



A G E N D A
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, January 21, 2026 at 4:30 PM

VIRTUAL ACCESS

Topic: Plan Commission

Join Zoom Meeting

<https://us02web.zoom.us/j/86316809654?pwd=oXUibyL9j7MNJTUeE7G6Llqnolmmxx.1>

Meeting ID: 863 1680 9654

Passcode: 895241

1 312 626 6799

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--State name, address, and subject of comments. (2 Minutes)

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

1. Next Regularly Scheduled Meeting: Wednesday, February 18, 2026, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION - ACTION

2. Minutes from November 19, 2025 Plan Commission Meeting
3. Extraterritorial Certified Survey Map Review for Property Owned by Rachel J. Navis Revocable Trust. Parcel #T21-14-15-31-07-007-00
4. Certified Survey Map of Lands (Shaler Dr) Being Lot 3 CMS#7688 and Lot 1 CSM #7085 and Located in the SE 1/4 of the SE 1/4 of Section 8, T.13N., R. 15E., City of Waupun, Dodge County, Wisconsin

DISCUSSION

5. Renewal of Home Occupation Application for Gun Repair for Donald Cook at 716 County View Drive

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.



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, November 19, 2025 at 4:30 PM

CALL TO ORDER

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

ROLL CALL

Members In-Person: Chairperson Rohn Bishop, Gary Dejager, Jerry Medema, Elton TerBeest

Members Virtual: Michael Matoushek

City Staff In-Person: City Attorney Dan VandeZande, City Administrator Kathy Schlieve, Sue Leahy Grand Valley Inspector

City Staff Virtual: None

Absent and Excused: Jeff Daane

PUBLIC HEARING

1. Ordinance Amending Ch. 6.05 Parking Limitations; Ch 16.01 Zoning Code; Ch. 16.02 Definitions for the Purpose of Recreational Vehicle Parking

Motion Matoushek, second TerBeest to open the public hearing. Carried unanimously. No public comment.

Motion Dejager, second Medema to close the public hearing. Carried unanimously.

Motion Dejager, second Medema to approve and send to council Ordinance Amending Ch. 6.05 Parking Limitations; Ch 16.01 Zoning Code; Ch. 16.02 Definitions for the Purpose of Recreational Vehicle Parking. Carried unanimously.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

2. Next Regularly Scheduled Meeting: Wednesday, December 17, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION - ACTION

3. Minutes from October 15, 2025 Plan Commission Meeting

Motion TerBeest, second Medema to approve minutes from October 15, 2025 Plan Commission Meeting. Carried unanimously.

DISCUSSION

4. Chris Blotzer, 717 Sunrise Avenue, for a home occupation for Automotive Retail/Wholesale utilizing a garage stall per Municipal Code Section 16.13(1)(b).

Sue Leahy- Grand Valley Building Inspector informs Plan Commission Chris Blotzer has withdrawn his conditional use permit application as he will only have a home office now.

ADJOURNMENT

Motion Medema, second Dejager to adjourn this meeting at 4:36pm. Carried unanimously.



Fond du Lac County

LAND INFORMATION DEPARTMENT
160 S. Macy Street Phone: (920) 929-3027
Fond du Lac, WI 54935
Email: land.information@fdlco.wi.gov

City Clerk
Angie Hull

City of Waupun
201 E. Main St.
Waupun, WI 53963

LAND DIVISION REVIEW LETTER OF INTENT

A copy of the Letter of Intent must be emailed with digital PDF copies of the proposed land division to:
Plat.Review@fdlco.wi.gov

Check One	Type	Number of Copies	Fee
<input checked="" type="radio"/>	Certified Survey Map (CSM)	One digital PDF	\$200 \$100
<input type="radio"/>	Preliminary Plat (State)	One digital PDF & one hard copy	\$300 + \$15 per lot
<input type="radio"/>	Preliminary Plat (County)	One digital PDF & one hard copy	\$300 + \$15 per lot
<input type="radio"/>	Final Plat	One digital PDF & one hard copy	\$275 + \$15 per lot
<input type="radio"/>	Planned Unit Development	One digital PDF	\$300 + \$15 per lot

Please remit ONE check, payable to Fond du Lac County

Surveyor Robert W. Condon Email rcondon@grothman.com
Surveyor Address 625 E. Slifer Street, Portage, WI 53901 Phone 608-742-7788
Property Owner(s) Name Rachel J. Navis Revocable Trust
Property Owner(s) Address 402 County Park Road, Waupun, WI 53963
Buyer(s) Name (If Applicable) _____

Background Information

Municipality Town of Waupun
Parcel Number(s) T21-14-15-31-07-007-00
Number of Lots 2 Number of Outlots None Net Acreage 3.19
Type of Sewer: ☐ Public ☒ Private
Current Land Use Vacant
Proposed Land Use Residential
Current Zoning Residential District Proposed Zoning Residential District

Brief Summary of Submittal

Splitting Lot 2, C.S.M. No. 7934 into two equal areas.

Additional Notes

As prepared by:

G GROTHMAN
& ASSOCIATES S.C.
PROFESSIONAL SERVICES

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 844-8877
E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. **1125-668**

DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 512-210

DWG. 1125-668

SHEET 1 OF 3

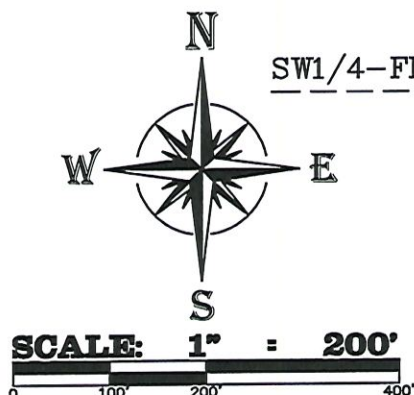
SEAL:



12/05/2025

FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION

BEING LOT 2, C.S.M. NO. 7934 AS RECORDED IN VOL 59 OF C.S.M.S, PAGES 44, 44A AND 44B AS DOCUMENT NO. 1042730, LOCATED IN THE SW1/4 OF THE FRACTIONAL NW1/4 AND THE NW1/4 OF THE FRACTIONAL SW1/4, SECTION 31, T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN. CONTAINING: 138,983 SQ.FT. - 3.19 ACRES



NOTE: THESE PARCELS ARE SUBJECT TO THE FOND DU LAC COUNTY ACCESS CONTROL ORDINANCE.

UNRECORDED C.S.M. BY RETTLER CORP.

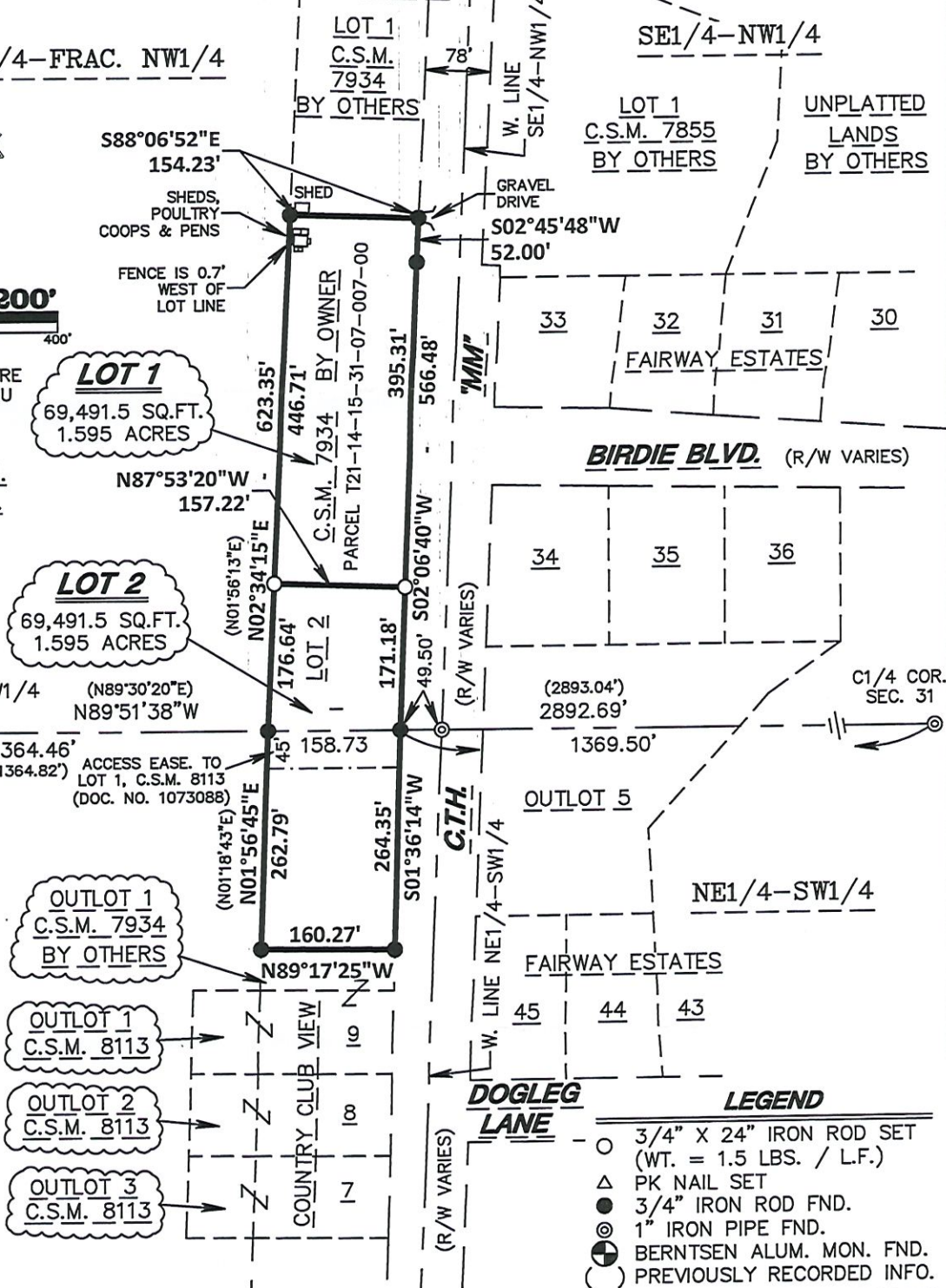
UNPLATTED LANDS BY OTHERS



LOT 1
C.S.M. 8113
BY OTHERS

NW1/4-FRAC. SW1/4

BASIS OF BEARINGS:
IS THE NORTH LINE OF THE SW1/4 WHICH BEARS N89°51'38"W AS REFERENCED TO GRID NORTH, FOND DU LAC COUNTY COORDINATE SYSTEM NAD83(91).



OWNER: RACHEL J. NAVIS
REVOCABLE TRUST
402 COUNTY PARK ROAD
WAUPUN, WI 53963

CLIENT: GAIL L. NEEVEL
720 WEST BROWN STREET
WAUPUN, WI 53963

As prepared by:

G GROTHMAN
& ASSOCIATES S.C.
PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877
E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. 1125-668

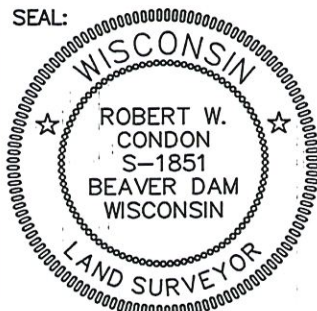
DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 512-210

DWG. 1125-668 SHEET 2 OF 3

SEAL:



FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION

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SURVEYOR'S CERTIFICATE

I, **ROBERT W. CONDON**, Professional Land Surveyor, do hereby certify that by the order of **Gail L. Neevel**, I have surveyed, monumented, mapped and divided Lot 2, Certified Survey Map, No. 7934 as recorded in Volume 59 of Certified Survey Maps, pages 44, 44A and 44B as Document No. 1042730 located in the Southwest Quarter of the fractional Northwest Quarter and the Northwest Quarter of the fractional Southwest Quarter, Section 31, Town 14 North, Range 15 East, Town of Waupun, Fond Du Lac County, Wisconsin. Containing 138,983 square feet, (3.19 acres), more or less. Being subject to 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, the Town of Waupun and the Fond Du Lac County Subdivision Ordinance to the best of my knowledge and belief.

A handwritten signature in cursive script, reading "Robert W. Condon", written over a horizontal line.

ROBERT W. CONDON

Professional Land Surveyor, No. 1851

Dated: December 5, 2025

File No: 1125-668

OWNER: RACHEL J. NAVIS
REVOCABLE TRUST
402 COUNTY PARK ROAD
WAUPUN, WI 53963

CLIENT: GAIL L. NEEVEL
720 WEST BROWN STREET
WAUPUN, WI 53963

As prepared by:

G GROTHMAN
& ASSOCIATES S.C.
PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877
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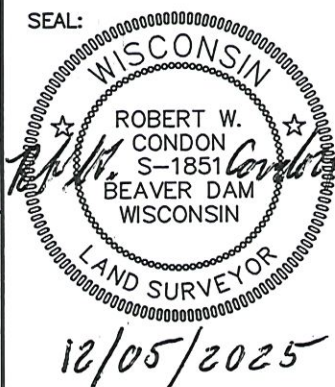
DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 512-210

DWG. 1125-668 SHEET 3 OF 3

SEAL:



FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION

BEING LOT 2, C.S.M. NO. 7934 AS RECORDED IN VOL 59 OF C.S.M.S, PAGES 44, 44A AND 44B AS DOCUMENT NO. 1042730, LOCATED IN THE SW1/4 OF THE FRACTIONAL NW1/4 AND THE NW1/4 OF THE FRACTIONAL SW1/4, SECTION 31, T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN. CONTAINING: 138,983 SQ.FT. - 3.19 ACRES

TOWN BOARD RESOLUTION

RESOLVED that this certified survey map in the Town of Waupun, Gail L. Neevel, Owner(s), is hereby approved and dedication accepted by the Town Board.

Dated this _____ day of _____, 20____.

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 _____, 20____

Town Clerk

CITY of WAUPUN RESOLUTION

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

Mayor

Date

City Clerk

Date

CERTIFICATE OF THE FOND DU LAC COUNTY PLANNING DEPARTMENT

Approved by the Fond du Lac County Planning Department.

Dated this _____ day of _____, 20____

Terry Dietzel
Land Information Department Director

OWNER: RACHEL J. NAVIS
REVOCABLE TRUST
402 COUNTY PARK ROAD
WAUPUN, WI 53963

CLIENT: GAIL L. NEEVEL
720 WEST BROWN STREET
WAUPUN, WI 53963

Receipt No: 1.000022525 Dec 22, 2025

GROTHMAN & ASSOCIATES

Previous Balance:	.00
FEEs	
CSM-EXTRA TERRITORIAL	100.00
REVIEW	
230-46-4615-0-00	
FEEs-ZONING/ANNEX/CSMOCCUPANCY	

Total:	100.00
	=====
CHECKS	
Check No: 5958	100.00
Total Applied:	100.00

Change Tendered:	.00
	=====

Duplicate Copy
12/22/2025 7:01 AM

CITY OF WAUPUN	
201 E. MAIN STREET	
WAUPUN WI 53963	920-324-7900



ENGINEERING | ARCHITECTURE | SURVEYING
FUNDING | PLANNING | ENVIRONMENTAL

www.msa-ps.com

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PROJECT NO.	212171	OWNER: CITY OF WAUPUN
DRAWN BY:	B. BUCHDA	
SURVEYOR:	T. DAVIS	
FILE NO.	SHALER WEST CSM.dwg	
SHEET NO.	1 OF 2	

DODGE COUNTY CERTIFIED SURVEY MAP #

LANDS BEING LOT 3 CSM #7688 AND LOT 1 CSM #7085 AND LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 8, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

CURVE TABLE

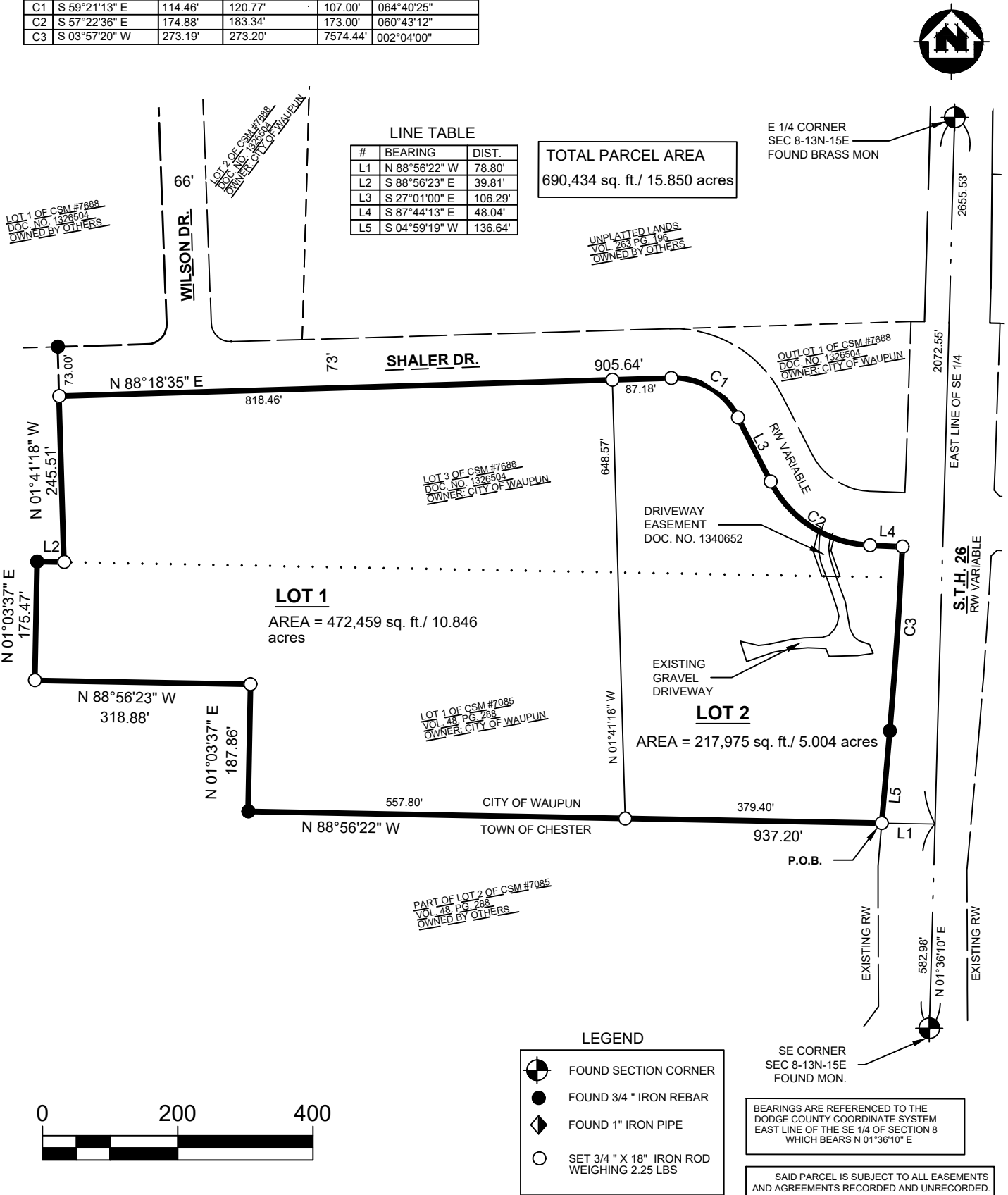
#	CHORD BEARING	DISTANCE	ARC DISTANCE	RADIUS	CENTRAL ANGLE
C1	S 59°21'13" E	114.46'	120.77'	107.00'	064°40'25"
C2	S 57°22'36" E	174.88'	183.34'	173.00'	060°43'12"
C3	S 03°57'20" W	273.19'	273.20'	7574.44'	002°04'00"

LINE TABLE

#	BEARING	DIST.
L1	N 88°56'22" W	78.80'
L2	S 88°56'23" E	39.81'
L3	S 27°01'00" E	106.29'
L4	S 87°44'13" E	48.04'
L5	S 04°59'19" W	136.64'

TOTAL PARCEL AREA

690,434 sq. ft./ 15.850 acres





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FUNDING | PLANNING | ENVIRONMENTAL

www.msa-ps.com

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PROJECT NO.	212171
DRAWN BY:	B. BUCHDA
SURVEYOR:	T. DAVIS
FILE NO.	SHALER WEST CSM.dwg
SHEET NO.	2 OF 2

DODGE COUNTY CERTIFIED SURVEY MAP #

LANDS BEING LOT 3 CSM #7688 AND LOT 1 CSM #7085 AND LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 8, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATION

I, Timothy Davis, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the City of Waupun. I have made a survey being Lot 3 of CSM #7688 & Lot 1 of CSM #7085 and located in a part of the SE 1/4 of the SE 1/4 of Section 8, Town 13 North, Range 15 East, City of Waupun, Dodge County, Wisconsin and being more particularly described as follows:

LEGAL DESCRIPTION:

COMMENCING at the southeast corner of Section 8, Town 13 North, Range 15 East in the City of Waupun, Dodge County, Wisconsin; thence N 01°36'10" E, 582.98 feet along the east line of the southeast quarter of said Section 8 to the easterly extension of a northerly line of Lot 2 of CSM #7085; thence N 88°56'22" W, 78.80 feet along the easterly extension of a northerly line of Lot 2 of CSM #7085 to a northeast corner of Lot 2 of CSM #7085, the westerly right of way of State Trunk Highway 26 and the **POINT OF BEGINNING**; thence continuing N 88°56'22" W, 937.20 feet along the a northerly line of Lot 2 of CSM #7085 to a northeasterly corner of said Lot 2; thence N 01°03'37" E, 187.86 feet along an easterly line of Lot 2 CSM #7085 to a northeasterly corner of said Lot 2; thence N 88°56'23" W, 318.88 feet along a northerly line of Lot 2 CSM #7085 to a northeasterly corner of said Lot 2; thence N 01°03'37" E, 175.47 feet along an easterly line of Lot 2 CSM #7085 to a southeasterly corner of said Lot 2; thence S 88°56'23" E, 39.81 feet along a southerly line of Lot 2 CSM #7085 to a southeasterly corner of said Lot 2 and the southwest corner of Lot 3 CSM #7688; thence N 01°41'18" W, 245.51 feet along an easterly line of Lot 2 CSM #7085 to the northwest corner of Lot 3 CSM #7688 and a point on the southerly right of way of Shaler Drive; thence N 88°18'35" E, 905.64 feet along the southerly right of way of Shaler Drive to the beginning of a curve; thence southeasterly along the southerly right of way of Shaler Drive 120.77 feet along the arc of a curve to the right with a radius of 107.00 feet, with a chord which bears S 59°21'13" E, 114.46 feet; thence S 27°01'00" E, 106.29 feet along the southerly right of way of Shaler Drive to the beginning of a curve; thence southeasterly along the southerly right of way of Shaler Drive 183.34 feet along the arc of a curve to the left with a radius of 173.00 feet, with a chord which bears S 57°22'36" E, 174.88 feet; thence S 87°44'13" E, 48.04 feet along the southerly right of way of Shaler Drive to the westerly right of way of STH 26 and the beginning of a curve; thence southerly along the westerly right of way of STH 26, 273.20 feet along the arc of a curve to the right having a radius of 7574.44 feet, with a chord which bears S 03°57'20" W, 273.19 feet; thence S 04°59'19" W, 136.64 feet along the westerly right of way of STH 26 to the **POINT OF BEGINNING**.

Said parcel contains 690,434 sq. ft / 15.850 acres more or less.

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statues and the City of Waupun Subdivision Ordinances in surveying and mapping the same to the best of my knowledge and belief.

TIMOTHY B. DAVIS, PLS S-4045

CITY OF WAUPUN APPROVAL

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

Rohn Bishop, Mayor

Date

Angela Hull, City Clerk

Date

CITY OF WAUPUN HOME OCCUPATION APPLICATION

\$25 Fee (New and Renewal)

Chapter 16.13 of the City of Waupun municipal code entitled Zoning Code-Home Occupations, provides for the operation of limited nonintrusive businesses within residential districts.

APPLICANT INFORMATION

☐ New Application ☒ Renewal Application

Applicant/Owner Name: DONALD M. COOK Phone: 920-324-5677

Address 716 COUNTRY VIEW DR City WAUPUN ST WI Zip 53963

Email COOKDONALD@MSN.COM

PROPOSED BUSINESS INFORMATION

Name of Business: UP IN ARMS GUNSMITHING & SALES Phone: 920-324-5677

Address of Business (if different from above) _____ Waupun WI 53963

Location of proposed Home Occupation in residence (living room, bedroom, basement, etc): BEDROOM

Description of Services: GUNSMITHING & SALES

Total square footage of residence devoted to home occupation: 200 sq. ft.

Type of equipment to be used in the home occupation: N/A

Size and type of signs advertising the home occupation N/A

Number of resident employees 1 Number of nonresident employees 0

PERMITTED OCCUPATIONS

An application for a home occupation license must be submitted to the Zoning Administrator. If after review, it is the opinion of the Zoning Administrator that the requested home occupation is permitted then a license may be issued. The following are the permitted home occupations. Mark below if your home business is described below:

<input type="checkbox"/> Dressmaking, sewing, tailoring, and millinery	<input type="checkbox"/> Laundering, clothing rental
<input type="checkbox"/> Painting, sculpturing, or writing	<input type="checkbox"/> Telephone answering
<input type="checkbox"/> Computer programming	<input type="checkbox"/> Tutoring, limited to four students at one time
<input type="checkbox"/> Model making, rug weaving, lapidary work, ceramics	
<input type="checkbox"/> Sharpening of saws, scissors, knives and skates	<u>GUN SMITH</u>
<input type="checkbox"/> Professional offices for ministers, lawyers, authors, and musicians	

NEW APPLICATIONS ONLY (NOT RENEWAL) - ALL OTHER OCCUPATIONS

An application for a home occupation license must be submitted to the Zoning Administrator. If after review, it is the opinion of the Zoning Administrator that the requested home occupation is neither permitted nor strictly prohibited, then a conditional use permit approved by the Plan Commission will be required.

OFFICE USE ONLY: CITY APPROVAL

☒ Payment Received

☐ Permitted. Conditional Use not required

☐ Not Permitted. Conditional Use required.

Date of Plan Commission _____ Approved _____ Denied _____

Zoning Administrator Signature _____



CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, December 18, 2019 at 4:45 PM
(APPROVED 1/15/2020)

CALL TO ORDER

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

ROLL CALL

Members Present: Julie Nickel, Derek Drews, Mike Matoushek, Elton TerBeest, and Jerry Medema

Members Excused: Fred Luech and Jeff Daane

Staff Present: Kathy Schlieve and Susan Leahy

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next meeting of the Plan Commission may be January 15, 2019 at 4:45.

CONSIDERATION - ACTION

1. Approve minutes of the November 20, 2019 Meeting. Motion by Medema, seconded by TerBeest to approve the minutes of the November 20, 2019 meeting as presented. Motion carried, unanimously.
2. Public Hearing – Conditional Use Application for Donald Cook at 716 Country View Drive to have a home occupation of a gun repair business.

Chairman Nickel read the call of the hearing and its purpose. Donald Cook was present to address the committee. He stated he has a federal fire arms license. That cleaning and repairing guns has been a hobby. He used to live in the Town of Chester but moved to the City of Waupun in November, 2019. Leahy stated that firearms no sales of firearms are allowed per the ordinance. Cook stated he does not sell any firearms but ships purchases for individuals which is not an everyday occurrence. Nickel asked if there were any other concerns. Schlieve brought up that the home occupation must be approved by plan commission and the building inspector provides an inspection of space being used for the home occupation.

Matoushek made a motion to approve the conditional use home occupation for the repairing and cleaning of guns with an annual review by plan commission. Seconded by TerBeest.

Vote: Medema, TerBeest, Drews, Matoushek, Nickel - "AYE"
Motion carried, unanimously.

ADJOURNMENT

Motion by Medema, seconded by Drews to adjourn the meeting. Motion carried, meeting adjourned at 5:50 pm.

Susan Leahy
Zoning Administrator

CITY OF WAUPUN
201 E. MAIN STREET
WAUPUN WI 53963 920-324-7900

Receipt No: 1.000021470 Jan 14, 2025

1181 COOK, DONALD
716 COUNTRY VIEW DR
WAUPUN WI 53963

Previous Balance: 25.00

ACCOUNTS RECEIVABLE - ACCOUNT RECEIVABLE 25.00
PAYMENT
001-11005 ACCOUNTS RECEIVABLE CASH C

New Current Balance: .00

CASH 25.00
Total Applied: 25.00

Change Tendered: .00

01/14/26 08:41AM