



**A G E N D A**  
**CITY OF WAUPUN BOARD OF PARK AND  
RECREATION COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, December 04, 2024 at 5:30 PM

**VIRTUAL AND TELECONFERENCE ACCESS**

Join Zoom Meeting:

<https://us02web.zoom.us/j/87219794191?pwd=Uk1FQ2U5aVVzZUswNjg2dlczdERzZz09>

Meeting ID: 872 1979 4191

Passcode: 906435

Dial by your location 1 312 626 6799

**CALL TO ORDER**

**ROLL CALL**

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

***No Public Participation at this point.***

**CONSIDERATION - ACTION**

- [1.](#) Approve September 30, 2024 Minutes
- [2.](#) Community Center Part-Time Job Descriptions
- [3.](#) 2025 Waupun Family Aquatic Center Fees

**DISCUSSION ITEMS**

- [4.](#) Recreation Department Updates

**FUTURE MEETINGS**

5. Monday, January 27, 2025 at 5:30pm at City Hall

**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**  
Board of Parks and Recreation Commission

Tuesday, September 3, 2024 – City Council Chambers

CALL TO ORDER

Commission Vice President Williams called the meeting to order at 5:33pm

ROLL CALL:

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

CONSIDERATION - ACTION

1. Approve Minutes of July 29, 2024 Meeting – Motion by Gorst, seconded by Zarn to accept the minutes as presented. Motion passed unanimously.
2. Approve Waupun Hockey Association Facility Use Agreement – Lucas Dawson presents on the status of the Ice Arena and their programming. Schlieve brought up renaming the facility. Motion by Ledesma to approve the Agreement as presented, seconded by Williams. Motion passes unanimously.
3. Playground Equipment Selection for Zoellner Park – Schlieve presents. Winterhack discussed the options of shade, and the benefits of each choice. Motion by Williams, seconded by Gorst to recommend selecting option NU-3428 at a cost \$38,139.00 to the common council and that the council authorize early purchase of the playground equipment by December 20, 2024 to leverage the available discounts on selected equipment. Motion carries.
4. Approve Community Center Policies – Kaminski presents. Ledesma suggested some formatting and typos. Williams made the motion to approve the policy with the noted changes, seconded by Zarn. Motion passes unanimously.
5. Approve Community Center Membership Fees – Kaminski presents. Winterhack asked about a youth day pass. More discussion regarding fees. The fees are modest enough to encourage as much participation as possible in the new building. Motion to approve fee schedule as presented, Williams seconded. Motion passes unanimously.

DISCUSSION ITEMS

6. Recreation Updates – Senior Center, Park Program, Camp, Aquatic Center.

7. Recap of Self-Service Kayak Rentals. Williams discussed speaking with avid kayakers regarding where they go and how long they go for. It was suggested to distribute a survey to the community to gauge interest. This project probably isn't going to move forward until 2026.

8. Moving, Opening & Ribbon Cutting of Community Center – Kaminski presents. Closing the Senior Center mid October to get moved. (With the exception of foot care and lunches) Opening date October 21. The gym will be closed for the election being relocated to the Community Center due to the disabled City Hall elevator. The ribbon cutting will happen December 3, 2024.

9. Community Center Rental Fees – Schlieve presents. The fees are not available yet due to a need to iron out cost of operations. We are not taking any private rentals as of yet.

#### FUTURE MEETINGS

10. Monday, September 30, 2024 at 5:30pm at City Hall

Zarn moves to adjourn, seconded by Ledesma. Motion passes.

#### ADJOURNMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kambria Ledesma". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kambria Ledesma, Secretary  
City of Waupun

**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Active Older Adult Program Assistant (Part-Time)
<b>REPORTS TO</b>	Recreation Program Director
<b>DEPARTMENT</b>	Parks & Recreation
<b>TYPE</b>	
<b>FLSA (overtime status)</b>	Nonexempt

**GENERAL PURPOSE:**

The Active Older Adult Program Assistant is a part-time position that delivers excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the Waupun Community Center. The position is primarily responsible for opening the building, managing the welcome desk kiosk, supervising participants in the building, coordinating newsletter distribution, may serve as a fitness class instruction for yoga and aerobics, and leads and plans scheduled activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides excellent service to visitors and participants in person and on the phone, contributing to participant retention.
- Builds relationships with participants; helps participants connect with one another and to the Waupun Community Center.
- Handles and resolves concerns and informs Director of unusual situations or unresolved issues.
- Applies all Waupun Community Center policies.
- Monitors all spaces in the Waupun Community Center .
- Completes all duties listed on the daily schedule such as activity set up and supervision.
- Ensures Waupun Community Center building and grounds is secure during shift and report incidents to supervisor.
- Performs other duties as assigned.

**QUALIFICATIONS:**

High School diploma or equivalent is required. Certifications in CPR/AED and First Aid or an ability to obtain certification within the first three months of employment.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong orientation toward customer service, with an understanding of techniques to lead group training/fitness classes, lead and train volunteers, and coordinate scheduling.
- Understanding of building / facility operations, including the proper care and safety practices of recreation, facility, sports field equipment, materials and supplies.

- Understanding of methods and techniques of planning, evaluating and implementing recreation programs, services and activities.
- Ability to read, interpret and apply rules, regulations, policies and procedures.
- Understanding of modern office practices, methods and computer equipment and applications related to the work.
- Use, operate and maintain a variety of operational and audio-visual equipment.
- Maintain order and safety in crowded and noisy environments.
- Administer first aid, CPR, and AED, as needed.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Perform work as directed in an efficient, effective, safe and timely manner.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Ability to work mornings 6 am to 10 am, Monday through Friday, or as assigned by supervisor.

### **Work Environment:**

Work is normally performed in a climate-controlled environment with moderate physical exertion. Activities include frequent written and verbal communication with city staff, council members, and the public. Uses the telephone and computer technology extensively to communicate with numerous parties to address concerns and issues. Requires sufficient strength, agility and mobility to perform essential functions of the position, including the ability to occasionally lift and move items weighing 25 lbs. or more.

### **Equal Opportunity Employer:**

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

**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Youth & Adult Program Assistant (Part-Time)
<b>REPORTS TO</b>	Recreation Program Director
<b>DEPARTMENT</b>	Parks & Recreation
<b>TYPE</b>	
<b>FLSA (overtime status)</b>	Nonexempt

**GENERAL PURPOSE:**

The Youth & Adult Program Assistant is a part-time position that delivers excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the Waupun Community Center. The position is primarily responsible for scheduling and oversight of evening programs, managing the welcome desk kiosk, supervising participants in the building, coordinating newsletter distribution, may serve as a fitness class instruction for yoga and aerobics, and closing the building in the evening.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides excellent service to visitors and participants in person and on the phone, contributing to participant retention.
- Builds relationships with participants; helps participants connect with one another and to the Waupun Community Center.
- Handles and resolves concerns and informs Director of unusual situations or unresolved issues.
- Applies all Waupun Community Center policies.
- Monitors all spaces in the Waupun Community Center .
- Completes all duties listed on the daily schedule such as activity set up and supervision.
- Ensures Waupun Community Center building and grounds is secure during shift and report incidents to supervisor.
- Performs other duties as assigned.

**QUALIFICATIONS:**

High School diploma or equivalent is required. Certifications in CPR/AED and First Aid or an ability to obtain certification within the first three months of employment.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong orientation toward customer service, with an understanding of techniques to lead group training/fitness classes, lead and train volunteers, and coordinate scheduling.
- Understanding of building / facility operations, including the proper care and safety practices of recreation, facility, sports field equipment, materials and supplies.

- Understanding of methods and techniques of planning, evaluating and implementing recreation programs, services and activities.
- Ability to read, interpret and apply rules, regulations, policies and procedures.
- Understanding of modern office practices, methods and computer equipment and applications related to the work.
- Use, operate and maintain a variety of operational and audio-visual equipment.
- Maintain order and safety in crowded and noisy environments.
- Administer first aid, CPR, and AED, as needed.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Perform work as directed in an efficient, effective, safe and timely manner.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Ability to work evenings 4 to 8 pm, Monday through Friday, or as assigned by supervisor.

**Work Environment:**

Work is normally performed in a climate-controlled environment with moderate physical exertion. Activities include frequent written and verbal communication with city staff, council members, and the public. Uses the telephone and computer technology extensively to communicate with numerous parties to address concerns and issues. Requires sufficient strength, agility and mobility to perform essential functions of the position, including the ability to occasionally lift and move items weighing 25 lbs. or more.

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## City of Waupun Position Description

<b>JOB TITLE</b>	Weekend Building Supervisor (Part-Time)
<b>REPORTS TO</b>	Recreation Program Director
<b>DEPARTMENT</b>	Parks & Recreation
<b>TYPE</b>	
<b>FLSA (overtime status)</b>	Nonexempt

### **GENERAL PURPOSE:**

The Weekend Building Supervisor is a part-time position that delivers excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the Waupun Community Center. The position is primarily responsible for weekend operations of the facility, communication and oversight, monitoring building and park shelter online reservations and rental supervision of public recreation facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides excellent service to visitors and participants in person and on the phone, contributing to participant retention.
- Builds relationships with participants; helps participants connect with one another and to the Waupun Community Center.
- Handles and resolves concerns and informs Director of unusual situations or unresolved issues.
- Applies all Waupun Community Center policies.
- Monitors all spaces in the Waupun Community Center .
- Completes all duties listed on the daily schedule such as activity set up and supervision.
- Ensures Waupun Community Center building and grounds is secure during shift and report incidents to supervisor.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

High School diploma or equivalent is required. Certifications in CPR/AED and First Aid or an ability to obtain certification within the first three months of employment.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong orientation toward customer service, with an understanding of techniques to lead group training/fitness classes, lead and train volunteers, and coordinate scheduling.
- Understanding of building / facility operations, including the proper care and safety practices of recreation, facility, sports field equipment, materials and supplies.
- Understanding of methods and techniques of planning, evaluating and implementing recreation programs, services and activities.



- Ability to read, interpret and apply rules, regulations, policies and procedures.
- Understanding of modern office practices, methods and computer equipment and applications related to the work.
- Use, operate and maintain a variety of operational and audio-visual equipment.
- Maintain order and safety in crowded and noisy environments.
- Administer first aid, CPR, and AED, as needed.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Perform work as directed in an efficient, effective, safe and timely manner.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Ability to work weekends, from 10 am to 6 pm, or as assigned by supervisor.

### **Work Environment:**

Work is normally performed in a climate-controlled environment with moderate physical exertion. Activities include frequent written and verbal communication with city staff, council members, and the public. Uses the telephone and computer technology extensively to communicate with numerous parties to address concerns and issues. Requires sufficient strength, agility and mobility to perform essential functions of the position, including the ability to occasionally lift and move items weighing 25 lbs. or more.

### **Equal Opportunity Employer:**

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**Waupun Aquatic Center  
Statement of Revenue & YMCA Only Expenses**

<b>REVENUE:</b>		<b>12/31/2020</b>	<b>12/31/2021</b>	<b>12/31/2022</b>	<b>12/31/2023</b>	<b>12/31/2024</b>	<b>2025 Budget</b>
100-46-4676-0-00	FEES-AQUATIC FACILITY	30,702	71,954	71,536	91,656	65,470	\$ 70,000
100-46-4681-0-00	FEES-AQUATIC FCLTY CONCE	792	10,247	9,671	18,507	13,608	\$ 15,000
		<b>31,494</b>	<b>82,201</b>	<b>81,208</b>	<b>110,163</b>	<b>79,078</b>	<b>\$ 85,000.00</b>
<b>EXPENSES:</b>							
	YMCA Expenses	72,589	79,905	80,435	99,708	77,292	\$ 101,970.00
<b>Total Expenses:</b>		<b>72,589</b>	<b>79,905</b>	<b>80,435</b>	<b>99,708</b>	<b>77,292</b>	<b>\$ 101,970.00</b>
<b>Surplus(Deficit)</b>		<b>(41,095)</b>	<b>2,296</b>	<b>772</b>	<b>10,455</b>	<b>1,786</b>	<b>\$ (16,970.00)</b>

\*Does not include city expenses.

	<b>Family Pass Price</b>	<b>Individual Pass Pr</b>	<b>Daily Price</b>	<b>Swim Lesson Price</b>
<b>2024</b>	<b>200/250</b>	<b>100/125</b>	<b>6.00</b>	<b>40.00</b>
<b>2025 with 3%</b>	<b>206/258</b>	<b>103/129</b>	<b>6.20</b>	<b>41.00</b>

**Waupun Aquatic Center  
Statement of Revenue & Expenses**

<b>REVENUE:</b>		<b>12/31/2020</b>	<b>12/31/2021</b>	<b>12/31/2022</b>	<b>12/31/2023</b>	<b>12/31/2024</b>
100-46-4676-0-00	FEES-AQUATIC FACILITY	30,701.96	71,953.99	71,536.41	91,655.79	65,470.15
100-46-4681-0-00	FEES-AQUATIC FCLTY CONCESSIONS	792.00	10,246.91	9,671.16	18,507.32	13,608.20
<b>Total Revenue:</b>		<b>31,493.96</b>	<b>82,200.90</b>	<b>81,207.57</b>	<b>110,163.11</b>	<b>79,078.35</b>

<b>EXPENSES:</b>						
100-20-5523-1-10	AQUATIC FACILITY-SALARIES/WAGE	80,941.52	93,778.65	93,771.25	21,367.49	17,038.70
100-20-5523-1-11	AQUATIC FACILITY-OVERTIME	1,296.97	1,083.07	2,170.25	1,407.62	1,536.15
100-20-5523-2-20	AQUATIC FACILITY-HEALTH INS	4,797.39	5,157.56	5,135.02	5,857.75	4,931.93
100-20-5523-2-21	AQUATIC FACILITY-LIFE INS	20.84	22.55	21.43	17.39	16.75
100-20-5523-2-22	AQUATIC FACILITY-PENSION	1,059.70	1,163.20	1,364.53	1,446.18	1,291.93
100-20-5523-2-23	AQUATIC FACILITY-SOCIAL SECURI	5,076.85	5,825.36	5,918.19	1,487.04	1,288.43
100-20-5523-2-24	AQUATIC FACILITY-SICK LEAVE PO	-	-	-	-	-
100-20-5523-2-29	AQUATIC FACILITY-INCOME CONTIN	114.06	115.21	162.80	131.87	108.91
100-20-5523-3-30	AQUATIC FACILITY-OFFICE SUPPLI	-	-	-	-	-
100-20-5523-3-31	AQUATIC FACILITY-TELEPHONE	15.68	297.44	-	242.45	115.98
100-20-5523-3-32	AQUATIC FACILITY-UTILITIES	30,047.41	36,470.00	42,790.80	46,433.79	39,871.27
100-20-5523-3-35	AQUATIC FACILITY-NEWSPAPER PUB	-	-	-	-	-
100-20-5523-3-36	AQUATIC FACILITY-REPAIRS/MAINT	2,504.18	13,226.15	11,955.04	11,601.40	4,995.08
100-20-5523-3-37	AQUATIC FACILITY-TRAVEL/CONFER	247.44	325.00	350.00	-	-
100-20-5523-3-38	AQUATIC FACILITY-OPERATING EXP	5,117.23	3,509.91	3,966.55	104,805.68	89,283.82
100-20-5523-3-39	AQUATIC FACILITY-CONCESSION EX	539.90	5,978.12	6,011.67	10,367.32	5,910.75
100-20-5523-3-40	AQUATIC FACILITY-CHEMICALS	9,551.54	16,593.79	14,524.10	22,976.76	24,045.81
100-20-5523-8-00	AQUATIC FACILITY-CAPITAL OUTLA	-	-	-	-	-
<b>Total Expenses:</b>		<b>141,330.71</b>	<b>183,546.01</b>	<b>188,141.63</b>	<b>228,142.74</b>	<b>190,435.51</b>

Surplus(Deficit) (109,836.75) (101,345.11) (106,934.06) (117,979.63) (111,357.16)



**RECREATION DEPARTMENT**

**MONTHLY REPORT TO COMMON COUNCIL – November 12, 2024**

Activity/Project	Status	Notes/Other
Attendance – October	1,419 participants Average daily attendance - 78 participants	Open 18 days Closed October 14-18 to move into new building
Memberships	207 memberships	Sold October 7 – November 7
Meals – October	Serving Monday - Wednesday, 59 Indoor Dining Meals Serving Monday - Friday, 137 Mobile Meals  Lunch program is having higher attendance in new building.	Daily Average – 4 meals  Daily Average – 7 meals, FdL Cty
Senior Center Special Activities/Events	<ul style="list-style-type: none"> <li>October 21 – Open at New Building</li> <li>October 22 – Mayor Visit &amp; Tour</li> <li>November 5 – Election Site</li> </ul>	Highly attended and was the first look at the new building for many people.
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> <li>November 7 – Fitness Center Orientation</li> <li>November 7 – First Foot Care</li> <li>November 8 – First Bingo</li> <li>November 11 – Gym Activities Start</li> <li>December 3 – Grand Opening</li> </ul>	New machines installed 11/6.  We are all learning about the new building and all the things we can do now. Every day is getting better.

**NOVEMBER ACTIVITY CALENDAR**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1</b> CIRCUIT FITNESS CENTER MONDAY-FRIDAY 8AM – 10AM				9am Se7ens 10:30am Aerobics
<b>4</b> 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards 5pm SPARK!	<b>5</b> ELECTION DAY OPEN FOR VOTING ONLY	<b>6</b> 9am Dice 10:30am Aerobics 11:30am Lunch Noon UNO 1pm Sheephead	<b>7</b> 8:00am Foot Care 9am Dominoes 10:30am Yoga Noon Board Games 1pm Sheephead	<b>8</b> 9am Se7ens 10:30am Aerobics 1pm SIA Bingo
<b>11</b> 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards	<b>12</b> 9am Hand & Foot Cards 10:30am Tone 11:30am Craft Club 11:30am Lunch	<b>13</b> 9am Dice 10:30am Aerobics 11:30am Lunch Noon UNO 1pm Sheephead	<b>14</b> 9am Dominoes 10:30am Yoga Noon Board Games 1pm Sheephead	<b>15</b> 9am Se7ens 10:30am Aerobics 1pm Bingo at Prairie Ridge
<b>18</b> 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards	<b>19</b> 9am Hand & Foot Cards 10:30am Tone 11:30am Lunch 2pm Insurance Seminar	<b>20</b> 9am Dice 10:30am Aerobics 11:30am Lunch Noon UNO 12:30pm Eyeglasses 1pm Sheephead	<b>21</b> 8am Foot Care 9am Dominoes 9am Dementia Care Specialist 10:30am Yoga Noon Board Games 1pm Sheephead	<b>22</b> 9am Se7ens 10:30am Aerobics
<b>25</b> 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards	<b>26</b> 9am Hand & Foot Cards 10:30am Tone 11:30am Lunch 1pm Mayor Visit	<b>27</b> 9am Dice 10:30am Aerobics 11:30am Lunch Noon UNO Noon FdL ADRC 1pm Sheephead	<b>28</b> <b>CLOSED</b> Happy Thanksgiving	<b>29</b> <b>CLOSED</b>

**SCHEDULE IS SUBJECT TO CHANGES. PLEASE CALL 324-7930 TO VERIFY.**

**GYM SCHEDULE**

**Gym schedule starts Monday, November 11.**  
Monthly gym schedules will be posted in this newsletter and are subject to changes based on interest and availability. This gym schedule is for November 11–27. Building and gym are open Monday– Friday, 8am–4pm.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00am	Walking	Walking	Walking	Walking	Walking
8:30am	Pickleball Intermediate	Pickleball Intermediate	Pickleball Intermediate	Pickleball Intermediate	Pickleball Intermediate
10:00am	Pickleball Intermediate/Advanced	Pickleball Intermediate/Advanced	Pickleball Intermediate/Advanced	Pickleball Intermediate/Advanced	Pickleball Intermediate/Advanced
11:30pm	Pickleball Beginner	Pickleball Beginner	Pickleball Beginner	Pickleball Beginner	Pickleball Beginner
1:00pm	Open Gym	Open Gym	Open Gym	Open Gym	Open Gym
2:00pm	Learn to Play Pickleball	Open Gym	Learn to Play Pickleball	Open Gym	Learn to Play Pickleball
3:00pm	Open Gym	Open Gym	Open Gym	Open Gym	Open Gym

# WAUPUN



**WAUPUN**  
CITY OF SCULPTURE

## RECREATION DEPARTMENT NEWSLETTER

**PLAY LOCAL**

**324-7930**

**DECEMBER 2024**



**TOURS**

**WAUPUN COMMUNITY CENTER**

**RAFFLE PRIZES**

# GRAND OPENING

**520 MCKINLEY ST, WAUPUN, WI**

**TUESDAY, DECEMBER 3, 2024**

**3PM OPEN HOUSE**  
**4PM DEDICATION CEREMONY**  
**5PM-7PM TOURS**

**COFFEE & JUICE**

**SNACKS**





Construction of the Waupun Community Center was supported in part by the American Rescue Plan Act funds that provided a \$4.9M grant awarded to the City of Waupun via the Wisconsin Department of Administration by the U.S. Department of Treasury and by private donor contributions.

**cityofwaupunwi.gov**  
**920-324-7930**

### WHAT'S INSIDE:

- Bingo
- Billiards League
- Book Club
- Card Games
- Mayor Visit
- Craft Club
- Dementia Care Specialist
- Fitness Center
- Fitness Classes
- Foot Care
- Holiday Fun
- Indoor Walking
- Meals
- Membership
- Pickleball
- Open Gym
- SERVE Waupun
- Taxi Information

**Address:** 520 McKinley Street, Waupun, WI 53963

**Phone:** (920) 324-7930

**Hours:** Mondays—Friday, 8:00am—4:00pm

**Email:** parks@cityofwaupun.gov

**Website:** <https://www.cityofwaupunwi.gov/>



# MEMBERSHIP

LOOKING FOR A GIFT TO GIVE A LOVED ONE?  
GIVE A GIFT OF YEARLONG FUN!

## WAUPUN COMMUNITY CENTER MEMBERSHIP GIFT CERTIFICATE

MEMBERSHIPS CAN BE PURCHASED AT THE WAUPUN COMMUNITY CENTER WELCOME DESK. OPEN MONDAY - FRIDAY, 8AM-4PM



Waupun Community Center participation requires a membership or day pass fee to provide, maintain, and expand our services and programs. Stop on in for a tour!

**Resident versus non-Resident rate** is determined by physical address. A City of Waupun address is required for resident rates.

**Standard Membership** grants access to participate in basic programs and services.

**Standard + Fitness Membership** grants access to everything a Standard Membership does, plus the ability to join our instructor-lead fitness classes and access to fitness center and gymnasium.

**Additional fees** may apply for certain programs offered by contracted instructors, practitioners, or for travel programs. Program offerings requiring specialized instruction, or the use of equipment or special supplies will be fee-based to support program delivery.

**Age of Use Policy.** Our facility is not a daycare or healthcare facility. Youth under 12 years of age must be attending a scheduled activity under the direct supervision of a caregiver. Adult participants must be independent or with a caregiver.

MEMBERSHIP			
Standard Annual Membership Includes: All scheduled activities with the exception of fitness		Standard + Fitness Annual Membership Includes: Fitness Center Use, Gym Activities & Fitness Classes	
Resident	\$60	Resident Individual	\$120
Non-Resident	\$80	Resident 2-Person Household	\$180
Day-Pass		Family	\$225
		Non-Resident Individual	\$140
Day-Pass Resident	\$3	Non-Resident 2-Person Household	\$200
Day-Pass Non-Resident	\$5	Non-Resident Family	\$245

# POOL PASS

3

On sale now through December 12, 2024. The purchaser will be provided with a Waupun Family Aquatic Center Pool Pass certificate in which the recipient will redeem next summer when the pool opens.

Resident Individual Season Pass: \$100

Non-Resident Individual Season Pass: \$125

Resident Family Season Pass: \$200

Non-Resident Family Season Pass: \$250

\*\*\*Family Season Pass includes up to 5 family members and is intended for immediate family only; all family members must reside at the same address. An additional 2 family members can be added for \$10 each. A maximum of 7 family members per Family Season Pass.

\*\* Military Active or Retired: 15% Discount. To qualify, a Military ID must be shown at time of purchase.

\*Pay by cash, check or charge

GIVE THE GIFT OF FAMILY FUN!

## 2025 WAUPUN FAMILY AQUATIC CENTER POOL PASS

Purchase now until December 12  
at Waupun City Hall. Open  
Monday—Thursday, 7AM-4PM  
Friday, 7AM-11AM



# HOLIDAY FUN

## HOLIDAY PARADE

The Waupun Senior Center will be participating in this year's holiday parade! We are looking for volunteers to ride or walk next to our float. The parade is on Friday, December 6 at 6:30pm. Line-up time is at 5:45pm at St. Joseph's Catholic Church. Please sign up at the welcome desk or call 324-7930.

## HO! HO! HO! LET'S PARTY

You are invited to a Christmas party at the Community Center! Registration is required by noon on Monday, December 11 by calling 324-7930 or registering at the welcome desk. There is a suggested donation of \$5.00 for lunch.

**When:** Wednesday, December 18

- 11:15am—Christmas Sweater Contest with Prizes
  - **Sweater Contest Categories:** Most Festive and Most Creative
- 11:30am—Lunch
  - ♦ **Menu:** Beef Stew, Cole Slaw, Pineapple Tidbits, Cinnamon Roll, Bread, Milk
- 12:15pm—Bingo



## DECORATING

We are looking for volunteers to help decorate the Community Center for Christmas.

**When:** Wednesday, December 4 anytime between 9am and 3pm

## CRAFT CLUB: KEEPSAKE ORNAMENT

Join us to make a keepsake ornament. Bring a piece of clothing or fabric that has special meaning to you or use our festive fabric. Sign up at the welcome desk or by calling 324-7930.

**When:** Tuesday, December 10 at 11:30am

## SANTA'S HELPERS

Santa and the Waupun Fire Department need our help. We are in need of volunteers to assist in responding to some letters from children in our community. If you are interested, please call 324-7930 or sign up at the welcome desk. Letters will be available on Monday, December 16 at 9am and need to be returned by 9am on Thursday, December 19. Thanks!





# HOLIDAY FUN

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## TROLLEY NIGHT & CRAFT SHOW

Annual My Property Shoppe Holiday Light Contest and Trolley Night! This year held at the NEW COMMUNITY CENTER!! Come join in the fun! Free trolley rides, SANTA, and his Reindeer will all be on hand, along with local crafters, artists and direct sale vendors in the gymnasium.

**When:** Thursday, December 12 from 5:00pm—8:00pm

## CRAFT: HOLIDAY FLORAL CENTERPIECE CLASS

Join Janah Monarch, owner of Monarch Floral Creations to make a special, beautiful, holiday floral centerpiece. In this class, you will learn how to make a Christmas candle centerpiece using fresh winter greens and flowers. The inspiration for this year's design is "The Christmas Candle". This lovely centerpiece will be great for your table or to gift to a family member or friend. Bring a smile, enjoy some hot cider while you listen to festive music and chat. The class fee covers the fresh flowers, candle, and supplies.

**When:** Tuesday, December 17 at 5:00pm

**Fee:** \$40. Sign up at the welcome desk or by calling 324-7930. Class fee is due at sign up. Cash or check.



# ACTIVITIES



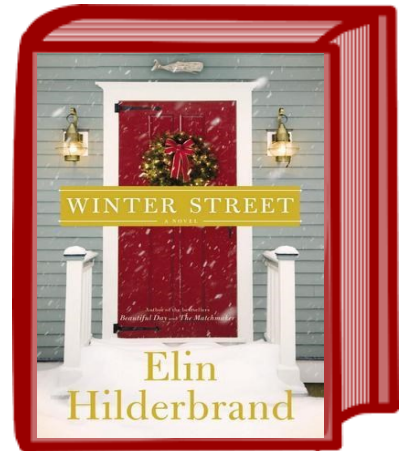
**MAYOR VISIT** Meet and/or catch up with Mayor Rohn Bishop. He will give the audience an update on city happenings, make announcements and answer questions from attendees. Join us at the new Community Center to get your monthly update from the Mayor.

**When:** Tuesday, December 17 at 1:00pm

## DECEMBER BOOK CLUB

This month's book is titled: *Winter Street* by Elin Hilderbrand, 249 pages. "In bestseller Elin Hilderbrand's first Christmas novel, a family gathers on Nantucket for a holiday filled with surprises. Kelley Quinn is the owner of Nantucket's Winter Street Inn and the proud father of four, all of them grown and living in varying states of disarray... As Christmas approaches, Kelley is looking forward to getting the family together for some quality time at the inn... It might be up to Kelley's ex-wife, nightly news anchor Margaret Quinn, to save Christmas at the Winter Street Inn." Source: [goodreads.com](http://goodreads.com). Pick up your copy after December 2 at the welcome desk.

**Optional Discussion:** Friday, December 27 at 9:00am



## PUZZLES

We have puzzles available to take home. Puzzles are located in the sitting room. We also have a table to work on a puzzle when you visit.

## SPARK!

SPARK! Is an evidence informed program for individuals with mild cognitive impairment, early to moderate dementia, and their care partner or partners. Programming is guided by trained volunteers in a welcoming atmosphere by enjoying art, culture and nature in a comfortable setting. Registration is required. Please call Jeni at Imagine That! Art Studio at 920-937-0470 or email at [jenimaly@imaginethatartstudiowaupun.com](mailto:jenimaly@imaginethatartstudiowaupun.com)

**When:** Monday, December 2 from 4:00pm—5:00pm

**Where:** Imagine That! Art Studio, 408 E. Main St, Waupun



## KNIT-WITS

This is a social knitting group that works on personal projects while chit chatting. New members are always welcome. We will help with projects, teach knitting or crocheting, how to read patterns etc., but we are not instructors. Bring your own yarn and knitting needles and join us!

**When:** Wednesdays at 1:00pm

## INDOOR BEAN BAG TOSS

We have several bean bag toss boards to set up and use to play bean bag toss in pairs or singles. If you want to meet and play, please let Rachel know to set up the bean bag toss boards.

# CARDS & GAMES

## WINTER BILLIARDS LEAGUE

We have two pool tables and plenty of billiards equipment to shoot pool anytime the our building is open. We will be starting our winter league Tuesday, December 3. Sign up in billiards room ASAP.

## MONDAY EUCHRE

Let's play some cards! \$1 to play! Every Monday at 1:00pm.

## MONDAY MARBLES

Marbles or also known as The Aggravation Game is played with 2-6 players. Marbles and playing cards are used to play. Don't know how to play? We will teach you! Every Monday at 9:00am.

## MONDAY GOLF CARDS

Golf is a card game where players try to earn the lowest number of points over the course of nine deals. Please join us on Mondays at 1:00pm.

## TUESDAY HAND & FOOT CARDS

Hand & Foot is a card game related to Canasta. Rules are provided and we will teach you how to play. It's fun! We play on Tuesdays at 9:00am.

## WEDNESDAY & THURSDAY BLACK QUEENS SHEEPSHEAD

Same game and two opportunities to play! Join us! \$1 to play on Wednesdays and Thursdays at 1:00pm.

## WEDNESDAY DICE

Do you like to shake dice? Keep your points or gamble them away! First person to get to 10,000 points wins. Wednesdays at 9:00am.

## THURSDAY DOMINOES

This is not the set up and knock down dominoes. Let's play some real dominoes on Thursdays at 9:00am.

## FRIDAY SE7ENS

Game style of play is very similar to Canasta and Hand & Foot. The name comes from the fact that one of the required books must be made up entirely of sevens, which can be challenging. We play on Fridays at 9:00am.

## PING PONG TUESDAYS

Come play ping pong on Tuesday afternoons. Equipment and table will be ready. Join us on Tuesdays at 1:00pm

## WEDNESDAY UNO

UNO! UNO is a multi-player card game in which the objective is to be the first player to get rid of all the cards in their hand.

**When:** Wednesdays at Noon

## THURSDAY BOARD GAMES

Each week we will play a different game. We have Monopoly, Sequence, Rummikub and more!

**When:** Thursdays at Noon

# FITNESS

## FITNESS CENTER

The Waupun Community Center has new fitness machines, treadmills, steppers, and bikes. It also has handheld weights, resistance bands, and exercise balls. The fitness center is open during building hours. Circuit Time is Monday—Friday from 8:00am—10:00am

## TUESDAY TONE

Tuesday Tone is a combination of yoga and aerobics. The movements taught in class focus on specific exercises to improve leg strength. A chair is used for balance and support.

**When:** Tuesdays at 10:30am

## YOGA

Chair support is offered for all standing and seated yoga poses. This class focuses on stretching your whole body by focusing on specific muscles and muscle groups. Please wear tennis shoes.

**When:** Mondays & Thursdays at 10:30am

## AEROBICS

Move to the music through a variety of exercises designed to increase muscle strength, range of motion and activities for daily living. Hand-held weights, elastic band with handles and a small ball are offered for resistance. A chair is used for seated exercises and standing support.

**When:** Wednesdays & Fridays at 10:30am

## INDOOR WALKING

Come walk inside our gym or through our hallways. Monday—Friday, 8:00am—4:00pm.

## GYMNASIUM SCHEDULE

December 1-30 (Closed December 12, 24, 25 & 30). We have pickleball equipment.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8am	Walking	Walking	Walking	Walking	Walking
8:30am	Pickleball Beginner	Pickleball Beginner	Pickleball Beginner	Pickleball Beginner	Pickleball Beginner
10am	Pickleball Intermediate/ Advanced	Pickleball Intermediate/ Advanced	Pickleball Intermediate/ Advanced	Pickleball Intermediate/ Advanced	Pickleball Intermediate/ Advanced
11:30am	Pickleball Beginner	Pickleball Beginner	Pickleball Beginner	Pickleball Beginner	Pickleball Beginner
1:00pm	Open Gym	Open Gym	Open Gym	Open Gym	Open Gym
2:00pm	Learn to Play Pickleball	Open Gym	Learn to Play Pickleball	Open Gym	Learn to Play Pickleball
3:00pm	Open Gym	Open Gym	Open Gym	Open Gym	Open Gym



# 10 DECEMBER ACTIVITY CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b> 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards 4:00pm SPARK!	<b>3</b> Pool League 9am Hand & Foot Cards 10:30am Tone 11:30am Lunch 1:00pm Ping Pong 3:00pm Grand Opening 4:00pm Dedication Ceremony 5:00pm Tours	<b>4</b> 9am Decorating 9am Dice 10:30am Aerobics 11:30am Lunch Noon UNO 1pm Sheepshead 1pm Knit-Wits	<b>5</b> 8:30am Foot Care 9am Dominoes 10:30am Yoga Noon Board Games 1pm Sheepshead	<b>6</b> 9am Se7ens 10:30am Aerobics 11am-1pm Community Table Meal 6:30pm Holiday Parade
<b>9</b> 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards	<b>10</b> Pool League 9am Hand & Foot Cards 10:30am Tone 11:30am Craft Club 11:30am Lunch 1:00pm Ping Pong	<b>11</b> 9am Dice 10:30am Aerobics 11:30am Lunch Noon UNO 1pm Sheepshead 1pm Knit-Wits	<b>12</b> 9am Dominoes 10:30am Yoga Noon Board Games 1pm Sheepshead 5pm Trolley Night & Craft Show	<b>13</b> 9am Se7ens 10:30am Aerobics 11am-1pm Community Table Meal 1pm SIA Bingo
<b>16</b> 9am Santa's Helpers 9am Marbles 10:30am Yoga 11:30am Lunch 1pm Euchre 1pm Golf Cards	<b>17</b> Pool League 9am Hand & Foot Cards 10:30am Tone 11:30am Lunch 1:00pm Mayor Visit 1:00pm Ping Pong 5:00pm Floral Class	<b>18</b> 9am Dice 10:30am Aerobics 11:15am Xmas Party 11:30am Lunch Noon UNO 12:30pm Eyeglasses 1pm Sheepshead 1pm Knit-Wits	<b>19</b> 8:30am Foot Care 9am Dominoes 10:30am Yoga Noon Board Games 1pm Sheepshead	<b>20</b> 9am Se7ens 10:30am Aerobics 11am-1pm Community Table Meal 1pm Prairie Ridge Bingo
<b>23</b> 9am Marbles 10:30am Yoga Video 11:30am Lunch 1pm Euchre 1pm Golf Cards <i><u>Rachel Gone</u></i>	<b>24</b> <u>CLOSED</u>	<b>25</b> <u>CLOSED</u>	<b>26</b> 9am Dominoes 9am Dementia Care Specialist 10:30am Yoga Video Noon Board Games 1pm Sheepshead <i><u>Rachel Gone</u></i>	<b>27</b> 9am Se7ens 9am Book Club 10:30am Aerobics Video <i><u>Rachel Gone</u></i>
<b>30</b> 9am Marbles 10:30am Yoga Video 11:30am Lunch 1pm Euchre 1pm Golf Cards <i><u>Rachel Gone</u></i>	<b>31</b> <u>CLOSED</u>	<b>JANUARY 1</b> <u>CLOSED</u>	<i>LUNCH MENU ON PAGE 11</i>	<i>FITNESS CENTER INFO &amp; GYMNASIUM SCHDEULE ON PAGE 8</i>
<b>SCHEDULE IS SUBJECT TO CHANGES. PLEASE CALL 324-7930 TO VERIFY.</b>				

# DECEMBER LUNCH MENU

The Waupun senior dining lunch is brought to us by the elderly nutrition program of ADRC of Fond du Lac County with the goal of providing one hot, nutritious meal containing 1/3 of daily dietary needs. All meals served with 2% milk. Menu is subject to change without notice.

Senior Dining

**When:** Indoor dining at 11:30am, Monday—Wednesday **CLOSED** Thursdays & Fridays

- \$5.00 suggested donation

**When:** Mobile meals are delivered between 9:30am and 11:30am, Monday—Friday

- \$5.00 suggested donation

**Eligibility:** Available to all persons age 60 years of age or older or a spouse/domestic partner (under age 60) who is eating with their spouse/domestic partner who is age 60 or older. No person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination on the grounds of race, color, creed, sex, national origin or their ability to pay. Persons under age 60, cost of meal is \$8.72.

**Registration:** Participants can register in advance, but no later than one business day prior by noon by calling 324-7930.

**Cancellations:** If you must cancel, please call 324-7930 as soon as possible.

**Mobile Meals:** To see if you or someone you know are eligible call 920-929-3466 (FdL County residents only). City of Waupun Dodge County residents, call 920-324-6509. Dodge County rural residents, call 920-386-3580.



Fellowship, Food & Fun

MONDAY	TUESDAY	WEDNESDAY	THURSDAY Mobile Meals Only	FRIDAY Mobile Meals Only
2 Ham Roll Garlic Mashed Potatoes Raw Carrots w/Dip Fruited Gelatin Alexander Torte Bread	3 Chicken Cacciatore Baked Potato Mixed Vegetables Applesauce Cinnamon Roll Dinner Roll	4 Mushroom Chopped Steak Mashed Potatoes Green Beans Peach Slices Cookie Bread	5 Smoked Sausage Baked Beans Carrots Pear Slices Birthday Cake Dinner Roll	6 Pork Jaeger Schnitzel Mashed Potatoes Red Cabbage Apple Butterscotch Pudding Bread
9 Swiss Steak Mashed Potatoes Peas/Pearl Onions Tropical Fruit Cookie & Bread	10 Lasagna Casserole Broccoli Cuts Honeydew Melon Ice Cream Cup French Bread	11 Cranberry/Kraut Meatballs White Bean Salad Cole Slaw Applesauce Cake Bread	12 Chicken, Broccoli Rice Casserole Spinach Salad Pear Slices Cinnamon Roll Dinner Roll	13 Meatloaf Garlic Mashed Potatoes Mixed Vegetables Petite Banana Cookie Bread
16 Pork Loin Mashed Potatoes California Blend Veggies Peach Slices Applesauce Cake Bread	17 Liver & Onions Baked Potato Corn Orange Cake Dinner Roll	18 Beef Stew Cole Slaw Pineapple Tidbits Cinnamon Roll Bread	19 Meatloaf Mashed Potatoes Carrots Fruited Gelatin Cookie Dinner Roll	20 Chicken Marsala Baby Red Potatoes Green Beans Apple Chocolate Banana Torte Bread
23 Glazed Ham Baked Beans Health Slaw Applesauce Spice Cake Bread	24 <b><u>CLOSED</u></b>	25 <b><u>CLOSED</u></b>	26 Honey Mustard Meatballs Baked Potato Peas & Carrots Petite Banana Brownie Dinner Roll	27 Breaded Fish Filet German Potato Salad Broccoli Cuts Pear Slices Cookie Bread
30 BBQ Pork Cutlet Baby Red Potatoes Western Corn Pineapple Tidbits Vanilla Pudding Bread	31 <b><u>CLOSED</u></b>	January 1 <b><u>CLOSED</u></b>		<b>COMMUNITY TABLE FRIDAY MEAL STARTS ON DECEMBER 6 11am—1pm</b>

# BINGO

We are going to play bingo three times this month!

Thanks to our great sponsors!

**Our awesome, jumbo, shutter slide bingo cards were donated by the Waupun Lions Club.**

**Friday, December 13 at 1:00pm**

SIA is proud to sponsor 2<sup>nd</sup> Friday Bingo for the Waupun Recreation Department! Jordan Sterk, Kate Burk and Kyle Heuver are excited to be joining you this year as your bingo callers. Can't wait to see you on the 2<sup>nd</sup> Friday of every month at 1:00pm. Pizza provided by Pizza Ranch.



999 W. Main Street, Waupun  
www.SIAInsurance.com  
(920) 324-2071



Kate Burk



Jordan Sterk



Kyle Heuver

**Wednesday, December 18 at 12:15pm—Christmas Party Bingo**

Party information on page 4 of this newsletter.

**Friday, December 20 at 1:00pm—AT Prairie Ridge**

We are invited to play bingo at Prairie Ridge Assisted Living! Let's visit our friends at Prairie Ridge to play bingo their way at their place! Prairie Ridge Assisted Living is located at 819 Wilcox Street in Waupun.



## NEED A RIDE?

SAFE & RELIABLE  
TAXI SERVICE

WAUPUN TAXI

920-324-2426

www.browncab.net



Serving primarily within the City Limits plus 1 mile. When volume allows up to five miles.

## SERVE WAUPUN REQUESTS

This group of volunteers look for ways to help people with needs in our community. If you know of someone with a need or who could use a group of individuals with some tools and handyman skills, please email [mvb2serve@gmail.com](mailto:mvb2serve@gmail.com) or contact Rachel Kaminski at 920-324-7930.

## GOT GLASSES?

We have a container for used eyeglasses, sunglasses and glasses cases. The container is provided and picked up by the Waupun Lions Club for redistribution. The container is located by the front door of our building.