMMENDATION:**

Execute both contracts to address the long-term needs of the facility and ensure accessibility to upper level for the purpose of elections, rentals, etc.

**ATTACHMENTS:**

Contracts for Options 1 and 2

**RECOMMENDED MOTION:**

Motion to approve contract with Otis Elevator to repair the current City Hall elevator with a refurbished circuit board at a cost of \$13,078.47.

**OR**

Motion to approve contract with Otis Elevator to modernize the City Hall elevator at a cost not to exceed \$124,789, including a short-term replacement of the circuit board using a refurbished part immediately to ensure building accessibility, and a full replacement of elevator mechanicals by first quarter of 2025.

# OTIS

# HydroFit™ MOD



# Otis HydroFit™ MOD Hydraulic Control System

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7/20/2024

**CUSTOMER NAME**

City of Waupun

**Otis Elevator Company**

2247 Progress Way  
Kaukauna, Wisconsin, 54130

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**PROJECT LOCATION**

201 E. Main St.  
Waupun, Wisconsin, 53963

**PROPOSAL NUMBER**

F7SD1424/01

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We propose to furnish labor and material to provide a microprocessor based HydroFit MOD control system. It is a digital closed-loop microprocessor-based control system specifically designed to meet the particular needs of modernizing hydraulic elevators.

## Section 1



### UNITS

#### DUTY

The present capacity and speed of the elevators will be retained as follows:

Group 1

<b>MACHINE #</b>	<b>CAPACITY (Pounds)</b>	<b>SPEED (Feet per Minute)</b>
Elevator #1	3500	100

#### TRAVEL, STOPS & OPENINGS

The present travel, stops and openings of the elevators will be retained as follows:

Group 1

<b>LANDINGS</b>	<b>OPENINGS</b>		<b>Distance Between Floors</b>
	Front	Rear	
2	Yes	No	
1	Yes	No	

## Section 2



### OPERATION

#### **NEW AUTOMATIC SELF-LEVELING**

The elevator shall be provided with automatic self-leveling that shall typically bring the elevator car level with the floor landings + ¼" regardless of direction of travel. The automatic self-leveling shall correct for over travel or under travel and rope stretch.

#### **NEW SPECIAL EMERGENCY SERVICE**

Special Emergency Service operation shall be provided in compliance with the latest applicable revision of the ASME/ANSI A17.1 Code.

Special Emergency Service Phase I to return the elevator(s) non-stop to a designated floor shall be initiated by an elevator smoke detector system or a keyswitch provided in a lobby fixture.

The smoke detector system, if required, is to be furnished by others. The elevator contractor shall provide contacts on the elevator controller to receive signals from the smoke detector system.

A keyswitch in the car shall be provided for in-car control of each elevator when on Phase II of Special Emergency Service.

If an elevator is on independent service when the elevators are recalled on Phase I operation, a buzzer shall sound in the car and a jewel shall be illuminated, subject to applicable codes.

#### **NEW INDEPENDENT SERVICE**

When the Independent Service switch in the car operating panel is actuated; it shall cancel previously registered car calls, disconnect the elevator from the hall buttons, and allow operation from the car buttons only. Door operation shall occur only after actuation of the "DOOR CLOSE" button.

#### **NEW INSPECTION OPERATION**

For inspection purposes, an enabling keyswitch shall be provided in the car operating panel to permit operation of the elevator from on top of the car and to make car and hall buttons inoperative.

#### **HOISTWAY ACCESS SWITCHES**

An enabling keyswitch shall be provided in the car operating panel to render all car and hall buttons inoperative and to permit operation of the elevator by means of an access keyswitch adjacent to the hoistway entrance at the access landing.

#### **OTIS ONE PLATFORM**

Otis ONE is an internet of things (IoT) platform that enables advanced monitoring, big data analytics, and predictive maintenance to address potential issues before they occur, increasing elevator uptime and reducing service disruptions. Activation of these features is subject to execution of a separate Otis ONE

license and subscription agreement and additional annual subscription fee of \$960.00 which is not included in this Contract. Further, the Otis One hardware / equipment shall remain the property of Otis.

## Optional Otis ONE Subscription

Otis ONE Prime Subscription Features

- IoT connection with continuous elevator data collection
- Monitoring by mechanics and OTISLINE
- Automated performance diagnostics and data analytics
- Over-the-air IoT software updates
- Otis Customer Portal access
- Real-time elevator status
- Performance & usage dashboards
- Service activity detail

## Section 3



## MACHINE ROOM EQUIPMENT

### POWER SUPPLY

The power supply of 208V\_60HZ, alternating current will be retained with the new equipment arranged for this power supply. The elevator disconnect may need to be upgraded depending on the electrical load requirements of the new elevator equipment. This work, if required, is not included with this proposal and must be completed by Others.

### NEW CONTROLLER

A microprocessor based HydroFit MOD control system shall be provided to perform all the functions of safe elevator motion and elevator door control. This shall include all the hardware required to connect, transfer and interrupt power, and protect the motor against overloading. The system shall also perform group operational control.

### NEW SOFT STARTER

A new solid-state starter will be provided. It will be of the same power requirement and starting configuration as presently exists.

### NEW PUMP MOTOR

The existing motor will be replaced with a motor that is of the same power characteristics and starting configuration as presently exists.

### POWER UNIT

#### NEW SUBMERSIBLE

The existing power unit will be replaced with a new power unit. The new power unit consists of a positive displacement pump, motor, integral 4-coil control valve, oil tank and muffler. The pump



and motor are submerged and are mounted to the tank with rubber isolators to reduce vibration and noise.

## **NEW VALVE**

A new integral 4-coil control valve will be installed to replace the existing valve. The valve consists of up, up leveling, down and down leveling controls along with manual lowering and a pressure relief valve.

## **Section 4**



## **DOOR EQUIPMENT**

### **NEW CLOSED LOOP DOOR OPERATOR**

Install a new closed loop door operator. Car and hoist way doors shall be power operated by means of a closed loop door operator mounted on top of the car designed to give consistent door performance with changes in temperature, wind or minor obstruction in the door track. The system continually monitors door speed and position and adjusts it accordingly to match the pre-determined profile.

### **NEW DOOR-PROTECTION DEVICE**

Install a new solid state, infrared passenger protection device on the car door. Elevator doors shall be provided with a reopening device that will stop and reopen the car door(s) and hoistway door(s) automatically should the door(s) become obstructed by an object or person.

### **RETAIN INTERLOCKS**

The existing interlocks shall be inspected and refurbished if necessary.

### **RETAIN CAR DOOR TRACKS AND HANGERS**

The present car door tracks and hangers shall be retained and inspected for proper alignment. Any adjustment required will be accomplished.

### **RETAIN HOISTWAY ENTRANCES**

The present hoistway entrances will be retained.

### **RETAIN HOISTWAY DOOR TRACKS AND HANGERS**

The present hoistway door tracks and hangers shall be retained.

### **NEW HOISTWAY DOOR RESTRICTORS**

Folding hoistway door restrictors shall be installed.

## Section 5



### HOISTWAY EQUIPMENT

#### **NEW HOISTWAY OPERATING DEVICES**

Terminal stopping devices shall be provided to slow or automatically stop the car at the terminal landings and to automatically cut off the power and apply the brake, should the car travel beyond the terminal landings.

#### **RETAIN CAR GUIDES**

The existing car guides shall be retained.

#### **RETAIN CAR INTERIOR**

The present car interior shall be retained.

#### **RETAIN FLOORING**

The present flooring will be retained.

#### **NEW PIT SWITCH**

An emergency stop switch shall be located in the pit accessible from the pit access door.

#### **RETAIN SPRING BUFFERS**

The existing spring buffers shall be retained.

#### **NEW ACCESS ALERT HOISTWAY SAFETY DEVICE**

We will furnish and install all the necessary components, circuitry and wiring for a new Access Alert system, which will operate on the elevator car top and pit.

Access Alert will be installed so the elevator can be controlled in a safe manner when an authorized person accesses the elevator hoistway. The Access Alert system meets all applicable safety codes.

This groundbreaking new product, Access Alert, is specifically designed to:

- Prevent work on top of the elevator without the top of car inspection station engaged properly.
- Prevents moving the elevator on inspection while personnel are in a potentially unsafe position.
- Prevent working in the elevator pit, while the pit stop switch is not engaged properly.
- Meet applicable building and elevator codes.

Similar to the seatbelt alarm in your car, Access Alert provides a constant, noticeable reminder to anyone accessing the hoistway that they need to engage the stop switch before starting work. We believe the simplicity, ease of installation, and cost-effectiveness of this product will be an important way for you to invest in improving safety inside your facility.

## Section 6



### CAR FIXTURES

#### **NEW APPLIED CAR OPERATING PANEL**

An applied car operating panel shall be furnished. The panel shall contain a bank of mechanical illuminated buttons marked to correspond with the landings served, an emergency call button, emergency stop button, door open and door close buttons and a light switch. All buttons, when applicable, to be long life LED illumination. This panel shall be equipped with a button that shall initiate two-way communication between the car and a location inside the building, switching over to another location if call is unanswered.

#### **NEW EMERGENCY CAR LIGHTING**

An emergency power unit employing a 6-volt sealed rechargeable battery and totally static circuit shall be provided. The power unit shall illuminate the elevator car and provide current to the alarm bell in the event of normal power failure. The equipment shall comply with the requirements of the latest applicable revision of the ASME/ANSI A17.1 Code.

#### **NEW CAR POSITION INDICATOR**

A car position indicator shall be installed. The position of the car in the hoistway shall be shown by illumination of the indication corresponding to the landing at which the car is stopped or passing.

#### **NEW AUDIBLE SIGNAL**

Equipment shall be furnished to allow an audible announcement in each car of the name of the next selected landing at which the elevator will stop and the committed direction of travel. Several advisory messages shall also be available to indicate the need for elevator on special service or passenger delay of elevator.

## Section 7



### HALL FIXTURES

#### **NEW HALL BUTTONS**

New hall buttons shall be installed at each landing. An up button and a down button at each intermediate landing and a single button at each terminal landing shall be installed. All buttons, when applicable, shall be long-life LED illumination.

## Section 8



### HEALTH PRODUCTS

#### No Health Products Specified

## Section 9



### WORK BY OTHERS – NOT IN CONTRACT

The following items must be performed by others and you agree to provide this work in accordance with the applicable codes and enforcing authorities:

#### **WORK BY OTHERS SCHEDULING**

All “Work by Others” must either be completed prior to our manning the job or be properly scheduled as to not obstruct the progress of the project.

#### **AIR CONDITIONING**

Provide suitable ventilation and cooling equipment, if required, to maintain the machine-room temperature between 60°F and 100°F. The relative humidity should not exceed 95 percent non-condensing.

#### **BUILDING POWER**

Provide electrical power for light, tools, hoists, etc. during installation as well as electric current for starting, testing, and adjusting the elevator. Power of permanent characteristics to be provided to properly operate all the elevators concurrently scheduled to be modernized. Power must be a 3-phase 4 wire system with ground and bonded disconnects. Grounded leg delta systems are not acceptable.

#### **SMOKE AND HEAT SYSTEM**

Provide elevator lobby, machine room and hoistway smoke detecting devices located as required and wired from the fire control center to a controller in the machine room. Hoistway devices are required to be made accessible from outside the elevator hoistway. Coordinate signal connections and necessary testing with the Elevator Contractor. Provide the following zones and locate signal circuits in a properly labeled junction box in the machine room:

Main Floor Recall: Provide one set of normally closed contacts that will open when any smoke sensor related to the elevators at the designated main landing senses smoke. This excludes other devices located in the machine room, hoistway or main egress floor.

Alternate Floor Recall: Provide one set of normally closed contacts that will open when the smoke sensor at the main egress floor senses smoke.

Machine Room/Hoistway Recall: Provide one set of normally closed contacts that will open when any smoke sensor located in the machine room or hoistway/pit senses smoke.

## **SPRINKLERS**

Provide code compliant sprinkler system, as required, in the hoistway, pit and machine room. If sprinklers are being installed or altered in the hoistway(s), pit or the machine rooms, a means must be provided to disconnect three-phase power before water is applied. This is usually accomplished with a shunt trip breaker that must be located outside the elevator machine room. The shunt trip breaker may be activated by heat detectors located within 24" of the sprinkler heads and arranged to trip at a lower temperature than the sprinkler heads. A heat detector is not required in the pit if the sprinkler head is within 24" of the pit floor. Heat and smoke devices in elevator hoistways must be installed with UL rated and lockable panels that are accessible for servicing from outside the hoistway. The panel interiors are to be guarded using a minimum 13 gauge metal with a pattern of maximum 3/4 inch holes.

## **CUTTING AND PATCHING**

Do any cutting, (including cutouts to accommodate hall signal fixtures, entrances and/or machine room access) patching and painting of walls, floors or partitions.

## **MAIN DISCONNECT**

Provide a fused lockable disconnect switch or circuit breaker for each elevator per the National Electrical Code with feeder or branch wiring to the transformer. Size to suit elevator contractor. Provide a SHUNT TRIP disconnect, as required, if sprinklers are being provided. Provide suitable connections from the main disconnect to the elevator control equipment.

Electrical Feeder system to limit available short circuit to not more than 10k amps at the load side of the elevator main line disconnect.

## **GROUND WIRE**

Provide a properly sized ground wire from the elevator controller(s) to the primary building ground.

## **EMERGENCY COMMUNICATIONS – Phone Only**

Provide a continuously monitored phone line terminating at Otis controller.

## **GFCI OUTLETS**

Provide 120volt GFCI type convenience outlets in the machine room and in each pit. . Provide additional non-GFCI outlet in each pit for use by sump pump. Pits subject to sprinklers shall have NEMA 4 rated fixtures if located below 48" above pit floor.

## **CAR LIGHT POWER SUPPLY AND DISCONNECT**

For each car provide a 120 volt AC, 15 amp, single-phase power supply with fused disconnect switch (or circuit breaker) capable of being locked in the open (off) position with feeder wiring to each controller located in the machine room.

## **REMOTE PANELS**

Provide required conduit, with adequate pull boxes and ells from the elevator hoistway(s) to the location or locations required to facilitate the installation of Lobby Panels, Fire Control Room Panels or Elevator

Monitoring Systems. Size and number as specified by Otis. Leave a measured pull tape in the conduit. Otis to furnish and pull required conductors.

## **EMERGENCY (STANDBY) POWER**

If emergency power is available, verify and provide the following:

- a. Power that meets the load characteristic requirements of the new control system. Power that is capable of operating and providing sufficient power to non-linear elevator loads and that is capable of absorbing regenerated power resulting from running elevators with overhauling loads.
- b. Two conductors to the machine room from a normally closed auxiliary contact on the Owner's EP transfer switch. Contacts to open when power transfers to the emergency source.
- c. Two additional conductors to the machine room from an adjustable timed relay on the Owner's EP transfer switch to indicate "request to transfer" from standby to normal power.
- d. Power for 115VAC circuits that supply elevator cab lights, cab fan, communication means, EMS, Lobby Panels, and Compass dispatching systems (if applicable).
- e. Power for machine room lighting, ventilation and cooling means.

## **LIGHTING**

Provide sufficient lighting in the buildings common areas to facilitate a safe working environment. Provide new or modify machine room lighting to provide a minimum of 19 ft. candles of illumination and new pit lighting to provide a minimum of 10ft. candles of illumination. The machine room light switch shall be located within 18" of the lock-set side of the entry door. Pit light switches shall be adjacent to the pit ladder and a minimum of 24" above the threshold level. Lighting must have code compliant guards of either grounded metal, plastic or comparable. Pits subject to sprinklers shall have NEMA 4 rated fixtures.

## **PROJECT BEING "DRIED-IN"**

Work, as required, to keep the elevator lobbies, hoistway, machine room and storage area "dried-in" for the entire length of the project.

## **MACHINE ROOM ACCESS**

Provide a self-locking and self-closing door for the elevator machine room. Access door to be adequately sized to accept our equipment. Modify machine room access, as required, to comply with code and facilitate safe egress of all equipment.

## **FIRE EXTINGUISHER**

Provide fire extinguisher in elevator machine room.

## **NON-ELEVATOR MATERIAL IN HOISTWAY**

Remove or encapsulate, as required, any non-elevator related pipes or wiring located in the elevator machine room or hoistway.

## **HOISTWAY VENTILATION**

Provide code compliant hoistway ventilation. Code requires a means to prevent the accumulation of hot air and gasses at the top of the hoistway. Pressurizing the hoistways, or providing vents from the top of the hoistway to the outside of the building usually accomplishes this. Vents shall not be less than 3 1/2% of the area of the hoistway nor less than 3 sq. ft. for each elevator car, whichever is greater. You may not vent

the hoistway to the machine room. If the hoistway vents must run through the machine room, they must be enclosed in a fire rated structure and not violate clearances around our equipment.

## **HOISTWAY LEDGES**

Provide a 75o angle constructed of a non-combustible material on all ledges that are 2" greater in the hoistway, excluding multi-hatch divider beams.

## **SUMP HOLE GRATING**

Provide a flush grating over the sump hole located in the elevator pit.

## **STORAGE**

Provide dry, protected and secure storage space adjacent to the hoistway(s). Otis shall be compensated for material delivered that is stolen or removed from the jobsite.

## **DISPOSAL**

The disposal of removed elevator components; machines, controllers, ropes, hydraulic fluid, oils, buffers and packing materials from the new equipment and any and all related materials shall be the sole responsibility of the Customer or owner. If a dumpster is provided on site, we will deposit waste materials in the dumpster or at an agreed upon on-site location for removal by the Customer or owner.

## **OPERATING ELEVATORS FOR OTHER TRADES**

If we are required to operate an elevator to facilitate the work of other trades (e.g., sprinklers, smoke sensors, ledges, etc.) then we shall be compensated for this lost time and the project schedule shall also be modified.

## **EMERGENCY RETURN UNIT (ERU)**

If an ERU battery-operated lowering device is being provided with your hydraulic elevator modernization than others are to provide an auxiliary contact in either the existing lockable disconnect (if currently code compliant) or in a new code compliant lockable disconnect.

## **ASBESTOS**

Should any asbestos be found to be present in the building which is related to any of our work, it shall be the responsibility of others to monitor, abate, contain or prepare the workplace as safe for our employees to work within or about. Otis will not be responsible for working with asbestos which may be disturbed or uncontained. Otis will not be responsible for any costs associated with delay of the job should asbestos be detected or require addressing by others for us to proceed. This includes but is not limited to re-mobilization charges which may be applied.

## **HAZARDOUS MATERIALS**

You agree to notify Otis if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis' personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous material from the building, you agree to be responsible for such abatement, encapsulation or removal, and any governmental reporting, and in such event Otis shall be entitled to (i) delay its work until it is determined to Otis' satisfaction that no hazard exists and (ii) compensation for delays encountered.

## **MATERIAL RESPONSIBILITY**

Otis maintains no responsibility for material delivered to the jobsite. The Customer is financially responsible for all cost to replace any damaged, stolen or missing material or equipment. Otis will not be responsible for deductibles on "Builder's Risk" insurance policies. Otis will provide a change order, police report and

affidavits as needed to substantiate the claim. Otis will not procure replacement equipment until a signed change order is received.

## **LOCKOUT TAG OUT**

In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.

## **CONFINED SPACES**

The machine room, hoistway, pit and mezzanine ("Elevator Spaces") may be considered Permit- Required Confined Spaces as defined by the Occupational Safety and Health Organization ("OSHA"), 29 C.F.R. § 1910.146(b) and § 1926 Subpart AA. Otis has a documented process to control or eliminate hazards and classify such Elevator Spaces as non-permit required confined spaces. In the event that the Customer, others, or unique site conditions or hazards (such as chemical manufacturing sites) require Otis to handle such Elevator Spaces as Permit-Required Confined Spaces, the Customer or owner will be responsible for supplying, at its expense, all resources, including monitoring, permitting, attendants and rescue planning associated with handling such Elevator Spaces as Permit-Required Confined Spaces. The Customer or owner is required to inform Otis of all known or potential hazards related to Elevator Spaces that Otis may be required to access prior to Otis performing any work in such spaces. Further, the Customer or owner is required to communicate any changes in the conditions associated with such Elevator Spaces or activities in or around such spaces that could introduce a hazard into such spaces.

## **MISCELLANEOUS PROJECT REQUIREMENTS**

Any work requested or required by the local building code authority, customer, consultant, or any other party that is not specifically included in the scope of work noted on pages 1 – 9 above shall be billed as a Change Order to the contract or completed by others.

## **Section 10**



## **GENERAL REQUIREMENTS**

### **EXAMINATION OF EQUIPMENT**

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this Contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.



## RE-MOBILIZATION

You agree to pursue and schedule the work by other trades in a timely manner so as to not interrupt our work. Should our crew(s) have to suspend work on the job to await the conclusion of work by others not party to this contract, we shall be entitled to a re-mobilization charge of **\$4,000.00**. We shall also extend the stated durations to the extent that we are delayed.

## INSURANCE

### OTIS

Otis agrees to maintain General Liability coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, Automobile Liability in the amount of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage, Worker's Compensation in statutory limits. Employer's Liability in the amount of \$1,000,000 for Each Accident, Each Employee – Disease. We shall maintain worker's compensation and employers' liability insurance covering our liability for injury or death sustained by our employees, and comprehensive general liability insurance.

### CUSTOMER

You shall insure that all risk insurance upon the full value of the Work and material delivered to the job site is maintained at no cost to us.

### CERTIFICATES

If either party so requires, in writing, the other party shall furnish a copy of the certificates of insurance evidencing the above insurance coverages.

## PRE-EXISTING CONDITIONS HYDRAULIC

We have not included for any additional costs associated with identifying or correcting car weights previously increased or decreased more than the ASME code allowance of 5% of original design.

## PAYMENT AND SCHEDULE OF VALUES

You agree to be bound and pay in accordance with the supplied schedule of values. We shall be paid for our material delivery invoice prior to starting installation work. We shall be paid in full for all change orders and the base Contract amount prior to scheduling an inspection and/or turnover of the elevators to you for use. Otis reserves the right at its absolute discretion to discontinue work or not turn over elevators unless payments are current.

- **Down-Payment:** We require a down-payment of fifty percent (50%) of total contract value and an executed contract prior to releasing material to our manufacturing team for production. The down-payment must be received within thirty (30) days of receipt of the executed contract. Otis reserves the right to submit an additive change order if our material costs increase between receipt of the executed contract and receipt of down-payment, if down-payment is not received within the thirty-day window.
- **Progress Payment:** A progress payment equal to forty percent (40%) of total contract value is required within fifteen (15) days of receipt of material at Otis' warehouse.
- **Final Payment:** The final payment equal to ten percent (10%) of total contract value plus and executed change orders is due within fifteen (15) days of substantial completion of project. Substantial completion is defined as the elevator has passed the final State inspection and has been turned over to the customer for general use. Any remaining punch-list items shall be completed within a mutually agreed upon schedule.

- Change Orders:** If Otis is directed by you to furnish any labor, service, or material that is outside of the mutually agreed upon scope of work of this Contract ("Out of Scope Work"), Otis may agree to perform such Out of Scope Work (1) subject to receipt of a written notice to proceed prior to commencement of any such Out of Scope Work; and (2) contingent upon receipt of a mutually agreed upon and executed change order within thirty (30) calendar days of such written notice to proceed. If the parties are unable to agree to terms that lead to the issuance of a mutually agreed upon and executed change order within such thirty (30) day period, Otis may suspend the Out-of-Scope Work. Notwithstanding any other provision, language, term or condition to the contrary, Otis shall not be liable for any project delays and/or damages, including but not limited to liquidated damages, associated with a delay in the issuance of a mutually agreed upon and executed change order.
- Paid-When-Paid:** Otis will not agree to any language referencing or implying "pay when paid." This Contract is between Otis Elevator and referenced entity. The attached payment schedule ("Schedule of Values") is not contingent upon said entity's ability to be paid by others or any other factor or event not described above.
- A processing fee will be applied to credit card payments.

## SCHEDULE OF VALUES:

SCHEDULE OF VALUES			
Base Contract Amount: <b>\$113,500</b>			
DUE DATE	DESCRIPTION	%	VALUE
Due Within 30 Days of Contract Execution	Down-Payment	50%	<b>\$56,750</b>
Due Within 15 Days of Material Receipt at Otis' Warehouse	Progress Payment	40%	<b>\$45,400</b>
Due Within 15 Days of Substantial Completion of Project	Final Payment	10%	<b>\$11,350</b>

## DOWN PAYMENT (OPTION)

**DISCOUNT SCHEDULE**

- Pre-Payment Discount** - Otis will offer the below discount schedule for larger pre-payment amounts:
  - 80% Pre-Payment** 1% discount off base bid
  - 10% Pre-Payment** 2% discount off base bid

## LEAD TIME AND DURATION

We anticipate approximately 16 weeks manufacturing time from receipt of approvals and down payment. Thereafter, we expect the modernization to take approximately 4 weeks per car. All work will be performed during our regular working hours of our regular working days. The project will commence upon receipt of all material and is subject to labor availability.

Due to current market conditions the availability of elevator installation labor is limited. If this proposal is not accepted within 30 days, prior to acceptance of any award Otis reserves the unilateral right to decline the award based on a review of the project schedule and our labor availability/commitments.

The extent of the work to be performed is either described above or in the attached specification which is incorporated into and made a part of this document.

<b>PRICE</b>	\$113,500.00
	One hundred thirteen thousand five hundred dollars & 00/100

This price is based on a **fifty percent (50%)** downpayment in the amount of \$56,750

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract, and us when accepted by you and our authorized representative through execution of this proposal; or by your authorizing us to perform work for the project and our commencing such work. The purchase price in this proposal is subject to increase in the event commodity, fuel, and/or shipping transportation costs increase. This quotation is valid for thirty (30) days from the date of submission unless changed by us prior to a fully executed contract.

Accepted in Duplicated

Submitted by: \_\_\_\_\_  
Vernon Hixon

**CUSTOMER**

Approved by Authorized Representative

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

Signed: \_\_\_\_\_

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

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

Name of Company: \_\_\_\_\_

**OTIS ELEVATOR COMPANY**

Approved by Authorized Representative

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

Signed: \_\_\_\_\_

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

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

## TERMS AND CONDITIONS

This Contract constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Contract shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Contract, nor shall it constitute an acceptance of any additional terms.

The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

This quotation is subject to change or withdrawal by us prior to written acceptance.

We warrant to you that the work performed by us hereunder shall be free from defects, not inherent in the quality required or permitted, in material and workmanship for one (1) year from the date of substantial completion. Our duty and your remedy under this warranty are limited to our correcting any such defect you report to us within the warranty period by, at our opinion, repair or replacement, provided all payments due under the terms of this Contract have been made in full. All parts used for repair or replacement under this warranty shall be good quality and furnished on an exchange basis. Printed circuit boards used for replacement parts under this warranty may be refurbished boards. Exchanged parts become our property. This warranty excludes any damage due to ordinary wear and tear and any damage due to any reason beyond our reasonable control including but not limited to vandalism, abuse, misuse, neglect, modifications not performed by us, or improper or insufficient maintenance by others. THE EXPRESS WARRANTIES SET FORTH IN THIS CONTRACT ARE THE EXCLUSIVE WARRANTIES GIVEN: WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS CONTRACT ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

We shall perform the work during our regular working hours of our regular working days unless otherwise agreed in writing. You shall be responsible for providing suitable storage space at the site for our material.

You shall obtain title to the equipment furnished hereunder when final payment for such equipment is received by us. In addition, you shall be granted a license to use software incorporated into such equipment solely for operating such equipment and in accordance with the terms regarding licensing further below. Further, Customer shall not have the right to take title or possession of any of Otis' tools or machinery used by Otis in providing its services or work.

Any drawings, illustrations or descriptive matter furnished with the proposal are submitted only to show the general style, arrangement and dimensions of the equipment.

Payments shall be made pursuant to the payment schedule above and on the following terms: If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less the agreed upon retainage and the aggregate of previous payments. We shall be paid in full for all change orders and no less than the percentage base contract amount stated above prior to scheduling an inspection and/or turnover of the elevators to you for use. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.

Any material removed by us in the performance of the work shall become our property.

Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with adequate electrical power at no cost to us with a safe place in which to work, and we reserve the right to discontinue our work in the building whenever in our opinion working conditions are unsafe. If overtime work is mutually agreed upon and performed, an additional charge thereof, at our usual rates for such work, shall be added to the Contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our current labor rates. We disclaim any responsibility for claims or damages associated with elevator service interruptions caused by or resulting from work performed by you or others retained by you to perform work.

We shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Contract may be used by us as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC-1 form or any other document reasonably requested by us for that purpose.

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this Contract and assume no responsibility for any part of your equipment except that upon which work has been done under this Contract.

We do not agree under our warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any cause beyond our control.

We shall conduct, at our own expense, the defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall at our option, (i) procure for you the right use of the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage or obsolescence.

Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages or losses of any kind including, but not limited to, loss of revenues, loss of profits, loss of rents, loss of good will, loss to business opportunity, or harm to business reputation, in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. We will use commercially reasonable efforts to complete the work set forth herein with minimal disruption to elevator service for you and your tenants (as applicable). Notwithstanding the foregoing, the parties acknowledge that delays and disruptions in service are a normal result of the type of work described herein, and notwithstanding any other representations, warranties or indemnity obligations hereunder, we will have no liability for any direct or indirect damages resulting from interruptions in elevator service during the performance of our obligations. Neither party's liability to the other for any reason arising from this Contract shall exceed the value of the Contract.

Otis shall not be liable for any loss, damage, or delay nor be found to be in default or breach due to any cause beyond its reasonable control including, but not limited to acts of God or nature: fire; explosion; theft; floods; water; weather; traffic conditions; epidemic, pandemic, quarantine or other local, state, or federal government action in response thereto; sabotage; national emergency; act of terrorism; earthquake; riot; civil commotion; war; vandalism; national or local labor strikes, lockouts, other labor disputes; misuse, abuse, neglect, mischief, or work by others (collectively "Causes Beyond Otis' Reasonable Control"). Otis shall be allowed a reasonable amount of additional time for the performance of the Work due to Causes Beyond Otis' Reasonable Control. Otis' ability to maintain scheduled job progress is further conditioned upon the timely furnishing to Otis by Customer of completed and code compliant hoistway(s) (wellway) and machine rooms, necessary approvals and power of proper characteristics for Otis' uninterrupted use.

The products and/or services being provided may result in the collection of Personal Information. The Parties will comply with applicable Data Privacy Laws as they pertain to personal information processed in connection with activity under this Contract. "Personal Information" shall mean information and data exchanged under this Contract related to an identifiable natural person. "Processing" of Personal Information shall mean the operation or set of operations whether automated or not, performed on Personal Information such as collecting, recording, organizing, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing, sharing or erasing. "Controller" shall mean the party that determines the purposes and means of processing Personal Information. With respect to any Personal Information provided by you to Otis, you shall be the Controller and you warrant that you have the legal right to share such Personal Information with Otis and you shall be responsible for all obligations relating to that data, including without limitation providing notice or obtaining consent as may be required by law. Once you have lawfully provided Personal Information to Otis, you and Otis shall become co-Controllers. Otis may share such Personal Information internally, across borders and with service providers in accordance with applicable Data Privacy Laws. Otis transfers information subject to the corporate rules of its parent company. Otis may store Personal Information provided by you on servers located and accessible globally by Otis and its parent and their services providers. The parties agree to cooperate and to take reasonable commercial and legal steps to protect Personal Information against undue disclosure. In this regard each party shall notify the other in the event of a data breach, which shall include the actual or unauthorized access to or possession of, or the loss or destruction of, Personal Information, whether intentional or accidental. The party whose system was compromised in the data breach incident shall be responsible for any notifications and associated costs. Should either party receive in any form, (i) a complaint or allegation indicating a violation of applicable data privacy law, (ii) a request seeking access to correct or delete Personal Information or (iii) an inquiry or complaint related to the processing of personal information, said party shall take reasonable commercial steps to immediately notify the other party.

Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort, in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment furnished hereunder is periodically inspected.

By accepting delivery of parts incorporating software you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others.

except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

Our work shall not include the identification, detection, abatement, encapsulation or removal of asbestos, polychlorinated biphenyl (PCB), or products or materials containing asbestos, PCB's or other hazardous substances. In the event we encounter any such product or materials in the course of performing work, we shall have the right to discontinue our work and remove our employees from the project until you have taken the appropriate action to abate, encapsulate or remove such products or materials, and any hazards connected therewith, or until it is determined that no hazard exists (as the case may require). We shall receive an extension of time to complete the work hereunder and compensation for delays encountered as a result of such situation.

This Contract constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Contract shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Contract, nor shall it constitute an acceptance of any additional terms.

# Otis Service and Repair Order

7/19/2024

**CUSTOMER NAME**  
WAUPUN CITY HALL  
201 E MAIN STREET  
WAUPUN, WI 53963

**OTIS ELEVATOR COMPANY**  
9000 NORTH DEERBROOK TRAIL  
MILWAUKEE, WI 53223

**OTIS CONTACT**  
Richard Mui  
Phone: (414) 336-8706  
Email: Richard.Mui@otis.com

**PROJECT LOCATION**  
WAUPUN CITY HALL  
201 E MAIN STREET  
WAUPUN, WI 53963

**PROPOSAL NUMBER**  
QTE-001961284

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
F52549	ONLY

## SCOPE OF WORK

### ELEVATOR BOARD REPLACEMENT

Otis will provide parts and labor necessary to replace damaged board with new. We will adjust for proper operation.

This pricing is based on contingency of a signed modernization contract with OTIS Elevator by August 25<sup>th</sup>, 2024; otherwise, pricing will be \$13,078.47

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

The customer will be responsible for paying local inspection fees if applicable.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

**PRICE**

\$11,289.00

Eleven thousand two hundred eighty-nine dollars

This price is based on a **one hundred percent (100%) downpayment** in the amount of \$11,289.00.


This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

**SUGGESTED BY:** Danny Schulist

**TITLE:**

Accepted in Duplicate

<b>WAUPUN CITY HALL</b>	<b>Otis Elevator Company</b>
-------------------------	------------------------------

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

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

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Print Name: Jillian Langer

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

Title: Manager & GM - Wisconsin

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name: WAUPUN CITY HALL

Principal, Owner or Authorized Representative of Principal or Owner

Agent \_\_\_\_\_  
(Name of Principal or Owner)



**TERMS AND CONDITIONS**

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
3. Payments shall be made as follows: A down payment of One Hundred percent (100.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
8. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.  
 THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from

the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

11. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
13. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
15. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
16. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.



**AGENDA SUMMARY SHEET**

**MEETING DATE:** 7/30/24

**TITLE:** Review Outstanding Capital Items and Approve Any Necessary Action

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Department Heads

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Infrastructure	Variable cost per item	

**ISSUE SUMMARY**

There are a number of planned and unplanned capital expenditures that are open at this time. Staff will provide an update on the following items and discuss any needed action.

1. Elevator failure at City Hall (unbudgeted)
2. Replacement of DPW Truck damaged in an accident (unplanned)
3. Roof Replacement project at City Hall (budgeted item – initial bids rejected due to cost)
4. Tuckpointing project at Museum (budgeted item – initial bids rejected due to cost)
5. Hail damaged roof at DPW Garage (unbudgeted – pending insurance claim)
6. Aquatic Center Pool Heater Repairs (unbudgeted – pending technician assessment of problem)
7. Fire Engine Turbo Repair (unbudgeted)
8. Fire Squad Air Conditioning System (unbudgeted)

**STAFF RECOMMENDATION:**

Specific to each item

**ATTACHMENTS:**

**RECOMMENDED MOTION:**

If necessary, motion to authorize funds to address specific line items.



**AGENDA SUMMARY SHEET**

**MEETING DATE:** 7/30/24 **TITLE:** Tour: Public Works Building/Equipment Capital Needs  
**AGENDA SECTION:** DISCUSSION- INFORMATIONAL  
**PRESENTER:** Department Heads

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Infrastructure	Variable cost per item

**ISSUE SUMMARY**

As we consider capital plans and discuss issuing debt to support projects, we will provide a brief tour and discuss needs for Public Works (equipment and facility). The information below was outlined in a 2019 Facility Study. While costs have increased and will need to be updated, this provides a roadmap for understanding capital planning needs within the facility. We will refer to the CIP Plan presented in an earlier agenda item to discuss specific priorities for both facility and equipment.

PUBLIC WORKS GARAGE		
	NEEDS	2019 COSTS
1	provide separate and secure visitor / delivery entrance W/ FENCE	\$45,500
2	storm water systems (allowance) Yard area	\$13,000
3	Update/addition for employee break room, meeting room, office and locker room Restrooms	\$364,000
4	Replace door hardware for accessibility	\$26,000
5	Building for salt storage	\$500,000
5	Addition / building for salt brine operations	\$205,920
6	Provide additional covered cold storage	\$205,920
7	Replace portions of floor and grating in storage shop	\$34,500
8	update overhead doors	\$11,500
9	add upper windows in original PW building	\$18,200
10	update lighting in existing building	\$87,400
11	Provide updated havoc IN EXG shop	\$123,500
12	add ceiling fans	\$4,600
13	Roof maintenance / replacement allowance existing building	\$100,000
14	Added insulation & simple saver Walls and Ceiling	\$136,800
15	Fire alarm / suppression consideration	\$0
16	Repair steel columns	\$7,800
<b>TOTAL COST* 2019 Cost Estimates Need to be Updated</b>		<b>\$1,884,640</b>

**STAFF RECOMMENDATION:**

Identify priority areas to consider issuing debt based on needs presented

**ATTACHMENTS:**

**RECOMMENDED MOTION:**



## AGENDA SUMMARY SHEET

**MEETING DATE:** 7/30/24 **TITLE:** Tour: Public Safety Building/Equipment Capital Needs

**AGENDA SECTION:** DISCUSSION-INFORMATIONAL

**PRESENTER:** Department Heads

DEPARMTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Infrastructure	Variable cost per item

### ISSUE SUMMARY

As we consider capital plans and discuss issuing debt to support projects, we will provide a brief tour and discuss needs for Public Safety (equipment and facility). The information below was outlined in a 2019 Facility Study. While costs have increased and will need to be updated, this provides a roadmap for understanding capital planning needs within the facility. We will refer to the CIP Plan presented in an earlier agenda item to discuss specific priorities for both facility and equipment.

PUBLIC SAFETY BUILDING		
	NEEDS	2019 COSTS
1	seal coat parking lot	\$25,000
2	Provide accessible access and parking Grading	\$0
3	add bollards at front 6' deep	\$7,500
4	exterior maintenance allowance, foam, siding, roof	\$200,000
5	Renovate to provide access to front desk of fire dept ADA	\$185,000
6	add exterior training space	\$10,000
7	update elevator & equipment room	\$134,500
8	add auto operators at entrance	\$6,000
9	add key fobs at all doors (assume 50 openings)	\$1,100
10	improve attic ventilation & air sealing allowance	\$30,000
11	Update stair railing for accessibility Rail height and no guard rail	\$10,000
12	update fitness area in basement	\$118,500
13	Add multipurpose room - training space renovation of existing police garage	\$188,000
14	shared space havoc improvements	\$48,000
15	shared space LED lighting	\$45,000
16	shared space finishes update	\$768,000
17	Add turnout gear space / locker / laundry Showers fire side	\$93,000
18	Add restroom / kitchen / day room / kitchen space / add meeting rooms space	\$246,000
19	Add fire apparatus bay with decon.	\$246,400
20	Add space for hazmat trailer, spill trailer, chief & run vehicle / added height for ladder truck	\$122,000
21	Renovate existing fire station	\$69,000
22	Renovate Fire Dept Apparatus Bay HVAC	\$44,000
23	Add vehicle exhaust Old one is short and homemade	\$75,000
24	Provide police decon. Shower	\$21,500

25	Minor repairs in police evidence	\$5,000
26	update exhaust in police evidence	\$5,000
27	break room for Police renovation of existing space	\$31,150
28	Sallyport modifications & addition - resulted from fire modifications	\$237,510
29	laundry area renovation of existing garage	\$30,375
30	hot water maintenance	\$10,000
31	add bullet resistant glazing at police	\$10,000
32	shooting range improvements allowance	\$19,500
33	shower exhaust improvements	\$12,000
34	add vehicle exhaust system Fire side	\$20,000
<b>TOTAL COST* 2019 Cost Estimates Need to be Updated</b>		<b>\$3,074,035</b>

**STAFF RECOMMENDATION:**

Identify priority areas to consider issuing debt based on needs presented

**ATTACHMENTS:**

**RECOMMENDED MOTION:**



## AGENDA SUMMARY SHEET

**MEETING DATE:** 7/30/24

**TITLE:** Tour: City Hall Capital Needs

**AGENDA SECTION:** DISCUSSION-INFORMATIONAL

**PRESENTER:** Department Heads

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Infrastructure	Variable cost per item

### ISSUE SUMMARY

As we consider capital plans and discuss issuing debt to support projects, we will provide a brief tour and discuss needs for City Hall. The information below was outlined in a 2019 Facility Study. While costs have increased and will need to be updated, this provides a roadmap for understanding capital planning needs within the facility. We will refer to the CIP Plan presented in an earlier agenda item to discuss specific priorities.

EXTERIOR NEEDS		2019 Costs
1	Provide accessible ramp at side of building (allowance) Westside	\$17,250
2	Exterior sidewalk replacement along east side (allowance)	\$3,900
3	replace north stairs (allowance)	\$97,500
4	<i>replace east stairs (allowance)</i>	\$15,860
5	repair parking lot & sealcoat(allowance)	\$20,700
6	raze garage and create parking area (allowance)	\$48,750
7	provide accessible parking stall. (allowance)	\$13,000
8	Exterior tuck pointing (allowance)	\$145,600
9	Clean / repair lintels (allowance)	\$16,250
10	Repair / Replace South wall for aesthetics (allowance)	\$40,950
11	south side grading to remove non accessible stair (allowance) Employee entrance	\$13,000
12	Roof replacement (allowance) East, West and North roofs	\$70,000
13	Roof drain work (allowance)	\$7,800
14	monument sign out front (allowance) Electrical and Masonry work	\$11,500
<b>TOTAL COST* 2019 Cost Estimates Need to be Updated</b>		<b>\$522,060</b>







# AGENDA SUMMARY SHEET

**MEETING DATE:** 7/30/24

**TITLE:** 2025-2029 Capital and Equipment Schedules

**AGENDA SECTION:** DISCUSSION-INFORMATIONAL

**PRESENTER:** Casey Langenfeld, Director of Finance

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

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**SUMMARY:**

Presentation of the 2025-2029 Capital and Equipment Schedules for the 2025 Budget Process. Review potential projects that could be paid for by issuing debt and the estimated impact of this debt issue on a tax bill.

**STAFF RECOMMENDATION:**

Requesting a review of the requested projects and direction from the Committee of the Whole on a debt issue for the recommended projects.

**ATTACHMENTS:**

2025-2029 Capital and Equipment Schedules  
Debt Issue Option

**RECOMMENDED MOTION:**

Discussion only

**City of Waupun Capital Project Schedule  
2025-2029**

	Account Number	2024	2025	2026	2027	2028	2029
1	<b>General Government</b>						
2	City Hall Facility Improvements (design/eng 2025, 2027)	400-10-5140-800		40,000	1,100,000	700,000	3,500,000
3	City Hall Facility Improvements - carpet	400-10-5140-800					
4	City Hall Facility Improvements - ADA Parking/sidewalk	400-10-5140-800					
5	City Hall Facility Improvements - Roof Replacement	400-10-5140-800	86,300				
6	<b>General Government Total</b>		<b>86,300</b>	<b>40,000</b>	<b>1,100,000</b>	<b>700,000</b>	<b>3,500,000</b>
7	<b>Public Safety</b>						
8	<b>Police</b>						
9							
10	<b>Police Total</b>		-	-	-	-	-
11	<b>Fire</b>						
12	Post-incident showers at Fire Station -design	400-40-5211-800		250,000			
13	Post-incident showers at Fire Station	400-40-5211-800			500,000		
14	<b>Fire Total</b>		-	<b>250,000</b>	<b>500,000</b>	-	-
15	<b>Public Safety Total</b>		-	<b>250,000</b>	<b>500,000</b>	-	-
16	<b>Public Works</b>						
17	Library Facility Improvements - Elevator (order in '25) eng.	400-60-5511-800			23,000	119,000	
18	Paid for from Library Fund Balance				(23,000)	(119,000)	
19	Library - Engineering for roof/parking lot	400-60-5511-800		5,000			
20	Library - Roof Drainage	400-60-5511-800					
21	Library - Seal Parking Lot	400-60-5511-800			12,000		
22	Museum - tuck point/steps/railing/windows	400-20-5512-800	73,000				
23	Museum - roof	400-20-5512-800				36,000	
24	Garage - Roof	400-70-5412-800		150,000			
25	Garage - floor grates/overhead doors	400-70-5412-800				72,000	
26	Sidewalk Replacement	400-70-5444-800		50,000	100,000	100,000	100,000
27	Sidewalk Special Assessments	400-42-4230-000		(20,000)	(50,000)	(50,000)	(50,000)
28	Raze and Remove shed/barn 1357 S Watertown St - TID 9	419-70-5435-800	25,000				
29	Gateway - engineering - SW	700-10-5192-800	4,000				
30	Downtown Plaza - East Side - TID 3	405-70-5436-800	100,000				
31	Downtown Plaza - East Side - <b>Grant</b>	405-43-4356-000	(50,000)				

	Account Number	2024	2025	2026	2027	2028	2029	
32	<b>Streets</b>							
33	Street Design and Engineering	400-70-5420-800	6,000		115,000		45,000	
34	Park Street (Watertown/Grove) 590 ft - <b>engineering</b>	400-70-5436-800						
35	Park Street (Watertown/Grove) 590 ft - <b>engineering</b>	700-10-5192-800						
36	Park Street (Watertown/Grove) 590 ft - <b>project</b>	400-70-5436-800					372,550	
37	Park Street (Watertown/Grove) 590 ft - <b>project</b>	700-10-5192-800					205,805	
38	Park Street (Watertown/Grove) 590 ft - <b>potential grant</b>						(300,745)	
39	Park Street (Watertown/Grove) 590 ft - <b>potential grant</b>	700-10-5192-800					(161,939)	
40	Roosevelt St (Watertown/Grove) 590 ft - <b>engineering - 83%</b>	400-70-5436-800						
41	Roosevelt St (Watertown/Grove) 590 ft - <b>engineering - 17%</b>	700-10-5192-800						
42	Roosevelt St (Watertown/Grove) 590 ft - <b>project</b>	400-70-5436-800					372,550	
43	Roosevelt St (Watertown/Grove) 590 ft - <b>project</b>	700-10-5192-800					74,890	
44	Roosevelt St (Watertown/Grove) 590 ft - <b>potential grant</b>						(297,100)	
45	Roosevelt St (Watertown/Grove) 590 ft - <b>potential grant</b>	700-10-5192-800					(60,852)	
46	Grove (Park/Franklin) 660 ft - <b>engineering - 70%</b>	400-70-5436-800						
47	Grove (Park/Franklin) 660 ft - <b>engineering - 30%</b>	700-10-5192-800						
48	Grove (Park/Franklin) 660 ft - <b>project</b>	400-70-5436-800					414,250	
49	Grove (Park/Franklin) 660 ft - <b>project</b>	700-10-5192-800					169,240	
50	Grove (Park/Franklin) 660 ft - <b>potential grant</b>						(326,754)	
51	Grove (Park/Franklin) 660 ft - <b>potential grant</b>	700-10-5192-800					(140,038)	
52	Franklin St (Grove to Grove) 250 ft - <b>engineering</b>	400-70-5436-800						
53	Franklin St (Grove to Grove) 250 ft - <b>project</b>	400-70-5436-800					141,741	
54	Franklin St (Grove to Grove) 250 ft - <b>potential grant</b>						(113,393)	
55	Newton/Rock Phase 2 Reconstruction	400-70-5436-800		927,651				
56	Newton/Rock Phase 2 Storm Water	700-10-5192-800		512,893				
57	Newton/Rock Phase 2 Grant			(400,000)				
58	Signal Control Cabinets and Equipment	400-70-5436-800		79,096				
59	Signal Control Cabinets and Equipment Grant	400-43-4360-000		(71,186)				
60	Street Project	400-70-5436-800						
61	Mill and Overlay Streets	400-70-5436-800	250,000	125,000	241,762	210,000	240,000	
62	Alley - Wind and Unwined - engineering	405-70-5436-800		25,000				
63	Alley - Wind and Unwined Street	405-70-5436-800			304,321			
64	Alley - Wind and Unwined Storm Water	700-10-5192-800			50,640			
65	<b>Streets Total</b>		<b>256,000</b>	<b>1,198,454</b>	<b>711,723</b>	<b>210,000</b>	<b>395,205</b>	<b>240,000</b>
66	<b>Public Works Total</b>		<b>408,000</b>	<b>1,383,454</b>	<b>773,723</b>	<b>368,000</b>	<b>445,205</b>	<b>290,000</b>
67	<b>Stormwater Ponds</b>							
68	Gateway Drive - Construction and land acquisition	700-10-5192-800		532,000				
69	Rounsville St	700-10-5192-800						
70	Edgewood Community Church (2035)	700-10-5192-800						
71	Monroe St (south of Harris Mill Pond) (2041)	700-10-5192-800						
72	Claggett Pond (2045)	700-10-5192-800						
73	<b>Stormwater Total</b>			<b>532,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

	Account Number	2024	2025	2026	2027	2028	2029
74	<b>Culture, Recreation, Education</b>						
75	Ice Arena - two lower roofs		-	90,000			
76	Ice Arena - Ammonia		250,000				
77	Senior Center Design & Rebuild	400-20-5513-800	2,700,000				
78	Senior Center Grant	400-43-4360-000	(2,500,000)				
79	Aquatic Center Facility Improvements - painting	400-20-5523-800		31,130	5,000	5,000	5,000
80	Aquatic Center Facility Improvements - umbrellas	400-20-5523-800	13,500				
81	Pine Street Park Bridge (TAP Grant?)	400-20-5525-800			100,000		
82	Bike Trail (Gateway)	400-20-5525-800				780,000	
83	McCune Park remove bath house	400-20-5525-800		18,000			
84	Baseball Complex Turf Repair	400-20-5525-800			135,000		
85	<i>Fund Balance Restricted for Turf Replacement</i>				(135,000)		
86	Wilcox Park Inclusive Playground	400-20-5525-800				232,000	
87	Wilcox Park Playground Grant (25%)					(58,000)	
88	Wilcox Park Playground Fundraising (33%)					(76,560)	
89	Playground Replacement (Zoellner/Buwalda)	400-20-5525-800		40,000		40,000	
90	Welcome to Waupun Entry Signs (qty 4)	400-20-5525-800					80,000
91	<b>Culture, Recreation, Education Total</b>		213,500	339,130	105,000	922,440	85,000
92	<b>Capital Projects Total (less grants/assessments)</b>		<b>707,800</b>	<b>2,544,584</b>	<b>2,478,723</b>	<b>1,990,440</b>	<b>4,030,205</b>
93	Less Stormwater Expenses Fund 700		(4,000)	(1,044,893)	-	-	(87,106)
94	Less TID 9 Expenses Fund 419		(25,000)	-	-	-	-
95	Less TID 3 Expenses Fund 405		(50,000)	(25,000)	(304,321)	-	-
96	<b>Total Capital Expenses</b>		<b>628,800</b>	<b>1,474,691</b>	<b>2,783,044</b>	<b>1,990,440</b>	<b>3,943,099</b>
97							
98	<b>Debt Issue</b>			<b>1,955,454</b>			
99	<i>Fund 700</i>			1,044,893			
100	<i>Fund 400</i>			910,561			
101	<b>Levy needed</b>			<b>414,130</b>			
102	<b>Transfer Levy to Fund 410</b>			-			

**City of Waupun Equipment Schedule  
2025-2029**

	Account Number	2024	2025	2026	2027	2028	2029
1	<b>General Government</b>						
2	Computer & Device Updates	410-10-5140-400	9,000	9,100	9,200	9,300	9,000
3	Payroll Software Upgrades	410-10-5140-400	-	11,000			
4	MVP Budget Software	410-10-5140-400	5,000				
5	Plotter Printer	410-10-5140-400			10,000		
6	<b>General Government Total</b>		<b>14,000</b>	<b>20,100</b>	<b>19,200</b>	<b>9,300</b>	<b>9,000</b>
7	<b>Public Safety</b>						
8	<b>Police</b>						
9	Lexipole Policy Mgt Software Startup Costs	410-40-5211-400			38,060		
10	Police Squad(s) and Equipment	410-40-5211-400	64,680	69,000	130,000	65,000	65,000
11	AED	410-40-5211-400	1,500	2,000	-	-	-
12	Computer Upgrades=service fee, dell mdc, desktop, 3 monitors, & cradle point mobile internet device	410-40-5211-400	28,225	28,225	28,225	28,225	28,225
13	Bullet Resistant Vests	410-40-5211-400	5,430	4,000	4,800	4,000	4,800
14	Tasers	410-40-5211-400	3,500	5,000	10,230	10,230	10,230
15	Mobile Data Computer(s) for squads	410-40-5211-400	3,500	3,500	3,500	3,500	3,500
16	Squad Radio	410-40-5211-400	5,710	6,600	13,200	6,600	6,600
17	Portable/Handheld Radios	410-40-5211-400	12,700	13,860	13,860	13,860	13,860
18	Radar System (new squad 1 radar unit)	410-40-5211-400	2,539	2,505	-	-	-
19	Body Cameras (1 camera)	410-40-5211-400	1,500	750	-	-	-
20	Radar Sign (Grant option)	410-40-5211-400		4,500	-	-	-
21	Squad Cams (3) and Cloud Storage/set up	410-40-5211-400		35,237	11,652	11,652	11,652
22	Rifles and Attachments (2)	410-40-5211-400		5,000	5,000	-	-
23	Flock Cameras (2)	410-40-5211-400			7,600	6,000	6,000
24	Justfoia	410-40-5211-400			9,000	9,000	9,000
25	DetectaChem - drug testing unit	410-40-5211-400		19,950			
26	CVMIC Safety Grant	410-40-5211-400		(5,000)			
27	<b>Police Total</b>		<b>129,284</b>	<b>195,127</b>	<b>275,127</b>	<b>158,067</b>	<b>156,467</b>
28	<b>Fire</b>						
29	Computer Upgrades	410-50-5231-400	6,500				9,000
30	Turnout Gear (\$15,000 carryover from '23, \$5,000 '24)	410-50-5231-400	5,000	35,000	18,000	60,000	60,000
31	Mobile Radios	410-50-5231-400		14,000		27,000	22,000
32	Portable Radios	410-50-5231-400			42,700	51,100	52,200
33	<b>SCBAs with Breathing Tanks - (debt issue)</b>	410-50-5231-400		<b>270,000</b>			
34	SCBA Refill Tank	410-50-5231-400					
35	4-Gas Meter	410-50-5231-400				2,700	2,800
36	Extrication Equipment (JAWS)	410-50-5231-400					35,000
37	Gear Extractor	410-50-5231-400					
38	HCN gas meter	410-50-5231-400					1,500

	Account Number	2024	2025	2026	2027	2028	2029
39	Chevy Tahoe Replacement	410-50-5231-400					
40	Pierce Enforcer Engine Replacement	410-50-5231-400					
41	Aerial Ladder Truck	410-50-5231-400		2,200,000			
42	<b>Fire Total</b>		11,500	2,519,000	60,700	140,800	166,700
43	<b>Public Safety Total</b>		140,784	2,714,127	335,827	298,867	325,567
44	<b>Public Works</b>						
45	Dump Truck	410-70-5411-400		300,000	310,190		
46	Payloader with attachments (25% to SW)	410-70-5411-400		280,000		320,000	320,000
47	Mower or Tractor/Mower	410-70-5412-400	65,388			54,105	20,000
48	1/2 Ton or 1 Ton Truck	410-70-5412-400	36,229	54,500		63,000	
49	Radar Speed Signs	410-70-5411-400					
50	Compactor	410-70-5411-400					2,000
51	Forklift	410-70-5411-400					
52	Grader	410-70-5411-400					
53	Air Compressor	410-70-5411-400					
54	Slope Mower	410-70-5411-400		20,000			
55	<b>Public Works Total</b>		101,617	354,500	300,000	373,190	342,000
56	<b>Culture, Recreation, Education</b>						
57	Aquatic Facility Pool Furnishings and Safety Equipm	410-20-5523-400	5,000	5,000	5,000	5,000	5,000
58	<b>Culture, Recreation, Education Total</b>		5,000	5,000	5,000	5,000	5,000
59	<b>Transportation Total</b>						
60	Taxi ADA Minivan	501-10-5154-500	50,000				
61	<b>Transportation Total</b>		50,000	-	-	-	-
62	<b>Equipment Total</b>		311,401	3,093,727	660,027	686,357	681,567
63	Less TAXI Expenses Fund 501	501-10-5154-500	(50,000)				
64	<b>Total Equipment Levy</b>		261,401	3,093,727	660,027	686,357	681,567
65	<b>Debt Issue</b>			2,750,000			
66	<b>2025 Levy Amount</b>			225,000			
67	<b>Levy transfer from Fund 400</b>			-			
68	<b>Fund Balance Applied</b>			118,727			

## 2024 Debt Issue

### Ehlers - 20 year loan

<u>Project Name</u>	<u>Amount</u>	<u>Fund</u>
United Co-op	\$ 850,000	419
Payloader	280,000	300
Aerial Truck	2,200,000	300
Gateway Pond	532,000	700
Ice Arena Ammonia	250,000	300
SCBAs 7 year loan	\$ 270,000	300
Streets	1,200,000	300
	<b>\$ 5,582,000</b>	

Per \$1,000 debt tax rate 2025	\$1.37
Per \$1,000 debt tax rate 2025 after \$5,582,000 debt issue	\$1.75 <i>estimated</i>

	<u>Tax Year</u>
	2023
Average Home Value \$	169,151

Increase of **\$64**

Available Debt Capacity	\$ 13,950,811
After 2024 Borrow	\$ 8,368,811