



**A G E N D A**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, May 27, 2025 at 5:30 PM**

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

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

**Teleconference:** 1 312 626 6799

**Meeting ID: 817 5133 7789**

**Passcode: 746846**

**CALL TO ORDER**

**ROLL CALL**

**RECOGNITION OF RETIREMENT-WAUPUN FIRE DEPARTMENT OFFICERS**

1. Lieutenant David Duer - 27 Years of Service
2. Lieutenant Wayne Opperman- 26 Years of Service

**ORDINANCES-RESOLUTIONS**

- [3.](#) Ordinance to amend Ch.6.05(3) (e) entitled Traffic Code-No Parking on Industrial Drive and S. Watertown Street
- [4.](#) Resolution Authorizing the Disposal of City-Owned Property Located at 627 Maxon Street

**CONSIDERATION - ACTION**

- [5.](#) CivicPlus Statement of Work-Website Platform
- [6.](#) Agreement with MSA for Shaler Drive Extension Project

**CONSENT AGENDA**

- [7.](#) Future Meetings, License-Permit Applications, Expenses

**MEETING MINUTES**

- [8.](#) BID 12-17-24
- [9.](#) CDA 2-18-25
- [10.](#) Economic Development 2-19-25
- [11.](#) Public Works 3-11-25
- [12.](#) Economic Development 3-25-25
- [13.](#) Common Council 4-8-25
- [14.](#) Utility Commission 4-14-25
- [15.](#) Organizational Meeting of the Common Council 4-15-25
- [16.](#) Library Board 4-16-25
- [17.](#) Police and Fire Commission 4-22-25
- [18.](#) Police and Fire Commission 4-23-25
- [19.](#) Committee of the Whole - Special Council 4-29-25
- [20.](#) Common Council 5-13-25

**DEPARTMENT REPORTS**

- [21.](#) Police Department
- [22.](#) Fire Department
- [23.](#) Library
- [24.](#) Recreation
- [25.](#) Public Works

- [26.](#) Utilities
- [27.](#) MONTHLY FINANCIALS
- 28. City Clerk-Treasurer-HR
- [29.](#) Administrator-Economic Development

**DISCUSSION-REVIEW**

- [30.](#) Budget Workshop

**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:** 5/27/25

**TITLE:** Ordinance to amend Ch.6.05(3) (e) entitled  
Traffic Code-No Parking on Industrial Drive and  
S. Watertown Street

**AGENDA SECTION:** ORDINANCES-RESOLUTIONS

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

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Sign and post cost	

### ISSUE SUMMARY:

Public Works has received and are working on parking complaints along Industrial Dr. which is due to increased semi traffic at the new loading area for Wisconsin Dairies. The new loading dock is near the existing dock for King Manufacturing. If trucks park directly across from King's dock, they have issues accessing it. The no parking area would be starting 400' west of S. Watertown St. and continue west for 140'.

We have added some new signs to not block the driveway as well as painting the driveway areas yellow. We have seen positive results from the previous work.

### STAFF RECOMMENDATION:

Adopt the Ordinance

### ATTACHMENTS:

Ordinance  
Map of area

### RECOMMENDED MOTION:

Motion to adopt Ordinance #\_\_\_\_ to amend Ch. 6.05(3) entitled Traffic Code to create section (e) for No Parking on Industrial Drive and S. Watertown.

ORDINANCE NUMBER 25-\_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE OF THE  
CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Section 6.05 (3) (e) of the Waupun Municipal Code entitled "No  
Parking" is amended to create the following subsection:

151.. On the north side of Industrial Dr commencing 400 feet west of the west  
curb line of S Watertown St and continuing west for a distance of 140 feet.

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

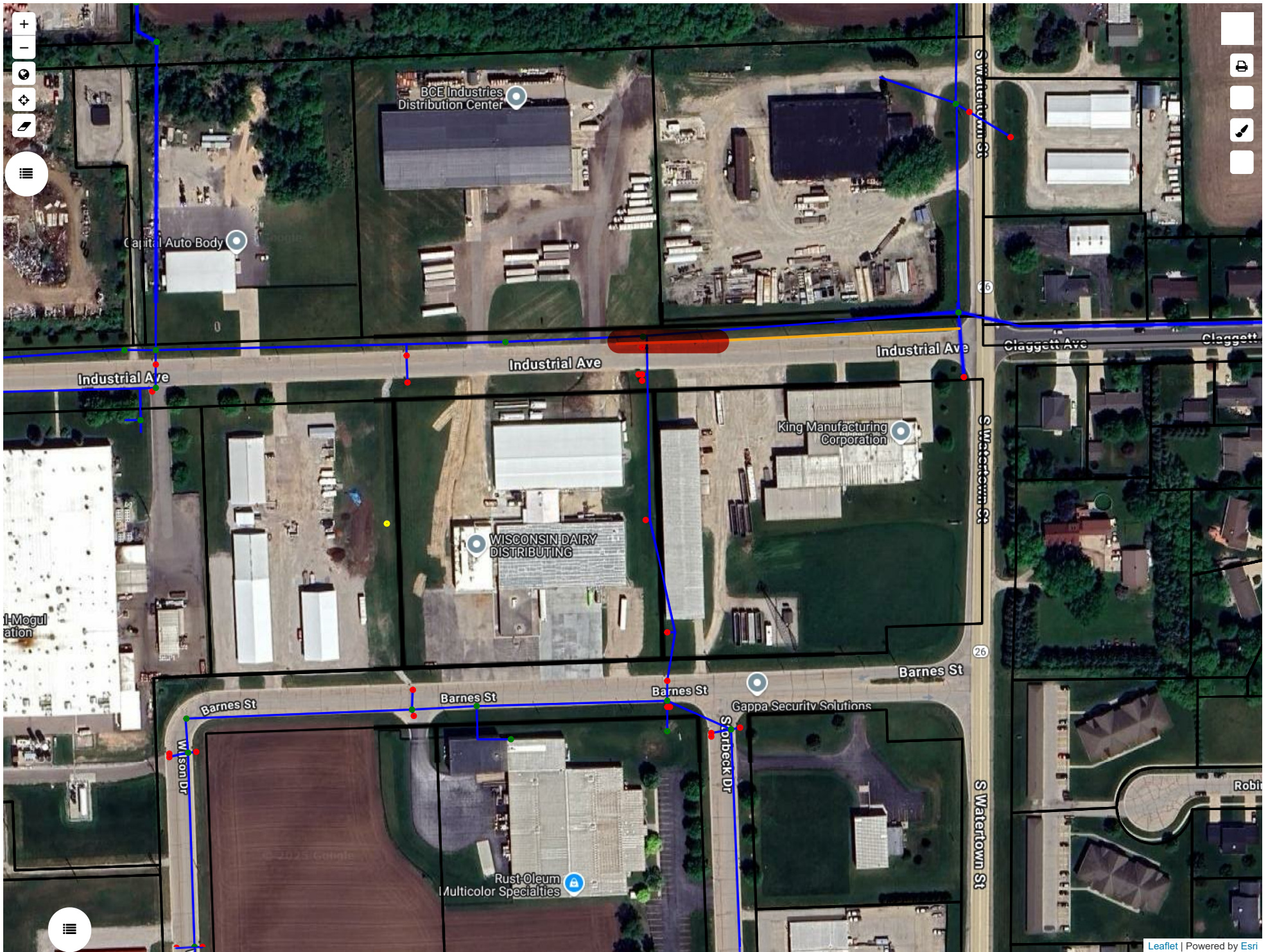
Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

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

ATTEST:

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





**COMMON COUNCIL CITY OF WAUPUN, WI**

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION AUTHORIZING THE DISPOSAL OF CITY-OWNED PROPERTY  
LOCATED AT 627 MAXON STREET**

**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 the legal owner of the parcel of real estate located at 627 Maxon Street, Waupun, Wisconsin, which is currently classified as a vacant lot and not in use for municipal purposes; and

**WHEREAS**, the Common Council of the City of Waupun has determined that it is in the public interest to dispose of the property; and

**WHEREAS**, the disposal of said property will return the parcel to the tax roll and potentially contribute to neighborhood revitalization and economic development; and

**WHEREAS**, the City has complied with all applicable laws and procedures required for the disposal of municipal real property, including providing appropriate public notice as required by Wisconsin Statutes;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Waupun, Wisconsin that:

1. The property located at 627 Maxon Street, Waupun, Wisconsin, legally described as parcel number 292-1315-0542-044, is hereby declared surplus property;
2. The City Administrator and/or appropriate city staff are hereby authorized to proceed with the disposal of the property through sealed bid, in a manner that complies with all applicable laws and regulations;
3. The Mayor and City Clerk are authorized to execute any and all documents necessary to complete the transfer of ownership, including but not limited to, deeds, closing statements, and related conveyance documents;
4. Any net proceeds from the sale shall be deposited in the General Fund and Capital Project fund;
5. This Resolution shall take effect immediately upon its passage and publication as required by law.

Adopted this 27th day of May, 2025

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

ATTEST:

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



## AGENDA SUMMARY SHEET

**MEETING DATE:** 5/27/25

**TITLE:** CivicPlus Statement of Work-Website Platform

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	No Cost Implementation / Licensing \$8,700	

**ISSUE SUMMARY:**

Civic Plus, our website provider, has discontinued use of our current content management platform as of October 2024 and has discontinued support as of January 2025. All existing websites must be migrated to a new platform by November 2025. We are seeking approval of the attached statement of work to initiate this work.

**STAFF RECOMENDATION:**

Approve statement of work as presented

**ATTACHMENTS:**

Civic Plus Statement of Work

**RECOMENDED MOTION:**

Motion to approve Statement of Work with Civic Plus in the amount of \$8,700 to upgrade the City of Waupun's website



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:****Date:****Expires On:**

Statement of Work

Q-97671-1

4/4/2025 2:46 PM

6/3/2025

**Client:**

City of Waupun, WI

**Bill To:**

WAUPUN CITY, WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Steven Skok		steven.skok@civicplus.com		Net 30

## One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (http://URL)
1.00	Migration Standard Implementation	Includes full setup and configuration of website design selected from 1 of 5 layout options
1.00	Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Group Training	3 seats of pre-scheduled joint training sessions up-to 3-hours per session

## Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Annual - Municipal Websites Central	Annual - Municipal Websites Central
1.00	Hosting & Security Annual Fee - Municipal Websites Central	Hosting & Security Annual Fee - Municipal Websites Central
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: URL
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL

Initial Term	Beginning at signing and ending 8/31/2026, Renewal Term 9/1 each calendar year
Initial Term Invoice Schedule	Year One Annual Total invoiced upon the signature date of this Agreement, subject to proration if the term begins at signing. Subsequent Annual Totals invoiced every 12 months starting at Renewal Term.

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 0.00	USD 0.00	USD 0.00
Year Two	USD 8,700.00		USD 8,700.00
<b>Subtotal</b>			USD 8,700.00
<b>Annual Recurring Services Starting Year 3</b>			USD 9,135.00
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date		
Annual Uplift	5% to be applied in year 3		

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Total Investment – Initial Term to be prorated based on signature date.

**Acceptance of Quote # Q-97671-1**

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Printed Name:

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

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

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

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

Organization Legal Name:

\_\_\_\_\_  
Billing Contact:

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

\_\_\_\_\_  
Billing Phone Number:

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

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Mailing Address: (If different from above)

\_\_\_\_\_  
PO Number: (Info needed on Invoice (PO or Job#) if required)

**CIVICENGAGE<sup>®</sup>**  
municipal websites  
**CENTRAL**

# Web Central Starter: Standard Implementation

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Proposal valid for 60 days from date of receipt



# Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to create a website solution that allowed municipal staff to maintain their websites daily without needing a technical webmaster. As technology advanced, we saw our customers' need to bring more services online. We expanded our vision to make local government work better as a whole.

Today, CivicPlus provides public sector technology that automates processes, digitizes services, and enhances civic experiences. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a frictionless experience for residents and staff. Our portfolio includes solutions for:



- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Planning, Permitting, Licensing, and Code Enforcement
- Fire and Life Safety Inspections
- Asset Management
- Utility Billing
- Social Media Archiving
- FOIA Management

## EXPERIENCE & RECOGNITION

**25+** Years  
**10,000+** Customers  
**950+** Employees



CivicPlus has over 25 years of experience working with municipal organizations across the US and Canada. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

## CONTACT INFORMATION

### Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502

Phone: 888.228.2233 | Fax: 785.587.8951

[civicplus.com](https://civicplus.com)



[civicplus.com](https://civicplus.com)



# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



# CMS Features & Functionality

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CivicPlus' Municipal Websites Central Standard (Web Central Starter) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

## Modules & Widgets

### RESIDENT ENGAGEMENT

Web Central Starter offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

**Calendar** – Create multiple calendars and events for upcoming activities that are viewable by list, week, or month.

**Notices and Alerts** – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

**Form Center** – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

**News** – Post news items and keep your residents up to date on important information via News Flash.

**Notifications** – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

**Pop-up Modal** – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

### ASSET MANAGEMENT

Web Central Starter is fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

**Agenda Center** – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.



**Document Center** – Organize and manage documents in one central repository.

**Public Images** – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

## INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

**Easy for Residents to Navigate** – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

**Frequently Asked Questions (FAQs)** – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

**Graphic Links** – Create visually appealing buttons to direct users to important information.

**Info Advanced** – Use Info Advanced to create engaging displays of information for reuse throughout the website.

**Quick Links** – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

**Staff Directory** – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



## COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

**Custom HTML Widget** – Embed videos or other HTML features in your page.

**Editor Widget** – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

**Form Center Widget** – Embed simple forms on a page.

**Image Widget** – Add images to a page.

**Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center.

**Slideshow Widget** – Add a slideshow of images.

**Tabbed Widget** – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

# Administrative Features

The administration of your Web Central Starter website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



**Administrative Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

**Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

**Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

**History Log** – Track changes made to your website.

**Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

**Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

**Pending Approval Items** – Administrators have access to a queue of pending items to be published or reviewed.

**Website Statistics** – Provided website analytics for analysis.

## USER-FRIENDLY FEATURES

Not only is Web Central Starter easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

**Automatic Alt Tags** – Built-in features assist with ongoing ADA compliance of your website.

**Credit Card Processing** – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment processor to accept payments on your website (separate agreement must be made directly between you and the chosen approved processor). Additional fees apply.

**Preset Styling Standards and Ongoing Styling Flexibility** – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

**Link Redirects** – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.



**Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

**Maps** – Easily embed maps from Google, ESRI, and more using the HTML widget.

**Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly.

**Predictive Site Search** – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

**Site Search Log** – All search words are kept in a log.

**Real Simple Syndication (RSS) Feeds** – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

**Responsive Design** – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

**Social Media** – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

**Supported Browsers** – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

**Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

**Translation** – Integration with Google Translate translates web pages into over 100 languages.

## ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. CivicPlus wants to help our customers maximize accessibility for all users and surpass Section 508 ADA accessibility requirements while providing you freedom to create a visually rich and appealing website. Our multi-faceted approach sets you up for success:

- We build websites using WCAG guidelines to be highly accessible at go live.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are done automatically by our product team, at least quarterly, with no additional effort required from you.
- In addition, our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.



Due to the dynamic nature of website content updates, an ongoing accessibility solution can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges. Additional details and/or a quote can be provided upon request.

- **AudioEye Partnership** – CivicPlus partners with AudioEye to provide a suite of accessibility tools and services for WCAG 2.2 compliance at a discounted rate to our customers.
- **Acquia Optimize: Website Optimization & Compliance Tools** – Acquia Optimize is an easy-to-use web governance platform available to purchase and add to your project. Acquia Optimize's tools help you identify, prioritize, and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards.
- **CivicPlus CommonLook Accessibility Software** – Efficiently and accurately ensure PDFs are accessible to all members of your community. CommonLook provides an all-in-one environment for testing, remediating, and verifying PDF documents and provides a set of automated tools.

## Additional Modules

In addition to our comprehensive CMS offering, we provide a range of additional modules designed to enhance functionality and meet specific organizational needs. Each module is tailored to deliver specialized capabilities, ensuring you have the flexibility to create a solution that aligns perfectly with your objectives. Please reach out if you are interested in including any of these options into your new CMS project.

**Blog** – Post opinions/information about various community topics and allow resident comments and subscriptions.

**Get Community Input** – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

**Opinion Poll** – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

**Photo Gallery** – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

**Archive Center** – Manage and retain serial and older documents.

**Real Estate Locator** – Lets community members list and manage residential and commercial properties separately, with dedicated search functions. Users can post and manage listings 24/7 after setting up a profile and paying a subscription fee, while administrators can approve or auto-publish listings.

**Resource Directory** – Use the Resource Directory to showcase information on local businesses and/or community resources.

**Activities** – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.



**Facilities & Reservations** – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

**Job Postings** – Post available jobs online and accept online applications.

**Bids** – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.

## The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs
- A centralized data store with robust data automation and integration capabilities

### CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. Residents can build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, saving them time. This also will benefit your staff with reduced phone calls, walk-ins, and emails.

### INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and set up complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are examples of integrations you can create with Web Central Starter:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module

# Implementation

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## Standard Project Timeline

Design creation, content development, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical standard project ranges from 9 – 12 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

<b>PHASE 1: INITIATE</b>	2-4 Weeks	<ul style="list-style-type: none"><li>• Project Kickoff Meeting</li><li>• Planning &amp; Scheduling</li></ul>
<b>PHASE 2: ANALYZE</b>	1-3 Weeks	<ul style="list-style-type: none"><li>• Customer Deliverable Submission</li></ul>
<b>PHASE 3: DESIGN &amp; CONFIGURE</b>	3-4 Weeks	<ul style="list-style-type: none"><li>• Design Concept Development</li><li>• Content Development</li><li>• Agendas &amp; Minutes Migration</li><li>• Website Completion</li></ul>
<b>PHASE 4: OPTIMIZE</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Website Finalization</li></ul>
<b>PHASE 5: EDUCATE</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Training Engagement</li></ul>
<b>PHASE 6: LAUNCH</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Launch Confirmation Meeting</li><li>• Website Launch</li></ul>

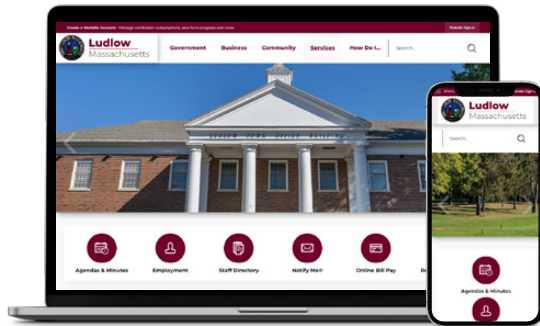


# Standard Package Designs

You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the Web Central Starter CMS—will help you provide an attractive and convenient online resource for your community.

## DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package.



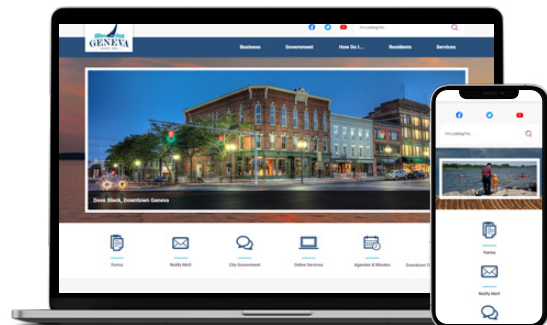
**Ludlow, MA**  
[ludlow.ma.us](http://ludlow.ma.us)



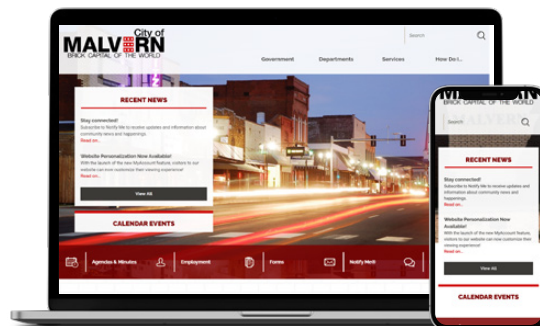
**Rocky Hill, CT**  
[rockyhillct.gov](http://rockyhillct.gov)



**Clark County, KY**  
[clarkcoky.com](http://clarkcoky.com)



**Geneva, NY**  
[cityofgenevany.com](http://cityofgenevany.com)



**Malvern, AR**  
[malvernar.gov](http://malvernar.gov)



# Approaching Your Project Implementation

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work



The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

## Phased Approach

### PHASE 1: INITIATE

**Project Kickoff** – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

**Planning & Scheduling** – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

### PHASE 2: ANALYZE

**Customer Deliverables** – You will be responsible for submitting deliverables as outlined.

### PHASE 3: DESIGN & CONFIGURE

**Design Concept Development** – You'll have the chance to review the responsive design prototype and provide feedback and/or approval.

**Content Development** – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central Starter website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.



**Agendas & Minutes Migration** – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

**Website Completion** – You will receive a completed production website featuring your approved design combined with the finished content.

## PHASE 4: OPTIMIZE

**Website Finalization** – Both the Web Central Starter project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

## PHASE 5: EDUCATE

**Group Training** – Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend group training sessions in the weeks prior to going live.

## PHASE 6: LAUNCH

**Website Launch Confirmation Meeting** – Your Web Central Starter project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

**Website Launch** – After final confirmation, your website will be made live and available to the public.

## Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Choose your desired layout
- Complete the Content Form
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

# Continuing Services

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## Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Web Central Starter.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

### Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour initial response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center ([civicplus.help](https://civicplus.help))

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

## CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



### AWARD-WINNING

CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and nine Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

## CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.



## ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central Starter customers. It reflects our commitment to:

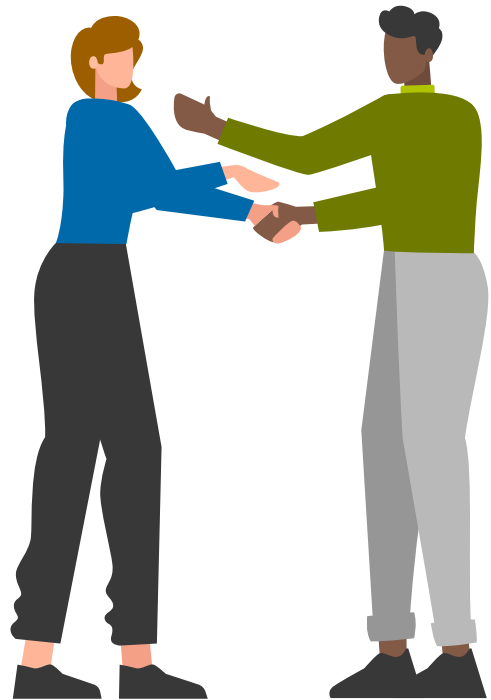
**Connection** – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

**Direction** – Customers will have the opportunity to provide targeted input on the future direction of the Web Central Starter roadmap and will be able to submit ideas for improvements and enhancements.

## MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



# Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	<ul style="list-style-type: none"> <li>• Highly reliable data center &amp; secure facility</li> <li>• Managed network infrastructure</li> <li>• On-site power backup &amp; generators</li> <li>• Multiple telecom/network providers</li> <li>• Fully redundant network</li> <li>• System monitoring – 24/7/365</li> </ul>
Bandwidth	<ul style="list-style-type: none"> <li>• Multiple network providers in place</li> <li>• Burst bandwidth – 22 Gb/s</li> <li>• Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)</li> </ul>
Hosting	<ul style="list-style-type: none"> <li>• Web Central Starter software updates</li> <li>• Server management &amp; monitoring</li> <li>• Multi-tiered software architecture</li> <li>• Server software updates &amp; security patches</li> <li>• Database server updates &amp; security patches</li> <li>• Antivirus management &amp; updates</li> <li>• Server-class hardware from nationally recognized provider</li> <li>• Redundant firewall solutions</li> <li>• High performance SAN with N+2 reliability</li> </ul>
Disaster Recovery	<ul style="list-style-type: none"> <li>• Emergency after-hours support, live agent (24/7)</li> <li>• On-line status monitor by Data Center</li> <li>• 8-hour guaranteed recovery TIME objective (RTO)</li> <li>• 24-hour guaranteed recovery POINT objective (RPO)</li> <li>• Pre-emptive monitoring for disaster situations</li> <li>• Multiple, geographically diverse data centers</li> </ul>
DDoS Mitigation	<ul style="list-style-type: none"> <li>• Defined DDoS Attack Process</li> <li>• Identify attack source and type</li> <li>• Monitor attack for threshold* engagement</li> </ul>
DDoS Advanced Security Coverage	<ul style="list-style-type: none"> <li>• Not Included - additional coverage available at time of event (fees will apply)</li> </ul>

\*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack

# Optional Enhancements

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## RECURRING REDESIGN

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can be occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

## AUDIOEYE MANAGED

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure thorough the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

## ACQUIA OPTIMIZE: WEBSITE OPTIMIZATION & COMPLIANCE TOOLS

Acquia Optimize empowers government organizations to maintain accessible, high-quality websites that comply with WCAG 2.1 standards and other international accessibility regulations, such as ADA, Section 508, and EN 301 549. Its accessibility tools identify and address web issues, providing actionable recommendations to enhance user experiences for all. Acquia Optimize's content policies module ensures consistency and accuracy by scanning for content errors or violations of brand, regulatory, or industry standards. The quality assurance tools detect and fix broken links, images, misspellings, and other issues that could hinder navigation or usability. Additionally, the data privacy module scans for sensitive information, prioritizes high-risk violations, and helps organizations reduce privacy risks. Together, these features enable government organizations to deliver inclusive, reliable, and secure digital services.

## CIVICPLUS CHATBOT POWERED BY FRASE

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to residents using your website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.



## PLATFORM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your Web Central Starter website your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID, Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

## STANDARD DEPARTMENT HEADER PACKAGE

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your Web Central Starter system. Unique customizations include:

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content

## BANNERS

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

## CIVICPLUS MARKETPLACE APP

The CivicPlus Marketplace App is a fully configurable mobile application that serves as a centralized digital hub for community engagement across all CivicPlus solutions. Offering residents convenient access to your agency's information and services, as well as native SeeClickFix 311 CRM starter functionality, the app enhances transparency, service accessibility, and community satisfaction by serving as a mobile gateway to essential services and civic resources.

Our app offers extensive customization options, allowing agencies to configure branding, buttons, and links in real time to maintain brand consistency and enhance the user experience with over 300 configurable icons. It integrates seamlessly with CivicPlus solutions, including SeeClickFix 311 CRM, municipal websites, and mass notifications, providing a unified platform for streamlined engagement. The app improves service visibility and trust by enabling quicker responses to resident concerns and supports diverse community needs, from reporting issues to registering for classes. Additionally, its multi-jurisdictional capabilities allow residents to engage across neighboring areas while offering agencies control over displayed branding and information.





## UPGRADE TO GUARDIAN SECURITY

Our Guardian Security Package provides a comprehensive, cost-effective solution tailored for local governments seeking robust security without breaking the bank. Powered by enterprise Cloudflare, this package includes:

- Web Application Firewall (WAF) fully customized for our application
- OWASP ModSecurity Core Rule Set for protection against the Top 10 vulnerabilities identified by the Open
- Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User Agent Blocking rules to block specific browser or web application User-Agent request headers
- Visitor blocking or challenging by IP address, autonomous system number (ASN), or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

## UPGRADE TO PLATINUM SECURITY

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

## CONSULTING ENGAGEMENT

Implementing a new software solution is a huge undertaking. Not only does it touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations and guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

## CREDIT CARD PROCESSING WITH CIVICPLUS PAY

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. CivicPlus has partnered with several integrated gateways which we can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, in a more limited fashion, to assist you in developing a successful system. To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent.



# Disclaimer

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## **PROPOSAL AS NON-BINDING DOCUMENT**

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.





Municipal Website **Open** → Municipal Website **Central starter**



# Agenda



- Introductions
- The Why
- Your Options
- Q&A
- Next Steps



# The Why

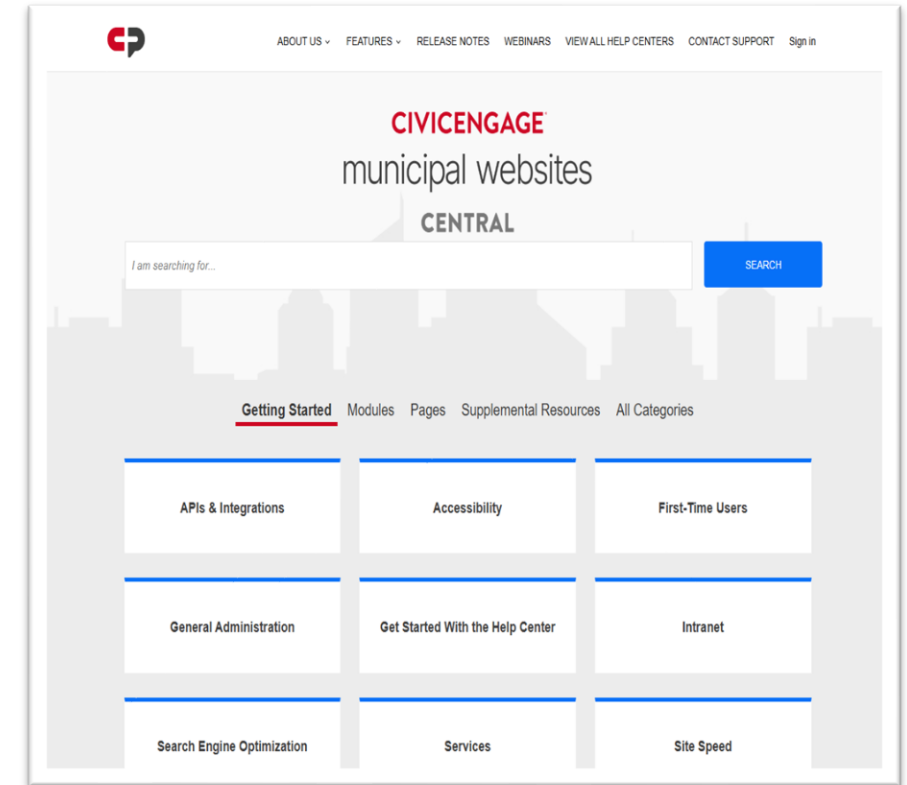
## Drupal Issues

- Stopped selling the solution as of October 2024
- Acquia is no longer supporting D7 as of January 2025.
- CivicPlus partnered with a secondary provider to ensure a continued stable and up-to-date secure website for your municipality. Sunset date November 2025.
- Lack of server control – “Open-Source Network”
- Older versions of Drupal will need to migrate to newer versions
- Our top priority is to move you to a website solution that truly meets your needs—not just one that is stable and supported.
- You will be moving to web Central our Proprietary “Enterprise level” Content Management System.

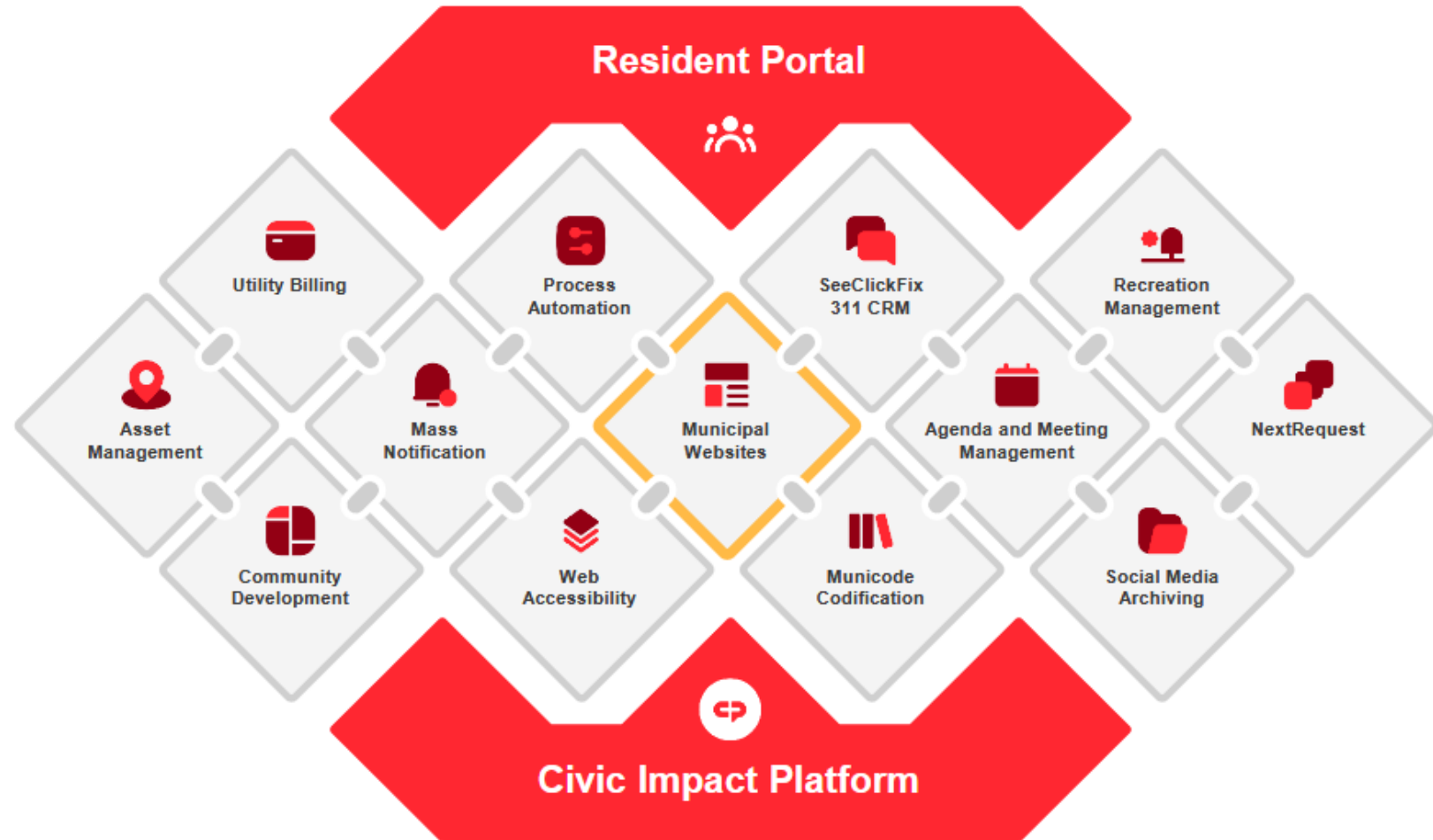


# What's in it for YOU?

- Proven, stable, long-term solution already chosen by over 7,500 municipalities with a 95% product satisfaction rate. 99.8% retention rate
- Expanded design drag and drop capabilities.
- Ease of use.
- Comes with 12 pre-loaded modules, or full suit
- Teams dedicated to understanding your goals.
- Integrations with current CivicPlus Solutions.
- Access to our customer [Help Center](#) with FREE tutorials and an award-winning support team.



**Help Center**



### Communications

Boost engagement and improve interactions



### Clerk

Increase compliance and enhance transparency



### Parks & Rec

Simplify operations and increase participation



### Community Development & Public Works

Build better and empower growth



### Administration

Supercharge departments and drive impact





# Explore your Options



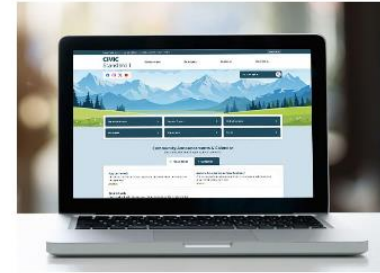


# Starter Standard (Most popular)

- 8 – 12 Weeks to launch
- 5 Design Templates to choose from
- 12 of our top Modules
- Training groups of 3
- Dedicated Migration Project Manager
- Website Reveal Meeting
- All Site Content Migrated Verbatim (except calendar, news and time sensitive items. Cabinet, Complex Documents HTML)
- Google Analytics
- Existing "Subsites" transitioned into Standard Department Header
- No cost Implementation

## Browse Standard Template Options

Choose one of five government website design options with the idea that design can be customized with brand colors, logos and images unique to your community.



Central Standard One



Central Standard Two



Central Standard Three



Central Standard Four



Central Standard Five

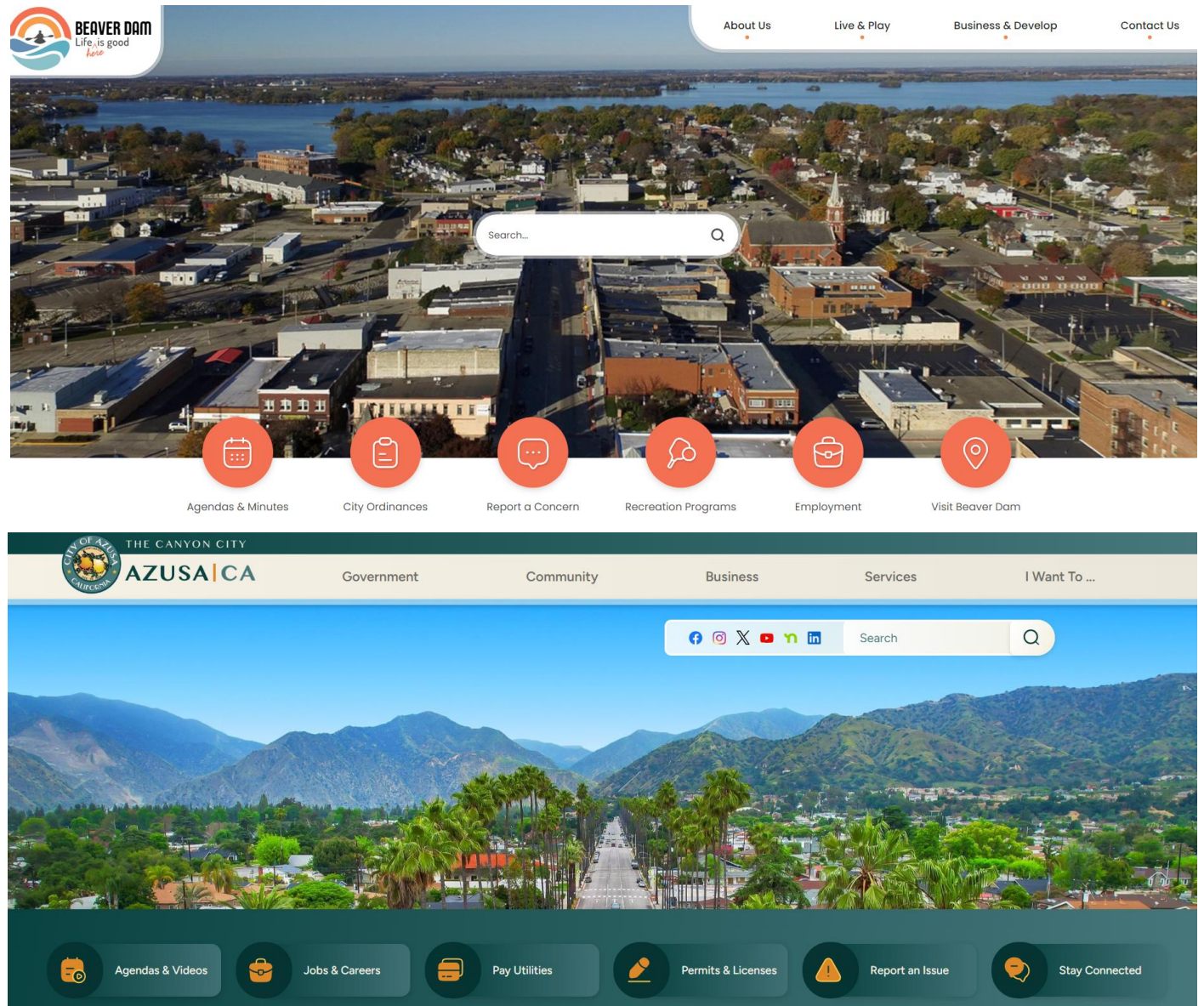
[Standard Website Examples | CivicPlus Design](#)





# Starter Premium (Custom Design)

- Customized Design
- 12 Default Modules
- 1 Advanced Design Component
- Training in groups of 3
- 16-28 Weeks to Launch
- Content Meeting
- Design Meeting
- Website Reveal Meeting
- All Site Content Migrated Verbatim (except calendar, news and time sensitive items. Cabinet, Complex documents HTML)
- Discounted implementation value.





## All packages Starting with 12 default modules, with the option of "Full Central "As an add-on:

Starter Package (12 default Modules)	
Agenda Center	
Alert Center	
Calendar	
Document Center	
FAQ	
Form Center	
Graphic Links	
Info Advanced	
News Flash	
NotifyMe	
Quick Links	
Staff Directory	

Full Suite (23 Modules)	
Agenda Center	Job Posting
Alert Center	Bids
Calendar	Facilities & Reservations
Document Center	Activities
FAQ	Resource Directory
Form Center	Real Estate Locator
Graphic Links	Archive Center
Info Advanced	Photo Gallery
News Flash	Opinion Poll
NotifyMe	Get Community Input
Quick Links	Blog
Staff Directory	



# Add our Migration Peace of Mind Bundle “Priority Items”

- **AudioEye**  
Automated Accessibility and Compliance + Website Certification
- **48-Month Recurring Redesign**  
Budgeted payments for your redesign included with your annual renewal.

## How AudioEye Works







# Implementation Expectations

## Key Dates and Timeline

Migration projects move fast, and that allows us to preschedule all dates so you know exactly when your new website will be ready to launch! I have listed all remaining dates for this project below. Please take a moment to review them and ensure they work for your team:

- **Timeline Approval Due:** Friday, 5/9/2025
- **Additional Deliverables Deadline:** Friday, 5/14/2025
- **Group Training & Website Reveal:** Week of 5/30/2025
- **Project Scope Complete Form Due:** Friday, 5/30/2025
- **Website Launch:** 6/13/2025



Introduction to Central Starter overview Video

[Overview of Central starter Video](#)

**Your Trusted Partner for Impact-Led Government**



## AGENDA SUMMARY SHEET

**MEETING DATE:** 5/27/25

**TITLE:** Agreement with MSA for Shaler Drive Extension Project

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	\$44,310	

**ISSUE SUMMARY:**

The City received a \$895K Community Development Grant award from Dodge County to extend two sections of Shaler Drive from the travel plaza to Mayfair Dr. To complete the project the city will be required to provide match funds and meet several contingencies. This agreement authorizes completion of the remaining engineering work to construct the project. The Economic Development Committee has reviewed and recommends approval of this agreement.

**STAFF RECOMENDATION:**

Approve agreement per recommendation of Economic Development Committee

**ATTACHMENTS:**

MSA Service Agreement

**RECOMENDED MOTION:**

Motion to approve agreement with MSA for Shaler Drive Extension Project in the amount of \$44,310.



## Professional Services Agreement

MSA Project Number: 00212164

This AGREEMENT (Agreement) is made effective May 15, 2025 by and between

**MSA PROFESSIONAL SERVICES, INC (MSA)**

Address: 201 Corporate Drive, Beaver Dam, WI 53916

Phone: 920-392-5136

Representative: Jason Laue, MSA Project Manager

Email: [jlaue@msa-ps.com](mailto:jlaue@msa-ps.com)

**CITY OF WAUPUN, WI (OWNER)**

Address: 201 E. Main Street, Waupun, WI 53963

Phone: 920-324-7912

Representative: Kathy Schlieve, City Administrator

Email: [kathy@cityofwaupunwi.gov](mailto:kathy@cityofwaupunwi.gov)

**Project Name:** Shaler Drive Extension Project  
(Bayberry Ln. to Country View Dr. & section north of Claggett Ave. intersection).  
City of Waupun, Dodge County, Wisconsin

**The scope of the work authorized is:** See Attachment A: Scope of Services

**The schedule to perform the work is:** See Attachment A: Scope of Services

**The estimated fee for the work is:** \$44,310

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule is attached and made part of this Agreement.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

**CITY OF WAUPUN, WI**

**MSA PROFESSIONAL SERVICES, INC.**

A handwritten signature in black ink, appearing to read "Jm2", is written over a horizontal line.

Kathy Schlieve, City Administrator

Jason M. Laue, MSA Project Manager

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

Date: May 15, 2025



**MSA PROFESSIONAL SERVICES, INC. (MSA)**  
**GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)**

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), for those services are defined in Attachment A. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner's Responsibilities.**

(a) Project Scope and Budget

The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.

(b) Designated Owner Representative

The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER's Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA's services. MSA shall not be liable for any error or omission made by OWNER, OWNER's Designated Representative, or OWNER's consultant.

(c) Tests, Inspections, and Reports

When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.

(d) Additional Consultants

MSA's consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, and insurance counseling services as may be required for the Project.

(e) OWNER Provided Services and Information

MSA shall be entitled to rely on the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days shall be subject to an interest charge at a rate of 18% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA's fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Access to Site.** Owner shall furnish right-of-entry on the Project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of

services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

6. **Location of Utilities.** Owner shall supply MSA with the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner supplied information. In those instances where the scope of services require MSA to locate any buried utilities, MSA shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend MSA in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to MSA by others.

7. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

8. **Construction.** When applicable to the scope of the Project, the OWNER shall contract with a licensed and qualified Contractor for implementation of construction work utilizing a construction contract based on an EJCDC construction contract and general conditions appropriate for the scope of the Project and for the delivery method. In the construction contract, the OWNER shall use reasonable commercial efforts to require the Contractor to (1) obtain Commercial General Liability Insurance with contractual liability coverage insuring the obligation of the Contractor, and name the OWNER, MSA and its employees and consultants as additionally insureds of that policy; (2) indemnify and hold harmless the OWNER, MSA and its employees and consultants from and against any and all claims, damages, losses, and expenses ("Claims"), including but not limited to reasonable attorney's fees and economic or consequential damages arising in whole or in part out of the negligent act or omission of the contractor, and Subcontractor or anyone directly or indirectly employed by any of them. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work, the same being the sole and exclusive responsibility of the contractors or subcontractors.

9. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the "standard of care". The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

10. **Municipal Advisor.** MSA Professional Services, Inc. is not acting as a 'Municipal Advisor' to the owner pursuant to Section 15B of the Exchange Act. For financial advice related to the corresponding project, the client is encouraged to discuss their finances with internal and/or external advisors and experts before making decisions incurring debt and/or supporting those obligations. MSA desires to serve each client well by providing the best information publicly available and is providing information as part of its engineering responsibilities to inform client options. The information is not intended to provide financial advice or recommendations and is not bound by the formal Municipal Advisor fiduciary duty.

11. **Conduct Expectations.** Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

**12. Electronic Documents and Transmittals.** Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

**13. Building Information Modelling (BIM).** For any projects, and not limited to building projects, utilizing BIM, OWNER and MSA shall agree on the appropriate level of modelling required by the project, as well as the degree to which the BIM files may be made available to any party using the Electronic Document Transmittal provisions of section 12 of this Agreement.

**14. Construction Site Visits.** If the scope of services includes services during the Construction Phase, MSA shall make visits to the site as specified in Attachment A– Scope of Services. MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

**15. Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

**16. Betterment.** If, due to MSA's error, any required or necessary item or component of the Project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

**17. Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in identifying, generating, treating, storing, or disposing of hazardous substances or materials which may be present at the Project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the Project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

**18. Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional

insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

**19. Reuse of Documents.** Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

**20. Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

**21. Accrual of Claims.** To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if MSA's services do not include Construction Phase services, or the Project is not completed, then no later than the date of Owner's last payment to MSA.

**22. Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters thru mediation with a mutually agreed upon mediator. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in this Agreement.

**23. Exclusion of Special, Indirect, Consequential and Liquidated Damages.** MSA shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this contract.

**24. Limitation of Liability.** Neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

**25. Successors and Assigns.** The successors, executors, administrators, and legal representatives of Owner and MSA are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party, which shall not be unreasonable withheld, except to the extent that any assignment, subletting, or transfer is mandated by law.

**26. Notices.** Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line. All such notices are effective upon the date of receipt.

**27. Survival.** Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

**28. Severability.** Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

**29. No Waiver.** A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

**30. State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

**31. Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be Sauk County, Wisconsin.

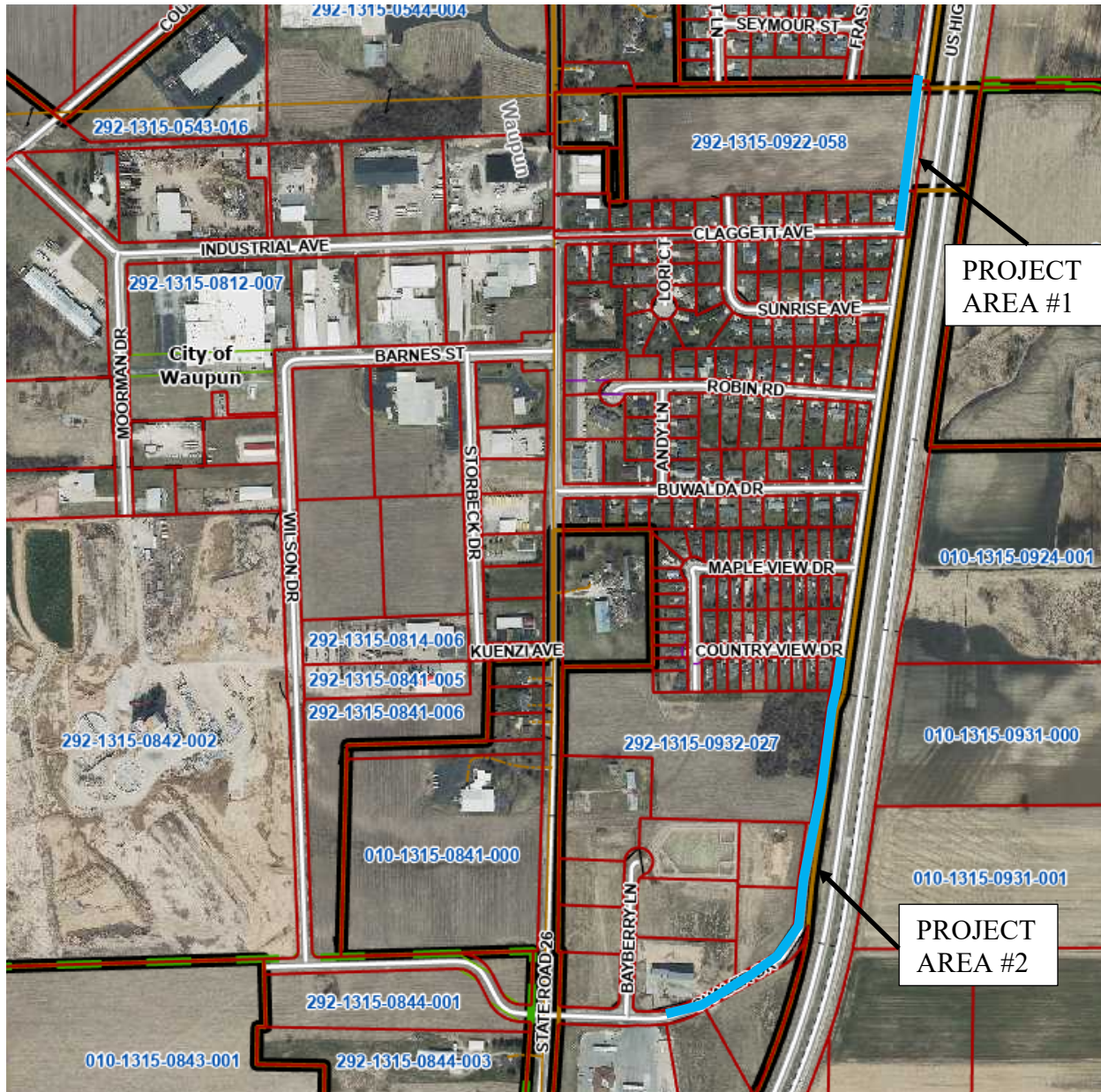
**32. Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.



**ATTACHMENT A:  
SCOPE OF SERVICES**

**PROJECT UNDERSTANDING IS:**

See the exhibit below for an illustration of the proposed project areas.



The "Project" involves the extension of public utilities and street improvements along Shaler Drive as shown in the exhibit above. Note that the City is pursuing grant funding for the project thru Dodge County. Project Area #1 includes the extension of sanitary laterals (assume 4 total – no sanitary sewer main improvements), the extension of water main and services (assume 4 total), the extension of storm sewer improvements, and the extension of street improvements (curb both sides, sidewalk on west side only, and

asphalt pavement). Project Area #2 includes the extension of storm sewer improvements (no sanitary or water improvements) and the extension of street improvements (curb both sides, no sidewalk, and asphalt pavement).

MSA proposes to provide the following scope of services. When OWNER or CITY is mentioned herein it should be construed to mean the CITY OF WAUPUN, WI, including WAUPUN UTILITIES. When ENGINEER is mentioned herein it should be construed to mean MSA PROFESSIONAL SERVICES, INC. performing in the role of project representative for the Owner.

The Owner shall furnish any available pertinent project information for use by MSA. This may include reports, investigations, property descriptions, land use restrictions, development agreements, permits/approvals, easements, data from previous designs, concept maps, wetland delineations, architectural building plans, and any other information relative to the design and construction of the proposed improvements.

## **THE SCOPE OF THE WORK AUTHORIZED IS:**

### **1. TOPOGRAPHIC DATA COLLECTION & BASE MAPPING**

MSA shall provide topographic data collection of the project site to prepare a base map of existing conditions within the immediate area of the project limits (generally within 25 feet), which will be used for all additional work. The proposed survey work includes the following basic services:

- a. Location of existing right-of-way survey markers, if visible and readily observable.
- b. Location, elevation, size, and type (as applicable) of existing public utility structures and piping systems (culverts, manholes, inlets, water valves/hydrants, storm sewer, sanitary sewer, and water main) as readily observable or as marked by contacting Digger's Hotline. MSA will not be liable for issues resulting from mapping utilities that are not members of Digger's Hotline or from utilities that are incorrectly marked or not completely marked by the Digger's Hotline representative(s).
- c. Location of any private utility facilities within or adjacent to the project site (electric, telephone, natural gas, cable TV, fiber optic) as marked by contacting Digger's Hotline. MSA will not be liable for issues resulting from mapping utilities that are not members of Digger's Hotline or from utilities that are incorrectly marked or not completely marked by the Digger's Hotline representative(s).
- d. Location of other pertinent features such as: trees, fences, walls, poles, surface structures, driveways, and other related features as readily observable.

A base map of these existing conditions shall be prepared and shall include ground contours at a 1-foot interval across the project site as well as other pertinent features as described above. The base map of existing conditions shall be used for the subsequent design work.

## **2. CERTIFIED SURVEY MAP PREPARATION – PROJECT AREA #1**

Thru consultation with the City, MSA shall prepare a Certified Survey Map to combine the existing vacant parcels within Project Area #1 (010-1315-0433-003 and 292-1315-0922-058) into one parcel as well as to dedicate the new public right-of-way area for the extension of Shaler Drive. This effort shall include researching the existing property and public records, field survey data collection, and preparing the Certified Survey Map document. MSA shall then submit the Certified Survey Map to the Client for review and approval. It is assumed that the parcels have no overlapping descriptions that would require further deeds to be exchanged between land owners. Once approved by the City, MSA shall assist the City with recording of the document with Dodge County.

Deliverables: One electronic (PDF format) version of the C.S.M. document.

## **3. CERTIFIED SURVEY MAP PREPARATION – PROJECT AREA #2**

Thru consultation with the City, MSA shall prepare a Certified Survey Map for the existing vacant parcels within Project Area #2 (292-1315-0932-027 and 292-1315-0932-034) to dedicate the new public right-of-way area for the extension of Shaler Drive and to include a storm utility easement for the proposed street improvements. This effort shall include researching the existing property and public records, field survey data collection, and preparing the Certified Survey Map document. MSA shall then submit the Certified Survey Map to the Client for review and approval. It is assumed that the parcels have no overlapping descriptions that would require further deeds to be exchanged between land owners. Once approved by the City, MSA shall assist the City with recording of the document with Dodge County.

Deliverables: One electronic (PDF format) version of the C.S.M. document.

## **4. ENGINEERING PLAN PREPARATION**

MSA shall prepare engineering plans for the proposed utility and street reconstruction improvements. Using the topographic data of the existing site conditions and City staff input, engineering plan sheets depicting the following shall be prepared:

- i. Existing Site Conditions & Erosion Control Plan depicting existing site conditions and proposed erosion control measures required by the applicable approval agencies.
- ii. Utility Plan & Profile depicting location, size, and elevation of the proposed public sanitary sewer, water, and storm sewer utilities that will be reconstructed within the project areas. Layout and design of other utilities (electric, gas, telephone, street lighting, etc.) are assumed to be performed by others and are not included in this contract.



- iii. Street Plan & Profile depicting location, size, and elevation of proposed street improvements, including a typical cross-section. It shall also show basic (grass lawn) site restoration details. If specific landscaping plantings and a detailed landscaping plan are required as a part of regulatory approvals, the details of this work effort shall be provided by others or provided by MSA as additional services.
- iv. Construction Details Plan depicting various details for construction clarification purposes and street cross-section sheets.

MSA shall submit a copy of the preliminary engineering plans (in PDF format) to the City for their review and comments. MSA shall attend one meeting with the City staff to review the preliminary plans, discuss any site construction constraints, review any applicable design requirements, and discuss staff comments/concerns.

MSA shall finalize the plans based upon the comprehensive comments received. The City shall provide MSA with fire flow data for the existing water system surrounding the project area. MSA shall also coordinate the final design with affected private utilities (electric, telephone, natural gas, and cable television) as applicable.

Deliverables: One electronic (PDF format) version of the preliminary plan set.  
One electronic (PDF format) version of the final plan set.

## **5. PROJECT SPECIFICATIONS**

MSA shall prepare project specifications to local requirements and reference the current State of Wisconsin Specifications for Sewer and Water Main Construction as well as the State of Wisconsin Specifications for Highway and Structure Construction. The specifications shall also include work items and estimated quantities for the site improvements, which shall be used for bidding purposes.

Deliverables: One electronic (PDF format) version of the project specifications.

## **6. PROJECT PERMITTING**

MSA proposes to complete the following permitting related services that are anticipated for this project.

- a. Submit permit applications on behalf of the Owner to the applicable review agencies. Anticipated permits are as follows:
  - i. WDNR WRAPP permit for site disturbance over 1-acre.
  - ii. WDNR public sanitary sewer extension permit.
  - iii. WDNR public water extension permit.

All permit and review fees shall be the responsibility of the client and are not included in the fees shown herein. MSA will request a check from the client for the fee amount when it has been determined prior to submittal. Any other permits not specifically listed as included within this contract are assumed to be by others or can be performed by MSA as an extra to this contract.

Deliverables: Permit applications filled out on behalf of the Owner for the permits listed above.

## **7. BIDDING RELATED SERVICES**

Assist the Owner during the bidding process as follows.

- a. Prepare an advertisement for bid and provide to Owner for publication in official newspaper.
- b. Assist Owner in advertising for and obtaining bids or proposals for the Work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the bidding documents.
- c. Coordinate the distribution of the bid documents to perspective bidders, subcontractors and suppliers.
- d. Answer bidder's questions and issue addenda as appropriate to clarify, correct, or change the bidding documents.
- e. Conduct a public online bid opening, compile the bid results and make a recommendation for the award of the construction contract to the Owner.
- f. Assist the Owner with the preparation and execution of a construction contract (including performance bonds, payment bonds, and insurance certificates).

Deliverables: One electronic (PDF format) version of the ad for bid.  
One electronic (PDF format) version of the bid summary and the recommendation for award of the construction contract.

## **8. CONSTRUCTION ADMINISTRATION SERVICES**

Provide construction administration services as directed by the City staff, which may include (but is not limited to) the following:

- a. Conduct a preconstruction conference with the contractor(s), representatives of the Owner, resident field engineer, project manager, and other affected service utilities as applicable. (assume one 1-hour meeting)
- b. Review and approve shop drawings and submittals as applicable.
- c. Confer with the Owner in preparing, administering and accepting change orders and field modifications. (assume 1 change order)
- d. Review the contractor's periodic payment requests and make a recommendation to the Owner for payment. (assume 4 pay requests)
- e. Assist the Owner with the construction contract closeout documentation.
- f. Prepare construction record drawings of the completed utility improvements (sanitary sewer, water, and/or storm sewer).

## **9. CONSTRUCTION STAKING SERVICES**

Provide construction staking for alignment and grade for the proposed site improvements as directed by the City staff on a time and expense basis.

Assume staking for sanitary sewer utility work, water utility work, storm sewer

utility work, and street curb & gutter only. Additional staking required because of lost or damaged stakes during construction or staking in addition to what is described above can be provided as an additional cost. Staking will require a 72-hour prior notice.

## **10. CONSTRUCTION OBSERVATION SERVICES**

Provide the services of a Resident Project Representative (RPR) to observe the activities of the construction contractor, provide quality assurance testing, etc. as directed by the City staff on a time and expense basis. Services may include; but are not limited to, travel time to/from the site, onsite observation time, documentation, record keeping, and reimbursable expenses. Also conduct a final site visit with the City staff and the Contractor. Prepare a punch list of items to be corrected and/or completed. Provide a follow-up check to see that all punch list items are successfully completed.

## **ASSUMPTIONS & CONDITIONS OF SERVICE:**

1. MSA is not responsible for the timeliness or outcome of agency reviews or approvals.
2. Fees charged by agencies for plan review, inspection, or other purposes are the sole responsibility of the client including fees for bid advertisement and public notices, if required.
3. Payment is expected in accordance with the "Prices and Terms of Payment" section of our standard contract. In addition to the provisions set forth therein, MSA Professional Services, Inc. reserves the right to stop work any time after balances are more than 30 days past due and all other efforts are exhausted to resolve any conflicts or disputes.
4. If work is requested of MSA that is not included in the Scope of Services herein, or is a change to work in progress, MSA shall notify the Owner of the change in scope and the Owner shall provide written (letter, email, contract amendment, etc.) authorization to proceed prior to starting the work.
5. All work will be done in accordance with the terms and conditions set forth in the contract. Items not specifically mentioned in the scope of services are not a part of this contract.
6. Additional meetings not mentioned in the enclosed scope of services will be attended by MSA staff when requested by the client on a time and expense basis as additional work.
7. It is assumed that MSA will not be involved in acquisition of any additional property from adjacent land owners and that the project area does not impact any wetlands, floodplains, environmentally sensitive areas, contaminated soils, hazardous materials, endangered species habitat, cultural/historical sensitive areas, or involve high bedrock, and/or groundwater issues unless specifically indicated in the scope of work. If additional investigation into any of these items or if testing performed by a sub-consultant is required, it shall be provided by others or provided by MSA as additional services.

8. MSA assumes no liability for the project's compliance with local zoning, land use, and shoreland ordinances.
9. This proposal assumes that the layout and location of the improvements will be adhered to throughout the project once provided (or approved) by the Owner and that no major changes will be made during the course of the work. If changes are made, MSA will provide the client with an estimated fee for inclusion of the changes into the plans and will require the client's authorization of the additional fee prior to making any change.
10. Other design services (storm water management ponds, earthwork calculations, retaining walls, site lighting, cross-section sheets, etc.) not specifically mentioned in this proposal or any offsite design will be completed by others or by MSA as additional services.
11. This scope of service is premised upon one prime contract for the construction. If more than one prime contract is awarded, or the work phased or segmented somehow, MSA shall be entitled to an equitable increase in compensation.

#### **FEE SCHEDULE SUMMARY:**

1. Topographic Survey & Base Mapping	\$ 4,620	
2. Certified Survey Map Preparation – Project Area #1	\$ 5,000	
3. Certified Survey Map Preparation – Project Area #2	\$ 5,000	
4. Engineering Plan Preparation	\$ 19,670	
5. Project Specifications	\$ 3,350	
6. Project Permitting	\$ 3,810	
7. Bidding Related Services	\$ 2,860	
8. Construction Administration Services	As Directed By The City	
9. Construction Staking Services	As Directed By The City	
10. Construction Observation Services	As Directed By The City	
=====		
<b>SUBTOTAL</b>	<b>\$ 44,310</b>	<b>(Per Diem)</b>

**The retainer amount required is:**       None

#### **SCHEDULE TO PERFORM THE WORK:**

Once authorization to proceed is provided by a signed agreement, MSA can begin work related to this project immediately. The preliminary plans and certified survey maps are anticipated to be completed and ready for review by the Owner within approx. 7-10 weeks. After preliminary review comments are received from the City staff, MSA can proceed with the final design phase. The final plans and project specifications are anticipated to be complete and ready for permit submittals and bidding within approximately 5-6 weeks. Construction of the project is anticipated during the spring thru fall of 2026.

## ATTACHMENT B: RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative .....	\$ 85 – \$154/hr.
Architects .....	\$ 85 – \$198/hr.
Community Development Specialists .....	\$137 – \$198/hr.
Digital Design .....	\$115 – \$151/hr.
Environmental Scientists/Hydrogeologists .....	\$110 – \$193/hr.
Geographic Information Systems (GIS) .....	\$100 – \$193/hr.
Housing Administration .....	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators .....	\$110 – \$160/hr.
IT Support .....	\$175 – \$193/hr.
Land Surveying .....	\$ 85 – \$198/hr.
Landscape Designers & Architects .....	\$ 85 – \$220/hr.
Planners .....	\$ 85 – \$215/hr.
Principals .....	\$225 – \$314/hr.
Professional Engineers/Designers of Engineering Systems .....	\$155 – \$204/hr.
Project Managers .....	\$120 – \$248/hr.
Real Estate Professionals .....	\$140 – \$193/hr.
Staff Engineers .....	\$ 85 – \$149/hr.
Technicians .....	\$100 – \$151/hr.
Wastewater Treatment Plant Operator .....	\$ 92 – \$118/hr.

### REIMBURSABLE EXPENSES

Copies/Prints .....	Rate based on volume
Specs/Reports .....	\$10
Copies .....	\$0.14/page
Plots .....	\$0.01/sq.in.
Flash Drive .....	\$10
GPS Equipment .....	\$20/hour - \$10.75/hour for DOT
GPS R2 Equipment .....	\$20/hour - \$2/hour for DOT
Dini Laser Level .....	\$85/per day
Mailing/UPS .....	At cost
Mileage – Reimbursement .....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle .....	\$0.70 mile standard/ \$0.69 mile for DOT
Nuclear Density Testing .....	\$30/day
Organic Vapor Field Meter .....	\$100/day
PC/CADD Machine .....	Included in labor rates
Robotic Survey Equipment .....	\$20/hour - \$10/hour for DOT
Stakes/Lath/Rods .....	At cost
Travel Expenses, Lodging, & Meals .....	At cost
Traffic Counting Equipment & Data Processing .....	At cost
Geodimeter .....	\$30/hour
Drone Flight .....	\$375/flight - \$360/flight for DOT

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2025.

# AGENDA SUMMARY SHEET

**MEETING DATE:** 5/27/25

**TITLE:** Future Meetings, License-Permit Applications,  
Expenses

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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## FUTURE MEETINGS

Date of Council/COW Meeting	Meeting
Tuesday, June 10, 2025	Common Council
Tuesday, June 24, 2025	Committee of the Whole
Tuesday, July 8, 2025	Common Council
Tuesday, July 29, 2025	Committee of the Whole
Tuesday, August 12, 2025	Common Council
Tuesday, August 26, 2025	Committee of the Whole
Tuesday, September 9, 2025	Common Council
Tuesday, September 30, 2025	Committee of the Whole
Tuesday, October 14, 2025	Common Council
Tuesday, October 28, 2025	Committee of the Whole
Tuesday, November 11, 2025	Common Council
Tuesday, November 25, 2025	Committee of the Whole
Tuesday, December 9, 2025	Common Council
Tuesday, December 30, 2025	Committee of the Whole

## LICENSE/PERMIT APPLICATIONS

Operator License Application:

Hannah Derksen, Ashlan Bruins, Hailey Rowley, Kacy Kamphuis, Akira Phillips, Ryan Hopp

## RECOMENDED MOTION:

Motion to approve the license and permit applications and accept the monthly financials.

## Report Criteria:

Report type: Summary

Invoice.Batch = "051525","51525","052725","BID"

Check Issue Date	Check Number	Payee	Amount
05/22/2025	1005	LOST LAKE ACRES INC	1,621.50
05/15/2025	109964	DODGE COUNTY TREASURER	5,485.40
05/15/2025	109965	ROBENHORST, MARK	260.00
05/15/2025	109966	WAUPUN UTILITIES	129.26
05/15/2025	109967	VANDEZANDE TRUST ACCOUNT	15,000.00
05/22/2025	109995	A - DEAN ENTERPRISES LLC	212.50
05/22/2025	109996	AIRGAS USA LLC	25.00
05/22/2025	109997	ALL PHASE HVAC LLC	39,859.00
05/22/2025	109998	AMAZON CAPITAL SERVICES	831.08
05/22/2025	109999	AT&T MOBILITY	1,438.88
05/22/2025	110000	BATTERIES PLUS LLC	102.96
05/22/2025	110001	BELCO VEHICLE SOLUTIONS LLC	3,476.26
05/22/2025	110002	BLACKSTONE TECHNOLOGIES LLC	1,620.48
05/22/2025	110003	BOUND TREE MEDICAL LLC	90.83
05/22/2025	110004	BRH ENTERPRISES LLC	108,993.68
05/22/2025	110005	BROWN CAB SERVICE INC	12,341.00
05/22/2025	110006	CATALIS TAX & CAMA	766.86
05/22/2025	110007	CHARTER COMMUNICATIONS	767.62
05/22/2025	110008	CHARTER COMMUNICATIONS	114.23
05/22/2025	110009	DESTINATION LAKE WINNEBAGO RE	6,542.28
05/22/2025	110010	ELLISON ELECTRIC SUPPLY INC	239.92
05/22/2025	110011	FDL COUNTY HEALTH DEPARTMENT	986.00
05/22/2025	110012	FOND DU LAC COUNTY	10,296.47
05/22/2025	110013	FOX COMPUTER & NETWORKING INC	29.58
05/22/2025	110014	GORDON FLESCH CO INC	196.87
05/22/2025	110015	H & R SAFETY SOLUTIONS LLC	120.60
05/22/2025	110016	HALRON LUBRICANTS INC	2,734.63
05/22/2025	110017	IWORQ	25,050.00
05/22/2025	110018	KAUL REFRIGERATION INC	527.28
05/22/2025	110019	LANGUAGE LINE SERVICES	5.04
05/22/2025	110020	M.W. TIGHE ROOFING	108,141.00
05/22/2025	110021	MADISON MEDIA PARTNERS	942.83
05/22/2025	110022	MARCO TECHNOLOGIES LLC	160.91
05/22/2025	110023	MICK FISCHER TROPHY AND ENGRA	30.00
05/22/2025	110024	MSA PROFESSIONAL SERVICES INC	13,020.67
05/22/2025	110025	NATIONAL FLAGPOLE FDL LLC	282.00
05/22/2025	110026	PIGGLY WIGGLY DISCOUNT FOODS	116.28
05/22/2025	110027	PITNEY BOWES GLOBAL FINANCIAL S	521.52
05/22/2025	110028	RENS NURSERY RETAIL	214.95
05/22/2025	110029	ROET'S HOME HEATING	358.80
05/22/2025	110030	SERWE IMPLEMENT	1,268.36
05/22/2025	110031	SHERWIN WILLIAMS	211.55
05/22/2025	110032	SHRED-IT / STERICYCLE, INC	117.12
05/22/2025	110033	SSM HEALTH AT WORK	12,650.66
05/22/2025	110034	SSM HEALTH LABORATORIES	40.00
05/22/2025	110035	STOBB PLUMBING & HEATING INC	85.00
05/22/2025	110036	STREICHER'S	4,261.02
05/22/2025	110037	TRUCK EQUIPMENT INC	62.19
05/22/2025	110038	VON BRIESEN & ROPER, S.C.	1,387.00



Check Issue Date	Check Number	Payee	Amount
05/22/2025	110039	W & D NAVIS	525.00
05/22/2025	110040	WARNER, ALEX	26.00
05/22/2025	110041	WAUPUN UTILITIES	27,231.34
Grand Totals:			411,519.41

## Report Criteria:

Report type: Summary

Invoice.Batch = "051525","51525","052725","BID"

## Report Criteria:

Report type: Invoice detail

Check.Type = {&lt;&gt;} "Adjustment"

Invoice.Batch = "051525","51525","052725","BID"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>A - DEAN ENTERPRISES LLC</b>						
<b>A - DEAN ENTERPRISES LLC</b>	PINE STREET PARK PORT A POTTY 4/21/25 - 5/18/25	05/22/2025	15260	100-20-5525-3-38	212.50	212.50
Total A - DEAN ENTERPRISES LLC:						212.50
<b>AIRGAS USA LLC</b>						
<b>AIRGAS USA LLC</b>	O2 BOTTLE RENTAL - FD	05/22/2025	5515806289	100-50-5230-3-38	25.00	25.00
Total AIRGAS USA LLC:						25.00
<b>ALL PHASE HVAC LLC</b>						
<b>ALL PHASE HVAC LLC</b>	REPAIR HEATER-AQUATIC CENTER	05/22/2025	15064	400-20-5523-8-00	39,859.00	39,859.00
Total ALL PHASE HVAC LLC:						39,859.00
<b>AMAZON CAPITAL SERVICES</b>						
<b>AMAZON CAPITAL SERVICES</b>	STREET PAINTER PARTS	05/22/2025	1J1C-RG1N-3	100-70-5441-3-36	77.83	77.83
<b>AMAZON CAPITAL SERVICES</b>	BINDER FOR BUILDING PERMITS	05/22/2025	1PJX-1XCT-T	230-30-5241-3-30	28.75	28.75
<b>AMAZON CAPITAL SERVICES</b>	OFFICE SUPPLIES	05/22/2025	17PP-1RPY-W	100-40-5211-3-30	234.66	234.66
<b>AMAZON CAPITAL SERVICES</b>	OFFICE SUPPLIES	05/22/2025	1XNL-6YNT-T	100-40-5211-3-30	27.78	27.78
<b>AMAZON CAPITAL SERVICES</b>	BIKE RODEO - BELLS	05/22/2025	1XKG-F61L-R	220-40-5214-3-38	111.93	111.93
<b>AMAZON CAPITAL SERVICES</b>	TENNIS COURT NET - WEST END PARK	05/22/2025	17RQ-1LGX-N	100-20-5525-3-36	298.99	298.99
<b>AMAZON CAPITAL SERVICES</b>	DIAMOND ART - SENIOR CENTER CRAFT CLUB	05/22/2025	17PX-FCTW-6	100-20-5511-3-38	51.14	51.14
Total AMAZON CAPITAL SERVICES:						831.08
<b>AT&amp;T MOBILITY</b>						
<b>AT&amp;T MOBILITY</b>	FIRSTNET MOBILE AIRCARDS - MAR 24 - APR 23 - PD	05/22/2025	287307537700	100-40-5211-3-31	1,140.77	1,140.77
<b>AT&amp;T MOBILITY</b>	FIRSTNET MOBILE AIRCARDS - MAR 24-APR 23 2025 FIRE ADM	05/22/2025	MAR24-APR2	100-50-5244-3-31	298.11	298.11
Total AT&T MOBILITY:						1,438.88
<b>BATTERIES PLUS LLC</b>						
<b>BATTERIES PLUS LLC</b>	BATTERIES - FD	05/22/2025	P82432170	100-50-5244-3-36	102.96	102.96
Total BATTERIES PLUS LLC:						102.96
<b>BELCO VEHICLE SOLUTIONS LLC</b>						
<b>BELCO VEHICLE SOLUTIONS LLC</b>	C3-XT4LBKT CODE 3 LIGHTBAR RED/BLUE, C3 SUPERVISOR THIN INTERIOR LIGHTBAR	05/22/2025	10447	410-40-5211-4-00	2,940.50	2,940.50
<b>BELCO VEHICLE SOLUTIONS LLC</b>	2019 FORD UTILITY #11 - REAR HEADLINER LIGHT, 4 LED LIGHTHEAD RED AND BLUE	05/22/2025	10465	100-40-5212-3-36	247.76	247.76
<b>BELCO VEHICLE SOLUTIONS LLC</b>	K9 SQUAD FORD UTILITY - REPLACE SIREN	05/22/2025	10460	100-40-5212-3-36	288.00	288.00
Total BELCO VEHICLE SOLUTIONS LLC:						3,476.26
<b>BLACKSTONE TECHNOLOGIES LLC</b>						
<b>BLACKSTONE TECHNOLOGIES LLC</b>	COLD PATCH FOR STREETS	05/22/2025	252699	100-70-5431-3-36	1,620.48	1,620.48

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BLACKSTONE TECHNOLOGIES LLC:						1,620.48
BOUND TREE MEDICAL LLC						
BOUND TREE MEDICAL LLC	GLUCOSE, CO2 DETECTOR, ALBUTEROL	05/22/2025	85759757	100-50-5230-3-38	90.83	90.83
Total BOUND TREE MEDICAL LLC:						90.83
BRH ENTERPRISES LLC						
BRH ENTERPRISES LLC	HAIL DAMAGE REPAIR/REPLACEMENT OF ROOFS @ MOST CITY BUILDINGS	05/22/2025	3826	400-70-5435-8-00	108,993.68	108,993.68
Total BRH ENTERPRISES LLC:						108,993.68
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	APRIL 2025 TAXI SERVICES	05/22/2025	5762	501-10-5154-3-38	12,341.00	12,341.00
Total BROWN CAB SERVICE INC:						12,341.00
CATALIS TAX & CAMA						
CATALIS TAX & CAMA	TAX COLLECTION SOFTWARE - 1/1/25 -12/31/25	05/22/2025	INV308350841	100-10-5141-3-38	766.86	766.86
Total CATALIS TAX & CAMA:						766.86
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	AQUATIC CENTER	05/22/2025	171154201-MA	100-20-5523-3-38	124.98	124.98
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	05/22/2025	171154001-MA	100-70-5412-3-38	234.50	234.50
CHARTER COMMUNICATIONS	ACCT# 171154501 - PD - TV - SERVS 5 -1-25 TO 5-31-25	05/22/2025	171154501 MA	100-40-5211-3-38	103.09	103.09
CHARTER COMMUNICATIONS	ACCT# 171153401 - PD - INTERNET - SERVS 5-1-25 TO 5-31-25	05/22/2025	171153401 MA	100-40-5211-3-38	305.05	305.05
CHARTER COMMUNICATIONS	LATE FEE	05/22/2025	31233-MAY25	100-10-5197-3-31	114.23	114.23
Total CHARTER COMMUNICATIONS:						881.85
DESTINATION LAKE WINNEBAGO REGION						
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - MARCH 25	05/22/2025	32025	430-70-5436-3-42	6,542.28	6,542.28
Total DESTINATION LAKE WINNEBAGO REGION:						6,542.28
DODGE COUNTY TREASURER						
DODGE COUNTY TREASURER	2024 DELINQUENT PROPERTY TAX 292-1315-0542-044	05/15/2025	5-14-25	230-30-5241-3-38	5,485.40	5,485.40
Total DODGE COUNTY TREASURER:						5,485.40
ELLISON ELECTRIC SUPPLY INC						
ELLISON ELECTRIC SUPPLY INC	LIGHT BULBS BALLFIELDS	05/22/2025	1225752	100-20-5525-3-36	239.92	239.92
Total ELLISON ELECTRIC SUPPLY INC:						239.92
FDL COUNTY HEALTH DEPARTMENT						
FDL COUNTY HEALTH DEPARTMENT	2025 POOL-COMPLEX WITH FEATURES	05/22/2025	138CKAN-9LU	100-20-5523-3-38	592.00	592.00
FDL COUNTY HEALTH DEPARTMENT	2025 RETAIL FOOD - SERVING MEALS - SIMPLE	05/22/2025	138CKAN-9LT	100-20-5523-3-38	394.00	394.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total FDL COUNTY HEALTH DEPARTMENT:						986.00
FOND DU LAC COUNTY						
FOND DU LAC COUNTY	SALT 80.41	05/22/2025	127	100-70-5435-3-36	7,622.08	7,622.08
FOND DU LAC COUNTY	SALT BRINE MIX 11,6000	05/22/2025	134	100-70-5435-3-36	2,674.39	2,674.39
Total FOND DU LAC COUNTY:						10,296.47
FOX COMPUTER & NETWORKING INC						
FOX COMPUTER & NETWORKING INC	UPS SHIPPING FEE	05/22/2025	339775	100-50-5244-3-33	15.22	15.22
FOX COMPUTER & NETWORKING INC	UPS SHIPPING FEE	05/22/2025	339817	100-50-5244-3-33	14.36	14.36
Total FOX COMPUTER & NETWORKING INC:						29.58
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 04/13/25 TO 05/14/25	05/22/2025	IN15164440	100-10-5141-3-36	176.16	176.16
GORDON FLESCH CO INC	CANON - COMMUNITY CENTER - 4/14/25-5/20/25	05/22/2025	IN15170179	100-20-5511-3-38	20.71	20.71
Total GORDON FLESCH CO INC:						196.87
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	MARKING PAINT - STORM SEWER LOCATES	05/22/2025	9437	700-10-5192-3-36	120.60	120.60
Total H & R SAFETY SOLUTIONS LLC:						120.60
HALRON LUBRICANTS INC						
HALRON LUBRICANTS INC	SYN ATF/DRUM DEPOSIT/40 ROTELLA/WINDSHIED WASH/GREASE VALVOLINE	05/22/2025	1621205-00	100-70-5411-3-36	984.99	984.99
HALRON LUBRICANTS INC	BULK OIL - FLEET ROTELLA SHELL	05/22/2025	1622295-00	100-70-5411-3-36	1,659.42	1,659.42
HALRON LUBRICANTS INC	BULK OIL - 40 ROTELLA SHELL/GREASE	05/22/2025	1621205-01	100-70-5411-3-36	90.22	90.22
Total HALRON LUBRICANTS INC:						2,734.63
IWORQ						
IWORQ	PUBLIC WORKS PACKAGE- WORK,SIGN,PAVEMENT MNGMT-MAY 25 -APR 26	05/22/2025	211797 (2)	100-70-5420-3-38	25,050.00	25,050.00
Total IWORQ:						25,050.00
KAUL REFRIGERATION INC						
KAUL REFRIGERATION INC	COOLER REPAIR-MCCUNE	05/22/2025	19735	100-20-5525-3-36	527.28	527.28
Total KAUL REFRIGERATION INC:						527.28
LANGUAGE LINE SERVICES						
LANGUAGE LINE SERVICES	LANGUAGE LINE	05/22/2025	11607480	100-40-5212-3-38	5.04	5.04
Total LANGUAGE LINE SERVICES:						5.04
LOST LAKE ACRES INC						
LOST LAKE ACRES INC	FLOWERS PLANTS DOWNTOWN BEAUTIFICATION	05/22/2025	51325	502-10-5830-3-38	1,621.50	1,621.50

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total LOST LAKE ACRES INC:						1,621.50
M.W. TIGHE ROOFING						
M.W. TIGHE ROOFING	CITY GARAGE RE-ROOF	05/22/2025	17122	400-70-5435-8-00	108,141.00	108,141.00
Total M.W. TIGHE ROOFING:						108,141.00
MADISON MEDIA PARTNERS						
MADISON MEDIA PARTNERS	BID MAP	05/22/2025	238095-1	100-80-5670-3-38	942.83	942.83
Total MADISON MEDIA PARTNERS:						942.83
MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 5/1/25 TO 6/1/25, COLOR COPY OVERAGE	05/22/2025	555271733	100-40-5211-3-38	160.91	160.91
Total MARCO TECHNOLOGIES LLC:						160.91
MICK FISCHER TROPHY AND ENGRAVING						
MICK FISCHER TROPHY AND ENGRA	NAME PLATE - MIELKE	05/22/2025	4794	100-10-5110-3-38	30.00	30.00
Total MICK FISCHER TROPHY AND ENGRAVING:						30.00
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	ADDITIONAL SERVICES	05/22/2025	015979	700-10-5192-8-00	5,442.41	5,442.41
MSA PROFESSIONAL SERVICES INC	BAYBERRY LANE CSM	05/22/2025	015954	419-70-5435-3-38	270.00	270.00
MSA PROFESSIONAL SERVICES INC	ALLEY RECONSTRUCTION BETWEEN MILL ST & MADISON ST	05/22/2025	015893	405-70-5436-8-00	2,791.76	2,791.76
MSA PROFESSIONAL SERVICES INC	LANDFILL MONITORING 2024 01/01/25 -05/03/25	05/22/2025	016151	100-70-5420-3-38	4,516.50	4,516.50
Total MSA PROFESSIONAL SERVICES INC:						13,020.67
NATIONAL FLAGPOLE FDL LLC						
NATIONAL FLAGPOLE FDL LLC	AMERICAN FLAGS FOR BUILDINGS	05/22/2025	12366	100-70-5410-3-36	282.00	282.00
Total NATIONAL FLAGPOLE FDL LLC:						282.00
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	REHAB/TRAINING MEETINGS	05/22/2025	4251	100-50-5244-3-38	102.90	102.90
PIGGLY WIGGLY DISCOUNT FOODS	WATER - FD - FIRE CALLS/TRAINING MEETINGS	05/22/2025	6182	100-50-5244-3-38	13.38	13.38
Total PIGGLY WIGGLY DISCOUNT FOODS:						116.28
PITNEY BOWES GLOBAL FINANCIAL SERVICES						
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - CITY HALL 3/30/25-6/29/25	05/22/2025	3320705242	100-10-5141-3-36	521.52	521.52
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:						521.52
RENS NURSERY RETAIL						
RENS NURSERY RETAIL	REPLACE TREE ON OAK LANE	05/22/2025	5-21-25	100-70-5443-3-38	214.95	214.95
Total RENS NURSERY RETAIL:						214.95
ROBENHORST, MARK						
ROBENHORST, MARK	REIMBURSE CHARGE CARD PMT					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	REC IN ERROR	05/15/2025	5-14-25	100-13850	260.00	260.00
Total ROBENHORST, MARK:						260.00
ROET'S HOME HEATING						
ROET'S HOME HEATING	FILTERS FOR BUILDINGS	05/22/2025	4291	100-70-5410-3-36	358.80	358.80
Total ROET'S HOME HEATING:						358.80
SERWE IMPLEMENT						
SERWE IMPLEMENT	REPLACE MOWER ROLLER BEARING - 163-08	05/22/2025	12060	100-70-5411-3-36	1,268.36	1,268.36
Total SERWE IMPLEMENT:						1,268.36
SHERWIN WILLIAMS						
SHERWIN WILLIAMS	REPLACE HOSE ON STREET PAINTER - 252-01	05/22/2025	0481-8	100-70-5411-3-36	211.55	211.55
Total SHERWIN WILLIAMS:						211.55
SHRED-IT / STERICYCLE, INC						
SHRED-IT / STERICYCLE, INC	DESTRUCTION OF RECORDS - APRIL 2025	05/22/2025	8010679301	100-40-5211-3-38	117.12	117.12
Total SHRED-IT / STERICYCLE, INC:						117.12
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	WELLNESS CLINIC UTILITIES SHARE - APR 2025	05/22/2025	45526	100-13850	6,305.16	6,305.16
SSM HEALTH AT WORK	WELLNESS CLINIC CITY SHARE - FEB 2025	05/22/2025	45053	100-10-5256-3-38	6,345.50	6,345.50
Total SSM HEALTH AT WORK:						12,650.66
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	BLOOD DRAWS - APRIL 2025	05/22/2025	4614166	100-40-5213-3-38	40.00	40.00
Total SSM HEALTH LABORATORIES:						40.00
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	VAC TRAILER - WAND PIPE REPAIR	05/22/2025	16773	700-10-5192-3-36	85.00	85.00
Total STOBB PLUMBING & HEATING INC:						85.00
STREICHER'S						
STREICHER'S	2 RIFLES, 2 SUPPRESSORS	05/22/2025	11760817	410-40-5211-4-00	4,261.02	4,261.02
Total STREICHER'S:						4,261.02
TRUCK EQUIPMENT INC						
TRUCK EQUIPMENT INC	REPLACE AXLE SEAL- 9-12	05/22/2025	1147140-00	100-70-5411-3-36	62.19	62.19
Total TRUCK EQUIPMENT INC:						62.19
VANDEZANDE TRUST ACCOUNT						
VANDEZANDE TRUST ACCOUNT	EARNEST MONEY - TOWN OF CHESTER PARCELS 010-1315-0433- 003, 010-1315-0911-000	05/15/2025	5-15-25	400-70-5436-3-38	15,000.00	15,000.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total VANDEZANDE TRUST ACCOUNT:						15,000.00
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	005504-00033 GENERAL - PERSONNEL	05/22/2025	493625	100-10-5143-3-38	1,387.00	1,387.00
Total VON BRIESEN & ROPER, S.C.:						1,387.00
W & D NAVIS						
W & D NAVIS	30 YD DUMPSTER - REMOVE OLD SHED ON N HARRIS	05/22/2025	55847	100-70-5412-3-36	525.00	525.00
Total W & D NAVIS:						525.00
WARNER, ALEX						
WARNER, ALEX	TRAVEL EXPENSE - TRAINING - ALEX WARNER	05/22/2025	5-21-25	100-40-5215-3-37	26.00	26.00
Total WARNER, ALEX:						26.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	MONTHLY UTILITY CHARGES	05/22/2025	APR2025	100-50-5244-3-32	25,710.09	25,710.09
WAUPUN UTILITIES	DELINQUENT UTILITIES - 627 MAXON ST	05/15/2025	5-14-25	230-30-5241-3-38	129.26	129.26
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - APRIL 2025	05/22/2025	6400	700-10-5192-3-38	877.25	877.25
WAUPUN UTILITIES	CVMIC DIVIDEND PORTION	05/22/2025	5202025	100-13850	644.00	644.00
Total WAUPUN UTILITIES:						27,360.60
Grand Totals:						411,519.41

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-38	30.00	.00	30.00
100-10-5141-3-36	697.68	.00	697.68
100-10-5141-3-38	766.86	.00	766.86
100-10-5143-3-38	1,387.00	.00	1,387.00
100-10-5197-3-31	13.95	.00	13.95
100-10-5197-3-38	8,050.00	.00	8,050.00
100-10-5256-3-38	8,434.19	.00	8,434.19
100-13850	8,333.61	.00	8,333.61
100-20-5511-3-32	1,542.42	.00	1,542.42
100-20-5511-3-38	46.68	.00	46.68
100-20-5512-3-32	120.75	.00	120.75
100-20-5513-3-32	294.42	.00	294.42
100-20-5523-3-32	1,018.78	.00	1,018.78
100-20-5523-3-38	1,110.98	.00	1,110.98
100-20-5525-3-32	4,001.79	.00	4,001.79
100-20-5525-3-36	1,066.19	.00	1,066.19
100-20-5525-3-38	212.50	.00	212.50
100-21100	.00	92,117.15-	92,117.15-
100-40-5211-3-30	215.28	.00	215.28
100-40-5211-3-31	1,140.77	.00	1,140.77



GL Account	Debit	Credit	Proof
100-40-5211-3-32	858.96	.00	858.96
100-40-5211-3-38	686.17	.00	686.17
100-40-5212-3-36	2,267.51	.00	2,267.51
100-40-5212-3-38	5.04	.00	5.04
100-40-5213-3-38	87.16	.00	87.16
100-40-5215-3-37	26.00	.00	26.00
100-50-5230-3-31	44.72	.00	44.72
100-50-5230-3-38	115.83	.00	115.83
100-50-5244-3-31	223.58	.00	223.58
100-50-5244-3-32	499.17	.00	499.17
100-50-5244-3-33	29.58	.00	29.58
100-50-5244-3-36	102.96	.00	102.96
100-50-5244-3-38	116.28	.00	116.28
100-50-5251-3-31	29.81	.00	29.81
100-70-5410-3-32	3,777.39	.00	3,777.39
100-70-5410-3-36	640.80	.00	640.80
100-70-5411-3-36	4,276.73	.00	4,276.73
100-70-5412-3-32	1,092.15	.00	1,092.15
100-70-5412-3-36	582.60	.00	582.60
100-70-5412-3-38	234.50	.00	234.50
100-70-5420-3-38	14,016.50	.00	14,016.50
100-70-5431-3-36	1,620.48	.00	1,620.48
100-70-5435-3-36	10,296.47	.00	10,296.47
100-70-5441-3-32	187.75	.00	187.75
100-70-5441-3-36	77.83	.00	77.83
100-70-5442-3-32	10,579.55	.00	10,579.55
100-70-5443-3-38	214.95	.00	214.95
100-80-5670-3-38	942.83	.00	942.83
210-21100	.00	1,668.95-	1,668.95-
210-60-5511-3-32	1,668.95	.00	1,668.95
220-20-5514-3-38	25.17	.00	25.17
220-21100	.00	137.10-	137.10-
220-40-5214-3-38	111.93	.00	111.93
230-21100	.00	12,143.41-	12,143.41-
230-30-5241-3-30	28.75	.00	28.75
230-30-5241-3-38	12,114.66	.00	12,114.66
400-20-5523-8-00	39,859.00	.00	39,859.00
400-21100	.00	273,507.89-	273,507.89-
400-70-5435-8-00	217,134.68	.00	217,134.68
400-70-5436-3-38	15,000.00	.00	15,000.00
400-70-5436-8-00	1,514.21	.00	1,514.21
405-21100	.00	2,815.93-	2,815.93-
405-70-5436-3-38	24.17	.00	24.17
405-70-5436-8-00	2,791.76	.00	2,791.76
410-21100	.00	5,469.77-	5,469.77-
410-40-5211-4-00	5,469.77	.00	5,469.77
419-21100	.00	270.00-	270.00-
419-70-5435-3-38	270.00	.00	270.00
430-21100	.00	6,542.28-	6,542.28-
430-70-5436-3-42	6,542.28	.00	6,542.28
501-10-5154-3-38	12,341.00	.00	12,341.00
501-21100	.00	12,341.00-	12,341.00-
502-10-5830-3-38	1,621.50	.00	1,621.50
502-21100	.00	1,621.50-	1,621.50-
700-10-5192-3-32	43.84	.00	43.84
700-10-5192-3-36	148.00	.00	148.00
700-10-5192-3-38	1,877.25	.00	1,877.25
700-10-5192-8-00	815.34	.00	815.34

GL Account	Debit	Credit	Proof
700-21100	.00	2,884.43-	2,884.43-
Grand Totals:	411,519.41	411,519.41-	.00

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "051525","51525","052725","BID"



**MINUTES**  
**CITY OF WAUPUN BID MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, December 17, 2024 at 7:00 AM**

Meeting called to order by board chair, Gary DeJager at 7 am.

Motion Schultz, second Greenfield to approve the agenda as printed. Carried unanimously.

Roll call taken. Members present include: Tyler Schulz; Gary DeJager; Bryan Yohn; Mitch Greenfield; Craig Much; Rich Matravers; Teresa Ruch, and Steve Daute. Absent Katie Bohn; absent and excused is Jodi Mallas. Also present are Mayor Bishop; Administrator Kathy Schlieve; Raina Lyman, Envision Greater Fond du Lac; and, Assistant Administrator Casey Langenfeld. Jason Whitford is online.

Motion Schultz, second Ruch to approved the consent agenda including October 15, 2024 BID minutes, and October and November 2024 financials as presented. Carried unanimously.

The committee reviews the proposed 2025 Business Attraction Program. The program was originally structured as a Pop-Up Program, but was converted to a Business Attraction Program in 2023 due to lack of quality space. Administrator Schlieve notes that there are a number of buildings transitioning in the downtown and that we may want to consider a pop up program again. Group discussion yields that the preference is to maintain the program as a business attraction program. Motion Schultz, second Matravers to approve the program as an attraction program as outlined in program materials. Carried unanimously.

The committee reviews the Façade Improvement program, which provides a 50% matching grant capped at \$2,100 for façade improvements. No change is recommended though the group asks that the assessment rate be evaluated prior to October and that a fee increase be considered that would support expansion of the program. Motion Schultz, second Greenfield to approve the 2025 Grant program as presented with no changes. Carried unanimously.

Administrator Schlieve asks for input for 2025 Business Recognition Award to be handed out at the Waupun Business Alliance: Best Mixed-Use Redevelopment – Gappa Properties – the Lodge; Best BID Redevelopment Project: Green Collar Grooming with support for Gysber’s Jewelry for the Legacy Award; Best New Business – United Cooperative.

Raina Lyman provides an update for the Waupun Business Alliance, highlighting the annual meeting on March 27 and discussing entrepreneurship programs that are being worked on.

Administrator Schlieve highlights updates for the group, including announcement of a multi-family development in Heritage Ridge, work to sell 301 E Main St, efforts to submit a WEDC Small Business Development Grant to create a rural seed fund for small business; development of a new strategic plan for Envision Greater Fond du Lac, engineering work for the back alley improvement project along N Main St, and work to determine the future of CDA funding.

Motion Greenfield, second Ruch to adjourn the meeting at 7:30 am. Carried unanimously.



**MINUTES**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY**  
**Waupun Community Center, FVSB Conference**  
**Room, 520 McKinley Street, Waupun, WI**  
**Tuesday, February 18, 2025 at 7:45 AM**

Meeting called to order at 7:45 am by chairperson, Mayor Bishop.

Roll call was taken. Members present include: Mayor, Rohn Bishop; Cassandra Verhage (online); Derek Drews; Steve Daute; Gary DeJager; Bobbi Jo Kunz. Absent and excused Sue Vandeberg. Also present, Administrator Schlieve, and Assistant Administrator Langenfeld,

Motion DeJager, second Verhage to approve the agenda as presented. Carries unanimously.

Next Regularly Scheduled CDA Meeting, Tuesday, March 18, 2025, 7:45 am, Waupun City Hall

Motion Drews, second Kunz to approve the consent agenda, including minutes from December 17, 2024 CDA meeting and December 2024 CDA financials. Carried unanimously.

Review of façade improvement completed at 319 E Main St that was completed without CDA review and approval. The changes are in conflict with Waupun Municipal Code Chapter 25 Design Guidelines for the downtown, which require earth tone colors. The building was painted an aqua color. Motion by Bishop, second by Kunz to require the building owner to repaint and bring the building into compliance by June 30, 2025. Administrator to send letter along with grant information to support required updates. Carried unanimously.

Administrator Schlieve provides general updates. There is a group examining Connect Communities Gold Tier vs. Main Street Status for the downtown. The city is progressing on the sale of 301 E Main St. First meeting with property owners on back alley design was held and there will be ongoing discussion with property owners as design is worked on this year. Eagle Flexible Packaging has announced an expansion project in the Waupun Industrial Park. Work to being proposed to qualify contractors for WHEDA low interest loan funding to develop apartments in the upper level of Main Street. Finally discussed importance of CDA relooking at revolving loan fund financing programs as an alternative to the current grant program as TID expenditures end in 2027.

Motion DeJager, second Drews to adjourn the meeting at 8:12 am. Carried unanimously.



**MINUTES**  
**CITY OF WAUPUN ECONOMIC DEVELOPMENT**  
**COMMITTEE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, February 19, 2025 at 3:00 PM**

Meeting called to order at 3 pm by chairperson Jason Westphal.

Roll call taken. Members present include Westphal, Kaczmarski, Brooks. Also present Administrator Schlieve, Director of Public Works Jeff Daane (online), Keaton Schultz, Schultz Development. Absent and excused are Dan Siebers, Attorney Vande Zande, Mayor Bishop, and Lisa McArthur.

Motion Brooks, second Kaczmarski motion to approve Minutes from January 27, 2025 Economic Development Committee regular and closed session minutes. Carried unanimously.

Motion Kaczmarski, second Brooks to adjourn in closed session under Section 19.85 (1) of the WI Statutes for: (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Carried unanimously.

Motion Kaczmarski, second Brooks to reconvene the Economic Development Committee in open session under Section 19.85(2) of the WI Statutes. Carried unanimously. No action from Closed session was taken.

Administrator Schlieve discussed possible projects being considered for submission on the Dodge County Community Development Grant. Applications are due April 11, 2025 and must complete within a 12 to 18 month timeframe. Priority one will be Shaler Drive extension. Details will be worked on and a formal request through the grant request process will be submitted to the Council for approval.

Motion Brooks, second Kaczmarski to adjourn the meeting at 4:10 pm. Carried unanimously.



**MINUTES**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 11, 2025 at 4:30 PM**

Vice Chairman Kaczmarski called the meeting to order at 4:30 pm

Roll Call Taken. Members present include Alderpersons: Peter Kaczmarski, Mike Matoushek (online), Citizens: Andrew Sullivan, Dave Rens and Dale Heeringa. Ex-Officio: City Administrator Kathy Schlieve, DPW Director Jeff Daane. Also in attendance is Mayor Rohn Bishop.

Steve Town, 308 McKinley St Waupun, WI 53963 wishes to address Board of Public works for the Revised Hazel Pattee Flood Protection Agreement with MSA. Town states that during high rain events he has experienced flooding and believes that the proposed agenda item to consider moving water from Hazel – Pattee area to the east will only worsen the problem. If the area is being studied he asks that engineers talk with the people who live in that area to understand the issues they have with flooding. Daane acknowledges and indicates engineer will study all aspects of water flow before drawing a conclusion on feasibility of the idea.

Future meetings and gatherings include the next regularly scheduled meeting, scheduled for Tuesday, April 8, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI.

Motion Sullivan, second by Rens approve minutes for February 11, 2025 Board of Public Works Meeting. Approved unanimously.

Motion Rens, second Heeringa to Approve Mower/Slope safety policy recommended by Daane to provide safe environment to employees. Carried unanimously.

Motion Rens, second Sullivan to recommend to City Council to approve revised Hazel Pattee Flood Protection Agreement with MSA to expand the study area in the amount of \$26,500. General discussion about previous comments from Steve Town in public comment section of meeting and acknowledgement that the study will give us more information that we currently have to improve stormwater performance and that results can be integrated into future public works projects to improve outcomes. Carried unanimously.

Motion Heeringa, second Matoushek to approve 2025 equipment rates as presented. The rates are important to have in case of a disaster event to collect reimbursement. Carried unanimously.

DPW Director Daane reviewed the City's 2024 MS4 report. The city is required to submit an MS4 report annually. MS4 permits are effective for a period of up to five years. The City of Waupun's 2024 MS4 report is reviewed and includes a list of tasks that the City completes each year to meet the conditions of the MS4 permit.

DPW Director Daane held a discussion regarding cost sharing with Dodge County for Paving CTH M (CTH MM to Doty St). Daane suggests the city does not split the cost as it is not a city road. Consensus from the group and no alternative motion is made.

Mayor Rohn Bishop reviews stop sign complaint at intersection of Moore and E. Franklin Streets. Daane presents data specific to the area, showing average daily traffic count at 86. He notes that the police department has no reported crashes at the intersection in the past 3 years. Franklin St. to the east of Moore St. is a dead-end road. Mayor Bishop appeals to the group that reducing uncontrolled intersections increases safety and recommends adding the sign as requested. Motion Sullivan, second Rens to amend city ordinance to add sign to the intersection of Moore and E Franklin and amend ordinance for Common Council review and approval. Carried unanimously.

Motion Sullivan, second Rens to adjourn this meeting at 5:21pm. Carried unanimously.

Minutes Submitted by Kelsy VandeStreek, Public Works and Planning Coordinator, City of Waupun





**MINUTES**  
**CITY OF WAUPUN ECONOMIC DEVELOPMENT**  
**COMMITTEE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 25, 2025 at 4:00 PM**

Meeting called to order at 4 pm by chairperson Jason Westphal.

Roll Call taken with members Pete Kaczmarski, Jason Westphal, Dan Siebers, Steve Brooks and Lisa McArthur (online) present. Also in attendance, Attorney Dan Vande Zande, Jeff Daane, Kathy Schlieve, Casey Langenfeld, Jason Whitford (online).

Motion Kaczmarski, second Siebers to approve Minutes from February 19, 2025 Economic Development Committee meeting as presented. Carried unanimously.

Administrator Schlieve provides an overview of the scope of service being proposed with Vande Walle & Associates to work on an affordable housing strategy. The work will help the city and developers be eligible for WHEDA low interest loans by bringing zoning code and comprehensive plans into compliance with program requirements. Restricted affordable housing funds will be used to pay for this work.

Motion Bishop, second Siebers to approve and recommend Scope of Services with VandeWalle for an Affordable Housing Strategy for the City of Waupun. Carried unanimously.

Motion Siebers, second Bishop to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:  
(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Negotiate sale of city-owned building at 301 E Main St, TID 3
- Negotiate sale of city-owned land in Heritage Ridge Business Park, TID 9
- Possibly land acquisition abutting Libby Street
- Possible land acquisition along Gateway Drive

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

No action from closed session.

Motion Bishop, second Siebers to adjourn meeting as of 5:05 pm. Carried unanimously.



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, April 08, 2025 at 6:00 PM**

**CALL TO ORDER**

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

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

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

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Matoushek

**Council Virtual-** Alderman Westphal

**Council Absent/Excused:**

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

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

**Management absent and excused:** None

**Audience in-person:** Dodge County Supervisor Dist. 25 Evan Meinel, Municipal Judge Todd Snow

**Audience Virtual:** Gail Vanburen

**PERSONS WISHING TO ADDRESS COUNCIL**

Dodge County Supervisor Dist. 25 Evan Meinel appears to support the Mayoral Veto relating to the housing study.

**RESOLUTIONS AND ORDINANCES:**

**1. Charter Ordinance as Outlined in Municipal Code 1.02(1), changing Mayoral Term from 2 Years to 3 Years**  
Motion Matoushek, second Kunz to waive the first reading and adopt Ordinance #25-02 to amend Ch. 1.02(1) entitled General Government-Elected Officials by amending the Mayoral term to three years. Motion carried 5-0 on roll call.

**2. First Reading- Ordinance to amend Chapter 6.03(2) entitled Traffic Code for placement of a stop sign at the Intersection of Moore Street and E. Franklin Street**  
Motion Matoushek, second Siebers to waive the first reading and adopt Ordinance #25-03 to amend Ch. 6.03(2) entitled Traffic Code- Other Intersection Controls for the placement of a stop sign at the intersection of Moore Street and E. Franklin Street. Motion carried 5-0 on roll call.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

No Board, Committee, Commission recommendations are heard.

**CONSIDERATION - ACTION**

**3. Mayoral Veto Requiring Review of Scope of Services with VandeWalle for an Affordable Housing Strategy for the City of Waupun**

Mayor understands the need for housing but does not feel it's necessary to spend the money on a study.

Motion Kaczmarski, second Siebers to override the veto and approve the scope of Services with VandeWalle in the amount of \$15,000 to develop an affordable housing strategy and to authorize the use of affordable housing funds in that amount to complete the project. Motion carried 4-1 on roll call with Matoushek voting Nay. Motion fails as 2/3 vote of the body of the Council is required to override the Mayoral Veto.

Matoushek makes request to have this return to the May Common Council and Council consensus agrees.

**4. Monthly Financial Summary Report**

Motion Siebers, second Matoushek to accept the monthly financial summary report. Motion carried 5-0 on roll call.

**DISCUSSION**

**5. 2026 Budget Allocations for Volunteer/Paid on Call Staff**

Motion Kaczmarski, second Kunz to approve the proposed increase of 27.4% to firefighters and 23.8% to EMR staff effective with the 2026 Budget. Motion carried 5-0 on roll call.

**CONSENT AGENDA**

Motion Siebers, second Matoushek to approve the Consent Agenda. Motion carried 5-0 on roll call.

**MAYORAL CORRESPONDENCE/PRESENTATIONS**

Mayor Bishop recognized National Public Communications Week April 13-19, 2025; Municipal Treasurers Week April 14-20, 2025; and National Lineman Appreciation April 18, 2025.

**ADJOURNMENT**

At 702p, motion Kunz, second Matoushek to duly call the meeting adjourned. Motion carried 5-0.

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, April 14, 2025**

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

Present: Commissioners Daane, Heeringa, Homan, Kunz, Siebers and Thurmer  
Absent with notice: Commissioner Ledesma

Visitors present via Zoom: Jason Whitford, Aaron Worthman & Ryan Theiler

Ryan Theiler, Manager, and Aaron Worthman, Partner, of Baker Tilly, presented the 2024 Financial Audit Report. The audit was conducted in accordance with generally accepted auditing standards and resulted in an unmodified opinion, with no material weaknesses or deficiencies identified—a clean and successful audit. No significant or unusual transactions were noted, and no audit adjustments were required. Financial statement highlights reflected strong performance in four key metrics across electric, water, and sewer utilities, including solid debt coverage ratios and adequate unrestricted cash on hand to support operational expenses and upcoming capital projects. The audit confirmed the utility's strong financial position and its ability to meet future obligations. On motion by Siebers, seconded by Kunz, and unanimously carried, the 2024 Financial Audit Report was approved as presented.

Motion made by Kunz, seconded by Thurmer, and unanimously carried, to approve minutes from March 10, 2025 meeting.

Motion by Thurmer, seconded by Homan, and unanimously carried, bills for month of March 2025 approved as presented.

On motion by Daane, seconded by Siebers, and unanimously carried, year-to-date financial reports through February 2025 approved as presented by Finance Director Stanek. Electric operating income was \$158,100. Water operating income was \$97,200. Sewer operating income (loss) was (\$153,300).

General Manager Brooks provided updates to the Commission on several items, including staffing changes, the upcoming Youth Apprenticeship (YA) Showcase Tour at the WWTF, and applications received for the YA position. He also shared updates on the LIHEAP program and various Electric Department projects. Brooks announced that WU has been awarded APPA's RP3 Diamond Level Designation, placing it in the top 1% of public power utilities nationwide for excellence in reliability, safety, operations, workforce development, and system improvements. Additionally, he noted plans for the upcoming Lineworker Appreciation Day celebration.

Treatment Facilities and Operations Superintendent Schramm provided an update on operations related to the water and wastewater treatment facilities, as well as the water distribution and wastewater collection systems. Tower levels have been adjusted to summer levels due to higher-than-expected consumption and unpredictable weather. Facility staff continue to address system timing issues and alarms as they arise, making necessary adjustments. The majority of greenhouse lighting has been installed, with completion expected by mid-May. Early test results are promising, showing significant reductions in load levels. Progress on the centrifuge system is aligning well with manufacturer expectations, with the potential production of finished product to begin third quarter of this year.

Motion by Thurmer, seconded by Homan, and unanimously carried, to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes to discuss possible land acquisition abutting S. Madison St.

Motion by Homan, seconded by Siebers, and unanimously carried, to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Homan, seconded by Daane, and unanimously carried, meeting adjourned at 5:34 p.m.

The next regular commission meeting will be held on May 12, 2025 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor



**MINUTES**  
**CITY OF WAUPUN ORGANIZATIONAL MEETING OF**  
**THE COMMON COUNCIL**  
**City Hall Council Chambers 201 E Main St. Waupun**  
**Tuesday, April 15, 2025 at 5:30 PM**

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 5:35pm.

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

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

**CITY CLERK ADMINISTERS OATH OF OFFICE TO NEWLY ELECTED ALDERMAN**

Clerk Hull offers the Oath of Office to newly re-elected Alderman Westphal, Mielke, and Matoushek.

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Westphal, Alderman Kaczmariski, Alderman Mielke, Alderman Matoushek, Alderman Siebers, Alderman Kunz

**Council absent/excused:** None

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

**Management Virtual:** None

**Management absent and excused:** Fire Chief Demaa, General Utility Manager Brooks, Finance Director Langenfeld

**Audience In-Person:** Jaedon Buchholz

**Audience Virtual:** Tara Hamm of FDL Reporter, Jason Whitford

**NOMINATION AND ELECTION OF COUNCIL PRESIDENT**

Motion Matoushek to nominate Kunz. Second by Siebers.

Motion Westphal to nominate Siebers. Second by Kunz.

Kunz respectfully declines her nomination.

Motion Westphal to nominate Kaczmariski. Second by Siebers

Motion Westphal, second Matoushek to close nominations. Motion carried 6-0 on roll call.

Open Roll Call is heard:

Kunz, Mielke, Kaczmariski, Matoushek, and Westphal vote Siebers.

Siebers votes Kaczmariski.

Motion 5-1 in favor of Siebers. Siebers is named Council President.

**SELECTION OF DAY OF MONTH AND TIME OF MEETING OF THE BODY OF THE COMMON COUNCIL**

Motion Matoushek, second Kunz to hold the Common Council meeting on the 2<sup>nd</sup> Tuesday of each month at 6pm and the Committee of the Whole meeting on the last Tuesday of each month at 5:30pm. Motion carried 6-0.

**DESIGNATION OF OFFICIAL CITY NEWSPAPER**

**1. Action Reporter Media - FDL Reporter**

**2. Madison Media Partners-Daily Citizen**

Motion Westphal, second Kunz to designate Action Reporter Media - FDL Reporter as the Official City Newspaper. Motion carried 6-0 on roll call.

## **RESOLUTION DESIGNATING PUBLIC DEPOSITORIES AND AUTHORIZING WITHDRAWAL OF CITY MONIES**

### **3. Resolution Designating Public Depositories and Authorizing Withdrawal of City Monies**

Motion Siebers, second Matoushek to adopt Resolution 04-15-25-01 Designating Public Depositories and Authorizing Withdrawal of City Monies. Motion carried 6-0 on roll call.

## **MAYORAL APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS**

Motion Kunz, second Matoushek to accept the 2025-2026 Mayoral Boards, Committees, and Commissions.

Motion carried 5-1 with Kaczmarski voting Nay.

## **ADJOURNMENT**

At 6:05p, motion Kunz, second Mielke to call the meeting adjourned. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, April 16, 2025**

The Waupun Public Library Board was called to order by Vice-President Hintze at 4:30 p.m. on Wednesday, April 16, 2025. Present were Gehl, Siebers, Jaeger, and Garcia. Beer and Sullivan were present via Zoom. Martens and Svec were absent.

**Minutes from Previous Meetings**

Motion by Siebers, second Gehl, to accept the March minutes as presented. Motion carried.

**Persons Wishing to Address the Library Board**

Persons addressing the Board were: Lydia Gappa, Matt Pearce, Calvin Gappa, Dylan Stein, Forsell Gappa, Randy Vande Zande, and Jess Kiehl.

An additional 12 people were also in attendance but did not address the Library Board.

**Monthly Statistics**

March statistics were reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

Motion by Gehl, second Sullivan, to pay the April 2025 bills as presented. Motion carried 5-0 on roll call. Due to absence of Secretary, Gehl was appointed to sign list of bills.

**Committee Reports**

None.

**Librarian's Report**

Librarian's report was reviewed.

**Old Business**

Jaeger was given instructions to further modify the future Display Policy for Library Staff and to bring it back to the May 21 Library Board meeting.

**New Business**

Motion Siebers, second Hintze, to change the name of the current Displays and Exhibits Policy to Displays and Exhibits of Personal Collections Policy. Motion carried.

Motion Siebers, second Sullivan, to close the library from 11 am to 3 pm on April 30 so staff could attend the Celebration of Life for long-time Board member Sandy Rohrer. Motion carried.

Motion Hintz, second Gehl, that the Library Board supports the replacement and upgrade of current elevator equipment and is prepared to cover the costs using a variety of funds under Library Board control. Motion carried 3-0 on roll call, with one abstention.

**Future meetings and gatherings involving the Library Board**

Next tentative meeting: Wednesday, May 21, 2025, at 4:30 p.m.

**Adjournment**

Motion by Siebers, second Gehl, to adjourn at 5:20 p.m. Motion carried.

Bret Jaeger, Acting Secretary





**MINUTES**  
**CITY OF WAUPUN**  
**Special Police & Fire Commission (PFC) Meeting**  
**Waupun Safety Building – 16 E. Main Street, Waupun**  
**Tuesday, April 22, 2025 at 5:00pm**

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

**CALL TO ORDER**

Meeting convened at 5:01pm by PFC President.

**ROLL CALL**

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

**MINUTES FROM PREVIOUS MEETING**

Minutes from February 25, 2025, meeting presented for approval. Motion to approve minutes as submitted at 5:02pm by B. Buchholz and T. Heidemann second; all in favor, motion passed.

**CLOSED SESSION**

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct interviews with qualified applicants for employment for the open Firefighter vacancies.

*(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Motion to go into Closed Session at 5:03pm was made by T. Rhodes and B. Buchholz second; all in favor, motion passed.

**OPEN SESSION**

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 6:18pm after motion from T. Rhodes and T. Heidemann second; all in favor, motion passed.

**ACTION FROM CLOSED SESSION**

No motion after closed session due to continued interviewing scheduled tomorrow, 4/23/25.

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

The next Commission meeting is a special meeting, scheduled for Wednesday, April 23 at 5:00pm at the Waupun Safety Building. The PFC meets quarterly, at minimum.

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

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

**ADJOURNMENT**

Motion at 6:19pm to adjourn meeting made by B. Buchholz and T. Heidemann second; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary



**MINUTES**  
**CITY OF WAUPUN**  
**Special Police & Fire Commission (PFC) Meeting**  
**Waupun Safety Building – 16 E. Main Street, Waupun**  
**Wednesday, April 23, 2025 at 5:00pm**

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

**CALL TO ORDER**

Meeting convened at 5:00pm by PFC President.

**ROLL CALL**

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

**CLOSED SESSION**

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct interviews with qualified applicants for employment for the open EMR and Firefighter vacancies.

*(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Motion to go into Closed Session at 5:01pm was made by T. Heidemann and B. Buchholz second; all in favor, motion passed.

**OPEN SESSION**

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 6:25pm after motion from T. Rhodes and T. Heidemann second; all in favor, motion passed.

**ACTION FROM CLOSED SESSION**

Motion at 6:26pm to make a conditional offer to all candidates interviewed on 4/22 and 4/23 made by T. Rhodes and B. Buchholz second; all in favor, motion passed.

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

The next Commission meeting is to-be-scheduled at the Waupun Safety Building. The PFC meets quarterly, at minimum.

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

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

**ADJOURNMENT**

Motion at 6:28pm to adjourn meeting made by T. Rhodes and B. Buchholz second; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary



**A G E N D A**  
**CITY OF WAUPUN COMMITTEE OF THE WHOLE**  
**MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, April 29, 2025 at 5:30 PM**

**CALL TO ORDER**

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

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, Alderman Siebers, Alderman Kunz

**Council Virtual:** Alderman Westphal

**Council absent/excused:** None

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

**Management Virtual:** None

**Management absent and excused:** Library Director Jaeger

**Audience In-Person** Brackson Heeringa, Braiden Komp, Josie Loomans, Gail Vanburen, Jaedon Buchholz

**Audience Virtual:** Andrea Jansen of Baker Tilly

**PRESENTATIONS**

**1. Waupun Area School District Community Engagement and Leadership Project**

Brackson Heeringa, Braiden Komp, Josie Loomans of the Waupun High School Community Engagement and Leadership Program providing a proposal for boardwalk lights. Proposal provides the purchase of approximately 50 lights at no expense to the City.

**2. Andrea Jansen, CPA, CFE Baker Tilly US, LLP - 2024 City of Waupun Audit Report**

Andrea Jansen of Baker Tilly provides the findings of the 2024 financial audit.

**ORDINANCES-RESOLUTIONS**

**2. Schlieve: Resolution for Dissolving Tax Increment District 6**

City will be closing TID 6 prior to its expiration.

**4. Langenfeld: Resolution to amend 2025 Budget for Fire Department Expenses and to Reduce Overall Expenses in the General Fund**

As the city budget currently exceeds the qualifications to meet the 2026 expenditure restraint payment, a budget amendment is required to allocate funds to the Fire Department for wages/expenses and to reduce the expenses budgeted in the Human Resources account.

**CONSIDERATIONS FOR FUTURE MEETING OF THE COUNCIL**

**5. Hull: License & Permit Applications; Expenses**

License and permit applications and expenses are reviewed.

**6. Hull: Establish Day of the Month for Annual City-Wide Rummage Sale Event**

Discussions of holding the annual city-wide rummage sale on the Saturday following Mother's day.

**7. Hull: Establish City of Waupun Halloween Trick- or-Treat Date and Hours**

Discussions of establishing 2025 trick or treating date and hours.

## **MAYORAL CORRESPONDENCE**

### **8. Fond Du Lac County ATV/UTV Comprehensive Plan**

Fond du Lac County Executive Sam Kaufman is reviewing a county wide comprehensive ATV/UTV use Ordinance and requesting surrounding communities for comment/concerns. Council consensus provides no concerns.

Mayor recognizes the following:

### **9. National Fallen Firefighters Memorial Weekend - May 3-4**

### **10. Drinking Water Week- May 4-10**

### **11. International Firefighters Day- May 4**

### **12. Municipal Clerk's Week- May 4-10**

### **13. National Police Week- May 11-17**

### **14. Economic Development Week- May 11-17**

## **CLOSE THE COMMITTEE OF THE WHOLE MEETING**

Mayor Bishop closes the meeting at 6:14pm and holds a brief recess prior to opening the Special Council meeting.

## **CALL THE SPECIAL COMMON COUNCIL MEETING TO ORDER**

Mayor Bishop calls the special council meeting to order at 6:16pm.

## **CONSIDERATION - ACTION**

### **15. Authorize Waupun Area School District Community Engagement and Leadership Project**

Motion Matoushek, second Kunz to authorize the Waupun Area School District Community Engagement and Leadership Project. Motion carried 6-0.

### **16. Accept the 2024 City of Waupun Audit Report**

Motion Siebers, seconded by Matoushek to accept the 2024 City of Waupun Audit Report. Motion carried 6-0 on roll call.

### **17. Adopt Resolution for Dissolving Tax Increment District 6**

Motion Matoushek, seconded by Siebers to adopt Resolution 04-29-25-01 for Dissolving Tax Increment District 6. Motion carried 6-0 on roll call.

### **18. Adopt Resolution Authorizing 2025 Budget Amendments in a Series of Accounts**

Motion Kunz, second by Siebers to adopt Resolution 04-29-25-02 Authorizing 2025 Budget Amendments in a Series of Accounts. Motion carried 6-0 on roll call.

### **19. Approve License & Permit Applications; Expenses**

Motion Matoushek, second by Siebers to approve license and permit applications and expenses. Motion carried 6-0 on roll call.

### **20. Designate Day of the Month for Annual City -Wide Rummage Sale Event**

Motion Matoushek, second Kunz to hold city-wide rummage sale event annually on the Saturday following Mother's Day. Motion carried 6-0.

### **21. Designate City of Waupun Halloween Trick-or-Treat Date and Hours**

Motion Matoushek, second by Siebers to hold 2025 Halloween Trick or Treating on Friday, October 31, 2025 from 4:00pm to 6:00pm. Motion carried 6-0.

**CLOSED SESSION**

Motion Kunz, second Matoushek to adjourn to closed session under Section 19.85 (1) (e) of the WI Statutes for the purposes of Negotiation on Consolidation of Fire Service with Towns of Waupun, Chester and Trenton. Motion carried 6-0.

**OPEN SESSION**

Motion Matoushek, second Mielke to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

**ACTION FROM CLOSED SESSION**

No action was taken.

**ADJOURNMENT**

Motion Kunz, second Matoushek to call the meeting adjourned. Motion carried 6-0.



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, May 13, 2025 at 6:00 PM

**CALL TO ORDER**

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

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

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

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Matoushek

**Council Virtual-** Alderman Westphal

**Management in-person:** Attorney VandeZande, Administrator Schlieve, Public Works Daane, Police Chief Rasch, Fire Chief Demaa, General Utility Manager Brooks, Finance Director Langenfeld

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

**Management absent and excused:** Recreation Director Kaminski, Library Director Jaeger

**Audience in-person:** Pastor Forsell Gappa, Zac Gappa, Matt Pierce, Jaedon Buchholz, Jeni Maly, Art Nummerdor

**PERSONS WISHING TO ADDRESS COUNCIL**

Church Pastor Forsell Gappa – Concerns of the Library’s homosexual pride month display.

Matt Pierce of Markesan WI – Concerns of explicit books at the Library

Zac Gappa- Concerns of explicit books at the Library

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

**1. 2025-03-04 IFC Waupun Ice Rink Ammonia Ventilation Re-bid**

Bids were solicited for Waupun Recreational Arena Ammonia System Ventilation and Bassett Mechanical was the only bid received.

Motion Kunz, second Matoushek to award the 2025-03-04 IFC Waupun Ice Rink Ammonia Ventilation bid to Bassett Mechanical for \$158,050. Motion carried 6-0 on roll call.

**2. Generator Equipment for the Waupun Community Center**

The new Community Center is equipped to generate a portion of the building in the instance of a storm and also serve as an evacuation center.

Motion Matoushek, second Kunz to authorize the purchase of a Generac Mobile diesel generator from Wolter Inc. in the amount of \$44,025. Motion carried 6-0 on roll call.

**3. Offer to Purchase 18A N Madison Street as a TID 3 Expenditure in the amount of \$67,500**

Economic Development Committee is recommending purchase and removal of 18A N Madison St. Waupun for the back alleyway project.

Motion Siebers, second Matoushek to approve the Offer to Purchase Agreement with JBB Investment to acquire a portion property located at 18A N. Madison Street in the amount of \$67,500 utilizing TID 3 funds. Motion carried 6-0 on roll call.

**4. Offer to Purchase Portion of Parcel 292-1315-0544-004, and Town of Chester Parcels 010-1315-0433-003 and 010-1315-0911-00, Dodge County from Phoenix Investors**

The City has reached agreement with Phoenix Investment to acquire approximately 5 acres of land North of Libby



St, and two parcels in the Town of Chester that run due east of the city. The two Town of Chester properties will be annexed and are needed to complete the Shaler Drive extension between Mayfair St and the travel plaza.

Motion Matoushek, second Siebers to approve the Offer to Purchase Agreement with Phoenix Investors to acquire a portion of Parcel 292-1315-0544-004, and Town of Chester Parcels 010-1315-0433-003 and 010-1315-0911-00 in Dodge County in the amount of \$325,000, and direct allocation of excess reserves from the Community Center project to finance the acquisition. Motion carried 6-0 on roll call.

#### **CONSIDERATION - ACTION**

##### **5. Professional Service Agreement with Cottingham & Butler to Complete a Salary Market Update**

The City's compensation plan for non-represented staff was compiled in 2019 and is due for review. Cottingham & Butler will work with staff to complete a market update and analysis to ensure wages remain market competitive.

Motion Kunz, second Siebers to approve the Salary Market Update with Cottingham Butler. Motion carried 6-0 on roll call.

##### **6. Nicole Jordi vs City of Waupun**

Claim filed for medical expenses due to a fall at the Ice Arena. Cities and Villages Insurance is the City's liability firm and provides Wis. Stat. 895.52 provides immunity to municipalities for injuries that occur on city property as a result of a recreational activity and recommends denial.

Motion Matoushek, second Kaczmariski to deny the liability claim from Nicole Jordi. Motion carried 6-0 on roll call.

##### **7. License & Permit Applications; Expenses**

Motion Siebers, second Kunz to approve the license/permit applications and expenses. Motion carried 6-0 on roll call.

##### **8. Placement of Sculpture at Waupun Community Center and Use of Tourism Dollars to Support Sculpture Selection in 2025 and 2026 (Jeni Maly)**

Motion Kunz, second Matoushek to authorize selection and placement of sculptures as part of the 2025-2026 Waupun Sculpture tour and to redirect funds for 2025 sculpture sponsorship to acquisition of Catching the Wind sculpture. Motion carried 6-0 on roll call.

#### **DISCUSSION - REVIEW**

**9. Ordinance to amend Ch.6.05(3) (e) entitled Traffic Code-No Parking on Industrial Drive and S Watertown St**  
Public Works has received and are working on parking complaints along Industrial Dr. which is due to increased semi traffic at the new loading area for Wisconsin Dairies.

Motion Matoushek, second Kunz to approve the first reading with amending Ch. 6.05(3) entitled Traffic Code to create section (e) for No Parking on Industrial Drive and S. Watertown. Motion carried 6-0.

##### **10. Notice of Cancellation of CDBG RLF for Home Rehabilitation Program**

The Department of Administration (DOA) is discontinuing the CDBG Small Cities RLF for housing, which funds the City's Housing Rehabilitation Program. We will continue with the program until HUD publishes a closure date, which is anticipated later this fall.

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

Mayor Bishop recognized Peace Officer Memorial Day- May 15, National EMS Week- May 18-24, and National Public Works Week - May 18-24.

#### **ADJOURNMENT**

At 707p, motion Kunz, second Mielke to duly call the meeting adjourned. Motion carried 6-0.



# Waupun Police Department Monthly Report

**April 2025**

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## **Staffing Updates**

Our current staff level is 18 full time sworn personnel and 2 non-sworn personnel.

Officer Hopp successfully completed Field Training.

Detective Konkel successfully completed training requirements.

Officer Hensen is currently in the Fox Valley Technical College Police Recruit Academy.

Officer Brice was on orders for training with the National Guard from March 21 – April 21.

Officer Knutson returned to work on light duty beginning April 9.

## **Community Engagement**

FDL County Law Executive meeting

Dodge County Law Executive Meeting

Moraine Park Public Safety Career Fair

Behind the Lines Radio Interview w/Greg Stensland

Celebrate Waupun Board Meeting

Salvation Army of Dodge County Board Meeting

Fond du Lac County Communications Review Board Meeting

Lake Winnebago Area Meg Unit Board Meeting

Dodge County Drug Task Force Board Meeting

Waupun Downtown Promotions Meeting

Waupun Business Alliance Ribbon Cutting – Wild Boar

## **Department Information**

### **Training**

K9 Training – Officer Halverson

SWAT Training – Officer Halverson

Mobile Field Force – Officer Dumke, Officer Roberts, Officer Warner

Active Threat – Detective Konkel, Officer Warner

### **Info**

Administrative Professionals Day was celebrated on April 23. We thank Danyelle DeBoer and Dawn Greenfield for their continued service to our department and community.

WPD participated in the spring DOJ Drug Takeback Event



# Waupun Police Department Monthly Report

**April 2025**

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WPD is working with a Policy and Procedure Vendor for Policy Updates and Implementations  
WPD is working with a Sunrise Counseling Services to provide staff with annual mental health wellness check ins.

## **Open Records Requests**

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

2025 April Total - 77

2025 Total – 253

2024 Annual Total – 633

2023 Annual Total – 583

2022 Annual Total – 555

2021 Annual Total – 564

2020 Annual Total – 623

## **Police Activity**

Calls for Service: 902

Arrests: 22

Code Enforcement	Warnings	Citations	Hours
January	9	1	
February	20	1	
March	16	3	
April	20	6	18
May			
June			
July			
August			
September			
October			
November			
December			

## **Investigations**

25WP01169 – Reckless Homicide - Numerous Trial Prep meetings were held with the Fond du Lac DA's Office throughout the month in preparation for a Reckless Homicide Jury Trial that was scheduled the last week of April. A 27 year old man was convicted of 1<sup>st</sup> Degree Reckless Homicide.



# Waupun Police Department Monthly Report

**April 2025**

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25WP02034 Sexual Assault – Charges of 2nd Degree Sexual Assault of a Child Under 16 (x3) Child Enticement referred to Dodge County Juvenile Intake.

25WP01968 Theft – Charges of Theft of Moveable Property (\$10,000-\$100,000) Felony referred to Dodge County DA's Office.

25WP02030 Theft – Charges of Theft of Moveable Property (\$10,000-\$100,000) Felony referred to Dodge County DA's Office.

25WP02813 Sexual Assault – 2 counts of 1st Degree Sexual Assault of a Child Under 13 and 3 counts of 2nd Degree Sexual Assault of a Child Under 16 referred to the Dodge County Juvenile Intake.

25WP02439 – Threat Assessment - Closed No Charges

25WP02589 – Sexual Assault – Closed & Referred to Other Agency

25WP03031 – Assist Agency Theft - Closed

25WP00535 – Sexual Assault – Charged but Ongoing Investigation

## Cellebrite Etraction Totals

April 2025 – 5 Cellebrite Data Extractions Conducted  
2025 Total - 14

2024 Total – 22 Extractions  
2023 Total – 16 Extractions

Chief of Police Jeremy Rasch



# Waupun Police Department

## Total Call Report



***From: April 1, 2025 To: April 30, 2025***

Agency	Incident Type	Total Incidents
WP	911 CHECK	16
	ABANDONED VEHICLE	1
	ACCIDENT	8
	AMBULANCE	53
	ANIMAL ABUSE	1
	ANIMAL BITE	1
	ANIMAL COMPLAINT	9
	ARSON INVESTIGATION	1
	ASSIST AGENCY	8
	ASSIST CITIZEN	27
	ASSIST MOTORIST	1
	AUTO THEFT	2
	BATTERY	1
	BUILDING CHECK	83
	CHECK WELFARE	13
	CHILD CUSTODY	5
	CIVIL PROBLEM	6
	COMPUTER COMPLAINT	1
	CRIMINAL DAMAGE TO PROPERTY	2
	DEATH INVESTIGATION	2
	DIRECTED AREA PATROL	157
	DISABLED VEHICLE	2
	DISORDERLY CONDUCT	8
	DOMESTIC	5
	DRUGS/NARCOTICS	3
	EXTRA PATROL	116
	FOLLOW UP	40
	FOOT PATROL	2
	FOUND JUVENILE	1
	FOUND PROPERTY	6
	FRAUD	3
	FUNERAL ESCORT	7
	HARASSMENT	2
	HIT AND RUN	3
	INFORMATION TO DOCUMENT	3
	INTOXICATED DRIVER	3
	INTRUSION ALARM	2
	JUVENILE PROBLEM	11
	LOITERING	1
	NEIGHBOR DISPUTE	1
	NOISE COMPLAINT	5
	OFFICER STANDBY	1
	ORDINANCE VIOLATION	18
	PARKING ENFORCEMENT	19
	PATROL ASSIST FIRE	7
	PROPERTY DAMAGE, NOT VANDALISM	1
	RECKLESS DRIVER	11
	REPOSSESSION	2
	RESTRAINING ORDER VIOLATION	2
	RUNAWAY	1
	SCAM COMPLAINT	5



# Waupun Police Department Total Call Report



***From: April 1, 2025 To: April 30, 2025***

SEARCH WARRANT	1
SEXUAL ASSAULT	5
SHOPLIFTER	1
SPECIAL ASSIGNMENT	10
SUBJECT STOP	2
SUSPICIOUS ACTIVITY	7
SUSPICIOUS VEHICLE	9
TAVERN CHECK	5
THEFT	5
THREATS COMPLAINT	3
TRAFFIC ENFORCEMENT	12
TRAFFIC PROBLEM	2
TRAFFIC VIOLATION	137
TRUANCY	8
VANDALISM	1
VEHICLE LOCKOUT	1
WANTED PERSON	1
WARRANT	1
WRONG WAY DRIVER	2
<b>Total</b>	<b>902</b>







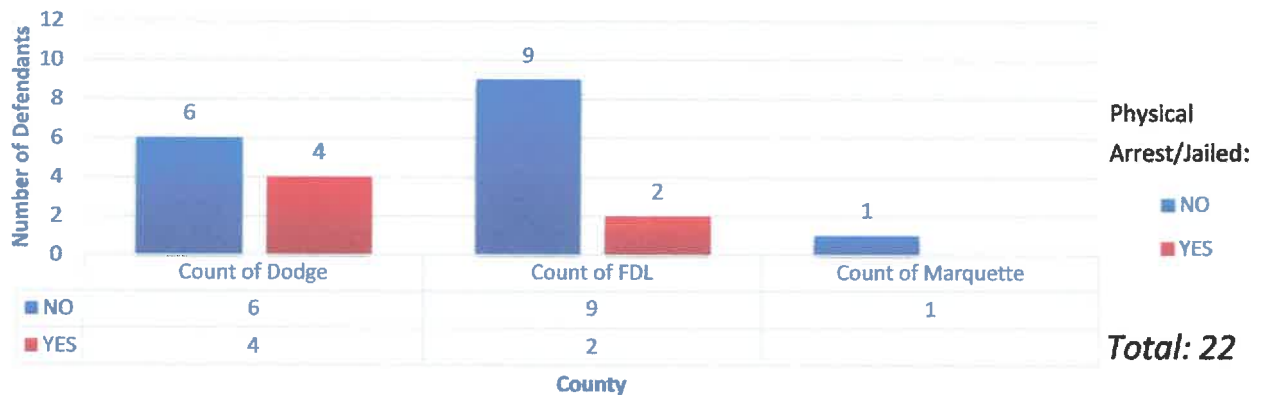
# Waupun Police Department

## April 2025



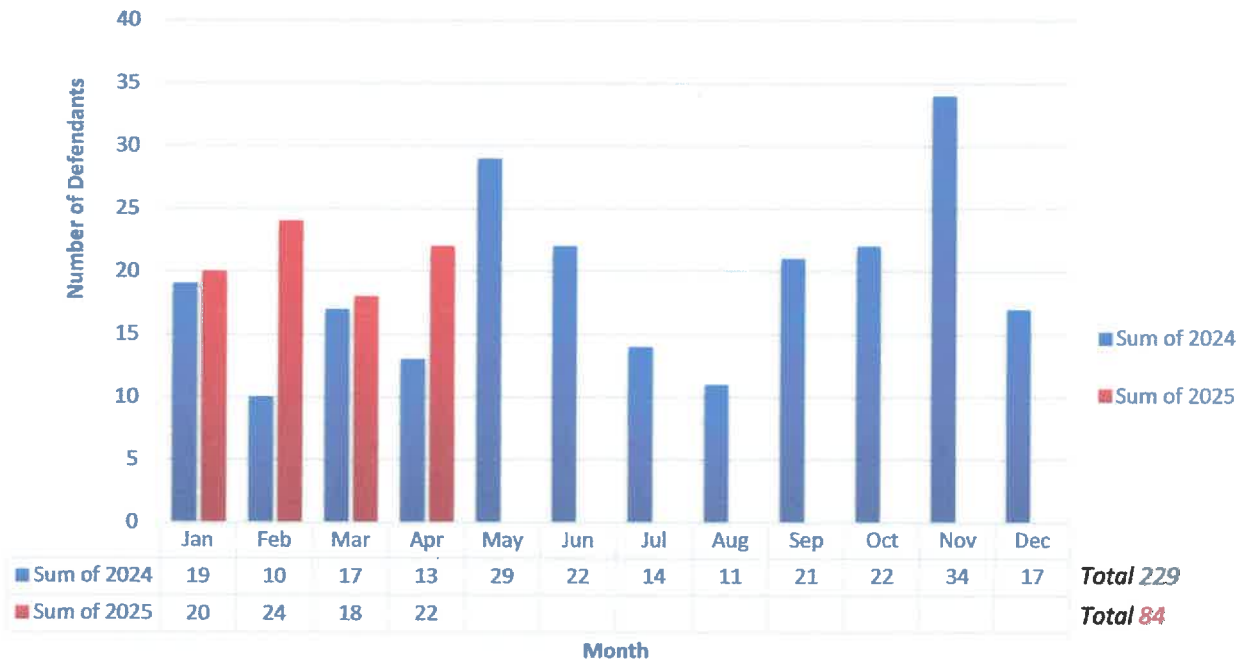
### Request for Charges & Physical Arrest Report

#### Request for Charges & Physically Arrested April 2025



The total number of arrests or referrals are subject to increase in the event there is an open or ongoing investigation.

#### Monthly Arrest & Referral Comparison 2024 - 2025



The total number of arrests or referrals are subject to increase in the event there is an open or ongoing investigation.

<b>LIBRARY</b>	<b>MONTHLY REPORT May 2025</b>
<b>Subject</b>	<b>Summary</b>
Statistics	Through the end of April, the library circulated/downloaded/loaned 46,612 items, and 17,308 people walked through our doors.
Programs	Programs for May include Storytimes, book clubs, Toddler Tuesday, Craft Night, Buildings of Waupun program, and Lego Club. The monthly Friends of the Library Book Sale will be May 12.
Staffing	Two new Pages have been hired to replace two current Pages being promoted to summer interns effective May 25.
WAPL Conference	The annual Wisconsin Association of Public Libraries Conference was held in Oshkosh May 1-2. Jaeger and two other staff attended programs on May 1, with Jaeger attending May 2 <sup>nd</sup> as well. All programs at the annual WAPL conference are public library specific.



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: April 14, 2025  
SUBJECT: General Manager Report

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#### American Public Power Association Award Designations

- Waupun Utilities has been awarded the prestigious "Diamond" Reliable Public Power Provider (RP3) designation by the American Public Power Association (APPA), recognizing its strong commitment to delivering reliable and safe electric service. This three-year designation is the highest level of RP3 recognition and is awarded to utilities that demonstrate excellence in four key areas: reliability, safety, workforce development, and system improvement.
- In addition, Waupun Utilities received the APPA Safety Award of Excellence for its outstanding operational practices in 2024. More than 200 utilities from across the country competed for this annual honor. Applicants were grouped by the number of worker-hours and evaluated based on incident-free performance, as well as the strength of their safety programs and organizational safety culture.

#### Youth Apprenticeship Program

- We've received three applications for the Youth Apprenticeship (YA) Program and are excited for the prospect to welcome our first apprentice. To showcase this opportunity, we're hosting a YA Showcase Event on April 22 from 8:30–11:30 a.m. at the Wastewater Treatment Facility. This event offers students and educators a behind-the-scenes look at our operations and highlights the vital role these facilities play in the community. We're committed to providing meaningful learning experiences and growing our future workforce.

#### Staff Update

- We are excited to announce that Terri Greenfield has accepted the Accounting Coordinator position with Waupun Utilities. Terri brings valuable knowledge and experience with our operating systems and processes from her previous role with the City of Waupun. Terri is a welcomed addition to our team.
- National Lineworker Appreciation Day is April 18. We recognize and thank the hardworking WU team members who brave the elements and work around the clock to keep power flowing and our community safe. Whether restoring power after a storm or maintaining the infrastructure that keeps the lights on, their dedication often happens behind the scenes—but never goes unnoticed.
- Waupun Utilities will be participating in the Library Reading Program on April 16th. A lineworker from our team will be reading the book "If I Were a Lineworker" to the children, giving them a fun and educational glimpse into the important work our crew does. In addition, we will be bringing along some of the tools and equipment our lineworkers use on a daily basis to show the kids, helping them better understand the essential role our team plays in keeping the community safe and connected.

## LIHEAP Program Update

- Workers supporting the Low-Income Home Energy Assistance Program (LIHEAP) at the federal Department of Health and Human Services (HHS) were placed on administrative leave last week, ahead of their positions being eliminated through a reduction in force (RIF) scheduled for early June. This move has raised concerns among utilities and state officials nationwide, as LIHEAP is a critical program that provides essential financial assistance to income-eligible customers, helping them pay their utility bills. The American Public Power Association is actively working with federal stakeholders to coordinate next steps. While the majority of the 2025 LIHEAP appropriation has already been released, the RIF is unlikely to have an immediate impact on local LIHEAP funding. However, remaining federal funds may be delayed, as there will be no staff to process and release them. For now, state officials have reported no interruption in LIHEAP disbursements to income-eligible Wisconsin utility customers.
- If delays in funding persist, it could impact our utility by limiting the available assistance to those who rely on it to help pay their utility bills. This program is vital to supporting our community and ensuring that low-income households can maintain access to essential utility services.

## MEUW Engagement and Upcoming Events

- On April 8, 2025, I attended the MEUW Board of Directors meeting and workshop. The board discussed topics including Succession Planning, Legislative and Regulatory Priorities, Safety and Education, Communications, and Member Services. We also received reports from the Member Engagement and Advocacy Committees.
- MEUW's 95th Annual Conference will be held May 13–15. This event brings together municipal utility leaders from across the state to exchange ideas, explore new information, and strengthen public power in Wisconsin. Commissioners interested in attending are encouraged to contact me—I can provide additional details and handle registration for the event.
- MEUW's 2025 District Dinners will be held this fall. These gatherings offer a great opportunity for commissioners and staff to connect with peers from other municipal utilities, share updates, and engage in discussions on industry topics. We'll keep you posted as details are finalized, and you're more than welcome to attend and take part in the event.

## Winter Moratorium

- The winter shut-off moratorium in Wisconsin ends on April 15, and after that, utilities statewide may begin disconnections for overdue bills. We urge customers who are struggling to pay their bill to contact Waupun Utilities ASAP to discuss payment options and avoid service interruption.

This concludes my report for April 2025. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor  
DATE: April 14th, 2025  
SUBJECT: Electric Operations Report

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## **Electric Department Update:**

### Call-Ins

On March 5<sup>th</sup>, at approximately 3:39 PM, WU experienced an electrical equipment failure on the intersection of Olmstead St and Drummond St. The outage impacted service to 8 customers in the area. Two linemen responded and restored power at approximately 4:25 PM.

On March 24<sup>th</sup>, at approximately 4:45 PM, a customer called about a broken wire on the ground. A lineman responded and confirmed the wire was a communication cable.

### 2025 Line Clearance Tree Trimming

- Crew has completed annual routine line clearance tree trimming for 2024-2025.

### Electric System Study

- On March 19<sup>th</sup>, WU met with Forster Engineering to review their system study.
  - Meeting covered:
    - Current status of WU's substations capacity, reliability, and age.
    - Electric system improvement planning.

### SSM Dialysis Center Demolition

- WU retired electric service on April 1<sup>st</sup>.
  - As part of the service retirement, SSM will be responsible for the cost associated with maintaining electric service to 621 W. Main St, which is currently being served from the three-phase bank pole that previously served the Dialysis Center.

### Olmstead St Rebuild

- The rebuild project, which began in fall 2024, includes on-road work scheduled for spring 2025.
  - Poles are set and conductor is installed. Crew will transfer customers to new line when on-road work is needed, due to weather or wet soil conditions.

## Development Planning

- WU electric department has been working on coordination, design, material procurement, and construction for the following projects:
  - Dollar General
    - Requiring a primary extension to serve one 600-amp 3 phase service.
    - Directional drilling contractor completed bore under Hwy 49 and to east property line to extend three-phase primary to the customer.
    - WU will continue the extension when customer provides concrete transformer pad.
    - WU will take the opportunity to extend single phase underground power to adjacent lot line to eliminate a portion of overhead primary.
      - 112.5 KVA transformer currently in stock.
  - Kwik Trip East
    - WU crew will start trenching for primary extension on the week of April 28<sup>th</sup>.
      - Temporary construction service is in place and energized.
      - 225 KVA currently out on system that will be swapped for smaller unit to provide new service to Kwik trip.
  - Eagle Manufacturing
    - Requires a primary extension to serve two 2000-amp 277/480v services.
    - One service for the new construction, and an additional service setup for future additions.
      - 750 KVA transformer currently in stock.
      - Temporary construction service has been energized.
  - 56-Unit Housing Complex
    - Complex requires a primary extension to serve four 800-amp services.
      - 300 KVA transformer currently in stock.
      - WU also has the required number of 12s meters in stock for the development.

## WPPI Shared Services - Meter Testing and GIS

- Meter Testing
  - On April 7<sup>th</sup>, WU completed the first of five days contracted with WPPI's Shared Meter Testing service.
    - Service is used to test and verify all three-phase instrument-rated meter settings on the system.
    - Service also includes oil testing for all substation transformers and regulators.
- GIS
  - Map/App is being utilized to assign each electric meter to the transformer that serves the meter.
    - Upon completion, this will provide WU with a monthly transformer loading report.
      - Report will highlight transformers that are overloaded or underloaded based on parameters set by WU.
  - Map/App showing the age, by decade, of every wood pole on WU system.
  - Map/App to record and track required PSC System Inspections.
    - WPPI will be doing a spotlight article on WU's use of GIS for PSC inspections.
  - Map/app to record and track annual line clearance tree trimming.

### United Cooperative

- Soy facility is projected to have two 3000-amp services. Dual concrete transformer pads are poured at Soy facility. WU electric crew will start work on trenching, dual primary feeds, transformer installations, and metering the week of April 14<sup>th</sup>.
- Feeder loop installation will be completed in the spring/summer of 2025.
- Four of six services are currently energized and in-service.

### Pole Move for ATC

- ATC will be rebuilding the 69kV line from WU Main Substation, heading east out of Waupun.
- As part of the project, WU will need to set a new distribution pole to maintain two spans of distribution under-build heading east from N. Madison St.
- WU will retire the remaining under-build distribution on ATC's structures, from behind Rock River Intermediate School to the intersection of Fond du Lac St and E. Spring St.
- WU will also need to provide a dead-span for ATC's contractor to safely string new transmission conductor over Circuit 6 on N. Madison St.

This concludes my report for the April 2025 WU Commission Meeting. Please contact me at 324-7920 or [ovandekolk@waupunutilities.org](mailto:ovandekolk@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: April 10, 2025  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

Tower levels have been changed to summer levels in response to higher-than-expected consumption and unpredictable weather patterns. This proactive measure ensures we can meet the increased demand and continue providing reliable service during this period.

### **Wastewater Treatment Facility:**

There were two call-ins that occurred this past month. Below is the Incident Summary:

#### **1. MBR Safe Mode Alarm:**

- The first call-in was triggered by an MBR (Membrane Bioreactor) safe mode alarm. This issue was identified as a latch bit within the PLC (Programmable Logic Controller) system. The matter has been resolved, and the system is now operating normally.

#### **2. Ferric Pump Failure:**

- The second call-in was related to a ferric pump failure due to a high-pressure alarm. Upon investigation, it was found that the alarm coincided with a new load of ferric chloride, and a solid obstruction in the discharge line was identified as the cause of the pressure build-up. The issue has been addressed, and the pump is back in service.

### **Membrane Cleaning:**

The Cleaning-in-Place (CIP) process for Membrane Trains 1, 2, and 3 has been successfully completed. Following the cleaning, the transmembrane pressures have returned to baseline levels, indicating that the systems are operating efficiently.

Additionally, post-cleaning testing was performed to check chlorine levels, ensuring they were within proper ranges to prevent the formation of chloramines before the membranes were brought back online.

### **ABNR Lighting Installation Update:**

As of April 11th, I'm pleased to report that three-fifths of the lights have been successfully installed for the ABNR lighting installation project. The process has been progressing smoothly, and we are on track to have the entire installation completed by early May, as initially planned.



**Water/Sewer Crew:**

There are no call-ins to report this month.

**Annual Manhole Inspection:**

As part of our annual manhole inspection process, we have now incorporated the collection of additional critical data, specifically manhole rim and flow line elevations. This data is essential for enhancing our understanding of the overall performance and condition of our sewer system and will contribute to more precise and accurate data for the collection system model.

By collecting this data, we can better monitor the system's condition, identify potential issues such as blockages or capacity limitations, and support proactive planning for future infrastructure improvements. Additionally, measuring rim and flow line elevations enables a more thorough analysis of flow patterns, groundwater impacts, and the overall effectiveness of the system design.

**Sanitary Sewer Collection Modeling:**

MSA Professionals has been awarded the sanitary sewer collection system modeling project, with work set to begin at the end of April. This marks a crucial step in ensuring the system's efficiency, reliability, and capacity to meet both current and future demands.

Sanitary sewer collection system modeling is a process that involves designing, simulating, and analyzing the infrastructure responsible for transporting wastewater from homes and businesses to treatment facilities. The primary goal is to ensure the system can efficiently manage varying wastewater flows while preventing issues like overflows and blockages.

**Key Metrics Involved in the Modeling Process:****1. Data Collection and Site Assessment:**

- Collecting detailed information on the existing sewer system infrastructure, including pipe sizes, materials, layout, and flow data. This step provides the foundation for accurate modeling.

**2. Hydraulic Analysis and Flow Simulation:**

- Simulating wastewater flow through the system under various conditions, such as peak demand or wet-weather events, to understand system behavior and identify potential weaknesses.

**3. System Optimization:**

- Identifying areas with insufficient capacity or other issues and proposing solutions, such as pipe resizing, additional pumping stations, or other infrastructure improvements.

**4. Validation:**

- Ensuring the model accurately reflects real-world conditions by comparing its results to historical data and flow measurements, and making adjustments as needed to ensure its reliability.

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



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: April 14, 2025  
SUBJECT: February 2025 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

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

## MONTHLY OPERATING RESULTS – February 2025 Monthly and Year-To-Date (YTD)

### Sales

#### Electric

- Monthly kWh sales were **1.6% below** budget & **2.0% higher** than February 2024 on decreased sales to Residential customers.

#### Water

- Monthly sales units of 100 cubic feet were **6.8% below** budget & **11.9% lower** than February 2024 sales on lower sales to Industrial customers.

#### Sewer

- Monthly sales units of 100 cubic feet were **4.2% below** budget & **5.4% lower** than February 2024 from lower volumes to Public Authority customers.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were **below** budget \$178,400 and \$208,800, respectively, due to overall lower purchased power costs from low market energy prices associated with natural gas commodities.
- Gross margin was \$30,400 **above** budget as a result of lower market energy prices.
- Operating expenses were \$5,600 **below** budget primarily due to lower distribution expenses associated with tree trimming than budgeted.
- Operating income was \$158,100 or \$115,000 **above** budget, largely due to the lower market energy prices.
- Net income was \$186,700 or \$144,100 **above** budget primarily from lower than budgeted purchased power expenses.
- The rolling 12-month Rate of Return was 7.8%.

#### Water

- Operating revenues were \$6,100 **below** budget due to lower sales associated with Industrial customers.
- Operating expenses were \$2,400 **below** budget on lower distribution expenses associated with water main breaks.
- Operating income was \$97,200 or \$8,300 **above** budget.
- Net income was \$110,000 or \$32,800 **above** budget.
- The rolling 12-month Rate of Return was 3.2%.

#### Sewer

- Operating revenues were \$38,600 **below** budget due to fewer high strength charges to Public Authority customers.
- Operating expenses were \$31,500 **below** budget due to lower maintenance expenses at the WWTF.
- Operating income (loss) was (\$153,300) or \$13,200 **below** budget as a result of additional non-cash depreciation expense associated with new ABNR facilities.
- Net income (loss) was (\$170,900) or \$13,600 **above** budget largely due to additional non-cash depreciation expense associated with new ABNR facilities.
- The rolling 12-month Rate of Return was (0.1%).

### **Balance Sheets**

#### Electric

- Balance sheet **decreased** \$110,200 from January 2025 due to a principal and interest payment made on the utility's debt during the month in the amount of \$190,700.
- Unrestricted cash **increased** \$94,600 from the increase in sales/collections from the previous month.
- Long-term debt **decreased** \$185,000 as a result of a principal payment made during the month.
- Net position **increased** \$39,900.

#### Water

- Balance sheet **decreased** \$468,400 from January 2025 due to a principal and interest payment made on the utility's debt during the month in the amount of \$507,100.
- Unrestricted cash **increased** \$67,500 from routine operations.
- Long-term debt **decreased** \$470,000 as a result of principal payments made during the month.
- Net position **increased** \$45,300.

#### Sewer

- Balance sheet **decreased** \$60,200 from January 2025 from routine operations which included additional non-cash depreciation expense increases associated with the ABNR facilities.
- Unrestricted cash was comparable to January 2025.
- Net position **decreased** \$62,300.

### **Cash and Investments**

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

- Total cash and investments **decreased** \$376,300 or **(2.9%)** from January 2025 primarily from debt payments made associated with the electric & water utility's debt totaling \$697,800.
- Received interest and distributions of \$5,400 and recorded unrealized market adjustments of \$18,200 along with (\$600) in management fees, resulting in a net portfolio **loss** of \$23,000 for the month.

- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$26,800 and \$71,900 year-to-date.

## OTHER FINANCIAL MATTERS

### **WWTP Upgrade – Construction Update and Progress**

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

<b>Total Project Budget</b> <i>(As of 4/14/2024):</i>	<b>\$ 37,508,000</b>
<b>Total Project Costs to Date</b> <i>(Thru 4/10/2025):</i>	<b>\$ 35,976,287</b>
<b>Loan Draws – Project to Date</b> <i>(Thru 4/10/2025):</i>	<b>\$ 27,807,000</b>
<b>Grants Provided</b> <i>(Thru 4/10/2025):</i>	<b>\$ 8,022,706</b>
<b>Disburse Request #36 Requested</b> <i>(10/28/24):</i>	<b>\$ 206,096</b>
<b>Disburse Request #36 – Paid</b> <i>(11/14/24):</i>	<b>\$ 206,096</b>

### **Disconnection Moratorium Ends April 15**

The PSC mandated disconnection moratorium for electric utilities ends April 15, 2025. A total of 401 disconnection notices were sent to customers for unpaid balances and 248 customers remain on the list for disconnection on Wednesday, April 16<sup>th</sup>.

### **New Sewer Rates Effective April 1**

The new sewer rates are effective beginning April 1, 2025 and will be applied to the April 2025 billing in early May 2025.

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



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: May 12, 2025  
SUBJECT: General Manager Report

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#### Youth Apprenticeship Program

- Staff conducted interviews with students interested in the Youth Apprenticeship position at the WU Wastewater Treatment Facility. After reviewing all applicant resumes and completing the interview process, we are pleased to announce that an offer has been extended to the selected candidate.

#### Staff Update

- We are pleased to announce that Carson Schramm has successfully completed the Line Worker Apprenticeship Program. This significant milestone reflects his dedication, hard work, and commitment to professional growth. Please join us in congratulating Carson on this achievement.

#### WPPI GIS Forum

- The WPPI GIS Forum, held on May 6, provided participants with an opportunity to exchange ideas, tools, and methodologies aimed at improving the efficiency and effectiveness of GIS applications. The group explored emerging technologies, industry trends, and recent advancements in the field. Owen attended on behalf of WU and delivered a presentation highlighting the GIS advancements WU has implemented, particularly in collaboration with WPPI's shared services staff.

#### Customer Survey

- This year, WPPI is conducting a feedback survey for small and midsize customers. The survey begins on June 3, and results will be shared in the fourth quarter. It aims to measure satisfaction and uncover what drives positive experiences within this customer segment. The survey will also identify key customer needs through questions on satisfaction, value, utility performance, communication preferences and expectations, and energy goals and interest in utility programs. The results will help inform future joint action services, program development, and customer outreach efforts.

#### Power Breakfast

- The Customers First Coalition Power Breakfast was held on Tuesday, May 6, at the Premier Park Hotel in Madison. Public Service Commission of Wisconsin Chairperson Summer Strand delivered the opening remarks. The event featured two panel discussions.

- The first panel discussion, “Data Centers and Energy Use: Challenges and Opportunities,” featured representatives from Google’s Energy Market Development team, the Executive Vice President of External Affairs at WEC Energy Group, and the Chief Commercial Officer at National Grid Renewables.
- The second panel, “Regulatory, Policy, and Consumer Implications of Data Center Energy Use,” included the Executive Director of the Citizens Utility Board of Wisconsin, the Regional Vice President of Energy Policy at Xcel Energy, and the Senior Director of State Policy and Strategy at the Midcontinent Independent System Operator (MISO).

This concludes my report for May 2025. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor  
DATE: May 12, 2025  
SUBJECT: Electric Operations Report

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## **Electric Department Update:**

### Call-Ins

- April 13 – At approximately 5:50 PM, two linemen responded to an outage affecting approximately 65 customers in the areas of Grandview, S. State, S. Division, and Pleasant Ave. The outage was caused by an electrical equipment failure, which triggered an upstream over-current device. The crew replaced the failed equipment and fusing to restore power.
- April 17 – At approximately 4:15 PM, the on-call lineman responded to a broken tree limb resting on the service drop at 500 block of E. Jefferson St. The limb was cut free from the service. No outage occurred.
- April 18 – At approximately 2:00 PM, the on-call lineman responded to a customer-reported outage via the Outage Management System (OMS) on Olmstead St. The outage was caused by a connector failure. The lineman replaced the connections and restored power.
- April 19 – At approximately 5:30 PM, the on-call lineman responded to a lost phase at 700 County Park Rd. (The Rock). The issue was caused by a golf ball striking electrical equipment. The lineman reinstalled the switch door and re-energized the service.

### Olmstead St. Rebuild

- The rebuild was completed in April.

### Development Planning

- WU electric department has been working on coordination, design, material procurement, and construction for the following projects:
  - Dollar General
    - Requires a primary extension to serve one 600-amp 3-phase service.
    - Crew has all conduit and metering installed.
    - Conductor installation scheduled for the week of May 5.
    - WU will also extend single-phase underground power to adjacent lot line to eliminate a portion of overhead primary.
      - 112.5 kVA transformer currently in stock.
  - Kwik Trip East
    - Conduits and metering have been installed.
    - Temporary construction service is in place and energized.
    - A 225 kVA transformer currently out on system will be swapped for smaller unit to provide new service to Kwik Trip.

- Eagle Manufacturing
  - Requires a primary extension to serve two 2,000-amp 277/480V services.
  - One service for the new construction, and an additional service setup for future expansion.
  - WU continues to work with customer to provide service extension estimate.
    - 750 kVA transformer currently in stock.
    - Temporary construction service has been energized.
- 56-Unit Housing Complex
  - Complex requires a primary extension to serve four 800-amp services.
    - Extension estimate was sent out the week of May 5.
    - 300 kVA transformer currently in stock.
    - WU has the required number of 12s meters in stock for development.

#### WPPI Shared Services

- GIS
  - Map/App developed for assigning every electric meter to the transformer that serves it.
    - Assistant Electric Supervisor continues to work on mapping and meter updates to utilize WPPI's transformer loading tool.
    - Upon completion, this will provide WU with a monthly transformer loading report.
      - Report will highlight transformers that are overloaded or underloaded according to parameters set by WU.

#### Homan Chrysler Dodge Jeep Ram Car Charger

- Charger and metering equipment have been installed.
- WU crew will install 300kVA transformer to serve new car charger service.

#### Claggett Ave (Update)

- Directional drilling contractor is scheduled to perform restoration from last fall's conduit installation.

#### United Cooperative

- Soy facility is projected to have two 3,000-amp services. Dual concrete transformer pads are poured at Soy facility.
  - All conduits have been installed to both transformer locations.
  - Metering installations are complete for both soy services.
  - Crew will continue work in the coming weeks to finish conductor and transformer installations.
  - Both services are scheduled to be energized in late May or early June.
- Feeder loop installation will be completed in spring/summer of 2025.
- Four of six services are currently energized and in-service.

This concludes my report for the May 2025 WU Commission Meeting. Please contact me at 324-7920 or [ovandekolk@waupunutilities.org](mailto:ovandekolk@waupunutilities.org) with any questions or concerns.





TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: May 6, 2025  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

The potassium permanganate soak has been successfully completed to rejuvenate the manganese greensand filtration media. This regeneration process restores the media's oxidative capacity, ensuring continued optimal performance in removing iron and manganese. Routine monitoring will follow to confirm efficacy and identify any need for further treatment cycles.

The Well Siting Request for Proposals (RFP) has been awarded to Strand Associates. Their proposal was selected based on a comprehensive evaluation of qualifications, technical approach, and cost-effectiveness. The well siting study will include a review of existing hydrogeologic data and an assessment of current and projected system demands. Strand Associates will identify and evaluate potential well locations based on suitability and long-term viability. Coordination with regulatory agencies will be conducted throughout the process to ensure compliance. Based on their findings, Strand Associates will develop site-specific recommendations and provide cost estimates and timeline projections for well installation.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

All ABNR (Advanced Biological Nutrient Removal) lights have been successfully installed. Since the installation, we have observed a noticeable shift in the system's biological performance. Specifically, there has been an improvement in phosphorus and ammonia removal efficiency, along with an increase in the density of the biomass. These changes indicate enhanced nutrient uptake and biological activity within the system. We will continue to monitor and document system performance as adjustments stabilize.

Spring land application of biosolids has been successfully completed. A total of 720 cubic yards of biosolids were applied to approved agricultural fields. The application provided approximately 160 units of nitrogen to the soil and was carried out in full compliance with DNR guidelines and permitting requirements.

**Wastewater Treatment Facility Continued:**

The Automatic Transfer Switch (ATS) has arrived, and Wilsurge is currently on site to complete the installation. The team is finalizing the installation of the switch, conduit, and wiring in preparation for the system startup.

Inspire Wisconsin Youth Apprenticeship event was well received by participants and attendees. The event successfully generated interest and excitement around apprenticeship opportunities within our organization. We are currently in the process of interviewing candidates to fill an apprentice position, and we are hopeful to have a qualified individual selected soon.

Fourth grade classes from Central Wisconsin Christian (CWC) recently toured the wastewater plant. The visit was a great success, with excellent interaction between our staff and the students. The students engaged with various aspects of the plant operations, and our team was pleased to share insights and answer their questions. It was a valuable educational experience for the students and helped foster positive community relations.

**Water/Sewer Crew:**

There are no call-ins to report this month.

The crew has completed repair on a cracked and collapsing sanitary lateral located on Grove St. The issue was identified during routine inspection and required immediate attention to prevent further structural failure and potential service disruption. The damaged section was excavated and replaced, and the area has been restored. Follow-up inspections will be conducted to ensure the integrity of the surrounding infrastructure.

Construction has commenced on Rock and Newton Avenue. Crews are actively working on the installation of the new sanitary sewer main and lateral connections as part of the planned infrastructure improvements. The project is off to a smooth start, and all work is currently progressing as expected.

**Buildings and Grounds:**

New windows have been installed on the north side of the Administration Building, and a new rooftop HVAC unit has also been installed. Both upgrades are part of Phase Two of the ongoing facility improvement plan.

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



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: May 12, 2025  
SUBJECT: March 2025 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

Construction for all three utilities was minimal as is typical for the early spring months. Electric crews work on maintenance projects such as tree trimming and the water/sewer crews work on televising mains to identify failing infrastructure.

## MONTHLY OPERATING RESULTS – March 2025 Monthly and Year-To-Date (YTD)

### Sales

#### Electric

- Monthly kWh sales were **4.0% below** budget & **1.0% higher** than March 2024 on increased sales to Residential customers.
- YTD kWh sales were **3.3% below** budget & **0.7% higher** than March 2024 YTD actual sales.

#### Water

- Monthly sales units of 100 cubic feet were **4.5% below** budget & **7.9% lower** than March 2024 sales on lower sales to Industrial customers.
- YTD water sales were **4.1% below** budget & **8.1% lower** than March 2024 YTD actual sales.

#### Sewer

- Monthly sales units of 100 cubic feet were **2.9% below** budget & **13.2% lower** than March 2024 from lower volumes to Public Authority customers.
- YTD sewer sales were **2.1% below** budget & **6.4% lower** than March 2024 YTD actual sales.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were **below** budget \$243,800 and \$267,400, respectively, due to overall lower purchased power costs from low market energy prices associated with natural gas commodities.
- Gross margin was \$23,700 **above** budget as a result of lower market energy prices.
- Operating expenses were \$1,400 **below** budget primarily due to lower distribution expenses associated with tree trimming than budgeted.
- Operating income was \$158,600 or \$104,700 **above** budget, largely due to the lower market energy prices.
- Net income was \$200,800 or \$147,600 **above** budget primarily from lower than budgeted purchased power expenses.
- The rolling 12-month Rate of Return was 8.7%.

#### Water

- Operating revenues were \$10,600 **below** budget due to lower sales associated with Industrial customers.
- Operating expenses were \$10,000 **above** budget on due to unplanned maintenance performed at the water treatment facility.
- Operating income was \$133,000 or \$3,800 **below** budget.
- Net income was \$151,200 or \$30,700 **above** budget.
- The rolling 12-month Rate of Return was 3.5%.

#### Sewer

- Operating revenues were \$56,700 **below** budget due to decreased consumption and fewer high strength surcharges to Public Authority customers.
- Operating expenses were \$96,000 **below** budget due to lower maintenance expenses at the WWTF as part of the new ABNR system optimization process.
- Operating income (loss) was (\$211,200) or \$30,300 **below** budget as a result of additional non-cash depreciation expense associated with new ABNR facilities.
- Net income (loss) was (\$234,500) or \$73,700 **above** budget largely due to additional non-cash depreciation expense associated with new ABNR facilities.
- The rolling 12-month Rate of Return was (0.4%).

### **Balance Sheets**

#### Electric

- Balance sheet **increased** \$111,700 from February 2025 due to an increase in unrestricted cash from routine operations and continued lower market energy costs.
- Unrestricted cash **increased** \$188,600 from routine operations.
- Net position **increased** \$14,900.

#### Water

- Balance sheet **increased** \$34,300 from February 2025 from routine operations.
- Unrestricted cash **increased** \$44,800.
- Net position **increased** \$41,800.

#### Sewer

- Balance sheet **decreased** \$65,500 from February 2025 from routine operations which included additional non-cash depreciation expense increases associated with the ABNR facilities.
- Unrestricted cash was comparable to February 2025.
- Net position **decreased** \$62,500.

### **Cash and Investments**

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

- Total cash and investments **increased** \$386,700 or **3.1%** from February 2025 primarily from routine operations across all three utilities.
- Received interest and distributions of \$23,300 and recorded unrealized market adjustments of \$4,100 along with (\$600) in management fees, resulting in a net portfolio **gain** of \$26,800 for the month.
- March 2025 included the transfer of \$1.5 million from our LGIP accounts to our investment advisor accounts to lock-in longer-term returns due to uncertain market conditions.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$42,200 and \$114,100 year-to-date.

## OTHER FINANCIAL MATTERS

### WWTP Upgrade – Construction Update and Progress

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

<b>Total Project Budget</b> <i>(As of 4/14/2024):</i>	<b>\$ 37,508,000</b>
<b>Total Project Costs to Date</b> <i>(Thru 5/7/2025):</i>	<b>\$ 35,982,584</b>
<b>Loan Draws – Project to Date</b> <i>(Thru 5/7/2025):</i>	<b>\$ 27,807,000</b>
<b>Grants Provided</b> <i>(Thru 5/7/2025):</i>	<b>\$ 8,022,706</b>
<b>Disburse Request #37 Requested</b> <i>(4/9/2025):</i>	<b>\$ 483,848</b>
<b>Disburse Request #37 – Paid</b> <i>(4/21/2025):</i>	<b>\$ 483,850</b>

### New Sewer Rates Effective April 1

The new sewer rates were effective beginning April 1, 2025 and were applied to the April 2025 billing in early May 2025.

### Year-End Financial Reporting Completion

Year-end 2024 financial reporting has been completed including the following: 2024 audited financial statements, 2024 PSC report submission, PSC construction authorization quarterly reporting and USDA annual reporting requirements.

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

## CITY OF WAUPUN FINANCIAL SUMMARY REPORT 2025

### January

Revenues	Expenses
\$542,183 - Insurance recovery for Roof Damage work to be completed in 2025 (Total \$708,455)	
\$11,722 - State Aid Flooding June 2024	

### February

Revenues	Expenses
----------	----------

### March

Revenues	Expenses
----------	----------

### April

Revenues	Expenses
Interest Income \$89,000 over budget	

# CITY OF WAUPUN MONTHLY FINANCIAL REPORT

April 30, 2025



## General Operations Fund

	4/30/2025 Month Activity	4/30/2025 YTD Actual	4/30/2025 Budget Amount	4/30/2025 Over/(Under)	% of Year Past 33%
<b>REVENUE</b>					
Taxes	51,946	1,619,497	2,384,660	(765,163)	67.91
Special Assessments	15	44	100	(56)	43.84
Intergovernmental Aids	159,086	428,304	4,144,529	(3,716,225)	10.33
Licenses and Permits	1,586	14,910	55,125	(40,215)	27.05
Penalties, Forfeitures	3,885	18,721	42,500	(23,779)	44.05
Public Charges for Service	30,627	184,442	366,080	(181,638)	50.38
Intergovernmental Charges	-	-	-	-	
Miscellaneous Revenue	46,120	157,980	74,575	83,405	211.84
Special Funds Activity	-	-	176,506	(176,506)	0.00
<b>TOTAL REVENUE</b>	<b>293,264</b>	<b>2,423,898</b>	<b>7,244,075</b>	<b>(4,820,177)</b>	
<b>EXPENDITURES</b>					
General Government	105,518	399,472	1,514,733	(1,115,260)	26.37
Recreation	40,983	84,416	730,489	(646,073)	11.56
Assessor/Inspector	3,204	12,821	40,500	(27,679)	31.66
Police	195,804	736,186	2,616,773	(1,880,587)	28.13
Fire	32,373	117,760	683,794	(566,034)	17.22
Public Works	136,966	510,645	1,700,457	(1,189,812)	30.03
Economic Dvlp/Admin	816	17,595	21,895	(4,300)	80.36
<b>TOTAL EXPENDITURES</b>	<b>515,663</b>	<b>1,878,896</b>	<b>7,308,641</b>	<b>(5,429,745)</b>	
<b>NET REVENUES OVER EXPENDITURES</b>	<b>(222,399)</b>	<b>545,002</b>	<b>(64,566)</b>		

## Library Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	
<b>REVENUE</b>					
Tax Levy	-	475,330	575,277	(99,947)	82.63
Interest/Divid/Grants/Cty Approp	160,706	231,464	223,304	8,160	103.65
Fees	189	1,153	1,300	(147)	88.69
Revenue/Donations	4,436	10,817	5,000	5,817	216.34
<b>TOTAL REVENUE</b>	<b>165,332</b>	<b>718,764</b>	<b>804,881</b>	<b>(86,117)</b>	
<b>EXPENDITURES</b>					
Wages/Benefits	54,469	213,583	804,881	(591,298)	26.54
Revenue/Donations	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>54,469</b>	<b>213,583</b>	<b>804,881</b>	<b>(591,298)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>110,863</b>	<b>505,181</b>	<b>-</b>		

## Grants and Donations Fund

	4/30/2025 <i>Month Activity</i>	4/30/2025 <i>YTD Actual</i>	4/30/2025 <i>Budget Amount</i>	4/30/2025 <i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Federal Grants	-	-	-	-	0.00
State/Misc Grants & Donations	20,710	48,907	6,000	42,907	815.12
<b>TOTAL REVENUE</b>	<b>20,710</b>	<b>48,907</b>	<b>6,000</b>	<b>42,907</b>	
<b>EXPENDITURES</b>					
General Government	-	-	5,000	(5,000)	0.00
Recreational Grants	264	9,584	-	9,584	0.00
Police Grants	55	365	-	365	0.00
Fire/EMR Grants	-	3,906	-	3,906	0.00
DPW Grants	-	-	-	-	0.00
Economic Development	-	-	1,000	(1,000)	0.00
<b>TOTAL EXPENDITURES</b>	<b>319</b>	<b>13,855</b>	<b>6,000</b>	<b>7,855</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>20,391</b>	<b>35,053</b>	<b>-</b>		

## Building Inspection Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Levy	-	-	-	-	0.00
Building Permits	10,345	42,502	75,000	(32,498)	56.67
Fees	2,655	7,205	9,500	(2,295)	75.84
<b>TOTAL REVENUE</b>	<b>13,000</b>	<b>49,707</b>	<b>84,500</b>	<b>(34,793)</b>	
<b>EXPENDITURES</b>					
Operating Supplies/Wages	16,831	29,311	78,108	(48,797)	37.53
<b>TOTAL EXPENDITURES</b>	<b>16,831</b>	<b>29,311</b>	<b>78,108</b>	<b>(48,797)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(3,831)</b>	<b>20,396</b>	<b>6,392</b>		

## Debt Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Paid to Escrow Agent	-	-	-	-	0.00
General Property Tax	-	666,778	806,980	(140,202)	82.63
Funds Applied	132	536	1,000	(464)	53.63
Transfer in Other Funds	91,600	236,004	1,062,085	(826,081)	22.22
<b>TOTAL REVENUE</b>	<b>91,732</b>	<b>903,317</b>	<b>1,870,065</b>	<b>(966,748)</b>	
<b>EXPENDITURES</b>					
Principal and Interest Payments	-	7,725	130,450	(122,725)	5.92
Principal and Interest Payments	261,275	413,669	1,739,616	(1,325,947)	23.78
<b>TOTAL EXPENDITURES</b>	<b>261,275</b>	<b>421,394</b>	<b>1,870,066</b>	<b>(1,448,672)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(169,543)</b>	<b>481,924</b>	<b>(1)</b>		



## Capital Fund

	4/30/2025	4/30/2025	4/30/2025	4/30/2025	
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Levy	-	280,929	340,000	(59,071)	82.63
Sidewalks	-	-	-	-	0.00
State Shared Revenue/Exp. Restr.	-	21,433	533,063	(511,630)	4.02
Fees - Recreation Facilities	-	500	15,000	(14,500)	3.33
Co. & Muni. Street & Highways	-	-	-	-	0.00
Interest and Misc Income	3,710	722,222	8,000	714,222	9027.77
Transfer in Other Funds	-	1,658,077	1,206,646	451,431	137.41
<b>TOTAL REVENUE</b>	<b>3,710</b>	<b>2,683,161</b>	<b>2,102,709</b>	<b>580,452</b>	
<b>EXPENDITURES</b>					
City Hall	-	112,209	165,000	(52,791)	
Recreation	42,082	64,163	339,130	(274,967)	18.92
Public Safety	-	-	297,500	(297,500)	0.00
Library	-	-	5,000	(5,000)	0.00
DPW/Streets	14,614	425,843	1,161,747	(735,904)	36.66
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>56,697</b>	<b>602,215</b>	<b>1,968,377</b>	<b>(1,366,162)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(52,986)</b>	<b>2,080,947</b>	<b>134,332</b>		

## Business Park Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	-	-	-	0.00
Interest Income	-	-	-	-	0.00
Leases/Debt Proceeds	(27,174)	36,954	12,221	24,733	302.38
<b>TOTAL REVENUE</b>	<b>(27,174)</b>	<b>36,954</b>	<b>12,221</b>	<b>24,733</b>	
<b>EXPENDITURES</b>					
Operating	2,671	44,135	51,149	(7,014)	86.29
<b>TOTAL EXPENDITURES</b>	<b>2,671</b>	<b>44,135</b>	<b>51,149</b>	<b>(7,014)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(29,845)</b>	<b>(7,181)</b>	<b>(38,928)</b>		

## TID 3 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	153,835	206,481	(52,646)	74.50
PILOT	-	6,600	6,023	577	109.58
Grants	88,877	88,877	-	88,877	0.00
Permits	-	-	-	-	0.00
Donations	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>88,877</b>	<b>249,313</b>	<b>212,504</b>	<b>36,809</b>	
<b>EXPENDITURES</b>					
Operating	104,764	209,491	181,088	28,403	115.68
Transfer Out - Other Funds	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<b>104,764</b>	<b>209,491</b>	<b>181,088</b>	<b>28,403</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(15,887)</b>	<b>39,822</b>	<b>31,416</b>		

### TID 5 Fund

	4/30/2025 Month Activity	4/30/2025 YTD Actual	4/30/2025 Budget Amount	4/30/2025 Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	383,130	485,416	(102,286)	78.93
Developer Guarantees	-	7,004	32,342	(25,338)	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>-</b>	<b>390,134</b>	<b>517,758</b>	<b>(127,624)</b>	
<b>EXPENDITURES</b>					
Operating	-	42,382	387,800	(345,418)	10.93
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>42,382</b>	<b>387,800</b>	<b>(345,418)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>347,752</b>	<b>129,958</b>		

### TID 6 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	113,117	140,441	(27,324)	80.54
State/Federal Grants	-	-	-	-	0.00
Permits	-	-	-	-	0.00
Donations/Transfer In	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>-</b>	<b>113,117</b>	<b>140,441</b>	<b>(27,324)</b>	
<b>EXPENDITURES</b>					
Transfers Out - Other Funds	-	-	100,000	(100,000)	0.00
Operating	-	1,643	5,150	(3,507)	31.90
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>1,643</b>	<b>105,150</b>	<b>(103,507)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>111,474</b>	<b>35,291</b>		

### TID 7 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	61,656	75,484	(13,828)	81.68
Permits	-	-	-	-	0.00
State Grants	-	-	-	-	0.00
Permits - Other	2,499	11,920	-	11,920	0.00
Donations	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>2,499</b>	<b>73,576</b>	<b>75,484</b>	<b>(1,908)</b>	
<b>EXPENDITURES</b>					
Int on Adv/Transfer to Debt Fund	-	-	157,938	(157,938)	0.00
Operating	153	1,709	1,150	559	148.64
<b>TOTAL EXPENDITURES</b>	<b>153</b>	<b>1,709</b>	<b>159,088</b>	<b>(157,379)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,347</b>	<b>71,867</b>	<b>(83,604)</b>	<b>155,470</b>	

## TID 8 Fund

	4/30/2025 <i>Month Activity</i>	4/30/2025 <i>YTD Actual</i>	4/30/2025 <i>Budget Amount</i>	4/30/2025 <i>Over/(Under)</i>	<b>Percent</b>
<b>REVENUE</b>					
Tax Increment	-	182,297	226,936	(44,639)	80.33
Permits	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Interest Revenue	-	-	-	-	0.00
Proceeds from Long Term Debt Issue	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>-</b>	<b>182,297</b>	<b>226,936</b>	<b>(44,639)</b>	
<b>EXPENDITURES</b>					
Transfer Out - Debt Fund	-	57,070	93,416	(36,346)	0.00
Operating	-	1,557	1,150	407	0.00
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>58,626</b>	<b>94,566</b>	<b>(35,940)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>123,670</b>	<b>132,370</b>		

## TID 9 Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Increment	-	427,948	517,932	(89,984)	0.00
Interest Revenue	1,625	6,405	-	6,405	0.00
Proceeds Long Term Debt	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>1,625</b>	<b>434,353</b>	<b>517,932</b>	<b>(83,579)</b>	
<b>EXPENDITURES</b>					
Transfer Out - Other Funds	-	-	103,500	(103,500)	0.00
Operating	4,524	16,278	2,450	13,828	664.42
<b>TOTAL EXPENDITURES</b>	<b>4,524</b>	<b>16,278</b>	<b>105,950</b>	<b>(89,672)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(2,899)</b>	<b>418,075</b>	<b>411,982</b>		

## Equipment Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Levy	-	232,122	280,930	(48,808)	82.63
Grants	-	10,471	-	10,471	0.00
Misc.	907	12,493	5,000	7,493	249.87
Transfers In - Other Funds	-	2,510,000	2,682,250	(172,250)	
<b>TOTAL REVENUE</b>	<b>907</b>	<b>2,765,086</b>	<b>2,968,180</b>	<b>(203,094)</b>	
<b>EXPENDITURES</b>					
Administration	-	8,084	20,100	(12,016)	40.22
Recreation	-	-	5,000	(5,000)	0.00
Police	26,178	129,317	195,127	(65,810)	66.27
Fire	-	1,826,615	2,519,000	(692,385)	72.51
Library	-	-	-	-	
DPW	35	58,229	286,750	(228,521)	20.31
<b>TOTAL EXPENDITURES</b>	<b>26,213</b>	<b>2,022,246</b>	<b>3,025,977</b>	<b>(1,003,731)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(25,306)</b>	<b>742,840</b>	<b>(57,797)</b>		

## Recycling Fund

	4/30/2025 <i>Month Activity</i>	4/30/2025 <i>YTD Actual</i>	4/30/2025 <i>Budget Amount</i>	4/30/2025 <i>Over/(Under)</i>	Percent
<b>REVENUE</b>					
Grant	-	-	5,000	(5,000)	0.00
Fees	12,547	37,625	160,229	(122,604)	23.48
Interest	418	1,693	3,500	(1,807)	48.37
<b>TOTAL REVENUE</b>	<b>12,964</b>	<b>39,318</b>	<b>168,729</b>	<b>(129,411)</b>	
<b>EXPENDITURES</b>					
Operating	13,326	38,705	160,048	(121,343)	24.18
<b>TOTAL EXPENDITURES</b>	<b>13,326</b>	<b>38,705</b>	<b>160,048</b>	<b>(121,343)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(361)</b>	<b>614</b>	<b>8,681</b>		

## Solid Waste Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Fees	37,640	112,876	442,265	(329,389)	25.52
<b>TOTAL REVENUE</b>	<b>37,640</b>	<b>112,876</b>	<b>442,265</b>	<b>(329,389)</b>	
<b>EXPENDITURES</b>					
Operating	35,412	104,481	442,493	(338,012)	23.61
<b>TOTAL EXPENDITURES</b>	<b>35,412</b>	<b>104,481</b>	<b>442,493</b>	<b>(338,012)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,227</b>	<b>8,396</b>	<b>(228)</b>		

## Tourism Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Local Room Tax	6,332	13,444	60,000	(46,556)	22.41
Misc.	-	-	10,000	(10,000)	0.00
<b>TOTAL REVENUE</b>	<b>6,332</b>	<b>13,444</b>	<b>70,000</b>	<b>(56,556)</b>	
<b>EXPENDITURES</b>					
Operating	3,728	11,131	70,000	(58,869)	15.90
<b>TOTAL EXPENDITURES</b>	<b>3,728</b>	<b>11,131</b>	<b>70,000</b>	<b>(58,869)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,605</b>	<b>2,312</b>	<b>-</b>		

## Taxi Fund

	4/30/2025	4/30/2025	4/30/2025	4/30/2025	
	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Tax Levy	-	37,182	45,000	(7,818)	0.00
State/Federal Grants	-	32,254	93,000	(60,746)	34.68
Sale of Vehicles/Property	-	-	-	-	0.00
Transfer In - Other Funds	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<b>-</b>	<b>69,436</b>	<b>138,000</b>	<b>(68,564)</b>	
<b>EXPENDITURES</b>					
Operating	9,237	34,493	162,928	(128,435)	21.17
<b>TOTAL EXPENDITURES</b>	<b>9,237</b>	<b>34,493</b>	<b>162,928</b>	<b>(128,435)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(9,237)</b>	<b>34,943</b>	<b>(24,928)</b>		

## Stormwater Fund

	Month Activity	YTD Actual	Budget Amount	Over/(Under)	Percent
<b>REVENUE</b>					
Grants	-	-	-	-	0.00
Fees	-	-	-	-	0.00
Stormwater Fees	53,829	159,882	592,500	(432,618)	26.98
Proceeds Long Term Debt Issue	-	545,000	1,115,643	(570,643)	0.00
<b>TOTAL REVENUE</b>	<b>53,829</b>	<b>704,882</b>	<b>1,708,143</b>	<b>(1,003,261)</b>	
<b>EXPENDITURES</b>					
Operating, Wages, Benefits	126,036	186,216	1,617,979	(1,431,763)	11.51
<b>TOTAL EXPENDITURES</b>	<b>126,036</b>	<b>186,216</b>	<b>1,617,979</b>	<b>(1,431,763)</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(72,207)</b>	<b>518,666</b>	<b>90,164</b>		



REPORT DATE:	May 27, 2025
DEPARTMENT:	Administration / Economic Development
PREPARED BY:	Administrator Schlieve

**KEY PERFORMANCE INDICATORS:**

METRIC	CURRENT	PRIOR YEAR	2020
2024 Net New Construction	5.3%	1.6%	1.4%
Median Home Value (US Census, ACS)	\$167,700	\$151,800	\$127,300
Median Household Income (US Census, ACS)	\$66,931	\$66,033	\$55,621
Poverty Rate (US Census, ACS)	13.7%	10.2%	7.7%
Number of Grants Issued (BID/CDA)	0 / \$0	6 / \$11,210	2 / \$6,125
TID Growth (Active TIDs / Increment Gained)	6 TIDS/\$43.6M	6 TIDS/\$14.3M	6 TIDS/\$4.9M
Total Tourism Dollars (previous month)	\$3,868.07	\$3,801.45	\$3,982.63

*\*Where used, Current US Census is derived from ACS data for year end 2023 (Source: <https://data.census.gov/table>)*

**GOAL PROGRESS:**

GOAL	NOTES/ACTIVITIES
1.1 Monitor progress with succession plan and adjust as needed.	<ul style="list-style-type: none"><li>Succession plans have been updated. Identified areas where we need to work on leadership development due to impending retirements.</li></ul>
1.2 Recruit and onboard vacant positions.	<ul style="list-style-type: none"><li>Preparing for onboarding of summer staff for DPW and Recreation</li></ul>
1.3 Identify methods to increase communication and public transparency.	<ul style="list-style-type: none"><li>Communications committee formed and first meeting planned for June.</li><li>Work with CivicPlus to address website upgrades.</li></ul>
1.4 Increase resources for building inspection/zoning/code enforcement.	<ul style="list-style-type: none"><li>Working to refine reporting with iWorQ tool and will begin sharing progress next month.</li></ul>
1.5 Revise employee handbook to reflect industry standards and regulatory requirements.	<ul style="list-style-type: none"><li>Handbook has been compiled into a searchable PDF document and needed revisions are being identified.</li><li>Worked with CVMIC to plan an HR Audit to identify largest policy gaps to be worked on.</li><li>Beginning implementation of Neogov suite of services to support HR function.</li></ul>

1.6 Annually review and revise where necessary employee job descriptions to reflect essential duties and functions.	<ul style="list-style-type: none"> <li>Annual performance reviews have been initiated – Due June 20. Job descriptions will be evaluated as part of this process.</li> </ul>
1.7 Recommend enhancements to employee compensation and benefits to reflect industry standards and best practices.	<ul style="list-style-type: none"> <li>Engaged with Cottingham &amp; Butler to review current wage scale and position classifications.</li> <li>Evaluated Health Insurance brokers to ensure we have the best partner on board to assist with our 2026 renewals. Preliminary renewals are being received and strategy discussions in process to focus on employee wellness and cost containment.</li> <li>Waupun Wellness Clinic is gaining an additional employer. Hours of operation will expand for all staff as of 7/1/25.</li> </ul>

GOAL	NOTES/ACTIVITIES
2.1 Market available land for development.	<ul style="list-style-type: none"> <li>10 acres of land in Waupun Industrial Park sold to Eagle Flexible Packaging to construct 55k square foot facility.</li> <li>Agreement to purchase land from Phoenix Investors along Libby St and the narrow strips running east of the city needed for Shaler Dr extension. Closing anticipated June 2025.</li> <li>Secured Dodge County Community Development Grant to support extension of Shaler Drive between travel plaza and Mayfair Dr. City will need to meet contingencies and provide 50% match. Total project cost estimated at \$1.7M.</li> </ul>
2.2 Strengthen entrepreneurial ecosystem to support business starts.	<ul style="list-style-type: none"> <li>Launching Ignite Rural Business Accelerator Program in Waupun this fall.</li> <li>Secured a Joint Small Business Development Grant through WEDC in collaboration with Ripon, Campbellsport and N Fond du Lac to start a rural development RLF and grant program.</li> </ul>
2.3 Advance Design WI plan to support downtown revitalization and leverage TID investments.	<ul style="list-style-type: none"> <li>Planning meeting with downtown property owners complete; engineer working on preliminary plans that will require further property owner engagement.</li> </ul>
2.4 Address Gaps in housing to meet the needs of the community.	<ul style="list-style-type: none"> <li>Finalized all requirements for Carver Flats multi-family development to move forward. Anticipate groundbreaking by summer of 2025.</li> <li>Identified gaps with PCD zoning and working to refine ordinances to support future housing projects.</li> <li>Creation of TID 10 – 331 Bly Street for redevelopment has been initiated.</li> <li>Acquired land from Phoenix Investors to support Shaler Dr extension to support added housing.</li> </ul>
2.5 Support business attraction.	<ul style="list-style-type: none"> <li>See 2.1 and 2.2 above.</li> <li>Cleaning up old Vande Zande Farm land to prepare for redevelopment. Amending TID 9 to include additional land for Shaler Drive</li> </ul>

	extension and industrial park expansion opportunities.
2.6 Strengthen partnerships with local schools and state agencies.	<ul style="list-style-type: none"> <li>• Complete first year of Youth Apprenticeship program for fire and Downtown Promotion.</li> <li>• Completed first year of Incubator.edu curriculum with WASD. Enrollments increasing for 25/26.</li> </ul>
2.7 Optimize TID performance.	<ul style="list-style-type: none"> <li>• 2025 growth has pushed City above 12% EV threshold on TIDs. This restricts us and needs to be addressed to support future growth. Action taken to close TID 6, amend TID 9 and open TID 10.</li> </ul>

## GENERAL COMMENTS & UPDATES:

### 1. Key Issues or Challenges/Notable Accomplishments

- We continue to evaluate roles and responsibilities for position vacated in accounting. Position remains vacant with no immediate plan to fill until organizational assessment is complete.
- We are working with DLWR on marketing content for a feature of Waupun in the Fox Cities Worth the Drive publication that will be released this summer.
- Police Union has notified management that they are interested in initiating collective bargaining. Our current contract ends 12/31/26. Interest has been expressed in moving to a 12 hour shift model. A current MOA supports early negotiation for that purpose. Initial discussion will begin in July.
- The property owner at 627 Maxon St has signed a quit claim deed to the City as a result of code enforcement action. Staff will be seeking approval via resolution to dispose of the property.

### 2. Future Considerations:

- We have presented the Town Chairs from Waupun, Chester and Trenton a framework for consolidation of fire departments. There is significant opportunity to save on capital costs for all parties if we are able to reach agreement. Next meeting planned for June 3.





## AGENDA SUMMARY SHEET

**MEETING DATE:** 5/27/25

**AGENDA SECTION:** DISCUSSION-REVIEW

**PRESENTER:** Kathy Schlieve

**TITLE:** Budget Workshop

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

### ISSUE SUMMARY:

This is the first in a series of budget workshops to prepare the 2026 City of Waupun Municipal Budget. Gaining alignment on strategic priorities with a common council is critical for effective governance and long-term success. We will discuss our budget timeline and planning process and introduce a survey that is designed to gather input from you as we kick-start the budget. After the meeting, you will receive a link in your email to complete the survey online.

### STAFF RECOMENDATION:

### ATTACHMENTS:

2026 Budget Timeline

### RECOMENDED MOTION:

N/A

## City of Waupun

### 2026 Budget Schedule

May 1	Budgets initialized in MiBudget
May 1	Capital/Equipment Improvement Plans distributed
May 27	<b>Committee of the Whole</b> - annual budget process and prioritization setting workshop for Council
May-June	Department Heads work with committees/boards/commissions to establish budget priorities
June 24	<b>Committee of the Whole</b> - Budget Workshop
June 30	Capital/Equipment Improvement Plans due
July 7	Department budgets due
July - Mid	Department Heads to meet with Finance Director to review any budget submittals or requests
July 14	Administrator and Finance Director review department budget submittals and requests
July 29	<b>Committee of the Whole</b> - Budget Workshop
July-Aug	Department Heads meet with committees to review budget submittals
August	Administrator and Finance Director review department budget submittals and requests and hold Department Head budget meeting
August 26	<b>Committee of the Whole</b> - Budget Workshop Present proposed 2026 Capital and Equipment Improvement Plan
Sept - Mid	Prepare Budget Report Summary
Sept 9	Hold <b>Special Council</b> meeting - present full proposed budget, Council approves publishing the public hearing notice
Oct 15	Post Budget Narrative website
Nov 11	<b>Common Council Public Hearing</b> and adoption of 2026 Budget

## **DRAFT – Proposed Council Survey**

### **Strategic Priorities**

- 1. On a scale of 1 to 5 (1= not at all and 5 = high degree of consistency), how well do we deliver on the following:**
  - Engage the community to ensure programs and services meet their needs.
  - Promote collaboration to build capacity and strengthen program delivery.
  - Focus on continuous improvement to find new ways to deliver programs and services.
  - Act ethically in ways that build public trust.
  - Plan to promote fiscal stability and prioritization of programs and services that add public value.
  - Maintain open and transparent government.
  - Preserve a stable tax policy that helps residents maintain a reasonable cost of living.
  - Deliver public goods and services in a cost effective way by focusing on increasing efficiency and effectiveness of operations.
  - Maintain our community's heritage and small town feel.
  - Use data to inform decision-making.
- 2. What do you believe are the three most important challenges facing our city over the next 3–5 years?**
- 3. What are the top three strategic priorities you believe the city should focus on in the next 12–24 months?**  
*(Examples: housing, infrastructure, economic development, public safety, sustainability, fiscal stability, etc.)*
- 4. What community outcomes would indicate that we are making meaningful progress?**  
*(Examples: improved roads, increased civic engagement, volunteerism increasing, )*

### **Communication**

- 4. What is working well in the way staff communicate with the elected body?**
- 5. What communication improvements would help you feel more informed or better supported in your role?**
- 7. Where do you think there is the most potential for improved collaboration or teamwork between council and staff?**

**DRAFT – Proposed Council Survey**  
**Vision & Values**

9. In one sentence, how would you describe your vision for the future of our city?
10. What values do you believe should guide our decision-making as a city leadership team?  
(e.g., transparency, equity, accountability, innovation, sustainability)

**Miscellaneous**

11. Any additional comments or topics you would like to make sure are addressed at the retreat?