



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, December 12, 2023 at 5:30 PM**

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

**Virtual**

**Access:** <https://us02web.zoom.us/j/88975185869?pwd=THJ4VGdZc25vMmc5QXEVT01LdFhscz09>

**Teleconference Access:** 1-312-626-6799

**Meeting ID:** 889 7518 5869    **Pass Code:** 157171

**CALL TO ORDER**

**ROLL CALL**--Mayor to excuse any absent members

**CLOSED SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

1. Department Management and Oversight

**OPEN SESSION**

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

***There will be a slight recess to allow those attending to be seated - Meeting to resume at 6:00pm***

**CALL TO ORDER**

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

**ROLL CALL**--Mayor to excuse any absent members

**ACTION FROM CLOSED SESSION**

**PUBLIC HEARING**

1. Class B Fermented Malt Beverage and Intoxicating Liquor License Application – Hoya Hop House Brewing LLC

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

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

**CONSIDERATION - ACTION**

2. Accept Resignation of Police Chief Louden
3. Confirm Appointment of Interim Police Chief
4. Memorandum of Agreement with City of Waupun and Waupun Police Dept Local 317, WI Professional Police Association/LEER to amend Wages and Schedule Variation in the 2023-2026 Collective Bargaining Agreement
5. Compensation Reclassification for Sworn Police Administration Staff
6. BCPL State Trust Fund Loan Program Application and Resolution to Borrow Funds and Levy Tax

- [7.](#) Accept and Allocate Fond du Lac County Sales & Use Tax
- [8.](#) Gift Agreement with Michael D. Werner for the Sponsorship of Waupun Community Room
- [9.](#) Ice Fest Sponsorship
- [10.](#) Mayoral Appointment to Waupun Library Board Vacancy
- [11.](#) Light Equipment Operator Job Description
- [12.](#) Light Equipment Operator (Part-Time) Job Description
- [13.](#) 2024-2025 City of Waupun Election Inspectors
- [14.](#) Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 20, 2024

**CONSENT AGENDA** *(Roll Call Motion) Items under the consent agenda may be acted upon by one motion. It is the judgment of any Board Member that any item may be moved to later on the agenda for discussion and/or action.*

- [15.](#) Future Meetings & Gatherings, License and Permit Applications, Expenses

#### **BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES**

- [16.](#) Utility Commission 11-13-23
- [17.](#) Common Council 11-14-23
- [18.](#) Special Utility Commission 11-16-23
- [19.](#) Special Common Council 11-28-23
- [20.](#) Library Board 11-15-23
- [21.](#) Board of Public Works 10-10-23

#### **DEPARTMENT REPORTS**

- [22.](#) Police Department
23. Fire Department
- [24.](#) Library
- [25.](#) Recreation
26. Public Works
27. Utilities
- [28.](#) Finance
29. City Clerk-Treasurer-HR
- [30.](#) Administrator-Economic Development

#### **ADJOURNMENT**

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/23

**TITLE:** Class B Fermented Malt Beverage and Intoxicating Liquor License Application – Hoya Hop House Brewing LLC

**AGENDA SECTION:** PUBLIC HEARING

**PRESENTER:** Angela Hull, Clerk

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

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## ISSUE SUMMARY

Michelle Brown of Hoya Hop House Brewing LLC has submitted a Class B Fermented Malt Beverage and Intoxicating Liquor License Application for consideration for a brewpub establishment, located at 514 E Main Street, Waupun.

As these are the early stages of the development of the business, the City Clerk requests the approval of this application with contingencies and a timeframe. A brewpub is required to hold Federal and State licensing as well as City and County requirements of inspections and permits.

The Clerk requests to approve the application with the contingencies of obtaining all required licensing and permits as well as a deadline of six months. If the establishment has not met the contingencies in that six-month timeframe (June 2024), the application will return to Council for review and consideration of extension.

## STAFF RECCOMENDATION:

Approve application with contingencies and timeframe

## ATTACHMENTS:

## **RECOMMENDED MOTION:**

Motion to approve the Fermented Malt Beverage and Intoxicating Liquor License Application of Hoya Hop House Brewing LLC DBA Hoya Hope House Brewing, Michelle L. Brown (Agent), at 514 E Main Street, Waupun, contingent upon approval of Federal, State, City, and County requirements and licensing, not to exceed six months.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/2023

**TITLE:** Accept Resignation of Police Chief Louden

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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

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## ISSUE SUMMARY

The Police & Fire Commission will consider the resignation of Police Chief Scott Louden at a meeting planned for Monday, 12/11/23 and will be making a recommendation to Council on next steps.

## RECOMMENDATION:

Follow recommendation of the PFC

## ATTACHMENTS:

## MOTIONS FOR CONSIDERATION:

Motion to accept the resignation of Police Chief Louden, effective immediately.





# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/2023

**TITLE:** Confirm Appointment of Interim Police Chief

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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

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## ISSUE SUMMARY

The Police & Fire Commission will meet Monday, 12/11/23, regarding the appointment of an Interim Police Chief. Staff are recommending that the individual selected be placed on the wage scale in accordance with the current approved job description for the Police Chief in accordance with City policy.

## RECOMMENDATION:

Follow recommendation of the PFC

## ATTACHMENTS:

### **MOTIONS FOR CONSIDERATION:**

Motion to confirm PFC appointment of [insert name] to Interim Police Chief and to authorize placement on the City's compensation wage scale for the position in accordance with City policy, effective immediately.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/11/2023  
**AGENDA SECTION:** CONSIDERATION-ACTION  
**PRESENTER:** Kathy Schlieve, Administrator

**TITLE:** Memorandum of Agreement with City of Waupun and Waupun Police Dept Local 317, WI Professional Police Association/LEER to amend Wages and Schedule Variation in the 2023-2026 Collective Bargaining Agreement

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Safety	2024 budget neutral	

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## ISSUE SUMMARY

Staff have completed negotiation with the Police Union to amend wages and schedule variation in the 2023-2026 Collective Bargaining Agreement. Ongoing challenges with police recruitment and retention of sworn officers is not unique to the City of Waupun and adjustments are needed to keep pace with neighboring jurisdictions pay rates in order to retain sworn officers. The agreement as presented gives wage concession in exchange for future adoption of a 12-hour shift schedule at management discretion. The agreement as presented was approved by union membership. We are seeking your approval to adopt the agreement with changes effective with the first full payroll after January 1, 2024.

## RECOMMENDATION:

Approve the agreement as presented

## ATTACHMENTS:

MOA with WPPA

## MOTIONS FOR CONSIDERATION:

Approve Memorandum of Agreement between City of Waupun and the Waupun Police Department, Local 317, WPPA/LEER to amend wages and schedule variation in the 2023-2026 Collective Bargaining Agreement, effective January 1, 2024.

**MEMORANDUM OF AGREEMENT BETWEEN CITY OF WAUPUN TO WAUPUN  
POLICE DEPARTMENT, LOCAL 317, WPPA/LEER TO AMEND WAGES AND  
SCHEDULE VARIATION IN THE 2023-2026 COLLECTIVE BARGAINING AGREEMENT**

After careful analysis, the City of Waupun has determined that present police department staffing levels are insufficient to safely and effectively run a 12-hour shift schedule. Based on calculations, the Department would need to be at a minimum of nine working regular full-time officers on schedule to safely and effectively transition to the 12-hour shift. Given the importance of safety, the city does not wish to transition to the 12-hour shift at this time. However, the city is interested in supporting the Union's interest in a 12-hour shift model through a longer-term transition to the 12-hour shift model if future staffing levels support this type of change. As such, the proposal that follows is contingent on the following:

1. The City retains the current 6/3 rotational schedule. After the Police Department is staffed at a minimum of nine (9) sworn full-time patrol officers working on schedule (that is working and not in training, on leave, or in the academy). At that time, and at management's discretion, a determination to adopt the 12-hour shift based on language modifications outlined below will be made. The City would be willing to provide a minimum of 90-days' notice to members before implementation of a shift-schedule change. The City would retain the right to move back to the 6/3 rotational schedule if the City determined the needs of the City were not met through the schedule change with 90 days advanced notice and with the understanding that further shift schedule changes would require agreement by both parties.
2. The wage schedule as proposed below is effective the first full pay period after January 1, 2024 and would require members to forego the negotiated and planned increase in April and October of 2024 and thereafter as outlined in the current contract in favor of a larger overall increase on January 1, 2024. As presented, the proposed increases for 2024 are more than double and in some cases triple the increases offered to any other non-represented City staff for 2024.
3. Planned increases for 2025 and 2026 remain as negotiated with a 1% adjustment effective with the first full pay period after April 1 and 2% adjustment effective with the first full pay period after October 1 each of those years, unless CPI as determined by the Midwest Index is greater than 4% as of December 1 of the year prior to implementation. In that case, the City agrees to evaluate and match the increase planned for all other non-represented city staff in the adopted budget for the given year. (Source for calculation determined by Midwest Urban CPI Available from the BLS: [http://data.bls.gov/pdq/SurveyOutputServlet?data\\_tool=dropmap&series\\_id=CUUR0200SA0,CUUS0200SA0](http://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUUR0200SA0,CUUS0200SA0)) Any supplemental revenues received under Act 12, which make the proposed wage adjustment possible, are subject to consumer spending (i.e., derived from sales tax) and as such directly impacted by the risk of volatile economic condition. Given current economic uncertainty, management contends this approach is the most sustainable method for supporting the proposed wage increase.
4. Any compensatory time on the books will be paid out/reconciled from the books prior to implementation of an adjusted wage scale under this agreement.

If management implements the 12-hour shift during this contract, the following language modifications would apply:

1. To reduce strain on the least tenured officers, immediately implement vacancy assignments by bouncing or ordering using a reverse seniority ladder system as follows: Management will use

a ladder system based on rotation of reverse seniority. Officers who voluntarily sign to fill a shift vacancy will be moved to the top of the rotation when they sign. The ladder system will begin with assignment of the least senior officer who will then be moved to the top of the ladder rotation, followed by the next lowest senior officer filling next vacancy, and so forth.

2. Section 8.08: Lateral applicant days of sick leave
  - a. Lateral applicant shall be advanced ~~twelve (12) days~~ eighty-four (84) hours of sick leave on date of hire and, after completion of first full year of employment, an additional ~~twelve (12) days~~ eighty-four (84) hours of sick leave
3. Section 12.01: Normal work day/schedule
  - a. The normal workday for the 6-3 schedule shall be eight (8) hours. The normal work schedule shall be six (6) consecutive duty days on schedule followed three (3) consecutive days off. The normal workday for the 4-5 schedule shall be twelve (12) hours, and the normal work schedule shall be four (4) consecutive duty days on schedule followed by five (5) consecutive days off.
  - b. If no qualified officer has chosen to fill the vacancy through the above process within seventy-two (72) hours from when the vacancy notice was provided, or if a seventy-two hour notice could not be provided, then a qualified officer from next shift may be bounced to fill the vacancy as follows: Volunteers from within the Department will be offered the work opportunity. If not accepted by a volunteer or assigned to management, then officers may be bounced during the first or last day of their shift series, or for all consecutive days in a shift sequence. Management will use a ladder system based on rotation of reverse seniority. Officers who voluntarily sign to fill a shift vacancy will be moved to the top of the rotation when they sign. The ladder system will begin with assignment of the least senior officer who will then be moved to the top of the ladder rotation, followed by the next lowest senior officer filling the next vacancy, and so forth. Officers on their days off can voluntarily sign to split the vacancy if no Officer signs for the full 12-hour shift. In this case, each Officer will assume a 6-hour shift. This will only be allowed if both Officers agree to the voluntary split. Officers who voluntarily sign to split a shift vacancy will be moved to the top of the ladder rotation when they sign.
  - c. Employees desiring to fill schedule vacancies creating overtime shifts shall sign the posting for same with a minimum of ~~seven (7)~~ fourteen (14) days ~~(168 hours)~~ (336 hours) advanced notice. et al.
  - d. Standard schedules for the 12-hour shifts will be 6 am to 6 pm and 6 pm to 6 am.
  - e. New Language - On a training day that is an Officer's regularly scheduled workday where the training hours are less than the scheduled 12-hour shift, the Officer shall take comp time, holiday time, or make arrangements with the Chief of Police to work those remaining hours on the schedule.
4. Section 12.03 removed in entirety.
5. Section 12.04 Holdovers:
  - a. In addressing a call in, the supervisor may fill the call in through one of the following methods: (1) ~~holdover an officer from the prior shift or call in an officer from the subsequent shift~~ call in officers on their last day off in a consecutive set of days off schedule to fill the vacancy based on reverse seniority ladder system; (2) holdover an officer from the prior shift and call in an officer from the subsequent shift to fill ~~to fill the vacancy, each officer in part~~ one half of the vacant shift each; or, (3) supervisor may order in an officer or officers.
6. Section 12.08 Compensatory Time:

- a. All compensatory time will be reconciled/paid off the books prior to start of the 12-hour shift schedule change.
7. Section 12.09 Shift Differential:
- a. If the City is using the 6-3 cycle, then Employees working the 3:00 pm – 11 p.m. shift shall receive a shift premium of forty-five cents (\$.45) per hour and Fifty (50) cents per hour shall be paid for the 11:00 pm – 7:00 am shift. If the City is using the 12-hour shift rotation, employees would make determination by majority vote as whether normal working hours would be 5 am to 5 pm or 6 pm to 6 am shift. Those employees working the pm shift shall receive a shift premium of fifty cents (.50) per hour.
8. Section 14.01 Vacation
- a. Employees that reach 20 years of service earn an additional day (12 hours of pay) for each year of service over 20 years, with a maximum additional vacation leave of four days (48 hours of pay).
9. Section 14.03 Vacation Selection
- a. Eliminate final sentence in that paragraph that reads, “~~Employees will be allowed to use sixteen (16) hours of holiday time or sixteen (16) hours of compensatory time to add to their vacation selection at the time the employee selects his/her vacation.~~”
10. Section 15.01 Sick Leave
- a. Sick leave shall accumulate for all regular employees at the rate of ~~seven (7)~~ six (6) hours per month. Employees may accumulate unused sick leave, however, the maximum accumulation shall be ~~180 days~~ 960 hours.
  - b. Add language: Employees must call the supervisor as soon as known and no later than at least four hours prior to start of shift when calling in sick, unless evidence is provided as to why the call could not be made as soon as known or within the four hour notification.
11. Section 16.02 Holidays:
- a. Delete: ~~When an officer works a scheduled holiday, the employee shall have the option of combining four (4) hours of the holiday time earned with four (4) hours of compensatory time to provide eight (8) hours of paid time off. If the time is not used, he or she shall receive equivalent pay. However,~~
  - b. An Officer may schedule up to ~~four (4)~~ three (3) days of guaranteed holiday time per year, at his or her own discretion, whether or not the absence creates an overtime situation, as long as the Officer gives at least ninety-six hours (96) hours’ notice, and no other Officer has already scheduled a holiday on that day.
  - c. After ~~four (4)~~ three (3) guaranteed days of holiday time are scheduled, the officer may schedule up to ~~five (5)~~ six (6) additional days of holiday time per year to be used at the discretion of the Chief of Police.
12. Article XVII – Funeral Leave
- a. Each employee shall be allowed five (5) eight-hour work days or four (4) twelve-hour days, as applicable, off with pay in the event of the death of the employee’s spouse. Each employee shall be allowed three (3) ~~days-~~ eight-hour days or three twelve-hour days (36 hours) off with pay in the event of the death of such employee’s mother, father, grandparent, son, daughter, brother or sister. Each employee shall be allowed two (2) eight-hour days or two twelve-hour days (24 hours), as applicable, off with pay in the event of the death of the employee’s mother-in-law, father-in-law, son-in-law, or daughter-in-law. Each employee shall be allowed one (1) day of eight hours or twelve-

hours, as applicable, off with pay in the event of the death of such employee's brother-in-law or sister-in-law.

13. Appendix A Section 1.07: FTO

- a. An Officer assigned as the Field Training Officer will receive ~~one (1)~~ 1.5 hours of compensatory time for every ~~eight (8)~~ 12 hours of time spent conducting field training of an Officer.

14. Appendix A Wages

- a. Implement adjustments to the negotiated wage scale as follows. All increases will be effective the first pay period after the date listed for the increase.

<b>Proposed Wage Schedule</b>							
		0% First Pay Period After	0% First Pay Period After	1% First pay Period After	2% First Pay Period After	1% First Pay Period After	2% First Pay Period After
	1/1/2024	4/1/2024	10/1/2024	4/1/2025	10/1/2025	4/1/2026	10/1/2026
<b>Start</b>	\$ 28.55	\$ 28.55	\$ 28.55	\$ 28.84	\$ 29.41	\$ 29.71	\$ 30.30
<b>1 yr</b>	\$ 31.61	\$ 31.61	\$ 31.61	\$ 31.93	\$ 32.56	\$ 32.89	\$ 33.55
<b>2 yr</b>	\$ 32.94	\$ 32.94	\$ 32.94	\$ 33.27	\$ 33.93	\$ 34.27	\$ 34.96
<b>3 yr</b>	\$ 34.29	\$ 34.29	\$ 34.29	\$ 34.63	\$ 35.33	\$ 35.68	\$ 36.39
<b>4 yr</b>	\$ 34.98	\$ 34.98	\$ 34.98	\$ 35.33	\$ 36.04	\$ 36.40	\$ 37.12
<b>5 yr</b>	\$ 36.16	\$ 36.16	\$ 36.16	\$ 36.52	\$ 37.25	\$ 37.62	\$ 38.38
<b>7 yr</b>	\$ 36.72	\$ 36.72	\$ 36.72	\$ 37.09	\$ 37.83	\$ 38.21	\$ 38.97
<b>10 yr</b>	\$ 38.16	\$ 38.16	\$ 38.16	\$ 38.54	\$ 39.31	\$ 39.71	\$ 40.50

SIGNATURE

In Witness Whereof, the parties have hereunto set their hands and seals, by their duly authorized representatives and committees, this \_\_\_\_\_ day of December, 2023.

FOR THE ASSOCIATION:

\_\_\_\_\_  
WPPA Representative, Kevin Sorenson

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

\_\_\_\_\_  
City of Waupun WPPA Union President, Michael Navis

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

FOR THE EMPLOYER:

\_\_\_\_\_  
Mayor Rohn Bishop

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

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

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/2023 **TITLE:** Compensation Reclassification for Sworn Police Administration Staff

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Public Safety	2024 Budget Neutral

## ISSUE SUMMARY

Ongoing challenges with police recruitment and retention of sworn officers is not unique to the City of Waupun and the MOA negotiated with the Police Union has created significant wage compression for command staff positions. Wage compression can cause a number of problems when employees view pay practices as unfair, including difficulty recruiting from within, as employees may not see value in accepting a promotion requiring added responsibility with little pay differential; lack of lateral transfers in as we are experiencing; and employee turnover as employees are recruited to neighboring departments for more pay to name just a few. As such, are recommending a reclassification of pay grade within the City’s compensation system as follows (note that Patrol MOA wages are provided for reference; as a reminder the city’s compensation system has a 16-step system in each pay grade and our strategy remains to pay market rate/median wages):

	1/1/2023	10/1/2026	
Patrol - MOA	Start: \$28.55 1 Yr: \$31.61 2 Yr: \$32.94 3 Yr: \$34.29 4 Yr: \$34.98 5 Yr: \$36.16 7 Yr: \$36.72 10 Yr: \$38.16	Start: \$30.30 1 Yr: \$33.55 2 Yr: \$34.96 3 Yr: \$36.39 4 Yr: \$37.12 5 Yr: \$38.38 7 Yr: \$38.97 10 Yr: \$40.50	
Position	2022 WPCA Comparables	2024 Current Classification	2024 New Classification
Lieutenants	Min: \$41.23 Median: \$45.48 Max: \$47.09	<b>Classification M</b> Min: \$34.97 Median: \$38.96 Max: \$44.96	<b>Classification P</b> Min: \$41.07 Median: \$45.77 Max: \$52.81
Deputy Chief	Min: \$41.23 Median: \$47.08 Max: \$53.61	<b>Classification N</b> Min: \$37.00 Median: \$41.23 Max: \$47.58	<b>Classification Q</b> Min: \$43.09 Median: \$48.02 Max: \$55.41
Chief	Min: \$41.69 Median: \$49.76 Max: \$61.06	<b>Classification R</b> Min: \$45.13 Median: \$50.29 Max: \$58.03	<b>Classification S</b> Min: \$49.18 Median: \$54.80 Max: \$63.24

To verify the data, we gathered information from the annual 2022 WI Police Chief's Association wage survey for communities with populations between 8,000 and 11,500. The most recent data available is from 2022, whereas 2024 wage grid data is used for placement. If adjusted for moderate inflation, these recommendations keep us within our goal of median compensation for the position. We are seeking your approval to adopt the recommended changes effective with the first full payroll after January 1, 2024.

**RECOMMENDATION:**

Approve recommended changes to compensation classifications

**ATTACHMENTS:**

**MOTIONS FOR CONSIDERATION:**

Motion to approve recommended compensation reclassification for Sworn Police Administration Staff, effective with the first full payroll after January 1, 2024





## AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/2023

**TITLE:** BCPL State Trust Fund Loan Program Application and Resolution to Borrow Funds and Levy Tax

**AGENDA SECTION:** ORDINANCES-RESOLUTIONS

**PRESENTER:** Kathy Schlieve, City Administrator  
Casey Langenfeld, Finance Director

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality industrial land expansion		

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**SUMMARY:**

The City is seeking to acquire land at N11363 State Road 26, Waupun, WI to annex to the City and for the purpose of expanding the Waupun Industrial Park. Under direction of the Common Council, staff have reached a verbal agreement with the current property owner and closing is pending final results of Phase 1 environmental assessment on the land. This application to the Board of Commissions of Public Lands require a loan and funds will need to be levied in future years to pay for the acquisition.

**STAFF RECOMMENDATION:**

Request to approve the application and resolution to borrow \$400,000.00 from the Board of Commissioners of Public Lands.

**ATTACHMENTS:**

Application and Resolution documents for BCPL Loan.

**RECOMMENDED MOTION:**

Motion to adopt the resolution authorizing the BCPL State Trust Fund Loan Program Application for a loan of Four Hundred Thousand And 00/100 Dollars (\$400,000.00) from the Trust Funds of the State of Wisconsin to the City of Waupun in the County(ies) of Dodge And Fond Du Lac, Wisconsin.



Sarah Godlewski, *Secretary of State*  
John Leiber, *State Treasurer*  
Joshua L. Kaul, *Attorney General*

101 E. Wilson Street  
2<sup>nd</sup> Floor  
PO Box 8943  
Madison, WI 53708-8943

(608) 266-1370 INFORMATION  
(608) 266-0034 LOANS  
(608) 267-2787 FAX  
bcpl.wisconsin.gov

Thomas P. German, *Executive Secretary*

November 16, 2023

Ms. Angela Hull  
City of Waupun  
201 East Main Street  
Waupun, WI 53963

ID# 05605900

Dear Ms. Hull:

Thank you for requesting a loan application from the BCPL State Trust Fund Loan Program. Your application is attached, along with associated forms and directions. Please look through these documents and call us with any questions.

Please check your application to confirm the correct amount, rate, term, and purpose of the loan. The application interest rate should correspond to the current interest rates for BCPL General Obligation Trust Fund loans:

**General Obligation Loan Rates:**

2 Years	6.25%
3 – 5 Years	6.25%
6 – 10 Years	6.25%
11 – 20 Years	6.25%

Your interest rate is now locked at the above level for 60 days. To maintain that interest rate lock and prevent the possibility of needing to re-start the loan process from the beginning, BCPL needs to receive a properly completed loan application within 60 days from the date of this letter.

Following approval of the Application and Borrowing Resolution by your Board, the application must be completed and returned to BCPL along with the meeting minutes and the Anticipated Schedule of Disbursements. To provide enough time for internal reviews, loan processing, and assembling of our Board agenda materials, completed documents must be received a minimum of eight (8) calendar days before the next BCPL board meeting. The BCPL Board meets the first and third Tuesdays of each month.

BCPL requests that all Borrowers provide digital photographs of the projects that we finance (if applicable). We use these photos for promotional materials regarding the BCPL State Trust Fund Loan Program. Please remember to email a few high-resolution digital photographs, and be sure to include photographer credit information. We thank you in advance.

If you have questions regarding any of the documentation required by BCPL, the application process or the status of your application, please call me at 608-266-0034 or email me at [richard.sneider@wisconsin.gov](mailto:richard.sneider@wisconsin.gov).

Sincerely,

Richard Sneider, CFA, CIPM  
Chief Investment Officer

Enclosures: 1) Application Form – City 20 Year Maximum  
2) Checklist for Application Review  
3) Anticipated Schedule of Disbursements

122.doc

**STATE OF WISCONSIN**  
**BOARD OF COMMISSIONERS OF PUBLIC LANDS**  
**101 EAST WILSON STREET, 2<sup>ND</sup> FLOOR**  
**POST OFFICE BOX 8943**  
**MADISON, WISCONSIN 53708-8943**

**APPLICATION FOR STATE TRUST FUND LOAN**

**CITY - 20 YEAR MAXIMUM**

Chapter 24 Wisconsin Statutes

**CITY OF WAUPUN**

Date sent: November 16, 2023

Received and filed in Madison, Wisconsin:

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ID # 05605900

RAS

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned Mayor and clerk of the City of Waupun, in the County(ies) of Dodge And Fond Du Lac, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of Four Hundred Thousand And 00/100 Dollars (\$400,000.00) from the Trust Funds of the State of Wisconsin for the purpose of financing land acquisition for expansion of industrial park.

The loan is to be continued for a term of 15 years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of 6.25 percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of Waupun, in the County(ies) of Dodge And Fond Du Lac, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of Four Hundred Thousand And 00/100 Dollars (\$400,000.00) from the Trust Funds of the State of Wisconsin to the City of Waupun in the County(ies) of Dodge And Fond Du Lac, Wisconsin, for the purpose of financing land acquisition for expansion of industrial park. That at the same time and place, the common council of the City of Waupun by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of Waupun, certified to by the Mayor and clerk, accompanies this application.

Given under our hands in the City of Waupun in the County(ies) of Dodge And Fond Du Lac, Wisconsin, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Mayor, City of Waupun

\_\_\_\_\_  
Clerk, City of Waupun

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

## FORM OF RECORD

The following preamble and resolutions were presented by Alderman \_\_\_\_\_ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Four Hundred Thousand And 00/100 Dollars (\$400,000.00)** for the purpose of **financing land acquisition for expansion of industrial park** and for no other purpose.

The loan is to be payable within **15** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **6.25** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Waupun** by such loan from the state be applied or paid out for any purpose except **financing land acquisition for expansion of industrial park** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **Mayor** and clerk of the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **Mayor** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

Alderman \_\_\_\_\_ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- |     |          |       |       |       |
|-----|----------|-------|-------|-------|
| 1.  | Alderman | _____ | voted | _____ |
| 2.  | Alderman | _____ | voted | _____ |
| 3.  | Alderman | _____ | voted | _____ |
| 4.  | Alderman | _____ | voted | _____ |
| 5.  | Alderman | _____ | voted | _____ |
| 6.  | Alderman | _____ | voted | _____ |
| 7.  | Alderman | _____ | voted | _____ |
| 8.  | Alderman | _____ | voted | _____ |
| 9.  | Alderman | _____ | voted | _____ |
| 10. | Alderman | _____ | voted | _____ |
| 11. | Alderman | _____ | voted | _____ |
| 12. | Alderman | _____ | voted | _____ |

A majority of the members of the common council of the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

STATE OF WISCONSIN

County(ies) of **Dodge And Fond Du Lac**

I, \_\_\_\_\_, Clerk of the City of **Waupun**, in the County(ies) of **Dodge And Fond Du Lac**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of **Waupun** at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of **Waupun**, County(ies) of **Dodge And Fond Du Lac**, is constituted by law to have \_\_\_\_\_ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of \_\_\_\_\_ ayes to \_\_\_\_\_ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of **Waupun** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

City of **Waupun**

County(ies) of **Dodge And Fond Du Lac**

State of Wisconsin

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

STATE OF WISCONSIN  
COUNTY(IES) OF **DODGE AND FOND DU LAC**

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, \_\_\_\_\_, Clerk of the City of **Waupun**, County(ies) of **Dodge And Fond Du Lac**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **Waupun** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20\_\_\_\_\_ \* \$ \_\_\_\_\_  
\* Latest year available

I further certify that the whole existing indebtedness of the City of **Waupun**, County(ies) of **Dodge And Fond Du Lac**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

City of **Waupun**

County(ies) of **Dodge And Fond Du Lac**,

State of Wisconsin

\_\_\_\_\_, 20\_\_\_\_\_  
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**





**BCPL State Trust Fund Loan Program  
Anticipated Schedule of Disbursements**

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City of Waupun  
Worksheet # 05605900  
Finance Land Acquisition  
\$400,000.00

Please tell us when you anticipate the need for loan funds:

Disbursement Date	Disbursement Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NOTE:** Fill out this form using your best estimates as of the loan application date. *This is not an actual disbursement form.* We request this information to help us better manage the investment of State of Wisconsin Trust Funds. After your loan has been approved, you will receive a "Request for Loan Disbursement" form to request the actual distribution of funds.

Please return form to:

Board of Commissioners of Public Lands  
PO Box 8943  
Madison, WI 53708-8943

fax 608.267.2787  
[richard.sneider@wisconsin.gov](mailto:richard.sneider@wisconsin.gov)



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/2023

**TITLE:** Accept and Allocate Fond du Lac County Sales & Use Tax

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, City Administrator

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	N/A	

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## ISSUE SUMMARY

For 2024, the Fond du Lac County Board has voted to distribute a portion of the .5% sales tax proceeds to communities across the county. The allocation requires that the governing body vote to accept and authorize use of the funds. Waupun's allocations is \$31,089. This revenue source was included in the 2024 budget adoption. Per that budget document, staff is recommending use of the funds to support wage costs of the Economic Development Director. This is a similar approach to what was taken in 2022 and 2023. A formal action specific to acceptance and use of these funds is required by the County Board.

## STAFF RECOMMENDATION:

Approve in accordance with 2024 budget adopted on November 14, 2023.

## ATTACHMENTS:

Fond du Lac County Memo on Sales & Use Tax Allocations

## **RECOMMENDED MOTION:**

Motion to accept 2024 Fond du Lac County sales and use tax funds in the amount of \$31,089 and designate use of those funds to support the Economic Development Director position as outlined in the 2024 City of Waupun Budget document adopted on November 14, 2023.

ALLOCATION OF COUNTY SALES TAX - 2024 BUDGET

TLP/updated 10/17/23

2024 Payment  
TOTAL  
50% EQUALIZED  
50% CENSUS  
With \$10,000 Base

VENDOR # TOWNS:

		2023 Paid	2022 Paid
28914 ALTO	17,715	17,808	17,939
28915 ASHFORD	22,787	23,105	23,085
28916 AUBURN	29,461	29,859	29,410
28917 BYRON	22,566	22,526	22,616
28918 CALUMET	23,042	23,306	23,075
28919 EDEN	18,465	18,422	18,395
28920 ELDORADO	19,564	19,768	19,802
28921 EMPIRE	32,164	33,199	33,360
28922 FOND DU LAC	38,522	39,621	39,052
28923 FOREST	17,879	18,522	18,552
28924 FRIENDSHIP	26,958	26,371	26,197
28925 LAMARTINE	22,522	22,667	22,717
28926 MARSHFIELD	18,932	19,206	19,085
28927 METOMEN	14,988	15,116	15,139
28928 OAKFIELD	14,918	15,018	15,062
28929 OSCEOLA	26,060	26,452	26,268
28930 RIPON	18,918	19,018	18,935
3108 ROSENDALE	15,360	15,300	15,310
28931 SPRINGVALE	14,761	14,911	14,944
28523 TAYCHEEDA	47,570	48,666	47,775
28932 WAUPUN	20,241	20,211	20,251
<b>TOWNS SUB-TOTAL</b>	<b>483,393</b>	<b>489,072</b>	<b>486,969</b>
<b>VILLAGES:</b>			
28933 BRANDON	14,818	14,627	14,667
1497 CAMPBELLSPORT	21,105	20,596	20,857
3112 EDEN	14,938	15,112	14,961
28934 FAIRWATER	11,803	11,873	11,890
28935 MT. CALVARY	12,961	13,236	13,253
2343 N. FOND DU LAC	36,207	35,731	34,860
28936 OAKFIELD	15,793	15,959	15,959
3115 ROSENDALE	16,040	16,087	16,121
2344 ST. CLOUD	12,818	12,810	12,733
<b>VILLAGES SUB-TOTAL</b>	<b>156,483</b>	<b>156,031</b>	<b>155,301</b>
<b>CITIES</b>			
28937 FOND DU LAC	278,523	273,586	275,498
1500 RIPON	50,512	50,492	51,333
1501 WAUPUN	31,089	30,819	30,899
<b>CITIES SUB-TOTAL</b>	<b>360,124</b>	<b>354,897</b>	<b>357,730</b>
<b>GRAND TOTALS</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/11/2023

**TITLE:** Gift Agreement with Michael D. Werner for the Sponsorship of Waupun Community Room

**AGENDA SECTION:** ACTION

**PRESENTER:** Schlieve

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Quality of Life	\$125,000 Sponsorship Donation	

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## ISSUE SUMMARY

Mike Werner is making a sponsorship donation to the Waupun Senior/Community Center for the community/multi-purpose room. Per the City's sponsorships and donation policy the Common Council must official accept the donation. The agreement included outlines the terms of the sponsorship.

## RECOMMENDATION:

Accept the gift agreement as presented.

## ATTACHMENTS:

Gift Agreement with Michael D. Werner

## **MOTIONS FOR CONSIDERATION:**

Motion to accept the gift agreement with Michael D. Werner to name/sponsor the community room within the Waupun Senior/Community Center, located at 520 McKinley Street, Waupun

**CITY OF WAUPUN  
GIFT AGREEMENT**

This Gift Agreement (the “Agreement”) made this 21<sup>st</sup> day of November, 2021 between the City of Waupun, with its City Hall office located at 201 E. Main Street, Waupun, Wisconsin, 53963, a municipal corporation under the laws of the State of Wisconsin, (“City”), AND Michael D. Werner with its corporate address located at 116 E Main Street, Waupun, WI 53963, (“Sponsor”).

**RECITALS**

**WHEREAS**, the City owns and operates certain real property and facilities currently known as the Waupun Community Center, located at 520 McKinley Street, Waupun, Wisconsin, 53963, (the “Facility”); and

**WHEREAS**, the Facility consists of, in part, a Multi-Purpose / Community Gathering Room, (the “Community Room”); and

**WHEREAS**, the parties desire to enter into an Agreement pursuant to which the City will grant to Sponsor the exclusive naming rights with respect to the Community Room in return for certain benefits set forth below.

**NOW THEREFORE**, in consideration of the forgoing Community Room, the City and Sponsor hereby agree as follows:

**TERMS**

**1. SPONSORSHIP ACKNOWLEDGEMENT.**

In consideration of the sponsorship herein, the City hereby provides to Sponsor acknowledgement via a city purchased plaque placed inside the Community Room that displays the logo and the name of the room listed as Werner Harmsen Studio Center. In addition, the City will display Sponsor acknowledgement on a donor wall to be located near the main entrance of the facility.

**2. TERM OF SPONSORSHIP.**

This sponsorship term is for a 10 period, beginning December 1, 2024 and ending December 1, 2034. Sponsor will have a right of first negotiation with respect to an extension of naming rights on expiration of this term, at which time the City shall offer Sponsor the right to negotiate exclusively, reasonably and in good faith for such extension for a period of sixty (60) days. If Sponsor does not wish to extend, or if Sponsor and City do not execute a written extension of naming rights within such sixty (60) day period, then City shall be free to negotiate and enter into an agreement for sponsorship with any third party.

**3. GOODS, SERVICES OR FINANCIAL CONTRIBUTION PROVIDED BY SPONSOR.**

In return for aforementioned acknowledgement, Sponsor shall provide to the City one hundred twenty-five thousand dollars, \$125,000, to be paid within two installment payments. This first to be paid in the amount of \$62,500 by December 31, 2023. The second to be paid in the amount of \$62,500 by March 30, 2024.

A check may be directed to the following:

City of Waupun  
Attn: Finance Director  
201 E Main Street  
Waupun, WI 53963

Please note Community Center Sponsorship in memo line of check.

**4. FINANCIAL CONTRIBUTION.**

The Financial Contribution will be used at the discretion of the City to assist in purchasing and maintaining furnishings, technology, equipment, and for general maintenance of the Community Room.

**5. SIGNAGE.**

The City shall be responsible for the initial fabrication and installation costs of the signage, and for any subsequent maintenance of the signage after installation. Sponsor may change the content of the signage at its own expense upon receipt of City approval (which work will be performed by the City and billed to Sponsor at actual cost). Any damage to the signage caused by any party other than Sponsor will be repaired by the City at its own expense. Sign design be subject to sponsor approval in accordance with point 6 of this agreement.

**6. USE OF MARKS**

The Sponsor and City agree to use each other's logo to promote Werner Harmsen in connection with the Community Room throughout the term of this agreement. For clarity, Werner Harmsen's logo, includes its corporate logo for Werner Harmsen Furniture and Werner Harmsen Funeral Home. Any material, in any format, including print or web advertisement, brochures, promotional documentation, signage, where any of Sponsor's Marks are displayed or otherwise used, shall be submitted to Sponsor Organization for its prior written approval before it is made available to the public or circulated.

**7. EXCLUSIVITY**

During the term of this Agreement, Werner Harmsen will be granted exclusivity in the home décor services category (including but not limited to, furniture, flooring, cabinetry, tile, home décor) and the funeral services category, for all visibility within the Community Center in connection with the Community/Multi-Purpose Room. Accordingly, the City of Waupun undertakes that no other home décor/funeral service business will be associated with the Project in any manner during the Term, unless otherwise agreed in writing by Werner Harmsen.

**8. SPONSORSHIP SUBJECT TO APPROVAL BY CITY.**

Extent of Sponsor acknowledgement will be determined by the City and is outlined above. Sponsor must meet City approval per City Policy; *Naming Rights, Donations and Sponsorships*, ("Policy"). Sponsorship is not accepted related to tobacco, alcohol, illegal drugs, or weapons; which contain vulgar and plainly offensive, obscene, or sexually explicit language, advocates the violation of law or City policy; advances any religious or political organization; promotes supporting or opposition of a candidate for elected office or a ballot measure; which associated with any company or individual whose actions are inconsistent with the City's mission and goals or community values; is libelous; inhibits the functioning of the City; or otherwise in violation of the law.

**9. INDEMNIFICATION.**

Sponsor agrees to indemnify the City, its agents, employees and officials for and defend them against all actions, claims, demands, loss or expense of any kind or nature which the City, its agents, its employees and officials shall incur or sustain by reason of any claim, demand, investigation, or litigation resulting from messages displayed on sponsorship devices by or at the request of Sponsor, including but not limited to, claims, demands, or litigation alleging that the messages or activities are defamatory, constitute illegal competition or trade practice, contain infringement of trademarks or trade names, or constitute violation of rights of privacy or infringements of copyrights and proprietary rights, notwithstanding, the City's prior inspection of any sponsorship material and the City's failure to object to its display. This provision shall survive any cancellation or termination of this agreement.

**10. TERMINATION**

Naming recognition is provided to Sponsors that exemplify the attributes of integrity and civic leadership. If a Sponsor for whom a naming commitment has been made violates these standards, the City may require Sponsor to discontinue displaying of any Sponsor acknowledgement within the facility. The Sponsor shall have no claim against the City for damages or otherwise, by reason of such discontinuance. Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on a building, interior/exterior space or major program. The Common Council will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the City to remove the donor's name from the naming opportunity with the understanding that any donations received by the city would not be returned to the donor.

**11. NO AGENCY OR PARTNERSHIP**

Nothing contained herein shall be deemed or construed as creating an agency, partnership, or joint venture relationship between the City and Sponsor, or to cause the City to be responsible in any way for debts or obligations of Sponsor.

**12. CONTROL OF CITY ASSETS**

The City does not relinquish any aspect of the City's right to direct, manage, and control any City facility, park, program, equipment or tangible property.

**13. ASSIGNMENT OF AGREEMENT.**

This Agreement shall not be assigned without the written consent of the City, which consent shall not be unreasonably withheld.

**14. WAIVERS.**

Any failure of either party to comply with any provision of this Agreement may only be waived expressly in writing by the other party. The waiver by either party of any default or breach by the other party of any of the provisions of this Agreement shall not be deemed a continuing waiver or waiver of any other breach by the other party of the same or another provision of this Agreement.

**IN WITNESS WHEREOF**, this Agreement is executed by the City and Sponsor as of the day and year as indicated below.

**CITY OF WAUPUN, WISCONSIN**

**Michael D. Werner**

By: \_\_\_\_\_

Rohn W. Bishop

Mayor

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

By: \_\_\_\_\_

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

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

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

ATTEST:

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

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





# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/2023

**TITLE:** Ice Fest Sponsorship

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality – Tourism Support	\$5,000	

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**SUMMARY:**

The Ice Fest Committee has approached the City for a possible sponsorship of the event. Annually, Destination Lake Winnebago Region provides funds to the City to support local events. Past support has been provided to the Legion National Baseball tournament, Waupun Truck ‘n Show, etc. DLWR wrote and was awarded a Joint Effort Marketing Grant to support this event and City support of that application was required to secure funding. We are recommending a \$5,000 donation to this event from the tourism reserve fund.

**STAFF RECOMMENDATION:**

Support \$5,000 Ice Fest sponsorship.

**ATTACHMENTS:**

Business Sponsorship Letter for Ice Fest  
Event Involvement Flyer

**RECOMMENDED MOTION:**

Motion to authorize a \$5,000 sponsorship for Ice Fest with the understanding that hotel room stays will be tracked and reported by event sponsors for the period surrounding the event



Oct 1, 2023

Dear Devoted Waupun Business Owner,

On February 17-18th, our newly formed Waupun City of Sculpture organization will be hosting our first art & cultural event of the year, **Waupun IceFest!** We will be holding this annual festival in the beautiful brisk winter in the city of sculpture! Our indoor and outdoor activities will warm up Waupun and embellish our sidewalks with ICE sculptures! We are more than thrilled to bring sculptures to our city and liven up the mundane winter!

The Waupun City of Sculpture committee is passionate about adding a sculptural event to our growing community. We are eager to plan such an artful event with the help of our community members of Waupun. This event will bring our community together to honor our history of sculpture and celebrate the new! In fact, we created this event to sculpt the future of our City of Sculpture. We hope to use all proceeds from this annual art event to add modern sculptures to Waupun!

In order for this creative event to be carved out, we will need the support of our local businesses, organizations, and individuals that make up our City of Sculpture community. We are seeking out sponsorships, donations, and fundraising opportunities. We need our community creatives to take a stance, increase tourism, and assist in our efforts to bring sculptures to Waupun! We want Waupun to be an attractive destination for all visitors!

Please consider being a part of this winter wonderland! If you have any questions about Waupun IceFest, please feel free to contact Jeni Maly or Jodi Mallas. Thank you for your consideration and support for the arts and our community!

Sincerely,

Waupun IceFest Committee

**Top Hat Ice Sponsor:**

**\$2,500 (4)**

Print ads, mention in rotating Local Radio ads, Brochure/Map, Poster, Sponsor Signage, and Newspaper recognition. Choice of one ice sculpture block with your logo or a reserved table at The Rock for the Art Gala.

**Bullet Ice Sponsor:**

**\$1,000 (4)**

Mention in rotating Local Radio ads, Brochure/Map, Poster, Sponsor Signage, and Newspaper Recognition

**Octagon Ice Sponsor:**

**\$500 (5)**

Brochure/Map, Poster, Sponsor Signage, and Newspaper recognition

**Crescent Ice Sponsor:**

**\$250 (10)**

Brochure/Map, Sponsor Signage, and Newspaper recognition

**Full Cube Sponsor:**

**\$100 (20)**

Sponsor Signage and Newspaper recognition

**Half Cube Donation:**

**\$50 Community Member**

Newspaper Recognition

**Crystal Ice Donation:**

**\$25 Community Member**

Newspaper Recognition

If interested in fundraising with a portion of proceeds to be donated to IceFest, please contact Jeni Maly at [jenimaly@imaginethatartstudiowaupun.com](mailto:jenimaly@imaginethatartstudiowaupun.com).

**Timeline:**

**November 1-Complete Sculpture Selection and enclose Check Payment**

**Checks can be made out to Waupun City of Sculpture and mailed to 120 Carrington Street Waupun WI 53963. Deadline: November 1st**



## Consider being involved

- Ice Host (60 spots available)
- Warm Up Stations (10 spots available)
- Financial Sponsor (unlimited)
- Fundraising for your group that compliments IceFest, be part of the fun!
- Volunteer hours for set up, light changing, clean up etc.
- Open your business during event times on Saturday and Sunday.



### Waupun IceFest Committee

Jeni Maly  
Phone: 920.948.6921  
Email:  
[jenimaly@imaginethatartstudiowaupun.com](mailto:jenimaly@imaginethatartstudiowaupun.com)

Jodi Mallas  
Phone: 920.539.0448  
Email: [jodimallas@gmail.com](mailto:jodimallas@gmail.com)



February 17-18, 2024  
Weather Delay Date February 24-25

## A Sense of Community

Waupun is a place full of beautiful people and things. Our hope is to honor the past gifts of sculptures. While celebrating the present and future growth of Waupun.

The quality of life in Waupun is multiplying. And it is due to the hard working businesses, companies, and families that enter our city and call Waupun home.

Like the growing and creative city of Waupun, IceFest needs YOU to make it happen. We hope we can continue to count on your unwavering support of Waupun. Whichever way you decide to be involved, we thank you.



## What is being an Ice Host

Max from Art Below Zero, will carve a beautiful ice sculpture of your choice, from approx. 200 selections. One block of ice can make a masterpiece and several blocks can be a breathtaking site. Each block costs \$500. A portion covers the cost of the ice and talent. The other portion will be collected to purchase other permanent works of art for the City of Sculpture in the future. The Ice Host will be the main source of funding for future art installations in Waupun. Your Ice Sculpture can be displayed in front of your business, downtown sidewalks or in our green spaces, parks and other festivity-sites through-out Waupun. Each ice sculpture will have the option for a name plate and illumination, for a small fee. You will also be included on our event flyers and advertisements for the weekend.

## Who can be an Ice Host

Any Business Small or Large

Groups: Churches to Sports organizations, Historical to Fine Arts and anything in between

Community members and Families

Organizations looking for fundraising opportunities

And more, no one is excluded from making this a wonderful event full of excitement in the cold winter.

## What are the benefits for you:

Other cities that host similar events see up to 100K visitors over a few days time.

Restaurants are packed with hungry event goers.

Shops are busting at the seams with shoppers.

Bring Brand recognition to your business.

Increase awareness of the role YOU play in our city.

Involvement in the growth of Waupun, that is happening all around us.

The wonderful feeling of being part of the Waupun Family.

And so much more.



*Interactive Ice is possible, fun and beautiful.*



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/23

**TITLE:** Appointment to Waupun Library Board  
Vacancy

**AGENDA SECTION:** MAYORAL  
CORRESPONDENCE/PRESENTATIONS

**PRESENTER:** Rohn Bishop, Mayor

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

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**ISSUE SUMMARY**

On November 28, 2023 the Council accepted the resignation of a Library Board member who's term expires April 30, 2024, effective immediately. The Mayor is appointing Marie Svec to fill this vacancy for the remainder of the term.

**STAFF RECCOMENDATION:**

Accept the Mayoral appointment to serve on the City of Waupun Library Board for the remainder of the term expiring April 30, 2024.

**ATTACHMENTS:**

None

**RECCOMENDED MOTION:**

Motion to accept the Mayoral appointment of Marie Svec to serve on the City of Waupun Library Board for the remainder of the term expiring April 30, 2024.

**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Light equipment Operator
<b>REPORTS TO</b>	Director of Public Works
<b>DEPARTMENT</b>	Public Works
<b>TYPE</b>	Non-Represented
<b>FLSA (overtime status)</b>	Nonexempt
<b>APPROVED</b>	12-12-23

**GENERAL PURPOSE:**

This position entails skilled work in the operation of light-duty motorized equipment and performing related manual tasks. Work involves responsibility for the safe and efficient operation of equipment with moderately complex operating requirements. Operation of assigned equipment is normally a common task, but employees perform many incidental or related duties. The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operates equipment, including, but not limited to: dump truck/plow/wing/salter, skid loader, forklift, street sweeper, lawn mowers, etc. for street re-construction, snow removal, street sweeping and hauling debris, etc.
- Maintains municipal vehicles/equipment (i.e. grease, checking fluid levels, changing blades, painting and cleaning, etc.).
- Maintains municipal buildings and grounds (i.e. remodeling, repairing tables, benches, sheds, stowing equipment, removal of ice, trim trees, etc.).
- Performs basic electrical, plumbing and locksmith work (i.e. running data cables/phone/TV lines, change light bulbs, switches, ballasts; sweat pipes, unclog drains, maintain sump pump, etc.).
- Occasionally operates heavy equipment, including, but not limited to: backhoe, front end loader, etc.
- Maintains City streets and infrastructure.
- Maintains a safe work area.
- Performs other duties and responsibilities as assigned

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required:



- Knowledge of the operation of vehicles and heavy equipment.
- Valid commercial motor vehicle license with ABCDN endorsements, with no air brake restrictions, or must be able to obtain within 6 months of hire and a good driving record.
- High school diploma or equivalent and five years related experience and/or training; or equivalent combination of education and experience.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to operate heavy equipment.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to provide information in one-on-one and small group situations to public and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to make minor decisions

**TOOLS AND EQUIPMENT USED:**

This position uses hand tools, lawnmowers, dump trucks and occasional use of heavy equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock and vibration
- Occasional exposure to high, precarious places and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.
- Regularly stand, walk and sit up to 6 or more hours during their shift
- Regularly lift and/or move up to 50 pounds
- Occasionally lift and/or more up to 100 pounds.

**EQUAL OPPORTUNITY EMPLOYER:**

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



**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Light Equipment Operator (Part-Time)
<b>REPORTS TO</b>	Director of Public Works
<b>DEPARTMENT</b>	Public Works
<b>TYPE</b>	Non-Represented
<b>FLSA (overtime status)</b>	Non-Exempt
<b>APPROVED</b>	12/12/23

**GENERAL PURPOSE:**

This position maintains municipal buildings, grounds, and streets and entails skilled work in the operation of heavy equipment and light-duty motorized equipment. Work involves responsibility for the safe and efficient operation of equipment with moderately complex operating requirements. Operation of assigned equipment is normally a common task, but employees perform many incidental or related duties. The employee may be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains municipal buildings and grounds (i.e. remodeling, repairing tables, benches, sheds, stowing equipment, removal of ice, trim trees, etc.).
- Performs basic electrical, plumbing and locksmith work (i.e. running data cables/phone/TV lines, change light bulbs, switches, ballasts; sweat pipes, unclog drains, maintain sump pump, etc.).
- Operates light equipment, including, but not limited to: skid loader, forklift, lawn mowers, etc. for street re-construction, snow removal, street sweeping and hauling debris, etc.
- Maintains municipal vehicles/equipment (i.e. grease, checking fluid levels, changing blades, painting and cleaning, etc.).
- Occasionally operates heavy equipment, including, but not limited to: backhoe, front end loader, etc. Employee with valid commercial motor vehicle license, desired but not required, may operate equipment including, but not limited to: dump truck/plow/wing/salter, street sweeper, etc.
- Maintains City streets and infrastructure.
- Maintains a safe work area.
- Performs other duties and responsibilities as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Knowledge in the operation, mechanics and maintenance of buildings and grounds
- Knowledge of the operation of vehicles and heavy equipment.
- Valid commercial motor vehicle license with ABCDN endorsements, with no air brake restrictions, is desired but not required.
- High school diploma or equivalent and five years related experience and/or training; or equivalent combination of education and experience.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to operate light and heavy equipment.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to provide information in one-on-one and small group situations to public and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to make minor decisions

**TOOLS AND EQUIPMENT USED:**

This position uses, but not limited to, hand, fuel, and electrical tools/equipment and the use of light/heavy equipment and vehicles.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock and vibration
- Occasional exposure to high, precarious places and toxic or caustic chemicals.
- The noise level in the work environment may be loud.
- Regularly stand, walk and sit
- Regularly lift and/or move up to 50 pounds
- Occasionally lift and/or more up to 100 pounds.

**EQUAL OPPORTUNITY EMPLOYER:**

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/23

**TITLE:** 2024-2025 City of Waupun Election Inspectors

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Angela Hull, Clerk/Treasurer

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

**ISSUE SUMMARY:**

**WI Statute 7.30 Appointment of Election Officials**

**7.30(2) (a) Qualifications and Procedure**

*Each election official shall be a qualified elector of **a county** in which the municipality where the official serves is located, and each chief inspector shall be a qualified elector of the municipality in which the chief inspector serves. If no qualified candidate for chief inspector is available or if the chief inspector is appointed to fill a vacancy under par. (b), the person so appointed need not be a qualified elector of the municipality.*

**7.30 (4) (a) Appointments**

*The mayor, president or board chairperson of each municipality shall nominate to the governing body no later than their last regular meeting in December of each odd-numbered year the necessary election officials for each polling place*

Per WI Statutes, appointment of Election Inspectors must occur no later than December 31st of an odd numbered year. As December 31, 2023 marks the end of the current two-year term for Election Inspectors, the 2024-2025 list of qualified Election Inspectors is provided for consideration of approval.

**STAFF RECCOMENDATION:**

Approve Election Inspectors for the 2024-2025 term.

**ATTACHMENTS:**

List of Election Inspectors

**RECCOMENDED MOTION:**

Motion to approve the 2024-2025 City of Waupun Election Inspectors.

**2024-2025 City of Waupun Election Officials**

<b>Election Worker</b>	<b>Address 1</b>	<b>Address 2</b>
Aime Hartgerink	W7339 Walnut Rd	Beaver Dam WI 53916
Allegra Bossenbroek	421 Pleasant Ave	Waupun, WI 53963
Ann Boerson	1021 Maple Ave	Waupun, WI 53963
Barb Armga	228 Hawthorne	Waupun WI 53963
Beatrice TeGrootenhuis	300 Edgewood Dr	Waupun, WI 53963
Beth Vanderkin	700 Autumn Ave	Waupun, WI 53963
Brenda Marshall	531 Bittersweet Ln	Waupun, WI 53963
Carla Petersen	704 Rock River Ave	Waupun, WI 53963
Cathy Lambert	963 Wilcox St. Apt 102	Waupun, WI 53963
Claire Petersen	429 Edgewood Dr	Waupun, WI 53963
Darlene Bouwkamp	510 S Watertown St	Waupun WI 53963
Dave Hopp	807 Rock River Ave	Waupun, WI 53963
David Boukamp	510 S Watertown St	Waupun, WI 53963
Deb Coda	917 Fraser Ln Apt 11	Waupun, WI 53963
Frank Mesa	931 Rock Ave	Waupun, WI 53963
Gary Schulz	1 Wilcox Court	Waupun, WI 53963
Georgene Mulder	696 Rock River Ave	Waupun, WI 53963
Glenda Bossenbroek	421 Pleasant Ave	Waupun, WI 53963
James Petersen	704 Rock River Ave	Waupun, WI 53963
Jan Tamblin	315 W Brown St	Waupun WI 53963
Jeff Platt	26 Pluim Drive #28	Waupun, WI 53963
Joan Pluim	724 Fern	Waupun, WI 53963
Katie VanHierden	618 Wilcox St.	Waupun, WI 53963
Kimberly Pultz	739 E Main St	Waupun, WI 53963
Laurie Mueller	710 Pioneer Ave	Waupun WI 53963
Lois Bos	920 W Brown St	Waupun, WI 53963
Lori Platt	26 Pluim Drive #28	Waupun, WI 53963
Marge Peachey	605 Beekman St	Waupun, WI 53963
Matt Dickhut	307 Brandon St	Waupun, WI 53963
Pamela Timmermans	225 Brandon St	Waupun, WI 53963
Randy Armga	228 Hawthorne	Waupun WI 53963
Rodger Hunter	6 Lori Court	Waupun, WI 53963
Sharon Pluim	510 Bittersweet	Waupun, WI 53963
Sue Haefemeyer	916 Rock Ave	Waupun, WI 53963
Tom Pluim	510 Bittersweet	Waupun, WI 53963
Wayne Fix	517 W Brown St	Waupun, WI 53963
Zac Dickhut	307 Brandon St	Waupun, WI 53963



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12-12-23 **TITLE:** Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 20, 2024

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Angela Hull, Clerk/Treasurer

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

**ISSUE SUMMARY:**

The City does not have an ordinance that requires a primary be held whenever the number of candidates who qualify for the ballot is more than twice the number of seats open for an office. Because of this, we will not hold a primary regardless of the number of candidates, unless the Council makes motion upon a spring primary not later than 3 days after the deadline for filing nomination papers or Electors of the City file a sufficient petition requesting a primary within 3 days after the deadline for filing nomination papers.

At this time, only Declaration of Candidacy have been filed by all incumbents for the Mayoral race and each Aldermanic District race.

The filing deadline for Nomination Papers is Tuesday, January 2, 2024.

The due date for the Council’s decision to hold a Primary or not the third day following the deadline of nomination papers, January 5, 2024.

If a motion was made today, we would not have to hold a Special meeting prior to January 5, 2024 to vote on this issue.

**STAFF RECCOMENDATION:**

If the City would vote to not hold a Primary Election, the City would then not share in the cost of that Election. As no other Citizens have stepped forward with interest in a Seat to cause a contested race and due to budget restraints, I would recommend denying placement of the 2024 local municipal races on the Primary Election ballot.

**ATTACHMENTS:**

WI Statute-Chapter 8

**RECCOMENDED MOTION**

Motion to deny holding 2024 Primary Election for the local municipal races of Mayor and Aldermanic Districts 2, 4, and 6 if there is more than twice the number of candidates filing for these seats

**WI STATUTE – CH 8**

**Last day for governing body of a city or village to decide upon a primary, or for electors to petition for a primary, if not required by ordinance.**

8.11(1)(a), (c), (1m)(a), (e) – 3rd day following deadline for nomination papers

8.11 Spring primary.

(1) CITY.

(a) A primary may be held in any city for the nomination of candidates for city office. When a majority of all the members of the governing body of a city decide upon a spring primary for any specific election, they shall so provide not later than 3 days after the deadline for filing nomination papers.

(b) Any city may provide by charter ordinance, under s. 66.0101, that whenever 3 or more candidates file nomination papers for a city office, a primary to nominate candidates for the office shall be held.

(c) Whenever electors, equal to at least 10 percent of the vote for governor in the city at the last general election, file a petition conforming to the requirements of s. 8.40 with the city clerk requesting a primary within 3 days after the deadline for filing nomination papers, there shall be a primary for any specific election.

(d) When the number of candidates for any city office does not exceed twice the number to be elected to the office, no primary may be held for the office and the candidates' names shall appear on the ballot for the ensuing election.

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## AGENDA SUMMARY SHEET

MEETING DATE: 11/28/23

TITLE: Future Meetings & Gatherings, License and Permit Applications, Expenses

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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### FUTURE MEETINGS

#### December Committee of the Whole TBD

Tuesday, January 9, 2024	Common Council	6:00PM
Tuesday, January 30, 2024	Committee of the Whole	5:30PM
Tuesday, February 13, 2024	Common Council	6:00PM
Tuesday, February 27, 2024	Committee of the Whole	5:30PM
Tuesday, March 12, 2024	Common Council	6:00PM
Tuesday, March 26, 2024	Committee of the Whole	5:30PM

### LICENSE/PERMIT APPLICATIONS

Permit to Keep Backyard Chickens (Renewal): Mark Roecker, Kyle/Alicia Schweder, Todd Atkinson

Temporary Class B: Waupun Hockey Association (Jan 5, 2024) Alumni Game; 510 E Spring St. Waupun

### EXPENSES

Attached

#### RECOMENDED MOTION:

Motion to accept the monthly financials and approve the Consent Agenda. *(Roll Call)*

## Report Criteria:

Report type: Summary

Invoice.Batch = "A","11282023","121223"

Check Issue Date	Check Number	Payee	Amount
11/29/2023	169	CINTAS CORPORATION NO 2	596.95
11/29/2023	170	CREXENDO	456.38
11/29/2023	171	KWIK TRIP STORES	6,840.07
11/29/2023	172	WELLS FARGO PAYMENT REMITT	7,635.52
11/28/2023	106893	FOND DU LAC COUNTY CLERK OF C	846.00
11/28/2023	106894	MID MORAINÉ MUNICIPAL COURT	470.50
12/07/2023	106895	AMAZON CAPITAL SERVICES	418.59
12/07/2023	106896	ALLIANT ENERGY/WP&L	5,242.16
12/07/2023	106897	ALSTAR COMPANY LLC	290.58
12/07/2023	106898	ASSOCIATED APPRAISAL CONSULTA	3,186.36
12/07/2023	106899	AT & T	129.40
12/07/2023	106900	AT&T MOBILITY	278.10
12/07/2023	106901	BAKER TILLY US LLP	6,202.00
12/07/2023	106902	BENTZ AUTOMOTIVE INC	202.80
12/07/2023	106903	BISHOP'S DETAIL SERVICES	120.00
12/07/2023	106904	BROOKS SHOE & REPAIR	450.00
12/07/2023	106905	BUCHHOLZ, BAMBI	40.00
12/07/2023	106906	CAPITAL NEWSPAPERS	100.91
12/07/2023	106907	CAREW CONCRETE & SUPPLY INC	224.63
12/07/2023	106908	CEDAR CORPORATION	25,958.70
12/07/2023	106909	CEILING GUYS INC	3,187.50
12/07/2023	106910	CITY OF BEAVER DAM	1,720.00
12/07/2023	106911	DEMAA JR, WILLIAM	438.19
12/07/2023	106912	DESTINATION LAKE WINNEBAGO RE	1,434.01
12/07/2023	106913	DETECTACHEM	286.10
12/07/2023	106914	EAGLE ENGRAVING	87.78
12/07/2023	106915	EMERGENCY MEDICAL PRODUCTS	411.49
12/07/2023	106916	MARTENS ACE HARDWARE	566.93
12/07/2023	106917	FOND DU LAC COUNTY TREASURER	2,653.01
12/07/2023	106918	GAPPA SECURITY SOLUTIONS LLC	4,749.50
12/07/2023	106919	GFL ENVIRONMENTAL	45,828.48
12/07/2023	106920	GORDON FLESCH CO INC	180.77
12/07/2023	106921	GRAND VALLEY INSPECTION SERVIC	2,474.03
12/07/2023	106922	HALRON LUBRICANTS INC	1,270.46
12/07/2023	106923	HEIDEMANN, TERESA	40.00
12/07/2023	106924	HERITAGE RIDGE TRAVEL PLAZA	350.86
12/07/2023	106925	HOMAN AUTO -GATEWAY	33.78
12/07/2023	106926	INTERNET CORPORATION LISTING	75.00
12/07/2023	106927	JEFFERSON FIRE & SAFETY INC	355.50
12/07/2023	106928	LIFESTAR EMERGENCY MEDICAL	3,780.00
12/07/2023	106929	MENARDS - BEAVER DAM	1,252.08
12/07/2023	106930	MICK FISCHER TROPHY & ENGRAVIN	506.80
12/07/2023	106931	MODERN OVERHEAD DOOR	637.60
12/07/2023	106932	MORAINÉ PARK TECHNICAL COLLEG	184.20
12/07/2023	106933	NAPA AUTO PARTS-WAUPUN	893.56
12/07/2023	106934	O'REILLY AUTOMOTIVE INC	334.58
12/07/2023	106935	PETTY CASH-CITY HALL	22.27
12/07/2023	106936	PITNEY BOWES GLOBAL FINANCIAL S	521.52
12/07/2023	106937	PITNEY BOWES INC	132.79



Check Issue Date	Check Number	Payee	Amount
12/07/2023	106938	POMP'S TIRE	440.00
12/07/2023	106939	PROS 4 TECHNOLOGY INC	10,688.00
12/07/2023	106940	RHODES, TARA	40.00
12/07/2023	106941	SSM HEALTH AT WORK	450.00
12/07/2023	106942	SCHOOL DISTRICT OF WAUPUN	2,617.28
12/07/2023	106943	SERWE IMPLEMENT	739.99
12/07/2023	106944	SIRCHIE ACQUISITION COMPANY LLC	222.91
12/07/2023	106945	THURMER, MIKE	40.00
12/07/2023	106946	TRU CLEANERS LLC	4,134.27
12/07/2023	106947	US CELLULAR	388.08
12/07/2023	106948	VANDEZANDE & KAUFMAN, LLP	1,220.00
12/07/2023	106949	VERTICAL CONSULTANTS LLC	948.00
12/07/2023	106950	C.VERHAGE.PHOTO	45.00
12/07/2023	106951	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
12/07/2023	106952	WAUPUN UTILITIES	937.06
12/07/2023	106953	WI DEPT OF JUSTICE	35.00
12/07/2023	106954	BISHOP, ROHN	40.00
12/07/2023	106955	BETT, JOHN	40.00
Grand Totals:			<u>158,124.03</u>

## Report Criteria:

Report type: Summary

Invoice.Batch = "A","11282023","121223"

Report Criteria:

Report type: Invoice detail  
 Check.Type = {<>} "Adjustment"  
 Invoice.Batch = "121223","A","11282023"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - NOV 2023	12/07/2023	1780510000-N	100-70-5410-3-32	1,410.90	1,410.90
ALLIANT ENERGY/WP&L	COMMUNITY CENTER MONTHLY FUEL-NOV 2023 - CITY	12/07/2023	2831330000-N	100-70-5410-3-32	1,336.71	1,336.71
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - NOV 2023	12/07/2023	3264610000-N	100-70-5412-3-32	1,129.62	1,129.62
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - NOV 23	12/07/2023	3425110000-N	100-20-5512-3-32	372.90	372.90
ALLIANT ENERGY/WP&L	AQUATIC CENTER - NOV 2023	12/07/2023	5374620000-N	100-20-5523-3-32	130.89	130.89
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - NOV 2023	12/07/2023	5946940000-N	100-50-5231-3-32	670.26	670.26
ALLIANT ENERGY/WP&L	SENIOR CENTER - NOV 23	12/07/2023	7255200000-N	100-20-5513-3-32	190.88	190.88
Total ALLIANT ENERGY/WP&L:						5,242.16
ALSTAR COMPANY LLC	TEMP RATING IMPAC HOSE	12/07/2023	34710	100-70-5411-3-36	290.58	290.58
Total ALSTAR COMPANY LLC:						290.58
AMAZON CAPITAL SERVICES	FIRST RESPONDER BAG FOR RANGE	12/07/2023	1DDL-PKH3-X	400-40-5211-8-00	121.98	121.98
AMAZON CAPITAL SERVICES	GRADER VOLTAGE REGULATOR REPLACEMENT	12/07/2023	1DTK-MQ61-L	100-70-5411-3-36	65.58	65.58
AMAZON CAPITAL SERVICES	COFFEE - CITY HALL	12/07/2023	14WH-VPP6-4	100-10-5110-3-38	45.99	45.99
AMAZON CAPITAL SERVICES	REPLACEMENT ACTUATORS AT SAFETY BUILDING	12/07/2023	199X-16WH-3	100-70-5410-3-36	185.04	185.04
Total AMAZON CAPITAL SERVICES:						418.59
ASSOCIATED APPRAISAL CONSULTAN	MONTHLY SERVICES-REVAL PROGRAM DEC 2023	12/07/2023	171741	100-30-5152-3-38	3,186.36	3,186.36
Total ASSOCIATED APPRAISAL CONSULTAN:						3,186.36
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	12/07/2023	OCT20-NOV1	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - OCT 24-NOV 23 2023 FIRE ADM	12/07/2023	OCT24-NOV2	100-50-5231-3-31	278.10	278.10
Total AT&T MOBILITY:						278.10
BAKER TILLY US LLP	12/31/23 AUDIT FEES	12/07/2023	BT2617618	100-10-5157-3-38	6,202.00	6,202.00
Total BAKER TILLY US LLP:						6,202.00
BENTZ AUTOMOTIVE INC	LOADER TIRE REPAIRS #105-08	12/07/2023	28474	100-70-5411-3-36	202.80	202.80

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BENTZ AUTOMOTIVE INC:						202.80
BETT, JOHN						
BETT, JOHN	12-4-23 - PER DIEM - POLICE & FIRE COMMISSION	12/07/2023	12042023	100-10-5210-3-38	40.00	40.00
Total BETT, JOHN:						40.00
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - DEC 2023	12/07/2023	12-5-23	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
BISHOP'S DETAIL SERVICES						
BISHOP'S DETAIL SERVICES	3 MINI DETAILS ON SQUAD CARS	12/07/2023	11292023	100-40-5212-3-36	120.00	120.00
Total BISHOP'S DETAIL SERVICES:						120.00
BROOKS SHOE & REPAIR						
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - SCHLIEVE, A	12/07/2023	48109	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - FERCH	12/07/2023	48252	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	BOOT ALLOWANCE - SCHAUVER	12/07/2023	48254	100-70-5412-3-38	150.00	150.00
Total BROOKS SHOE & REPAIR:						450.00
BUCHHOLZ, BAMBI						
BUCHHOLZ, BAMBI	12-4-23 POLICE & FIRE COMMISSION PER DIEM	12/07/2023	12042023	100-10-5210-3-38	40.00	40.00
Total BUCHHOLZ, BAMBI:						40.00
C.VERHAGE.PHOTO						
C.VERHAGE.PHOTO	EMPLOYEE PHOTO - LEDESMA	12/07/2023	4421003	100-10-5143-3-38	45.00	45.00
Total C.VERHAGE.PHOTO:						45.00
CAPITAL NEWSPAPERS						
CAPITAL NEWSPAPERS	ALDERMANIC DIST 3 AD - REMAINING BALANCE	12/07/2023	181436/2	100-10-5142-3-35	72.67	72.67
CAPITAL NEWSPAPERS	ORD #23-08	12/07/2023	183629	100-10-5110-3-35	28.24	28.24
Total CAPITAL NEWSPAPERS:						100.91
CAREW CONCRETE & SUPPLY INC						
CAREW CONCRETE & SUPPLY INC	SIDEWALK REPLACEMENT - 615 E JEFFERSON ST	12/07/2023	1283235	400-70-5444-8-00	224.63	224.63
Total CAREW CONCRETE & SUPPLY INC:						224.63
CEDAR CORPORATION						
CEDAR CORPORATION	PROFESSIONAL SERVICES - SENIOR/COMM CENTER - THRU 11/18/23	12/07/2023	117834	400-20-5513-8-00	25,718.70	25,718.70
CEDAR CORPORATION	PROFESSIONAL SERVICES - FOOD TRUCK ALLEY	12/07/2023	117835	405-70-5436-8-00	240.00	240.00
Total CEDAR CORPORATION:						25,958.70

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CEILING GUYS INC						
CEILING GUYS INC	25% DOWN PAYMENT - CEILING PROJECT - COMM ICE CENTER	12/07/2023	117	400-20-5514-8-00	3,187.50	3,187.50
Total CEILING GUYS INC:						3,187.50
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - OCT 2023	11/29/2023	4171373117	100-70-5410-3-38	53.16	53.16
CINTAS CORPORATION NO 2	LIBRARY RUGS - OCT 2023	11/29/2023	4171373146	100-70-5410-3-38	104.30	104.30
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - OCT 2023	11/29/2023	4171373162	100-70-5410-3-38	88.27	88.27
CINTAS CORPORATION NO 2	CITY HALL RUGS - OCT 2023	11/29/2023	4171373232	100-70-5410-3-38	116.27	116.27
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - OCT 2023	11/29/2023	4171373297	100-70-5411-3-38	84.07	84.07
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - OCT 2023	11/29/2023	4172019007	100-70-5411-3-38	50.96	50.96
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2023	11/29/2023	4172804957	100-70-5411-3-38	49.96	49.96
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2023	11/29/2023	4173519173	100-70-5411-3-38	49.96	49.96
Total CINTAS CORPORATION NO 2:						596.95
CITY OF BEAVER DAM						
CITY OF BEAVER DAM	EMS CALL 11-16-23	12/07/2023	21764	100-10-5255-3-38	860.00	860.00
CITY OF BEAVER DAM	EMS CALL 11-21-23	12/07/2023	21765	100-10-5255-3-38	860.00	860.00
Total CITY OF BEAVER DAM:						1,720.00
CREXENDO						
CREXENDO	SENIOR CENTER PHONE CHARGES - NOV 2023	11/29/2023	NOV23	100-20-5513-3-31	456.38	456.38
Total CREXENDO:						456.38
DEMAA JR, WILLIAM						
DEMAA JR, WILLIAM	CANDY - HALLOWEEN ON MAIN	12/07/2023	12-5-23	100-50-5233-3-38	438.19	438.19
Total DEMAA JR, WILLIAM:						438.19
DESTINATION LAKE WINNEBAGO REGION						
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - OCTOBER 2023	12/07/2023	OCT 2023	430-70-5436-3-42	1,434.01	1,434.01
Total DESTINATION LAKE WINNEBAGO REGION:						1,434.01
DETECTACHEM						
DETECTACHEM	DRUG TEST KITS-MULTI, OPIATES, COCAINE, METH/MDMA	12/07/2023	INV13039	100-40-5213-3-38	286.10	286.10
Total DETECTACHEM:						286.10
EAGLE ENGRAVING						
EAGLE ENGRAVING	SERVICE AWARD PINS	12/07/2023	2023-8057	100-50-5231-3-38	87.78	87.78
Total EAGLE ENGRAVING:						87.78
EMERGENCY MEDICAL PRODUCTS						
EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES - EYE WASH/SOFT STRETCHER/CHEST SEAL	12/07/2023	2593190	100-50-5230-3-38	183.65	183.65
EMERGENCY MEDICAL PRODUCTS	GLUCOSE METERS	12/07/2023	2598329	100-50-5230-3-38	50.46	50.46
EMERGENCY MEDICAL PRODUCTS	MED GLOVES & GLUCOSE TESTING STRIPS	12/07/2023	2599213	100-50-5230-3-38	177.38	177.38

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total EMERGENCY MEDICAL PRODUCTS:						411.49
<b>FOND DU LAC COUNTY CLERK OF COURTS</b>						
FOND DU LAC COUNTY CLERK OF C	PAID WARRANT - OPPOR	11/28/2023	11-28-23	100-13850	846.00	846.00
Total FOND DU LAC COUNTY CLERK OF COURTS:						846.00
<b>FOND DU LAC COUNTY TREASURER</b>						
FOND DU LAC COUNTY TREASURER	SHARING OF OMITTED TAXES - LEVIN	12/07/2023	12-6-23	202-26130	1,898.01	1,898.01
FOND DU LAC COUNTY TREASURER	BALLOTS/PROGRAMMING/SUPPLIES	12/07/2023	25538	100-10-5142-3-38	755.00	755.00
Total FOND DU LAC COUNTY TREASURER:						2,653.01
<b>GAPPA SECURITY SOLUTIONS LLC</b>						
GAPPA SECURITY SOLUTIONS LLC	INSTALL 2 NEW CAMERAS AND 4 NEW MICROPHONES	12/07/2023	28617	100-40-5212-3-36	4,749.50	4,749.50
Total GAPPA SECURITY SOLUTIONS LLC:						4,749.50
<b>GFL ENVIRONMENTAL</b>						
GFL ENVIRONMENTAL	RESIDENTIAL RECYCLING/FUEL SURCHARGE - NOV 2023	12/07/2023	U9000016986	420-70-5436-3-38	45,828.48	45,828.48
Total GFL ENVIRONMENTAL:						45,828.48
<b>GORDON FLESCH CO INC</b>						
GORDON FLESCH CO INC	RICOH PRINT CART SP 4100NL	12/07/2023	IN14466581	100-10-5141-3-36	180.77	180.77
Total GORDON FLESCH CO INC:						180.77
<b>GRAND VALLEY INSPECTION SERVICES</b>						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR NOV 2023	12/07/2023	2023-207	230-30-5241-3-38	2,474.03	2,474.03
Total GRAND VALLEY INSPECTION SERVICES:						2,474.03
<b>HALRON LUBRICANTS INC</b>						
HALRON LUBRICANTS INC	GREASE FOR EQUIPMENT	12/07/2023	1465599-00	100-70-5411-3-36	72.46	72.46
HALRON LUBRICANTS INC	BULK OIL - SPIRAX SHELL	12/07/2023	1465605-00	100-70-5411-3-36	1,198.00	1,198.00
Total HALRON LUBRICANTS INC:						1,270.46
<b>HEIDEMANN, TERESA</b>						
HEIDEMANN, TERESA	12-4-23 - POLICE & FIRE COMM PER DIEM	12/07/2023	12042023	100-10-5210-3-38	40.00	40.00
Total HEIDEMANN, TERESA:						40.00
<b>HERITAGE RIDGE TRAVEL PLAZA</b>						
HERITAGE RIDGE TRAVEL PLAZA	DPW FUEL - 156-10 LEAF SUCKER	12/07/2023	28253	700-10-5193-3-36	175.93	175.93
HERITAGE RIDGE TRAVEL PLAZA	DPW FUEL - 8-20 PUMP TRUCK	12/07/2023	28348	700-10-5192-3-36	174.93	174.93
Total HERITAGE RIDGE TRAVEL PLAZA:						350.86
<b>HOMAN AUTO -GATEWAY</b>						
HOMAN AUTO -GATEWAY	REPLACE RIGHT HEAD LAMP BULB	12/07/2023	1021886	100-70-5411-3-36	19.57	19.57
HOMAN AUTO -GATEWAY	REPLACE FILTER #34-09	12/07/2023	1021926	100-70-5411-3-36	14.21	14.21

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total HOMAN AUTO -GATEWAY:						33.78
INTERNET CORPORATION LISTING						
INTERNET CORPORATION LISTING	DOMAIN CITY OF WAUPUN.ORG 1-01-24/1-01-25	12/07/2023	1/1/24-1/1/25	100-10-5197-3-38	75.00	75.00
Total INTERNET CORPORATION LISTING:						75.00
JEFFERSON FIRE & SAFETY INC						
JEFFERSON FIRE & SAFETY INC	O2 MOUNTING BRACKET FOR AMBULANCE - HEALTHCARE INFR GRANT	12/07/2023	IN308913	100-50-5230-3-38	355.50	355.50
Total JEFFERSON FIRE & SAFETY INC:						355.50
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - OCT 2023	11/29/2023	DPW-OCT23	100-70-5411-3-38	3,830.56	3,830.56
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - OCT 2023	11/29/2023	FD-OCT23	100-50-5232-3-38	266.43	266.43
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - OCT 2023	11/29/2023	PD-OCT23	100-40-5212-3-38	2,743.08	2,743.08
Total KWIK TRIP STORES:						6,840.07
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	DEDUCTION DUE TO CITY OF BEAVER DAM ATTENDING A CALL ON 11-21-23	12/07/2023	21-0213	100-10-5255-3-38	3,780.00	3,780.00
Total LIFESTAR EMERGENCY MEDICAL:						3,780.00
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	RAKE	12/07/2023	232423	100-70-5411-3-38	39.98	39.98
MARTENS ACE HARDWARE	FASTENERS	12/07/2023	232453	100-70-5411-3-36	23.21	23.21
MARTENS ACE HARDWARE	BULB	12/07/2023	232509	100-40-5211-3-36	8.99	8.99
MARTENS ACE HARDWARE	SUPER GLUE	12/07/2023	232551	100-70-5410-3-36	5.99	5.99
MARTENS ACE HARDWARE	GROUNDING PLUB/CONNECTOR/CONN LOCKING/BULK WIRE	12/07/2023	232560	100-70-5410-3-36	86.90	86.90
MARTENS ACE HARDWARE	DOG LEASH/ROPE/SNAP BOLT/METAL BAK	12/07/2023	232631	100-70-5411-3-36	49.96	49.96
MARTENS ACE HARDWARE	ELBOW/COUPLE/TUBE CUTTER	12/07/2023	232658	100-70-5412-3-36	69.97	69.97
MARTENS ACE HARDWARE	DW WIRE STRINGER WHEEL	12/07/2023	232707	100-70-5411-3-36	21.99	21.99
MARTENS ACE HARDWARE	TOILET SEAT	12/07/2023	232891	100-70-5410-3-36	29.99	29.99
MARTENS ACE HARDWARE	PINE SOL CLEANER/BATTERIES	12/07/2023	232906	100-70-5410-3-36	110.93	110.93
MARTENS ACE HARDWARE	CAULK/GLUE/ANCHOR/FASTENERS	12/07/2023	232916	100-70-5410-3-36	17.35	17.35
MARTENS ACE HARDWARE	UPS POSTAGE	12/07/2023	232959	100-50-5230-3-38	22.74	22.74
MARTENS ACE HARDWARE	ARMOR ALL/RAIN-X/GLASS CLEANER/CARPET CLEANER/SIMPLE GREEN	12/07/2023	232999	100-70-5411-3-36	78.93	78.93
Total MARTENS ACE HARDWARE:						566.93
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	POLICE SHOOTING RANGE SHET - OUTLETS AND LIGHTS	12/07/2023	46240	400-40-5211-8-00	1,130.81	1,130.81
MENARDS - BEAVER DAM	SUPPLIES/PARTS - FIRE DEPT TRUCK BAY AREA HOOKUPS	12/07/2023	46241	100-70-5410-3-36	121.27	121.27
Total MENARDS - BEAVER DAM:						1,252.08

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
<b>MICK FISCHER TROPHY &amp; ENGRAVING</b>						
MICK FISCHER TROPHY & ENGRAVIN	SERVICE AWARD PLAQUES - FIRE DEPT	12/07/2023	3266	100-50-5231-3-38	506.80	506.80
Total MICK FISCHER TROPHY & ENGRAVING:						506.80
<b>MID MORAINÉ MUNICIPAL COURT</b>						
MID MORAINÉ MUNICIPAL COURT	PAID WARRANT - BRUENE	11/28/2023	11-28-23	100-13850	470.50	470.50
Total MID MORAINÉ MUNICIPAL COURT:						470.50
<b>MODERN OVERHEAD DOOR</b>						
MODERN OVERHEAD DOOR	COMMERCIAL SERVICE CALL/CHANGE BEARING & FIX DOOR	12/07/2023	48853	100-70-5412-3-36	637.60	637.60
Total MODERN OVERHEAD DOOR:						637.60
<b>MORAINÉ PARK TECHNICAL COLLEGE</b>						
MORAINÉ PARK TECHNICAL COLLEGE	SHARING OF OMITTED TAXES - LEVIN	12/07/2023	12-6-23	202-26130	184.20	184.20
Total MORAINÉ PARK TECHNICAL COLLEGE:						184.20
<b>NAPA AUTO PARTS-WAUPUN</b>						
NAPA AUTO PARTS-WAUPUN	BRACKET	12/07/2023	395268	100-70-5411-3-36	15.52	15.52
NAPA AUTO PARTS-WAUPUN	BULK TRAILER WIRE	12/07/2023	395384	100-70-5411-3-36	96.00	96.00
NAPA AUTO PARTS-WAUPUN	CABIN AIR FILTERS	12/07/2023	395487	100-70-5411-3-36	23.25	23.25
NAPA AUTO PARTS-WAUPUN	NAPA OE SOLUTIONS STEEL BASE	12/07/2023	395804	700-10-5192-3-36	155.79	155.79
NAPA AUTO PARTS-WAUPUN	TUBE NUT/BRAKE TUBING/BRAKE FLUID	12/07/2023	395906	100-70-5411-3-36	106.80	106.80
NAPA AUTO PARTS-WAUPUN	BLSTR PK MINIATURES	12/07/2023	395982	100-40-5212-3-36	7.49	7.49
NAPA AUTO PARTS-WAUPUN	HYDRAULIC OIL	12/07/2023	396128	100-70-5411-3-36	20.70	20.70
NAPA AUTO PARTS-WAUPUN	BAY BOX	12/07/2023	396158	100-70-5411-3-36	84.99	84.99
NAPA AUTO PARTS-WAUPUN	HYDRAULIC OIL	12/07/2023	396166	100-70-5411-3-36	20.70	20.70
NAPA AUTO PARTS-WAUPUN	PLASTEEL	12/07/2023	396203	100-70-5411-3-36	114.15	114.15
NAPA AUTO PARTS-WAUPUN	TIRE CHANGER DUCK HEAD	12/07/2023	396214	100-70-5411-3-38	47.99	47.99
NAPA AUTO PARTS-WAUPUN	FLUID FILTER/PANEL FILTER/HYDRAULIC FILTER/AIR FILTER	12/07/2023	396216	100-70-5411-3-36	402.79	402.79
NAPA AUTO PARTS-WAUPUN	CREDIT	12/07/2023	396264	100-70-5411-3-36	114.15-	114.15-
NAPA AUTO PARTS-WAUPUN	PARTS/SUPPLIES	12/07/2023	396364	100-70-5411-3-36	94.72	94.72
NAPA AUTO PARTS-WAUPUN	CREDIT	12/07/2023	396433	100-70-5411-3-36	18.10-	18.10-
NAPA AUTO PARTS-WAUPUN	GREASE CART/MOTOR TUNE-UP/WINDSHIELD WASH/POWER SERVICE DIESEL	12/07/2023	396786	100-70-5411-3-36	169.80	169.80
NAPA AUTO PARTS-WAUPUN	CREDIT	12/07/2023	396894	100-70-5411-3-36	402.79-	402.79-
NAPA AUTO PARTS-WAUPUN	SEAL FILTER/FLUID FILTER	12/07/2023	397121	100-70-5411-3-36	53.99	53.99
NAPA AUTO PARTS-WAUPUN	DOOR LOCK ROD CLIPS	12/07/2023	397234	100-50-5232-3-36	6.17	6.17
NAPA AUTO PARTS-WAUPUN	OIL FOR SALTERS	12/07/2023	397435	100-70-5411-3-36	25.34	25.34
NAPA AUTO PARTS-WAUPUN	EARLY PAY DISCOUNT	12/07/2023	CREDIT-NOV2	100-70-5411-3-36	17.59-	17.59-
Total NAPA AUTO PARTS-WAUPUN:						893.56
<b>O'REILLY AUTOMOTIVE INC</b>						
O'REILLY AUTOMOTIVE INC	BRAKE PADS AND ROTORS - SQUAD 8	12/07/2023	2391-123336	100-40-5212-3-36	149.99	149.99
O'REILLY AUTOMOTIVE INC	REPLACE BATTERY & AIR FILTER #1-16	12/07/2023	2391-123914	100-70-5411-3-36	194.59	194.59
O'REILLY AUTOMOTIVE INC	BATTERY CORE RETURN #1-16	12/07/2023	2391-123915	100-70-5411-3-36	10.00-	10.00-
Total O'REILLY AUTOMOTIVE INC:						334.58

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REIMBURSE MILEAGE - DODGE CTY - PICK UP TAX BILLS	12/07/2023	12-6-23	100-10-5141-3-37	22.27	22.27
Total PETTY CASH-CITY HALL:						22.27
PITNEY BOWES GLOBAL FINANCIAL SERVICES						
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - CITY HALL 9/30/23-12/29/23	12/07/2023	3318344469	100-10-5141-3-36	521.52	521.52
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:						521.52
PITNEY BOWES INC						
PITNEY BOWES INC	INK CARTRIDGE FOR POSTAGE MACHINE	12/07/2023	1024341719	100-10-5141-3-36	132.79	132.79
Total PITNEY BOWES INC:						132.79
POMP'S TIRE						
POMP'S TIRE	TORO MOWER/SNOW TRUCK TIRES FOR STOCK	12/07/2023	520132949	100-70-5411-3-36	440.00	440.00
Total POMP'S TIRE:						440.00
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	CITY HALL SERVER	12/07/2023	47587	410-10-5140-4-00	6,875.00	6,875.00
PROS 4 TECHNOLOGY INC	IT MANAGEMENT DEC 23	12/07/2023	47147	100-10-5197-3-38	2,785.00	2,785.00
PROS 4 TECHNOLOGY INC	PROS4 ADVANCED SECURITY	12/07/2023	47148	100-10-5197-3-38	632.00	632.00
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT 12/23	12/07/2023	47149	100-10-5197-3-38	114.00	114.00
PROS 4 TECHNOLOGY INC	MANAGED BACKUP SERVICE 12/23	12/07/2023	47150	100-10-5197-3-38	84.00	84.00
PROS 4 TECHNOLOGY INC	MONITOR FOR FINANCE DEPARTMENT	12/07/2023	47573	100-10-5153-3-38	198.00	198.00
Total PROS 4 TECHNOLOGY INC:						10,688.00
RHODES, TARA						
RHODES, TARA	12-4-23 - POLICE & FIRE COMM PER DIEM	12/07/2023	12042023	100-10-5210-3-38	40.00	40.00
Total RHODES, TARA:						40.00
SCHOOL DISTRICT OF WAUPUN						
SCHOOL DISTRICT OF WAUPUN	SHARING OF OMITTED TAXES - LEVIN	12/07/2023	12-6-23	202-26130	2,617.28	2,617.28
Total SCHOOL DISTRICT OF WAUPUN:						2,617.28
SERWE IMPLEMENT						
SERWE IMPLEMENT	FLAIL MOWER REPAIR #163-08	12/07/2023	9860	100-70-5411-3-36	739.99	739.99
Total SERWE IMPLEMENT:						739.99
SIRCHIE ACQUISITION COMPANY LLC						
SIRCHIE ACQUISITION COMPANY LL	EVIDENCE GUN BOX, KRAFT EVID BAGS, EVIDENCE RIFLE BOX	12/07/2023	0621639-IN	100-40-5213-3-38	222.91	222.91
Total SIRCHIE ACQUISITION COMPANY LLC:						222.91
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	FLU SHOTS - CITY - 13 PARTICIPANTS	12/07/2023	41286	100-10-5143-3-38	390.00	390.00
SSM HEALTH AT WORK	FLU SHOTS - DAANE/PETERSEN	12/07/2023	41347	100-10-5143-3-38	60.00	60.00



Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total SSM HEALTH AT WORK:						450.00
THURMER, MIKE						
THURMER, MIKE	12-4-23 - POLICE & FIRE COMMISSION PER DIEM	12/07/2023	12042023	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 NOV 2023	12/07/2023	CW120123	100-70-5410-3-38	4,134.27	4,134.27
Total TRU CLEANERS LLC:						4,134.27
US CELLULAR						
US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - NOV 2023	12/07/2023	0617406946	100-10-5191-3-31	388.08	388.08
Total US CELLULAR:						388.08
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - NOV 2023	12/07/2023	NOV2023	100-10-5161-3-38	965.00	965.00
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - NOV 2023	12/07/2023	15203	100-10-5161-3-38	255.00	255.00
Total VANDEZANDE & KAUFMAN, LLP:						1,220.00
VERTICAL CONSULTANTS LLC						
VERTICAL CONSULTANTS LLC	CONSULTING SERVICES - US CELL/CELL SITE LEASE	12/07/2023	16958	404-10-5711-3-38	948.00	948.00
Total VERTICAL CONSULTANTS LLC:						948.00
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - DEC 2023	12/07/2023	DEC23	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - NOVEMBER 2023	12/07/2023	6002	100-70-5420-3-31	62.31	62.31
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - NOVEMBER 2023	12/07/2023	6019	700-10-5192-3-38	874.75	874.75
Total WAUPUN UTILITIES:						937.06
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	DOLLAR GENERAL - RIPON/TISSUE PAPER - JAPANESE GIFTS	11/29/2023	ANGIE-SEPT2	100-10-5534-3-38	4.22	4.22
WELLS FARGO PAYMENT REMITT	CHULA VISTA - BEEKMAN - FIRE INSPECTORS CONF	11/29/2023	BJ-SEPT23/O	100-50-5233-3-37	3,458.19	3,458.19
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 10/4/23-11/3/23	11/29/2023	BRET-OCT23	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	DNR - WETLAND IDENTIFICATION - ROSEWOOD DR PROPERTY	11/29/2023	JEFF-SEPT23	700-10-5192-3-38	2,333.51	2,333.51
WELLS FARGO PAYMENT REMITT	PARKING @ UNIVERSITY SQUARE MADISON - REAL ESTATE CONF	11/29/2023	KATHY-SEPT2	100-80-5670-3-37	647.73	647.73
WELLS FARGO PAYMENT REMITT	ANCESTRY.COM	11/29/2023	PAM-OCT23	210-60-5511-3-42	323.20	323.20
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT	11/29/2023	PAM-SEPT23	400-48-4813-0-00	12.50	12.50

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
WELLS FARGO PAYMENT REMITT	DOLLAR TREE - SENIOR EXPO SUPPLIES	11/29/2023	RACHEL-SEP	100-20-5513-3-38	45.00	45.00
WELLS FARGO PAYMENT REMITT	STAPLES - OFFICE SUPPLIES	11/29/2023	SCOTT-OCT2	100-40-5211-3-30	656.20	656.20
Total WELLS FARGO PAYMENT REMITT:						7,635.52
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - NOV 2023	12/07/2023	G3369-NOV23	100-40-5213-3-38	35.00	35.00
Total WI DEPT OF JUSTICE:						35.00
Grand Totals:						158,124.03

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	28.24	.00	28.24
100-10-5110-3-38	65.59	.00	65.59
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-31	73.56	.00	73.56
100-10-5141-3-36	835.08	.00	835.08
100-10-5141-3-37	22.27	.00	22.27
100-10-5141-3-38	27.18	.00	27.18
100-10-5142-3-35	147.67	.00	147.67
100-10-5142-3-38	680.00	.00	680.00
100-10-5143-3-38	495.00	.00	495.00
100-10-5153-3-38	198.00	.00	198.00
100-10-5157-3-38	6,202.00	.00	6,202.00
100-10-5161-3-38	1,220.00	.00	1,220.00
100-10-5191-3-31	73.55	.00	73.55
100-10-5197-3-31	336.41	.00	336.41
100-10-5197-3-38	3,690.00	.00	3,690.00
100-10-5210-3-38	200.00	.00	200.00
100-10-5255-3-38	7,220.00	1,720.00-	5,500.00
100-10-5534-3-38	132.72	.00	132.72
100-12634	268.39	.00	268.39
100-13850	1,316.50	.00	1,316.50
100-20-5512-3-32	372.90	.00	372.90
100-20-5513-3-31	87.61	.00	87.61
100-20-5513-3-32	190.88	.00	190.88
100-20-5513-3-38	45.00	.00	45.00
100-20-5523-3-32	130.89	.00	130.89
100-21100	2,282.63	62,788.10-	60,505.47-
100-30-5152-3-38	3,186.36	.00	3,186.36
100-40-5211-3-30	199.74	.00	199.74
100-40-5211-3-31	129.40	.00	129.40
100-40-5211-3-32	428.97	.00	428.97
100-40-5211-3-36	8.99	.00	8.99
100-40-5211-3-38	14.75	.00	14.75
100-40-5212-3-36	5,026.98	.00	5,026.98
100-40-5212-3-38	2,767.07	.00	2,767.07
100-40-5213-3-38	544.01	.00	544.01
100-40-5214-3-38	186.71	.00	186.71
100-40-5215-3-37	255.00	.00	255.00

GL Account	Debit	Credit	Proof
100-40-5343-3-38	1,000.00	.00	1,000.00
100-50-5230-3-31	41.71	.00	41.71
100-50-5230-3-38	789.73	.00	789.73
100-50-5231-3-31	208.58	.00	208.58
100-50-5231-3-32	241.29	.00	241.29
100-50-5231-3-38	2,382.99	.00	2,382.99
100-50-5232-3-36	6.17	.00	6.17
100-50-5232-3-38	266.43	.00	266.43
100-50-5233-3-35	67.91	.00	67.91
100-50-5233-3-37	1,160.00	.00	1,160.00
100-50-5233-3-38	611.67	.00	611.67
100-50-5251-3-31	27.81	.00	27.81
100-70-5410-3-32	2,747.61	.00	2,747.61
100-70-5410-3-36	710.85	.00	710.85
100-70-5410-3-38	4,496.27	.00	4,496.27
100-70-5411-3-36	4,640.62	562.63-	4,077.99
100-70-5411-3-38	3,311.03	.00	3,311.03
100-70-5412-3-31	95.93	.00	95.93
100-70-5412-3-32	1,129.62	.00	1,129.62
100-70-5412-3-36	707.57	.00	707.57
100-70-5412-3-38	450.00	.00	450.00
100-70-5420-3-31	199.16	.00	199.16
100-80-5670-3-37	89.00	.00	89.00
100-80-5670-3-38	558.73	.00	558.73
202-21100	.00	4,699.49-	4,699.49-
202-26130	4,699.49	.00	4,699.49
210-21100	.00	543.72-	543.72-
210-60-5511-3-31	220.52	.00	220.52
210-60-5511-3-35	50.00	.00	50.00
210-60-5511-3-42	273.20	.00	273.20
230-21100	.00	2,474.03-	2,474.03-
230-30-5241-3-38	2,474.03	.00	2,474.03
400-20-5513-8-00	25,718.70	.00	25,718.70
400-20-5514-8-00	3,187.50	.00	3,187.50
400-21100	12.50	30,359.63-	30,347.13-
400-40-5211-8-00	1,228.80	.00	1,228.80
400-48-4813-0-00	.00	12.50-	12.50-
400-70-5444-8-00	224.63	.00	224.63
404-10-5711-3-38	948.00	.00	948.00
404-21100	.00	948.00-	948.00-
405-21100	.00	240.00-	240.00-
405-70-5436-8-00	240.00	.00	240.00
410-10-5140-4-00	6,875.00	.00	6,875.00
410-21100	.00	6,875.00-	6,875.00-
420-21100	.00	12,233.56-	12,233.56-
420-70-5436-3-38	12,233.56	.00	12,233.56
425-21100	.00	33,594.92-	33,594.92-
425-70-5476-3-38	33,594.92	.00	33,594.92
430-21100	.00	1,434.01-	1,434.01-
430-70-5436-3-42	1,434.01	.00	1,434.01
700-10-5191-3-38	265.35	.00	265.35
700-10-5192-3-36	155.79	.00	155.79
700-10-5192-3-38	2,780.80	.00	2,780.80
700-10-5192-3-39	774.85	.00	774.85
700-10-5193-3-36	251.91	.00	251.91
700-21100	.00	4,228.70-	4,228.70-

GL Account	Debit	Credit	Proof
Grand Totals:	162,714.29	162,714.29-	.00

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "121223","A","11282023"

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, November 13, 2023**

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

Commissioners Daane, Heeringa, Homan, Kunz, Siebers, Thurmer present in person. Commissioner Westphal present via Zoom.

Guests Present: Marc Medema (In-Person) and Jason Whitford (Zoom)

Mr. Marc Medema was present to speak about the commission's decision at the October 16th meeting related to work and easements on his property. Mr. Medema also provided a letter written by himself to commissioners.

Motion made by Thurmer, seconded by Kunz and unanimously carried, to approve minutes from October 16, 2023 meeting.

Motion by Daane, seconded by Siebers and unanimously carried, bills for month of October 2023 approved as presented.

On motion by Siebers, seconded by Thurmer and unanimously carried, year-to-date financial reports through September 2023 approved as presented by Finance Director Stanek. Electric operating income was \$323,400. Water operating income was \$606,500. Sewer operating income was \$558,400.

General Manager Brooks provided an update on United Coop project and newly energized feed mill services. Electric crew has setup temp power service for construction site at Waupun Senior Center and will be working to extend 3 phase line in the area.

Treatment Facilities and Operations Superintendent Schramm reported on operations and maintenance performed on water and wastewater treatment facilities and distribution/collection system. New security fence and single automated gate entrance has been installed around perimeter of WWTF. Berm is also being constructed along northwest side of facility.

Many Wisconsin water utilities have received notices of the PFAS settlement notices with 3M and Du Pont. Treatment Facilities and Operations Superintendent Schramm explained that for the water utilities that do nothing with the settlement notices, they will be automatically included in the settlements. In order to opt out of the settlements, commission approval is needed. All Waupun Utilities' previous testing for PFAS has been non-detect, so any settlement reimbursement would be testing fees only. Zoom meeting is scheduled for November 16<sup>th</sup> at 3:00 pm to discuss further and vote on being included in settlements or opt out.

Finance Director Stanek presented 2024 budget for review. The overall 2024 budget decreased \$370,000 or 1.84% over 2023 budget figures, mainly due to a new customer in the industrial park and changes associated with construction of the wastewater ABNR upgrade nearing completion in 2023. Remaining construction costs associated with upgrade of \$2.0 million are included in 2024 budget and will be funded with USDA grants. The 2024 budget also includes an overview of the sources and uses of funds for each utility including; operation and maintenance expense changes based on rising inflationary costs and supply chain challenges, COLA wage adjustments and expected step increases based on commission approved compensation study, health insurance cost increases, new wastewater treatment expenses and costs recovery of expenses associated with ABNR operational processes, additional services from IT provider, revenues forecasted conservatively based upon historical data and vehicle replacements for assets past useful life. The proposed overall budget would add \$62,100 in electric cash reserves, \$548,800 in water cash reserves and \$77,500 in sewer cash reserves. Motion made by Siebers and seconded by Daane, to approve the 2024 budget as presented.

Motion by Siebers, seconded by Homan, and unanimously carried to adjourn in closed session under Section 19.85(1)(g) of WI Statutes for discussion of S31 T14N R15 E Fairway Estates Lot 9 electric easement.

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

On motion by Kunz, seconded by Siebers and unanimously carried, meeting adjourned at 5:29 p.m.

The next regular commission meeting will be held on January 8, 2024 at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, November 14, 2023 at 6:00 PM

**CALL TO ORDER**

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

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

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

**ROLL CALL**

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

**Council absent/excused:** None

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

**Management Virtual** None

**Management absent and excused:** Utility Finance Director Stanek, Public Works Director Daane

**Audience in-person:** Jaedon Buchholz, Mark, Kambria, Gus, and Eddie Ledesma, Jon and Lori Venhuizen, Jeremy and Zander Bailey, Haley Fritz, Jennifer Bishop

**Audience Virtual:** Jason Whitford

**PUBLIC HEARING**

**1. Public Hearing-2024 City of Waupun Budget and Tax Levy**

Motion Matoushek, second by Kunz to call the Public Hearing for consideration of the 2024 City of Waupun Budget and Tax Levy. Motion carried 5-0.

Staff provides the proposed 2024 City of Waupun Budget and Tax Levy for consideration of adoption.

**2. Close Public Hearing**

Motion Matoushek, second by Siebers to close the public hearing. Motion carried 5-0 on roll call.

**3. Resolution Adopting 2024 Budget and Tax Levy**

Motion Siebers, second Kunz to approve Resolution 11-14-23-01 Adopting the 2024 Budget and Tax Levy. Motion carried 5-0 on roll call.

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

**3. Steve Hill, Waupun Area School District Administrator Update**

District Administrator Hill is not in attendance.

**4. Jon Venhuizen, Fond Du Lac County Supervisor Update**

Fond Du Lac County Supervisor Venhuizen provides an update to County business.

**5. Samantha Martinsen- Consideration to amend Ch.8.025 Regulation of Chicken**

Samantha Martinsen is not in attendance.

**6. Zander Bailey- Presentation on Trees**

Zander Baily from the Waupun School District provides a presentation of trees found in Waupun.

## **RESOLUTIONS AND ORDINANCES:**

### **7. Amendment to the Municipal Code Ordinances to Remove Fees for the Creation of a Fee Schedule**

Langenfeld was asked to review what other communities charge for amusements and findings provided that not many charge. Langenfeld provides other rates changes that were suggested to her.

Motion Siebers, second Westphal to accept the second reading of the ordinance to remove all fees from the City of Waupun Municipal Code. Motion carried 5-0 on roll call.

### **8. Resolution Adopting Fee Schedule**

Motion Matoushek, second Siebers to adopt a fee schedule, maintaining the 2023 rates into 2024. Motion carried 5-0 on roll call.

## **CONSIDERATION - ACTION**

### **9. Local Roads Improvement Program Grant Application for Mill and Overlay of S. West St. to W. Lincoln St. to Visser Ave.**

Motion Matoushek, second by Kunz to authorize the Public Works Director to submit the Local Roads and Improvement Program Grant Application for consideration of mill and overlay of S. West Street to W. Lincoln Street to Visser Avenue. Motion carried 5-0 on Roll Call.

### **10. 2024 Business Improvement District Operating Plan, Budget, and Assessment Rate**

Motion Kaczmarski, second by Matoushek to approve the 2024 BID Operating Plan and to set the BID assessment rate at \$1.85 per \$1,000 of assessed value beginning with the 2023 tax collection year. Motion carried 5-0 on Roll Call.

### **11. Youth Recreation and Sports Grant Design Guidelines**

Motion Kaczmarski, second by Westphal to approve the guidelines for 2024 and 2025 Youth Recreation and Sports Grant Program and to authorize staff to implement the program in accordance with described guidelines. Motion carried 5-0.

### **12. DOT Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy**

Motion Westphal, second by Matoushek to approve the DOT Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy. Motion carried 5-0.

### **13. Appointment/Oath of Office to Aldermanic District 3 Vacancy**

Kambria Ledesma appears before the Council for consideration of Aldermanic District 3 seat.  
Lori Venhuizen appears before the Council for consideration of Aldermanic District 3 seat.

Motion Kaczmarski, *second* by Matoushek to nominate Kambria Ledesma.

Motion Siebers, *second* by Westphal to nominate Lori Venhuizen.

Motion Matoushek, second Kunz to close nominations. Motion carried 5-0.

On voice roll call: Westphal: Ledesma; Kaczmarski: Ledesma; Matoushek: Ledesma; Siebers: Ledesma; Kunz: Ledesma. Ledesma is declared the Aldermanic District 3 Alderman.

Ledesma is offered the Oath of Office and takes her seat at the Council table.

## **MAYORAL CORRESPONDENCE/PRESENTATIONS**

### **14. City of Waupun Christmas Parade - December 1, 2023**

Mayor Bishop announces the Waupun Christmas Parade will be on December 1 at 630pm.

### **15. Thanksgiving Holiday -November 23 and 24, 2023**

Mayor Bishop provides the City Hall will be closed on November 23 and 24 due to the Thanksgiving holiday.



**CONSENT AGENDA**

Motion Siebers, second Kunz to accept the Consent Agenda and approve the monthly financial report. Motion carried 6-0 on roll call.

**ADJOURNMENT**

At 7:33pm, Motion Kunz, second Matoushek to call the meeting adjourned. Motion carried 6-0.

**Minutes of a Special Meeting of the  
Waupun Utilities Commission  
Thursday, November 16, 2023**

Meeting held virtually via Zoom. President Heeringa called the meeting to order at 3:09 p.m.

Commissioners Daane, Heeringa, Homan, Siebers and Thurmer present. Commissioners Kunz and Westphal absent.

Treatment Facilities and Operations Superintendent Schramm provided a high-level overview to commission about many Wisconsin water utilities receiving class action settlement notices related to PFAS settlements with 3M and Du Pont. Water samples were gathered on May 12, 2023 from numerous entry points at the Waupun Utilities Water Treatment Facility looking for any trace of PFAS. All water samples taken came back non-detect for PFAS. On June 20, 2023, Waupun Utilities received notice that the remainder of PFAS testing was cancelled until further notice as all samples taken were non-detect.

Water utilities who opt out of the settlements do so to preserve legal rights in the event PFAS is detected in the future. If Waupun Utilities were to remain in the settlement, the only costs associated with PFAS are the sampling costs, which is minimal. Those communities who are staying in the settlement have high level of PFAS and have more costs. Communities like Waupun who do not have detect are looking to opt out. In the event future costs are incurred from PFAS for those that opted out of the settlement, they could go back after the companies for compensation.

Based on historical non-detect of PFAS, Treatment Facilities and Operations Superintendent Schramm recommends Waupun Utilities opt out of the settlements with 3M and Du Pont.

Motion by Thurmer, seconded by Siebers and unanimously carried, to opt out of 3M settlement agreement. On roll call vote, motion passed 4-0. Daane, Homan, Siebers, and Thurmer voting yay.

Motion by Thurmer, seconded by Daane and unanimously carried, to opt out of Du Pont settlement agreement. On roll call vote, motion passed 4-0. Daane, Homan, Siebers, and Thurmer voting yay.

On motion by Siebers, seconded by Daane and unanimously carried, meeting adjourned at 3:16 p.m.

The next regular commission meeting is scheduled on January 8, 2024, at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor



**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, November 28, 2023 at 5:30 PM**

**CALL TO ORDER**

Mayor Bishop called the Tuesday, November 28, 2023 Special Common Council meeting to order at 5:30pm.

**ROLL CALL**

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

**Council absent/excused:** None

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

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

**Management absent and excused:** Utility Finance Director Stanek, Police Chief Loudon

**Audience in-person:** Jaedon Buchholz, Matthew Jaskowiak

**Audience Virtual:** Jason Whitford

**DISCUSSION-PRESENTATIONS**

**1. Review Enterprise Fleet Management Solution- Matthew Jaskowiak, Senior Account Executive for Enterprise Fleet Management**

Matthew Jaskowiak, Senior Account Executive, Fleet Management (Enterprise) presented the Enterprise Fleet Management Program. This program has been initiated by municipalities across WI as a means of funding capital equipment purchases. Council agrees for future conversation for possible city participation in this program.

**2. Overview of Grant Outcomes and Spending from American Recovery Plan Act Awards by US Treasury through the WI Dept of Administration**

An overview of grant outcomes and spending for the EMS Flex Grant, Healthcare Infrastructure Grant, and Neighborhood Investment Fund Grant awarded through the American Recovery Plan Act via WI Department of Administration by the U.S. Department of Treasury.

**CONSIDERATION - ACTION**

**1. 2024 WisDOT Public Transit Assistance Program Operating Grant Application**

The 2024 grant application for state and federal aid for the shared-ride taxi program is due December 15.

Motion Siebers, second Matoushek to approve the submission of the 2024 WI DOT Public Transit Assistance Program Operating Grant application. Motion carried 6-0 on roll call.

**2. Library Board Member Resignation - Sandra Rohrer**

Library Board member, Sandy Rohrer, submitted her resignation of serving on the Library Board for 44 years due to personal reasons. Mayor provides a Proclamation for Sandy's dedicated years of service and commitment to the City of Waupun.

Motion Matoushek, second Kunzi to accept the resignation of Sandy Rohrer from the Library Board effective immediately. Motion carried 6-0.

**5. Consideration to amend/recreate City Ordinance Ch.8.04(8) entitled Orderly Conduct-Trespass to Dwellings for the purpose of identifying Private Property**

Motion Matoushek, second Siebers to direct the City Attorney to amend and/or recreate Ch.8.04(8) entitled Trespass to Dwellings to clarify private property. Motion carried 6-0.

**ORDINANCES-RESOLUTIONS**

**6. Ordinance to amend all Chapters of the City of Waupun Municipal Code for the purpose of Removing Fees**

Motion Westphal, second Siebers to adopt ordinance 23-09 to amend all Chapters of the City of Waupun Municipal Code for the purpose of Removing Fees Motion carried 6-0 on roll call.

**7. Resolution Establishing the 2024 Schedule of Fees for the City of Waupun**

The fee schedule provided for consideration contains the current 2023 fee rates to be effective January 1, 2024.

Motion Siebers, second Matoushek to adopt Resolution 11-28-23-01 Establishing the 2024 Schedule of Fees for the City of Waupun to be effective January 1, 2024. Motion carried 6-0 on roll call.

**8. Ordinance to amend Ch. 6.05(3)(a)(2) entitled Traffic Code-Restricted Parking for S. Drummond St. Parking Restriction**

Motion Matoushek, second Ledesma to waive the first reading and adopt Ordinance 23-10 to amend Ch. 6.05(3)(a)(2) entitled Traffic Code-Restricted Parking for S. Drummond St. Parking Restriction. Motion carried 6-0 on roll call.

**CONSENT AGENDA**

**9. Future Meetings & Gatherings, License and Permit Applications, Expenses**

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

**CLOSED SESSION**

At 6:31pm, motion Matoushek, second Siebers to adjourn to closed session under WI Statutes Section 19.85 (1) (c) (e) (g) for the purpose of Department Management and Oversight. Motion carried 6-0.

At 6:34pm, Alderman Kunz excuses herself from the Closed Session as she serves as Ex-Officio to the Fire and Police Commission and her presence may be considered a conflict of interest.

**OPEN SESSION**

At 7:19pm, motion Matoushek, second Siebers to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

**ACTION FROM CLOSED SESSION**

No action.

**ADJOURNMENT**

At 7:20pm, Motion Ledesma, second Siebers to call the meeting adjourned. Motion carried 5-0.

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, November 15, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, November 15, 2023. Present were Gehl, Beer, Garcia, and Jaeger. Hintze, Schultz, and Sullivan present via Zoom. Siebers and Rohrer were absent. Due to the absence of the Secretary, Jaeger volunteered to record minutes.

ARTICLE I: Motion by Gehl, supported by Schultz, to accept the minutes of the October 18, 2023, meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 116,581 items through the end of October, up 7.5%.
- b. 47,547 people visited the library through the end of October, up 16.8%.
- c. Program attendance up 94.7% through the end of October.
- d. Meeting room use up 102.2% through the end of October.

ARTICLE IV: Budget was reviewed.

ARTICLE V:

- a. Motion by Beer, supported by Martens, to pay the November 2023 bills. Motion carried 6-0 on roll call. Due to absence of Secretary, Gehl was appointed to sign list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Hintze, supported by Sullivan, to approve the 2024 Library Budget as presented. Motion carried 6-0 on roll call.
- b. Motion by Hintze, supported by Sullivan, to approve the 2024 Wage Grid for library staff as presented. Motion carried 6-0 on roll call.
- c. Library Bill of Rights was reviewed, no action taken.

ARTICLE X: Motion by Beer, supported by Gehl, to adjourn at 5:03 p.m. Motion carried.

\*Next tentative meeting: Wednesday, December 20, 2023, at 4:30 p.m.

Bret Jaeger, Acting Secretary



## MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

**Tuesday, 10-October-2023 – City Council Chambers**

### **CALL TO ORDER**

Chairman Peter Kaczmarki called the meeting to order at 4:32 PM

### **ROLL CALL**

Roll call was taken:

Alders—Peter Kaczmarki, Mike Matoushek

Citizens—Dale Heeringa, Dave Rens, Andrew Sullivan (absent), Gregg Zonnefeld

Ex-officio—DPW Director Jeff Daane, Mayor Rohn Bishop, City Administrator Kathy Schlieve, Recreation Director Rachel Kaminski

### **FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE**

Next meeting will be on Tuesday, November 14, 2023 at 4:30PM.

### **CONSIDERATION - ACTION**

1. Approve minutes of the September 12, 2023 Board of Public Works & Facilities Meeting.  
Minutes of the September 12, 2023 meeting were presented. Motion (Zonnefeld/Rens) to approve minutes as presented. **MOTION CARRIED (5-0)**
2. Community Garden Location  
DPW Director Jeff Daane shared he has been in discussions with the School District of Waupun on locating the Community Garden along Mayfair Street on the southwest corner of District property. The City workers would rip it open this fall and add compost so it would be ready to go come fall. Motion (Matoushek/Heeringa) to approve the location for relocating to this land in 2024 and then to forward this to the Common Council for action. **MOTION CARRIED. (5-0)**
3. City of Waupun Energy Plan Final Report  
DPW Director Daane shared that the City of Waupun applied and was successful in procuring a \$50,000 energy savings grant. Dan Streit from Slipstream joined the DPW to discuss options and opportunities based on their research.
4. City property West of Rosewood Drive  
Director Daane shared an update on the property at the end of Rosewood that the City of Waupun purchased in hope to address some of these issues. The DNR has given approval to do some cleanup on where an old building was located and to monitor for future work. A future wetland delineation may await as future work in 2024 and beyond.

### **ADJOURNMENT**

Motion (Zonnefeld/Matoushek) to adjourn the meeting of the BPW & Facilities at 5:18PM. **MOTION CARRIED (6-0).**

Respectfully submitted,

Gregg Zonnefeld, BPW Clerk

## Waupun Police Department Update – October Report

### Staffing/Hiring Process:

Our current staff level is 12 sworn personnel and 2 non-sworn personnel. Two applicants are registered for the January Police Recruit School. We are currently hiring for a Patrol Officer position and Patrol Lieutenant position.

### Briefs:

Calls for Service: 769

Traffic Stops: 103

Arrests: 22

Code Enforcement	Warnings	Citations
January	10	5
February	10	6
March	5	10
April	8	1
May	19	2
June	11	1
July	11	1
August	8	2
September	11	3
October	8	0
November	8	0

### Complaints:

#### Calls for Service

On 11/02/23 at approximately 12:32pm, police responded to a business on Shaler Dr for a report of a theft of a John Deere tractor. The complaint is under investigation and police are working with other law enforcement agencies to identify the suspect.

On 11/03/23 at approximately 11:43pm, police responded to a business on Shaler Dr for a report of a disturbance. A 24 year old woman was cited for Disorderly Conduct and she was removed from the property.

On 11/04/23 at approximately 2:33am, police conducted a traffic stop in the 800 block of W Main St. A 26 year old woman was cited for Operating After Revocation.

On 11/07/23 at approximately 4:18pm, police conducted a traffic stop in the 200 block of N Forest St. A 51 year old woman was cited for Operating After Suspension. During the traffic stop 3 individuals exited a residence adjacent to the traffic stop. Police took into custody a 25 year old woman for an outstanding arrest warrant through Fond du Lac County. The woman posted bond and was released. Police also took into custody a 25 year old man for an outstanding arrest

warrant through Fond du Lac County. The man was transported to the Fond du Lac County Jail. Charges of Possession of Prescription Medication w/out a Valid Prescription, 2 counts of Felony Bail Jumping, and 3 counts of Misdemeanor Bail Jumping were also referred to the Fond du Lac County DA's Office against the man.

On 11/08/23 at approximately 12:42am, police conducted a subject stop in the 800 block of W Main St. A 39 year old woman was taken into custody on a Probation and Parole warrant. The woman was transported to the Dodge County Jail.

On 11/08/23 at approximately 6:48pm, police conducted a traffic stop on S Madison St at Industrial Dr. A 23 year old man was cited for Operating After Revocation.

On 11/09/23 at approximately 3:08pm, police responded to a living facility on Plum Dr for a theft of money complaint. The complaint is under investigation.

On 11/09/23 at approximately 8:35pm, police responded to a living facility on S Madison St for a report of a missing adult. A 27 year old man was located in Fond du Lac on 11/10/23 and returned to the residence.

On 11/10/23 at approximately 4:33pm, police conducted a traffic stop on S Madison St at Beaver Dam St. A 19 year old man was cited for Operating After Suspension.

On 11/10/23 at approximately 5:17pm, police conducted a traffic stop on Brandon St at W Main St. A 57 year old man was cited for Operating After Suspension.

On 11/12/23 at approximately 12:25pm, police conducted a traffic stop on Fond du Lac St at Sommerville St. A 17 year old male was cited for Operating w/out a Valid Driver's License.

On 11/14/23 at approximately 11:34pm, police conducted a traffic stop on Beaver Dam St at W Brown St. A 32 year old man was cited for Operating w/out a Valid Driver's License and Failure to Install Ignition Interlock Device.

On 11/16/23 at approximately 10:52am, police responded to the 200 block of Shaler Dr for a welfare check. Police later made contact with a 49 year old man and placed him into protective custody. The man was transported to a mental health facility.

On 11/16/23 at approximately 4:53pm, police responded to the first block of Gateway Dr for a report of an intoxicated subject. Police took a 62 year old man into custody for Operating While Intoxicated 5<sup>th</sup> Offense. The man was transported to the Fond du Lac County Jail.

On 11/17/23 at approximately 11:30pm, police conducted a traffic stop on Taylor St at N Division St. A 25 year old woman was cited for Operating After Suspension.

On 11/18/23 at approximately 12:36pm, police responded to a Fond du Lac St residence for a report of a disturbance. A 25 year old man was taken into custody for Disorderly Conduct Domestic Related. The man was transported to the Fond du Lac County Jail.



On 11/19/23 at approximately 3:30pm, police conducted a traffic stop on E Main St at S Drummond St. A 21 year old man was cited for Operating After Suspension and Operating w/Suspended Registration.

On 11/22/23 at approximately 3:44pm, police responded to a residence on W Jefferson St for a report of a disturbance. An 18 year old woman was cited for Disorderly Conduct.

On 11/22/23 at approximately 3:47pm, police conducted a traffic stop on W Brown St at Frontier St. A 21 year old man was cited for Operating After Suspension.

On 11/22/23 at approximately 7:05pm, police responded to a residence on Buwalda Dr for a report of a disturbance. A 56 year old woman was taken into custody for Disorderly Conduct Domestic Related, Endangering Safety, Possession of Controlled Substances, and Possession of Drug Paraphernalia. The woman was transported to the Dodge County Jail. Disorderly Conduct Domestic Related charge was also referred to the Dodge County DA's Office against a 55 year old man.

On 11/24/23 at approximately 12:58am, police conducted a traffic stop in the 800 block of W Main St. A 40 year old man was cited for Operating After Suspension.

On 11/24/23 at approximately 9:41pm, police conducted a traffic stop on S Watertown St at Wilcox St. A 21 year old woman was taken into custody on a warrant through Germantown PD. The woman bonded out and was released.

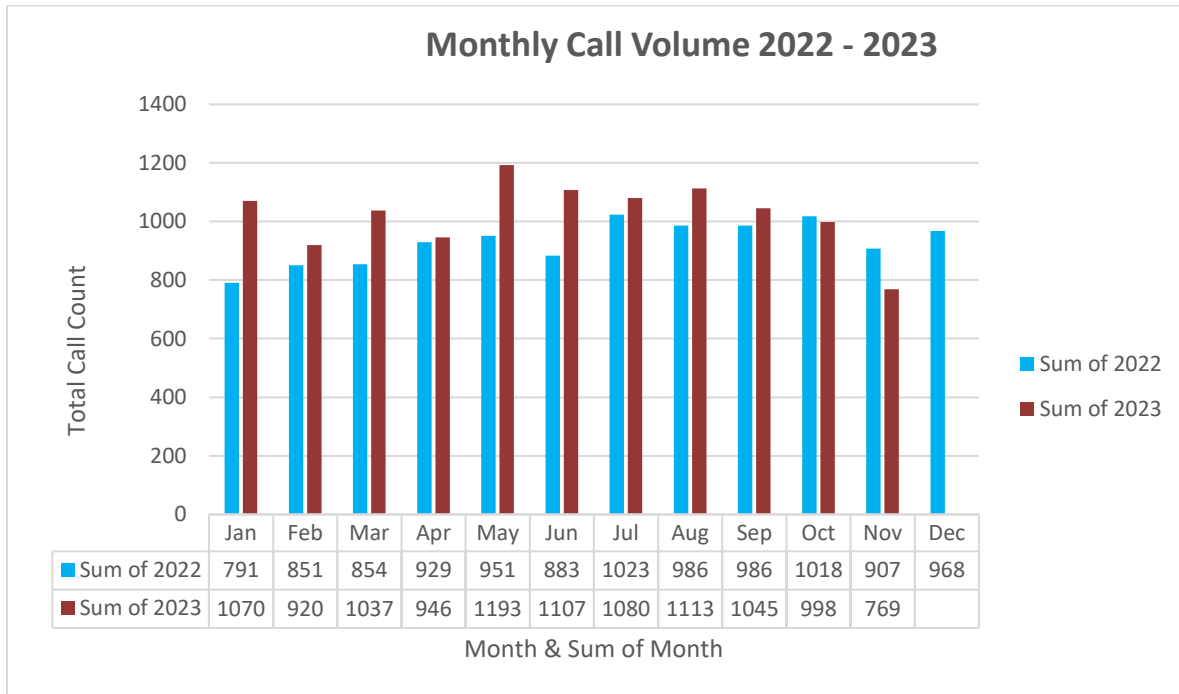
On 11/24/23 at approximately 11:57pm, police conducted a traffic stop on W Brown St at Liberty St. A 36 year old man was taken into custody for Operating While Intoxicated. The man was also cited for Obstructing an Officer. The man was released to a responsible party.

On 11/25/23 at approximately 9:18pm, police conducted a traffic stop on USH 151 at STH 26. A 26 year old man was cited for Operating w/out a Valid Driver's License.

On 11/26/23 at approximately 2:59am, police conducted a subject stop on S State St at W Jefferson St. A 28 year old man was taken into custody on a Fond du Lac County warrant. The man posted bond and was released.

# November 2023

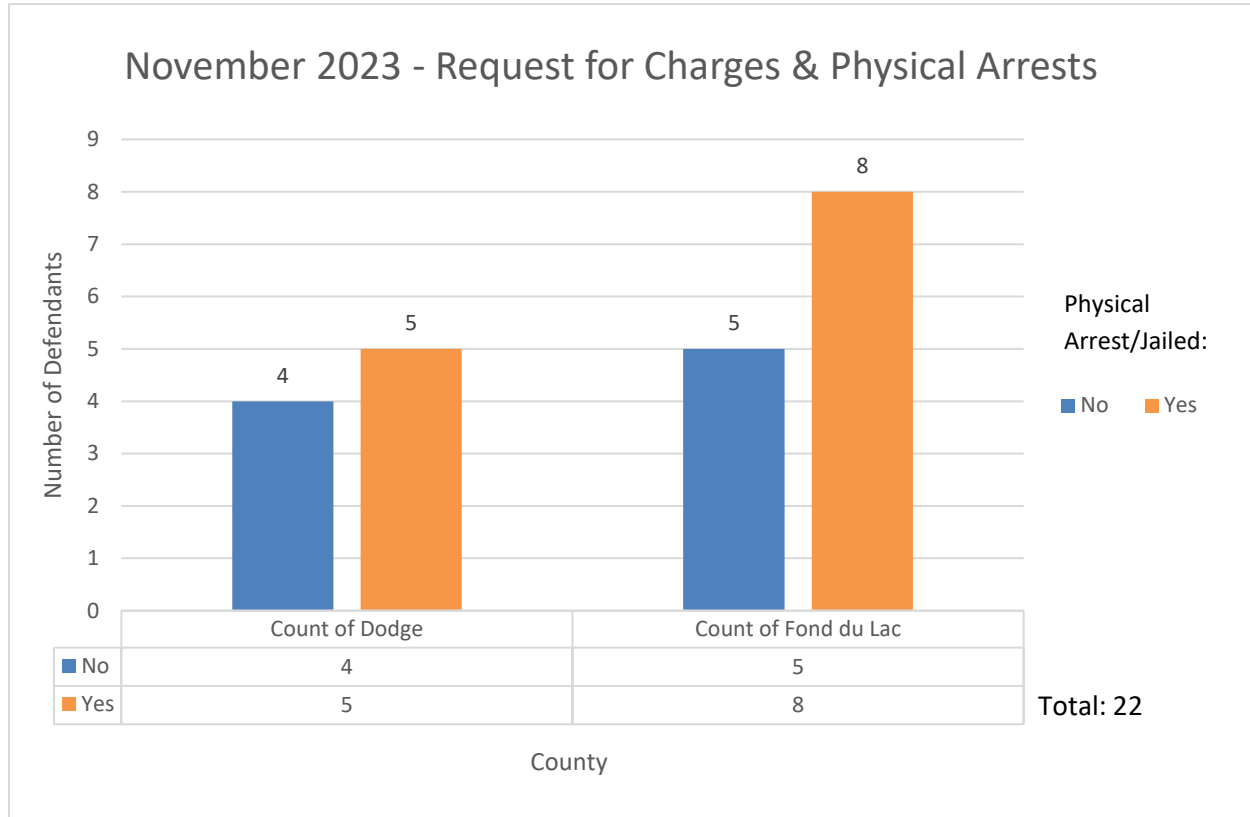
## Monthly Call Volume Report



<b>Call Volume Monthly 2022 - 2023</b>			
<b>Month</b>	<b>2022</b>	<b>2023</b>	<b>Percent Difference</b>
January	791	1070	26.1%
February	851	920	8.1%
March	854	1037	21.4%
April	929	946	1.8%
May	951	1193	25.4%
June	883	1107	25.4%
July	1023	1080	5.6%
August	986	1113	12.9%
September	986	1045	6.0%
October	1018	998	-2.0%
November	907	769	-15.2%
December	968		
<b>Grand Total:</b>	<b>11,147</b>	<b>11,278</b>	

# November 2023

## Request for Charges & Physical Arrest Report





# Waupun Police Department Total Call Report



***From: November 01, 2023 To: November 30, 2023***

Agency	Incident Type	Total Incidents	WP		
WP	911 CHECK	22		FOOT PATROL	6
	ABANDONED VEHICLE	2		FOUND ANIMAL	5
	ABUSE/NEGLECT	2		FOUND PROPERTY	5
	ACCIDENT	1		FUNERAL ESCORT	5
	ACCIDENT W/BLOCKAGE	3		GAS DRIVE OFF	4
	AMBULANCE	59		HARASSMENT	3
	ANIMAL ABUSE	1		HIT AND RUN	1
	ANIMAL COMPLAINT	8		HOUSE WATCH REQUEST	8
	ASSIST AGENCY	19		INFORMATION TO DOCUMENT	6
	ASSIST CITIZEN	29		INTOXICATED DRIVER	5
	ASSIST MOTORIST	2		INTOXICATED SUBJECT	1
	ATTEMPT TO LOCATE	8		INTRUSION ALARM	6
	ATV UTV TRAFFIC	1		JUVENILE PROBLEM	6
	AUTO THEFT	1		LOITERING	1
	BATTERY	1		LOST ANIMAL LOCATED	1
	BUILDING CHECK	49		LOST PROPERTY	1
	CAR IN DITCH	1		MISSING ADULT	1
	CAR VS DEER	3		NEIGHBOR DISPUTE	2
	CHECK WELFARE	20		NOISE COMPLAINT	5
	CIVIL PROBLEM	4		NOTIFY MED EXAMINER	1
	COURT ORDER VIOLATION	2		OFFICER STANDBY	5
	DIRECTED AREA PATROL	138		OPEN DOOR	1
	DISABLED VEHICLE	2		ORDINANCE VIOLATION	11
	DISORDERLY CONDUCT	10		PARKING ENFORCEMENT	20
	DOMESTIC	5		PATROL ASSIST FIRE	6
	DRUGS/NARCOTICS	3		PRISONER TRANSPORT	1
	EXTRA PATROL	47		REPOSSESSION	1
	FOLLOW UP	39			



# Waupun Police Department Total Call Report



***From: November 01, 2023 To: November 30, 2023***

WP	SCAM COMPLAINT	3
	SEXUAL ASSAULT	1
	SHOPLIFTER	1
	SPECIAL ASSIGNMENT	4
	SUBJECT STOP	10
	SUSPICIOUS ACTIVITY	10
	SUSPICIOUS VEHICLE	11
	TAVERN CHECK	8
	THEFT	2
	THREATS COMPLAINT	1
	TRAFFIC PROBLEM	4
	TRAFFIC STOP	103
	TRUANCY	7
	VEHICLE LOCKOUT	2
	WARRANT	2
	Total	769
<b>Total</b>		<b>769</b>

LIBRARY	MONTHLY REPORT December 2023
Subject	Summary
Statistics	Through the end of November, the library circulated/downloaded/loaned 127,803 items, up 6.6%, and 51,885 people walked through our doors, up 15.6%. Program attendance is up 88%, and meeting room use is up 76%.
DiNovember event	Public libraries across the country, including Waupun Public Library, were celebrating DiNovember in November, which produced many events celebrating dinosaurs. We had a dinosaur of sorts at the library during November, a Bearded Dragon owned by one of the staff. While not a dinosaur, it looks like one and was popular with the kids!



**RECREATION DEPARTMENT**  
**MONTHLY REPORT TO COMMON COUNCIL – December 12, 2023**

<b>Activity/Project</b>	<b>Status</b>	<b>Notes/Other</b>
Senior Center Attendance – November	1,309 participants signed in  Average daily attendance - 65 participants	Open 20 days. Rachel on vacation November 20-22 with no fitness classes on those days. Closed for Thanksgiving on November 23 & 24.
Senior Center Rentals – November	0 rentals	3 rentals in November 2022
Senior Center Meals – November	Serving Monday – Wednesday 66 Indoor Dining Meals  Serving Monday – Friday 224 Mobile Meals	Average daily attendance indoor dining – 5 meals  Average daily attendance mobile meals – 11 meals
Senior Center Special Activities/Events – November	<ul style="list-style-type: none"> <li>• November 13 – FdL ADRC Caregiver Lunch &amp; Learn</li> <li>• November 14 – Lunch Volunteer Training</li> <li>• November 14 - New Blood Pressure Screenings</li> <li>• November 28 – Pool League</li> <li>• November 30 – Parade Goodie Bag Stuffing</li> </ul>	8 participants  6 participants  4 participants  16 participants  16 participants
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> <li>• December 1 – Holiday Parade</li> <li>• December 1 – Buddy Bingo</li> <li>• December 11-15 – Santa Letters</li> <li>• December 12 – Christmas Party</li> <li>• December 27 &amp; 28 – Rachel on Vacation</li> </ul>	December 2023 Rentals – 8 rentals



# AGENDA SUMMARY SHEET

**MEETING DATE:** 12/12/2023

**TITLE:** MONTHLY FINANCIALS

**AGENDA SECTION:** ACTION

**PRESENTER:** Casey Langenfeld, Finance  
Director

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

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**SUMMARY:**

**STAFF RECOMMENDATION:** Request action to accept the financials.

**ATTACHMENTS:**

October 31, 2023 Monthly Financials

**RECOMMENDED MOTION:**

Motion to accept the monthly financials.





## MONTHLY FINANCIAL REPORT 2023

### January

Revenues	Expenses
\$22,215 - Library Board approved to move 2022 surplus from Library Fund to the Capital Project fund in 2023.	

### February

Revenues	Expenses
\$55,389 Municipal Services Payment \$4,103 Parking Violation Revenue \$20,666 Interest Income	

### March

Revenues	Expenses
\$30,819 Fond du Lac County Sales & Use Tax	\$175,192 Payment for Land Purchase
\$15,365 DOA Law Enforcement Agency Grant (Fund 220)	\$105,797 Payment to Stone & Suede from WEDC Grant
\$199,548 & \$22,215 year end transfers from GF and Library to Capital (Fund 400)	
\$210,452 transfer from GF to Bus Park (Fund 404) pay remaining loan payment to utilities	
\$134,200 WEDC CDI Grant Payment (Fund 405)	
\$80,000 assigned funds transfer in for Ambulance (Fund 410)	
\$16,956.14 DOT FED Grant (Fund 501)	

### April

Revenues	Expenses

### May

Revenues	Expenses
\$1,000 (Fund 100) Donation Economic Development from Waupun Utilities	
\$15,189 (Fund 410) Sale of 2 PD Explorers	
\$10,000 (Fund 410) Sale of Skid Loader	
\$220.00 (Fund 410) sale of snow blower	
\$134,300 (Fund 410) EMS Flex Grant Payment Received	

### June

Revenues	Expenses

### July

Revenues	Expenses
\$50,000 PSC Innovation Grant (Fund 220 pg 5, ln 85)	\$216,713 Fire/EMR Purchased new Ambulance (Fund 410) expense covered with Flex Grant

### August

Revenues	Expenses
\$3,104,330 Grant Revenue Received for Senior/Community Center	

**September**

Revenues	Expenses

**October**

Revenues	Expenses



A                      B                      C                      D                      E  
% of Year Past  
**83%**

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**FUND 100**

**General Operations Fund**

	10/31/2023	10/31/2023	10/31/2023	10/31/2023	
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
TAXES	52,730	2,264,175	2,405,770	141,595	94.11
SPECIAL ASSESSMENTS	-	2,259	100	(2,159)	2258.85
INTERGOVERNMENTAL AIDS	141,977	1,205,981	3,340,523	2,134,542	36.10
LICENSES & PERMITS	(89)	37,850	58,160	20,310	65.08
PENALTIES, FOREFEITURES	3,827	35,131	45,500	10,369	77.21
PUBLIC CHARGES FOR SERVICE	27,140	304,352	266,368	(37,984)	114.26
INTERGOVERNMENTAL CHARGES	-	-	-	-	
MISCELLANEOUS REVENUE	37,789	255,348	50,000	(205,348)	510.70
SPECIAL FUNDS ACTIVITY	-	-	710,046	710,046	0.00
<b>TOTAL REVENUE</b>	<b>263,374</b>	<b>4,105,097</b>	<b>6,876,467</b>	<b>2,771,370</b>	
<b>EXPENDITURES</b>					
GENERAL GOVERNMENT	166,924	1,432,143	1,880,661	448,518	76.15
ECO DVLP/ADMIN	4,212	36,215	37,161	946	97.46
RECREATION	15,521	395,087	385,944	(9,143)	102.37
ASSESSOR/INSPECTOR	4,151	33,129	39,875	6,746	83.08
POLICE	143,876	1,639,598	2,288,462	648,864	71.65
FIRE	33,811	289,524	522,597	233,073	55.40
PUBLIC WORKS	119,391	1,243,567	1,721,767	478,200	72.23
<b>TOTAL EXPENDITURES</b>	<b>487,886</b>	<b>5,069,263</b>	<b>6,876,467</b>	<b>1,807,204</b>	
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(224,512)</b>	<b>(964,166)</b>	<b>0</b>	<b>964,166</b>	

41 **FUND 200**

42 **Trust Fund**

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
44 <b>REVENUE</b>					
45 ST AID-WINNEFOX/MID-WISC	-	-	-	-	0.00
46 INTEREST/DIVIDEND/GRANT	-	9	75	66	11.79
47 UNREALIZED GAINS	-	-	-	-	0.00
48 <b>TOTAL REVENUE</b>	-	9	75	66	

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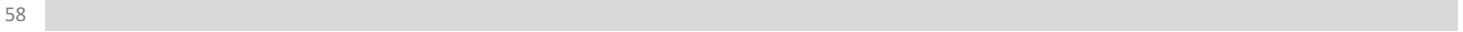
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51 <b>EXPENDITURES</b>					
52 OPERATING TRANSFER OUT	-	-	-	-	0.00
53 LIBRARY EXPENSES	-	-	-	-	0.00
54 <b>TOTAL EXPENDITURES</b>	-	-	-	-	

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56 <b>NET REVENUE OVER EXPENDITURES</b>	-	9	75	66	
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62 **FUND 210**

63 **Library Fund**

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
64 <b>REVENUE</b>					
65 GENERAL PROPERTY TAXES	-	516,792	516,792	-	100.00
66 INTEREST/DIVIDEND/GRANT	-	213,939	213,938	(1)	100.00
67 FEES	104	706	1,200	494	58.79
68 DIVIDEND/REVENUE/DONATIONS	2,726	30,156	11,000	(19,156)	274.15
69 <b>TOTAL REVENUE</b>	2,830	761,593	742,930	(18,663)	

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73 <b>EXPENDITURES</b>					
74 LIBRARY EXPENSES	52,770	577,757	742,930	165,173	77.77
75 TRANSFER OUT - CAPITAL FUND	-	-	-	-	0.00
76 <b>TOTAL EXPENDITURES</b>	52,770	577,757	742,930	165,173	

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78 <b>NET REVENUE OVER EXPENDITURES</b>	(49,940)	183,836	-	(183,836)	
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**FUND 220**

**A**

**B**

**C**

**D**

**E**

**Grants and Donations Fund**

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
PSC/FEDERAL GRANT	-	50,000	-	(50,000)	0.00
GRANTS	<u>2,537</u>	<u>59,944</u>	<u>6,010</u>	<u>(53,934)</u>	997.40
<b>TOTAL REVENUE</b>	<u>2,537</u>	<u>109,944</u>	<u>6,010</u>	<u>(103,934)</u>	

<b>EXPENDITURES</b>					
GEN GOVERNMENT	-	5,000	-	(5,000)	0.00
GRANT EXPENSES - RECREATION	958	8,813	-	(8,813)	0.00
GRANT EXPENSES - POLICE	35	18,905	5,000	(13,905)	378.10
GRANT EXPENSES - FIRE/EMR	-	4,983	-	(4,983)	0.00
GRANT EXPENSES - DPW	-	-	-	-	0.00
ECONOMIC DEVELOPMENT EXPENSES	-	-	1,000	1,000	0.00
<b>TOTAL EXPENDITURES</b>	<u>994</u>	<u>37,701</u>	<u>6,000</u>	<u>(31,701)</u>	

<b>NET REVENUE OVER EXPENDITURES</b>	1,544	72,243	10	(72,233)	
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**FUND 230**

**Building Inspection Fund**

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
GENERAL PROPERTY TAXES-BLDG IN	-	-	-	-	0.00
PERMITS-BUILDING	16,060	93,770	75,000	(18,770)	125.03
FEES	<u>990</u>	<u>14,010</u>	<u>9,150</u>	<u>(4,860)</u>	153.11
<b>TOTAL REVENUE</b>	<u>17,050</u>	<u>107,780</u>	<u>84,150</u>	<u>(23,630)</u>	

<b>EXPENDITURES</b>					
OPERATING SUPPLIES/WAGES	<u>6,002</u>	<u>87,707</u>	<u>86,816</u>	<u>(892)</u>	101.03
<b>TOTAL EXPENDITURES</b>	<u>6,002</u>	<u>87,707</u>	<u>86,816</u>	<u>(892)</u>	

<b>NET REVENUE OVER EXPENDITURES</b>	11,048	20,072	(2,666)	(22,738)	
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121 **FUND 240**122 **ARPA Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
FED GRANT (PD BY STATE)-ARPA	-	-	-	-	0.00
INTEREST INCOME-ARPA	-	-	7,500	7,500	0.00
<b>TOTAL REVENUE</b>	-	-	7,500	7,500	

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<b>EXPENDITURES</b>					
ARPA POLICE OPERATING EXP	-	-	-	-	
ARPA EXPENSES	-	-	-	-	
ARPA EXPENSES	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	-	-	-	-	

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<b>NET REVENUE OVER EXPENDITURES</b>	-	-	7,500	7,500	
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139 **FUND 300**140 **Debt Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
PAID TO ESCROW AGENT	-	-	-	-	0.00
GENERAL PROPERTY TAXES	-	788,080	788,080	-	100.00
FUNDS APPLIED	153	1,323	375	(948)	352.75
DEBT SERVICE FUND TRANSFERS IN	8,200	701,704	827,080	125,376	84.84
<b>TOTAL REVENUE</b>	8,353	1,491,107	1,615,535	124,428	

148

149

<b>EXPENDITURES</b>					
ROCK NEWTON 2021 P&I	-	137,350	137,350	-	100.00
PRINCIPAL AND INTEREST PAYMENTS	528,981	1,534,053	1,478,185	(55,868)	103.78
<b>TOTAL EXPENDITURES</b>	528,981	1,671,403	1,615,535	(55,868)	

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<b>NET REVENUE OVER EXPENDITURES</b>	(520,628)	(180,296)	-	180,296	
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**FUND 400**  
**Capital Fund**

**A**                      **B**                      **C**                      **D**                      **E**  
Month Activity      YTD Actual      Budget Amount      Unearned      Percent

<b>REVENUE</b>					
GENERAL PROPERTY TAXES-CIF	-	340,000	340,000	-	100.00
SIDEWALKS	38,489	38,489	100,000	61,511	38.49
STATE SHARED REVENUES-EXP REST	-	3,468,450	2,574,434	(894,016)	134.73
FEES-REC FACILITY MAINTENANCE	-	15,500	15,000	(500)	103.33
CO & MUNIC-STREET & HIGHWAYS	-	-	-	-	0.00
INTEREST AND MISC	2,228	41,317	8,000	(33,317)	516.47
TRANSFERS IN FROM OTHER FUNDS	104,809	326,572	680,000	353,428	48.03
<b>TOTAL REVENUE</b>	<u>145,526</u>	<u>4,230,329</u>	<u>3,717,434</u>	<u>(512,895)</u>	

<b>EXPENDITURES</b>					
CITY HALL	-	-	-	-	
RECREATION	15,534	355,427	2,530,000	2,174,573	14.05
PUBLIC SAFETY	104,809	290,759	255,095	(35,664)	113.98
LIBRARY AND DPW	-	-	-	-	0.00
STREETS	257,969	424,302	450,000	25,698	94.29
TRANSFER OUT	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	<u>378,313</u>	<u>1,070,488</u>	<u>3,235,095</u>	<u>2,164,607</u>	

<b>NET REVENUE OVER EXPENDITURES</b>	(232,787)	3,159,841	482,339	(2,677,502)	
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**FUND 401**  
**TID 5 Fund**

Month Activity      YTD Actual      Budget Amount      Unearned      Percent

<b>REVENUE</b>					
TAXES-TAX INCREMENTAL DISTRICT	-	412,052	408,345	(3,707)	100.91
DEVELOPER GUARANTEES	-	24,735	-	(24,735)	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 5 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<u>-</u>	<u>436,787</u>	<u>408,345</u>	<u>(28,442)</u>	

<b>EXPENDITURES</b>					
TID 5 OPERATING EXPENSES	1,250	381,213	381,050	(163)	100.04
<b>TOTAL EXPENDITURES</b>	<u>1,250</u>	<u>381,213</u>	<u>381,050</u>	<u>(163)</u>	

<b>NET REVENUE OVER EXPENDITURES</b>	(1,250)	55,574	27,295	(28,279)	
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**FUND 404**

**Business Park Fund**

**A**                      **B**                      **C**                      **D**                      **E**  
**Month Activity**      **YTD Actual**      **Budget Amount**      **Unearned**      **Percent**

<b>REVENUE</b>					
TAX INCREMENT	-	-	-	-	0.00
INTEREST INCOME	-	-	-	-	0.00
LEASES/FUND BALANCE	-	220,904	224,103	3,199	98.57
<b>TOTAL REVENUE</b>	-	220,904	224,103	3,199	

<b>EXPENDITURES</b>					
OPERATING EXPENSES	869	4,810	15,109	10,299	31.84
<b>TOTAL EXPENDITURES</b>	869	4,810	15,109	10,299	

<b>NET REVENUE OVER EXPENDITURES</b>	(869)	216,094	208,994	(7,100)	
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**FUND 405**

**TID 3 Fund**

**Month Activity**      **YTD Actual**      **Budget Amount**      **Unearned**      **Percent**

<b>REVENUE</b>					
TAXES-TAX INCREMENTAL DISTRICT	-	159,195	150,598	(8,597)	105.71
PAYMENT IN LIEU OF TAX	-	9,762	9,000	(762)	108.47
GRANTS	-	134,200	-	(134,200)	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
PROCEEDS LONG TERM DEBT	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	-	303,157	159,598	(143,559)	

<b>EXPENDITURES</b>					
TID 3 OPERATING EXPENSES	46,104	205,882	159,083	(46,799)	129.42
TRANSFER TO A DIF FUND	-	-	-	-	0.00
<b>TOTAL EXPENDITURES</b>	46,104	205,882	159,083	(46,799)	

<b>NET REVENUE OVER EXPENDITURES</b>	(46,104)	97,275	515	(96,760)	
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243 **FUND 407**244 **TID 7 Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
TAXES-TAX INCREMENTAL DISTRICT	-	49,949	45,000	(4,949)	111.00
PERMITS-BUILDING-TIF 7	-	-	-	-	0.00
STATE GRANT	-	-	-	-	0.00
PERMITS	208,472	208,472	-	(208,472)	0.00
DONATIONS	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<u>208,472</u>	<u>258,421</u>	<u>45,000</u>	<u>(213,421)</u>	

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<b>EXPENDITURES</b>					
INTEREST ON ADVANCES OTHER FUNDS	-	28,069	131,138	103,069	21.40
TID 7 OPERATING EXPENSES	1,250	2,163	6,500	4,338	33.27
<b>TOTAL EXPENDITURES</b>	<u>1,250</u>	<u>30,231</u>	<u>137,638</u>	<u>107,407</u>	

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<b>NET REVENUE OVER EXPENDITURES</b>	207,222	228,190	(92,638)	(320,828)	
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264 **FUND 408**265 **TID 6 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
TAXES-TAX INCREMENTAL DISTRICT	-	107,034	98,488	(8,546)	108.68
STATE/FEDERAL GRANT-TIF 6	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS/TRANSFERS	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<u>-</u>	<u>107,034</u>	<u>98,488</u>	<u>(8,546)</u>	

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<b>EXPENDITURES</b>					
FUND TRANSFERS OUT	-	53,000	65,630	12,630	0.00
TID 6 OPERATING EXPENSES	2,005	13,320	30,266	16,946	44.01
<b>TOTAL EXPENDITURES</b>	<u>2,005</u>	<u>66,320</u>	<u>95,896</u>	<u>29,576</u>	

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<b>NET REVENUE OVER EXPENDITURES</b>	(2,005)	40,715	2,592	(38,123)	
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283 **FUND 410**

284 **Equipment Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
GENERAL PROPERTY TAXES-ERF	-	225,000	225,000	-	100.00
FEDERAL GRANT-MISC	(6,192)	262,408	-	(262,408)	0.00
MISCELLANEOUS	1,052	34,481	5,000	(29,481)	689.62
TRANSFERS	-	80,000	-	(80,000)	0.00
<b>TOTAL REVENUE</b>	<u>(5,141)</u>	<u>601,889</u>	<u>230,000</u>	<u>(371,889)</u>	

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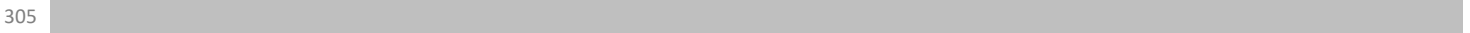
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<b>EXPENDITURES</b>					
EQUIPMENT ADMINISTRATION	-	1,586	7,000	5,414	0.00
EQUIPMENT RECREATION	-	5,000	5,000	-	100.00
EQUIPMENT POLICE	-	116,701	130,187	13,486	0.00
EQUIPMENT FIRE	1,625	292,743	30,500	(262,243)	959.81
EQUIPMENT LIBRARY	-	-	-	-	0.00
EQUIPMENT DPW	865	140,617	141,500	883	99.38
<b>TOTAL EXPENDITURES</b>	<u>2,490</u>	<u>556,648</u>	<u>314,187</u>	<u>(242,461)</u>	

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<b>NET REVENUE OVER EXPENDITURES</b>	(7,630)	45,241	(84,187)	(129,428)	
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307 **FUND 418**

308 **TID 8 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
TAXES-TAX INCREMENTAL DISTRICT	-	138,370	125,000	(13,370)	110.70
PERMITS-BUILDING-TIF 8	-	-	-	-	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 8 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	447,111	-	(447,111)	0.00
<b>TOTAL REVENUE</b>	<u>-</u>	<u>585,480</u>	<u>125,000</u>	<u>(460,480)</u>	

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<b>EXPENDITURES</b>					
TRANSFER OUT	-	15,171	15,405	235	0.00
TID 8 OPERATING EXPENSES	-	580,432	131,150	(449,282)	0.00
<b>TOTAL EXPENDITURES</b>	<u>-</u>	<u>595,603</u>	<u>146,555</u>	<u>(449,048)</u>	

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<b>NET REVENUE OVER EXPENDITURES</b>	-	(10,122)	(21,555)	(11,433)	
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327	<b>FUND 419</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
328	<b>TID 9 Fund</b>	<b>Month Activity</b>	<b>YTD Actual</b>	<b>Budget Amount</b>	<b>Unearned</b>	<b>Percent</b>
329						
330	<b>REVENUE</b>					
331	TAXES-TAX INCREMENTAL DISTRICT	-	-	-	-	0.00
331	TIF 9 INTEREST REVENUE	3,185	28,627	-	(28,627)	0.00
332	PROCEEDS LONG TERM DEBT	-	2,345,000	-	(2,345,000)	0.00
333	<b>TOTAL REVENUE</b>	<u>3,185</u>	<u>2,373,627</u>	<u>-</u>	<u>(2,373,627)</u>	

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336	<b>EXPENDITURES</b>					
337	TRANSFER OUT	-	(66,929)	-	66,929	0.00
338	TID 9 OPERATING EXPENSES	253,010	1,911,439	115,116	(1,796,324)	1660.45
339	<b>TOTAL EXPENDITURES</b>	<u>253,010</u>	<u>1,844,511</u>	<u>115,116</u>	<u>(1,729,395)</u>	

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341	<b>NET REVENUE OVER EXPENDITURES</b>	(249,825)	529,116	(115,116)	(644,232)	

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345	<b>FUND 420</b>					
346	<b>Recycling Fund</b>	<b>Month Activity</b>	<b>YTD Actual</b>	<b>Budget Amount</b>	<b>Unearned</b>	<b>Percent</b>

347						
348	<b>REVENUE</b>					
349	STATE GRANT-RECYCLING	-	50,365	50,000	(365)	0.00
350	FEES-RECYCLING	-	83,171	99,561	16,390	83.54
351	INTEREST REVENUE	484	4,176	750	(3,426)	556.75
352	<b>TOTAL REVENUE</b>	<u>484</u>	<u>137,712</u>	<u>150,311</u>	<u>12,599</u>	

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355	<b>EXPENDITURES</b>					
356	OPERATING	12,281	112,880	148,828	35,948	75.85
357	<b>TOTAL EXPENDITURES</b>	<u>12,281</u>	<u>112,880</u>	<u>148,828</u>	<u>35,948</u>	

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359	<b>NET REVENUE OVER EXPENDITURES</b>	(11,797)	24,832	1,483	(23,349)	

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363 **FUND 425**364 **Solid Waste Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
FEES-SOLID WASTE	-	249,514	441,689	192,175	56.49
<b>TOTAL REVENUE</b>	-	249,514	441,689	192,175	

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<b>EXPENDITURES</b>					
OPERATING	35,064	303,441	436,846	133,405	69.46
<b>TOTAL EXPENDITURES</b>	35,064	303,441	436,846	133,405	

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<b>NET REVENUE OVER EXPENDITURES</b>	(35,064)	(53,927)	4,843	58,770	
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379 **FUND 430**380 **Tourism Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
<b>REVENUE</b>					
LOCAL ROOM TAX-TOURISM FUND	7,067	54,755	60,000	5,245	91.26
MISCELLANEOUS REVENUE-TOURISM	-	20,000	10,000	(10,000)	0.00
<b>TOTAL REVENUE</b>	7,067	74,755	70,000	(4,755)	

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<b>EXPENDITURES</b>					
OPERATING EXPENSES	-	49,473	70,000	20,527	70.68
<b>TOTAL EXPENDITURES</b>	-	49,473	70,000	20,527	

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<b>NET REVENUE OVER EXPENDITURES</b>	7,067	25,282	-	(25,282)	
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**FUND 501**  
**Taxi Fund**

**A**                      **B**                      **C**                      **D**                      **E**  
Month Activity      YTD Actual      Budget Amount      Unearned      Percent

<b>REVENUE</b>					
GENERAL PROPERTY TAXES	-	45,000	45,000	-	0.00
FED GRANT (PD BY ST)-TRANSPORT	-	96,030	109,930	13,900	87.36
SALE OF CITY PROPERTY-TAXI	-	-	-	-	0.00
OPERATING TRANSFER IN-GF	-	-	-	-	0.00
<b>TOTAL REVENUE</b>	<u>-</u>	<u>141,030</u>	<u>154,930</u>	<u>13,900</u>	

<b>EXPENDITURES</b>					
OPERATING EXPENSES	<u>11,407</u>	<u>99,386</u>	<u>163,303</u>	<u>63,917</u>	60.86
<b>TOTAL EXPENDITURES</b>	<u>11,407</u>	<u>99,386</u>	<u>163,303</u>	<u>63,917</u>	

<b>NET REVENUE OVER EXPENDITURES</b>	<u>(11,407)</u>	<u>41,645</u>	<u>(8,373)</u>	<u>(50,018)</u>	
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**FUND 509**  
**CDBG Fund**

Month Activity      YTD Actual      Budget Amount      Unearned      Percent

<b>REVENUE</b>					
INTEREST REVENUE	2	38	20	(18)	189.40
<b>TOTAL REVENUE</b>	<u>2</u>	<u>38</u>	<u>20</u>	<u>(18)</u>	

<b>EXPENDITURES</b>					
OPERATING EXPENSES	<u>6,092</u>	<u>81,129</u>	<u>73,000</u>	<u>(8,129)</u>	0.00
<b>TOTAL EXPENDITURES</b>	<u>6,092</u>	<u>81,129</u>	<u>73,000</u>	<u>(8,129)</u>	

<b>NET REVENUE OVER EXPENDITURES</b>	<u>(6,090)</u>	<u>(81,091)</u>	<u>(72,980)</u>	<u>8,111</u>	
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432 **FUND 700**433 **StormWater Fund**

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	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
435 <b>REVENUE</b>					
436 GRANT REVENUE-STORMWATER	-	-	-	-	0.00
437 FEES-MISCELLANEOUS	269	269	-	(269)	0.00
438 STORMWATER REVENUES	50,444	454,192	588,800	134,608	77.14
439 PROCEEDS FROM LONG-TERM NOTES	-	-	-	-	0.00
440 <b>TOTAL REVENUE</b>	<u>50,713</u>	<u>454,461</u>	<u>588,800</u>	<u>134,339</u>	

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443 <b>EXPENDITURES</b>					
444 ADMIN WAGES/BENEFITS	3,047	32,675	42,815	10,140	76.32
445 STREET WAGES/BENEFITS	2,700	13,151	27,493	14,342	47.83
446 STREET OPERATING EXPENSES	793	3,050	3,200	150	95.31
447 REPAIR AND MAIN WAGES/BENEFITS	2,765	72,496	79,906	7,410	90.73
448 UTILITIES	12,557	101,300	141,900	40,600	71.39
449 LEAF PICK UP WAGES/BENEFITS	1,710	8,127	45,626	37,499	17.81
450 OPERATING EXPENSES	<u>8,257</u>	<u>197,463</u>	<u>196,020</u>	<u>(1,443)</u>	100.74
451 <b>TOTAL EXPENDITURES</b>	<u>31,829</u>	<u>428,262</u>	<u>536,960</u>	<u>108,698</u>	

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453 <b>NET REVENUE OVER EXPENDITURES</b>	18,884	26,199	51,840	25,641	
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## **Administrative Report for November 2023**

Prepared by K Schlieve, 12/7/23

### **Personnel**

- We are in receipt of the resignation of Police Chief Scott Loudon. Loudon served the City of Waupun for nearly 24 years and we wish him well as he pursues his next steps. Staff are working with the PFC on naming of an Interim Chief to meet our immediate needs, and on defining a recruitment plan for to permanently fill the position.
- Staff have received the Riseling Group's organizational assessment report for the police department. The report provides a roadmap to move the department forward. First steps will be to review report findings with department staff and the PFC. A complete report will be provided for your review and input at a future Council meeting.
- A Memorandum of Agreement with WPPA and their members to amend wages and schedule variations within the 2023-2026 WPPA contract has been approved by the Police Union and is being presented for your approval on December 12, 2023. Departments around the area have been opening / negotiating significant wage increases due to labor shortages. The changes are deemed necessary to address the ongoing recruitment and retention needs of the department. The PFC is currently running an open recruitment process to fill one patrol vacancy as well as a Lieutenant position.
- The Waupun Wellness Clinic, formed in partnership with WASD, is on target to open first quarter of 2024.
- We are currently recruiting for a full time light equipment operator position for DPW. The department will begin recruitment for a new .5 FTE light equipment operator position in early 2024.

### **Grants/Donations:**

- An agreement with Michael D. Werner for donation/sponsorship of the Community Room in the new Senior/Community Center for a \$125,000 donation will appear before the Council for approval per the City's Sponsorship and Donation policy requirements. Staff have secured two additional donations and are working to finalize the agreements with those donors before making official announcement of those gifts.

### **Senior / Community Center Updates:**

- Senior Center construction remains on schedule. We are in the process of making final material selection on a few remaining items and are nearly complete on furnishing selection. Facility signage and a donor recognition wall is being design.

### **Community/Economic Development:**

- The BID and CDA are updating their grant program rules for 2024. Outreach with qualifying businesses is planned for January 2024.
- Staff are working with the CDA to establish a revolving loan fund. This loan is being considered to support a wide-variety of interior renovation requests that the city is receiving, and in advance of the expenditure period on TID 3 ending in 2027.
- Hosted municipal leaders from across Fond du Lac County to discuss regional housing needs. This will be an ongoing conversation to formulate a plan to address common challenges communities in the county face.

## **Administrative Report for November 2023**

Prepared by K Schlieve, 12/7/23

### **Budget:**

- 2024 Budget adopted on November 14, 2023.
- Staff has started work to implement a new budgeting module as part of our ERP system for the 2025 budget season.
- Charming Reads, a used book store, will open at 20 S. Madison St in the Spring of 2024.
- Served as judge for the Envision This entrepreneurial pitch contest.
- Presented to Fond du Lac County Leadership on economic development in the county.