



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, April 09, 2024 at 6:00 PM

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

Join Virtually: <https://us02web.zoom.us/j/81976994115?pwd=T0hORVFNTDFjMXV4ZGliv3A5eDI0UT09>

Join Teleconference: 1 312 626 6799

**Meeting ID: 819 7699 4115**

**Passcode: 697657**

**CALL TO ORDER**

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

**ROLL CALL**--Mayor to excuse any absent members

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

***No Public Participation after this point.***

**RESOLUTIONS AND ORDINANCES**

- [1.](#) Ordinance to create Ch 11.14 entitled Licenses and Permits-Public Arts
- [2.](#) Resolution to Remove Prohibition of Direct Ingress and Egress Between Lots 1 and 5 (Inclusive) Block 2, and Lots 1 and 3 of Block 3, and STH 49 from Harris Park Subdivision

**CONSIDERATION - ACTION**

- [3.](#) Establish 2024 City of Waupun Halloween Trick or Treating Date and Hours
- [4.](#) Approve and Authorize Publication of Multi-Family Housing Request for Information in Heritage Ridge Business Park TID 9
- [5.](#) Approve Recommendation of Public Art Selection and Placement for 2024 Waupun Sculpture Tour
- [6.](#) Authorize Disposition of Structures on City-owned property at N11363 State Rd 26
- [7.](#) Approve Lease Agreement with Waupun Area School District for Community Garden Land Use

**MAYORAL CORRESPONDENCE/PRESENTATIONS**

8. National Library Week - April 7-13, 2024
9. National Public Telecommunications Week - April 14-20, 2024
10. Municipal Treasurer Week April 14-20, 2024
11. National Lineman Appreciation Day - April 18, 2024
12. International Firefighters Day- May 4, 2024
13. National Fallen Firefighters Memorial Weekend- May 4-5, 2024
- [14.](#) Drinking Water Week May 5-11, 2024
15. Municipal Clerks Week - May 5-11, 2024
16. Economic Development Week - May 6-10, 2024
17. National Police Week - May 9-18, 2024
18. Peace Officers Memorial Day - May 15, 2024

**CONSENT AGENDA**

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

**BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES**

- [20.](#) Economic Development Committee 1-9-24; 1-30-24
- [21.](#) Board of Public Works 2-13-24
- [22.](#) Business Improvement District 2-20-24

- [23.](#) Community Development Authority 2-20-24
- [24.](#) Plan Commission 2-21-24
- [25.](#) Board of Recreation 2-26-24
- [26.](#) Common Council 3-5-24
- [27.](#) Utility Commission 3-11-24
- [28.](#) Library Board 3-20-24
- [29.](#) Police and Fire Commission 3-20-24
- [30.](#) Common Council 3-26-24

#### **DEPARTMENT REPORTS**

- [31.](#) Police Department
- [32.](#) Fire Department
- [33.](#) Library
- [34.](#) Recreation
- [35.](#) Public Works
- [36.](#) Utilities
- [37.](#) Monthly Financials
- 38. City Clerk-Treasurer-HR
- [39.](#) Administrator-Economic Development

#### **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:** 4-9-24

**TITLE:** Ordinance to create Ch 11.14 entitled Licenses and Permits-Public Arts

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Kathy Schlieve, Administrator

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

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**ISSUE SUMMARY:**

Staff have been working with the nonprofit Waupun City of Sculpture on implementation of creation of a public art ordinance. A simplified draft ordinance is attached for your review as a first reading.

**STAFF RECOMMENDATION:**

**ATTACHMENTS:**

Draft ordinance for consideration

**MOTIONS FOR CONSIDERATION:**

#### 11.14 - PUBLIC ARTS—PERMITS AND REGULATIONS

(1) PURPOSE AND INTENT: To establish a permitting process that will allow for and encourage the installation of public art throughout the community. Art contributes to livable, aesthetically pleasing and pedestrian friendly streetscapes. The experience of public art makes a space seem more welcoming. It helps a community remember its past, honor an ideal, and express its values and concerns to future generations. Public art makes a community more livable and more visually stimulating. In addition, the placement of public art throughout Waupun will contribute to the city's economic draw and be an on-going educational tool and tourism draw for the community. Through the permitting process, the city is able to: ensure that community objectives of public art are achieved, address any public health, safety, and welfare concerns that may arise relative to the art media or locations proposed, and verify that public access and long-term maintenance issues are addressed.

(a) Specific goals of public art are to:

1. Enhance the city's sense of place in the region by providing unique artwork throughout the community in a manner unlike any other place in the area.
2. Celebrate the city's history and cultural spirit and identity through the creation of art that is accessible to the public.
3. Enhance the appearance and livability of public spaces, through the placement of site-specific art projects that respond to the natural and built landscape.
4. Enliven public spaces.
5. Enhance overall quality and identity of the place and/or building.
6. Strengthen community identity, spirit, and collective cultural experience through the placement of public art throughout the city.
7. Allow local and regional artists to share their creations with the community.
8. Stimulate the economic success of businesses.
9. Attract visitors and leave them with a positive impression and a desire to return.
10. Create a more livable community by linking arts and everyday life with the objective of making Waupun the place of choice to live, work, recreate and raise a family.

(2) DEFINITIONS

(a) *Artist*. For the purpose of this article "artist" means an individual generally recognized by peers as a practitioner of the visual arts as judged by the quality of that practitioner's body of work, educational background, experience, past public commissions, and production of artwork. It also may include students or youth who are creating public art under the direct supervision of practicing artist/art teacher.

- (b) *Alterations*. Includes any change to a permitted public art, including, but not limited to, any change to the image(s), materials, colors, or size of the public art. "Alteration" does not include naturally occurring changes caused by exposure to the elements or the passage of time. Minor changes that result from the maintenance or repair of the public art shall not constitute "alteration." Such minor changes may include slight and unintended deviations from the original image, colors, or materials that occur when the art piece is repaired due to the passage of time or as a result of vandalism.
- (c) *Project initiation date*. For the purposes of this section, "project initiation date" shall be defined as the date on which the first art piece included in the permitted public art project is fully or partially installed on a site.
- (d) *Public art*. Includes works of art in any media that have been planned and executed with the specific intention of being sited or staged in or have the ability to be viewed from the physical public domain, usually outside and accessible to all. Public art includes all forms of visual art originally created by an Artist or under the artist's direction, whether contemporary or traditional in style that is located outdoors and is visible to the general public. Works of public art to be placed in the community may include:
1. *Sculpture and kinetic art*. Freestanding, wall supported or suspended; in any appropriate material or combination of materials.
  2. *Murals and paintings*. In any appropriate material or variety of materials, with or without collage.
  3. *Mosaics*. Including tiled composites on walkway, street furniture and wall surfaces.
  4. *Water features*. Including fountains, waterfalls and decorative pools.
  5. *Earthworks*. Environmental works in appropriate outdoor sites.
  6. *Glass*. Including, but not limited to, ceramics, and lighted glass including neon and plastic.
  7. *Functional art*. Including decorative furnishings or fixtures, but not limited to, gates, railings, streetlights or seating, if created or decorated by artists as unique elements.
  8. To be considered "public art" the art must be located either upon public property or upon private property for which an agreement to which the city is a party is secured and authorizes the "public art" subject to the conditions included in the agreement. Whether it is on public or private property "public art" must be freely accessed by the general public during the normal hours of operation of the premises upon which the art is located.
- (e) *Sponsor* (also referred to as applicant). For the purpose of this article the "sponsor" shall be any person, firm, corporation or association who applies for and secures a public art permit for the purpose of installing public art as provided for in this article. The sponsor shall be responsible for ensuring compliance with all requirements and obligations of the permit including, but not limited to, obligations relating to maintenance of the

public art and its removal if a permit is revoked or terminated. The sponsor shall be a party to any and all agreement(s) provided herein.

### (3) PUBLIC ART COMMITTEE AND REVIEW CRITERIA

(a) Prior to installation, all public art projects must be reviewed by the public art committee and approved by the common council. The public art committee is comprised of three members of a nonprofit organization whose mission is to enhance public art in the community; City of Waupun Economic Development Director or designee; One alderperson appointed by the Mayor of the City of Waupun.

(b) The following factors are to be considered in approving "public art":

1. Achievement of the goals of public art.
2. The appropriateness of the location for public art.
3. The originality and/or aesthetic quality of the work.
4. The appropriateness of the art media selected for the location.
5. Appropriateness of the work, including theme and size, to a chosen location, including scale of artwork to the site and obstacles of the site.
6. The subject matter is consistent with the goals of public art and appropriate for the proposed location.
7. The artist has demonstrated in the design, aesthetic and functional coordination with the architecture of the building/buildings, streetscape and/or landscape.
8. The proposed maintenance plan and funding level is consistent with "best practices" relative to the type of art media proposed.
9. The sponsor of the program has secured the right to locate the public art on either public or private property as evidenced by a written agreement that may be subject to successful completion of this approval process.
10. Public art shall also be subject to the provisions of the applicable sections of the zoning code and any other ordinance that regulates signs and land use including any applicable overlay districts.
11. The public art committee shall be comprised of the following:

### (4) PUBLIC ART LOCATION CRITERIA

(a) Display of public art throughout the city is encouraged. There may however be areas that are not appropriate for an art display. The following criteria will be considered in determining whether a proposed location for public art should be approved:

1. Visibility and public access. Art may not be located in any line of sight or vision triangle for vehicular traffic or otherwise reduce public safety as determined by building inspector/zoning administrator;

2. Public safety. Art may not contain obscenity; does not imitate traffic signs, symbols or signals in any form, or include other text, numerals or symbols that may distract vehicle operators if public art is visible from the right of way; and does not, at any time, constitute a public nuisance;
  3. Interior and/or exterior traffic patterns of the proposed site;
  4. Relationship of art to the site's existing or future architectural or natural features;
  5. Function and uses of the facility or site;
  6. Future development plans for the area which may affect the public art project;
  7. Relationship of the proposed work to existing works of art or design elements within the site's vicinity;
  8. Social or cultural context of the proposed artwork relative to the site and its surrounding environment;
  9. The proposed location in no way detracts from or imitates existing public art on display in the community, most notably the Shaler sculptures.
- (b) When public art display is considered for a particular site, consideration will also be given as to whether or not public art in such a location has the potential to:
1. Express the values, diversity and character of the neighborhood;
  2. Illustrate the cultural heritage or built heritage or other unique qualities inherent to the site, neighborhood, area or community (such as existing/lost landmarks);
  3. Recognize the unique natural settings of shoreline, prairie and wetland present in the city;
  4. Reinforce spatial networks that link one neighborhood to another;
  5. Enrich the visitor's experience of the place;
  6. Enhance the pedestrian experience;
  7. Inspire new ways of looking at the community;
  8. Reveal aspects of the social, historical, physical or commercial context of the site, neighborhood, area or community;
  9. Add to the attractiveness, and therefore, inherent value of the site or area.

#### (5) PUBLIC ART PROGRAM CRITERIA

- (a) A public art project once approved cannot be altered, as further clarified below, unless an amendment recommended by the public art committee is approved by the common council. Additionally public art, once approved, shall:
1. Not, if attached to a building:
    - (i) Exceed the height of the structure by more than ten feet;

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- (ii) Extend more than six inches from the building facade;
  - (iii) Cover windows, doors, vents or other architectural elements such as cornices and pilasters.
- (b) Not contain changing images (moving structural elements, flashing or sequential lights, lighting elements, or other automated methods that result in movement, the appearance of movement, or change of mural image or message, not including static illumination turned off and back on not more than once every 24 hours).
  - (c) Not provide for any compensation from the artist or the city to the property owner. Compensation is herein defined as the exchange of something of value, including, but not limited to, money, securities, a real property interest, the barter of goods or services, the promise of future payment, or the forbearance of debt, and is given to or received by said property owner, or a lease holder with the right to possession of the wall upon which the public art is to be placed, for the display of the public art, or for the right to place the public art on the property. The applicant shall certify in the registration application that no compensation for the display of the public art or the right to place the public art on the property will be given to or received by the property owner or lease holder. (However, nothing herein contained is intended to limit or prohibit the compensation of the artist.)
  - (d) Not contain any brand name, product name, or abbreviation of the name of any product, company, profession or business, or any logo, trademark, trade name or other commercial message, with the exception of public art that is being created to capture "events" (which may include places, businesses, products, people) of historic value or significance to the Waupun area, except as otherwise approved by the common council.
  - (e) Comply with all other provisions in the city code of ordinances.
  - (f) Remain intact for a minimum of one year subject to the following exceptions:
    1. Mutual agreement of the property owners, city, sponsor and artist;
    2. The property on which a mural is located is sold and the new owner has requested that the agreement be terminated;
    3. The structure or property is substantially remodeled or altered in a way that precludes continuance of the public art; or
    4. Destroyed by vandalism, fire, flood, terrorism, or other natural or manmade disasters beyond the property owners control.

#### (6) PUBLIC ART MAINTENANCE CRITERIA

- (a) Except as otherwise provided for in a written agreement, the sponsor of the project shall retain responsibility for maintenance and regular upkeep of the approved public art per the maintenance plan reviewed and approved in conjunction with the approval of the public art project. Where appropriate the maintenance plan for the public art shall provide for the treatment of the art with an anti-graffiti coating. If, for any reason,



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a public art piece is removed, destroyed, or has deteriorated, the owner on which the art is located is responsible for removal except as otherwise provided in a written agreement.

(7) PERMIT APPLICATION PROCESS

- (a) A public art permit must be secured for all public art installations. No fee shall be charged for this permit. If the installation is not completed per the approved plan, re-inspection fees shall apply.
- (b) Application for a permit for public art must be completed by the sponsoring person, partnership, corporation, limited liability company or other entity and submitted to the city clerk and shall include the following information:
  - 1. Completed city application form for a public arts permit.
  - 2. Project information on the program including each location (including alternate locations if any). A dimensioned sketch for each location identifying the boundaries within which the public art element is to be located. Pictures depicting the relationship of the public art element to adjacent buildings and spaces.
  - 3. The overall theme of the public art project and, if applicable, a listing of the specific topics (including alternates if any) that will be addressed in the individual public art elements of the project.
  - 4. Information on the materials to be utilized for the project and the durability of these materials.
  - 5. Maintenance plan which plan shall include evidence of available funds or a funding source to cover the cost of the maintenance plan as proposed.
  - 6. Acknowledgement that agreements must be secured for each location at which public art is to be located, which agreements shall, at minimum, provide rights to the program sponsor to access the property for maintenance purposes and require the owner of the property to commit to maintaining the public art element on the property for a minimum of five years except as otherwise provided for in this article.
  - 7. Applicant provides proof that sufficient property liability insurance is carried, in a minimum amount of \$1,000,000, which shall name the city as an additional insured and shall afford adequate protection to the city in connection with the public art.
  - 8. Applicant shall execute waivers or agreements in favor of the city exonerating it from any liability for damages connected with the use of public art, or caused by construction, operation, or maintenance of such public art.
- (c) No application which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except if new information is submitted to the building inspector/zoning administrator sufficient to change his recommendation, or, the proof of a change of factors used to deny said application, is found to be valid by the building inspector/zoning administrator.

## (8) PERMIT REVOCATION

- (a) Once a permit for a public arts project has been approved, this project, unless an extension is granted by formal action of the common council, must commence ("project initiation date") within 180 days of said approval of the permit by the common council, and shall be completed within 365 days of the project initiation date. The failure to initiate or complete the project within the periods set forth herein shall automatically constitute a revocation of the public art permit.
- (b) Any public art project found not in compliance with the terms of this article and/or the conditions under which a permit for the project was issued under this article shall be considered in violation of this article and shall be subject to the penalties set forth under the general penalty provisions of Municipal Code. A public art permit may be revoked for such a violation by majority vote of the common council.
- (c) Public art created or installed under a public art permit that has been terminated or revoked must be removed by the sponsor and/or property owner within 60 days of the date of the notice to remove, or sooner based upon a finding by the common council that it is a detriment to the public health, safety, or welfare. If said public art is not removed within the time period provided in the notice, the city shall have the right, but not the obligation, to either remove or contract for the removal of the non-permitted public art media and shall bill the property owner, or sponsor, for all costs incurred in taking this action. Any costs incurred shall be in addition to the penalties set forth in the general penalty provisions.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-9-24

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

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

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

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

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**ISSUE SUMMARY:**

Staff are working with a business on a lot in Harris Park subdivision who is interested in developing the site next to Stobb Plumbing. The original plat filed in 1952 prohibits the addition of a driveway to the site. The access is under WI-DOT control. We are working with the business to try and remove the restriction and have determined that the path forward will require a letter of support by this body. The proposed resolution is attached and describes the situation and requests that the restriction be removed for development of this parcel.

**STAFF RECOMMENDATION:**

**ATTACHMENTS:**

- Draft Resolution
- Harris Park Plat

**MOTIONS FOR CONSIDERATION:**

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

**RESOLUTION \_\_\_\_\_**

**TO REMOVE PROHIBITION OF DIRECT INGRESS AND EGRESS BETWEEN LOTS 1 AND 5 (INCLUSIVE)  
BLOCK 2, AND LOTS 1 AND 3 OF BLOCK 3, AND STH 49 HARRIS PARK SUBDIVISION**

WHEREAS, the Harris Park Subdivision plat was adopted by the Waupun Common Council on September 23, 1952; and

WHEREAS, the plat as adopted includes a prohibition of direct ingress and egress between lots 1 and 5 (inclusive) block 2, and lots 1 and 3 of block 3 to STH 49; and,

WHEREAS, the State of Wisconsin Highway Commission modified the access restriction on May 22, 1961 out of necessity to support commercial development in the area; and

WHEREAS, parcel WPN-14-15-HB-055-00 described as S31 T14N R15E Lot 1, CSM 8609 Rec as Doc 1143621 Loc in Harris Park Subdivision Blk 2 remains to this date the only vacant lot since creation of the plat; and,

WHEREAS, development patterns for the City of Waupun have changed dramatically since the plat was adopted in 1952, with commercial development shifting to the east side of Waupun along the US151 corridor, creating blight in commercial areas of Harris Park Subdivision as business moved to newly developing areas of the City; and,

WHEREAS, the aforementioned parcel is included in Tax Increment District 6 within the City of Waupun, which was created in 2012 to eliminate blight; and,

WHEREAS, Tax Increment District 6 has only two vacant parcels remaining for development, and is currently operating with a deficit value of \$1 million in Fond du Lac County, demanding that issues that prevent development be mitigated to resolve this deficit; and,

WHEREAS, City of Waupun officials have evidence of development of the aforementioned parcel being halted after developers learn of the ingress and egress restriction, and furthermore that a current development project is seeking removal of the restriction to support construction of a veterinary hospital;

NOW, THEREFORE BE IT RESOLVED that the Common Council of the City of Waupun requests modification of the prohibition of ingress and egress between the aforementioned parcel and STH 49 to facilitate needed development of the parcel.

BE IF FURTHER RESOLVED that the Common Council of the City of Waupun hereby directs the City Clerk to forward a copy of the approved resolution to the Wisconsin Department of Transportation Access Office along with a letter of explanation provided by the City Administrator as evidence of need to grant ingress and egress from aforementioned parcel to STH 49.

Adopted this \_\_\_\_\_ day of April 2024.

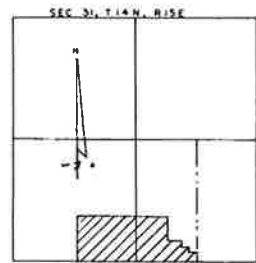
\_\_\_\_\_  
Rohn W. Bishop, Mayor

ATTEST:

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

# HARRIS PARK SUBDIVISION

TOWN OF WAUPUN—FOND DU LAC, COUNTY WISCONSIN  
LOCATED IN THE SE1/4, SW1/4 AND THE SW1/4, SE1/4 OF SECTION 31, T.14 N., R.15 E.  
113742



SHADER PORTION INDICATES LAND DIVISION SHOWN ON THIS PLAT AS "HARRIS PARK SUBDIVISION"

LOCATION SKETCH

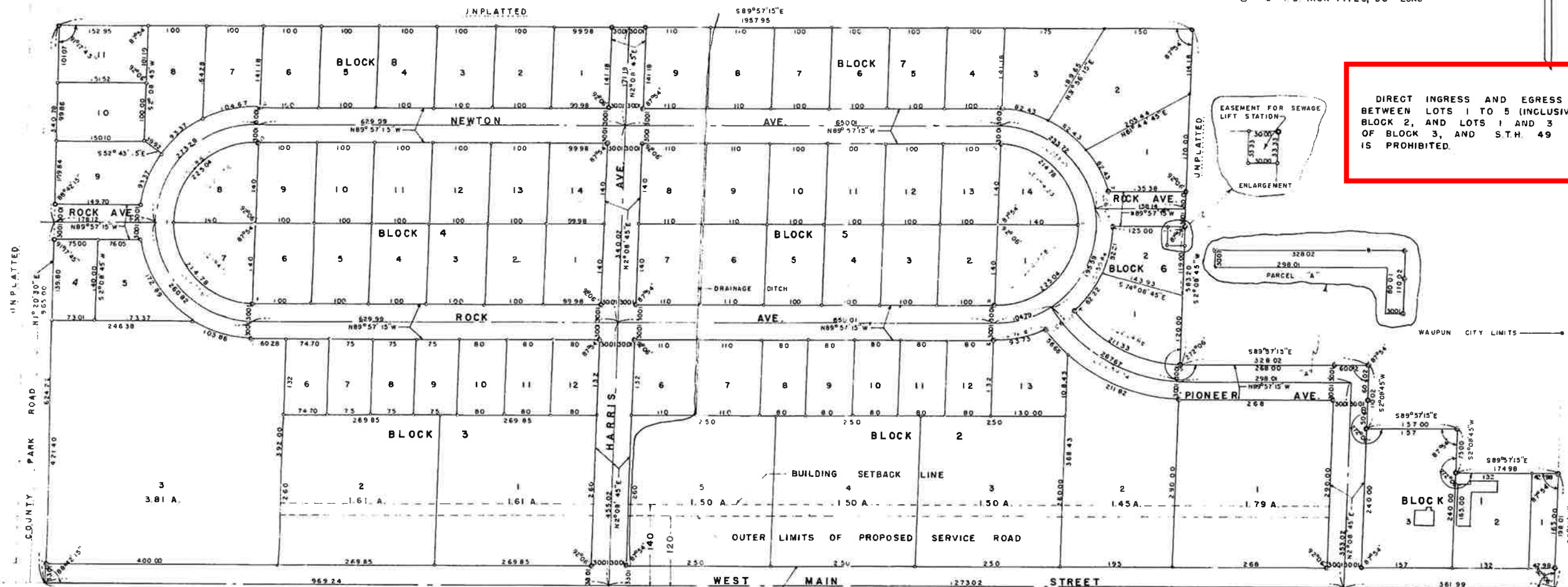


19. 10. 1952  
M. W. Torkelson  
Director of Woods

**NOTE**  
ALL BEARINGS SHOWN ARE TRUE NORTH BEARINGS.  
ALL DISTANCES SHOWN ARE IN FEET.

**LEGEND**  
○ — 1" I. D. IRON PIPES, 30" LONG  
⊙ — 2" I. D. IRON PIPES, 30" LONG

DIRECT INGRESS AND EGRESS BETWEEN LOTS 1 TO 5 (INCLUSIVE) BLOCK 2, AND LOTS 1 AND 3 OF BLOCK 3, AND S.T.H. 49 IS PROHIBITED.



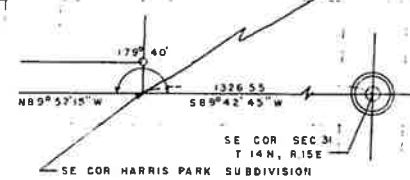
COUNTY PARK ROAD

WAUPUN CITY LIMITS

STATION	CHORD BEARING	CHORD DISTANCE	CHORD BEARING	CHORD DISTANCE
1+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
1+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
1+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
1+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
1+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
1+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
1+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
1+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
1+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
1+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
2+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
3+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
4+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
5+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
6+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
7+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
8+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
9+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+00.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+10.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+20.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+30.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+40.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+50.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+60.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+70.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+80.00	N89°57'15"W	100.00	S89°57'15"E	100.00
10+90.00	N89°57'15"W	100.00	S89°57'15"E	100.00

APPROVED BY THE DIRECTOR OF REGIONAL PLANNING OF THE STATE OF WISCONSIN, THIS 17 TH DAY OF OCTOBER, 1952

M. W. Torkelson  
M. W. TORKELSON — STATE DIRECTOR OF REGIONAL PLANNING



STATE OF WISCONSIN 98  
COUNTY OF FOND DU LAC

I, JAMES LANGE, SURVEYOR FOR THE FENNER-BREY ENGINEERING CORP., DO HEREBY CERTIFY THAT I HAVE SURVEYED AND PLATTED INTO LOTS, BLOCKS, AND STREETS A PARCEL OF LAND LOCATED IN THE SE 1/4 OF THE SW 1/4 AND THE SW 1/4 OF THE SE 1/4 OF SECTION 31, T 44N, R 15E IN THE TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE SE CORNER OF SAID SECTION 31, THENCE S 89° 42' 45" W (TRUE) A DISTANCE OF 1326.85' TO THE POINT OF TRUE BEGINNING; THENCE N 89° 57' 15" W (TRUE) A DISTANCE OF 260.25' TO THE POINT OF TRUE BEGINNING; THENCE S 2° 08' 45" W (TRUE) A DISTANCE OF 1957.98 FEET, THENCE S 2° 08' 45" W (TRUE) A DISTANCE OF 883.20 FEET, THENCE S 89° 57' 15" E (TRUE) A DISTANCE OF 326.02 FEET, THENCE S 2° 08' 45" W (TRUE) A DISTANCE OF 110.02 FEET, THENCE S 89° 57' 15" E (TRUE) A DISTANCE OF 187.00 FEET, THENCE S 2° 08' 45" W (TRUE) A DISTANCE OF 760.00 FEET, THENCE S 89° 57' 15" E (TRUE) A DISTANCE OF 174.88 FEET, THENCE S 2° 08' 45" W (TRUE) A DISTANCE OF 198.01 FEET TO THE POINT OF TRUE BEGINNING.

I DO FURTHER CERTIFY THAT THE WITHIN MAP IS A TRUE AND CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE LAND-DIVISION THEREOF MADE.

ORDER OF THE OWNERS,  
THAT I HAVE TO THE BEST OF MY KNOWLEDGE COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF WISCONSIN STATUTES IN SURVEYING, DIVIDING AND MAPPING THE SAME.

DATED AT WAUPUN, WISCONSIN  
THE 21<sup>st</sup> DAY OF September, 1952.

*James Lange*  
JAMES LANGE,  
SURVEYOR

STATE OF WISCONSIN 98  
COUNTY OF FOND DU LAC

JAMES LANGE, SURVEYOR, BEING DULY SWORN ON OATH, SAYS HE IS THE PERSON WHO SIGNED THE FOREGOING CERTIFICATE AND THAT THE FACTS THEREIN ARE TRUE.

*James Lange*  
JAMES LANGE,  
SURVEYOR

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS 21<sup>st</sup> DAY OF September, 1952.

*Fredrick R. Blumberg*

NOTARY OF PUBLIC IN AND FOR FOND DU LAC COUNTY, WISCONSIN  
MY COMMISSION EXPIRES March 13, 1955.

STATE OF WISCONSIN 98  
COUNTY OF FOND DU LAC

AS OWNERS, WE HEREBY CERTIFY THAT WE HAVE CAUSED THE LAND DESCRIBED IN THE FOREGOING AFFIDAVIT, OF JAMES LANGE, SURVEYOR, TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THIS PLAT, AND ACKNOWLEDGE THAT WE ARE THE OWNERS OF THE SO-DESCRIBED LAND AS HEREIN LISTED.

OWNERS	PROPERTY OWNED	WITNESS
<i>Earl Dusterling</i> EARL DUSTERLING <i>Ruth Dusterling</i> RUTH DUSTERLING	PARCEL "A"	<i>Frank M. Pfister</i> Frank M. Pfister
<i>Emil H. Mielke</i> EMIL H. MIELKE <i>Helen H. Mielke</i> HELEN H. MIELKE	LOT 1, BLOCK 1	<i>Frank M. Pfister</i> Frank M. Pfister
<i>Clifford Visser</i> CLIFFORD VISSER <i>Marie Visser</i> MARIE VISSER <i>Arnold Visser</i> ARNOLD VISSER <i>Grace Visser</i> GRACE VISSER <i>John Visser</i> JOHN VISSER	LOT 2, BLOCK 1	<i>Frank M. Pfister</i> Frank M. Pfister
<i>Roy Sherwood</i> ROY SHERWOOD <i>Ether Sherwood</i> ESTHER SHERWOOD	LOTS 3, BLOCK 1	<i>Frank M. Pfister</i> Frank M. Pfister
<i>Alfred Galler</i> ALFRED GALLER <i>Robert Galler</i> ROBERT GALLER <i>Charles D. Landaal</i> CHARLES D. LANDAAL <i>Dena Landaal</i> DENA LANDAAL	ALL LOTS IN BLOCK 2 & 3 LOTS 1 TO 7 INCL IN BLOCK 4 LOTS 1 TO 7 INCL IN BLOCKS	<i>Frank M. Pfister</i> Frank M. Pfister
<i>Lester J. Zellner</i> LESTER J. ZELLNER <i>Ruby J. Zellner</i> RUBY J. ZOLLNER	ALL LOTS IN BLOCK 7 & 8 LOTS 8 TO 14 INCL. IN BLOCK 4 LOTS 8 TO 14 INCL. IN BLOCK 5	<i>Frank M. Pfister</i> Frank M. Pfister

STATE OF WISCONSIN 98  
COUNTY OF FOND DU LAC

PERSONALLY CAME BEFORE ME THIS 9<sup>th</sup> DAY OF October, 1952, THE OWNERS OF PROPERTY LISTED ABOVE KNOWN TO ME TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS 9<sup>th</sup> DAY OF October, 1952

NOTARY OF PUBLIC IN AND FOR FOND DU LAC COUNTY, WISCONSIN.  
MY COMMISSION EXPIRES March 13, 1955.

*Fredrick R. Blumberg*

R E S O L U T I O N

RESOLVED, THAT THE PLAT OF "HARRIS PARK" IN THE TOWN OF WAUPUN, COUNTY OF FOND DU LAC AND STATE OF WISCONSIN BE, AND IS HEREBY APPROVED, THAT THIS TOWN BOARD OF THE TOWN OF WAUPUN, COUNTY OF FOND DU LAC, STATE OF WISCONSIN, DOES HEREBY MAKE IT KNOWN THAT THE LOTS, BLOCKS, AND STREETS SHOWN ON THE MAP THEREOF ARE LAID OUT AND PLATTED TO ITS SATISFACTION, AND THAT THE TOWN CLERK BE DIRECTED TO ATTACH TO SAID PLAT A CERTIFIED COPY OF THIS RESOLUTION.

DATED Oct. 1, 1952

*Frank Trowbridge*  
FRANK TROWBRIDGE  
*Hubert Nietman*  
HUBERT NIETMAN  
*Drew Paytee*  
DREW PAYTEE

STATE OF WISCONSIN 99  
COUNTY OF FOND DU LAC

I, ARTHUR J. CHAPIN, TOWN CLERK OF THE TOWN OF WAUPUN, FOND DU LAC CO. WISCONSIN, DO HEREBY CERTIFY THAT THE FOREGOING RESOLUTION IS A TRUE AND CORRECT COPY OF THE RESOLUTION ADOPTED BY THE TOWN BOARD AT A MEETING HELD THE 1<sup>st</sup> DAY OF October, 1952.  
IN WITNESS WHEREOF, I DO HERETO SET MY HAND AND SEAL THIS 1<sup>st</sup> DAY OF October, 1952.

*Arthur J. Chapin*  
ARTHUR J. CHAPIN, TOWN CLERK

R E S O L U T I O N

WHEREAS, SECTION 236.06 OF THE WISCONSIN STATUTES PROVIDES THAT IN ORDER THAT PLATS BE ENTITLED TO RECORD THEY MUST BE APPROVED BY THE PROPER GOVERNING BODY AND,

WHEREAS, A PLAT OF "HARRIS PARK" LOCATED IN THE SE 1/4 OF THE SW 1/4 AND THE SW 1/4 OF THE SE 1/4 OF SECTION 31, T. 14N., R. 15E., HAS BEEN PRESENTED FOR APPROVAL.

THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WAUPUN, WISCONSIN, THAT THIS PLAT BEING A TRUE REPRESENTATION OF THE LAND-DIVISION IS HEREWITH APPROVED.

INTRODUCED September 23, 1952.

ADOPTED September 23, 1952.

APPROVED September 23, 1952.

STATE OF WISCONSIN 99  
COUNTY OF FOND DU LAC

I, ALBERT E. HAEFT, CITY CLERK OF AND FOR THE CITY OF WAUPUN IN THE STATE OF WISCONSIN, DO HEREBY CERTIFY THAT I HAVE COMPARED THE ABOVE COPY OF A RESOLUTION WITH THE ORIGINAL OF SAID RESOLUTION ON FILE IN MY OFFICE, AND THAT IT IS A TRUE AND CORRECT COPY OF SUCH ORIGINAL DULY AND REGULARLY ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WAUPUN, WISCONSIN, AT A MEETING HELD ON THE 23<sup>rd</sup> DAY OF September, 1952.  
WITNESS MY HAND AND SEAL THIS 23<sup>rd</sup> DAY OF September, 1952.

*Albert E. Haefl*  
ALBERT E. HAEFT, CITY CLERK

TO WHOM IT MAY CONCERN:  
WE, THE UNDERSIGNED, HEREBY CERTIFY THAT THERE NO UNPAID TAXES OR SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED IN THIS PLAT.

*Fayette M. Coffey*  
FAYETTE M. COFFEY  
*Arthur J. Chapin*  
ARTHUR J. CHAPIN  
TOWN OF WAUPUN CLERK  
*Charles Vellema*  
CHARLES VELLEMA  
TOWN OF WAUPUN  
TREASURER

APPROVED BY THE DIRECTOR OF REGIONAL PLANNING OF THE STATE OF WISCONSIN, THIS 17<sup>th</sup> DAY OF October, 1952

*M. W. Torkelson*  
M. W. TORKELSON - STATE DIRECTOR OF REGIONAL PLANNING

APPROVED BY THE STATE HIGHWAY COMMISSION FOR THE STATE OF WISCONSIN, THIS 16<sup>th</sup> DAY OF October, 1952.

*Edward J. Sampson*  
EDWARD J. SAMPSON, Sec'y

OWNERS (CONT'D.)	
GEORGE S. BYSBERG IVAR S. BYSBERG MABEL BYSBERG ROBERT A. BYSBERG HANNY A. LUSCHNAR	<i>George S. Bysberg</i> GEORGE S. BYSBERG
HARRIET A. BYSBERG	<i>Harriet A. Bysberg</i> HARRIET A. BYSBERG



# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-09-24

**TITLE:** Establish 2024 City of Waupun Halloween Trick or Treating Date and Hours

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Angie Hull, Clerk

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

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**ISSUE SUMMARY**

The Downtown Promotions Committee wishes to hold “Halloween on Main” for Saturday, October 26<sup>th</sup> from 2pm-4pm. Prior years, the Council has held the “City Wide” trick or treating directly following Halloween on Main until 6pm.

**STAFF RECCOMENDATION:**

Establish City of Waupun 2024 City Wide Trick or Treating as Saturday, October 26<sup>th</sup> from 4pm-6pm.

**ATTACHMENTS:**

None

**RECCOMENDED MOTION:**

Motion to establish City of Waupun 2024 City Wide celebration of Trick or Treating on Saturday, October 26<sup>th</sup> from 4pm-6pm.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-9-24

**TITLE:** Approve and Authorize Publication of Multi-Family Housing Request for Information in Heritage Ridge Business Park TID 9

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Schlieve

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

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**ISSUE SUMMARY:**

We have completed clean-up of land that the city acquired that abuts the Heritage Ridge Business Park to prepare it for development and have completed zoning updates to support mixed use development of the site.

Staff have identified parcels 292-1315-0932-035 and 292-1315-0932-030 as a site for multi-family placement and we are seeking approval to release the attached RFI seeking a multi-family housing developer for the site.

**STAFF RECOMMENDATION:**

Approve RFP as presented.

**ATTACHMENTS:**

**MOTIONS FOR CONSIDERATION:**

Motion to approve the request for information to solicit a multi-family housing developer to parcels 292-1315-0932-035 and 292-1315-0932-030 in the Heritage Ridge Business Park as presented.





**REQUEST FOR PROPOSALS FOR:**

TID #9 Mixed-Use Development

City of Waupun  
201 E Main Street  
Waupun, WI 53963

Questions may be directed to City Administrator, Kathy Schlieve  
by calling 920.324.7912 or email [kathy@cityofwaupun.org](mailto:kathy@cityofwaupun.org).

Issuance Date: April 10, 2024

Proposal Due Date: June 6, 2024

The City of Waupun, WI is pleased to release a Request for Proposal (RFP) for a mixed-use development in Heritage Ridge, located in Tax Increment District #9. Development of this tax increment district is a critical phase of broader economic development plans and is expected to be a major focus of ongoing economic growth efforts. Proposals for a high-density multi-family housing development that may include a commercial component are being sought. The City of Waupun is committed to reducing barriers and providing incentives, clarity and certainty throughout the development process for projects that support the City's economic and community expansion objectives.

The City of Waupun will receive proposal via email until 4:00 PM local time on June 6, 2024. All proposals received after this deadline will be deemed unresponsive. The City of Waupun reserves the right to accept or reject any or all proposals, to resolicit proposals, to waive any irregularities, and to select the proposal deemed to be in the best interest of the city.

Issuance of this RFP does not obligate the City of Waupun to award a contract nor is the City of Waupun liable for any costs incurred in the preparation and submittal of the proposal. Published under authority of the City of Waupun, Wisconsin on April 10, 2024.

Kathy Schlieve  
City Administrator / Director of Economic Development  
City of Waupun

## INTRODUCTION

Waupun is a growing community located in central Wisconsin in Dodge and Fond du Lac counties, along the southern branch of the Rock Rivers. The population of Waupun is 11,151 (2023 WI DOA, Demographic Service Center). The community features a vibrant Main Street with a diverse mix of retail, restaurants and professional services that add to the community's small-town charm. A significant investment is being made in placemaking initiatives throughout the community. Waupun consistently ranks in the top 10 safest cities in Wisconsin (Safewise) and is home to strong public and private schools systems, a full-service critical access hospital, and an array of amenities that include outdoor recreation assets such as an aquatic center, bike trails and more. A new community center is under construction and will open in the fall of 2024.

Waupun has a stable economy due to its diverse mix of employers that include the a balance of public sector employers that include the WI Department of Corrections and numerous private-sector businesses, including Tenneco, National Rivet, Municipal Well & Pump, Flexographic Printing, and Rustoleum. Expansion of the Waupun Industrial Park is underway with the construction of a new three-phase \$150M agribusiness with United Cooperative.

## HOUSING NEEDS ANALYSIS & PROJECT PREFERENCES

In 2020, the City of Waupun adopted a housing study and needs analysis that assessed housing requirements for the city. The study found a critical shortage of housing of all types, which has heightened post-pandemic. A 2023 analysis of apartment inventories by the city showed a vacancy rate under 2.5% for market-rate apartments. The entire study can be found here: [Waupun Housing Study & Needs Analysis](#). The identified parcels are intended to enhance existing growth by adding a potential high-density market-rate housing.

## SITE OVERVIEW

The City is currently seeking developers interested in constructing high-density multi-family housing on parcels 292-1315-0932-035 and 292-1315-0932-030. The identified site includes two abutting parcels of city-owned land with combined acreage of 4.4 acres within the Heritage Ridge Business Park. Heritage Ridge is located in proximity to the US 151 and STH 26 interchange on the southeast side of the City of Waupun and is zoned for mixed-use development.



- Quick access to US 151 and STH 26
- Waupun Area School District
- Regional Stormwater Pond (note there is currently a drainage swale between the two parcels that will need to be considered in development plans)
- Fully Improved Lots



Three attachments are included with this RFP:

1. Attachment A presents a close-up aerial view of the parcel.
2. Attachment B presents a broader aerial view of the parcel.
3. Attachment C presents the TID # 9 boundaries.

### **POTENTIAL CITY INCENTIVES**

The proposed site is owned by the city and the price of land is negotiable based on the proposed project. The city created TID #9 in 2022 and has invested in public infrastructure to serve the site. The opportunity exists to incentivize multi-family housing at this site and the parcels are identified as a development priority for this purpose.

### **PREPARING & SUBMITTING PROPOSAL**

Evaluation and selection of a project partner will be based on information submitted in the proposal, reference checks, and supplemental information. Failure to respond to each requirement in the RFP may be the basis for rejecting a response. Submitted proposals are suggested to include each of the following sections:

**1. DEVELOPER PROFILE**

Provide relevant contact information for the developer and a brief description of development success.

**2. EXECUTIVE SUMMARY OF THE PROJECT**

Provide project details related to the proposed use of the area, including plans and elevations of the proposed project, or relevant examples. Plans should adhere to the city's current zoning requirements for a PCD District (attached).

**3. DRAFT SITE PLAN**

A draft site plan for the property. The plan does not need to be engineered but should be generally to scale and should include preliminary concepts on how parking and storm water management issues would be managed.

**4. ESTIMATED CONSTRUCTION VALUE**

Provide the estimated construction value and approximate construction timeline.

**5. SIMILAR REDEVELOPMENT PROJECTS**

Provide examples of similar successful development projects and related references.

**6. PURCHASE PRICE OF LAND**

Provide the proposed purchase price of the city-owned parcels.

**7. FINANCIAL INCENTIVES**

Provide all requests for city financial participation/incentives.

**8. DEVELOPER'S FINANCIAL CAPACITY**

Provide a description of the development entity's financial capacity. This section should provide the city with an understanding of the capability of the developer to secure the financing necessary to complete a project of this size and scope.

**CLARIFICATION OF THE REQUEST FOR PROPOSALS (RFP)**

Any questions relative to the RFP of services must be submitted by e-mail to [kathy@cityofwaupun.org](mailto:kathy@cityofwaupun.org), and must be received by 4:00 p.m., Friday, May 24, 2024.

**TIMETABLE**

- Issue RFP: April 10, 2024
- Date for Questions: April 10, through May 24, 2024
- Proposals Due: June 6, 2024; 4:00 pm Local Time
- Evaluation Remainder of June 2024

- Council Approval August 2024 (possibly sooner)

## **INCURRING COST**

The City of Waupun is not liable for any cost incurred by proposers in replying to this RFP. The City of Waupun reserves the right to accept or reject any or all proposals and to waive technicalities in any proposal or part thereof deemed to be in the best interest of the City.

## **PROPRIETARY INFORMATION – OPEN RECORDS**

Proprietary information submitted will be handled in accordance with Wisconsin Statutes. Proposer should identify confidential information. The City must comply with the open records law.

## **EVALUATION CRITERIA**

All complete and responsive proposals will be evaluated by appropriate City of Waupun officials. Evaluations will be based on the information submitted, as well as information that the city may discover in analyzing or verifying information submitted in the proposal (or subsequently requested). Proposal elements to be evaluated, in no particular order, include the following:

- Project design: Proposal is architecturally unique design to accounts for the needs of the site.
- Proposal complements surrounding development within the TID / general vicinity.
- Development team capability and ability to finance.
- Taxable value creation.
- Requested city financial incentive participation.

The city reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability.
- Accept or sell land on offers received, without discussions or requests for best and final offers.
- Negotiate the nature and scope of any proposed project before final committee and council approval.
- Accept no proposal and reissue RFP or bid properties again in the future.

ATTACHMENT A



**ATTACHMENT B**

[Insert Map]

DRAFT



**ATTACHMENT C**

[Insert Map]

DRAFT



# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-9-24

**TITLE:** Approve Recommendation of Public Art Selection and Placement for 2024 Waupun Sculpture Tour

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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

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**ISSUE SUMMARY:**

Staff have been working with the nonprofit Waupun City of Sculpture on implementation of the Waupun Sculpture Tour. The attached document outlines sculpture selection and rationale for each, as well as site selection. After visiting Eau Claire to view their approach, the recommendation is that in their inaugural year the sculptures be showcased in the downtown, similar to the way sculptures would be displayed in a concentrated area such as an art gallery. Over time, sculptures selected for permanent placement would be moved to more permanent sites around the community per the guidelines of the public art ordinance that is being created.

**STAFF RECOMMENDATION:**

Approve the recommendations as outlined.

**ATTACHMENTS:**

2024 Waupun Sculpture Tour – Sculpture Selection & Placement Plan

**MOTIONS FOR CONSIDERATION:**

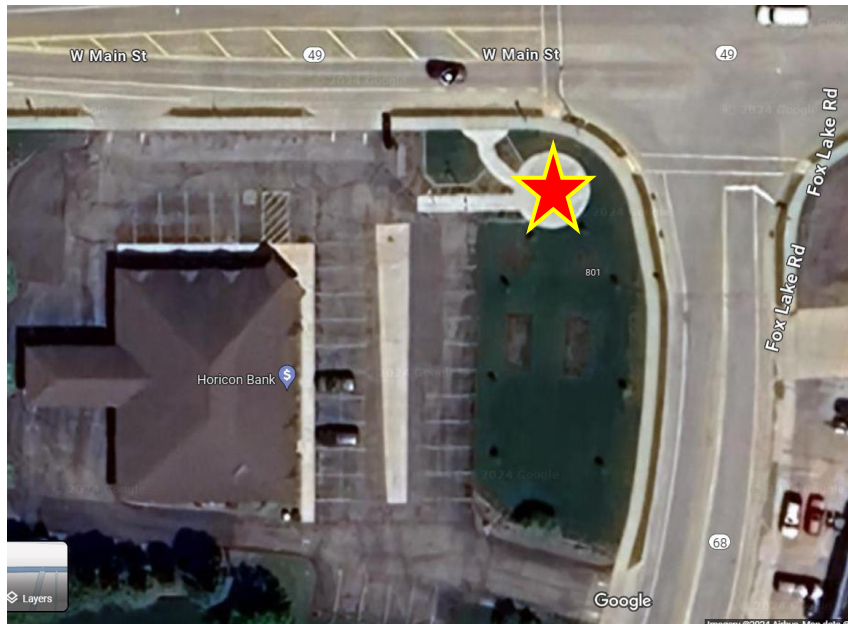
Motion to approve the sculpture selection and placement recommendation from Waupun City of Sculpture for five rotating exhibits in the Central Business District as presented. It is understood that installation will occur by June of 2024 and that the exhibits will remain in place through May of 2025,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

# 2024 Waupun Sculpture Tour

## Sculpture Selection & Placement Plan

# 1. The Birdwatchers

- Artist: Gregory Johnson
- Medium: Bronze
- Size: 24” base, life-size in height
- Sponsor: Horicon Bank
- Location: Horicon Bank Natural Garden (corner Fox Lake Rd & W Main St)
- Rationale: Sponsor selection fits well with nature theme of Bank and compliments the Horicon Marsh tourism connections for the City.



## 2. American Farmer

- Artist: Sondra Jonson
- Medium: Bronze
- Size: (26.5" L x 24.5" W x 34" H) -4' x 4' footprint
- Sponsor: Destination Lake Winnebago Region / Fond du Lac Area Foundation
- Location: Sidewalk Main St Bistro & Bakery (across from Farmer's Elevator)
- Rationale: The sculpture honors the farming and agriculture traditions of the community.



### 3. We Can Do It

- Artist: Lee Leuning & Sherri Treeby
- Medium: Bronze
- Size: 36” across base, est. 5” tall
- Sponsor: Waupun Historical Society
- Location: Sidewalk in front of National Rivet (across from public safety building)
- Rationale: The sculpture is reflective of the WWII era legacy of the community anchored in the Shaler Co/National Rivet and its contribution made to building America



## 4. The World's Her Canvas

- Artist: Lee Leuning & Sherri Treeby
- Medium: Bronze
- Size: 45”H x 36”W x 42”D
- Sponsor: Waupun City of Sculpture
- Location: Edge of Green Space (West of Stone & Suede)
- Rationale: The sculpture complements the goals of Waupun City of Sculpture by celebrating creativity and art



# 5. Monarchy

- Artist: Crysten Nesseth
- Medium: Iron
- Size: 28 in with 4 ft wingspan
- Sponsor: Waupun Fine Arts
- Location: Food Truck Alley (initially green space west of Stone & Suede until food truck project is complete)
- Rationale: Adds element of interest that complements a CDA-approved mural on the wall of Stone & Suede and could be later be located as part of the McCune Park renovation nature area if purchased







# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-9-24

**TITLE:** Authorize Disposition of Structures on City-owned property at N11363 State Rd 26

**AGENDA SECTION:** CONSIDERATION-ACTION

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

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

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**ISSUE SUMMARY:**

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

**STAFF RECOMMENDATION:**

**ATTACHMENTS:**

**MOTIONS FOR CONSIDERATION:**

Motion to authorize disposition of structures located at N11363 State Rd 26.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-9-24

**TITLE:** Approve Lease Agreement with Waupun Area School District for Community Garden Land Use

**AGENDA SECTION:** CONSIDERATION-ACTION

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

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Quality of Life	--	

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**ISSUE SUMMARY:**

Staff have worked with leaders at Waupun Area School District to identify a site for the Community Garden along Mayfair Dr, in the southwest corner of the lot of the High School. Attached is a lease agreement between the City and WASD that outlines terms of use of the land. Terri Respalje from the Food Pantry has offered to coordinate the program if this is approved.

**STAFF RECOMMENDATION:**

**ATTACHMENTS:**

Agreement

**MOTION FOR CONSIDERATION:**

Motion to approve the agreement with Waupun Area School District for a land lease to establish a community garden

LEASE AGREEMENT FOR COMMUNITY GARDEN BETWEEN  
WAUPUN AREA SCHOOL DISTRICT AND THE CITY OF WAUPUN

THIS IS A COMMUNITY GARDEN LEASE (the "Lease"), dated as of April \_\_\_\_\_, 2024, between Waupun Area School District, ("Landowner") and The City of Waupun ("Sponsor"). The Sponsor is a political subdivision of the State of Wisconsin and governed by and subject to the governmental immunity laws of the state of Wisconsin, including without limitation those contained within Sections 893.80, 895.52 and 345.05 of the Wisconsin Statutes (collectively, the "Immunity Act"). Nothing in this Agreement shall be interpreted or construed to limit, modify or qualify any immunity or protection provided to the City by the Immunity Act.

BACKGROUND

The Sponsor wishes to provide land for the purpose of developing a community garden. Landowner is willing to lease land to Sponsor for that purpose on the terms described in this Lease. Landowner and Sponsor Agree as Follows:

1. PARCEL, TERM AND RENT

- 1.1. Lease. Landowner leases to Sponsor a 250' x 120' parcel (the "Parcel") located along Mayfair Drive in the southwestern most portion of the Waupun Junior/Senior High School property as identified in Exhibit A.
- 1.2. Use. Sponsor will use the Parcel for the sole purpose of providing land to the community to plant a community garden (the "Garden") with plots to be assigned by the Waupun Food Pantry to community members.
- 1.3. Term. The term of this Lease is 10 year(s), starting on April \_\_\_\_\_, 2024 and ending on October 30, 2034. This Lease will terminate upon the expiration of this term or the final renewal term, if any, or if either party terminates it as described in Section 4.
- 1.4. Renewal. This Lease will automatically renew for additional 10-year terms unless either Landlord or Sponsor provides written notice to the other of nonrenewal no later than January 1 prior to the end of the current term.
- 1.5. Rent. The landowner waives the right to charge/collect rent for use of the parcel.

2. OPERATION AND MAINTENANCE OF PARCEL

- 2.1. Parcel As-Is. Sponsor acknowledges that Landowner is not making any representations, warranties, promises, or guarantees of any kind to Sponsor, including, without limitation, any representations about the quality, condition, or suitability of the Parcel for use as a community garden. In deciding to enter this Lease, Sponsor has made its own independent evaluation of the suitability of the Parcel for a community garden.
- 2.2. No Landowner Responsibilities. Sponsor has sole responsibility for the planning, setup, management, and carrying out of operations on the Parcel, including, without limitation, obtaining any permits required for operating a community garden. Landowner has no obligation to make any alterations, improvements, or repairs of any kind on the Parcel, or to provide any services or other support.
- 2.3. Weeds. The Landowner is interested in the property being maintained in an orderly fashion and will not permit overgrowth and weeds uncharacteristic of a properly maintained community garden. If the Landowner has concerns with overgrowth and weeds on the parcel, the Landowner will notify the Sponsor. The Sponsor will have five days to rectify the problem. If not rectified, the Landowner may take corrective action to address the stated issues and may mow and/or remove unsightly weeds or overgrowth on the parcel without further notification.

LEASE AGREEMENT FOR COMMUNITY GARDEN BETWEEN  
WAUPUN AREA SCHOOL DISTRICT AND THE CITY OF WAUPUN

- 2.4. Comply with Laws. Sponsor will use and operate the Parcel in compliance with all applicable zoning, environmental, and other laws and regulations.
- 2.5. Garden Rules. Sponsor will operate the garden in accordance with a set of garden rules outlined in the form attached as Exhibit B. Sponsor will require all persons to whom it licenses plots to enter into a gardener agreement and waiver of liability outlined in the form attached as Exhibit C.
- 2.6. No Alterations. Sponsor may not make or permit any alterations or improvements to the Parcel without Landowner's prior written consent, except for tilling of soil, use of fences, benches, bicycle racks, picnic tables, rain barrel systems, signage and other features common to community gardens. On the expiration or termination of this Lease, Sponsor agrees to fully restore the land to the original condition.
- 2.7. No Transfers. Sponsor may not assign, mortgage, pledge, encumber, or otherwise transfer this Lease, or sublet or allow the Parcel or any part of the Parcel to be used or occupied by others, except by persons maintaining a plot and who are party to the gardener agreement contemplated by Section 2.4. Any attempted transfer in contravention of this Section 2.7 is void and is a default under this Lease.
- 2.8. Right of Inspection. Landowner may enter the Parcel at all reasonable times to inspect the Parcel and evaluate whether Sponsor is in compliance with the terms of this Lease, and for the purposes of taking any other actions Landowner believes are appropriate to protect Landowner's interest in the Parcel, or to offer the Parcel for sale.
- 2.9. Liens. Sponsor will not incur, create, assume, or permit the creation of, any lien on any portion of the Parcel (including any mechanic's or materialmen's liens). Sponsor will keep the Parcel clear of any and all liens arising out of any work performed or materials furnished to Sponsor for or at the Parcel, and any other obligations Sponsor incurs.
- 2.10. Commercial Enterprise Prohibited. Sponsor will not undertake or allow the undertaking of any commercial enterprise, including but not limited to sales of produce, on the Parcel.
3. EXPENSES
  - 3.1. Utilities. Sponsor will have sole responsibility for obtaining and paying for all water, electricity, heat, sewage, storm sewer, or any other utility service used on the Parcel during the Lease term.
4. TERMINATION
  - 4.1. At Will. This Lease may be terminated at any time by either Landowner or Sponsor. Such a termination will be effective October 31 of year where delivery by the terminating party to the other party of a written notice of termination under this Section 4.1.
  - 4.2. Breach by Sponsor. If Sponsor breaches any of its duties or obligations under this Lease, Landowner may provide Sponsor with written notice of the breach. If Sponsor fails to cure the breach within 30 days after receipt of such notice, Landowner may terminate this Lease by providing written notice, with the termination date effective 15 days after delivery of such notice to Sponsor. Landowner will, in its sole discretion, determine whether the breach has been cured.
  - 4.3. Yielding Possession. Upon termination of this Lease, Sponsor will leave and surrender the Parcel to Landowner in at least as good order and condition as on the date that this Lease is signed.
  - 4.4. Cooperate in Transition. Upon termination or expiration of this Lease, the rights of Sponsor under this Lease will immediately, automatically, and without consideration terminate and

LEASE AGREEMENT FOR COMMUNITY GARDEN BETWEEN  
WAUPUN AREA SCHOOL DISTRICT AND THE CITY OF WAUPUN

revert to Landowner. Sponsor and Landowner will cooperate in good faith in reasonable transition activities with Landowner prior to and after termination of this Lease in order to minimize impact on the community and Landowner's use of the Parcel.

- 4.5. Personal Property. If Sponsor or any gardener leaves any of its personal property on the Parcel after the termination of this Lease, said property becomes the property of the Landowner.
  - 4.6. Holding Over. If Landowner terminates this Lease, any holding over by Sponsor after termination of this Lease without Landowner's express written consent is not a renewal or extension of the Lease and will not give Sponsor rights in or to the Parcel.
  - 4.7. Cumulative Remedies. All of Landowner's rights, powers and remedies under this Lease are cumulative and not alternative and will be in addition to all rights, powers, and remedies given to Landowner at law or in equity. The exercise of any one or more of these rights or remedies will not impair Landowner's right to exercise any other right or remedy including any all rights and remedies of a landlord under or any similar, successor, or related laws.
5. INDEMNITY AND WAIVER OF LIABILITY
- 5.1. Indemnification. Sponsor will defend, indemnify, and hold Landowner and Landowner's directors, officers, employees, agents, and assigns (Landowner and such persons are referred to collectively as "Landowner Parties"), harmless against all claims, liabilities, losses, damages, expenses, and attorneys' fees (together, "Losses"), including, without limitation, losses arising from any death, property damage, or injury of any nature whatsoever that may be suffered or sustained by Sponsor or any of Sponsor's licensed gardeners, employees, contractors, family members, guests, or any other person in a relationship with Sponsor or Sponsor's licensed gardeners or otherwise participating in or present in the Garden (Sponsor and such persons are referred to collectively as "Sponsor Parties"), which may arise directly or indirectly from (a) Sponsor Parties' use or operation of or presence on the Parcel, or (b) any breach by Sponsor of this Lease, including, without limitation, Sponsor's failure to enforce garden rules and regulations, except to the extent the Loss is caused by the gross negligence or willful misconduct of Landowner. This Section 5.1 will survive any termination of this Lease.
  - 5.2. Waiver of Liability. Sponsor releases and waives all claims against any Landowner with respect to or arising out of (a) any death or any injury of any nature whatsoever that may be suffered or sustained by Sponsor from any causes whatsoever, except to the extent that such injury or death is caused by the gross negligence or willful misconduct of such Landowner; (b) any loss or damage or injury to any property on or about the Parcel belonging to Sponsor, except to the extent such injury or damage is to property not covered by insurance carried (or required to be carried) by Sponsor and is caused by gross negligence or willful misconduct of; or (c) the condition of the Parcel and suitability of the Parcel for use as a community garden. Subject to the prior provisions, Landowner shall not be liable for any damage or damages of any nature whatsoever to Sponsor caused by explosion, fire, theft, crime, or negligent behavior, by sprinkler, drainage, plumbing, or irrigation systems, by failure for any cause to supply adequate drainage, by the interruption of any public utility or service, by steam, gas, water, rain, or other substances leaking, issuing, or flowing into any part of the Parcel, by natural occurrence, riot, court order, requisition, or order of governmental body or authority, or for any damage or inconvenience which may arise through repair, maintenance, or alteration of any part of the Parcel, or by anything done or omitted to be done by Sponsor Parties or any other person on

LEASE AGREEMENT FOR COMMUNITY GARDEN BETWEEN  
WAUPUN AREA SCHOOL DISTRICT AND THE CITY OF WAUPUN

the Parcel. In addition, Landowner shall not be liable for any Losses for which Sponsor is required to insure. This Section 5.2 will survive any termination of this Lease.

6. INSURANCE

- 6.1. Insurance. Sponsor will, at its own cost, take out and maintain without interruption during the term of this Lease comprehensive general liability insurance naming Landowner as an additional insured, affording coverage for bodily and personal injury liability, including liability for death, and property damage, or a combination thereof, in an amount not less than One Million Dollars (\$1,000,000). Coverage shall be made on an "occurrence" basis and not a "claims made" basis.
- 6.2. Evidence of Insurance. On or before Landowner delivers possession of the Parcel to Sponsor, Sponsor will provide Landowner with a copy of the insurance policies required by Section 6.1. Sponsor will deliver to Landowner evidence of each renewal or replacement of any required insurance policy at least 10 days prior to the expiration of such policy. In lieu of the actual policies, Sponsor may deliver to Landowner a certificate of insurance evidencing Sponsor's insurance policies, provided that Landowner also receives a copy of the endorsement naming Landowner as an additional insured.

7. GENERAL PROVISIONS:

- 7.1. Entire Agreement. This Lease is the entire agreement between Landowner and Sponsor and supersedes all prior or contemporaneous written and oral agreements, negotiations, correspondence, course of dealing and communications between Landowner and Sponsor relating to the same subject matter.
- 7.2. Modification and Severability. This Lease may be modified only as stated in a writing signed by both Landowner and Sponsor, which states that it is an amendment to this Lease. If any provision in this Lease is held invalid or unenforceable, the other provisions will remain enforceable, and the invalid or unenforceable provision will be considered modified so that it is valid and enforceable to the maximum extent permitted by law.
- 7.3. Waiver. Any waiver of any term of this Lease must be in writing. Failure, neglect, or delay by a party at any time to enforce the provisions of this Lease will not be considered a waiver of that party's rights under this Lease. Any waiver shall not be considered a waiver of any later breach or of the right to enforce any provision of this Lease.
- 7.4. Counterparts. This Lease may be executed in one or more counterparts, each of which shall be deemed an original and all of which will be taken together and deemed to be one instrument. Transmission by fax or PDF of executed counterparts constitutes effective delivery.
- 7.5. Third-Party Beneficiaries. Except as specifically provided in Section 5 of this Lease, this Lease is for the exclusive benefit of Landowner and Sponsor, and not for the benefit of any third party including, without limitation, any gardener, employee, or volunteer of Sponsor. All Landowner Parties are an express third party beneficiary of Section 5
- 7.6. Notices. Notices and consents under this Lease must be in writing and delivered by mail, courier, or fax to the addresses set out on the signature page of this Lease. These addresses may be changed by written notice to the other party. Notices given in the manner provided by this Section 7.4 will be considered given two business days after deposit in the mail, or the first business day after delivery to a courier or delivery by fax.

LEASE AGREEMENT FOR COMMUNITY GARDEN BETWEEN  
WAUPUN AREA SCHOOL DISTRICT AND THE CITY OF WAUPUN

7.7. Governing Law; Jurisdiction and Venue. This Lease is governed by State of Wisconsin law. Sponsor consents to the exclusive jurisdiction and venue of the state and federal courts of Dodge County, Wisconsin.

Waupun Area School District  
Steve Hill, Superintendent  
950 Wilcox St  
Waupun, WI 53963  
Phone: 920.324.9341  
Email: Shill@waupun.k12.wi.us

City of Waupun  
Rohn Bishop, Mayor  
201 E Main St  
Waupun, WI 53963  
Phone: 920.324.7900  
Email: clerk@cityofwaupun.org

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Signature

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Signature

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Date

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Date

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Witness: Trisha Visser, Administrative Asst.

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Witness: Angela Hull, Clerk

**MAYOR'S PROCLAMATION RECOGNIZING DRINKING WATER WEEK  
MAY 5-11, 2024**

**WHEREAS**, water is our most valuable natural resource; and

**WHEREAS**, Waupun not only has Wisconsin's most delicious water, but also Wisconsin's healthiest water, from the state's only reverse osmosis water treatment facility; and

**WHEREAS**, drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for the quality of life our citizens of Waupun enjoy; and

**WHEREAS**, tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

**WHEREAS**, the hard work performed by the entire water sector, designing capital projects, operators ensuring the safety and quality of drinking water or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality drinking water from its source to consumers' taps; and

**WHEREAS**, the coronavirus pandemic has shone a light on the importance of drinking water for health, hydration and hygiene needs; and

**WHEREAS**, we are all stewards of the water infrastructure upon which current and future generations depend; and

**WHEREAS**, the citizens of Waupun are called upon to help protect our source waters from pollution, practice water conservation and get involved with their water by familiarizing themselves with it; and

**WHEREAS**, we celebrate our dedicated water professionals whom provide quality drinking water in which our citizens of Waupun consume and enjoy;

**NOW, THEREFORE**, be it resolved that by virtue of the authority vested in me as Mayor of Waupun, I do hereby proclaim May 5-11, 2024, as Drinking Water Week.

Dated this 9<sup>th</sup> day of April, 2024.

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Rohn W. Bishop  
Mayor

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Steven L. Brooks  
General Manager

ATTEST:

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Angela J. Hull  
Clerk/Treasurer





# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-9-24

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

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Angela Hull, Clerk

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## FUTURE MEETINGS

Tuesday, April 16, 2024	Re-Organizational Meeting	5:30PM
Tuesday, April 30, 2024	Committee of the Whole	5:30PM
Tuesday, May 14, 2024	Common Council	6:00PM
Tuesday, May 28, 2024	Committee of the Whole	5:30PM
Tuesday, June 11, 2024	Common Council	6:00PM
Tuesday, June 25, 2024	Committee of the Whole	5:30PM
Tuesday, July 9, 2024	Common Council	6:00PM
Tuesday, July 30, 2024	Committee of the Whole	5:30PM

## LICENSE/PERMIT APPLICATIONS

Operator: Karen Castillo, Terry Martine, Robert Valle

Temporary Operator: Tamara Gerber, Valeen Pluim, Kirsten Quam, Ashley Ottesen, Andrea Oosterhouse, Janelle Kartechner, Lauren Tillema, Kristen Schultz, Maranda Kunz, Gary Dejager, Meaghan Dejager, Melanie Williams, Madeline Gantner, Benjamin Ruch, Christina Kartechner, Jonathan Leonard, Stephanie Starker, Nickki Landaal

Soda: Waupun Area FFA Alumni: April 27-28, 2024 Farm Toy & Tractor Sale Waupun Community Center 510 E Spring St, Waupun

Temp Class B: Waupun Area FFA Alumni: April 27-28, 2024 Farm Toy & Tractor Sale Waupun Community Center 510 E Spring St, Waupun; Downtown Promotions: May 3, 2024 Wine Walk

## EXPENSES

Attached

## RECOMENDED MOTION:

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

## Report Criteria:

Report type: Summary

Invoice.Batch = "A","040924"

Check Issue Date	Check Number	Payee	Amount
03/28/2024	186	CREXENDO	456.47
03/28/2024	187	KWIK TRIP STORES	4,962.78
03/28/2024	188	PURCHASE POWER	656.57
03/28/2024	189	WELLS FARGO PAYMENT REMITT	3,606.38
03/28/2024	190	WI DEPT OF REVENUE	900.00
03/29/2024	191	WI DEPT OF REVENUE	1.00
04/04/2024	107585	AMAZON CAPITAL SERVICES	683.02
04/04/2024	107586	ARCHIVESOCIAL	4,188.00
04/04/2024	107587	ASSOCIATED APPRAISAL CONSULTA	3,200.13
04/04/2024	107588	AT & T	129.40
04/04/2024	107589	AT&T MOBILITY	863.64
04/04/2024	107590	ATLAS FIRE & SECURITY	535.00
04/04/2024	107591	BAKER TILLY US LLP	10,615.00
04/04/2024	107592	BALLWEG IMPLEMENT	690.40
04/04/2024	107593	BEAVER DAM LOCK & SECURITY	137.50
04/04/2024	107594	CAPITAL NEWSPAPERS	1,121.98
04/04/2024	107595	CAREW CONCRETE & SUPPLY INC	127.79
04/04/2024	107596	CEDAR CORPORATION	33,537.30
04/04/2024	107597	CINTAS CORPORATION NO 2	618.10
04/04/2024	107598	DEVRIES WELDING LLC	19.00
04/04/2024	107599	EMERGENCY MEDICAL PRODUCTS	190.85
04/04/2024	107600	FBI - LEEDA	795.00
04/04/2024	107601	MARTENS ACE HARDWARE	986.10
04/04/2024	107602	FASSE DECORATING CENTER	1,501.65
04/04/2024	107603	FOND DU LAC COUNTY	8,565.73
04/04/2024	107604	FOX VALLEY TECHNICAL COLLEGE	104.50
04/04/2024	107605	GFL ENVIRONMENTAL	49,097.15
04/04/2024	107606	GRAND VALLEY INSPECTION SERVIC	2,597.70
04/04/2024	107607	HAMMES FIRE & SAFETY	141.00
04/04/2024	107608	HOMAN AUTO -GATEWAY	24.97
04/04/2024	107609	IWORQ	6,000.00
04/04/2024	107610	KREITZMAN, TREVOR	150.00
04/04/2024	107611	LIFESTAR EMERGENCY MEDICAL	5,500.00
04/04/2024	107612	MSA PROFESSIONAL SERVICES INC	6,743.58
04/04/2024	107613	MENARDS - BEAVER DAM	3,435.79
04/04/2024	107614	O'REILLY AUTOMOTIVE INC	1,070.60
04/04/2024	107615	PETERSEN, JENNIFER	49.58
04/04/2024	107616	PIGGLY WIGGLY DISCOUNT FOODS	168.45
04/04/2024	107617	PROS 4 TECHNOLOGY INC	3,632.74
04/04/2024	107618	QUALITY TRUCK CARE CENTER INC	246.46
04/04/2024	107619	R BAUMAN & ASSOCIATES SC	495.00
04/04/2024	107620	SSM HEALTH AT WORK	5,757.75
04/04/2024	107621	SAN-A-CARE INC	37.99
04/04/2024	107622	STOBB PLUMBING & HEATING INC	127.75
04/04/2024	107623	STREICHER'S	1,840.00
04/04/2024	107624	TRIPLE CROWN PRODUCTS	63.85
04/04/2024	107625	TRUCK EQUIPMENT INC	188.63
04/04/2024	107626	TRU CLEANERS LLC	4,175.61
04/04/2024	107627	US CELLULAR	388.08

Check Issue Date	Check Number	Payee	Amount
04/04/2024	107628	VANDEZANDE & KAUFMAN, LLP	4,765.00
04/04/2024	107629	VON BRIESEN & ROPER, S.C.	103.50
04/04/2024	107630	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
04/04/2024	107631	WAUPUN EQUIPMENT COMPANY INC	148.00
04/04/2024	107632	WAUPUN UTILITIES	150,460.60
04/04/2024	107633	WERNER ELECTRIC SUPPLY	1,352.28
04/04/2024	107634	WI DEPT OF JUSTICE	56.00
04/04/2024	107635	INSIGHT FS	256.80
04/04/2024	107636	BISHOP, ROHN	40.00
04/04/2024	107637	CND SPECIALTIES INC	131.71
Grand Totals:			<u>329,439.86</u>

## Report Criteria:

Report type: Summary

Invoice.Batch = "A","040924"

Report Criteria:

Report type: Invoice detail  
 Check.Type = {<>} "Adjustment"  
 Invoice.Batch = "A","040924"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>AMAZON CAPITAL SERVICES</b>						
AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES	04/04/2024	1PVF-JN1H-C	100-10-5110-3-38	52.91	52.91
AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES	04/04/2024	1KX7-7DVY-L	100-10-5110-3-35	72.25	72.25
AMAZON CAPITAL SERVICES	MISC OFFICE SUPPLIES	04/04/2024	1TQ6-DJCF-M	100-40-5211-3-30	336.86	336.86
AMAZON CAPITAL SERVICES	ELECTION BOOTH LIGHTS/SUPPLIES	04/04/2024	1F16-LF99-TR	100-10-5142-3-38	158.62	158.62
AMAZON CAPITAL SERVICES	SHOP TOOLS	04/04/2024	1MC7-DHV1-L	100-70-5411-3-36	62.38	62.38
Total AMAZON CAPITAL SERVICES:						683.02
<b>ARCHIVESOCIAL</b>						
ARCHIVESOCIAL	SOCIAL MEDIA ARCHIVING SUBSCRIPTION - 3-15-24 THRU 3-14-25	04/04/2024	290357	100-10-5197-3-38	4,188.00	4,188.00
Total ARCHIVESOCIAL:						4,188.00
<b>ASSOCIATED APPRAISAL CONSULTAN</b>						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM APRIL 2024	04/04/2024	173726	100-30-5152-3-38	3,200.13	3,200.13
Total ASSOCIATED APPRAISAL CONSULTAN:						3,200.13
<b>AT &amp; T</b>						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	04/04/2024	FEB20-MAR1	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
<b>AT&amp;T MOBILITY</b>						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - FEB 24-MAR 23 2024 PD	04/04/2024	287307537700	100-40-5211-3-31	863.64	863.64
Total AT&T MOBILITY:						863.64
<b>ATLAS FIRE &amp; SECURITY</b>						
ATLAS FIRE & SECURITY	ANNUAL FIRE ALARM INSPECTION - POLICE DEPARTMENT	04/04/2024	75907	100-70-5410-3-36	535.00	535.00
Total ATLAS FIRE & SECURITY:						535.00
<b>BAKER TILLY US LLP</b>						
BAKER TILLY US LLP	12/31/23 AUDIT FEES	04/04/2024	BT2733480	100-10-5157-3-38	10,615.00	10,615.00
Total BAKER TILLY US LLP:						10,615.00
<b>BALLWEG IMPLEMENT</b>						
BALLWEG IMPLEMENT	SERVICE #163-08	04/04/2024	P83672	100-70-5411-3-36	690.40	690.40
Total BALLWEG IMPLEMENT:						690.40
<b>BEAVER DAM LOCK &amp; SECURITY</b>						
BEAVER DAM LOCK & SECURITY	KEYS FOR PARKS	04/04/2024	31320	100-20-5525-3-36	137.50	137.50
Total BEAVER DAM LOCK & SECURITY:						137.50

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - APRIL 2024	04/04/2024	4-3-24	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
CAPITAL NEWSPAPERS						
CAPITAL NEWSPAPERS	CONDITIONAL USE HEARING NOTICE - 18 S MADISON/1815 SHALER	04/04/2024	198453	100-10-5110-3-35	33.45	33.45
CAPITAL NEWSPAPERS	ORD #2024-003	04/04/2024	198244	100-10-5110-3-35	109.99	109.99
CAPITAL NEWSPAPERS	PUBLIC HEARING - ORDINANCE - PROJECTING SIGNS 3-20-24	04/04/2024	197453	100-10-5110-3-35	106.74	106.74
CAPITAL NEWSPAPERS	OPEN BOOK - 4-3-24	04/04/2024	199153	100-10-5110-3-35	21.80	21.80
CAPITAL NEWSPAPERS	2024 DODGE COUNTY TOURISM	04/04/2024	196576-1/196	430-70-5436-3-38	850.00	850.00
Total CAPITAL NEWSPAPERS:						1,121.98
CAREW CONCRETE & SUPPLY INC						
CAREW CONCRETE & SUPPLY INC	REBAR - MAKE BASES FOR SCULPTURE ROTATIONS	04/04/2024	007039	100-10-5534-3-36	127.79	127.79
Total CAREW CONCRETE & SUPPLY INC:						127.79
CEDAR CORPORATION						
CEDAR CORPORATION	PROFESSIONAL SERVICES - SENIOR/COMM CENTER - THROUGH 3/16/2024	04/04/2024	119138	400-20-5513-8-00	27,537.30	27,537.30
CEDAR CORPORATION	PROFESSIONAL SERVICES - WAUPUN HERITAGE MUSEUM RESTORATION	04/04/2024	119139	400-20-5512-8-00	6,000.00	6,000.00
Total CEDAR CORPORATION:						33,537.30
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - MAR 2024	04/04/2024	4185733564	100-70-5410-3-38	91.09	91.09
CINTAS CORPORATION NO 2	CITY HALL RUGS - MAR 2024	04/04/2024	4185733600	100-70-5410-3-38	119.98	119.98
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - MAR 2024	04/04/2024	4185733614	100-70-5410-3-38	54.86	54.86
CINTAS CORPORATION NO 2	LIBRARY RUGS - MAR 2024	04/04/2024	4185733640	100-70-5410-3-38	107.64	107.64
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - MAR 2024	04/04/2024	4185733913	100-70-5411-3-38	86.76	86.76
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - MAR 2024	04/04/2024	4186456804	100-70-5411-3-38	52.59	52.59
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - MAR 2024	04/04/2024	4187180687	100-70-5411-3-38	52.59	52.59
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - MAR 2024	04/04/2024	4187757493	100-70-5411-3-38	52.59	52.59
Total CINTAS CORPORATION NO 2:						618.10
CND SPECIALTIES INC						
CND SPECIALTIES INC	ELECTION FOOD 4-2-24	04/04/2024	8580-1	100-10-5142-3-38	131.71	131.71
Total CND SPECIALTIES INC:						131.71
CREXENDO						
CREXENDO	SENIOR CENTER PHONE CHARGES - MAR 2024	03/28/2024	MAR2024	100-20-5513-3-31	456.47	456.47
Total CREXENDO:						456.47
DEVRIES WELDING LLC						
DEVRIES WELDING LLC	METAL FOR FUEL STRAPS #11-01	04/04/2024	02413	100-70-5411-3-36	19.00	19.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total DEVRIES WELDING LLC:						19.00
EMERGENCY MEDICAL PRODUCTS						
EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	04/04/2024	2625638	100-50-5230-3-38	14.06	14.06
EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	04/04/2024	2626064	100-50-5230-3-38	176.79	176.79
Total EMERGENCY MEDICAL PRODUCTS:						190.85
FASSE DECORATING CENTER						
FASSE DECORATING CENTER	STREET PAINT	04/04/2024	1-167911	100-70-5441-3-36	1,501.65	1,501.65
Total FASSE DECORATING CENTER:						1,501.65
FBI - LEEDA						
FBI - LEEDA	TRAINING - CLI	04/04/2024	200103404	100-40-5215-3-37	795.00	795.00
Total FBI - LEEDA:						795.00
FOND DU LAC COUNTY						
FOND DU LAC COUNTY	SALT	04/04/2024	24610094	100-70-5435-3-36	8,565.73	8,565.73
Total FOND DU LAC COUNTY:						8,565.73
FOX VALLEY TECHNICAL COLLEGE						
FOX VALLEY TECHNICAL COLLEGE	KOLE BRICE - LE ACADEMY UNIFORM	04/04/2024	TPB00008891	100-40-5215-3-37	104.50	104.50
Total FOX VALLEY TECHNICAL COLLEGE:						104.50
GFL ENVIRONMENTAL						
GFL ENVIRONMENTAL	REMOVE BARN - 1357 S WATERTOWN ST	04/04/2024	U9000018712	419-70-5435-8-00	49,097.15	49,097.15
Total GFL ENVIRONMENTAL:						49,097.15
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR MAR 2024	04/04/2024	2024-54	230-30-5241-3-36	2,597.70	2,597.70
Total GRAND VALLEY INSPECTION SERVICES:						2,597.70
HAMMES FIRE & SAFETY						
HAMMES FIRE & SAFETY	RECHARGE FIRE EXTINGUISHERS USED AT FIRES	04/04/2024	41797	100-50-5232-3-36	141.00	141.00
Total HAMMES FIRE & SAFETY:						141.00
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	SERVICE VEHICLES	04/04/2024	1022700	100-70-5411-3-36	19.59	19.59
HOMAN AUTO -GATEWAY	FUEL FILTER	04/04/2024	1022744	100-70-5411-3-36	5.38	5.38
Total HOMAN AUTO -GATEWAY:						24.97
INSIGHT FS						
INSIGHT FS	PAINT FOR BALLFIELD FOUL LINES	04/04/2024	57042795	100-20-5525-3-36	256.80	256.80
Total INSIGHT FS:						256.80

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
IWORQ						
IWORQ	PERMIT MANAGEMENT - PLAN REVIEW MAY 2024-APRIL 2025	04/04/2024	203194	230-30-5241-3-38	6,000.00	6,000.00
Total IWORQ:						6,000.00
KREITZMAN, TREVOR						
KREITZMAN, TREVOR	SAFETY GLASSES REIMB	04/04/2024	31008289	100-40-5211-3-38	150.00	150.00
Total KREITZMAN, TREVOR:						150.00
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - FEB 2024	03/28/2024	DPW-FEB24	100-70-5411-3-38	2,408.87	2,408.87
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - FEB 2024	03/28/2024	PD-FEB24	100-40-5212-3-38	2,318.95	2,318.95
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - FEB 2024	03/28/2024	FD-FEB24	100-50-5232-3-38	234.96	234.96
Total KWIK TRIP STORES:						4,962.78
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	ACLS SERVICE- MAR 2024	04/04/2024	21-0244	100-10-5255-3-38	5,500.00	5,500.00
Total LIFESTAR EMERGENCY MEDICAL:						5,500.00
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	PRO GAS/ADAPTER/WALL HYDRANT - LIBRARY - REPALCE OUTSIDE SPICKET	04/04/2024	234985	100-70-5410-3-36	73.57	73.57
MARTENS ACE HARDWARE	LOCKNUT/GROUND	04/04/2024	235000	100-20-5525-3-36	6.55	6.55
MARTENS ACE HARDWARE	RECEPTACLE/ADAPTER PVC	04/04/2024	235037	100-20-5525-3-36	35.07	35.07
MARTENS ACE HARDWARE	THREAD SEAL/PIPE JOINT/SINGLE CUT KEY	04/04/2024	235045	100-40-5212-3-38	79.52	79.52
MARTENS ACE HARDWARE	PD - CELL PHONE CORDS/CLOROX WIPES/GUN CLEANER/PUSHBROOM/AIR FRESHENER/SHOPTOWEL	04/04/2024	235081	100-70-5410-3-36	16.98	16.98
MARTENS ACE HARDWARE	CORNER BRACE/ANCHOR/SCREW KIT	04/04/2024	235107	100-20-5525-3-36	45.95	45.95
MARTENS ACE HARDWARE	WD40/LUBE TRIFLOW/PIPE CAP	04/04/2024	235138	100-70-5410-3-36	24.98	24.98
MARTENS ACE HARDWARE	DRY LUBRICANT/LUBE TRIFLOW	04/04/2024	235129	100-70-5412-3-36	21.98	21.98
MARTENS ACE HARDWARE	MURIATIC ACID	04/04/2024	235166	100-20-5525-3-36	12.99	12.99
MARTENS ACE HARDWARE	REGISTER RETURN	04/04/2024	235177	100-70-5410-3-36	52.99	52.99
MARTENS ACE HARDWARE	PAINT	04/04/2024	235185	100-50-5232-3-36	23.98	23.98
MARTENS ACE HARDWARE	BATTERIES	04/04/2024	235201	100-70-5410-3-36	112.15	112.15
MARTENS ACE HARDWARE	PAINT/BRUSHES/MULTI-MIX CONTAINER	04/04/2024	235220	100-20-5525-3-36	35.75	35.75
MARTENS ACE HARDWARE	HOOKS/PENETRANT/DRY LUBRICANT	04/04/2024	235222	100-70-5410-3-36	16.99	16.99
MARTENS ACE HARDWARE	BATTERIES	04/04/2024	235254	100-70-5411-3-36	24.98	24.98
MARTENS ACE HARDWARE	DUCT TAPE/MAP PRO GAS	04/04/2024	235270	100-70-5410-3-36	6.99	6.99
MARTENS ACE HARDWARE	GREAT STUFF	04/04/2024	235278	100-70-5410-3-36	23.01	23.01
MARTENS ACE HARDWARE	FASTENERS/EXTERIOR	04/04/2024	235323	100-20-5525-3-36	14.17	14.17
MARTENS ACE HARDWARE	FASTENERS	04/04/2024	235356	100-70-5410-3-36	9.99	9.99
MARTENS ACE HARDWARE	GARAGE DOOR LUBE	04/04/2024	235365	100-70-5410-3-36	12.58	12.58
MARTENS ACE HARDWARE	DOOR HOLD KICK-DOWN/GARMENT HOOK	04/04/2024	235366	100-70-5412-3-36	23.99	23.99
MARTENS ACE HARDWARE	CARTRIDGE FILTER	04/04/2024	235367	100-70-5412-3-36	52.97	52.97
MARTENS ACE HARDWARE	SIMPLE GREEN CLEANER/FILTER RED PUSH ON	04/04/2024	235446	100-20-5525-3-36	46.97	46.97
MARTENS ACE HARDWARE	BATTERIES/J BEND	04/04/2024	235447	100-70-5411-3-36	17.00	17.00
MARTENS ACE HARDWARE	UPS POSTAGE	04/04/2024				
MARTENS ACE HARDWARE	TAPE MEASURE/JOHNNY					

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	SQR/DUPLEX NAIL/MULTI-MIX CONTAINER	04/04/2024	235470	100-70-5433-3-36	45.74	45.74
MARTENS ACE HARDWARE	SPRING SNAP/SNAP BOLT	04/04/2024	235497	100-70-5410-3-36	30.32	30.32
MARTENS ACE HARDWARE	GREAT STUFF	04/04/2024	235508	100-70-5410-3-36	23.97	23.97
MARTENS ACE HARDWARE	EXTENSION CORD	04/04/2024	235522	100-50-5230-3-38	73.98	73.98
MARTENS ACE HARDWARE	CONNECTOR	04/04/2024	235536	100-50-5230-3-38	19.99	19.99
Total MARTENS ACE HARDWARE:						986.10
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	WEST END PARK - REROOF	04/04/2024	51665	100-20-5525-3-36	3,269.41	3,269.41
MENARDS - BEAVER DAM	EXTERIOR OUTLET HOOKUP FOR AMBULANCE - FIRE DEPT	04/04/2024	51748	100-70-5410-3-36	166.38	166.38
Total MENARDS - BEAVER DAM:						3,435.79
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	SWQMP REVISION - LEAVES AND STREET	04/04/2024	003457	700-10-5192-3-38	5,166.08	5,166.08
MSA PROFESSIONAL SERVICES INC	REVIEW DRAINAGE SWALE - WEST SIDE OF PET HOSPITAL LOT	04/04/2024	003458	700-10-5192-3-38	1,577.50	1,577.50
Total MSA PROFESSIONAL SERVICES INC:						6,743.58
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	SHOP TOOLS	04/04/2024	2391-135945	100-70-5411-3-38	48.98	48.98
O'REILLY AUTOMOTIVE INC	SERVICE	04/04/2024	2391-132826	100-70-5411-3-36	45.12	45.12
O'REILLY AUTOMOTIVE INC	PD SQUAD 3 - MICRO-V BELT, MANIFOLD, OIL SEAL	04/04/2024	2391-135967	100-40-5212-3-36	30.91	30.91
O'REILLY AUTOMOTIVE INC	TRAILER ADAPTER PLUG	04/04/2024	2391-135004	100-70-5411-3-36	58.62	58.62
O'REILLY AUTOMOTIVE INC	PD SQUAD 3 - WATER PUMP, TIMING CHAIN, V/C GASKET	04/04/2024	2391-135915	100-40-5212-3-36	216.20	216.20
O'REILLY AUTOMOTIVE INC	SHOP TOOLS	04/04/2024	2391-136498	100-70-5411-3-38	133.61	133.61
O'REILLY AUTOMOTIVE INC	REPLACE BATTERIES - FLOOR SCRUBBER - #282	04/04/2024	2391-136478	100-70-5411-3-36	537.16	537.16
Total O'REILLY AUTOMOTIVE INC:						1,070.60
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	MILEAGE - FDL - RETURN ELECTION MATERIAL	04/04/2024	4-3-24	100-10-5142-3-37	49.58	49.58
Total PETERSEN, JENNIFER:						49.58
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	ELECTION 4-2-24	04/04/2024	2382	100-10-5142-3-38	168.45	168.45
Total PIGGLY WIGGLY DISCOUNT FOODS:						168.45
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	IT MANAGEMENT APR 24	04/04/2024	49588	100-10-5197-3-38	2,785.00	2,785.00
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT APR 24	04/04/2024	49590	100-10-5197-3-38	131.74	131.74
PROS 4 TECHNOLOGY INC	AGREEMENT ADVANCED SECURITY APR 23	04/04/2024	49589	100-10-5197-3-38	632.00	632.00
PROS 4 TECHNOLOGY INC	AGREEMENT MANAGED BACKUP SERVICE APR 24	04/04/2024	49591	100-10-5197-3-38	84.00	84.00
Total PROS 4 TECHNOLOGY INC:						3,632.74
PURCHASE POWER						
PURCHASE POWER	ADMIN FEE	03/28/2024	3-28-24	100-10-5141-3-36	656.57	656.57



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Total PURCHASE POWER:						656.57
QUALITY TRUCK CARE CENTER INC	REPLACE DRIVERS SIDE STEERING LINK	04/04/2024	X103025941:0	100-70-5411-3-36	246.46	246.46
Total QUALITY TRUCK CARE CENTER INC:						246.46
R BAUMAN & ASSOCIATES SC	PSYCH EVAL PRE-EMPLOYMENT - LAW ENFORCEMENT - BRICE	04/04/2024	1834	100-40-5212-3-38	495.00	495.00
Total R BAUMAN & ASSOCIATES SC:						495.00
SAN-A-CARE INC	DEGREASER/CLEANER FOR FLOOR SCRUBBER	04/04/2024	619134	100-70-5410-3-36	37.99	37.99
Total SAN-A-CARE INC:						37.99
SSM HEALTH AT WORK	EAP QUARTERLY FEE	04/04/2024	42287	100-10-5143-3-38	468.75	468.75
SSM HEALTH AT WORK	WELLNESS CLINIC UTILITIES SHARE - MARCH 2024	04/04/2024	42507	100-13850	5,289.00	5,289.00
Total SSM HEALTH AT WORK:						5,757.75
STOBB PLUMBING & HEATING INC	FURNACE GAS LEAK - LIBRARY	04/04/2024	15527	100-70-5410-3-36	105.00	105.00
STOBB PLUMBING & HEATING INC	DRAIN CLEANER FOR MCCUNE	04/04/2024	15563	100-20-5525-3-36	22.75	22.75
Total STOBB PLUMBING & HEATING INC:						127.75
STREICHER'S	VEST - ROBERTS & CUPERY	04/04/2024	I1688627	410-40-5211-4-00	1,840.00	1,840.00
Total STREICHER'S:						1,840.00
TRIPLE CROWN PRODUCTS	SAFETY CLOTHING	04/04/2024	352095	100-70-5412-3-38	63.85	63.85
Total TRIPLE CROWN PRODUCTS:						63.85
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR MAR 2024	04/04/2024	CW040124	100-70-5410-3-38	4,175.61	4,175.61
Total TRU CLEANERS LLC:						4,175.61
TRUCK EQUIPMENT INC	REPAIR LEAKING AIR DRYER #9-12	04/04/2024	1091665-00	100-70-5411-3-36	188.63	188.63
Total TRUCK EQUIPMENT INC:						188.63
US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - MAR 2024	04/04/2024	0641979744	100-10-5191-3-31	388.08	388.08

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Total US CELLULAR:						388.08
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - MAR 2024	04/04/2024	15439	100-10-5161-3-38	735.00	735.00
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - MAR 2024	04/04/2024	MAR2024	100-10-5161-3-38	4,030.00	4,030.00
Total VANDEZANDE & KAUFMAN, LLP:						4,765.00
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	LEGAL FEES	04/04/2024	453431	100-10-5110-3-38	103.50	103.50
Total VON BRIESEN & ROPER, S.C.:						103.50
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER INC	MONTHLY CONTRACT - APRIL 2024	04/04/2024	APRIL2024	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN EQUIPMENT COMPANY INC						
WAUPUN EQUIPMENT COMPANY INC	SERVICE #104-18	04/04/2024	33835W	100-70-5411-3-36	148.00	148.00
Total WAUPUN EQUIPMENT COMPANY INC:						148.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	WILSON AND SHALER STREET LIGHTS	04/04/2024	6102	419-70-5435-8-00	115,266.49	115,266.49
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - MARCH 2024	04/04/2024	6100	100-70-5420-3-31	62.31	62.31
WAUPUN UTILITIES	WILSON AND SHALER PRIMARY EXT	04/04/2024	6101	419-70-5435-8-00	35,131.80	35,131.80
Total WAUPUN UTILITIES:						150,460.60
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	AMAZON - PROFESSIONAL DEVELOPMENT BOOKS FOR OFFICERS	03/28/2024	BJ-JAN24/FE	100-50-5231-3-38	1,229.75	1,229.75
WELLS FARGO PAYMENT REMITT	NIU OUTREACH - WCMA ASSOC - FULL CONFERENCE	03/28/2024	KATHY-JAN24	100-10-5191-3-37	525.00	525.00
WELLS FARGO PAYMENT REMITT	MPLC - SENIOR CENTER MOVIE LICENSE	03/28/2024	RACHEL-JAN	100-20-5513-3-38	392.83	392.83
WELLS FARGO PAYMENT REMITT	STAPLES - OFFICE SUPPLIES - PAPER	03/28/2024	ANGIE-JAN24	100-80-5670-3-30	354.55	354.55
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 2/4/24-3/3/24	03/28/2024	BRET-FEB24	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	HOPPERS - PLATE - HALVERSON	03/28/2024	JEREMY-FEB	100-40-5212-3-38	594.91	594.91
WELLS FARGO PAYMENT REMITT	CREDIT - EBAY	03/28/2024	JEFF-JAN24/F	100-70-5411-3-36	329.37	329.37
Total WELLS FARGO PAYMENT REMITT:						3,606.38
WERNER ELECTRIC SUPPLY						
WERNER ELECTRIC SUPPLY	REPAIR BURNED OUT LIGHTS - MCCUNE	04/04/2024	S7357263.001	100-20-5525-3-36	224.00	224.00
WERNER ELECTRIC SUPPLY	REPLACE BALLASTS ON FIELD LIGHTS	04/04/2024	S7357263.002	100-20-5525-3-36	1,128.28	1,128.28
Total WERNER ELECTRIC SUPPLY:						1,352.28
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - MAR 2024	04/04/2024	G3369-MAR24	100-40-5213-3-38	56.00	56.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total WI DEPT OF JUSTICE:						56.00
<b>WI DEPT OF REVENUE</b>						
WI DEPT OF REVENUE	ANNUAL TID 9 FEE	03/28/2024	L1841465904	419-70-5436-3-38	900.00	900.00
WI DEPT OF REVENUE	WI MONTHLY STATE TAX - POOL	03/29/2024	3-29-24	100-46-4676-0-00	1.00	1.00
Total WI DEPT OF REVENUE:						901.00
Grand Totals:						329,439.86

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	344.23	.00	344.23
100-10-5110-3-38	156.41	.00	156.41
100-10-5131-3-30	44.03	.00	44.03
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	44.02	.00	44.02
100-10-5141-3-31	67.07	.00	67.07
100-10-5141-3-36	156.57	.00	156.57
100-10-5141-3-38	46.39	.00	46.39
100-10-5142-3-37	49.58	.00	49.58
100-10-5142-3-38	458.78	.00	458.78
100-10-5143-3-38	468.75	.00	468.75
100-10-5153-3-37	175.00	.00	175.00
100-10-5153-3-38	44.03	.00	44.03
100-10-5157-3-38	10,615.00	.00	10,615.00
100-10-5161-3-38	4,765.00	.00	4,765.00
100-10-5191-3-30	44.02	.00	44.02
100-10-5191-3-31	67.07	.00	67.07
100-10-5191-3-37	245.00	.00	245.00
100-10-5197-3-31	336.48	.00	336.48
100-10-5197-3-38	7,820.74	.00	7,820.74
100-10-5255-3-38	5,500.00	.00	5,500.00
100-10-5256-3-38	3,543.63	.00	3,543.63
100-10-5534-3-36	127.79	.00	127.79
100-13850	1,830.67	.00	1,830.67
100-16210	500.00	.00	500.00
100-20-5513-3-30	44.02	.00	44.02
100-20-5513-3-31	92.24	.00	92.24
100-20-5513-3-38	392.83	.00	392.83
100-20-5525-3-36	5,236.19	.00	5,236.19
100-21100	15.83	76,011.90-	75,996.07-
100-30-5152-3-38	3,200.13	.00	3,200.13
100-40-5211-3-30	336.86	.00	336.86
100-40-5211-3-31	993.04	.00	993.04
100-40-5211-3-38	189.78	.00	189.78
100-40-5212-3-36	247.11	.00	247.11
100-40-5212-3-38	3,000.60	.00	3,000.60
100-40-5213-3-38	56.00	.00	56.00
100-40-5215-3-37	1,347.50	.00	1,347.50
100-40-5343-3-38	1,000.00	.00	1,000.00
100-46-4676-0-00	1.00	.00	1.00

GL Account	Debit	Credit	Proof
100-50-5230-3-37	842.31	.00	842.31
100-50-5230-3-38	284.82	.00	284.82
100-50-5231-3-38	225.68	.00	225.68
100-50-5232-3-36	164.98	.00	164.98
100-50-5232-3-38	396.72	.00	396.72
100-70-5410-3-36	1,248.89	.00	1,248.89
100-70-5410-3-38	4,549.18	.00	4,549.18
100-70-5411-3-36	2,062.72	15.83-	2,046.89
100-70-5411-3-38	1,586.93	.00	1,586.93
100-70-5412-3-31	95.95	.00	95.95
100-70-5412-3-36	358.84	.00	358.84
100-70-5412-3-38	63.85	.00	63.85
100-70-5420-3-30	44.02	.00	44.02
100-70-5420-3-31	197.31	.00	197.31
100-70-5433-3-36	45.74	.00	45.74
100-70-5435-3-36	8,565.73	.00	8,565.73
100-70-5441-3-36	1,501.65	.00	1,501.65
100-80-5670-3-30	44.02	.00	44.02
100-80-5670-3-37	105.00	.00	105.00
210-21100	.00	230.71-	230.71-
210-60-5511-3-31	230.71	.00	230.71
230-21100	.00	8,597.70-	8,597.70-
230-30-5241-3-38	8,597.70	.00	8,597.70
400-20-5512-8-00	6,000.00	.00	6,000.00
400-20-5513-8-00	27,537.30	.00	27,537.30
400-21100	.00	33,537.30-	33,537.30-
401-21100	.00	150.00-	150.00-
401-70-5436-3-38	150.00	.00	150.00
405-21100	.00	150.00-	150.00-
405-70-5436-3-38	150.00	.00	150.00
407-21100	.00	150.00-	150.00-
407-70-5436-3-38	150.00	.00	150.00
408-21100	.00	150.00-	150.00-
408-70-5436-3-38	150.00	.00	150.00
410-21100	.00	1,840.00-	1,840.00-
410-40-5211-4-00	1,840.00	.00	1,840.00
418-21100	.00	150.00-	150.00-
418-70-5436-3-38	150.00	.00	150.00
419-21100	.00	153,226.09-	153,226.09-
419-70-5435-3-38	75.00	.00	75.00
419-70-5435-8-00	153,076.09	.00	153,076.09
419-70-5436-3-38	75.00	.00	75.00
420-21100	98.46	12,531.78-	12,433.32-
420-70-5436-3-38	12,531.78	98.46-	12,433.32
425-21100	370.42	34,356.45-	33,986.03-
425-70-5476-3-38	34,356.45	370.42-	33,986.03
430-21100	.00	850.00-	850.00-
430-70-5436-3-38	850.00	.00	850.00
700-10-5192-3-38	7,992.64	.00	7,992.64
700-21100	.00	7,992.64-	7,992.64-
Grand Totals:	330,409.28	330,409.28-	.00

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 = "A","040924"

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**MINUTES**  
**CITY OF WAUPUN ECONOMIC DEVELOPMENT**  
**COMMITTEE**  
**Waupun City Hall – 201 E. Main Street, Waupun**  
**WI, Administrative Conference Room**  
**Tuesday, January 09, 2024 at 4:00 PM**

Called to order by Vice Chairperson Pete Kaczmariski at 4:00 p.m.

Roll call taken with the following members present: Pete Kaczmariski, Rohn Bishop, Dan Siebers, and Lisa McArthur and Steve Brooks via conference call. Jeff Daane, Jason Westphal and Dan Vande Zande are absent and excused. Administrator Kathy Schlieve is also present.

Motion Siebers, second McArthur to approve consent agenda, including minutes from November 28, 2023 meeting for both open and closed session. Carried unanimously.

Motion McArthur, second Siebers to move into closed session under Section 19.85 (1) of the WI Statutes for: (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of discussing investment of public funds in TID 3 for 1 W Brown St. Carried unanimously.

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

No action from closed session taken.

Motion Bishop, second Brooks to adjourn meeting at 4:26 p.m. Carried unanimously.



**MINUTES**  
**CITY OF WAUPUN ECONOMIC DEVELOPMENT**  
**COMMITTEE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, January 30, 2024 at 4:00 PM**

Called to order by Jason Westphal at 4:00 p.m.

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

Motion Siebers, second Brooks to approve the consent agenda as presented. Carried unanimously.

Motion Kaczmariski, second Brooks to adjourn in closed session under Section 19.85 (1) of the WI Statutes for: (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of investing funds in Waupun Industrial Park TID 9; future housing development; and, redevelopment of 331 Bly St.

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

No action from closed session.

No future planning agenda items discussed.

Motion Bishop, second Brooks to adjourn at 5:15 p.m. Carried unanimously.



## MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

**Tuesday, 13-February-2024 – City Council Chambers**

### **CALL TO ORDER**

Chairman Peter Kaczmarki called the meeting to order at 4:30 PM

### **ROLL CALL**

Roll call was taken:

Alders—Peter Kaczmarki, Mike Matoushek, Kambria Ledesma

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

Ex-officio—DPW Director Jeff Daane, Mayor Rohn Bishop, City Administrator Kathy Schlieve, Recreation Director Rachel Kaminski

### **PERSONS ADDRESSING THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE**

Mark Homan - 26 Dogleg Lane - Waupun addressed the BPW regarding purchase of a new pickup (Item 1),

### **FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE**

Next meeting will be on Tuesday, March 12, 2024 at 4:30PM.

### **CONSIDERATION - ACTION**

1. Approve/Recommend purchase of 2024 Chevrolet Silverado 1500 4WD Regular Cab  
DPW Director Daane shared an ad-hoc committee to explore lease options. Kathy Schlieve shared that the policy shares a 1% differential on the bid process. Motion (Zonnefeld/Heeringa) to purchase a 2024 Chevrolet 1500 4WD Regular Cab from Homan Auto Sales for \$39,407. **MOTION CARRIED (7-0)**. Referred to discussion by the Common Council to revisit the policy at the 2/13/2024 meeting.
2. Minutes of the January 9, 2024 meeting were presented. Motion (Rens/Matoushek) to approve minutes as presented. **MOTION CARRIED (7-0)**
3. 2024 Equipment Rates  
DPW Director Jeff Daane shared the equipment rental rates for the coming year. These comments are important in case of a disaster event to collect reimbursement or to aide other communities. Motion (Matoushek/Sullivan) to recommend 2024 equipment rates for public works equipment to Council for approval. **MOTION CARRIED (7-0)**
4. Approve 5 year street plan  
Each year the City updates their 5 year street plan. This has changed from past years in that now total reconstruct project are proposed every third year. While mill and overlay streets would happen during none reconstruct years. We work with the Utilities on evaluation of underground infrastructure. This plan also allows us to use this when applying for grants. Motion (Zonnefeld/Matoushek) to approve the five-year street plan as laid out by DPW staff. **MOTION CARRIED (7-0)**
5. Approve 2024 Spring Cleanup Dates  
DPW Director Daane shared our current procedure for spring cleanup to follow bulk pickup. Motion (Matoushek/Ledesma) to establish dates from April 8th through April 29th. **MOTION CARRIED (7-0)**
6. Approve 2024 Asphalt Paving contract bid  
The City of Waupun received three bids for asphalt paving work for the summer of 2024. Motion (Matoushek/Heeringa) to approve a recommended low bid from Northeast Asphalt in the amount of \$146,495.60 to Common Council. **MOTION CARRIED (7-0)**
7. Recommend to Council for Heritage Museum Restoration (tuck pointing and front step repair)  
DPW Director Daane outlined that engineering and bid information packets need to be prepared for the Museum project. With the historical significance of this building, it is important to go through this process. Two bids were received. Motion (Ledesma/Matoushek) was made to accept a \$17,000 quote from Cedar Corporation to include analysis, design, construction documents, and bidding. **MOTION CARRIED (7-0)**
8. Recommend to Council - Community/Senior Center Door access and Security Camera systems  
An exploration has been done to look at security and safety specifications between Gappa Security and DPW Director Daane. The scope of the project did not have card access or camera use in the original construction documents. Director Daane also looked at additional bids and options, either on-site or cloud-based systems. Motion (Matoushek/Ledesma) to go with the Pros4 for \$24,003.78 while waiving the monthly maintenance fee at this point. **MOTION CARRIED (7-0)**



**ADJOURNMENT**

Motion (Matoushek/Heeringa) to adjourn the meeting of the BPW & Facilities at 5:16PM. **MOTION CARRIED (7-0).**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", is written over a light gray rectangular background.

Gregg Zonnefeld, BPW Clerk



**MINUTES**  
**CITY OF WAUPUN BUSINESS IMPROVEMENT**  
**DISTRICT (BID) MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, February 20, 2024 at 7:00 AM

**CALL TO ORDER**

Meeting called to order at 7 a.m. by Chairperson Bishop.

Roll call was taken. Present: Gary DeJager, Rich Matravers, Jodi Mallas, Tyler Schulz, Krista Bishop, Rich Matravers, Kate Bresser, Teresa Ruch, and Craig Much. Absent and excused is Mitch Greenfield. Also present Administrator Schlieve, Assistant Administrator Langenfeld, Raina Lyman, Meaghan DeJager, Emily Englehardt, Mayor Rohn Bishop, and Jason Whitford (online).

Motion Schulz, second Matravers to approve the agenda as written. Carried unanimously.

Motion Schulz, second Bresser to approve minutes from January 16, 2024 BID meeting. Carried unanimously.

Motion DeJager, second Much to approve the January 2024 BID Financials as presented. Carried unanimously.

Motion Schulz, second Ruch to approve the 2023 BID Annual Report as presented. Carried unanimously.

Meaghan DeJager is present and presents her application for signage at 20 S Madison St. Her new business is called Charming Reads and will open in March. DeJager will be seeking a conditional use for the projecting sign at the February Plan Commission meeting. Motion Schulz, second Matravers to approve the application in the amount of \$387.50 contingent on the approval of a conditional use application by the Waupun Plan Commission. Approved 7-0 with Much abstaining.

Emily Englehardt is present and presents her application for exterior improvements to 16 Fond du Lac St for Waupun Gymnastics. Business will be adding new doors and an awning. Motion Schulz, second Matravers to provide a matching of \$2,100. Carried unanimously.

Nominations for Waupun Business Alliance Awards were discussed based on grants completed in 2023. Best Façade Improvement for 2023 to Jud's for their front façade project. Best Mixed Used Redevelopment to B&B Plumbing for 20 W Main St. Best Community Development Project to Valido Homes for Tanager St development. Members were encouraged to register for the WBA Annual Meeting on March 28 at the Rock.

Discussed purpose of and date for a Kick Start Workshop to be held this spring. The Kick Start is the next step in the Design WI implementation plan and will involve youth from WASD along with stakeholders from the community with the goal of prioritizing and providing input on projects identified in the Design WI plan. Group felt a Monday evening from 5 to 9 p.m. would work best for planning the workshop. Schlieve will work with other stakeholders and identify a Monday in April to coordinate the event.

Raina Lyman provides a Waupun Business Alliance update. Members are encouraged to attend the annual meeting on March 28. Additional emphasis was placed on a small business marketing series being offered with the next workshop planned in Waupun on March 11 entitled Website Excellence. Additionally, Envision will be running a workshop on March 25 for food entrepreneurs that will provide Q&A time with the Health Department.

Administrator Schlieve provided updates on the following:

- Waupun Ice Fest was very successful over the weekend. A representative from the WI Dept of Tourism was in town on Saturday to present a Joint Effort Marketing (JEM) Grant valued at more than \$16K to support the

event. Schlieve notes that we are now eligible to apply for additional funding to support the annual event for the next several years.

- Schlieve confirms that the pending CDI Grant for brewery project cleared its last hurdle and that we are just waiting on contracts from WEDC.
- Kartechner & Girls Floral & Gift Shop will open at 18 S Madison Street this spring.
- The City has approved an agreement with the Eau Claire Tourism Sculpture Affiliation Program. That will bring rotating sculpture exhibits to the community with five new sculptures arriving in spring of 2024. This is being done in partnership with Jeni Maly's non-profit Waupun City of Sculpture. Maly has secured funding for 5 sculptures in 2024. The City is covering the cost of the affiliation agreement and cement bases for each of the sculptures. Work is underway with Jeni Maly to seek grants to fund marketing collateral for the project.
- Schlieve reports that she is currently interviewing three possible independent contractors to fill the role of communication and marketing professional for the central business district. The position will be contracted and funded by \$5K from Downtown Promotions; \$5K from BID; with the balance coming from tourism funds.
- Schlieve notes that Dodge County Tourism is working on rebranding and was a recipient of a JEM grant as well.
- Schlieve notes that conversations are underway on the Senior Center disposition with construction of the new facility running on schedule.
- Schlieve explains that there will be a ribbon cutting for a dedicated employee health clinic on March 4 with the Waupun Business Alliance and explains that the city has created the clinic with a partnership with WASD as part of a strategy to contain healthcare premiums through improved access to care and a focus on employee wellness.

Motion DeJager, second Much to adjourn the meeting at 7:34 a.m. Motion carried unanimously.



**MINUTES**  
**CITY OF WAUPUN CDA COMMITTEE MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, February 20, 2024 at 7:45 AM**

Meeting called to order at 7:45 a.m. by Chairperson Mayor Rohn Bishop.

Roll Call taken. Present are Mayor Bishop, Gary DeJager, Sue Vandenberg, Derek Drews, Jill Vanderkin and Bobbi Jo Kunz, Cassandra VerHage. Also present Administrator Schlieve, Assistant Administrator Langenfeld (online), Emily Englehardt, members of Leadership Fond du Lac County (Andrew Hayes, Andrea Pierce, Casey Koehler, Sadie Madigan, and Julie Dahlinger), Lauren Tillema, and Jason Whitford (online).

Motion Kunz, second DeJager to approve CDA Minutes from January 16, 2024. Carried unanimously.

Schlieve notes that there was an error in the originally approved minutes that indicated that the Advanced College of Cosmetology was approved for a \$2,000 grant. The correct amount should be \$4,787.07 and the minutes are revised to reflect this. Motion Vanderkin, second Vandenberg to approved revised minutes from November 21, 2023. Carried unanimously.

Motion DeJager, second VerHage to approve CDA Financials for January 2024 as presented. Carried unanimously.

Members of Leadership Fond du Lac are present along with the owners of Stone & Suede. They have worked to design a mural for the east wall of Stone & Suede. By ordinance the CDA is required to review and approve any mural design installed in the downtown. Mural design is an approximate 20' x 10' and will be placed on the northeast corner with Main St visibility. The goals of the project are to beautify the new food truck alley, showcase a local artist and promote cultural enrichment in the district, and to create community engagement by creating a destination photo opportunity in the city. The design is an arched floral design that will include #discoverwaupun. The group is fundraising for the mural installation and is only seeking design approval from the city. Motion DeJager, second Vanderkin to approve the design as presented. Carried unanimously.

Emily Englehardt is present and presents her application for exterior improvements to 16 Fond du Lac St for Waupun Gymnastics. Business will be adding new doors and an awning. Motion Schulz, second Matravers to provide a matching of \$4,365. Carried unanimously.

BID nominations for Waupun Business Alliance Awards were discussed based on grants completed in 2023. Best Façade Improvement for 2023 to Jud's for their front façade project. Best Mixed Used Redevelopment to B&B Plumbing for 20 W Main St. Best Community Development Project to Valido Homes for Tanager St development. Consensus among members that the identified projects are deserving of the award with no further nominations suggested. Members were encouraged to register for the WBA Annual Meeting on March 28 at the Rock.

Discussed purpose of and date for a Kick Start Workshop to be held this spring. The Kick Start is the next step in the Design WI implementation plan and will involve youth from WASD along with stakeholders from the community with the goal of prioritizing and providing input on projects identified in the Design WI plan. Group felt a Monday evening from 5 to 9 p.m. would work best for planning the workshop. Schlieve will work with other stakeholders and identify a Monday in April to coordinate the event, preferably with a date after the tax deadline.

Administrator Schlieve provided updates on the following:

- Waupun Ice Fest was very successful over the weekend. A representative from the WI Dept of Tourism was in town on Saturday to present a Joint Effort Marketing (JEM) Grant valued at more than \$16K to support the event. Schlieve notes that we are now eligible to apply for additional funding to support the annual event for the next several years.

- Schlieve confirms that the pending CDI Grant for brewery project cleared its last hurdle and that we are just waiting on contracts from WEDC.
- Kartechner & Girls Floral & Gift Shop will open at 18 S Madison Street this spring.
- The City has approved an agreement with the Eau Claire Tourism Sculpture Affiliation Program. That will bring rotating sculpture exhibits to the community with five new sculptures arriving in spring of 2024. This is being done in partnership with Jeni Maly's non-profit Waupun City of Sculpture. Maly has secured funding for 5 sculptures in 2024. The City is covering the cost of the affiliation agreement and cement bases for each of the sculptures. Work is underway with Jeni Maly to seek grants to fund marketing collateral for the project.
- Schlieve reports that she is currently interviewing three possible independent contractors to fill the role of communication and marketing professional for the central business district. The position will be contracted and funded by \$5K from Downtown Promotions; \$5K from BID; with the balance coming from tourism funds.
- Schlieve notes that Dodge County Tourism is working on rebranding and was a recipient of a JEM grant as well.
- Schlieve notes that conversations are underway on the Senior Center disposition with construction of the new facility running on schedule.
- Schlieve explains that there will be a ribbon cutting for a dedicated employee health clinic on March 4 with the Waupun Business Alliance and explains that the city has created the clinic with a partnership with WASD as part of a strategy to contain healthcare premiums through improved access to care and a focus on employee wellness.

Motion Draws, second VerHage to adjourn the meeting at 8:22 a.m. Motion carried unanimously.



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

The Waupun Plan Commission met on Wednesday, February 21, 2024 at 4:30 pm in the Waupun City Hall Council Chambers.

**CALL TO ORDER**

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

**ROLL CALL**

Members Present: Jerry Medema, Elton TerBeest, Rohn Bishop, Jeff Daane, Jill Vanderkin, and Jason Whitford

Members Excused: Mike Matoushek

Staff Present: Kathy Schlieve, Susan Leahy

Others Present: Maddie Gantner - (Zoom), Jamie Briggs (Zoom)

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION**-- None

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

Next Meeting will be on Wednesday, March 20, 2024

**CONSIDERATION - ACTION**

1. Approve minutes of the December 20, 2023 meeting.  
Motion by Medema, 2nd by TerBeest to approve the minutes of the December 20, 2023 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit Application - Madeline Gantner at 425 E Main St. to install a projecting sign above the front entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).

Motion by Whitford, 2nd by Vanderkin to open the public hearing. Motion carried, unanimously.

Madeline appeared and wants to put a sign at 425 E. Main St. It's a projecting sign on her current location in Brownsville and she will be moving it to Waupun. The sign has a large bracket and will be secured to the building. The sign is completely stationary.

Kathy Schlieve stated that BID and CDA did approve the plan. She did receive a call from one neighbor about it and once she explained what it was about, they were fine with it.

Kathy Schlieve and Sue Leahy believe that we should make an ordinance change to allow projecting signs as a permitted use instead of a conditional use permit.

Motion by Whitford, 2nd by Vanderkin to close the public hearing. Motion carried, unanimously.

Motion by TerBeest, 2nd by Whitford to approve the Conditional Use Permit Application of Madeline Gantner at 425 E. Main St. to install a projecting sign above the front entrance of the building as presented. Motion carried, unanimously.

3. Public Hearing - Conditional Use Permit Application - Meaghan DeJager at 20 S. Madison St. to install a projecting sign above the entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).

Motion by Whitford, 2nd by Vanderkin to open the public hearing. Motion carried, unanimously.

Meaghan DeJager could not be here to discuss her plan, but Sue Leahy and Kathy Schlieve discussed the plan.

Motion by Whitford, 2nd by Vanderkin to close the Public Hearing. Motion carried, unanimously.

Motion by Whitford 2nd by, Vanderkin to approve the Conditional Use Permit application of Meaghan DeJager at 20 S. Madison St. to install a projecting sign above the entrance of the building as presented.

Motion carried, unanimously.

**ADJOURNMENT**

Motion by Medema, 2nd by Whitford to adjourn the meeting. Motion carried, meeting adjourned at 4:38 pm.

Minutes prepared by Trista Steinbach

Monday, February 26, 2024 – City Council Chambers

CALL TO ORDER

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

ROLL CALL:

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

CONSENT AGENDA

1. Approve the minutes of the previous meeting. Williams motion to approve, Nick seconded. Motion passes unanimously.

PERSONS WISHING TO ADDRESS THE RECREATION BOARD:

None

DISCUSSION ITEMS

2. Overview of Youth Recreation & Sports Grant  
Schlieve presented on how the program came about. Who is eligible (501c3), and what criteria applicants will need to meet per the scoring system.
3. Formation of Youth Recreation & Sports Grant Applications Ad Hoc Review Committee  
Ledesma, Williams, Zarn, and Winterhack will sit on the Ad Hoc Review Committee. To complete the review by March 8<sup>th</sup>.
4. Athletic Facility Agreements Overview  
Schlieve presented on how some of the costs of our athletic facilities are disproportionately falling on the city without any assistance from the organizations that utilize them. She continued on to say that we have had outside entities approach the city about renting facilities which has not been possible with the current system. The groups seemingly have exclusive control of the spaces without having buy in. Williams asked who would be responsible for staffing the events by outside groups. The final point being there needs to be a new approach to increase economic fairness and accountability from the impacted organizations.
5. Recreation Department Communications Plan  
Kaminski brought up how to name current facilities. Removing the term 'senior' from any names to make it more inclusive. She would prefer the Waupun Recreation Department to include the park program and the aquatic center. And



potentially changing the slogan from “where you don’t have to act your age” to “keeping our community active.” But she is open to suggestions. Winterhack mentioned there needs to be a road map on how to rename the hockey rink. Williams suggested some names to contact.

6. Waupun Family Aquatic Center Overview

The Aquatic Center is operating at a deficit. As a community quality of life tool, the center was never intended to turn a large profit, but it also wasn’t meant to indefinitely drain the city’s financial resources. The deficit on the center is growing, so setting the appropriate fees is important to move forward.

Opening dates are set by the first Saturday of the June until mid-August to account for staffing. The pool does not have lights so to stay safe the hours will be 1:00pm – 6:00pm during the week. Hours for the weekend 12:00 – 7:00.

CONSIDERATION – ACTION

7. 2024 Waupun Family Aquatic Center Fees & Schedule

Commission discussed the current fee schedule; it was decided to leave the daily pass rate at \$6. Increase Resident Family pass from 180 to 200, non-resident from 200 to 250. Individual from 90 to 100 and non-resident 100 to 125. Swim lessons from 36 to 40.

Ledesma made a motion to accept the proposed Aquatic Center fee increases. Disch seconded, motion passed unanimously.

FUTURE MEETING OF BOARD OF PARK AND RECREATION COMMISSION

March 25, 2024, 5:30pm – City Council Chambers

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

ADJOURNMENT

Respectfully submitted,



Kambria Ledesma, Secretary  
City of Waupun



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, March 05, 2024 at 6:00 PM

**CALL TO ORDER**

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

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

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

**ROLL CALL**

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

**Council absent/excused:** None

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

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

**Management absent and excused:** Utility Finance Director Stanek, Public Works Director Daane

**Audience in-person:** Jaedon Buchholz, Jon Venhuizen, Jeni Maly

**Audience Virtual:** Jason Whitford

**PUBLIC HEARING**

No public hearing is held.

**PERSONS WISHING TO ADDRESS COUNCIL**

**1. Jon Venhuizen - Fond du Lac County Board Supervisor, District 7**

Jon Venhuizen, Fond du Lac County Board Supervisor of District 7, provides an update of County proceedings.

Jeni Maly appeared with a Certificate of Recognition from Gov Evers for the recognition of City Sculptures and a recap on Icefest. Next year Icefest is scheduled for February 15 & 16, 2025.

**RESOLUTIONS AND ORDINANCES:**

**2. Ordinance to amend Ch.8.14 entitled Orderly Conduct-Sexting by Minors Restricted**

The Waupun Police Department made a request for a change in current city Ordinance as it relates to sexting due to the concern of the sharing of explicit images and related activities between minors. The amendment to the current ordinance would assist law enforcement discretion of the appropriate enforcement needed when responding to these types of complaints. At the February 13, 2024, Council meeting, the Council reviewed the draft ordinance and motioned to accept the first reading.

Motion Ledesma, second Matoushek to waive the second reading and adopt Ordinance 2024-003 to amend Ch.8.14 entitled Orderly Conduct-Sexting by Minors Restricted. Motion carried 6-0.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

**3. 2024 Waupun Family Aquatic Center Fees and Hours of Operation**

At the February 26, 2024, Board of Park and Recreation Commission, the Commission made recommendation for Council to approve the 2024 fees and hours of operation of the Aquatic Center. Recommended hours are Open June 1 to August 18, 2024 with hours from 1 to 6 pm during the week and noon to 7 pm on Saturday and Sunday AND recommended rates are daily rates remaining at \$6; family passes at \$200 for residents/\$250 non-residents; individual passes at \$100 for residents/\$125 for non-residents; swimming lessons at \$40 per applicant.

Motion Siebers, second Kunz to accept the Board of Park and Recreation Commission recommendations of the 2024 Waupun Family Aquatic Center hours of service and fees. Motion carried 6-0.

#### **CONSIDERATION - ACTION**

##### **4. Deputy Chief of Police Job Description**

Motion Matoushek, second Ledesma to approve the Deputy Chief of Police Job Description. Motion carried 6-0.

##### **5. 2024 Fire Department Equipment and Personnel Billable Rates**

Motion Siebers, second by Ledesma to approve the 2024 Fire Department Equipment and Personnel Billable Rates. Motion carried 6-0.

##### **6. Establish Date -Time of March Committee of the Whole Meeting**

We will be holding an Intergovernmental Jurisdiction Meeting relating to the Fire Study on March 26, 2024. It is the intent to not hold a March Committee of the Whole meeting unless warranted.

#### **MAYORAL CORRESPONDENCE/PRESENTATIONS**

##### **7. Waupun Business Alliance Business Connection Networking- March 12**

Waupun Business Alliance is hosting a business connection networking event on March 12 from 4p-6p at Waupun Equipment.

##### **8. Waupun Business Alliance Annual Banquet - March 28**

Waupun Business Alliance is holding the annual banquet at the Rock Golf Club on Thursday March 28<sup>th</sup> at 5pm.

#### **CONSENT AGENDA**

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

#### **ADJOURNMENT**

At 6:59p, motion Kunz, second Ledesma to call the meeting adjourned. Motion carried 6-0.

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

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

Commissioners Present: Daane, Heeringa, Homan, Kunz, Siebers, Thurmer and Westphal

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

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

On motion by Westphal, seconded by Siebers and unanimously carried, year-to-date financial reports through January 2024 approved as presented by Finance Director Stanek. Electric operating income was \$105,900. Water operating income was \$93,800. Sewer operating income was \$65,600. Moratorium ends April 15<sup>th</sup> allowing utilities to proceed with disconnection of electric service of customers whom have a delinquent balance.

General Manager Brooks provided an update of annual line clearance progress, UtiliSync locating software, hosted training on Distributed Energy Resources and upcoming training for Open Point. Staff is working to populate the transformer loading tool that ties all meters to a transformer. Once information is complete, staff will have the ability to gather information and run reports to determine how the transformer is being utilized.

Treatment Facilities and Operations Superintendent Schramm reported on operations and preventative maintenance being completed by water/wastewater treatment facilities and water/wastewater distribution/collection staff. WDNR was on site to complete the water system sanitary survey, ensuring we are providing a safe product and following regulations. No notable deficiencies were found. Staff has been working on LCCR review and audit of distribution service line connections, material determination and assignment of unique identifiers for each service line.

President Heeringa acknowledged visitor Jason Whitford, present via Zoom.

Matt Shefchik of Carson Dettmann Consulting presented via Zoom the 2024 compensation study and wage matrix market update. Compensation study results determined that Waupun Utilities employee compensation is at 98% of overall market index, in comparison to similar organizations and the market going rate for the jobs. Small structural changes to wage matrix throughout the years have proven effective in keeping wages competitive to the market as well as affordable and sustainable to our organization. Motion by Westphal, seconded by Siebers and unanimously carried to bypass a closed session and implement adjustments to 2024 wage matrix.

On motion by Daane, seconded by Kunz and unanimously carried, meeting adjourned at 4:50 p.m.

The next regular commission meeting will be held on April 8, 2024 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor

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

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

ARTICLE I: Motion by Schultz, supported by Svec, to accept the minutes of the February 21, 2024, meeting. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics were reviewed.

- a. Circulated/downloaded/loaned: 24,660 items through the end of February.
- b. 8,663 people visited the library through the end of February.
- c. Program attendance up 45% through the end of February.

ARTICLE IV: Current budget was reviewed.

ARTICLE V:

- a. Motion by Siebers, supported by Hintze, to revise the MicroMarketing line item to \$330.75 in the March bills, producing a new total of \$13,907.92. Motion carried 7-0 on roll call.
- b. Motion by Schultz, supported by Martens, to accept the revised March bills. Motion carried 7-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Gehl and Schultz were appointed to the Evaluation Committee.
- b. Freedom to Read and Freedom to View statements were discussed.
- c. Motion by Siebers, supported by Schultz, to accept the current Library Assistant 2 job description as written. Motion carried.

ARTICLE X: Motion by Martens, supported by Siebers, to adjourn at 4:53 p.m. Motion carried.

\*Next tentative meeting: Wednesday, April 17, 2024, at 4:30 p.m.

Marie Svec, Secretary  
MS/bkj



## MINUTES

### CITY OF WAUPUN

Police & Fire Commission (PFC) Meeting  
Waupun Safety Building – 16 E. Main Street, Waupun  
Wednesday, March 20, 2024 at 4:45pm

*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.*

#### CALL TO ORDER

Meeting convened at 4:50pm by PFC President.

#### ROLL CALL

Present: John Bett (PFC Vice President), Bambi Buchholz (PFC Citizen), Tara Rhodes (PFC Citizen/Secretary), Mike Thurmer (PFC Citizen/President), WPD Chief Jeremy Rasch, WFD Chief BJ DeMaa  
Member(s) absent (excused): N/A Teresa Heidemann (PFC Citizen), Bobbi Jo Kunz (Council Member-Ex Officio)  
Guests: N/A

#### MINUTES FROM PREVIOUS MEETINGS

Minutes from the January 18 meeting were presented for approval. Motion to approve minutes as submitted at 4:50pm by J. Bett, B. Buchholz second; all in favor, motion passed.

Minutes from the February 1 meeting were presented for approval. Motion to approve minutes as submitted at 4:51pm by J. Bett, B. Buchholz second; all in favor, motion passed.

Minutes from the February 12 meeting were presented for approval. Motion to approve minutes as submitted at 4:51pm by J. Bett, B. Buchholz second; all in favor, motion passed.

#### GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT (WPD) AND WAUPUN FIRE DEPARTMENT (WFD)

##### WPD Update (Chief Rasch)

Staffing:

- Deputy chief interview tomorrow with one qualified internal applicant; if selected would need to backfill position. The interview panel includes Chief J. Rasch and the Ripon police chief and Fond du Lac Assistant Chief. Because this selection is at the discretion of the Chief of Police, the PFC is not involved in the hiring process; Chief Rasch will notify the PFC via email with appropriate update(s).
- Current process included three candidates with none advancing to PFC interview at this time. A new process was opened.
- Chief Rasch shared newer officers Effert, Roberts, and Cupery are doing well. Roberts and Cupery are in police recruit school and Effert is in field training.

Departmental Operations:

- All staff were invited to provide input on a set of core values for the department. Based on input, 5 Core values identified are: integrity, teamwork, trust, accountability, and professionalism.
- A committee has been established to discuss/develop a mission and values for the department.
- The department has been contacted by an area high school student interested in providing video services for the K9 program and recruitment.
- K9 Training has been going well and has included some deployments; with a short pause around vehicle sniffing. Chief Rasch shared the need for a K9 bulletproof vest and plans for online fundraising efforts coming soon. The K9 account does have funds currently available which are used for veterinary needs.
- Chief Rasch shared an update from the FDL County/Sheriff's Office; the Sheriff's Office is taking over dispatch, this was a department which reported to FDL County. Chief Rasch noted WPD and WFD

have board presence (along with other communities/county members) and is not expecting much change. The process included a review and amendment of the existing agreement and was approved at the March 19<sup>th</sup> County Board meeting.

- Annual training requirements are underway as well as “putting contest” as a team-building activity.
- There is a focus on process efficiency and effectiveness. A shared file program in place with the FDL County is going well and saving time/resources. A language line (interpreter service) began in February. A review of Open records requests show an average of 600 per year, some are large volume requests which are time-intensive; of a system to support process will be considered for next year’s budget.

#### Community Engagement:

- The senior citizen Academy is completed, this included the WPD, WFD and EMS. The program was well attended the participants had great questions; graduation ceremony was completed yesterday.
- Daily dodge radio station in Beaver Dam has a Community Connection radio program where WPD will be featured on a monthly basis; the WFD will be featured every-other month.
- WPD also participated in or had a presence at Waupun Icefest, CHS Open House, CWCS Community Service Event (presentation to staff/students), Dodge County Awards Banquet, SSM Open House (clinic), Waupun Business Alliance (event at Waupun Equipment) and FDL County Law Executive Awards (Chief Rasch outgoing President).

#### Calls:

- Volume has been down likely due to staff vacancies.
- Responses related to the following occurred: internet crimes against children (ICAC), overdose, death investigation/referral (from May 2023), undercover drug case, stalking, child sexual assault, death investigation of suicide, home invasion, missing money.

### **WFD Update (Chief DeMaa)**

#### Staffing:

- 25 of 30 firefighter positions are filled; 12 of 15 EMR filled. Recent vacancies due mainly to attendance commitment requirements.
- Process started in March/ending in April has yielded one candidate; this is very concerning. Discussion around general decrease in volunteerism in firefighting but also volunteering in-general.
- High school intern will complete the entire year with the WFD. Chief DeMaa noting he has taken advantage of training opportunities, has participated on calls and is has been advocating for recruitment.

#### Departmental Operations:

- Staffing study (focuses on sustainable Fire, EMR, EMS staffing/structure) presentation is planned in April for WFD, then City/Township stakeholders. PFC attendance is recommended and Chief DeMaa will send out invite to members.
- Electric Vehicle (EV) training was recently held where 154 attendees from 34 agencies learned about how to appropriately respond to these situations. Chief DeMaa explained the toxicity of the smoke from EV fire embeds in the fibers of the firefighters gear and cannot be removed with cleaning. These are longer burning fires which require a significant more of water, as compared to a gas vehicle fire. Additional discussion on lithium ion batteries occurred.
- Walkthrough tour of the United Coop Facility was recently completed. This structure and services (food grain and soybean processing/drying) requires a significant level of emergency preparedness planning for rescues, including confined space and high-angle rescue planning. The Safety representative from the Coop is very engaged. Discussion around concerns with a significant increase in traffic once the Coop facility opens occurred; Chief DeMaa anticipating new/increased semi-traffic at approximately 200 per day.

#### Community Engagement:

- April 8th through April 12th is emergency weather and tornado Awareness Week and the city will experience 2 drills. The FDL County activates the weapon sirens for City of Waupun, thus City of Waupun will follow FDL County plan/timeline for these drills.

- WFD has received multiple requests from local groups to provide CPR training and have completed one session to-date.
- A group is presenting to the school board the request to provide a 'pre-prom crash event' on May 1st. This would be a simulated event which visually encourages students to make safe choices to avoid emergency situations.
- As noted in WPD update, WFD also participated in the Senior Citizen Academy.

Calls:

- High volume of calls in quarter one; with January and February combined having fifty-plus calls. Approximately 40 to 50% of these calls into the Township are motor vehicle responses, often on Hwy. 151
- EMR had approximately forty to fifty calls per month.
- Chief DeMaa specifically noted there have been multiple structure fires; including one to an elder care facility which had a great response by WPD officer. Debrief of this event has resulted in identification of opportunities for improvement which are being actively worked on.

**CONSIDERATION-ACTION**

EMS Compliance Captain promotion item planned was tabled.

**FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION**

The next Commission meeting is to-be-determined. The PFC meets quarterly, at minimum.

If necessary, please send any agenda requests to Chief DeMaa or Chief Rasch so appropriate preparation(s) can be made.

*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.*

**ADJOURNMENT**

Motion at 5:59pm to adjourn meeting made by T. Rhodes, J. Bett second; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary





**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**MEETING**  
City Hall 201 E Main Street, Waupun WI  
Tuesday, March 26, 2024 at 5:30 PM

**CALL TO ORDER**

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

**ROLL CALL**

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

**Council absent/excused:** None

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

**Management Virtual:** Finance Director Langenfeld

**Management absent and excused:** Utility Finance Director Stanek

**Audience in-person:** Jaedon Buchholz, Mike Beer, Danyelle Deboer, Curt Deboer, Jeni Maly, Casanna Rasch, Dale Heeringa, John Bett, Lt. Robert Williams, Lt. Trevor Kreitzman, Patrol Officer Emma Effert, Mike Thurmer, Dawn Greenfield, Tara Rhodes, Jessica Sullivan, Brennan Sullivan, Jerome Yogerst, Helen Yogerst

**Audience Virtual:** Jason Whitford

**RECOGNITION OF PROMOTION-OATH OF OFFICE DEPUTY POLICE CHIEF**

Clerk Hull offers the Oath of Office to Lt. Investigator Theodore Sullivan as he is promoted to Deputy Police Chief.

The Council takes a short recess to acknowledge Deputy Chief Sullivan.

At 5:55pm Council meeting resumes.

**ORDINANCES**

**1. Review of Ordinance Development Pipeline (Discussion)**

Schlieve provided a listing of ordinances for future revisions.

**2. Amend Ch.16.11 entitled Zoning Code- Signs for use of Projecting Signs**

At the March 20, 2024, Plan Commission meeting, recommendation was made to adopt the ordinance to amend Ch.16.11 entitled Zoning Code- Signs for use of Projecting Signs. Motion carried 6-0 on roll call.

Motion Matoushek, second Ledesma to waive the first reading and adopt Ordinance 2024-004 to amend Ch16.11 entitled Zoning Code- Signs for use of Projecting Signs. Motion carried 6-0 on roll call.

**3. Amend Ch.16.01(10) entitled Zoning Code-Zoning Map for the rezoning of Heritage Ridge Subdivision**

At the March 20, 2024, Plan Commission meeting, recommendation to adopt the ordinance to amend Ch.16.01(10) entitled Zoning Code-Zoning Map for the rezoning of Heritage Ridge Subdivision from B-3 Shopping Center Business District to the PCD – Planned Community Development District.

Motion Siebers, second Kunz to waive the first reading and adopt Ordinance 2024-005 to amend Ch.16.01(10) entitled Zoning Code-Zoning Map for the rezoning of Heritage Ridge Subdivision from B-3 Shopping Center Business District to the PCD – Planned Community Development District. Motion carried 6-0 on roll call.

**4. Amend Ch.11.02 entitled Licenses and Permits-Peddlers, Solicitors and Transient Merchants for the inclusion of Food Trucks**

Due to the creation of a food truck alley, staff request to amend Ch.11.02 entitled Licenses and Permits-Peddlers, Solicitors and Transient Merchants for the inclusion of Food Trucks. This will be returned to a future meeting for further discussion and consideration.

**5. Amend Ch.11 Licenses and Permits for the Creation of a Public Art Ordinance**

Due to the Waupun Sculpture tour and affiliation agreement with Eau Claire, staff requests an ordinance be created to ensure proper oversight of the program and to ensure that art installations reflect the goals and values of the community. This will be returned to a future meeting for further discussion and consideration.

**CONSIDERATION - ACTION**

**5. Future Meetings & Gatherings, License and Permit Applications, Expenses**

Motion Ledesma, second Matoushek to approve the future meetings and gatherings, license and permit applications, and expenses. Motion carried 6-0 on roll call.

**6. City Hall Reroof Existing Ballasted Roofs with EPDM Adhered Roof System Bid Award**

Bids received came in well over budget. Daane considers revisiting the bid process in the fall.

Motion Matoushek, second Siebers to not select either bid due to the large cost difference from the budgeted amount and to rebid again in the future. Motion carried 6-0 on roll call.

**7. MSA Professional Services Agreement -2024 Stormwater Quality Master Plan Update**

Motion Matoushek, second Kunz to approve the MSA Professional Services Agreement to perform the 2024 Stormwater Quality Master Plan Update. Motion carried 6-0.

**8. Lieutenant of Investigations Job Description**

Motion Matoushek, second Kunz to approve the Lieutenant of Investigations job description. Motion carried 6-0.

**9. Accounting Specialist Job Description**

Motion Ledesma, second Siebers to approve the Accounting Specialist job description. Motion carried 6-0.

**10. Youth Sports Grant Awards (Recommendations from Recreation Commission)**

The Recreation Board provided recommendations of the youth sports grants to be disbursed for Council consideration. Recommendations are as follows: Badgerland Youth for Christ \$2500, Waupun Gymnastics \$5000, Waupun Youth Wrestling \$5000, Waupun Girls Softball Association \$5000, Waupun Athletics Booster Club \$3283, REACH \$2500, and Waupun Gridiron Youth Football \$5000.

Westphal informs the Council he will abstain from voting as he is involved in a youth organization that may receive funding. Siebers emphasized that these youth grants are a reimbursement grant.

Motion Siebers, second Ledesma. Discussion continued.

Motion Siebers, second Ledesma to approve the Recreation Commission recommendations with the amendment of the Booster Club reduced to a \$1500 reimbursement grant. Motion carried 5-1 with Westphal abstaining.

### **DISCUSSION -INFORMATIONAL**

#### **11. 2023 Annual MS4 Report**

Daane provides the 2023 annual MS4 Report to Council.

#### **12. Purchasing Policy Workflow**

Discussion of amending the purchasing policy in relation to bid process and buying local. Discussion will continue at a future meeting.

### **ADJOURNMENT**

At 7:22p, motion Ledesma, second Kunz to call the meeting adjourned. Motion carried 6-0.



# Waupun Police Department Monthly Report

March 2024

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## **Staffing/Hiring Process**

Our current staff level is 12 sworn personnel and 2 non-sworn personnel. We are currently hiring for 2 patrol officers and a Lieutenant of Investigations. One officer is in Field Training. Three Officers in Training are currently in Police Recruit Academy. Ted Sullivan was sworn in as Deputy Chief on 3/26/24.

## **Community Engagement**

Senior Citizen's Police Academy – 3 sessions completed  
SSM Employee Clinic Open House  
Waupun Business Alliance – Waupun Equipment  
Fond du Lac County Law Executive Awards Banquet  
FDL County Communications Review Board  
Dodge County Law Executive Board meeting  
Waupun Festivals Board meeting

## **Department Information**

Daily Dodge Community Connection – Chief Rasch will begin participating in the WBEV radio program in April.

Core Values – Department staff selected the following core values; Integrity, Teamwork, Trust, Accountability, and Professionalism.

Officer Emma Effert completed week one of Phase III; she remains on schedule and is doing well overall.

## **Open Records Requests**

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

January 2024 - 55 58

February 2024 – 47 58

March - 61

2023 Annual Total – 583

2022 Annual Total – 555

2021 Annual Total – 564

2020 Annual Total – 623

## **Police Activity**

As calls for service appear to be a reduced statistic in both January and February 2024 compared to the same months in 2023, it's noted that there are fewer staff responding to calls. With less staff there is often a direct correlation to less self-initiated calls for service.



# Waupun Police Department Monthly Report

March 2024

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Calls for Service: 785

Traffic Stops: 98

Arrests: 17

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

## Complex Investigations

Child Pornography Assist – Assisted Dodge County with execution of Child Pornography search warrant in the 900 block of S. Madison St. Assisted in recovery of multiple electronic devices and other items of evidence. The incident remains under investigation by the Dodge County Sheriff’s Office.

Child Abuse investigation that resulted in charges of Physical Abuse of a Child – Recklessly Cause Bodily Harm against a 22-year old female from Waupun.

Completed Theft investigation at assisted living facility. No charges were able to be filed, but reports were forwarded to Wisconsin Department of Health Services and the Bureau of Assisted Living – Division of Quality Assurance.

## Incidents

On 3/02/24 at approximately 2:03am, police responded to a residence on W Main St for a welfare check. Contact was made with a 17 year old juvenile and county crisis was contacted. A crisis safety plan was put in place.

On 3/03/24 at approximately 12:38am, police made contact with a suspicious vehicle in the 1700 block of Shaler Dr. A 48 year old man was cited for Open Intoxicants.

On 3/05/24 at approximately 8:00am, police assisted the Dodge County Sheriff Office with a residential search warrant on S Madison St for an Internet Crimes Against Children investigation.

On 3/06/24 at approximately 11:41am, police responded to a residence on Wilcox St for a report of a missing adult. Police located the 41 year old woman and also checked her welfare with the assistance of county crisis. Child Protective Services assisted with the placement of 2 children.

On 3/08/24 at approximately 8:23am, police met with 27 year old woman at the police department reference a harassment complaint. The complaint remains under investigation.



# Waupun Police Department Monthly Report

March 2024

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On 3/10/24 at approximately 5:30pm, police responded to West End Park for a damage to property complaint. Police located the suspects, a 13 year old juvenile and a 14 year old juvenile who admitted to causing the damage. Restitution will be requested by the city.

On 3/12/24 at approximately 6:52pm, police conducted a traffic stop on Fond du Lac St at Rounsville St. A 21 year old woman was cited for Operating after Suspension.

On 3/12/24 at approximately 7:25pm, police responded to a residence in the 700 block of W Lincoln St for a warrant pick up. A 32 year old man was taken into custody on a Probation and Parole Warrant. The man was transported to the Dodge County Jail.

On 3/13/24 at approximately 1:58am, police conducted a traffic stop on E Jefferson St at S Forest St. A 43 year old man was taken into custody on charges of Possession of Methamphetamine, Possession of THC, and Possession of Drug Paraphernalia. The man was transported to the Dodge County Jail.

On 3/13/24 at approximately 10:40am, police responded to a business on W Main St for a shoplifting complaint. The suspects left the scene prior to police arrival. The incident is under investigation and the suspects have been identified.

On 3/13/24 at approximately 11:47pm, police responded to an E Main St business for a report of sexual assault. The complaint is under investigation.

On 3/14/24 at approximately 10:38am, police responded to the 1300 block of W Brown St for a report of burglary to multiple storage units. The complaint is under investigation and person(s) of interest have been identified.

On 3/15/24 at approximately 12:21pm, police responded to a business on County Park Rd for a theft complaint. The complaint is under investigation and a person of interest has been identified.

On 3/16/24 at approximately 12:51am, police responded to the 400 block of E Main St for a warrant pick up. A 20 year old man was taken into custody on a Probation and Parole Warrant. The man was transported to the Dodge County Jail.

On 3/16/24 at approximately 2:23am, police responded to a residence in the 1000 block of Rock Ave for a warrant pick up. A 20 year old man was taken into custody on a Fond du lac County Warrant. The man was transported to the Fond du Lac County Jail.

On 3/17/24 at approximately 6:04am, police conducted a traffic stop on Fond du Lac St at Gateway Dr. A 40 year old woman was cited for Operating After Suspension, Speeding, and Operating w/out Insurance.



# Waupun Police Department Monthly Report

March 2024

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On 3/20/24 at approximately 5:18pm, police conducted a traffic stop on N Madison St at Monroe St. A 29 year old man was cited for Operating After Suspension, Possession of Drug Paraphernalia, 2 counts of Misdemeanor Bail Jumping, and 1 count of Felony Bail Jumping charges were referred to the Fond du Lac County DA's Office against the 29 year old man.

On 3/23/24 at approximately 1:43am, police responded to a tavern in the 400 block of E Main St for a physical altercation. A 29 year old man was taken into custody for Disorderly Conduct. The man was transported to the Fond du Lac County Jail.

On 03/28/2024 at approximately 7:39 pm, police responded to the 200 block of N. Forest St. for a warrant pickup. A 35 year old man was taken into custody on a Probation and Parole Warrant, and was transported to the Fond du Lac County Jail.

On 03/28/2024 at approximately 10:00 pm, police were mutual aided by the Fond du Lac County Sheriff's Office to Hwy 151 and Hwy 49 for a traffic complaint. Police conducted a traffic stop, and the driver, a 25-year old male, was arrested for Operating While Intoxicated, felony possession of controlled substances, possession of drug paraphernalia and operating with a revoked driver's license. A 31-year old male passenger was arrested for an outstanding Probation and Parole warrant, possession of fentanyl and possession of drug paraphernalia. A probable cause search of the vehicle resulted in locating controlled substances and drug paraphernalia. A female passenger was released with no charges. The two males were transported to the Fond du Lac County jail.

On 03/29/2024 at approximately 2:10 am, police conducted a traffic stop in the area of Jackson St. and N. Forest St. A 21-year old male was arrested for Operating While Intoxicated – 1<sup>st</sup> offense.

On 03/29/2024 at approximately 1:37 pm, police conducted a traffic stop near W. Main St. and Beaver Dam St. A 45-year old male was cited for Operating after Revocation (25<sup>th</sup> offense).

On 03/29/2024 at approximately 7:36 pm, police conducted a traffic stop near W. Main St. and N. Division St. A 63-year old male was cited for Operating While Intoxicated – 2<sup>nd</sup> offense.



March 2024



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Monthly Call Volume Report

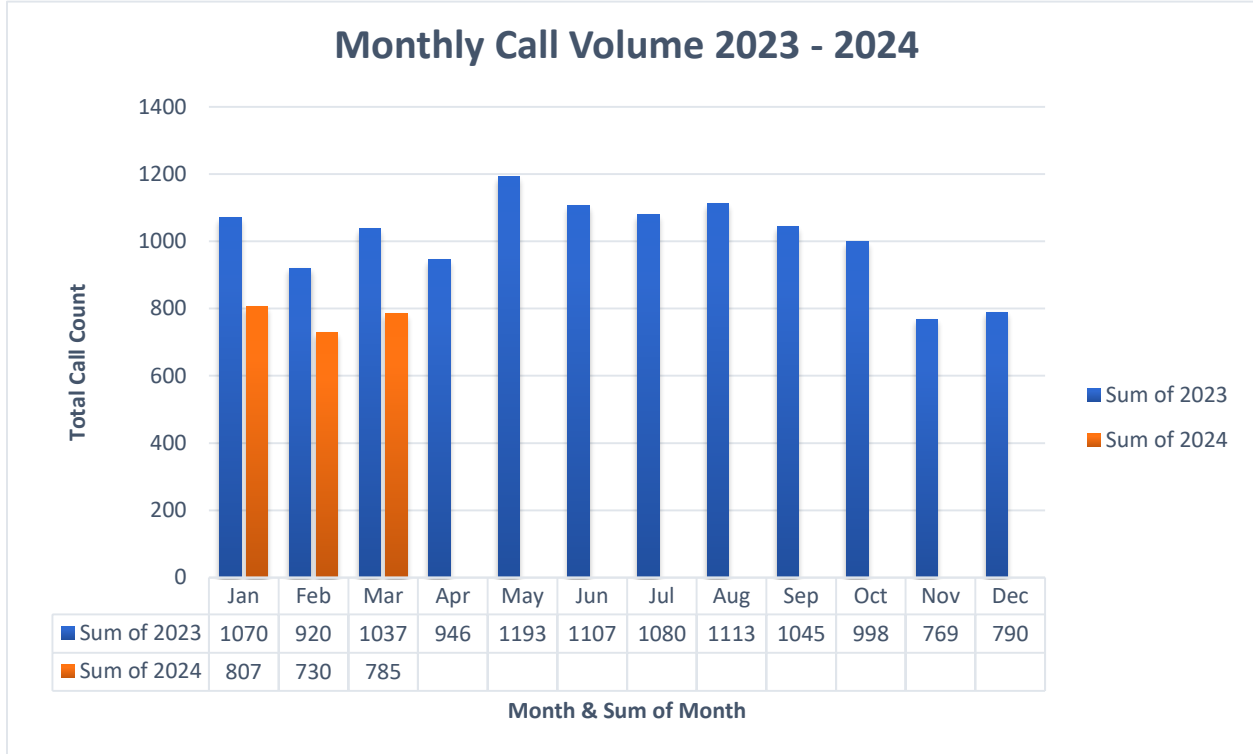
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# Waupun Police Department Monthly Report

March 2024

On 03/30/2024, police assisted with the Easter Egg hunt hosted by My Property Shoppe at Dodge Park. A great time was had by all who attended.



Call Volume Monthly 2023 - 2024			
Month	2023	2024	Percent Difference
January	1070	807	-24.6%
February	920	730	-20.7%
March	1037	785	-24.3%
April	946		
May	1193		
June	1107		
July	1080		
August	1113		
September	1045		
October	998		





# Waupun Police Department Monthly Report

March 2024

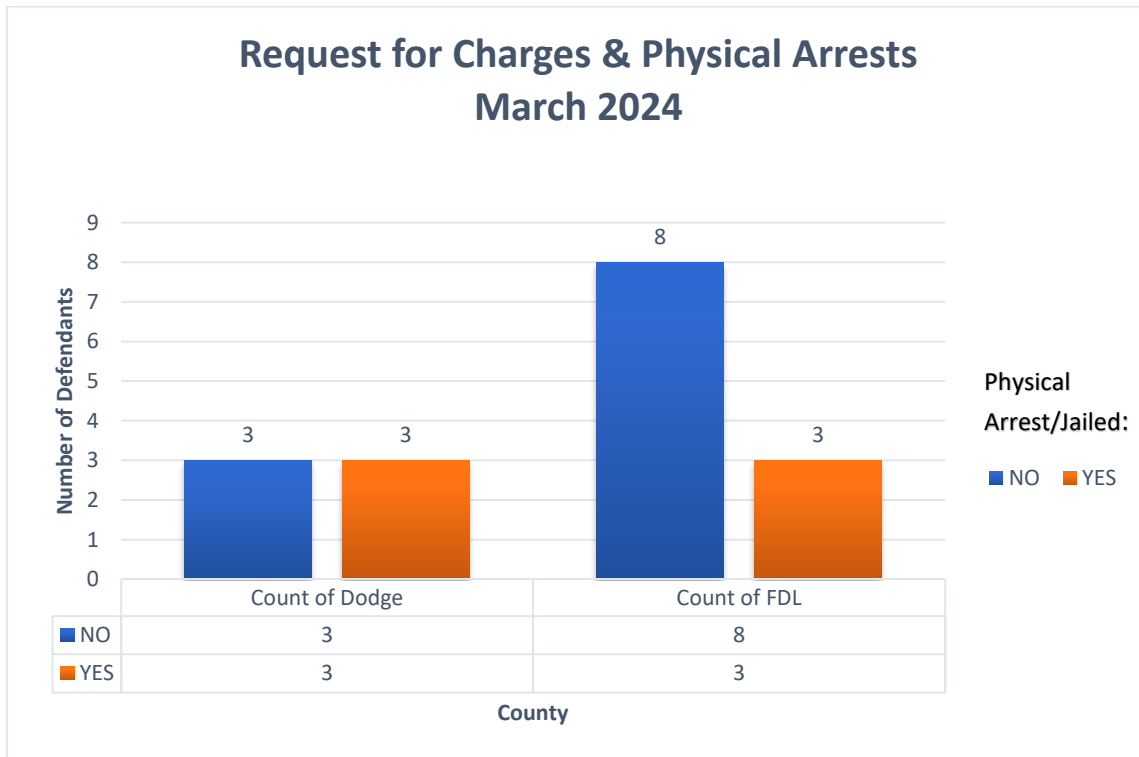
November	769	
December	790	
<b>Grand Total:</b>	<b>12,068</b>	<b>2,322</b>



## March 2024



*Request for Charges & Physical Arrest Report*





# Waupun Police Department Monthly Report

March 2024



## Waupun Police Department Total Call Report



*From: February 01, 2024 To: February 29, 2024*

Agency	Incident Type	Total Incidents	WP	ESCORT	
WP	911 CHECK	17		ESCORT	1
	ABANDONED VEHICLE	4		EXTRA PATROL	45
	ACCIDENT	14		FOLLOW UP	31
	AMBULANCE	47		FOOT PATROL	5
	ANIMAL BITE	1		FOUND ANIMAL	2
	ANIMAL COMPLAINT	7		FOUND PROPERTY	2
	ASSIST AGENCY	6		FUNERAL ESCORT	2
	ASSIST CITIZEN	22		GAS DRIVE OFF	1
	ATTEMPT TO LOCATE	1		HARASSMENT	3
	BATTERY	1		HIT AND RUN	3
	BUILDING CHECK	57		INFORMATION TO DOCUMENT	5
	BURGLARY	1		INTOXICATED SUBJECT	1
	CARCASS IN ROADWAY	1		INTRUSION ALARM	5
	CHECK WELFARE	18		JUVENILE PROBLEM	8
	CHILD ABUSE/NEGLECT	1		LOST ANIMAL	3
	CHILD CUSTODY	2		LOST PROPERTY	1
	CHILD LET AT SCHOOL	1		MISSING ADULT	1
	CIVIL PROBLEM	2		MISSING JUVENILE	2
	COURT ORDER VIOLATION	1		NOISE COMPLAINT	3
	DEPARTMENT K9 DOG	1		NOTIFY MED EXAMINER	1
	DIRECTED AREA PATROL	136		OFFICER STANDBY	3
	DISORDERLY CONDUCT	6		OPEN DOOR	4
	DOMESTIC	4		ORDINANCE VIOLATION	14
	DRUG RECOGNITION EXPERT	1		PAPER SERVICE	1
	DRUGS/NARCOTICS	3		PARKING ENFORCEMENT	18
				PATROL ASSIST FIRE	14
				PORNOGRAPHY	1
				PROBATION HOLD VIOLATION	1

3/1/2024 9:16:33 AM



# Waupun Police Department Monthly Report

March 2024

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## Waupun Police Department Total Call Report



*From: February 01, 2024 To: February 29, 2024*

WP	RECKLESS DRIVER	7
	REPOSSESSION	1
	SEX OFFENDER	1
	SEXUAL ASSAULT	3
	SHOPLIFTER	2
	SPECIAL ASSIGNMENT	11
	SUBJECT STOP	5
	SUSPICIOUS ACTIVITY	8
	SUSPICIOUS VEHICLE	4
	TAVERN CHECK	4
	THEFT	3
	THREATS COMPLAINT	4
	TRAFFIC ENFORCEMENT	4
	TRAFFIC PROBLEM	3
	TRAFFIC STOP	106
	TRUANCY	8
	VANDALISM	6
	WARRANT	3
	WARRANT OTHER AGENCY	7
	WEATHER RELATED INFO	1
	WRONG WAY DRIVER	3
	Total	730
<b>Total</b>		<b>730</b>

Chief of Police  
Jeremy Rasch



# Waupun Police Department Monthly Report

March 2024

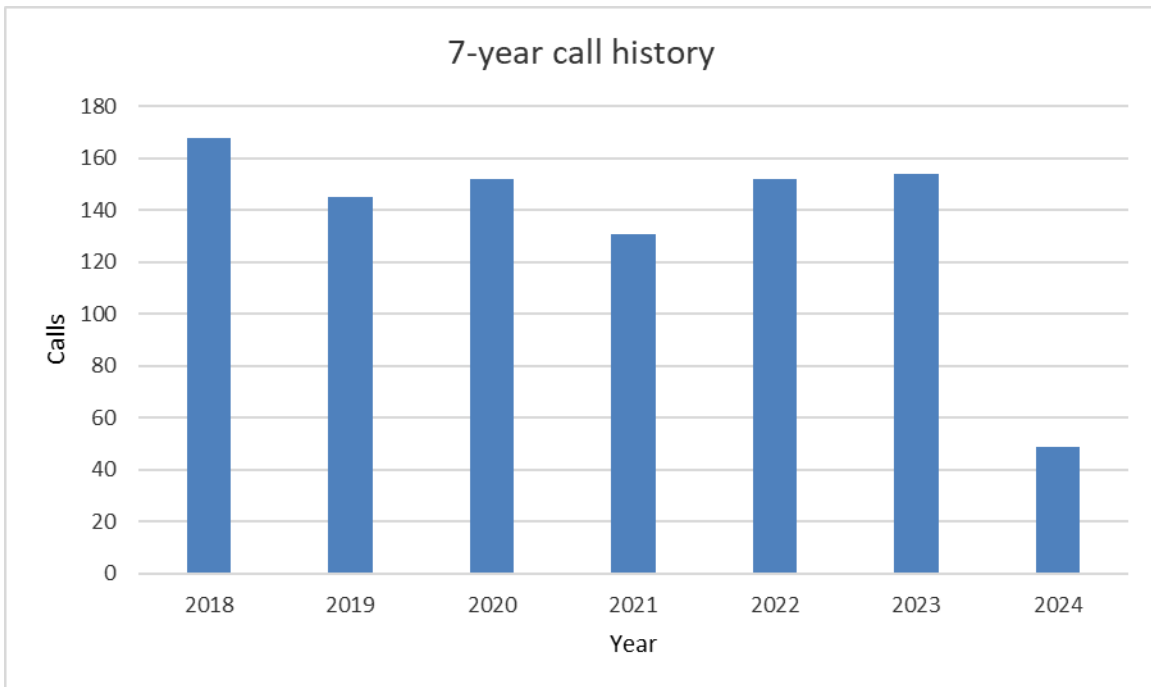
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2024 Code Enforcement	Warnings	Citations
January	19	3
february	11	6
March	7	5
April		
May		
June		
July		
August		
September		
October		
Nember		
December		
2024 totals	37	14



**Fire notes:**

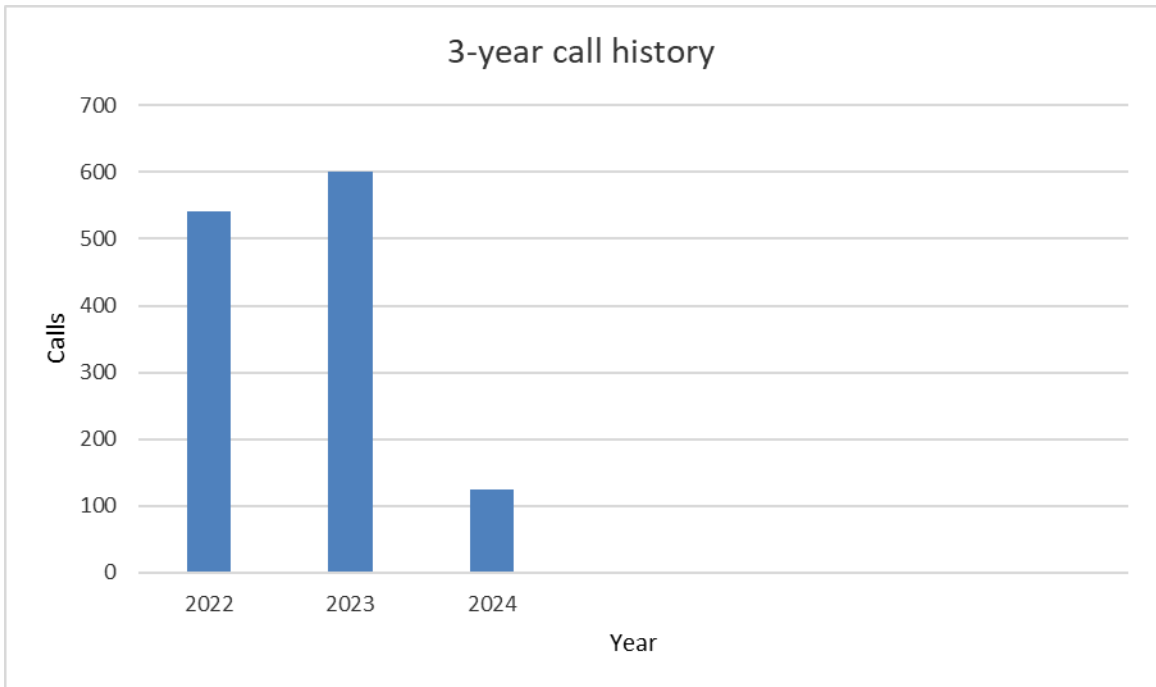
- Currently accepting applications for paid-on-call firefighters.
- Staffing:
  - o FFs: 25 (can go up to 30)
  - o 1 High School Fire Intern from WASD.
  - o 1 firefighter resigned from their position due to moving out of the area.
- Staffing study presentations are scheduled for April 15 with the Fire Department and April 30 Common Council and other jurisdictions.
- Community Outreach opportunities:
  - o Citizen’s Police Academy
  - o Easter Egg hunt



**EMR Calls:**

**EMR Call Summary 2024:**

Emergency Medical Responder Calls YTD:												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
49	42	34										125



**EMR notes:**

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



April 4, 2024

- Total calls EMRs first on scene – 10 (29%)
- Avg. arrival time before contracted service – 1.1 minutes (does not include mutual aid calls)
- Mutual aid requests by contracted service – 1
- Shift calls – 16 (47%)
- Community Outreach opportunities:
  - o Citizen’s Police Academy
  - o CPR/AED training – Marsh Haven Nature Center

**Emergency Management notes:**

- Tornado and Severe Weather Awareness week is scheduled for April 8-12. The mock tornado warning is scheduled for Thursday, April 11, at 1:45 and 6:45 p.m. In the event of severe weather that day, the drill will be moved to Friday.
- Working on revisions to the City’s Emergency Operations Plan.

<b>LIBRARY</b>	<b>MONTHLY REPORT April 2024</b>
<b>Subject</b>	<b>Summary</b>
Statistics	Through the end of March, the library circulated/downloaded/loaned 36,427 items, and 13,375 people walked through our doors. Program attendance is up 12%.
National Library Week	2024 National Library Week is April 7 – 13. Monday night (April 8) at 6 p.m. is a Birding Basics program with local birder and photographer Rick Vant Hoff. Thursday night at 6 pm is a drop-in craft night.
Meeting Room Software	We are losing our meeting room software, Spaces, because the company will no longer be providing it. We have begun training on Vega Program, which is a room scheduling software the Monarch libraries recently received as part of our Polaris library software. We plan to have staff exclusively use Vega Program starting April 1, with the public again being able to submit reservation requests starting April 15. We will lose all the data from Spaces after April 30.
Staff evaluations	Staff evaluations have started with staff answering a questionnaire before Bret and Pam meet with them.



**RECREATION DEPARTMENT**  
**MONTHLY REPORT TO COMMON COUNCIL – April 9, 2024**

<b>Activity/Project</b>	<b>Status</b>	<b>Notes/Other</b>
Senior Center Attendance – March	1,344 participants signed in Average daily attendance - 67 participants	Open 20 days
Senior Center Rentals – March	1 rental	0 rentals in March 2023
Senior Center Meals – March	Serving Monday – Wednesday 108 Indoor Dining Meals  Serving Monday – Friday 126 Mobile Meals	Average daily attendance indoor dining – 9 meals  Average daily attendance mobile meals – 6 meals (Fond du Lac County residents only)
Senior Center Special Activities/Events – March	Senior Citizens Police Academy: <ul style="list-style-type: none"> <li>• March 5— EMS &amp; Community Fall Prevention Toolkit</li> <li>• March 12— Evidence/Crime Scene/Investigations</li> <li>• March 19 - Review &amp; Graduation</li> <li>• March 18 – St. Patrick’s Day Party</li> <li>• March 22 – Buddy Bingo &amp; Easter Egg Hunt</li> <li>• March 26 – SSM Understanding Joint Pain Treatment Presentation</li> <li>• March 28 – Healthy Living for Your Brain and Body Presentation</li> <li>• March 29 – City Easter Egg Hunt Stuffing</li> </ul>	42 participants  61 participants Students were unable to attend. 39 participants 29 participants  19 participants  38 participants
Upcoming Senior Center Special Activities/Events	Spring Break Fun: <ul style="list-style-type: none"> <li>• April 2 - Nerf</li> <li>• April 5 – Hot Wheels</li> <li>• Wednesdays at 1pm – UNO</li> <li>• April 9 – SSM Understanding Our Aging Eyes Presentation</li> <li>• April 26 – Buddy Bingo</li> </ul>	16 participants  Currently collecting donations of used sports equipment and arts & crafts supplies for Park Program
Waupun Family Aquatic Center Update	Passes and Swim Lessons registrations start on April 8 at City Hall an online at <a href="http://www.theydc.org">www.theydc.org</a>	2024 Pass Cards are ordered. Pass holders will receive their card(s) upon first visit to the Aquatic Center on or after June 1.
Park Program Update	Exciting programs planned this summer with participation from many departments	Summer Kick-Off Party is May 30

# Work Order Report

3/1/2024 - 3/31/2024

Task	Employee Hours	Employee Cost	Equipment Cost	Material Cost	Total Cost	# of Work Orders
Building Maintenance	349.00	\$13,279.41	\$4,970.09	\$4,115.63	\$22,365.13	70
Development	323.00	\$13,650.76	\$24,306.44	\$0.00	\$37,957.20	13
Equipment	76.00	\$3,167.68	\$609.09	\$0.00	\$3,776.77	14
Events	37.50	\$1,459.08	\$91.19	\$0.00	\$1,550.27	6
Garbage / Recycling / Bulk Pick-Up	12.00	\$240.00	\$99.48	\$0.00	\$339.48	6
Park Maintenance	169.50	\$6,557.62	\$1,173.53	\$1,474.15	\$9,205.30	32
Signs	21.50	\$1,003.99	\$99.35	\$0.00	\$1,103.34	15
Snow/Ice Removal	128.50	\$5,106.23	\$9,020.72	\$1,411.95	\$15,538.90	8
Storm Sewer Work	48.00	\$2,187.52	\$2,934.22	\$0.00	\$5,121.74	17
Street Maintenance	40.00	\$1,474.77	\$1,459.52	\$1,770.27	\$4,704.56	11
Training	16	\$676.08	\$132.64	\$0.00	\$808.72	1
Trees	57.00	\$2,346.92	\$1,621.98	\$0.00	\$3,968.90	4
Vandalism	6	\$245.10	\$49.74	\$12.99	\$307.83	1
Vehicle Maintenance	46	\$1,838.60	\$0.00	\$1,704.73	\$3,543.33	16
Yard Waste	46.00	\$1,720.04	\$2,170.96	\$0.00	\$3,891.00	6
<b>TOTALS</b>	<b>1,376.00</b>	<b>\$53,115.20</b>	<b>\$48,738.95</b>	<b>\$10,489.72</b>	<b>\$114,182.47</b>	<b>220</b>

**DPW Project Listing**  
**3/1/2024 - 3/31/2024**

Task	Activity
<b>Building Maintenance</b>	
Community Center	Pool stick holder, Scoreboard
Ice Arena	Paint, Remove Ice and clean floor
Public Works Garage	Put new belt on door motor, organized cold storage/stacked floor dry
Library	Fix cabinet, put out ant traps
Safety Building	Outlet for ambulance
BGMS Daily Building Duties	AED Supplies, Order Supplies, Blow down boilers, Fire Extinguisher Inspections, Roof Inspections, weekly building checks, change air filters
<b>Development</b>	
	Shaler Dr / Bayberry, Hwy 26 property, Rosewood Ct. property
<b>Events</b>	
	Traveling Sculptures
	Election
	Put up boards and signs for events
	Barricades to Our Bar
<b>Garbage/Recycling/Bulk Pick-Up</b>	
	pickup garbage downtown, shop, and dog park
<b>Park Maintenance</b>	
	Ice Guards, read through new materials for Aquatic Center
	Keys for ball diamonds
	Ball diamond maintenance
	hook up water lines at wilcox, dodge, west end, zoellner, and harris mill,
	check garbage clean bathrooms
	Inspected board walk got list of supplies
	paint n prep picnic tables
	Put up tennis court nets
<b>Signs</b>	
	Estimates / Quotes
	Replaced posts
	Replace signs
	Entered signs that need to be replaced into Iworq
<b>Snow/Ice Removal</b>	
	Emptied salt trucks
	Repaired plow damage in lawns
	Plow & Salt streets
	Filled out salt records for February
<b>Storm Sewer Work</b>	
	Diggers Hotline Locates

	Street Sweeping
--	-----------------

<b>Street Maintenance</b>	Fill Potholes
	Order paint
	clean up manure spill

<b>Training</b>	Insight FS seminar Salt brine, grass and weeds
-----------------	------------------------------------------------

<b>Trees</b>	Brush Pick-up
	trimmed trees for ditch mower

<b>Vandalism</b>	West End Park
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<b>Yard Waste</b>	Brush Pick-up
	Haul brush bins
	Leaf Pick-up



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: March 11, 2024  
SUBJECT: General Manager Report

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## **Electric Department Update:**

### Call-Ins

- No outages to report for February.

### Outage Management System (OMS)

- The Outage Management System kickoff meeting is scheduled for March 11<sup>th</sup>. Once OMS is installed, we will have the ability to communicate outage information real-time directly to the customers. We will also be able to notify electric department staff about the outage and communicate a response between employees.

### Transformer Loading Tool

- Staff started to work on entering information to transformer loading software. Once complete we can run loading reports in real time. This information will help to determine transformer sizing and efficiencies throughout the system.

### Tree Trimming

- The electric crew continues work on line clearance. Circuits 6 and 7 from the Main Substation have been completed. Crew is now focusing on Circuit 2 from the Main Substation. Zielies Tree Services was contracted for line clearance the week of February 26<sup>th</sup> to clear back-lot-lines that proposed a challenge in getting our equipment to for removal.

## **General Manager Update:**

### UtiliSync

- The new locate management software is running in parallel with Diggers Hotline email notifications. Staff worked with the software company to customize the program to best fit WU needs for both water/sewer and electric department tickets. UtiliSync software will help better manage locate requests and allow pictures to be attached and saved to the ticket.

### Office Training

- Office staff has been working on cross training for customer billing position.

### Distributed Energy Resources Interconnection Workshop

- Waupun Utilities is hosting the Distributed Energy Resources Interconnection Workshop on March 12<sup>th</sup> for member communities, electrical inspectors and WU staff. Eric Kostecki, Senior Energy Services Manager Team-Lead for WPPI will lead the training for those who are experiencing growth in customer-installed solar PV projects, putting context to the guidebook and offer recommendations on usage.

### American Public Power Association Legislative Rally

- Mayor Bishop and I joined hundreds of public power leaders from across the country in Washington D.C. last week. Fifty-five delegates representing 22 Wisconsin municipalities joined fellow mayors, alders, commissioners, general managers, and others for group meetings to educate federal lawmakers about public power's policy priorities. We had the opportunity to discuss a number of current issues, including ongoing supply chain challenges, permitting reform, and modernizing municipal bonds, among other topics.

### Midcontinent Independent System Operator (MISO)

- Miso is warning reliability challenges have grown urgent as the nation's power system grapples with a "hyper-complex risk environment. The grid operator that serves the Canadian province of Manitoba and 15 U.S. states including Wisconsin, recently released an update of its Reliability Imperative report. Miso flagged several critical challenges facing the region. The risk, ranging from fleet changes to new complexities related to regulatory incentives and fuel assurances, have been rendered more complex by extreme weather events, load additions, and incremental load growth.
- Miso and other entities indicate it is possible to reliably operate and electric system that has far fewer conventional power plants and far more zero-carbon resources than we have today. However, the transition that is underway to get there is posing material, adverse challenges to electric reliability. MISO describes these challenges as a "hyper-complex risk environment." A term coined by the North American Electric Reliability Corporation (NERC) to describe evolving and interdependent risks' There are urgent and complex challenges to electric system reliability in the region and elsewhere. This is not just MISO's view it is a well-documented conclusion throughout the electric industry.

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





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

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### **Water Treatment Facility:**

There are no call-ins to report this month.

The WDNR completed water system sanitary survey. This survey validates proper operation and maintenance of the municipal drinking water system, which is essential for providing safe water to our community. State and federal regulations are in place to help public water system operators safely provide this vital service. The DNR's Drinking Water and Groundwater Program manages activities that affect the safety, quality and availability of drinking water to protect public health and water resources.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

Staff attended several training sessions, for safety and continuing education this past month, thus limiting completion of several projects.

Crane Engineering has completed their annual preventative maintenance program for all pumps. This program includes setting pump clearances, seal adjustments, and laser alignment of the rotating assembly. The program identifies potential problems prior to a major mechanical failure, saving the Utilities costly repairs.

Staff continues working on routine maintenance and pump repairs in preparation of the spring rain.

### **Water/Sewer Crew:**

There are no call-ins to report this month.

Staff has been working on Lead and Copper Rule Revision (LCCR). The LCCR is a time-consuming review and audit of the distribution service lines connections, material determination, and assignment of unique identifier for each service line.

Staff continues to televise sanitary sewer. They have completed basin I, basin J, and basin K.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or [sschramm@waupunutilities.org](mailto:sschramm@waupunutilities.org).



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: March 11, 2024  
SUBJECT: January 2024 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

Construction for all three utilities was minimal as is typical for the winter months. Electric crews work on maintenance projects such as tree trimming and the water/sewer crews work on televising mains to identify failing infrastructure. Construction at the WWTP continues with monthly Disbursement Requests processed through the USDA.

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

### Sales

#### Electric

- Monthly kWh sales were **6.6%** *higher* than January 2023 on higher sales to Large Power customers.

#### Water

- Monthly sales units of 100 cubic feet were **4.3%** *higher* than January 2023 sales on higher sales to Industrial customers.

#### Sewer

- Monthly sales units of 100 cubic feet were **1.4%** *higher* than January 2023 sales from increased volumes to Residential customers.

### Income Statement

#### Electric

- Operating income was \$105,900 in January 2024 compared to \$66,000 in January 2023.
- Net income was \$120,625 in January 2024 compared to \$86,100 in January 2023.

#### Water

- Operating income was \$67,600 in January 2024 compared to \$67,600 in January 2023.
- Net income was \$98,831 in January 2024 compared to \$66,000 in January 2023.

#### Sewer

- Operating income was \$65,600 in January 2024 compared to 69,400 in January 2023.
- Net income was \$54,900 in January 2024 compared to \$56,300 in January 2023.

## Balance Sheets

### Electric

- Balance sheet *increased* \$23,600 from December 2023 due to an increase in prepaid expenses from the prior month.
- Unrestricted cash *decreased* \$26,200 from December 2023.

### Water

- Balance sheet *increased* \$79,800 from December 2023 largely due a delay in the monthly PILOT payment for the month.
- Unrestricted cash increased \$51,100 from December 2023.

### Sewer

- Balance sheet *decreased* \$823,600 from December 2023 as a result of the timing of payables and receivables associated with the WWTF upgrade and USDA reimbursements.
- Unrestricted cash *decreased* \$107,300 primarily from the timing of outstanding payables due to vendors and monthly debt redemption funding.

## Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances, and graphs that present long-term investments by maturity, type, and rating.

- Total cash and investments *increased* \$73,900 or **0.7%** from December 2023 primarily from slightly higher sales in the water and sewer utilities.
- Received interest and distributions of \$10,200 and recorded an unrealized *positive* market adjustment of \$6,400, along with \$500 in management fees, resulting in a net portfolio *gain* of \$16,100 for the month.
- Total interest and investment income earned on all accounts for the month was \$35,400.

## OTHER FINANCIAL MATTERS

### WWTP Upgrade – Construction Update and Progress

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

<b>Total Project Budget</b> <i>(As of 4/14/2023):</i>	<b>\$ 37,508,000</b>
<b>Total Project Costs to Date</b> <i>(Thru 3/9/2024):</i>	<b>\$ 32,923,298</b>
<b>Loan Draws – Project to Date</b> <i>(Thru 3/9/2024):</i>	<b>\$ 27,807,000</b>
<b>Grants Provided</b> <i>(Thru 3/9/2024):</i>	<b>\$ 4,980,000</b>
<b>Disburse Request #22,23 Requested</b> <i>(3/9/2024):</i>	<b>\$ 795,000</b>
<b>Disburse Request #22,23 – Paid</b> <i>(2/15/2024):</i>	<b>\$ 795,000</b>

### Electric Disconnection Moratorium Ends April 15, 2024

The electric utility is permitted to resume electric service disconnections effective April 15, 2024 per Wisconsin State Statutes and PSCW operating rules. Any customers meeting the disconnection criteria could be disconnected as of April 17, 2024.

This concludes my report. Please do not hesitate to contact me at 324-7920 or [jstaneke@waupunutilities.org](mailto:jstaneke@waupunutilities.org) with any questions or comments.



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: April 8, 2024  
SUBJECT: General Manager Report

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## **Electric Department Update:**

### Call-Ins

- March 23<sup>rd</sup> a customer reported a low hanging wire in the 400 block of S Watertown St. Crew responded and followed up with customer that wire is a communication line.
- March 14<sup>th</sup> an outage was reported in the area of S Grove St / Chapman Pl / S Watertown St. The crew found a pad mount transformer failed. They were able to isolate the transformer and restore power to most of the customers in the area. Transformer was replaced and a fault in the secondary conductor was repaired.
  - 4:18 am - outage affected approximately 62 customers
  - 6:47 am - electric crew was able to isolate the transformer that failed and power was restored to approximately 42 customers
  - 8:15 am - transformer was replaced and secondary fault was repaired restoring power to remaining customers

### April 2<sup>nd</sup> – 3<sup>rd</sup> Snow Event

- At approximately 4:45 pm on April 2<sup>nd</sup>, call came in from answering service about a low hanging wire on Woodland Dr between Astra Dr and N Madison St. Apprentice lineman called in to assess situation and get wire cleared from obstructing traffic. Site findings were that wire was a WU electric service to Woodland Dr property. The service had a tree limb pull the neutral from the dead-end on service mast and neutral from the service sleeve.
  - AES and lineman called in to assist with repair. Crew cut down the service to make repairs resulting in outage for customer on Woodland Dr from 5:30 pm to 6:42 pm.
  - While crew was working at Woodland Dr property, a customer from around the corner on Astra Dr. approached them about a limb that had broken off and was pushing down on their overhead electric service. Crew backed in and safely removed the broken limb on the customer's service. An outage was not required to remove the tree limb.
- At approximately 8:35 -10:00 pm on April 2<sup>nd</sup>, due to weather conditions, the transmission feeder to the City of Waupun experienced some intermittent outages. As a result, many customers experienced blinking lights across WU service territory. No prolonged outages resulted from the transmission issues.
- At approximately 3:30 am on April 3<sup>rd</sup>, AES received call from answering service regarding low hanging wire on Wilcox St and S Grove St. Upon arrival, found that the wire was communication line. AES cleaned snow off the wire and re-sagged the communication wire to avoid damage to WU poles in event of contact from taller vehicle traffic.

## United Coop

- WU received delivery of the last remaining transformer, total of 4 large transformers, for United Coop project. The transformer is on site and ready to be installed.

## Tree Trimming

- Electric crew continues work on line clearance, now focusing on hot spots and customer requests/concerns. Line clearance maintenance will be complete the second week in April.

## New Construction

- 3 phase 277/480-volt electric service to feed Level 3 EV charger at Homan Chrysler Dodge Jeep Ram
- 3 phase primary extension and transformer for the new Senior/Community Center on McKinley St
- Install new 3 phase 1500KVA 277/480-volt transformer and PME switchgear for United Coop project

## **General Manager Update:**

### Electric Rates

- Updated electric rates are in effect as of March 1, 2024. New rate class of GS-3 has been added to better align service cost between customer classes. GS customers with a demand between 20-50 kW for three or more months in a consecutive 12-month period and optional CP1 customers were moved to GS-3 rate. A total of 78 customers are on GS-3 rate.

### Community Outreach

- In recognition of Lineworker Appreciation Day on April 18<sup>th</sup>, WU will have a representative from the electric department deliver "If I Were a Lineworker" book to local 4K students and provide a brief demonstration of a bucket truck and equipment used to help construct and maintain our electric distribution system.
- On April 17<sup>th</sup>, WU staff will also read "If I Were a Lineworker" to a group at the Waupun Library and at Wee Care Child Center.

### Winter Moratorium

- The winter moratorium ends on April 15<sup>th</sup>. Disconnect notices have been sent to customers with a past due balance. Customers who do not make payment will have electric services disconnected on April 17<sup>th</sup>. A total of 586 disconnection letters were mailed on March 28<sup>th</sup> for customers in arrears over \$75. A total of 144 friendly reminder letters were mailed to those customers in arrears less than \$75.00.

### Northstar CSR-7

- Office staff continues to work in CSR7 stage environment while completing real customer service scenarios alongside current CIS program. CSR7 stage environment is scheduled to be updated with current data on April 12<sup>th</sup>. Deployment of CSR7 in live working environment is set for May 10<sup>th</sup>.
- Two representatives each from WU and WPPI had an opportunity to attend and present at the Central Harris User Group (CHUG) held in San Marcos, TX on March 26-27<sup>th</sup>. While attending CHUG, they spoke to the group about the CSR7 Pilot Project, processes and experience thus far.

### Staff Training

- On March 6<sup>th</sup>, two employees from the electric department attended MEUW's Foreman's Roundtable. The foreman role is important to safety and efficiency when operating a utility. Utility line crews face common challenges and often don't have an opportunity to talk with others facing those same challenges. This training enables electric utility foreman to share ideas, learn from one another and develop leadership and communication skills, especially regarding safety.
- March 26-28<sup>th</sup> WU electric meter technician/lineman attended the MEUW's Watt-Hour Metering Workshop. This multi-day training included a review of the essentials of electric metering, combined with an in-depth discussion related to meter installation and troubleshooting. There was also time to discuss how solar installations and EV chargers impact metering.

### MEUW Meeting

- WU is hosting the MEUW Safety and Education Committee meeting April 16<sup>th</sup>.

This concludes my report for April 2024. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: April 3, 2024  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

Staff has replaced the sodium bisulfate pump skid and the anti-scale pump skid. Both pump skids were sized smaller to allow for greater optimization within the pump cure.

Membranes for Train 1 have been delivered and will be installed within the next two months. The existing membranes were installed in 2015. Extended life of the membranes is due to robust pretreatment and operator monitoring.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

Training and transitioning of staff roles and responsibilities into the new ABNR treatment system has been going well. This transition will continue over the next month.

Startup and training of the dryer was provided by Andritz. The five-day in-depth training allowed staff to start-up, shut down, perform operation adjustments, preventative maintenance, and trouble shooting scenarios. The dryer feed was 5 percent solids and through the process of extracting the remaining moisture, it provided a finished product of 98 percent solids, well within design specifications.

With all of the recent 1.78" of rain and snow, flows have increased from 2.3 million gallons per day to 3.4 million gallons per day. This increase of flow has not created any issues for the treatment facility.

Staff attended a WDNR virtual update on NR Code 149, which encompassed changes for registered laboratories that analyze TSS, BOD, along with ammonia and total phosphorus.

Staff participated in the Annual Biosolids Symposium, which was virtual. Information was provided on current issues related to biosolids and septage management, enabling municipal officials, plant operators, contractors, and consultants to respond proactively to new challenges. The Symposium has a tradition of providing a forum for discussion and information exchange by assembling speakers who are recognized experts in their respective fields.

**Water/Sewer Crew:**

There was one call-in to report this month for sanitary main backing up into the street. After arriving on site, it was identified the backup was occurring in the storm sewer.

In conjunction with sanitary main televising, staff has been conducting manhole inspections for infiltration. Infiltration is excess water that flows into collection system from groundwater and storm water. Groundwater (infiltration) seeps into the manholes through holes, cracks, joint failures, and faulty connections. Repairs are made by using a special polyurethane resin, which is injected through the wall of the manhole to seal cracks and holes while also filling voids that is allowing water through, even when under pressure. Being proactive helps reduce the infiltration and capacity within the collections system and wastewater treatment facility.

Staff continues working on Lead and Copper Rule Revision (LCCR). The LCCR is a time-consuming review and audit of the distribution service lines connections, material determination, and assignment of unique identifier for each service line.

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





TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: April 8, 2024  
SUBJECT: February 2024 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

Construction for all three utilities was minimal as is typical for the winter months. Electric crews work on maintenance projects such as tree trimming and the water/sewer crews work on televising mains to identify failing infrastructure. Construction at the WWTP continues with monthly Disbursement Requests processed through the USDA.

The water utility purchased \$11,395 in replacement meters & meter modules to replace failing units.

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

### Sales

#### Electric

- Monthly kWh sales were **1.9% above** budget & **3.4% higher** than February 2023 on increased sales to Large Power customers.
- YTD kWh sales were **3.4% above** budget & **5.1% higher** than February 2023 YTD actual sales.

#### Water

- Monthly sales units of 100 cubic feet were **14.4% above** budget & **13.2% higher** than February 2023 sales on higher sales to Industrial customers.
- YTD water sales were **10.0% above** budget & **8.5% higher** than February 2023 YTD actual sales.

#### Sewer

- Monthly sales units of 100 cubic feet were **4.0% above** budget & **4.0% higher** than February 2023 from increased volumes to all customer classes.
- YTD sewer sales were **2.7% above** budget & **2.7% higher** than February 2023 YTD actual sales.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were **below** budget \$151,400 and \$129,000, respectively, due to overall lower purchased power costs from low market energy prices associated with natural gas commodities.
- Gross margin was \$22,400 **below** budget as a result of low market energy prices.
- Operating expenses were \$3,000 **below** budget primarily due to lower tree trimming costs than budgeted.
- Operating income was \$115,700 or \$104,000 **above** budget on lower operating costs than budgeted.
- Net income was \$139,700 or \$132,000 **above** budget primarily from lower than budgeted purchased power expenses.

### Water

- Operating revenues were \$16,200 *above* budget due to overall higher consumption for industrial customers.
- Operating expenses were \$14,600 *below* budget on lower supply and distribution expenses.
- Operating income was \$192,400 or \$94,400 *above* budget from lower than budgeted operating expenses.
- Net income was \$203,000 or \$125,600 *above* budget.

### Sewer

- Operating revenues were \$82,300 *below* budget as forecasted biomass revenues have not commenced as budgeted.
- Operating expenses were \$107,400 *below* budget due to the payment timing associated with software licenses and utility-paid contributions to employees Health Savings accounts at the beginning of the year.
- Operating income was 75,700 or 19,100 *above* budget.
- Net income was 46,300 or \$303,600 *below* budget largely due to the timing and dollar value of grant contributions compared to budget. Without the grant contribution net income was \$46,300 or \$37,500 above budget.

## **Balance Sheets**

### Electric

- Balance sheet *increased* \$35,800 from January 2024 due to an increase in receivables from the prior month.
- Unrestricted cash *decreased* \$40,700 as an increase in material-related purchases were paid for during the month.
- Restricted cash *increased* \$15,700 from January 2024 due to annual debt funding.

### Water

- Balance sheet *increased* \$107,900 from January 2024 largely due to lower than budgeted operating expenses.
- Unrestricted cash *increased* \$99,200 from January 2024 from higher collections of receivables associated with higher sales in the prior month.
- Net position *increased* by \$104,200.

### Sewer

- Balance sheet *increased* \$24,600 from January 2024 because of month-to-month fluctuations in payables associated with construction work in progress at the WWTF offset by Disbursement Reimbursements from the USDA.
- Unrestricted cash *increased* \$197,300 from normal operating activity.
- Net position *decreased* \$8,500.

## **Cash and Investments**

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

- Total cash and investments *increased* \$398,700 or **3.5%** from January 2024 primarily from increased receipts from normal operations.
- Received interest and distributions of \$10,100 and recorded unrealized negative market adjustments of (\$6,400), along with (\$600) in management fees, resulting in a net portfolio *gain* of \$3,200 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$34,400 and \$69,800 year-to-date.

## OTHER FINANCIAL MATTERS

### WWTP Upgrade – Construction Update and Progress

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

<b>Total Project Budget</b> <i>(As of 4/14/2023):</i>	<b>\$ 37,508,000</b>
<b>Total Project Costs to Date</b> <i>(Thru 4/1/2024):</i>	<b>\$ 35,222,102</b>
<b>Loan Draws – Project to Date</b> <i>(Thru 4/1/2024):</i>	<b>\$ 27,807,000</b>
<b>Grants Provided</b> <i>(Thru 3/9/2024):</i>	<b>\$ 7,415,102</b>
<b>Disburse Request #32 Requested</b> <i>(12/16/2023):</i>	<b>\$ 468,503</b>
<b>Disburse Request #32 – Paid</b> <i>(2/15/2024):</i>	<b>\$ 468,503</b>

### Electric Disconnection Moratorium Ends April 15, 2024

The electric utility is permitted to resume electric service disconnections effective April 15, 2024 per Wisconsin State Statutes and PSCW operating rules. Any customers meeting the disconnection criteria could be disconnected as of April 17, 2024.

This concludes my report. Please do not hesitate to contact me at 324-7920 or [jstaneke@waupunutilities.org](mailto:jstaneke@waupunutilities.org) with any questions or comments.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 4/9/24

**TITLE:** Monthly Financials

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Casey Langenfeld, Finance Director

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

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**SUMMARY:**

**STAFF RECOMMENDATION:**

Request action to accept the financials for February and March 2024.

**ATTACHMENTS:**

February and March 2024 Monthly Financials

**RECOMMENDED MOTION:**

Motion to accept the monthly financials.



## MONTHLY FINANCIAL REPORT 2024

### January

Revenues	Expenses

### February

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

### March

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

# CITY OF WAUPUN MONTHLY FINANCIAL REPORT

February 29, 2024



<b>FUND 100</b>					<b>% of Year Past</b>
<b>General Operations Fund</b>					<b>16%</b>
	<b>2/29/2024</b>	<b>2/29/2024</b>	<b>2/29/2024</b>	<b>2/29/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Taxes	1,307,657	1,308,012	2,279,125	(971,113)	57.39
Special Assessments	68	68	100	(32)	68.33
Intergovernmental Aids	47,221	232,464	3,970,768	(3,738,304)	5.85
Licenses and Permits	225	613	55,230	(54,617)	1.11
Penalties, Forfeitures	6,218	8,269	42,500	(34,231)	19.46
Public Charges for Service	43,690	67,635	299,143	(231,508)	22.61
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	44,160	99,974	62,500	37,474	159.96
Special Funds Activity	-	-	190,701	(190,701)	0.00
<b>TOTAL REVENUE</b>	<b>1,449,239</b>	<b>1,717,035</b>	<b>6,900,067</b>	<b>(5,183,032)</b>	
<b>EXPENDITURES</b>					
General Government	76,237	254,542	1,461,040	(1,206,498)	17.42
Recreation	20,371	28,592	802,351	(773,759)	3.56
Assessor/Inspector	6,400	9,600	40,500	(30,900)	23.70
Police	182,692	344,322	2,332,805	(1,988,483)	14.76
Fire	32,428	65,841	566,498	(500,657)	11.62
Public Works	165,659	275,013	1,674,638	(1,399,625)	16.42
Economic Dvlp/Admin	93	16,832	22,235	(5,403)	75.70
<b>TOTAL EXPENDITURES</b>	<b>483,881</b>	<b>994,742</b>	<b>6,900,067</b>	<b>(5,905,324)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>965,357</b>	<b>722,293</b>	<b>0</b>		
<b>FUND 210</b>					
<b>Library Fund</b>					
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	448,707	448,707	553,896	(105,189)	81.01
Interest/Dividends/Grants	62,315	62,315	216,625	(154,310)	28.77
Fees	361	576	700	(124)	82.32
Revenue/Donations	1,953	4,164	5,000	(836)	83.29
<b>TOTAL REVENUE</b>	<b>513,336</b>	<b>515,763</b>	<b>776,221</b>	<b>(260,458)</b>	
<b>EXPENDITURES</b>					
Library Expenses	55,781	95,696	776,221	(680,525)	12.33
Transfer Out - Capital Fund	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>55,781</b>	<b>95,696</b>	<b>776,221</b>	<b>(680,525)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>457,555</b>	<b>420,067</b>	<b>-</b>		

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

	<i>2/29/2024</i> <i>Month Activity</i>	<i>2/29/2024</i> <i>YTD Actual</i>	<i>2/29/2024</i> <i>Budget Amount</i>	<i>2/29/2024</i> <i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Federal Grants	-	-	-	-	0.00
State/Misc Grants	315	63,315	6,010	57,305	1053.49
<b>TOTAL REVENUE</b>	<b>315</b>	<b>63,315</b>	<b>6,010</b>	<b>57,305</b>	
<b>EXPENDITURES</b>					
General Government	-	-	5,000	(5,000)	0.00
Recreational Grants	-	-	-	-	0.00
Police Grants	-	230	-	230	0.00
Fire/EMR Grants	-	-	-	-	0.00
DPW Grants	-	-	-	-	0.00
Economic Development	-	-	1,000	(1,000)	0.00
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>230</b>	<b>6,000</b>	<b>(5,770)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>315</b>	<b>63,085</b>	<b>10</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Levy	-	-	-	-	0.00
Building Permits	1,193	6,121	75,000	(68,879)	8.16
Fees	840	1,370	9,500	(8,130)	14.42
<b>TOTAL REVENUE</b>	<b>2,033</b>	<b>7,491</b>	<b>84,500</b>	<b>(77,009)</b>	
<b>EXPENDITURES</b>					
Operating Supplies/Wages	4,662	5,136	76,825	(71,689)	6.68
<b>TOTAL EXPENDITURES</b>	<b>4,662</b>	<b>5,136</b>	<b>76,825</b>	<b>(71,689)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(2,628)</b>	<b>2,355</b>	<b>7,675</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Paid to Escrow Agent	-	-	-	-	0.00
General Property Tax	657,880	657,880	812,105	(154,225)	81.01
Funds Applied	147	304	1,000	(696)	30.41
Transfer in Other Funds	-	-	1,005,937	(1,005,937)	0.00
<b>TOTAL REVENUE</b>	<b>658,028</b>	<b>658,184</b>	<b>1,819,042</b>	<b>(1,160,858)</b>	
<b>EXPENDITURES</b>					
2021 Street Project P&I	-	9,450	133,900	(124,450)	7.06
Principal and Interest Payments	-	63,400	1,685,142	(1,621,742)	3.76
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>72,850</b>	<b>1,819,042</b>	<b>(1,746,192)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>658,028</b>	<b>585,334</b>	<b>-</b>		

<b>FUND 400</b>					
<b>Capital Fund</b>					
	<i>2/29/2024</i>	<i>2/29/2024</i>	<i>2/29/2024</i>	<i>2/29/2024</i>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Levy	275,431	275,431	340,000	(64,569)	81.01
Sidewalks	362	362	-	362	0.00
State Shared Revenue/Exp. Restr.	-	1,506,099	2,561,877	(1,055,778)	58.79
Fees - Recreation Facilities	-	500	15,000	(14,500)	3.33
Co. & Muni. Street & Highways	-	-	-	-	0.00
Interest and Misc Income	2,030	4,171	8,000	(3,829)	52.14
Transfer in Other Funds	-	-	219,010	(219,010)	0.00
<b>TOTAL REVENUE</b>	<b>277,823</b>	<b>1,786,563</b>	<b>3,143,887</b>	<b>(1,357,324)</b>	
<b>EXPENDITURES</b>					
City Hall	-	-	86,300	(86,300)	
Recreation	274,796	285,559	2,786,500	(2,500,941)	10.25
Public Safety	-	-	-	-	0.00
Library and DPW	-	-	-	-	0.00
Streets	564	1,148	256,000	(254,852)	0.45
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>275,361</b>	<b>286,706</b>	<b>3,128,800</b>	<b>(2,842,094)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,462</b>	<b>1,499,857</b>	<b>15,087</b>		

<b>FUND 404</b>					
<b>Business Park Fund</b>					
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	-	-	-	-	0.00
Interest Income	-	-	-	-	0.00
Leases	-	-	10,453	(10,453)	0.00
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>10,453</b>	<b>(10,453)</b>	
<b>EXPENDITURES</b>					
Operating	1,475	1,475	10,000	(8,525)	14.75
<b>TOTAL EXPENDITURES</b>	<b>1,475</b>	<b>1,475</b>	<b>10,000</b>	<b>(8,525)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(1,475)</b>	<b>(1,475)</b>	<b>453</b>		



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

	<i>2/29/2024</i> <i>Month Activity</i>	<i>2/29/2024</i> <i>YTD Actual</i>	<i>2/29/2024</i> <i>Budget Amount</i>	<i>2/29/2024</i> <i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	133,349	133,349	192,642	(59,294)	69.22
PILOT	6,023	6,023	9,000	(2,977)	66.92
Grants	-	-	50,000	(50,000)	0.00
Permits	-	-	-	-	0.00
Donations	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>139,372</b>	<b>139,372</b>	<b>251,642</b>	<b>(112,270)</b>	
<b>EXPENDITURES</b>					
Operating	2,002	7,864	206,222	(198,358)	3.81
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,002</b>	<b>7,864</b>	<b>206,222</b>	<b>(198,358)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>137,370</b>	<b>131,508</b>	<b>45,420</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	342,007	342,007	434,681	(92,674)	78.68
Developer Guarantees	-	6,737	24,735	(17,998)	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>342,007</b>	<b>348,745</b>	<b>459,416</b>	<b>(110,672)</b>	
<b>EXPENDITURES</b>					
Operating	-	-	379,200	(379,200)	0.00
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>379,200</b>	<b>(379,200)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>342,007</b>	<b>348,745</b>	<b>80,216</b>		

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

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

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

	<i>2/29/2024</i>	<i>2/29/2024</i>	<i>2/29/2024</i>	<i>2/29/2024</i>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	46,515	46,515	57,419	(10,904)	81.01
Permits	-	-	-	-	0.00
State Grants	-	-	-	-	0.00
Permits - Other	-	-	-	-	0.00
Donations	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>46,515</b>	<b>46,515</b>	<b>57,419</b>	<b>(10,904)</b>	
<b>EXPENDITURES</b>					
Interest in Advances	-	-	154,938	(154,938)	0.00
Operating	-	-	1,150	(1,150)	0.00
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>156,088</b>	<b>(156,088)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>46,515</b>	<b>46,515</b>	<b>(98,669)</b>	<b>145,183</b>	

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	150,010	150,010	185,177	(35,166)	81.01
Permits	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds from Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>150,010</b>	<b>150,010</b>	<b>185,177</b>	<b>(35,166)</b>	
<b>EXPENDITURES</b>					
Transfer Out - Other Funds	-	-	94,152	(94,152)	0.00
Operating	-	-	31,150	(31,150)	0.00
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>125,302</b>	<b>(125,302)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>150,010</b>	<b>150,010</b>	<b>59,875</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	20,960	20,960	25,874	(4,914)	0.00
Interest Revenue	1,611	4,223	-	4,223	0.00
Proceeds Long Term Debt	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>22,571</b>	<b>25,184</b>	<b>25,874</b>	<b>(690)</b>	
<b>EXPENDITURES</b>					
Transfer Out - Other Funds	-	-	103,500	(103,500)	0.00
Operating	-	399,821	27,540	372,281	1451.78
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>399,821</b>	<b>131,040</b>	<b>268,781</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>22,571</b>	<b>(374,638)</b>	<b>(105,166)</b>		

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

	<i>2/29/2024</i>	<i>2/29/2024</i>	<i>2/29/2024</i>	<i>2/29/2024</i>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Levy	182,271	182,271	225,000	(42,729)	81.01
Grants	-	-	5,000	(5,000)	0.00
Misc.	1,011	2,086	9,000	(6,914)	23.18
Transfers In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>183,282</b>	<b>184,357</b>	<b>239,000</b>	<b>(54,643)</b>	
<b>EXPENDITURES</b>					
Administration	-	4,100	14,000	(9,900)	0.00
Recreation	2,208	2,208	5,000	(2,792)	44.16
Police	2,151	2,151	131,624	(129,473)	1.63
Fire	-	-	11,500	(11,500)	0.00
Library	-	-	-	-	0.00
DPW	65,480	65,480	101,617	(36,137)	64.44
<b>TOTAL EXPENDITURES</b>	<b>69,838</b>	<b>73,938</b>	<b>263,741</b>	<b>(189,803)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>113,443</b>	<b>110,418</b>	<b>(24,741)</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Grant	-	-	5,000	(5,000)	0.00
Fees	12,118	12,118	154,377	(142,259)	7.85
Interest	465	960	3,500	(2,540)	27.43
<b>TOTAL REVENUE</b>	<b>12,583</b>	<b>13,078</b>	<b>162,877</b>	<b>(149,799)</b>	
<b>EXPENDITURES</b>					
Operating	12,474	24,907	154,604	(129,697)	16.11
<b>TOTAL EXPENDITURES</b>	<b>12,474</b>	<b>24,907</b>	<b>154,604</b>	<b>(129,697)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>109</b>	<b>(11,830)</b>	<b>8,273</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Fees	36,353	36,353	428,259	(391,907)	8.49
<b>TOTAL REVENUE</b>	<b>36,353</b>	<b>36,353</b>	<b>428,259</b>	<b>(391,907)</b>	
<b>EXPENDITURES</b>					
Operating	33,633	67,742	432,093	(364,351)	15.68
<b>TOTAL EXPENDITURES</b>	<b>33,633</b>	<b>67,742</b>	<b>432,093</b>	<b>(364,351)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,720</b>	<b>(31,389)</b>	<b>(3,834)</b>		

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

	<i>2/29/2024</i>	<i>2/29/2024</i>	<i>2/29/2024</i>	<i>2/29/2024</i>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Local Room Tax	2,463	2,463	60,000	(57,537)	4.10
Misc.	-	-	10,000	(10,000)	0.00
<b>TOTAL REVENUE</b>	<b>2,463</b>	<b>2,463</b>	<b>70,000</b>	<b>(67,537)</b>	
<b>EXPENDITURES</b>					
Operating	4,500	4,500	70,000	(65,500)	6.43
<b>TOTAL EXPENDITURES</b>	<b>4,500</b>	<b>4,500</b>	<b>70,000</b>	<b>(65,500)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(2,037)</b>	<b>(2,037)</b>	<b>-</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	
					<i>Percent</i>
<b>REVENUE</b>					
Tax Levy	36,454	36,454	45,000	(8,546)	0.00
State/Federal Grants	-	-	70,000	(70,000)	0.00
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>36,454</b>	<b>36,454</b>	<b>115,000</b>	<b>(78,546)</b>	
<b>EXPENDITURES</b>					
Operating	11,710	11,761	212,916	(201,155)	5.52
<b>TOTAL EXPENDITURES</b>	<b>11,710</b>	<b>11,761</b>	<b>212,916</b>	<b>(201,155)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>24,744</b>	<b>24,693</b>	<b>(97,916)</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	
					<i>Percent</i>
<b>REVENUE</b>					
Interest	3	5	20	(15)	26.10
<b>TOTAL REVENUE</b>	<b>3</b>	<b>5</b>	<b>20</b>	<b>(15)</b>	
<b>EXPENDITURES</b>					
Operating	-	-	73,000	(73,000)	0.00
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>73,000</b>	<b>(73,000)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>3</b>	<b>5</b>	<b>(72,980)</b>		

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

	<b>2/29/2024</b> <i>Month Activity</i>	<b>2/29/2024</b> <i>YTD Actual</i>	<b>2/29/2024</b> <i>Budget Amount</i>	<b>2/29/2024</b> <i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Grants	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Stormwater Fees	51,580	53,423	592,500	(539,077)	9.02
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>51,580</b>	<b>53,423</b>	<b>592,500</b>	<b>(539,077)</b>	
<b>EXPENDITURES</b>					
Operating, Wages, Benefits	25,143	29,528	541,780	(512,251)	5.45
<b>TOTAL EXPENDITURES</b>	<b>25,143</b>	<b>29,528</b>	<b>541,780</b>	<b>(512,251)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>26,436</b>	<b>23,894</b>	<b>50,720</b>		

**CITY OF WAUPUN MONTHLY FINANCIAL REPORT**

March 31, 2024



<b>FUND 100</b>					<b>% of Year Past</b>
<b>General Operations Fund</b>					<b>25%</b>
	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Taxes	152,444	1,460,455	2,279,125	(818,670)	64.08
Special Assessments	12	80	100	(20)	80.30
Intergovernmental Aids	-	232,464	3,970,768	(3,738,304)	5.85
Licenses and Permits	778	1,391	55,230	(53,839)	2.52
Penalties, Forfeitures	3,241	11,510	42,500	(30,990)	27.08
Public Charges for Service	32,433	100,068	299,143	(199,075)	33.45
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	564	100,538	62,500	38,038	160.86
Special Funds Activity	-	-	190,701	(190,701)	0.00
<b>TOTAL REVENUE</b>	<b>189,471</b>	<b>1,906,506</b>	<b>6,900,067</b>	<b>(4,993,561)</b>	
<b>EXPENDITURES</b>					
General Government	131,833	386,375	1,461,040	(1,074,665)	26.45
Recreation	32,865	61,457	802,351	(740,893)	7.66
Assessor/Inspector	-	9,600	40,500	(30,900)	23.70
Police	174,248	518,570	2,332,805	(1,814,235)	22.23
Fire	30,479	96,320	566,498	(470,178)	17.00
Public Works	107,539	382,552	1,674,638	(1,292,086)	22.84
Economic Dvlp/Admin	149	16,981	22,235	(5,254)	76.37
<b>TOTAL EXPENDITURES</b>	<b>477,114</b>	<b>1,471,857</b>	<b>6,900,067</b>	<b>(5,428,210)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(287,643)</b>	<b>434,650</b>	<b>0</b>		
<b>FUND 210</b>					
<b>Library Fund</b>					
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	-	448,707	553,896	(105,189)	81.01
Interest/Dividends/Grants	-	62,315	216,625	(154,310)	28.77
Fees	76	653	700	(47)	93.24
Revenue/Donations	807	4,972	5,000	(28)	99.43
<b>TOTAL REVENUE</b>	<b>884</b>	<b>516,647</b>	<b>776,221</b>	<b>(259,574)</b>	
<b>EXPENDITURES</b>					
Library Expenses	55,534	151,230	776,221	(624,991)	19.48
Transfer Out - Capital Fund	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>55,534</b>	<b>151,230</b>	<b>776,221</b>	<b>(624,991)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(54,650)</b>	<b>365,416</b>	<b>-</b>		

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

	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>Percent</b>
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	
<b>REVENUE</b>					
Federal Grants	49,976	49,976	-	49,976	0.00
State/Misc Grants	250,300	313,615	6,010	307,605	5218.22
<b>TOTAL REVENUE</b>	<b>300,276</b>	<b>363,591</b>	<b>6,010</b>	<b>357,581</b>	
<b>EXPENDITURES</b>					
General Government	-	-	5,000	(5,000)	0.00
Recreational Grants	-	-	-	-	0.00
Police Grants	-	230	-	230	0.00
Fire/EMR Grants	-	-	-	-	0.00
DPW Grants	-	-	-	-	0.00
Economic Development	-	-	1,000	(1,000)	0.00
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>230</b>	<b>6,000</b>	<b>(5,770)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>300,276</b>	<b>363,361</b>	<b>10</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	-	-	-	-	0.00
Building Permits	3,234	9,355	75,000	(65,645)	12.47
Fees	825	2,195	9,500	(7,305)	23.11
<b>TOTAL REVENUE</b>	<b>4,059</b>	<b>11,550</b>	<b>84,500</b>	<b>(72,950)</b>	
<b>EXPENDITURES</b>					
Operating Supplies/Wages	1,833	6,969	76,825	(69,856)	9.07
<b>TOTAL EXPENDITURES</b>	<b>1,833</b>	<b>6,969</b>	<b>76,825</b>	<b>(69,856)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,225</b>	<b>4,581</b>	<b>7,675</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Paid to Escrow Agent	-	-	-	-	0.00
General Property Tax	-	657,880	812,105	(154,225)	81.01
Funds Applied	-	304	1,000	(696)	30.41
Transfer in Other Funds	57,070	57,070	1,005,937	(948,868)	5.67
<b>TOTAL REVENUE</b>	<b>57,070</b>	<b>715,254</b>	<b>1,819,042</b>	<b>(1,103,788)</b>	
<b>EXPENDITURES</b>					
2021 Street Project P&I	-	9,450	133,900	(124,450)	7.06
Principal and Interest Payments	57,070	120,470	1,685,142	(1,564,673)	7.15
<b>TOTAL EXPENDITURES</b>	<b>57,070</b>	<b>129,920</b>	<b>1,819,042</b>	<b>(1,689,123)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>585,334</b>	<b>-</b>		

<b>FUND 400</b>					
<b>Capital Fund</b>					
	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Levy	-	275,431	340,000	(64,569)	81.01
Sidewalks	-	362	-	362	0.00
State Shared Revenue/Exp. Restr.	-	1,506,099	2,561,877	(1,055,778)	58.79
Fees - Recreation Facilities	-	500	15,000	(14,500)	3.33
Co. & Muni. Street & Highways	-	-	-	-	0.00
Interest and Misc Income	-	4,171	8,000	(3,829)	52.14
Transfer in Other Funds	-	-	219,010	(219,010)	0.00
<b>TOTAL REVENUE</b>	-	1,786,563	3,143,887	(1,357,324)	
<b>EXPENDITURES</b>					
City Hall	75	75	86,300	(86,225)	
Recreation	612,565	898,123	2,786,500	(1,888,377)	32.23
Public Safety	-	-	-	-	0.00
Library and DPW	-	-	-	-	0.00
Streets	440	1,588	256,000	(254,412)	0.62
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	613,080	899,786	3,128,800	(2,229,014)	
<b>NET REVENUE OVER EXPENDITURES</b>	(613,080)	886,777	15,087		

<b>FUND 404</b>					
<b>Business Park Fund</b>					
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Increment	-	-	-	-	0.00
Interest Income	-	-	-	-	0.00
Leases	801	801	10,453	(9,652)	7.66
<b>TOTAL REVENUE</b>	801	801	10,453	(9,652)	
<b>EXPENDITURES</b>					
Operating	2,370	3,845	10,000	(6,155)	38.45
<b>TOTAL EXPENDITURES</b>	2,370	3,845	10,000	(6,155)	
<b>NET REVENUE OVER EXPENDITURES</b>	(1,569)	(3,044)	453		



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

	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Increment	-	133,349	192,642	(59,294)	69.22
PILOT	-	6,023	9,000	(2,977)	66.92
Grants	-	-	50,000	(50,000)	0.00
Permits	-	-	-	-	0.00
Donations	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	139,372	251,642	(112,270)	
<b>EXPENDITURES</b>					
Operating	2,760	10,623	206,222	(195,599)	5.15
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	2,760	10,623	206,222	(195,599)	
<b>NET REVENUE OVER EXPENDITURES</b>	(2,760)	128,748	45,420		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Increment	-	342,007	434,681	(92,674)	78.68
Developer Guarantees	25,605	32,342	24,735	7,607	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	25,605	374,350	459,416	(85,067)	
<b>EXPENDITURES</b>					
Operating	358	358	379,200	(378,842)	0.09
<b>TOTAL EXPENDITURES</b>	358	358	379,200	(378,842)	
<b>NET REVENUE OVER EXPENDITURES</b>	25,247	373,991	80,216		

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

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

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

	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	-	46,515	57,419	(10,904)	81.01
Permits	-	-	-	-	0.00
State Grants	-	-	-	-	0.00
Permits - Other	-	-	-	-	0.00
Donations	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	46,515	57,419	(10,904)	
<b>EXPENDITURES</b>					
Interest in Advances	-	-	154,938	(154,938)	0.00
Operating	358	358	1,150	(792)	31.14
<b>TOTAL EXPENDITURES</b>	358	358	156,088	(155,729)	
<b>NET REVENUE OVER EXPENDITURES</b>	(358)	46,157	(98,669)	144,825	

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	-	150,010	185,177	(35,166)	81.01
Permits	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds from Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	150,010	185,177	(35,166)	
<b>EXPENDITURES</b>					
Transfer Out - Other Funds	57,070	57,070	94,152	(37,083)	0.00
Operating	17,858	17,858	31,150	(13,292)	57.33
<b>TOTAL EXPENDITURES</b>	74,928	74,928	125,302	(50,375)	
<b>NET REVENUE OVER EXPENDITURES</b>	(74,928)	75,083	59,875		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Increment	-	20,960	25,874	(4,914)	0.00
Interest Revenue	-	4,223	-	4,223	0.00
Proceeds Long Term Debt	400,000	400,000	-	400,000	0.00
<b>TOTAL REVENUE</b>	400,000	425,184	25,874	399,310	
<b>EXPENDITURES</b>					
Transfer Out - Other Funds	-	-	103,500	(103,500)	0.00
Operating	14,381	414,202	27,540	386,662	1504.00
<b>TOTAL EXPENDITURES</b>	14,381	414,202	131,040	283,162	
<b>NET REVENUE OVER EXPENDITURES</b>	385,619	10,981	(105,166)		

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

	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Levy	-	182,271	225,000	(42,729)	81.01
Grants	8,592	8,592	5,000	3,592	0.00
Misc.	9,850	11,936	9,000	2,936	132.62
Transfers In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>18,442</b>	<b>202,799</b>	<b>239,000</b>	<b>(36,201)</b>	
<b>EXPENDITURES</b>					
Administration	-	4,100	14,000	(9,900)	0.00
Recreation	-	2,208	5,000	(2,792)	44.16
Police	-	2,151	131,624	(129,473)	0.00
Fire	300	300	11,500	(11,200)	2.61
Library	-	-	-	-	0.00
DPW	61	65,541	101,617	(36,076)	64.50
<b>TOTAL EXPENDITURES</b>	<b>361</b>	<b>74,299</b>	<b>263,741</b>	<b>(189,442)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>18,082</b>	<b>128,500</b>	<b>(24,741)</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Grant	-	-	5,000	(5,000)	0.00
Fees	12,112	24,230	154,377	(130,147)	15.70
Interest	-	960	3,500	(2,540)	27.43
<b>TOTAL REVENUE</b>	<b>12,112</b>	<b>25,190</b>	<b>162,877</b>	<b>(137,687)</b>	
<b>EXPENDITURES</b>					
Operating	643	25,550	154,604	(129,054)	16.53
<b>TOTAL EXPENDITURES</b>	<b>643</b>	<b>25,550</b>	<b>154,604</b>	<b>(129,054)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>11,469</b>	<b>(361)</b>	<b>8,273</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Fees	36,336	72,689	428,259	(355,571)	16.97
<b>TOTAL REVENUE</b>	<b>36,336</b>	<b>72,689</b>	<b>428,259</b>	<b>(355,571)</b>	
<b>EXPENDITURES</b>					
Operating	-	67,742	432,093	(364,351)	15.68
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>67,742</b>	<b>432,093</b>	<b>(364,351)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>36,336</b>	<b>4,947</b>	<b>(3,834)</b>		

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

	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	<b>3/31/2024</b>	
	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Local Room Tax	78	2,540	60,000	(57,460)	4.23
Misc.	-	-	10,000	(10,000)	0.00
<b>TOTAL REVENUE</b>	<b>78</b>	<b>2,540</b>	<b>70,000</b>	<b>(67,460)</b>	
<b>EXPENDITURES</b>					
Operating	2,463	6,963	70,000	(63,037)	9.95
<b>TOTAL EXPENDITURES</b>	<b>2,463</b>	<b>6,963</b>	<b>70,000</b>	<b>(63,037)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(2,385)</b>	<b>(4,422)</b>	<b>-</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Tax Levy	-	36,454	45,000	(8,546)	0.00
State/Federal Grants	17,533	17,533	70,000	(52,467)	25.05
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>17,533</b>	<b>53,987</b>	<b>115,000</b>	<b>(61,013)</b>	
<b>EXPENDITURES</b>					
Operating	12,500	24,261	212,916	(188,655)	11.39
<b>TOTAL EXPENDITURES</b>	<b>12,500</b>	<b>24,261</b>	<b>212,916</b>	<b>(188,655)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>5,034</b>	<b>29,727</b>	<b>(97,916)</b>		

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

	<i>Month Activity</i>	<i>YTD Actual</i>	<i>Budget Amount</i>	<i>Over/(Under)</i>	<i>Percent</i>
<b>REVENUE</b>					
Interest	-	5	20	(15)	26.10
<b>TOTAL REVENUE</b>	<b>-</b>	<b>5</b>	<b>20</b>	<b>(15)</b>	
<b>EXPENDITURES</b>					
Operating	-	-	73,000	(73,000)	0.00
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>73,000</b>	<b>(73,000)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>5</b>	<b>(72,980)</b>		

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

	<b>3/31/2024</b> <i>Month Activity</i>	<b>3/31/2024</b> <i>YTD Actual</i>	<b>3/31/2024</b> <i>Budget Amount</i>	<b>3/31/2024</b> <i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Grants	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Stormwater Fees	50,326	103,749	592,500	(488,751)	17.51
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>50,326</b>	<b>103,749</b>	<b>592,500</b>	<b>(488,751)</b>	
<b>EXPENDITURES</b>					
Operating, Wages, Benefits	9,446	38,974	541,780	(502,806)	7.19
<b>TOTAL EXPENDITURES</b>	<b>9,446</b>	<b>38,974</b>	<b>541,780</b>	<b>(502,806)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>40,881</b>	<b>64,775</b>	<b>50,720</b>		

## **Administrative Report for March 2024**

Prepared by K Schlieve, 4/2/24

### **Personnel**

- Ted Sullivan was sworn in as the City's next Deputy Chief of Police on March 26, 2024. The police department has begun recruitment for the vacancy for the Lieutenant of Investigation that was created by Sullivan's promotion.
- Police have an active recruitment process ongoing to fill two patrol vacancies.
- The staffing study for Fire and Emergency Response is complete. A presentation is planned for the COW meeting on April 30, 2024.
- The fire department has extended the recruitment process due to lack of candidates. The department is currently recruiting to fill vacancies for five (5) firefighters and (3) EMR positions.
- Hiring for the summer park program is complete. Five (5) of seven (7) DPW summer employees have been hired with recruitment for vacant positions ongoing.
- We are planning an employee recognition luncheon from May 30, from 11 a.m. to 2 p.m. This is in lieu of our annual employee banquet and enables more staff to attend, with the goal of promoting team building. City Hall will be closed during that time.

### **Senior / Community Center Updates:**

- Senior Center construction remains on schedule. We are concluding review of bids received for facility furnishings and preparing to issue an RFP for signage.
- Notifications for the youth sports grant awards have been completed. Guidelines will be reviewed with the Recreation Committee before announcing a second round of funding opportunity.

### **Community/Economic Development:**

- BID awarded a signage grant to Kartechner Girls & Co Flower & Gifts and Step Ahead Styling.
- The CDA is reviewing Chapter 25 Downtown Guidelines ordinance.
- We are finalizing contracts for land lease with US Cellular for a parcel they lease in the Waupun Industrial Park. Due to significant gains in lease rates, the contract is in holdover to allow for thorough review. We are asking for a deadline for response. Legal from Vertical Consultants is helping staff finalize the negotiations on this project.
- Staff have met with members of the Waupun City of Sculpture non-profit and worked through site and sculpture selection. A recommendation to you is forthcoming for approval.
- Students from WASD worked with staff to present information from the Design WI process. A kick-start implementation meeting is planned for April 29, 2024, beginning at 5:30 p.m. at the high school to engage the community in project planning.
- Participated in focus group for the East Central WI Regional Planning Commission to provide feedback that will help the agency better align with community needs.
- Finalized draft of a multi-family housing RFP for land in the Heritage Ridge Business Park is complete and will be presented for review and approval to publish at an upcoming meeting.

### **Budget/IT/Risk Management:**

## **Administrative Report for March 2024**

Prepared by K Schlieve, 4/2/24

- Training on a new budget module is planned for April. Staff will be trained in May, just prior to the start of the 2025 budget planning process.
- A new debt forecasting/capital planning tool has been developed. Presentation of the City's debt requirements and levy impacts will be presented in May. The tool will help with decision making
- We successfully completed our site visit with the Dept of Administration for the Healthcare Infrastructure Grant.
- Completed the CVMIC workplan meeting for 2024 to review 2024 claims, discuss new programs and trends, and to map out our 2024 training plan.
- Updates to the accounts payable process have been completed and staff is in the process of implementing process improvements.