



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 30, 2023 at 6:00 PM

The Waupun Common Council will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Virtual: <https://us02web.zoom.us/j/89746634417?pwd=WVZqeDNQeStURmVtRGNwRFlqSkhTZz09>

Dial by your location: 1 312 626 6799

Meeting ID: 897 4663 4417

Passcode: 995651

CALL TO ORDER

ROLL CALL

COUNTY UPDATES

1. Jon Venhuizen, Fond Du Lac County District 7 Supervisor

ORDINANCES-RESOLUTIONS

- [2.](#) BCPL State Trust Fund Loan Program Application and Resolution to Borrow Funds and Levy Tax
- [3.](#) Resolution to Adopt a Federal Transit Administration (FTA) Procurement Policy
- [4.](#) Resolution to Adopt a Procurement Protest Procedure
- [5.](#) Resolution to Adopt the Updated Title VI/ADA Nondiscrimination Plan

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

- [6.](#) Ordinance to Amend Ch.16.01(10) entitled Zoning Ordinance-Zoning Map (Rezone 912 E. Main St.to Planned Community Development District(PCD))
- [7.](#) Extraterritorial Zoning Review - CSM – Reabe Trust at W7485 State Rd. 68, Dodge County
- [8.](#) Extraterritorial Zoning Review – CSM Map - Frank VanBever - CTH M, Fond du Lac County

CONSIDERATION - ACTION

- [9.](#) Award Bid for Re-Roof Safety Building Project
- [10.](#) Release of ARPA Funds to Cover Public Safety Roof Repair Expenditures
- [11.](#) Authorize Childcare Stabilization Fund Program
- [12.](#) Release of ARPA Funds to Cover Childcare Stabilization Fund Program and Authorize Economic Development Committee to Review and Approve Applications
- [13.](#) Monthly Financials- April 2023

CONSENT AGENDA

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

DISCUSSION

- [15.](#) June 2, 2023 at 2:00pm Main Street Bistro and Bakery Grand Opening and Ribbon Cutting
- [16.](#) 2024 Budget Timeline and Process

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: 5/30/2023

TITLE: BCPL State Trust Fund Loan Program Application and Resolution to Borrow Funds and Levy Tax

AGENDA SECTION: ORDINANCES-RESOLUTIONS

PRESENTER: Kathy Schlieve, City Administrator
Casey Langenfeld, Finance Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality (housing expansion)	TID 8 Revenues Support Loan Payment	

SUMMARY:

Per a Development Agreement between the City of Waupun and ACS RBHS, LLC, (Tanager Project, TID #8) the city has a requirement to pay development costs carried by ACS RBHS, LLC when specific milestones are met with this development project. The 2022 tax role (paid for 2023), verifies that the milestone has been met. This is ahead of schedule as outlined in the Developer's Agreement due to demand for housing and a faster build out of the subdivision. TID 8 generates adequate revenue to cover the debt service payments on this issue. In accordance with the developer's agreement, the City will borrow \$447,110.89 from the Board of Commissioners of Public Lands. The payoff date of this incentive is scheduled for July 3, 2023.

STAFF RECOMMENDATION:

Request to approve the application and resolution to borrow \$447,110.89 from the Board of Commissioners of Public Lands.

ATTACHMENTS:

Application and Resolution documents for BCPL Loan.

RECOMMENDED MOTION:

Motion to adopt the resolution authorizing the BCPL State Trust Fund Loan Program Application for a loan of Four Hundred Forty Seven Thousand One Hundred Ten And 89/100 Dollars (\$447,110.89) from the Trust Funds of the State of Wisconsin to the City of Waupun in the County(ies) of Dodge And Fond Du Lac, Wisconsin, for the purpose of financing TIO 8 infrastructure improvements.



Sarah Godlewski, *Secretary of State*
John Leiber, *State Treasurer*
Joshua L. Kaul, *Attorney General*

101 E. Wilson Street
2nd Floor
PO Box 8943
Madison, WI 53708-8943
May 5, 2023

(608) 266-1370 INFORMATION
(608) 266-0034 LOANS
(608) 267-2787 FAX
bcpl.wisconsin.gov

Thomas P. German, *Executive Secretary*

Ms. Angela Hull
City of Waupun
201 East Main Street
Waupun, WI 53963

ID# 05605780

Dear Ms. Hull:

Thank you for requesting a loan application from the BCPL State Trust Fund Loan Program. Your application is attached, along with associated forms and directions. Please look through these documents and call us with any questions.

Please check your application to confirm the correct amount, rate, term, and purpose of the loan. The application interest rate should correspond to the current interest rates for BCPL General Obligation Trust Fund loans:

General Obligation Loan Rates:

2 Years	5.0%
3 – 5 Years	5.0%
6 – 10 Years	5.0%
11 – 20 Years	5.0%

Your interest rate is now locked at the above level for 60 days. To maintain that interest rate lock and prevent the possibility of needing to re-start the loan process from the beginning, BCPL needs to receive a properly completed loan application within 60 days from the date of this letter.

Following approval of the Application and Borrowing Resolution by your Board, the application must be completed and returned to BCPL along with the meeting minutes and the Anticipated Schedule of Disbursements. To provide enough time for internal reviews, loan processing, and assembling of our Board agenda materials, completed documents must be received a minimum of eight (8) calendar days before the next BCPL board meeting. The BCPL Board meets the first and third Tuesdays of each month.

BCPL requests that all Borrowers provide digital photographs of the projects that we finance (if applicable). We use these photos for promotional materials regarding the BCPL State Trust Fund Loan Program. Please remember to email a few high-resolution digital photographs, and be sure to include photographer credit information. We thank you in advance.

If you have questions regarding any of the documentation required by BCPL, the application process or the status of your application, please call me at 608-266-0034 or email me at richard.sneider@wisconsin.gov.

Sincerely,

Richard Sneider, CFA, CIPM
Chief Investment Officer

Enclosures: 1) Application Form – City 20 Year Maximum
2) Checklist for Application Review
3) Anticipated Schedule of Disbursements

122.doc



**BCPL State Trust Fund Loan Program
Anticipated Schedule of Disbursements**

City of Waupun
Worksheet # 05605780
Finance TID 8 Infrastructure Improvements
\$447,110.89

Please tell us when you anticipate the need for loan funds:

Disbursement Date	Disbursement Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Fill out this form using your best estimates as of the loan application date. *This is not an actual disbursement form.* We request this information to help us better manage the investment of State of Wisconsin Trust Funds. After your loan has been approved, you will receive a "Request for Loan Disbursement" form to request the actual distribution of funds.

Please return form to:

Board of Commissioners of Public Lands
PO Box 8943
Madison, WI 53708-8943

fax 608.267.2787
richard.sneider@wisconsin.gov

STATE OF WISCONSIN
BOARD OF COMMISSIONERS OF PUBLIC LANDS
101 EAST WILSON STREET, 2ND FLOOR
POST OFFICE BOX 8943
MADISON, WISCONSIN 53708-8943

APPLICATION FOR STATE TRUST FUND LOAN

CITY - 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

CITY OF WAUPUN

Date sent: May 5, 2023

Received and filed in Madison, Wisconsin:

ID # 05605780

RAS

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned Mayor and clerk of the City of Waupun, in the County(ies) of Dodge And Fond Du Lac, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Four Hundred Forty Seven Thousand One Hundred Ten And 89/100 Dollars (\$447,110.89)** from the Trust Funds of the State of Wisconsin for the purpose of **financing TID 8 infrastructure improvements.**

The loan is to be continued for a term of **10** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **5.00** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the _____ day of _____, 20____.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Four Hundred Forty Seven Thousand One Hundred Ten And 89/100 Dollars (\$447,110.89)** from the Trust Funds of the State of Wisconsin to the City of **Waupun** in the County(ies) of **Dodge And Fond Du Lac**, Wisconsin, for the purpose of **financing TID 8 infrastructure improvements.** That at the same time and place, the common council of the City of **Waupun** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of **Waupun**, certified to by the **Mayor** and clerk, accompanies this application.

Given under our hands in the City of **Waupun** in the County(ies) of **Dodge And Fond Du Lac**, Wisconsin, this _____ day of _____, 20____.

Mayor, City of **Waupun**

Clerk, City of **Waupun**

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FORM OF RECORD

The following preamble and resolutions were presented by Alderman _____ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of Waupun, in the County(ies) of Dodge And Fond Du Lac, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of Four Hundred Forty Seven Thousand One Hundred Ten And 89/100 Dollars (\$447,110.89) for the purpose of financing TID 8 infrastructure improvements and for no other purpose.

The loan is to be payable within 10 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 5.00 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Waupun** by such loan from the state be applied or paid out for any purpose except **financing TID 8 infrastructure improvements** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **Mayor** and clerk of the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **Mayor** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

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Alderman _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- | | | | | |
|-----|----------|-------|-------|-------|
| 1. | Alderman | _____ | voted | _____ |
| 2. | Alderman | _____ | voted | _____ |
| 3. | Alderman | _____ | voted | _____ |
| 4. | Alderman | _____ | voted | _____ |
| 5. | Alderman | _____ | voted | _____ |
| 6. | Alderman | _____ | voted | _____ |
| 7. | Alderman | _____ | voted | _____ |
| 8. | Alderman | _____ | voted | _____ |
| 9. | Alderman | _____ | voted | _____ |
| 10. | Alderman | _____ | voted | _____ |
| 11. | Alderman | _____ | voted | _____ |
| 12. | Alderman | _____ | voted | _____ |

A majority of the members of the common council of the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

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STATE OF WISCONSIN

County(ies) of **Dodge And Fond Du Lac**

I, _____, Clerk of the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of **Waupun** at a meeting held on the ____ day of _____, _____, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of **Waupun**, County(ies) of **Dodge And Fond Du Lac**, is constituted by law to have _____ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of _____ ayes to _____ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of **Waupun** this ____ day of _____, 20 ____.

Clerk (Signature)

Clerk (Print or Type Name)

City of **Waupun**

County(ies) of **Dodge And Fond Du Lac**

State of Wisconsin

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

STATE OF WISCONSIN
COUNTY(IES) OF **DODGE AND FOND DU LAC**

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, _____, Clerk of the City of **Waupun**, County(ies) of **Dodge And Fond Du Lac**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **Waupun** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20_____* \$ _____
* Latest year available

I further certify that the whole existing indebtedness of the City of **Waupun**, County(ies) of **Dodge And Fond Du Lac**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

Clerk (Signature)

Clerk (Print or Type Name)

City of **Waupun**

County(ies) of **Dodge And Fond Du Lac**,

State of Wisconsin

_____, 20_____
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

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AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23

TITLE: Resolution to Adopt a Federal Transit Administration (FTA) Procurement Policy

AGENDA SECTION: ORDINANCES-RESOLUTIONS

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

During the City's Taxi Grant Compliance Audit, it was discovered that the City does not have an adopted procurement policy for purchasing goods and services with Federal Transit Administration Funds. As a recipient of Federal Funding for the Taxi program, the City is required to have this policy in place. The attached document will bring the city into compliance with the grant requirements.

STAFF RECOMMENDATION:

Request action to approve the Resolution to Adopt the FTA Procurement Policy.

ATTACHMENTS:

FTA Procurement Policy

RECOMMENDED MOTION:

Motion to adopt Resolution No. _____, A Resolution to Adopt the FTA Procurement Policy.

**COMMON COUNCIL
CITY OF WAUPUN, WI**

RESOLUTION NO. ____

A RESOLUTION TO ADOPT AN FTA PROCUREMENT POLICY

WHEREAS, the Common Council of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, by this Resolution adopted by a majority vote of the Common Council on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

WHEREAS, the City of Waupun is a recipient of Federal Transit Administration (FTA) revenues and is required to meet FTA regulations and administrative procurement guidelines; and,

WHEREAS, the Procurement Policy has been created to ensure consistency with applicable federal, state, and local laws and regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council for the City of Waupun hereby adopts the City of Waupun FTA Procurement Policy, attached hereto as Exhibit "A" and incorporated by this reference.

Adopted this ____ day of _____, 2023

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk

**CITY OF WAUPUN
FTA PROCUREMENT POLICY**

5/30/23

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1. INTRODUCTION

1.1. Purpose

This policy establishes guidelines and minimum standards that City of Waupun will use in the management of its third party contracts. This manual is intended to ensure that the City of Waupun complies with Federal Transit Administration (FTA) and the Wisconsin Department of Transportation's standards to ensure full and open competition and equitable treatment of all potential sources for all purchases made with funding derived from the Federal, state, and local governments. In all purchasing activity, the goal of the City of Waupun is to ensure maximum open and free competition consistent with:

- FTA Circular 4220.1F "Third Party Contracting Guidance" or latest version thereof;
- 2 CFR § 200.317 – 200.326
- WDOT State Management Plan.

1.2. Applicability

This manual applies to all procurements undertaken and financed, in whole or in part, with FTA financial assistance provided to the City of Waupun to support **open market procurements**. An open market solicitation is used to purchase a good or service by soliciting from any available source. Most grantee procurement activity will be undertaken on the open market. Open market procurements exclude:

- Employment Contracts;
- Real Estate Contracts; and
- Intergovernmental Agreements.

The goal of this procurement policy is to provide an atmosphere in which all procurement transactions will be conducted in a manner providing full and open competition. The City of Waupun will avoid the following situations considered to be restrictive of competition:

- Application of unreasonable requirements placed on firms in order for them to qualify to do business;
- Imposition of geographic preference standards in the selection of vendors;
- Imposition of unnecessary experience and excessive bonding requirements;
- Use of noncompetitive pricing practices between firms or between affiliated companies;
- Employment of noncompetitive awards to any person or firm on retainer contracts;
- Failure to recognize organizational conflicts of interest, which means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;
- Use of "brand name" specifications without listing its salient characteristics and not allowing "an equal" product to be offered; and
- Any arbitrary action in the procurement process.

The City of Waupun will conduct procurements in a manner that does not give in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not pre-empt Wisconsin licensing laws from being considered in those disciplines that are regulated by the State of Wisconsin. Geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services if an appropriate number of qualified firms, given the nature and size of the project, are able to compete for the contract.

1.3. Third Party Contracting Capacity

FTA regulations (2 CFR § 200.319(c) and FTA Circular 4220.1F, Chapter III, § 3a) requires the City of Waupun to have written procurement procedures. This policy is designed to meet FTA and WDOT's requirements in this regard.

1.4. Relationship to Other Local Government Policies

The purpose of these purchasing policies and procedures are two-fold. First, the Local Government has established these policies and procedures to conform to the provisions of Federal procurement regulations that govern the Local Government's use of FTA and WDOT funds. Second, these policies and procedures assure that materials, supplies, services and equipment required for efficient and effective operation of the transit program are procured with regard to an analysis of price, quality, quantity, terms and delivery specifications. These policies and procedures pertain only to the Local Government's purchases made with FTA funds for the transit program; purchases with local funds and for purposes other than transit should follow the applicable Wisconsin Revised Statutes.

These policies may not answer all questions related to purchasing; if any employee of the City of Waupun has a question regarding these procedures, WDOT should be contacted for clarification and guidance.

When the City of Waupun undertakes any purchase utilizing FTA funds, this policy shall supersede any existing purchasing policy promulgated by the Local Government. When any conflict exists between this policy and the existing policies of the Local Government, the procedures in this policy shall prevail. If any employee of the City of Waupun determines that a conflict exists between these policies and state and local law, the City of Waupun shall contact WDOT and communicate the conflict.

2. CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

2.1. Purpose

Federal grant management rules (2 CFR § 200.318(c)(1)) require each recipient to maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. This policy must address:

- Personal conflicts of interest
- Gifts; and
- Violations.

2.2. Definition of Key Terms

As used herein, the following definitions apply:

Conflict of Interest – A situation in which an employee, elected official, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of their official duties. A conflict of interest represents a divergence between a person covered by this policy and their private interests and their professional obligations to the City of Waupun such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

Financial Interest – An officer, agent, elected official, their partner, employee, or their immediate family, is considered as having a financial interest in a company if: they receive more than \$10,000 in consulting income, salaries, or equity in the company; they have more than 5 percent equity in the company; they have intellectual property rights in or receive royalties from the company; or they serve as a director, officer, partner, trustee, manager or employee of the company.

Immediate Family – Immediate family includes an employee's spouse, grandparent, parent, brother, sister, child or grandchild, their partner.

2.3. Applicability

No employee, elected official, agent, or other individual under an employment contract with the City of Waupun, or their immediate family member, partner, or organization that employs or is about to employ any of the foregoing may participate in the selection, award, or administration of a contract supported with FTA assistance if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when any of those previously listed individuals has a financial or other interest in the firm selected for award.

2.4. Gifts

Any contractor, subcontractor, or supplier who has a contract with the Local Government; has performed under such a contract within the past year; or anticipates bidding on such a contract in the future shall be prohibited from making gifts or to providing favors to any individual defined in Section 2.2. who is charged with the duty of:

- Preparing plans, specifications, or estimates for public contract; or
- Awarding or administering public contracts; or
- Inspecting or supervising construction.

The City of Waupun also prohibits all covered individuals defined in Section 2.2. who perform the functions listed above from receiving or accepting any such gift or favor.

2.5. Employee Conflicts of Interest

2.5.1. Conflicts of Interest

It shall be a breach of ethical standards for any City of Waupun employee to participate directly or indirectly in a procurement when the employee knows:

- The employee or any member of the employee's immediate family, elected official, officer, agent, their partner, has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

2.5.2. Discovery of Actual or Potential Conflict of Interest (Disqualification and Waiver)

Upon discovery of an actual or potential conflict of interest, an employee participating directly or indirectly in a procurement shall:

- Promptly file a written statement of disqualification with the City Administrator; and
- Withdraw from further participation in the procurement.

The employee may, at the same time, request from the City Administrator, as an advisory opinion as to what further participation, if any, the employee may have in the procurement. It shall be at the sole discretion of the City Administrator to determine if the employee may have any further participation in the procurement and, if so, the extent to which the employee may participate. Any employee who fails to comply with the provisions of this paragraph may be subject to disciplinary action.

2.5.3. Employee Disclosure Requirements

A City of Waupun employee, who has reason to believe that they or their immediate family have an interest that may be affected by their official acts or actions as a City of Waupun employee or by the official acts or actions of the City of Waupun, shall disclose the precise nature and value of such interest in a written disclosure statement to the City Administrator. The employee's disclosure statement will be reviewed by the City Administrator and the City Administrator will respond to the employee in writing with an opinion as to the propriety of said interest.

In the event that the City Administrator has reason to believe that they or their immediate family has an interest that may be affected by their official acts or actions as a City of Waupun employee or by the official acts or actions of City of Waupun, they shall disclose the precise nature and value of such interest in a written disclosure statement to the City Administrator.

2.5.4. Confidential Information

A City of Waupun employee may not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, confidential information acquired by virtue of their position or employment with the City of Waupun.

2.5.5. Solicitation Provision

The City of Waupun shall insert the following provisions in all formal competitive solicitation documents for products and services:

“These policies shall apply to City of Waupun employees involved in procurement. It is a breach of ethical standards for any City of Waupun employee to participate directly or indirectly in a procurement when the employee knows:

- *The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;*
- *A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or*
- *Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.*

In addition, any persons acting as members of an evaluation committee for any procurement shall, for the purposes of the procurement, be bound by conditions of this Section. Throughout the bid/proposal evaluation process and subsequent contract negotiations, offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of any evaluation committee, the Common Council, or other City of Waupun employees other than the designated procurement officer.”

2.6. Organizational Conflicts of Interest

The procurement officer and technical personnel are encouraged to work closely with the City Attorney to review all situations that appear to have the potential for an organizational conflict of interest.

Organizational conflicts of interest may result in bias and potentially provide an unfair competitive advantage to a potential offeror. An organizational conflict of interest occurs due to the type of work to be performed under a third-party contract, or because of other activities or relationships such as:

- A contractor is unable, or potentially unable, to render impartial assistance or advice to the Local Government;
- A contractor's objectivity in performing contract work is or might otherwise be impaired; or
- A contractor has an unfair competitive advantage.

Bias arises when a contractor is placed in a situation where there may be an incentive to distort advice or decisions. Whenever a contract is awarded that involves the rendering of advice, the question must always be asked as to whether the potential for a conflict of interest exists for the contractor rendering the advice. The City of Waupun will utilize a "Conflict of Interest Disclosure Statement," in its solicitation when contracting for services of this nature.

3. CITY OF WAUPUN RESPONSIBILITIES UNDER FEDERAL LAW

3.1. Third Party Contracting Capacity

The City of Waupun must maintain adequate technical capacity to carry out its FTA assisted projects and comply with Federal rules. The City of Waupun's third party contracting capability must be adequate to undertake its procurements effectively and efficiently in compliance with applicable Federal, state, and local requirements.

3.2. Contract Administration System

City of Waupun must maintain a contract administration system to ensure that it and its third-party contractors comply with the terms, conditions, and specifications of their contracts or purchase orders and applicable Federal, state and local requirements.

3.2.1. Written Procurement Procedures

City of Waupun must maintain and follow written procurement procedures that address:

- (a) Solicitations – Requirements for City of Waupun solicitations are addressed in Section 5.
- (b) Necessity – Requirements related to the City of Waupun's need for products or services are addressed in Section 3.2.2.
- (c) Lease Versus Purchase – Requirements related to the use of lease or purchase alternatives to achieve an economical and practical procurement are addressed in Section 3.2.2
- (d) Metric Usage – Requirements related to the acceptance of products and services dimensioned in the metric system of measurement are addressed in Section 3.5.2.
- (e) Environmental and Energy Efficiency Preferences – Requirements related to preference for products and services that conserve natural resources, protect the environment, and are energy efficient are addressed in Sections 3.4.3 and 3.4.4.
- (f) Procurement Methods – Descriptions of the procurement methods that the City of Waupun may use are included in Section 5.
- (g) Legal Restrictions – Descriptions of Federal and state restrictions on the City of Waupun's acquisitions are included in Section 5.
- (h) Third Party Contract Provisions – Specific third party contract provisions required for each third party contract and flow down requirements to subcontracts are included in Section 3.1 through 3.7.
 - (1) Sources – Descriptions of the availability and use of various sources of products and services are addressed in Section 4.

- (2) Resolution of Third Party Contracting Issues – Procedures related to the resolution of third party contracting issues are included in Section 6.8.

3.2.2. Adequate Third Party Contract Provisions

The City of Waupun must include provisions in all of its third-party contracts that are adequate to form a sound and complete agreement.

3.2.3. Industry Contracts

The City of Waupun shall not use an industry developed contract or a contract that is provided by a bidder or offeror unless it has first evaluated the benefits of the contract. The City of Waupun shall ensure that such contracts include all required Federal provisions but do not include terms and conditions that may be unfavorable to the City of Waupun.

3.2.4. Revenue Contracts

The City of Waupun may enter into a revenue contract with a third party to generate revenues in connection with a transit related activity, or to create business opportunities utilizing an FTA funded asset. Any such said contract opportunity will follow a competitive selection procedures and principles outlined herein.

3.2.5. Record Keeping

The City of Waupun must prepare and maintain adequate and readily accessible project performance and financial records, covering procurement transactions as well as other aspects of project implementation. The City of Waupun must maintain these records for five (5) years after the City of Waupun and its sub recipients, if any, have made final payment and all other pending matters are closed. Specific record keeping requirements include:

- (a) Written Record of Procurement History – The City of Waupun must maintain and make available to WDOT and FTA written records detailing the history of each procurement. For all procurements above the micro-purchase level the City of Waupun must maintain records relating to:
- (1) Procurement Method – the City of Waupun must provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive;
 - (2) Contract Type – the City of Waupun must state the reasons for selecting the contract type it used;
 - (3) Contractor Selection – the City of Waupun must state its reasons for contractor selection or rejection;
 - (4) Contractor Responsibility – the City of Waupun must provide a written determination of responsibility for the successful contractor;
 - (5) Cost or Price – the City of Waupun must evaluate and state its justification for the contract cost or price; and
 - (6) Reasonable Documentation – the City of Waupun must retain documentation commensurate with the size and complexity of the procurement.

- (7) Vendor Verification – the City of Waupun must include verification of acceptance with a selected vendor/supplier/manufacturer through the Federal System of Award Management (SAM) for each project and associated project file.

- (b) Access to Records – the City of Waupun must provide FTA and WDOT officials, the Comptroller General, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any FTA project financed with Federal assistance.

- (c) Use of Technology/Electronic Commerce – the City of Waupun may use an electronic commerce system to conduct third party procurements. If the City of Waupun uses an electronic commerce system, then the following requirements apply:
 - (1) Sufficient System Capacity – the City of Waupun's system must have sufficient system capacity necessary to accommodate all Federal requirements for full and open competition.
 - (2) Written Procedures – Before any solicitation takes place, the City of Waupun must establish adequate written procedures to ensure that all information FTA/WDOT requires for project administration is entered into the system and can be made readily available to WDOT as needed.

3.3. Determination of Needs

The City of Waupun must maintain and follow adequate procedures for determining the types and amounts of products and services it needs to acquire. The City of Waupun shall comply with the following requirements when determining the types and amounts of products and services it needs to acquire.

3.4. Eligibility

All products and services to be acquired with FTA funds must be eligible under the Federal law authorizing the FTA assistance award and any regulations thereunder. All products and services to be acquired with FTA funds must also be eligible for support within the scope of the underlying grant or cooperative agreement from which the FTA assistance to be used is derived.

3.5. Necessity

The City of Waupun shall adhere to the following standards for avoiding the purchase of duplicative and/or unnecessary products and services it does not need.

3.5.1. Unnecessary Reserves

The City of Waupun shall limit the acquisition of Federally-assisted property and services to the amount it needs to support its operations.

3.5.2. Acquisition for Assignment Purposes

The City of Waupun shall contract only for its current and reasonably expected public transportation needs and shall not add quantities or options to third party contracts solely to permit assignment to another party at a later date. These limits on assignments, however, do not preclude joint procurements that are entered into simultaneously by two or more parties to obtain advantages unavailable for smaller procurements.

- (a) General Prohibition – The City of Waupun may contract only for its current and reasonably expected public transportation needs and may not add quantities or options to third party contracts solely to permit assignment to another party at a later date.
- (b) Changes in the Recipient’s Needs – WDOT and FTA recognize that the quantity of property or services a recipient reasonably believes it may need at the time of contract award may change. The City of Waupun’s later needs might decrease due to changed circumstances or honest mistakes. In those situations, the City of Waupun may assign its unneeded contract authority to another entity that would like to acquire the property or services.
- (c) Exceptions – These limits on assignments, however, do not preclude:
 - (1) Joint Procurements – The City of Waupun and one or more other FTA recipients may enter into a single procurement at the same time to obtain advantages unavailable for smaller procurements.
 - (2) Participation in WDOT Sponsored Vehicle Procurements – The City of Waupun may enter into contracts developed by the State of Wisconsin to acquire vehicles.
- (d) Procurement Size – For every procurement, the City of Waupun shall consider whether to consolidate or break out the procurement to obtain the most economical purchase. Absent efforts to foster greater opportunities for Disadvantaged Business Enterprises (DBEs), small and minority firms and women’s business enterprises, the City of Waupun shall not split a larger procurement merely to gain the advantage of micro-purchase or small purchase procedures.
- (e) Options – The City of Waupun shall justify, as needed, all option quantities included in every solicitation and contract. An option is a unilateral right in a contract by which, for a specified time, the City of Waupun may acquire additional equipment, supplies, or services than originally procured. An option may also extend the term of the contract.
- (f) Lease Versus Purchase – The City of Waupun shall review lease versus purchase alternatives for acquiring property and shall prepare or obtain an analysis to determine the most economical alternative. If the City of Waupun chooses to lease an asset then it must prepare a written comparison of the cost of leasing the asset compared with the cost of purchasing or constructing the asset.
- (g) Specifications – The City of Waupun’s procurement specifications shall clearly describe the products or services to be procured and shall state how the proposals will be evaluated. The City of Waupun’s procurement specifications shall not be exclusionary,

discriminatory, unreasonably restrictive or otherwise in violation of Federal or Wisconsin laws or regulations.

3.6. Contractor Responsibilities

The City of Waupun, in awarding contracts, financed in whole or in part, with FTA financial assistance, shall follow guidance in this section to evaluate contractor capabilities to perform the contract.

In addition to the Federal rules (2 CFR § 200.318(h)) that require contract awards be made only to responsible contractors, Federal transit law at 49 U.S.C. § 5325(j) limits third party contractor awards to those contractors capable of successfully performing under the terms and conditions of the proposed contract. Before selecting a contractor for award, the City of Waupun must consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

3.6.1. Debarment and Suspension

Debarment and suspension regulations and guidance include the following provisions.

3.6.1.1. DOT Debarment and Suspension Regulations

U.S. Department of Transportation (DOT) regulations, “Non-procurement Suspension and Debarment,” 2 CFR Part 1200 apply to each third party contract at any tier of \$25,000 or more, to each third party contract at any tier for a federally required audit (irrespective of the contract amount), and to each third party contract at any tier that must be approved by an FTA official irrespective of the contract amount (2 CFR § 1200). The City of Waupun shall apply DOT’s debarment and suspension requirements to itself and each third-party contractor at every tier to the extent required by DOT’s regulations that incorporate the requirements of Office of Management and Budget (OMB), “Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement)” (2 CFR § 180).

3.6.1.2. System for Award Management

The System for Award Management (SAM) combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. SAM includes the functionality from the following systems:

- Central Contractor Registry (CCR)
- Federal Agency Registration (Fedreg)
- Online Representations and Certifications Application
- Excluded Parties List System (EPLS)

At its discretion, the City of Waupun may collect a debarment and suspension certification from the prospective third party contractor or include a clause in the third party contract requiring disclosure. Additionally, it shall be the policy of the City of Waupun to verify that the prospective third party vendor is not listed as a debarred contractor on SAM.

3.6.2. Lobbying Certification and Disclosure

If a third-party contract will exceed \$100,000, before awarding the contract, the City of Waupun will obtain a lobbying certification, and if applicable, a lobbying disclosure from a prospective third party contractor (see DOT regulations, “New Restrictions on Lobbying,” 49 CFR Part 20, modified as necessary by 31 U.S.C. Section 1352).

3.6.3. Additional Requirements

In addition to the requirements outlined above, there are various requirements that may apply to the City of Waupun third-party contracts, depending upon the type of procurement and the anticipated dollar value of said contract. It is the responsibility of the City of Waupun to assess each procurement and determine the applicable FTA third party terms and conditions that should be included in the solicitation and contract documents. FTA Circular 4220.1F, Appendix D, has a matrix stipulating these conditions. These conditions may include:

- Federal Civil Rights Laws and Regulations
 - Federal Equal Employment Opportunity (EEO) Requirements
 - Nondiscrimination on the Basis of Sex
 - Nondiscrimination on the Basis of Age
 - Nondiscrimination in Federal Public Transportation Programs
 - Title VI of the Civil Rights Act
 - Environmental Justice
 - Limited English Proficiency (LEP)
 - Nondiscrimination on the Basis of Disability
- Socio-Economic Development Regulations
 - Disadvantaged Business Enterprises (DBE)
 - Small and Minority Firms and Women’s Business Enterprises
 - Sensitive Security Information
 - Seat Belt Use
- Socio-Economic Requirements for the Acquisition of Property and Services
 - Labor Regulations
 - Wage and Hour Requirements
 - Fair Labor Standards
- Environmental Protections
 - Environmental Mitigation
 - National Environmental Policy Act (NEPA)
 - Protections for Parks, Recreation Areas, Wildlife and Waterfowl Refuges, and Historic Sites
 - Clean Air
 - Clean Water
 - Recycled Products
 - Other Federal Environmental Protection Requirements
- Energy Conservation
- Preference for U.S. Property--Buy America

- Shipments of Property--U.S. Flag Requirements
 - Shipments by Ocean Vessel
 - Shipments by Air Carrier
 - Project Travel--Use of U.S. Flag Air Carriers
- Technical Restrictions on the Acquisition of Property and Services
 - Intelligent Transportation Systems (ITS)
 - Metric Measurements
 - Use of \$1 Coins
- Rolling Stock--Special Requirements
 - Accessibility
 - Transit Vehicle Manufacturer Compliance with DBE Requirements
 - Minimum Service Life
 - Spare Ratios
 - Air Pollution and Fuel Economy
 - Pre-award and Post Delivery Review
 - Bus Testing
 - In-State Dealers
 - Basis for Contract Award
 - Five-Year Limitation
- Public Transportation Services—Special Requirements
 - Protections for Public Transportation Employees
 - Drug and Alcohol Testing
 - Accessibility
 - Charter Service Restrictions
 - School Bus Restrictions
- Construction – Special Requirements
 - Bonding
 - Bid Guarantee
 - Performance Bond
 - Payment Bond
 - Anti-Kickback
 - Construction Safety
 - Labor Neutrality
 - Prevailing Wages

3.7. Bonding

Some procurements may require the City of Waupun to require the vendor to submit a bid bond, performance bond, or payment bond (typically construction projects). When bonding is required, the following conditions will apply.

3.7.1. Thresholds

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, WDOT may accept the bonding policy and requirements of the local government provided that

WDOT has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

3.7.1.1. Bid Guarantee

A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

3.7.1.2. Performance Bond

A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

3.7.1.3. Payment Bond

A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

3.7.2. Acceptable Sureties

Federal rules for non-governmental recipients requires the non-governmental recipient to obtain construction bonds from companies holding certificates of authority as acceptable sureties under Department of the Treasury regulations, “Surety Companies Doing Business with the United States,” (31 CFR Part 223). For a current list of approved sureties, see Department of the Treasury’s Listing of Approved Sureties (Department Circular 570). As FTA encourages governmental recipient to require similarly acceptable sureties, it shall be the policy of the City of Waupun to such accept sureties.

3.7.3. Reduced Bonding

The City of Waupun recognizes that bonding costs can be expensive. The City of Waupun will accept a local bonding policy that conforms to the minimums described in Section 3.4.1. If bonding levels are sought at levels less than these amounts, the City of Waupun must obtain the prior approval of WDOT/FTA. WDOT/FTA shall approve such requests only if it determines that the City of Waupun’s bonding policy adequately protects the Federal interest in the project.

3.7.4. Excessive Bonding

The City of Waupun will adhere to FTA’s rules on excessive bonding requirements (FTA Circular 4220.1F, Chapter IV, § 2h(1)(f)). However, if the City of Waupun determines it has a material risk of loss because of a failure of the prospective contractor, bonding requirements may exceed those outlined in Section 3.7.1 only with the prior approval of WDOT/FTA.

3.8. Preference for U.S. Property—Buy America

Any construction contract exceeding \$250,000 entered into by the City of Waupun with FTA assistance shall include provisions that require the third party contractor to provide property produced or manufactured in the United States for use in the construction project that the recipient acquires, unless FTA has granted a waiver authorized by those regulations. FTA cautions that its Buy America regulations are complex and different from the Federal “Buy American Act” regulations in FAR Subparts 25.1 and 25.2.

Property that the contractor acquires to perform its construction activities for the recipient, such as tools, machinery, and other equipment or facilities, is not covered by FTA’s Buy America requirements unless the recipient intends to take possession of that property upon completion of the project. Thus, if a third party contractor is acquiring property for its general inventory of equipment or facilities to conduct its overall business affairs, the City of Waupun may enter the cost of that acquisition into its calculations of overhead amounts applicable to the FTA assisted project irrespective of whether that property would comply with FTA’s Buy America regulations.

3.9. Accessibility

Facilities to be used in public transportation service must comply with 42 U.S.C. Sections 12101 *et seq.* and DOT regulations, “Transportation Services for Individuals with Disabilities (ADA),” 49 CFR § 37; and Joint ATBCB/DOT regulations, “Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles,” 36 CFR § 1192 and 49 CFR § 38. Notably, DOT incorporated by reference the ATBCB’s “Americans with Disabilities Act Accessibility Guidelines” (ADAAG), revised July 2004, which include accessibility guidelines for buildings and facilities, and are incorporated into Appendix A to 49 CFR Part 37. DOT also added specific provisions to Appendix A modifying the ADAAG, with the result that buildings and facilities must comply with both the ADAAG and amendments thereto in Appendix A to 49 CFR Part 37.

4. SOURCES OF ACQUISITIONS

4.1. Force Account

Force account means use of the City of Waupun own labor forces and equipment to undertake a project (typically construction, renovation, or repair). The use of force account labor is a project management function, rather than a procurement and contract administration function, except in the general sense of the local government's ability to perform work with its own forces rather than contracting with another entity to acquire the property or services it needs, and the cost implications of the recipient's decision. The City of Waupun does not charge force account labor to its FTA grants.

4.2. Joint Procurements

The City of Waupun may participate in joint procurements whereby the City of Waupun and one or more other entities agree from the outset to use a single solicitation document and enter into a single contract with a vendor for delivery of products or services. The following requirements apply to the City of Waupun's participation in joint procurements:

- Solicitation documents may not be drafted for the purpose of accommodating the needs of other parties that may later want to participate in the benefits of the contract.
- The City of Waupun is responsible for ensuring that the joint procurement solicitation and contract complies with all Federal requirements and that the solicitation document and contract includes all required clauses and certifications.

4.3. State or Local Government Purchasing Schedules or Purchasing Contracts

4.3.1. Definition

FTA uses the term "state or local government purchasing schedule" to mean an arrangement that a State or local government has established with several or many vendors in which those vendors agree to provide essentially an option to the State or local government, and its subordinate government entities, to acquire specific property or services in the future at established prices. These arrangements are somewhat similar to the General Services Administration's (GSA) Cooperative Purchasing Program available for Federal Government use.

4.3.2. Applicability of Federal Provisions

When obtaining property or services in this manner, the City of Waupun must ensure all Federal requirements, required clauses, and certifications (including Buy America) are properly followed and included, whether in the master intergovernmental contract or in the recipient's purchase document. While WDOT take all precautions to ensure that such provisions are in the original solicitation and contract documents, it is ultimately the City of Waupun's responsibility to ensure such documents and certifications are obtained.

If such requirements, clauses, and certifications were not included in the original purchase solicitation and contracts, the City of Waupun may request the vendor to append the required Federal clauses in the purchase order or other document that effects the City of Waupun’s procurement. When this method is used, the City of Waupun shall obtain Buy America certification before entering into the purchase order. This method cannot be used to circumvent FTA’s Buy America requirements.

4.3.3. Federal Supply Schedules

Purchases by the City of Waupun from Federal Supply Schedules established by the U.S. General Services Administration (GSA) are limited to the purchase of information technology (IT) products and to products and services to facilitate recovery from a major disaster. The following requirements apply to the City of Waupun’s purchases from GSA schedules:

- The City of Waupun is authorized to use GSA schedules for purchases of products and services to facilitate recovery from a major disaster that is declared by the President of the United States. Upon declaration of a major disaster by the President, the City of Waupun may purchase products and services from GSA schedules both in advance and in the aftermath of the emergency event. The City of Waupun shall be responsible for ensuring that the products and services acquired will only be used for recovery.
- The City of Waupun must ensure that all Federal requirements, required clauses and certifications are properly followed and included, whether in the master intergovernmental contract or the City of Waupun’s purchase document.
- The City of Waupun is required to evaluate the reasonableness of prices obtained from GSA schedules. GSA schedule pricing may not be used as a sole or single source for procurement. The City of Waupun may only use GSA schedule pricing as one of multiple pricing sources solicited in accordance with its requirements for small purchases described in Section 5.

4.3.4. Existing Contracts

The City of Waupun may use existing contract rights as an acquisition source. An “existing contract” means a contract that, when formed, was intended to be limited to the original parties thereto.

4.3.4.1. Permissible Actions

Within the conditions set forth below, the City of Waupun may use existing contract rights held by another recipient of FTA assistance:

- (a) Exercise of Options – The City of Waupun may use contract options held by another recipient of FTA assistance with the following limitations:
 - (1) Consistency with the Underlying Contract – The City of Waupun must ensure that the terms and conditions of the option it seeks to exercise are substantially similar to the terms and conditions of the option as stated in the original contract at the time it was awarded.

- (2) Price – The City of Waupun may not exercise an option unless it has determined that the option price is better than prices available in the open market, or that when it intends to exercise the option, the option is more advantageous.
 - (3) Awards Treated as Sole Source Procurements – The following actions constitute sole source awards:
 - i. Failure to Evaluate Options Before Awarding the Underlying Contract – If a contract has one or more options and those options were not evaluated as part of the original contract award, exercising those options after contract award will result in a sole source award.
 - ii. Negotiating a Lower Option Price – Exercising an option after the City of Waupun has negotiated a lower or higher price will also result in a sole source award unless that price can be reasonably determined from the terms of the original contract, or that price results from Federal actions that can be reliably measured.
- (b) Assignment of Contract Rights (“Piggybacking”) – If the City of Waupun finds that it has inadvertently acquired contract rights in excess of its needs, it may assign those contract rights to another WDOT sub recipient if the original contract contains an assignability provision that permits the assignment of all or a portion of the specified deliverables under the terms originally advertised, competed, evaluated, and awarded, or contains other appropriate assignment provisions. The City of Waupun may use contractual rights through assignment from another recipient of FTA assistance after first determining the contract price remains fair and reasonable, and the contract provisions are adequate for compliance with all Federal requirements. The City of Waupun need not perform a second price analysis if a price analysis was performed for the original contract; however, the City of Waupun must determine whether the contract price or prices originally established are still fair and reasonable before using those rights. The City of Waupun shall be responsible for ensuring the contractor’s compliance with FTA’s Buy America requirements and execution of all the required pre-award and post-delivery Buy America review certifications. Before proceeding with the assignment, however, the City of Waupun shall review the original contract to be sure that the quantities the assigning recipient acquired, coupled with the quantities that the City of Waupun seeks, do not exceed the amounts available under the assigning recipient’s contract.

4.3.4.2. Impermissible Actions

The City of Waupun may not use Federal assistance to finance:

- (a) Improper Contract Expansion – A contract has been improperly expanded when it includes a larger scope, greater quantities, or options beyond the recipient’s reasonably anticipated needs. A contract has also been improperly expanded when excess capacity has been added primarily to permit assignment of those contract rights to another entity.
- (b) Cardinal Changes – A significant change in contract work that causes a major deviation from the original purpose of the work or the intended method of achievement, or causes a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original

contract, is a cardinal change or “tag-on”. A change within the scope of the contract is not a cardinal change or “tag-on”.

4.4. The Open Market

The City of Waupun will acquire most of the property and services it needs through procurements in the open market using procedures described in Section 5 of this Manual.

5. PROCEDURES FOR OPEN MARKET PROCUREMENTS

5.1. Solicitation of Competitive Price Quotes, Bids or Proposals

Compliance with the solicitation procedures described in Section 5.4 below will fulfill FTA requirements for “full and open competition.”

5.2. Receipt and Evaluation of Unsolicited Proposals

The City of Waupun may enter into contracts based on an unsolicited proposal when authorized by applicable State law or regulation. Receipt of an unsolicited proposal does not, by itself, justify contract award without providing for full and open competition. Unless the unsolicited proposal offers a proprietary concept that is essential to contract performance, the City of Waupun must seek competition. To satisfy the requirement for full and open competition, the City of Waupun must take the following actions before entering into a contract resulting from an unsolicited proposal:

- Publicize its receipt of the unsolicited proposal;
- Publicize an adequate description of the products or services offered without improperly disclosing proprietary information or disclosing the originality of thought or innovativeness of the products or services sought;
- Publicize its interest in acquiring the products or services described in the proposal;
- Provide an adequate opportunity for interested parties to comment or submit competing proposals; and
- Publicize its intention to award a contract based on the unsolicited proposal or another proposal submitted in response to the publication.

If it is impossible to describe the products or services offered without revealing proprietary information or disclosing the originality of thought or innovativeness of the products or services sought, the City of Waupun may make a sole source award to the offeror. A sole source award may not be based solely on the unique capability of the offeror to provide the specific products or services proposed.

5.3. Prequalification

The City of Waupun may prequalify bidders, offerors, and products for procurement purposes; however, the City of Waupun is not required to do so. The decision of whether to require prequalification for eligibility to participate in procurement shall be made separately for every procurement and shall be approved by the City Administrator.

If the City of Waupun opts to prequalify bidders, offerors, and products for procurement purposes, the following conditions apply:

- The City of Waupun must ensure that all prequalification lists it uses are current;
- The City of Waupun must ensure that all prequalification lists it uses include enough qualified sources to provide maximum full and open competition; and

- The City of Waupun must permit potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date). The City of Waupun is not required to hold a particular solicitation open to accommodate a potential supplier that submits products for approval before or during that solicitation nor must the City of Waupun expedite or shorten prequalification evaluations of bidders, offerors, or products presented for review during the solicitation period.

5.4. Solicitation Requirements and Restrictions

Every procurement solicitation that the City of Waupun issues above the micro-purchase level (currently established in Federal guidance at \$10,000), must include the following information and be advertised in a manner that ensures adequate and open competition.

5.4.1. Description of the Property or Services

The solicitation and the contract awarded thereunder must include a clear and accurate description of the City of Waupun’s technical requirements for the products or services to be acquired in a manner that provides for full and open competition.

5.4.1.1. Descriptive Elements

The City of Waupun will prepare descriptions of property, goods, or service in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards. Detailed product specifications should be avoided if at all possible; however, there is no prohibition against their use when appropriate.

5.4.1.2. Quantities

Additional quantities or options above the City of Waupun’s needs at the time of acquisition may not be added to contracts solely to allow assignment of those quantities or options at a later date.

5.4.1.3. Brand Name or Equal

When it is impractical or uneconomical to provide a clear and accurate description of the technical requirements of the property to be acquired, a “brand name or equal” description may be used to define the performance or other salient characteristics of a specific type of property. The salient characteristics of the named brand that bidders or offerors must provide must be identified.

5.4.1.4. Prohibited Practices

Solicitations with requirements that contain features that unduly restrict competition may not be used. The City of Waupun shall not:

- Impose unreasonable business requirements for bidders or offerors.
- Impose unnecessary experience requirements for bidders and offerors.

- Use prequalification procedures that conflict with the prequalification standards described in Section 5.3.
- Make a noncompetitive award to any person or firm on a retainer contract with the City of Waupun if that award is not for the property or services specified for delivery under the retainer contract.
- Impose unreasonable restrictive bonding requirements on bidders and offerors in excess of FTA and state requirements.
- Specify only a “brand name” product without allowing offers of an “equal” product, or allowing an “equal” product without listing the salient characteristics that the “equal” product must meet to be acceptable for award.
- Specify in-state or local geographical preferences, or evaluating bids or proposals in light of in-state or local geographic preferences, even if those preferences are imposed by State or local laws or regulations. The only exception expressly mandated or encouraged by Federal law that may be applicable to the City of Waupun is the procurement of Architectural and Engineering (A&E) Services. Geographic location may be a selection criterion in the procurement of A&E services if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.
- Engage in practices that result in organizational conflicts of interest. An organizational conflict of interest occurs when any of the following circumstances arise:
 - Lack of Impartiality or Impaired Objectivity – When the bidder or offeror is unable, or potentially unable, to provide impartial and objective assistance or advice to the City of Waupun Transit due to other activities, relationships, contracts, or circumstances.
 - Unequal Access to Information – When the bidder or offeror has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
 - Biased Ground Rules – When during the conduct of an earlier procurement, the bidder or offeror has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.
- Support or acquiesce in noncompetitive pricing practices between firms or between affiliated companies.
- Take any arbitrary action in the procurement process.

5.4.2. Evaluation Factors.

All solicitations issued by the City of Waupun shall identify all factors to be used in evaluating bids or proposals. At the discretion of the City Administrator, the relative order of importance and/or weights may be communicated to prospective offerors.

5.4.3. Permissible Contract Types

The City of Waupun shall state the type of contract that will be awarded in all solicitation documents. The following types of contracts will typically be executed with the successful vendor:

5.4.3.1. Firm Fixed Price

A firm fixed price contract includes a price that remains fixed irrespective of the contractor's cost experience in performing the contract. A firm fixed price contract may include an economic price adjustment provision, incentives, or both.

5.4.3.2. Cost Reimbursement

A cost-reimbursement contract provides for payment of the contractor's allowable incurred costs, to the extent prescribed in the contract. Allowable costs may include incentives if the recipient believes they can prove helpful. Cost-reimbursement contracts are suitable for use only when uncertainties involved in contract performance do not permit costs to be estimated with sufficient accuracy to use any type of fixed price contract.

5.4.4. Prohibitive or Restricted Contract Types

The following contract types are prohibited or restricted:

5.4.4.1. Cost Plus Percentage of Cost

Cost plus Percentage of Cost type contracts are prohibited.

5.4.4.2. Time and Materials

Time and Materials type contracts may be used only after a written determination is made that no other contract type is suitable. In addition, the contract between the City of Waupun and the Contractor must specify a ceiling price that the Contractor may not exceed except at its own risk.

5.4.5. Other Federal Requirements Affecting the Property or Services to be Acquired

The solicitation and resulting contract must identify those Federal requirements that will affect contract scope and performance.

5.4.6. Other Federal Requirements Affecting the Bidder or Offeror and the Contractor

The solicitation and resulting contract must identify all Federal requirements that a bidder or offeror must fulfill before and during contract performance.

5.4.7. Reservation of Right to Award to Other Than the Low Bidder or Offeror

The solicitation must specifically reserve the City of Waupun's right to award a contract to other than the low bidder or offeror. If the solicitation documents do not specify this right, the City of Waupun will be obligated to award the contract to the low bidder.

5.4.8. Reservation of Right to Reject All Bids or Offers

The solicitation must specifically reserve the City of Waupun’s right to reject all bids or offers.

5.5. Methods of Procurement

The City of Waupun shall use competitive procedure(s) appropriate for the acquisition undertaken. The procedures used must comply with Wisconsin and local law as well as with Federal requirements. Federal restrictions vary with the type of procurement method used. The following guidance is based on the requirements of 2 CFR § 200.318 – 200.326, supplemented by FTA policies that address the needs of FTA recipients.

5.5.1. Micro-Purchases

5.5.1.1. Definition

Micro-purchases are those purchases of products and services that cost \$10,000 or less, as defined by 2 CFR §200.67 (or current threshold established by Federal Acquisition Regulations (FAR)); for purposes of this policy, the City of Waupun will use \$10,000 as the threshold for relatively simple purchases as a means to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

5.5.1.2. Approval Authority

Micro-purchases must be approved in writing by one of the following City of Waupun employees:

- Department Manager; or
- City Administrator.

5.5.1.3. Competition

The City of Waupun may acquire products and services valued at less than \$10,000 without obtaining competitive quotations. Micro-purchases should be distributed equitably among qualified suppliers.

Micro purchases are exempt from FTA’s Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even though the recipient uses micro-purchase procurement procedures.

5.5.1.4. Prohibited Divisions

The size or dollar value of procurements may not be divided or reduced merely to come within the micro purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBEs, small and minority firms and women’s business enterprises in the City of Waupun’s Federally-assisted procurements.

5.5.1.5. Documentation

Every micro-purchase must be accompanied by a written determination that the price is fair and reasonable and a description of how that determination was made.

5.5.2. Small Purchases

5.5.2.1. Definition

FTA defines small purchases are those purchases of products and services, including construction services, that cost greater than \$10,000 but not more than \$250,000. For purposes of this policy, The City of Waupun will consider small purchase those that cost greater than \$10,000 but not more than \$250,000.

5.5.2.2. Approval Authority

Small purchases must be approved in writing by one of the following City of Waupun employees:

- Common Council

5.5.2.3. Required Competition

Price or rate quotations must be obtained from an adequate number of qualified sources. It is the responsibility of the City of Waupun to ensure that an adequate number of quotations, bids, or proposals are received

5.5.2.4. Prohibited Divisions

The size or dollar value of procurements may not be divided or reduced merely to come within the small purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBEs, small and minority firms and women's business enterprises in the City of Waupun's Federally-assisted procurements

5.5.2.5. Documentation

Every small purchase must be documented in the grantee's written procurement history file. The level of documentation is stipulated in Section 6.6.1.

For small purchases, price quotations may be oral or written.

5.5.2.6. Special Considerations

The City of Waupun may acquire products and services directly from State contract vendors in lieu of competitively procuring such products and services itself through the small purchase method of procurement.

Small purchases are exempt from FTA's Buy America requirements.

The City of Waupun reserves the right to use formal purchase methods, even if small purchase thresholds are met, if the City Administrator believes it is in the best interests of the City of Waupun to do so.

5.5.3. Formal Purchases

5.5.3.1. Definition

Formal purchases are those purchases of products and services that cost greater than the current Federal threshold of \$250,000, as defined in 2 CFR § 200.88. For purposes of this policy, the City of Waupun will use formal procedures for all purchases over \$250,000.

5.5.3.2. Approval Authority

Large purchases must be approved in writing by the following the City of Waupun employees or officials:

- Common Council

No further delegation of approval authority for large purchases may be made.

5.5.3.3. Procurement Methods

There are two primary methods of procurement for large purchases of products and services:

- Sealed Bid method; and
- Competitive Proposal method.

5.5.3.4. Required Competition

Formal bids and competitive proposals must be publicly advertised.

For formal purchases by the sealed bid method of procurement, two or more responsible bidders must be willing and able to compete effectively for the business.

For formal purchases by the competitive proposal method of procurement, two or more offerors must be willing and able to submit an offer or proposal.

5.5.3.5. Required Documentation

Every formal purchase must, at a minimum, be supported by a written independent cost estimate, formal bids or proposals, a written cost or price analysis as appropriate, a written justification and detailed rationale for contractor selection (including application of evaluation criteria) and a written determination of the responsibility of the contractor. Additional documentation requirements are dependent upon the formal procurement method that is utilized to make the purchase.

5.5.3.6. Special Considerations

The City of Waupun may acquire products and services via state contract in lieu of competitively procuring such products and services itself through the sealed bid and competitive proposal methods of procurement.

5.5.3.7. Procedural Methods for Sealed Bids

The sealed bid method of procurement is a formal method in which bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the Invitation for Bids, is lowest in price. The vehicle through which bids are solicited is an Invitation for Bids (IFB). The IFB document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a bid, and the forms on which bids must be submitted.

(a) When Appropriate – The sealed bid method of procurement is the preferred method for acquiring products and services that, including construction services, cost greater than \$250,000. The sealed bid method of procurement may also be used for small purchases if it is determined to be appropriate. The sealed bid method of procurement is appropriate if the following conditions apply:

- (1) Precise Specifications – A complete, adequate, precise, and realistic specification or purchase description is available.
- (2) Adequate Sources – Two or more responsible bidders are willing and able to compete effectively for the business.
- (3) Fixed Price Contract – The procurement generally lends itself to a firm fixed price contract.
- (4) Price Determinative – The successful bidder can be selected on the basis of price and those price-related factors listed in the solicitation including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken. Apart from responsibility determinations, contractor selection may not be determined on the basis of other factors whose costs cannot be measured at the time of award.
- (5) Discussions Unnecessary – Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract will be made based on price and price-related factors alone.

(b) Requirements for Sealed Bids – The following requirements apply to the sealed bid method of procurement:

- (1) Publicity – The Invitation for Bids must be publicly advertised.
 - i. The City Administrator shall ensure that sufficient time is allowed to prepare bids before the date of bid opening.
 - ii. Notice of bidding opportunities may be provided in other ways in addition, but not as a substitute, to a published notice. The methods may include, but not necessarily be limited to:

- a. Direct notice, based on compiled vendor lists or from pre-qualification list, sent to prospective offerors; or
 - b. Use of advertisement by electronic means.
- (2) Adequate Sources – Bids must be solicited from an adequate number of known suppliers.
 - (3) Adequate Specifications – The Invitation for Bids, including any specifications and pertinent attachments, must describe the property or services sought in sufficient detail that a prospective bidder will be able to submit a proper bid.
 - (4) Sufficient Time – Bidders must be allowed sufficient time to prepare bids before the date of bid opening.
 - (5) Public Opening – All bids must be publicly opened at the time and place prescribed in the Invitation for Bids.
 - (6) Fixed Price Contract – A firm fixed price contract must be awarded in writing to the lowest responsive and responsible bidder unless the Invitation for Bids specifically allowed for award of a fixed price incentive contract or the inclusion of an economic price adjustment provision.
 - (7) Rejection of Bids – Any or all bids may be rejected if there is a sound, documented business reason.

5.5.3.8. Competitive Proposals

The competitive proposal method of procurement is a formal method in which written proposals are publicly solicited and a contract is awarded to the responsible offeror whose proposal, taking into consideration price and other factors, is considered to be the most advantageous to the City of Waupun or that is considered to be the “best value” to the City of Waupun. The vehicle through which proposals are solicited is Request for Proposals (RFP). The RFP document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a proposal and the forms on which proposals must be submitted, if applicable.

(a) When Appropriate – The competitive proposal method of procurement is appropriate for the acquisition of products and services that cost greater than \$250,000 when the nature of the procurement does not lend itself to sealed bidding and the City of Waupun expects that more than one source will be willing and able to submit a proposal. The competitive proposal method of procurement may also be used for small purchases if it is determined to be appropriate. The competitive proposal method of procurement may not be used for the procurement of construction services. The competitive proposal method of procurement is appropriate when any of the following circumstances are present:

- (1) Type of Specifications – The products or services to be acquired are described in a performance or functional specification, or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing contract award on factors other than price alone are present.
- (2) Uncertain Number of Sources – Uncertainty about whether more than one bid will be submitted in response to an Invitation for Bids.

- (3) Price Alone Not Determinative – Due to the nature of the procurement, contract award need not be based exclusively on price or price-related factors.
 - (4) Discussions Expected – Separate discussions with individual offerors are expected to be necessary after they have submitted their proposals.
- (b) Requirements for Competitive Proposals – The following requirements apply to the competitive proposal method of procurement:
- (1) Publicity – The Request for Proposals must be publicly advertised.
 - (2) Evaluation Factors – All evaluation factors and their relative importance must be specified in the solicitation, but numerical or percentage ratings or weights need not be disclosed.
 - (3) Adequate Sources – Proposals must be solicited from an adequate number of qualified sources.
 - (4) Evaluation Method – A specific method must be established and used to conduct technical evaluations of the proposals received and to determine the most qualified offeror.
 - (5) Price and Other Factors – An award must be made to the responsible offeror whose proposal is most advantageous to the City of Waupun or that represents the “best value” to the City of Waupun with price and other factors considered.
 - (6) Best Value – The City of Waupun may award a contract to the offeror whose proposal provides the greatest value to the City of Waupun. To do so, the solicitation must inform potential offerors that the award will be made on a “best value” basis and identify what factors will form the basis for award. The City of Waupun must base its determination of which proposal represents the “best value” on an analysis of the tradeoff of qualitative technical factors and price or cost factors.

5.5.3.9. Two-Step Procurements

The City of Waupun may use two-step procurement procedures in both sealed bid and competitive proposal procurements, provided the opportunity for full and open competition is retained.

- (a) Review of Technical Qualifications and Approach – The first step is a review of the prospective contractors’ technical approach to the City of Waupun’s request and their technical qualifications to carry out that approach followed by the establishment of a competitive range consisting of prospective contractors that demonstrate a technically satisfactory approach and have satisfactory qualifications.
- (b) Review of Bids and Proposals Submitted by Qualified Prospective Contractors – The second step consists of soliciting and reviewing complete bids or proposals, including price, submitted by each prospective contractor determined to be qualified. Absent exceptional circumstances, bids or proposals must be solicited from at least three qualified prospective contractors.

5.5.3.10. Architectural and Engineering (A&E) Services and Other Services

FTA's enabling legislation at 49 U.S.C. § 5325(b)(1) requires the use of the qualifications-based procurement procedures contained in the "Brooks Act," 40 U.S.C. § 1101 through 1104, to acquire A&E services.

- (a) Qualifications-Based Procurement Procedures Required – The City of Waupun must use qualifications-based procurement procedures to acquire architectural and engineering (A&E) services as well as certain other services that are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property. In addition to A&E services, other services that must be procured by qualifications-based procurement procedures include:
- Program management;
 - Construction management;
 - Feasibility studies;
 - Preliminary engineering;
 - Design, architectural, engineering;
 - Surveying, mapping; and
 - Other related services.

The nature of the work to be performed and its relationship to construction, not the nature of the prospective contractor, determine whether qualifications-based procurement procedures may be used.

- (b) Qualifications-Based Procurement Procedures Prohibited – Unless FTA determines otherwise in writing, qualifications-based procurement procedures may not be used to acquire other types of services if those services are not directly in support of, directly connected to, directly related to, or do not lead to construction, alteration, or repair of real property. Qualifications-based procurement procedures may not be used for actual construction, alteration or repair to real property.
- (c) Qualifications-Based Procurement Procedures – The following procedures apply to qualifications-based procurements:
- (1) Qualifications – Unlike other two-step procurement procedures in which price is an evaluation factor, an offeror's qualifications are evaluated to determine contract award.
 - (2) Price – Price is excluded as an evaluation factor.
 - (3) Most Qualified – Price negotiations are first conducted with only the most qualified offeror.
 - (4) Next Most Qualified - Only after failing to agree on a fair and reasonable price may negotiations be conducted with the next most qualified offeror. Then, if necessary, negotiations with successive offerors in descending order may be conducted until contract award can be made to the offeror whose price the recipient believes is fair and reasonable.

5.6. Procurement by Other Than Full and Open Competition

Normally, the City of Waupun must provide for full and open competition when soliciting bids or proposals. Federal regulations at 2 CFR § 200.320(f)(1) – (4), however, acknowledges that under certain circumstances, a recipient may conduct procurements without providing for full and open competition.

5.6.1. When Appropriate

Noncompetitive procurement procedures may only be used when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals, and at least one of the following circumstances are present:

5.6.1.1. Competition Adequacy

After soliciting several sources and receiving an inadequate response, the City of Waupun shall review its specifications to determine if they are unduly restrictive or if changes can be made to encourage submission of more price quotes, bids or proposals. If the City of Waupun determines that the specifications are not unduly restrictive and changes cannot be made to encourage greater competition, the City of Waupun may determine the original competition adequate and complete the purchase from among the sources that submitted a price quote, bid or proposal. A cost analysis must be performed in lieu of a price analysis when this situation occurs.

5.6.1.2. Sole Source

When the City of Waupun requires products or services available from only one responsible source, and no other products or services will satisfy its requirements, the City of Waupun may make a sole source award. In addition, when the City of Waupun requires an existing contractor to make a change to its contract that is beyond the scope of that contract, the City of Waupun will consider the change a sole source award that must be justified. Sole source awards are only appropriate when one of the following conditions apply:

- (a) Unique Capability or Availability – The products or services are available from only one source if one of the conditions described below is present:
 - (1) Unique or Innovative Concept – The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the City of Waupun only from one source and has not in the past been available to the City of Waupun from another source.
 - (2) Patents or Restricted Data Rights – Patent or data rights restrictions preclude competition.
 - (3) Substantial Duplication Costs – In the case of a follow-on contract for the continued development or production of highly specialized equipment and major

components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.

- (4) Unacceptable Delay – In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the City of Waupun needs.
- (b) Single Bid or Proposal – Upon receiving a single bid or proposal in response to a solicitation, the City of Waupun should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.
 - (1) Adequate Competition – Competition is adequate when the reasons for a single response were caused by conditions beyond the City of Waupun’s control.
 - (2) Inadequate Competition – Competition is inadequate when the reasons for a single response were caused by conditions within the City of Waupun’s control.
 - (c) Unusual and Compelling Urgency – The City of Waupun may limit the number of sources from which it solicits bids or proposals when the City of Waupun has such an unusual and urgent need for the products or services that the City of Waupun would be seriously injured unless it were permitted to limit the solicitation. The City of Waupun may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the products or services.
 - (d) Authorized by WDOT – The City of Waupun may request permission from WDOT to allow it to use noncompetitive proposals for a particular procurement.
 - (e) When Prohibited – Less than full and open competition is not justified based on:
 - (1) Failure to Plan – The City of Waupun’s lack of advance planning, resulting in limited competition, is not justification for a sole source or single bid award.
 - (2) Limited Availability of Federal Assistance – Concerns about the amount of Federal assistance available to support the procurement;
 - (f) Procurement Procedures – The following requirements apply when the City of Waupun completes a procurement utilizing less than full and open competition:
 - (1) Potential Sources – The City of Waupun must solicit offers from as many potential sources as is practicable under the circumstances.
 - (2) Sole Source Justification – The City of Waupun must justify all sole source procurements in writing. Sole source procurement justifications must describe the reasons for why a sole source procurement is appropriate, state which of the authorized justifications listed in Section 5.6.1.2 are applicable, include a cost analysis and be signed by the City Administrator. If the City of Waupun decides to solicit an offer from only one source, the City of Waupun must justify its decision in writing. The written justification must include the same elements as a sole

source justification except that it must state which of the authorized justifications listed in Section 5.6.1.2 are applicable to the sole source purchase.

(3) Cost Analysis – The City of Waupun must prepare or obtain a cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits. A price analysis shall not be adequate to justify a sole source purchase.

(g) Exception for Procurement Activities Using Non-FTA Funds – When it is determined by the City Administrator to be in the best interest of the City of Waupun, noncompetitive procurement procedures may be utilized to acquire professional or other transportation-related services that do not involve the use of FTA financial assistance. Any such determination must be made in writing and signed by the City Administrator.

5.7. Evaluation Requirements

The following standards shall apply to all evaluations of bids or proposals conducted by the City of Waupun.

5.7.1. General

When evaluating bids or proposals received in response to a solicitation, the City of Waupun shall consider all evaluation factors specified in the solicitation documents and shall evaluate the bids or offers proposals only on the evaluation factors included in those solicitation documents. The City of Waupun may not modify its evaluation factors after bids or proposals have been received without re-opening the solicitation.

5.7.2. Options

The following standards shall apply when awarding contracts that include options:

5.7.2.1. Evaluation Required

In general, the City of Waupun must evaluate bids or offers for any option quantities or periods contained in a solicitation if it intends to exercise those options after the contract is awarded.

5.7.2.2. Evaluation Not Required

The City of Waupun need not evaluate bids or offers for any option quantities when the City of Waupun does not intend to exercise those options after the contract is awarded or if it determines that evaluation would not otherwise be in its best interests.

5.7.2.3. Evaluators

In addition to evaluators with experience in technical or public policy matters related to the procurement, other evaluators may also include auditors and financial experts to the extent that the City Administrator determines would be necessary or helpful. If the City of Waupun lacks

qualified personnel within its organization, it may solicit evaluators from other transit organizations or may contract for evaluation services. If it does so, the procurement procedures in this policy will apply to those contracts and to those contractors selected to perform evaluation functions on behalf of the recipient.

5.8. Contract Award Requirements

The following standards shall apply to all contract award decisions made by the City of Waupun:

5.8.1. Award to Other Than the Lowest Bidder or Offeror

The City of Waupun may award a contract to other than the lowest bidder if the award furthers an objective consistent with the purposes of 49 U.S.C. Chapter 53, including improved long-term operating efficiency and lower long-term costs. The City of Waupun may also award a contract to other than the offeror whose price proposal is lowest, when stated in the evaluation factors of the solicitation. In both cases, the City of Waupun must include a statement in its solicitation document reserving the right to award the contract to other than the low bidder or offeror.

5.8.1.1. Award Only to a Responsible Bidder or Offeror

The City of Waupun may only award contracts to responsible contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract and who demonstrate that its proposed subcontractors also qualify as responsible. The City of Waupun must consider such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources when making a determination of contractor responsibility. The City of Waupun must also ensure that the contractor is not listed as a debarred or suspended contractor on the System for Award Management (SAM), which is maintained by the General Services Administration (GSA), at the time of contract award. Entities that are listed as debarred or suspended contractors on SAM may not be determined to be responsible contractors by the City of Waupun. For every procurement action above the micro-purchase level, the City of Waupun must make a written determination of the responsibility of the contractor and include such determination in the applicable contract file (See Section 3.6).

To designate a prospective contractor “responsible” as required by 49 U.S.C. § 5325, the City of Waupun, at a minimum, must determine and ensure that the prospective contractor satisfies the following criteria described herein. In addition to being otherwise qualified and eligible to receive the contract award under applicable laws and regulations, a responsible contractor:

- (a) Integrity and Ethics – Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A).
- (b) Debarment and Suspension – Is neither debarred nor suspended from Federal programs under DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4.

- (c) Affirmative Action and DBE – Is in compliance with the Common Grant Rules’ affirmative action and FTA’s Disadvantaged Business Enterprise requirements.
- (d) Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § Section 5325(j)(2)(B).
- (e) Administrative and Technical Capacity – Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).
- (f) Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations.
- (g) Financial Resources – Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).
- (h) Production Capability – Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
- (i) Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (j) Performance Record – Is able to provide a:
 - (1) Current Performance – Satisfactory current performance record; and
 - (2) Past Performance – Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:
 - i. Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,
 - ii. Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient’s solicitation, and
 - iii. Any Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror’s control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. WDOT expects the City of Waupun to consider the number of the bidder or offeror’s contracts involved and the extent of deficient performance in each contract when making this determination.

5.8.1.2. Rejection of Bids and Proposals

The City of Waupun may reject all bids or proposals submitted in response to an Invitation for Bids or Request for Proposals. The City of Waupun must include a statement in its solicitation document reserving the right to reject all bids or proposals.

- (a) Extent and Limits of Contract Award – The selection of a contractor to participate in one aspect of a project does not, by itself, constitute a sole source selection of the contractor's wholly owned affiliates to perform other work in connection with the project.

5.9. Independent Cost Estimate and Cost and Price Analysis

5.9.1. Independent Cost Estimate

For every procurement, the City of Waupun shall make a written independent estimate of cost prior to receiving price quotes, bids or proposals.

5.9.2. Cost or Price Analysis

The City of Waupun shall perform a cost or price analysis in connection with every procurement over \$250,000 and for all contract modifications.

5.9.2.1. Price Analysis

If the City of Waupun determines that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

5.9.2.2. Cost Analysis

The City of Waupun must perform or obtain a cost analysis when:

- (a) A price analysis will not provide sufficient information to determine the reasonableness of the contract cost.
- (b) When the offeror submits elements of the estimated cost.
- (c) When only a sole source is available, even if the procurement is a contract modification.
- (d) In the event of a change order.

5.9.3. Approval of Contracts

All contracts must be signed by the Mayor.

6. CONTRACT ADMINISTRATION REQUIREMENTS AND CONSIDERATIONS

6.1. City of Waupun Staff Responsibilities

Prior to execution of third party contracts, the City of Waupun shall designate a Project Manager to serve as the City of Waupun principal contact with the contractor and as the primary administrator of the contract. The designated Project Manager for each contract shall have responsibility for directing and overseeing the work performed by the contractor; reviewing and approving deliverables and invoices from the contractor; determining percentage of contract completion for progress payments (if applicable); making recommendations on the exercise of contract options (if applicable); recommending contract changes; preparing justifications for contract changes; performing independent cost estimates and cost or price analyses for contract changes; making recommendations on approval or rejection of subcontractors; assisting with the resolution of contract disputes; making recommendations on contract termination or other contractor disciplinary actions; maintaining complete contract files; and other contract administration duties that may be necessary.

6.2. Administrative Restrictions on the Acquisition of Property and Services

The following Federal laws and regulations impose administrative requirements, many of which will affect specific third party procurements.

6.2.1. Legal Eligibility

The property or services acquired must be eligible for support under the restrictions accompanying the Federal statute authorizing the Federal assistance to be used.

6.2.2. Scope of the Project

The property or services acquired must be eligible for support within the scope of the underlying grant or cooperative agreement from which the Federal assistance to be used is derived.

6.2.3. Period of Performance

The City of Waupun will use sound business judgment and be judicious in establishing and extending a contract's period of performance.

6.2.3.1. General Standards

The period of performance generally should not exceed the time necessary to accomplish the purpose of the contract. The City of Waupun will also consider competition, pricing, fairness, and public perception. The City of Waupun's procurement files will document its rationale for determining the performance period designated for each contract.

6.2.3.2. Time Extensions

Consistent with the general tone of FTA Circular 4220.1F, contract time extensions shall be considered in light of whether they are permissible changes or impermissible cardinal changes. Once the City of Waupun awards a third party contract, an extension of the contract term length that amounts to a cardinal change will require a sole source justification.

6.2.3.3. Authority to Extend

The Mayor has the sole authority to approve and execute contract modifications. The City Administrator for the contract shall recommend all contract time; prior to making a recommendation for a contract time extension. The City Administrator shall prepare a written justification and cost analysis (if applicable) for the contract time extension and shall negotiate the appropriate contract modification with the contractor.

6.3. Federal Cost Principles

Federal rules require project costs to conform to applicable Federal cost principles for allowable costs. In general, costs must be necessary and reasonable, allocable to the project, authorized or not prohibited by Federal law or regulation, and must comply with Federal cost principles applicable to the recipient.

6.4. Payment Provisions

The City of Waupun will follow the provisions of this section when using FTA funds to support its third party contracts.

6.4.1. Financial Support for the Project

Costs may only be incurred by the City of Waupun if WDOT has awarded a financial assistance contract to the City of Waupun.

6.4.1.1. Progress Payments

Progress payments are payments for contract work that has not been completed. The City of Waupun may use WDOT assistance to support progress payments provided the recipient obtains adequate security for those payments and has sufficient written documentation to substantiate the work for which payment is requested.

6.4.1.2. Adequate Security for Progress Payments

Adequate security for progress payments may include taking title or obtaining a letter of credit or taking equivalent measures to protect the recipient's financial interest in the progress payment. Adequate security should reflect the practical realities of different procurement scenarios and factual circumstances. The City of Waupun should always consider the costs associated with providing security (for example, the recipient may need to acquire bonds or letters of credit in the commercial marketplace) and the impact of those costs on the contract price, as well as the consequences of incomplete performance.

6.4.1.3. Adequate Documentation

Sufficient documentation is required to demonstrate completion of the amount of work for which progress payments are made.

6.4.1.4. Percentage of Completion Method

Federal rules require that any progress payments for construction contracts be made on a percentage of completion method described therein. The City of Waupun, however, may not make progress payments for other than construction contracts based on this percentage method.

6.5. Protections Against Performance Difficulties

The City of Waupun shall include provisions in its third party contracts that will reduce potential problems that might occur during contract performance, as follows:

6.5.1. Changes

The City of Waupun shall include provisions that address changes and changed conditions in all third party contracts except for routine supply contracts.

6.5.2. Remedies

The City of Waupun shall include provisions that address remedies in its third party contracts. Provisions related to remedies may include provisions for:

6.5.2.1. Liquidated Damages

The City of Waupun may use liquidated damages if the City of Waupun reasonably expects to suffer damages through delayed contract completion, or if weight requirements are exceeded, and the extent or amount of such damages are uncertain and would be difficult or impossible to determine. Rate and measurement standards must be calculated to reasonably reflect the City of Waupun's costs should the standards not be met, and must be specified in the solicitation and contract. The assessment for damages may be established at a specific rate per day for each day beyond the contract's delivery date or performance period. A measurement other than a day or another period of time, however, may be established if that measurement is appropriate, such as weight requirements in a rolling stock purchase. The contract file must include a record of the calculation and rationale for the amount of damages established. Any liquidated damages recovered must be credited to the project account.

6.5.2.2. Violation or Breach

Third party contracts exceeding \$100,000 must include administrative, contractual, or legal remedies for violations or breach of the contract by the third party contractor.

6.5.2.3. Suspension of Work

The City of Waupun may include provisions pertaining to suspension of work in its third party contracts.

6.5.2.4. Termination

Termination for cause and termination for convenience provisions must be included in third party contracts exceeding \$10,000.

6.6. Contents of Complete Contract Files

The following documents shall comprise the contents of a complete contract file for procurements above the micro-purchase level:

6.6.1. Written Record of Procurement History

The City of Waupun shall maintain written records detailing the history of the procurement, including records relating to:

6.6.1.1. Procurement Method

The City of Waupun must provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive.

6.6.1.2. Contract Type

The City of Waupun must state the reasons for selecting the contract type it used.

6.6.1.3. Contractor Selection

The City of Waupun must state its reasons for contractor selection or rejection, including written justification and evaluation documents.

6.6.1.4. Contractor Responsibility

The City of Waupun must provide a written determination of responsibility for the successful contractor.

6.6.1.5. Cost or Price

The City of Waupun must evaluate and state its justification for the contract cost or price, including the independent cost estimate and cost or price analysis.

6.6.1.6. Reasonable Documentation

The City of Waupun must retain documentation commensurate with the size and complexity of the procurement, including documents related to solicitation, receipt and evaluation of offers, and contract award, negotiation and execution.

6.7. Access to Records

Federal rules (49 U.S.C. § 5325(g)) provide FTA and WDOT officials, the Comptroller General, or any of their representatives, access to and the right to examine and inspect all records, documents, and papers, including contracts, related to any FTA project financed with Federal assistance authorized by 49 U.S.C. Chapter 53.

6.8. Contract Administration and Close-Out Documents

The City of Waupun shall maintain written records detailing the performance and close-out of the contract, including records relating to:

6.8.1. Contractor Performance

The City of Waupun must maintain documents related to contractor adherence to budget and schedule, compliance with contract terms and conditions, DBE participation, progress reports, disputes and disciplinary actions.

6.8.2. Contract Deliverables

The City of Waupun must maintain copies of all contract deliverables and records relating to approval, rejection and requested modifications of contract deliverables.

6.8.3. Contract Changes

The City of Waupun must maintain copies of all contract modifications, including documentation related to the determination of need, written justification and rationale, cost analysis, negotiation and execution.

6.8.4. Contract Payments

The City of Waupun must retain documentation of invoices, approval of payments, requests for modifications to invoices, determination of percentage of contract completion for partial payments (if applicable), and ownership of title to partial work products.

6.8.5. Contract Close-Out

The City of Waupun must retain documentation related to contractor performance and evaluation, approval of final deliverables and payments, transfer of title to complete work products to the City of Waupun, and contract audit and final reconciliation.

6.9. Protest Procedures

6.9.1. Statement of Policy

The City of Waupun is responsible for resolving all contractual and administrative issues, including protests of evaluations and contract awards, arising out of its third party procurements using good administrative practices and sound business judgment.

In general, WDOT will not substitute its judgment for that of the City of Waupun unless the matter is primarily a Federal concern. Nevertheless, WDOT and FTA can become involved in the City of Waupun's administrative decisions when the City of Waupun protest decision is appealed to WDOT.

The City of Waupun shall give timely notification to WDOT when it receives a third party procurement protest and will keep FTA informed about the status of any such protest. The City of Waupun shall disclose all information about any third party procurement protest to WDOT upon request.

The City of Waupun's procedure for addressing third party procurement protests is described in Paragraph 6.9.2 below. The City of Waupun shall insert its protest procedure in all solicitation documents for products and services having an estimated value of \$100,000 or greater.

6.9.2. City of Waupun Staff Responsibilities

The following staff responsibilities shall be assigned in all protests:

- City Administrator – Responsibilities include: ensuring that the City of Waupun Protest Procedure is included in all solicitation documents; and providing information to and assisting the Mayor and Common Council with the resolution of protests.
- City Attorney – Responsibilities include: reviewing all procurement protests; and advising and assisting the City of Waupun as needed with the resolution of all procurement protests.

6.9.3. Solicitation Provision

The City of Waupun shall insert the following provision in all solicitation documents:

6.9.3.1. Pre-Proposal Protests

All protests concerning solicitation specifications, criteria and/or procedures shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the City Administrator as specified below not later than ten (10) business days prior to the deadline for submission of bids/proposals.

The City Administrator may, within their discretion, postpone the deadline for submission of bids/proposals, but in any case, shall provide a written response to all protests not later than five (5) business days prior to the deadline for submission of bids/proposals. If the deadline for submission of bids/proposals is postponed by the City Administrator as the result of a protest the postponement will be announced through an addendum to the solicitation.

The decision by the City Administrator shall be the final agency decision on the matter but shall be subject to judicial review as set forth by FTA below.

6.9.3.2. Pre-Award Protests

With respect to protests made after the deadline for submission of bids/proposals but before contract award by the City of Waupun, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process, the City of Waupun's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the City Administrator as specified below not later than five (5) business days after the Recommendation for Contract Award announcement by the City of Waupun.

The City Administrator may, within their discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than three (3) business days prior to the date that the City of Waupun shall announce the contract award.

The decision by the City Administrator shall be the final agency decision on the matter but shall be subject to judicial review as set forth or review by WDOT as specified below.

6.9.4. Requirements for Protests

All protests must be submitted to the City of Waupun in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor, and be signed by the Protestor. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by the City of Waupun.

All protests must be directed in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the City Administrator at the address shown in the solicitation documents.

6.9.5. Protest Response

The City Administrator shall issue written responses to all protests received by the required protest response dates. All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.

For convenience, the City of Waupun will also send a copy of the response to a protest to the Protester by facsimile and/or electronic mail if a facsimile number and/or electronic mail address are indicated in the protest letter. The protest response transmitted by U.S. Postal Service shall be the official City of Waupun response to the protest and the City of Waupun will not be responsible for the failure of the Protester to receive the protest response by either facsimile or electronic mail.

6.9.6. Review of Protests by WDOT

All protests involving contracts financed with Federal assistance shall be disclosed to WDOT. Protesters shall exhaust all administrative remedies with the City of Waupun prior to pursuing protests with WDOT. WDOT limits its reviews of protests to: a grantee's failure to have or follow its protest procedures; a grantee's failure to review a complaint or protest when presented an opportunity to do so; or violations of Federal law or regulation. Appeals to WDOT must be received within five (5) working days of the date the Protester has received actual or constructive notice of the City of Waupun's final decision or within five (5) working days of the date the Protester has identified other grounds for appeal to WDOT.



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23

TITLE: Resolution to Adopt a Procurement Protest Procedure

AGENDA SECTION: ORDINANCES-RESOLUTIONS

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

During the City’s Taxi Grant Compliance Audit, it was discovered that the City does not have an adopted procurement protest procedure in regards to disputes that may arise from those who provide a bid to the City when purchasing items with Federal Transit Administration Funds. As a recipient of Federal Funding for the Taxi program, the City is required to have this procedure in place. The attached document will bring the City into compliance with the grant requirements.

STAFF RECOMMENDATION:

Request action to approve the Resolution to Adopt the Procurement Protest Procedure

ATTACHMENTS:

Procurement Protest Procedures

RECOMMENDED MOTION:

Motion to adopt Resolution No. _____, A Resolution to Adopt Procurement Protest Procedures

COMMON COUNCIL
CITY OF WAUPUN, WI

RESOLUTION NO. _____

A RESOLUTION TO ADOPT THE PROCUREMENT PROTEST PROCEDURES

WHEREAS, the Common Council of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, by this Resolution adopted by a majority vote of the Common Council on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

WHEREAS, the City of Waupun procures goods and services through a competitive bidding process when required by its purchasing policies or Wisconsin State Statutes, which generally includes a determination of lowest responsive and responsible bidder; and

WHEREAS, it is a requirement that the City of Waupun have a Procurement Protest Procedure in place as a recipient of Federal Funds; and

WHEREAS, in a situation where one or more applicants or bidders protest a contract to be awarded to another bidder or to protest a determination that it is not qualified to bid on a contract and it would be beneficial to City departments to have available to them a uniform procedure for making final determinations on such matters; and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council for the City of Waupun hereby authorizes the following Procurement Protest Procedures, attached hereto as Exhibit "A" and incorporated by this reference.

Adopted this ____ day of _____, 2023

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk

PROCUREMENT PROTEST PROCEDURES

The City of Waupun has developed the following procedures to handle and resolve disputes relating to the procurement process:

Notification

- Any party registering a bid award protest, must do so in writing within 10 days from the date of the issuance of the bid award. Upon receiving a written bid protest, City of Waupun will provide the protester with a copy of the City of Waupun protest procedures and a protest form, via e-mail or by fax within 15 days of the complainant's filing. No Verbal Protest Complaints will be addressed.
- Protests must be in written form and addressed to the City of Waupun City Administrator, 201 E. Main St, Waupun, WI 53963
 - The written protest should contain the following information:
 - Name and Title of Complainant
 - Name and Address of Business
 - Phone Number, E-Mail Address, Fax Number
 - Nature and extent of the protest
 - Documentation of Claims
 - Action requested

Response

- The City of Waupun City Administrator will review and respond in writing, to each substantive issue raised in the written protest within 15 working days. Depending on the nature of the complaint or protest, the City Administrator may respond, or may refer the complaint or protest to the City of Waupun Common Council. In either case, a response must be rendered within fifteen working days.
- The final step in the local protest procedure process rests with the City of Waupun Common Council. If the complainant is not satisfied with the response made by the City of Waupun City Administrator, the complainant may request a review by the City of Waupun Common Council via certified mail addressed to the City of Waupun Common Council and copy sent to the City Administrator, no more than 5 days after the Administrator's written decision. The Common Council at its discretion has the right to review the request or by inaction, let the City Administrator's decision stand. If there is no response from the Common Council within 5 business days the City Administrator's decision is affirmed.
- If the Common Council chooses to review the complaint, the Council will invite the protester to provide the following written information and details.

- The information provided to the City of Waupun Common Council should include:
 - Original complaint form
 - City Administrator's written response
 - Additional information submitted to or requested by the Common Council
 - All documentation and pertinent facts relating to the dispute
 - City Administrator's recommendation
- After reviewing the written protest information, the City of Waupun Common Council will make a recommendation and provide a written response to the complainants protest. If the Common Council so chooses, it may prior to its final recommendations, invite the complainant to address the protest issue at a meeting scheduled by the Common Council. However, the City of Waupun Common Council at its sole discretion may choose to render its decision without consulting the complainant based solely on the evidence and information before it.
- After the conclusion of the Common Council's deliberations and decision, the City Administrator shall provide the Common Council's record of decision to the complainant within 10 business days.
- All decisions rendered by the City of Waupun Common Council are final. This completes the local portion of the protest procedure process.
- The complainant does have the option to request reconsideration only if data becomes available that was not previously known, or there has been an error of law or regulation.
- The Federal Transit Administration will only entertain a protest that alleges that the City of Waupun has failed to follow their protest procedures. Any protest to the FTA must be filed in accordance with the FTA Guidance Circular 4220.1F or the most recently revised circular.



AGENDA SUMMARY SHEET

MEETING DATE: 5-30-23

TITLE: Resolution to Adopt the Updated Title VI/ADA Nondiscrimination Plan

AGENDA SECTION: ORDINANCES-RESOLUTIONS

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

During the City's Taxi Grant Compliance Audit, it was discovered that the City Title VI/ADA Non-Discrimination Plan was outdated. The attached document will bring the city into compliance with the grant requirements.

STAFF RECOMMENDATION:

Request action to approve the Resolution to Adopt the Updated Title VI/ADA Non-Discrimination Plan

ATTACHMENTS:

Title VI/ADA Non-Discrimination Plan

RECOMMENDED MOTION:

Motion to adopt Resolution No. _____, A Resolution to Adopt the Updated Title VI/ADA Non-Discrimination Plan

COMMON COUNCIL
CITY OF WAUPUN, WI

RESOLUTION NO. _____

A RESOLUTION TO ADOPT THE UPDATED TITLE VI/ADA NONDISCRIMINATION PLAN

WHEREAS, no person shall be excluded from the participation in, denied the benefits of, or otherwise subject to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the City of Waupun; and

WHEREAS, the City desires to adopt an updated Title VI/ADA Nondiscrimination Plan as a part of the City's continuing and ongoing effort to proactively meet and exceed the compliance requirements as a recipient of Federal and State funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council for the City of Waupun has reviewed and hereby authorizes the following Title VI/ADA Nondiscrimination Plan, attached hereto as Exhibit "A" and incorporated by this reference.

Adopted this ____ day of _____, 2023

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk

City of Waupun

Title VI/ADA Nondiscrimination Plan

Revised on: May 30, 2023

Adopted by: WAUPUN COMMON COUNCIL

Original Plan

Adopted on: AUGUST 20, 2014

This plan is hereby adopted and signed by:

City of Waupun

Executive Name/Title: ROHN W. BISHOP/MAYOR

Executive Signature: _____

As a recipient of USDOT Federal Transit Administration (FTA) funding, per [FTA Circular 4702.1B](#) the **City of Waupun** is required to prepare a Title VI/ADA Nondiscrimination Plan including the following elements:

- Evidence of Policy Approval
- Policy Statement, Log of Policy Updates, Contact Information/Program Administration
- Notice of Nondiscrimination (**Appendix 1**)
- Complaint Procedure (**Appendix 2**)
- Complaint Log (**Appendix 3**)
- Complaint Form (**Appendix 4**)
- Public Involvement Plan (**Appendix 5**)
- Limited English Proficiency (LEP) Plan (**Appendix 6**)
- Demographic Representation Information (**Appendix 7**)
- Translated Vital Documents – Spanish (**Notice of Nondiscrimination, Complaint Procedure, Complaint Form**)

Policy Statement

The **City of Waupun** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Waupun** in accordance with Title VI of the Civil Rights Act of 1964¹ and related nondiscrimination authorities.

The **City of Waupun** receives federal financial assistance to provide shared-ride transportation service in the City of Waupun and to purchase vehicles for its shared-ride transit services.

Policy Updates – Activity Log

The **City of Waupun** will review its policy on an annual basis to determine if modifications are necessary. The table below outlines the Title VI/ADA Plan reviews/revisions made by the **City of Waupun**.

As applicable, **City of Waupun** will discuss Title VI/ADA Nondiscrimination Plan requirements with its third-party transit providers on an annual basis to ensure compliance with civil rights requirements.

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Notes
July 11, 2023	Updated Title VI/ADA Plan per WisDOT requirement. Revisions included updated Complaint Form, updated LEP Plan and Minority Representation Information with current US Census data	Casey Langenfeld	
August 20, 2014	Develop Title VI/ADA Plan	Michelle Kast	

¹ **Title VI of the Civil Rights Act of 1964** states “No person in the United States shall, on the grounds of race, color or national origin, be excluded from, participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” – [Title 42 USC Section 2000d](#)

Contact Information/Program Administration

Chief Executive

The **City of Waupun's** Chief Executive will ensure compliance with [Title VI of the Civil Rights Act of 1964 \(42 U.S.C. 2000d\)](#) and the U.S. Department of Transportation implementing regulations.

Name:	Katharine Schlieve
Email:	kathy@cityofwaupun.org
Phone:	920-324-7912

Civil Rights Coordinator

The **City of Waupun's** Civil Rights Coordinator ensures Title VI/Nondiscrimination and LEP compliance in accordance with the **City of Waupun's** federally funded transportation activities. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI/Nondiscrimination and LEP compliance. This position has a direct reporting relationship and access to the **City of Waupun's** Chief Executive.

Name:	Casey Langenfeld
Email:	finance@cityofwaupun.org
Phone:	920-324-7850

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance of the **City of Waupun's** nondiscrimination requirements, including the following activities:

- ✓ Program Administration
 - Ensure compliance with federal Title VI/Nondiscrimination and LEP requirements
 - Develop and implement the **City of Waupun's** Title VI/Nondiscrimination and LEP Plan
 - Update and maintain Title VI/Nondiscrimination and LEP program policies and procedures
- ✓ Complaints
 - Review, track, investigate and close Title VI/Nondiscrimination and LEP complaints
- ✓ Employee Training
 - Educate staff on Title VI/Nondiscrimination and LEP requirements and procedures
- ✓ Reporting
 - Prepare and submit Title VI/Nondiscrimination reports per state and federal regulations
- ✓ Public Dissemination
 - Notify the public of the **City of Waupun's** Nondiscrimination requirements via the **City of Waupun's** public area, on its website, in vehicles, etc.
- ✓ Oversight
 - Ensure contractors and lessees adhere to Title VI/Nondiscrimination and LEP requirements

Notice of Nondiscrimination

[FTA Title VI Circular 4702.1B](#) requires the **City of Waupun** as a recipient of federal financial assistance to notify the public of its obligations under U.S. DOT Title VI regulations and the protections against discrimination afforded to them by Title VI.

Title VI and ADA regulations require **City of Waupun** to inform the public of their rights under Title VI and ADA by posting a *Notice of Nondiscrimination*. The *Notice of Nondiscrimination* should be posted in the following locations: agency website, public areas of the agency office, and as applicable, inside vehicles, rider guides/schedules, and transit shelters/facilities.

The public notice must include a statement of nondiscrimination, information on how to request additional information about the agency's Title VI and ADA obligations, including information on how to file a complaint, the location of the complaint form, etc., and information on how to request Title VI and ADA information in another language.

The **City of Waupun's** *Notice of Nondiscrimination* is provided in the following locations:

- ✓ Agency website <https://www.cityofwaupun.org/community/page/waupun-taxi>
- ✓ Public area of the agency office (specify location: bulletin board located outside of City Clerk's Office)
- ✓ Inside vehicles

On English versions of the *Notice of Nondiscrimination*, a sentence is included in Spanish and Hmong to contact the **City of Waupun** at (920)324-7850 if additional information is needed in another language.

To view a copy of the **City of Waupun's** *Notice of Nondiscrimination*, please see **Appendix 1**.

Complaint Procedure, Complaint Log, and Complaint Form

The **City of Waupun**, as a recipient of federal financial assistance must develop a procedure for investigating, tracking and resolving Title VI/Nondiscrimination and LEP complaints and make the procedures available to the public upon request.

Any person, group or firm that believes they've been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) by the **City of Waupun** may file a civil rights complaint.

Scope of Civil Rights Complaints

The scope of civil rights complaints covers all internal and external **City of Waupun** activities. Adverse impacts resulting in civil rights complaints can arise from many sources including the delivery of programs and services, or advertising, bidding and contracts.

Complaints can originate as a result of project and program impacts on individuals or groups. Examples include social and economic impacts such as access to programs, activities and services, failure to maintain facilities and vehicles, traffic, noise, air quality, and accidents.

Complaints can also originate from individuals or firms alleging inability to bid upon or obtain a contract with **City of Waupun** for the furnishing of goods and services. Examples include advertising for bid proposals; prequalification or qualification requirements; bid awards; selection of contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, etc.

The **City of Waupun's** complaint procedure is shown in **Appendix 2** and made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
- ✓ Agency office (specify location: bulletin board located outside of City Clerk's Office)

Civil Rights Investigations

Recipients of federal financial assistance are required to maintain a list of any complaints alleging discrimination. The list shall include the date the civil rights complaint, investigation, or lawsuit was filed, a summary of the allegation(s), the status of the complaint, investigation, or lawsuit, actions taken by the recipient in response, and final findings related to the complaint, investigation, or lawsuit.

Appendix 3 is the **City of Waupun's** *Complaint Log* procedure and tracking mechanism to investigate, track and resolve complaints.

Since the last update of this Title VI/ADA Nondiscrimination Plan, there has been no transportation related civil rights investigations, complaints, or lawsuits filed with the **City of Waupun**.

Complaint Form

City of Waupun's *Complaint Form* is shown in **Appendix 4**.

Public Involvement Plan

Recipients of federal financial assistance are required to develop a public involvement plan that includes outreach strategies and participation techniques to engage the public including minority, low-income, and limited English proficient (LEP) populations, as well as a summary of outreach efforts made since the last Title VI/ADA Nondiscrimination Plan.

While traditional means of seeking public involvement may not reach all individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

City of Waupun's *Public Involvement Plan* is shown in **Appendix 5**.

Limited English Proficiency (LEP) Plan

As a recipient of federal USDOT funding, the **City of Waupun** is required under [Title VI of the Civil Rights Act of 1964](#) and [Executive Order 13166](#) to develop and implement a plan to ensure accessibility to its programs and services for persons who are not proficient in the English Language.

City of Waupun's Limited English Proficiency (LEP) Plan is shown in **Appendix 6**.

The LEP plan outlines the policies and procedures the **City of Waupun** will use to address the needs of persons with limited English proficiency (LEP) that wish to participate in **City of Waupun** programs and services.

Demographic Representation Information

The **City of Waupun** understands that diverse representation on boards, councils, and committees help results in sound policy reflective of the needs of the entire population. [FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

City of Waupun's Minority Representation Information is shown in **Appendix 7**.

Notice of Nondiscrimination to the Public

City of Waupun's *Notice of Nondiscrimination* is posted in the following areas:

- ✓ Public area of the agency office
- ✓ Inside vehicles

Notice of Nondiscrimination

City of Waupun

- ✓ The **City of Waupun** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Waupun** in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.
- ✓ Any person who believes they've been aggrieved by any unlawful discriminatory practice may file a complaint with the **City of Waupun**.
- ✓ For more information on the **City of Waupun's** civil rights program, and the procedures to file a complaint, contact Casey Langenfeld, 920-324-7850, (for hearing impaired, please use [Wisconsin Relay 711 - https://wisconsinrelay.com](https://wisconsinrelay.com)); email finance@cityofwaupun.org or visit our administrative office at 201 East Main Street, WI 53963. For more information, visit <https://www.cityofwaupun.org/community/page/waupun-taxi>
- ✓ A complaint may also be filed directly with the Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590; Phone: 1-888-446-4511; Email: FTACivilRightsCommunications@dot.gov.
- ✓ If information is needed in another language, contact 920-324-7850.
Si se necesita informacion en otro idioma de contacto, 920-324-7850.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-324-7850.

Website Statement:

The **City of Waupun** operates its programs and services without regard to race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in accordance with Title VI of the Civil Rights Act, Americans with Disabilities Act (ADA), and related nondiscrimination authorities. For more information on the **City of Waupun's** civil rights program, ADA obligations, and the procedures to file a complaint, contact Casey Langenfeld, email finance@cityofwaupun.org 920-324-7850. For hearing impaired, please use Wisconsin Relay 711 service <https://wisconsinrelay.com>.

Complaint Procedure

The **City of Waupun's** Complaint Procedure is made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
- ✓ Agency office (specify location: bulletin board located outside of City Clerk's Office)

Any person who believes they've been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficient (LEP) by the **City of Waupun** may file a complaint by completing and submitting the **City of Waupun's** Complaint Form.

The Complaint Form may also be used to submit general complaints to the **City of Waupun**.

The **City of Waupun** investigates complaints received no more than **180** calendar days after the alleged incident. The **City of Waupun** will process complaints that are complete.

Once the complaint is received, the **City of Waupun** will review the complaint and work to resolve the complaint informally, if possible.

If the complaint warrants a formal civil rights complaint process, the **City of Waupun** will follow the steps listed in this complaint procedure. The **City of Waupun** may also use this formal procedure to address general complaints. If the **City of Waupun** determines it has jurisdiction the complainant will receive an acknowledgement letter stating the complaint will be investigated by the **City of Waupun** as a civil rights complaint.

The **City of Waupun** has **45** business days to investigate the civil rights complaint. If more information is needed to resolve the case, the **City of Waupun** may contact the complainant.

The complainant has **10** business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within **10** business days, the **City of Waupun** can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, one of two (2) letters will be issued to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI or ADA violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, the complainant has **14** business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 920-324-7850.

Si se necesita informacion en otro idioma de contacto, 920-324-7850.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-324-7850.

Complaint Log
List of Complaints, Investigations and Lawsuits²

The **City of Waupun** maintains a log to track and resolve transportation related civil rights complaints, investigations, and lawsuits.

Check One:

X Since the last update of this Title VI/ADA Nondiscrimination Plan, there has been no transportation related civil rights investigations, complaints, or lawsuits filed with the **City of Waupun**.

- Because the **City of Waupun** has had no transportation related civil rights complaints, investigations, or lawsuits, the table below has no entries.

There has been transportation related civil rights investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

Note: The performance measure for tracking when an investigation begins and when its administratively closed is documented in the **Complaint Log** table below. **City of Waupun** will strive to complete the investigation within the timeframe specified in its **Complaint Procedure (Appendix 2)**.

Type Complaint Investigation Lawsuit	Date Complaint Received (Month, Day, Year)	Complainant's Contact Information Name/Phone/ Email/Address	Basis of Complaint ³	Summary Complaint Description	Action Taken/ Final Outcome if Resolved List dates of action steps including the dates complaint/ investigation begins and is administratively closed.	Status

² **Lawsuit:** The protected class under Title II is disability. The protected classes under Title VI are Race, Color and Nation Origin.

³ **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other

Complaint/Comment Form

City of Waupun is committed to providing you with safe and reliable transportation services and we want your feedback. Please use this form for suggestions, compliments, and complaints.

Please submit this form electronically at Casey Langenfeld, finance@cityofwaupun.org or in person at the address below.

City of Waupun
 201 East Main Street
 Waupun, WI 53963

You may also call us at 920-324-7850. Please make sure to provide your contact information in order to receive a response.

Section A: Accessible Format Requirements

Please check the preferred format for this document

<input type="checkbox"/> Large Print	<input type="checkbox"/> TDD or Relay	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Other (if selected please state what type of format you need in the box below)
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Click or tap here to enter text.

Section B: Contact Information

Name <input type="text"/>	Telephone Number (including area code) <input type="text"/>
Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>

Email Address

Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, please provide the name and relationship of the person for whom you are complaining and why you are completing the form on their behalf in the box below.

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Section C: Type of Comment

What type of comment are you providing? Please check which category best applies.

<input type="checkbox"/> Complaint	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Compliment	<input type="checkbox"/> Other
------------------------------------	-------------------------------------	-------------------------------------	--------------------------------

Which of the following describes the nature of the comment? Please check one or more of the check boxes.

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion
<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Service	<input type="checkbox"/> Income Status
<input type="checkbox"/> Limited English Proficient (L.E.P)		<input type="checkbox"/> Americans with Disability Act (A.D.A)	

Section D: Comment Details

Please answer the questions below regarding your comment

Did the incident occur on the following type of service? Please check any box that may apply.	<input type="checkbox"/> Paratransit	<input type="checkbox"/> Shared Ride Taxi	<input type="checkbox"/> Bus
What was the date of the occurrence?	Click to add date in the following format: Day, month, year		
What was the time of the occurrence?	Click to add the time		
What is the name or identification of the employee or employees involved?	Click or tap here to enter text.		
What is the name or identification of others involved, if applicable?	Click or tap here to enter text.		
What was the number or name of the route you were on, if applicable?	Click or tap here to enter text.		
What was the direction or destination you were headed to when the incident occurred, if applicable?	Click or tap here to enter text.		
Where was the location of the occurrence?	Click or tap here to enter text.		
Was the use of a mobility aid involved in the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please add any additional descriptive details about the incident.	Click or tap here to enter text.		

In the box below, please explain as clearly as possible what happened and why you believe you were discriminated against.

Click or tap here to enter text.

Section E: Follow-up

May we contact you if we need more details or information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

If yes, how would you best liked to be reached? Please select your preferred form of contact below

<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Mail
--------------------------------	--------------------------------	-------------------------------

If you would prefer to be contacted by phone, please list the best day and time to reach you.

Click here to add your preferred time

Click here to add your preferred day

Section F: Desired Outcome

Please list below, what steps you would like taken to address the conflict or problem.

Click or tap here to enter text.

If applicable, please list below all additional agencies you have filed this complaint with such as Federal, State, Local agencies, or with any Federal or State Court. Please include the contact information to where the complaint was sent.

Click or tap here to enter text.

Section G: Signature

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the City of Waupun.

Name **Date:**

Signature

Public Involvement Plan

The purpose of the **Public Involvement Plan** is to establish procedures that allow for, encourage, and monitor participation of all citizens within the **City of Waupun** service area including but not limited to low income and minority individuals, and those with limited English proficiency (LEP).

While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

Goal

The goal of public involvement is to offer real opportunities for the engagement of all citizens within the **City of Waupun** service area to participate in the development of plans, programs and services.

Strategies

To promote inclusive public participation, the **City of Waupun** uses the following strategies, as appropriate.

- Coordination and Consultation
 - Coordinate and consult with partners, stakeholders, program participants and their caregivers, and the public affected by the distribution of state and federal transit grant programs.
 - Seek guidance and input from WisDOT on public involvement mechanisms and strategies.
 - Maintain an electronic distribution list of all potential program participants, partners, stakeholders, etc.
- Accessibility and Information
 - Meetings
 - Adhere to state and federal public hearing requirements
 - Provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
 - Hold meetings in locations which are accessible and reasonably welcoming to all area residents including, but not limited to, low-income and minority members of the public.
 - Employ different meeting sizes and formats
 - Provide avenues for two-way flow of information and input from populations which are not likely to attend meetings.
 - Make public information available in electronically accessible formats
 - Use social media in addition to other resources to gain public involvement
- Timeliness
 - Provide timely information about state and federal grant programs to affected program participants, the public, partner agencies, and other interested parties.

- Provide adequate notice of public involvement activities and time for public review and comment.
- Public Comment
 - Work openly and diligently to incorporate public comments received and to notify respondents of final plans, reports, programs, etc.
 - Provide for early, frequent and continuous engagement by the public
- Social/Environmental Justice
 - Seek and consider the needs of those traditionally underserved by participating in outreach efforts that address the needs of minority persons, the elderly, persons with disabilities, limited English Proficient individuals, and low-income households.
 - Determine what non-English languages and other cultural barriers exist to public participation within the **City of Waupun** service area.
- Evaluation
 - Document and maintain records of public outreach efforts.
 - Review the effectiveness of public participation activities.
 - Seek news ways to providing public input opportunities.

Participation Techniques

The **City of Waupun** will use the following participation techniques as deemed appropriate. Participation techniques will be reviewed and modified each year, as necessary. If new techniques are tried and found to be successful, this list will be updated to include the new techniques.

- Advisory meetings and committees
- Website and social media
- Project-specific newsletter articles
- Work with partner organizations

Public Outreach Activities

The **City of Waupun** maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the **City of Waupun** reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by the **City of Waupun** are summarized below. Information collected on the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (e.g., information posted to social media, fliers in grocery stores and community centers, etc.) will be used for future planning efforts.

Summary of Outreach Activities					
Event Date	Name of Event/Activity	Date Publicized and Communication Method (Public Notice, Posters, Social Media, etc.)	Outreach Method (Meeting, Focus Group, Survey, etc.).	Staff Members Responsible	Notes
Ongoing	Website, Facebook	Website and Social Media Materials	Website and Social Media Materials	Agency Staff	https://www.Cityofwaupun.org/Community/page/Waupun-taxi
Ongoing	Transportation Routes Update	Newspaper, Community Resource Guides (ADRC), Parks and Rec Guide	Advertisement/Transportation Route Summary	Agency Staff	
Monthly	Newsletter	Printed every month and distributed at the Senior Center	Advertisement/Rates	Agency Staff	

Limited English Proficiency (LEP) Plan

Overview

As a recipient of federal financial assistance, the **City of Waupun** is required to prepare a Limited English Proficiency (LEP) Plan to address its responsibilities relating to the needs of individuals with limited English language skills.

This plan has been prepared in accordance with [Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d, et seq.](#), and its implementing regulations which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

[Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency”](#), issued in 2000 clarified Title VI of the Civil Rights Act of 1964. It stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI in order to access public services or benefits for which they are eligible. While most individuals in Wisconsin read, write, speak, and understand English, for some individuals English is not their primary language. If these individuals have a limited ability to read, write, speak or understand English, they are considered Limited English Proficient (LEP).

The US DOT “[Policy Guidance Concerning Recipients’ Responsibilities to LEP Persons](#)” discusses the concept of “safe harbor” with respect to the requirements for translation of written materials. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that “Speaks English less than very well” by the total population of the county. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the **City of Waupun** must provide translation of vital documents (e.g., Notice of Nondiscrimination, Complaint Procedure and Complaint Form) in written format for non-English speaking persons.

Recipients of federal financial assistance are also required to implement LEP plans in accordance with guidelines of the federal agency from which the funds are provided. [FTA Circular 4702.1B – Title VI Requirements and Guidance for FTA Recipients](#) provides guidance and instructions for LEP Plan development.

Plan Summary

The **City of Waupun** has developed this *Limited English Proficiency Plan* to identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided by the **City of Waupun**.

This plan outlines how to identify a person who may need language assistance, how to inform LEP persons language assistance is available, the ways in which assistance may be provided, and staff training.

Plan Components

As a recipient of federal US DOT funding, the **City of Waupun** is required to take reasonable steps to ensure meaningful access to programs and activities by LEP persons.

This plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of the following:
 - ✓ How language assistance services are provided.
 - ✓ How LEP persons are informed of the availability of language assistance services.
 - ✓ How the language assistance plan is monitored and updated.
 - ✓ How employees are trained to provide language assistance to LEP persons.

Meaningful Access - Four Factor Analysis

To prepare this plan, the **City of Waupun** conducted a four-factor analysis which considers the following:

Factor 1 - Demography

Number and proportion of LEP persons who may be served or are likely to encounter a City of Waupun program or service.

This plan uses [US Census Bureau – American Fact Finder \(2011-2015\)](#) language data available at the county level in Wisconsin. More data is available on the [US Census Bureau ACS website](#).

The US Census Bureau – American Fact Finder (2011-2015) data shows there are numerous languages spoken in Dodge and Fond du Lac counties. Some of these languages include Spanish, German, Russian, Polish, Serbo-Croatian, Hmong, Chinese, Other Native North American Languages, Arabic, Hindi, Urdu, and Tagalog. After English, the second largest language group is Spanish.



Dodge County LEP... Fond du Lac County LEP...

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the **City of Waupun** must provide translation of vital documents in written format for non-English speaking persons.

- ✓ In **Fond du Lac County**, with a population estimate of 96,124, 1,390 persons have identified themselves as Spanish speaking and “speaks English less than very well.”
- ✓ In **Dodge County**, with a population estimate of 84,033, 830 persons have identified themselves as Spanish speaking and “speaks English less than very well.”

The Spanish language group in Fond du Lac County is greater than the 1,000 persons threshold of the population. This means the **City of Waupun** is required to provide written translation of vital documents

(Notice of Non-Discrimination, Complaint Procedure and Complaint Form) in Spanish. *See translated vital documents attached.*

All other language groups listed above are below the Safe Harbor Threshold. This means, at this time, the **City of Waupun** is not required to provide written translation of vital documents in these languages.

In the future, the **City of Waupun** meets the Safe Harbor Threshold for any language group, it will provide written translation of vital documents in such languages and consider measures needed for oral interpretation.

Factor 2 – Frequency

Frequency of contact with LEP persons.

The **City of Waupun** and its contractor provides transportation service for in the **City of Waupun**.

The **City of Waupun** reviewed the frequency with which its staff, policy board, and contractors have, or could have, contact with LEP persons in the conduct of **City of Waupun** activities. This includes a review of documented phone inquiries, office visits, and encounters at public meetings and community events. Within the last year, **City of Waupun** staff, policy board members, and contractors have had 0 requests for interpreters and 0 requests for translated program documents in any setting.

City of Waupun staff, policy board members, and contractor staff are trained on what to do when they encounter a person with limited English proficiency.

The **City of Waupun** with assistance from its contractor, tracks the number of encounters and considers adjustments to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **City of Waupun’s** programs and services. The *Log of LEP Encounters* is a tool to help track LEP encounters.

Log of LEP Encounters

Date	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

If a language barrier were to exist, **City of Waupun** works to provide a reasonable accommodation. The *“I Speak” Language Identification Card* listed shown below is a document that can be used by **City of Waupun** staff to assist LEP individuals. Additional languages can be added, as needed, to match the demographic changes of the **City of Waupun’s** service area. The languages included in the *“I Speak”*

Language Identification Card below represent many of the languages spoken within the **City of Waupun** service area.

“I Speak” Language Identification Card

Mark this box if you speak....	Language Identification Chart	Language
	I speak English	English
	Yo hablo español	Spanish
	Kug has lug Moob	Hmong
	我說中文	Chinese
	E nói tiếng Việt	Vietnamese
	나는한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	Ja говорим српски	Serbian
	मैं ह िं दी बोलते ैं	Hindi
	م ری کی اردو بولتے ہری	Urdu

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Factor 3 – Importance

Nature and importance of program to LEPs.

City of Waupun understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services, and socialization. A transportation system is a key link to connecting LEP persons to these essential services.

City of Waupun has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities and vehicles and providing information to the public on security awareness or emergency preparedness.

City of Waupun assessment of critical needs includes contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

Factor 4 – Resources and Costs

Resources available and overall cost to provide LEP assistance.

Given the small size of LEP encounters and small LEP populations, full multi-language translations of our programs and services related to transportation services is not warranted at this time. However, this information can be made upon request. The **City of Waupun** will contact state and local units of government and community resources for assistance in translation services.

Even though the **City of Waupun** does not have a separate budget for LEP outreach, it continuously explores ways to implement low-cost methods of notifying LEP persons of transportation services. Outreach efforts include maintaining a website, utilizing social media, developing, and printing brochure/materials and having a visible presence in our community (e.g., participating in job fairs, parades, community events, etc.) to promote transportation services. Additional low-cost outreach methods to reach LEP communities include but are not limited to activities such as visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, and local festivals. The cost is relatively low but the ability to reach the LEP population is high.

Language Assistance Services

Overview - Language Assistance Services

If a person does not speak English as their primary language and is LEP, that person may be entitled to language assistance with respect to **City of Waupun's** programs and services. Language assistance can include interpretation and/or translation from one language into another language.

City of Waupun will take reasonable steps to provide the opportunity for meaningful access to LEP individuals who have difficulty communicating in English.

City of Waupun strives to offer the following measures when encountering LEP persons:

- ✓ Utilize the “*I Speak*” *Language Identification Card* or posters to identify the language and communication need of LEP persons.
- ✓ Maintain a *Log of LEP Encounters* to capture information on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>
- ✓ Utilize online resources such as Google Translate to assist with the translation of documents. The main downside of this approach is accuracy. As such, this option will be used by **City of Waupun** on limited basis. Instead, **City of Waupun** will seek assistance from fluent speakers.
- ✓ Make translated versions (or provide for the interpretation of relevant sections) of all documents/publications available upon requests, within a reasonable time frame.
- ✓ Prioritize the hiring of bilingual staff, as needed.

Public Outreach – Informing LEP Persons of Language Assistance Services

The **City of Waupun** uses the following steps to inform LEP persons of the availability of language assistance services:

- ✓ Posts the Title VI/ADA *Notice of Nondiscrimination* on its website. The notice includes a sentence written in Spanish and Hmong providing instructions on how to contact the **City of Waupun** to request information in another language.
- ✓ When encountering LEP persons directly, **City of Waupun** will use the “*I Speak*” *Language Identification Card* to identify the language and communication needs of LEP persons. **City of Waupun** may not be able to immediately accommodate or assist individuals self-identifying as a person not proficient in English but will seek means to follow up with the individual to address their needs in the language requested as soon as possible.
- ✓ Review outreach activities and information gathered from the *Log of LEP Encounters* on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Develop and maintain cooperative relationships with key agencies/community organizations that serve LEP populations in the area or region. These entities can assist in providing or verifying translations and/or identifying gaps in assistance to persons with LEP needs.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>

Monitoring, Evaluating and Updating the Plan

The **City of Waupun** will review the LEP Plan on an annual basis. Review and updates will include the following:

- ✓ The number of documented LEP person contacts.
- ✓ How the needs of LEP persons have been addressed.
- ✓ Determine whether the need for translation services has changed.
- ✓ Determine with existing language assistance services are effective and sufficient to meet the needs of LEP persons.
- ✓ Determine whether complaints have been received concerning the **City of Waupun’s** failure to meet the needs of LEP individuals.
- ✓ Sufficiency of staff training.
- ✓ Review of any new opportunities for LEP communication.
- ✓ Determine whether financial resources are needed to fund language assistance services.

Training Staff

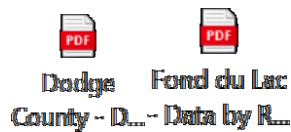
The following training will be provided to **City of Waupun** staff:

- ✓ Information on the **City of Waupun’s** Title VI/ADA Non-Discrimination Plan and LEP responsibilities.
- ✓ Description of language assistance services offered to the public.
- ✓ Use of the “*I-Speak Card*” as a tool to assist LEP individuals.
- ✓ Documentation of language assistance requests using the *Log of LEP Encounters*.
- ✓ How to handle Title VI/ADA Non-Discrimination and LEP complaints.

Demographic Representation Information⁴

A. Demographic Representation Table⁵

The table below depicts US Census population data by race in Dodge and Fond du Lac counties. The **City of Waupun** does not have transit-related, non-elected councils, committees, or similar bodies. The membership of the City of Waupun’s Common Council is by election.



Body	Caucasian	Hispanic/ Latino	Black/ African American	Asian American	Native American	Some Other Race	No Response
Dodge County	89.6%	5.01%	2.7%	.67%	.3%	1.77%	---
Fond du Lac County	88.6%	5.39%	1.4%	1.23%	.4%	2.98%	---
Waupun Common Council	The membership of the City of Waupun’s Common Council is by election.						

B. Efforts to Encourage Minority Participation

City of Waupun understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, **City of Waupun** encourages participation of all its citizens.

As vacancies on non-elected boards, committees and councils become available, **City of Waupun** will make efforts to encourage and promote diversity.

To encourage participation on its boards, committees and councils, **City of Waupun** will continue to reach out to community organizations to connect with all population groups in its service area. In addition, **City of Waupun** will use creative ways to make participating realistic and reasonable, such as scheduling meetings at times best suited to its members.

⁴ If **City of Waupun** has transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by **City of Waupun**, Title VI regulations require **City of Waupun** to provide a table depicting the membership of those committees broken down by race and a description of efforts made to encourage the participation of minorities on such committees.

⁵ County data by race is available at the WisDOT website <https://wisconsin.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/title6-race.pdf> or the US Census Bureau website <http://data.census.gov>

Título VI – El aviso de no discriminación a el público⁶

El aviso de no discriminación de la **City of Waupun** es el siguiente:

El Aviso de no discriminación

City of Waupun

- ✓ La **City of Waupun** se compromete a garantizar que ninguna persona sea excluida, participe, se le nieguen los beneficios o se la discrimine por motivos de raza, color, origen nacional, discapacidad, sexo, edad, religión, estado de ingresos o competente limitado del inglés en todos y cada uno de los programas, actividades o servicios administrados por la **City of Waupun** de conformidad con el Título VI de la Ley de Derechos Civiles de 1964 y las autoridades de no discriminación relacionadas.
- ✓ Cualquier persona que crea que ha sido agraviada por práctica discriminatoria ilegal puede presentar una queja con la **City of Waupun**.
- ✓ Para obtener más información sobre el programa de derechos civiles de la **City of Waupun**, y los procedimientos para presentar una queja, comuníquese con Casey Langenfeld, 920-324-7850, (para personas con problemas de audición, por favor utilice el servicio Wisconsin Relay 711 - <https://wisconsinrelay.com>): envíe un correo electrónico a Casey Langenfeld, finance@cityofwaupun.org o visite nuestra oficina administrativa a la dirección 201 East Main Street, Waupun, WI 53963. Para obtener más información, visite <https://www.cityofwaupun.org/community/page/waupun-taxi>
- ✓ Una demandante puede presentar una queja directamente con la Administración de Federal de Tránsito por presentado una queja con la Oficina de Derechos Civiles, atención: Coordinador del Programa Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 920-324-7850.
Si se necesita informacion en otro idioma de contacto, 920-324-7850.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-324-7850.

El aviso de no discriminación la **City of Waupun** se publica en los siguientes lugares

- ✓ Sitio web de la agencia <https://www.cityofwaupun.org/community/page/waupun-taxi>
- ✓ Áreas públicas de la oficina de la agencia (área común, salas de reuniones públicas, etc.)
- ✓ Vehículos interiores

⁶ Las regulaciones del Título VI requieren la **City of Waupun** Informe a los clientes y al público sobre sus derechos bajo el Título VI mediante la publicación de un *Aviso de no discriminación*. El aviso público debe incluir:

- ✓ Una declaración de no discriminación;
- ✓ Información sobre cómo solicitar información adicional sobre las obligaciones del Título VI de la agencia, incluida información sobre cómo presentar una queja, la ubicación del formulario de queja, etc.
- ✓ Información sobre cómo solicitar información del Título VI en otro idioma, si es necesario.

El *Aviso de no discriminación* debe publicarse en los siguientes lugares: sitio web, áreas públicas de las agencias, oficinas, interiores de vehículos, guías / horarios de pasajeros y complejos de tránsito.

El Procedimiento de Quejas

El Procedimiento de Quejas de la **City of Waupun** está disponible en los siguientes lugares:

- ✓ Sitio web de la agencia, ya sea como referencia en el aviso al público o en su totalidad.
- ✓ Áreas públicas de la oficina de la agencia (área común, salas de reuniones públicas, etc.)
- ✓ Disponible en idiomas apropiadas para poblaciones LEP, cumpliendo con el umbral de puerto seguro.

Cualquier persona que crea haber sido discriminado por motivos de raza, color, origen nacional, discapacidad, sexo, edad, religión, estado de ingresos o dominio limitado del inglés (LEP) por parte de la **City of Waupun** puede completar un formulario de queja y entregar el a de la **City of Waupun**.

El formulario de queja también se puede usar para entregar quejas generales a la **City of Waupun**.

De la **City of Waupun** investiga las quejas recibidas no más de 180 días hábiles después del presunto incidente. De la **City of Waupun** procesará las quejas que estén completas.

Una vez que se recibe la queja, la **City of Waupun** la revisará y trabajará para resolverla de manera informal, si es posible.

Si la queja garantiza un proceso formal de queja de derechos civiles, la **City of Waupun** seguirá los pasos enumerados en este procedimiento de queja. La **City of Waupun** también puede utilizar este procedimiento formal para atender quejas generales. Si la **City of Waupun** determina que tiene jurisdicción, el demandante recibirá una carta de reconocimiento que indica que la queja será investigada por la **City of Waupun** como una queja de derechos civiles.

La **City of Waupun** tiene **45** días hábiles para investigar la queja de derechos civiles. Si se necesita más información para resolver el caso, la **City of Waupun** puede contactar al demandante.

El/La demandante tiene **10** días hábiles a partir de la fecha de la carta para enviar la información solicitada al investigador asignado al caso.

Si el demandante no contacta al investigador o no envía la información adicional dentro de los **10** días hábiles, la **City of Waupun** puede cerrar el caso administrativamente. Un caso puede cerrarse administrativamente también si el demandante ya no desea continuar con su caso.

Después de que el investigador revise la queja, se emitirá una de dos (2) cartas al demandante: una carta de cierre o una carta de descubrimiento.

- ✓ Una carta de conclusión resume las acusaciones y establece que no hubo una violación del Título VI que el caso se cerrará.
- ✓ Una carta de descubrimiento resume las acusaciones y las entrevistas con respecto al presunto incidente, y explica si ocurrirá alguna acción disciplinaria, capacitación adicional del miembro del personal u otra acción.

Si el demandante desea apelar la decisión, tiene **14** días hábiles después de la fecha de la carta o la carta de descubrimiento para hacerlo.

Una persona también puede entregar una queja directamente ante la Administración Federal de Tránsito, en la Oficina de Derechos Civiles de la FTA, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 920-324-7850.

Si se necesita información en otro idioma de contacto, 920-324-7850.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-324-7850

City of Waupun – Formulario de Complementos/Quejas

La **City of Waupun** Está comprometido a proveer usted con servicios de transportación segura y fiable y queremos sus comentarios. Por favor usa este formulario por sugerencias, quejas y complementos. Por favor, entregar este formulario electrónicamente a Casey Langenfeld, finance@cityofwaupun.org o en persona a la dirección debajo.

City of Waupun
201 East Main Street
Waupun, WI 53963

También, puede nos llamar a 920-324-7850. Por favor, provea su información de contacto para recibir una respuesta.

Sección A: Requisitos de formato accesible

Por favor, verifique el formato preferido para este documento.

<input type="checkbox"/> Letra grande	<input type="checkbox"/> TDD o Relé	<input type="checkbox"/> Grabación de audio	<input type="checkbox"/> Otra (si está seleccionado, indique qué tipo de formato necesita en el cuadro debajo)
---------------------------------------	-------------------------------------	---	--

Haga clic o toque aquí para introducir el texto

Sección B: Información de contacto

Nombre <input type="text"/>	Número de teléfono (incluyendo el Código de área) <input type="text"/>
Dirección <input type="text"/>	Ciudad <input type="text"/>
Estado <input type="text"/>	Código postal <input type="text"/>

Correo electrónico

¿Está presentado esta queja en su propio nombre?	<input type="checkbox"/> Sí	<input type="checkbox"/> No
--	-----------------------------	-----------------------------

Si no, por favor provea el nombre y la relación de la persona por la que se queja y por qué está completando el formulario en su nombre en el cuadro a continuación.

Por favor, confirme que ha obtenido el permiso del partido agraviado si está completando por un tercer partido.	<input type="checkbox"/> Sí	<input type="checkbox"/> No
---	-----------------------------	-----------------------------

Sección C: Tipo de comentario

¿Qué tipo de comentario estás proveyendo? Por favor, marque qué categoría se aplica mejor.

<input type="checkbox"/> Queja	<input type="checkbox"/> Sugerencia	<input type="checkbox"/> Complemento	<input type="checkbox"/> Otra
--------------------------------	-------------------------------------	--------------------------------------	-------------------------------

¿Cuál de los siguiente describe la natura del comentario? Por favor, marque uno o más de las casillas de verificación.

<input type="checkbox"/> Raza	<input type="checkbox"/> Color	<input type="checkbox"/> Origen Nacional	<input type="checkbox"/> Religión
<input type="checkbox"/> Edad	<input type="checkbox"/> Sexo	<input type="checkbox"/> Servicio	<input type="checkbox"/> Estado de Ingresos
<input type="checkbox"/> Competente limitado del inglés (C.L.I)		<input type="checkbox"/> Ley de estadounidenses con discapacidad (L.E.D.)	

Sección D: Detalles de comentario

Por favor, responda a las preguntas debajo sobre su comentario.

¿Ocurrió el incidente en el siguiente tipo de servicio? Por favor marque cualquier casilla que pueda aplicar.	<input type="checkbox"/> Paratransit	<input type="checkbox"/> Taxi compartido	<input type="checkbox"/> Autobús
¿Cuál fue la fecha del suceso?	Haga clic para agregar la fecha en el siguiente formato: Día, mes, año		
¿Cuál fue la hora del suceso?	Haga clic para agregar su hora preferido		
¿Qué es el nombre o la identificación del empleado o empleados involucrados?	Haga clic o toque aquí para introducir el texto		
¿Qué es el nombre o la identificación del otros involucrados, si procede?	Haga clic o toque aquí para introducir el texto		
¿Qué es el numero o el nombre de la ruta en la que estaba, si procede?	Haga clic o toque aquí para introducir el texto		
¿Qué era la dirección o el destino al que se dirigía ocurrió el suceso, si procede?	Haga clic o toque aquí para introducir el texto		
¿Donde estaba la ubicación del suceso?	Haga clic o toque aquí para introducir el texto		
¿El uso de una ayuda de movilidad estuvo involucrado en el suceso?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	

Por favor, añada detalles descriptivos sobre el suceso.

Haga clic o toque aquí para introducir el texto

En la casilla de baja, por favor explique tan claramente como sea posible lo que ocurrió y por qué cree que fue discriminado.

Haga clic o toque aquí para introducir el texto

Sección E: El seguimiento

¿Podemos contactarlo si necesitamos más detalles o información?

Sí

No

En caso afirmativo, ¿cómo le gustaría ser contactado? Por favor, seleccione su forma de contacto preferida en una casilla de baja.

Teléfono

Correo electrónico

Correo

Si prefiere que lo contactemos por teléfono, indique el mejor día y hora para comunicarse con usted.

Haga clic para agregar su hora preferido

Haga clic para agregar su día preferido

Sección F: Resultado deseado

Por favor, haga una lista de baja los pasos le gustaría tomar para que tratar con el conflicto o el problema.

Haga clic o toque aquí para introducir el texto

Si aplicable, haga una lista de baja todas las agencias adicionales con las que ha presentado esta queja, como las agencias federales, estatales o locales, o ante cualquier tribunal federal o estatal. Incluya la información de contacto a donde se envió la queja.

Haga clic o toque aquí para introducir el texto

Sección G: Firma

Por favor, adjunte algunos documentos que tenga que apoya la denuncia. Luego, feche y firme este formulario y envíelo a La City of Waupun.

Nombre Haga clic o toque aquí para introducir el texto

Fecha: Haga clic para agregar la fecha en el siguiente formato: Día, mes, año

Firma Haga clic o toque aquí para introducir el texto



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

TITLE: Ordinance to Amend Ch.16.01(10) entitled Zoning Ordinance-Zoning Map (Rezone 912 E. Main St.to Planned Community Development District(PCD))

PRESENTER: Kathy Schlieve, City Administrator

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

ISSUE SUMMARY

On May 24, 2023, the Plan Commission held a public hearing for consideration of a Petition to Rezone Application submitted by Matt and Katie Bohn and Steve and Mary Guth, to rezone 912 E Main Street from R-4 Mixed Residential District to Planned Community Development District (PCD). With no public comment, Plan Commission voted unanimously to approve and recommend to the Council.

STAFF RECCOMENDATION:

As Plan Commission made recommendation to Council to award the Petition to Rezone, Ch. 16.01(10) Zoning Map of the Waupun Municipal Code is amended to include the rezoning of 912 E. Main Street to PCD.

ATTACHMENTS:

Petition to Rezone Application
Ordinance to amend Ch.16.01 (10) Zoning Map

RECOMMENDED MOTION:

Motion to accept the first reading of the Ordinance amending Ch.16.01(10) entitled Zoning Ordinance-Zoning Map to include the rezoning of 912 E. Main St. from R-4 Mixed Residential to Planned Community Development District(PCD)



CITY OF WAUPUN

201 E. Main Street

WAUPUN, WISCONSIN 53963

PETITION FOR REZONING

From: Matt & Katie Bohn/Steve & Mary Guth
928 east Main Street
Waupun, WI 53963

Phone: 920-948-4709
Fax: email: sguth@guthscandy

The petition of Matt & Katie Bohn/Steve & Mary Guth respectfully alleges and petitions the Common Council
Owners Name:
of the City of Waupun as follows:

1. That the petitioner is owner of real estate which is situated in the City of Waupun,
912 East Main Street, Fond du Lac County, Wisconsin and legally described as follows:
Parcel No.: WPN-14-15-33-12-005-00

UNPL LAND S33 T14N R15E COM 239' E OF SW COR SE 1/4 SW 1/4 TH N0°22'40"E 230'
N88°57'40"E 66' S0°22'40"W TO S LI SE 1/4 SW 1/4 TH S88°57'40"W TO POB
2. That the petitioner is the owner of the real estate described above which lies in the
R-4 - Central Residential District of the City of Waupun for zoning purposes.
3. That the petitioner wishes that the above described real estate be rezoned and placed in the
PCD - Planned Community Development District of the City of Waupun for zoning purposes.

Dated this 1st day of May

Petitioners Signature 

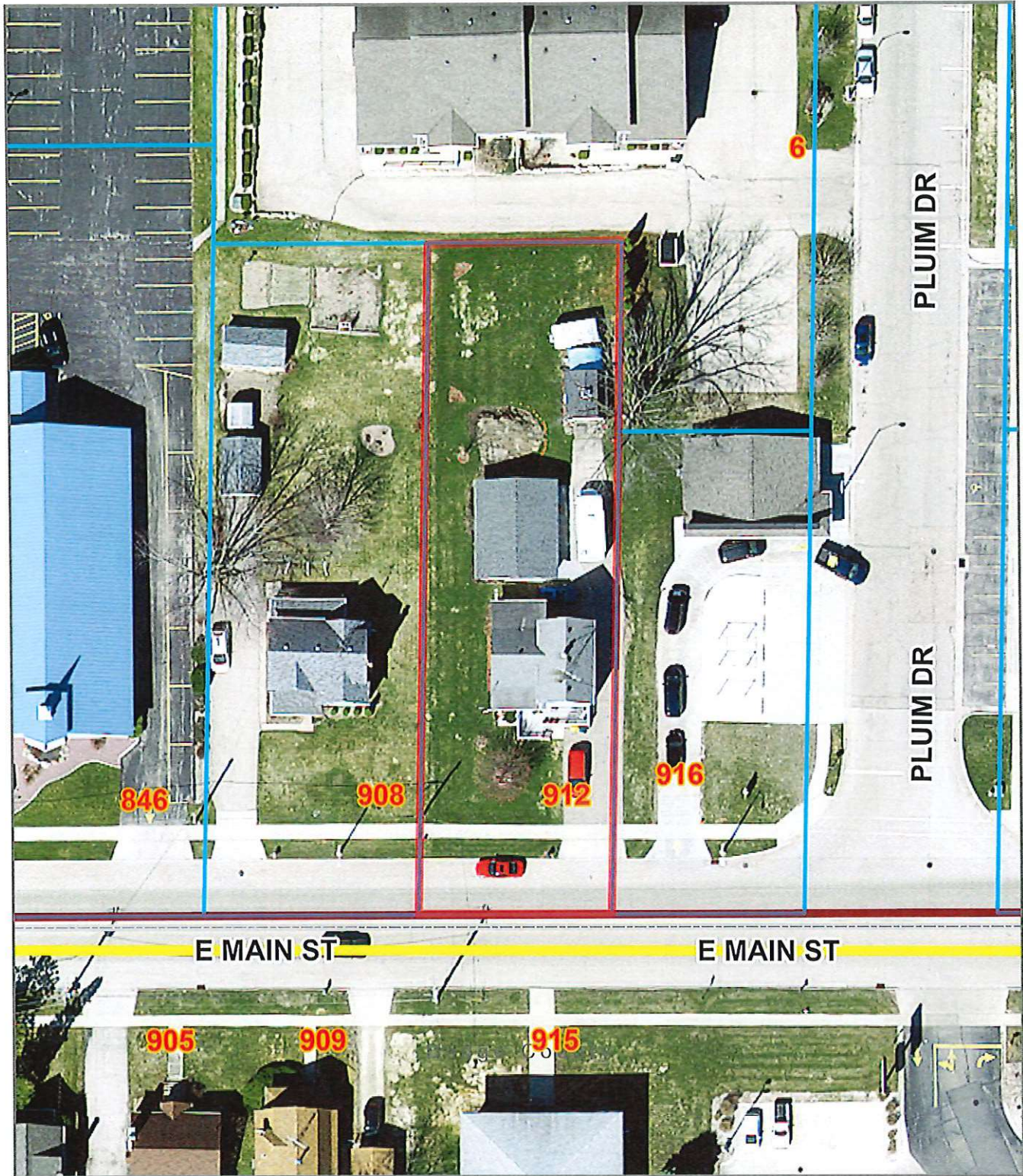
Petitioners Signature _____

Petitioners Signature _____

\$150.00 Application fee payable upon filing. Date paid: May 1st, 2023

File Petition with: Zoning Administrator
City of Waupun
201 E. Main St.
Waupun, WI 53963

Fond du Lac County, WI



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale
1 inch = 50 feet
 5/1/2023

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

ORDINANCE # 23 -__

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN
ENTITLED "ZONING ORDINANCE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.01 (10) of the Municipal Code of the City of Waupun entitled "Zoning Map" is amended so that real estate currently owned by Matt & Katie Bohn / Steve & Mary Guth located at 912 E. Main St. presently zoned in the R-4 Mixed Residential District is rezoned to PCD Planned Community Development District. The real estate to be rezoned is described as follows:

Parcel #: WPN-14-15-33-12-005-00

UNPL LAND S33 T14N R15E COM 239' E OF SW COR SE 1/4 SW 1/4 TH N0*22'40"E 230'
N88*57'40"E 66' S0*22'40"W TO S LI SE 1/4 SW 1/4 TH S88*57'40"W TO POB*

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

Enacted this ____ day of _____, 2023.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk/Treasurer



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23 **TITLE:** Extraterritorial Zoning Review - CSM – Reabe Trust at W7485 State Rd. 68, Dodge County

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Kathy Schlieve, City Administrator

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

ISSUE SUMMARY

On May 24, 2023, the Plan Commission completed an extraterritorial zoning review of a CSM for Helen & Roy Reabe Trust at W7485 State Rd 68, Dodge County, to subdivide existing parcel. Plan Commission found no concern with the proposal and voted unanimously to approve the CSM as presented.

STAFF RECCOMENDATION:

Approve as Plan Commission recommendation

ATTACHMENTS:

CSM for Helen & Roy Reabe Trust at W7485 State Rd 68, Dodge County

MOTIONS FOR CONSIDERATION:

Motion to approve extraterritorial zoning review of CSM for Helen & Roy Reabe Trust at W7485 State Rd 68, Dodge County.



Dodge County Land Resources and Parks Department

127 East Oak Street · Juneau, WI 53039-1329
PHONE: (920) 386-3700 · FAX: (920) 386-3979
EMAIL: landresources@co.dodge.wi.us

DATE SENT TO CITY: **MAY 15, 2023**

**DEADLINE FOR
CITY DENIAL:** **JUNE 14, 2023**

LETTER OF INTENT NOTIFICATION

Please find attached a copy of the minor subdivision letter of intent(s) submitted to our department for approval.

<u>NAME</u>	<u>CITY</u>	<u>ACTIVITY NUMBER</u>
HELEN & ROY REABE	WAUPUN	2023-0369

Please notify our department of your City's position on the enclosed letter(s) of intent. If your City does not return the completed form by the above deadline or file a request that the County review be delayed until a date after which your City has reviewed the proposal, we will assume that the City is in favor of the land division request and we will then proceed with scheduling County Planning Committee review at their next available meeting.

CONTACT: Land Resources and Parks Department
ATTN: Land Division
127 E. Oak Street
Juneau, WI 53039

Phone: (920) 386-3700
FAX: (920) 386-3979

Thank you!

CITY'S RECOMMENDATION

APPROVE DENY NO RECOMMENDATION

LAYOVER TO DATE: _____

COMMENTS: _____

CITY REPRESENTATIVE



DODGE COUNTY LAND RESOURCES AND PARKS DEPARTMENT

127 E OAK STREET • JUNEAU, WI 53039
 PHONE: (920) 386-3700 • FAX: (920) 386-3979
 E-MAIL: landresources@co.dodge.wi.us

**MINOR LAND DIVISION
 LETTER OF INTENT FORM**

THIS AREA FOR OFFICE USE ONLY

Activity No. 230369	Expiration Date
Application Date: 5-15-2023	Receipt #: 7186-0009

Application Fee: \$75 (Non-Refundable)

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION				
Applicant (Agent) Leaver Land Surveying LLC		Parcel Identification Number (PIN) 044-1314-0142-001				
Street Address Rich Leaver, WI_LS-1492 W8871 Gossfeld Ln.		Town Trenton	T	N	R	E
City • State • ZipCode Beaver Dam, WI 53916		1/4 NW	1/4 SE	Section 1	Acreage of Parent Parcel 15.3	Acreage of Proposed Lot(s) 2.5
Property Owner (If different from applicant) Helen C. & Roy W. Reabe Trust		Subdivision (Name, lot and block) or CSM # (Volume/Page/Lot)				
Street Address W 7485 State Rd. 68		Site Address Of Property (DO NOT include City/State/ZipCode) W 7485				
City • State • ZipCode Waupun, WI		Is this property connected to public sewer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

CONTACT PERSON
 Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.
 Name Rich Leaver Daytime Phone (920) 887-2401

CURRENT PROPERTY USE	PROPOSED USE
<input type="checkbox"/> Vacant Property <input checked="" type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-Family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input type="checkbox"/> Active Working Farm Operation <input type="checkbox"/> Recreational / Wetlands / Wooded Parcel <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)	<input checked="" type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input type="checkbox"/> Agricultural Use Only – No residential structures <input type="checkbox"/> Open Space Recreational / Wetlands - No residential structures <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)

A SKETCH PLAN SHOWING THE PROPOSED LAND DIVISION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.

CERTIFICATE
 I, the undersigned, hereby apply for Minor Land Division approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my request.

Contact Person (Print) Thomas R Reabe Daytime Contact Phone (920) 219-2026 Email: treabe@att.net
 Signature [Signature] Date 5-15-2023

OFFICE USE ONLY

CUP Required (App _____) REZONE Required (App _____) Restriction Release Required

Notes:

APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	LAND RESOURCES AND PARKS DEPARTMENT	Date _____
--------------------------------------	------------------------------------	-------------------------------------	------------

DC QMap

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.

0123-000
139.602 ac.

0113-000
28 ac.

0114-000
49.29 ac.

0113-001
28.03 ac.

0131-000
35.51 ac.

0141-000
27.636 ac.

0142-001
15.312 ac.

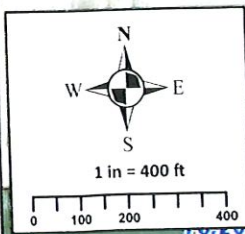
0143-000
36.936 ac.

0134-000
44.187 ac.

0143-001
37.492 ac.

1212-000
76.669 ac.

Dodge County Land Resources & Parks



<p>General</p> <ul style="list-style-type: none"> Urbanized Roads Soils Airport Ordinance 3-Mile Buffer Sewer Service Areas Highly Developed Shoreline Elevation Contours 	<p>WI Historical Society</p> <ul style="list-style-type: none"> Historic Structures Archaeological Sites Survey Areas <p>Non-Metallic Mining</p> <ul style="list-style-type: none"> Active Mining Area Approved Mining Area Mine Property Boundaries 	<p>Floodplain / Wetland</p> <ul style="list-style-type: none"> FEMA Floodplain/Storage/Dam Shadow DNR Wetland Areas/Points <p>Shoreland Zoning</p> <ul style="list-style-type: none"> Shoreland Zoning Buffer Lakes/Ponds/Sloughs Rivers/Streams/Creeks 	<p>County Zoning</p> <ul style="list-style-type: none"> Planned Unit Development Hartford Extraterritorial General Agricultural Prime Agricultural One Family Residential Two Family Residential Multi-Family Residential General Commercial Extensive Commercial Light Industrial Industrial Waterbody ROW/City/Village
--	--	---	---

Date: 5/15/2023



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23 **TITLE:** Extraterritorial Zoning Review – CSM Map - Frank VanBever - CTH M, Fond du Lac County

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Kathy Schlieve, City Administrator

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

ISSUE SUMMARY

The Plan Commission completed an extraterritorial zoning review of a CSM for Frank VanBever - CTH M, Fond du Lac County to subdivide existing parcel. After deliberation, Plan Commission found no concern with the proposal and voted unanimously to approve the CSM as presented.

STAFF RECOMMENDATION:

Approve as presented based on Plan Commission Recommendation

ATTACHMENTS:

CSM for Frank VanBever - CTH M, Fond du Lac County

MOTIONS FOR CONSIDERATION:

Motion to approve extraterritorial zoning review of CSM for Frank VanBever - CTH M, Fond du Lac County.

As prepared by:

GA GROTHMAN & ASSOCIATES S.C.
PROFESSIONAL SERVICES

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI 53001
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 844-5877
FAX: (808) 742-0434 E-MAIL: survey@ng.grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



3/6/2023

G & A FILE NO. 223-57



DRAFTED BY: T. KASPER

CHECKED BY: RC

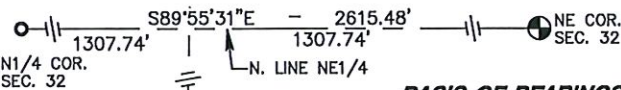
PROJ. 522-265

DWG. 223-57

SHEET 1 OF 5

FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION

BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32,
T. 14 N., R. 15 E., TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN
CONTAINING: 394,053 SQ.FT. - 9.05 ACRES

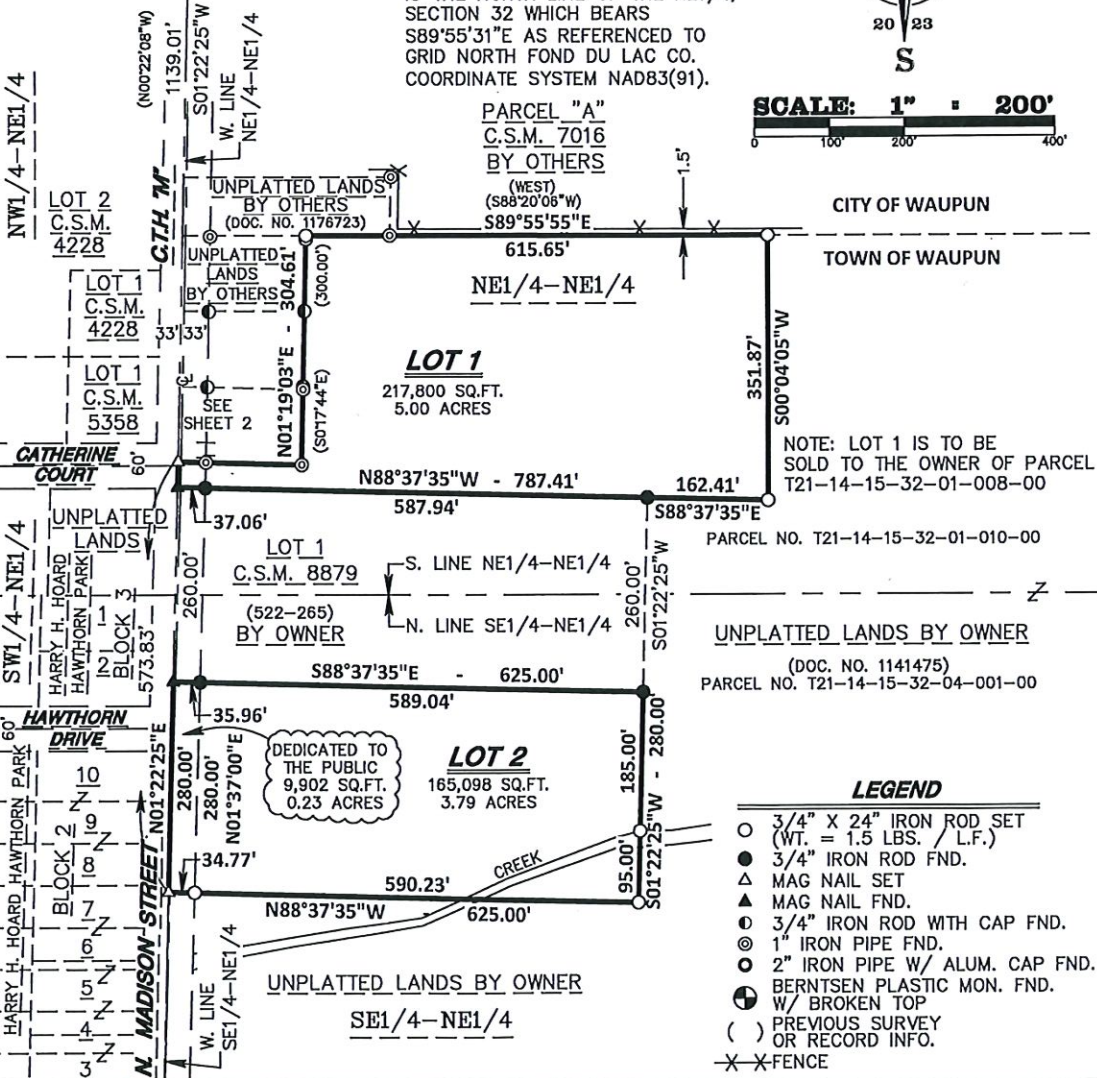


BASIS OF BEARINGS:

IS THE NORTH LINE OF THE NE1/4,
SECTION 32 WHICH BEARS
S89°55'31"E AS REFERENCED TO
GRID NORTH FOND DU LAC CO.
COORDINATE SYSTEM NAD83(91).



SCALE: 1" = 200'



CLIENT/OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

As prepared by:

GA GROTHMAN & ASSOCIATES S.C.
PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53601
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877
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(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



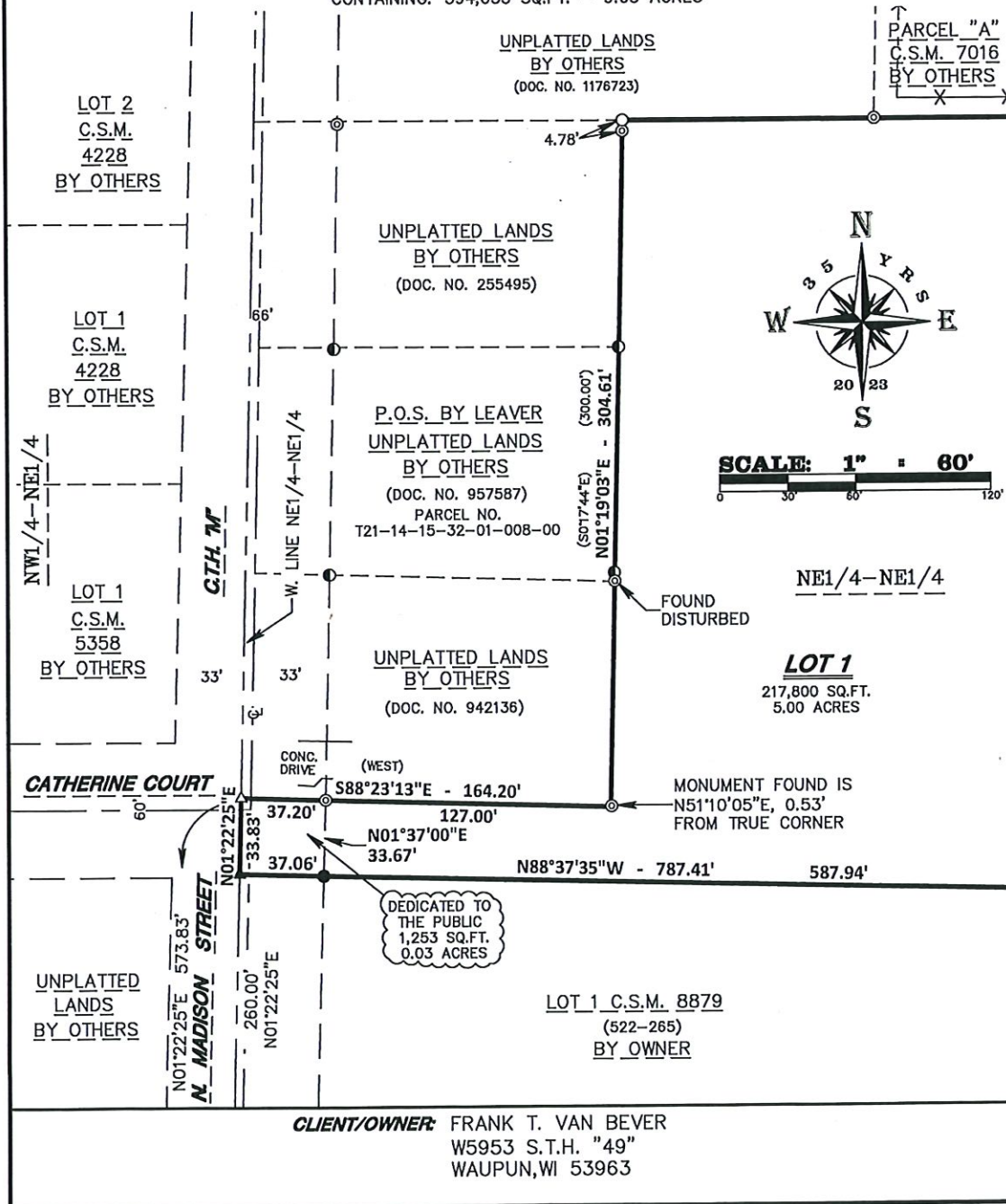
G & A FILE NO. 223-57



DRAFTED BY: T. KASPER
CHECKED BY: RC
PROJ. 522-265
DWG. 223-57 SHEET 2 OF 5

FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION

BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32,
T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN
CONTAINING: 394,053 SQ.FT. - 9.05 ACRES



CLIENT/OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

As prepared by:

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(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 223-57



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 522-265

DWG. 223-57 SHEET 3 OF 5

FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION

**BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32,
T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN**

CONTAINING: 394,053 SQ.FT. - 9.05 ACRES

SURVEYOR'S CERTIFICATE

I, **ROBERT W. CONDON**, Professional Land Surveyor, do hereby certify that by the order of **Frank T. Van Bever**, I have surveyed, monumented, mapped and divided part of the Northeast Quarter of the Northeast Quarter and part of the Southeast Quarter of the Northeast Quarter, Section 32, Town 14 North, Range 15 East, Town of Waupun, Fond Du Lac County, Wisconsin, described as follows:

Commencing at the North Quarter corner of said Section 32;
thence South 89°55'31" East along the North line of the Northeast Quarter, 1,307.74 feet to the Northwest corner of the Northeast Quarter of the Northeast Quarter;
thence South 01°22'25" West along the West line of the Northeast Quarter of the Northeast Quarter, 1,139.01 feet to the point of beginning;
thence South 88°23'13" East along the South line of lands described and recorded in Document No. 942136 and the Westerly extension thereof, 164.20 feet to the Southeast corner thereof;
thence North 01°19'03" East along lands described and recorded in Document No. 942136, Document No. 957587 and Document No. 255495, 304.61 feet to a point in the South line of lands described and recorded in Document No. 1176723;
thence South 89°55'55" East along the South line of lands described and recorded in Document No. 1176723 and the South line of Parcel A, Certified Survey Map, No. 7016, 615.65 feet;
thence South 00°04'05" West, 351.87 feet;
thence North 88°37'35" West along the North line of Certified Survey Map, No. 8879 and the Easterly extension thereof, 787.41 feet to the Northwest corner of said Certified Survey Map, No. 8879 and being a point in the West line of the Northeast Quarter of the Northeast Quarter;
thence South 01°22'25" West along the West line of the Northeast Quarter of the Northeast Quarter and the West line of the Southeast Quarter of the Northeast Quarter and being the West line of Certified Survey Map, No. 8879, 260.00 feet to the Southwest corner of Certified Survey Map, No. 8879;
thence South 88°37'35" East along the South line of Certified Survey Map, No. 8879, 625.00 feet to the Southeast corner thereof;
thence South 01°22'25" West, 280.00 feet;
thence North 88°37'35" West, 625.00 feet to a point in the West line of the Southeast Quarter of the Northeast Quarter;
thence North 01°22'25" East along the West line of the Southeast Quarter of the Northeast Quarter and the West line of the Northeast Quarter of the Northeast Quarter, 573.83 feet to the point of beginning.
Containing 394,053 square feet, (9.05 acres), more or less. Being subject to County Trunk Highway M, also known as North Madison Street, right-of-way along the Westerly side thereof and servitudes and easements of use or record if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes and the Fond Du Lac County Subdivision Ordinance to the best of my knowledge and belief.

ROBERT W. CONDON

Professional Land Surveyor, No. 1851

Dated: March 6, 2023

File No: 223-57

CLIENT/OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

As prepared by:

GA GROTHMAN & ASSOCIATES S.C.
PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI 53001
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FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 223-57



DRAFTED BY: T. KASPER
CHECKED BY: RC
PROJ. 522-265
DWG. 223-57 SHEET 4 OF 5

**FOND DU LAC COUNTY CERTIFIED SURVEY MAP
GENERAL LOCATION**

**BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32,
T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN**
CONTAINING: 394,053 SQ.FT. - 9.05 ACRES

CITY of WAUPUN RESOLUTION

RESOLVED THAT this Certified Survey Map within the City of Waupun, extraterritorial jurisdiction is hereby approved and accepted by the City of Waupun Planning Commission.

Mayor

Date

City Clerk

Date

TOWN BOARD RESOLUTION

RESOLVED that this certified survey map in the Town of Waupun, Frank T. Van Bever, Owner, is hereby approved and dedication accepted by the Town Board.

Dated this _____ day of _____, 2023. _____
Town Chairperson

I HEREBY CERTIFY that the foregoing is a copy of the Resolution adopted by the Town Board of Waupun.

Dated this _____ day of _____, 2023. _____
Town Clerk

FOND DU LAC COUNTY APPROVAL CERTIFICATE

Approved in accordance with Section 236.12 Wisconsin Statutes _____, 2023. Town of Waupun, Fond du Lac County Planning Agency by:

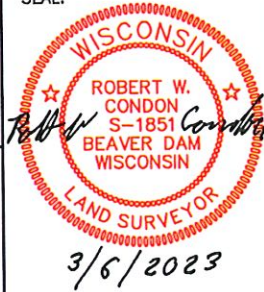
Director of Planning

CLIENT/OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

As prepared by:

GA GROTHMAN & ASSOCIATES S.C.
PROFESSIONAL SERVICES
625 EAST SLUFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
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FAX: (608) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 223-57



DRAFTED BY: T. KASPER
CHECKED BY: RC
PROJ. 522-265
DWG. 223-57 SHEET 5 OF 5

**FOND DU LAC COUNTY CERTIFIED SURVEY MAP
GENERAL LOCATION**

**BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32,
T. 14 N., R. 15 E., TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN**
CONTAINING: 394,053 SQ.FT. - 9.05 ACRES

OWNER'S CERTIFICATE of DEDICATION

As Owner(s), I/we hereby certify that I/we consented to the land described on this Certified Survey Map to be surveyed, dedicated, divided and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required by S.236.10 or 236.12 to be submitted to the following for approval or objection.

- 1. Town of Waupun
- 2. Fond du Lac County Planning Agency

Frank T. Van Bever

Witness the hand and seal of said Owner this _____ day of _____, 2023.
STATE of WISCONSIN)
SS)
COUNTY OF FOND DU LAC)

Personally came before me this _____ day of _____, 2023, the above named Frank T. Van Bever to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____ Notary Public My commission expires: _____

CLIENT/OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23 **TITLE:** Award Bid for Re-Roof Safety Building Project

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Public Infrastructure	Not to exceed \$165,710.45

ISSUE SUMMARY

The Safety Building roof, located at 16 E. Main Street, Waupun, has been leaking and the shingles are at the end of life. This project is not part of the adopted capital improvement plan due to lack of funds, however was identified as a level 1 priority during ARPA prioritization. There are several areas where water is penetrating the building due to the condition of the roof and causing damage within the building. Because current capital budgets do not support his work, ARPA funding is required to complete the project.

At the mandatory pre-bid meeting, Security Lubke Roofing, Inc of Appleton, Ripon Area Roofing and Siding of Green Lake, and Anything and Everything Home Maintenance of Waupun, were in attendance. Bids submitted for consideration are:

- Security Lubke Roofing, Inc of Appleton \$150,710.45 plus 10% for additional work as needed not to exceed \$165,710.45
- Ripon Area Roofing and Siding of Green Lake \$158,000 to include 5 free sheets of OSB plus 10% for additional work as needed not to exceed \$173,800
- Anything and Everything Home Maintenance of Waupun \$195,900 plus 10% for additional work as needed not to exceed \$215,450

STAFF RECCOMENDATION:

Recommend awarding to the low bidder, Security Luebke Roofing, with a 10% contingency.

ATTACHMENTS:

Bid Tab

MOTIONS FOR CONSIDERATION:

Motion to award the bid for the Re-Roof of the Public Safety Building Project to Security Luebke Roofing in the amount of \$150,710.45 plus an allowance of 10% for work as needed not to exceed \$165,710.45, contingent on approval of ARPA funds to pay project related expenses.

CITY OF WAUPUN
 BID TAB
 RE-ROOF SAFETY BUILDING - 16 E MAIN ST (2023)

Item	Security Lubke Roofing Inc 3921 E Endeavor Dr Appleton, WI 54915	Ripon Area Roofing & Siding W1479 E Spring Brook Rd Green Lake, WI 54941	Anything & Everything Home Maintenance 503 Industrial Dr Waupun, WI 53963
Total Cost	\$150,710.45	\$158,000.00	\$195,900.00
Unit Price Schedule			
Replace Damaged Roof Deck	\$2.45 SF	\$65.00 SF	\$2.40 SF
Replace Damaged Fascia	\$5.88 LF	\$14.00 LF	\$8.20 LF
Replace Damaged 1 x 8 Face Board	\$4.90 LF	\$14.00 LF	\$5.62 LF



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23
AGENDA SECTION: CONSIDERATION-ACTION
PRESENTER: Jeff Daane, Public Works Director

TITLE: Release of ARPA Funds to Cover Public Safety Roof Repair Expenditures

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	Not to exceed \$165,710.45	

ISSUE SUMMARY

The Safety Building roof, located at 16 E. Main Street, Waupun, project is not part of the adopted capital improvement plan due to lack of funds, however was identified as a level 1 priority during ARPA prioritization. There are several areas where water is penetrating the building due to the condition of the roof and causing damage within the building. Because current capital budgets do not support his work, ARPA funding is required to complete the project.

STAFF RECCOMENDATION:

Recommend release of ARPA funds to complete this level 1 infrastructure priority

ATTACHMENTS:

Bid Tab

MOTIONS FOR CONSIDERATION:

Motion to release ARPA funds to pay expenses related to replacement of the Public Safety building roof in an amount not to exceed \$165,710.45.

CITY OF WAUPUN
 BID TAB
 RE-ROOF SAFETY BUILDING - 16 E MAIN ST (2023)

Item	Security Lubke Roofing Inc 3921 E Endeavor Dr Appleton, WI 54915	Ripon Area Roofing & Siding W1479 E Spring Brook Rd Green Lake, WI 54941	Anything & Everything Home Maintenance 503 Industrial Dr Waupun, WI 53963
Total Cost	\$150,710.45	\$158,000.00	\$195,900.00
Unit Price Schedule			
Replace Damaged Roof Deck	\$2.45 SF	\$65.00 SF	\$2.40 SF
Replace Damaged Fascia	\$5.88 LF	\$14.00 LF	\$8.20 LF
Replace Damaged 1 x 8 Face Board	\$4.90 LF	\$14.00 LF	\$5.62 LF



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23 **TITLE:** Authorize Childcare Stabilization Fund Program

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	\$250,000	

ISSUE SUMMARY

During the recovery from COVID-19, the City of Waupun lost a licensed childcare facility and currently has one licensed facility serving the community. Per the final rule, childcare stabilization is an eligible use of ARPA Funds and the Waupun Common Council has identified childcare as a sector disproportionately impacted by the pandemic. Staff has drafted a program framework that childcare businesses can apply to using ARPA Funds. This proposal would be contingent on the commitment of ARPA Funds to increase the number of infant, toddler and preschool childcare spaces available to families in the City of Waupun. The primary goal is to support start-up of new programs, the expansion of existing programs that result in additional infant, toddler and preschool child care spaces, or expansion that includes non-standard hour care (evenings/weekends) for infants and toddlers. A total of \$250,000 of ARPA funds to be used to support the proposed program. Furthermore, the recommendation includes a request to authorize the Economic Development Committee (EDC) to review application submissions and approval allocations through the program framework. Additional work with Dodge and Fond du Lac County is complimentary to this proposal and staff will outline those things as well.

STAFF RECOMMENDATION:

Adopt program framework and authorize EDC has the review and approval committee for applications.

ATTACHMENTS:

Program Framework Document in Draft Form

RECOMMENDED MOTION:

Motion to approve the Childcare Stabilization Fund Program as outlined and authorize EDC as the review and approval committee for submitted applications.

Child Care Stabilization Fund Program - DRAFT

City of Waupun – ARPA Allocation

Overview

During the recovery from COVID-19, the City of Waupun lost a licensed childcare facility and currently has one licensed facility serving the community. Per the final rule, childcare stabilization is an eligible use of ARPA Funds and the Waupun Common Council has identified childcare as a sector disproportionately impacted by the pandemic. As such, the City of Waupun is allocating a total of \$250,000 in ARPA funding for the purpose of Child Care Infrastructure Stabilization Grants. The purpose of this grant is to increase the number of infant, toddler and preschool childcare spaces available to families in the City of Waupun. Grant projects should be informed by local community needs and must include either start-up of new programs, the expansion of existing programs that result in additional infant, toddler and preschool child care spaces, or expansion that includes non-standard hour care (evenings/weekends) for infants and toddlers.

Eligible Applicants:

Existing childcare facilities within the City of Waupun corporate limits that are interested in increasing their licensed capacity are encouraged and eligible to apply for up to 50%, unless otherwise noted, of their related expansion costs as follows:

- Individuals planning to open a registered family childcare program in home.
- Businesses or organizations currently licensed and seeking to expand the number of available licensed childcare slots available within their existing facility.
- Businesses or organizations seeking to startup a new licensed childcare facility.
- Preference given to those applications submitting by businesses or organizations that provide at least 48 weeks of care per year and a minimum of 50 hours of care per week, or care during non-traditional days/dayparts.

Eligible Expenses:

- Renovations and improvements to buildings that allow for additional infant, toddler or preschool care within the childcare site.
- Program changes or improvements to increase total number of infants, toddlers or preschoolers served at the program.
- Equipment and materials needed to support early learning environments, physical health and wellbeing of children served in newly created childcare slots (e.g. cribs, changing tables, outdoor play equipment, literacy materials, learning toys, etc.)
- Expenses related to offering newly created non-standard hour care spaces (evenings and weekends).
- Training and compensation costs related to workforce recruitment and training.
- Purchasing or leasing a building and renovating it to deliver high quality childcare.
- Acquiring indoor furniture and fixtures for increased capacity. Selected examples include tables, chairs, cribs and sleeping mats.
- Creating an outdoor learning environment that accommodates additional children.

Child Care Stabilization Fund Program - DRAFT

City of Waupun – ARPA Allocation

- Buying playground equipment to support more licenses/children served.
- Procuring health and safety supplies and other materials required to increase licensed capacity.
- Expenses must be incurred after May 31, 2023 and before December 31, 2026.

Ineligible Expenses:

- Working capital needed to support operations
- Wage stipends for staff payroll
- General operating expenditures

Grant Amounts:

- Family childcare startups or expansion: up to 75% of costs capped at \$7,500
- Licensed startup existing space: up to 50% of costs capped at \$50,000
- Licensed capacity expansion or start up renovating space: up to 50% of costs capped at \$125,000

APPLICATION SUBMITTAL AND REVIEW PROCESS

The program is designed for rapid response, using a competitive award process (application does not guarantee award) and will be governed by the following process:

- a. Applications are distributed and collected by the Waupun Economic Development Committee (EDC).
- b. Completed applications will be reviewed by the EDC and scored based on a set of approved criteria made available to program applicants.
- c. First round application deadline is June 15, 2023 at 4:30 p.m. If funds remain to support additional applications, then applications received after this date will be received and processed based on the same criteria on a first-come, first-served basis until all funds are depleted, or until program expiration on February 28, 2024.
- d. Appropriate documentation of invoices documenting expenses outlined in application must accompany submittal for an application to be considered. If on initial staff review, an application is found to be incomplete for failure to provide required documentation, then applicants will be given a reasonable time, not to exceed three (3) business days, to provide the required documentation. Failure to provide required documentation within this time period will mean that the application will not be considered as received until all required documentation has been provided to the EDC.
- e. Successful applicants must sign a written agreement with the EDC prior to disbursement of funds.

EVALUATION CRITERIA:

To be eligible, all applications must meet the following minimum criteria:

Child Care Stabilization Fund Program - DRAFT

City of Waupun – ARPA Allocation

1. Licensed childcare business / or qualified person seeking to establish a licensed childcare business and operating within the City of Waupun limits.	Yes or No
2. Business or person in good standing and not delinquent with special assessments, real estate or personal property taxes, utility bills, or other city charges.	Yes or No

All applications meeting the above criteria will be evaluated by the EDC who will make final award decisions using the following scoring criteria:

3. A business plan is included with application. Additional points are given for evidence of having worked with a credible third-party business coach to develop presented business plan.	30 Points
4. Business able to demonstrate required match to support program application.	20 Points
5. Business is able to demonstrate how they will recruit and retain qualified staff within their business plan.	20 Points
6. If currently in business, ability to demonstrate commitment to quality through a minimum young star rating of three.	20 Points
7. Preference given to those applications submitted by businesses or organizations that provide at least 48 weeks of care per year and a minimum of 50 hours of care per week, or care during non-traditional days/dayparts.	10 Points
TOTAL	100 Points



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23
AGENDA SECTION: CONSIDERATION-ACTION
PRESENTER: Kathy Schlieve, City Administrator

TITLE: Release of ARPA Funds to Cover Childcare Stabilization Fund Program and Authorize Economic Development Committee to Review and Approve Applications

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	Not to exceed \$250,000	

ISSUE SUMMARY

This request is to authorize \$250,000 of ARPA funding to support childcare stabilization in the community. Furthermore, to authorize EDC as the review and approval committee to consider applications coming through the program. The proposed program would sunset on February 28, 2024, but could be renewed based on action of the council. Unspent funds would remain in ARPA restricted fund and could be reallocated after sunset of the program.

STAFF RECCOMENDATION:

Recommend release of ARPA funds to support this level 1 childcare priority

ATTACHMENTS:

MOTIONS FOR CONSIDERATION:

Motion to release ARPA funds to pay expenses related to implementation of Childcare Stabilization Fund Program as outlined in an amount not to exceed \$250,000 and to authorize EDC as the committee responsible for reviewing and awarding applicants in the program.



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/2023

TITLE: Monthly Financials- April 2023

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

Providing a monthly financial report along with a summary of revenues or expenditures that are recommended for Council attention.

STAFF RECOMMENDATION:

Accept the financials and to move them to the Common Council Consent Agenda.

ATTACHMENTS:

April 30, 2023 Monthly Financials

RECOMMENDED MOTION:

Motion to accept and recommend to the Common Council, the approval of the April 2023 monthly financial report



**MONTHLY FINANCIAL REPORT
2023**

January

Revenues	Expenses
\$22,215 - Library Board approved to move 2022 surplus from Library Fund to the Capital Project fund in 2023.	

February

Revenues	Expenses
\$55,389 Municipal Services Payment \$4,103 Parking Violation Revenue \$20,666 Interest Income	

March

Revenues	Expenses
\$30,819 Fond du Lac County Sales & Use Tax	\$175,192 Payment for Land Purchase
\$15,365 DOA Law Enforcement Agency Grant (Fund 220)	\$105,797 Payment to Stone & Suede from WEDC Grant
\$199,548 & \$22,215 year end transfers from GF and Library to Capital (Fund 400)	
\$210,452 transfer from GF to Bus Park (Fund 404) pay remaining loan payment to utilities	
\$134,200 WEDC CDI Grant Payment (Fund 405)	
\$80,000 assigned funds transfer in for Ambulance (Fund 410)	
\$16,956.14 DOT FED Grant (Fund 501)	

April

Revenues	Expenses



**MONTHLY FINANCIAL REPORT
APRIL 30, 2023**

A **B** **C** **D** **E**
 % of Year Past
33%

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FUND 100

General Operations Fund

	4/30/2023	4/30/2023	4/30/2023	4/30/2023	
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES	54,737	1,495,852	2,405,770	909,918	62.18
SPECIAL ASSESSMENTS	6	8	100	92	7.75
INTERGOVERNMENTAL AIDS	134,762	358,600	3,340,523	2,981,924	10.73
LICENSES & PERMITS	421	1,564	58,160	56,596	2.69
PENALTIES, FOREFEITURES	3,214	15,777	45,500	29,723	34.67
PUBLIC CHARGES FOR SERVICE	23,049	111,372	266,368	154,996	41.81
INTERGOVERNMENTAL CHARGES	-	-	-	-	
MISCELLANEOUS REVENUE	24,764	96,702	50,000	(46,702)	193.40
SPECIAL FUNDS ACTIVITY	-	-	710,046	710,046	0.00
TOTAL REVENUE	240,953	2,079,873	6,876,467	4,796,594	

EXPENDITURES					
GENERAL GOVERNMENT	75,321	900,075	1,880,661	980,586	47.86
ECO DVLP/ADMIN	3,602	28,023	37,161	9,138	75.41
RECREATION	15,607	56,965	385,944	328,979	14.76
ASSESSOR/INSPECTOR	3,186	12,745	39,875	27,130	31.96
POLICE	157,300	631,090	2,288,462	1,657,372	27.58
FIRE	35,386	113,040	522,597	409,556	21.63
PUBLIC WORKS	151,031	539,742	1,721,767	1,182,025	31.35
TOTAL EXPENDITURES	441,434	2,281,681	6,876,467	4,594,785	

NET REVENUE OVER EXPENDITURES	(200,481)	(201,808)	0	201,808	
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41 **FUND 200**

42 **Trust Fund**

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
44 REVENUE					
45 ST AID-WINNEFOX/MID-WISC	-	-	-	-	0.00
46 INTEREST/DIVIDEND/GRANT	-	3	75	72	3.88
47 UNREALIZED GAINS	-	-	-	-	0.00
48 TOTAL REVENUE	-	3	75	72	

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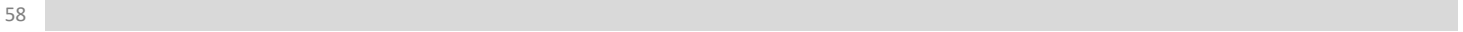
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51 EXPENDITURES					
52 OPERATING TRANSFER OUT	-	-	-	-	0.00
53 LIBRARY EXPENSES	-	-	-	-	0.00
54 TOTAL EXPENDITURES	-	-	-	-	

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56 NET REVENUE OVER EXPENDITURES	-	3	75	72	
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62 **FUND 210**

63 **Library Fund**

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
64 REVENUE					
65 GENERAL PROPERTY TAXES	-	391,049	516,792	125,743	75.67
66 INTEREST/DIVIDEND/GRANT	159,029	213,939	213,938	(1)	100.00
67 FEES	12	332	1,200	868	27.65
68 DIVIDEND/REVENUE/DONATIONS	1,946	6,791	11,000	4,209	61.74
69 TOTAL REVENUE	160,986	612,111	742,930	130,819	

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73 EXPENDITURES					
74 LIBRARY EXPENSES	58,193	204,948	742,930	537,982	27.59
75 TRANSFER OUT - CAPITAL FUND	-	-	-	-	0.00
76 TOTAL EXPENDITURES	58,193	204,948	742,930	537,982	

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78 NET REVENUE OVER EXPENDITURES	102,793	407,163	-	(407,163)	
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FUND 220

A B C D E

Grants and Donations Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
PSC/FEDERAL GRANT	-	-	-	-	0.00
GRANTS	-	23,568	6,010	(17,558)	392.15
TOTAL REVENUE	-	23,568	6,010	(17,558)	

EXPENDITURES					
GEN GOVERNMENT	5,000	5,000	-	(5,000)	0.00
GRANT EXPENSES - RECREATION	-	-	-	-	0.00
GRANT EXPENSES - POLICE	366	11,357	5,000	(6,357)	227.15
GRANT EXPENSES - FIRE/EMR	360	360	-	(360)	0.00
GRANT EXPENSES - DPW	-	-	-	-	0.00
ECONOMIC DEVELOPMENT EXPENSES	-	-	1,000	1,000	0.00
TOTAL EXPENDITURES	5,725	16,717	6,000	(10,717)	

NET REVENUE OVER EXPENDITURES	(5,725)	6,851	10	(6,841)	
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FUND 230

Building Inspection Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-BLDG IN	-	-	-	-	0.00
PERMITS-BUILDING	5,388	14,645	75,000	60,355	19.53
FEES	1,350	3,610	9,150	5,540	39.45
TOTAL REVENUE	6,738	18,255	84,150	65,895	

EXPENDITURES					
OPERATING SUPPLIES/WAGES	10,506	19,236	86,816	67,580	22.16
TOTAL EXPENDITURES	10,506	19,236	86,816	67,580	

NET REVENUE OVER EXPENDITURES	(3,768)	(981)	(2,666)	(1,685)	
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FUND 240

ARPA Fund

A **B** **C** **D** **E**
Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
FED GRANT (PD BY STATE)-ARPA	-	-	-	-	0.00
INTEREST INCOME-ARPA	<u>4,746</u>	<u>17,921</u>	<u>7,500</u>	<u>(10,421)</u>	238.94
TOTAL REVENUE	<u>4,746</u>	<u>17,921</u>	<u>7,500</u>	<u>(10,421)</u>	

EXPENDITURES					
ARPA POLICE OPERATING EXP	-	-	-	-	0.00
ARPA EXPENSES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

NET REVENUE OVER EXPENDITURES	4,746	17,921	7,500	(10,421)	
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FUND 300

Debt Fund

Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
PAID TO ESCROW AGENT	-	-	-	-	0.00
GENERAL PROPERTY TAXES	-	596,329	788,080	191,751	75.67
FUNDS APPLIED	125	465	375	(90)	124.10
DEBT SERVICE SURPLUS APPLIED	<u>117,869</u>	<u>177,654</u>	<u>827,080</u>	<u>649,426</u>	21.48
TOTAL REVENUE	<u>117,994</u>	<u>774,448</u>	<u>1,615,535</u>	<u>841,087</u>	

EXPENDITURES					
ROCK NEWTON 2021 P&I	-	11,175	137,350	126,175	8.14
PRINCIPAL AND INTEREST PAYMENTS	<u>308,106</u>	<u>380,456</u>	<u>1,478,185</u>	<u>1,097,729</u>	25.74
TOTAL EXPENDITURES	<u>308,106</u>	<u>391,631</u>	<u>1,615,535</u>	<u>1,223,904</u>	

NET REVENUE OVER EXPENDITURES	(190,113)	382,817	-	(382,817)	
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158 **FUND 400**159 **Capital Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-CIF	-	257,273	340,000	82,727	75.67
SIDEWALKS	-	-	100,000	100,000	0.00
STATE SHARED REVENUES-EXP REST	-	289,686	2,574,434	2,284,748	11.25
FEES-REC FACILITY MAINTENANCE	-	500	15,000	14,500	3.33
CO & MUNIC-STREET & HIGHWAYS	-	-	-	-	0.00
INTEREST AND MISC	1,822	10,813	8,000	(2,813)	135.16
TRANSFERS IN FROM OTHER FUNDS	-	221,763	680,000	458,237	32.61
TOTAL REVENUE	<u>1,822</u>	<u>780,035</u>	<u>3,717,434</u>	<u>2,937,399</u>	

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EXPENDITURES					
CITY HALL	-	-	-	-	
RECREATION	57,149	108,271	2,530,000	2,421,729	4.28
PUBLIC SAFETY	4,017	179,209	255,095	75,886	70.25
LIBRARY AND DPW	-	-	-	-	0.00
STREETS	6,593	9,794	450,000	440,206	2.18
TRANSFER OUT	-	-	-	-	0.00
TOTAL EXPENDITURES	<u>67,759</u>	<u>297,274</u>	<u>3,235,095</u>	<u>2,937,821</u>	

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NET REVENUE OVER EXPENDITURES	(65,937)	482,761	482,339	(422)	
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185 **FUND 401**186 **TID 5 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	309,490	408,345	98,855	75.79
DEVELOPER GUARANTEES	-	24,735	-	(24,735)	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 5 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>334,225</u>	<u>408,345</u>	<u>74,120</u>	

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EXPENDITURES					
TID 5 OPERATING EXPENSES	-	52,363	381,050	328,688	13.74
TOTAL EXPENDITURES	<u>-</u>	<u>52,363</u>	<u>381,050</u>	<u>328,688</u>	

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NET REVENUE OVER EXPENDITURES	-	281,862	27,295	(254,567)	
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FUND 404

Business Park Fund

A **B** **C** **D** **E**
Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
TAX INCREMENT	-	-	-	-	0.00
INTEREST INCOME	-	-	-	-	0.00
LEASES/FUND BALANCE	-	219,526	224,103	4,577	97.96
TOTAL REVENUE	-	219,526	224,103	4,577	

EXPENDITURES					
OPERATING EXPENSES	-	70	15,109	15,039	0.46
TOTAL EXPENDITURES	-	70	15,109	15,039	

NET REVENUE OVER EXPENDITURES	-	219,456	208,994	(10,462)	
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FUND 405

TID 3 Fund

Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	95,112	150,598	55,486	63.16
PAYMENT IN LIEU OF TAX	-	9,762	9,000	(762)	108.47
GRANTS	-	134,200	-	(134,200)	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
PROCEEDS LONG TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	-	239,074	159,598	(79,476)	

EXPENDITURES					
TID 3 OPERATING EXPENSES	2,603	119,318	159,083	39,766	75.00
TRANSFER TO A DIF FUND	-	-	-	-	0.00
TOTAL EXPENDITURES	2,603	119,318	159,083	39,766	

NET REVENUE OVER EXPENDITURES	(2,603)	119,757	515	(119,242)	
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243 **FUND 407**244 **TID 7 Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	37,796	45,000	7,204	83.99
PERMITS-BUILDING-TIF 7	-	-	-	-	0.00
STATE GRANT	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>37,796</u>	<u>45,000</u>	<u>7,204</u>	

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EXPENDITURES					
INTEREST ON ADVANCES OTHER FUNDS	28,069	28,069	131,138	103,069	21.40
TID 7 OPERATING EXPENSES	-	338	6,500	6,163	5.19
TOTAL EXPENDITURES	<u>28,069</u>	<u>28,406</u>	<u>137,638</u>	<u>109,232</u>	

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NET REVENUE OVER EXPENDITURES	(28,069)	9,390	(92,638)	(102,028)	
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264 **FUND 408**265 **TID 6 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	74,569	98,488	23,919	75.71
STATE/FEDERAL GRANT-TIF 6	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS/TRANSFERS	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>74,569</u>	<u>98,488</u>	<u>23,919</u>	

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EXPENDITURES					
INTEREST ON ADVANCES OTHER FUNDS	-	-	65,630	65,630	0.00
TID 6 OPERATING EXPENSES	1,130	4,369	30,266	25,897	14.44
TOTAL EXPENDITURES	<u>1,130</u>	<u>4,369</u>	<u>95,896</u>	<u>91,527</u>	

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NET REVENUE OVER EXPENDITURES	(1,130)	70,200	2,592	(67,607)	
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FUND 410

Equipment Fund

A **B** **C** **D** **E**
 Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
GENERAL PROPERTY TAXES-ERF	-	170,254	225,000	54,746	75.67
GRANT REVENUE-ERF	-	-	-	-	0.00
MISCELLANEOUS	856	3,192	5,000	1,808	63.83
TRANSFERS	-	80,000	-	(80,000)	0.00
TOTAL REVENUE	<u>856</u>	<u>253,446</u>	<u>230,000</u>	<u>(23,446)</u>	

EXPENDITURES					
EQUIPMENT ADMINISTRATION	-	-	7,000	7,000	0.00
EQUIPMENT RECREATION	-	3,973	5,000	1,027	79.47
EQUIPMENT POLICE	2,000	111,492	130,187	18,695	1.54
EQUIPMENT FIRE	-	1,392	30,500	29,108	4.56
EQUIPMENT LIBRARY	-	-	-	-	0.00
EQUIPMENT DPW	-	57,450	141,500	84,050	40.60
TOTAL EXPENDITURES	<u>2,000</u>	<u>174,307</u>	<u>314,187</u>	<u>139,880</u>	

NET REVENUE OVER EXPENDITURES	(1,144)	79,139	(84,187)	(163,326)	
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FUND 418

TID 8 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	104,702	125,000	20,298	83.76
PERMITS-BUILDING-TIF 8	-	-	-	-	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 8 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>104,702</u>	<u>125,000</u>	<u>20,298</u>	

EXPENDITURES					
TRANSFER OUT	-	-	15,405	15,405	0.00
TID 8 OPERATING EXPENSES	-	130,338	131,150	813	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>130,338</u>	<u>146,555</u>	<u>16,218</u>	

NET REVENUE OVER EXPENDITURES	-	(25,635)	(21,555)	4,080	
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327 **FUND 419**
 328 **TID 9 Fund**

A **B** **C** **D** **E**
 Month Activity YTD Actual Budget Amount Unearned Percent

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	A	B	C	D	E
330 REVENUE					
331 TAXES-TAX INCREMENTAL DISTRICT	-	-	-	-	0.00
332 TIF 9 INTEREST REVENUE	<u>9</u>	<u>33</u>	<u>-</u>	<u>(33)</u>	0.00
333 TOTAL REVENUE	<u>9</u>	<u>33</u>	<u>-</u>	<u>(33)</u>	

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336 EXPENDITURES					
337 TRANSFER OUT	-	-	-	-	0.00
338 TID 9 OPERATING EXPENSES	<u>1,647</u>	<u>34,241</u>	<u>115,116</u>	<u>80,875</u>	29.74
339 TOTAL EXPENDITURES	<u>1,647</u>	<u>34,241</u>	<u>115,116</u>	<u>80,875</u>	

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341 NET REVENUE OVER EXPENDITURES	<u>(1,638)</u>	<u>(34,207)</u>	<u>(115,116)</u>	<u>(80,908)</u>	
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345 **FUND 420**
 346 **Recycling Fund**

Month Activity YTD Actual Budget Amount Unearned Percent

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	A	B	C	D	E
348 REVENUE					
349 STATE GRANT-RECYCLING	-	-	50,000	50,000	0.00
350 FEES-RECYCLING	<u>11,886</u>	<u>35,642</u>	<u>99,561</u>	<u>63,919</u>	35.80
351 INTEREST REVENUE	<u>394</u>	<u>1,469</u>	<u>750</u>	<u>(719)</u>	195.87
352 TOTAL REVENUE	<u>12,280</u>	<u>37,111</u>	<u>150,311</u>	<u>113,200</u>	

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355 EXPENDITURES					
356 OPERATING	<u>12,138</u>	<u>40,153</u>	<u>148,828</u>	<u>108,675</u>	26.98
357 TOTAL EXPENDITURES	<u>12,138</u>	<u>40,153</u>	<u>148,828</u>	<u>108,675</u>	

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359 NET REVENUE OVER EXPENDITURES	<u>142</u>	<u>(3,042)</u>	<u>1,483</u>	<u>4,525</u>	
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363 **FUND 425**364 **Solid Waste Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
FEES-SOLID WASTE	35,659	106,926	441,689	334,763	24.21
TOTAL REVENUE	35,659	106,926	441,689	334,763	

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EXPENDITURES					
OPERATING	34,249	102,264	436,846	334,582	23.41
TOTAL EXPENDITURES	34,249	102,264	436,846	334,582	

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NET REVENUE OVER EXPENDITURES	1,410	4,661	4,843	182	
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379 **FUND 430**380 **Tourism Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
LOCAL ROOM TAX-TOURISM FUND	6,152	14,897	60,000	45,103	24.83
MISCELLANEOUS REVENUE-TOURISM	-	-	10,000	10,000	0.00
TOTAL REVENUE	6,152	14,897	70,000	55,103	

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EXPENDITURES					
OPERATING EXPENSES	5,287	9,595	70,000	60,405	13.71
TOTAL EXPENDITURES	5,287	9,595	70,000	60,405	

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NET REVENUE OVER EXPENDITURES	864	5,302	-	(5,302)	
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FUND 501
Taxi Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
GENERAL PROPERTY TAXES	-	34,051	45,000	10,949	0.00
FED GRANT (PD BY ST)-TRANSPORT	-	16,956	109,930	92,974	15.42
SALE OF CITY PROPERTY-TAXI	-	-	-	-	0.00
OPERATING TRANSFER IN-GF	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>51,007</u>	<u>154,930</u>	<u>103,923</u>	

EXPENDITURES					
OPERATING EXPENSES	<u>11,417</u>	<u>32,756</u>	<u>163,303</u>	<u>130,547</u>	20.06
TOTAL EXPENDITURES	<u>11,417</u>	<u>32,756</u>	<u>163,303</u>	<u>130,547</u>	

NET REVENUE OVER EXPENDITURES	<u>(11,417)</u>	<u>18,251</u>	<u>(8,373)</u>	<u>(26,624)</u>	
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FUND 509
CDBG Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
INTEREST REVENUE	4	16	20	4	78.70
TOTAL REVENUE	<u>4</u>	<u>16</u>	<u>20</u>	<u>4</u>	

EXPENDITURES					
OPERATING EXPENSES	<u>10,958</u>	<u>10,958</u>	<u>73,000</u>	<u>62,042</u>	0.00
TOTAL EXPENDITURES	<u>10,958</u>	<u>10,958</u>	<u>73,000</u>	<u>62,042</u>	

NET REVENUE OVER EXPENDITURES	<u>(10,954)</u>	<u>(10,942)</u>	<u>(72,980)</u>	<u>(62,038)</u>	
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432 **FUND 700**433 **StormWater Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
435	REVENUE				
436	-	-	-	-	0.00
437	-	-	-	-	0.00
438	50,240	151,996	588,800	436,804	25.81
439	-	-	-	-	0.00
440	<u>50,240</u>	<u>151,996</u>	<u>588,800</u>	<u>436,804</u>	
441					
442					
443	EXPENDITURES				
444	3,087	12,684	42,815	30,132	29.62
445	820	1,277	27,493	26,215	4.65
446	120	120	3,200	3,080	3.76
447	3,432	7,520	79,906	72,386	9.41
448	3,227	42,285	141,900	99,615	29.80
449	2,179	2,765	45,626	42,861	6.06
450	<u>92,669</u>	<u>101,268</u>	<u>196,020</u>	<u>94,752</u>	51.66
451	<u>105,534</u>	<u>167,918</u>	<u>536,960</u>	<u>369,041</u>	
452					
453	NET REVENUE OVER EXPENDITURES	(55,294)	(15,922)	51,840	67,762



AGENDA SUMMARY SHEET

MEETING DATE: 5/30/23

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

Future meetings/gatherings of the Common Council, consideration of licenses/permits, payment of expenses.

Future Meetings/Gatherings of the Body of the Common Council (*All meetings begin at 6:00pm unless otherwise noticed*)

Tuesday, June 13, 2023	Common Council	6:00pm
Tuesday, June 27, 2023	Committee of the Whole	6:00pm
Tuesday, July 11, 2023	Common Council	6:00pm
Tuesday, July 25, 2023	Committee of the Whole	6:00pm

License and Permit Applications

OPERATOR LICENSE:

Dillon Conwell, Reagan Baley, Ashlynn Brecheen, Nicole Montanez, Jessica Bryan, Morgan Cole, Cody Buechel, Nicholas Rusch, Amber Bork

TEMPORARY CLASS B:

SODA-DAIRY

All American Circus- June 1, 2023 Waupun Community Center

ATTACHMENTS:

Expense Report

RECOMENDED MOTION:

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

Report Criteria:

Report type: Summary

Invoice.Batch = "051023","051123","051523","053023"

Check Issue Date	Check Number	Payee	Amount
05/09/2023	105903	WAUPUN UTILITIES	21,657.99
05/11/2023	105904	TBE EQUIPMENT	4,623.00
05/15/2023	105937	DCELEA	90.00
05/15/2023	105938	OOSTERHOUSE, ROBERT	41,104.17
05/15/2023	105939	VANDEZANDE TRUST ACCOUNT	842.00
05/25/2023	105940	AMAZON	69.34
05/25/2023	105941	AMAZON CAPITAL SERVICES	1,006.04
05/25/2023	105942	AIRGAS USA LLC	1,535.68
05/25/2023	105943	ALLIANT ENERGY/WP&L	2,322.25
05/25/2023	105944	AT&T MOBILITY	1,167.71
05/25/2023	105945	BALLWEG IMPLEMENT	161.42
05/25/2023	105946	BENTZ AUTOMOTIVE INC	102.95
05/25/2023	105947	BLACKSTONE TECHNOLOGIES LLC	1,308.00
05/25/2023	105948	BOUND TREE MEDICAL LLC	3,293.54
05/25/2023	105949	BROOKS SHOE & REPAIR	150.00
05/25/2023	105950	BROWN CAB SERVICE INC	10,318.00
05/25/2023	105951	BUCHHOLZ, BAMBI	40.00
05/25/2023	105952	CAPITAL NEWSPAPERS	314.73
05/25/2023	105953	CARTRIDGE WORLD	81.98
05/25/2023	105954	CHARTER COMMUNICATIONS	1,303.98
05/25/2023	105955	CITY OF BEAVER DAM	860.00
05/25/2023	105956	SSM HEALTH LABORATORIES	80.00
05/25/2023	105957	DESTINATION LAKE WINNEBAGO RE	5,835.40
05/25/2023	105958	DUMKE, GRAHAM	50.24
05/25/2023	105959	FDL COUNTY HEALTH DEPARTMENT	1,530.00
05/25/2023	105960	FOND DU LAC COUNTY TREASURER	927.62
05/25/2023	105961	FOX COMPUTER & NETWORKING INC	791.04
05/25/2023	105962	FOX VALLEY TECHNICAL COLLEGE	295.00
05/25/2023	105963	GAPPA SECURITY SOLUTIONS LLC	1,190.00
05/25/2023	105964	GFL ENVIRONMENTAL	44,920.98
05/25/2023	105965	GORDON FLESCH CO INC	195.86
05/25/2023	105966	HARV'S PAINTING	300.00
05/25/2023	105967	HEIDEMANN, TERESA	40.00
05/25/2023	105968	HOPPERS SILK SCREENING	77.98
05/25/2023	105969	MSA PROFESSIONAL SERVICES INC	28,017.27
05/25/2023	105970	MENARDS - BEAVER DAM	554.52
05/25/2023	105971	MICHELS CORPORATION	359.50
05/25/2023	105972	NEUMAN POOLS INC	524.05
05/25/2023	105973	OPEN TEXT INC	114.53
05/25/2023	105974	O'REILLY AUTOMOTIVE INC	67.46
05/25/2023	105975	PETTY CASH-CITY HALL	260.00
05/25/2023	105976	PIGGLY WIGGLY DISCOUNT FOODS	20.84
05/25/2023	105977	POMP'S TIRE	69.02
05/25/2023	105978	PURCHASE POWER	1,000.00
05/25/2023	105979	REINDERS INC	140.32
05/25/2023	105980	RENNERTS	385.16
05/25/2023	105981	RENS FLORAL	55.95
05/25/2023	105982	RHODES, TARA	40.00
05/25/2023	105983	SAN-A-CARE INC	1,335.40

Check Issue Date	Check Number	Payee	Amount
05/25/2023	105984	SHINY WASH	200.00
05/25/2023	105985	SMITS & BLAZEL LAW OFFICE	1,078.00
05/25/2023	105986	SOPER SEWER & WATER LLC	14,990.00
05/25/2023	105987	STOBB PLUMBING & HEATING INC	336.25
05/25/2023	105988	THURMER, MIKE	40.00
05/25/2023	105989	TRACTOR SUPPLY CREDIT PLAN	50.58
05/25/2023	105990	TRUCK EQUIPMENT INC	732.60
05/25/2023	105991	UNIFORM SHOPPE	266.70
05/25/2023	105992	C.VERHAGE.PHOTO	185.00
05/25/2023	105993	WI DEPT OF AGRICULTURE	1,600.00
05/25/2023	105994	WI DEPT OF NATURAL RESOURCES	1,665.00
05/25/2023	105995	W.W. ELECTRIC MOTORS INC	167.22
05/25/2023	105996	ZARNOTH BRUSH WORKS INC	1,070.60
05/25/2023	105997	TOP PACK DEFENSE LLC	250.00
05/25/2023	105998	MARCO TECHNOLOGIES LLC	160.91
05/25/2023	105999	SALAMONE SUPPLIES	588.56
05/25/2023	106000	MCLEAN COWAN GRAPHIC DESIGN	935.00
05/25/2023	106001	R&R WASH MATERIALS INC	117,588.15
Grand Totals:			<u>323,435.49</u>

Report Criteria:

Report type: Summary

Invoice.Batch = "051023","051123","051523","053023"

Report Criteria:

Report type: Invoice detail

Check.Type = "Calculated"

Invoice.Batch = "051023","051123","051523","053023"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AIRGAS USA LLC	GAS FOR CUTTING & WELDING	05/25/2023	9137460214	100-70-5411-3-36	285.79	285.79
AIRGAS USA LLC	CHEMICALS - POOL	05/25/2023	9137710851	100-20-5523-3-40	1,249.89	1,249.89
Total AIRGAS USA LLC:						1,535.68
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - APRIL 2023	05/25/2023	1780510000-A	100-70-5410-3-32	757.97	757.97
ALLIANT ENERGY/WP&L	COMMUNITY CENTER MONTHLY FUEL-APRIL 2023 - HOCKEY	05/25/2023	2831330000-A	100-70-5410-3-32	366.23	366.23
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - APRIL 2023	05/25/2023	5946940000-A	100-50-5231-3-32	329.18	329.18
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - APRIL 2023	05/25/2023	3425110000-A	100-20-5512-3-32	147.62	147.62
ALLIANT ENERGY/WP&L	SENIOR CENTER - APRIL 2023	05/25/2023	7255200000-A	100-20-5513-3-32	94.13	94.13
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - APRIL 2023	05/25/2023	3264610000-A	100-70-5412-3-32	542.97	542.97
ALLIANT ENERGY/WP&L	AQUATIC CENTER - APRIL 2023	05/25/2023	5374620000-A	100-20-5523-3-32	84.15	84.15
Total ALLIANT ENERGY/WP&L:						2,322.25
AMAZON	HOLDERS FOR INFORMATION ON DOORS AT POOL	05/25/2023	11DF-N3RW-9	100-20-5523-3-36	69.34	69.34
Total AMAZON:						69.34
AMAZON CAPITAL SERVICES	PARK PROGRAM KICK OFF PARTY SUPPLIES	05/25/2023	17FV-KPFK-V	100-20-5525-3-39	311.07	311.07
AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES	05/25/2023	1WY9-KK1V-V	100-10-5110-3-38	45.19	45.19
AMAZON CAPITAL SERVICES	MEDEMA FIELDS BUBBLER REPAIR	05/25/2023	1KCN-DVLQ-9	100-20-5525-3-36	55.79	55.79
AMAZON CAPITAL SERVICES	SHOP TOOLS	05/25/2023	1GH7-L7DX-J	100-70-5411-3-38	593.99	593.99
Total AMAZON CAPITAL SERVICES:						1,006.04
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS & DEPT ISSUED CELL PHONES - APRIL 23, 2023	05/25/2023	287307537700	100-40-5211-3-31	889.67	889.67
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - MAR 24-APR 23 2023 FD	05/25/2023	MAR24-APR2	100-50-5231-3-31	278.04	278.04
Total AT&T MOBILITY:						1,167.71
BALLWEG IMPLEMENT	REPLACE BLADES #159-15	05/25/2023	P64343	100-70-5411-3-36	161.42	161.42
Total BALLWEG IMPLEMENT:						161.42
BENTZ AUTOMOTIVE INC	ALIGNMENT #30-06	05/25/2023	26419	100-70-5411-3-36	102.95	102.95
Total BENTZ AUTOMOTIVE INC:						102.95

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
BLACKSTONE TECHNOLOGIES LLC						
BLACKSTONE TECHNOLOGIES LLC	COLD PATCH FOR STREETS	05/25/2023	232157	100-70-5431-3-36	1,308.00	1,308.00
Total BLACKSTONE TECHNOLOGIES LLC:						1,308.00
BOUND TREE MEDICAL LLC						
BOUND TREE MEDICAL LLC	AED - EMS FLEX GRANT	05/25/2023	33600966	100-50-5230-3-38	1,646.77	1,646.77
BOUND TREE MEDICAL LLC	AED - HEALTHCARE INFRASTRUCTURE GRANT	05/25/2023	33600968	100-50-5230-3-38	1,646.77	1,646.77
Total BOUND TREE MEDICAL LLC:						3,293.54
BROOKS SHOE & REPAIR						
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - HOPP	05/25/2023	45711	100-70-5412-3-38	150.00	150.00
Total BROOKS SHOE & REPAIR:						150.00
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	APRIL 2023 TAXI SERVICES	05/25/2023	3674	501-10-5154-3-38	10,318.00	10,318.00
Total BROWN CAB SERVICE INC:						10,318.00
BUCHHOLZ, BAMBI						
BUCHHOLZ, BAMBI	5-4-23 POLICE & FIRE COMMISSION PER DIEM	05/25/2023	05042023	100-10-5210-3-38	40.00	40.00
Total BUCHHOLZ, BAMBI:						40.00
C.VERHAGE.PHOTO						
C.VERHAGE.PHOTO	EMPLOYEE PHOTO - JARET KNUDSON & JET	05/25/2023	4420828	100-40-5211-3-38	185.00	185.00
Total C.VERHAGE.PHOTO:						185.00
CAPITAL NEWSPAPERS						
CAPITAL NEWSPAPERS	TYPE D NOTICE - APRIL ELECTION	05/25/2023	149369	100-10-5142-3-35	33.05	33.05
CAPITAL NEWSPAPERS	PUBLIC TEST - APRIL 2023 ELECTION	05/25/2023	149373	100-10-5142-3-35	9.01	9.01
CAPITAL NEWSPAPERS	EMPLOYMENT AD - PAID ON CALL FIREFIGHTERS - 2ND TIME RAN	05/25/2023	151374-1/151	100-50-5231-3-35	99.60	99.60
CAPITAL NEWSPAPERS	PUBLIC HEARING NOTICE - GO DUTCH SOLUTIONS	05/25/2023	153035	100-10-5110-3-35	21.83	21.83
CAPITAL NEWSPAPERS	NOTICE TO ELECTORS 03-28-23-02	05/25/2023	154181	100-10-5110-3-35	33.85	33.85
CAPITAL NEWSPAPERS	PUBLIC HEARING NOTICE - BEAUTY SALONS IN B-1 DISTRICT	05/25/2023	156020	100-10-5110-3-35	50.68	50.68
CAPITAL NEWSPAPERS	PUBLIC HEARING NOTICE - ORDINANCE - CHURCHES IN BUS DIST	05/25/2023	156021	100-10-5110-3-35	66.71	66.71
Total CAPITAL NEWSPAPERS:						314.73
CARTRIDGE WORLD						
CARTRIDGE WORLD	INK CARTRIDGES	05/25/2023	91290	100-40-5211-3-38	81.98	81.98
Total CARTRIDGE WORLD:						81.98
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	PD - INTERNET - SERVICES 5-1-23 TO 5-31-23	05/25/2023	000319405012	100-40-5211-3-38	490.00	490.00
CHARTER COMMUNICATIONS	PD - VOICE, TV - SERVICES 5-1-23 TO 5-31-23	05/25/2023	001861505012	100-40-5211-3-38	68.37	68.37
CHARTER COMMUNICATIONS	SENIOR CENTER - TV, INTERNET	05/25/2023	16011-MAY23	100-20-5513-3-38	169.81	169.81

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CHARTER COMMUNICATIONS	AQUATIC CENTER	05/25/2023	54053-MAY23	100-20-5523-3-38	114.97	114.97
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	05/25/2023	15199-MAY23	100-70-5412-3-38	210.86	210.86
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - PD BY HISTORICAL SOCIETY	05/25/2023	84621-MAY23	100-13850	99.99	99.99
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	05/25/2023	13430-MAY23	100-10-5197-3-31	149.98	149.98
Total CHARTER COMMUNICATIONS:						1,303.98
CITY OF BEAVER DAM						
CITY OF BEAVER DAM	EMS CALL - 4-25-23	05/25/2023	21160	100-10-5255-3-38	860.00	860.00
Total CITY OF BEAVER DAM:						860.00
DCELEA						
DCELEA	DODGE COUNTY LAW ENFORCEMENT MEM 2023	05/15/2023	5-15-23	100-40-5211-3-37	90.00	90.00
Total DCELEA:						90.00
DESTINATION LAKE WINNEBAGO REGION						
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - APRIL 2023	05/25/2023	April 23	430-70-5436-3-42	5,835.40	5,835.40
Total DESTINATION LAKE WINNEBAGO REGION:						5,835.40
DUMKE, GRAHAM						
DUMKE, GRAHAM	TRAINING - TRAVEL & CONFERENCE EXP REIMBURSEMENT	05/25/2023	05012023	100-40-5215-3-37	50.24	50.24
Total DUMKE, GRAHAM:						50.24
FDL COUNTY HEALTH DEPARTMENT						
FDL COUNTY HEALTH DEPARTMENT	2023 RESTAURANT - MODERATE COMPLEXITY	05/25/2023	138CKAN-9LT	100-20-5523-3-38	386.00	386.00
FDL COUNTY HEALTH DEPARTMENT	2023 POOL - PUBLIC POOL	05/25/2023	138CKAN-9LU	100-20-5523-3-38	346.00	346.00
FDL COUNTY HEALTH DEPARTMENT	2023 POOL-WATER ATTRACTION W/ SLIDE/WATERSLIDES	05/25/2023	138CKAN-9LU	100-20-5523-3-38	412.00	412.00
FDL COUNTY HEALTH DEPARTMENT	2023 POOL-WATER ATTRACTION	05/25/2023	138CKAN-9LU	100-20-5523-3-38	386.00	386.00
Total FDL COUNTY HEALTH DEPARTMENT:						1,530.00
FOND DU LAC COUNTY TREASURER						
FOND DU LAC COUNTY TREASURER	CISCO CATALYST 9210AXI - WIRELESS ACCESS POINT: CDW #5583205, CISCO DIGITAL NETWORK ARCHITECTURE ESSENTIALS (3 YRS)	05/25/2023	IS-2023-W02	100-40-5211-3-31	927.62	927.62
Total FOND DU LAC COUNTY TREASURER:						927.62
FOX COMPUTER & NETWORKING INC						
FOX COMPUTER & NETWORKING INC	ENVELOPES - CITY CLERK	05/25/2023	338986	100-10-5141-3-30	533.00	533.00
FOX COMPUTER & NETWORKING INC	DPW ENVELOPES	05/25/2023	338994	100-70-5420-3-30	258.04	258.04
Total FOX COMPUTER & NETWORKING INC:						791.04
FOX VALLEY TECHNICAL COLLEGE						
FOX VALLEY TECHNICAL COLLEGE	MY TRAINING - DUMKE	05/25/2023	5-16-23	100-40-5215-3-37	295.00	295.00
Total FOX VALLEY TECHNICAL COLLEGE:						295.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	INSTALLING AVIGILON ACC7 CAMERA LICENSE UPGRADE	05/25/2023	27389	100-40-5213-3-38	1,125.00	1,125.00
GAPPA SECURITY SOLUTIONS LLC	2023CVMIC SAFETY GRANT - KEY FOB CITY HALL	05/25/2023	27380	100-70-5410-3-36	65.00	65.00
Total GAPPA SECURITY SOLUTIONS LLC:						1,190.00
GFL ENVIRONMENTAL						
GFL ENVIRONMENTAL	FUEL SURCHARGE CREDIT - MAY 2023	05/25/2023	U9000014335	420-70-5436-3-38	44,920.98	44,920.98
Total GFL ENVIRONMENTAL:						44,920.98
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 4/12/23 - 5/14/23	05/25/2023	IN14209581	100-10-5141-3-36	195.86	195.86
Total GORDON FLESCH CO INC:						195.86
HARV'S PAINTING						
HARV'S PAINTING	PAINT FIRE DEPARTMENT OVERHEAD DOOR (SE CORNER)	05/25/2023	05182023	100-70-5410-3-36	300.00	300.00
Total HARV'S PAINTING :						300.00
HEIDEMANN, TERESA						
HEIDEMANN, TERESA	5-4-23 POLICE & FIRE COMMISSION PER DIEM	05/25/2023	05042023	100-10-5210-3-38	40.00	40.00
Total HEIDEMANN, TERESA:						40.00
HOPPERS SILK SCREENING						
HOPPERS SILK SCREENING	WINTER JACKET LETTERING	05/25/2023	77165	100-50-5230-3-38	37.98	37.98
HOPPERS SILK SCREENING	CLOTHING ALLOWANCE - LOUDEN	05/25/2023	77258	100-12634	40.00	40.00
Total HOPPERS SILK SCREENING:						77.98
MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 5-1-23 TO 6-1-23, COLOR COPY OVERAGE 2-1-22 TO 2-1-23	05/25/2023	501059141	100-40-5211-3-38	160.91	160.91
Total MARCO TECHNOLOGIES LLC:						160.91
MCLEAN COWAN GRAPHIC DESIGN						
MCLEAN COWAN GRAPHIC DESIGN	SCULPTURE BROCHURE	05/25/2023	5461	430-70-5436-3-38	935.00	935.00
Total MCLEAN COWAN GRAPHIC DESIGN:						935.00
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	REBATES	05/25/2023	34865	100-70-5411-3-38	554.52	554.52
Total MENARDS - BEAVER DAM:						554.52
MICHELS CORPORATION						
MICHELS CORPORATION	RIPRAP FOR OUTFALL WM-01	05/25/2023	448574	700-10-5192-3-36	359.50	359.50
Total MICHELS CORPORATION:						359.50

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	CORP UPDATE 2023	05/25/2023	R00212134.0-	100-20-5525-3-38	4,125.00	4,125.00
MSA PROFESSIONAL SERVICES INC	LANDFILL MONITORING 2023	05/25/2023	R00212142.0-	100-70-5420-3-38	5,300.00	5,300.00
MSA PROFESSIONAL SERVICES INC	STORMWATER QUALITY MASTER PLAN REVISION	05/25/2023	R00212143.0-	700-10-5192-3-38	2,933.75	2,933.75
MSA PROFESSIONAL SERVICES INC	NATIONAL RIVET PARCELS PHASE I ESA	05/25/2023	R00212056.0-	400-40-5211-8-00	3,403.90	3,403.90
MSA PROFESSIONAL SERVICES INC	WILSON & SHALER DRIVE EXTENSION PROJECT	05/25/2023	R00212130.0-	419-70-5436-8-00	9,622.80	9,622.80
MSA PROFESSIONAL SERVICES INC	BAYBERRY LANE EXTENSION	05/25/2023	R00212132.0-	419-70-5435-8-00	2,631.82	2,631.82
Total MSA PROFESSIONAL SERVICES INC:						28,017.27
NEUMAN POOLS INC						
NEUMAN POOLS INC	POOL CHEMICALS	05/25/2023	8731	100-20-5523-3-40	255.01	255.01
NEUMAN POOLS INC	REPLACE STEPS ON DIVING BOARD	05/25/2023	8816	100-20-5523-3-36	269.04	269.04
Total NEUMAN POOLS INC:						524.05
OOSTERHOUSE, ROBERT						
OOSTERHOUSE, ROBERT	3.89 ACRES OF VACANT LAND PURCHASE	05/15/2023	5-15-23	700-10-5192-8-00	41,104.17	41,104.17
Total OOSTERHOUSE, ROBERT:						41,104.17
OPEN TEXT INC						
OPEN TEXT INC	ANNUAL MAINT REDACT DESKTOP	05/25/2023	RC695359	100-40-5211-3-38	114.53	114.53
Total OPEN TEXT INC:						114.53
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	REPAIR REAR BRAKE #11-01	05/25/2023	2391-101949	100-70-5411-3-36	59.49	59.49
O'REILLY AUTOMOTIVE INC	CHANGE HYDRAULIC OIL & FILTER #159-15	05/25/2023	2391-102058	100-70-5411-3-36	7.97	7.97
Total O'REILLY AUTOMOTIVE INC:						67.46
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	START UP CASH DRAWER FOR AQUATIC CENTER 2023	05/25/2023	5-11-23	100-11801	260.00	260.00
Total PETTY CASH-CITY HALL:						260.00
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	BREAK ROOM SUPPLIES - CITY HALL	05/25/2023	4846	100-10-5110-3-38	8.88	8.88
PIGGLY WIGGLY DISCOUNT FOODS	WATER - FOR RESIDENTS DISPLACED BY FIRE 5-24-23	05/25/2023	7774	100-50-5251-3-38	11.96	11.96
Total PIGGLY WIGGLY DISCOUNT FOODS:						20.84
POMP'S TIRE						
POMP'S TIRE	WANDA P50-8 RIB	05/25/2023	520125299	100-70-5411-3-36	69.02	69.02
Total POMP'S TIRE:						69.02
PURCHASE POWER						
PURCHASE POWER	POSTAGE REFILL FEE	05/25/2023	5-10-23	100-16210	500.00	500.00
PURCHASE POWER	POSTAGE REFILL FEE	05/25/2023	5-16-23	100-16210	500.00	500.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total PURCHASE POWER:						1,000.00
R&R WASH MATERIALS INC						
R&R WASH MATERIALS INC	BAYBERRY LANE EXTENSION CONTRACT B	05/25/2023	212132	419-70-5435-8-00	117,588.15	117,588.15
Total R&R WASH MATERIALS INC:						117,588.15
REINDERS INC						
REINDERS INC	BEARINGS FOR FRONT WHEEL #152-20	05/25/2023	6031129-00	100-70-5411-3-36	140.32	140.32
Total REINDERS INC:						140.32
RENNERTS						
RENNERTS	REPAIR NON-FUNCTIONING PRESSURE GAUGES	05/25/2023	INV-574	100-50-5232-3-36	385.16	385.16
Total RENNERTS:						385.16
RENS FLORAL						
RENS FLORAL	VASE TO NAVIS SERVICE	05/25/2023	2213	100-10-5110-3-38	55.95	55.95
Total RENS FLORAL:						55.95
RHODES, TARA						
RHODES, TARA	5-4-23 POLICE & FIRE COMMISSION PER DIEM	05/25/2023	05042023	100-10-5210-3-38	40.00	40.00
Total RHODES, TARA:						40.00
SALAMONE SUPPLIES						
SALAMONE SUPPLIES	SUPPLIES	05/25/2023	167382	100-70-5410-3-38	588.56	588.56
Total SALAMONE SUPPLIES:						588.56
SAN-A-CARE INC						
SAN-A-CARE INC	SUPPLIES	05/25/2023	597417	100-70-5410-3-38	1,335.40	1,335.40
Total SAN-A-CARE INC:						1,335.40
SHINY WASH						
SHINY WASH	VIP CAR WASH CARD FOR PD	05/25/2023	178721	100-40-5212-3-36	200.00	200.00
Total SHINY WASH:						200.00
SMITS & BLAZEL LAW OFFICE						
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES - KOK	05/25/2023	15310	100-10-5161-3-38	1,078.00	1,078.00
Total SMITS & BLAZEL LAW OFFICE:						1,078.00
SOPER SEWER & WATER LLC						
SOPER SEWER & WATER LLC	PAYMENT 4 BAYBERRY SW POND (CONTRACT A)	05/25/2023	PMT 4	419-70-5435-8-00	14,990.00	14,990.00
Total SOPER SEWER & WATER LLC:						14,990.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	BLOOD DRAWS - MAY 2023	05/25/2023	4596503	100-40-5213-3-38	80.00	80.00
Total SSM HEALTH LABORATORIES:						80.00
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	REPLACE RELIEF VALVE ON WATER HEATER - LITTLE LEAGUE COMPLEX	05/25/2023	14520	100-20-5525-3-36	28.75	28.75
STOBB PLUMBING & HEATING INC	SCHLIEVE FIELD - REPAIR BACKFLOW VALVE	05/25/2023	14521	100-20-5525-3-36	237.50	237.50
STOBB PLUMBING & HEATING INC	REPAIR LEAKING BACKFLOW VALVE	05/25/2023	14539	100-20-5523-3-36	70.00	70.00
Total STOBB PLUMBING & HEATING INC:						336.25
TBE EQUIPMENT						
TBE EQUIPMENT	SURE TRAC STEEL UTILITY TUBE TOP	05/11/2023	6763	220-50-5231-3-38	4,623.00	4,623.00
Total TBE EQUIPMENT:						4,623.00
THURMER, MIKE						
THURMER, MIKE	5-4-23 POLICE & FIRE COMMISSION PER DIEM	05/25/2023	05042023	100-10-5210-3-38	40.00	40.00
Total THURMER, MIKE:						40.00
TOP PACK DEFENSE LLC						
TOP PACK DEFENSE LLC	CLOTHING ALLOWANCE - HAGUE	05/25/2023	10564	100-12634	250.00	250.00
Total TOP PACK DEFENSE LLC:						250.00
TRACTOR SUPPLY CREDIT PLAN						
TRACTOR SUPPLY CREDIT PLAN	CASTER WHEEL - FD CAN-AM	05/25/2023	5-16-23	100-50-5232-3-36	50.58	50.58
Total TRACTOR SUPPLY CREDIT PLAN:						50.58
TRUCK EQUIPMENT INC						
TRUCK EQUIPMENT INC	REPLACE TIRE ROD #5-07	05/25/2023	1051832-00	100-70-5411-3-36	277.67	277.67
TRUCK EQUIPMENT INC	BALANCE DRIVESHAFT #30-06	05/25/2023	1053037-00	100-70-5411-3-36	454.93	454.93
Total TRUCK EQUIPMENT INC:						732.60
UNIFORM SHOPPE						
UNIFORM SHOPPE	CLOTHING ALLOWANCE - RASCH	05/25/2023	333783	100-12634	161.95	161.95
UNIFORM SHOPPE	RED/WHITE COMMENDATION BAR, AMERICAN FLAG COMMENDATION BAR, 3 SLOT COMMENDATION BAR HOLDER	05/25/2023	334443	100-40-5212-3-38	104.75	104.75
Total UNIFORM SHOPPE:						266.70
VANDEZANDE TRUST ACCOUNT						
VANDEZANDE TRUST ACCOUNT	CLOSING FEES 3.89 ACRES OF VACANT OOSTERHOUSE LAND PURCHASE	05/15/2023	5-15-23	700-10-5192-8-00	842.00	842.00
Total VANDEZANDE TRUST ACCOUNT:						842.00
W.W. ELECTRIC MOTORS INC						
W.W. ELECTRIC MOTORS INC	POOL PUMP - CHECK DRIVE FOR FAULT	05/25/2023	F123588	100-20-5523-3-36	167.22	167.22

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total W.W. ELECTRIC MOTORS INC:						167.22
WAUPUN UTILITIES						
WAUPUN UTILITIES	MONTHLY UTILITY CHARGES	05/09/2023	APRIL2023	100-50-5251-3-32	21,657.99	21,657.99
Total WAUPUN UTILITIES:						21,657.99
WI DEPT OF AGRICULTURE						
WI DEPT OF AGRICULTURE	WEIGHTS/MEASURES INSPECTION CONTRACT	05/25/2023	115-00000302	100-10-5246-3-38	1,600.00	1,600.00
Total WI DEPT OF AGRICULTURE:						1,600.00
WI DEPT OF NATURAL RESOURCES						
WI DEPT OF NATURAL RESOURCES	STORMWATER MUNICIPAL GENERAL FEE	05/25/2023	114115540-20	700-10-5192-3-38	1,500.00	1,500.00
WI DEPT OF NATURAL RESOURCES	SW WOODBURNING SITE LIC #4823	05/25/2023	420014100-20	100-70-5443-3-38	165.00	165.00
Total WI DEPT OF NATURAL RESOURCES:						1,665.00
ZARNOTH BRUSH WORKS INC						
ZARNOTH BRUSH WORKS INC	STREET SWEEPER BROOMS	05/25/2023	0193722-IN	700-10-5192-3-36	1,070.60	1,070.60
Total ZARNOTH BRUSH WORKS INC:						1,070.60
Grand Totals:						323,435.49

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	173.07	.00	173.07
100-10-5110-3-38	110.02	.00	110.02
100-10-5141-3-30	533.00	.00	533.00
100-10-5141-3-36	195.86	.00	195.86
100-10-5142-3-35	42.06	.00	42.06
100-10-5161-3-38	1,078.00	.00	1,078.00
100-10-5197-3-31	149.98	.00	149.98
100-10-5210-3-38	160.00	.00	160.00
100-10-5246-3-38	1,600.00	.00	1,600.00
100-10-5255-3-38	860.00	.00	860.00
100-11801	260.00	.00	260.00
100-12634	451.95	.00	451.95
100-13850	99.99	.00	99.99
100-16210	1,000.00	.00	1,000.00
100-20-5512-3-32	269.47	.00	269.47
100-20-5513-3-32	494.05	.00	494.05
100-20-5513-3-38	169.81	.00	169.81
100-20-5523-3-32	987.96	.00	987.96
100-20-5523-3-36	575.60	.00	575.60
100-20-5523-3-38	1,644.97	.00	1,644.97
100-20-5523-3-40	1,504.90	.00	1,504.90
100-20-5525-3-32	3,471.83	.00	3,471.83
100-20-5525-3-36	435.72	.00	435.72
100-20-5525-3-38	4,125.00	.00	4,125.00

GL Account	Debit	Credit	Proof
100-20-5525-3-39	28.39	.00	28.39
100-21100	132.12	59,005.52-	58,873.40-
100-40-5211-3-31	1,817.29	.00	1,817.29
100-40-5211-3-32	1,013.63	.00	1,013.63
100-40-5211-3-37	90.00	.00	90.00
100-40-5211-3-38	1,100.79	.00	1,100.79
100-40-5212-3-36	200.00	.00	200.00
100-40-5212-3-38	104.75	.00	104.75
100-40-5213-3-38	1,205.00	.00	1,205.00
100-40-5215-3-37	345.24	.00	345.24
100-50-5230-3-38	3,331.52	.00	3,331.52
100-50-5231-3-31	278.04	.00	278.04
100-50-5231-3-32	570.16	.00	570.16
100-50-5231-3-35	99.60	.00	99.60
100-50-5232-3-36	435.74	.00	435.74
100-50-5251-3-32	16.00	.00	16.00
100-50-5251-3-38	11.96	.00	11.96
100-70-5410-3-32	3,838.27	.00	3,838.27
100-70-5410-3-36	365.00	.00	365.00
100-70-5410-3-38	1,923.96	.00	1,923.96
100-70-5411-3-36	1,559.56	.00	1,559.56
100-70-5411-3-38	1,166.95	132.12-	1,034.83
100-70-5412-3-32	1,412.40	.00	1,412.40
100-70-5412-3-38	360.86	.00	360.86
100-70-5420-3-30	258.04	.00	258.04
100-70-5420-3-38	5,300.00	.00	5,300.00
100-70-5431-3-36	1,308.00	.00	1,308.00
100-70-5441-3-32	186.72	.00	186.72
100-70-5442-3-32	10,119.41	.00	10,119.41
100-70-5443-3-38	165.00	.00	165.00
210-21100	.00	1,565.34-	1,565.34-
210-60-5511-3-32	1,565.34	.00	1,565.34
220-20-5513-3-38	282.68	.00	282.68
220-21100	.00	4,905.68-	4,905.68-
220-50-5231-3-38	4,623.00	.00	4,623.00
400-20-5513-8-00	1,601.40	.00	1,601.40
400-21100	.00	1,966.40-	1,966.40-
400-40-5211-8-00	365.00	.00	365.00
419-21100	.00	145,102.77-	145,102.77-
419-70-5435-3-38	270.00	.00	270.00
419-70-5435-8-00	135,209.97	.00	135,209.97
419-70-5436-8-00	9,622.80	.00	9,622.80
420-21100	95.29	12,138.27-	12,042.98-
420-70-5436-3-38	12,138.27	95.29-	12,042.98
425-21100	358.46	33,236.46-	32,878.00-
425-70-5476-3-38	33,236.46	358.46-	32,878.00
430-21100	.00	6,770.40-	6,770.40-
430-70-5436-3-38	935.00	.00	935.00
430-70-5436-3-42	5,835.40	.00	5,835.40
501-10-5154-3-38	10,318.00	.00	10,318.00
501-21100	.00	10,318.00-	10,318.00-
700-10-5192-3-32	35.00	.00	35.00
700-10-5192-3-36	1,430.10	.00	1,430.10
700-10-5192-3-38	5,601.25	.00	5,601.25
700-10-5192-8-00	41,946.17	.00	41,946.17
700-21100	.00	49,012.52-	49,012.52-

GL Account	Debit	Credit	Proof
Grand Totals:	324,607.23	324,607.23-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = "Calculated"

Invoice.Batch = "051023","051123","051523","053023"



A G E N D A
CITY OF WAUPUN GATHERING- GRAND OPENING
MAIN STREET BISTRO AND BAKERY
Waupun City Hall – 201 E. Main Street, Waupun WI
Friday, June 02, 2023 at 2:00 PM

NOTICE OF GATHERING
CITY OF WAUPUN COMMON COUNCIL
FRIDAY, JUNE 2, 2023
2:00P

MAIN STREET BISTRO AND BAKERY
5 W MAIN STREET
WAUPUN WI 53963

Due to a possibility of a quorum, let it be noticed that all or some members of the City of Waupun Common Council may attend the grand opening and ribbon cutting of Main Street Bistro and Bakery, located at 5 W Main Street, Waupun, on Friday, June 2, 2023 at 2:00p.

No action will be taken.

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: 5/30/23

TITLE: 2024 Budget Timeline and Process

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2024 Budget Kick Off	

ISSUE SUMMARY

The 2024 budget process is starting. Staff will provide an overview of the planning process and discuss input opportunities to ensure alignment. It is important to note that there are significant changes to funding being proposed with the State's Biennium Budget. A brief overview and implications will be discussed.

STAFF RECCOMENDATION:

Discussion Only

ATTACHMENTS:

2024 Budget Timeline

MOTIONS FOR CONSIDERATION:

N/A

CITY OF WAUPUN

CALENDAR FOR ADOPTION OF 2024 BUDGET

DATE	MAJOR STEPS IN BUDGET PREPARATION
May <u>7</u>	Capital budget forms issued
May 30	Committee of the Whole Annual Budget Process, Trends Overview and Costing Workshop
May-June	Department Heads work with committees/boards/commissions to establish budget priorities
June	Departmental operating budget forms issued
June 27	Committee of the Whole Budget Workshop
June 30	Deadline for departments to submit 5 year equipment and capital budget requests
July 7	Deadline for departments to submit initial operating budget
July 25	Committee of the Whole Budget Workshop
July-Aug	Department heads meet with committees to approve budget submittals
July-Aug	Department heads meet with Finance Director to go over budget submittals and requests
August <u>8</u>	Administrator and Finance Director review department budget submittals, hold Department Manager budget meeting
August 29	Committee of the Whole Budget Workshop – Present proposed 2024 capital and equipment budget
Sept 26	Committee of the Whole Budget Workshop – Present high level full budget
October 10	Common Council Budget Review Session – Presentation of full proposed budget, Council approves publishing the public hearing notice <i>(Note change in meeting date due to hearing notice requirements)</i>
Oct 11-13	Publish Notice of Public Hearing
October 31	Post Budget and Narrative online/social media
November 14	Common Council Public Hearing on 2024 budget
November 14	Adoption of the 2024 budget