



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

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Virtually: <https://us02web.zoom.us/j/81976994115?pwd=T0hORVFNTDFjMXV4ZGliv3A5eDI0UT09>

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--Mayor to excuse any absent members

PUBLIC HEARING

1. Transfer of Class A Fermented Malt Beverage License - Dolgencorp LLC DBA Dollar General Store 6554 from 902 W Main St. to 926 W Main St.
2. Transfer of Class A Fermented Malt Beverage License - Kwik Trip Inc. DBA Stop-N-Go 1207 at 1001 E Main St. to Kwik Trip Inc. DBA Kwik Trip #1207 at 3 Shaler Dr.

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

3. Sadie Howell, President of Envision Greater FDL

RESOLUTIONS AND ORDINANCES:

4. Ordinance to amend Ch. 8.11 Entitled Orderly Conduct- Cigarette, Nicotine and Tobacco Products
5. Ordinance 11.025 Mobile Food Vehicles and Associated Fees
6. Resolution Establishing Fees for the 2026 Solid Waste and Recycling Collection Service in the City of Waupun
7. Resolution to Adopt the Revised 2025 City of Waupun Fee Schedule

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

8. Updated Waupun Community Center Policies and Procedures
9. Youth Sports and Recreation Grant Waupun Softball Association

CONSIDERATION - ACTION

10. License-Permit Applications and Expenses

MAYORAL CORRESPONDENCE/PRESENTATIONS

11. Waupun Business Alliance Future Networking Sessions
12. Christian Home Care and Rehab Center Pie Social
13. 2025 Celebrate Waupun

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.

NOTICE OF TRANSFER OF LIQUOR LICENSE APPLICATION

State of Wisconsin Counties of Dodge and Fond Du Lac, City of Waupun, NOTICE IS HEREBY GIVEN that pursuant to Section 11.01 of the Municipal Code of the City of Waupun, the following applications have been filed and will be acted upon at the public hearing on Tuesday, July 8, 2025 at 6:00pm at the City Hall Common Council Chambers located at 201 E Main Street, Waupun:

CLASS A FERMENTED MALT BEVERAGE & CIDER ONLY

Dolgencorp LLC, DBA Dollar General Store #6554, Emmanuel Agyemang (Agent), at 926 W. Main St., Fond du Lac County

Kwik Trip Inc. DBA Kwik Trip 1207, Jody L. Herringa (Agent), at 3 Shaler Drive, Dodge County



Waupun Common Council

July 8, 2025

2025-2030 Strategic Plan



Unite Public and Private Partners

to support county-wide growth



Fuel Entrepreneurship

through resources and mentorship



Attract and Retain Skilled, Diverse Workforce

to meet evolving employer needs

Meet the Team



Operations



Marketing



1. Retention

2. Entrepreneurship

3. Attraction

4. Workforce Programming

Business Retention and Expansion
(BRE)

– 12 completed in Waupun ytd



Raina Lyman
Senior Director of
Economic Development

Waupun 2025

TARGET MARKET SUMMARY

Waupun City, WI

Geography: Place

Key Facts

11,043

Population

38.8

Median Age

2.3

Average
Household Size

\$70,172

Median Household
Income

Entrepreneurship



IGNITE events:

- ❖ 90x90 - plan the next chapter of your business journey
 - 1 held, 2 more scheduled
- ❖ Small Business Marketing Workshops:
 - August & November
- ❖ Ignite Rural Business Accelerator held in Waupun
- ❖ Provided technical assistance to 17 Waupun individuals



WRNC



- Start up Fund
 - up to \$10,000
- Expansion Fund
 - up to \$25,000

Attraction

- Assist with marketing industrial park
- Engage regularly with site selectors and developers
- Engage with regional partners like New North for attraction efforts



Lisa McArthur
Vice President of
Economic Development

Workforce Programming



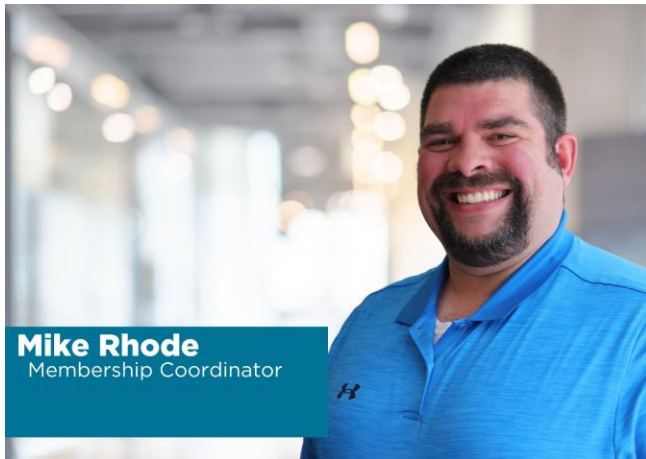
eNVISION
GREATER FOND DU LAC

- Project Grill
- Summer Series for Interns & Coops
- Career Connections Academy
- ROCK



Emily Waisanen
Workforce Programming
Specialist

Meet the Team



Waupun Business Alliance



- 10 W Main St
 - open Tuesdays 8am-Noon
 - Thursdays 1-5pm
- Annual banquet held March 27
- Annual golf outing June 6 (presenting sponsor Saputo)

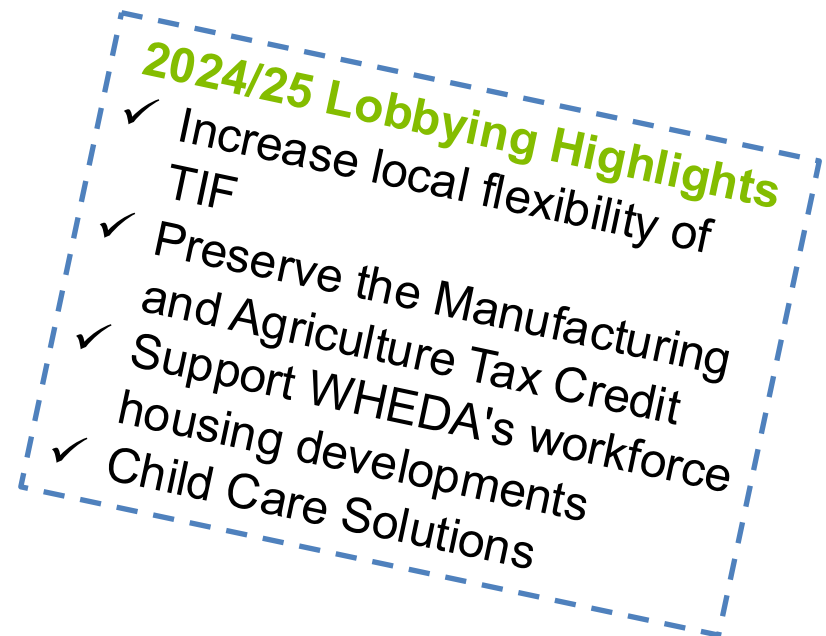


Waupun
Business
Alliance

an extension of Envision Greater Fond du Lac

Advocacy

- Public Office Preparation 101 (POP 101)
- Monthly legislative forums
- Fond du Lac County Housing Forum





Thank You!
Questions?





AGENDA SUMMARY SHEET

MEETING DATE: 7/8/25

TITLE: Ordinance to amend Ch. 8.11 Entitled Orderly Conduct- Cigarette, Nicotine and Tobacco Products

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Jeremy Rasch, Police Chief

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

ISSUE SUMMARY

At the June 24, 2025 Special Council meeting, the Council motioned to accept the first reading of the proposed ordinance to reflect the federal law change of minimum age to purchase and possess tobacco products including cigarettes, smokeless tobacco, and e-cigarettes from 18 to 21.

STAFF RECCOMENDATION:

Adopt proposed ordinance

ATTACHMENTS:

Proposed Draft Ordinance

RECCOMENDED MOTION OPTIONS:

1. Motion to accept the second reading of the ordinance to amend Ch. 8.11 Entitled Orderly Conduct- Cigarette, Nicotine and Tobacco Products to reflect the federal law age minimum to purchase and possess tobacco products including cigarettes, smokeless tobacco, and e-cigarettes
OR
2. Motion to adopt Ordinance #2025-__ to amend Ch. 8.11 Entitled Orderly Conduct- Cigarette, Nicotine and Tobacco Products
OR
3. Do nothing and the ordinance fails

AN ORDINANCE TO AMEND CHAPTER EIGHT OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED
"ORDERLY CONDUCT"

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

SECTION 1: Section 8.11 of the Waupun Municipal code entitled "Cigarette, Nicotine and Tobacco Products" is amended as follows:

8.11 - CIGARETTE, ELECTRONIC VAPING DEVICES, NICOTINE AND TOBACCO PRODUCTS.

(1) No person under 21 years of age may purchase, attempt to purchase or possess any cigarette, electronic vaping device, nicotine product or tobacco product, except as specifically provided in subsection (2) below. No person under 18 years of age may possess any cigarette, electronic vaping device, nicotine product or tobacco product, except as specifically provided in subsection (2) below.

(2) A person under 21 years of age may ~~purchase or~~ possess cigarettes, electronic vaping device, nicotine products or tobacco products for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer licensed under §134.65(1), Wis. Stats.

(3) No person under 21 years of age may falsely represent his or her age for the purpose of ~~receiving~~purchasing any cigarette, electronic vaping device, nicotine product or tobacco product. No person under 18 years of age may falsely represent his or her age for the purpose of receiving or possessing any cigarette, electronic vaping device, nicotine product or tobacco product.

(4) No person may purchase any cigarette, electronic vaping device, nicotine product or tobacco product on behalf of, or to provide to, any person who is under 21 years of age, except as specifically provided under subsection (2) above.

(5) A law enforcement officer shall seize any cigarette, electronic vaping device, nicotine product or tobacco product that is in the possession of a person under 21 years of age, except as specifically provided under subsection (2) above.

(6) In this ordinance, the following definitions shall apply:

(a) The definitions of cigarette, nicotine product and tobacco product shall have the same meanings as set forth in Wis. Stat. s. 134.66(1).

(b) The definition of "electronic vaping device" shall have the same meaning as set forth in Wis. Stat. s. 134.65(b). For the purpose of clarification, an electronic vaping device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, vape pens, mods, tank systems, or under any other product name or descriptor, and includes any component part of a product, whether or not marketed or sold separately.

(7) Except as otherwise provided, the penalty for violation of any provision of this section shall be the penalty provided in 18.04 of this Municipal Code and as established by the municipal fee schedule established by the Waupun Common Council. Each violation and each day a violation continues shall constitute a separate offense. This section shall not preclude the City from maintaining any appropriate action to prevent or remove a violation of this chapter.

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

Adopted this ____ day of ____ 2025.

Rohn W Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk/Treasurer

AN ORDINANCE TO AMEND CHAPTER EIGHT OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED
"ORDERLY CONDUCT"

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

SECTION 1: Section 8.11 of the Waupun Municipal code entitled "Cigarette, Nicotine and Tobacco Products" is amended as follows:

8.11 - CIGARETTE, ELECTRONIC VAPING DEVICES, NICOTINE AND TOBACCO PRODUCTS.

- (1) No person under 21 years of age may purchase, attempt to purchase or possess any cigarette, electronic vaping device, nicotine product or tobacco product, except as specifically provided in subsection (2) below. No person under 18 years of age may possess any cigarette, electronic vaping device, nicotine product or tobacco product, except as specifically provided in subsection (2) below.
- (2) A person under 18 years of age may possess cigarettes, electronic vaping device, nicotine products or tobacco products for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer licensed under §134.65(1), Wis. Stats.
- (3) No person under 21 years of age may falsely represent his or her age for the purpose of purchasing any cigarette, electronic vaping device, nicotine product or tobacco product. No person under 18 years of age may falsely represent his or her age for the purpose of receiving or possessing any cigarette, electronic vaping device, nicotine product or tobacco product.
- (4) No person may purchase any cigarette, electronic vaping device, nicotine product or tobacco product on behalf of, or to provide to, any person who is under 18 years of age, except as specifically provided under subsection (2) above.
- (5) A law enforcement officer shall seize any cigarette, electronic vaping device, nicotine product or tobacco product that is in the possession of a person under 18 years of age, except as specifically provided under subsection (2) above.
- (6) In this ordinance, the following definitions shall apply:
 - (a) The definitions of cigarette, nicotine product and tobacco product shall have the same meanings as set forth in Wis. Stat. s. 134.66(1).
 - (b) The definition of "electronic vaping device" shall have the same meaning as set forth in Wis. Stat. s. 134.65(b). For the purpose of clarification, an electronic vaping device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, vape pens, mods, tank systems, or under any other product name or descriptor, and includes any component part of a product, whether or not marketed or sold separately.
- (7) Except as otherwise provided, the penalty for violation of any provision of this section shall be the penalty provided in 18.04 of this Municipal Code and as established by the municipal fee schedule established by the Waupun Common Council. Each violation and each day a violation continues shall constitute a separate offense. This section shall not preclude the City from maintaining any appropriate action to prevent or remove a violation of this chapter.

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

Adopted this ____ day of ____ 2025.

Rohn W Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk/Treasurer



AGENDA SUMMARY SHEET

MEETING DATE: 7/8/25

TITLE: Ordinance 11.025 Mobile Food Vehicles and Associated Fees

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY:

Based on June 2025 COW, City Ordinance 11.025 Mobile Food Vehicles has been modified. A draft ordinance is included that staff believe reflects general discussion from the COW. This is a final review for further input. Action may be taken to approve a first reading of the ordinance if Council deems the ordinance complete.

STAFF RECOMENDATION:

Provide additional feedback for further revision or approve first read of ordinance as presented.

ATTACHMENTS:

DRAFT Revisions - City Ordinance 11.025

RECOMENDED MOTION OPTIONS:

1. Provide additional feedback for further revision
2. Motion to accept the first reading of the ordinance to amend Ch. 11.025 entitled Mobile Food Vehicles and Associated Fees
3. Do nothing and the ordinance fails

11.025 MOBILE FOOD VEHICLE VENDORS.

- (1) DEFINITIONS. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
- (a) MOBILE FOOD VEHICLE: A restaurant or mobile food establishment where food is served or sold from a movable vehicle, trailer or cart which periodically or continuously changes location.
 - (b) MOBILE: The state of being active, but not necessarily continuous movement.
 - (c) EDIBLE GOODS: shall include but are not limited to:
 - 1. Prepackaged and prepared food including, but not limited to, ice cream, hot dogs, desserts, and pizza.
 - 2. On-site prepared food including, but not limited to, shaved ice, sandwiches, and tacos.
 - (d) MOBILE FOOD VEHICLE VENDOR: The registered owner of a Mobile Food Vehicle or the owner's agent or employee, or any business which sells Edible Goods from a Mobile Food Vehicle within the city.
 - (e) SELL: The act of exchanging a good for profit or in return for a donation.
 - (f) VEHICLE: Any motor vehicle or trailer as defined by Wisconsin State Statute. "Vehicle" shall also include any bicycle or other self-propelled device.
 - (g) VEND: To sell or to transfer the ownership of an article to another for a price in money.
- (2) RESTRICTIONS.
- (a) It shall be unlawful for any person to do any of the following within a public right-of-way or public property in the City of Waupun without first having obtained a valid Mobile Food Vehicle Vendor license as prescribed in this article:
 - 1. Operate a Mobile Food Vehicle;
 - 2. Serve, sell, or distribute food from a Mobile Food Vehicle;
 - 3. Cook, wrap, package, process, or portion food in a Mobile Food Vehicle for service, sale, or distribution.
 - (b) ~~No person shall park, stop, or operate a Mobile Food Vehicle, nor shall any Mobile Food Vehicle Vendor permit any person to park, stop or operate a Mobile Food Vehicle in a location adjacent to or within a 100-foot radius of the nearest edge of any building or section of a building comprising a licensed food establishment, excluding any patio, awning, or temporary enclosure attached thereto, the kitchen of which is open for serving food to patrons. This requirement may be waived if the most recent application for a Mobile Food Vendor license was submitted together with the written consent of the proprietor of the adjacent licensed food establishment.~~
 - (c) All Mobile Food Vehicle Vendors shall abide by all parking and traffic laws, ordinances, statutes, rules, and regulations at all times.
 - 1. Designated spaces in the Downtown Central Business District Food Truck Alley will be utilized on a first-come-first reserved basis. ~~Fees as outlined in the fee schedule may be waived at the discretion of the City Administrator or their designee for vendors occupying Food Truck Alley designated spaces. When designated food truck spaces are full,~~ Vendors may park on Main Street from Carrington to Drummond Streets, and Madison Street from Jefferson to Franklin Streets subject to compliance with parking regulations. 2-hour parking restriction will be strictly enforced. Vendors that violate the 2-hour restriction will not receive warning prior to being cited.

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2. No person shall park, stop, or operate a Mobile Food Vehicle, nor shall any Mobile Food Vehicle Vendor permit any person to park, stop or operate a Mobile Food Vehicle in a location within 500 feet of the boundary line of any property upon which a fair, farmer's market, festival, carnival, circus, special event, or civic event licensed or sanctioned by the city is occurring, except when the vendor has obtained a permit or otherwise properly obtained permission to do so.
- (d) A person with a valid driver's license of such a classification to allow the operation of the Mobile Food Vehicle shall be with the Mobile Food Vehicle at all times that any activity is taking place in the Mobile Food Vehicle. The Mobile Food Vehicle Vendor is liable for any violation of this subsection.
- (e) All signage must be permanently affixed to the Mobile Food Vehicle. ~~No accessory signage shall be placed outside or around the Mobile Food Vehicle.~~
- (f) A Mobile Food Vehicle Vendor may vend, sell, or dispose of goods, wares, or merchandise in the city between the hours of 6:00 a.m. to 9:00 p.m. (Sunday through Thursday) and from 6:00 a.m. to 10:00 p.m. (Friday and Saturday). Mobile Food Vehicles must be closed, the area cleaned, including garbage removal, and the Mobile Food Vehicle removed by the time specified.
- (g) Mobile Food Vehicle vending hours are not restricted on private property locations.
- (h) A Mobile Food Vehicle Vendor licensee shall keep the premises in a clean and sanitary condition.
- (i) Nothing in this article shall be deemed to supersede or repeal any ordinance relating to noise, park closing hours, or parking, except as specifically provided in this article. Mobile Food Vehicle Vendors shall take every precaution to ensure that their operation does not materially affect the peace and welfare of the general public nor cause any unreasonably loud, disturbing and unnecessary noise or any noise of such character, intensity or duration as to be detrimental to the life or health of any individual or which is in the disturbance of public peace and welfare.
- (j) All business activity relating to the Mobile Food Vehicle in the public right-of-way shall be conducted from the curbside of the Mobile Food Vehicle at all times.
- ~~(k) No food service shall be prepared, sold, or displayed outside the Mobile Food Vehicle.~~
- ~~(l) No person shall provide or allow any dining area to the Mobile Food Vehicle, including but not limited to, tables, chairs, booths, stools, benches, or stand up counters.~~
- (3) LICENSE REQUIRED; APPLICATION; REGULATION.
- (a) Any person desiring to operate a Mobile Food Vehicle shall make a written application for a Mobile Food Vehicle Vendor license to the city clerk's office. The application for such license shall be on forms provided by the city clerk's office and shall include the following:
1. The name, signature, and address of each applicant and of each member or officer of a corporate applicant.
 2. A description, including make, model, and license plate of the Mobile Food Vehicle.
 3. A valid copy of all necessary licenses, permits or certificates required by either Dodge County or Fond du Lac County, the State of Wisconsin, or any subsidiary enforcement agencies or departments thereof, including but not limited to valid proof of registration for the Mobile Food Vehicle and driver's license for all operators and employees.
 4. A signed statement that the Mobile Food Vehicle Vendor shall hold harmless the city and its officers and employees and shall indemnify and hold harmless the city and its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license. The Mobile Food Vehicle Vendor shall furnish and maintain such liability insurance as will protect the Mobile Food Vehicle Vendor and

the city from all claims for damage to property or bodily injury, including death, which may arise from the operations under the license or in connection therewith. Such insurance shall provide coverage of not less than \$1,000,000.00 per occurrence. The City of Waupun must be named as an additional insured and a copy of the Certificate of Liability Insurance provided with the annual application. The policy shall further provide that it may not be canceled except upon 30 days written notice served upon the city clerk. A license issued pursuant to the provisions of this section shall be invalid at any time the insurance required herein is not maintained and evidence of continuing coverage is not filed with the city clerk.

5. Any additional information deemed necessary by the city clerk to determine if issuance of a Mobile Food Vehicle Vending license to a particular applicant would be in the best interest of the public.
- (b) Upon receipt of an application for a Mobile Food Vehicle Vendor license, the clerk or appropriate department may conduct a background check.
 - (c) ~~Each Mobile Food Vehicle Vendor license shall expire on December 31st of each year and the fee will not be prorated. Day event permits expire at midnight of the day for which the permit has been issued. Annual permits expire at midnight one year from date of issuance.~~
 - (d) All Mobile Food Vehicle Vendors licensed under this section shall pay ~~an annual license fee the designated license~~ fee as determined by the Common Council and listed on the official fee schedule.
 - (e) Upon renewal of license, each applicant must provide a new application, a renewal fee as set on the fee schedule, and any new permitting documentation upon the license renewal.
 - (f) A Mobile Food Vehicle Vendor license is not transferable from person to person or business to business.
 - (g) A Mobile Food Vehicle Vendor license is valid for one Mobile Food Vehicle only.
 - (h) The Mobile Food Vehicle Vendor license shall be permanently and prominently affixed to the Mobile Food Vehicle.
 - (i) ~~Each and every vendor will at all times keep a "measuring wheel or measuring tape" with a measuring capacity of no less than 200 feet on the Mobile Food Vehicle. The measuring wheel or tape will be available for use by any person operating or working on the Mobile Food Vehicle and by any police officer or other municipal official tasked with enforcing the provisions of this article.~~
 - (j) Mobile Food Vehicles are not permitted on public sidewalks.
 - (k) Mobile Food Vehicle Vendors are allowed in City parking lots only as a part of an approved special event application or upon approval by the City Clerk or their designee. Mobile Food Vehicle Vendors are allowed adjacent to or within City parks, but shall not park, stop, or operate a Mobile Food Vehicle, nor permit any person to park, stop, or operate a Mobile Food Vehicle in a location to or within a 200-foot radius of the nearest edge of any building or section of a building located in a City park that sells food or beverage.
 - (l) The mobile food establishment will be required to be inspected by the City of Waupun fire department for the purpose of ascertaining and causing to be corrected any conditions or any violations of any law or ordinance related to fire and life safety hazards. The mobile food establishment shall pay any applicable inspection fee for this inspection. The City of Waupun Fire Department shall also have the right to conduct on-site inspections when the mobile food vehicle is operational. A certificate of Compliance shall be permanently and prominently affixed to the mobile food vehicle.
- (4) VEHICLE REGULATIONS.

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- (a) Any Mobile Food Vehicle must be designed and constructed specifically for the purpose of vending food.
 - (b) Amplified music or sounds from any Mobile Food Vehicle on public property is not allowed.
 - (c) All Mobile Food Vehicle Vendors shall be entirely self-contained in regard to gas, water, electricity, and equipment(s) required for the operation of the Mobile Food Vehicle.
 - (d) All Mobile Food Vehicles must have valid license plates and registration as provided by Wisconsin State Statutes.
 - (e) No Mobile Food Vehicle may violate any traffic or parking statute or ordinance.
 - (f) No flashing or blinking lights, or strobe lights are allowed on a Mobile Food Vehicle or related signage when the establishment is parked and engaged in serving customers.
 - (g) All Mobile Food Vehicles shall comply with all Federal, State, and local regulations regarding vehicle size requirements.
 - (h) All Mobile Food Vehicle Vendors are prohibited from connecting to light poles, utility poles, or any public source of electricity, water or sewer, or to any planter or tree or other public amenity, **unless parked in a designed Food Truck Alley space providing this amenity**. Authorization to use City utilities in City parks may be granted by the Director of Public Works and will be required to pay an additional fee as listed on the fee schedule.
- (5) SUSPENSION AND REVOCATION.
- (a) Nothing in this Code shall be deemed to supersede or repeal any ordinance relating to noise, park closing hours, or parking, except as specifically provided in the article. Mobile Food Vehicle Vendors will take every precaution to ensure that their operations do not materially affect the peace and welfare of the general public nor cause any unreasonably loud, disturbing and unnecessary noise or any noise of such character, intensity or duration as to be detrimental to the life or health of any individual or which is in the disturbance of public peace and welfare.

(Ord. No. 24-009, § 2, 9-10-2024)



AGENDA SUMMARY SHEET

MEETING DATE: 7/8/25

TITLE: Resolution Establishing Fees for the 2026 Solid Waste and Recycling Collection Service in the City of Waupun

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Casey Langenfeld, Director of Finance

DEPARTMENT GOAL(S) SUPPORTED (if applicable)	FISCAL IMPACT	

SUMMARY:

Based on the current contract with GFL for solid waste and recycling services, the fees for 2026 will remain at \$16.59 per month.

STAFF RECOMMENDATION:

Request action to recommend to the Common Council to approve the Resolution to establish fees for 2026 Solid Waste and Recycling Collection Services in the City of Waupun.

City of Waupun			
Waste Container Fee Calculation			
2026 Total Collection Estimate			\$ 442,572.48
Annual Fee Per Can	\$	146.21	
		\$ 12.18	
Recycling Container Fee Calculation			
2026 Total Collection Estimate			\$ 160,241.76
Annual Fee Per Can	\$	52.94	
		\$ 4.41	\$ 602,814.24

Fee History with Recycling Cost				
Year	Waste		Monthly Total	Annual Cost
2023	\$ 11.73	\$ 4.01	\$ 15.74	\$ 188.88
2024	\$ 11.79	\$ 4.25	\$ 16.04	\$ 192.48
2025	\$ 12.18	\$ 4.41	\$ 16.59	\$ 199.03
2026	\$ 12.18	\$ 4.41	\$ 16.59	\$ 199.03

ATTACHMENTS:

Resolution for consideration.

RECOMMENDED MOTION:

Motion to adopt Resolution No. _____, Resolution Establishing Fees for 2026 Solid Waste and Recycling Collection Service in the City of Waupun.

**COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN**

RESOLUTION NO. ____

**RESOLUTION ESTABLISHING FEES FOR THE 2026 SOLID WASTE AND RECYCLING
COLLECTION SERVICE IN THE CITY OF WAUPUN**

WHEREAS, the Common Council of the City of Waupun have deemed it necessary for the health, safety, and welfare of the citizens of the City of Waupun to provide Solid Waste and Recycling Collection service to its citizens under Section 10.15 and 10.17 of the City of Waupun Municipal Code; and

WHEREAS, it is necessary for each and every citizen of the City of Waupun to pay a fair and equitable share of the cost of this Solid Waste and Recycling Collection Service.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Waupun that the 2026 Waste and Recycling Collection Service fee will be \$16.59 per month and authorizes and directs the City Clerk to place this fee on the Waupun Utilities monthly bills.

This Resolution was adopted and approved by the Common Council of the City of Waupun on the ____ day of ____, 2025.

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

RESOLUTION TO ADOPT THE REVISED 2025 FEE SCHEDULE

WHEREAS, the Common Council of the City of Waupun by resolution adopted by a majority vote of the Common Council on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

WHEREAS, the Common Council for the City of Waupun has determined that it is prudent that fees be reviewed annually for cost effectiveness; and,

WHEREAS, the City of Waupun desires to not reference to specific dollar amounts within the City of Waupun Municipal Code of Ordinances and instead, will provide an annual resolution setting fees for passage; and,

NOW, THEREFORE, BE IT RESOLVED by its passage, the Common Council for the City of Waupun does hereby approve and incorporate herein, the following revised 2025 Fee Schedule.

**City of Waupun Fee Schedule
2025**

Some items require the collection of sales tax. This will be calculated during the transaction. Revision Date: 7/8/25

	DESCRIPTION	ADDITIONAL INFORMATION	2025 RATE	MUNICIPAL CODE CHAPTER
1	GENERAL GOVERNMENT			
2	Annexations		\$150.00	1.24(3)
3	Materials and Supplies	shall not exceed	\$500.00	3.03(5)(a)(4)
4	Repair of Equipment	shall not exceed	\$500.00	3.03(5)(a)(5)
5	Room Tax		8.00%	3.11(1)
6	LICENSES/PERMITS			
7	Dogs/Cats - Neutered or Spayed	Annually April 1 - March 31	\$10.00	11.09(1)
8	Dogs/Cats - Non - Neutered or Spayed	Annually April 1 - March 31	\$20.00	11.09(1)
9	Late Fee for Dog/Cat Licenses		\$5.00	11.09(3)
10	Mobile Food Vendor	Annual	\$250.00	11.025
11	Mobile Food Vendor Day/Special Event	one-day/event permit - per day	\$25.00	11.025
12	LIQUOR LICENSES	State Fee Law		
13	Class "A" Beer	no max / no min	\$100.00	11.01(3)(a)
14	"Class A" Liquor	\$500 max / \$50 min	\$350.00	11.01(3)(f)
15				

16	Class "B" Beer	\$100 max/ no min	\$100.00	11.01(3)(b)(1)
17	"Class B" Liquor	\$500 max / \$50 min	\$475.00	11.01(3)(g)
18	"Class C" Wine	\$100 max / no min	\$100.00	11.01(3)(k)
19	Picnic License		\$10.00	11.01(3)(b)(2)
20	Wholesalers Fermented Malt Beverage		\$25.00	11.01(3)(c)
21	Special Wholesaler's License		\$25.00	11.01(3)(d)
22	Club License		\$25.00	11.01(3)(h)
23	Operators License		\$40.00	11.01(3)(e)(1)
24	Operators Provisional		\$15.00	11.01(3)(e)(2)(c)
25	CIGARETTE			
26	Cigarette		\$100.00	11.13
27	PARKING			
28	Parking Permit	month	\$15.00	6.05(6)(f)
29	Parking Permit	annual	\$150.00	6.05(6)(f)
30	Time-Restricted Parking Violation		\$10.00	6.15(83)(a)
31	Other Parking Violations		\$20.00	6.15(3)(b)
32	School Zone Violations		\$30.00	6.15(3)(c)
33	Second Violations	same offense within same year	\$5.00	6.15(3)(d)
34	Third and Subsequent Violations	same offense within same year	\$5.00	6.15(3)(d)
35	Additional Forfeitures for Parking Violations	not paid within 48 hours	\$5.00	6.15(3)(e)
36	Additional Forfeitures for Parking Violations	not paid within 10 days	\$10.00	6.15(3)(e)
37	PUBLIC WORKS			
38	Sidewalks Noncompliance	per parcel plus replacement cost	\$25.00	7.03(7)
39	Street and Sidewalk Excavation Permit Application		\$50.00	7.05(1)(b)
40	Excavation or Street/Public Way Opening Bond		\$10,000.00	7.05(2)(a)
41	Excavation Work Insurance	Public Liability	\$100,000 per occasion	7.05(3)
42	Excavation Work Insurance	Public Liability	\$300,000 one accident	7.05(3)
43	Excavation Work Insurance	Public Liability	\$50,000 property damage	7.05(3)
44	Waste Container	annual	\$141.48	
45	Recycling Container	annual	\$51.00	
46	Weed Cutting Charges	per occasion	\$100 + actual cost	10.11(5)(b)
47	Snow Removal Charges	per occasion	\$100 + actual cost	7.07(3)(c)
48	Sump Pump Discharge	fine	\$100.00	7.12(7)
49	Moving Buildings		\$1,000	13.06
50	Compost Permit		\$500	10
51	Stormwater ERU		\$7.00 per eru	24.04
52	PROTECTIVE SERVICES			

53	BIKE			
54	Bike License	per bike owner	\$3.00	6.10(2)
55	Lost Bike License		0.25	6.10(15)
56	PEDDLER			
57	Peddler/Solicitors/Transient Merchant Initial Investigation		\$50.00	11.02(5)(a)
58	Peddler/Solicitors/Transient Merchant	if received 1st license within 12 month	\$30.00	11.02(5)(b)
59	Peddler/Solicitors/Transient Merchant longer than 2 days	per day over 2 days	\$20.00	11.02(7)(a)
60	Peddler/Direct Seller Solicitors/Transient Merchant Bond	per day/max \$1,000	\$100.00	11.02(7)(b)
61	Peddler/Solicitors/Transient Merchant Annual	12 months	\$200.00	11.02(8)(a)
62	Peddler/Solicitors/Transient Merchant 6 month	6 months	\$100.00	11.02(8)(a)
63	Surety Bond		\$1,000.00	11.02(8)(b)
64	AUCTION			11.03
65	Auction Sales	annual	\$10	11.03(4)
66	Auction Sales Bond		\$500.00	11.03(4)
67	Auction Fees on Sales	of sales	20%	11.03(5)
68	PUBLIC AMUSEMENTS			11.04
69	Circus, street carnival, menagerie or sideshow	day	\$25.00	11.04(5)
70	Dance hall, skating rink, play or theatrical performance, motion picture show	annual or fractional part	\$75.00	11.04(5)
71	Play or Theatrical performance	day	\$10.00	11.04(5)
72	Billard or Pool Room	per table annual or fractional part	\$15.00	11.04(5)
73	Bowling Alley - one alley	annual or fractional part	\$15.00	11.04(5)
74	Bowling Alley - each additional alley	annual or fractional part	\$5.00	11.04(5)
75	All other amusements, amusement devices, juke bokes and music boxes	per unit annual or fractional part	\$15.00	11.04(5)
76	PARADE			
77	Parade Permit		\$10.00	11.10(3)(c)
78	TAXI			11.06
79	Taxi Cab License - 1st vehicle	annual or fractional part	\$20.00	11.06(4)
80	Taxi Cab License - each additional vehicle	annual or fractional part	\$20.00	11.06(4)
81	JUNK DEALER			
82	Junk Dealer Application		\$15.00	11.08(2)
83	Junk Dealer License	annual	\$50.00	11.08(5)

84	Junk Dealer License	daily	\$10.00	11.08(5)
85	PARK & RECREATION		resident/non-resident	
86	Dodge Park Shelter		\$65/\$90	
87	Harris Mill Park Shelter		\$65/\$90	
88	McCune Park Concession Stand	requires \$50 security deposit	\$100/\$115	
89	McCune Park Shelter		\$65/\$90	
90	West End Park Shelter		\$65/\$90	
91	Wilcox Park Shelter		\$65/\$90	
92	ZONING			
93	Zoning Code Amendment		\$150.00	16.01(11)(b)(ix)
94	Special Assessment Letters		\$40.00	
95	Annual Mobile Home Court	50 spaces	\$100.00	16.03(6)(e)(ii)(b)
96	Mobile Home Court License Transfer		\$10.00	16.03(6)(e)(ii)(b)
97	Mobile Home Surety Bond		\$2,000.00	16.03(6)(e)(ii)(b)
98	Planned Community Development	Department Review	\$250 + \$15 per lot	16.07(6)(g)(i)
99	Planned Community Development	Engineering	Actual Cost	16.07(6)(g)(ii)
100	Planned Community Development	Administration	1% City Loan	16.07(6)(g)(iii)
101	Conditional Use		\$150.00	16.12(2)-16.13(5)
102	Home Occupation License Application		\$25.00	16.13(4)
103	Home Occupation License Annual License		\$25.00	16.13(6)
104	Board of Appeals	Violation Filing Fee	\$50.00	16.16(1)(a)
105	Variance		\$150.00	16.16(1)(b)
106	Site Plan Review - Consult/Engineering		Actual Cost	16.17(7)(a)
107	Site Plan Review - Department Review		\$100.00	16.17(7)(b)
108	Dedication and Reservation of Lands	Single Lot	5% of total plan area or \$200.01	17.01(9)(d)
109	Dedication and Reservation of Lands	Multi-Family	\$200.00 per unit	17.01(9)(d)
110	Public Sites and Open Spaces	Per Residential Lot	\$100.00 per lot	17.07(8)
111	Public Sites and Open Spaces	Multiple Residential Units	\$100.00 unit	17.07(8)
112	Preliminary Plat Review	Department Review	\$250.00 + \$15.00 per lot	17.10(1)
113	Preliminary Plat Review	Engineering	Actual Cost	17.10(1)
114	Preliminary Plat Review	Administration	1% City Loan	17.10(1)
115	Final Plat Review	Department Review	\$150.00 + \$5.00 per lot	17.10(2)
116	Final Plat Review	Engineering	Actual Cost	17.10(2)
117	Final Plat Review	Administration	1% City Loan	17.10(2)
118	Letter of Intent Review		\$100.00	17.10(3)

119	Certified Survey Map		\$100.00 + \$15.00 per lot	17.10(4)
120	Condominium Plat		\$250.00 + \$15.00 per lot	17.10(5)
121	Replat Review	Department Review	\$250.00 + \$15.00 per lot	17.10(6)
122	Replat Review	Engineering	Actual Cost	17.10(6)
123	Replat Review	Administration	1% City Loan	17.10(6)
124	Improvement Review		1% of total cost of any required public improvements to defray the costs of review	17.10(7)
125	Inspection		Actual Cost	17.10(8)
126	PENALTIES			
127	Penalty for Chapter 6 violation	First Offense	\$3.00	6.10(4)(a)(3)(a-c)
128	Penalty for Chapter 6 violation	Second Offense	\$5.00	6.10(4)(a)(3)(a-c)
129	Penalty for Chapter 6 violation	Third Offense	\$10.00	6.10(4)(a)(3)(a-c)
130	Penalty for Chapter 6 violation	Third Offense	\$10.00	6.10(4)(a)(3)(a-c)
131	Penalty for Chapter 8 violation - Chickens	First Violation	\$250.00	8.025(9)(c)
132	Penalty for Chapter 8 violation - Chickens	Subsequent Violation	\$500.00	8.025(9)(c)
133	Penalty for Chapter 8 violation	First Offense	\$200.00-\$300.00	8.05(3)(a)
134	Penalty for Chapter 8 violation	Second Offense	\$300.00-\$500.00	8.05(3)(a)
135	Penalty for Chapter 8 violation - Truancy	First Violation	not more than \$50 + costs	8.09(2)(b)
136	Penalty for Chapter 8 violation - Truancy	Second or subsequent violation	not more than \$100 + costs	8.09(2)(b)
137	Penalty for Chapter 8 violation - Truancy	Maximum cumulative	not more than \$500 + costs	8.09(2)(b)
138	Penalty for Chapter 8 violation - Truancy	Civil Liability	in excess of \$25,000	8.09(2)(e)
139	Penalty for Chapter 8 violation - Truancy	Forfeiture	not more than \$500 + costs	8.09(2)(j)
140	Penalty for Chapter 8 violation - Controlled Substances	First Offense	not less than \$200 + costs of prosecution	8.09(5)(a)
141	Penalty for Chapter 8 violation - Controlled Substances	Second Offense	not less than \$300 + costs of prosecution	8.09(5)(b)
142	Penalty for Chapter 10 violation - Recycling	First Violation	\$50.00	10.15(11)(a)
143	Penalty for Chapter 10 violation - Recycling	Second Violation	\$200.00	10.15(11)(a)
144	Penalty for Chapter 10 violation - Recycling	Third and Subsequent Violations	not more than \$2,000.00	10.15(11)(a)

145	Penalty for Chapter 10 violation - Solid Waste	First Violation	\$50.00	10.17(4)(c)
146	Penalty for Chapter 10 violation - Solid Waste	Second Violation	\$200.00	10.17(4)(c)
147	Penalty for Chapter 10 violation - Solid Waste	Third and Subsequent Violations	not more than \$2,000.00	10.17(4)(c)
148	Penalty for Chapter 11 violation		\$25.00-\$100.00	11.02(7)(13)
149	Penalty for Chapter 17 violation		\$200.00-\$1,000.00	17.01(13)(b)
150	Penalty for Chapter 18 violation		\$100 + cost of prosecution	18.04(1)
151	Penalty for Chapter 18 violation	Cash Deposits- Adults	\$100.00	18.08(3)(a)(2)
152	Penalty for Chapter 18 violation	Cash Deposits - minor	\$50.00	18.08(3)(a)(3)
153	Penalty for Chapter 18 violation	General Provisions	\$5.00 - \$1,000.00	18.14(1)(a)
154	Penalty for Chapter 18 violation	General Provisions	\$10.00 - \$2,000.00	18.14(1)(b)
155	Penalty for Chapter 18 violation	General Provisions	\$15.00 - \$4,000.00	18.14(1)(c)

This Resolution was adopted and approved by the Common Council of the City of Waupun on the ____ day of _____, 2025.

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 7/8/25

TITLE: Updated Waupun Community Center Policies and Procedures

AGENDA SECTION: BOARDS/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY:

The Recreation Board has reviewed and approved updates to the community center policies and procedures per the attached. Specific changes include updates to hours of operation, alcohol use, and rental terms and rates. The Recreation Board is recommending the attached for approval.

STAFF RECOMENDATION:

ATTACHMENTS:

Community Center Policies and Procedures

RECOMENDED MOTION:

Motion to adopt the Waupun Community Center Policies and Procedures

Waupun Community Center Policies and Procedures



**Approved by the Park & Recreation
Board 9/2/24 Revised: 6/23/25**
**Adopted by Common Council
9/10/2024**

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Policy Statement

The Waupun Community Center provides recreational, social, health, and educational programs and services to Waupun area residents. The City of Waupun Board of Park and Recreation Commission is the overseeing entity of the Waupun Community Center. The following policies and regulations have been established to assure fair usage and maximum enjoyment of the facility and programs sponsored and endorsed by the City of Waupun. As members/guests, your compliance of these policies and procedures is mandatory in order to maintain a welcoming, positive, and safe environment for all.

Section 1 – General

Hours of Operation

Monday – Friday, 6am – 7pm, subject to change

Saturday, 8 am to noon, subject to change

Private rentals or public events may schedule alternative times per reservation policy.

Photo Release

City of Waupun programs and events are often photographed or filmed for promotional purposes. If you do not wish to be included in a photograph, please indicate this to the instructor and/or photographer, otherwise the City of Waupun has the right to use photos for promotional purposes associated with the Waupun Community Center.

Code of Conduct

We expect those using the Waupun Community Center to behave in a way that shows respect and caring for others, which includes not using any language or engaging in any action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct. Persons who conduct themselves in an inappropriate or disorderly manner shall be asked to leave the premise by City of Waupun staff and/or Waupun Police officers.

Participants of the Waupun Community Center Shall:

- Treat other participants and staff respectfully and courteously.
- Treat others in the same manner you would like to be treated.
- Understand that this facility is a shared space.
- Do their best to mind their own business and avoid gossip.
- Maintain personal cleanliness and good hygiene.
- Wear activity appropriate clothing and footwear. Non-marking soled shoes in the gymnasium. Street shoes are not allowed in the fitness center.
- Sign in each day when accessing the facility.
- Be responsible for their own personal property.
- Be independent and can care for their own personal needs. Youth under 12 years of age must be attending a scheduled Waupun Community Center activity/event and under the direct supervision of an adult 18 or over. Active older adults are welcome to bring an attendant or caregiver with them to enjoy services and programs.

- Report unusual occurrences, inappropriate behavior, or damages to the Waupun Program Director or designee.

Participant Actions Not Permitted:

- Using angry or vulgar language; swearing, name calling or shouting.
- Making physical contact with another person in an angry or threatening way.
- Harassment or intimidation with words, gestures, or body language. Behavior that is inappropriate, threatening or offensive in nature.
- Engaging in sexual activity or contact.
- Stealing or behavior that results in destruction of property.
- Carrying a firearm at the Waupun Community Center or on the Waupun Community Center grounds.
- Carrying or concealing devices or objects that may be used as weapons.
- Smoking/Vaping: Waupun Community Center and grounds encourage a tobacco and vape free environment. Smoking is not permitted within 25 feet from entrances and exits of the building.
- The Waupun Community Center reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is, or has been, a registered sex offender.

Priority Users

The following users have priority use of the Waupun Community Center.

1. Emergency Management/Disaster Relief
2. Elections
3. Recreation Department Use
4. City Department Reserved Use
5. Building Tenant Reserved Use
6. Public/Private Reserved Use

Video Surveillance

The City of Waupun has authorized the use of video surveillance and electronic monitoring equipment at the Waupun Community Center. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

First Aid and Medical Emergencies

The Community Center is not a healthcare center. The City of Waupun Community Center is able to provide first aid and medical emergency response services to patrons of the facility. Building staff and volunteers will offer basic first aid services such as treating minor cuts, bruises, and burns. In the event of a medical emergency, staff and/or volunteers will call 911 and provide first aid until further help arrives. Additionally, there may be staff or volunteers trained in CPR and AED use. The facility is equipped with a first aid treatment center and AED. Medical emergency push buttons are located within the building to further fast track staff and volunteers in the event of a medical emergency. If you are experiencing a health-related illness or injury, please use caution when participating in Waupun Community Center activities before entering the facility.

Tobacco/Vaping

The City of Waupun Community Center aims to promote a healthy and tobacco free environment. Tobacco and vaping are prohibited within the Waupun Community Center. Smoking is not permitted within 25 feet from Waupun Community Center entrances, exits, and ventilation intakes with the goal of preventing smoke from entering the facility.

Firearm/Weapons

The City of Waupun prohibits any weapon in or on Waupun Community Center building and grounds.

Alcohol

Beer, champagne or wine are the only alcoholic beverages which may be served or consumed in the Waupun Community Center. All allowed alcoholic beverages must be consumed inside of the building; there shall be no such consumption on the grounds outside of the building.

- Consuming allowed alcoholic beverages that are provided by rental host or invited guests of the rental is permitted.
- Serving allowed alcoholic beverages for as part of a non-profit fundraising event with proceeds towards 5013c must be approved by the Recreation Program Director upon rental reservation.
- Serving allowed alcoholic beverages for fundraising event requires a permit from Waupun City Hall. A permit to serve alcohol must be requested 30 days prior to rental. City Hall phone number, 920-324-7930 ext. 1.
- No alcoholic beverages shall be consumed by or served to any person who is not permitted by state law to possess or consume alcoholic beverages.
- No rental host shall permit any person who is intoxicated to remain on the premises.
- A City of Waupun staff member will be present on premises during hours of rental.
- Alcohol is not allowed in the gymnasium,
- A special alcoholic deposit of \$ 100 will be charged when alcoholic beverages are consumed during a rental. The alcohol beverage deposit will be returned if the premises are clean and undamaged. If the premises are not cleaned or are damaged, the alcoholic beverage deposit will be forfeited to and retained by the City of Waupun.

Pets and Service Animals

Pets are prohibited within the Waupun Community Center, except for service animals. On occasion, the Waupun Senior Center will host animal related presentations and activities. These programs are permitted. The City of Waupun Community Center service animal policy aims to create a welcoming and inclusive environment for individuals who require assistance of a service animal. The policy outlines guidelines for the proper behavior and responsibilities of service animal owners while on the premises of the Waupun Community Center. The goal is to ensure that all individuals have equal access to the facility.

1. The service animal must always be under the control of the owner at all times.
2. The animal must not pose a direct threat to the health or safety of others.
3. The animal must be housebroken and well behaved in public settings.

Missing Person

If a person is lost or possibly in the building during hours of operation. Staff will conduct a search to attempt to find the missing person. After a detailed description of the person is given, staff will announce the situation, sweep the building looking for the missing person, monitor building exits, and alert guardian and/or police if person is not found.

Active Violence Threat

The purpose of this policy is to outline steps to take if there is an active threat of violence to participants, visitors and/or staff of the Waupun Community Center, or the Waupun Community Center building in general. If a threat of violence is made towards the Center and/or Center occupants, contact 911 and notify building staff immediately.

1. Report any real or potential threats, or concerns regarding possible violent actions.
2. Gather as much information about the situation as possible including a description of the individual, individual vehicle and license plate, and/or any photos.

THREAT IS REPORTED OUTSIDE THE BUILDING OR IN THE IMMEDIATE AREA

1. Announce over paging system about the external threat several times. Announcing that the threatening person has not yet entered the building, and the Center must take immediate action to lock all means of entry into the building.
2. All entrances will be locked and sheltering in place is recommended until the "ALL CLEAR" is given by law enforcement or the administrator/director.
3. Vacate hallways and keep everyone away from doors and windows.
4. Move to an inner room that can be properly secured.

INTRUDER/ACTIVE THREAT IN THE BUILDING

1. **RUN:** If a safe passage is available, leave the area immediately and Dial 911 as soon as possible. Be prepared to give as many details of the situation as you can to the dispatcher, such as how many perpetrators, location of the person(s) and their description, types of weapons being used, any hostages/casualties, etc.
2. **HIDE:** If you are unable to safely leave the building, attempt to seek shelter in a nearby room avoiding windows, which are capable of being locked from the inside, assisting others, if possible. If the door does not have a lock, attempt to barricade the door with furniture, etc., and remain very quiet. Shut off TVs and radios and set cell phones on vibrate/muted. Remain quiet and hidden, until authorities unlock the door. Do not answer the door for anyone without a key.
3. **FIGHT:** If none of the above options are available to you, and you are directly faced with the shooter/intruder, as a last resort, fight back.

Winter Inclement Weather

In the event of inclement/severe weather, the Waupun Community Center shall close with or without notice. If the Waupun Area School District has closed and/or canceled school related activities, all Waupun Community Center activities are canceled, and the Waupun Community Center will be closed.

If the Waupun Area School District has a delayed start due to bad weather, the Waupun Community Center early morning activities will be canceled. Morning activities will start at 10:00am and the facility will open at 10:00am. If the Waupun Area School District closes early or cancels after school activities, the Waupun Community Center will close accordingly, and all afternoon and evening activities will be canceled.

Community Center Closings and Delays will be published on:

- City of Waupun website (www.cityofwaupunwi.gov)
- Posted on Facebook (Waupun Recreation Department)
- Broadcasted on AM 1170/103.3 FM

Severe Weather Shelter In Place

When a tornado warning has been issued during hours of operation, seek shelter inside the Waupun Community Center. In the event of a tornado and you are sheltering in place, notify your emergency contact via personal device. Go to an interior room without windows. Put as many walls as possible between you and the outside. Stay away from doors, windows, and outside walls. Staff will monitor weather conditions.

Review and Amendment of Procedures

It is recognized that as conditions change, these "Policies and Procedures for the Waupun Community Center Use" will need to be reviewed and amended to reflect those changes or to address omissions that have become apparent. At such time, the City of Waupun Board of Park and Recreation Commission shall review any proposed amendment and make a recommendation to the Waupun City Council. The Waupun City Council shall then make the final determination regarding amendments to the document.

Section 2 – Participant

Age of Use Policy

The City of Waupun Community Center strives to provide a safe and supervised environment for all ages. Our facility offers a variety of activities and services geared towards health and recreation. However, our facility is not a daycare or care facility. Youth under 12 years of age must be attending a scheduled Waupun Community Center activity/event and under the direct supervision of a caregiver. Active older adults are welcome to bring an attendant or caregiver with them in order to enjoy services and programs. Participants without a caregiver must be independent and able to care for their own personal needs.

Common Space Use

Gymnasium	<ul style="list-style-type: none">• Open community gym time may be accessed whenever available and as scheduled on the community calendar.• Exclusive use – scheduled events for large groups (20 or more people) is reserved through the community calendar up to 90 days in advance if space is available
Kitchen / Dining Multi-Purpose Room, Conference Room	<ul style="list-style-type: none">• Open community time may be accessed by tenants whenever available and whenever scheduled on the community calendar.• Exclusive use – reserved through the community calendar up to 90 days in advance.• If space is available (not reserved) can be utilized same day as needed, however the space must be reserved through the electronic scheduling system.
Sitting Room	<ul style="list-style-type: none">• If space is available (not reserved) can be utilized same day as needed, however the space must be reserved through the electronic scheduling system.
Billiards Room	<ul style="list-style-type: none">• Not available for reservations
Fitness Center	<ul style="list-style-type: none">• Membership only; not available for reservations
Laundry Area	<ul style="list-style-type: none">• Tenants have access as needed

Membership and Fees

Waupun Community Center participation requires a Membership Fee to provide, maintain, and expand our services and programs.

Current Fee Schedule listed in Appendix A of this manual.

Participant Liability Waiver

Form can be found in Appendix B of this manual.

Fitness Center Guidelines

The Waupun Community Center fitness center includes exercise machines, handheld weights and stretching area for participant and staff use. Fitness Center participants must be age 18 or over. Fitness center users must dress appropriately and bring gym shoes along. Street shoes are not allowed on the fitness center floor. There are benches and chairs provided to change shoes prior to exercising. Designated times are established for optimum use of the fitness center including, but not limited to, staff use, circuit use and open use to members. Safety and sanitation guidelines have been established. Instructional signs and appointments with staff and/or volunteers are available to familiarize participants with the exercise equipment. Provided sanitation wipes must be used on each exercise machine after each use. Towels are provided for user use and must remain in the fitness center and placed in the appropriate basket for washing. The Waupun Community Center Fitness Center will provide a safe, clean, and welcoming place for age appropriate and physical fitness levels for individuals to achieve their health and wellness goals in a supportive atmosphere.

Gymnasium Guidelines

Gymnasium guidelines have been established to ensure the safety and wellbeing of our participants and spectators. Our primary focus is to promote a positive and welcoming atmosphere where individuals feel comfortable and motivated to participate in various fitness and educational activities. By implementing gymnasium guidelines, we aim to minimize the risk of accidents and conflicts.

1. Please be courteous toward participants, spectators, staff, and volunteers.
2. Good sportsmanship is expected for all activities.
3. Profanity and foul language are not permitted.
4. Children 7 and under must be actively supervised by an adult.
5. Children between the ages of 7 and 11 must have an adult present.
6. Food and beverages are not allowed with the exception of personal water, food provided by activity staff, or food and beverage approved by the Director.
7. Non-marking indoor shoes are required for use of the gym.
8. Fighting, threatening or indecent conduct will not be permitted.
9. Dunking and hanging on basketball rims is prohibited except during organized basketball leagues.
10. Music played over a speaker must be appropriate for all age levels and contain no profanity or derogatory language.
11. The Community Center is not responsible for personal items.
12. Waupun Recreation Department programming or rentals takes priority over open gym time.
13. Families and individuals will be given priority during open gym. Pick-up games cannot use more than half of the gym during this time.
14. As a community space and family facility, we expect all members and guests to act within the boundaries of the Waupun Community Center's Code of Conduct.
15. The Community Center staff and volunteers reserve the right to modify the gymnasium guidelines at its discretion to ensure the safety of all members, guests, and staff.

Volunteer Policy

As members of a team, it is expected that each volunteer does a fair share based on their ability to do so. Qualities of cooperation, patience and compassion toward participants, staff and other volunteers are very important traits as a volunteer. This ensures a warm and friendly atmosphere for all. If a volunteer is going to be off on a particular day, they should attempt to get their own substitute. A volunteer substitute contact list will be provided to all volunteers. Do not volunteer if you have been sick or recovering from medical procedures or injury. Volunteer job descriptions are below. Please contact Director if you are interested in volunteering.

WELCOMING DESK VOLUNTEERS

- Be visible by wearing a volunteer badge.
- Greets all guests of the building and is especially helpful and welcoming to new people.
- Explains and monitors registrations and activity sign ins.
- Directs participants that are signed in to building activity areas.
- Answer the desk phone by answering questions or leaving messages for the Director.

FITNESS CENTER VOLUNTEERS

All fitness center volunteers will be trained by Director on how to properly use the exercise equipment, turn on/off the music, turn on/off the rotation timer, turn on/off the lights and unlock/lock the fitness center.

CARD PLAYING & TABLE GAMES VOLUNTEERS

All card playing and table games volunteers will be shown where activity supplies are stored by Director. Volunteers will be trained by Director on where and how to set up activities.

LUNCH VOLUNTEERS

Lunch volunteers are under the direct supervision of the Fond du Lac County ADRC Nutrition Program. The Waupun Community Center is the hosting meal site.

Volunteer duties will include:

- Volunteer hours are 9:45am – 12:30pm on the day scheduled.
- Record food temperatures and monitor food safety.
- Cleaning the dining room tables and chairs with sanitation wipes before and after indoor dining.
- Prepare the dining room and set the dining room tables.
- Supervise daily donation box.
- Serve lunch to registered participants.
- Monitor daily meal orders.
- At noon, make a phone call to the Fond du Lac County ADRC Nutrition Program to report the daily attendance and the next day order.
- Report cancellations or no shows by phone or write a note to the Fond du Lac County ADRC Nutrition Program.
- Maintain cleanliness of kitchen and kitchen utensils.

BUILDING SUPERVISION VOLUNTEERS

If a staff person is not on-site due to other job-related duties, scheduled time off, and/or illness. The building supervision volunteer duties include:

- Delivers excellent service to all members, guests, and program participants.
- Responds to participant and volunteer needs.
- Maintains cleanliness of the building
- Activity set up/clean up.
- Activity and building supervision.
- Handles and resolves concerns and informs Director or City Hall of unusual situations or unresolved issues.
- Report comments or concerns to Director or City Hall by phone.
- Applies all Waupun Community Center policies.

Volunteer Liability Waiver

Form can be found in Appendix C of this manual.

Section 3 – Facility Rental

Rental Fees

Fees are charged to off-set ongoing maintenance and program costs and minimize public subsidy for this building. All fees and deposits must be paid at time of reservation. Fees covered under these policies are subject to change. Those fees quoted to prospective users at the time of reservation will be honored.

If the Community Center Director determines that damage has occurred to the facility or that there is a need for extraordinary clean-up measures, the cost of these damages will be deducted from the room deposit paid. If charges are more than the room security deposit received, the user will be billed the additional charges. Failure to follow rental rules and policies may result in loss of utilization privileges and could result in additional administrative and/or legal action. All renters must adhere to Waupun Community Center Code of Conduct.

The current list of rentable rooms and fees can be found in Appendix D of this manual.

ROOM	DESCRIPTION	SEATING CAPACITY
Conference Room Only	Large tables with seating and TV, wi-fi access	12
Multi-Purpose Room Only	8 ft banquet tables with chairs and TV	140
Dining Room Only	8 ft banquet tables with chairs	60
Kitchen	Refrigerators, Freezers, Microwave, 30 or 60 cup coffee maker, water pitchers, table and serve ware, 2 serving windows	
Gymnasium Only	Full basketball court with 2 hoops, 3 pickle ball courts	266

Room Rental Scheduling

The Waupun Community Center rooms and facility are available for rent any day of the week, Monday through Sunday depending on activity schedules. The Waupun Community Center will close no later than 9:00pm. The Waupun Community Center will not be available for rentals on holidays.

The Waupun Community Center is available for booking a maximum of 18 months in advance for residents and 12 months in advance for non-residents. Renters are encouraged to call ahead to gather rental information, visit the facility and discuss the details of the rental process. Reservations will not be confirmed until application and payment have been received.

Proper reservation notification is required for any group using the Waupun Community Center outside of business hours and apart from City of Waupun Recreation Department sponsored programs. There are no holds for rentable rooms. Reservation fees must be paid at the time of the reservation via online payment or check. Make checks payable to: City of Waupun. To reserve rooms and to check room rental availability, call 920-324-7930. Rentals are approved and permitted on a first-come, first-served basis.

Rental Damage Deposit

Facility rentals require a damage deposit. Charges will be charged to the credit card used to make the deposit. If no damages occur, the fee will be refunded to the credit card. Charges are defined in Appendix D of this manual.

Rental Cancellations

- If a cancellation occurs for any reason more than 1 month prior to the rental date, 50% of the deposit will be withheld. All other paid fees will be returned.
- If a cancellation occurs for any reason less than 1 month prior to the rental date, 50% of all fees (rental fee & deposit) will be withheld with the remaining balance returned.

Rental Rules and Guidelines

CURFEW

All events must end by their scheduled end time (latest time being 9:00pm). All guests must vacate the premises. Final clean up and take down of personal property (decorations, gifts, etc.) must also be done at the scheduled end time.

NOISE

Users are subject to Waupun Police Department Code of Ordinance 8.02, which controls noises disturbing the public. No person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises such as may tend to annoy or disturb another in or about any public street, alley or park, or any private residence.

KITCHEN USE

All food and beverage must be removed from the kitchen after rental. The stove must be turned off. All utensils and roasters must be cleaned and put away.

CANDLES

Open flame candles of any kind are not allowed in the Waupun Community Center.

FOOD

Food is allowed in the multi-purpose room, dining room, and kitchen. Food is not allowed in all other areas unless with the approval of the Director.

RECYCLING & TRASH

All trash and recycling must be placed in designated containers with garbage bags. Garbage bags are provided.

DECORATIONS

The use of nails, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is prohibited. Glitter, rice, confetti and the like are also prohibited. Fog machines are not allowed. Balloons must be tethered.

ANIMALS

Pets are not allowed except for service animals.

ALCOHOL

Beer, champagne or wine are the only alcoholic beverages which may be served or consumed in the Waupun Community Center. All allowed alcoholic beverages must be consumed inside of the building; there shall be no such consumption on the grounds outside of the building.

- Consuming allowed alcoholic beverages that are provided by rental host or invited guests of the rental is permitted.
- Serving allowed alcoholic beverages for as part of a non-profit fundraising event with proceeds towards 5013c must be approved by the Recreation Program Director upon rental reservation.
- Serving allowed alcoholic beverages for fundraising event requires a permit from Waupun City Hall. A permit to serve alcohol must be requested 30 days prior to rental. City Hall phone number, 920-324-7930 ext. 1.
- No alcoholic beverages shall be consumed by or served to any person who is not permitted by state law to possess or consume alcoholic beverages.
- No rental host shall permit any person who is intoxicated to remain on the premises.
- A City of Waupun staff member will be present on premises during hours of rental.
- Alcohol is not allowed in the gymnasium,
- A special alcoholic deposit of \$ 100 will be charged when alcoholic beverages are consumed during a rental. The alcohol beverage deposit will be returned if the premises are clean and undamaged. If the premises are not cleaned or are damaged, the alcoholic beverage deposit will be forfeited to and retained by the City of Waupun.

Clean-Up/Damages

Cleaning up is required. Cleaning equipment and supplies are located on the cart in the dining room. Renter is responsible for leaving the facility in the same condition it was found. All cleaning supplies/equipment and garbage bags are provided. Renters must stay on site until all items brought into the building are removed and vacated, including all attendees, contracted entities, decorations, supplies, and equipment.

- Wipe down all countertops, tables, chairs, and other surfaces used during rental.
- Dispose of all garbage into “indoor” trash cans.
- Sweep all floor surfaces.
- Vacuum all carpeted areas.
- Tables, chairs, and other furnishings shall be returned to their original place.
- Flush toilets.
- Remove all food and beverages from refrigerators and freezers.
- Clean any garbage from around the outside of the facility that your group may have caused.

Appendix A – Fees

Standard Annual Membership	
Resident	\$60
Non-resident	\$80
Day-pass Resident	\$3
Day-pass Non-Resident	\$5

Standard Plus Fitness Annual Membership	
Resident Individual	\$120
Resident 2-person household	\$180
Family	\$225
Non-Resident Individual	\$140
Non-Resident 2-Person Household	\$200
Non-Resident Family	\$245

Standard Membership grants you access to participate in basic programs and activities.

Fitness Membership grants you access to everything a Standard Membership does, plus the ability to join our many instructor-led Fitness Classes and access to open gym times.

Resident versus non-Resident rate is determined by physical address. A City of Waupun address is required for resident rates. Program offerings requiring specialized instruction, or the use of equipment or special supplies will be fee-based to support program delivery.

Additional fees may apply for certain programs offered by contracted instructors, practitioners, or for travel programs. Contact the office at (920) 324-7930 if you have questions about what programs may require an additional fee.

Appendix B – Participant Liability Waiver

CITY OF WAUPUN PARTICIPANT WAIVER AND RELEASE OF LIABILITY FORM

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, THEN YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 920-324-2951 WEEKDAYS BETWEEN 9:00AM – 12:00PM, 1:00PM-5:00PM.

This Participant Waiver and Release of Liability, executed on this ____ day of _____, 20____, by _____ (the "Participant") in favor of the City of Waupun and its elected officials, officers, employees, and agents (collectively "Municipality").

Waiver and Release

The Participant freely, voluntarily, and without duress executes this Waiver and Release under the following terms:

The Participant does hereby release and forever discharge and hold the Municipality harmless from any and all liability, claims, and demands, either in law or in equity, which arise or may hereafter arise from Participant's activities with the Municipality.

The Participant understands that this Waiver and Release discharges the Municipality from any liability or claim that the Participant may have against the Municipality with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Participant's activities with the Municipality, whether caused by the Participant or by the negligence of the Municipality or its officers, directors, employees, agents, or otherwise. However, the Municipality and the Participant understand that the Municipality is not released from liability for harm incurred by the participant which results from the Municipality's intentional or reckless conduct.

The Participant understands that the Municipality does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness to the Participant.

The Participant desires to engage in the activities sponsored by the City of Waupun at its facilities. The Participant understands that the activities include, but are not limited to, indoor and/or outdoor recreational programs, may require the operation of equipment, and understands that the Activities include work that may be hazardous to the Participant. The Participant hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases the Municipality from any and all liability for injury, illness, death, or property damage resulting from the Activities and caused by the Participant or by the negligence of the Municipality.

The Participant does hereby release and forever discharge the Municipality from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Participants' activities with the Municipality.

The Participant understands that the Municipality does not carry or maintain health, medical, or disability insurance coverage for any volunteer. The Participant understands that he/she is provided with liability insurance coverage under the provisions of the Municipality's liability insurance policy.

Each participant should obtain his/her own medical or health insurance coverage.

The Participant does hereby grant and convey unto the Municipality all right, title, and interest in any and all photographic images and video or audio recordings made by the Municipality during the Participant's Activities with the Municipality, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Construction of Waiver and Release and Severability

The Participant expressly agrees that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin, and that this Waiver and Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. The Participant agrees that in the event that any clause or provision of this Waiver and Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Waiver and Release which shall continue to be enforceable.

I have read this Waiver and Release of Liability thoroughly and fully understand and enter into it on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made any representations, statements, or inducements that change or modify anything written in this Waiver and Release of Liability.

Participant's Full Name:			
(please print)	First	Middle Initial	Last Name
Participant's Address			
	Address	City	State Zip
Phone:	Home	Cell	
Participant's Signature			
	Signature		Date
IN WITNESS WHEREOF, Participant and Parent/Guardian of Participant have executed this Waiver and Release of Liability as of the day and year first above written.			
Witness's Signature & Date			
	Signature		Date

Appendix C – Volunteer Waiver and Release of Liability Form

CITY OF WAUPUN VOLUNTEERWAIVER AND RELEASE OF LIABILITY FORM

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY’S OFFICE AT 920-324-2951 WEEKDAYS BETWEEN 9:00AM – 12:00PM AND 2:00PM – 5:00PM.

This Volunteer Waiver and Release of Liability, executed on this _____ day of _____, 20____, by _____ (the “Volunteer”) in favor of the City of Waupun and its elected officials, officers, employees, and agents (collectively “Municipality”).

The Volunteer freely, voluntarily, and without duress executes this Waiver and Release under the following terms:

The Volunteer does hereby release and forever discharge and hold the Municipality harmless from any and all liability, claims, damages, or losses, either in law or in equity, which arise or may hereafter arise from Volunteer’s activities with the Municipality. The Volunteer understands that this Waiver and Release discharges the Municipality from any liability or claim that the Volunteer may have against the Municipality with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer’s activities with the Municipality, whether caused by the volunteer or by the negligence of the Municipality or its officers, directors, employees, or agents, or otherwise. However, the Municipality and the Volunteer understand that the Municipality is not released from liability for harm to the volunteer which results from the Municipality’s intentional or reckless conduct. The Volunteer understands that the Municipality does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical or disability insurance in the event of injury or illness to the Volunteer.

The Volunteer desires to work as a volunteer for the Municipality and engage in the activities related to being a volunteer (the “Activities”). The Volunteer understands that the activities may include:

The Volunteer understands that the Activities may require the operation of equipment such as:

The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to:

_____.

The Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases the Municipality from all liability for injury, illness, death, or property damage resulting from the Activities and caused by the Volunteer or by the Municipality.

The Volunteer does hereby release and forever discharge the Municipality from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer’s activities with the Municipality.

The Volunteer understands that the Municipality does not carry or maintain health, medical, or disability insurance coverage for the volunteer. The Volunteer understands that he/she is provided with liability insurance coverage under the provisions of the Municipality’s liability insurance policy. Each volunteer should obtain his/her own medical or health insurance coverage.

The Volunteer does hereby grant and convey unto the Municipality all right, title, and interest in any and all photographic images, video, or audio recordings made by the Municipality during the Volunteer’s Activities with the Municipality, including, but not limited to, the proceeds, or other benefits derived from such photographs or recordings.

Construction of Waiver and Release and Severability

The Volunteer expressly agrees that this Waiver and Release is intended to be as broad and inclusive as permitted by the law of Wisconsin, and that this Waiver and Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. The Volunteer agrees that in the event that any clause or provision of this Waiver and Release shall be held to be invalid by a court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Waiver and Release which shall continue to be enforceable.

I have read this Waiver and Release of Liability thoroughly and fully understand and enter into it on behalf of myself, my heirs, assigns, and personal representatives. No one has made any representations, statements, or inducements that change or modify the terms written in this Waiver and Release of Liability.

Volunteer's Full Name:			
(please print)	First	Middle Initial	Last Name
Volunteer's Address			
	Address	City	State Zip
Phone:	Home	Cell	
Volunteer's Signature			
	Signature	Date	
IN WITNESS WHEREOF, Volunteer and Parent/Guardian of Participant have executed this Waiver and Release of Liability as of the day and date above written.			
Witness's Signature & Date			
	Signature	Date	

Appendix D – Rentable Rooms

Waupun Community Center Rental 2025 Rental Fees *(effective 8/1/25)*

	Monday through Friday Four Hour Limit	Friday Evening and Saturday Six Hour Limit	Sunday Six Hour Limit
Individual Room Rental City of Waupun Resident Users Must have a current address within the City of Waupun. Resident listed on the contract is the responsible party and must be onsite during the duration of the rental.	<u>Conference Room</u> \$25 <u>Multi-Purpose or Dining Room</u> \$60 <u>Kitchen</u> \$40	<u>Conference Room</u> \$25 <u>Multi-Purpose or Dining Room</u> \$80 <u>Kitchen</u> \$60	<u>Conference Room</u> \$25 <u>Multi-Purpose or Dining Room</u> \$70 <u>Kitchen</u> \$50
Individual Room Rental Non-Resident Users All users outside of the City of Waupun	<u>Conference Room</u> \$35 <u>Multi-Purpose or Dining Room</u> \$80 <u>Kitchen</u> \$60	<u>Conference Room</u> \$35 <u>Multi-Purpose or Dining Room</u> \$110 <u>Kitchen</u> \$80	<u>Conference Room</u> \$35 <u>Multi-Purpose or Dining Room</u> \$95 <u>Kitchen</u> \$70
Full Facility Rental of Multi-Purpose Room, Dining Room & Kitchen	<u>Resident</u> \$160 <u>Non-Resident:</u> \$270	<u>Resident</u> \$500 <u>Non-Resident:</u> \$750	<u>Resident</u> \$350 <u>Non-Resident:</u> \$650
Additional Hours	\$50 per additional hour over 4-hour limit	\$100 per additional hour over six-hour time limit	\$100 per additional hour over six-hour time limit
Non – Profit Rate	\$25/hour	\$25/hour	\$25/hour
Gym Rental	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour	Residents \$50/hour Non-Residents \$80/hour
Outside Grounds	Residents \$50/hour	Residents \$100/hour	Residents \$100/hour

	Non-Residents \$90/hour	Non-Residents \$175/hour	Non-Residents \$175/hour
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Damage Charges	
Failure to remove trash from facility	\$50
Carpet cleaning other than customary	\$200
Kitchen cleaning other than customary	\$100
Misc cleaning other than customary	\$50/hour, actual time billed
Replacement of table	\$350
Replacement of chair	\$100
Service of alcohol without prior permission	2x the fee
Misc. repairs to facility	Actual costs incurred



AGENDA SUMMARY SHEET

MEETING DATE: 7/8/25

TITLE: Youth Sports and Recreation Grant Waupun Softball Association

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Quality of Life	--	

ISSUE SUMMARY:

The Recreation Board reviewed and is recommending a \$5K grant be awarded to Waupun Girl's Softball Association for the purpose of upgrading their tractor. Grant information is attached for your final approval.

STAFF RECOMENDATION:

ATTACHMENTS:

Waupun Softball Grant Application and Quote

RECOMENDED MOTION:

Motion to approve a Youth Sports and Recreation Grant in the amount of \$5,000 for Waupun Girl's Softball Association as presented.



Waupun Girls Softball Association
P.O. Box 413
Waupun, WI 53963

Kevin Faeh - President
kjfaeh@gmail.com
(920) 517-3965

Stephany Buwalda - Vice President
stephanybuwalda@gmail.com
(920) 296-7277

Proposed Equipment: New/Gently Used Tractor with Rake for Grooming the Infields.

Need: The current tractor we have is very old and requires more and more maintenance every year to keep it running. City Worker(s) recommended that we look into getting a new one.

Impacts: Our organization positively impacts the lives **OVER 250 YOUNG LADIES ANNUALLY** ranging from ages 3 to 18; the vast majority of whom live in Waupun. Being a member of a team provides youth an opportunity to develop academically, physically, and mentally. Youth involved in sports are less likely to fall victim to the increasingly common struggles of anxiety, depression, and substance abuse. Furthermore, youth involved in sports are more likely to succeed later on in life because of skills like resiliency, determination, and team work that are developed and fostered. Outstanding youth programs like ours greatly influences peoples and businesses decisions to stay in and/or move to a community. In order to maintain and keep improving the facilities our program utilizes; we need your help funding this improvement.

Budget: Revels Turf & Tractor quoted a new John Deere 1200A Bunker and Field Rake at \$23,524.30. We currently have enough money to make the initial purchase. Please note that we have not made a final decision on what model/year tractor to purchase. We may ultimately decide to purchase a gently used tractor, but we anticipate that the cost of a used tractor would be around \$15,000 based on the research we have done so far.

Maintenance: We would ask that the City continue to assist with annual maintenance on the Tractor. As it will be new/gently used, it should reduce the amount of maintenance required compared to the current old and heavily used tractor.

Timeline: If a grant is received for this project, we will look to purchase a new/used tractor within the year. As our current tractor is still functioning, we have a little time to complete our research and make sure we are making a sound decision on what make/model tractor to purchase.

Adjustments: If our grant request is not fully funded, we would have to continue to put off other improvement projects in order to fund this one. Continuing to put off improvement projects makes it ever more likely that those projects will never happen due to other immediate concerns to maintaining the facilities popping up.

Supporting Documentation:

Budget Documents – Our organization does not have a written budget. We discuss in person annually during our January or February board meeting if we need to make adjustments to our registration fees. We strive to have a program that is as affordable as we can make it without losing money so that all members of the community can participate.

Income Statement – Attached (Simple Statement)

Project Estimate – Quote Attached

Funding Evidence – Attached (Bank Statement)

Quote Id: 32585676

Prepared For:
Jason Westphal



Prepared By: **Kevin Lakoma**

Revels Turf and Tractor, LLC
717 Main Street
Allenton, WI 53002

Tel: 847-683-4653
Fax: 847-683-3978
Email: klakoma@revelstractor.com

Date: 02 April 2025

Offer Expires: 31 May 2025

Confidential

Quote Summary**Prepared For:**

Jason Westphal
902 Taft Ln
Waupun, WI 53963
Home: 608-297-9273

Prepared By:

Kevin Lakoma
Revels Turf and Tractor, LLC
717 Main Street
Allenton, WI 53002
Phone: 847-683-4653
klakoma@revelstractor.com

Quote Id: 32585676
Created On: 02 April 2025
Last Modified On: 02 April 2025
Expiration Date: 31 May 2025

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 1200A Bunker and Field Rake	\$ 27,470.14	\$ 23,524.30 X	1 =	\$ 23,524.30

Equipment Total	\$ 23,524.30
------------------------	---------------------

Quote Summary

Equipment Total	\$ 23,524.30
Package Discount	\$ 0.00
SubTotal	\$ 23,524.30
Est. Service Agreement Tax	\$ 0.00
Total	\$ 23,524.30
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 23,524.30

Salesperson : X _____**Accepted By : X** _____

Quote Id: 32585676

Customer: JASON WESTPHAL

JOHN DEERE 1200A Bunker and Field Rake

Hours:

Suggested List

Stock Number:

\$ 27,470.14

Code	Description	Qty
4300TC	1200A Bunker and Field Rake	1

Standard Options - Per Unit

001A	US/Canada	1
0443	OM Non CE English/Spanish	1
1001	Rear Frame	1
2000	Bunker Rake (Serrated Blades)	1
3001	(3) Sports Turf Tires and Wheels	1
9011	Mid-Mount Base	1
9013	Narrow Scarifier (Interval) Tines	1
9020	40 In. Front Blade	1

Other Charges

Freight	1
Setup	1

AGENDA SUMMARY SHEET

MEETING DATE: 7/8/25

TITLE: License-Permit Applications and Expenses

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

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

LICENSE/PERMIT APPLICATIONS

Operator: Courtney Respalje, Jackie Blankenberg, Karin Spanbauer, Jessica Welch, Dustin Parrish, Jeffrey Brozek, Xander Fondie, Nicole Johnson, Justine Koehoorn, Debra Schulz, Janine Golimowski

RECOMENDED MOTION:

Motion to approve the license and permit applications and authorize payment of expenses.

Report Criteria:

Report type: Summary

Invoice.Batch = "A","070825"

Check Issue Date	Check Number	Payee	Amount
06/25/2025	267	CARDPOINTE	33.70
06/25/2025	268	CREXENDO	434.61
06/25/2025	269	KWIK TRIP STORES	6,433.06
06/25/2025	270	PAYMENT SERVICE NETWORK INC	8.75
06/25/2025	271	WELLS FARGO PAYMENT REMITT	4,676.20
07/02/2025	110182	AIRGAS USA LLC	2,321.17
07/02/2025	110183	ALSTAR COMPANY LLC	248.69
07/02/2025	110184	AMAZON CAPITAL SERVICES	276.49
07/02/2025	110185	ASSOCIATED APPRAISAL CONSULTA	3,206.34
07/02/2025	110186	AT & T	79.70
07/02/2025	110187	AXLEY BRYNELSON LLP	2,748.00
07/02/2025	110188	B&B QUALITY BUILDING RESTOR OF	84,614.50
07/02/2025	110189	BADGER TOYOTALIFT	1,463.82
07/02/2025	110190	BASSETT INC	52,678.07
07/02/2025	110191	BAYCOM	282.50
07/02/2025	110192	BEER, MIKE	205.69
07/02/2025	110193	BELCO VEHICLE SOLUTIONS LLC	10,828.43
07/02/2025	110194	BETT, JOHN	40.00
07/02/2025	110195	BISHOP, ROHN	40.00
07/02/2025	110196	BUREAU OF CORRECTIONAL ENTER	862.16
07/02/2025	110197	CHARTER COMMUNICATIONS	254.98
07/02/2025	110198	CHARTER COMMUNICATIONS	114.23
07/02/2025	110199	CITY OF WAUPUN	80.00
07/02/2025	110200	DEBOER, DANYELLE	71.00
07/02/2025	110201	EHLERS AND ASSOCIATES INC	4,250.00
07/02/2025	110202	ELLISON ELECTRIC SUPPLY INC	598.42
07/02/2025	110203	FOND DU LAC COUNTY	2,119.51
07/02/2025	110204	GAPPA SECURITY SOLUTIONS LLC	565.00
07/02/2025	110205	GFC LEASING - WI	135.97
07/02/2025	110206	GFL ENVIRONMENTAL	46,700.84
07/02/2025	110207	GORDON FLESCH CO INC	45.06
07/02/2025	110208	GRAND VALLEY INSPECTION SERVIC	39,401.35
07/02/2025	110209	GREENFIELD, DAWN	52.44
07/02/2025	110210	H & R SAFETY SOLUTIONS LLC	163.80
07/02/2025	110211	HALOGEN SUPPLY COMPANY	311.64
07/02/2025	110212	HEIDEMANN, TERESA	40.00
07/02/2025	110213	HOLIDAY WHOLESALE	1,163.20
07/02/2025	110214	HOMAN AUTO - RIPON	202.02
07/02/2025	110215	LAMERS BUS LINES INC	177.14
07/02/2025	110216	LAPPEN SECURITY PRODUCTS	4,972.90
07/02/2025	110217	LIFESTAR EMERGENCY MEDICAL	5,500.00
07/02/2025	110218	MENARDS - BEAVER DAM	233.05
07/02/2025	110219	MILTON PROPANE INC	170.84
07/02/2025	110220	MSA PROFESSIONAL SERVICES INC	6,427.50
07/02/2025	110221	NEW RESTORATION AND RECOVERY	5,293.75
07/02/2025	110222	PEPSI-COLA	523.12
07/02/2025	110223	PIGGLY WIGGLY DISCOUNT FOODS	96.89
07/02/2025	110224	PITNEY BOWES INC	257.28
07/02/2025	110225	PROS 4 TECHNOLOGY INC	3,868.00

Check Issue Date	Check Number	Payee	Amount
07/02/2025	110226	RENNERTS	3,150.46
07/02/2025	110227	RHODES, TARA	40.00
07/02/2025	110228	SALAMONE SUPPLIES	656.48
07/02/2025	110229	SAN-A-CARE INC	583.79
07/02/2025	110230	STAPLES	76.25
07/02/2025	110231	STOBB PLUMBING & HEATING INC	1,115.25
07/02/2025	110232	SUBURBAN ENTERPRISES INC	501.14
07/02/2025	110233	THURMER, MIKE	40.00
07/02/2025	110234	TRU CLEANERS LLC	4,800.00
07/02/2025	110235	US CELLULAR	597.57
07/02/2025	110236	VANDEZANDE & KAUFMAN, LLP	11,740.00
07/02/2025	110237	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
07/02/2025	110238	WAUPUN EQUIPMENT COMPANY INC	586.96
07/02/2025	110239	WAUPUN UTILITIES	942.26
07/02/2025	110240	WI DEPT OF JUSTICE	623.00
07/02/2025	110241	YMCA OF DODGE COUNTY	15,316.82
07/02/2025	110242	ZARNOTH BRUSH WORKS INC	1,302.80
Grand Totals:			338,344.59

Report Criteria:

Report type: Summary

Invoice.Batch = "A","070825"

Report Criteria:

Report type: Invoice detail
 Check.Type = {<>} "Adjustment"
 Invoice.Batch = "A","070825"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AIRGAS USA LLC						
AIRGAS USA LLC	POOL CHEMICALS	07/02/2025	9162056442	100-20-5523-3-40	1,593.25	1,593.25
AIRGAS USA LLC	POOL CHEMICALS	07/02/2025	9162311871	100-20-5523-3-40	727.92	727.92
Total AIRGAS USA LLC:						2,321.17
ALSTAR COMPANY LLC						
ALSTAR COMPANY LLC	REPLACE PRESSURE WASHER WAND	07/02/2025	44625	100-70-5411-3-36	248.69	248.69
Total ALSTAR COMPANY LLC:						248.69
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	BUSINESS CARDS	07/02/2025	1DGT-DPNQ-	100-10-5110-3-38	17.45	17.45
AMAZON CAPITAL SERVICES	BRACKETS/LIGHTS - REPLACE LIGHTS ON HORSESHOE PITS @ WEST END PARK	07/02/2025	1YR6-F391-W	100-20-5525-3-36	179.62	179.62
AMAZON CAPITAL SERVICES	CARDSTOCK - LICENSES	07/02/2025	1WVY-YN6J-N	100-10-5141-3-30	29.95	29.95
AMAZON CAPITAL SERVICES	FINANCE DEPARTMENT OFFICE SUPPLIES	07/02/2025	11CT-XQVW-	100-10-5153-3-38	27.50	27.50
AMAZON CAPITAL SERVICES	FINANCE DEPT OFFICE SUPPLIES	07/02/2025	1RLQ-HWVY-	100-10-5153-3-38	16.18	16.18
AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES	07/02/2025	1QWQ-LFTQ-	100-10-5110-3-38	5.79	5.79
Total AMAZON CAPITAL SERVICES:						276.49
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM JULY 2025	07/02/2025	181209	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	07/02/2025	MAY20-JUNE1	100-40-5211-3-31	79.70	79.70
Total AT & T:						79.70
AXLEY BRYNELSON LLP						
AXLEY BRYNELSON LLP	VANDE ZANDE VS CITY - ATTORNEY FEES - MAY 2025	07/02/2025	1024477	100-10-5194-3-38	2,748.00	2,748.00
Total AXLEY BRYNELSON LLP:						2,748.00
B&B QUALITY BUILDING RESTOR OF WI LLC						
B&B QUALITY BUILDING RESTOR OF	HERITAGE MUSEUM RESTORATION	07/02/2025	PAY NO 2	400-20-5512-8-00	84,614.50	84,614.50
Total B&B QUALITY BUILDING RESTOR OF WI LLC:						84,614.50
BADGER TOYOTALIFT						
BADGER TOYOTALIFT	PARTS/SUPPLIES - REPLACE TIE RODS/CYLINDER PIN - 167-03	07/02/2025	VH9539	100-70-5411-3-36	1,463.82	1,463.82
Total BADGER TOYOTALIFT:						1,463.82

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
BASSETT INC						
BASSETT INC	ICE RINK AMMONIA VENTILATION	07/02/2025	295544	400-20-5514-8-00	52,678.07	52,678.07
Total BASSETT INC:						52,678.07
BAYCOM						
BAYCOM	VOLUME KNOB FOR PAGER	07/02/2025	EQUIPINV_05	100-50-5244-3-36	10.00	10.00
BAYCOM	PAGER REPAIRS	07/02/2025	SRVCE00000	100-50-5244-3-36	272.50	272.50
Total BAYCOM:						282.50
BEER, MIKE						
BEER, MIKE	CLOTHING ALLOWANCE	07/02/2025	6-30-25	100-12634	205.69	205.69
Total BEER, MIKE:						205.69
BELCO VEHICLE SOLUTIONS LLC						
BELCO VEHICLE SOLUTIONS LLC	INSTALLATION OF NEW & EQUIPMENT - 2025 FORD VIN 1FM5K8AB0SGB90435	07/02/2025	10592	410-40-5211-4-00	10,828.43	10,828.43
Total BELCO VEHICLE SOLUTIONS LLC:						10,828.43
BETT, JOHN						
BETT, JOHN	6-25-25 PER DIEM - POLICE & FIRE COMMISSION	07/02/2025	06252025	100-10-5210-3-38	40.00	40.00
Total BETT, JOHN:						40.00
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - JULY 2025	07/02/2025	7-1-25	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
BUREAU OF CORRECTIONAL ENTERPRISES						
BUREAU OF CORRECTIONAL ENTER	CAN LINERS	07/02/2025	306-198149	100-70-5410-3-38	542.40	542.40
BUREAU OF CORRECTIONAL ENTER	CAN LINERS	07/02/2025	306-198189	100-70-5410-3-38	319.76	319.76
Total BUREAU OF CORRECTIONAL ENTERPRISES:						862.16
CARDPOINTE						
CARDPOINTE	COMMUNITY CENTER FEE	06/25/2025	6-25-25	100-20-5511-3-38	33.70	33.70
Total CARDPOINTE:						33.70
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	07/02/2025	171156301-JU	100-10-5197-3-31	149.99	149.99
CHARTER COMMUNICATIONS	NEW COMMUNITY CENTER	07/02/2025	241449301-JU	100-20-5511-3-31	104.99	104.99
CHARTER COMMUNICATIONS	LATE FEE	07/02/2025	31233-JUNE2	100-10-5197-3-31	114.23	114.23
Total CHARTER COMMUNICATIONS:						369.21
CITY OF WAUPUN						
CITY OF WAUPUN	BUILDING PERMIT - INSTALL VENTILATION SYSTEM @ ICE ARENA	07/02/2025	7-1-25	400-20-5514-8-00	80.00	80.00
Total CITY OF WAUPUN:						80.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CREXENDO						
CREXENDO	COMMUNITY CENTER PHONE CHARGES - JUNE 2025	06/25/2025	JUNE2025	100-20-5511-3-31	434.61	434.61
Total CREXENDO:						434.61
DEBOER, DANYELLE						
DEBOER, DANYELLE	MEAL/PARKING REIMBURSEMENT - LEAP CONF	07/02/2025	6-27-25	100-40-5215-3-37	71.00	71.00
Total DEBOER, DANYELLE:						71.00
EHLERS AND ASSOCIATES INC						
EHLERS AND ASSOCIATES INC	2025 CONTINUING DISCLOSURE REPORTING - UTILITY PORTION	07/02/2025	101689	100-13850	4,250.00	4,250.00
Total EHLERS AND ASSOCIATES INC:						4,250.00
ELLISON ELECTRIC SUPPLY INC						
ELLISON ELECTRIC SUPPLY INC	PARTS/SUPPLIES - ADD OUTLETS TO POWER PANEL - CELEBRATE WAUPUN	07/02/2025	1228203	100-10-5534-3-36	202.38	202.38
ELLISON ELECTRIC SUPPLY INC	EMERGENCY EXIT SIGN REPLACEMENT - CITY GARAGE	07/02/2025	1228208	100-70-5412-3-36	396.04	396.04
Total ELLISON ELECTRIC SUPPLY INC:						598.42
FOND DU LAC COUNTY						
FOND DU LAC COUNTY	SALT	07/02/2025	271	100-70-5435-3-36	2,119.51	2,119.51
Total FOND DU LAC COUNTY:						2,119.51
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	CLOSER - INSTALL CLOSURE ON BATHROOM DOOR @ MCCUNE	07/02/2025	31958	100-20-5525-3-36	565.00	565.00
Total GAPPA SECURITY SOLUTIONS LLC:						565.00
GFC LEASING - WI						
GFC LEASING - WI	COMMUNITY CENTER COPY MACHINE CANON C39261 7/20/25 - 8/19/25	07/02/2025	I01034327	100-20-5511-3-38	135.97	135.97
Total GFC LEASING - WI:						135.97
GFL ENVIRONMENTAL						
GFL ENVIRONMENTAL	RECYCLING FUEL SURCHARGE CREDIT - JUNE 2025	07/02/2025	U9000025891	420-70-5436-3-38	46,700.84	46,700.84
Total GFL ENVIRONMENTAL:						46,700.84
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	CANON - COMMUNITY CENTER - 5/20/25-6/12/25	07/02/2025	IN15207321	100-20-5511-3-38	45.06	45.06
Total GORDON FLESCH CO INC:						45.06
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVICE	BUILDING INSP/ZONING ADMIN FOR JUNE 2025	07/02/2025	2025-124	230-30-5241-3-38	39,401.35	39,401.35

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total GRAND VALLEY INSPECTION SERVICES:						39,401.35
GREENFIELD, DAWN						
GREENFIELD, DAWN	REIMBURSE MEAL/LEAP CONF	07/02/2025	6-27-25	100-40-5215-3-37	52.44	52.44
Total GREENFIELD, DAWN:						52.44
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	SAFETY GLASSES/LENS CLEANING TOWELETES	07/02/2025	9517	100-70-5412-3-36	163.80	163.80
Total H & R SAFETY SOLUTIONS LLC:						163.80
HALOGEN SUPPLY COMPANY						
HALOGEN SUPPLY COMPANY	DIVING BOARD REFINISH KIT - REPAIR DIVING BOARD	07/02/2025	00631511	100-20-5523-3-36	311.64	311.64
Total HALOGEN SUPPLY COMPANY:						311.64
HEIDEMANN, TERESA						
HEIDEMANN, TERESA	6-25-25 PER DIEM - POLICE & FIRE COMMISSION	07/02/2025	06252025	100-10-5210-3-38	40.00	40.00
Total HEIDEMANN, TERESA:						40.00
HOLIDAY WHOLESALE						
HOLIDAY WHOLESALE	POOL CONCESSIONS	07/02/2025	2056557	100-20-5523-3-39	300.66	300.66
HOLIDAY WHOLESALE	POOL CONCESSIONS	07/02/2025	2063578	100-20-5523-3-39	862.54	862.54
Total HOLIDAY WHOLESALE:						1,163.20
HOMAN AUTO - RIPON						
HOMAN AUTO - RIPON	SCREEN ASY/GASKET/OIL - PD #7	07/02/2025	318693	100-40-5212-3-36	202.02	202.02
Total HOMAN AUTO - RIPON:						202.02
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - MAY 2025	06/25/2025	DPW-MAY25	100-70-5411-3-38	3,350.12	3,350.12
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - MAY 2025	06/25/2025	FD-MAY25	100-50-5244-3-38	344.68	344.68
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - MAY 2025	06/25/2025	PD-MAY25	100-40-5212-3-38	2,738.26	2,738.26
Total KWIK TRIP STORES:						6,433.06
LAMERS BUS LINES INC						
LAMERS BUS LINES INC	PARK PROGRAM FIELD TRIP - WATERWORKS PARK	07/02/2025	85569	100-20-5525-3-39	177.14	177.14
Total LAMERS BUS LINES INC:						177.14
LAPPEN SECURITY PRODUCTS						
LAPPEN SECURITY PRODUCTS	INSTALL NEW CAMERAS & COMPUTER @ HARRIS MILL	07/02/2025	LSPQ52569	100-70-5410-3-36	4,972.90	4,972.90
Total LAPPEN SECURITY PRODUCTS:						4,972.90
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	ACLS SERVICE- JUNE 2025	07/02/2025	21-0334	100-10-5255-3-38	5,500.00	5,500.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total LIFESTAR EMERGENCY MEDICAL:						5,500.00
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	PARK PROGRAM - FISHING TOURNAMENT	07/02/2025	77079	100-20-5525-3-39	40.86	40.86
MENARDS - BEAVER DAM	CELEBRATE WAUPUN - SET UP CABINET	07/02/2025	77554	100-10-5534-3-36	58.27	58.27
MENARDS - BEAVER DAM	PARTS/SUPPLIES - REPAIR ROOF @ SAFETY BUILDING	07/02/2025	78053	100-70-5410-3-36	133.92	133.92
Total MENARDS - BEAVER DAM:						233.05
MILTON PROPANE INC						
MILTON PROPANE INC	PROPANE FOR FORK LIFT	07/02/2025	U0155714	100-70-5411-3-38	170.84	170.84
Total MILTON PROPANE INC:						170.84
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	2024 CITY OF WAUPUN SWQMP REVISION	07/02/2025	017726	700-10-5192-3-38	3,645.00	3,645.00
MSA PROFESSIONAL SERVICES INC	2025 WAUPUN - HAZEL PATTEE FLOOD PROTECTION CONCEPT	07/02/2025	017728	700-10-5192-3-38	1,057.50	1,057.50
MSA PROFESSIONAL SERVICES INC	2025 WAUPUN - EDGEWOOD DR FLOOD PROTECTION CONCEPT	07/02/2025	017729	700-10-5192-3-38	1,375.00	1,375.00
MSA PROFESSIONAL SERVICES INC	GIS SERVICES	07/02/2025	017615	100-70-5420-3-38	350.00	350.00
Total MSA PROFESSIONAL SERVICES INC:						6,427.50
NEW RESTORATION AND RECOVERY SERVICES						
NEW RESTORATION AND RECOVERY	STORM SEWER CLEANING/LINE REPAIR - ON PLEASANT AVE BETWEEN S STATE & BLY	07/02/2025	PSI-2020-192	700-10-5192-3-36	5,293.75	5,293.75
Total NEW RESTORATION AND RECOVERY SERVICES:						5,293.75
PAYMENT SERVICE NETWORK INC						
PAYMENT SERVICE NETWORK INC	CITY OF WAUPUN CLINIC PAYMENTS - 05/01/25-05/31/25	06/25/2025	311672	100-10-5256-3-38	8.75	8.75
Total PAYMENT SERVICE NETWORK INC:						8.75
PEPSI-COLA						
PEPSI-COLA	POOL CONCESSIONS	07/02/2025	44675004	100-20-5523-3-39	523.12	523.12
Total PEPSI-COLA:						523.12
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	POOL CONCESSIONS	07/02/2025	2657	100-20-5523-3-39	14.00	14.00
PIGGLY WIGGLY DISCOUNT FOODS	POOL CONCESSIONS	07/02/2025	3810	100-20-5523-3-39	25.16	25.16
PIGGLY WIGGLY DISCOUNT FOODS	POOL CONCESSIONS	07/02/2025	7902	100-20-5523-3-39	57.73	57.73
Total PIGGLY WIGGLY DISCOUNT FOODS:						96.89
PITNEY BOWES INC						
PITNEY BOWES INC	INK CARTRIDGE FOR POSTAGE MACHINE/TAPE ROLL	07/02/2025	1027647725	100-10-5141-3-33	257.28	257.28
Total PITNEY BOWES INC:						257.28

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	AGREEMENT ADVANCED SECURITY JULY 2025	07/02/2025	57367	100-10-5197-3-38	3,868.00	3,868.00
Total PROS 4 TECHNOLOGY INC:						3,868.00
RENNERTS						
RENNERTS	591 ANNUAL PUMP TESTING/PUMP PM	07/02/2025	4402	100-50-5244-3-36	518.51	518.51
RENNERTS	592 ANNUAL GENERATOR PM	07/02/2025	4403	100-50-5244-3-36	100.00	100.00
RENNERTS	593 ANNUAL PUMP TESTING/PUMP PM/LADDER PM	07/02/2025	4404	100-50-5244-3-36	1,759.14	1,759.14
RENNERTS	594 ANNUAL PUMP TEST/PUMP PM/GENERATOR PM/FOAM SYST CALIBRATION	07/02/2025	4405	100-50-5244-3-36	772.81	772.81
Total RENNERTS:						3,150.46
RHODES, TARA						
RHODES, TARA	6-25-25 PER DIEM - POLICE & FIRE COMMISSION	07/02/2025	06252025	100-10-5210-3-38	40.00	40.00
Total RHODES, TARA:						40.00
SALAMONE SUPPLIES						
SALAMONE SUPPLIES	BUILDING SUPPLIES	07/02/2025	180231	100-70-5410-3-38	130.00	130.00
SALAMONE SUPPLIES	BUILDING SUPPLIES	07/02/2025	180288	100-70-5410-3-38	479.04	479.04
SALAMONE SUPPLIES	BUILDING SUPPLIES	07/02/2025	180326	100-70-5410-3-38	47.44	47.44
Total SALAMONE SUPPLIES:						656.48
SAN-A-CARE INC						
SAN-A-CARE INC	BUILDING SUPPLIES	07/02/2025	651628	100-70-5410-3-38	583.79	583.79
Total SAN-A-CARE INC:						583.79
STAPLES						
STAPLES	OFFICE SUPPLIES - STAPLER	07/02/2025	6035990844	100-10-5110-3-38	10.59	10.59
STAPLES	CARDSTOCK - LICENSES	07/02/2025	6035990845	100-10-5141-3-30	22.19	22.19
STAPLES	OFFICE SUPPLIES - CLASP ENVELOPES	07/02/2025	6035990846	100-10-5110-3-38	21.39	21.39
STAPLES	OFFICE SUPPLIES - PAPERCLIPS	07/02/2025	6035990847	100-10-5110-3-38	6.89	6.89
STAPLES	PERMANENT KING BLACK MARKERS	07/02/2025	6035990848	100-70-5420-3-30	15.19	15.19
Total STAPLES:						76.25
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	TRANSFORMER/CONTRACTOR/CONT ROL BD - REPAIR FURNACE/AC @ CITY GARAGE	07/02/2025	16896	100-70-5412-3-36	732.50	732.50
STOBB PLUMBING & HEATING INC	TOILET - INSTALL BROKEN TOILET @ AQUATIC CENTER	07/02/2025	16908	100-20-5523-3-36	382.75	382.75
Total STOBB PLUMBING & HEATING INC:						1,115.25
SUBURBAN ENTERPRISES INC						
SUBURBAN ENTERPRISES INC	MOVE FIRE PULL BOX - ICE ARENA	07/02/2025	201704	100-70-5410-3-36	501.14	501.14
Total SUBURBAN ENTERPRISES INC:						501.14

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THURMER, MIKE						
THURMER, MIKE	6-25-25 PER DIEM - POLICE & FIRE COMMISSION	07/02/2025	06252025	100-10-5210-3-38	40.00	40.00
Total THURMER, MIKE:						40.00
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR JUNE 2025	07/02/2025	CW070125	100-70-5410-3-38	4,800.00	4,800.00
Total TRU CLEANERS LLC:						4,800.00
US CELLULAR						
US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - JUNE 2025	07/02/2025	0736901481	100-10-5191-3-31	597.57	597.57
Total US CELLULAR:						597.57
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	ATTORNEY FEES ECONOMIC DEVELOPMENT	07/02/2025	JUNE2025	405-70-5436-3-39	10,540.00	10,540.00
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - JUNE 2025	07/02/2025	16641	100-10-5161-3-38	1,200.00	1,200.00
Total VANDEZANDE & KAUFMAN, LLP:						11,740.00
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - JULY 2025	07/02/2025	JULY2025	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN EQUIPMENT COMPANY INC						
WAUPUN EQUIPMENT COMPANY INC	FILTERS - SERVICE BACKHOE - 104- 18	07/02/2025	46357W	100-70-5411-3-36	586.96	586.96
Total WAUPUN EQUIPMENT COMPANY INC:						586.96
WAUPUN UTILITIES						
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - MAY 2025	07/02/2025	6432	700-10-5192-3-38	877.25	877.25
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - JUNE 2025	07/02/2025	6427	100-70-5420-3-31	65.01	65.01
Total WAUPUN UTILITIES:						942.26
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	COLUMN PUBLIC NOTICE - GENERAL LEGAL NOTICE - RESOLUTION 04-29- 25-02 BUDGET AMENDMENT	06/25/2025	ANGIE-APR25	100-10-5110-3-35	914.45	914.45
WELLS FARGO PAYMENT REMITT	AMAZON - REHAB DRINKS	06/25/2025	BJ-APR25/MA	100-50-5244-3-38	497.60	497.60
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 05/04/25- 06/03/25	06/25/2025	BRET-MAY25	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	GRAINGER - BASEBALL COMPLEX - IRRIGATION REPAIR	06/25/2025	JEFF-APR25/	100-20-5525-3-36	1,565.56	1,565.56
WELLS FARGO PAYMENT REMITT	HOTEL STAY - CONFERENCE	06/25/2025	JEREMY-MAY	100-40-5211-3-37	553.93	553.93
WELLS FARGO PAYMENT REMITT	HOTEL STAY - TRAINING	06/25/2025	KATHY-APR25	100-10-5191-3-37	464.85	464.85
WELLS FARGO PAYMENT REMITT	AMAZON - PROGRAMMING	06/25/2025	PAM-MAY25	210-60-5511-3-44	333.76	333.76
WELLS FARGO PAYMENT REMITT	RAZOR SHARP SCREEN PRINTING - COMM CENTER STAFF SHIRTS	06/25/2025	RACHEL-APR	100-20-5511-3-38	166.08	166.08
Total WELLS FARGO PAYMENT REMITT:						4,676.20

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - JUNE 2025	07/02/2025	G3369-JUNE2	100-10-5141-3-38	623.00	623.00
Total WI DEPT OF JUSTICE:						623.00
YMCA OF DODGE COUNTY						
YMCA OF DODGE COUNTY	WAUPUN AQUATIC CENTER PAYROLL - 6-8-25 THRU 6-21-25	07/02/2025	6262025	100-20-5523-3-38	15,316.82	15,316.82
Total YMCA OF DODGE COUNTY:						15,316.82
ZARNOTH BRUSH WORKS INC						
ZARNOTH BRUSH WORKS INC	TUBE BROOM/GUTTER BROOM	07/02/2025	0202654-IN	700-10-5192-3-36	1,302.80	1,302.80
Total ZARNOTH BRUSH WORKS INC:						1,302.80
Grand Totals:						338,344.59

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	85.12	.00	85.12
100-10-5110-3-38	62.11	.00	62.11
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	52.14	.00	52.14
100-10-5141-3-31	149.71	.00	149.71
100-10-5141-3-33	257.28	.00	257.28
100-10-5141-3-38	623.00	.00	623.00
100-10-5153-3-38	3,686.68	.00	3,686.68
100-10-5161-3-38	5,138.06	.00	5,138.06
100-10-5191-3-31	149.72	.00	149.72
100-10-5191-3-37	464.85	.00	464.85
100-10-5194-3-38	2,748.00	.00	2,748.00
100-10-5197-3-31	446.44	.00	446.44
100-10-5197-3-38	3,798.00	.00	3,798.00
100-10-5210-3-38	160.00	.00	160.00
100-10-5255-3-38	5,500.00	.00	5,500.00
100-10-5256-3-38	8.75	.00	8.75
100-10-5534-3-36	260.65	.00	260.65
100-10-5534-3-38	53.27	.00	53.27
100-12634	205.69	.00	205.69
100-13850	707.28	.00	707.28
100-20-5511-3-31	160.19	.00	160.19
100-20-5511-3-38	410.73	.00	410.73
100-20-5523-3-36	694.39	.00	694.39
100-20-5523-3-38	15,316.82	.00	15,316.82
100-20-5523-3-39	1,823.29	.00	1,823.29
100-20-5523-3-40	2,321.17	.00	2,321.17
100-20-5525-3-36	1,225.17	.00	1,225.17
100-20-5525-3-39	218.00	.00	218.00
100-21100	.00	82,050.14-	82,050.14-
100-30-5152-3-38	3,206.34	.00	3,206.34
100-40-5211-3-31	79.70	.00	79.70
100-40-5211-3-37	390.00	.00	390.00

GL Account	Debit	Credit	Proof
100-40-5211-3-38	51.12	.00	51.12
100-40-5212-3-36	202.02	.00	202.02
100-40-5212-3-38	2,738.26	.00	2,738.26
100-40-5215-3-37	123.44	.00	123.44
100-40-5215-3-38	112.81	.00	112.81
100-40-5343-3-38	1,000.00	.00	1,000.00
100-50-5230-3-38	202.50	.00	202.50
100-50-5244-3-36	3,432.96	.00	3,432.96
100-50-5244-3-38	639.78	.00	639.78
100-70-5410-3-36	5,659.09	.00	5,659.09
100-70-5410-3-38	6,902.43	.00	6,902.43
100-70-5411-3-36	2,299.47	.00	2,299.47
100-70-5411-3-38	2,961.45	.00	2,961.45
100-70-5412-3-31	108.65	.00	108.65
100-70-5412-3-36	1,292.34	.00	1,292.34
100-70-5420-3-30	15.19	.00	15.19
100-70-5420-3-31	362.69	.00	362.69
100-70-5420-3-38	350.00	.00	350.00
100-70-5435-3-36	2,119.51	.00	2,119.51
100-70-5444-3-38	1,033.88	.00	1,033.88
210-21100	106.42	608.87-	502.45-
210-60-5511-3-31	179.97	11.28-	168.69
210-60-5511-3-34	129.00	95.14-	33.86
210-60-5511-3-38	159.90	.00	159.90
210-60-5511-3-44	140.00	.00	140.00
230-21100	.00	39,401.35-	39,401.35-
230-30-5241-3-38	39,401.35	.00	39,401.35
400-20-5512-8-00	84,614.50	.00	84,614.50
400-20-5514-8-00	52,758.07	.00	52,758.07
400-21100	.00	137,372.57-	137,372.57-
405-21100	.00	4,216.00-	4,216.00-
405-70-5436-3-39	4,216.00	.00	4,216.00
410-21100	.00	10,828.43-	10,828.43-
410-40-5211-4-00	10,828.43	.00	10,828.43
419-21100	.00	3,162.00-	3,162.00-
419-70-5435-3-39	3,162.00	.00	3,162.00
420-21100	303.32	12,869.00-	12,565.68-
420-70-5436-3-38	12,869.00	303.32-	12,565.68
425-21100	1,141.04	35,276.20-	34,135.16-
425-70-5476-3-38	35,276.20	1,141.04-	34,135.16
700-10-5191-3-38	298.54	.00	298.54
700-10-5192-3-36	6,596.55	.00	6,596.55
700-10-5192-3-38	7,215.72	.00	7,215.72
700-21100	.00	14,110.81-	14,110.81-
Grand Totals:	341,446.15	341,446.15-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "A","070825"



A G E N D A
CITY OF WAUPUN WAUPUN BUSINESS ALLIANCE
NETWORKING SESSION
Werner Harmsen Furniture & Total Flooring 116 E
Main St. Waupun
Tuesday, August 19, 2025 at 4:00 PM

NOTICE OF GATHERING
CITY OF WAUPUN COMMON COUNCIL
TUESDAY, AUGUST 19, 2025

WAUPUN BUSINESS ALLIANCE NETWORKING SESSION
WERNER HARMEN FURNITURE AND TOTAL FLOORING
116 E MAIN ST
WAUPUN WI 53963

Due to a possibility of a quorum, let it be noticed that all or some members of the City of Waupun Common Council may attend the Waupun Business Alliance networking session on August 19, 2025 at 4:00pm, located at Werner Harmsen Furniture and Total Flooring, 116 E Main St., Waupun.

No action will be taken.

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



A G E N D A
CITY OF WAUPUN POSSIBLE GATHERING OF THE
WAUPUN COMMON COUNCIL AND THE BOARD OF
PARK AND RECREATION COMMISSIONERS
Waupun City Hall – 201 E. Main Street, Waupun WI
Saturday, July 19, 2025 at 1:00 PM

NOTICE OF GATHERING

CITY OF WAUPUN COMMON COUNCIL AND BOARD OF PARK AND RECREATION COMMISSIONERS
SATURDAY, JULY 19, 2025

COMMUNITY PIE SOCIAL – PROCEEDS TO BENEFIT THE WAUPUN COMMUNITY CENTER
CHRISTAIN HOME CARE AND REHAB CENTER
452 FOX LAKE RD
WAUPUN WI 53963

Due to a possibility of a quorum, let it be noticed that all or some members of the City of Waupun Common Council and the Board of Park and Recreation Commissioners, may attend the Christian Home Care and Rehab Center's Community Pie Social event, on Saturday, July 19, 2025 from 1:00pm to 3:00pm, located at 452 Fox Lake Road, Waupun. Proceeds will be donated to the Waupun Community Center.

No action will be taken.

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

COMMUNITY PIE SOCIAL



SATURDAY, JULY 19

1PM-3PM

Come explore our home and what we are all about!



CHRISTIAN HOME
CARE & REHAB CENTER

452 Fox Lake Road, Waupun, WI 53963
920.324.9051 | christianhomecrc.com

RSVP is appreciated but not required to Amy Evans @ 920-664-3643.