



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, February 11, 2025 at 6:00 PM

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

Join Virtually: <https://us02web.zoom.us/j/81976994115?pwd=T0hORVFNTDFjMXV4ZGlicV3A5eDI0UT09>

**Join Teleconference:** 1 312 626 6799

**Meeting ID:** 819 7699 4115      **Passcode:** 697657

**CALL TO ORDER**

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

**ROLL CALL**

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

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

**RESOLUTIONS AND ORDINANCES:**

- [1.](#) Resolution Authorizing 2024 Budget Advances from the General Fund to TID 9
- [2.](#) Resolution Authorizing 2024 Budget Amendments in a Series of Funds
- [3.](#) Resolution Approving the Carryforward of Unexpended 2024 Appropriations
- [4.](#) Resolution Approving Sewer Rate Adjustments

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS** *(Roll Call Motion)*

- [5.](#) Award 2025 Environmental Consulting Services Agreement for Landfill Monitoring
- [6.](#) Award 2025 Asphalt Paving Contract
- [7.](#) Award Newton Ave. and Rock Ave. Reconstruction Project-Phase 2
- [8.](#) Roofing Contract with BRH Enterprise to Repair Hail Damaged Roofs on City Facilities

**CONSIDERATION - ACTION**

- [9.](#) 2025 Fire Department Equipment and Personnel Billable Rates
- [10.](#) Fire Department Updated Job Descriptions: Assistant Fire Chief, Fire Captain, Fire Lieutenant
- [11.](#) Extension of Childcare Stabilization Grant Deadlines
- [12.](#) 2024 City of Waupun Housing Fee Report

**DISCUSSION**

- [13.](#) 2024 City of Waupun Taxi Statistics

**CONSENT AGENDA** *(Roll Call Motion)*

- [14.](#) License & Permit Applications; Expenses

**BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES**

- [15.](#) Common Council 1-14-25
- [16.](#) Public Works 1-14-25
- [17.](#) Special Council 1-28-25
- [18.](#) Police and Fire Commission 1-21-25
- [19.](#) Library Board 1-15-25

**DEPARTMENT REPORTS**

- [20.](#) Police Department
21. Fire Department
- [22.](#) Library

- 23. Recreation
- 24. Public Works
- [25.](#) Utilities
- 26. Finance
- 27. City Clerk-Treasurer-HR
- [28.](#) Administrator-Economic Development

**CLOSED SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (e) 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.

- 29. Land Negotiation on City Owned Parcel 292-1315-0814-004 in Waupun Industrial Park, TID 9

**OPEN SESSION** (reconvene in open session under Section 19.85(2) of the WI Statutes)

**ACTION FROM CLOSED SESSION**

**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

**TITLE:** Resolution Authorizing 2024 Budget Advances from the General Fund to TID 9

**MEETING DATE:** 2/11/2025

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Casey Langenfeld, Finance Director

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

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**SUMMARY:**

The City recognizes that there will be a need for incentive payments for a development project in TID 9 in 2025. This resolution will allow for the advance of \$1,745,000 from the General Fund to TID 9 for development incentive payments.

**ATTACHMENTS:**

Resolution Authorizing 2024 Budget Advances from the General Fund to TID 9

**RECOMMENDED MOTIONS:**

Motion to adopt Resolution # \_\_\_\_\_ Authorizing 2024 Budget Advances from the General Fund to TID 9

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

**AUTHORIZING 2024 BUDGET ADVANCES FROM THE GENERAL FUND TO TID 9**

WHEREAS, the Common Council of the City of Waupun approved a series of actions that require related 2024 advances in a series of funds;

WHEREAS, advances are necessary to fund costs incurred related to development incentives in TID No. 9;

BE IT THEREFORE RESOLVED, the Waupun Common Council approves Fund Advances as follows:

Account	Account Name	Amount	Description
<b>General Fund</b>			
100-15419	ADVANCE TO TID 9	845,000	Advance from Genl Fund to TID 9 for United Co-op Incentive Payment
100-15419	ADVANCE TO TID 9	900,000	Advance from Gen Fund to TID 9 for development incentive payments
<b>General Fund Total</b>		<b>1,745,000</b>	

This is to certify that the foregoing Resolution was duly adopted by the Common Council on \_\_\_\_\_.

**CITY OF WAUPUN  
APPROVED:**

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

**ATTEST:**

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





# AGENDA SUMMARY SHEET

**TITLE:** Resolution Authorizing 2024 Budget Amendments in a Series of Funds

**MEETING DATE:** 2/11/2025

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Casey Langenfeld, Finance Director

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

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**SUMMARY:**

The following Council and Committee approved actions took place in 2024 creating the need for budget amendments:

General Fund:

- A \$16,907 transfer from Department of Public Works Administrative Wages to Engineering and Information Technology Expenses to account for outside services contracted for GIS services.
- A \$136,810 transfer from General Fund to Capital Project Fund
- A \$845,000 budget expense in TID 9 for development incentive payment due to United Co-op.

**ATTACHMENTS:**

Resolution Authorizing 2024 Budget Amendments in a Series of Funds.

**RECOMMENDED MOTIONS:**

Motion to adopt Resolution # \_\_\_\_\_ Authorizing 2024 Budget Amendments in a Series of Funds

**AUTHORIZING 2024 BUDGET AMENDMENTS IN A SERIES OF FUNDS**

WHEREAS, the Common Council of the City of Waupun approved a series of actions that require related 2024 budget adjustments in a series of funds;

WHEREAS, budget amendments are necessary to fund costs incurred related to Public Works Administration;

BE IT THEREFORE RESOLVED, the Waupun Common Council approves Budget Amendments as follows:

Account	Account Name	Original Budget	Adjustment Amount	Adjusted Budget	Purpose of Amendment
<b>General Fund</b>					
100-70-5420-338	ENGIN & ADM-OPERATING EXPENSES	44,480	3,585	48,065	Allocate funds from DPW Admin Wages to Operating Expenses
100-10-5197-338	INFO TECHNOLOGY-OPERATING EXP	88,000	4,275	92,275	Allocate funds from DPW Admin Wages to IT Expenses
100-10-5950-606	TRANSFER TO CAPITAL PROJECTS	163,190	136,810	300,000	Allocate funds from General Fund for Capital Project Expenses
<b>General Fund Total</b>		<b>295,670</b>	<b>144,670</b>	<b>440,340</b>	
<b>Stormwater Fund</b>					
700-10-5190-110	ADMINISTRATION -SALARIES/WAGES	48,300	(16,907)	31,393	Allocate funds from Admin Wages to DPW Operating Expenses
700-10-5192-338	STORMWATER UTILITY-OPERATING	58,500	9,047	67,547	Allocate funds from Admin Wages to Stormwater Operating Expenses
<b>Stormwater Fund Total</b>		<b>106,800</b>	<b>(7,860)</b>	<b>98,940</b>	
<b>TID 9 Fund</b>					
419-70-5435-340	TIF #9 DVLPMNT INCENTIVE PYMNT	-	845,000	845,000	Development Incentive Payment Due to United Co-op
<b>TID 9 Fund Total</b>		<b>-</b>	<b>845,000</b>	<b>845,000</b>	

This is to certify that the foregoing Resolution was duly adopted by the Common Council on \_\_\_\_\_.

**ATTEST:**

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

**CITY OF WAUPUN**

**APPROVED:**

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/11/25

**TITLE:** Resolution Approving the Carryforward of Unexpended 2024 Appropriations

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Casey Langenfeld, Finance Director

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

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**SUMMARY:**

Projects and purchases budgeted for 2024 but not completed include:

Public Safety New Facility Plan/Design Work

- Fire Department Wages and Benefits, new department initiatives set in 2024.
- Economic Development Intern Wages and Benefits
- Information Technology Services

A total carryover of \$126,216 is being requested to fund these projects/purchases in 2025.

**ATTACHMENTS:**

Resolution Approving the Carryforward of Unexpended 2024 Appropriations

**RECOMMENDED MOTION:**

Motion to adopt Resolution # \_\_\_\_\_ Approving the Carryforward of Unexpended 2024 Appropriations

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

RESOLUTION APPROVING THE CARRYFORWARD OF UNEXPENDED 2024 APPROPRIATIONS

BE IT HEREBY RESOLVED, that the following unexpended appropriations on December 31, 2024 be carried forward to 2025:

Fund	Account	Account Name	Amount	Description
<b>General Fund</b>				
	100-10-5197-338	INFO TECHNOLOGY-OPERATING EXP	\$ 16,000	Information Technology Upgrade projects and IT Services
	100-48-4861-000	DONATIONS FROM ORG&INDIVIDUALS	7,075	EDC Intern Wages
	100-50-5230-110	EMR-SALARIES/WAGES	17,757	Unspent Fire Wages and Benefits to carryforward to assist in dept initiatives
	100-50-5244-110	FIRE DEPT-SALARIES/WAGES	37,884	Unspent Fire Wages and Benefits to carryforward to assist in dept initiatives
<b>General Fund Total</b>			<b>78,716</b>	
<b>Capital Improvement Fund</b>				
	400-40-5211-800	CAPITAL IMPROVEMENT-PUB SAFETY	47,500	Safety Building Facility Plan/Design
<b>Capital Improvement Fund Total</b>			<b>47,500</b>	

Passed this \_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

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

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

COMMON COUNCIL  
CITY OF WAUPUN, WISCONSIN

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

RESOLUTION APPROVING SEWER RATE ADJUSTMENTS

WHEREAS, the Waupun Utilities Sewer Utility is required to meet new stringent phosphorus requirements mandated by the U.S. Environmental Protection Agency and Wisconsin Department of Natural Resources by 2025;

WHEREAS, the WDNR and USDA require municipal wastewater systems to conduct a rate analysis at least every two years as a condition of obtaining financing for system upgrades to ensure sewer rates are adequate to meet the operational and debt coverage needs of the utility;

WHEREAS, the Waupun Utilities Commission (the "Commission") has reviewed the Test Year 2025 Sewer Rate Analysis concluding the existing sewer rates are deficient in supporting the projected annual operations, maintenance, capital improvements, debt service and debt coverage required;

WHEREAS, the Waupun Utilities Commission recommends the City of Waupun Common Council adopt a sewer rate increase of 25.57% beginning with the March 2025 billing period;

NOW, THEREFORE, BE IT RESOLVED, by the City of Waupun Common Council that Sewer User Charges for Category A and B users as defined in Section 12.06 of the Municipal Code of the City of Waupun entitled "Sanitary Sewer System" shall be effective April 1st, 2025 as follows:

Category A. The sewer user charges for Category A wastewater shall be as follows:

Minimum Monthly Fixed Charge. According to water meter size:

<b>Meter Size</b>	<b>2025</b>
5/8"	\$ 11.16
3/4"	\$ 11.16
1"	\$ 16.79
1-1/2"	\$ 26.17
2"	\$ 37.42
3"	\$ 63.69
4"	\$101.20
6"	\$194.99
8"	\$307.53

Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

Volume Charge per 100 Cubic Feet

<b>2025</b>
\$ 5.76

Category B. The sewer user charges for Category B wastewater shall be as follows:

Minimum Monthly Fixed Charge

Same as Category A, according to water meter size. Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

<u>Flowmeter</u>	<b>2025</b>
Burke	\$ 1,508.02
DCI	\$ 15,013.50
WCI	\$ 15,013.50

Volume Charge Per 100 Cubic Feet

<b>2025</b>
\$ 5.76

BOD Greater Than 200 mg/l Per Pound

<b>2025</b>
\$ 0.71

Suspended Solids Greater Than 200 mg/l Per Pound

<b>2025</b>
\$ 0.55

Phosphorus Greater Than 7 mg/l Per Pound

<b>2025</b>
\$ 43.47

Adopted and recorded this \_\_\_\_\_ day of January 14, 2025

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

ATTEST:

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/11/25

**TITLE:** Award 2025 Environmental Consulting Services Agreement for Landfill Monitoring

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

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

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	\$12,600 as Approved in 2025 Budget	

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**ISSUE SUMMARY:**

At the February 11, 2025, Board of Public Works meeting, the Board will review and make a recommendation to accept an agreement for environmental consulting services to complete annual landfill monitoring. Staff will recommend awarding the agreement to the lowest cost proposal from MSA Professional Services Inc. MSA Professional Services Inc. has been providing this service for the city for several years.

**STAFF RECOMMENDATION:**

Accept the recommendation from the Board of Public Works

**ATTACHMENTS:**

MSA Professional Environmental Consulting Services Agreement Proposal

**RECOMMENDED ROLL CALL MOTION:**

Motion to award the 2025 Environmental Consulting Services Agreement for Landfill Monitoring to MSA Professional Services Inc. in the amount of \$12,600.



# Environmental Consulting Services Agreement

MSA Project Number: 00212161

This AGREEMENT (Agreement) is made effective January 08, 2025, by and between

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

Address: 332 West Superior Street, Suite 600, Duluth, MN 55802

Phone: (218) 499-3175

Representative: Jeffrey K. Anderson, P.E.

Email: jkanderson@msa-ps.com

**CITY OF WAUPUN**

Address: 201 East Main Street, Waupun, Wisconsin 53963

Phone: (920) 324-7918

Representative: Mr. Jeff Daane

Email: jeff@cityofwaupun.org

**Scope of Services:** MSA shall provide the scope of professional environmental consulting services for the OWNER, directly or indirectly, indicated in **Attachment A** ("Services"). Any changes or additions to the Scope of Services shall be made by written amendment to this Agreement by MSA and OWNER.

**Cost:** MSA shall provide the identified scope of professional environmental consulting services for the OWNER for a cost of **\$12,600.00** Lump Sum, as outlined in **Attachment A**.

**Terms and Conditions:** All Services performed by MSA pursuant to this Agreement shall be performed in accordance with, and MSA's and OWNER's obligations shall be governed by, the General Terms and Conditions attached hereto and incorporated herein by this reference. Any attachments or exhibits referenced in this Agreement are made part of this Agreement.

**Authorization:** MSA will commence performance of the Services on this project upon OWNER's written authorization. OWNER's written authorization is provided and acknowledged by the signatures of MSA's and OWNER's authorized representatives below. By signing this Agreement below, each of the undersigned parties represent and warrant that he or she has full right, power and authority to execute this Agreement and bind his or her respective party to the terms and conditions hereof. A copy of this fully-executed Agreement shall be returned for MSA's files.


**Survival:** The General Terms and Conditions incorporated into this Agreement shall survive the completion of the Services performed hereunder or the termination of this Agreement for any cause.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement and intend to be bound thereby.

**CITY OF WAUPUN**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Mr. Jeff Daane  
Director of Public Works  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Jeffrey K. Anderson, P.E.  
Environmental Team Leader  
Date: 01/08/2025



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

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), and quoted fees 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 12% 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 requires 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 those 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 Engineer'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 Engineer.

**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 in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. 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 section 29 of 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 Engineer 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.

**33.** Owner acknowledges and agrees that the information developed or identified by MSA pursuant to this agreement may trigger for the owner obligations under local, state or federal ordinances, laws, rules or regulations to report the discovery of conditions to local, state or federal regulatory or governmental authorities. Owner acknowledges that MSA does not provide any advice, recommendation or conclusion regarding the reportable nature of any of the findings or observations resulting from the performance of services hereunder. The determination of the owner's reporting requirements or obligations under law is a legal conclusion for which MSA assumes no responsibility and about which MSA provides no opinion, conclusion, finding or certification. Owner acknowledges and agrees that owner must seek the advice of legal counsel to determine owner's obligations should environmental releases or conditions be identified.

**34.** MSA shall perform its Services under this Agreement in accordance with laws and regulations in effect at the time of execution of this Agreement. OWNER shall retain responsibility for compliance with all laws and regulations applicable to its property, employees, and operations, including but not limited to the reporting of any hazardous substance releases, disclosing information to protect employees and public health, applying for and obtaining required permits or licenses, submitting reports, providing a safe workplace, and providing the proper management of wastes and hazardous substances and materials.

**35.** All data, documents, reports, and other information relating directly or indirectly to the Services shall be supplied by MSA to the OWNER for the OWNER's sole and exclusive use in connection with the evaluation of property. All such data, reports, and other information shall be held in confidence for the use only to the extent allowable by law. Data, documents, and reports prepared by MSA pursuant to this Agreement are prepared for the exclusive use of the OWNER and not for use or reliance upon by any third-party. Any third-party necessarily

has different interests, purposes, concerns, and motives than the OWNER about such documents and reports. Therefore, use of such documents by any third-party is expressly prohibited without the joint written authorization of the OWNER and MSA, which shall necessarily include the precondition that the third-party agree to accept the terms and conditions of this Agreement, including the limitation of liability and indemnification protections. Data, documents, and reports prepared by MSA pursuant to this Agreement are intended to be presented and reproduced only in their entirety, complete with all supporting data, assumptions, limitations, and, if applicable, recommendations. Such documents shall not be used by OWNER or any party in any form other than in their entirety and all abridged or altered versions are prohibited.

36. OWNER shall assist MSA in performance of the Services hereunder by placing at MSA's disposal all available documents and information pertinent to the Services, including, but not limited to, those that relate to the identity, location, quantity, nature, or characteristics of any hazardous substance or waste at, on, or under the site. In addition, OWNER shall furnish or cause to be furnished such other reports, data, studies, plans, specifications, documents, and other information on surface and subsurface site conditions required by MSA for performance of its Services.

37. The OWNER shall furnish information identifying utility types and locations, and other manmade objects beneath the surface. MSA shall take reasonable precautions to avoid damaging the utilities and objects in conjunction with activities performed with its Services. OWNER shall approve the work plan and Scope of Services. OWNER agrees to waive any claim against MSA and to indemnify, defend, (by counsel of MSA's choice) and hold harmless MSA and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss, cost, fee or expense arising from damaged utilities or other objects that were not called to MSA's attention or which were not properly located on plans and information furnished to MSA. OWNER shall continue to supply to Consultant all material information and documents in its possession, custody or control known to OWNER and material to the Site and the Services, including the location of subterranean structures and conditions such as, but not limited to, pipes, tanks and telephone cables. OWNER will give prompt notice to Consultant whenever it becomes actually aware of any development that materially and adversely affects the scope or timing of the Services.

38. If the OWNER requires MSA to restore property to its former condition, the costs associated with restoration will be added to MSA's fee.

39. The Scope of Services may not be adequate to identify environmental hazards or problems, even if performed in accordance with "current professional standards", and, therefore, MSA cannot guarantee the accuracy of results or conclusions relating thereto.

40. Information provided to MSA by individuals familiar and/or associated with the property and/or facility, or adjacent land parcels and/or facilities, that is the subject of this Agreement has been accepted by MSA in good faith and is assumed to be accurate. Similarly, information provided to MSA by database search services or via governmental or regulatory records or databases, has been accepted by MSA in good faith and is assumed to be accurate. OWNER has neither requested nor paid MSA to independently verify the truthfulness, accuracy or completeness of the information provided to MSA by database search services, governmental or regulatory records or databases, or by individuals. MSA assumes no responsibility for and provides no certification, warranty or guarantee of the truthfulness, validity, accuracy or completeness of governmental or regulatory records or databases, database search services, or information provided by others to MSA.

41. MSA's findings, opinions, conclusions and recommendations are based on the actually observed conditions and operations at the property or facility on the specific date or dates of the site tour. OWNER acknowledges that conditions that limit visual observation, such as the presence of snow, thick vegetation, pavement, or structures may interfere with the identification of possible environmental factors or conditions. Hidden or concealed conditions, subsurface conditions, subsequent changes to those conditions actually observed, or incomplete disclosure by others to MSA of past or present activities at, upon or beneath the property or facility, may alter MSA's findings, opinions, conclusions and recommendations. MSA does not accept, and specifically disavows any responsibility or liability for environmental conditions at the property or facility which currently exist, formerly existed, or may exist in the future.

42. OWNER acknowledges that the OWNER has approved the scope of services and the level of effort for MSA to undertake and, therefore, has determined the corresponding degree of uncertainty as acceptable for the OWNER's purposes. The scope of any sampling or assessment performed by MSA hereunder is limited to the sampling and laboratory analysis of soil and/or groundwater only in certain selected locations. This sampling is intended to investigate the potential for the presence of contaminants in the immediate vicinity

of the sampling point or location. Laboratory analysis is only performed for those parameters identified as potential contaminants prior to conducting the sampling or assessment. MSA assumes no responsibility for and expresses no opinion, finding, conclusion or recommendation regarding the presence or absence of any compounds or contaminants for which no such sampling or laboratory analysis was requested or performed. OWNER acknowledges that OWNER has neither requested nor paid MSA to sample and test for compounds or contaminants other than those identified herein.

**ATTACHMENT A:  
SCOPE OF SERVICES**

The Scope of Services for this agreement will include the following:

1. Collection of groundwater samples from six (6) onsite monitoring wells during two (2) semi-annual monitoring events
  - a. Sampling events are generally conducted in April and October.
  - b. Old landfill monitoring wells MW-1, MW-2, MW-2A, MW-3, MW-4, MW-4A, MW-5, MW-6, MW-7, MW-7A and the DeVries private well are sampled submitted for laboratory analysis of total chloride, total iron, total hardness, total alkalinity and volatile organic compounds (VOCs).
  - c. Field parameters will also be collected from each well using non-filtered samples.
  - d. A duplicate sample and a field blank sample will be collected during each sampling event and submitted for laboratory analysis of total chloride, total iron, total hardness, total alkalinity and volatile organic compounds (VOCs).
  - e. New landfill monitoring wells MW-6, MW-7R, MW-8, MW-9, MW-9A, MW-10 and MW-11R are sampled for field parameters and laboratory analysis of total chloride, total iron, total hardness, total alkalinity and volatile organic compounds (VOCs).
  - f. Field parameters will also be collected from each well using non-filtered samples.
  - g. A duplicate sample and a field blank sample will be collected during each sampling event and submitted for laboratory analysis of total chloride, total iron, total hardness, total alkalinity and volatile organic compounds (VOCs).
2. A semi-annual monitoring report will be completed for each sampling event.
  - a. Each monitoring report will summarize the sampling data from each sampling event including update figures and tables and an evaluation of results.
  - b. Each monitoring report will be submitted to the Wisconsin Department of Natural Resources along with all required additional information based on sampling results.
  - c. A copy of each monitoring report will also be submitted to the client for reference.

The cost for this Scope of Services is **\$12,600.00** Lump Sum. If additional work outside this Scope of Services is requested or required, a cost estimate for any additional investigation, sampling or reporting activities will be provided on an as-needed basis and no additional work will be completed without client approval.





# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/11/25

**TITLE:** Award 2025 Asphalt Paving Contract

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION  
RECOMMENDATIONS

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

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	2025 Approved Budget Item	

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**ISSUE SUMMARY:**

On February 11, 2025, the Board of Public Works will make a recommendation to the Common Council to award the contract for annual asphalt paving. Staff will recommend awarding the contract to the lowest cost proposal from Northeast Asphalt.

**STAFF RECOMMENDATION:**

Accept the recommendation from the Board of Public Works

**ATTACHMENTS:**

Bid Tab

**RECOMMENDED MOTION:**

Motion to award the contract for 2025 Asphalt Paving to Northeast Asphalt, the lowest responsible bidder, in the amount of \$108,237.

**ASPHALT PAVING CONTRACT - BID TAB**  
**Wednesday, February 5, 2025**  
**11:00AM**

Elm Ave. Grandview Ave. to Grace St.  
 Elm Ave. W. Brown St. to E. Jefferson St.  
 W. Brown St. Beaver Dam St. to Hillyer St.  
 Grace St. Fox Lake Rd. to Beaver Dam St.

Kartechner Brothers LLC N11829 County Rd I Waupun WI 53963					
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price
1	2" Profile Mill				
	2" Blacktop Sufrace (4LT 58-28s)				
	Elm Ave. (Grandview to Grace)	2,466	\$ 1.27	\$ 8.95	25,202.52
	Elm Ave. (W Brown St. to W. Jefferson St.)	1,230	\$ 1.57	\$ 11.09	15,571.80
	W. Brown St. (Beaver Dam St. to Hillyer St.)	3,695	\$ 1.30	\$ 7.48	32,442.10
	Grace St. (Fox Lake Rd to Beaver Dam St.)	4,693	\$ 1.18	\$ 7.79	42,096.21
<b>Total Item #1</b>		12,084			<b>\$ 115,312.63</b>

Northeast Asphalt 20 Camelot Dr. Fond Du Lac WI 54935					
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price
1	2" Profile Mill				
	2" Blacktop Sufrace (4LT 58-28s)				
	Elm Ave. (Grandview to Grace)	2,466	\$ 3,329.10	\$ 19,358.10	22,687.20
	Elm Ave. (W Brown St. to W. Jefferson St.)	1,230	\$ 1,660.50	\$ 9,655.50	11,316.00
	W. Brown St. (Beaver Dam St. to Hillyer St.)	3,695	\$ 4,618.75	\$ 28,082.00	32,700.75
	Grace St. (Fox Lake Rd to Beaver Dam St.)	4,693	\$ 5,866.25	\$ 35,666.80	41,533.05
<b>Total Item #1</b>		12,084			<b>\$ 108,237.00</b>



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/11/25

**TITLE:** Award Newton Ave. and Rock Ave.  
Reconstruction Project-Phase 2

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION  
RECOMMENDATIONS

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

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Approved Budget Item \$1,749,000	

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**ISSUE SUMMARY:**

On February 11, 2025, the Board of Public Works will review sealed bid submissions for the Newton Ave. and Rock Ave. Reconstruction Project-Phase 2 and make a recommendation to the Common Council for the award. Kruczek Construction Inc. is the lowest responsible bidder at \$1,749,000.

All bids received were as follows:

- Kruczek Construction \$1,749,000
- Kartechner Brothers \$1,800,109.30
- Dorner Inc. \$1,831,148.40
- PTS Contractors \$1,837,755
- Kopplin & Kinas \$1,868,382.32
- RLAM \$1,978,349.97

**STAFF RECOMMENDATION:**

Award the Reconstruction Project-Phase 2 bid to Kruczek Construction Inc, the lowest responsible bidder.

**ATTACHMENTS:**

Bid document

**RECOMMENDED STAFF MOTION:**

Motion to award the Reconstruction Project-Phase 2 bid to Kruczek Construction Inc, the lowest responsible bidder, in the amount of \$1,749,000.



201 Corporate Dr  
Beaver Dam, WI 53916  
920-887-4242

[www.msa-ps.com](http://www.msa-ps.com)

February 4, 2025

Rohn W. Bishop, Mayor  
City of Waupun  
201 E. Main St  
Waupun, WI 53963

Re: Newton Ave & Rock Ave Reconstruction Project Phase 2  
City of Waupun

Dear Mr. Bishop:

Upon review of the bids received on 02/04/2025 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

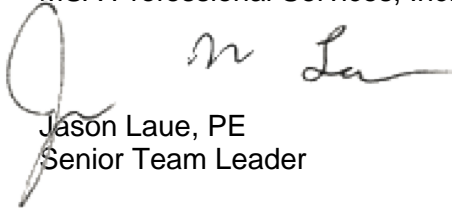
Kruczek Construction Inc.  
3636 Kewaunee Road  
Green Bay, WI 54311

**Bid Amount \$1,749,000.00 (base bid only)**

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to [jlaue@msa-ps.com](mailto:jlaue@msa-ps.com) and [abishop@msa-ps.com](mailto:abishop@msa-ps.com). After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "Jason Laue", is written over the typed name and title.

Jason Laue, PE  
Senior Team Leader

MS  
Enc.

# NOTICE OF AWARD

Date of Issuance: \_\_\_\_\_

Owner: City of Waupun

Owner's Contract No.:

Engineer: MSA Professional Services, Inc  
Contract: City of Waupun - Newton Ave & Rock Ave Reconstruction  
Project Phase 2

Engineer's Project No.:00212157

Bidder: Kruczek Construction Inc.

Bidder's Address: 3636 Kewaunee Road, Green Bay, WI 54311

You are notified that your Bid dated 02/04/2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for Newton Ave & Rock Ave Reconstruction Project Phase 2

*Base bid only*

The Contract Price of your Contract is One million seven hundred forty nine thousand dollars and zero cents (\$1,749,000.00). Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

One electronic unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner one electronic counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): N/A

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Waupun

By (*signature*): \_\_\_\_\_

Name (printed): \_\_\_\_\_

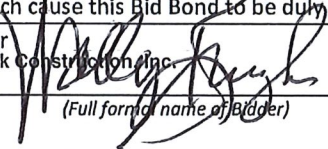
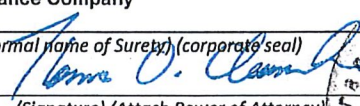
Title: \_\_\_\_\_

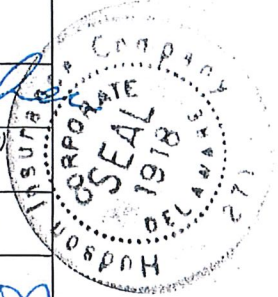
Copy to Engineer

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00 51 00 Notice of Award

**BID BOND (PENAL SUM FORM)**

<b>Bidder</b> <b>Name:</b> <b>Kruczek Construction, Inc.</b> <b>Address (principal place of business):</b> <b>3636 Kewaunee Road</b> <b>Green Bay, WI 54311</b>	<b>Surety</b> <b>Name:</b> <b>Hudson Insurance Company</b> <b>Address (principal place of business):</b> <b>100 William Street, 5th Floor</b> <b>New York, NY 10038</b>
<b>Owner</b> <b>Name:</b> <b>City of Waupun</b> <b>Address (principal place of business):</b> <b>201 E. Main Street</b> <b>Waupun, WI 53963</b>	<b>Bid</b> <b>Project (name and location):</b> <b>Newton Ave &amp; Rock Ave Reconstruction</b> <b>Project, Phase 2</b>  <b>Bid Due Date:</b> <b>2/4/2025</b>
<b>Bond</b> <b>Penal Sum:</b> <b>5%    ***FIVE PERCENT OF AMOUNT BID***</b> <b>Date of Bond:</b> <b>2/4/2025</b>	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
<b>Bidder</b> Kruczek Construction, Inc.  (Full formal name of Bidder)	<b>Surety</b> Hudson Insurance Company  (Full formal name of Surety) (Corporate Seal)
<b>By:</b> _____ (Signature)	<b>By:</b> _____ (Signature) (Attach Power of Attorney)
<b>Name:</b> <u>Wally Kruczek</u> (Printed or typed) <b>Title:</b> <u>President</u>	<b>Name:</b> <u>Thomas O. Chambers</u> (Printed or typed) <b>Title:</b> <u>Attorney-in-Fact</u>
<b>Attest:</b> <u>Lisa M. Collins</u> (Signature)	<b>Attest:</b> <u>Jackie Sheldon</u> (Signature)
<b>Name:</b> <u>Lisa M. Collins</u> (Printed or typed) <b>Title:</b> <u>Office Manager</u>	<b>Name:</b> <u>Jackie Sheldon</u> (Printed or typed) <b>Title:</b> <u>Witness</u>
<b>Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.</b>	



1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
  - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
  - 3.2. All Bids are rejected by Owner, or
  - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions does not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be litigated in the Tennessee Judicial Circuit Court in and for Williamson, County, Tennessee, and the prevailing party in any such litigation shall be entitled to an award of all reasonable attorney's fees, expenses and court cost incurred by the prevailing party against the non-prevailing party, including reasonable attorney's fees, expenses and taxed costs in connection with any appeals.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.





**POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

**Thomas O. Chambers, Todd Schaap**  
of the State of Wisconsin

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking shall obligate said Company for any portion of the penal sum thereof in excess of the sum of **Twenty Five Million Dollars (\$25,000,000.00)**.

Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 15th day of November, 20 24 at New York, New York.



(Corporate seal)

Attest... *Dina Daskalakis*  
Dina Daskalakis No. 01MU6067553  
Corporate Secretary

HUDSON INSURANCE COMPANY

By... *Andrew A. Dickson*  
Andrew A. Dickson  
Senior Vice President

STATE OF NEW YORK  
COUNTY OF NEW YORK. SS.

On the 15th day of November, 20 24 before me personally came Andrew A. Dickson to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto by like order.

(Notarial Seal)



... *Ann M. Murphy* ...  
ANN M. MURPHY  
Notary Public, State of New York  
No. 01MU6067553  
Qualified in Nassau County  
Commission Expires December 10, 2025

**CERTIFICATION**

STATE OF NEW YORK  
COUNTY OF NEW YORK. SS.

The undersigned Dina Daskalakis hereby certifies:  
That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27<sup>th</sup>, 2007, and has not since been revoked, amended or modified:

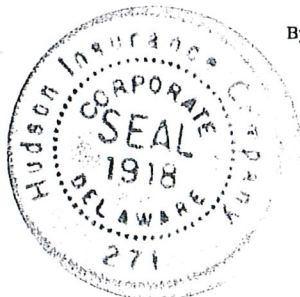
"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOVLED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Corporation this 4th day of February, 2025 .

(Corporate seal)



By... *Dina Daskalakis*  
Dina Daskalakis, Corporate Secretary



STATE OF WISCONSIN )

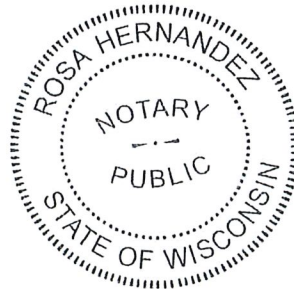
COUNTY OF Milwaukee )

ON THIS 4th day of February, 2025,

before me, a notary public, within and for said County and State, personally appeared \_\_\_  
Thomas O. Chambers to me personally known, who being duly sworn,  
upon oath did say that he is the Attorney-in-Fact of and for the \_\_\_\_\_  
Hudson Insurance Company, a corporation  
of Delaware, created, organized and existing under and  
by virtue of the laws of the State of Delaware; that the corporate seal  
affixed to the foregoing within instrument is the seal of the said Company; that the seal  
was affixed and the said instrument was executed by authority of its Board of Directors;  
and the said Thomas O. Chambers did acknowledge that he/she  
executed the said instrument as the free act and deed of said Company.



**Rosa Hernandez**  
Notary Public, Milwaukee County, Wisconsin  
My Commission Expires 1/22/2027



**BID**

NEWTON AVE & ROCK AVE RECONSTRUCTION PROJECT PHASE 2  
CITY OF WAUPUN  
FOND DU LAC COUNTY, WI

PROJECT #00212157

**TABLE OF ARTICLES**

<u>Article Number</u>	<u>Article</u>
1	Owner and Bidder
2	Attachments to this Bid
3	Basis of Bid – Lump Sum, and Unit Prices
4	Time of Completion
5	Bidders Acknowledgements: Acceptance Period, Instructions, and Receipt of Addenda
6	Bidder's Representations and Certifications

**ARTICLE 1 - OWNER AND BIDDER**

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1.01 This Bid is submitted to:

QuestCDN/vBID (www.QuestCDN.com)

Access the electronic bid form by downloading the project documents, and select the online bidding button at the top of the advertisement. Contact Quest at (952) 233-1632 if you have questions on how to upload your bid.

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 - ATTACHMENTS TO THIS BID**

---

2.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security 5% Bid Bond

B. List of Proposed Subcontractors  
Kartechner Brothers LLC  
\_\_\_\_\_  
\_\_\_\_\_

C. List of Proposed Suppliers  
Ferguson Waterworks  
County Materials  
\_\_\_\_\_

D. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;

E. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;

F. Required Bidder Qualifications Statement with Supporting Data;

**ARTICLE 3 - BASIS OF BID – LUMP SUM AND UNIT PRICES**

---

3.01 Unit Price Bids

A. Bidder will perform the following Work at the indicated unit prices:

BIDDER: Kruczek Construction Inc.

ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNITS	UNIT PRICE	TOTAL PRICE
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**COMPLETE AND SUBMIT BID ITEMS VIA QUEST VBID ONLINE**

BIDDER: Kruczek Construction Inc.

ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNITS	UNIT PRICE	TOTAL PRICE
-------------	---------------------	-------------	-------	---------------	----------------

**COMPLETE AND SUBMIT BID ITEMS VIA QUEST VBID ONLINE**

ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNITS	UNIT PRICE	TOTAL PRICE
----------	------------------	----------	-------	------------	-------------

**COMPLETE AND SUBMIT BID ITEMS VIA QUEST VBID ONLINE**

- B. Bidder acknowledges that:
  - 1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor’s overhead and profit for each separately identified item, and
  - 2. estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 4 - TIME OF COMPLETION**

- 4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 5 - BIDDER’S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA**

- 5.01 Bid Acceptance Period
  - A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.
- 5.02 Instructions to Bidders
  - A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 Receipt of Addenda

A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date

**ARTICLE 6 - BIDDER'S REPRESENTATIONS AND CERTIFICATIONS**

6.01 Bidder's Representations

A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

## 6.02 Bidder's Certifications

### A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
  - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
  - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
  - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
  - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.



BIDDER hereby submits this Bid as set forth above:

Bidder:

Kruczek Constnuction Inc.

*(typed or printed name of organization)*

By:

*Wally Kruczek*  
*(individual's signature)*

Name: Wally Kruczek

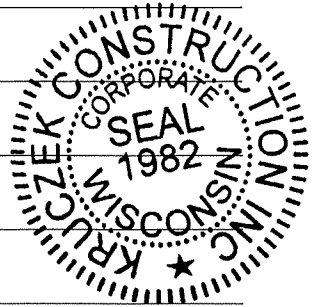
*(typed or printed)*

Title: President

*(typed or printed)*

Date: 02/04/2025

*(typed or printed)*



*If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.*

Attest:

*Derek Kruczek*  
*(individual's signature)*

Name: Derek Kruczek

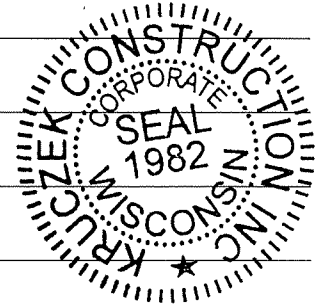
*(typed or printed)*

Title: Secretary

*(typed or printed)*

Date: 02/04/2025

*(typed or printed)*



Address for giving notices:

3636 Kewaunee Road Green Bay, WI 54311

Bidder's Contact:

Name: Wally Kruczek

*(typed or printed)*

Title: President

*(typed or printed)*

Phone: 920-863-6841

Email: wallyk@kruczekinc.com

Address:

3636 Kewaunee Road Green Bay, WI 54311

Bidder's Contractor License No.: (if applicable)

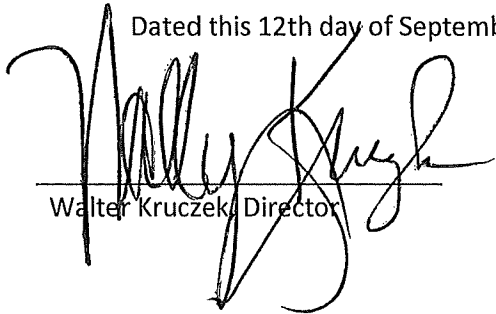
12008-UC

**MINUTES OF SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF  
KRUCZEK CONSTRUCTION, INC.**

MINUTES OF A SPECIAL MEETING OF THE Directors of Kruczek Construction, Inc. held at the Offices of the corporation at Green Bay, Wisconsin this 12th of September 2024, pursuant to the following waiver of notice and consent to the holding of such meeting signed by the Directors of said corporation on the records of said meeting, to-wit;

“We, the undersigned, being the Directors of Kruczek Construction, Inc., do hereby waive notice to the time, place and purpose of the meeting of the Directors and do hereby call said meeting and consent to the holding thereof at this time and place, to-wit; at the offices of the corporation in Green Bay, Wisconsin on the 12th day of September 2024, and we hereby consent to the transaction of any and all business that may come before said meeting.”

Dated this 12th day of September 2024.



Walter Kruczek, Director

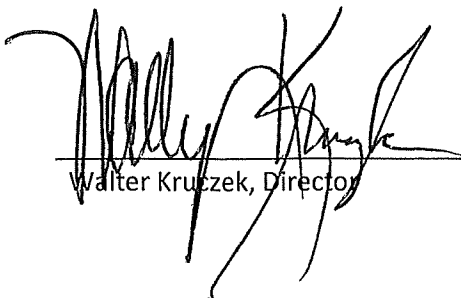
The meeting was called to order by Walter Kruczek, President of the corporation. Mr. Kruczek stated that the purpose of this meeting was to discuss appointing new officers to the board.

Walter Kruczek assigned the officer positions as follows:

Walter Kruczek  
Derek Kruczek

President/Treasurer  
Secretary

Here being no further or other business to come before this meeting, the meeting was Adjourned.



Walter Kruczek, Director

United States of America  
State of Wisconsin

DEPARTMENT OF FINANCIAL INSTITUTIONS

Division of Corporate & Consumer Services



To All to Whom These Presents Shall Come, Greeting:

I, Jennifer Dohm, Administrator of the Division of Corporate and Consumer Services, Department of Financial Institutions, do hereby certify that

**KRUCZEK CONSTRUCTION, INC.**

is a domestic corporation or a domestic limited liability company organized under the laws of this state and that its date of incorporation or organization is February 10, 1982.

I further certify that said corporation or limited liability company has, within its most recently completed report year, filed an annual report required under ss. 180.1622, 180.1921, 181.1622 or 183.0120 Wis. Stats., and that it has not filed articles of dissolution.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department on February 24, 2022.

A handwritten signature in cursive script that reads "Jennifer Dohm".

JENNIFER DOHM, Deputy Administrator  
Division of Corporate and Consumer Services  
Department of Financial Institutions



DFI/Corp/33

**To validate the authenticity of this certificate**

Visit this web address: <http://www.wdfi.org/apps/ccs/verify/>

Enter this code: **324140-B89936C1**



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary-designee  
Naomi De Mers, Division Administrator

March 28, 2023

Kruczek Construction, Inc.  
Attn: Wally Kruczek  
3636 Kewaunee Rd.  
Green Bay, WI 54311

Dear Wally:

Thank you for applying for Division of Facilities Development (DFD) contractor re-certification.

DFD reviewed your updated application and has issued a re-certification decision.

Kruczek Construction, Inc. is re-certified to bid in the following division of work up to the following threshold:

<u>Division of Work</u>	<u>Bid Threshold (Per Project)</u>
General	\$10,000,000

Please note that you are also re-certified to bid on projects in the Small Project Program (total project budget of \$300,000 or less).

When submitting your bid, please use your company name (Kruczek Construction, Inc.) as certified. Please do not submit a bid outside of your certified division of work and/or over your certified bid amount threshold (per project) as these bids will be rejected. Your new certification is valid until March 28, 2025. At that point, you will need to apply again for re-certification.

We look forward to your continued business. Please email us at [dfdcertification@wisconsin.gov](mailto:dfdcertification@wisconsin.gov) if you have any questions.

Sincerely,

Division of Facilities Development

Wisconsin Department of Administration



Division of Transportation System Development  
 Bureau of Project Development, Room S437  
 4822 Madison Yards Way  
 Madison, WI 53705

Tony Evers, Governor  
 Kristina Boardman, Secretary

Internet: [wisconsindot.gov](http://wisconsindot.gov)

Telephone: 608-266-1631

E-Mail: [DOTDTSDBPD@dot.wi.gov](mailto:DOTDTSDBPD@dot.wi.gov)

December 3, 2024

Kruczek Construction, Inc.  
 3636 Kewaunee Road  
 Green Bay, WI 54311

Expiration Date: **August 1, 2026**

The Experience Questionnaire and Financial Statement submitted by you for the purpose of obtaining prequalification ratings to permit bidding on work let under the direction of the Division of Transportation System Development have been reviewed. On the basis of the information contained in the statement, notification is hereby given that the following ratings have been assigned to you:

(A) General Construction.....	\$24,600,000
(B) Grading .....	\$24,600,000
(K) Incidental Construction .....	\$24,600,000
(M) Maximum Capacity .....	\$24,600,000

The above ratings will remain in effect until the indicated expiration date unless revised or terminated prior to that date.

Sincerely,

Rielly O'Donnell, P.E.  
 Chief Proposal Management Engineer

RO:mkw

**State of Wisconsin**

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

COMMITTED TO EQUAL OPPORTUNITY IN EMPLOYMENT  
AND LICENSING

**UTILITY CONTRACTOR**

NO. 12008 -UC

Expires: 03/31/2028

**TAYLOR MARIE KRUCZEK**  
E2154 COUNTY ROAD AB,  
DENMARK, WISCONSIN 54208  
UNITED STATES

The person whose name appears on this document has complied with the provisions of the Wisconsin Statutes and holds the credential specified on the front of this card. To verify the current status of this credential, use "Lookup a License" at [dsps.wi.gov](http://dsps.wi.gov).

The named person has complied with Wisconsin Statutes and holds the credential specified. Signature: Taylor Marie Kruczek

Ch 440.11, Wis. Statutes, requires you to notify the Department of a name or address change within 30 days. Please submit corrected information via the web at [dsps.wi.gov](http://dsps.wi.gov) or by mail to DSPS at PO Box 8935, Madison WI 53708-8935.

**Newton Ave & Rock Ave Reconstruction Project, Phase 2 (#9497795)**

**Owner: City of Waupun**

**Solicitor: MSA Professional Services - Beaver Dam**

**02/04/2025 10:00 AM CST**

**MSA Project #00212157**

Item	Item Description	UoM	Quantity	Kruczek Construction Inc.		Kartechner Brothers LLC		Dorner Inc.		PTS Contractors, Inc		Kopplin & Kinas Co., Inc.		RLAM	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
<b>PROJECT A: NEWTON &amp; ROCK AVENUE RECONSTRUCTION - PHASE 2</b>															
1	Mobilization, Bonds, & Insurance	LS	1	\$95,000.00	\$95,000.00	\$106,500.00	\$106,500.00	\$75,171.00	\$75,171.00	\$25,000.35	\$25,000.35	\$90,385.00	\$90,385.00	\$89,000.00	\$89,000.00
2	Erosion and Sedimentation Controls (Remaining Project Area)	LS	1	\$5,000.00	\$5,000.00	\$4,229.74	\$4,229.74	\$2,639.00	\$2,639.00	\$4,015.00	\$4,015.00	\$4,990.00	\$4,990.00	\$3,300.00	\$3,300.00
3	Traffic Control	LS	1	\$5,000.00	\$5,000.00	\$5,301.12	\$5,301.12	\$4,751.00	\$4,751.00	\$2,860.00	\$2,860.00	\$2,700.00	\$2,700.00	\$3,300.00	\$3,300.00
4	Unclassified Excavation (Remaining Project Area)	LS	1	\$65,000.00	\$65,000.00	\$59,490.36	\$59,490.36	\$121,891.00	\$121,891.00	\$122,245.00	\$122,245.00	\$115,454.00	\$115,454.00	\$137,000.00	\$137,000.00
5	Topsoil Placement & Grading (Remaining Project Area)	S.Y.	3950	\$7.00	\$27,650.00	\$6.44	\$25,438.00	\$8.00	\$31,600.00	\$8.10	\$31,995.00	\$7.60	\$30,020.00	\$5.75	\$22,712.50
6	Seeding/Fertilizing/Mulching (Remaining Project Area)	S.Y.	3950	\$3.75	\$14,812.50	\$3.90	\$15,405.00	\$2.60	\$10,270.00	\$4.00	\$15,800.00	\$3.75	\$14,812.50	\$3.95	\$15,602.50
7	Erosion Matting (Undistributed)	S.Y.	500	\$2.50	\$1,250.00	\$2.79	\$1,395.00	\$2.40	\$1,200.00	\$2.65	\$1,325.00	\$2.50	\$1,250.00	\$2.75	\$1,375.00
8	30-Inch Concrete Curb/Gutter Remove & Replace	L.F.	3700	\$17.75	\$65,675.00	\$18.17	\$67,229.00	\$18.40	\$68,080.00	\$18.50	\$68,450.00	\$17.45	\$64,565.00	\$17.67	\$65,379.00
9	Concrete Driveway (6 Inch Thick / 6 inch Base)	S.F.	7790	\$7.00	\$54,530.00	\$7.21	\$56,165.90	\$7.90	\$61,541.00	\$8.00	\$62,320.00	\$7.52	\$58,580.80	\$7.67	\$59,749.30
10	Remove & Replace Asphalt Driveway (3 Inch Thick / 6 Inch Base)	S.F.	210	\$6.50	\$1,365.00	\$6.43	\$1,350.30	\$7.40	\$1,554.00	\$7.40	\$1,554.00	\$3.44	\$722.40	\$9.67	\$2,030.70
11	Concrete Sidewalk (6 Inch Thick) Remove & Replace	S.F.	4000	\$7.00	\$28,000.00	\$7.21	\$28,840.00	\$7.90	\$31,600.00	\$8.00	\$32,000.00	\$7.52	\$30,080.00	\$7.67	\$30,680.00
12	Concrete Sidewalk (4 Inch Thick) Remove & Replace	S.F.	11270	\$5.60	\$63,112.00	\$5.78	\$65,140.60	\$6.50	\$73,255.00	\$6.60	\$74,382.00	\$6.19	\$69,761.30	\$6.13	\$69,085.10
13	Detectable Warning Fields	S.F.	20	\$35.50	\$710.00	\$36.44	\$728.80	\$37.00	\$740.00	\$37.00	\$740.00	\$35.00	\$700.00	\$35.00	\$700.00
14	Dense Graded Base (4 Inch Thick)	S.Y.	8249	\$3.15	\$25,984.35	\$3.07	\$25,324.43	\$3.30	\$27,221.70	\$3.30	\$27,221.70	\$3.14	\$25,901.86	\$3.53	\$29,118.97
15	Breaker Run (8 Inch Thick)	S.Y.	8249	\$6.30	\$51,968.70	\$6.14	\$50,648.86	\$5.70	\$47,019.30	\$5.75	\$47,431.75	\$5.41	\$44,627.09	\$7.00	\$57,743.00
16	Asphaltic Binder (2 1/2 Inch Thick) (2025)	S.Y.	6790	\$10.00	\$67,900.00	\$9.87	\$67,017.30	\$11.10	\$75,369.00	\$10.45	\$70,955.50	\$9.85	\$66,881.50	\$9.90	\$67,221.00
17	Asphaltic Surface (1-3/4 Inch Thick) (2025)	S.Y.	110	\$19.00	\$2,090.00	\$18.57	\$2,042.70	\$19.60	\$2,156.00	\$19.65	\$2,161.50	\$15.60	\$1,716.00	\$18.88	\$2,076.80
18	Asphaltic Surface (1-3/4 Inch Thick) (2026)	S.Y.	6680	\$7.50	\$50,100.00	\$7.48	\$49,966.40	\$7.90	\$52,772.00	\$7.95	\$53,106.00	\$8.15	\$54,442.00	\$7.60	\$50,768.00
19	Excavation Below Subgrade (E.B.S.) w/ Breaker Run	C.Y.	1310	\$27.00	\$35,370.00	\$26.82	\$35,134.20	\$38.40	\$50,304.00	\$38.50	\$50,435.00	\$36.35	\$47,618.50	\$42.00	\$55,020.00
20	Stabilization Fabric (Type SAS)	S.Y.	8249	\$1.70	\$14,023.30	\$1.65	\$13,610.85	\$1.70	\$14,023.30	\$1.75	\$14,435.75	\$1.63	\$13,445.87	\$2.40	\$19,797.60
21	Rock Excavation (Undistributed)	C.Y.	250	\$1.00	\$250.00	\$1.12	\$280.00	\$50.00	\$12,500.00	\$1.00	\$250.00	\$1.00	\$250.00	\$0.01	\$2.50
22	Trucked Granular Backfill	TON	5310	\$12.00	\$63,720.00	\$13.33	\$70,782.30	\$7.50	\$39,825.00	\$8.00	\$42,480.00	\$8.00	\$42,480.00	\$15.15	\$80,446.50
23	Styrofoam Pipe Insulation	S.F.	540	\$4.50	\$2,430.00	\$4.68	\$2,527.20	\$2.20	\$1,188.00	\$5.50	\$2,970.00	\$5.50	\$2,970.00	\$5.00	\$2,700.00
24	Street Inlet (2 Foot x 3 Foot I.D.) (Complete)	EA.	8	\$3,770.00	\$30,160.00	\$3,924.67	\$31,397.36	\$3,473.00	\$27,784.00	\$3,370.00	\$26,960.00	\$3,375.00	\$27,000.00	\$3,200.00	\$25,600.00
25	Storm Manhole (4 Foot I.D.) (Complete)	EA.	4	\$4,250.00	\$17,000.00	\$4,424.36	\$17,697.44	\$4,181.00	\$16,724.00	\$3,205.00	\$12,820.00	\$3,210.00	\$12,840.00	\$4,200.00	\$16,800.00
26	Storm Lateral Cleanout (Complete)	EA.	9	\$861.00	\$7,749.00	\$896.32	\$8,066.88	\$839.00	\$7,551.00	\$750.00	\$6,750.00	\$750.00	\$6,750.00	\$900.00	\$8,100.00
27	R.C.P. Storm Sewer (12 Inch I.D.)	L.F.	150	\$93.00	\$13,950.00	\$97.60	\$14,640.00	\$76.00	\$11,400.00	\$90.00	\$13,500.00	\$90.00	\$13,500.00	\$90.00	\$13,500.00
28	R.C.P. Storm Sewer (15 Inch I.D.)	L.F.	613	\$76.00	\$46,588.00	\$79.12	\$48,500.56	\$62.00	\$38,006.00	\$76.00	\$46,588.00	\$76.00	\$46,588.00	\$110.00	\$67,430.00
29	R.C.P. Storm Sewer (18 Inch I.D.)	L.F.	535	\$78.00	\$41,730.00	\$81.72	\$43,720.20	\$63.00	\$33,705.00	\$78.00	\$41,730.00	\$78.00	\$41,730.00	\$134.00	\$71,690.00
30	H.D.P.E Storm Sewer Lateral (4 Inch I.D.)	L.F.	640	\$46.50	\$29,760.00	\$48.41	\$30,982.40	\$54.00	\$34,560.00	\$56.00	\$35,840.00	\$56.00	\$35,840.00	\$54.00	\$34,560.00
31	H.D.P.E Storm Sewer Lateral (6 Inch I.D.)	L.F.	1410	\$43.75	\$61,687.50	\$45.54	\$64,211.40	\$45.00	\$63,450.00	\$45.00	\$63,450.00	\$44.00	\$62,040.00	\$40.00	\$56,400.00
32	Sanitary Manhole (Complete)	EA.	7	\$6,200.00	\$43,400.00	\$6,454.36	\$45,180.52	\$5,711.00	\$39,977.00	\$5,970.00	\$41,790.00	\$5,975.00	\$41,825.00	\$5,000.00	\$35,000.00
33	P.V.C. Sanitary Sewer (8 Inch I.D.)	L.F.	1993	\$71.00	\$141,503.00	\$74.38	\$148,239.34	\$71.00	\$141,503.00	\$82.00	\$163,426.00	\$82.00	\$163,426.00	\$90.00	\$179,370.00
34	P.V.C. Sanitary Lateral Replacement	L.F.	1250	\$70.00	\$87,500.00	\$72.87	\$91,087.50	\$69.00	\$86,250.00	\$93.00	\$116,250.00	\$93.00	\$116,250.00	\$70.00	\$87,500.00
35	Sanitary Wye	EA.	34	\$235.00	\$7,990.00	\$244.64	\$8,317.76	\$596.00	\$20,264.00	\$300.00	\$10,200.00	\$300.00	\$10,200.00	\$200.00	\$6,800.00
36	Sewer Televising	L.F.	1993	\$3.30	\$6,576.90	\$3.44	\$6,855.92	\$1.90	\$3,786.70	\$2.65	\$5,281.45	\$3.00	\$5,979.00	\$5.00	\$9,965.00
37	P.V.C. Watermain (6 Inch I.D.)	L.F.	65	\$82.50	\$5,362.50	\$86.14	\$5,599.10	\$87.00	\$5,655.00	\$105.00	\$6,825.00	\$105.00	\$6,825.00	\$70.00	\$4,550.00
38	P.V.C. Watermain (8 Inch I.D.)	L.F.	1888	\$78.00	\$147,264.00	\$81.20	\$153,305.60	\$75.00	\$141,600.00	\$85.00	\$160,480.00	\$85.00	\$160,480.00	\$80.00	\$151,040.00
39	Valve and Road Box (6 Inch I.D.)	EA.	3	\$1,980.00	\$5,940.00	\$2,061.23	\$6,183.69	\$1,996.00	\$5,988.00	\$1,875.00	\$5,625.00	\$1,875.00	\$5,625.00	\$2,000.00	\$6,000.00

Item	Item Description	UofM	Quantity	Kruczek Construction Inc.		Kartechner Brothers LLC		Dorner Inc.		PTS Contractors, Inc		Kopplin & Kinas Co., Inc.		RLAM	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
40	Valve and Road Box (8 Inch I.D.)	EA.	4	\$2,950.00	\$11,800.00	\$3,071.03	\$12,284.12	\$4,261.00	\$17,044.00	\$2,625.00	\$10,500.00	\$2,625.00	\$10,500.00	\$2,700.00	\$10,800.00
41	Watermain Tee (8 Inch x 8 Inch x 6 Inch I.D.)	EA.	3	\$830.00	\$2,490.00	\$868.22	\$2,604.66	\$859.00	\$2,577.00	\$720.00	\$2,160.00	\$720.00	\$2,160.00	\$890.00	\$2,670.00
42	Watermain Tee (8 Inch x 8 Inch x 8 Inch I.D.)	EA.	1	\$900.00	\$900.00	\$978.56	\$978.56	\$955.00	\$955.00	\$810.00	\$810.00	\$815.00	\$815.00	\$1,000.00	\$1,000.00
43	Reducer (8 Inch x 6 Inch I.D.)	EA.	1	\$429.75	\$429.75	\$447.64	\$447.64	\$542.00	\$542.00	\$425.00	\$425.00	\$425.00	\$425.00	\$500.00	\$500.00
44	45-Degree Bend w/ Blocking (6 Inch I.D.)	EA.	2	\$460.00	\$920.00	\$478.87	\$957.74	\$459.00	\$918.00	\$375.00	\$750.00	\$375.00	\$750.00	\$540.00	\$1,080.00
45	45-Degree Bend w/ Blocking (8 Inch I.D.)	EA.	2	\$600.00	\$1,200.00	\$624.62	\$1,249.24	\$611.00	\$1,222.00	\$485.00	\$970.00	\$490.00	\$980.00	\$700.00	\$1,400.00
46	22.5-Degree Bend w/ Blocking (8 Inch I.D.)	EA.	5	\$600.00	\$3,000.00	\$624.62	\$3,123.10	\$606.00	\$3,030.00	\$485.00	\$2,425.00	\$485.00	\$2,425.00	\$700.00	\$3,500.00
47	Complete Hydrant Assembly	EA.	3	\$6,900.00	\$20,700.00	\$7,209.10	\$21,627.30	\$6,476.00	\$19,428.00	\$6,415.00	\$19,245.00	\$9,420.00	\$28,260.00	\$7,300.00	\$21,900.00
48	Water Service Corporation (1 Inch I.D.)	EA.	34	\$351.00	\$11,934.00	\$369.56	\$12,565.04	\$402.00	\$13,668.00	\$280.00	\$9,520.00	\$285.00	\$9,690.00	\$460.00	\$15,640.00
49	Curb Stop & Box (1 Inch I.D.)	EA.	34	\$440.00	\$14,960.00	\$459.09	\$15,609.06	\$541.00	\$18,394.00	\$415.00	\$14,110.00	\$415.00	\$14,110.00	\$400.00	\$13,600.00
50	HDPE Water Service (1 Inch I.D. CTS)	L.F.	1210	\$52.00	\$62,920.00	\$54.39	\$65,811.90	\$61.00	\$73,810.00	\$61.00	\$73,810.00	\$61.00	\$73,810.00	\$55.00	\$66,550.00
<b>Total Items 1 - 50:</b>				<b>\$1,566,355.50</b>		<b>\$1,615,792.09</b>		<b>\$1,636,462.00</b>		<b>\$1,646,374.00</b>		<b>\$1,685,176.82</b>		<b>\$1,777,753.47</b>	
<b>PROJECT B: HARRIS CREEK PHASE 2 IMPROVEMENTS</b>															
51	Mobilization, Bonds, & Insurance	LS	1	\$5,000.00	\$5,000.00	\$8,097.45	\$8,097.45	\$5,000.00	\$5,000.00	\$1,750.00	\$1,750.00	\$5,660.00	\$5,660.00	\$12,000.00	\$12,000.00
Erosion and Sedimentation Controls (Harris Creek Area)															
52	Area)	LS	1	\$8,500.00	\$8,500.00	\$8,370.19	\$8,370.19	\$17,420.00	\$17,420.00	\$5,295.00	\$5,295.00	\$4,950.00	\$4,950.00	\$13,300.00	\$13,300.00
53	Unclassified Excavation (Harris Creek Area)	LS	1	\$46,000.00	\$46,000.00	\$45,056.10	\$45,056.10	\$62,617.00	\$62,617.00	\$62,800.00	\$62,800.00	\$58,168.00	\$58,168.00	\$36,000.00	\$36,000.00
54	Topsoil Placement & Grading (Harris Creek Area)	S.Y.	1050	\$17.50	\$18,375.00	\$16.99	\$17,839.50	\$8.00	\$8,400.00	\$8.10	\$8,505.00	\$7.60	\$7,980.00	\$11.00	\$11,550.00
55	Seeding/Fertilizing/Mulching (Harris Creek Area)	S.Y.	1050	\$3.75	\$3,937.50	\$3.90	\$4,095.00	\$4.20	\$4,410.00	\$4.00	\$4,200.00	\$3.75	\$3,937.50	\$3.93	\$4,126.50
56	Erosion Matting (Undistributed)	S.Y.	400	\$2.50	\$1,000.00	\$2.79	\$1,116.00	\$2.60	\$1,040.00	\$2.65	\$1,060.00	\$2.50	\$1,000.00	\$1.00	\$400.00
Concrete Spot Sidewalk Replace (4 Inch Thick)															
57	(Undistributed)	S.F.	400	\$7.65	\$3,060.00	\$7.65	\$3,060.00	\$8.80	\$3,520.00	\$9.00	\$3,600.00	\$8.35	\$3,340.00	\$9.55	\$3,820.00
58	Styrofoam Pipe Insulation	S.F.	32	\$4.75	\$152.00	\$4.95	\$158.40	\$2.20	\$70.40	\$5.50	\$176.00	\$5.50	\$176.00	\$5.00	\$160.00
59	R.C.P. Storm Sewer (12 Inch I.D.)	L.F.	24	\$155.00	\$3,720.00	\$161.36	\$3,872.64	\$192.00	\$4,608.00	\$145.00	\$3,480.00	\$145.00	\$3,480.00	\$80.00	\$1,920.00
60	H.D.P.E. Storm Sewer (15 Inch I.D.)	L.F.	30	\$160.00	\$4,800.00	\$167.61	\$5,028.30	\$129.00	\$3,870.00	\$130.00	\$3,900.00	\$130.00	\$3,900.00	\$72.00	\$2,160.00
61	R.C.P. Endwall (12 Inch I.D. w/ Pipe Grate)	EA.	1	\$2,760.00	\$2,760.00	\$2,873.23	\$2,873.23	\$2,403.00	\$2,403.00	\$1,695.00	\$1,695.00	\$1,695.00	\$1,695.00	\$1,900.00	\$1,900.00
62	C.M.P. Endwall (15 Inch I.D. w/ Pipe Grate)	EA.	2	\$1,100.00	\$2,200.00	\$1,094.70	\$2,189.40	\$1,053.00	\$2,106.00	\$120.00	\$240.00	\$120.00	\$240.00	\$825.00	\$1,650.00
63	Heavy Riprap w/ Geotextile Fabric	S.Y.	230	\$51.00	\$11,730.00	\$49.46	\$11,375.80	\$57.20	\$13,156.00	\$58.00	\$13,340.00	\$54.20	\$12,466.00	\$70.00	\$16,100.00
Heavy Riprap w/ Geotextile Fabric (Special Slope Treatment)															
64	Treatment)	S.Y.	130	\$51.00	\$6,630.00	\$49.46	\$6,429.80	\$57.20	\$7,436.00	\$58.00	\$7,540.00	\$54.20	\$7,046.00	\$85.00	\$11,050.00
Integrated Bank Treatment (Heavy Riprap, Geotextile Fabric, Plantings)															
65	Geotextile Fabric, Plantings)	S.Y.	820	\$79.00	\$64,780.00	\$78.97	\$64,755.40	\$71.50	\$58,630.00	\$90.00	\$73,800.00	\$84.35	\$69,167.00	\$103.00	\$84,460.00
<b>Total Items 51 - 65:</b>				<b>\$182,644.50</b>		<b>\$184,317.21</b>		<b>\$194,686.40</b>		<b>\$191,381.00</b>		<b>\$183,205.50</b>		<b>\$200,596.50</b>	
<b>Total Base Bid Items 1 - 65:</b>				<b>\$1,749,000.00</b>		<b>\$1,800,109.30</b>		<b>\$1,831,148.40</b>		<b>\$1,837,755.00</b>		<b>\$1,868,382.32</b>		<b>\$1,978,349.97</b>	





# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/11/25 **TITLE:** Roofing Contract with BRH Enterprise to Repair Hail Damaged Roofs on City Facilities

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

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

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	\$682,074.96 (Insurance Claim)	

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**ISSUE SUMMARY:**  
The Board of Public Works will review and recommend this item for Council action at their meeting on February 11, 2025. The city suffered hail damage on most of its structures in May of 2024. Over the past several months, we have been working with BRH and Selective insurance on final numbers for the repairs. The Board of Public Works and the Common Council have already declared an emergency to permit this work to proceed based on insurance settlement. The total for these repairs, minus the work already approved for the city garage roof is \$682,074.96.. After the work has been completed, staff will submit to Selective and they will reimburse us for the depreciation amounts by facility.

**STAFF RECOMMENDATION:**  
Accept the recommendation from the Board of Public Works

**ATTACHMENTS:**  
BRH Enterprise contract  
Recap by room for buildings  
Recap by room for Baseball complex

**RECOMMENDED MOTION:**  
Motion to approve the contract with BRH Enterprise for roof repairs from the hailstorm in the amount of \$682,074.96, with the understanding that the claim is covered by City of Waupun Insurance Claim settlement as with Selective Insurance.

CONTRACT PRICE

Owner agrees to pay BRH for its performance of the Work: \$ 682,074.96 ("Contract Price").

Down Payment/Deductible Payment: \$ 341,037.48 due upon the execution of this Contract.  
*BRH will not be required to perform any Work until receipt of the Down Payment/Deductible Payment.*

Final Payment: \$ 341,037.48 due upon completion of the Work.

All payments made by credit card will be assessed a fee equal to 3% of the charge.  
Checks payable to: BRH Enterprises LLC, N8218 WI-28, Mayville, WI 53050

**OWNER IS RESPONSIBLE FOR THE ENTIRE CONTRACT PRICE REGARDLESS OF THE AMOUNT PAID BY OWNER'S INSURANCE COMPANY.**

CONTRACT TIME

Date of Commencement. BRH will commence Work on or before 3 days after all the following occur:

- (i) This fully executed Contract has been received by BRH, (ii) the Down Payment/Deductible Payment has been received by BRH, (iii) all required state and local building and construction permits and approvals have been obtained, and (iv) all Selections affecting commencement of Work have been made by Owner.

Substantial Completion. Substantial Completion shall occur on or before 6-1-25, subject to the Contract Terms and Conditions.

Please indicate whether, to the best of your knowledge, the Work contemplated by this contract is related to a claim under a property insurance policy:

- YES, to the best of my knowledge, the Work contemplated by this contract is related to a claim under a property insurance policy.
- NO, to the best of my knowledge, the Work contemplated by this contract is not related to a claim under a property insurance policy.

Date: 2-3-25

Owner's Signature: X

Contractor's Signature: Andy M...

You may cancel this contract at any time before midnight on the third business day after you have received written notice from your insurer that the claim has been denied in whole or in part under the property insurance policy. See the attached notice of cancellation form for an explanation of this right.

Owner hereby authorizes Owner's insurance company to release any and all information and documents relating to Owner's insurance coverage: X Signature Date

- Owner hereby acknowledges receipt of the "Wisconsin 'Right to Cure Law'" brochure. T
- Owner hereby acknowledges receipt of the United States Environment Protection Agency pamphlet entitled "The Lead-Safe Certified Guide to Renovate Right." A
- Owner hereby acknowledges receipt of the "Notice of Consumer's Right to Receive Lien Waivers." 1

This Contract is accepted and Owner acknowledges receipt of BRH's Terms and Conditions:

BRH Enterprises LLC Owner(s):

By: Bryce Hanke, its Managing Member Signature Signature  
T Print Name Print Name

PO Box 7264  
London, KY 40742  
Fax: 877-233-0917

Insured: City Of Waupun  
Property: 903 N MADISON ST  
WAUPUN TS, WI 53963  
Business: 201 E Main St  
Waupun, WI 53963-2019  
Home: 903 N MADISON ST  
WAUPUN TS, WI 53963

E-mail: jeff@cityofwaupunwi.gov

Claim Rep.: David Clark

E-mail: david.clark@selective.com

Estimator: David Clark

E-mail: david.clark@selective.com

**Claim Number:** 22646177

**Policy Number:** S 2198633

**Type of Loss:** Hail

Date Contacted: 7/22/2024 12:09 PM

Date of Loss: 5/20/2024 12:00 AM

Date Received: 7/11/2024 12:00 AM

Date Inspected: 7/26/2024 12:09 PM

Date Entered: 7/18/2024 10:48 AM

Date Est. Completed: 1/6/2025 2:25 PM

Price List: WIMA8X\_JUL24  
Restoration/Service/Remodel

Estimate: CITY\_OF\_WAUPUN1

**Important! Please Read First:**

This estimate is prepared using prevailing prices of building materials and labor in your area. The decision to use and the choice of any particular contractor is entirely insured's privilege and ultimate responsibility. If the contractor you choose thinks he or she is unable to complete the specified repairs for the amount allowed in our estimate, please have your contractor contact your adjuster immediately. Any request for supplemental funds must be made prior to the supplemental work being performed, or such requests cannot be honored.

PO Box 7264  
London, KY 40742  
Fax: 877-233-0917

**CITY\_OF\_WAUPUNI**

**Press Box**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
1. Tear off, haul and dispose of comp. shingles - Laminated	4.58 SQ	92.99	0.00	21.30	447.19	(0.00)	447.19
2. Laminated - comp. shingle rfg. - w/out felt	5.00 SQ	316.43	36.83	80.94	1,699.92	(141.31)	1,558.61
3. Roofing felt - 15 lb. Felt less ice/water	1.76 SQ	48.61	1.00	4.34	90.89	(5.73)	85.16
4. Drip edge	85.00 LF	3.50	5.10	15.14	317.74	(16.75)	300.99
5. Continuous ridge vent - shingle-over style	24.00 LF	12.55	5.95	15.36	322.51	(19.58)	302.93
40. R&R Hip / Ridge cap - Standard profile - composition shingles	24.00 LF	11.78	3.38	14.28	300.38	(0.00)	300.38
6. Ice & water barrier	282.00 SF	2.22	7.91	31.70	665.65	(30.34)	635.31
7. Remove Additional charge for high roof (2 stories or greater)	4.58 SQ	7.01	0.00	1.60	33.71	(0.00)	33.71
8. Additional charge for high roof (2 stories or greater)	4.58 SQ	29.81	0.00	6.82	143.35	(0.00)	143.35
<b>Totals: Press Box</b>			<b>60.17</b>	<b>191.48</b>	<b>4,021.34</b>	<b>213.71</b>	<b>3,807.63</b>

**Storage Building**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
9. Tear off, haul and dispose of comp. shingles - Laminated	26.32 SQ	92.99	0.00	122.38	2,569.88	(0.00)	2,569.88
10. Laminated - comp. shingle rfg. - w/out felt	29.00 SQ	316.43	213.63	469.50	9,859.60	(819.58)	9,040.02
11. Roofing felt - 15 lb. Felt less ice/water	15.34 SQ	48.61	8.68	37.72	792.08	(49.95)	742.13
12. Drip edge	208.00 LF	3.50	12.47	37.02	777.49	(41.01)	736.48
13. R&R Continuous ridge vent - shingle-over style	61.00 LF	13.67	15.13	42.46	891.46	(49.75)	841.71
14. Flashing - pipe jack	2.00 EA	66.26	1.99	6.72	141.23	(6.53)	134.70
15. Ice & water barrier	1,098.00 SF	2.22	30.80	123.42	2,591.78	(118.16)	2,473.62
16. R&R Gutter / downspout - aluminum - 6"	138.00 LF	15.51	63.76	110.20	2,314.34	(293.51)	2,020.83
<b>Totals: Storage Building</b>			<b>346.46</b>	<b>949.42</b>	<b>19,937.86</b>	<b>1,378.49</b>	<b>18,559.37</b>

**Restroom**

PO Box 7264  
London, KY 40742  
Fax: 877-233-0917

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
17. Tear off, haul and dispose of comp. shingles - Laminated	14.32 SQ	92.99	0.00	66.58	1,398.20	(0.00)	1,398.20
18. Laminated - comp. shingle rfg. - w/out felt	16.00 SQ	316.43	117.87	259.04	5,439.79	(452.18)	4,987.61
19. Roofing felt - 15 lb. Felt less ice/water	14.32 SQ	48.61	8.10	35.20	739.40	(46.64)	692.76
20. Drip edge	170.00 LF	3.50	10.19	30.26	635.45	(33.52)	601.93
21. Continuous ridge vent - shingle-over style	49.40 LF	12.55	12.25	31.62	663.84	(40.29)	623.55
22. Flashing - pipe jack	1.00 EA	66.26	0.99	3.36	70.61	(3.27)	67.34
23. Flashing, 14" wide	11.00 LF	5.93	1.26	3.32	69.81	(4.14)	65.67
24. Ice & water barrier	0.00 SF	2.22	0.00	0.00	0.00	(0.00)	0.00
25. Gutter / downspout - aluminum - up to 5"	108.00 LF	11.54	32.43	63.94	1,342.69	(149.30)	1,193.39
<b>Totals: Restroom</b>			<b>183.09</b>	<b>493.32</b>	<b>10,359.79</b>	<b>729.34</b>	<b>9,630.45</b>

**Varsity Concession**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
26. Tear off, haul and dispose of comp. shingles - Laminated	59.50 SQ	92.99	0.00	276.64	5,809.55	(0.00)	5,809.55
27. Laminated - comp. shingle rfg. - w/out felt	65.67 SQ	316.43	483.77	1,063.18	22,326.91	(1,855.92)	20,470.99
28. Roofing felt - 15 lb. Felt less ice/water	31.36 SQ	48.61	17.75	77.10	1,619.26	(102.14)	1,517.12
29. Drip edge	472.00 LF	3.50	28.30	84.02	1,764.32	(93.05)	1,671.27
30. Continuous ridge vent - shingle-over style	259.00 LF	12.55	64.24	165.74	3,480.43	(211.25)	3,269.18
31. Ice & water barrier	28.14 SF	2.22	0.79	3.16	66.42	(3.03)	63.39
32. Gutter / downspout - aluminum - up to 5"	395.00 LF	11.54	118.62	233.86	4,910.78	(546.08)	4,364.70
<b>Totals: Varsity Concession</b>			<b>713.47</b>	<b>1,903.70</b>	<b>39,977.67</b>	<b>2,811.47</b>	<b>37,166.20</b>

**Baseball Dugouts EV**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
33. Tear off, haul and dispose of comp. shingles - Laminated 8Dugouts. Hover measurements mutliplied by 8	22.08 SQ	92.99	0.00	102.66	2,155.88	(0.00)	2,155.88
34. Laminated - comp. shingle rfg. - w/out felt 6 Dugouts. Hover measurements mutliplied by 6	22.33 SQ	316.43	164.50	361.52	7,591.90	(631.08)	6,960.82

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**CONTINUED - Baseball Dugouts EV**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
35. Roofing felt - 15 lb. 6 Dugouts. Hover measurements mutliplied by 6	22.08 SQ	48.61	12.50	54.28	1,140.09	(71.91)	1,068.18
36. Drip edge 6 Dugouts. Hover measurements mutliplied by 6	640.00 LF	3.50	38.37	113.92	2,392.29	(126.17)	2,266.12
39. General Laborer - per hour	2.00 HR	62.31	0.00	6.24	130.86	(0.00)	130.86
<b>Totals: Baseball Dugouts EV</b>			<b>215.37</b>	<b>638.62</b>	<b>13,411.02</b>	<b>829.16</b>	<b>12,581.86</b>

**General Conditions**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
41. Commercial Supervision / Project Management - per hour	50.00 HR	85.18	0.00	212.96	4,471.96	(0.00)	4,471.96
42. Temporary toilet (per month)	1.00 MO	170.00	0.00	8.50	178.50	(0.00)	178.50
43. Dumpster load - Approx. 30 yards, 5-7 tons of debris	3.00 EA	830.00	0.00	124.50	2,614.50	(0.00)	2,614.50
44. Temporary fencing - 1-4 months (per month)	100.00 LF	4.75	0.00	23.76	498.76	(0.00)	498.76
<b>Totals: General Conditions</b>			<b>0.00</b>	<b>369.72</b>	<b>7,763.72</b>	<b>0.00</b>	<b>7,763.72</b>

**Line Item Totals: CITY\_OF\_WAUPUN1** **1,518.56** **4,546.26** **95,471.40** **5,962.17** **89,509.23**

**Grand Total Areas:**

0.00 SF Walls	0.00 SF Ceiling	0.00 SF Walls and Ceiling
0.00 SF Floor	0.00 SY Flooring	0.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	0.00 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
19,740.98 Surface Area	197.41 Number of Squares	645.58 Total Perimeter Length
240.81 Total Ridge Length	0.00 Total Hip Length	

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<b>Coverage</b>	<b>Item Total</b>	<b>%</b>	<b>ACV Total</b>	<b>%</b>
Dwelling	8,194.96	8.58%	8,194.96	9.16%
Concession Stand	39,977.67	41.87%	37,166.20	41.52%
Restroom	10,359.79	10.85%	9,630.45	10.76%
Storage Building	19,937.86	20.88%	18,559.37	20.73%
Press Box	3,720.96	3.90%	3,507.25	3.92%
Baseball dugouts	13,280.16	13.91%	12,451.00	13.91%
<b>Total</b>	<b>95,471.40</b>	<b>100.00%</b>	<b>89,509.23</b>	<b>100.00%</b>

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**Summary for Dwelling**

Line Item Total	7,801.34
Material Sales Tax	3.38
Subtotal	7,804.72
Overhead	195.12
Profit	195.12
<b>Replacement Cost Value</b>	<b>\$8,194.96</b>
Less Deductible	(8,194.96)
<b>Net Claim</b>	<b>\$0.00</b>

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David Clark



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**Summary for Concession Stand**

Line Item Total	37,360.50
Material Sales Tax	713.47
Subtotal	38,073.97
Overhead	951.85
Profit	951.85
<b>Replacement Cost Value</b>	<b>\$39,977.67</b>
Less Depreciation	(2,811.47)
<b>Actual Cash Value</b>	<b>\$37,166.20</b>
Less Deductible	(1,805.04)
<b>Net Claim</b>	<b>\$35,361.16</b>
Total Recoverable Depreciation	2,811.47
<b>Net Claim if Depreciation is Recovered</b>	<b>\$38,172.63</b>

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David Clark

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**Summary for Restroom**

Line Item Total	9,683.38
Material Sales Tax	183.09
Subtotal	9,866.47
Overhead	246.66
Profit	246.66
<b>Replacement Cost Value</b>	<b>\$10,359.79</b>
Less Depreciation	(729.34)
<b>Actual Cash Value</b>	<b>\$9,630.45</b>
<b>Net Claim</b>	<b>\$9,630.45</b>
Total Recoverable Depreciation	729.34
<b>Net Claim if Depreciation is Recovered</b>	<b>\$10,359.79</b>

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David Clark

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**Summary for Storage Building**

Line Item Total	18,641.98
Material Sales Tax	346.46
Subtotal	18,988.44
Overhead	474.71
Profit	474.71
<b>Replacement Cost Value</b>	<b>\$19,937.86</b>
Less Depreciation	(1,378.49)
<b>Actual Cash Value</b>	<b>\$18,559.37</b>
<b>Net Claim</b>	<b>\$18,559.37</b>
Total Recoverable Depreciation	1,378.49
<b>Net Claim if Depreciation is Recovered</b>	<b>\$19,937.86</b>

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David Clark

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**Summary for Press Box**

Line Item Total	3,486.97
Material Sales Tax	56.79
Subtotal	3,543.76
Overhead	88.60
Profit	88.60
<b>Replacement Cost Value</b>	<b>\$3,720.96</b>
Less Depreciation	(213.71)
<b>Actual Cash Value</b>	<b>\$3,507.25</b>
<b>Net Claim</b>	<b>\$3,507.25</b>
Total Recoverable Depreciation	213.71
<b>Net Claim if Depreciation is Recovered</b>	<b>\$3,720.96</b>

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**Summary for Baseball dugouts**

Line Item Total	12,432.41
Material Sales Tax	215.37
Subtotal	12,647.78
Overhead	316.19
Profit	316.19
<b>Replacement Cost Value</b>	<b>\$13,280.16</b>
Less Depreciation	(829.16)
<b>Actual Cash Value</b>	<b>\$12,451.00</b>
<b>Net Claim</b>	<b>\$12,451.00</b>
Total Recoverable Depreciation	829.16
<b>Net Claim if Depreciation is Recovered</b>	<b>\$13,280.16</b>

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**Recap of Taxes, Overhead and Profit**

	<b>Overhead (2.5%)</b>	<b>Profit (2.5%)</b>	<b>Material Sales Tax (5.5%)</b>	<b>Services Mat'l Tax (5.5%)</b>	<b>Service Sales Tax (5.5%)</b>	<b>Manuf. Home Tax (5.5%)</b>	<b>Storage Tax (5.5%)</b>
<b>Line Items</b>	2,273.13	2,273.13	1,518.56	0.00	0.00	0.00	0.00
<b>Total</b>	<b>2,273.13</b>	<b>2,273.13</b>	<b>1,518.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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**Recap by Room**

**Estimate: CITY\_OF\_WAUPUN1**

<b>Press Box</b>		<b>3,769.69</b>	<b>4.22%</b>
Coverage: Dwelling	7.50% =	282.72	
Coverage: Press Box	92.50% =	3,486.97	
<b>Storage Building</b>		<b>18,641.98</b>	<b>20.85%</b>
Coverage: Storage Building	100.00% =	18,641.98	
<b>Restroom</b>		<b>9,683.38</b>	<b>10.83%</b>
Coverage: Restroom	100.00% =	9,683.38	
<b>Varsity Concession</b>		<b>37,360.50</b>	<b>41.79%</b>
Coverage: Concession Stand	100.00% =	37,360.50	
<b>Baseball Dugouts EV</b>		<b>12,557.03</b>	<b>14.04%</b>
Coverage: Dwelling	0.99% =	124.62	
Coverage: Baseball dugouts	99.01% =	12,432.41	
<b>General Conditions</b>		<b>7,394.00</b>	<b>8.27%</b>
Coverage: Dwelling	100.00% =	7,394.00	
<hr/>			
<b>Subtotal of Areas</b>		<b>89,406.58</b>	<b>100.00%</b>
Coverage: Dwelling	8.73% =	7,801.34	
Coverage: Concession Stand	41.79% =	37,360.50	
Coverage: Restroom	10.83% =	9,683.38	
Coverage: Storage Building	20.85% =	18,641.98	
Coverage: Press Box	3.90% =	3,486.97	
Coverage: Baseball dugouts	13.91% =	12,432.41	
<hr/>			
<b>Total</b>		<b>89,406.58</b>	<b>100.00%</b>

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**Recap by Category with Depreciation**

<b>O&amp;P Items</b>			<b>RCV</b>	<b>Deprec.</b>	<b>ACV</b>
<b>GENERAL DEMOLITION</b>			<b>14,588.99</b>		<b>14,588.99</b>
Coverage: Dwelling	@	17.86% =	2,604.96		
Coverage: Concession Stand	@	37.93% =	5,532.91		
Coverage: Restroom	@	9.13% =	1,331.62		
Coverage: Storage Building	@	17.88% =	2,608.28		
Coverage: Press Box	@	3.14% =	458.00		
Coverage: Baseball dugouts	@	14.07% =	2,053.22		
<b>LABOR ONLY</b>			<b>4,383.62</b>		<b>4,383.62</b>
Coverage: Dwelling	@	100.00% =	4,383.62		
<b>ROOFING</b>			<b>61,936.43</b>	<b>4,714.01</b>	<b>57,222.42</b>
Coverage: Dwelling	@	0.27% =	167.76		
Coverage: Concession Stand	@	44.03% =	27,269.29		
Coverage: Restroom	@	11.47% =	7,105.44		
Coverage: Storage Building	@	22.58% =	13,985.78		
Coverage: Press Box	@	4.89% =	3,028.97		
Coverage: Baseball dugouts	@	16.76% =	10,379.19		
<b>SOFFIT, FASCIA, &amp; GUTTER</b>			<b>7,852.54</b>	<b>937.34</b>	<b>6,915.20</b>
Coverage: Concession Stand	@	58.05% =	4,558.30		
Coverage: Restroom	@	15.87% =	1,246.32		
Coverage: Storage Building	@	26.08% =	2,047.92		
<b>TEMPORARY REPAIRS</b>			<b>645.00</b>		<b>645.00</b>
Coverage: Dwelling	@	100.00% =	645.00		
<b>O&amp;P Items Subtotal</b>			<b>89,406.58</b>	<b>5,651.35</b>	<b>83,755.23</b>
<b>Material Sales Tax</b>			<b>1,518.56</b>	<b>310.82</b>	<b>1,207.74</b>
Coverage: Dwelling	@	0.22% =	3.38		
Coverage: Concession Stand	@	46.98% =	713.47		
Coverage: Restroom	@	12.06% =	183.09		
Coverage: Storage Building	@	22.82% =	346.46		
Coverage: Press Box	@	3.74% =	56.79		
Coverage: Baseball dugouts	@	14.18% =	215.37		
<b>Overhead</b>			<b>2,273.13</b>		<b>2,273.13</b>
Coverage: Dwelling	@	8.58% =	195.12		
Coverage: Concession Stand	@	41.87% =	951.85		
Coverage: Restroom	@	10.85% =	246.66		
Coverage: Storage Building	@	20.88% =	474.71		
Coverage: Press Box	@	3.90% =	88.60		
Coverage: Baseball dugouts	@	13.91% =	316.19		
<b>Profit</b>			<b>2,273.13</b>		<b>2,273.13</b>
Coverage: Dwelling	@	8.58% =	195.12		
Coverage: Concession Stand	@	41.87% =	951.85		
Coverage: Restroom	@	10.85% =	246.66		
Coverage: Storage Building	@	20.88% =	474.71		
Coverage: Press Box	@	3.90% =	88.60		
Coverage: Baseball dugouts	@	13.91% =	316.19		



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<b>Total</b>	<b>95,471.40</b>	<b>5,962.17</b>	<b>89,509.23</b>
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PO Box 7264  
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Insured: City Of Waupun  
Property: 903 N MADISON ST  
WAUPUN TS, WI 53963  
Business: 201 E Main St  
Waupun, WI 53963-2019  
Home: 903 N MADISON ST  
WAUPUN TS, WI 53963

E-mail: jeff@cityofwaupunwi.gov

Claim Rep.: David Clark

E-mail: david.clark@selective.com

Estimator: David Clark

E-mail: david.clark@selective.com

**Claim Number:** 22646177

**Policy Number:** S 2198633

**Type of Loss:** Hail

Date Contacted: 7/22/2024 12:09 PM

Date of Loss: 5/20/2024 12:00 AM

Date Received: 7/11/2024 12:00 AM

Date Inspected: 9/4/2024 12:09 PM

Date Entered: 7/18/2024 10:48 AM

Date Est. Completed: 1/6/2025 2:30 PM

Price List: WIMA8X\_JUL24  
Restoration/Service/Remodel

Estimate: CITY\_OF\_WAUPUN1-1

**Important! Please Read First:**

This estimate is prepared using prevailing prices of building materials and labor in your area. The decision to use and the choice of any particular contractor is entirely insured's privilege and ultimate responsibility. If the contractor you choose thinks he or she is unable to complete the specified repairs for the amount allowed in our estimate, please have your contractor contact your adjuster immediately. Any request for supplemental funds must be made prior to the supplemental work being performed, or such requests cannot be honored.

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**CITY\_OF\_WAUPUN1-1**

**201 Main St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
1. Commercial Supervision / Project Management - per hour	10.00 HR	85.18	0.00	85.18	936.98	(0.00)	936.98
2. Roof drain cover - Detach & reset	5.00 EA	53.96	0.00	26.98	296.78	(0.00)	296.78
3. Tear off, haul and dispose of comp. shingles - Laminated	39.03 SQ	92.99	0.00	362.94	3,992.34	(0.00)	3,992.34
4. Laminated - comp. shingle rfg. - w/out felt	43.00 SQ	316.43	316.77	1,392.32	15,315.58	(3,038.10)	12,277.48
5. Roofing felt - 15 lb. Felt less ice/water	24.63 SQ	48.61	13.94	121.12	1,332.32	(200.53)	1,131.79
6. Drip edge	1,291.80 LF	3.50	77.44	459.88	5,058.62	(636.65)	4,421.97
7. Hip / Ridge cap - cut from 3 tab - composition shingles	88.00 LF	6.09	7.07	54.30	597.29	(81.33)	515.96
8. Flashing - pipe jack	3.00 EA	66.26	2.98	20.18	221.94	(24.50)	197.44
9. R&R Roof mount power attic vent - Large	1.00 EA	728.37	12.49	74.08	814.94	(179.70)	635.24
10. Step flashing	58.70 LF	14.18	6.39	83.88	922.64	(52.55)	870.09
11. R&R Flashing, 14" wide	775.40 LF	6.71	88.71	529.18	5,820.82	(729.23)	5,091.59
13. Remove Additional charge for high roof (2 stories or greater)	39.03 SQ	7.01	0.00	27.36	300.96	(0.00)	300.96
14. Additional charge for high roof (2 stories or greater)	39.03 SQ	29.81	0.00	116.34	1,279.82	(0.00)	1,279.82
12. Ice & water barrier	1,440.00 SF	2.22	40.39	323.72	3,560.91	(387.40)	3,173.51
334. Boom or spider lift - 50'-60' reach (per day)	1.00 DA	528.42	0.00	52.84	581.26	(0.00)	581.26
<b>Totals: 201 Main St</b>			<b>566.18</b>	<b>3,730.30</b>	<b>41,033.20</b>	<b>5,329.99</b>	<b>35,703.21</b>

**22 S. Madison Heritage**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
15. Tear off, haul and dispose of comp. shingles - Laminated	27.00 SQ	92.99	0.00	251.08	2,761.81	(0.00)	2,761.81
16. Laminated - comp. shingle rfg. - w/out felt	29.67 SQ	316.43	218.57	960.70	10,567.75	(1,677.03)	8,890.72
17. Roofing felt - 15 lb. Felt less ice/water	21.83 SQ	48.61	12.35	107.36	1,180.87	(142.19)	1,038.68
18. Drip edge	106.00 LF	3.50	6.35	37.74	415.09	(41.79)	373.30
21. R&R Roof vent - turbine type	1.00 EA	213.06	6.82	22.00	241.88	(0.00)	241.88
22. Flashing, 14" wide - copper	18.00 LF	15.20	11.24	28.48	313.32	(17.24)	296.08
24. Ice & water barrier	516.27 SF	2.22	14.48	116.06	1,276.66	(111.11)	1,165.55
25. Gutter / downspout - aluminum - up to 5"	334.00 LF	11.54	100.30	395.48	4,350.14	(923.49)	3,426.65

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**CONTINUED - 22 S. Madison Heritage**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
26. Gutter guard/screen - High grade	246.00 LF	18.98	51.41	472.04	5,192.53	(591.73)	4,600.80
29. Remove Additional charge for steep roof - 10/12 - 12/12 slope	19.12 SQ	29.13	0.00	55.70	612.67	(0.00)	612.67
30. Additional charge for steep roof - 10/12 - 12/12 slope	19.12 SQ	106.08	0.00	202.82	2,231.07	(0.00)	2,231.07
27. Remove Additional charge for high roof (2 stories or greater)	27.00 SQ	7.01	0.00	18.92	208.19	(0.00)	208.19
28. Additional charge for high roof (2 stories or greater)	27.00 SQ	29.81	0.00	80.48	885.35	(0.00)	885.35
19. Hip / Ridge cap - cut from 3 tab - composition shingles	92.00 LF	6.09	7.39	56.76	624.43	(68.02)	556.41
20. Flashing - pipe jack - lead	1.00 EA	97.93	2.74	10.08	110.75	(17.99)	92.76
343. General Laborer - per hour	15.00 HR	62.31	0.00	93.46	1,028.11	(0.00)	1,028.11
174. R&R Custom bent aluminum (PER LF)	139.00 LF	33.60	28.44	469.88	5,168.72	(0.00)	5,168.72
<b>Totals: 22 S. Madison Heritage</b>			<b>460.09</b>	<b>3,379.04</b>	<b>37,169.34</b>	<b>3,590.59</b>	<b>33,578.75</b>

**123 S. Forest St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
NO DAMAGE TO ROOF. VENTS ONLY							
31. R&R Roof mount power attic vent	5.00 EA	673.37	47.33	341.42	3,755.60	(0.00)	3,755.60
<b>Totals: 123 S. Forest St</b>			<b>47.33</b>	<b>341.42</b>	<b>3,755.60</b>	<b>0.00</b>	<b>3,755.60</b>

**510 E Spring St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
32. R&R Single-ply membrane - Mechanically attached - 45 mil	56.97 SQ	515.48	422.69	2,978.96	32,768.55	(5,791.39)	26,977.16
33. R&R Pipe jack flashing - PVC/TPO - Large	10.00 EA	135.01	49.70	140.00	1,539.80	(680.93)	858.87
34. R&R Roof mount power attic vent	3.00 EA	673.37	28.40	204.86	2,253.37	(408.55)	1,844.82
35. R&R Exhaust cap - through roof - 6" to 8"	6.00 EA	140.51	16.98	86.00	946.04	(139.61)	806.43
36. R&R Gutter / downspout - aluminum - up to 5"	148.08 LF	12.21	44.47	185.24	2,037.76	(511.79)	1,525.97
37. R&R Curb flashing - PVC/TPO	196.00 LF	22.50	105.11	451.52	4,966.63	(1,440.08)	3,526.55

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**CONTINUED - 510 E Spring St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
345. R&R Insulation - ISO board, 2"	25.00 SQ	368.73	177.09	939.54	10,334.88	(0.00)	10,334.88
346. R&R Metal Z flashing	172.99 LF	3.65	7.04	63.86	702.32	(0.00)	702.32
344. R&R Drip edge - PVC/TPO clad metal	342.74 LF	7.75	111.97	276.82	3,045.03	(0.00)	3,045.03
347. R&R Aluminum termination bar / flashing for membrane roofs	515.72 LF	3.69	19.86	192.28	2,115.15	(0.00)	2,115.15
<b>Totals: 510 E Spring St</b>			<b>983.31</b>	<b>5,519.08</b>	<b>60,709.53</b>	<b>8,972.35</b>	<b>51,737.18</b>

**16 E. Main St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
38. Tear off, haul and dispose of comp. shingles - Laminated	258.38 SQ	92.99	0.00	2,402.68	26,429.44	(0.00)	26,429.44
39. Laminated - comp. shingle rfg. - w/out felt	284.33 SQ	316.43	2,094.57	9,206.52	101,271.63	(16,071.09)	85,200.54
41. Drip edge	1,032.00 LF	3.50	61.87	367.38	4,041.25	(406.88)	3,634.37
42. Flashing - pipe jack	6.00 EA	66.26	5.96	40.36	443.88	(39.19)	404.69
43. R&R Flashing - pipe jack - lead	4.00 EA	107.27	10.94	44.02	484.04	(0.00)	484.04
44. Roof vent - turtle type - Metal	18.00 EA	88.65	24.14	162.00	1,781.84	(158.74)	1,623.10
46. Flashing, 14" wide	11.60 LF	5.93	1.33	7.02	77.14	(8.73)	68.41
47. Step flashing	113.80 LF	14.18	12.39	162.60	1,788.67	(81.50)	1,707.17
50. Remove Additional charge for high roof (2 stories or greater)	39.03 SQ	7.01	0.00	27.36	300.96	(0.00)	300.96
51. Additional charge for high roof (2 stories or greater)	39.03 SQ	29.81	0.00	116.34	1,279.82	(0.00)	1,279.82
48. Ice & water barrier	25,838.00 SF	2.22	724.76	5,808.52	63,893.64	(5,560.85)	58,332.79
248. R&R Hip / Ridge cap - Standard profile - composition shingles	275.42 LF	11.78	38.78	328.32	3,611.55	(0.00)	3,611.55
249. R&R Flashing - pipe jack	2.00 EA	75.60	1.99	15.32	168.51	(0.00)	168.51
254. Remove Additional charge for high roof (2 stories or greater)	57.60 SQ	7.01	0.00	40.38	444.16	(0.00)	444.16
255. Additional charge for high roof (2 stories or greater)	57.60 SQ	29.81	0.00	171.70	1,888.76	(0.00)	1,888.76
253. R&R Custom bent aluminum (PER LF)	81.33 LF	33.60	16.64	274.92	3,024.25	(0.00)	3,024.25
252. R&R Furnace vent - rain cap and storm collar, 6"	12.00 EA	119.12	32.91	146.26	1,608.61	(0.00)	1,608.61
251. R&R Roof mount power attic vent	7.00 EA	673.37	66.26	477.98	5,257.83	(0.00)	5,257.83
250. R&R Flat roof exhaust vent / cap - gooseneck 12"	4.00 EA	127.05	8.36	51.66	568.22	(0.00)	568.22

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**CONTINUED - 16 E. Main St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
45. Exhaust cap - through roof - 6" to 8"	23.00 EA	128.60	65.10	302.30	3,325.20	(428.12)	2,897.08
49. Gutter / downspout - aluminum - up to 5"	475.00 LF	11.54	142.64	562.42	6,186.56	(1,313.35)	4,873.21
<b>Totals: 16 E. Main St</b>			<b>3,308.64</b>	<b>20,716.06</b>	<b>227,875.96</b>	<b>24,068.45</b>	<b>203,807.51</b>

**301 Main St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
DAMAGE LIMITED TO SHINGLE BACK SLOPE							
52. Tear off, haul and dispose of comp. shingles - Laminated	2.20 SQ	92.99	0.00	20.46	225.04	(0.00)	225.04
53. Laminated - comp. shingle rfg. - w/out felt	2.67 SQ	316.43	19.67	86.44	950.98	(150.92)	800.06
56. Drip edge	39.00 LF	3.50	2.34	13.90	152.74	(15.37)	137.37
57. R&R Gutter / downspout - aluminum - up to 5"	19.00 LF	12.21	5.71	23.78	261.48	(52.54)	208.94
54. De-icing cable - Detach & reset	19.00 LF	6.08	0.00	11.56	127.08	(0.00)	127.08
58. R&R Flashing - L flashing - color finish	19.00 LF	7.72	3.23	14.98	164.89	(0.00)	164.89
59. Ice & water barrier	57.00 SF	2.22	1.60	12.82	140.96	(0.00)	140.96
55. Roofing felt - 15 lb. Felt less ice/water	1.63 SQ	48.61	0.92	8.02	88.17	(10.61)	77.56
<b>Totals: 301 Main St</b>			<b>33.47</b>	<b>191.96</b>	<b>2,111.34</b>	<b>229.44</b>	<b>1,881.90</b>

**220 Brandon St--No Damage**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
NO DAMAGE							
<b>Totals: 220 Brandon St--No Damage</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**728 W Lincoln St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
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**CONTINUED - 728 W Lincoln St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
<b>BALLPARK CONCESSION</b>							
60. Tear off, haul and dispose of comp. shingles - Laminated	17.73 SQ	92.99	0.00	164.88	1,813.59	(0.00)	1,813.59
61. Laminated - comp. shingle rfg. - w/out felt	19.67 SQ	316.43	144.90	636.92	7,006.00	(1,111.80)	5,894.20
65. Flashing - pipe jack	1.00 EA	66.26	0.99	6.72	73.97	(6.53)	67.44
66. R&R Roof vent - turbine type	2.00 EA	213.06	13.64	43.98	483.74	(0.00)	483.74
67. Flashing, 14" wide	31.50 LF	5.93	3.60	19.04	209.44	(23.69)	185.75
68. Step flashing	27.10 LF	14.18	2.95	38.72	425.95	(19.41)	406.54
69. Ice & water barrier	780.00 SF	2.22	21.88	175.34	1,928.82	(167.87)	1,760.95
71. Remove Additional charge for high roof (2 stories or greater)	2.70 SQ	7.01	0.00	1.90	20.83	(0.00)	20.83
72. Additional charge for high roof (2 stories or greater)	2.70 SQ	29.81	0.00	8.04	88.53	(0.00)	88.53
62. Roofing felt - 15 lb. Felt less ice/water	9.93 SQ	48.61	5.62	48.84	537.16	(64.68)	472.48
63. Drip edge	233.58 LF	3.50	14.00	83.16	914.69	(92.09)	822.60
70. R&R Gutter / downspout - aluminum - up to 5"	174.00 LF	12.21	52.25	217.68	2,394.47	(481.10)	1,913.37
267. R&R Continuous ridge vent - shingle-over style	50.00 LF	13.67	12.40	69.60	765.50	(0.00)	765.50
266. R&R Hip / Ridge cap - High profile - composition shingles	49.00 LF	12.69	9.32	63.14	694.27	(0.00)	694.27
268. R&R Flashing - pipe jack - split boot	1.00 EA	112.58	2.66	11.50	126.74	(0.00)	126.74
<b>STORAGE</b>							
73. Tear off, haul and dispose of comp. shingles - Laminated	12.30 SQ	92.99	0.00	114.38	1,258.16	(0.00)	1,258.16
74. Laminated - comp. shingle rfg. - w/out felt	13.67 SQ	316.43	100.70	442.64	4,868.94	(772.66)	4,096.28
76. Drip edge	151.00 LF	3.50	9.05	53.76	591.31	(59.53)	531.78
77. Hip / Ridge cap - cut from 3 tab - composition shingles	52.00 LF	6.09	4.18	32.08	352.94	(38.45)	314.49
78. Ice & water barrier	624.00 SF	2.22	17.50	140.28	1,543.06	(134.30)	1,408.76
80. R&R Siding - vinyl	8.96 SF	6.60	1.06	6.02	66.22	(0.00)	66.22
75. Roofing felt - 15 lb. Felt less ice/water	6.06 SQ	48.61	3.43	29.80	327.81	(39.47)	288.34
184. R&R Hip / Ridge cap - High profile - composition shingles	52.00 LF	12.69	9.90	66.98	736.76	(0.00)	736.76
79. Gutter / downspout - aluminum - up to 5"	140.00 LF	11.54	42.04	165.76	1,823.40	(387.09)	1,436.31
<b>Totals: 728 W Lincoln St</b>			<b>472.07</b>	<b>2,641.16</b>	<b>29,052.30</b>	<b>3,398.67</b>	<b>25,653.63</b>

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**404 S. Watertown**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
NO DAMAGE TO PAVILION							
<b>Totals: 404 S. Watertown</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**313 N. Grove St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
CONCESSION							
83. Tear off, haul and dispose of comp. shingles - Laminated	37.88 SQ	92.99	0.00	352.24	3,874.70	(0.00)	3,874.70
84. Laminated - comp. shingle rfg. - w/out felt	42.00 SQ	316.43	309.40	1,359.94	14,959.40	(2,373.95)	12,585.45
85. Roofing felt - 15 lb. Felt less ice/water	29.72 SQ	48.61	16.82	146.14	1,607.65	(193.58)	1,414.07
86. Drip edge	247.50 LF	3.50	14.84	88.10	969.19	(97.58)	871.61
89. Ice & water barrier	816.00 SF	2.22	22.89	183.44	2,017.85	(175.62)	1,842.23
187. R&R Hip / Ridge cap - Standard profile - composition shingles	68.00 LF	11.78	9.57	81.08	891.69	(0.00)	891.69
90. Gutter / downspout - aluminum - up to 5"	334.00 LF	11.54	100.30	395.48	4,350.14	(923.49)	3,426.65
91. Gutter guard/screen - High grade	246.00 LF	18.98	51.41	472.04	5,192.53	(591.73)	4,600.80
88. Exhaust cap - through roof - 6" to 8"	2.00 EA	128.60	5.66	26.28	289.14	(37.23)	251.91
191. Meter mast for overhead power - Detach & reset	1.00 EA	737.11	0.00	73.72	810.83	(0.00)	810.83
190. R&R Flashing - pipe jack - split boot	1.00 EA	112.58	2.66	11.50	126.74	(0.00)	126.74
189. R&R Flashing - pipe jack	1.00 EA	75.60	0.99	7.66	84.25	(0.00)	84.25
188. R&R Roof vent - turbine type	1.00 EA	213.06	6.82	22.00	241.88	(0.00)	241.88
DUGOUTS							
92. R&R Standing seam metal roofing	216.00 SF	10.87	58.33	240.64	2,646.89	(0.00)	2,646.89
PREFABRICATED SHED							
93. Tear off, haul and dispose of comp. shingles - Laminated	2.88 SQ	92.99	0.00	26.78	294.59	(0.00)	294.59
94. Laminated - comp. shingle rfg. - w/out felt	3.00 SQ	316.43	22.10	97.14	1,068.53	(169.57)	898.96
257. R&R Drip edge	40.00 LF	3.93	2.40	15.96	175.56	(0.00)	175.56
256. Roofing felt - 15 lb.	1.50 SQ	48.61	0.85	7.38	81.15	(0.00)	81.15
194. Roofing felt - 15 lb.	2.88 SQ	48.61	1.63	14.16	155.79	(0.00)	155.79
193. R&R Drip edge	28.00 LF	3.93	1.68	11.16	122.88	(0.00)	122.88
WOOD SHED							
97. Tear off, haul and dispose of comp. shingles - Laminated	1.50 SQ	92.99	0.00	13.94	153.43	(0.00)	153.43
98. Laminated - comp. shingle rfg. - w/out felt	1.67 SQ	316.43	12.30	54.08	594.82	(94.39)	500.43



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**CONTINUED - 313 N. Grove St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
<b>Totals: 313 N. Grove St</b>			<b>640.65</b>	<b>3,700.86</b>	<b>40,709.63</b>	<b>4,657.14</b>	<b>36,052.49</b>

**559 Home Ave**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
Concession							
99. Tear off, haul and dispose of comp. shingles - Laminated	11.20 SQ	92.99	0.00	104.14	1,145.63	(0.00)	1,145.63
100. Laminated - comp. shingle rfg. - w/out felt	12.33 SQ	316.43	90.83	399.24	4,391.65	(696.92)	3,694.73
101. Roofing felt - 15 lb. Felt less ice/water	6.64 SQ	48.61	3.76	32.66	359.19	(43.26)	315.93
102. Drip edge	135.00 LF	3.50	8.09	48.06	528.65	(53.22)	475.43
106. R&R Meter mast for overhead power - 2" conduit	2.00 EA	832.88	24.24	169.00	1,859.00	(0.00)	1,859.00
104. Ice & water barrier	456.00 SF	2.22	12.79	102.52	1,127.63	(98.14)	1,029.49
105. Gutter / downspout - aluminum - up to 5"	116.00 LF	11.54	34.83	137.34	1,510.81	(320.73)	1,190.08
199. R&R Flashing - pipe jack	1.00 EA	75.60	0.99	7.66	84.25	(0.00)	84.25
198. R&R Flashing - pipe jack - split boot	2.00 EA	112.58	5.33	23.06	253.55	(0.00)	253.55
197. R&R Hip / Ridge cap - Standard profile - composition shingles	38.10 LF	11.78	5.36	45.44	499.62	(0.00)	499.62
196. R&R Continuous ridge vent - shingle-over style Dugout x 2	38.10 LF	13.67	9.45	53.02	583.30	(0.00)	583.30
107. Tear off, haul and dispose of comp. shingles - Laminated	3.10 SQ	92.99	0.00	28.82	317.09	(0.00)	317.09
108. Laminated - comp. shingle rfg. - w/out felt	4.00 SQ	316.43	29.47	129.52	1,424.71	(226.09)	1,198.62
109. Roofing felt - 15 lb. Felt less ice/water	3.10 SQ	48.61	1.75	15.24	167.68	(20.19)	147.49
110. R&R Flashing - L flashing - galvanized	60.00 LF	7.19	8.45	43.98	483.83	(0.00)	483.83
201. Remove Laminated - comp. shingle rfg. - w/out felt	3.67 SQ	92.99	0.00	34.12	375.39	(0.00)	375.39
202. Laminated - comp. shingle rfg. - w/out felt	4.00 SQ	316.43	29.47	129.52	1,424.71	(0.00)	1,424.71
203. Roofing felt - 15 lb.	3.10 SQ	48.61	1.75	15.24	167.68	(0.00)	167.68
215. R&R Drip edge PreFabricated Shed--Gambrel	164.00 LF	3.93	9.83	65.44	719.79	(0.00)	719.79

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**CONTINUED - 559 Home Ave**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
111. Tear off, haul and dispose of comp. shingles - Laminated	2.20 SQ	92.99	0.00	20.46	225.04	(0.00)	225.04
112. Laminated - comp. shingle rfg. - w/out felt	3.00 SQ	316.43	22.10	97.14	1,068.53	(169.57)	898.96
113. Roofing felt - 15 lb. Felt less ice/water	2.20 SQ	48.61	1.25	10.82	119.01	(14.33)	104.68
259. R&R Drip edge	60.00 LF	3.93	3.60	23.94	263.34	(0.00)	263.34
260. R&R Hip / Ridge cap - Standard profile - composition shingles Shed	15.00 LF	11.78	2.11	17.88	196.69	(0.00)	196.69
115. Tear off, haul and dispose of comp. shingles - Laminated	1.40 SQ	92.99	0.00	13.02	143.21	(0.00)	143.21
116. Laminated - comp. shingle rfg. - w/out felt	2.00 SQ	316.43	14.73	64.76	712.35	(113.04)	599.31
204. R&R Drip edge	50.00 LF	3.93	3.00	19.96	219.46	(0.00)	219.46
117. Roofing felt - 15 lb. Felt less ice/water Shed-Announcer box	1.40 SQ	48.61	0.79	6.88	75.72	(9.11)	66.61
216. R&R Standing seam metal roofing	72.00 SF	10.87	19.44	80.20	882.28	(0.00)	882.28
<b>Totals: 559 Home Ave</b>			<b>343.41</b>	<b>1,939.08</b>	<b>21,329.79</b>	<b>1,764.60</b>	<b>19,565.19</b>

**518 S. Madison**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
119. Tear off, haul and dispose of comp. shingles - Laminated	13.36 SQ	92.99	0.00	124.24	1,366.59	(0.00)	1,366.59
120. Laminated - comp. shingle rfg. - w/out felt	15.00 SQ	316.43	110.50	485.70	5,342.65	(847.84)	4,494.81
121. Roofing felt - 15 lb. Felt less ice/water	8.92 SQ	48.61	5.05	43.86	482.51	(58.10)	424.41
122. Drip edge	146.20 LF	3.50	8.76	52.06	572.52	(57.64)	514.88
123. R&R Continuous ridge vent - shingle-over style	37.00 LF	13.67	9.18	51.50	566.47	(0.00)	566.47
124. Ice & water barrier	444.00 SF	2.22	12.45	99.80	1,097.93	(95.56)	1,002.37
125. R&R Fascia - metal - 6"	144.00 LF	8.19	19.25	119.86	1,318.47	(0.00)	1,318.47
219. R&R Hip / Ridge cap - Standard profile - composition shingles	37.00 LF	11.78	5.21	44.10	485.17	(0.00)	485.17
220. R&R Flashing - pipe jack - split boot	1.00 EA	112.58	2.66	11.50	126.74	(0.00)	126.74
221. R&R Flashing - pipe jack	1.00 EA	75.60	0.99	7.66	84.25	(0.00)	84.25

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**CONTINUED - 518 S. Madison**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
<b>Totals: 518 S. Madison</b>			<b>174.05</b>	<b>1,040.28</b>	<b>11,443.30</b>	<b>1,059.14</b>	<b>10,384.16</b>

**200 Beaver Dam**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
Pavilion							
126. Tear off, haul and dispose of comp. shingles - Laminated	20.71 SQ	92.99	0.00	192.58	2,118.40	(0.00)	2,118.40
127. Laminated - comp. shingle rfg. - w/out felt	23.67 SQ	316.43	174.37	766.44	8,430.71	(1,337.89)	7,092.82
335. R&R Flashing - pipe jack - split boot	1.00 EA	112.58	2.66	11.50	126.74	(0.00)	126.74
128. Roofing felt - 15 lb. Felt less ice/water	15.00 SQ	48.61	8.49	73.76	811.40	(97.70)	713.70
129. R&R Flashing - pipe jack	1.00 EA	75.60	0.99	7.66	84.25	(0.00)	84.25
130. Drip edge	160.00 LF	3.50	9.59	56.96	626.55	(63.08)	563.47
131. R&R Continuous ridge vent - shingle-over style	50.00 LF	13.67	12.40	69.60	765.50	(0.00)	765.50
132. Ice & water barrier	600.00 SF	2.22	16.83	134.88	1,483.71	(129.13)	1,354.58
133. R&R Fascia - metal - 6"	160.00 LF	8.19	21.38	133.18	1,464.96	(0.00)	1,464.96
225. R&R Hip / Ridge cap - Standard profile - composition shingles	54.50 LF	11.78	7.67	64.96	714.65	(0.00)	714.65
226. R&R Drip edge	25.00 LF	3.93	1.50	10.00	109.75	(0.00)	109.75
227. R&R Flashing - pipe jack	1.00 EA	75.60	0.99	7.66	84.25	(0.00)	84.25
228. R&R Fascia - metal - 6"	25.00 LF	8.19	3.34	20.82	228.91	(0.00)	228.91
Two Other buildings							
336. Tear off, haul and dispose of comp. shingles - Laminated	10.00 SQ	92.99	0.00	93.00	1,022.90	(0.00)	1,022.90
338. Laminated - comp. shingle rfg. - w/out felt	12.00 SQ	316.43	88.40	388.56	4,274.12	(678.27)	3,595.85
339. R&R Drip edge	64.00 LF	3.93	3.84	25.54	280.90	(0.00)	280.90
340. R&R Hip / Ridge cap - High profile - composition shingles	20.00 LF	12.69	3.81	25.76	283.37	(0.00)	283.37
<b>Totals: 200 Beaver Dam</b>			<b>356.26</b>	<b>2,082.86</b>	<b>22,911.07</b>	<b>2,306.07</b>	<b>20,605.00</b>

**Forest Mount Cemetery**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
CITY_OF_WAUPUN1-1							

PO Box 7264  
London, KY 40742  
Fax: 877-233-0917

**CONTINUED - Forest Mount Cemetery**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
Main Storage-Garage							
134. R&R Standing seam metal roofing	1,924.00 SF	10.87	519.58	2,143.34	23,576.80	(1,993.29)	21,583.51
135. R&R Drip edge	192.00 LF	3.93	11.51	76.62	842.69	(94.62)	748.07
136. R&R Hip / Ridge cap - metal roofing	67.10 LF	13.60	10.70	92.34	1,015.61	(41.06)	974.55
137. R&R Neoprene pipe jack flashing for metal roofing	1.00 EA	90.41	1.71	9.22	101.34	(6.57)	94.77
138. R&R Gutter / downspout - aluminum - up to 5"	172.00 LF	12.21	51.65	215.16	2,366.93	(0.00)	2,366.93
Second Garage-Wear/tear back side							
139. R&R Standing seam metal roofing	499.00 SF	10.87	134.75	555.90	6,114.78	(516.97)	5,597.81
140. R&R Drip edge	63.00 LF	3.93	3.78	25.14	276.51	(31.05)	245.46
141. R&R Hip / Ridge cap - metal roofing	31.00 LF	13.60	4.94	42.66	469.20	(18.97)	450.23
142. R&R Gutter / downspout - aluminum - up to 5"	172.00 LF	12.21	51.65	215.16	2,366.93	(594.46)	1,772.47
<b>Totals: Forest Mount Cemetery</b>			<b>790.27</b>	<b>3,375.54</b>	<b>37,130.79</b>	<b>3,296.99</b>	<b>33,833.80</b>

**404 Pine St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
No damage to Gazebo							
Shed/Storage							
143. Tear off, haul and dispose of comp. shingles - Laminated	1.00 SQ	92.99	0.00	9.30	102.29	(0.00)	102.29
144. Laminated - comp. shingle rfg. - w/out felt	1.00 SQ	316.43	7.37	32.38	356.18	(56.53)	299.65
146. R&R Drip edge	36.00 LF	3.93	2.16	14.36	158.00	(0.00)	158.00
234. R&R Hip / Ridge cap - Standard profile - composition shingles	11.00 LF	11.78	1.55	13.10	144.23	(0.00)	144.23
233. R&R Drip edge	6.00 LF	3.93	0.36	2.40	26.34	(0.00)	26.34
264. R&R Flashing - L flashing - galvanized	60.00 LF	7.19	8.45	43.98	483.83	(0.00)	483.83
<b>Totals: 404 Pine St</b>			<b>19.89</b>	<b>115.52</b>	<b>1,270.87</b>	<b>56.53</b>	<b>1,214.34</b>

**300 N. Mill St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
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PO Box 7264  
London, KY 40742  
Fax: 877-233-0917

**CONTINUED - 300 N. Mill St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
148. Tear off, haul and dispose of comp. shingles - Laminated	29.68 SQ	92.99	0.00	276.00	3,035.94	(0.00)	3,035.94
149. Laminated - comp. shingle rfg. - w/out felt	32.67 SQ	316.43	240.67	1,057.84	11,636.28	(1,846.60)	9,789.68
150. Roofing felt - 15 lb. Felt less ice/water	21.76 SQ	48.61	12.32	107.02	1,177.09	(141.74)	1,035.35
151. Drip edge	222.00 LF	3.50	13.31	79.04	869.35	(87.52)	781.83
152. Hip / Ridge cap - cut from 3 tab - composition shingles	66.00 LF	6.09	5.30	40.74	447.98	(48.79)	399.19
153. Flashing - pipe jack	3.00 EA	66.26	2.98	20.18	221.94	(19.60)	202.34
154. R&R Roof vent - turbine type	2.00 EA	213.06	13.64	43.98	483.74	(0.00)	483.74
155. Exhaust cap - through roof - 6" to 8"	3.00 EA	128.60	8.49	39.42	433.71	(55.84)	377.87
156. Ice & water barrier	792.00 SF	2.22	22.22	178.04	1,958.50	(170.46)	1,788.04
238. R&R Hip / Ridge cap - Standard profile - composition shingles Gazebo	66.00 LF	11.78	9.29	78.68	865.45	(0.00)	865.45
157. Tear off, haul and dispose of comp. shingles - Laminated	9.60 SQ	92.99	0.00	89.28	981.98	(0.00)	981.98
158. Laminated - comp. shingle rfg. - w/out felt	10.67 SQ	316.43	78.60	345.50	3,800.41	(603.10)	3,197.31
159. Roofing felt - 15 lb. Felt less ice/water	9.60 SQ	48.61	5.43	47.20	519.29	(62.53)	456.76
160. Drip edge	80.00 LF	3.50	4.80	28.48	313.28	(31.55)	281.73
265. Ice & water barrier	480.00 SF	2.22	13.46	107.90	1,186.96	(0.00)	1,186.96
244. Remove Cupola - Wood	1.00 EA	39.78	0.00	3.98	43.76	(0.00)	43.76
243. R&R Hip / Ridge cap - Standard profile - composition shingles	100.00 LF	11.78	14.08	119.20	1,311.28	(0.00)	1,311.28
245. Install Cupola - Wood	1.00 EA	357.69	0.00	35.76	393.45	(0.00)	393.45
246. Remove Additional charge for steep roof - 7/12 to 9/12 slope	9.60 SQ	18.54	0.00	17.80	195.78	(0.00)	195.78
247. Additional charge for steep roof - 7/12 to 9/12 slope	9.50 SQ	67.50	0.00	64.12	705.37	(0.00)	705.37
<b>Totals: 300 N. Mill St</b>			<b>444.59</b>	<b>2,780.16</b>	<b>30,581.54</b>	<b>3,067.73</b>	<b>27,513.81</b>

**701 County Park**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
NO DAMAGE TO BUILDINGS							
<b>Totals: 701 County Park</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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**716 Buwalda Dr.**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
162. Tear off, haul and dispose of comp. shingles - Laminated	4.04 SQ	92.99	0.00	37.56	413.24	(0.00)	413.24
341. R&R Continuous ridge vent - shingle-over style	20.00 LF	13.67	4.96	27.84	306.20	(0.00)	306.20
342. R&R Hip / Ridge cap - Standard profile - composition shingles	24.58 LF	11.78	3.46	29.30	322.31	(0.00)	322.31
163. Laminated - comp. shingle rfg. - w/out felt	5.00 SQ	316.43	36.83	161.90	1,780.88	(282.61)	1,498.27
164. Roofing felt - 15 lb. Felt less ice/water	4.04 SQ	48.61	2.29	19.86	218.53	(26.31)	192.22
165. Drip edge	82.00 LF	3.50	4.92	29.20	321.12	(32.33)	288.79
<b>Totals: 716 Buwalda Dr.</b>			<b>52.46</b>	<b>305.66</b>	<b>3,362.28</b>	<b>341.25</b>	<b>3,021.03</b>

**910 Newton Ave**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
298. Tear off, haul and dispose of comp. shingles - Laminated	6.72 SQ	92.99	0.00	62.48	687.37	(0.00)	687.37
299. Remove Laminated - comp. shingle rfg. - w/out felt	8.05 SQ	92.99	0.00	74.86	823.43	(0.00)	823.43
302. Roofing felt - 15 lb.	0.66 SQ	48.61	0.37	3.24	35.69	(0.00)	35.69
303. R&R Drip edge	100.92 LF	3.93	6.05	40.26	442.93	(0.00)	442.93
304. R&R Hip / Ridge cap - Standard profile - composition shingles	71.33 LF	11.78	10.04	85.02	935.33	(0.00)	935.33
305. R&R Flashing - pipe jack	1.00 EA	75.60	0.99	7.66	84.25	(0.00)	84.25
306. Detach & Reset Roof vent - turbine type	1.00 EA	122.92	0.05	12.30	135.27	(0.00)	135.27
<b>Totals: 910 Newton Ave</b>			<b>17.50</b>	<b>285.82</b>	<b>3,144.27</b>	<b>0.00</b>	<b>3,144.27</b>

**310 Rounsville St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
307. Tear off, haul and dispose of comp. shingles - Laminated	1.27 SQ	92.99	0.00	11.82	129.92	(0.00)	129.92
308. Remove Laminated - comp. shingle rfg. - w/out felt	1.58 SQ	92.99	0.00	14.70	161.62	(0.00)	161.62
309. Roofing felt - 15 lb.	1.27 SQ	48.61	0.72	6.26	68.71	(0.00)	68.71
310. R&R Drip edge	45.66 LF	3.93	2.74	18.22	200.40	(0.00)	200.40
311. R&R Hip / Ridge cap - Standard profile - composition shingles	13.17 LF	11.78	1.85	15.68	172.67	(0.00)	172.67

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**CONTINUED - 310 Rounsville St**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
<b>Totals: 310 Rounsville St</b>			<b>5.31</b>	<b>66.68</b>	<b>733.32</b>	<b>0.00</b>	<b>733.32</b>

**903 N Madison**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
<b>Salt Shed</b>							
317. Tear off, haul and dispose of comp. shingles - Laminated	15.00 SQ	92.99	0.00	139.48	1,534.33	(0.00)	1,534.33
318. Remove Laminated - comp. shingle rfg. - w/out felt	17.20 SQ	92.99	0.00	159.94	1,759.37	(0.00)	1,759.37
319. Laminated - comp. shingle rfg. - w/out felt	15.00 SQ	316.43	110.50	485.70	5,342.65	(0.00)	5,342.65
320. R&R Drip edge	171.00 LF	3.93	10.25	68.24	750.52	(0.00)	750.52
321. R&R Hip / Ridge cap - Standard profile - composition shingles	37.67 LF	11.78	5.30	44.92	493.97	(0.00)	493.97
322. Step flashing	4.75 LF	14.18	0.52	6.80	74.68	(0.00)	74.68
323. Remove Additional charge for high roof (2 stories or greater)	15.00 SQ	7.01	0.00	10.52	115.67	(0.00)	115.67
324. Additional charge for high roof (2 stories or greater)	15.00 SQ	29.81	0.00	44.72	491.87	(0.00)	491.87
325. R&R Gutter / downspout - aluminum - up to 5"	72.00 LF	12.21	21.62	90.06	990.80	(0.00)	990.80
<b>Storage Shed</b>							
326. Tear off, haul and dispose of comp. shingles - 3 tab	3.63 SQ	90.02	0.00	32.68	359.45	(0.00)	359.45
327. 3 tab - 25 yr. - comp. shingle roofing - w/out felt	4.33 SQ	300.72	29.03	133.12	1,464.27	(0.00)	1,464.27
328. Remove Additional charge for steep roof - 7/12 to 9/12 slope	1.92 SQ	18.54	0.00	3.56	39.16	(0.00)	39.16
329. Additional charge for steep roof - 7/12 to 9/12 slope	1.92 SQ	67.50	0.00	12.96	142.56	(0.00)	142.56
330. Roofing felt - 15 lb.	3.63 SQ	48.61	2.05	17.84	196.34	(0.00)	196.34
331. R&R Drip edge	77.32 LF	3.93	4.64	30.84	339.35	(0.00)	339.35
332. R&R Hip / Ridge cap - Standard profile - composition shingles	16.00 LF	11.78	2.25	19.06	209.79	(0.00)	209.79
333. R&R Continuous ridge vent - shingle-over style	5.33 LF	13.67	1.32	7.42	81.60	(0.00)	81.60
<b>Totals: 903 N Madison</b>			<b>187.48</b>	<b>1,307.86</b>	<b>14,386.38</b>	<b>0.00</b>	<b>14,386.38</b>
<b>Line Item Totals: CITY_OF_WAUPUN1-1</b>			<b>8,902.96</b>	<b>53,519.34</b>	<b>588,710.51</b>	<b>62,138.94</b>	<b>526,571.57</b>

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<b>Coverage</b>	<b>Item Total</b>	<b>%</b>	<b>ACV Total</b>	<b>%</b>
Dwelling	581,403.50	98.76%	520,137.38	98.78%
Concession Stand	0.00	0.00%	0.00	0.00%
Restroom	0.00	0.00%	0.00	0.00%
Storage Building	0.00	0.00%	0.00	0.00%
Press Box	0.00	0.00%	0.00	0.00%
Baseball dugouts	0.00	0.00%	0.00	0.00%
General Conditions	0.00	0.00%	0.00	0.00%
Gazebo	0.00	0.00%	0.00	0.00%
Other Structures	7,307.01	1.24%	6,434.19	1.22%
<b>Total</b>	<b>588,710.51</b>	<b>100.00%</b>	<b>526,571.57</b>	<b>100.00%</b>



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**Summary for Dwelling**

Line Item Total	519,765.77
Material Sales Tax	8,782.65
Subtotal	528,548.42
Overhead	26,427.54
Profit	26,427.54
<b>Replacement Cost Value</b>	<b>\$581,403.50</b>
Less Depreciation	(61,266.12)
<b>Actual Cash Value</b>	<b>\$520,137.38</b>
<b>Net Claim</b>	<b>\$520,137.38</b>
Total Recoverable Depreciation	61,266.12
<b>Net Claim if Depreciation is Recovered</b>	<b>\$581,403.50</b>

David Clark

PO Box 7264  
London, KY 40742  
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**Summary for Other Structures**

Line Item Total	6,522.44
Material Sales Tax	120.31
Subtotal	6,642.75
Overhead	332.13
Profit	332.13
<b>Replacement Cost Value</b>	<b>\$7,307.01</b>
Less Depreciation	(872.82)
<b>Actual Cash Value</b>	<b>\$6,434.19</b>
<b>Net Claim</b>	<b>\$6,434.19</b>
Total Recoverable Depreciation	872.82
<b>Net Claim if Depreciation is Recovered</b>	<b>\$7,307.01</b>

David Clark

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**Recap of Taxes, Overhead and Profit**

	<b>Overhead (5%)</b>	<b>Profit (5%)</b>	<b>Material Sales Tax (5.5%)</b>	<b>Services Mat'l Tax (5.5%)</b>	<b>Service Sales Tax (5.5%)</b>	<b>Manuf. Home Tax (5.5%)</b>	<b>Storage Tax (5.5%)</b>
<b>Line Items</b>	26,759.67	26,759.67	8,902.96	0.00	0.00	0.00	0.00
<b>Total</b>	<b>26,759.67</b>	<b>26,759.67</b>	<b>8,902.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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### Recap by Room

**Estimate: CITY\_OF\_WAUPUN1-1**

<b>201 Main St</b>			<b>36,736.72</b>	<b>6.98%</b>
Coverage: Dwelling	100.00% =		36,736.72	
<b>22 S. Madison Heritage</b>			<b>33,330.21</b>	<b>6.33%</b>
Coverage: Dwelling	100.00% =		33,330.21	
<b>123 S. Forest St</b>			<b>3,366.85</b>	<b>0.64%</b>
Coverage: Dwelling	100.00% =		3,366.85	
<b>510 E Spring St</b>			<b>54,207.14</b>	<b>10.30%</b>
Coverage: Dwelling	100.00% =		54,207.14	
<b>16 E. Main St</b>			<b>203,851.26</b>	<b>38.73%</b>
Coverage: Dwelling	100.00% =		203,851.26	
<b>301 Main St</b>			<b>1,885.91</b>	<b>0.36%</b>
Coverage: Dwelling	100.00% =		1,885.91	
<b>728 W Lincoln St</b>			<b>25,939.07</b>	<b>4.93%</b>
Coverage: Dwelling	100.00% =		25,939.07	
<b>313 N. Grove St</b>			<b>36,368.12</b>	<b>6.91%</b>
Coverage: Dwelling	94.82% =		34,483.09	
Coverage: Other Structures	5.18% =		1,885.03	
<b>559 Home Ave</b>			<b>19,047.30</b>	<b>3.62%</b>
Coverage: Dwelling	77.80% =		14,819.31	
Coverage: Other Structures	22.20% =		4,227.99	
<b>518 S. Madison</b>			<b>10,228.97</b>	<b>1.94%</b>
Coverage: Dwelling	100.00% =		10,228.97	
<b>200 Beaver Dam</b>			<b>20,471.95</b>	<b>3.89%</b>
Coverage: Dwelling	100.00% =		20,471.95	
<b>Forest Mount Cemetery</b>			<b>32,964.98</b>	<b>6.26%</b>
Coverage: Dwelling	100.00% =		32,964.98	
<b>404 Pine St</b>			<b>1,135.46</b>	<b>0.22%</b>
Coverage: Dwelling	63.94% =		726.04	
Coverage: Other Structures	36.06% =		409.42	
<b>300 N. Mill St</b>			<b>27,356.79</b>	<b>5.20%</b>
Coverage: Dwelling	100.00% =		27,356.79	
<b>716 Buwalda Dr.</b>			<b>3,004.16</b>	<b>0.57%</b>
Coverage: Dwelling	100.00% =		3,004.16	
<b>910 Newton Ave</b>			<b>2,840.95</b>	<b>0.54%</b>
Coverage: Dwelling	100.00% =		2,840.95	
<b>310 Rounsville St</b>			<b>661.33</b>	<b>0.13%</b>
Coverage: Dwelling	100.00% =		661.33	
<b>903 N Madison</b>			<b>12,891.04</b>	<b>2.45%</b>
Coverage: Dwelling	100.00% =		12,891.04	

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<b>Subtotal of Areas</b>			<b>526,288.21</b>	<b>100.00%</b>
Coverage: Dwelling	98.76% =		519,765.77	

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Coverage: Other Structures	1.24% =	6,522.44	
<b>Total</b>		<b>526,288.21</b>	<b>100.00%</b>

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**Recap by Category with Depreciation**

<b>O&amp;P Items</b>			<b>RCV</b>	<b>Deprec.</b>	<b>ACV</b>
<b>GENERAL DEMOLITION</b>			<b>74,086.64</b>		<b>74,086.64</b>
Coverage: Dwelling	@	98.42% =	72,916.51		
Coverage: Other Structures	@	1.58% =	1,170.13		
<b>ELECTRICAL</b>			<b>2,193.17</b>		<b>2,193.17</b>
Coverage: Dwelling	@	100.00% =	2,193.17		
<b>HEAVY EQUIPMENT</b>			<b>528.42</b>		<b>528.42</b>
Coverage: Dwelling	@	100.00% =	528.42		
<b>HEAT, VENT &amp; AIR CONDITIONING</b>			<b>11,557.12</b>	<b>557.58</b>	<b>10,999.54</b>
Coverage: Dwelling	@	100.00% =	11,557.12		
<b>LABOR ONLY</b>			<b>1,786.45</b>		<b>1,786.45</b>
Coverage: Dwelling	@	100.00% =	1,786.45		
<b>METAL STRUCTURES &amp; COMPONENTS</b>			<b>27,652.20</b>	<b>2,379.39</b>	<b>25,272.81</b>
Coverage: Dwelling	@	100.00% =	27,652.20		
<b>ROOFING</b>			<b>364,875.17</b>	<b>49,619.83</b>	<b>315,255.34</b>
Coverage: Dwelling	@	98.53% =	359,522.86		
Coverage: Other Structures	@	1.47% =	5,352.31		
<b>SIDING</b>			<b>6,727.74</b>		<b>6,727.74</b>
Coverage: Dwelling	@	100.00% =	6,727.74		
<b>SOFFIT, FASCIA, &amp; GUTTER</b>			<b>36,881.30</b>	<b>6,342.66</b>	<b>30,538.64</b>
Coverage: Dwelling	@	100.00% =	36,881.30		
<b>O&amp;P Items Subtotal</b>			<b>526,288.21</b>	<b>58,899.46</b>	<b>467,388.75</b>
<b>Material Sales Tax</b>			<b>8,902.96</b>	<b>3,239.48</b>	<b>5,663.48</b>
Coverage: Dwelling	@	98.65% =	8,782.65		
Coverage: Other Structures	@	1.35% =	120.31		
<b>Overhead</b>			<b>26,759.67</b>		<b>26,759.67</b>
Coverage: Dwelling	@	98.76% =	26,427.54		
Coverage: Other Structures	@	1.24% =	332.13		
<b>Profit</b>			<b>26,759.67</b>		<b>26,759.67</b>
Coverage: Dwelling	@	98.76% =	26,427.54		
Coverage: Other Structures	@	1.24% =	332.13		
<b>Total</b>			<b>588,710.51</b>	<b>62,138.94</b>	<b>526,571.57</b>



# *Waupun Fire Department*

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

B.J. DeMaa, Chief  
bjdema@waupunpd.org

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**To:** Mayor and Council Members

**From:** B.J. DeMaa, Fire Chief

**Subject:** 2025 Equipment and Personnel Rates

Annually, we set the rates for billable calls. It is recommended that we set equipment rates for 2025 at the rates listed below. These rates remain flat compared to 2024.

Engine / Pumper @ \$225.00 per hour (1-hour min.)

Aerial Ladder @ \$325.00 per hour (1-hour min)

Squad / Command Post @ \$175.00 per hour (1-hour min.)

Mini Pumper / Rescue Tools @ \$175.00 per hour (1-hour min.)

One charge for Personnel @ \$360.00 per hour (1-hour min.)

Individual or small groups at \$18.00 per hour, per firefighter (1-hour min.)

Incidentals @ cost

If you have any questions, feel free to call me at 324-7910 or email at [bjdema@waupunpd.org](mailto:bjdema@waupunpd.org).



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/11/25

**TITLE:** 2025 Fire Department Equipment and Personnel Billable Rates

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** B.J. DeMaa, Fire Chief/Emergency Management Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$0
High Performance Government		

**ISSUE SUMMARY:**

Every year, equipment and personnel rates for the Fire Department are set for the upcoming year. These rates establish a schedule to use when larger events occur in the community and we have an opportunity to bill for the incurred costs.

**STAFF RECOMMENDATION:**

Approve 2025 equipment and personnel rates for billable calls

**ATTACHMENTS:**

2025 Fire Department equipment and personnel billable rate schedule

**RECOMMENDED MOTION:**

Motion to approve the 2025 Fire Department Equipment and Personnel Billable Rates



**WAUPUN FIRE DEPARTMENT**

**POLICY NO.: 3-7**

**Position Description – Assistant Fire Chief**

**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Assistant Fire Chief
<b>REPORTS TO</b>	Fire Chief
<b>DEPARTMENT</b>	Fire & Rescue Department
<b>TYPE</b>	Non-Represented
<b>FLSA (overtime status)</b>	Exempt
<b>DATE APPROVED</b>	Draft

**GENERAL PURPOSE:**

The Assistant Fire Chief serves as the second in command of the Fire & Rescue Department and provides vital leadership in administrative functions, emergency response, training and development, fire prevention and inspection, and community engagement. This position responds to emergency calls to effectively command and control the operational goals of the agency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**A. Leadership and Administration:**

- Assume the role of Fire Chief when directed, overseeing daily operations and ensuring the continuity of emergency and administrative functions.
- Assist in ensuring the department's mission, vision, and values are consistently upheld and integrated into daily operations, strategic planning, and decision-making.
- Assist in developing and implementing the department's strategic goals and objectives, aligning them with organizational priorities.
- Supervise and mentor department personnel, fostering professional growth, accountability, and adherence to department standards.
- Assist in developing and implementing departmental policies, procedures, and training programs to ensure compliance with local, state, and federal regulations.
- Assist in budget preparation, oversight, and fiscal management of the department.

**B. Emergency Response:**

- Respond to fire, EMS, and other emergency situations, supporting operations and assuming command when necessary.
- Oversee emergency response planning, resource allocation, and incident reviews to ensure operational effectiveness.
- Coordinate with mutual aid partners and other agencies to optimize interdepartmental response efforts.

## **WAUPUN FIRE DEPARTMENT**

### **POLICY NO.: 3-7**

#### **Position Description – Assistant Fire Chief**

##### **C. Training and Development:**

- Assist in coordinating the development and implementation of training programs to enhance the skills and knowledge of department personnel.
- Ensure training meets or exceeds industry standards and regulatory requirements.
- Promote a culture of continuous learning and professional development.

##### **D. Fire Prevention and Inspection:**

- Oversee the department's fire prevention and inspection programs, collaborating with other city departments, vendors, and service providers when necessary.
- Conduct fire inspections within the fire protection area.
- Ensure compliance with fire safety codes and maintain accurate records of inspections and enforcement actions.
- Manage the records management system(s) used as part of the inspection program.
- Conduct pre-planning and plan reviews of current and new facilities within the fire protection area.

##### **E. Community Engagement:**

- Represent the department at public events, meetings, and outreach activities to strengthen community relationships.
- Promote fire safety awareness and disaster preparedness through educational programs and public engagements.

#### **QUALIFICATIONS:**

- Associates Degree in a fire service or closely related field (preferred). Consideration will be given to persons with a combination of education and experience that demonstrates an equal level of competency.
- National Registry Emergency Medical Responder certification, or higher, or the ability to obtain within 12 months.
- NIMS 100, 200, 300, 400, 700, 800 or ability to obtain within 12 months
- Maintain valid driver's license
- WI or IFSAC certified Fire Officer I (Fire Officer II preferred), Emergency Services Instructor I, Fire Inspector I, and Firefighter II, Entry Level Driver/Operator Pumper, Entry Level Driver/Operator Aerial
- Comply with residency requirements (<15 miles from the Fire Station)
- Participate in an Officer on-call rotation during weekends.
- Pass pre-employment physical, background check, and psychological evaluation

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

- Strong leadership abilities with a proven track record of effectively leading and motivating teams.

## **WAUPUN FIRE DEPARTMENT**

### **POLICY NO.: 3-7**

#### **Position Description – Assistant Fire Chief**

- Ability to make sound decisions and implement strategies under pressure and in emergency situations.
- Ability to demonstrate and conduct drills, training sessions, and instruction to improve operational proficiency.
- Excellent written and verbal communication skills.
- Ability to communicate effectively with diverse audiences, including department personnel, other agencies, and the public.
- Demonstrated ability to think strategically and contribute to the development and execution of organizational goals.
- In-depth knowledge of emergency response procedures, incident command systems, and the principles of emergency management.
- Strong analytical and problem-solving skills, with the ability to develop innovative solutions to complex issues.
- Proven ability to collaborate with internal and external stakeholders to achieve common goals.
- Experience working in a collaborative, team-oriented environment.
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Meet the physical demands of firefighting, including the ability to work while wearing a Self-Contained Breathing Apparatus (SCBA), operating in extreme conditions and performing rescues.

#### **Physical Demands and Work Environment:**

- Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of a Firefighter/EMR, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment; and
- Ability to operate a variety of equipment such as, but not limited to, a piece of fire apparatus, mobile radio, portable radio, hoses, axes, fire prevention and extinguishing equipment, first aid equipment, medical equipment such as an A.E.D. or oxygen machine, camera, computer, photocopying machine, facsimile machine, telephone, and cellular phone; and
- Ability to see and have adequate close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust and focus; and
- Ability to hear and smell and to perceive and differentiate smells and sounds.
- Work is performed primarily in an office, in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, during daytime and nighttime hours. Work is often performed in emergency and stressful situations. Exposure to hearing sirens, alarms and

**WAUPUN FIRE DEPARTMENT**

**POLICY NO.: 3-7**

**Position Description – Assistant Fire Chief**

hazards associated with rendering emergency medical assistance, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and bodily fluids can occur.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Fire Captain
<b>REPORTS TO</b>	Fire Chief
<b>DEPARTMENT</b>	Fire & Rescue Department
<b>TYPE</b>	Non-Represented
<b>FLSA (overtime status)</b>	Non-exempt
<b>DATE APPROVED</b>	Draft

**General Purpose:**

The Fire Captain is responsible for supervising one or multiple fire companies at the station, at emergency incidents, during training sessions, and in other department operations. The role demands oversight of apparatus, equipment, and fire station maintenance while carrying out staff assignments as directed by the Fire Chief or Assistant Fire Chief. Captains provide leadership at emergency incidents, assume Incident Command as needed, and support the overall mission and values of the department through administrative and operational duties.

**Essential Duties and Responsibilities:**

**A. Emergency Scene Operations:**

- Respond to incidents and other emergency situations, assist driver/operator with route selection, and assist in Incident Command establishment.
- Supervise and participate in firefighting, rescue, and emergency operations.
- Act as Incident Commander when necessary, ensuring a safe and effective Incident Management System.
- Evaluate emergency scenes to determine strategies for protecting lives and property; request mutual aid when appropriate.
- Lead formal incident critiques for continuous improvement.
- When Waupun Fire units are requested for MABAS calls, respond to the station or promptly contact Chief Officers to coordinate staff planning and deployment.

**B. Supervision and Leadership:**

- Assist in ensuring the department's mission, vision, and values are consistently upheld and integrated into daily operations, strategic planning, and decision-making.
- Enforce discipline and ensure adherence to departmental policies, guidelines, and regulations.
- Supervise and assist subordinates during emergency responses, at the station, and in training exercises.
- Provide leadership and serve as an example for personnel, maintaining effective

**WAUPUN FIRE DEPARTMENT**  
**POLICY NO.: 3-5**  
**Position Description - Fire Captain**

communication and fostering team cohesion.

**C. Training and Development:**

- Assist with planning, organizing, and conducting training programs for department personnel.
- Actively participate in personal professional development, including attending seminars, training sessions, and reading relevant publications (minimum of 16 hours of continuing education every 2 years).

**D. Administrative Duties:**

- Prepare and maintain required reports, records, and documentation on department activities, personnel actions, and equipment maintenance.
- Assist in budget preparation, oversight, and fiscal management of the department.
- Assist with recommendations on apparatus and equipment needs.
- Assist in developing and enforcing Standard Operating Guidelines (SOGs) for both emergency and non-emergency operations.
- Act as a liaison with community officials and local government agencies, fostering strong professional relationships.
- Participate in community risk reduction and public safety education programs.
- Support the Fire Chief and Assistant Fire Chief by assuming staff assignments as directed.

**Qualifications:**

**A. Certifications:**

- Wisconsin Firefighter I certification or equivalent.
- CPR and AED certified

**B. Experience:**

- Minimum of four (4) years of verifiable fire service experience, including three (3) years with the Waupun Fire Department. Consideration will be given to persons with a combination of education and experience that demonstrates an equal level of competency.

**C. Availability:**

- Must participate in an Officer on-call rotation during weekends.

**D. Training:**

- Completion of an Entry-level Fire Officer (or higher) course (must be completed within 1 year if not already completed).
- Completion of Firefighter II course is preferred but not required.
- Completion of NIMS IS100, IS200, IS300, IS400, IS700, and IS800 courses. IS300 and IS 400 need to be completed in first 2 years or as the training is offered.

**E. Other:**

- High School Diploma or equivalent.

**WAUPUN FIRE DEPARTMENT**  
**POLICY NO.: 3-5**  
**Position Description - Fire Captain**

- Valid Wisconsin driver's license.
- Must live within a 15-mile radius of the Waupun Fire Department.

**Necessary Knowledge, Skills and Abilities:**

- Strong leadership abilities with an understanding of how to effectively lead and motivate teams.
- Ability to make sound decisions and implement strategies under pressure and in emergency situations.
- Strong understanding of firefighting principles, equipment, and apparatus operations.
- Ability to demonstrate and conduct drills, training sessions, and instruction to improve operational proficiency.
- Strong written and verbal communication skills.
- Demonstrated ability to think strategically and contribute to the development and execution of organizational goals.
- Knowledge of emergency response procedures, incident command systems, and the principles of emergency management.
- Strong problem-solving skills with the ability to develop solutions to complex issues.
- Meet the physical demands of firefighting, including the ability to work while wearing a Self-Contained Breathing Apparatus (SCBA), operating in extreme conditions and performing rescues.

**Physical Demands and Work Environment:**

- A. Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of a fire fighter and officer, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment; and
- B. Ability to operate a variety of equipment such as, but not limited to, a piece of fire apparatus, mobile radio, portable radio, hoses, axes, fire prevention and extinguishing equipment, first aid equipment, medical equipment such as an A.E.D. or oxygen machine; camera, computer, photocopying machine, facsimile machine, and telephone; and
- C. Ability to see and have adequate close vision, distance vision, color vision, peripheral vision and depth vision, and the ability to adjust and focus; and
- D. Ability to hear and smell and to perceive and differentiate smells and sounds; and
- E. Work is performed in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, during daytime and nighttime hours. Work is often performed in emergency and stressful situations. Exposure to hearing sirens, alarms and

**WAUPUN FIRE DEPARTMENT**  
**POLICY NO.: 3-5**  
**Position Description - Fire Captain**

hazards associated with rendering emergency medical assistance, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and bodily fluids can occur.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Fire Lieutenant
<b>REPORTS TO</b>	Fire Chief
<b>DEPARTMENT</b>	Fire & Rescue Department
<b>TYPE</b>	Non-Represented
<b>FLSA (overtime status)</b>	Non-exempt
<b>DATE APPROVED</b>	Draft

**Position Purpose:**

The Lieutenant position requires a combination of firefighting and leadership responsibilities. As staffing allows, the Lieutenant is a working position that provides direction to a team of firefighters at an emergency scene. The Lieutenant may also be asked to assume command and control positions as well. This includes supervising a fire company in the station, at emergency incidents, during training sessions, and in other department operations. The role demands oversight of apparatus, equipment, and fire station maintenance while carrying out staff assignments as directed by the Fire Chief, Assistant Fire Chief, or Captain. Lieutenants support the overall mission, vision, and values of the department through administrative and operational duties.

**Essential Duties and Responsibilities:**

**A. Emergency Scene Operations:**

- Respond to incidents and other emergency situations, assist driver/operator with route selection, and support incident command operations.
- Supervise and participate in firefighting, rescue, and emergency operations.
- Act as Incident Commander when necessary, ensuring a safe and effective Incident Management System.
- Evaluate emergency scenes to determine strategies for protecting lives and property; request mutual aid when appropriate.
- Assist with incident critiques for continuous improvement.
- When Waupun Fire units are requested for MABAS calls, respond to the station or promptly contact Chief Officers to coordinate staff planning and deployment.

**B. Supervision and Leadership:**

- Assist in ensuring the department's mission, vision, and values are consistently upheld and integrated into daily operations, strategic planning, and decision-making.
- Enforce discipline and ensure adherence to departmental policies, guidelines, and regulations.
- Supervise and assist subordinates during emergency responses, at the station, and in

**WAUPUN FIRE DEPARTMENT**

**POLICY NO.: 3-4**

**Position Description - Fire Lieutenant**

training exercises.

- Provide leadership and serve as an example for personnel, maintaining effective communication and fostering team cohesion.

**C. Training and Development:**

- Assist with planning, organizing, and conducting training programs for department personnel.
- Actively participate in personal professional development, including attending seminars, training sessions, and reading relevant publications (minimum of 8 hours of continuing education every 2 years).

**D. Administrative Duties:**

- Prepare and maintain required reports, records, and documentation on department activities, personnel actions, and equipment maintenance.
- Make recommendations on apparatus and equipment needs.
- Assist in developing and enforcing Standard Operating Guidelines (SOGs) for both emergency and non-emergency operations.
- Act as a liaison with community officials and local government agencies, fostering strong professional relationships.
- Participate in community risk reduction and public safety education programs.
- Support the Fire Chief and Assistant Fire Chief by assuming staff assignments as directed.

**Qualifications:**

**A. Certifications:**

- Wisconsin Firefighter I certification or equivalent.
- CPR and AED certified

**B. Experience:**

- Minimum of three (3) years of verifiable fire service experience, including two (2) years with the Waupun Fire Department. Consideration will be given to persons with a combination of education and experience that demonstrates an equal level of competency.

**C. Availability:**

- Must participate in an Officer on-call rotation during weekends.

**D. Training:**

- Completion of an Entry-level Fire Officer (or higher) course (must be completed within 1 year if not already completed).
- Completion of Firefighter II course is preferred but not required.
- Completion of NIMS IS100, IS200, IS300, IS400, IS700, and IS800 courses. IS300 and IS 400 need to be completed in first 2 years or as the training is offered.

**E. Other:**

## **WAUPUN FIRE DEPARTMENT**

### **POLICY NO.: 3-4**

#### **Position Description - Fire Lieutenant**

- High School Diploma or equivalent.
- Valid Wisconsin driver's license.
- Must live within a 15-mile radius of the Waupun Fire Department.

#### **Necessary Knowledge, Skills, and Abilities:**

- Strong leadership abilities with an understanding of how to effectively lead and motivate teams.
- Ability to make sound decisions and implement strategies under pressure and in emergency situations.
- Strong understanding of firefighting principles, equipment, and apparatus operations.
- Ability to demonstrate and conduct drills, training sessions, and instruction to improve operational proficiency.
- Strong written and verbal communication skills.
- Demonstrated ability to think strategically and contribute to the development and execution of organizational goals.
- Knowledge of emergency response procedures, incident command systems, and the principles of emergency management.
- Strong problem-solving skills with the ability to develop solutions to complex issues.
- Meet the physical demands of firefighting, including the ability to work while wearing a Self-Contained Breathing Apparatus (SCBA), operating in extreme conditions and performing rescues.

#### **Physical Demands and Work Environment:**

- A. Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of a fire fighter and officer, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment; and
- B. Ability to operate a variety of equipment such as, but not limited to, a piece of fire apparatus, mobile radio, portable radio, hoses, axes, fire prevention and extinguishing equipment, first aid equipment, medical equipment such as an A.E.D. or oxygen machine; camera, computer, photocopying machine, facsimile machine, and telephone;
- C. Ability to see and have adequate close vision, distance vision, color vision, peripheral vision and depth vision, and the ability to adjust and focus; and
- D. Ability to hear and smell and to perceive and differentiate smells and sounds.
- E. Work is performed in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, during daytime and nighttime hours. Work is often

**WAUPUN FIRE DEPARTMENT**  
**POLICY NO.: 3-4**  
**Position Description - Fire Lieutenant**

performed in emergency and stressful situations. Exposure to hearing sirens, alarms and hazards associated with rendering emergency medical assistance, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and bodily fluids can occur.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/11/25

**TITLE:** Extension of Childcare Stabilization Grant Deadlines

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, City Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	Budgeted Reserve (\$125,000)	

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**ISSUE SUMMARY:**

The Childcare Stabilization Grant was established in 2023 with the goal of expanding licensed childcare slots in the City of Waupun available to working families. To date, \$125,000 of the \$250,000 reserve has been expended with the first recipient being Wee Care. Staff is working with an interested provider but is struggling to find a suitable location for the facility. The Childcare Stabilization Grant as drafted expired December 31, 2024. We are seeking approval for an extension of the program application deadline of December 31, 2025, with awarded projects completing by June 30, 2026.

**STAFF RECOMMENDATION:**

Childcare continues to be a critical need in our community but is challenging to solve. Additional time as recommended is essential as we work to close this gap.

**ATTACHMENTS:**

**RECOMMENDED MOTION:**

Motion to extend Childcare Stabilization Grant deadline to December 31, 2025 with final projects completing by June 30, 2026



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/11/25

**TITLE:** 2024 City of Waupun Housing Fee Report

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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

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**ISSUE SUMMARY:**

In 2018, the Wisconsin State Legislature approved new legislation, which requires communities of 10,000 population or more to provide two separate annual reports related to housing affordability (Wis. Stat. 66.10013) and housing fees (Wis. Stat. 66.10014) in an effort to shed light and foster change on affordable housing issues across the state.

On November 16, 2020, the City's request to be waived for the housing affordability mandate was approved by the Department of Revenue for a four-year period. However, the City is still responsible for annually producing a housing fee report.

The attached report meets the statutory requirements and will be posted to the City of Waupun website.

**STAFF RECOMMENDATION:**

Approve report as presented

**ATTACHMENTS:**

2024 City of Waupun Housing Fee Report

**RECOMMENDED MOTION:**

Motion to approve the 2024 City of Waupun Housing Fee Report for publication.



# City of Waupun New Housing Fee Report

For 2024 Calendar Year



## Background

This report is written to satisfy the requirements as outlined in Section 66.10014 of the Wisconsin Statutes. Section 66.10014 reads as follows:

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
  - (a) Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
    1. Building permit fee.
    2. Impact fee.
    3. Park fee.
    4. Land dedication or fee in lieu of land dedication requirement.
    5. Plat approval fee.
    6. Storm water management fee.
    7. Water or sewer hook-up fee.
  - (b) The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.
- (3)
  - (a) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled “New Housing Fee Report.” If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
  - (b) A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.
- (4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

## Process and Data Sources

Community & Economic Development staff prepared this report for the calendar year ending December 31, 2024 using the adopted City of Waupun Fee Schedule, permit/development records maintained by the Building Inspector and the Department of Public Works, and adopted City of Waupun Ordinances. This report has been posted on the City's website ([www.cityofwaupun.org](http://www.cityofwaupun.org)) and has been shared with the City of Waupun City Council. For record keeping purposes, projects are reported in the year in which they were permitted (approved). Projects approved in prior calendar years but completed and occupied in 2024 are not included in this report.

## Residential Fee List

The City of Waupun imposes the following fees or other requirements for purposes related to residential construction, remodeling, or development. Only fees the City sets/collects are included in this report. Fees set by others, such as sanitary and utility districts, county, etc., are not included in this report. A complete copy of the municipal fee schedule is included in Appendix A. Table 1 lists the residential development fees collected for 2024.



**Table 1: Residential Development Fees (2024)**

Building permit fee	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Plat approval fee	Final plat approval fee	Storm water management fee	Water or sewer hook-up fee
\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)	N/A	N/A	N/A	N/A	N/A	No fee. Developer uses their own contractor to make connections. Waupun Utilities inspects connections.	No fee. Developer uses their own contractor to make connections. Waupun Utilities inspects connections.

**Calculations**

Section 66.10014(2)(b) states, “The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.”

The total amount of fees that the City of Waupun imposed for residential construction, remodeling, or development in 2024 is listed in Table 2. The average fee collected per permit has been calculated by dividing the total amount of fees collected by the number of permits issued. A full listing of all permits issued in 2024 can be found in Appendix B.

**Table 2: Residential Development Fees Collected in 2024**

Permit Type	# of Permits Issued	Total Permit Fees Collected	Avg. Fee Collected /Permit
Single Family Dwelling Units	1	\$1,479.20	\$1,479.20
Multi-Family Dwelling Units	0	\$0	\$0
Mobile Home Units	0	\$0	\$0
Residential Housing Additions & Remodel	810	\$97,631.87	\$120.53
<b>Total Fees Permit Fees Collected</b>		<b>\$99,111.07</b>	

**Exclusions**

This report was prepared in order to meet requirements enacted by 2017 WI Act 243 in Wis. Stat. 66.10014. As such, it does not include the most significant costs of residential development, including the cost of land, the cost of infrastructure, the cost of labor, and the cost of building materials.

## Appendix A – Municipal Fee Schedule

FEE SCHEDULE (EFFECTIVE 1/1/2023)	
City of Waupun Will include a <b>\$45 Administrative Fee</b> on all building permits	
Permit fees double if work commenced without permit.	
<b>MINIMUM FEE</b>	<b>\$50.00</b>
RESIDENTIAL - NEW 1 & 2 FAMILY DWELLINGS	
Building, Plumbing, Electric, & HVAC	\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)
UDC Seal	\$40.00 (Fee subject to Change)
Bond (Returned after Occupancy)	\$1,000.00
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$100.00
RESIDENTIAL ADDITIONS	
Building (Ftg, Fndn, Floor, Frame, Insul, Final)	\$0.16/SF (Minimum \$300.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Bond (Returned after Occupancy) (Required for Additions over 500 SF)	\$1,000.00
Occupancy Permit	\$50.00
Zoning	\$75.00
RESIDENTIAL REMODELS	
	\$6.00 Per \$1,000 Construction Cost
RESIDENTIAL GARAGES/ACCESSORY (NEW & ADDITIONS)	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MISCELLANEOUS	
Electrical Service	\$80.00
Laterals	\$60.00
Replace Furnace or AC	\$50.00
Plumbing Remodel	\$50.00 or \$8.00 per fixture
Early Start (Footings & Foundation Only)	\$100.00 or \$0.03/SF (whichever is greater)
Decks (2-3 Inspections @ \$50 Each)	\$100.00 - \$150.00

Permanent Swimming Pools (Provide site plan)	\$50.00
Prefabricated Sheds (Provide site plan)	\$50.00
Fences (Provide site plan)	\$50.00
Signs	Base \$50.00 + \$0.50/SF Each Face
Zoning (Swimming Pools, Fences, Signs, Decks, Sheds)	\$50.00
Chicken Coop & Run	\$50.00
<b>AGRICULTURAL</b>	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
<b>MULTI-FAMILY, ASSISTED LIVING, NURSING HOMES, COMMERCIAL &amp; INDUSTRIAL (NEW, ADDITIONS, AND REMODELS)</b>	
Building	Base Fee \$100.00 + \$0.20/SF (Min. \$500.00)
Plumbing	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) OR \$8.00 per Fixture (whichever is greater)
Electric	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) Or \$1.25 per Opening (whichever is greater)
HVAC	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00)
Fire Protection - Sprinkler	Base Fee \$60.00 + \$0.04/SF (Min. \$80.00) OR \$1.00 per Head (whichever is greater)
Erosion Control	See DPW Fee Schedule
Bond (Returned after Occupancy)	Under 10,000 SF -\$1,500.00 Over 10,001 SF -\$3,000.00
Remodels	\$6.00 per \$1,000 Construction Cost
Occupancy Permit	\$100.00
Plan Review	Under 10,000 SF -\$100.00 Over 10,001 SF -\$200.00
Zoning	\$200.00
Building Plan Review for Approval - Under 50,000 CF	Per DSPS Fees
Note: Over 50,000 CF, Plan Approval must be completed by DSPS	
<b>DEMOLITION</b>	
Residential Dwelling	\$100.00
Accessory/Garage/Agricultural	\$50.00
Commercial/Industrial Building	\$300.00
<b>MOVING</b>	
Principal Building	\$200.00
Garage/Accessory/Agricultural	\$100.00

*City of Waupun Municipal Ordinance*

Chapter 7 – STREETS AND SIDEWALKS

Section 7.05 STREETS AND SIDEWALKS EXCAVATIONS AND OPENINGS

(1) PERMIT REQUIRED

- (a) No person shall make, direct or cause to be made any excavation or opening in any street, alley, highway, sidewalk or other public way within the City without first obtaining a permit from the Director of Public Works.
- (b) Except as otherwise provided here, the City shall charge an application fee of \$15.00 for each permit issued under this section. A permit shall be required but no permit fee shall be charged if the permit is obtained pursuant to an order of the City of Waupun requiring sidewalk replacement or reconstruction. A permit shall be required but no separate or additional permit fee shall be charged if the permit is issued in conjunction with a building permit where the excavation or opening is ancillary to the project for which the building permit is issued.
- (c) Any person who violates any provision of this section shall be subject to the forfeiture provisions identified in Section 18.04 of this Code. In addition, any contractor who makes an excavation or opening in violation of this subsection without first ensuring that the appropriate permit has been issued shall be subject to the forfeiture provisions identified in Section 18.04 of this Code.

## Appendix B – 2024 Annual Report of Permits Issued

### ANNUAL REPORT OF PERMITS ISSUED 2024

		# of Permits	Permit Fee	Est. Value
Res. Houses (1 & 2 Family)	Dodge County:	1	\$ 1,479.20	\$ 250,000.00
	Fond du Lac County:	0	\$ -	\$ -
	<b>Total:</b>	1	\$ 1,479.20	\$ 250,000.00
Res. Houses Add & Remodel	Dodge County:	461	\$ 53,331.37	\$ 8,409,474.48
	Fond du Lac County:	349	\$ 44,300.50	\$ 7,181,907.97
	<b>Total:</b>	810	\$ 97,631.87	\$ 15,591,382.45
Res. Garages New Const.	Dodge County:	8	\$ 1,050.00	\$ 155,841.00
	Fond du Lac County:	8	\$ 1,428.00	\$ 120,600.00
	<b>Total:</b>	16	\$ 2,478.00	\$ 276,441.00
Res. Garages Add & Remodel	Dodge County:	3	\$ 572.50	\$ 66,500.00
	Fond du Lac County:	2	\$ 100.00	\$ 9,995.00
	<b>Total:</b>	5	\$ 672.50	\$ 76,495.00
Multi-Family Const.	Dodge County:	1	\$ 514.54	\$ 85,757.00
	Fond du Lac County:	1	\$ 210.00	\$ 35,000.00
	<b>Total:</b>	2	\$ 724.54	\$ 120,757.00
Swimming Pools	Dodge County:	1	\$ 350.00	\$ 20,000.00
	Fond du Lac County:	0	\$ -	\$ -
	<b>Total:</b>	1	\$ 350.00	\$ 20,000.00
Commercial Const. & Add.	Dodge County:	3	\$ 7,989.92	\$ 2,100,000.00
	Fond du Lac County:	2	\$ 2,320.80	\$ 419,000.00
	<b>Total:</b>	5	\$ 10,310.72	\$ 2,519,000.00
Commercial Alt. & Improve	Dodge County:	5	\$ 1,072.72	\$ 143,453.00
	Fond du Lac County:	13	\$ 4,802.00	\$ 1,006,462.45
	<b>Total:</b>	18	\$ 5,874.72	\$ 1,149,915.45
Industrial Const. & Addition	Dodge County:	8	\$ 12,491.16	\$ 5,923,384.00
	Fond du Lac County:	0	\$ -	\$ -
	<b>Total:</b>	8	\$ 12,491.16	\$ 5,923,384.00
Industrial Alt. & Improve	Dodge County:	3	\$ 1,267.28	\$ 217,853.00
	Fond du Lac County:	0	\$ -	\$ -
	<b>Total:</b>	3	\$ 1,267.28	\$ 217,853.00
Tax Exempt	Dodge County:	6	\$ 4,240.09	\$ 661,273.15
	Fond du Lac County:	3	\$ 1,258.82	\$ 244,115.26
	<b>Total:</b>	9	\$ 5,498.91	\$ 905,388.41
Fences	Dodge County:	12	\$ 1,200.00	\$ 37,700.00
	Fond du Lac County:	12	\$ 1,050.00	\$ 65,733.00
	<b>Total:</b>	24	\$ 2,250.00	\$ 103,433.00
Razing	Dodge County:	3	\$ 450.00	\$ 3,000.00
	Fond du Lac County:	1	\$ 50.00	\$ 3,000.00
	<b>Total:</b>	4	\$ 500.00	\$ 6,000.00
Signs	Dodge County:	8	\$ 797.85	\$ 7,975.00
	Fond du Lac County:	4	\$ 430.50	\$ -
	<b>Total:</b>	12	\$ 1,228.35	\$ 7,975.00
Moving	Dodge County:	0	\$ -	\$ -
	Fond du Lac County:	0	\$ -	\$ -
	<b>Total:</b>	0	\$ -	\$ -
Driveways	Dodge County:	4	\$ 250.00	\$ 50,884.00
	Fond du Lac County:	5	\$ 250.00	\$ 38,000.00
	<b>Total:</b>	9	\$ 500.00	\$ 88,884.00
Electric	Dodge County:	18	\$ 1,742.83	\$ 76,772.00
	Fond du Lac County:	10	\$ 800.00	\$ -
	<b>Total:</b>	28	\$ 2,542.83	\$ 76,772.00
<b>Grand Total:</b>		<b>955</b>	<b>\$ 145,300.08</b>	<b>\$ 27,244,796.31</b>

Administrative Fees		Amount	Total
	Dodge County	545	\$24,525.00
	Fond du Lac County	410	\$18,450.00
	<b>Total:</b>	<b>955</b>	<b>\$42,975.00</b>



# AGENDA SUMMARY SHEET

**MEETING DATE:** 2/11/25

**TITLE:** 2024 City of Waupun Taxi Statistics

**AGENDA SECTION:** DISCUSSION

**PRESENTER:** Casey Langenfeld, Finance Director

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

**SUMMARY:**

As requested by the DOT during the 2023 audit, the following infographic provides the year end statistics for the Taxi program.

**STAFF RECOMMENDATION:**

Discussion only

**ATTACHMENTS:**

2024 Taxi Statistics Infographic

**RECOMMENDED MOTION:**

Discussion only

# CITY OF WAUPUN 2024 TAXI STATS



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PASSENGERS	2023	2024
Disabled	34%	37%
Senior	24%	27%
Adult	29%	20%
Student	5%	8%
Other	8%	8%

|

## DRIVERS HOURS

2023	5,685
2024	5,696



|

	2023	2024
REVENUE	\$45,320	\$38,663
OPERATING EXPENSE	\$179,748	\$184,756
NET EXPENSE	\$134,428	\$146,093
STATE AID	\$68,011	\$73,046
CITY LEVY	\$66,417	\$73,047



## AGENDA SUMMARY SHEET

MEETING DATE: 1/28/25

TITLE: License & Permit Applications; Expenses

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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### FUTURE MEETINGS

<b>Wednesday, February 19, 2025</b>	Committee of the Whole	5:30PM
Tuesday, March 11, 2025	Common Council	6:00PM
Tuesday, March 25, 2025	Committee of the Whole	5:30PM
Tuesday, April 8, 2025	Common Council	6:00PM
Tuesday, April 15, 2025	Re-Organizational Meeting	5:30PM
Tuesday, April 29, 2025	Committee of the Whole	5:30PM

### LICENSE/PERMIT APPLICATIONS

<b>RECOMENDED MOTION:</b>
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Motion to approve the consent agenda.
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## Report Criteria:

Report type: Summary

Invoice.Batch = "012725","A-2024","A-2025","012925","MANUAL","BID","013125","021125"

Check Issue Date	Check Number	Payee	Amount
01/28/2025	237	CARDPOINTE	63.38
01/28/2025	238	CREXENDO	444.84
01/28/2025	239	DSPS	55.00
01/28/2025	240	DODGE COUNTY TREASURER	392,331.99
01/28/2025	241	KWIK TRIP STORES	6,888.54
01/28/2025	242	WELLS FARGO PAYMENT REMITT	6,936.84
01/30/2025	1000	MY CHRISTMAS TREE SHOPPE LLC	500.00
01/30/2025	1001	WAUPUN CITY OF SCULPTURE	500.00
02/05/2025	1002	BEAR GRAPHICS INC	127.87
01/27/2025	109385	WAUPUN UTILITIES	24.87
01/29/2025	109386	WELLS FARGO PAYMENT REMITT	923.29
01/29/2025	109387	DODGE COUNTY REGISTER OF DEED	30.00
01/31/2025	109388	LUCHT, AMANDA	190.50
02/05/2025	109389	AIR ONE EQUIPMENT INC	1,951.63
02/05/2025	109390	AIRGAS USA LLC	461.18
02/05/2025	109391	AMAZON CAPITAL SERVICES	1,241.39
02/05/2025	109392	ASSOCIATED APPRAISAL CONSULTA	3,206.34
02/05/2025	109393	AT & T	129.40
02/05/2025	109394	AT&T MOBILITY	823.20
02/05/2025	109395	BELCO VEHICLE SOLUTIONS LLC	869.95
02/05/2025	109396	BETT, JOHN	40.00
02/05/2025	109397	BISHOP, ROHN	40.00
02/05/2025	109398	BRZEZINSKI, BRAD	40.22
02/05/2025	109399	CAPITAL AUTOBODY LLC	287.40
02/05/2025	109400	CINTAS CORPORATION NO 2	702.98
02/05/2025	109401	COLUMN SOFTWARE PBC	86.08
02/05/2025	109402	CONWAY SHIELD	67.00
02/05/2025	109403	DCEMSA	50.00
02/05/2025	109404	DETECTACHEM	349.00
02/05/2025	109405	DEVRIES WELDING LLC	354.25
02/05/2025	109406	DUMKE, GRAHAM	245.18
02/05/2025	109407	EHLERS AND ASSOCIATES INC	210.00
02/05/2025	109408	ELLISON ELECTRIC SUPPLY INC	28.24
02/05/2025	109409	ENVIRONMENTAL SYSTEMS RESEAR	7,690.00
02/05/2025	109410	FOND DU LAC COUNTY	9,125.54
02/05/2025	109411	FOX COMPUTER & NETWORKING INC	41.90
02/05/2025	109412	GFC LEASING - WI	135.97
02/05/2025	109413	GFL ENVIRONMENTAL	47,182.30
02/05/2025	109414	GORDON FLESCH CO INC	103.13
02/05/2025	109415	H & R SAFETY SOLUTIONS LLC	158.71
02/05/2025	109416	HEIDEMANN, TERESA	40.00
02/05/2025	109417	HOLIDAY OUTDOOR DECOR	227.00
02/05/2025	109418	INTERNATIONAL ASSOC OF CHIEFS O	220.00
02/05/2025	109419	JESSIFFANY CANINE SERVICES LLC	200.00
02/05/2025	109420	LIFESTAR EMERGENCY MEDICAL	2,920.00
02/05/2025	109421	MARTENS ACE HARDWARE	1,480.13
02/05/2025	109422	MENARDS - BEAVER DAM	1,697.27
02/05/2025	109423	MONITORING SERVICES LLC	540.00
02/05/2025	109424	MSA PROFESSIONAL SERVICES INC	28,066.40

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
02/05/2025	109425	MUNICIPAL ELECTRIC UTILITIES OF	925.00
02/05/2025	109426	NAPA AUTO PARTS-WAUPUN	1,256.04
02/05/2025	109427	O'REILLY AUTOMOTIVE INC	67.07
02/05/2025	109428	PETERSEN, JENNIFER	79.80
02/05/2025	109429	PETTY CASH - SENIOR CENTER	22.00
02/05/2025	109430	PETTY CASH-CITY HALL	60.00
02/05/2025	109431	PROS 4 TECHNOLOGY INC	3,873.54
02/05/2025	109432	RADIO PLUS	100.00
02/05/2025	109433	RHODES, TARA	40.00
02/05/2025	109434	ROET'S HOME HEATING	172.80
02/05/2025	109435	SIEBERS, DANIEL	23.38
02/05/2025	109436	SSM HEALTH AT WORK	5,969.08
02/05/2025	109437	STAPLES	43.35
02/05/2025	109438	STOBB PLUMBING & HEATING INC	45.00
02/05/2025	109439	SURE FIRE INC	556.25
02/05/2025	109440	THURMER, MIKE	40.00
02/05/2025	109441	TOP PACK DEFENSE	119.98
02/05/2025	109442	TRACTOR SUPPLY CREDIT PLAN	244.94
02/05/2025	109443	TRU CLEANERS LLC	4,175.61
02/05/2025	109444	US CELLULAR	388.08
02/05/2025	109445	VANDEZANDE & KAUFMAN, LLP	6,215.00
02/05/2025	109446	VERTICAL CONSULTANTS LLC	1,066.50
02/05/2025	109447	VOSSEKUIL, BOBBIE	42.18
02/05/2025	109448	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
02/05/2025	109449	WAUPUN UTILITIES	68.19
02/05/2025	109450	WELLS FARGO PAYMENT REMITT	149.14
02/05/2025	109451	WI DEPT OF JUSTICE	42.00
02/05/2025	109452	XAVUS SOLUTIONS LLC	2,300.00
Grand Totals:			549,113.84

## Report Criteria:

Report type: Summary

Invoice.Batch = "012725","A-2024","A-2025","012925","MANUAL","BID","013125","021125"

Report Criteria:

Report type: Invoice detail

Check.Type = {<->} "Adjustment"

Invoice.Batch = "012725","A-2024","A-2025","012925","MANUAL","BID","013125","021125","BID"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AIR ONE EQUIPMENT INC						
AIR ONE EQUIPMENT INC	ANNUAL SCBA MASK FIT TESTING - CITY SHARE	02/05/2025	214599	100-50-5244-3-36	945.00	945.00
AIR ONE EQUIPMENT INC	ANNUAL AIR MASK FLOW TESTING - CITY SHARE	02/05/2025	214600	100-50-5244-3-36	1,006.63	1,006.63
Total AIR ONE EQUIPMENT INC:						1,951.63
AIRGAS USA LLC						
AIRGAS USA LLC	WORK GLOVES	02/05/2025	9157481834	100-70-5412-3-38	208.23	208.23
AIRGAS USA LLC	WINTER GLOVES	02/05/2025	9157462334	100-70-5412-3-38	252.95	252.95
Total AIRGAS USA LLC:						461.18
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	BAGS FOR GATE VALVE - COFFER DAM	02/05/2025	1TT7-MKHXC	700-10-5192-3-36	207.98	207.98
AMAZON CAPITAL SERVICES	DYMO PRINTING LABELS - ELECTION	02/05/2025	14JV-G97C-D	100-10-5142-3-38	43.13	43.13
AMAZON CAPITAL SERVICES	CITY HALL FOLDING MACHINE	02/05/2025	1GQW-RVL6-	100-10-5197-3-38	540.09	540.09
AMAZON CAPITAL SERVICES	REPLACE GARAGE DOOR OPENER REMOTE	02/05/2025	1DVK-GLKG-	100-70-5412-3-36	26.59	26.59
AMAZON CAPITAL SERVICES	SIDE STEP - SET UP NEW TRUCK 39-25	02/05/2025	1GNN-HQK3-	410-70-5412-4-00	254.60	254.60
AMAZON CAPITAL SERVICES	DEWALT 20V MAX - REPLACMENT 409-25	02/05/2025	1JRJ-4RRG-4	100-70-5411-3-38	169.00	169.00
Total AMAZON CAPITAL SERVICES:						1,241.39
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM FEB 2025	02/05/2025	178708	100-30-5152-3-38	3,206.34	3,206.34
Total ASSOCIATED APPRAISAL CONSULTAN:						3,206.34
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	02/05/2025	DEC20-JAN19	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - DEC 24-JAN 23 2025 FIRE ADM	02/05/2025	287307537700	100-40-5211-3-31	823.20	823.20
Total AT&T MOBILITY:						823.20
BEAR GRAPHICS INC						
BEAR GRAPHICS INC	BID CHECKS 1000-1099	02/05/2025	954273	502-10-5850-3-38	127.87	127.87
Total BEAR GRAPHICS INC:						127.87
BELCO VEHICLE SOLUTIONS LLC						
BELCO VEHICLE SOLUTIONS LLC	REPROGRAM LIGHTBARS - SQUAD 1, 5, 7, 9, UNMARKED	02/05/2025	10081	100-40-5212-3-36	869.95	869.95

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BELCO VEHICLE SOLUTIONS LLC:						869.95
BETT, JOHN						
BETT, JOHN	1-21-25 PER DIEM - POLICE & FIRE COMMISSION	02/05/2025	1-21-25	100-10-5210-3-38	40.00	40.00
Total BETT, JOHN:						40.00
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - FEB 2025	02/05/2025	2-1-25	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
BRZEZINSKI, BRAD						
BRZEZINSKI, BRAD	REIMBURSE MEALS - WLEEDA CONFERENCE	02/05/2025	1-31-25	100-40-5212-3-37	40.22	40.22
Total BRZEZINSKI, BRAD:						40.22
CAPITAL AUTOBODY LLC						
CAPITAL AUTOBODY LLC	SANDBLAST/PAINT RIMS 9-12	02/05/2025	1016	100-70-5411-3-36	287.40	287.40
Total CAPITAL AUTOBODY LLC:						287.40
CARDPOINTE						
CARDPOINTE	COMMUNITY CENTER FEE	01/28/2025	1-28-24	100-20-5511-3-38	63.38	63.38
Total CARDPOINTE:						63.38
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JAN 2025	02/05/2025	4216638207	100-70-5411-3-38	51.48	51.48
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - JAN 2025	02/05/2025	4217427848	100-70-5410-3-38	93.37	93.37
CINTAS CORPORATION NO 2	NEW COMMUNITY CENTER - JAN 2025	02/05/2025	4217427881	100-70-5410-3-38	91.40	91.40
CINTAS CORPORATION NO 2	CITY HALL RUGS - JAN 2025	02/05/2025	4217427898	100-70-5410-3-38	122.98	122.98
CINTAS CORPORATION NO 2	LIBRARY RUGS - JAN 2025	02/05/2025	4217427917	100-70-5410-3-38	105.53	105.53
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JAN 2025	02/05/2025	4217428086	100-70-5411-3-38	83.78	83.78
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JAN 2025	02/05/2025	4218158792	100-70-5411-3-38	51.48	51.48
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JAN 2025	02/05/2025	4218813111	100-70-5411-3-38	51.48	51.48
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JAN 2025	02/05/2025	4219537867	100-70-5412-3-38	51.48	51.48
Total CINTAS CORPORATION NO 2:						702.98
COLUMN SOFTWARE PBC						
COLUMN SOFTWARE PBC	PUBLIC HEARING NOTICE - CONDITIONAL USE PERMIT - AMERICAN TRANSMISSION CO	02/05/2025	3EC85C3A-00	100-10-5110-3-35	86.08	86.08
Total COLUMN SOFTWARE PBC:						86.08
CONWAY SHIELD						
CONWAY SHIELD	SHIELD FOR RETIREMENT PLAQUE - OPPERMANN	02/05/2025	0532126	100-50-5244-3-38	67.00	67.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total CONWAY SHIELD:						67.00
CREXENDO						
CREXENDO	COMMUNITY CENTER PHONE CHARGES - JAN 2025	01/28/2025	1-28-25	100-20-5511-3-31	444.84	444.84
Total CREXENDO:						444.84
DCEMSA						
DCEMSA	DODGE COUNTY EMS ASSOCIATION DUES 2025	02/05/2025	2025	100-50-5230-3-34	50.00	50.00
Total DCEMSA:						50.00
DETECTACHEM						
DETECTACHEM	DRUG TEST KITS - FENTANYL, MULTI, METH/MDMA	02/05/2025	INV17694	100-40-5213-3-38	349.00	349.00
Total DETECTACHEM:						349.00
DEVRIES WELDING LLC						
DEVRIES WELDING LLC	RING - REPAIR VAC TRAILER - RUSTED OUT TANK	02/05/2025	02689	700-10-5192-3-36	43.00	43.00
DEVRIES WELDING LLC	ANGLES/PLATES/FLAT - SET UP NEW TRUCK 39-25	02/05/2025	02690	410-70-5412-4-00	311.25	311.25
Total DEVRIES WELDING LLC:						354.25
DODGE COUNTY REGISTER OF DEEDS						
DODGE COUNTY REGISTER OF DEED	SPECIAL EXCEPTION PERMIT FOR HWY SETBACK AREA & WAIVER OF DAMAGES - HERITAGE RIDGE	01/29/2025	1-29-25	419-70-5435-3-38	30.00	30.00
Total DODGE COUNTY REGISTER OF DEEDS:						30.00
DODGE COUNTY TREASURER						
DODGE COUNTY TREASURER	2024 JANUARY TAX SETTLEMENT	01/28/2025	1-6-25	202-24310	392,331.99	392,331.99
Total DODGE COUNTY TREASURER:						392,331.99
DSPS						
DSPS	ELECTRICAL INSPECTION AGENCY	01/28/2025	1-22-25	230-30-5241-3-38	55.00	55.00
Total DSPS:						55.00
DUMKE, GRAHAM						
DUMKE, GRAHAM	TRAINING - TRAVEL & CONFERENCE EXP REIMBURSEMENT	02/05/2025	2-3-25	100-40-5215-3-37	245.18	245.18
Total DUMKE, GRAHAM:						245.18
EHLERS AND ASSOCIATES INC						
EHLERS AND ASSOCIATES INC	2025 WI PUBLIC FINANCE SEMINAR	02/05/2025	2025SEMINA	100-10-5153-3-37	210.00	210.00
Total EHLERS AND ASSOCIATES INC:						210.00
ELLISON ELECTRIC SUPPLY INC						
ELLISON ELECTRIC SUPPLY INC	ELECTRICAL PARTS - CITY HALL ELEVATOR	02/05/2025	1220744	100-70-5410-3-36	28.24	28.24

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total ELLISON ELECTRIC SUPPLY INC:						28.24
<b>ENVIRONMENTAL SYSTEMS RESEARCH</b>						
ENVIRONMENTAL SYSTEMS RESEAR	ARCGIS DESKTOP - UTILITIES	02/05/2025	94894689	100-13850	7,690.00	7,690.00
Total ENVIRONMENTAL SYSTEMS RESEARCH:						7,690.00
<b>FOND DU LAC COUNTY</b>						
FOND DU LAC COUNTY	SALT DEC 2024	02/05/2025	24610936	100-70-5435-3-36	8,613.02	8,613.02
FOND DU LAC COUNTY	BRIDGE INSPECTION 2022	02/05/2025	24610918	100-70-5420-3-36	512.52	512.52
Total FOND DU LAC COUNTY:						9,125.54
<b>FOX COMPUTER &amp; NETWORKING INC</b>						
FOX COMPUTER & NETWORKING INC	UPS SHIPPING FEE - TID 9 EXPENSE	02/05/2025	339706	419-70-5435-3-39	41.90	41.90
Total FOX COMPUTER & NETWORKING INC:						41.90
<b>GFC LEASING - WI</b>						
GFC LEASING - WI	COMMUNITY CENTER COPY MACHINE CANON C39261 2/20/25 - 3/19/25	02/05/2025	100991988	100-20-5511-3-38	135.97	135.97
Total GFC LEASING - WI:						135.97
<b>GFL ENVIRONMENTAL</b>						
GFL ENVIRONMENTAL	RECYCLING FUEL SURCHARGE CREDIT - JAN 2025	02/05/2025	U9000022998	420-70-5436-3-38	47,182.30	47,182.30
Total GFL ENVIRONMENTAL:						47,182.30
<b>GORDON FLESCH CO INC</b>						
GORDON FLESCH CO INC	CANON - COMMUNITY CENTER - 10/19/24-11/13/24	02/05/2025	IN14933420	100-20-5511-3-38	79.68	79.68
GORDON FLESCH CO INC	CANON - COMMUNITY CENTER - 12/17/24-1/20/25	02/05/2025	IN15007239	100-20-5511-3-38	23.45	23.45
Total GORDON FLESCH CO INC:						103.13
<b>H &amp; R SAFETY SOLUTIONS LLC</b>						
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES - CLERKS OFFICE	02/05/2025	9227	100-10-5141-3-38	41.41	41.41
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES - COMMUNITY CENTER	02/05/2025	9233	100-20-5511-3-38	17.80	17.80
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES - DPW GARAGE	02/05/2025	9232	100-70-5412-3-38	26.00	26.00
H & R SAFETY SOLUTIONS LLC	GLOVES - DPW	02/05/2025	9231	100-70-5412-3-38	73.50	73.50
Total H & R SAFETY SOLUTIONS LLC:						158.71
<b>HEIDEMANN, TERESA</b>						
HEIDEMANN, TERESA	1-21-25 POLICE & FIRE COMMISSION PER DIEM	02/05/2025	1-21-25	100-10-5210-3-38	40.00	40.00
Total HEIDEMANN, TERESA:						40.00
<b>HOLIDAY OUTDOOR DECOR</b>						
HOLIDAY OUTDOOR DECOR	YELLOW REPLACEMENT LIGHTS FOR ANGELS	02/05/2025	INV18719	100-10-5534-3-38	227.00	227.00

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Total HOLIDAY OUTDOOR DECOR:						227.00
<b>INTERNATIONAL ASSOC OF CHIEFS OF POLICE</b>						
INTERNATIONAL ASSOC OF CHIEFS	DUES 1/1/25-12/31/25	02/05/2025	0390165	100-40-5211-3-34	220.00	220.00
Total INTERNATIONAL ASSOC OF CHIEFS OF POLICE:						220.00
<b>JESSIFFANY CANINE SERVICES LLC</b>						
JESSIFFANY CANINE SERVICES LLC	K9 ANNUAL JCS SEMINAR AND CERTIFICATION	02/05/2025	24-230	220-40-5212-3-38	200.00	200.00
Total JESSIFFANY CANINE SERVICES LLC:						200.00
<b>KWIK TRIP STORES</b>						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - DEC 2024	01/28/2025	DPW-DEC24	100-70-5411-3-38	4,296.12	4,296.12
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - DEC 2024	01/28/2025	FD-DEC24	100-50-5232-3-38	523.36	523.36
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - DEC 2024	01/28/2025	PD-DEC24	100-40-5212-3-38	2,069.06	2,069.06
Total KWIK TRIP STORES:						6,888.54
<b>LIFESTAR EMERGENCY MEDICAL</b>						
LIFESTAR EMERGENCY MEDICAL	DEDUCTION DUE TO CITY OF BEAVER DAM ATTENDING A CALL ON 1-10-25	02/05/2025	21-0299	100-10-5255-3-38	2,920.00	2,920.00
Total LIFESTAR EMERGENCY MEDICAL:						2,920.00
<b>LUCHT, AMANDA</b>						
LUCHT, AMANDA	LOTTERY CREDIT REFUND	01/31/2025	1-31-25	100-13850	190.50	190.50
Total LUCHT, AMANDA:						190.50
<b>MARTENS ACE HARDWARE</b>						
MARTENS ACE HARDWARE	PARTS/SUPPLIES - CHAINSAW REPAIRS	02/05/2025	241570	100-70-5411-3-36	366.54	366.54
MARTENS ACE HARDWARE	BLANK COVER - ELECTRICAL WORK FOR ELEVATOR - CITY HALL	02/05/2025	241589	400-10-5140-8-00	2.79	2.79
MARTENS ACE HARDWARE	LED A19 E26 - ELECTRICAL WORK FOR ELEVATOR REPAIR - CITY HALL	02/05/2025	241599	400-10-5140-8-00	13.99	13.99
MARTENS ACE HARDWARE	PRIMER/CONTRACTOR 1ST 3 PK/PAINT BRUSH SET - PAINT OFFICE @ CITY GARAGE	02/05/2025	241571	100-70-5412-3-36	58.96	58.96
MARTENS ACE HARDWARE	FASTENERS	02/05/2025	241575	100-70-5411-3-36	5.52	5.52
MARTENS ACE HARDWARE	HANDLE THREAD - HANDLES TO REPAIR BROOMS	02/05/2025	241560	100-70-5411-3-36	19.98	19.98
MARTENS ACE HARDWARE	SPACKLE - PAINT & CLEAN UP GARAGE OFFICE	02/05/2025	241644	100-70-5412-3-36	11.99	11.99
MARTENS ACE HARDWARE	WALLPLATE/GROUND RECEPTACLE/WTHRPF BOX/HANGER/COVER - PAINT & CLEAN UP GARAGE OFFICE	02/05/2025	241629	100-70-5412-3-36	12.75	12.75
MARTENS ACE HARDWARE	FASTENERS - SET UP NEW TRUCK 39-25	02/05/2025	241540	410-70-5412-4-00	11.98	11.98
MARTENS ACE HARDWARE	CABLETIES	02/05/2025	241669	100-70-5411-3-36	9.99	9.99
MARTENS ACE HARDWARE	LUBE/GARAGE DOOR LUBE - SHOP - LUBE GARAGE DOORS	02/05/2025	241493	100-70-5410-3-36	39.96	39.96
MARTENS ACE HARDWARE	C+K INT CEILING WHITE - PAINT OFFICE AREA @ CITY GARAGE	02/05/2025	241763	100-70-5412-3-36	79.98	79.98
MARTENS ACE HARDWARE	FASTENERS	02/05/2025	241820	100-70-5411-3-36	17.72	17.72
MARTENS ACE HARDWARE	HOLE SAW BULK/ARBOR 3/8"/WHITE PAINT MARKER/PIPE THREAD					

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	SEAL/FASTENERS - REPLACE LEAKING TANK ON BIG BRINE TRUCK	02/05/2025	241813	100-70-5435-3-36	129.67	129.67
MARTENS ACE HARDWARE	PATCHWOOD, STAIN MARKER	02/05/2025	241767	100-70-5410-3-36	59.55	59.55
MARTENS ACE HARDWARE	GREAT STUFF - REPLACE CEILING & PAINT OFFICE AREA	02/05/2025	241732	100-70-5412-3-36	20.97	20.97
MARTENS ACE HARDWARE	PIPE - REPLACE CEILING & PAINT OFFICE AREA	02/05/2025	241730	100-70-5412-3-36	13.99	13.99
MARTENS ACE HARDWARE	DRIVE SHAFT/SHOP LABOR POWER EQUIP/GAS & OIL - WEED EATER SHAFT REPAIR	02/05/2025	241709	100-70-5411-3-36	70.98	70.98
MARTENS ACE HARDWARE	GARAGE DOOR LUBE - SAFETY BUILDING - LUBE GARAGE DOORS	02/05/2025	241707	100-70-5410-3-36	26.97	26.97
MARTENS ACE HARDWARE	TUBE BRAID - REPAIR HOSE ON PRESSURE WASHER	02/05/2025	241684	100-70-5411-3-36	17.49	17.49
MARTENS ACE HARDWARE	PAINT/BRUSH - REPLACE CEILING TILE @ CITY GARAGE OFFICE AREA	02/05/2025	241679	100-70-5412-3-36	23.98	23.98
MARTENS ACE HARDWARE	GROUNDING PLUGS/CONNECTOR - REPAIR EXTE CORDS	02/05/2025	241497	100-70-5412-3-36	44.97	44.97
MARTENS ACE HARDWARE	FASTENERS - BUILDING REPAIRS	02/05/2025	241490	100-70-5410-3-36	20.26	20.26
MARTENS ACE HARDWARE	SPLIT RING/SNAP BOLT/FASTENERS - SAFETY BUILDING SUPPLIES	02/05/2025	241475	100-70-5410-3-36	8.31	8.31
MARTENS ACE HARDWARE	PAPER TOWEL - LIBRARY	02/05/2025	241482	100-70-5410-3-38	17.98	17.98
MARTENS ACE HARDWARE	GREAT STUFF - PAINT CITY GARAGE BREAKROOM	02/05/2025	241835	100-70-5412-3-36	13.98	13.98
MARTENS ACE HARDWARE	PULLEY - CEILING FAN REPAIR @ CITY GARAGE WEST	02/05/2025	241840	100-70-5412-3-36	21.99	21.99
MARTENS ACE HARDWARE	CAULK/FASTENERS/RING WAX - LIBRARY	02/05/2025	241853	100-70-5410-3-36	23.67	23.67
MARTENS ACE HARDWARE	GARMENT HOOK - REPLACE BROKEN HOOKS IN BATHROOM - LIBRARY	02/05/2025	241874	100-70-5410-3-36	4.59	4.59
MARTENS ACE HARDWARE	O-RINGS - LIBRARY - FIX TOILET	02/05/2025	241880	100-70-5410-3-36	1.98	1.98
MARTENS ACE HARDWARE	DOG FOOD - K9	02/05/2025	241917	220-40-5212-3-38	54.99	54.99
MARTENS ACE HARDWARE	WIRE CHANNEL FOR GARAGE OFFICE	02/05/2025	241890	100-70-5412-3-36	25.98	25.98
MARTENS ACE HARDWARE	FASTENERS - LIBRARY - FASTEN BOARD TO WALL	02/05/2025	241898	100-70-5410-3-36	1.47	1.47
MARTENS ACE HARDWARE	ROPE SISAL/POSTER STRIPS - CITY HALL - HANG PICTURES	02/05/2025	241912	100-70-5410-3-36	16.98	16.98
MARTENS ACE HARDWARE	SPRAY PAINT TO COVER WELDING PATCHES	02/05/2025	241939	700-10-5192-3-36	13.98	13.98
MARTENS ACE HARDWARE	LQD NAILS - HANG PLAQUE @ COMM CENTER	02/05/2025	241930	100-20-5511-3-36	5.99	5.99
MARTENS ACE HARDWARE	PART/SUPPLIES - ELECTRICAL ON ELEVATOR @ CITY HALL	02/05/2025	241938	400-10-5140-8-00	45.36	45.36
MARTENS ACE HARDWARE	ELECTRICAL BOX - ELEVATOR ELECTRICAL @ CITY HALL	02/05/2025	241945	400-10-5140-8-00	4.59	4.59
MARTENS ACE HARDWARE	PARTS/SUPPLIES - ELEVATOR ELECTRICAL @ CITY HALL	02/05/2025	241957	400-10-5140-8-00	26.51	26.51
MARTENS ACE HARDWARE	CONSTRUCTION ADHEVISE - HANG LADDER BRACKETS @ CITY HALL	02/05/2025	241969	100-70-5410-3-36	9.99	9.99
MARTENS ACE HARDWARE	TURNBKL/WIRE ROPE CLIP - REPAIR FENCE @ DOG PARK	02/05/2025	242045	100-20-5525-3-36	12.51	12.51
MARTENS ACE HARDWARE	BATTERIES	02/05/2025	242056	100-70-5410-3-36	63.97	63.97
MARTENS ACE HARDWARE	PARTS/SUPPLIES - ICE ARENA - ADD OUTLET E WARMING ROOM	02/05/2025	242025	100-70-5410-3-36	18.36	18.36
MARTENS ACE HARDWARE	PARTS/SUPPLIES - ICE ARENA - ADD OUTLET E WARMING ROOM	02/05/2025	242022	100-70-5410-3-36	4.38	4.38
MARTENS ACE HARDWARE	1/2" SQUEEZE CONN - ICE ARENA - ADD OUTLET - E WARMING ROOM	02/05/2025	241986	100-70-5410-3-36	1.59	1.59
Total MARTENS ACE HARDWARE:						1,480.13
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	CEILING REPAIR - ICE ARENA - EAST WARMING ROOM	02/05/2025	69082	100-70-5410-3-36	708.96	708.96
MENARDS - BEAVER DAM	SHOP SUPPLIES	02/05/2025	69345	100-70-5411-3-36	370.64	370.64
MENARDS - BEAVER DAM	WIRED 60M TIMER/GYPSUM LAY IN CEILING - REPLACE CEILING TILE - ICE ARENA WARMING ROOM	02/05/2025	69569	100-70-5410-3-36	617.67	617.67



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Total MENARDS - BEAVER DAM:						1,697.27
MONITORING SERVICES LLC	ANNUAL FIRE ALARM SYSTEM MONITORING - COMMUNITY CENTER - 8-16-24 THRU 8-16-25	02/05/2025	4016	100-20-5511-3-38	540.00	540.00
Total MONITORING SERVICES LLC:						540.00
MSA PROFESSIONAL SERVICES INC	GENERAL ENGINEERING SWMP REVISION	02/05/2025	012893	700-10-5192-3-38	7,111.25	7,111.25
MSA PROFESSIONAL SERVICES INC	GIS SUPPORT - SW	02/05/2025	012794	700-10-5192-3-38	7,903.75	7,903.75
MSA PROFESSIONAL SERVICES INC	2024 STORMWATER SERVICES	02/05/2025	012809	700-10-5192-3-38	4,315.84	4,315.84
MSA PROFESSIONAL SERVICES INC	2024 WAUPUN DAM INSPECTION	02/05/2025	012792	700-10-5192-3-38	875.00	875.00
MSA PROFESSIONAL SERVICES INC	NEWTON/ROCK RECONSTRUCTION PHASE 11	02/05/2025	012825	400-70-5436-8-00	7,860.56	7,860.56
Total MSA PROFESSIONAL SERVICES INC:						28,066.40
MUNICIPAL ELECTRIC UTILITIES OF WI	2025 MSDS ONLINE CONTRACT	02/05/2025	012325-08	230-30-5241-3-38	925.00	925.00
Total MUNICIPAL ELECTRIC UTILITIES OF WI:						925.00
MY CHRISTMAS TREE SHOPPE LLC	BID WINTER PLANTERS	01/30/2025	1-30-25	502-10-5830-3-38	500.00	500.00
Total MY CHRISTMAS TREE SHOPPE LLC:						500.00
NAPA AUTO PARTS-WAUPUN	LED/PLUG - REPAIR LIGHT TURN SIGNAL	02/05/2025	429779	100-70-5411-3-36	17.26	17.26
NAPA AUTO PARTS-WAUPUN	WINDSHIELD WIPERS	02/05/2025	429814	100-40-5212-3-36	44.98	44.98
NAPA AUTO PARTS-WAUPUN	REGISTRATION LAMP BULBS	02/05/2025	429980	100-40-5212-3-36	17.97	17.97
NAPA AUTO PARTS-WAUPUN	SWITCH/EXTERNAL PIPE - SHOP SUPPLIES	02/05/2025	430059	100-70-5411-3-36	14.77	14.77
NAPA AUTO PARTS-WAUPUN	EXTERNAL PIPE - 3-08	02/05/2025	430511	100-70-5411-3-36	10.10	10.10
NAPA AUTO PARTS-WAUPUN	CURT RECEIVER MOUNT BALL & PINT - SET UP NEW TRUCK 39-25	02/05/2025	430642	410-70-5412-4-00	138.99	138.99
NAPA AUTO PARTS-WAUPUN	HYDRAULIC FILTER - 152-20	02/05/2025	430758	100-70-5411-3-36	33.32	33.32
NAPA AUTO PARTS-WAUPUN	TRAILER BALL - SET UP NEW TRUCK	02/05/2025	431003	410-70-5412-4-00	25.49	25.49
NAPA AUTO PARTS-WAUPUN	MOLY EP SYTH PLUS - GREASE	02/05/2025	431035	100-70-5411-3-36	90.50	90.50
NAPA AUTO PARTS-WAUPUN	REPLACE CAUTION LIGHTS - 278-13	02/05/2025	431046	100-70-5411-3-36	185.02	185.02
NAPA AUTO PARTS-WAUPUN	2024 FORD EXPLORER - VALVES	02/05/2025	431093	100-40-5212-3-36	23.30	23.30
NAPA AUTO PARTS-WAUPUN	REPLACE BUCKET PINS & O-RINGS - 106-96	02/05/2025	431382	100-70-5411-3-36	35.30	35.30
NAPA AUTO PARTS-WAUPUN	FLOOR DRY MATS	02/05/2025	431621	100-70-5411-3-36	134.98	134.98
NAPA AUTO PARTS-WAUPUN	OIL FILTER - 106-96	02/05/2025	431865	100-70-5411-3-36	29.26	29.26
NAPA AUTO PARTS-WAUPUN	REPLACE BUCKET PINS & O-RINGS - 106-96	02/05/2025	431871	100-70-5411-3-36	67.40	67.40
NAPA AUTO PARTS-WAUPUN	OIL FOR SHOP AIR COMPRESSORS	02/05/2025	431905	100-70-5411-3-36	6.58	6.58
NAPA AUTO PARTS-WAUPUN	AIR FILTER - 106-96	02/05/2025	431955	100-70-5411-3-36	61.37	61.37
NAPA AUTO PARTS-WAUPUN	RADIATOR CLEANER/PENETRANT OIL - FLUSH RADIATOR - 106-96	02/05/2025	431967	100-70-5411-3-36	38.16	38.16
NAPA AUTO PARTS-WAUPUN	RCVR TUBING - SET UP NEW TRUCK	02/05/2025	431999	410-70-5412-4-00	112.52	112.52
NAPA AUTO PARTS-WAUPUN	GREASE - FOR GATES	02/05/2025	432088	100-70-5412-3-36	8.99	8.99
NAPA AUTO PARTS-WAUPUN	HYDRAULIC FILTER - 106-96	02/05/2025	432102	100-70-5411-3-36	137.52	137.52
NAPA AUTO PARTS-WAUPUN	PAINT MIXING CUPS	02/05/2025	432160	100-70-5411-3-36	1.29	1.29
NAPA AUTO PARTS-WAUPUN	MIRROR REPAIR KIT/PEAK ALL IN ONE	02/05/2025	432239	100-40-5212-3-36	20.97	20.97

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Total NAPA AUTO PARTS-WAUPUN:						1,256.04
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	FILTER/ANTIFREEZE	02/05/2025	2391-172728	100-70-5411-3-36	67.07	67.07
Total O'REILLY AUTOMOTIVE INC:						67.07
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	MILEAGE - DODGE - P/U ABSENTEE BALLOTS FOR SPRING PRIM 2-18-25	02/05/2025	1-28-25	100-10-5142-3-37	23.80	23.80
PETERSEN, JENNIFER	MILEAGE - FDL - RECORD DOCUMENT @ REG OF DEEDS - TID 6	02/05/2025	2-4-25	408-70-5436-3-39	28.00	28.00
PETERSEN, JENNIFER	MILEAGE - FDL - RECORD DOCUMENT @ REG OF DEEDS - TID 6	02/05/2025	2-4-252	408-70-5436-3-39	28.00	28.00
Total PETERSEN, JENNIFER:						79.80
PETTY CASH - SENIOR CENTER						
PETTY CASH - SENIOR CENTER	PRAIRIE RIDGE BINGO PRIZES	02/05/2025	1-17-25	100-20-5511-3-38	22.00	22.00
Total PETTY CASH - SENIOR CENTER:						22.00
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	DODGE CTY REGISTER OF DEEDS ANNEXATION RECORDING FEE - AMENDED - VANDEHOLSTEIN PROPERTY	02/05/2025	1-28-25	100-10-5110-3-38	30.00	30.00
PETTY CASH-CITY HALL	FDL CTY REGISTER OF DEEDS - RECORD DOCUMENT - TID 6	02/05/2025	2-4-25	408-70-5436-3-39	30.00	30.00
Total PETTY CASH-CITY HALL:						60.00
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	AGREEMENT ADVANCED SECURITY FEBRUARY 2025	02/05/2025	54912	100-10-5197-3-38	736.50	736.50
PROS 4 TECHNOLOGY INC	AGREEMENT MANAGED BACKUP SERVICE FEBRUARY 2025	02/05/2025	54914	100-10-5197-3-38	78.19	78.19
PROS 4 TECHNOLOGY INC	IT MANAGEMENT FEBRUARY 2025	02/05/2025	54911	100-10-5197-3-38	2,785.00	2,785.00
PROS 4 TECHNOLOGY INC	DOOR ACCESS CONTROL 15 DOORS COMM CENTER FEB 2025	02/05/2025	54915	100-20-5511-3-38	70.00	70.00
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT FEB 2025	02/05/2025	54913	100-10-5197-3-38	203.85	203.85
Total PROS 4 TECHNOLOGY INC:						3,873.54
RADIO PLUS						
RADIO PLUS	BREAKFAST WITH SANTA 2024 RADIO SPOTS	02/05/2025	714-00009-00	100-50-5244-3-35	100.00	100.00
Total RADIO PLUS:						100.00
RHODES, TARA						
RHODES, TARA	1/21/25 PER DIEM - POLICE & FIRE COMMISSION	02/05/2025	1-21-25	100-10-5210-3-38	40.00	40.00
Total RHODES, TARA:						40.00
ROET'S HOME HEATING						
ROET'S HOME HEATING	FILTERS FOR BUILDINGS	02/05/2025	4177	100-70-5410-3-36	172.80	172.80

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total ROET'S HOME HEATING:						172.80
SIEBERS, DANIEL						
SIEBERS, DANIEL	MILEAGE REIMBURSEMENT - DODGE CTY COMMUNITY INFO MEETING	02/05/2025	1-29-25	100-10-5110-3-37	23.38	23.38
Total SIEBERS, DANIEL:						23.38
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	WELLNESS CLINIC CITY SHARE - JAN 2025	02/05/2025	44731	100-10-5256-3-38	5,969.08	5,969.08
Total SSM HEALTH AT WORK:						5,969.08
STAPLES						
STAPLES	TAB FOLDER	02/05/2025	6023295898	100-10-5141-3-30	9.19	9.19
STAPLES	TAB FOLDERS/HANGING FOLDERS	02/05/2025	6023295897	100-10-5141-3-30	34.16	34.16
Total STAPLES:						43.35
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	PART - REPAIR LEAKY TOILET @ ICE ARENA	02/05/2025	16477	100-70-5410-3-36	45.00	45.00
Total STOBB PLUMBING & HEATING INC:						45.00
SURE FIRE INC						
SURE FIRE INC	CITY HALL -REPAIR AIRLINE TO RADIATOR UPSTAIRS	02/05/2025	50340106	100-70-5410-3-36	556.25	556.25
Total SURE FIRE INC:						556.25
THURMER, MIKE						
THURMER, MIKE	1-21-25 PER DIEM - POLICE & FIRE COMMISSION	02/05/2025	1-21-25	100-10-5210-3-38	40.00	40.00
Total THURMER, MIKE:						40.00
TOP PACK DEFENSE						
TOP PACK DEFENSE	CLOTHING ALLOWANCE - WILLIAMS	02/05/2025	15176	100-12634	119.98	119.98
Total TOP PACK DEFENSE:						119.98
TRACTOR SUPPLY CREDIT PLAN						
TRACTOR SUPPLY CREDIT PLAN	PRESSURE GAUGE - BIG BRINE TRUCK	02/05/2025	2-4-25	100-70-5435-3-36	244.94	244.94
Total TRACTOR SUPPLY CREDIT PLAN:						244.94
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR JAN 2025	02/05/2025	CW020125	100-70-5410-3-38	4,175.61	4,175.61
Total TRU CLEANERS LLC:						4,175.61
US CELLULAR						
US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - JAN 2025	02/05/2025	0704896955	100-10-5191-3-31	388.08	388.08

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total US CELLULAR:						388.08
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - FEB 2025	02/05/2025	16213	100-10-5161-3-38	640.00	640.00
VANDEZANDE & KAUFMAN, LLP	ATTORNEY FEES ECONOMIC DEVELOPMENT	02/05/2025	JAN2025	419-70-5435-3-39	5,575.00	5,575.00
Total VANDEZANDE & KAUFMAN, LLP:						6,215.00
VERTICAL CONSULTANTS LLC						
VERTICAL CONSULTANTS LLC	CONSULTING SERVICES - US CELL/CELL SITE LEASE	02/05/2025	19062	404-10-5711-3-38	1,066.50	1,066.50
Total VERTICAL CONSULTANTS LLC:						1,066.50
VOSSEKUIL, BOBBIE						
VOSSEKUIL, BOBBIE	WI LASERWORKS CUSTOM ENGRAVING	02/05/2025	2-4-25	100-50-5230-3-38	42.18	42.18
Total VOSSEKUIL, BOBBIE:						42.18
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER INC	MONTHLY CONTRACT - FEB 2025	02/05/2025	FEB2025	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN CITY OF SCULPTURE						
WAUPUN CITY OF SCULPTURE	BID ICEFEST SPONSOR	01/30/2025	000006	502-10-5830-3-38	500.00	500.00
Total WAUPUN CITY OF SCULPTURE:						500.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	MONTHLY UTILITY CHARGES	01/27/2025	1-27-25	100-20-5525-3-32	24.87	24.87
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - JAN 2025	02/05/2025	6333	100-70-5420-3-31	68.19	68.19
Total WAUPUN UTILITIES:						93.06
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	ANIMOTO - 2024 RENEWAL - PRESENTATION SOFTWARE	01/28/2025	BJ-NOV24/DE	100-50-5231-3-38	473.29	473.29
WELLS FARGO PAYMENT REMITT	PIZZA RANCH - SUMMER 2024 POOL CONCESSIONS	01/28/2025	RACHEL-NOV	100-20-5523-3-39	2,313.59	2,313.59
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 12/4/24-01/3/25	01/28/2025	BRET-DEC20	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT	01/28/2025	PAM-DEC24	400-48-4813-0-00	129.80	129.80
WELLS FARGO PAYMENT REMITT	GANNETT - FDL REPORTER SUBSCRIPTION 2025	01/28/2025	PAM-DEC24-2	210-60-5511-3-41	1,665.18	1,665.18
WELLS FARGO PAYMENT REMITT	WI DMV - LOAN FILING FEE	01/28/2025	ANGIE-NOV2	501-10-5154-8-00	32.73	32.73
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT	01/28/2025	ANGIE-NOV2	400-48-4813-0-00	83.86	83.86
WELLS FARGO PAYMENT REMITT	ADOBE ACROBAT PRO SUBSCRIPTION	01/28/2025	ANGIE-NOV2	100-10-5141-3-34	253.07	253.07
WELLS FARGO PAYMENT REMITT	WILD GOOSE CAFE - COMMUNITY CENTER OPEN HOUSE	01/28/2025	KATHY-NOV2	100-20-5511-3-38	599.70	599.70
WELLS FARGO PAYMENT REMITT	ZOOM SUBSCRIPTION 12-7-24-12-6-25 2025	01/28/2025	KATHY-NOV2	100-10-5197-3-38	319.80	319.80
WELLS FARGO PAYMENT REMITT	HOTEL - RASCH - WPLF 2025 WINTER TRAINING CONF	01/28/2025	JEREMY-DEC	100-40-5211-3-37	216.00	216.00
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT	01/28/2025	JEREMY-DEC	400-48-4813-0-00	837.57	837.57
WELLS FARGO PAYMENT REMITT	TOP PACK DEFENSE - POINT BLANK STANDARD	01/29/2025	TED-DEC2024	410-40-5211-4-00	923.29	923.29

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
WELLS FARGO PAYMENT REMITT	FINANCE CHARGE	02/05/2025	TED-JAN2025	100-40-5211-3-38	149.14	149.14
Total WELLS FARGO PAYMENT REMITT:						8,009.27
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - JAN 25	02/05/2025	G3369-JAN25	100-40-5212-3-38	42.00	42.00
Total WI DEPT OF JUSTICE:						42.00
XAVUS SOLUTIONS LLC	MYSENIORCENTER MANAGEMENT SYSTEM	02/05/2025	25865	100-20-5511-3-38	2,300.00	2,300.00
Total XAVUS SOLUTIONS LLC:						2,300.00
Grand Totals:						549,113.84

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	86.08	.00	86.08
100-10-5110-3-37	23.38	.00	23.38
100-10-5110-3-38	30.00	.00	30.00
100-10-5131-3-31	40.00	.00	40.00
100-10-5131-3-38	57.87	.00	57.87
100-10-5141-3-30	43.35	.00	43.35
100-10-5141-3-31	67.07	.00	67.07
100-10-5141-3-34	253.07	.00	253.07
100-10-5141-3-36	57.87	.00	57.87
100-10-5141-3-38	63.90	.00	63.90
100-10-5142-3-37	23.80	.00	23.80
100-10-5142-3-38	43.13	.00	43.13
100-10-5153-3-37	210.00	.00	210.00
100-10-5161-3-38	3,427.50	.00	3,427.50
100-10-5191-3-31	67.07	.00	67.07
100-10-5197-3-31	289.15	.00	289.15
100-10-5197-3-38	4,663.43	.00	4,663.43
100-10-5210-3-38	160.00	.00	160.00
100-10-5255-3-38	5,500.00	2,580.00-	2,920.00
100-10-5256-3-38	3,979.59	.00	3,979.59
100-10-5534-3-36	28.98	.00	28.98
100-10-5534-3-38	227.00	.00	227.00
100-12634	119.98	.00	119.98
100-13850	7,440.81	.00	7,440.81
100-20-5511-3-31	44.48	.00	44.48
100-20-5511-3-32	68.20	.00	68.20
100-20-5511-3-36	5.99	.00	5.99
100-20-5511-3-38	3,909.85	.00	3,909.85
100-20-5523-3-36	231.00	.00	231.00
100-20-5523-3-39	1,993.59	.00	1,993.59
100-20-5525-3-32	24.87	.00	24.87
100-20-5525-3-36	12.51	.00	12.51
100-21100	2,580.00	78,088.02-	75,508.02-
100-30-5152-3-38	3,206.34	.00	3,206.34

GL Account	Debit	Credit	Proof
100-40-5211-3-30	97.98	.00	97.98
100-40-5211-3-31	952.60	.00	952.60
100-40-5211-3-34	220.00	.00	220.00
100-40-5211-3-36	57.89	.00	57.89
100-40-5211-3-37	216.00	.00	216.00
100-40-5211-3-38	151.04	.00	151.04
100-40-5212-3-36	977.17	.00	977.17
100-40-5212-3-37	40.22	.00	40.22
100-40-5212-3-38	2,111.06	.00	2,111.06
100-40-5213-3-38	349.00	.00	349.00
100-40-5215-3-37	340.57	.00	340.57
100-40-5215-3-38	796.32	.00	796.32
100-40-5343-3-38	1,000.00	.00	1,000.00
100-50-5230-3-34	50.00	.00	50.00
100-50-5230-3-38	42.18	.00	42.18
100-50-5231-3-36	57.89	.00	57.89
100-50-5231-3-38	264.00	.00	264.00
100-50-5232-3-38	732.65	.00	732.65
100-50-5244-3-35	100.00	.00	100.00
100-50-5244-3-36	975.81	.00	975.81
100-50-5244-3-38	67.00	.00	67.00
100-70-5410-3-36	2,625.97	.00	2,625.97
100-70-5410-3-38	4,606.87	.00	4,606.87
100-70-5411-3-36	1,859.94	.00	1,859.94
100-70-5411-3-38	3,175.30	.00	3,175.30
100-70-5412-3-31	111.21	.00	111.21
100-70-5412-3-36	365.12	.00	365.12
100-70-5412-3-38	612.16	.00	612.16
100-70-5420-3-31	203.19	.00	203.19
100-70-5420-3-36	512.52	.00	512.52
100-70-5420-3-38	8,928.75	.00	8,928.75
100-70-5435-3-36	8,793.66	.00	8,793.66
100-70-5441-3-36	236.22	.00	236.22
100-80-5670-3-38	57.87	.00	57.87
202-21100	.00	392,331.99-	392,331.99-
202-24310	392,331.99	.00	392,331.99
210-21100	.00	2,132.76-	2,132.76-
210-60-5511-3-31	230.71	.00	230.71
210-60-5511-3-34	179.00	.00	179.00
210-60-5511-3-41	1,665.18	.00	1,665.18
210-60-5511-3-45	57.87	.00	57.87
220-20-5514-3-38	320.00	.00	320.00
220-21100	.00	574.99-	574.99-
220-40-5212-3-38	254.99	.00	254.99
230-21100	.00	112.87-	112.87-
230-30-5241-3-38	112.87	.00	112.87
400-10-5140-8-00	93.24	.00	93.24
400-21100	189.79	7,953.80-	7,764.01-
400-48-4813-0-00	.00	189.79-	189.79-
400-70-5436-8-00	7,860.56	.00	7,860.56
404-10-5711-3-38	1,066.50	.00	1,066.50
404-21100	.00	1,066.50-	1,066.50-
408-21100	.00	86.00-	86.00-
408-70-5436-3-39	86.00	.00	86.00
410-21100	.00	1,910.78-	1,910.78-
410-40-5211-4-00	826.00	.00	826.00
410-70-5412-4-00	1,084.78	.00	1,084.78
419-21100	.00	2,859.40-	2,859.40-

GL Account	Debit	Credit	Proof
419-70-5435-3-38	30.00	.00	30.00
419-70-5435-3-39	2,829.40	.00	2,829.40
420-21100	202.21	12,869.00-	12,666.79-
420-70-5436-3-38	12,869.00	202.21-	12,666.79
425-21100	760.69	35,276.20-	34,515.51-
425-70-5476-3-38	35,276.20	760.69-	34,515.51
501-10-5154-8-00	10.24	.00	10.24
501-21100	.00	10.24-	10.24-
502-10-5830-3-38	1,000.00	.00	1,000.00
502-10-5850-3-38	127.87	.00	127.87
502-21100	.00	1,127.87-	1,127.87-
700-10-5192-3-36	235.98	.00	235.98
700-10-5192-3-38	16,210.13	.00	16,210.13
700-21100	.00	16,446.11-	16,446.11-
<b>Grand Totals:</b>	<b>556,579.22</b>	<b>556,579.22-</b>	<b>.00</b>

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

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

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

\_\_\_\_\_

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\_\_\_\_\_

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

Report Criteria:

Report type: Invoice detail

Check.Type = {<->} "Adjustment"

Invoice.Batch = "012725","A-2024","A-2025","012925","MANUAL","BID","013125","021125","BID"



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, January 14, 2025 at 6:00 PM

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 6:01pm.

**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 Kaczmariski, Alderman Kunz, Alderman Siebers, Alderman Westphal

**Council Virtual-** Alderman Matoushek, Alderman Ledesma

**Council Absent/Excused:** None

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

**Management Virtual:** None

**Management absent and excused:** None

**Audience in-person:** Jaedon Buchholz, Frank Mesa, Cliff Teletzke, Chuck Willinger, Glen Bille, Sally Jo Pfund, Larry Duer

**Audience Virtual:** Scott Deringer of Eagle Flexible Packaging

**PERSONS WISHING TO ADDRESS COUNCIL**

**1. VFW Post 6709 Bentley Hall- Commander Frank Mesa**

Commander Mesa and members of VFW Post 6709 Bentley Hall presented the City with a flag to be located on a wall in the Waupun Community Center.

**CONSIDERATION - ACTION**

**2. Motion: Developer Agreement with Eagle Flexible Packaging Waupun III, LLC in Waupun Industrial Park**

Scott Deringer of Eagle Flexible Packaging introduces himself and informs the Council of their move from 4 Taylor Street to 1208 Wilson Drive as they are constructing a 52,000 square foot manufacturing facility in the Industrial Park, TID 9.

Motion Siebers, second Kunz to approve the developer agreement with Eagle Flexible Packaging Waupun III, LLC in Waupun Industrial Park. Motion 6-0 on roll call.

**3. Motion: Offer to Purchase Parcels 292-1315-0814-005 in Waupun Industrial Park, TID 9, with Eagle Flexible Packaging**

Motion Westphal, second Kunz to approve the offer to purchase parcels 292-1315-0814-005 in Waupun Industrial Park, TID 9, with Eagle Flexible Packaging. Motion carried 6-0 on roll call.

**4. Motion: Authorize Staff to Enter Contract to Raze and Remove Former McCune Beach Bath House**

Motion Matoushek, second Siebers to offer the contract with WD Navis for the raze and removal of McCune Beach bath house. Motion carried 6-0 on roll call.

**5. Motion: US Cellular Lease**

Motion Kaczmariski, seconded Westphal to approve the US Cellular Lease. Motion carried 6-0 on roll call.



**6. Motion: Authorize Staff to Enter Contract with MSA for Alley Reconstruction Project (N. Madison St. to Fond du Lac St.)**

Motion Kunz, second Siebers to authorize a contract with MSA for the reconstruction of an alley from N. Madison Street to Fond Du Lac St. Motion carried 6-0 on roll call.

**7. Motion: Authorize Aerial Ladder Truck Purchase from Pierce Fire Apparatus and Equipment**

Motion Siebers, second Matoushek to authorize the purchase of an aerial ladder truck from Pierce Fire Apparatus and Equipment. Motion carried 6-0 on roll call.

**8. Motion: Replacement of Damaged 2025 Police Squad**

Motion Kunz, second Kaczmariski to approve the replacement of the damaged police squad through Homan Auto. Motion carried 6-0 on roll call.

**9. Informational: Winter Salt Week (January 27-31) Awareness and Proclamation**

Daane provides a proclamation of the awareness of Winter Salt Week as January 27-31, 2025.

**10. Informational: Overview of Flock Camera Subscription Pilot**

Chief Rasch explains Flock Cameras which are a combination of license plate recognition, video cameras, audio detection devices and real-time analytics.

**CONSENT AGENDA**

Motion Siebers, second Westphal to approve the Consent Agenda. Motion carried 6-0.

**ADJOURN TO CLOSED SESSION**

At 7:18pm, motion Siebers, second Kunz to adjourn to closed session for discussions of Status of Wastewater Treatment Plant ABNR Contract and Project. Motion carried 6-0.

**RECONVENE TO OPEN SESSION**

At 8:15pm, motion Siebers, second Kunz to reconvene in open session. Motion carried 6-0.

**ACTION FROM CLOSED SESSION**

No action

**ADJOURNMENT**

At 8:16pm, motion Kunz, second Siebers to duly call the meeting adjourned. Motion carried 6-0.



Tuesday, January 13, 2025 – City Council Chambers

CALL TO ORDER

Vice Chairman Kaczmarski called the meeting to order at 4:36pm

ROLL CALL

Alderspersons: Peter Kaczmarski, Kambria Ledesma, Mike Matoushek

Citizens: Dale Heeringa, Andrew Sullivan, Gregg Zonnefeld

Ex-Officio: DPW Director Jeff Daane, City Administrator Kathy Schlieve

Additional Attendees: Mayor Rohn Bishop

Approved Absences: Dave Rens

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

1. Next Regularly Scheduled Meeting of Board of Public Works is February 11, 2025, 4:30 pm, Waupun City Hall

CONSIDERATION - ACTION

2. Approve Minutes from November 12, 2024 Board of Public Works Meeting – Motion by Sullivan to approve, seconded by Zonnefeld. Motion passes unanimously.

3. Approve 5-Year Street Plan for 2025-2029 – Daane presents. Newton and Rock are on the schedule, there are some additional mill and overlays on the horizon. Mayor Bishop would like the Board to consider eliminating Township owned streets from the schedule specifically, Young Street. There are islands that need maintaining and the mayor would like to have that section be annexed into the city. So, the city is only maintaining infrastructure that the city owns.

Motion to approve the 5 year street plan 2025-2029 with the exception of the 53 feet on Young and E Brown by Matoushek, seconded by Ledesma. Motion passes unanimously.

4. Approve Purchase of 2025 Chevrolet 2500 HD 4WD Truck - Motion by Matoushek seconded by Sullivan to approve Homan's bid in an amount of 45,750.00 and as authorized within the 2025 adopted City of Waupun Municipal Budget and recommended to the council for contract approval. One opposed, motion passes.

5. Approve Purchase of Snowplow for New 2025 ¾ Ton Pickup Truck - Motion by Sullivan seconded by Heeringa to approve the purchase of an MVP3 Snowplow from Madison Truck Equipment for \$8374.

6. Approve and Recommend Agreement to Raze and Remove Former McCune Beach Bath House - Motion by Sullivan seconded Matoushek, to approve W&D Navis to Raze and Remove the Former McCune Beach house for the amount of \$9,375. Motion passes unanimously.

7. Discuss Newton Ave and Rock Ave Preliminary Plan – no motion

8. Recommend Naming of 510 E Spring Street - Motion to recommend to the Common Council approval to name the public building located at 510 Spring Street the Waupun Recreational Arena based on direction received from Waupun Hockey Association. Motion by Sullivan seconded by Ledesma. Motion passes.

10. Winter Salt Awareness Week January 27-31 Proclamation – Daane presents. Salt is contaminating ground water. Kaczmariski asked about how Brine is categorized under this. No motion.

Heeringa, motion to adjourn. Seconded by Sullivan.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kambria Ledesma". The signature is fluid and cursive, with the first name being the most prominent.

Kambria Ledesma, Clerk  
City of Waupun



**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**MEETING**  
**City Hall 201 E Main St. Waupun**  
**Tuesday, January 28, 2025 at 5:30 PM**

**CALL TO ORDER**

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

**ROLL CALL**

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

**Council Virtual-** Alderman Matoushek

**Council Absent/Excused:** None

**Management in-person:** Attorney VandeZande, Administrator Schlieve, Public Works Daane, Deputy Police Chief Sullivan, General Utility Manager Brooks, Library Director Jaeger, Finance Director Langenfeld, Recreation Director Kaminski, Utility Finance Director Jeff Stanek.

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

**Management absent and excused:** Police Chief Rasch, Fire Chief Demaa

**Audience in-person:** Jaedon Buchholz

**Audience Virtual:** Jason Whitford

**RECOMMENDATION FROM BOARDS, COMMISSIONS, COMMITTEES**

**1. DPW Purchase Agreement with Homan Auto for 2025 Chevrolet 2500 HD 4WD (Board of Public Works)**

On January 14, 2025, the Board of Public Works made recommendation to the Common Council for the purchase of a Chevrolet 2500 4WD truck in the amount of \$45,750 from Homan Auto.

Motion Ledesma, second Kunz to approve the purchase of a Chevrolet 2500 HD 4WD truck in the amount of \$45,750 from Homan Auto. Motion carried 5-1 on roll call with Kaczmarski voting nay.

**2. DPW Purchase Agreement with Madison Truck & Equipment for Western Snowplow 9'6" MVP3 (Board of Public Works)**

On January 14, 2025, the Board of Public Works made recommendation to the Common Council for the purchase agreement of a Western 9'6" MVP3 snowplow from Madison Truck and Equipment in the amount of \$8374.

Motion Kunz second Ledesma to approve the purchase agreement of a Western 9'6" MVP3 snowplow from Madison Truck and Equipment in the amount of \$8374. Motion carried 6-0 on roll call.

**3. Naming of 510 E Spring Street Facility (Board of Public Works)**

On January 14, 2025, the Board of Public Works heard from staff about a recommendation made in conjunction with the Hockey Association to rename the building at 510 E Spring St. from Waupun Community Center to Waupun Recreational Arena.

Motion Ledesma, second Kunz to approve the naming the City owned facility, located at 510 Spring Street, the Waupun Recreational Arena based on direction received from Staff and the Waupun Hockey Association Board of Directors. Motion carried 6-0.

**4. Release of Recorded Easements on Lot 4 Inclusive within Heritage Ridge Located in the NW 1/4 of Section 9, T.13N. R15E, in City of Waupun, Dodge County, WI**

Plan Commission is recommending Release of Easements for Lot 4 of the Heritage Ridge Plat on Bayberry Lane. City engineers recommended releasing all the easements within Lot 4 with the exception of the

watermain easement to prepare site for Carver Flats development.

Motion Siebers, second Matoushek to approve the release of recorded easements on Lot 4 inclusive within Heritage Ridge located in NW 1/4 of Section 9, T.13N. R15E, in City of Waupun, Dodge County, WI. Motion carried 6-0 on roll call.

**5. Special Exception Permit for Highway Setback Area and Waiver of Damages Lot 1 of Certified Survey Map 547**

Plan Commission is recommending a special exception permit for the Carver Flat's development planned in Heritage Ridge Business Park, as WI-DOT approval is required to allow paving within the WI-DOT setback along STH 26.

Motion Siebers, second Kunz to approve special exception permit for highway setback area and waiver of damages Lot 1 of Certified Survey Map 547 as authorized by WI-DOT. Motion carried 6-0.

**6. Restriction Release Regarding the Plat of Harris Park Subdivision Document Number 113742A**

The Council approved petitioning the WI-DOT to remove an access restriction to Harris Park Subdivision. The plat was created in 1952 and any new access to Main Street was restricted in the deed. Staff continue to get this restriction removed. This is required to support future development of available land in the subdivision.

Motion Matoushek, second Siebers to approve restriction release documents, authorizing release of deed restriction prohibiting Main Street access from the Plat of Harris Park Subdivision in accordance with Resolution 04-09-24-01 petition and as authorized by WI-DOT. Motion carried 6-0.

**7. Partial Easement Release Agreement Between City of Waupun and DGI, Inc.**

The Plan Commission recommends release of easements, that were previously established but no longer required to serve the proposed site plan, to redevelop parcel Lot 1 CSM 8609 Parcel WPN-14-1599-HB-055-00. The proposed agreement is between the City and DGI Waupun, LLC and drafted in accordance with an approved Site Plan for a new Dollar General Location.

Motion Westphal, second Kunz to approve the partial easement release agreement between DGI Waupun, LLC and the City of Waupun, contingent on transfer of Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00 to DGI Waupun, LLC. Motion carried 6-0.

**8. Drainage Agreement Between City of Waupun and DGI, Inc.**

The Plan Commission recommends to establish easements for drainage to redevelop parcel Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00. The proposed agreement is between the City and DGI Waupun, LLC and drafted in accordance with an approved Site Plan for a new Dollar General Location.

Motion Ledesma, second Westphal to approve the drainage agreement between DGI Waupun, LLC and the City of Waupun, contingent on transfer of Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00 to DGI Waupun, LLC. Motion carried 6-0.

**9. Electric Easement Agreement Between City of Waupun and DGI, Inc.**

The Plan Commission recommends to establish easements for electric to redevelop parcel Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00. The proposed agreement is between the City and DGI Waupun, LLC and drafted in accordance with an approved Site Plan for a new Dollar General Location. Motion carried 6-0.

Motion Kunz, second Siebers to approve the electric easement agreement between DGI Waupun, LLC and the City of Waupun, contingent on transfer of Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00 to DGI Waupun, LLC. Motion carried 6-0.

**10. Sewer and Water Easement Agreement Between City of Waupun and DGI, Inc.**

The Plan Commission recommends to establish easements for sewer and water to redevelop parcel Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00. The proposed agreement is between the City and DGI Waupun, LLC and drafted in accordance with an approved Site Plan for a new Dollar General Location.

Motion Kunz, second Matoushek to approve the water and sewer agreement between DGI Waupun, LLC and the City of Waupun, contingent on transfer of Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00 to DGI Waupun, LLC. Motion carried 6-0.

**CONSIDERATION - ACTION**

**11. Authorize Contract with Excel Engineering for Ammonia Detection System Project Support for 510 E Spring Street**

Motion Westphal, second Kunz to approve an agreement with Excel Engineering for the ammonia ventilation system scan and engineering support in the amount of \$13,600. Motion carried on roll call 6-0.

**12. License & Permit Applications; Expenses**

Council agrees to move the February Committee of the Whole meeting to Wednesday, February 19, 2025, at 530pm.

Motion Siebers, second Westphal to approve the license, permits and expenses. Motion carried on roll call 6-0.

**13. Accept Resignation of Alderman Ledesma**

Ledesma rescinds her resignation. No action is taken.

**14. Consideration for Vacant Aldermanic District 3 Seat**

No action is taken.

**DISCUSSION**

**15. Overview-Sewer Rate Adjustments**

Waupun Utilities provides an overview of the sewer rate study and wastewater analysis. The resolution approving sewer rate adjustments will be provided for consideration at the February Council meeting.

**CLOSED SESSION**

At 6:33pm, motion Ledesma, second Siebers to adjourn to closed session to consider public bid to acquire property located in TID 3 at Fond du Lac County Sheriff's sale. Motion carried 6-0.

**OPEN SESSION**

At 7:09pm, motion Siebers, second Ledesma to reconvene in open session. Motion carried 6-0.

**ACTION FROM CLOSED SESSION**

No action is taken.

**ADJOURNMENT**

At 7:10pm, motion Kunz, second Ledesma to duly call the meeting adjourned. Motion carried 6-0.



**MINUTES**  
**CITY OF WAUPUN**  
**Police & Fire Commission (PFC) Meeting**  
**Waupun Safety Building – 16 E. Main Street, Waupun**  
**Tuesday, January 21, 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 5:05pm by PFC President.

**ROLL CALL**

Present: John Bett (PFC Vice President), Teresa Heidemann (PFC Citizen), Bobbi Jo Kunz (Council Member-Ex Officio), Tara Rhodes (PFC Citizen/Secretary), Mike Thurmer (PFC Citizen/President); WPD Chief Jeremy Rasch, WPD Deputy Chief Ted Sullivan

Member(s) absent (excused): Bambi Buchholz (PFC Citizen)

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 a qualified applicants for employment for open Detective position.

*(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 5:06pm was made by T. Rhodes and J. Bett 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 6:38pm after motion from J. Bett and T. Heidemann second; all in favor, motion passed.

**ACTION FROM CLOSED SESSION**

Motion at 6:39pm to qualify both candidates for conditional offer with priority based on scores and resume (#1 K. Konkell and #2 A. Tipton) was made by T. Rhodes and T. Heidemann second; all in favor, motion passed.

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

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

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

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

**ADJOURNMENT**

Motion at 6:41pm to adjourn meeting made by J. Bett and T. Rhodes second; all in favor, motion passed.

Respectfully submitted,  
Tara Rhodes, Secretary

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, January 15, 2025**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, January 15, 2025. Present were Beer, Siebers, Jaeger, and Garcia. Gehl, Hintze, Schultz, and Sullivan were present via Zoom. Svec was absent. Jaeger volunteered to take minutes.

**Minutes from Previous Meetings**

Motion by Siebers, second Sullivan, to accept the December minutes as presented. Motion carried.

**Persons Wishing to Address the Library Board**

Forsell Gappa addressed the Board with his document “A Statement to the Library Board to Seek the Good of the Community by Obeying God,” and Robert Krueger finished reading the document after the allotted time for Mr. Gappa expired.

Wayne Fix, library staff member, addressed the Board and updated them on his review of emergency exit door alarms.

Others attending: Calvin Gappa, Zac Gappa.

**Monthly Statistics**

December statistics were reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

Motion by Siebers, second Hintze, to pay the remaining December 2024 bills as presented. Motion carried 7-0 on roll call.

Motion Beer, second Schultz, to pay the January 2025 bills as presented. Motion carried 7-0 on roll call. Siebers was appointed to sign bills lists due to the absence of the Secretary.

**Committee Reports**

None.

**Librarian’s Report**

Librarian’s report was reviewed.

**Old Business**

None.

**New Business**

Laminating Policy reviewed.

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

Next tentative meeting: Wednesday, February 19, 2025, at 4:30 p.m.

**Adjournment**

Motion by Sullivan, second Hintze, to adjourn at 5:05 p.m. Motion carried.

Bret Jaeger, Acting Secretary





# Waupun Police Department Monthly Report

December 2024

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## Staffing Updates

Our current staff level is 15 full time sworn personnel and 2 non-sworn personnel.

We are currently hiring for the last Patrol Officer vacancy.

We have finished the background investigation for the Officer in Training Position. Charles Hensen is signed up to attend the April LE Academy at Fox Valley Tech.

Detective Position Update – A candidate has been selected and we are conducting the employment background investigation.

## Community Engagement

FDL County LEX meeting  
Dodge County Law Executive Meeting  
Lake Winnebago Area Meg Unit Board Meeting  
Dodge County Traffic Safety Commission Meeting  
Salvation Army Board Meeting  
WBEV Community Comment Radio Show  
Dodge County Drug Task Force Board Meeting  
FDL County Communication Review Board Meeting  
Senior Citizens Police Academy  
Dodge County Detective Meetings  
FDL County Self-harm and Overdose Death Review Team  
FDL County Sexual Assault Response Team  
School Safety Meeting  
Community and Corrections Meeting

## Department Information

### Training

Firearms Training - department wide  
Active Shooter Incident Management Training - Chief Rasch, Ofc Halverson, Officer Roberts, Officer Cupery, Officer Effert, Ofc Brice  
Fond du Lac County Annual Inservice Training - department wide  
Dept of Justice New Chiefs/Sheriffs Training - Chief Rasch  
SWAT Training – Officer Halverson  
K9 Training – Officer Halverson  
Defensive Tactics Instructor Training and Certification – Officer Dumke  
Wisconsin Leadership Executive Development – Lieutenant Kreitzman, Lieutenant Brzezinski  
Waupun Area School District Lockdown Drills – Meadowview Primary and Jr/Sr High School



# Waupun Police Department Monthly Report

December 2024

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Squad Car - The replacement squad car was approved to purchase through the Common Council and the vehicle was ordered through Homan Auto.

Cloud Based Squad Camera/Body Camera Transition – We successfully transitioned to the cloud based Safefleet system.

January Anniversaries – Chief Rasch, Lt Williams, Admin Support DeBoer, Officer Roberts

Computer Equipment – Mobile Finger Print Reader

### 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 January Total - 60

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: 761

Arrests: 20

<b>Code Enforcement</b>	<b>Warnings</b>	<b>Citations</b>
January	9	1
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		



# Waupun Police Department Monthly Report

December 2024

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## Investigations

WP2302212 – Reckless Homicide – Active - Search Warrant executed in Fond du Lac – Suspect Interviewed – Further leads to Milwaukee & person of interest who is incarcerated

24WP01375 – Sexual Assault Active – Charges will be referred to FDL DA 2<sup>nd</sup> degree sexual assault and child enticement

24WP04154 – Drug Investigation – Closed without charges due to lack of further leads. Mail case that appears to have resolved itself.

24WP05328 – Recovered Firearm – Closed – Firearm located in river. No leads of it being associated with crimes or stolen. Firearm dismantled and destroyed.

24WP05521 – Fraud – Active and heavily assisting patrol Officer with Investigation. Charges will be referred for Unauthorized Use of Persons Identifying Information & same for 2<sup>nd</sup> suspect as party to crime.

24WP05672 – Sexual Assault – Active and interviewing persons involved.

24WP05652 – ICAC – Active and currently going through tens of thousands of pornographic images and videos. Sending computers to DCI for download.

25WP00021 – Drug Investigation – Closed with charges to Fond du Lac DA for Possession of Narcotics (fentanyl) and Possession of Schedule I Non-Narcotic (Kratom). Act 79 search was executed on 01/01/25 after a fentanyl overdose. Officers used Narcan to revive suspect.

25WP00340 – Drug Investigation – Closed with charge to Dodge DA of felony bail jumping. Drug Investigation closed for now but DTF is monitoring.

25WP00231 – Stolen Vehicle / Theft – Active and assisting patrol with Investigation. Recovered stolen items from pawn shops and vehicle also located. Assisted officer with investigating & interviewing suspect.

24WP05645 – Sexual Assault – Closed due to unsubstantiated allegation. Appears to be more of a battery complaint involving minors that are too young for prosecution. Forensic Interview completed and referred to Dodge DHS for further support and intervention.

25WP00535 - Sexual Assault - Active and under investigation



# Waupun Police Department Monthly Report

December 2024

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25WP00536 - Sexual Assault - Active and under investigation

24WP01375 - Charges referred to FDL DA for 2nd degree sexual assault - causing mental harm and Child Enticement

#### Additional

Assisted PSLO with 2 sexual assault cases – Closed w/o charges

Assisted with Child Forensic Interview

Assisted with controlled drug buys with DTF from a CI that I established

Wrote two search warrants and affidavits, as well as a few preservation requests

#### Cellebrite Etraction Totals

January 2025 - Conducted 4 Cellebrite data extractions which are actively being reviewed

2024 – 22 Extractions

2023 – 16 Extractions

Chief of Police Jeremy Rasch



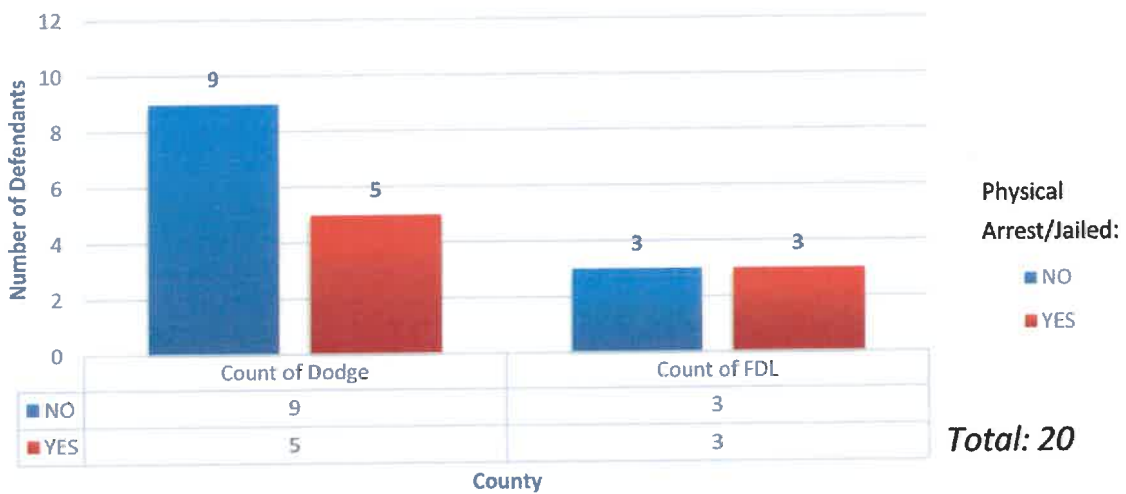
# Waupun Police Department

## January 2025



### Request for Charges & Physical Arrest Report

#### Request for Charges & Physical Arrests January 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.



# Waupun Police Department

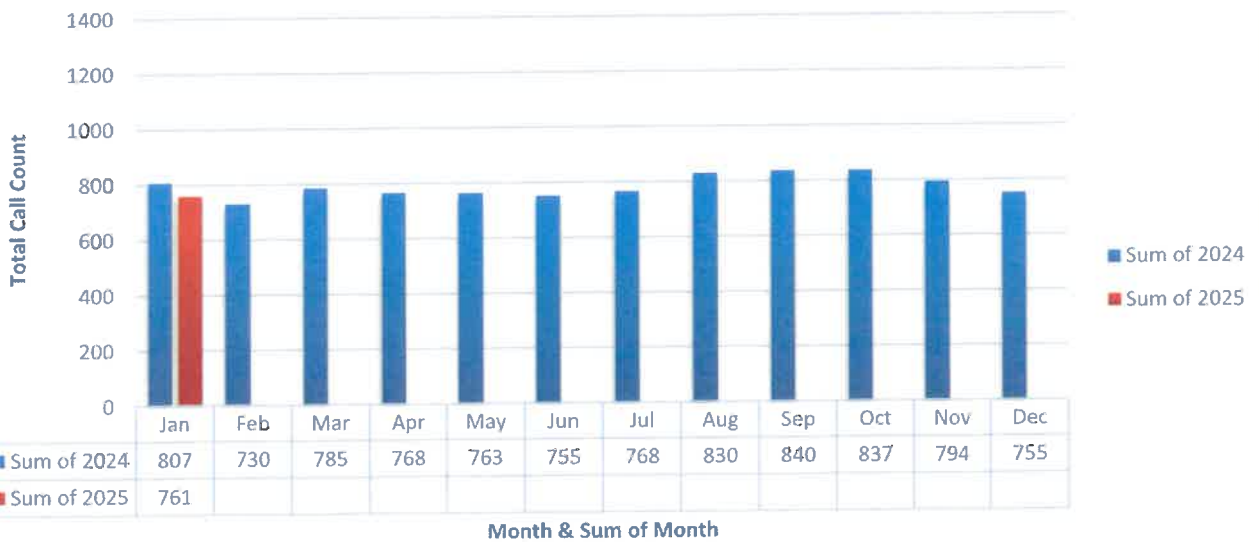
## January 2025



### Monthly Call Volume Report

Call Volume Monthly 2024 - 2025			
Month	2024	2025	Percent Difference
January	807	761	-5.7%
February	730		
March	785		
April	768		
May	763		
June	755		
July	768		
August	830		
September	840		
October	837		
November	794		
December	755		
<b>Grand Total:</b>	<b>9,432</b>	<b>761</b>	

### Monthly Call Volume 2024 - 2025





# Waupun Police Department Total Call Report



*From: January 1, 2025 To: January 31, 2025*

Agency	Incident Type	Total Incidents
WP	911 CHECK	16
	ACCIDENT	5
	ACCIDENT W/INJURY	1
	AMBULANCE	53
	ANIMAL COMPLAINT	5
	ASSIST AGENCY	15
	ASSIST CITIZEN	29
	ASSIST MOTORIST	1
	ATTEMPT TO LOCATE	1
	BUILDING CHECK	46
	CAR VS DEER	1
	CHECK WELFARE	13
	CHILD ABUSE OR NEGLECT	1
	CIVIL PROBLEM	5
	DEPARTMENT K9 DOG	1
	DIRECTED AREA PATROL	135
	DISABLED VEHICLE	1
	DISORDERLY CONDUCT	7
	DOMESTIC	3
	DRUGS/NARCOTICS	6
	DUI ALCOHOL OR DRUGS	1
	EXTRA PATROL	65
	FIGHT	1
	FOLLOW UP	65
	FOOT PATROL	13
	FOUND ANIMAL	2
	FOUND PROPERTY	1
	FRAUD	1
	FUNERAL ESCORT	4
	HARASSMENT	1
	HIT AND RUN	3
	INFORMATION TO DOCUMENT	3
	INTOXICATED DRIVER	2
	INTOXICATED SUBJECT	2
	INTRUSION ALARM	6
	JA UNDERAGE ALCOHOL	1
	LOITERING	1
	NOISE COMPLAINT	1
	ORDINANCE VIOLATION	10
	OVERDOSE	1
	PARKING ENFORCEMENT	11
	PATROL ASSIST FIRE	8
	PROPERTY DAMAGE, NOT VANDALISM	1
	PSYCHIATRIC/SUICIDE ATTEMPT	1



# Waupun Police Department Total Call Report



*From: January 1, 2025 To: January 31, 2025*

RECKLESS DRIVER	8
SCAM COMPLAINT	3
SEARCH WARRANT	1
SEXUAL ASSAULT	3
SHOPLIFTER	1
SPECIAL ASSIGNMENT	16
SUBJECT STOP	2
SUSPICIOUS ACTIVITY	5
SUSPICIOUS VEHICLE	2
TAVERN CHECK	5
THEFT	2
THREATS COMPLAINT	7
TRAFFIC COMPLAINT	1
TRAFFIC ENFORCEMENT	13
TRAFFIC PROBLEM	3
TRAFFIC VIOLATION	126
TRUANCY	5
UNDERAGE POSSESSION	2
VANDALISM	2
WANTED PERSON	1
WARRANT	1
WARRANT OTHER AGENCY	2
<b>Total</b>	<b>761</b>



<b>LIBRARY</b>	<b>MONTHLY REPORT February 2025</b>
<b>Subject</b>	<b>Summary</b>
Statistics	Through the end of January, the library circulated/downloaded/loaned 12,045 items, and 4,316 people walked through our doors.
Programs	Programs for February include Storytimes, book clubs, craft night, Toddler Tuesday, Maple Syrup Production, Winter Sowing program, Lego club, and a movie afternoon.
DPI State Annual Report	Bret has notified the Annual Report reviewers at our Monarch Library System office that our report is ready for their review. Once approved by their review, the report will be included in the next Library Board packet for review and approval before sending it off to the Department of Public Instruction. At the time of this writing, we are still waiting for one more reviewer to check specific sections and let us know if anything needs to be re-checked or corrected.



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: February 10, 2025  
SUBJECT: General Manager Report

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### MEUW Electric Operations Conference 2025

- Staff from Waupun Utilities attended the MEUW Electric Operations Conference and Expo January 15-17<sup>th</sup> in Wisconsin Dells. This event brings together municipal and electric cooperative employees from across the state. The conference and expo featured a large-group of general sessions as well as a number of breakout sessions.
- Marcus Hawkins, Commissioner from the Public Service Commission (PSC) of Wisconsin, shared his thoughts on current legislative and industry topics of interest to municipal utilities. Other presentations included information on grid reliability, cybersecurity, ATC, and workforce of the future.

### 2025 Department Goals

- The WU leadership team worked with their departments to update the 2025 workplan and goals.

### Public Project Meetings

- On Thursday, January 20<sup>th</sup>, a public meeting was held to discuss the Newton and Rock Ave reconstruction project. The scope of the project includes new sanitary sewer, storm sewer, water main, and complete road reconstruction. The project is scheduled to be completed in 2025.
- On Tuesday, February 4<sup>th</sup>, a public involvement meeting was held to discuss the Alley Reconstruction Project. The scope of the project includes replacing sanitary sewer mains, water mains, and storm sewer, as well as converting the current overhead electric and telecom infrastructure to underground in the 300 and 400 blocks of East Main Street North alleys.

### Day at the Capitol

- MEUW organized a day at the state capitol to share the public power story and build awareness with Wisconsin's legislative leaders and staff. Mayor Bishop joined Jen Benson, me, and several other public power utility leaders from around the state.
- We had the opportunity to meet with Senator John Jagler, Representative Mark Born, Representative Alex Dallman, and Senator Dan Feyen. We were also able to connect with the chair of the Utility Committee, Senator Julian Bradley.

## Staff Update

- Waupun Utilities is accepting applications for the Accounting Coordinator position until February 21<sup>st</sup>. Evaluation of applicants will take place from February 24-28<sup>th</sup>. Interviews will be conducted in early March, with an employment offer extended by mid-March and training beginning shortly thereafter.

This concludes my report for February 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: February 10, 2025  
SUBJECT: Electric Operations Report

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## Electric Department Update:

### Call-Ins

- On January 12<sup>th</sup>, at approximately 5:20 PM, WU experienced an electrical equipment failure at the corner of Wilcox and S. Watertown, which caused an outage affecting approximately 65 customers. The on-call lineman responded to the area, and due to the nature of the outage, a short interruption was necessary for an additional 50 customers to repair the failure. Power was restored at approximately 6:20 PM.

### 2025 Line Clearance Tree Trimming

- WU electric department has started annual line clearance trimming. The continued goal of line clearance tree trimming is to provide safe and reliable service to all customers of WU.

### PSC System Inspections

- WU electric crew has completed PSC system inspections for 2024-25. Electrical distribution systems are required to be inspected and reported to the PSC every 2 years.
  - Circuits inspected for 2024-25 (Substation-Circuit #):
    - Main #6, Main #7, Comtech #2, West #3, Prison #2, and South #1&2

### Development Planning

- WU electric department has been working on coordinating, design, and material procurement for the following projects:
  - 56-Unit Housing Complex
    - Complex requires a primary extension to serve four 800-amp services.
      - 300 KVA transformer currently in stock.
  - Manufacturing Facility
    - 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.
  - Retail Building
    - Requires a primary extension to serve one 600-amp 3 phase service.
    - 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.
  - United Soy Facility
    - Requires two 3000-amp 277/480v services.
      - One 1000 KVA and one 1500 KVA currently in stock.
  - Kwik Trip East
    - Current Stop-N-Go will be demolished, and a new Kwik Trip building will be constructed.
      - 225 KVA currently in use on the system will be swapped for smaller unit to provide new service to Kwik trip.

## WPPI GIS Shared Services

- Assistant Electric Operations Supervisor continues to work with WPPI GIS Service. Recent improvements include:
  - Map/App showing the age, by decade, of every wood pole on WU system.
  - Map/App to record and track required PSC System 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 continue on service and feeder loop installation when digging conditions permit in spring of 2025.

This concludes my report for February 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: February 6, 2025  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

Water quality remains stable, despite the fluctuating temperatures. The team is effectively managing the various challenges that arise. Keeping things stable over time is key to ensuring clean water is consistently delivered to the community, while also meeting regulatory requirements.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

Training for the new wastewater treatment facility operator is progressing. The role of a wastewater treatment facility operator involves various responsibilities, including understanding chemical processes, maintaining equipment, and ensuring compliance with regulations. Below are some additional focus areas that his training has covered.

#### **1. Overview of the Treatment Process**

#### **2. Introduction to Treatment Stages:** Teaching key stages of wastewater treatment, which typically include:

- a. **Preliminary Treatment:** Screening and removal of large debris.
- b. **Primary Treatment:** Sedimentation of solids and removal of grease/oils.
- c. **Secondary Treatment:** Biological treatment to remove dissolved organic matter (e.g., activated sludge, trickling filters).
- d. **Tertiary Treatment:** Advanced processes like filtration, disinfection (e.g., chlorination, UV treatment), and nutrient removal (nitrogen, phosphorus).
- e. **Sludge Management:** Teach them the processes for managing biosolids, including thickening, digestion, dewatering, and disposal or reuse.

#### **3. Flow and Capacity Monitoring:** Make sure he understands how wastewater enters the facility, how flow is measured, and how to adjust treatment processes based on incoming flow volume and quality.

**4. Familiarization with Equipment and Tools:** Walking through the major equipment used in each treatment stage, such as:

- a. **Pumps, mixers, and aerators:** Used for fluid movement and oxygenation in biological treatment.
- b. **Clarifiers and Settling Tanks:** For separating solids from liquids.
- c. **Chemical Dosing Systems:** Used for disinfection or nutrient removal.
- d. **Sludge Dewatering and Drying Systems:** Equipment that handles the byproducts of the treatment process.

#### **5. Chemical Handling and Control**

- a. **Chemical Use in Treatment:** Educating him on the chemicals commonly used in wastewater treatment, such as coagulants, flocculants, disinfectants (e.g., chlorine), and pH adjusters.
- b. **Safety and Handling:** Emphasize the importance of safely handling, storing, and disposing of chemicals. Review the Material Safety Data Sheets (MSDS) for each chemical.

#### **6. Monitoring and Laboratory Analysis**

- a. **Sampling Procedures:** Train him on how to collect samples for analysis at different stages of treatment. This includes proper techniques for collecting representative samples and preserving them for testing.
- b. **Common Tests:** Teach to perform or oversee tests for key water quality indicators.
- c. **Biochemical Oxygen Demand (BOD):** Measure of the organic matter in the wastewater.
- d. **Total Suspended Solids (TSS):** Indicates the level of solid waste in water.
- e. **pH:** Indicates acidity or alkalinity.
- f. **Turbidity:** Measures the cloudiness or clarity of water.
- g. **Ammonia, Nitrogen, and Phosphorus Levels:** For nutrient removal in the secondary and tertiary treatment stages.

#### **7. Troubleshooting and Problem-Solving**

- a. **Common Treatment Issues:** Ensure familiarity with common issues that arise in wastewater treatment and how to troubleshoot them.
- b. **High Solids Levels:** Can cause problems in clarifiers or settling tanks.
- c. **Foaming:** Often related to high organic load or chemical imbalances.
- d. **Odor Issues:** Typically linked to biological treatment processes or sludge handling.
- e. **Process Upsets:** Due to changes in influent quality or sudden fluctuations in flow.

## 8. Data Logging and Analysis

- a. **SCADA System:** The facility uses a SCADA (Supervisory Control and Data Acquisition) system, make sure the operator is familiar with it. This system will help them monitor real-time data such as flow rates, water quality parameters, and equipment status.
- b. **Data Interpretation:** Train to understand and act upon data trends. For example, if effluent quality is trending outside acceptable limits, they should know how to adjust processes immediately.

## 9. Routine Maintenance and Preventive Tasks

- a. **Daily and Weekly Checks:** Instruction of the daily and weekly checks required to ensure the smooth operation of the treatment plant. This may involve checking the functionality of pumps, aerators, or alarms, and ensuring the tanks and filters are clear.
- b. **Preventive Maintenance:** Teaching the importance of scheduled preventive maintenance tasks (e.g., cleaning, lubrication, and minor repairs) to prevent system failures and prolong the lifespan of equipment.

By covering these areas, we can ensure that the new operator becomes proficient and confident in their role. Effective training in wastewater treatment facilities is a balance between theoretical knowledge, hands-on experience, and critical thinking. Providing ongoing support and opportunities for learning will help them succeed and grow in their career.

### Water/Sewer Crew:

There are no call-ins to report this month.

There are three water main breaks this past month. Details are as follows:

- The first break was located on McKinley St. and was “blow hole” on a 6-inch main. It was leaking approximately 52 gallons per minute for 2.0 hours, totaling 6,240 gallons.
- The second break was located on South Madison St. and was “radial crack” on an 8-inch main. It was leaking approximately 279 gallons per minute for 2 hours, totaling 33,480 gallons.
- The third break was located on South Madison St. and was “radial crack” on a 6-inch main. It was leaking approximately 209 gallons per minute for 1.5 hours, totaling 189,810 gallons.

The team continues televising the pipes in sanitary basins A, B, and C. They are able to get a clear, real-time look at the internal condition of the pipes, identifying issues such as cracks, joint misalignments, or blockages. The camera’s ability to measure the exact distance within the pipe is crucial for pinpointing the precise locations of any problems.

Once the footage is analyzed, the team assigns a priority grade to each pipe segment based on several factors:

1. **Critical Location:** Areas that are more essential to the functioning of the sewer system or are more difficult to access may need more immediate attention.
2. **Physical Attributes:** This could include the age of the pipe, material type, and diameter, all of which influence the pipe’s vulnerability.



3. **Structural Integrity:** Assessing cracks, collapses, or other structural issues that could lead to failures.
4. **Operation and Maintenance Needs:** Looking at the long-term needs for repair or maintenance to keep the system functioning optimally.

By using these grades, the staff can prioritize repairs and maintenance based on urgency and potential risk, ensuring that the most critical parts of the sewer system are addressed first. This proactive approach helps in minimizing disruptions or failures in the system, which is crucial for effective sanitation and wastewater management.

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



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: February 10, 2025  
SUBJECT: December 2024 Financial Report

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This month's report contains the December YTD 2024 financial report. A majority of the year-end closing process is complete as of the date of this report with the exception of a few final adjustments necessary to close the books for 2024. The final adjustments will be made prior to the Utilities audit fieldwork scheduled for February 12 – 14<sup>th</sup>. The December YTD 2024 financial report follows.

## **FINANCIAL HIGHLIGHTS – 2024**

### **Electric Utility**

#### *Construction and Plant Additions:*

The electric crews performed substantial customer work during the year including continued work at the United Co-op site, completion of street-lighting additions along Wilson / Shaler, upgrading the service to the readiness center and a primary extension for the new community center. Customer work totaled \$473,500 without the inclusion of embedded cost credits required by our PSC rate tariff. Crews also completed multiple line re-builds replacing infrastructure past its useful life totaling \$266,200. Plant additions for the year included \$270,800 in transformer purchases and \$32,435 for building upgrades and equipment replacements. The total construction budget was **over** budget by \$132,600 largely due to back-ordered transformers being received from prior year's budgets offset by a delay in the replacement of the large bucket truck due to be received in 2025.

#### *Sales & Revenues:*

New electric rates were effective beginning April 2024 which included a new General Service 3 rate category. The new rates shuffled customers between our revenue reporting customer classes. Overall consumption **increased** 1.1% from the prior year despite serving a new large customer. The new customer was optimizing their operating processes during the year and anticipates larger loads in 2025. Total revenues were comparable to 2023 despite the rate increase as Residential consumption was relatively flat and our largest customer had 6.3% lower usage than the prior year. Revenues were below budget largely due to decreases in Power Cost Adjustment Clause (PCAC) revenues which are pass-through from lower purchased power costs.

### Operating Margins & Metrics:

Regulatory Operating Income *increased* \$86,300 resulting in a Rate of Return *increase* from 6.17 to 7.17. The primary contributor to the increase were reductions in purchased power costs from lower market gas prices. Operating expenses *increased* \$206,700 as a result of unexpected storm maintenance repairs and an increase in line clearance activity as a preventative maintenance measure. Underground line faults were also repaired that contributed to the increase. Cash and investments *increased* \$383,200 and 5.6 months of operating cash were on-hand at year-end, an increase from the 2023 mark of 5.1 months. The utility closed \$1.45 million in plant work orders from current and prior year's projects which contributed to a Net Position increase of \$1,067,400.

## **Water Utility**

### Construction and Plant Additions:

There was minimal construction activity in the water utility as no major water main reconstruction projects took place. The utility replaced both reverse osmosis (R/O) membranes at the water treatment facility totaling \$195,100. The R/O membranes are a routine maintenance project every five to seven years and were funded with internal cash reserves set aside for this specific purpose. Plant additions consisted of the replacement of a tractor/backhoe for \$88,000 (1/2 cost split with the sewer utility) past its useful life and the water utility's portion of admin building replacements budgeted for the year totaling \$24,400.

### Sales & Revenues:

Revenues were \$42,100 *above* budget on strong sales to Industrial customers. Total consumption remained relatively unchanged from 2023 and has been stable over the past few years.

### Operating Margins & Metrics:

Regulatory Operating Income *decreased* \$300,700 resulting in a decrease in the Rate of Return from 6.03 to 3.90. The change was the result of the R/O membrane replacements which increased maintenance expenses for the year. Cash and investments *increased* \$534,000 and long-term debt *decreased* \$180,500. The refinancing of the utility's debt in 2019 decreased the annual cash flow requirements and extended the pay-off terms which resulted more available cash to apply towards capital infrastructure in the future.

## **Sewer Utility**

### Construction and Plant Additions:

Construction of the new ABNR facilities is largely complete as staff continue to optimize and stabilize the new processes. Construction costs totaled \$1,695,100 in 2024 and were entirely funded with USDA grant revenues. Projects costs, life-to-date, totaled \$35,974,600 and were closed to completed construction not classified for future unitization. The project is anticipated to be closed and unitized in 2025. Plant additions totaled \$251,600 consisting of routine wastewater treatment facility replacements and shared costs of the tractor/backhoe replacement and admin building improvements.

### Sales & Revenues:

Overall customer consumption *increased* 0.5% compared to 2023 which led to a *decrease* in revenues of \$19,000. The decrease in revenues was the result of a decrease in high strength user charges from Public Authority customers. Trucked in waste revenues also *decreased* from \$362,100 in 2023 to \$205,100 in 2024. The reduction is the result of taking in less high strength waste from non-utility customers to minimize the impact on the biological process while stabilizing the new ABNR facilities. No biomass revenues were realized during the year as budgeted, masses are not to production levels as of the end of the year.

### Operating Margins & Metrics:

Regulatory Operating Income *decreased* \$535,100 resulting in a Rate of Return of Return *decrease* from 5.95 to 1.45. The change was the result of a combination of the decrease in operating revenues and an increase in operating expenses. Operating expense increases included mitigation/maintenance costs associated with floods that took place in the summer of 2024 at the WWTP and additional ABNR expenses experienced optimizing the system (chemicals, utilities, insurance, etc.). Cash and investments *increased* \$453,500 (includes \$191,400 in restricted debt funding) and long-term debt was reduced by \$589,100. The utilities debt coverage was 1.64 for the year.

### **OTHER FINANCIAL MATTERS**

- Total interest income on bank deposits and investments was \$454,400 for 2024 compared to \$313,600 in 2023. The *increase* was the result of greater returns from higher yielding investments on average from year to year.
- Total cash and investments (included restricted debt-related funding) *increased* \$1,374,100 from operating margins, contributions received for grants and customer work during the year.
- The electric & water debt coverage ratio was 4.35 vs a minimum requirement of 1.25.
- WRS Pension Expense
  - The pension liability related to the WRS pension plan lags by one year. The entry recorded this year is based on the 12/31/2023 actuary report for the entire WRS pension plan. The 2023 plan year was a strong year which resulted in a higher-than-expected reduction in total liability and lower expense for plan participants.
  - Recorded (\$20,800) in noncash pension expense (reduction). Actual pension contributions for 2019 totaled \$127,751.

### **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 (As of 4/14/2023):</b>	<b>\$ 37,508,000</b>
<b>Total Project Costs to Date (Thru 12/3/2024):</b>	<b>\$ 35,974,600</b>
<b>Loan Draws – Project to Date (Thru 12/3/2024):</b>	<b>\$ 27,807,000</b>
<b>Grants Provided (Thru 12/3/2024):</b>	<b>\$ 8,022,706</b>
<b>Disburse Request #36 Requested (10/28/24):</b>	<b>\$ 206,096</b>
<b>Disburse Request #36 – Paid (11/14/24):</b>	<b>\$ 206,096</b>

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

## **Administrative Report for January 2025**

Prepared by K Schlieve, 2/5/25

### **PERSONNEL:**

- We have completed the interview process for the Public Works and Planning Coordinator position and have extended an offer for the position.
- Interviews are in process for the Recreation Department part-time positions. We plan to extend offers once background checks are completed for a number of candidates with the goal of ensuring adequate coverage and ability to offer schedule flexibility to these part-time candidates. Total budget will remain unchanged regardless of numbers hired.
- PFC continue to meet to support hiring for Fire, EMR and Police roles.

### **FACILITIES:**

- The Project Manager from Keller is concluding their needs assessment on the public safety building. We will reconvene the facility advisory committee in the near future to discuss findings and alternatives.

### **COMMUNITY/ECONOMIC DEVELOPMENT:**

- The former senior center at 301 E Main St remains listed for sale and staff are working with interested parties to finalize terms of a sale and redevelopment.
- Hoya Hop House Brewing opened at 514 E Main St on January 11, 2025. Staff is working with the business owners to close the CDI grant obtain through WEDC and close-out city grants that supported the project and awarded through the CDA.
- A new county-wide economic development strategic plan was approved by Envision Greater Fond du Lac board of directors. The plan focuses on championing regional economic growth, marketing quality of life and amenities of Fond du Lac County, and attracting, retaining and investing in Fond du Lac County's next generation.
- An expansion for Eagle Flexible Packaging in the Waupun Industrial Park was announced. The project will result in a 52K sq ft facility and an estimated 30 to 40 new jobs.
- Site plans were approved for construction of a new Dollar General store on the west side of Waupun to locate East of Stobb Plumbing. Staff was able to obtain removal of a restriction to grant the store access to W Main Street from the lot to make this project possible.
- A planning meeting was held with downtown businesses on the North Alley Project (Mill to Fond du Lac Street) to gather in put on plan design.
- Staff participate in a housing summit held by Envision Greater Fond du Lac and made a number of strong developer connections.
- Staff and aldermen Kaczmariski and Siebers attended a meeting with Dodge County to learn about a new Community Development grant. \$2M of funding is available for projects. Staff will provide an overview of the program and identified projects to consider at a future COW.

### **INTERGOVERNMENTAL:**

- We are working with townships and have had success obtaining an Innovation Fund Planning Grant to assist with creation of an intergovernmental shared service agreement on Fire. This is a critical step toward qualifying the fire department for a possible implementation grant later in 2025.

### **BUDGET/IT/RISK MANAGEMENT:**

- Staff have been preparing for the 2024 audit. Final 2024 budget amendments, carryovers and transfers will be completed at the February 11, 2025 meeting.