



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 10, 2024 at 6:00 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually:

<https://us02web.zoom.us/j/81976994115?pwd=T0hORVFNTDFjMXV4ZGliV3A5eDI0UT09>

Join Teleconference: 1 312 626 6799 Meeting ID: 819 7699 4115 Passcode: 697657

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL

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

1. Julie Schmidt, Waupun Jr./Sr. High School Principal

No Public Participation after this point

RESOLUTIONS

2. Resolution Approving the City of Waupun Adjusted Urban Area Boundary

ORDINANCES

3. Ordinance to amend Ch. 11.02 Peddlers, Solicitors, and Transient Merchants and create 11.025 Mobile Food Vehicle Vendors (Second Reading)
4. Ordinance to amend Ch. 8.025 Regulation of Chickens (Second Reading)

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS (Roll Call Motion)

5. Award the Asphalt Paving Contract for S. West Street (W. Lincoln St. to Visser Ave.)
6. Award the Heritage Museum Restoration Rebid
7. Playground Equipment Proposals for Zoellner Park and Authorize Early Expenditure of 2025 Budget
8. Waupun Community Center Policies & Procedures and User Fees

CONSIDERATION - ACTION

MAYORAL CORRESPONDENCE/PRESENTATIONS

9. WI Public Power Week October 6-12, 2024
10. WI Fire Prevention Week- October 6-12, 2024
11. WI Firefighters/EMS Memorial Day- October 12, 2024

CONSENT AGENDA

12. Future Meetings & Gatherings, License and Permit Applications, Expenses

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

13. Economic Development Committee- 4/23/24, 8/2/24
14. Community Development Authority 5/21/24
15. Business Improvement District 6/18/24
16. Recreation Board 6/24/24
17. Public Works 7/9/24
18. Common Council 8/19/24
19. Library Board 8-21-24

[20.](#) Committee of the Whole 8/27/24

DEPARTMENT REPORTS

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

CLOSED SESSION - Adjourn in closed session under WI Statutes Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- 31. Consider Investing of Public Funds for Housing in TID 9

OPEN SESSION - Reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

ADJOURNMENT

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

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO _____

A RESOLUTION APPROVING THE CITY OF WAUPUN ADJUSTED URBAN AREA BOUNDARY

WHEREAS every ten years, the US Census Bureau defines the boundaries for geographic areas meeting the urban area criteria as published in the Federal Register; and

WHEREAS the Federal Highway Administration allows states to adjust the Census-defined urban area boundaries for transportation planning and funding purposes; and

WHEREAS the Wisconsin Department of Transportation, following the release of decennial census data, leads a process to adjust Census-defined Urban Area Boundaries within the state; and

WHEREAS after review by local officials, the Wisconsin Department of Transportation, and the Federal Highway Administration, the proposed adjusted Urban Area Boundary has been found to be justified; and

WHEREAS the Wisconsin Department of Transportation will, after local approval of the proposed boundary, submit the adjusted urban area boundary to the Federal Highway Administration for final approval;

NOW, THEREFORE, BE IT RESOLVED that The City of Waupun adjusted Urban Area Boundary as shown on the attached map is hereby approved.

Dated this ____ day of September 2024.

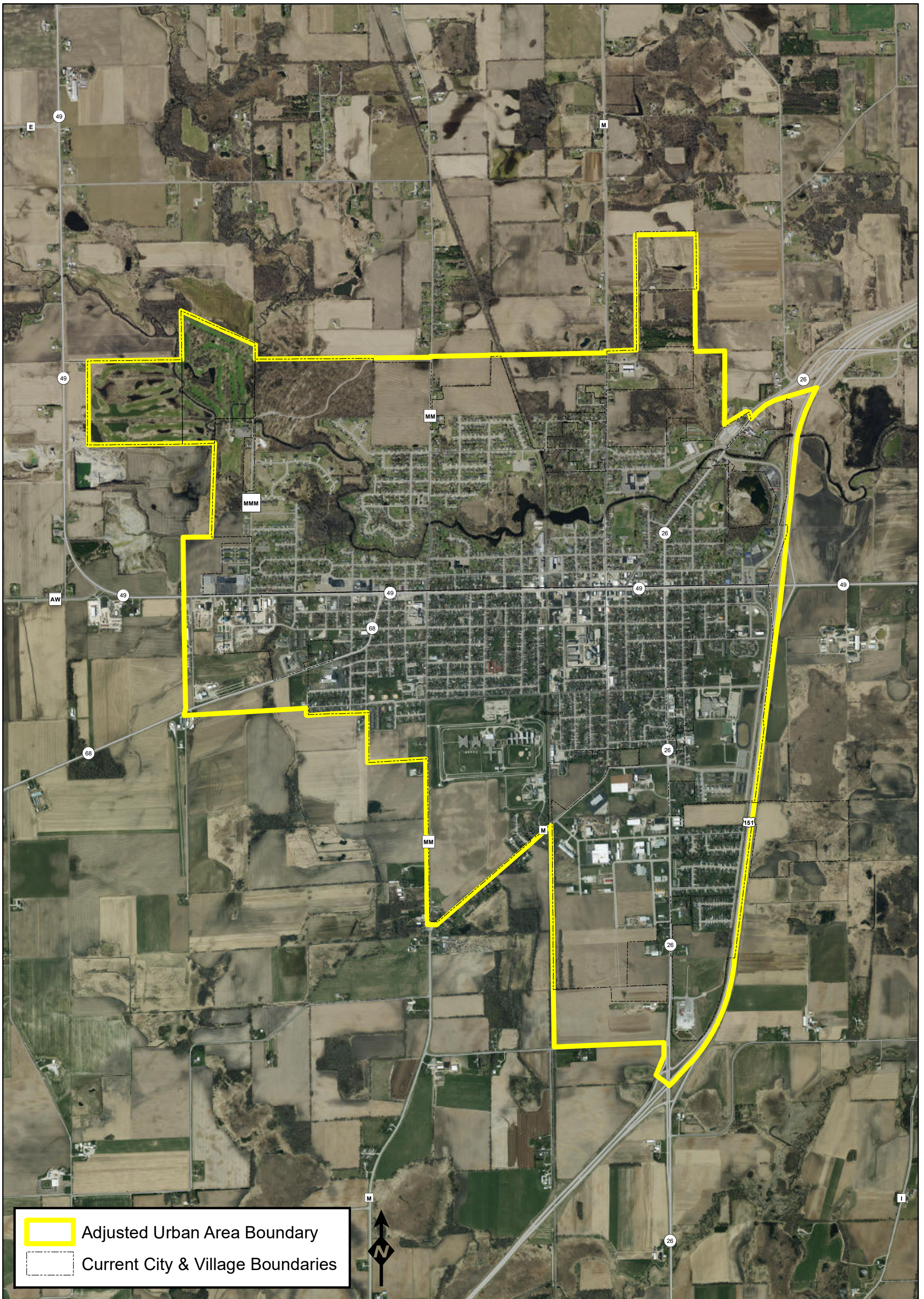
Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk/Treasurer

Waupun Urban Area

(Adjusted Urban Area Boundary)



0 0.25 0.5 1 Miles

Population (2020): 11,673
Housing Units: 3,889
Map Date: 08/23/2024



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24
AGENDA SECTION: ORDINANCE
PRESENTER: Kathy Schlieve, City Administrator

TITLE: Ordinance to amend Ch. 11.02 Peddlers, Solicitors, and Transient Merchants and create 11.025 Mobile Food Vehicle Vendors (Second Reading)

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

ISSUE SUMMARY

Included is an ordinance amending Chapter 11 to create a mobile food truck ordinance. First read was completed 8/27/24 and this is second read to consider adoption of the proposed ordinance changes.

STAFF RECOMMENDATION:

Waive the second reading and adopt ordinance as presented

ATTACHMENTS:

Amended Ordinance for Chapter 11, creating a mobile food ordinance

RECOMMENDED MOTIONS:

1. Motion to accept the second reading of the ordinance to amend Ch. 11.02 Peddlers, Solicitors, and Transient Merchants and create 11.025 Mobile Food Vehicle Vendors
2. Motion to waive the second reading and adopt Ordinance #___ to amend Ch. 11.02 Peddlers, Solicitors, and Transient Merchants and create 11.025 Mobile Food Vehicle Vendors
3. Do nothing and the ordinance fails

ORDINANCE NUMBER 2024-___

AN ORDINANCE TO AMEND CHAPTER ELEVEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED LICENSES AND PERMITS

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DODGE AND FOND DU LAC COUNTY, WISCONSIN ORDAINS:

SECTION 1: Section 11.02 of the Municipal Code of the City of Waupun entitled "Peddlers, Solicitors, and Transient Merchants" will be amended as follows:

11.02 PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS.

(1)LICENSE REQUIRED. It shall be unlawful for any peddler, solicitor or transient merchant, as defined in subsection (2) of this section, to engage in any such business within the City without first obtaining a license therefore in compliance with the provisions of this section.

(2)DEFINITIONS. When used in this section, the following terms shall have the following meanings:

(a) Peddler shall include any person who goes from house to house, from place to place or from street to street, conveying goods, wares or merchandise or offering or exposing the same for sale, or making sales and delivering articles to purchasers. It shall not include venders of milk, bakery products, groceries or others who distribute their products to regular customers on established routes.

(b) Solicitor shall include any person who goes from house to house, from place to place, or from street to street, soliciting or taking or attempting to take orders for sale of goods, wares or merchandise, including magazines, books, periodicals or professional property of any nature whatsoever, for future delivery, or for service to be performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such order, or whether or not ~~he is~~ they collecting advanced payments on such orders.

~~(c) Transient Merchant shall include any person, whether as owner, agent, consignee or employee, who engages in a temporary business of selling and delivering goods, wares and merchandise within the City, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, trailer, tent, hotel or lodging room, apartment, shops or any street, alley or other place within the City, for the exhibition and sale of such goods, wares and merchandise either privately or in public, provided that, such definition shall not be construed to include any person who, while occupying such temporary location, does not sell from stock, but exhibits samples for the purpose of securing orders for future delivery only. This definition shall specifically include those persons engaged in the taking of and sale of photographs and the sale and service of hearing aids within the City.~~

~~The person engaged as a transient merchant shall not be relieved from complying with the provisions of this section merely by reason of associating temporarily with any local dealer, trader or merchant, or by conducting such business in connection with, as a part of or in the name of any local dealer, trader or merchant.~~

(3)EXCEPTIONS. The terms of this section shall not be held to include the acts of the following persons:

(a) Newsboys with established routes.

(b) The acts of merchants or their employees in taking orders, at the houses of their regular customers who expect them to call, for goods held by the merchant in stock at established places of business in the City.

(c) Acts of merchants and their employees in delivery of such goods.

(d) To persons selling personal property at wholesale to dealers in such articles.

(e) To a farmer or truck gardener who shall vend, sell or dispose of, or offer to vend, sell or dispose of, the products of the farm or garden occupied and cultivated by him in this state.

- (f) To an ex soldier to whom the State has issued a peddler's license because of ~~his~~ **their** physical disability.
- (g) To a nonprofit service club chapter or a nonprofit educational institution based within the City, or to any other nonprofit charitable or recreational organization with a local chapter based in the City.

(4)APPLICATION. Applicants for a license under this section shall file a sworn application in writing with the City Clerk. Such application shall be on a form furnished by the Clerk and shall contain information indicating the name and address of the applicant; the address within the City from which the proposed business is to be conducted; a brief description of the nature of the business and the goods to be sold or services to be rendered; the name and address of the employer or principal of the applicant, together with credentials establishing the exact relationship; the length of time for which the right to do business is desired; the source of supply of the goods or property proposed to be sold and the proposed method of delivery; the names of at least 2 property owners in the City who will certify as to the applicant's good character and business respectability, or in lieu thereof, such other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and business responsibility; a statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any other municipal ordinance other than traffic violations, the nature of the offense and punishment or penalty assessed therefor; the last cities or villages where an applicant last carried on business immediately preceding the date of this application, and the addresses from which such business was conducted in those municipalities; and whether or not the applicant is licensed as such a peddler, solicitor or transient merchant by the State and, if so, the circumstances surrounding the issuance of such license.

(5)INVESTIGATION FEE.

- (a) Every applicant for a license under this section as a peddler, solicitor or transient merchant shall, at the time of the filing of such application with the City Clerk pay to the Clerk for the City an investigation ~~fee of \$50.00.~~ **fee as set by the Common Council on the Official Fee Schedule**. The monies so paid shall be retained by the City whether a license is issued to the applicant or not.
- (b) Every applicant for a license under this section as a peddler, solicitor or transient merchant, to whom the City has issued such a license within the 12 months immediately preceding the date of the present application, shall pay to the City through the office of the Clerk an investigation ~~fee of \$30.00.~~ **fee as set by the Common Council on the Official Fee Schedule**.

(6)INVESTIGATION AND ISSUANCE OF LICENSE.

- (a) Upon receipt of each application, it shall be referred to the Chief of Police, who shall immediately instigate such investigation of the applicant's business and moral character as he deems necessary for the protection of the public good. ~~He~~ **The Chief of Police or their designee** shall, in ~~his~~ **their** discretion, contact the Police Department and Association of Commerce at the residence of the applicant; the Police Department and Association of Commerce of not to exceed 3 cities or Villages where the applicant has last conducted ~~his~~ **their** business; the Federal Bureau of Investigation, Federal Trade Commission or appropriate State Department; and any other sources which, in the opinion of the Chief of Police will furnish information as to the character and record of the applicant or persons engaged in business with him. The Chief of Police shall endorse the application in the manner prescribed in this section within 10 working days after it has been filed by the applicant with the Clerk.
- (b) If, as the result of such investigation, the applicant's character or business responsibility is found to be unsatisfactory, the Chief of Police or their designee shall endorse on such application ~~his~~ **their** disapproval and ~~his~~ **their** reasons for the same, and return the application to the City Clerk, who shall notify the applicant that ~~his~~ **their** application is disapproved and that no license shall be issued.
- (c) If, as the result of such investigation, the character and business responsibility of the applicant is found to be satisfactory, the Chief of Police or their designee shall endorse on the application ~~his~~ **their** approval and return the application to the City Clerk, who, upon the payment of the balance of the license fee and filing of the necessary bond shall deliver the application for license and report or recommendation of the Chief of Police to the City Council for action thereon.

(d) The application for license and recommendation of the Chief of Police shall be considered by the City Council at their next regular, adjourned or special meeting. The City Council, in its discretion, may direct the City Clerk to issue such a license, subject to the conditions herein contained and such further conditions as the Council may impose.

(e) Such license shall contain the signature of the issuing officer and shall show the name, address and class of license issued and the kind of goods to be sold or service to be rendered thereunder, the amount of fee paid, the date of issuance and the length of time the license shall be operative, as well as other identifying descriptions concerning the applicant. No license shall be used at any time by any person other than the one to whom it was issued, excepting that an employee may serve under a license issued to ~~his~~ **their** employer. The Clerk shall keep a permanent record of all licenses issued.

(7) FEES AND BOND.

(a) The investigation fee, as heretofore set forth, shall permit any applicant to whom a license is to be granted, to conduct ~~his~~ **their** business within the City for a period of not to exceed 2 days without additional cost, excepting for the bond hereinafter set forth. Every applicant for a license under this section and to whom such a license is to be granted, and who proposes to conduct ~~his~~ **their** business within the City for a period of time longer than 2 days, shall pay to the City, through the office of the City Clerk ~~a fee as set by the Common Council on the Official Fee Schedule, the additional sum of \$20.00 per day,~~ for each day, or portion thereof, that such business is to be conducted in the City, over and above the initial 2-day period. The term "day" as used herein shall mean each business day, and shall not include Sundays, holidays or days when no business is conducted.

(b) Every applicant for a license under this section, to whom such a license is to be granted shall, prior to the issuance of such license, file with the City Clerk of the City a surety bond to guarantee the applicant's good, honorable and lawful possession and proper and legal distribution and sale of the merchandise or personal services that ~~he~~ **they** propose to sell. The bond shall be ~~a fee as set by the Common Council on the Official Fee Schedule in the amount of \$100.00~~ for each day that the applicant proposes to conduct ~~his~~ **their** business in the City, excepting that the maximum amount of such bond shall be the sum of \$1,000.00. The application for the license herein described shall authorize the City Clerk of the City to utilize the said bond, or portions thereof, to pay for any monetary fine and costs which might be assessed against the applicant, or an employee or agent of the applicant acting in ~~his~~ **their** behalf for violations of any of the provisions of this section, or to satisfy any judgment rendered against the applicant, or an employee or agent of the applicant for violations of any contract existing between the applicant, or ~~his~~ **their** employee or agent for merchandise to be furnished or services to be rendered to any person while the said applicant, or ~~his~~ **their** employee or agent is conducting business within the City during the licensed period.

1. Said surety bond shall be held by the City Clerk for not less than 60 days after the applicant has completed the business set forth in the license, and the bond shall then be returned to the applicant unless the City Clerk has been notified of any actions pending against the said applicant, or an employee or agent of the applicant for the violation of any of the provisions of this section, or for the violation of any contracts existing between the said applicant or ~~his~~ **their** employees or agents with a purchaser of the materials or services.

2. If the City Clerk is notified of any action against the applicant, or ~~his~~ **their** employee or agent for the violation of any of the terms of this section, or for the violation of any contract with or to any purchaser of materials or services, the City Clerk shall then hold such surety bond until satisfaction has been made to the City or to the purchaser of such materials or services, or in lieu thereof, shall deduct the amount or sum necessary to satisfy such judgment due the City or due the purchaser of the materials or services, and shall then remit the balance of the surety bond to the applicant.

(c) The applicant may furnish a certified check, a cashier's check or a money order payable to the City in lieu of the surety bond herein required.

(8) ANNUAL FEE.

(a) Any applicant for a license under this section may apply to the City Council for an annual license. The annual fee shall be ~~a fee as set by the Common Council on the Official Fee Schedule \$200.00 and shall be assessed on a calendar year basis, excepting, that if the license is issued on or after July 1, the amount of such annual fee for the remainder of the year shall be \$100.00. The annual fee as herein set forth shall include the investigation fee.~~

(b) The surety bond, or acceptable alternative, as described in subsection (7)(b) above shall be required by the City Council of any applicant for an annual license, and such bond shall be ~~a fee as set by the Common Council on the Official Fee Schedule in the amount prescribed by the City Council, but shall not exceed the sum of \$1,000.00.~~ The surety bond shall be held by the City Clerk under the same conditions as set forth in subsection (7)(b)1. above.

(9) CONDITIONS OF LICENSE.

(a) No license nor any person ~~in his~~ ~~on their~~ behalf, shall shout, cry out, blow a horn, ring a bell or use any sound amplifying device upon any of the streets, alleys, parks or other public places in the City, or upon private premises without approval of the Chief of Police ~~or their designee.~~

(b) No licensee shall have any exclusive right to any location in the public streets, nor shall any licensee be permitted a stationary location thereon, nor shall any licensee to operate in a congested area where such operation impedes or inconveniences the public use of such streets. For the purpose of this section the judgment of the Chief of Police ~~or their designee,~~ exercised in good faith, shall be deemed conclusive as to whether the area is congested and the public impeded or inconvenienced.

(c) The licensee shall be required to exhibit their certificate of license at the request of any citizen.

(10) REVOCATION OF LICENSE.

(a) Licenses issued under the provisions of this section may be revoked by the Mayor or Chief of Police or their designee of the City for any of the following causes:

1. Fraud, misrepresentation or incorrect statement contained in the application for license.
2. Fraud, misrepresentation or incorrect statement made in the course of carrying on ~~his~~ ~~their~~ business as peddler, solicitor or transient or itinerant merchant.
3. Any violation of this section.
4. Conviction of any crime or misdemeanor.
5. Conducting the business of peddler, solicitor or transient or itinerant merchant, as the case may be, in an unlawful manner or in such a manner as to come to a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

(b) Notice of such revocation of a license shall be given by the Mayor or Chief of Police ~~or their designee~~ in writing, setting forth specifically the grounds of complaint and the time and place of the hearing. Such notice shall be mailed to the licensee at ~~his~~ ~~their~~ last known address, or shall be delivered by a police officer in the same manner as a summons. Such revocation shall be effective immediately upon service of such notice by personal service or by mail.

(11) APPEAL. Any person aggrieved by the action of the Chief of Police ~~or their designee~~ in the denial of a permit or license as provided in this section, may appeal to the City Council of the City. Such appeal shall be taken by filing with the City Council 14 days after notice of the action complained of, a written statement setting forth fully the grounds for the appeal. The City Council shall set a time and place for hearing such appeal and notice of such hearing shall be given to the appellant in the same manner as provided in subsection (10) of this section for notice of hearing on revocation.

(12) Any person aggrieved by the action of the Mayor or Chief of Police ~~or their designee~~ in revoking a license or permit previously granted by the action of the City Council, may appeal such revocation to the City Council. Such appeal shall be taken within 7 days of the service of such notice of revocation and shall be filed with the City Clerk. Such appeal shall set forth the grounds for appeal. The Mayor shall call a special Council meeting within 3 days after the filing of such an appeal and shall give not less than 6 hours' notice of such meeting to the applicant and shall

permit him to be heard at the meeting. The Council may uphold such revocation, may overrule such revocation, or may reinstate the license of the applicant with such further conditions as the Council may determine to be warranted. If such revocation is upheld, the Council may direct that a portion of the license fee paid be refunded to the applicant.

(13) PENALTY. Any person who shall violate any provision of this section shall forfeit a fee as set by the Common Council on the Official Fee Schedule, ~~not less than \$25.00 and not more than \$100.00~~, together with the costs of prosecution, and in default of payment of the forfeiture and costs shall be imprisoned in the County Jail until such forfeiture and costs of prosecution shall be paid, but not to exceed 20 days. Each day's violation of this section shall constitute a separate offense.

(14) SEVERANCE CLAUSE. The provisions of this section are declared to be severable and if any section, sentence, clause or phrase of this section shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining section, sentences, clauses and phrases of this section, but they shall remain in effect, it being the legislative intent that this section shall stand notwithstanding the invalidity of any part.

SECTION 2: Section 11.025 of the Municipal Code of the City of Waupun entitled "MOBILE FOOD VEHICLE VENDORS" is created as follows:

11.025 MOBILE FOOD VEHICLE VENDORS

(1) DEFINITIONS. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(a) MOBILE FOOD VEHICLE: A restaurant or mobile food establishment where food is served or sold from a movable vehicle, trailer or cart which periodically or continuously changes location.

(b) MOBILE: The state of being active, but not necessarily continuous movement.

(c) EDIBLE GOODS: shall include but are not limited to:

- 1) Prepackaged and prepared food including, but not limited to, ice cream, hot dogs, desserts, and pizza.
- 2) On-site prepared food including, but not limited to, shaved ice, sandwiches, and tacos.

(d) MOBILE FOOD VEHICLE VENDOR: The registered owner of a Mobile Food Vehicle or the owner's agent or employee, or any business which sells Edible Goods from a Mobile Food Vehicle within the city.

(e) SELL: The act of exchanging a good for profit or in return for a donation.

(f) VEHICLE: Any motor vehicle or trailer as defined by Wisconsin State Statute. "Vehicle" shall also include any bicycle or other self-propelled device.

(g) VEND: To sell or to transfer the ownership of an article to another for a price in money.

(2) RESTRICTIONS.

(a) It shall be unlawful for any person to do any of the following within a public right-of-way or public property in the City of Waupun without first having obtained a valid Mobile Food Vehicle Vendor license as prescribed in this article:

- (1) Operate a Mobile Food Vehicle;
- (2) Serve, sell, or distribute food from a Mobile Food Vehicle;
- (3) Cook, wrap, package, process, or portion food in a Mobile Food Vehicle for service, sale, or distribution.

- (b) No person shall park, stop, or operate a Mobile Food Vehicle, nor shall any Mobile Food Vehicle Vendor permit any person to park, stop or operate a Mobile Food Vehicle in a location adjacent to or within a 100-foot radius of the nearest edge of any building or section of a building comprising a licensed food establishment, excluding any patio, awning, or temporary enclosure attached thereto, the kitchen of which is open for serving food to patrons. This requirement may be waived if the most recent application for a Mobile Food Vendor license was submitted together with the written consent of the proprietor of the adjacent licensed food establishment.
- (c) All Mobile Food Vehicle Vendors shall abide by all parking and traffic laws, ordinances, statutes, rules, and regulations at all times.
- (i) Designated spaces in the Downtown Central Business District Food Truck Alley will be utilized on a first-come-first reserved basis. When designated food truck spaces are full, vendors may park on Main Street from Carrington to Drummond Streets, and Madison Street from Jefferson to Franklin Streets subject to compliance with parking regulations. The two-hour parking restriction will be strictly enforced. Vendors that violate the two-hour restriction will not receive warning prior to being cited.
- (ii) No person shall park, stop, or operate a Mobile Food Vehicle, nor shall any Mobile Food Vehicle Vendor permit any person to park, stop or operate a Mobile Food Vehicle in a location within 500 feet of the boundary line of any property upon which a fair, farmer's market, festival, carnival, circus, special event, or civic event licensed or sanctioned by the city is occurring, except when the vendor has obtained a permit or otherwise properly obtained permission to do so.
- (d) A person with a valid driver's license of such a classification to allow the operation of the Mobile Food Vehicle shall be with the Mobile Food Vehicle at all times that any activity is taking place in the Mobile Food Vehicle. The Mobile Food Vehicle Vendor is liable for any violation of this subsection.
- (e) All signage must be permanently affixed to the Mobile Food Vehicle. No accessory signage shall be placed outside or around the Mobile Food Vehicle.
- (f) A Mobile Food Vehicle Vendor may vend, sell, or dispose of goods, wares, or merchandise in the city between the hours of 6:00 AM to 9:00 PM (Sunday through Thursday) and from 6:00 AM to 10:00 PM (Friday and Saturday). Mobile Food Vehicles must be closed, the area cleaned, including garbage removal, and the Mobile Food Vehicle removed by the time specified.
- (g) Mobile Food Vehicle vending hours are not restricted on private property locations.
- (h) A Mobile Food Vehicle Vendor licensee shall keep the premises in a clean and sanitary condition.
- (i) Nothing in this article shall be deemed to supersede or repeal any ordinance relating to noise, park closing hours, or parking, except as specifically provided in this article. Mobile Food Vehicle Vendors shall take every precaution to ensure that their operation does not materially affect the peace and welfare of the general public nor cause any unreasonably loud, disturbing and unnecessary noise or any noise of such character, intensity or duration as to be detrimental to the life or health of any individual or which is in the disturbance of public peace and welfare.

- (j) All business activity relating to the Mobile Food Vehicle in the public right-of-way shall be conducted from the curbside of the Mobile Food Vehicle at all times.
- (k) No food service shall be prepared, sold, or displayed outside the Mobile Food Vehicle.
- (l) No person shall provide or allow any dining area to the Mobile Food Vehicle, including but not limited to, tables, chairs, booths, stools, benches, or stand up counters.

(3) LICENSE REQUIRED; APPLICATION; REGULATION.

- (a) Any person desiring to operate a Mobile Food Vehicle shall make a written application for a Mobile Food Vehicle Vendor license to the city clerk's office. The application for such license shall be on forms provided by the city clerk's office and shall include the following:
 - (1) The name, signature, and address of each applicant and of each member or officer of a corporate applicant.
 - (2) A description, including make, model, and license plate of the Mobile Food Vehicle.
 - (3) A valid copy of all necessary licenses, permits or certificates required by either Dodge County or Fond du Lac County, the State of Wisconsin, or any subsidiary enforcement agencies or departments thereof, including but not limited to valid proof of registration for the Mobile Food Vehicle and driver's license for all operators and employees.
 - (4) A signed statement that the Mobile Food Vehicle Vendor shall hold harmless the city and its officers and employees, and shall indemnify and hold harmless the city and its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license. The Mobile Food Vehicle Vendor shall furnish and maintain such liability insurance as will protect the Mobile Food Vehicle Vendor and the city from all claims for damage to property or bodily injury, including death, which may arise from the operations under the license or in connection therewith. Such insurance shall provide coverage of not less than \$1,000,000.00 per occurrence. The City of Waupun must be named as an additional insured and a copy of the Certificate of Liability Insurance provided with the annual application. The policy shall further provide that it may not be canceled except upon 30 days written notice served upon the city clerk. A license issued pursuant to the provisions of this section shall be invalid at any time the insurance required herein is not maintained and evidence of continuing coverage is not filed with the city clerk.
 - (5) Any additional information deemed necessary by the city clerk to determine if issuance of a Mobile Food Vehicle Vending license to a particular applicant would be in the best interest of the public.
- (b) Upon receipt of an application for a Mobile Food Vehicle Vendor license, the clerk or appropriate department may conduct a background check.
- (c) Each Mobile Food Vehicle Vendor license shall expire on December 31st of each year and the fee will not be prorated.
- (d) All Mobile Food Vehicle Vendors licensed under this section shall pay an annual license fee as determined by the Common Council and listed on the official fee schedule.

- (e) Upon renewal of license, each applicant must provide a new application, a renewal fee as set on the fee schedule, and any new permitting documentation upon the license renewal.
- (f) A Mobile Food Vehicle Vendor license is not transferable from person to person or business to business.
- (g) A Mobile Food Vehicle Vendor license is valid for one Mobile Food Vehicle only.
- (h) The Mobile Food Vehicle Vendor license shall be permanently and prominently affixed to the Mobile Food Vehicle.
- (i) Each and every vendor will at all times keep a “measuring wheel or measuring tape” with a measuring capacity of no less than 200 feet on the Mobile Food Vehicle. The measuring wheel or tape will be available for use by any person operating or working on the Mobile Food Vehicle and by any police officer or other municipal official tasked with enforcing the provisions of this article.
- (j) Mobile Food Vehicles are not permitted on public sidewalks.
- (k) Mobile Food Vehicle Vendors are allowed in City parking lots only as a part of an approved special event application or upon approval by the City Clerk or their designee. Mobile Food Vehicle Vendors are allowed adjacent to or within City parks, but shall not park, stop, or operate a Mobile Food Vehicle, nor permit any person to park, stop, or operate a Mobile Food Vehicle in a location to or within a 200-foot radius of the nearest edge of any building or section of a building located in a City park that sells food or beverage.
- (l) The mobile food establishment will be required to be inspected by the City of Waupun fire department for the purpose of ascertaining and causing to be corrected any conditions or any violations of any law or ordinance related to fire and life safety hazards. The mobile food establishment shall pay any applicable inspection fee for this inspection. The City of Waupun Fire Department shall also have the right to conduct on-site inspections when the mobile food vehicle is operational. A certificate of Compliance shall be permanently and prominently affixed to the mobile food vehicle.

(4) VEHICLE REGULATIONS

- (a) Any Mobile Food Vehicle must be designed and constructed specifically for the purpose of vending food.
- (b) Amplified music or sounds from any Mobile Food Vehicle on public property is not allowed.
- (c) All Mobile Food Vehicle Vendors shall be entirely self-contained in regard to gas, water, electricity, and equipment(s) required for the operation of the Mobile Food Vehicle.
- (d) All Mobile Food Vehicles must have valid license plates and registration as provided by Wisconsin State Statutes.
- (e) No Mobile Food Vehicle may violate any traffic or parking statute or ordinance.
- (f) No flashing or blinking lights, or strobe lights are allowed on a Mobile Food Vehicle or related signage when the establishment is parked and engaged in serving customers.
- (g) All Mobile Food Vehicles shall comply with all Federal, State, and local regulations regarding vehicle size requirements.

(h) All Mobile Food Vehicle Vendors are prohibited from connecting to light poles, utility poles, or any public source of electricity, water or sewer, or to any planter or tree or other public amenity. Authorization to use City utilities in City parks may be granted by the Director of Public Works and will be required to pay an additional fee as listed on the fee schedule.

(5) SUSPENSION AND REVOCATION.

(a) Nothing in this code shall be deemed to supersede or repeal any ordinance relating to noise, park closing hours, or parking, except as specifically provided in the article. Mobile Food Vehicle Vendors will take every precaution to ensure that their operations do not materially affect the peace and welfare of the general public nor cause any unreasonably loud, disturbing and unnecessary noise or any noise of such character, intensity or duration as to be detrimental to the life or health of any individual or which is in the disturbance of public peace and welfare.

SECTION 3: All Ordinances or portions of Ordinances inconsistent with this Ordinance are hereby repealed.

SECTION 4: This Ordinance shall be in full force and effect upon its passage and publication as required by law.

Adopted this _____ day of _____, 2024.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk/Treasurer



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24
AGENDA SECTION: ORDINANCE
PRESENTER: Kathy Schlieve, City Administrator

TITLE: Ordinance to amend 8.025 Regulation of Chickens (Second Reading)

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

ISSUE SUMMARY

Included is an ordinance amending Chapter 8.025 Regulation of Chickens. First read was completed 8/27/24 and this is second read to consider adoption of the proposed ordinance changes.

STAFF RECOMMENDATION:

Waive the second reading and adopt ordinance as presented

ATTACHMENTS:

Amended Ordinance for Chapter 8.025 Regulation of Chickens

RECOMMENDED MOTION:

1. Motion to accept the second reading of the ordinance to amend Ch. 8.025 Regulation of Chickens
2. Motion to waive the second reading and adopt Ordinance #___ to amend Ch. 8.025 Regulation of Chickens
3. Do nothing and the ordinance fails

Motion to adopt Ordinance to amend Ch. 8.025 Regulation of Chickens ordinance as presented.

8.025 REGULATION OF CHICKENS.

- (1) **PURPOSE AND INTENT.** The purpose of this section is to specify conditions under which City residents may safely keep or maintain a limited number of chickens, to assure appropriate chicken coops or structures in which to house chickens, and to protect the health, safety, and welfare of the general population of the City of Waupun. This section shall be liberally construed to give effect to these purposes.
- (2) **DEFINITIONS.** In this section, the following terms shall have the meaning indicated:
 - (a) **Abutting Property.** All property that abuts an applicant's property at one or more points except public streets, roads or real estate owned by the City.
 - (b) **Backyard.** That portion of a lot enclosed by the property's rear lot line and the side lot lines to the points where the side lot lines intersect with an imaginary line established by the rear of the single-family structure and extending to the two side lot lines.
 - (c) **Chicken.** A female hen of any age, including chicks, being of the subspecies *Gallus Gallus Domesticus*. This definition does not include other kinds of fowl, such as ducks, quail, pheasant, geese, turkeys, guinea hens, peacocks, emus, or ostriches.
 - (d) **Coop.** An enclosed structure, building or pen within which chickens roost or are housed.
 - (e) **Educational Facility.** Any building used principally for educational purposes in which a school is located or a course of instruction or training program is offered that has been approved or licensed by a state agency or board, but excluding a home-based educational program that is operated from a residential dwelling.
- (3) **KEEPING OF CHICKENS.** Chickens may be kept or maintained within the municipal limits of the City, subject to all of the requirements and restrictions imposed in this section.
 - (a) Except as otherwise restricted in subsection (4) below, and subject to the permit requirements specified in subsection (5) below, up to six chickens may be raised on lots zoned as follows: R-1 Single Family Residential; R-2 Two-Family Residential; R-4 Central Area Single-Family Residential; and R-5 Mixed Residential.
 - (b) Educational facilities may keep or maintain up to 25 chickens for educational purposes only, on obtaining prior written approval of the Waupun City Administrator.
 - (c) Chickens may be temporarily kept or maintained for special purposes such as a public picnic and other special events, on obtaining prior written approval of the Waupun City Administrator, which approval shall specify the duration in which chickens may be maintained for this purpose.
 - (d) Chickens may be kept or maintained in a local veterinarian's office for the purpose of observation or treatment.
 - (e) This section is not intended to alter or supersede any restrictive covenants or land use restrictions that are otherwise applicable to any property for which a permit is sought.
- (4) **PROHIBITED AREAS.** The keeping or maintaining of chickens shall be expressly prohibited as follows:
 - (a) On vacant lots, unless the permit holder maintains his or her primary residence on abutting property and the lots have been joined as one tax parcel so the coop is located on the same lot as that of the principle structure or use.
 - (b) On any property zoned R-6 Mobile Home or R-7 Single-Family Manufactured Home. Also within mobile home or manufactured home parks, regardless of zoning classification.

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- (c) In any non-residential zoning district, except on obtaining prior authorization by Resolution of the Waupun Common Council.
 - (d) On lots on which condominiums are located, regardless of the zoning classification.
 - (e) On any property that is non-owner occupied or leased by a third party.
- (5) PERMIT REQUIREMENTS.
- (a) No person shall own, keep or maintain chickens within the corporate limits of the City without first obtaining a permit, except that educational facilities shall be exempt from the permit requirement. Permits shall be issued to City residents only. No permit shall be issued to any applicant who has an outstanding fine, fee, charge or overdue assessment owing to the City or the Waupun Utilities. No initial or renewal permit shall be issued unless the applicant provides written proof of having a current livestock premises registration on file with the Wisconsin Department of Agriculture, Trade and Consumer Protection.
 - (b) No permit shall be issued to any property owner who is subject to an outstanding building or other code enforcement order, or where the property owner has received a citation within the past three years for a violation of Section 13.47 of the Waupun Municipal Code pertaining to minimum standards for property maintenance.
- (6) PERMIT TERM AND FEES.
- (a) Permits shall be granted for a term of not more than one year, commencing on January 1st or the date of issuance, whichever is later, and ending on the following December 31st. Permits shall be renewed annually. Permits shall not be assigned or otherwise transferred to any other applicant or property.
 - (b) The annual permit fee for keeping and maintaining chickens shall be set by resolution of the Common Council from time to time, and the permit fee must be paid to the City Clerk at the time of application. This fee shall not be prorated for a partial year.
 - (c) All renewal permit applications and fees shall be due no later than January 1st of the permit year. Failure to timely renew the permit application will result in forfeiture of the permit. In the event of permit revocation or non-renewal, any holder seeking to re-apply shall be required to meet all initial requirements for obtaining a permit under this section, including without limitation, those requirements set forth in subsection (5) above.
- (7) CHICKEN COOP LOCATION, DESIGN AND MAINTENANCE.
- (a) A coop and any attached enclosure shall be located only in the rear yard of the permit holder's residence. In addition, a coop and any attached enclosure shall not be closer than 15 feet to the side and rear property line or any residence on abutting property.
 - (b) All chickens shall be kept and maintained within a ventilated and roofed coop in compliance with any applicable state and local requirements. All coops, including an attached coop enclosure, shall be enclosed with wire netting or equivalent material that will prevent chickens from escaping the coop or the attached enclosure. The coop structural floor shall be constructed to allow not less than four square feet nor more than eight square feet per chicken, and the height of the coop shall not exceed six feet above ground level. The coop shall have a clear open space to allow the chickens to walk on the ground or a concrete slab.
 - (c) All coops and adjacent lot areas shall be maintained reasonably free from chicken-produced substances, including but not limited to chicken manure, such that the air or environment around the chickens does not become noxious or offensive or create a condition that would reasonably promote the breeding of flies, mosquitoes, or other insects, or provide a habitat or breeding or feeding place for rodents or other animals, or otherwise be injurious to public health.

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- (8) SANITATION AND GENERAL REQUIREMENTS. Any person keeping chickens shall comply with the following requirements:
- (a) No roosters or male chickens shall be kept or maintained at any time.
 - (b) No free-ranging of chickens shall be permitted, but all chickens shall at all times be kept within a ventilated and roofed outdoor coop or an attached coop enclosure as specified in subsection (7) above. Chickens shall not be permitted inside a residential premises or dwelling, except that newborn chickens (chicks) up to the age of three weeks may be kept in a residence or outbuilding.
 - (c) Chickens shall be provided with access to adequate feed and clean water at all times. Chicken feed shall be stored and kept in containers which make the feed inaccessible to rodents, vermin, wild birds, and other predators.
 - (d) No eggs shall be sold or exchanged for value, except those chickens that produce eggs while kept and maintained at an educational facility.
 - (e) Deceased chickens shall be disposed of immediately after death in a safe manner, which may include trash disposal after placing the deceased chicken in a plastic bag or container that is sealed from leaking. No chickens shall be slaughtered on the premises.
 - (f) A permit holder shall consult with a veterinarian with respect to chickens that appear ill or on the occasion of a sudden death. If a disease that would be contagious to humans is diagnosed, the permit holder shall comply with all recommendations of a licensed veterinarian so as to ensure prevention of transmission of a disease. A permit holder shall immediately report unusual illness or death of chickens to the County Health Department.
 - (g) The permit holder shall fully comply with all federal and state regulations in regard to the raising of urban chickens at all times.
- (9) INSPECTION, PENALTIES AND ENFORCEMENT.
- (a) Inspection. The City Zoning Administrator shall make an initial inspection of the coop and any attached enclosures prior to any time in which chickens are kept or maintained on the property. The City shall have the power, whenever it may deem reasonably necessary, to enter a building, structure, or property where chickens are kept to ascertain whether the keeper is in compliance with this section.
 - (b) Enforcement. Any City officer so designated by the Waupun Common Council may issue compliance orders and citations pursuant to the provisions of this section. The City shall revoke a permit to keep chickens in the event that the City has issued two or more violations of this section within any six month period. All chickens, coops and attached enclosures shall be removed by permit holder within seven (7) calendar days of any permit revocation or non-renewal.
 - (c) Penalties. Any person who violates this section shall be subject to a forfeiture as established annually by the Common Council on the Fee Schedule for the first violation a forfeiture fee as established annually by the Common Council on the Fee Schedule for each subsequent violation. Each day that a violation of this section continues shall be deemed a separate violation. Any chickens found to be the subject of a violation of this section shall be subject to immediate seizure and impoundment and may be removed from the City by City officials in the event that the owner or keeper fails to timely remove the chicken as required in subsection (b) above. In addition to the foregoing penalties, any person who violates this section shall pay all expenses, including shelter, food, handling and veterinary care, necessitated by enforcement of this provision.

(Ord. No. 19-03, § 2(Att.), 6-11-2019; Ord. No. 23-09, § 5, 11-28-2023)

8.025 REGULATION OF CHICKENS.

- (1) **PURPOSE AND INTENT.** The purpose of this section is to specify conditions under which City residents may safely keep or maintain a limited number of chickens, to assure appropriate chicken coops or structures in which to house chickens, and to protect the health, safety, and welfare of the general population of the City of Waupun. This section shall be liberally construed to give effect to these purposes.
- (2) **DEFINITIONS.** In this section, the following terms shall have the meaning indicated:
 - (a) **Abutting Property.** All property that abuts an applicant's property at one or more points except public streets, roads or real estate owned by the City.
 - (b) **Backyard.** That portion of a lot enclosed by the property's rear lot line and the side lot lines to the points where the side lot lines intersect with an imaginary line established by the rear of the single-family structure and extending to the two side lot lines.
 - (c) **Chicken.** A female hen of any age, including chicks, being of the subspecies Gallus Gallus Domesticus. This definition does not include other kinds of fowl, such as ducks, quail, pheasant, geese, turkeys, guinea hens, peacocks, emus, or ostriches.
 - (d) **Coop.** An enclosed structure, building or pen within which chickens roost or are housed.
 - (e) **Educational Facility.** Any building used principally for educational purposes in which a school is located or a course of instruction or training program is offered that has been approved or licensed by a state agency or board, but excluding a home-based educational program that is operated from a residential dwelling.
- (3) **KEEPING OF CHICKENS.** Chickens may be kept or maintained within the municipal limits of the City, subject to all of the requirements and restrictions imposed in this section.
 - (a) Except as otherwise restricted in subsection (4) below, and subject to the permit requirements specified in subsection (5) below, up to ~~four~~ six chickens may be raised on lots zoned as follows: R-1 Single Family Residential; R-2 Two- Family Residential; R-4 Central Area Single-Family Residential; and R-5 Mixed Residential.
 - (b) Educational facilities may keep or maintain up to 25 chickens for educational purposes only, on obtaining prior written approval of the Waupun City Administrator.
 - (c) Chickens may be temporarily kept or maintained for special purposes such as a public picnic and other special events, on obtaining prior written approval of the Waupun City Administrator, which approval shall specify the duration in which chickens may be maintained for this purpose.
 - (d) Chickens may be kept or maintained in a local veterinarian's office for the purpose of observation or treatment.
 - (e) This section is not intended to alter or supersede any restrictive covenants or land use restrictions that are otherwise applicable to any property for which a permit is sought.
- (4) **PROHIBITED AREAS.** The keeping or maintaining of chickens shall be expressly prohibited as follows:
 - (a) On vacant lots, unless the permit holder maintains his or her primary residence on abutting property and the lots have been joined as one tax parcel so the coop is located on the same lot as that of the principle structure or use.
 - (b) On any property zoned R-6 Mobile Home or R-7 Single-Family Manufactured Home. Also within mobile home or manufactured home parks, regardless of zoning classification.

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- (c) In any non-residential zoning district, except on obtaining prior authorization by Resolution of the Waupun Common Council.
 - (d) On lots on which condominiums are located, regardless of the zoning classification.
 - (e) On any property that is non-owner occupied or leased by a third party.
- (5) PERMIT REQUIREMENTS.
- (a) No person shall own, keep or maintain chickens within the corporate limits of the City without first obtaining a permit, except that educational facilities shall be exempt from the permit requirement. Permits shall be issued to City residents only. ~~No more than 10 permits shall be issued and outstanding at any one time. Permits shall be issued exclusively on a first come, first served basis.~~ No permit shall be issued to any applicant who has an outstanding fine, fee, charge or overdue assessment owing to the City or the Waupun Utilities. No initial or renewal permit shall be issued unless the applicant provides written proof of having a current livestock premises registration on file with the Wisconsin Department of Agriculture, Trade and Consumer Protection.
 - (b) ~~Prior to obtaining a permit, the applicant shall provide written notification of the application to all abutting property owners, and all such property owners and their respective addresses shall be included with the permit application. The applicant shall certify in the application that all such property owners have been so notified. No permit shall be issued unless all owners of abutting property have signed a written statement giving approval of the permit application.~~ No permit shall be issued to any property owner who is subject to an outstanding building or other code enforcement order, or where the property owner has received a citation within the past three years for a violation of Section 13.47 of the Waupun Municipal Code pertaining to minimum standards for property maintenance.
- (6) PERMIT TERM AND FEES.
- (a) Permits shall be granted for a term of not more than one year, commencing on January 1st or the date of issuance, whichever is later, and ending on the following December 31st. Permits shall be renewed annually. Permits shall not be assigned or otherwise transferred to any other applicant or property.
 - (b) The annual permit fee for keeping and maintaining chickens shall be set by resolution of the Common Council from time to time, and the permit fee must be paid to the City Clerk at the time of application. This fee shall not be prorated for a partial year.
 - (c) All renewal permit applications and fees shall be due no later than January 1st of the permit year. Failure to timely renew the permit application will result in forfeiture of the permit. In the event of permit revocation or non-renewal, any holder seeking to re-apply shall be required to meet all initial requirements for obtaining a permit under this section, including without limitation, those requirements set forth in subsection (5) above.
- (7) CHICKEN COOP LOCATION, DESIGN AND MAINTENANCE.
- (a) A coop and any attached enclosure shall be located only in the rear yard of the permit holder's residence. In addition, a coop and any attached enclosure shall not be closer than 15 feet to the side and rear property line or any residence on abutting property.
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- (c) All coops and adjacent lot areas shall be maintained reasonably free from chicken-produced substances, including but not limited to chicken manure, such that the air or environment around the chickens does not become noxious or offensive or create a condition that would reasonably promote the breeding of flies, mosquitoes, or other insects, or provide a habitat or breeding or feeding place for rodents or other animals, or otherwise be injurious to public health.
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 - (d) No eggs shall be sold or exchanged for value, except those chickens that produce eggs while kept and maintained at an educational facility.
 - (e) Deceased chickens shall be disposed of immediately after death in a safe manner, which may include trash disposal after placing the deceased chicken in a plastic bag or container that is sealed from leaking. No chickens shall be slaughtered on the premises.
 - (f) A permit holder shall consult with a veterinarian with respect to chickens that appear ill or on the occasion of a sudden death. If a disease that would be contagious to humans is diagnosed, the permit holder shall comply with all recommendations of a licensed veterinarian so as to ensure prevention of transmission of a disease. A permit holder shall immediately report unusual illness or death of chickens to the County Health Department.
 - (g) The permit holder shall fully comply with all federal and state regulations in regard to the raising of urban chickens at all times.
- (9) INSPECTION, PENALTIES AND ENFORCEMENT.
- (a) Inspection. The City Zoning Administrator shall make an initial inspection of the coop and any attached enclosures prior to any time in which chickens are kept or maintained on the property. The City shall have the power, whenever it may deem reasonably necessary, to enter a building, structure, or property where chickens are kept to ascertain whether the keeper is in compliance with this section.
 - (b) Enforcement. Any City officer so designated by the Waupun Common Council may issue compliance orders and citations pursuant to the provisions of this section. The City shall revoke a permit to keep chickens in the event that the City has issued two or more violations of this section within any six month period. All chickens, coops and attached enclosures shall be removed by permit holder within seven (7) calendar days of any permit revocation or non-renewal.
 - (c) Penalties. Any person who violates this section shall be subject to a forfeiture as established annually by the Common Council on the Fee Schedule for the first violation a forfeiture fee as established annually by the Common Council on the Fee Schedule for each subsequent violation. Each day that a violation of this section continues shall be deemed a separate violation. Any chickens found to be the subject of a violation of this section shall be subject to immediate seizure and impoundment and may be removed from the City by City officials in the event that the owner or keeper fails to timely remove the chicken as required in subsection (b) above. In addition to the foregoing penalties, any person who

violates this section shall pay all expenses, including shelter, food, handling and veterinary care, necessitated by enforcement of this provision.

(Ord. No. 19-03, § 2(Att.), 6-11-2019; Ord. No. 23-09, § 5, 11-28-2023)

Second Reading



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24

TITLE: Award the Asphalt Paving Contract for S. West Street (W. Lincoln St. to Visser Ave.)

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Jeff Daane, Public Works Director

| DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i> | FISCAL IMPACT | |
|---|--|--|
| Public Infrastructure | Total project \$42,866.25 Wisconsin Local Roads and Improvement Program will offset 50% of the project costs | |

ISSUE SUMMARY:

On September 4, 2024 the City held a bid opening for mill and overlay of S. West St. We received and opened two bids: Kartchner Brothers LLC and Northeast Asphalt.

STAFF RECOMMENDATION:

Approve the low bid from Kartchner Brothers LLC

ATTACHMENTS:

Bid Tab

RECOMMENDED MOTION:

Motion to accept the low bid and award the Asphalt Paving Contract for S. West St. (W. Lincoln St. to Visser Ave.) to Kartchner Brothers, in the amount of \$42,866.25.

CITY OF WAUPUN

BID TAB

**Asphalt Paving Contract
S. West St. (W. Lincoln St. to Visser Ave.)
Wednesday, September 4, 2024**

| Kartechner Brothers LLC N11829 County Rd I Waupun WI 53963 | | | | | |
|--|--|-------------|------------|---------------|---------------------|
| Item No | Item Description | Approx S.Y. | Mill Price | Surface Price | Total Price |
| 1 | 2" Profile Mill | | | | |
| | 2" Blacktop Sufrace (4LT 58-28s) | | | | |
| | S. West St. (W. Lincoln St. to Visser Ave) | 4899 | \$ 0.95 | \$ 7.80 | \$ 42,866.25 |
| Total Item #1 | | | | | \$ 42,866.25 |

| Northeast Asphalt 20 Camelot Dr. Fond Du Lac WI 54935 | | | | | |
|---|--|-------------|------------|---------------|---------------------|
| Item No | Item Description | Approx S.Y. | Mill Price | Surface Price | Total Price |
| 1 | 2" Profile Mill | | | | |
| | 2" Blacktop Sufrace (4LT 58-28s) | | | | |
| | S. West St. (W. Lincoln St. to Visser Ave) | 4899 | \$ 1.40 | \$ 9.00 | \$ 50,949.60 |
| Total Item #1 | | | | | \$ 50,949.60 |



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24

TITLE: Award the Heritage Museum Restoration Rebid

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Jeff Daane, Public Works Director

| DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i> | FISCAL IMPACT | |
|---|---|--|
| Public Infrastructure | Base bid \$102,792.00 plus alternate \$106,592.00 | |

ISSUE SUMMARY:

The Museum has water infiltrating the building in different areas. This is due to the mortar joints deteriorating. The project was bid earlier this summer with a low bid at that time coming in just over \$194,000. The bid spec was changed to repair some of the old stone versus just replacing all of them, this was the largest cost difference in the new low bid. B and B Quality Building Restoration was the low bid initially and is once again the lowest qualified bidder in this round of rebidding.

STAFF RECOMMENDATION:

Approve the low bid from B and B Quality Building Restoration

ATTACHMENTS:

Bid analysis/bid tab

RECOMMENDED MOTION:

Motion to accept the bid from the lowest qualified bidder and award the Heritage Museum Restoration rebid to B and B Quality Building Restoration, in an amount that includes the base bid plus alternate for a total expenditure of \$106,592.

| | |
|-------------|-----------------------------------|
| Client | City of Waupun |
| Project | Heritage Museum Restoration REBID |
| Prepared By | K. Dressler |

| | |
|-------------|------------|
| Project No. | W6218-012 |
| Date | 09.04.2024 |

The City of Waupun (hereinafter referred to as the OWNER) has received bids on the third day of September 2024 for the Heritage Museum Restoration REBID, (hereinafter referred to as the Project); and

Cedar Corporation (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

1. Bids were received from three bidders. Base bids ranged from a low of \$102,792.00 to a high of \$172,113.00. A summary of the bid tabulation is attached.
2. Based upon ENGINEER's analysis of the bids received on the above PROJECT, the responsive low bidder is:

B&B Quality Building Restoration of WI LLC
2456 Highway MM
Fitchburg, WI 53575

| | |
|------------------------------|--------------------|
| Base Bid Amount: | \$102,792.00 |
| <u>Alternate Bid Amount:</u> | <u>\$ 3,800.00</u> |
| Total Bid Amount: | \$106,592.00 |

3. It is understood that by this analysis, that the ENGINEER does not guarantee the Contractor's performance which is covered by the Contractor's bond, but it is a statement by the ENGINEER that the ENGINEER has no information which would lead the ENGINEER to believe that the Contractor does not have the necessary equipment and personnel to complete the PROJECT in compliance with the drawings and specifications within reasonable tolerances generally accepted in the trade.
4. It is further understood that this analysis is not a representation that the ENGINEER has reviewed the proposal for possible legal irregularities which should be a function of the OWNER'S legal counsel, and at the option of the OWNER.
5. It is further understood that in the event that OWNER feels that the Contract should be awarded on some basis other than price, the OWNER should defer further action on this PROJECT until a thorough legal review can be made by OWNER'S legal counsel.



Bid Tab

Heritage Museum Restoration REBID
 City of Waupun
 Dodge County, WI

September 3, 2024

| Line | | | | B&B Quality Bldg Rest Fitchburg, WI | | Berglund Construction Chicago, IL | | Building Restoration Roseville, MN | |
|-----------------------------|-----------------------------|------|------|--|--------------|--------------------------------------|--------------|---------------------------------------|--------------|
| Item | Item Description | Unit | Qty | Unit Price | Extension | Unit Price | Extension | Unit Price | Extension |
| Base Bid | | | | | | | | | |
| 1 | Re-Pointing Masonry | SF | 1200 | \$36.00 | \$43,200.00 | \$25.00 | \$30,000.00 | \$41.00 | \$49,200.00 |
| 2 | Cut Stone Replacement | SF | 20 | \$400.00 | \$8,000.00 | \$650.00 | \$13,000.00 | \$633.00 | \$12,660.00 |
| 3 | Limestone Replacement | SF | 25 | \$400.00 | \$10,000.00 | \$560.00 | \$14,000.00 | \$838.00 | \$20,950.00 |
| 4 | Fill Crack in Cut Stone | LF | 5 | \$165.00 | \$825.00 | \$300.00 | \$1,500.00 | \$872.00 | \$4,360.00 |
| 5 | Fill Chipped Cut Stone | SF | 5 | \$125.00 | \$625.00 | \$700.00 | \$3,500.00 | \$977.00 | \$4,885.00 |
| 6 | Masonry Cleaning | SF | 4500 | \$1.00 | \$4,500.00 | \$4.00 | \$18,000.00 | \$1.00 | \$4,500.00 |
| 7 | Roof Flashing | LF | 90 | \$49.00 | \$4,410.00 | \$80.00 | \$7,200.00 | \$153.00 | \$13,770.00 |
| 8 | Concrete Stair with Landing | EA | 1 | \$8,500.00 | \$8,500.00 | \$31,720.00 | \$31,720.00 | \$20,160.00 | \$20,160.00 |
| 9 | Concrete Foundation | LF | 16 | \$700.00 | \$11,200.00 | \$580.00 | \$9,280.00 | \$1,198.00 | \$19,168.00 |
| 10 | Railing | LF | 18 | \$550.00 | \$9,900.00 | \$1,400.00 | \$25,200.00 | \$718.00 | \$12,924.00 |
| 11 | Sidewalk Replacement | SF | 32 | \$51.00 | \$1,632.00 | \$50.00 | \$1,600.00 | \$298.00 | \$9,536.00 |
| Base Bid Total | | | | | \$102,792.00 | | \$155,000.00 | | \$172,113.00 |
| Alternate | | | | | | | | | |
| 12 | Concrete Slab | SF | 32 | \$25.00 | \$800.00 | \$75.00 | \$2,400.00 | \$120.00 | \$3,840.00 |
| 13 | Concrete Foundation | EA | 2 | \$1,500.00 | \$3,000.00 | \$1,300.00 | \$2,600.00 | \$2,800.00 | \$5,600.00 |
| Alternate Total | | | | | \$3,800.00 | | \$5,000.00 | | \$9,440.00 |
| Base Bid + Alternate | | | | | \$106,592.00 | | \$160,000.00 | | \$181,553.00 |



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24
AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS
TITLE: Playground Equipment Proposals for Zoellner Park and Authorize Early Expenditure of 2025 Budget
PRESENTER: Kathy Schlieve, City Administrator

| DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i> | FISCAL IMPACT | |
|---|-----------------------------------|--|
| Infrastructure | \$40,000 (2025 Budget Allocation) | |

SUMMARY:

As part of the 2025 budget, we are planning to replace the playground at Zoellner Park. Currently there is a significant discount (40%) being offered for equipment ordered by year end. The Recreation Board has reviewed the included spec sheets and pricing and is recommending the purchase of NU-3428 Nucleus Structure in the amount of \$38,139 with order placed by December 20, 2024 to leverage available discounts. With your approval, you will be authorizing expenditure from the 2025 budget prior to the budget being adopted, however the savings this represents is considered in the recommendation.

STAFF RECOMMENDATION:

Support recommendation of Recreation Board

ATTACHMENTS:

2 alternatives for playground equipment with estimates

RECOMMENDED MOTION:

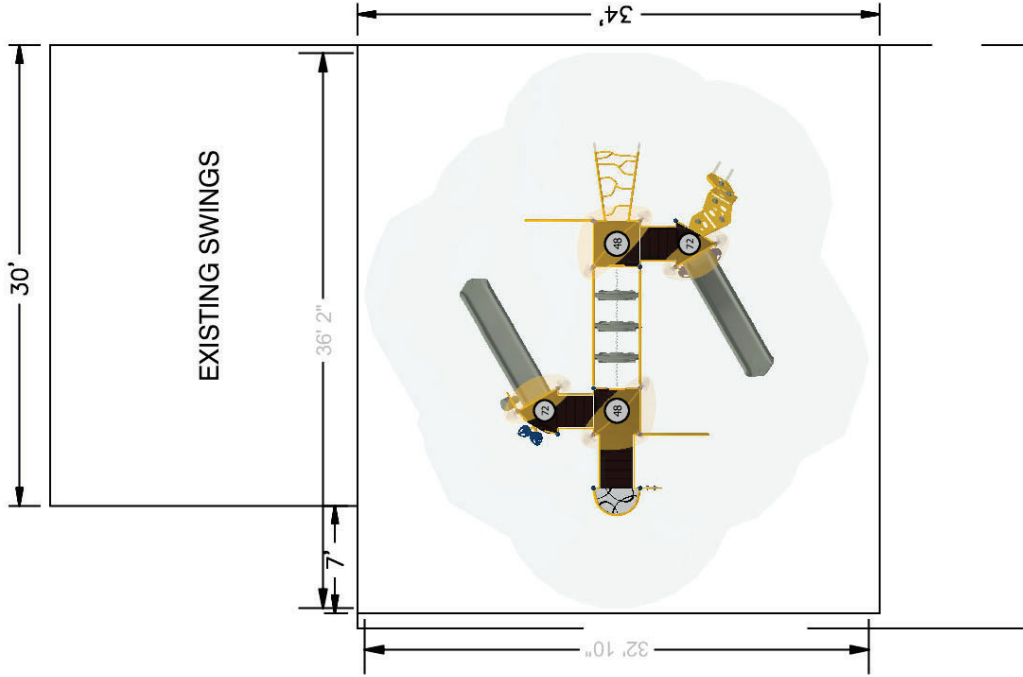
Motion to accept the Zoellner Park playground proposal #142-189920-1 for the purchase of the NU-3428 Nucleus Structure in the amount of \$38,139 from Lee Recreation and to authorize early purchase from the 2025 budget by December 20, 2024 to leverage available discounts on selected equipment.



COLOR KEY

| | |
|--------------|------------|
| ● BLUE | BLUE |
| ● YELLOW | YELLOW |
| ● GRANITE | GRANITE |
| ● GRAY | GRAY |
| ■ GRAY/BLACK | GRAY/BLACK |





NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS STRUCTURE IS TO BE PLACED.



OVERALL BOUNDING OF USE ZONES
 **The space requirements shown here are to ASTM standards. Requirements for other standards may be different.
 Area: 1185.4 Sq.ft.
 Perimeter: 137.9 ft.
STRUCTURE SIZE: 10"x36' 2"
POST SIZE(S): 5"

| PLAYGROUND ACCESSIBILITY (Provided/Required) | | | | |
|--|----------------------------|------------------------|---------------|------------------------|
| TOTAL ELEVATED EVENTS | TRANSFER ACCESSIBLE EVENTS | RAMP ACCESSIBLE EVENTS | GROUND EVENTS | TYPES OF GROUND EVENTS |
| 13 | 8 / 4 | 4 / 0 | 4 / 3 | 3 / 3 |

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

SERIES Synergy

GROUP:
SY-3497

DESIGNED FOR AGES:
5 to 12

Zoellner Park
Waupun, WI 53963-1210



SITE PLAN VIEW

08/21/2024

Lee Recreation, LLC
142-189921-1

Designer: Luke Schueller



Office (800) 775-8937
Fax (608) 423-7655

260 W. Main Street
Cambridge, WI 53523

info@leerecreation.com
www.leerecreation.com

PROVIDING FUN ACROSS WISCONSIN SINCE 1995

DATE: August 28, 2024
TO: City of Waupun
201 E. Main St.
Waupun, WI 53963

SOURCEWELL ID #: 180926

PROJECT NAME: Zoellner Park
PROJECT LOCATION: 910 Newton Ave.
Waupun, WI 53963

FROM: Jeff Thompson
RE: Playground Proposal #142-189921-1

BURKE "Play That Moves You" - Sourcewell Contract #010521-BUR

| ITEM | DESCRIPTION | UNIT PRICE | TOTAL |
|--------------|---|-------------|--------------------|
| 142-189921-1 | SY-3497 Synergy Structure | \$47,408.00 | \$47,408.00 |
| Discount | 7% Discount Per Sourcewell Contract #010521-bur | | (\$ 3,318.56) |
| Additional | Fall In Love With Play Sale Discount, Structure SY-3497 | | (\$15,644.44) |
| Assembly | Assembly/Installation | | \$ 14,500.00 |
| Freight | Delivery of Equipment | | \$ 1,000.00 |
| | TOTAL | | \$43,945.00 |

Quote accepted by:_____Date:_____

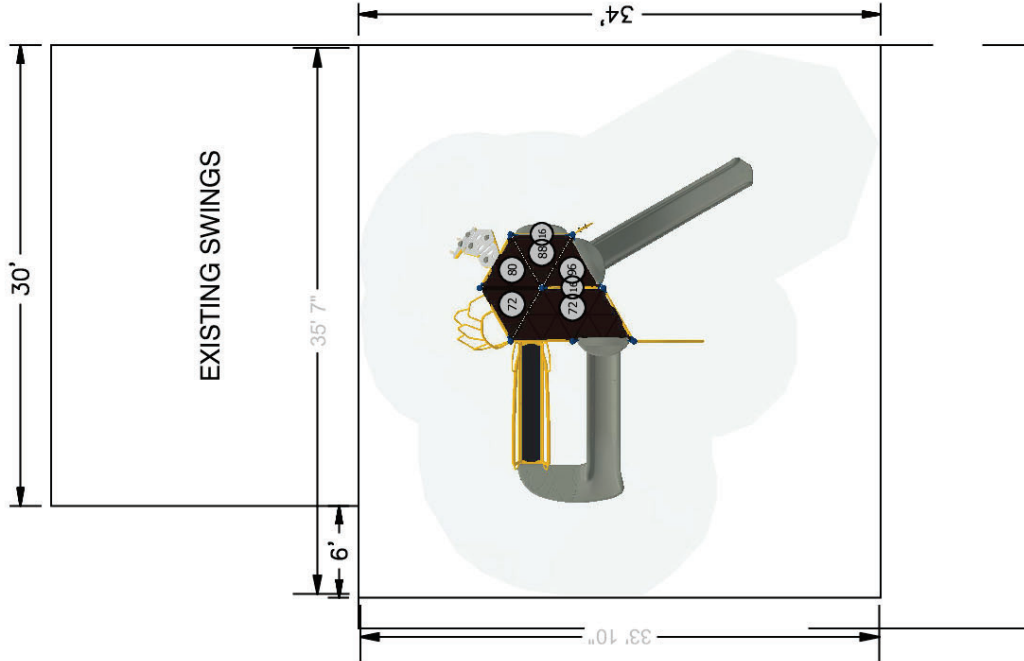
- TERMS: Net 30 from ship date for equipment & freight; Net 30 from completion date for all remaining
- Marking of Private Lines, Site Preparation, Resilient Surfacing and Site Restoration is the responsibility of the Customer
- Lead-Time: 10-12 weeks upon receipt of order
- Quote effective: **Until 12-20-2024 (Fall In Love With Play Sale Ends 12/20/2024)**



COLOR KEY

| | |
|---------------------------------------|------------|
| ● | BLUE |
| ● | YELLOW |
| ● | GRANITE |
| ● | GRAY |
| ■ | GRAY/BLACK |





NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS STRUCTURE IS TO BE PLACED.



The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

| PLAYGROUND ACCESSIBILITY (Provided/Required) | | | | |
|--|----------------------------|------------------------|---------------|------------------------|
| TOTAL ELEVATED EVENTS | TRANSFER ACCESSIBLE EVENTS | RAMP ACCESSIBLE EVENTS | GROUND EVENTS | TYPES OF GROUND EVENTS |
| 9 | 6 / 3 | 0 / 0 | 4 / 2 | 3 / 2 |

OVERALL BOUNDING OF USE ZONES **The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

Area: 1199.7 sq.ft.
 Perimeter: 138.6 ft.
STRUCTURE SIZE: 10"x35' 7"
POST SIZE(S):

SERIES Nucleus

GROUP:
 NU-3428

DESIGNED FOR AGES:
 5 to 12

Zoellner Park
 Waupun, WI 53963-1210



SITE PLAN VIEW

08/21/2024

Lee Recreation, LLC
 142-189920-1

Designer: Luke Schueller



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PROVIDING FUN ACROSS WISCONSIN SINCE 1995

DATE: August 28, 2024
TO: City of Waupun
201 E. Main St.
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SOURCEWELL ID #: 180926

PROJECT NAME: Zoellner Park
PROJECT LOCATION: 910 Newton Ave.
Waupun, WI 53963

FROM: Jeff Thompson
RE: Playground Proposal #142-189920-1

BURKE "Play That Moves You" - Sourcewell Contract #010521-BUR

| ITEM | DESCRIPTION | UNIT PRICE | TOTAL |
|--------------|---|-------------|--------------------|
| 142-189920-1 | NU-3428 Nucleus Structure | \$38,676.00 | \$38,676.00 |
| Discount | 7% Discount Per Sourcewell Contract #010521-bur | | (\$ 2,707.32) |
| Additional | Fall In Love With Play Sale Discount, Structure NU-3428 | | (\$10,829.68) |
| Assembly | Assembly/Installation | | \$ 12,000.00 |
| Freight | Delivery of Equipment | | \$ 1,000.00 |
| TOTAL | | | \$38,139.00 |

Quote accepted by:_____Date:_____

- TERMS: Net 30 from ship date for equipment & freight; Net 30 from completion date for all remaining
- Marking of Private Lines, Site Preparation, Resilient Surfacing and Site Restoration is the responsibility of the Customer
- Lead-Time: 10-12 weeks upon receipt of order
- Quote effective: **Until 12-20-2024 (Fall In Love With Play Sale Ends 12/20/2024)**



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24

TITLE: Waupun Community Center Policies & Procedures and User Fees

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Rachel Kaminski, Recreation
Program Director

| DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i> | FISCAL IMPACT | |
|---|---------------|--|
| Community & Economic Vitality | -- | |

SUMMARY:

The Recreation Committee has finalized policies and user fees for the new community center as outlined in the attached document. We are currently working on rental fees and will be coming to the council to amend this packet once the Recreation Board makes their final recommendation for those. At this point, the policy handbook and users' fees are most critical as we prepare to transition regular operations by the middle of October. The first several months of will be about stabilizing operations in the new facility and determining level of oversight and supervision required to management this larger facility. We are planning rentals to begin in Q1 of 2025 with additional staffing to support.

STAFF RECOMMENDATION:

Support recommendation of Recreation Board

ATTACHMENTS:

Community Center Policies & Procedures Manual

RECOMMENDED MOTION:

Motion to approve the Waupun Community Center Policies and Procedures

WAUPUN COMMUNITY CENTER POLICIES & PROCEDURES



| GENERAL POLICIES & PROCEDURES | |
|--|---------------|
| Policy Statement | Page 1 |
| Photo Release | Page 1 |
| Code of Conduct | Page 2 |
| Priority Users | Page 2 |
| Video Surveillance | Page 3 |
| First Aid & Medical Emergencies | Page 3 |
| Tobacco/Vaping | Page 3 |
| Firearm/Weapon | Page 3 |
| Alcohol | Page 3 |
| Pets & Service Animals | Page 3 |
| Missing Person | Page 3 |
| Active Threat | Page 4 |
| Winter Inclement Weather | Page 4 |
| Severe Weather Shelter | Page 5 |
| Hours of Operation | Page 5 |
| Review and Amendment of Procedures | Page 5 |
| PARTICIPANT POLICIES & PROCEDURES | |
| Age Use Policy | Page 5 |
| Common Space Use | Page 5 |
| Membership & Fees | Page 6 |
| Participant Liability Waiver | Pages 7 – 8 |
| Fitness Center Guidelines | Page 9 |
| Gymnasium Guidelines | Page 9 |
| Volunteer Policy | Pages 9 – 10 |
| Volunteer Liability Waiver | Pages 11 – 12 |
| FACILITY RENTAL POLICIES & PROCEDURES | |
| Rentable Room Descriptions & Capacity | Page 13 |
| Fees & Deposits | Page 13 |
| Scheduling | Page 14 |
| Cancellations | Page 14 |
| Rules | Page 14 |
| Clean-Up/Damages | Page 15 |

POLICY STATEMENT

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

PHOTO RELEASE

City of Waupun programs and events are often photographed or filmed for promotional purposes. If you do not wish to be included in a photograph, please indicate this to the instructor and/or photographer,

WAUPUN COMMUNITY CENTER POLICIES & PROCEDURES

■ otherwise the City of Waupun has the right to use photos for promotional purposes associated with the Waupun Community Center.

CODE OF CONDUCT

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

Participants of the Waupun Community Center Shall:

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

Participant Actions Not Permitted:

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

PRIORITY USERS

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

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

6. Public/Private Reserved Use

VIDEO SURVEILLANCE

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

FIRST AID & MEDICAL EMERGENCIES

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

TOBACCO/VAPING POLICY

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

FIREARMS/WEAPONS POLICY

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

ALCOHOL POLICY

The Waupun Community Center facility and grounds are alcohol free. No alcohol allowed.

PETS & SERVICE ANIMALS POLICY

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

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

MISSING PERSON

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

ACTIVE VIOLENCE THREAT POLICY

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

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

THREAT IS REPORTED OUTSIDE THE BUILDING OR IN THE IMMEDIATE AREA

Announce over paging system about the external threat several times. Announcing that the threatening person has not yet entered the building, and the Center must take immediate action to lock all means of entry into the building.

1. All entrances will be locked and sheltering in place is recommended until the "ALL CLEAR" is given by law enforcement or the administrator/director.
2. Vacate hallways and keep everyone away from doors and windows.
3. Move to an inner room that can be properly secured.

INTRUDER/ACTIVE THREAT IN THE BUILDING

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

WINTER INCLEMENT WEATHER POLICY

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

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

Community Center Closings and Delays will be published on:

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

WAUPUN COMMUNITY CENTER POLICIES & PROCEDURES

SEVERE WEATHER SHELTER-IN-PLACE POLICY

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

HOURS OF OPERATION

Monday – Friday, 8am – 4pm, subject to change

REVIEW AND AMENDMENT OF PROCEDURES

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

AGE OF USE POLICY

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

COMMON SPACE USE

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

WAUPUN COMMUNITY CENTER POLICIES & PROCEDURES



MEMBERSHIP & FEES

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

| Standard Annual Membership | | Standard + Fitness Annual Membership | |
|----------------------------|------|--------------------------------------|-------|
| Resident | \$60 | Resident Individual | \$120 |
| Non-Resident | \$80 | Resident 2-Person Household | \$180 |
| Day-Pass Resident | \$3 | Family | \$225 |
| Day-Pass Non-Resident | \$5 | Non-Resident Individual | \$140 |
| | | Non-Resident 2-Person Household | \$200 |
| | | Non-Resident Family | \$245 |

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

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

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

WAUPUN COMMUNITY CENTER POLICIES & PROCEDURES

PARTICIPANT LIABILITY

CITY OF WAUPUN PARTICIPANT WAIVER AND RELEASE OF LIABILITY FORM

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

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

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

Waiver and Release

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

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

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

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

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

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

WAUPUN COMMUNITY CENTER POLICIES & PROCEDURES



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

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

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

Construction of Waiver and Release and Severability

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

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

Participant's Full Name:

(print name legibly) First Middle Last

Participant's Address:

Participant's Address

City State Zip

Phone (Home) Phone (Cell)

Participant's Signature & Date

Signature Date

IN WITNESS WHEREOF, Participant and Parent/Guardian of Participant have executed this Waiver and Release of Liability as of the day and year first above written.

Witness's Signature & Date

Signature Date

FITNESS CENTER GUIDELINES

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

GYMNASIUM GUIDELINES

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

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

VOLUNTEER POLICY

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



WELCOMING DESK VOLUNTEERS

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

FITNESS CENTER VOLUNTEERS

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

CARD PLAYING & TABLE GAMES VOLUNTEERS

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

LUNCH VOLUNTEERS

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

Volunteer duties will include:

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

BUILDING SUPERVISION VOLUNTEERS

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

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

WAUPUN COMMUNITY CENTER POLICIES & PROCEDURES



VOLUNTEER LIABILITY

CITY OF WAUPUN VOLUNTEER WAIVER AND RELEASE OF LIABILITY FORM

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

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

Waiver and Release

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

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

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

_____.

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

_____.

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

_____.

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

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

WAUPUN COMMUNITY CENTER POLICIES & PROCEDURES



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

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

Construction of Waiver and Release and Severability

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

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

Volunteer's Full Name:

(print name legibly) First Middle Last

Participant's Address:

Volunteer's Address

City State Zip

Phone (Home) Phone (Cell)

Volunteer's Signature & Date

Signature Date

IN WITNESS WHEREOF, Volunteer and Parent/Guardian of Volunteer have executed this Waiver and Release of Liability as of the day and year first above written.

Witness's Signature & Date

Signature Date

WAUPUN COMMUNITY CENTER POLICIES & PROCEDURES

RENTAL FEES & DEPOSITS & DAMAGES

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

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

RENTABLE ROOMS

| <u>Room</u> | <u>Description</u> | <u>Seating Capacity</u> | <u>Fee (Rental & Janitorial)</u> |
|--|--|--------------------------------|---|
| <u>Conference Room Only</u> | Large table with seating and TV | | |
| <u>Multi-Purpose Room Only</u> | 8 ft. banquet tables with chairs and TV | | |
| <u>Dining Room Only</u> | 8 ft. banquet tables with charis | | |
| <u>Multi-Purpose Room & Dining Room</u> | | | |
| <u>Dining Room & Kitchen</u> | Refrigerators, Freezers, Microwave, 30 or 60 cup coffee maker, Water pitchers, table and serveware | | |
| <u>Multi-Purpose Room, Dining Room & Kitchen</u> | Kitchen has 2 serving windows | | |
| <u>Gymnasium Only</u> | Full basketball court with 2 hoops | | |
| <u>Facility (Multi-Purpose Room, Dining Room, Kitchen & Gymnasium</u> | | | |

ROOM RENTAL SCHEDULING POLICY

The Waupun Community Center rooms and facility are available for rent any day of the week, Monday through Sunday depending on activity schedules. The Waupun Community Center will close no later than 9:00pm. The Waupun Community Center will be available for rentals on holidays. If a rental is approved on a holiday, normal rental rates will be charged.

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

RENTAL CANCELLATION POLICY

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

RENTAL RULES & GUIDELINES

CURFEW

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

NOISE

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

KITCHEN USE

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

CANDLES

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

FOOD

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

RECYCLING & TRASH

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

DECORATIONS

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

ANIMALS

Pets are not allowed with the exception of service animals.



RENTAL CLEAN-UP CHECKLIST

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

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



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

| | | | |
|-----------------------------|------------------------|--------|----------------------------------|
| Tuesday, September 24, 2024 | Committee of the Whole | 5:30PM | |
| Tuesday, October 8, 2024 | Common Council | 6:00PM | |
| Tuesday, October 29, 2024 | Committee of the Whole | 5:30PM | |
| Tuesday, November 12, 2024 | Common Council | 6:00PM | |
| Tuesday, November 26, 2024 | Committee of the Whole | 5:30PM | |
| Tuesday, December 10, 2024 | Common Council | 6:00PM | |
| Tuesday, December 31, 2024 | Committee of the Whole | 5:30PM | Reschedule/Cancel due to Holiday |

LICENSE/PERMIT APPLICATIONS

Operator: Courtney Respalje, Julie Nickel

Temporary Operator: Christina Kartechner, Madeline Gantner, Cassandra Verhage, Jarrett Mack, Andrea Oosterhouse, Kirsten Quam, Janelle Kartechner, Lauren Tillema, Angelica Grebel, Lean Koenigs, Gary DeJager

Temporary Class B: Waupun Downtown Promotions Inc. September 27, 2024 Hops and Shops Beer/Cider Walk

Amusement: Los Ramos - 405 E Main St. Waupun

EXPENSES

Attached

RECOMENDED MOTION:

Motion to approve the Consent agenda and monthly Financial Report. *(Roll Call)*

Report Criteria:

Report type: Summary

Invoice.Batch = "82724","A","091024"

| Check Issue Date | Check Number | Payee | Amount |
|------------------|--------------|---------------------------------|------------|
| 08/29/2024 | 210 | CREXENDO | 458.30 |
| 08/29/2024 | 211 | KWIK TRIP STORES | 7,816.06 |
| 08/29/2024 | 212 | PAYMENT SERVICE NETWORK INC | 7.00 |
| 08/29/2024 | 213 | WELLS FARGO PAYMENT REMITT | 2,687.25 |
| 08/29/2024 | 214 | WI DEPT OF REVENUE | 2,840.97 |
| 08/27/2024 | 108462 | WAUPUN UTILITIES | 106,018.02 |
| 08/27/2024 | 108463 | YMCA OF DODGE COUNTY | 13,252.46 |
| 09/05/2024 | 108464 | AMAZON CAPITAL SERVICES | 1,008.15 |
| 09/05/2024 | 108465 | ANDERSON SOD FARM | 24.00 |
| 09/05/2024 | 108466 | ASSOCIATED APPRAISAL CONSULTA | 3,200.13 |
| 09/05/2024 | 108467 | AT & T | 129.40 |
| 09/05/2024 | 108468 | BALLWEG IMPLEMENT | 40.76 |
| 09/05/2024 | 108469 | BOUND TREE MEDICAL LLC | 267.98 |
| 09/05/2024 | 108470 | BROOKS SHOE & REPAIR | 150.00 |
| 09/05/2024 | 108471 | CAPITAL AUTOBODY LLC | 11,932.30 |
| 09/05/2024 | 108472 | CEDAR CORPORATION | 30,204.61 |
| 09/05/2024 | 108473 | CINTAS CORPORATION NO 2 | 805.69 |
| 09/05/2024 | 108474 | CITY OF WAUPUN | 555.00 |
| 09/05/2024 | 108475 | COLUMN SOFTWARE PBC | 261.50 |
| 09/05/2024 | 108476 | CONWAY SHIELD | 530.00 |
| 09/05/2024 | 108477 | COUNTY MATERIALS CORP | 1,398.13 |
| 09/05/2024 | 108478 | FERGUSON WATERWORKS #1476 | 2,853.16 |
| 09/05/2024 | 108479 | DESTINATION LAKE WINNEBAGO RE | 7,682.65 |
| 09/05/2024 | 108480 | EWALD'S HARTFORD FORD LLC | 45,181.50 |
| 09/05/2024 | 108481 | MARTENS ACE HARDWARE | 1,182.52 |
| 09/05/2024 | 108482 | FAULKS BROS CONSTRUCTION INC | 2,664.46 |
| 09/05/2024 | 108483 | GFC LEASING - WI | 135.97 |
| 09/05/2024 | 108484 | GFL ENVIRONMENTAL | 45,965.65 |
| 09/05/2024 | 108485 | GRAND VALLEY INSPECTION SERVIC | 24,043.28 |
| 09/05/2024 | 108486 | HALRON LUBRICANTS INC | 2,013.22 |
| 09/05/2024 | 108487 | HOLIDAY WHOLESALE | 1,474.79 |
| 09/05/2024 | 108488 | HOMAN AUTO -GATEWAY | 53.10 |
| 09/05/2024 | 108489 | LYLE HULL & SON EQUIPMENT LLC | 850.00 |
| 09/05/2024 | 108490 | KARTECHNER BROTHERS LLC | 221.40 |
| 09/05/2024 | 108491 | KREUZIGER, JEFFREY D | 1,150.00 |
| 09/05/2024 | 108492 | LAKE COUNTRY FIRE AND RESCUE | 1,090.00 |
| 09/05/2024 | 108493 | LANGE ENTERPRISES | 82.70 |
| 09/05/2024 | 108494 | LIFESTAR EMERGENCY MEDICAL | 4,640.00 |
| 09/05/2024 | 108495 | MARCO TECHNOLOGIES LLC | 291.00 |
| 09/05/2024 | 108496 | MENARDS - BEAVER DAM | 459.41 |
| 09/05/2024 | 108497 | O'REILLY AUTOMOTIVE INC | 1,044.96 |
| 09/05/2024 | 108498 | OTIS ELEVATOR COMPANY | 6,051.24 |
| 09/05/2024 | 108499 | PIGGLY WIGGLY DISCOUNT FOODS | 15.77 |
| 09/05/2024 | 108500 | PROS 4 TECHNOLOGY INC | 3,908.94 |
| 09/05/2024 | 108501 | REINDERS INC | 104.33 |
| 09/05/2024 | 108502 | RENNERTS | 1,571.29 |
| 09/05/2024 | 108503 | SAFETY KLEEN | 430.00 |
| 09/05/2024 | 108504 | SAN-A-CARE INC | 437.11 |
| 09/05/2024 | 108505 | SIRCHIE ACQUISITION COMPANY LLC | 71.00 |

| Check Issue Date | Check Number | Payee | Amount |
|------------------|--------------|--------------------------------|-------------------|
| 09/05/2024 | 108506 | SPIKE'S K9 FUND | 2,496.00 |
| 09/05/2024 | 108507 | STOBB PLUMBING & HEATING INC | 415.00 |
| 09/05/2024 | 108508 | TIPTON, ALEXANDRA | 56.18 |
| 09/05/2024 | 108509 | TRANSPORTATION EQUIPMENT SALE | 72,373.00 |
| 09/05/2024 | 108510 | TRUCK EQUIPMENT INC | 979.75 |
| 09/05/2024 | 108511 | TRU CLEANERS LLC | 4,175.61 |
| 09/05/2024 | 108512 | US CELLULAR | 388.08 |
| 09/05/2024 | 108513 | VANDEZANDE & KAUFMAN, LLP | 430.00 |
| 09/05/2024 | 108514 | VON BRIESEN & ROPER, S.C. | 276.00 |
| 09/05/2024 | 108515 | WALDSCHMIDT & SONS INC | 20,649.00 |
| 09/05/2024 | 108516 | WAUPUN AREA ANIMAL SHELTER INC | 1,000.00 |
| 09/05/2024 | 108517 | WAUPUN COMMUNITY PLAYERS | 15.00 |
| 09/05/2024 | 108518 | WAUPUN UTILITIES | 5,309.51 |
| 09/05/2024 | 108519 | WI DEPT OF JUSTICE | 45.00 |
| 09/05/2024 | 108520 | INSIGHT FS | 164.30 |
| 09/05/2024 | 108521 | KAMINSKI, RACHEL | 34.00 |
| 09/05/2024 | 108522 | BISHOP, ROHN | 40.00 |
| 09/05/2024 | 108523 | SENSIT TECHNOLOGIES LLC | 960.80 |
| 09/05/2024 | 108524 | TOP PACK DEFENSE | 138.84 |
| 09/05/2024 | 108525 | SALAMONE SUPPLIES | 476.28 |
| Grand Totals: | | | <u>449,679.51</u> |

Report Criteria:

Report type: Summary

Invoice.Batch = "82724","A","091024"

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

| Payee | Description | Check Issue Date | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|---------------------------------------|--|------------------|----------------|--------------------|----------------|--------------|
| AMAZON CAPITAL SERVICES | | | | | | |
| AMAZON CAPITAL SERVICES | PET WASTE BAGS | 09/05/2024 | 16TV-GLYR-K | 100-20-5525-3-36 | 148.99 | 148.99 |
| AMAZON CAPITAL SERVICES | HANGING FOLDER FRAME | 09/05/2024 | 13DV-KHG3-3 | 100-10-5141-3-38 | 75.16 | 75.16 |
| AMAZON CAPITAL SERVICES | OFFICE SUPPLIES - USB'S, DVD PORTABLE WRITER DRIVE | 09/05/2024 | 1K3X-QHHL-V | 100-40-5211-3-30 | 143.89 | 143.89 |
| AMAZON CAPITAL SERVICES | SMALL TOOL KIT | 09/05/2024 | 1LFV-PQLC-1 | 100-10-5142-3-38 | 21.99 | 21.99 |
| AMAZON CAPITAL SERVICES | BUSINESS PRIME MEMBERSHIP FEE | 09/05/2024 | 1LG9-QG7L-6 | 100-10-5141-3-38 | 499.00 | 499.00 |
| AMAZON CAPITAL SERVICES | WATER VALVE COVERS - BASEBALL COMPLEX | 09/05/2024 | 1TWR-KYC1- | 100-20-5525-3-36 | 69.64 | 69.64 |
| AMAZON CAPITAL SERVICES | REPLACEMENT BLADES FOR POLE SAW | 09/05/2024 | 1WGN-4VHM- | 100-70-5411-3-36 | 49.48 | 49.48 |
| Total AMAZON CAPITAL SERVICES: | | | | | | 1,008.15 |
| ANDERSON SOD FARM | | | | | | |
| ANDERSON SOD FARM | SOD FOR MEDEMA FIELD - REPLACEMENT | 09/05/2024 | 42267 | 100-20-5525-3-36 | 24.00 | 24.00 |
| Total ANDERSON SOD FARM: | | | | | | 24.00 |
| ASSOCIATED APPRAISAL CONSULTAN | | | | | | |
| ASSOCIATED APPRAISAL CONSULTA | MONTHLY SERVICES-REVAL PROGRAM SEPT 2024 | 09/05/2024 | 176215 | 100-30-5152-3-38 | 3,200.13 | 3,200.13 |
| Total ASSOCIATED APPRAISAL CONSULTAN: | | | | | | 3,200.13 |
| AT & T | | | | | | |
| AT & T | POLICE DEPT MONTHLY PHONE CHARGES | 09/05/2024 | JULY20-AUG1 | 100-40-5211-3-31 | 129.40 | 129.40 |
| Total AT & T: | | | | | | 129.40 |
| BALLWEG IMPLEMENT | | | | | | |
| BALLWEG IMPLEMENT | OIL FOR CHAIN SAW | 09/05/2024 | P98639 | 100-70-5411-3-36 | 40.76 | 40.76 |
| Total BALLWEG IMPLEMENT: | | | | | | 40.76 |
| BISHOP, ROHN | | | | | | |
| BISHOP, ROHN | REIMBURSEMENT FOR CELL PHONE - SEPT 2024 | 09/05/2024 | 9-1-24 | 100-10-5131-3-31 | 40.00 | 40.00 |
| Total BISHOP, ROHN: | | | | | | 40.00 |
| BOUND TREE MEDICAL LLC | | | | | | |
| BOUND TREE MEDICAL LLC | SPIDER STRAPS - PATIENT SECUREMENT | 09/05/2024 | 85454972 | 100-50-5230-3-38 | 267.98 | 267.98 |
| Total BOUND TREE MEDICAL LLC: | | | | | | 267.98 |
| BROOKS SHOE & REPAIR | | | | | | |
| BROOKS SHOE & REPAIR | BOOT ALLOWANCE - FERCH | 09/05/2024 | 50992 | 100-70-5412-3-38 | 150.00 | 150.00 |
| Total BROOKS SHOE & REPAIR: | | | | | | 150.00 |
| CAPITAL AUTOBODY LLC | | | | | | |
| CAPITAL AUTOBODY LLC | HAIL REPAIRS - FIRE DEPT TRK #598 | 09/05/2024 | 11403 | 100-10-5194-3-38 | 4,003.50 | 4,003.50 |
| CAPITAL AUTOBODY LLC | HAIL REPAIRS - DPW VEHICLE 1-16 | 09/05/2024 | 11431 | 100-10-5194-3-38 | 7,928.80 | 7,928.80 |

| Payee | Description | Check Issue Date | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|--------------------------------|--|------------------|----------------|--------------------|----------------|--------------|
| Total CAPITAL AUTOBODY LLC: | | | | | | 11,932.30 |
| CEDAR CORPORATION | PROFESSIONAL SERVICES - SENIOR/COMM CENTER - THRU 8/17/24 | 09/05/2024 | 121092 | 400-20-5513-8-00 | 28,995.93 | 28,995.93 |
| CEDAR CORPORATION | PROFESSIONAL SERVICES - WAUPUN HERITAGE MUSEUM RESTORATION THRU 08-17-24 | 09/05/2024 | 121093 | 400-20-5512-8-00 | 1,208.68 | 1,208.68 |
| Total CEDAR CORPORATION: | | | | | | 30,204.61 |
| CINTAS CORPORATION NO 2 | GARAGE SHOP TOWELS/UNIFORMS - AUG 2024 | 09/05/2024 | 4200750681 | 100-70-5411-3-38 | 52.59 | 52.59 |
| CINTAS CORPORATION NO 2 | GARAGE SHOP TOWELS/UNIFORMS - AUG 2024 | 09/05/2024 | 4201487385 | 100-70-5411-3-38 | 52.59 | 52.59 |
| CINTAS CORPORATION NO 2 | GARAGE SHOP TOWELS/UNIFORMS - AUG 2024 | 09/05/2024 | 4202196600 | 100-70-5411-3-38 | 52.59 | 52.59 |
| CINTAS CORPORATION NO 2 | SAFETY BUILDING RUGS - AUG 2024 | 09/05/2024 | 4202845650 | 100-70-5410-3-38 | 91.09 | 91.09 |
| CINTAS CORPORATION NO 2 | CITY HALL RUGS - AUG 2024 | 09/05/2024 | 4202845734 | 100-70-5410-3-38 | 119.98 | 119.98 |
| CINTAS CORPORATION NO 2 | LIBRARY RUGS - AUG 2024 | 09/05/2024 | 4202845764 | 100-70-5410-3-38 | 107.64 | 107.64 |
| CINTAS CORPORATION NO 2 | GARAGE SHOP TOWELS/UNIFORMS - AUG 2024 | 09/05/2024 | 4202845892 | 100-70-5411-3-38 | 86.76 | 86.76 |
| CINTAS CORPORATION NO 2 | GARAGE SHOP TOWELS/UNIFORMS - AUG 2024 | 09/05/2024 | 4203578727 | 100-70-5411-3-38 | 52.59 | 52.59 |
| CINTAS CORPORATION NO 2 | SENIOR CENTER RUGS - AUG 2024 | 09/05/2024 | 420845722 | 100-70-5410-3-38 | 54.86 | 54.86 |
| CINTAS CORPORATION NO 2 | SHOP GLOVES | 09/05/2024 | 1905072215 | 100-70-5411-3-38 | 135.00 | 135.00 |
| Total CINTAS CORPORATION NO 2: | | | | | | 805.69 |
| CITY OF WAUPUN | BUILDING PERMIT - CITY HALL ROOF INSTALLATION | 09/05/2024 | 9-3-24 | 400-10-5140-8-00 | 555.00 | 555.00 |
| Total CITY OF WAUPUN: | | | | | | 555.00 |
| COLUMN SOFTWARE PBC | GENERAL LEGAL NOTICE - FLOODPLAIN HEARING NOTICE | 09/05/2024 | 3EC85C3A-00 | 100-10-5110-3-35 | 104.20 | 104.20 |
| COLUMN SOFTWARE PBC | GENERAL LEGAL NOTICE - BID ASPHALT NOTICE - S WEST ST | 09/05/2024 | 3EC85CSA-00 | 100-70-5420-3-35 | 157.30 | 157.30 |
| Total COLUMN SOFTWARE PBC: | | | | | | 261.50 |
| CONWAY SHIELD | TURNOUT GEAR - BOOTS - THOMAS | 09/05/2024 | 0526133 | 410-50-5231-4-00 | 530.00 | 530.00 |
| Total CONWAY SHIELD: | | | | | | 530.00 |
| COUNTY MATERIALS CORP | ENDWALLS FOR STORMSEWER OUTFALL REPAIRS | 09/05/2024 | 4087194-00 | 700-10-5192-3-36 | 1,398.13 | 1,398.13 |
| Total COUNTY MATERIALS CORP: | | | | | | 1,398.13 |
| CREXENDO | SENIOR CENTER PHONE CHARGES - AUG 2024 | 08/29/2024 | AUG2024 | 100-20-5513-3-31 | 458.30 | 458.30 |
| Total CREXENDO: | | | | | | 458.30 |

| Payee | Description | Check Issue Date | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
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| DESTINATION LAKE WINNEBAGO REGION | | | | | | |
| DESTINATION LAKE WINNEBAGO RE | 70% OF ROOM TAX - JULY 2024 | 09/05/2024 | July 2024 | 430-70-5436-3-42 | 7,682.65 | 7,682.65 |
| Total DESTINATION LAKE WINNEBAGO REGION: | | | | | | 7,682.65 |
| EWALD'S HARTFORD FORD LLC | | | | | | |
| EWALD'S HARTFORD FORD LLC | 2025 FORD EXPLORER - PD | 09/05/2024 | 8-26-24 | 410-40-5211-4-00 | 45,181.50 | 45,181.50 |
| Total EWALD'S HARTFORD FORD LLC: | | | | | | 45,181.50 |
| FAULKS BROS CONSTRUCTION INC | | | | | | |
| FAULKS BROS CONSTRUCTION INC | INFIELD MIX MEDEMA FIELDS | 09/05/2024 | 410239 | 400-20-5525-8-00 | 1,356.36 | 1,356.36 |
| FAULKS BROS CONSTRUCTION INC | INFIELD MIX - MEDEMA FIELD | 09/05/2024 | 410240 | 400-20-5525-8-00 | 1,308.10 | 1,308.10 |
| Total FAULKS BROS CONSTRUCTION INC: | | | | | | 2,664.46 |
| FERGUSON WATERWORKS #1476 | | | | | | |
| FERGUSON WATERWORKS #1476 | PARTS/SUPPLIES - VARIOUS STORM SEWER REPAIRS | 09/05/2024 | 0424076 | 700-10-5192-3-36 | 1,942.60 | 1,942.60 |
| FERGUSON WATERWORKS #1476 | PVC PIPE - VARIOUS STORM SEWER REPAIRS | 09/05/2024 | 0425542 | 700-10-5192-3-36 | 910.56 | 910.56 |
| Total FERGUSON WATERWORKS #1476: | | | | | | 2,853.16 |
| GFC LEASING - WI | | | | | | |
| GFC LEASING - WI | COMMUNITY CENTER COPY MACHINE CANON C39261 7/20/24-8/19/24 & 8/20/24-9/19/24 | 09/05/2024 | 10CO43 | 100-20-5511-3-38 | 135.97 | 135.97 |
| Total GFC LEASING - WI: | | | | | | 135.97 |
| GFL ENVIRONMENTAL | | | | | | |
| GFL ENVIRONMENTAL | RECYCLING FUEL SURCHARGE CREDIT - AUG 2024 | 09/05/2024 | U8000020867 | 420-70-5436-3-38 | 45,965.65 | 45,965.65 |
| Total GFL ENVIRONMENTAL: | | | | | | 45,965.65 |
| GRAND VALLEY INSPECTION SERVICES | | | | | | |
| GRAND VALLEY INSPECTION SERVIC | BUILDING INSP/ZONING ADMIN FOR AUG 2024 | 09/05/2024 | 2024-149 | 230-30-5241-3-38 | 24,043.28 | 24,043.28 |
| Total GRAND VALLEY INSPECTION SERVICES: | | | | | | 24,043.28 |
| HALRON LUBRICANTS INC | | | | | | |
| HALRON LUBRICANTS INC | BULK OIL/GREASE/DRUM DEPOSIT | 09/05/2024 | 1546586-00 | 100-70-5411-3-36 | 939.62 | 939.62 |
| HALRON LUBRICANTS INC | BULK OIL - FLEET ROTELLA SHELL | 09/05/2024 | 1547604-00 | 100-70-5411-3-36 | 1,073.60 | 1,073.60 |
| Total HALRON LUBRICANTS INC: | | | | | | 2,013.22 |
| HOLIDAY WHOLESale | | | | | | |
| HOLIDAY WHOLESale | POOL CONCESSIONS | 09/05/2024 | 1773067 | 100-20-5523-3-39 | 370.60 | 370.60 |
| HOLIDAY WHOLESale | POOL CONCESSIONS | 09/05/2024 | 1778872 | 100-20-5523-3-39 | 758.77 | 758.77 |
| HOLIDAY WHOLESale | CREDIT | 09/05/2024 | 1783482 | 100-20-5523-3-39 | 112.80 | 112.80 |
| HOLIDAY WHOLESale | POOL CONCESSIONS | 09/05/2024 | 1792891 | 100-20-5523-3-39 | 458.22 | 458.22 |
| Total HOLIDAY WHOLESale: | | | | | | 1,474.79 |
| HOMAN AUTO -GATEWAY | | | | | | |
| HOMAN AUTO -GATEWAY | RETAINER - DOOR PANEL CLIPS | 09/05/2024 | 1023570 | 100-70-5411-3-36 | 53.10 | 53.10 |

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| Total HOMAN AUTO -GATEWAY: | | | | | | 53.10 |
| INSIGHT FS | | | | | | |
| INSIGHT FS | SEED - VARIOUS STORM SEWER REPAIRS | 09/05/2024 | 220015386 | 700-10-5192-3-36 | 164.30 | 164.30 |
| Total INSIGHT FS: | | | | | | 164.30 |
| KAMINSKI, RACHEL | | | | | | |
| KAMINSKI, RACHEL | REIMBURSE FOR SENIOR CENTER BREWER GAME | 09/05/2024 | 8-26-24 | 100-20-5513-3-38 | 34.00 | 34.00 |
| Total KAMINSKI, RACHEL: | | | | | | 34.00 |
| KARTECHNER BROTHERS LLC | | | | | | |
| KARTECHNER BROTHERS LLC | GRAVEL- VARIOUS STORM SEWER REPAIRS | 09/05/2024 | 3750 | 700-10-5192-3-36 | 221.40 | 221.40 |
| Total KARTECHNER BROTHERS LLC: | | | | | | 221.40 |
| KREUZIGER, JEFFREY D | | | | | | |
| KREUZIGER, JEFFREY D | AUGUST LAWN MOWING | 09/05/2024 | 620072/62007 | 100-70-5613-3-38 | 1,150.00 | 1,150.00 |
| Total KREUZIGER, JEFFREY D: | | | | | | 1,150.00 |
| KWIK TRIP STORES | | | | | | |
| KWIK TRIP STORES | DPW MONTHLY FUEL PURCHASES - JULY 2024 | 08/29/2024 | DPW-JULY24 | 100-70-5411-3-38 | 4,926.15 | 4,926.15 |
| KWIK TRIP STORES | FIRE DEPT MONTHLY FUEL - JULY 2024 | 08/29/2024 | FD-JULY24 | 100-50-5232-3-38 | 412.89 | 412.89 |
| KWIK TRIP STORES | POLICE DEPT MONTHLY FUEL - JULY 2024 | 08/29/2024 | PD-JULY24 | 100-40-5212-3-38 | 2,477.02 | 2,477.02 |
| Total KWIK TRIP STORES: | | | | | | 7,816.06 |
| LAKE COUNTRY FIRE AND RESCUE | | | | | | |
| LAKE COUNTRY FIRE AND RESCUE | EMT CLASS - FALL MAYVILLE EMT COURSE - THOMAS | 09/05/2024 | 2024-1864 | 100-50-5230-3-38 | 1,090.00 | 1,090.00 |
| Total LAKE COUNTRY FIRE AND RESCUE: | | | | | | 1,090.00 |
| LANGE ENTERPRISES | | | | | | |
| LANGE ENTERPRISES | KAYAK LAUNCH SIGNS | 09/05/2024 | 88703 | 100-20-5525-3-38 | 82.70 | 82.70 |
| Total LANGE ENTERPRISES: | | | | | | 82.70 |
| LIFESTAR EMERGENCY MEDICAL | | | | | | |
| LIFESTAR EMERGENCY MEDICAL | DEDUCTION DUE TO CITY OF BEAVER DAM ATTENDING A CALL ON 8-17-24 | 09/05/2024 | 21-0266 | 100-10-5255-3-38 | 4,640.00 | 4,640.00 |
| Total LIFESTAR EMERGENCY MEDICAL: | | | | | | 4,640.00 |
| LYLE HULL & SON EQUIPMENT LLC | | | | | | |
| LYLE HULL & SON EQUIPMENT LLC | RENTAL - JD EXCAVATOR | 09/05/2024 | 585 | 100-70-5411-3-38 | 850.00 | 850.00 |
| Total LYLE HULL & SON EQUIPMENT LLC: | | | | | | 850.00 |
| MARCO TECHNOLOGIES LLC | | | | | | |
| MARCO TECHNOLOGIES LLC | LARGE SCANNER/COPIER SERVICE | 09/05/2024 | INV12855542 | 100-70-5420-3-36 | 291.00 | 291.00 |

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|-------------------------------|---|------------------|----------------|--------------------|----------------|--------------|
| Total MARCO TECHNOLOGIES LLC: | | | | | | 291.00 |
| MARTENS ACE HARDWARE | FASTENERS - FOOD TRUCK ALLEY - ELECTRICAL | 09/05/2024 | 238445 | 405-70-5437-8-00 | 28.72 | 28.72 |
| MARTENS ACE HARDWARE | EDGER BLADE/IBEAM LEVEL | 09/05/2024 | 238448 | 100-70-5411-3-38 | 57.97 | 57.97 |
| MARTENS ACE HARDWARE | ELECTRICAL PARTS - FOOD TRUCK ALLEY - ELECTRICAL | 09/05/2024 | 238476 | 405-70-5437-8-00 | 8.95 | 8.95 |
| MARTENS ACE HARDWARE | SCREWS/BOLTS - INSTALL BENCHES @ FOOD TRUCK ALLEY | 09/05/2024 | 238487 | 405-70-5437-8-00 | 19.49 | 19.49 |
| MARTENS ACE HARDWARE | SUPERGLUE/SPACKLE/PUTTY KNIFE - PATCH HOLES @ SAFETY BUILDING | 09/05/2024 | 238524 | 100-70-5410-3-36 | 20.57 | 20.57 |
| MARTENS ACE HARDWARE | CAULK/KEY | 09/05/2024 | 238556 | 100-70-5410-3-36 | 11.98 | 11.98 |
| MARTENS ACE HARDWARE | PINE SOL CLEANER/TOILET BOWL CLEANER - ICE ARENA | 09/05/2024 | 238586 | 100-70-5411-3-38 | 20.58 | 20.58 |
| MARTENS ACE HARDWARE | CLEANER AIRCOND COIL/GARDEN SPRAYER | 09/05/2024 | 238615 | 100-70-5410-3-36 | 59.97 | 59.97 |
| MARTENS ACE HARDWARE | WD FLR FRUITWD - LIBRARY - PATCH DOORS | 09/05/2024 | 238630 | 100-70-5410-3-36 | 4.59 | 4.59 |
| MARTENS ACE HARDWARE | POOL SUPPLIES | 09/05/2024 | 238631 | 100-20-5523-3-36 | 22.15 | 22.15 |
| MARTENS ACE HARDWARE | PARTS - OUTSIDE OIL TANK AT SHOP - ADD VALVE | 09/05/2024 | 238650 | 100-70-5410-3-36 | 25.97 | 25.97 |
| MARTENS ACE HARDWARE | CLOROX SPASHLESS - POOL CONCESSIONS | 09/05/2024 | 238651 | 100-20-5523-3-39 | 5.99 | 5.99 |
| MARTENS ACE HARDWARE | TIRE SHINE/ BCM VERT GRIP | 09/05/2024 | 238652 | 100-40-5212-3-36 | 31.98 | 31.98 |
| MARTENS ACE HARDWARE | SOD CUTTER RENTAL | 09/05/2024 | 238673 | 100-20-5525-3-36 | 70.00 | 70.00 |
| MARTENS ACE HARDWARE | CREDIT | 09/05/2024 | 2386801 | 100-20-5525-3-36 | 70.00 | 70.00 |
| MARTENS ACE HARDWARE | SOD CUTTER RENTAL - MEDEMA FIELDS | 09/05/2024 | 238681 | 100-20-5525-3-36 | 50.00 | 50.00 |
| MARTENS ACE HARDWARE | FOLDING SAW | 09/05/2024 | 238694 | 100-70-5411-3-38 | 23.99 | 23.99 |
| MARTENS ACE HARDWARE | PAINT SUPPLIES - ICE ARENA | 09/05/2024 | 238745 | 100-70-5410-3-36 | 145.69 | 145.69 |
| MARTENS ACE HARDWARE | LEGS FOR COFFEE MAKER @ NEW COMM CENTER/FASTENERS | 09/05/2024 | 238751 | 100-20-5511-3-38 | 6.14 | 6.14 |
| MARTENS ACE HARDWARE | REPLACE LIGHT CONTROL - FOOD TRUCK ALLEY - ELECTRICAL | 09/05/2024 | 238786 | 100-70-5410-3-36 | 17.99 | 17.99 |
| MARTENS ACE HARDWARE | CARWAX - FOR POOL SLIDES | 09/05/2024 | 238807 | 100-20-5523-3-36 | 26.97 | 26.97 |
| MARTENS ACE HARDWARE | MURIATIC ACID - FOR POOL | 09/05/2024 | 238817 | 100-20-5523-3-36 | 10.99 | 10.99 |
| MARTENS ACE HARDWARE | WASP SPRAY - POOL | 09/05/2024 | 238856 | 100-20-5523-3-36 | 7.49 | 7.49 |
| MARTENS ACE HARDWARE | HAMMER DRILL - SHOP | 09/05/2024 | 238858 | 100-70-5411-3-38 | 279.99 | 279.99 |
| MARTENS ACE HARDWARE | ANTIFREEZE - WINTERIZE POOL | 09/05/2024 | 238897 | 100-20-5523-3-36 | 39.92 | 39.92 |
| MARTENS ACE HARDWARE | SHEETER WHITE - INSTALL ROOF OVER OIL BARREL | 09/05/2024 | 238929 | 100-70-5410-3-36 | 41.97 | 41.97 |
| MARTENS ACE HARDWARE | PLUG CLEANOUT PVC - BUILDING SUPPLIES | 09/05/2024 | 238979 | 100-70-5410-3-36 | 5.18 | 5.18 |
| MARTENS ACE HARDWARE | PARTS - INSTALL ROOF OVER OIL BARREL - VENT PIPE | 09/05/2024 | 238991 | 100-70-5410-3-36 | 16.99 | 16.99 |
| MARTENS ACE HARDWARE | CHISEL BIT TILE - ICE ARENA - REMOVE TILE FLOOR - E WARMING AREA | 09/05/2024 | 238994 | 100-70-5410-3-36 | 19.99 | 19.99 |
| MARTENS ACE HARDWARE | BROOM/DUSTPAN/FLY SWATTER/DUCT TAPE | 09/05/2024 | 239014 | 100-20-5523-3-36 | 33.15 | 33.15 |
| MARTENS ACE HARDWARE | STRIPPER FLOORWAX/GOOF OFF REMOVER - ICE ARENA - REMOVE TILE FLOOR - E WARMING AREA | 09/05/2024 | 239019 | 100-70-5410-3-36 | 45.98 | 45.98 |
| MARTENS ACE HARDWARE | MOPHEAD/MURIATIC ACID - ICE ARENA - REMOVE TILE FLOOR - E WARMING AREA | 09/05/2024 | 239027 | 100-70-5410-3-36 | 30.97 | 30.97 |
| MARTENS ACE HARDWARE | LOCKING CONTOUR/CAULK - ICE ARENA - INSTALL RUBBER FLOORING IN E WARMING ROOM | 09/05/2024 | 239082 | 100-70-5410-3-36 | 26.98 | 26.98 |
| MARTENS ACE HARDWARE | FASTENERS/TAPPER BIT - ICE ARENA - INSTALL RUBBER FLOORING E WARMING AREA | 09/05/2024 | 239093 | 100-70-5410-3-36 | 13.49 | 13.49 |
| MARTENS ACE HARDWARE | FASTENERS | 09/05/2024 | 239101 | 100-70-5412-3-36 | 19.74 | 19.74 |

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| Total MARTENS ACE HARDWARE: | | | | | | 1,182.52 |
| MENARDS - BEAVER DAM | | | | | | |
| MENARDS - BEAVER DAM | CONCRETE MIX - ROOF OVER WASTE OIL BARREL | 09/05/2024 | 60435 | 100-70-5410-3-36 | 23.12 | 23.12 |
| MENARDS - BEAVER DAM | PARTS/SUPPLIES - ADD ROOF OVER WASTE OIL BARREL | 09/05/2024 | 60535 | 100-70-5410-3-36 | 114.89 | 114.89 |
| MENARDS - BEAVER DAM | CREDIT - RETURN SUPPLIES | 09/05/2024 | 60713 | 100-70-5410-3-36 | 69.88- | 69.88- |
| MENARDS - BEAVER DAM | PARTS/SUPPLIES - ADD ROOF OVER WASTE OIL BARREL | 09/05/2024 | 60714 | 100-70-5410-3-36 | 71.76 | 71.76 |
| MENARDS - BEAVER DAM | ICE ARENA - INSTALL RUBBER FLOOR IN EAST WARMING AREA | 09/05/2024 | 60881 | 100-70-5410-3-36 | 319.52 | 319.52 |
| Total MENARDS - BEAVER DAM: | | | | | | 459.41 |
| O'REILLY AUTOMOTIVE INC | | | | | | |
| O'REILLY AUTOMOTIVE INC | ANNUAL TRUCK PM - 591 | 09/05/2024 | 2391-150728 | 100-50-5232-3-36 | 219.87 | 219.87 |
| O'REILLY AUTOMOTIVE INC | ANNUAL TRUCK PM - 593 | 09/05/2024 | 2391-150731 | 100-50-5232-3-36 | 351.18 | 351.18 |
| O'REILLY AUTOMOTIVE INC | GASKET - REPLACE BRAKES 265-94 | 09/05/2024 | 2391-154151 | 100-70-5411-3-36 | 2.66 | 2.66 |
| O'REILLY AUTOMOTIVE INC | BELT TOOL - SHOP | 09/05/2024 | 2391-154343 | 100-70-5411-3-38 | 107.85 | 107.85 |
| O'REILLY AUTOMOTIVE INC | FREON FOR EQUIPMENT | 09/05/2024 | 2391-155254 | 100-70-5411-3-36 | 319.99 | 319.99 |
| O'REILLY AUTOMOTIVE INC | TYPE 30 - REPAIR BRAKE CHAMBER | 09/05/2024 | 2391-155402 | 100-70-5411-3-36 | 43.41 | 43.41 |
| Total O'REILLY AUTOMOTIVE INC: | | | | | | 1,044.96 |
| OTIS ELEVATOR COMPANY | | | | | | |
| OTIS ELEVATOR COMPANY | MAINT SERVICE 9-1-24 TO 8-31-25 - CITY HALL | 09/05/2024 | 100401648377 | 100-70-5410-3-36 | 2,017.08 | 2,017.08 |
| OTIS ELEVATOR COMPANY | MAINT SERVICE 9-1-24 TO 8-31-25 - LIBRARY | 09/05/2024 | 100401648378 | 100-70-5410-3-36 | 2,017.08 | 2,017.08 |
| OTIS ELEVATOR COMPANY | MAINT SERVICE 9-1-24 TO 8-31-25 - SAFETY BUILDING | 09/05/2024 | 100401648379 | 100-70-5410-3-36 | 2,017.08 | 2,017.08 |
| Total OTIS ELEVATOR COMPANY: | | | | | | 6,051.24 |
| PAYMENT SERVICE NETWORK INC | | | | | | |
| PAYMENT SERVICE NETWORK INC | CITY OF WAUPUN CLINIC PAYMENTS - 7/1/24-7/31/24 | 08/29/2024 | 298583 | 100-10-5256-3-38 | 7.00 | 7.00 |
| Total PAYMENT SERVICE NETWORK INC: | | | | | | 7.00 |
| PIGGLY WIGGLY DISCOUNT FOODS | | | | | | |
| PIGGLY WIGGLY DISCOUNT FOODS | PARK PROGRAM PICNIC | 09/05/2024 | 8-9-24 | 100-20-5525-3-39 | 15.77 | 15.77 |
| Total PIGGLY WIGGLY DISCOUNT FOODS: | | | | | | 15.77 |
| PROS 4 TECHNOLOGY INC | | | | | | |
| PROS 4 TECHNOLOGY INC | OVERHEAD DOOR CONTACT COMM CENETER | 09/05/2024 | 52129 | 100-20-5511-3-38 | 140.00 | 140.00 |
| PROS 4 TECHNOLOGY INC | IT MANAGEMENT SEPTEMBER 24 | 09/05/2024 | 52562 | 100-10-5197-3-38 | 2,785.00 | 2,785.00 |
| PROS 4 TECHNOLOGY INC | AGREEMENT ADVANCED SECURITY SEPTEMBER 24 | 09/05/2024 | 52563 | 100-10-5197-3-38 | 731.00 | 731.00 |
| PROS 4 TECHNOLOGY INC | MICROSOFT 365 AGREEMENT SEPTEMBER 24 | 09/05/2024 | 52564 | 100-10-5197-3-38 | 180.94 | 180.94 |
| PROS 4 TECHNOLOGY INC | AGREEMENT MANAGED BACKUP SERVICE SEPTEMBER 24 | 09/05/2024 | 52565 | 100-10-5197-3-38 | 72.00 | 72.00 |
| Total PROS 4 TECHNOLOGY INC: | | | | | | 3,908.94 |
| REINDERS INC | | | | | | |
| REINDERS INC | ROD - THREADED | 09/05/2024 | 6059117-00 | 100-70-5411-3-36 | 55.24 | 55.24 |

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| REINDERS INC | GREASE CAPS-157-18 | 09/05/2024 | 6059544-00 | 100-70-5411-3-36 | 49.09 | 49.09 |
| Total REINDERS INC: | | | | | | 104.33 |
| RENNERTS | | | | | | |
| RENNERTS | ANNUAL PUMP TESTING AND PM - 591 | 09/05/2024 | 2860 | 100-50-5232-3-36 | 518.49 | 518.49 |
| RENNERTS | ANNUAL PUMP TESTING AND PM - 593 | 09/05/2024 | 2861 | 100-50-5232-3-36 | 440.12 | 440.12 |
| RENNERTS | ANNUAL PUMP TESTING AND PM - 594 | 09/05/2024 | 2862 | 100-50-5232-3-36 | 562.68 | 562.68 |
| RENNERTS | GENERATOR MAINTENANCE - 593 | 09/05/2024 | 2863 | 100-50-5232-3-36 | 50.00 | 50.00 |
| Total RENNERTS: | | | | | | 1,571.29 |
| SAFETY KLEEN | | | | | | |
| SAFETY KLEEN | OIL SERVICE/USED OIL RECYCLE | 09/05/2024 | 95217953 | 100-70-5411-3-36 | 430.00 | 430.00 |
| Total SAFETY KLEEN: | | | | | | 430.00 |
| SALAMONE SUPPLIES | | | | | | |
| SALAMONE SUPPLIES | BUILDING SUPPLIES | 09/05/2024 | 175174 | 100-70-5410-3-38 | 476.28 | 476.28 |
| Total SALAMONE SUPPLIES: | | | | | | 476.28 |
| SAN-A-CARE INC | | | | | | |
| SAN-A-CARE INC | BUILDING SUPPLIES | 09/05/2024 | 629613 | 100-70-5410-3-38 | 437.11 | 437.11 |
| Total SAN-A-CARE INC: | | | | | | 437.11 |
| SENSIT TECHNOLOGIES LLC | | | | | | |
| SENSIT TECHNOLOGIES LLC | SENSIT GOLD "4" GAS KIT | 09/05/2024 | SMPI-0000506 | 100-50-5232-3-36 | 960.80 | 960.80 |
| Total SENSIT TECHNOLOGIES LLC: | | | | | | 960.80 |
| SIRCHIE ACQUISITION COMPANY LLC | | | | | | |
| SIRCHIE ACQUISITION COMPANY LL | DRUG TESTING EQUIPMENT - TEST 05 DUQUENOIS LEVINE/10 | 09/05/2024 | 0659653-IN | 100-40-5213-3-38 | 71.00 | 71.00 |
| Total SIRCHIE ACQUISITION COMPANY LLC: | | | | | | 71.00 |
| SPIKE'S K9 FUND | | | | | | |
| SPIKE'S K9 FUND | K9 STORM BALLISTIC VEST - K9 JET | 09/05/2024 | 08162024 | 220-40-5212-3-38 | 2,496.00 | 2,496.00 |
| Total SPIKE'S K9 FUND: | | | | | | 2,496.00 |
| STOBB PLUMBING & HEATING INC | | | | | | |
| STOBB PLUMBING & HEATING INC | REPAIR IRRIGATION LEAK-MEDEMA FIELD | 09/05/2024 | 16061 | 100-20-5525-3-36 | 415.00 | 415.00 |
| Total STOBB PLUMBING & HEATING INC: | | | | | | 415.00 |
| TIPTON, ALEXANDRA | | | | | | |
| TIPTON, ALEXANDRA | LONG TERM DIS PREM REIMBURSEMENT | 09/05/2024 | 9-4-24 | 100-21529 | 56.18 | 56.18 |
| Total TIPTON, ALEXANDRA: | | | | | | 56.18 |
| TOP PACK DEFENSE | | | | | | |
| TOP PACK DEFENSE | CLOTHING ALLOWANCE - KNUDSON | 09/05/2024 | 13859 | 100-12634 | 36.00 | 36.00 |

| Payee | Description | Check Issue Date | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|--|--|------------------|----------------|--------------------|----------------|--------------|
| TOP PACK DEFENSE | CLOTHING ALLOWANCE - CUPERY | 09/05/2024 | 13992 | 100-12634 | 102.84 | 102.84 |
| Total TOP PACK DEFENSE: | | | | | | 138.84 |
| TRANSPORTATION EQUIPMENT SALES CORP | | | | | | |
| TRANSPORTATION EQUIPMENT SAL | 2024 CHRYSLER PACIFICA - WAUPUN TAXI | 09/05/2024 | IN0065138NR | 501-10-5154-8-00 | 72,373.00 | 72,373.00 |
| Total TRANSPORTATION EQUIPMENT SALES CORP: | | | | | | 72,373.00 |
| TRU CLEANERS LLC | | | | | | |
| TRU CLEANERS LLC | CLEANING SERVICE FOR CITY OF WAUPUN - FOR AUG 2024 | 09/05/2024 | CW090124 | 100-70-5410-3-38 | 4,175.61 | 4,175.61 |
| Total TRU CLEANERS LLC: | | | | | | 4,175.61 |
| TRUCK EQUIPMENT INC | | | | | | |
| TRUCK EQUIPMENT INC | PARTS - REPLACE BRAKES 265-94 | 09/05/2024 | 1112305-00 | 100-70-5411-3-36 | 1,115.46 | 1,115.46 |
| TRUCK EQUIPMENT INC | HUB CAP - REPLACE OIL CAP | 09/05/2024 | 1112305-01 | 100-70-5411-3-36 | 56.29 | 56.29 |
| TRUCK EQUIPMENT INC | CREDIT - CORE RETURN FOR BRAKES 265-94 | 09/05/2024 | 1112348-00 | 100-70-5411-3-36 | 192.00- | 192.00- |
| Total TRUCK EQUIPMENT INC: | | | | | | 979.75 |
| US CELLULAR | | | | | | |
| US CELLULAR | ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - AUG 2024 | 09/05/2024 | 0673308230 | 100-10-5191-3-31 | 388.08 | 388.08 |
| Total US CELLULAR: | | | | | | 388.08 |
| VANDEZANDE & KAUFMAN, LLP | | | | | | |
| VANDEZANDE & KAUFMAN, LLP | MONTHLY CITY ATTORNEY FEES - AUGUST 2024 | 09/05/2024 | 15802 | 100-10-5161-3-38 | 430.00 | 430.00 |
| Total VANDEZANDE & KAUFMAN, LLP: | | | | | | 430.00 |
| VON BRIESEN & ROPER, S.C. | | | | | | |
| VON BRIESEN & ROPER, S.C. | LEGAL FEES VONBRIESEN | 09/05/2024 | 468394 | 100-10-5194-3-38 | 276.00 | 276.00 |
| Total VON BRIESEN & ROPER, S.C.: | | | | | | 276.00 |
| WALDSCHMIDT & SONS INC | | | | | | |
| WALDSCHMIDT & SONS INC | ZERO TURN - KAW 66" FINISH CUT | 09/05/2024 | 878004 | 410-70-5410-4-00 | 20,649.00 | 20,649.00 |
| Total WALDSCHMIDT & SONS INC: | | | | | | 20,649.00 |
| WAUPUN AREA ANIMAL SHELTER INC | | | | | | |
| WAUPUN AREA ANIMAL SHELTER IN | MONTHLY CONTRACT - SEPT 2024 | 09/05/2024 | SEPT2024 | 100-40-5343-3-38 | 1,000.00 | 1,000.00 |
| Total WAUPUN AREA ANIMAL SHELTER INC: | | | | | | 1,000.00 |
| WAUPUN COMMUNITY PLAYERS | | | | | | |
| WAUPUN COMMUNITY PLAYERS | REIMBURSE TEMP B | 09/05/2024 | 9-3-24 | 100-44-4412-0-00 | 15.00 | 15.00 |
| Total WAUPUN COMMUNITY PLAYERS: | | | | | | 15.00 |
| WAUPUN UTILITIES | | | | | | |
| WAUPUN UTILITIES | VERIZON CHARGES - DPW I-PADS - AUG 2024 | 09/05/2024 | 6221 | 100-70-5420-3-31 | 65.01 | 65.01 |

| Payee | Description | Check Issue Date | Invoice Number | Invoice GL Account | Invoice Amount | Check Amount |
|-----------------------------------|---|------------------|----------------|--------------------|----------------|--------------|
| WAUPUN UTILITIES | BAKER TILLY SINGLE AUDIT 2023 ARPA GRANT | 09/05/2024 | 6222 | 100-10-5157-3-38 | 2,552.50 | 2,552.50 |
| WAUPUN UTILITIES | BAKER TILLY SINGLE AUDIT | 09/05/2024 | 6230 | 100-10-5157-3-38 | 2,692.00 | 2,692.00 |
| WAUPUN UTILITIES | REIMBURSE UTILITIES - CK ISSUED TO US IN ERROR | 08/27/2024 | 8-27-24 | 100-13850 | 106,018.02 | 106,018.02 |
| Total WAUPUN UTILITIES: | | | | | | 111,327.53 |
| WELLS FARGO PAYMENT REMITT | SPECTRUM BILL - LIBRARY - 6/4/24- 7/3/24 | 08/29/2024 | BRET-JULY24 | 210-60-5511-3-31 | 539.91 | 539.91 |
| WELLS FARGO PAYMENT REMITT | DEPT OF FINANCIAL INST - NOTARY - HULL | 08/29/2024 | ANGIE-JUNE2 | 100-10-5141-3-38 | 20.00 | 20.00 |
| WELLS FARGO PAYMENT REMITT | SHALOM WILDLIFE ZOO - REC FIELD TRIP | 08/29/2024 | RACHEL-JUN | 100-20-5525-3-39 | 1,369.95 | 1,369.95 |
| WELLS FARGO PAYMENT REMITT | OTHER BAR - BUSINESS LUNCH | 08/29/2024 | KATHY-JUNE2 | 100-10-5191-3-37 | 67.96 | 67.96 |
| WELLS FARGO PAYMENT REMITT | ADVANCED POLICE CONCEPTS - INTERVIEW & INTERROGATION TRAINING - KNUDSON | 08/29/2024 | JEREMY-JULY | 100-40-5215-3-37 | 356.41 | 356.41 |
| WELLS FARGO PAYMENT REMITT | DOLLAR TREE - RIBBON | 08/29/2024 | PAM-JULY24 | 210-60-5511-3-44 | 333.02 | 333.02 |
| Total WELLS FARGO PAYMENT REMITT: | | | | | | 2,687.25 |
| WI DEPT OF JUSTICE | G3369 - BACKGROUND CHECKS - AUG 2024 | 09/05/2024 | G3369-AUG24 | 100-40-5213-3-38 | 45.00 | 45.00 |
| Total WI DEPT OF JUSTICE: | | | | | | 45.00 |
| WI DEPT OF REVENUE | WI MONTHLY STATE TAX - POOL | 08/29/2024 | 8-29-24 | 100-46-4676-0-00 | 2,840.97 | 2,840.97 |
| Total WI DEPT OF REVENUE: | | | | | | 2,840.97 |
| YMCA OF DODGE COUNTY | WAUPUN AQUATIC CENTER PAYROLL - 8-4-24 THRU 8-17-24 | 08/27/2024 | 8222024 | 100-20-5523-3-38 | 13,252.46 | 13,252.46 |
| Total YMCA OF DODGE COUNTY: | | | | | | 13,252.46 |
| Grand Totals: | | | | | | 449,679.51 |

Summary by General Ledger Account Number

| GL Account | Debit | Credit | Proof |
|------------------|-----------|---------|-----------|
| 100-10-5110-3-35 | 104.20 | .00 | 104.20 |
| 100-10-5131-3-31 | 40.00 | .00 | 40.00 |
| 100-10-5141-3-31 | 67.07 | .00 | 67.07 |
| 100-10-5141-3-38 | 594.16 | .00 | 594.16 |
| 100-10-5142-3-38 | 21.99 | .00 | 21.99 |
| 100-10-5157-3-38 | 4,244.50 | .00 | 4,244.50 |
| 100-10-5161-3-38 | 430.00 | .00 | 430.00 |
| 100-10-5191-3-31 | 67.07 | .00 | 67.07 |
| 100-10-5191-3-37 | 67.96 | .00 | 67.96 |
| 100-10-5194-3-38 | 12,208.30 | .00 | 12,208.30 |
| 100-10-5197-3-31 | 337.83 | .00 | 337.83 |
| 100-10-5197-3-38 | 3,768.94 | .00 | 3,768.94 |
| 100-10-5255-3-38 | 5,500.00 | 860.00- | 4,640.00 |

| GL Account | Debit | Credit | Proof |
|------------------|------------|-------------|-------------|
| 100-10-5256-3-38 | 7.00 | .00 | 7.00 |
| 100-12634 | 138.84 | .00 | 138.84 |
| 100-13850 | 106,018.02 | .00 | 106,018.02 |
| 100-20-5511-3-38 | 282.11 | .00 | 282.11 |
| 100-20-5513-3-30 | 13.75 | .00 | 13.75 |
| 100-20-5513-3-31 | 92.34 | .00 | 92.34 |
| 100-20-5513-3-33 | 27.20 | .00 | 27.20 |
| 100-20-5513-3-38 | 34.00 | .00 | 34.00 |
| 100-20-5523-3-36 | 140.67 | .00 | 140.67 |
| 100-20-5523-3-38 | 13,252.46 | .00 | 13,252.46 |
| 100-20-5523-3-39 | 1,646.08 | 112.80- | 1,533.28 |
| 100-20-5525-3-36 | 678.63 | 70.00- | 608.63 |
| 100-20-5525-3-38 | 25.24 | .00 | 25.24 |
| 100-20-5525-3-39 | 1,292.27 | .00 | 1,292.27 |
| 100-21100 | 1,304.68 | 191,078.38- | 189,773.70- |
| 100-21529 | 56.18 | .00 | 56.18 |
| 100-30-5152-3-38 | 3,200.13 | .00 | 3,200.13 |
| 100-40-5211-3-30 | 143.89 | .00 | 143.89 |
| 100-40-5211-3-31 | 129.40 | .00 | 129.40 |
| 100-40-5211-3-38 | 157.41 | .00 | 157.41 |
| 100-40-5212-3-36 | 31.98 | .00 | 31.98 |
| 100-40-5212-3-38 | 2,477.02 | .00 | 2,477.02 |
| 100-40-5213-3-38 | 116.00 | .00 | 116.00 |
| 100-40-5215-3-37 | 199.00 | .00 | 199.00 |
| 100-40-5343-3-38 | 1,000.00 | .00 | 1,000.00 |
| 100-44-4412-0-00 | 10.00 | .00 | 10.00 |
| 100-44-4415-0-00 | 5.00 | .00 | 5.00 |
| 100-46-4676-0-00 | 2,840.97 | .00 | 2,840.97 |
| 100-50-5230-3-38 | 1,357.98 | .00 | 1,357.98 |
| 100-50-5232-3-36 | 3,103.14 | .00 | 3,103.14 |
| 100-50-5232-3-38 | 412.89 | .00 | 412.89 |
| 100-70-5410-3-36 | 7,086.80 | 69.88- | 7,016.92 |
| 100-70-5410-3-38 | 5,462.57 | .00 | 5,462.57 |
| 100-70-5411-3-36 | 4,396.56 | 192.00- | 4,204.56 |
| 100-70-5411-3-38 | 5,726.45 | .00 | 5,726.45 |
| 100-70-5412-3-31 | 96.33 | .00 | 96.33 |
| 100-70-5412-3-36 | 19.74 | .00 | 19.74 |
| 100-70-5412-3-38 | 150.00 | .00 | 150.00 |
| 100-70-5420-3-31 | 200.01 | .00 | 200.01 |
| 100-70-5420-3-35 | 157.30 | .00 | 157.30 |
| 100-70-5420-3-36 | 291.00 | .00 | 291.00 |
| 100-70-5613-3-38 | 1,150.00 | .00 | 1,150.00 |
| 210-21100 | .00 | 923.67- | 923.67- |
| 210-60-5511-3-31 | 590.65 | .00 | 590.65 |
| 210-60-5511-3-42 | 25.00 | .00 | 25.00 |
| 210-60-5511-3-44 | 308.02 | .00 | 308.02 |
| 220-21100 | .00 | 2,553.46- | 2,553.46- |
| 220-40-5212-3-38 | 2,496.00 | .00 | 2,496.00 |
| 220-70-5430-3-38 | 57.46 | .00 | 57.46 |
| 230-21100 | .00 | 24,043.28- | 24,043.28- |
| 230-30-5241-3-38 | 24,043.28 | .00 | 24,043.28 |
| 400-10-5140-8-00 | 555.00 | .00 | 555.00 |
| 400-20-5512-8-00 | 1,208.68 | .00 | 1,208.68 |
| 400-20-5513-8-00 | 28,995.93 | .00 | 28,995.93 |
| 400-20-5525-8-00 | 2,664.46 | .00 | 2,664.46 |
| 400-21100 | .00 | 33,424.07- | 33,424.07- |
| 405-21100 | .00 | 39.20- | 39.20- |
| 405-70-5437-8-00 | 39.20 | .00 | 39.20 |

| GL Account | Debit | Credit | Proof |
|----------------------|-------------------|--------------------|------------|
| 410-21100 | .00 | 66,360.50- | 66,360.50- |
| 410-40-5211-4-00 | 45,181.50 | .00 | 45,181.50 |
| 410-50-5231-4-00 | 530.00 | .00 | 530.00 |
| 410-70-5410-4-00 | 20,649.00 | .00 | 20,649.00 |
| 420-21100 | 196.99 | 12,535.92- | 12,338.93- |
| 420-70-5436-3-38 | 12,535.92 | 196.99- | 12,338.93 |
| 425-21100 | 741.08 | 34,367.80- | 33,626.72- |
| 425-70-5476-3-38 | 34,367.80 | 741.08- | 33,626.72 |
| 430-21100 | .00 | 7,682.65- | 7,682.65- |
| 430-70-5436-3-42 | 7,682.65 | .00 | 7,682.65 |
| 501-10-5154-3-38 | 1,000.00 | .00 | 1,000.00 |
| 501-10-5154-8-00 | 72,373.00 | .00 | 72,373.00 |
| 501-21100 | .00 | 73,373.00- | 73,373.00- |
| 700-10-5191-3-38 | 521.01 | .00 | 521.01 |
| 700-10-5192-3-36 | 4,636.99 | .00 | 4,636.99 |
| 700-10-5192-3-38 | 382.33 | .00 | 382.33 |
| 700-21100 | .00 | 5,540.33- | 5,540.33- |
| Grand Totals: | 454,165.01 | 454,165.01- | .00 |

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"



**MINUTES-OPEN SESSION
CITY OF WAUPUN ECONOMIC
DEVELOPMENT COMMITTEE
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, April 23, 2024 at 8:30 AM**

CALL TO ORDER

Meeting called to order at 8:30 am by Chairperson Westphal.

ROLL CALL

Roll call taken with the following members present: Jason Westphal, Pete Kaczmariski, Dan Siebers, Sadie Howell, and Steve Brooks. Also present Dan Vande Zande, Administrator Kathy Schlieve and Assistant Administrator Casey Langenfeld, and Jeff Daane. Absent and excused, Mayor Bishop and Lisa McArthur.

Motion Kaczmariski, second Siebers to approve consent agenda, including minutes from March 5, 2024 as presented. Carried 5-0.

Motion Siebers, second Brooks to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion Kaczmariski, second Howell to reconvene in open session under Section 19.85(2) of the WI Statutes.

No action items from Closed Session. No advanced planning items.

Motion Siebers, second Brooks to adjourn meeting at 9:50 a.m. Carried 5-0.



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Friday, August 02, 2024 at 7:00 AM

Called to order by Chairperson Jason Westphal at 7 am.

Roll call taken with the following members present: Jason Westphal, Pete Kaczmarek, Dan Siebers, Lisa McArthur, and Steve Brooks. Also present Mayor Bishop, Administrator Kathy Schlieve, Assistant Administrator Casey Langenfeld, and Jeff Daane. Absent and excused, Dan Vande Zande.

Chairperson Westphal acknowledges members of the committee, thanking everyone for their ongoing commitment. Westphal to serve as Chairperson and Kaczmarek Vice-Chairperson through mayoral appointment.

Motion Siebers, second McArthur to approve standing meeting day and time for last Tuesday of the month as 4:15 pm. Group acknowledges that the committee understands that meetings outside normal standing time may be scheduled. Carries unanimously.

Motion Kaczmarek, second McArthur to approve economic development committee minutes from August 23, 2024 meeting. Carried unanimously.

Motion McArthur, second Siebers to approve closed session economic development committee minutes from August 23, 2024 meeting. Carried unanimously.

Administrator Schlieve provides an update on the Eric Mulder Construction project. The building was struck by lightning that caused significant damage. Schlieve notes that Mulder's agreement calls for completion by year end. The lightning strike may make that difficult to achieve. Staff will continue to monitor.

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

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

No action from closed session.

Motion Brooks, second Siebers to adjourn the meeting at 8:24 am. Carried unanimously.



MINUTES
CITY OF WAUPUN CDA COMMITTEE
MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, May 21, 2024 at 7:45 AM

Meeting called to order by Chairperson Mayor Bishop at 7:45 a.m.

Roll call was taken. Members present include: Mayor, Rohn Bishop; Bobbi Jo Kunz; Sue Vandenberg; Cassandra Verhage (online); Derek Drews; Steve Daute; and Gary DeJager. Also present, Administrator Schlieve, Assistant Administrator Langenfeld, Lauren Tillema, Janelle Kartechner, and Jason Whitford (online).

Motion DeJager, second Kunz to update the agenda as presented to include selection of day and time of meeting as agenda item number four. Carried unanimously.

Motion DeJager, second Drews to appoint Sue Vandenberg as Vice-Chairperson of the committee. Carried unanimously.

Meeting day and time will remain unchanged with the group meeting the third Tuesday of each month at 7:45 a.m. Motion DeJager, second VerHage. Carried unanimously.

Motion Vandenberg, second VerHage to approve minutes as presented for March 19, 2024 CDA Meeting. Carried unanimously.

Motion DeJager, second Kunz to approve CDA financials from March and April 2024 as presented. Carried unanimously.

Administrator Schlieve notes that there is one outstanding application that has been previously approved by the Common Council for Ravenvale, LLC for redevelopment of 432 and 434 E Main Street. Schlieve notes that at the time of approval, there were several critical issues with the building that, if not addressed, would have lead to ongoing and significant deterioration of the buildings. Schlieve recommends adoption of a grant for \$5,000 for 432 E Main and \$5,000 for 434 E Main Street into the current financials as previously authorized by the Common Council. Motion Vandenberg, second VerHage to approve the addition of grants totaling \$10,000 for the two properties as presented. Carried unanimously.

Lauren Tillema and Janelle Kartechner are present to overview their project and application for 417 E Main Street. The back portion of the building needs to be restored. Bricks are loose and falling from the structure and it is not financially viable to restore the brick at this point in time. The group proposes a board and batten design that fits with their overall brand and will complement the nearby food truck plaza currently under construction. Motion DeJager, second Vandenberg to approve a matching grant capped at \$5,000 for the project. Carried unanimously.

Administrator Schlieve provides an update on the following items:

- Roughly 35 businesses participated in the Design WI Kickstart meeting. Pete and Dan Siebers were in attendance at the event. Engagement was strong and there are three general projects that emerged from that discussion as follows.
 1. Back alleyway parking and design (We've already started fact finding to assess needs and this will be included as a TID funded capital improvement project in 2025 and 2026 budgets)
 2. Downtown Beautification (there is a group that is ready to meet to continue advancing beautification efforts – this will be tied to BID project plan)

3. Communications / Promotion (BID and Downtown Promotions have provided funds and are hiring a student intern to help with promotion and event coordination. I interviewed and selected the student for the role and we will process payroll as a BID expense.)

- The Common Council recently votes to authorize sale of the current Senior Center building located at 301 E Main Street. RFP details can be found on the city's website.
- Fire staffing study was presented to the council and neighboring town chairs. The council will next discuss the matter on Tuesday, May 28.
- Derek Drews and Casey Langenfeld provided an update on the revolving loan fund project being considered as a future financing option for CDA projects. The main concern cited at this point is the risk associated with securing these types of loans. Schlieve notes that RLFs typically exist because they are designed for gap financing purposes and therefore are riskier by nature as the banks will hold primary position on a project.
- Food truck alley is well underway with final construction schedule pending a meeting with the selected contractor. Additional installation of a mural, string lights/lighting, landscaping and a possible digital kiosk are being evaluated and considered in the total budget.
- The BID still has one remaining business attraction grant for 2024 and staff are working with a possible interested property owner to explore promotion opportunities to fill vacant spaces.
- Five new sculpture exhibits are being installed this week and a ribbon cutting for the Waupun Sculpture tour is being planned for June 1. Details are forthcoming.

Next meeting is planned from Tuesday, June 18, 2024 at 7:45 a.m. at Waupun City Hall, Common Council Chambers.

Motion Kunz, second Daute to adjourn the meeting at 8:06 a.m. Carried unanimously.



MINUTES
CITY OF WAUPUN BID MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, June 18, 2024 at 7:00 AM

Meeting called to order at 7 am by chairperson Gary DeJager.

Roll call taken. Members present include: Tyler Schulz; Gary DeJager; Bryan Yohn; Mitch Greenfield; Craig Much; Jodi Mallas; and Teresa Ruch. Absent is Steve Daute. Absent and excused is Katie Bohn. Also present Administrator Kathy Schlieve, Raina Lyman from Envision Greater Fond du Lac, Cal Gappa, Forsell Gappa, and Ava Bille.

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

Motion Schultz, second Greenfield to approve the consent agenda, including Minutes from May 21, 2024 BID meeting and May 2024 Financials. Carried unanimously.

Administrator Schlieve reviews outstanding applications and notes that there are a series of reimbursements occurring now. No action is required to extend any outstanding grant awards at this time.

Cal and Forsell Gappa are present to discuss their proposed tuckpointing project at 16 S Madison Street, noting that the work is structural on the lower portion of their building and needed to maintain the integrity of the structure. Motion Schultz, second Matravers to approve a 50% matching grant capped at \$2,100. Carried unanimously.

Raina Lyman provides an update from the Waupun Business Alliance update, highlighting upcoming events such as the Breakfast on the Farm to be held on 6/23, a Coffee Connection planned for Imagine That Studio on 8/7, and the golf outing on 9/10. She also explained the 90x90 workshop held in June at Wind & Unwined. The Session allows businesses to take 90 minutes to set goals for the next 90 days of their business. Next session is scheduled for 9/24, 8:30 am, at Wind & Unwined.

Administrator Schlieve provides an update. The tentative schedule for Food Truck Alley construction is set with concrete forms tentatively being set the week of 6/24. Anticipated construction should conclude mid-July with the muralist painting the final two weeks of August. The downtown met on beautification and is seeking the input of a landscape architect to help develop a plan. Schlieve introduces Ava Bille who is a youth apprentice in marketing and communication from Waupun Area School District. Schlieve outlines the role that Ava will play in helping to build the Connect Waupun platform. As a final update, Schlieve notes that the current Senior Center building is listed for sale and the RFP can be found online.

No advanced planning.

Motion Greenfield, second Much to adjourn the meeting at 7:34 a.m. Carried unanimously.

Monday, June 24, 2024 – City Council Chambers

CALL TO ORDER

President Disch called the meeting to order at 5:30

ROLL CALL:

Citizens: Doug Disch, Bridget Winterhack, Megan Williams, Wanda Nick, Lexi Zarn, Mary Kay Gorst

Alderman: Kambria Ledesma

Ex-officio: Recreations Director, Rachel Kaminski, and City Administrator, Kathy Schlieve

CONSENT AGENDA

1. Approve the minutes of May 20, 2024- motion by Gorst, seconded by Nick. Motion passes unanimously.
2. Approve Community Center Vision, Mission, & Value Statements- motion by Ledesma, seconded by Williams. Motion passes unanimously.

DISCUSSION ITEMS

3. Skipped for now
4. Recreation Updates: Kaminski reports.
 - a. The Waupun Summer Camp has been approved and will be happening at the Ice Rink. Looking to next year and using the new facility as a home base. There are 9-12 kids on a busy day.
 - b. Park program enrollment has tripled. Next field trip is in July to a zoo in West Bend.
 - c. Senior Center has started taking trips again. July 31st trip is to a Brewer game. Looking forward to monthly trips in the future.
 - d. Aquatic Center is dealing with rain and closing for inclement weather.
5. Review Community Center Job Description
 - a. There was discussion regarding the number of part time staff needed to cover all the open hours and potential rentals. Disch offered that rentals should be informed their events need to be completed in advance of closing so staff has time to complete their closing procedures and still clock out by 9.
6. Review Community Center Policies
 - a. There is a need to develop a handbook with the tag “subject to change” to account for what we will learn along the way.
 - b. We will have a very nice surveillance and electronic monitoring system that will give us a wealth of information.
 - c. Weapons and alcohol will not be permitted.

- d. Officer Brzezinski was consulted for our active violence, active shooter drills, armed intruder policies. He also walked the facility and was impressed by the forethought put into the layout and safeguards.
 - e. Ledesma asked about specifying the language regarding smoking and vaping. Winterhack asked if there was a rule prohibiting drugs from the facility. Williams asked about adding a NARCAN station.
7. Review Community Center Participant Fees
- a. There is ample discussion regarding what is reasonable for membership and level of membership. We do not want to compete with the other gyms in town. Figuring out fees based on comparable programs is difficult because everyone has different types facilities and programming available.
 - b. Disch brought up that some groups may need to rent more than just the gym. Can other groups charge for admission to their programs?
 - c. Winterhack brought up the pickle ball groups do not currently pay anything.
 - d. For now we're going to move forward using Jackson's model to work off of.

FUTURE MEETINGS

- 8. Monday, July 22, 2024 at 5:30pm at City Hall

Ledesma moves to adjourn, Gorst seconds motion passes.

ADJOURNMENT

Respectfully submitted,

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

Kambria Ledesma, Secretary
City of Waupun



Minutes - City of Waupun

Board of Public Works

Tuesday, July 9, 2024 – City Council Chambers

CALL TO ORDER

Chairman Matoushek calls the meeting to order at 4:30

ROLL CALL:

Citizens: Dave Rens, Dale Heeringa, Andrew Sullivan, Gregg Zonnefield

Alderman: Mike Matoushek, Kambria Ledesma, Pete Kaczmarski

Ex-officio: DPW Jeff Daane

Additional attendees: Mayor Rohn Bishop, Remi

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

1. There is an election scheduled the day of the regular meeting, this board will reschedule based on when the Council reschedules their meeting.

CONSIDERATION - ACTION

2. Nominate and Appoint a Clerk for Board of Public Works, Zonnefield will be vacating the position at this time. Matoushek nominates Ledesma, she accepts. Motion by Heeringa, seconded by Zonnefield. Motion passes unanimously.
3. Approve Minutes from May 14, 2024 Board of Public Works Meeting. Motion by Heeringa, seconded by Sullivan. Motion passes unanimously.
4. Nominate and Appoint a Vice Chair for Board of Public Works. Ledesma nominates Kaczmarski, he accepts. Motion by Ledesma, seconded by Rens. Motion passes unanimously.
5. Approve Landscape Contractor for 520 McKinley Street Project (New Community Center). Motion by Zonnefield recommending to the Common Council the low quote from Rens Nursery Retail in the amount of \$19,204.85. This includes up to 7 trees donated at a value of \$2,000. Seconded by Rens. Motion passes unanimously.
6. Approve Contractor to Pave Area Around Railroad Tracks on Lincoln St. Motion by Ledesma to recommend to the Common Council the low quote from Northeast Asphalt in the amount of \$10,920 to complete paving in the area surrounding the railroad crossing on Lincoln Street. It is understood that final work is contingent on the railroad obtaining approval and funding to complete the railroad crossing repair. Seconded by Kaczmarski, who also asked that if this project cannot be completed this year that the funds be rolled over to 2025. Motion passes unanimously.
7. Approve Replacement of Damaged Flatbed Truck 39-06. The amount the truck was totaled for does not cover the cost to replace with a truck of similar quality. Motion by Ledesma to recommend to the Common Council the purchase of a quality used flatbed replacement vehicle and authorize staff to negotiate the

purchase price in an amount not to exceed \$30,000. Seconded by Zonnefield.
Motion passes unanimously.

DISCUSSION ITEMS

City garage sustained roof damage from the hailstorm that resulted in a leak.
This will need to be addressed soon.

Motion by Sullivan to adjourn, seconded by Rens.

ADJOURNMENT

Respectfully submitted,

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

Kambria Ledesma, Clerk
City of Waupun



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, August 19, 2024 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

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

Council Virtual- Alderman Matoushek

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

Management absent and excused: Library Director Jaeger

Audience in-person: Jaedon Buchholz

Audience Virtual: Avonelle Booth

PERSONS WISHING TO ADDRESS COUNCIL

No persons appeared

CONSIDERATION - ACTION

1. Code Enforcement Action - Authorize Dead Ash Tree Removal

Motion Matoushek, second Kaczmarski to hire a contractor to remove trees on Parcels 29213150422074 and WPN1415311100400 due to noncompliance and apply charges as a special assessment. Motion carried 6-0 on roll call.

2. Resolution- Public Emergency Declaration City Garage Roof Damaged during Hailstorm

Motion Siebers, second Ledesma to approve Resolution #08-19-24-01 for a Public Emergency Declaration for the City Garage Roof Damaged during the May 2024 Hailstorm. Motion carried 6-0 on roll call.

3. Approve Public Works Garage Emergency Roof Replacement Bid

City garage roof sustain damage during the hailstorm and needs replacement. City insurance provides a \$10,000 deductible plus gutters, which are not covered as storm damage, need replacement at the cost of approximately \$19,000.

Motion Siebers, second Kunz Motion to approve bid for \$172,675 emergency capital expenditure for the City Garage roof replacement. It is understood that an insurance settlement will cover a majority of the roof replacement to reduce overall expenditure with anticipated out of pocket expenditures not to exceed \$30,000. Motion carried 6-0 on roll call.

4. Modifications to Purchasing Policy

Motion Ledesma, second Siebers to accept the Purchasing Policy modifications and adopt the policy.
Motion

Carried 5-1 with Kaczmarski voting nay.

4. Authorize Replacement of Damaged Flatbed #39-06 with New Vehicle Replacement

Public Works Director seeks approval for replacement of the 2006 Chevrolet truck involved in an auto incident.

Motion Siebers, second Westphal to authorize the Public Works Director to purchase the chassis through Homan Auto and the truck bed through Madison Truck, not to exceed a total of \$54,128.44. Motion carried 6-0 on roll call.

6. Award Bid for City Hall Reroof Existing Ballasted Roofs with EPDM Adhered Roof System (Roof Areas: East, West and North)

Motion Kunz, seconded by Ledesma to accept and award the bid for City Hall Reroof Existing Ballasted Roofs with

EPDM Adhered Roof System (Roof Areas: East, West and North) to the low bidder, M.W. Tighe Roofing Inc. of

Fond Du Lac in the amount of \$103,860. Motion carried 6-0 on roll call.

DISCUSSION-INFORMATION

7. Review Keeping of Urban Chickens Ordinance and Discuss Ordinance Modifications

Council consensus for revisions consist of removing the limit of the number of households that can hold chickens,

increase the number of chickens per household to 6, and consideration for the elimination of surrounding neighbors signing approval. Discussion and possible adoption will be held at a future meeting.

8. Review Dog Leash Ordinance and Discuss Ordinance Modifications

Concerns of dogs at large and under control. Discussions of step increases in fees due to multiple offenses.

Discussion and possible adoption will be held at a future meeting.

CONSENT AGENDA

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

ADJOURNMENT

Motion Kunz, second Siebers to duly call the meeting adjourned at 7:18pm. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, August 21, 2024**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, August 21, 2024. Present were Beer, Gehl, Siebers, and Jaeger. Hintze and Sullivan were present via Zoom. Schultz and Svec were absent. Due to absence of the Secretary, Jaeger volunteered to record the minutes.

Minutes from Previous Meetings

Motion by Siebers, second Beer, to accept the July minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

None.

Monthly Statistics

July statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Sullivan, second Gehl, to pay the bills as presented. Motion carried 6-0 on roll call.

Committee Reports

Budget Committee did not meet but will discuss minor adjustments to the 2025 budget request under new business.

Librarian's Report

Librarian's report was reviewed.

Old Business

None.

New Business

Motion by Siebers, second Beer, to change the health insurance line item to 9.9% and the salaries/wages line item to 4%, for the 2025 library budget. Motion carried 6-0 on roll call.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, September 18, 2024, at 4:30 p.m.

Adjournment

Motion by Sullivan, second Gehl, to adjourn at 4:53 p.m. Motion carried.

Bret Jaeger, Acting Secretary



MINUTES
CITY OF WAUPUN COMMITTEE OF THE
WHOLE
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, August 27, 2024 at 5:30 PM

CALL TO ORDER

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

ROLL CALL

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

Council Absent and Excused: None

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

Management Absent: Recreation Director Kaminski

Audience in-person: Mike Beer, Jaedon Buchholz

Audience Virtual: Jason Whitford

CONSIDERATION - ACTION

1. Certified Survey Map for 1001 E Main Street, Waupun

Motion Matoushek, second Kunz to approve the Certified Survey Map for 1001 E Main Street, Waupun. Motion carried 6-0 on roll call.

2. Replacement or Repair of Aquatic Center Heater

Discussion is heard of a replacement heater for the aquatic center as it failed to function at the end of season. Thoughts of repair or replacement. Neuman Pools provides a quote of approximately \$90,000 for replacement. Council would like to see additional quotes and public works board review.

Motion Siebers, second Matoushek to reserve up to \$89,000 in the 2025 budget for replacement of a pool heater and the Board of Public Works to return a recommendation to Council. Motion carried 6-0 on roll call.

3. Quote for Slope Mower

Motion Matoushek, second Kunz to approve the purchase of a slope mower from Waldschmidt's Town & Country in an amount not to exceed \$20,649 and to direct staff to make necessary budget amendments, moving the purchase from the planned 2025 to the current 2024 capital budget. Motion carried 6-0 on roll call.

4. Purchase of Interior Donor and Wall Signage for Waupun Senior/Community Center

Motion Kunz, second Matoushek to approve the purchase of interior signage from Signarama in an amount not to exceed \$12,000. Motion carried 6-0 on roll call.

5. Purchase of Exterior Wayfaring Signage for Waupun Senior/Community Center

Motion Matoushek, second Kunz to approve the purchase of exterior wayfaring signage from Signarama in an amount not to exceed \$6,000. Motion carried 6-0 on roll call.

6. Future Meetings & Gatherings, License and Permit Applications, Expenses

Motion Siebers, second Ledesma to approve the License and Permit Applications and monthly expenses. Motion carried 6-0 on roll call.

DISCUSSION-INFORMATIONAL

7. 2025 Budget Review

The draft 2025 Budget proposal is reviewed.

ORDINANCES

8. Keeping of Chickens Ordinance (First Reading)

Motion Ledesma, Kunz to accept the first reading of the Keeping of Chickens ordinance amendments. Motion carried 6-0 on roll call.

9. Ordinance to amend Ch. 11.02 Peddlers, Solicitors, and Transient Merchants and create 11.025 Mobile Food Vehicle Vendors (First Reading)

Part of the permitting process will be fire inspections.

Motion Matoushek, second Kunz to accept the first reading of the amendments to the peddlers, solicitors, and transient merchants and the creation of food vehicle vendors ordinance. Motion carried 6-0 on roll call.

10. Vacant Building Registration and Maintenance Ordinance (Discussion only)

The City has vacant buildings that are inadequately maintained. Staff provide ordinances from other communities that address these same concerns, for review and consideration.

11. Ordinance Pipeline

Council reviews outstanding ordinances.

CLOSED SESSION

At 6:24p, motion Matoushek, second Kunz to adjourn in closed session under Section 19.85 (1) (e) of the WI

Statutes for the purpose of Negotiation to Invest Public Funds for Land Purchase to Expand Waupun Industrial Park. Motion carried 6-0.

RECONVENE TO OPEN SESSION (Section 19.85(2) of the WI Statutes)

At 6:43pm, motion Ledesma, second Kunz to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action was taken.

ADJOURNMENT

At 6:44p, motion Kunz, second Ledesma to adjourn the meeting. Motion carried 6-0.



Waupun Police Department Monthly Report

August 2024

Staffing Updates

Our current staff level is 15 sworn personnel and 2 non-sworn personnel. We currently have 2 vacant Patrol Officer positions. We are currently conducting a hiring process for the vacant Patrol Officer positions.

Officer Jon Cupery and Officer Dax Roberts successfully completed Field Training and are on solo patrol.

Officer Kole Brice is currently in our field training program.

Officer Mike Navis was promoted to Patrol Lieutenant and will move to this position in September.

Community Engagement

Waupun PD K9 Brat Fry Fundraiser

Waupun Business Alliance Coffee Connection – Imagine That

Waupun Truck Show and Parades

Police Lights of Christmas Fundraiser at Culver's

Special Olympics Cops on a Rooftop Fundraiser at Dunkin Donuts

Senior Citizen Appreciation Day at the Senior Center

Dodge County Law Executive Meeting

Fox Valley Technical College Recruit Academy Graduation

Active Threat Reunification Drill – Dodge County

Little Steps, Big Futures: Child Development Resource Expo – Meadowview Primary

Department Information

Officer Halverson attended K9 Training

Officer Halverson attended SWAT Training

Lieutenant Williams attended WI Narcotics Officers' Association Conference

The Lake Winnebago Area Meg Unit received the Drug Unit of the Year Award at the WI Narcotics Officers' Association Conference. Lt Williams is an investigator with the unit.

Drug Investigation Convictions - A 30 year old Waupun woman was recently sentenced to prison as a result of a drug investigation and search warrant conducted in May 2023. She was convicted for Maintaining a Drug Trafficking House and 2 counts of Child Neglect. Additionally, a 47 year old Pardeeville man was convicted and sentenced to prison for Possession w/the Intent to Deliver Methamphetamine, Felony Bail Jumping, and Resist/Obstruct an Officer.

Open Records Requests

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



Waupun Police Department Monthly Report

August 2024

2024 Total – 423

August Total – 46

2023 Annual Total – 583

2022 Annual Total – 555

2021 Annual Total – 564

2020 Annual Total – 623

Police Activity

Calls for Service: 830

Arrests: 11

| Code Enforcement | Warnings | Citations |
|-------------------------|-----------------|------------------|
| January | 19 | 3 |
| February | 11 | 6 |
| March | 4 | 10 |
| April | 9 | 2 |
| May | 6 | 1 |
| June | 4 | 11 |
| July | 26 | 2 |
| August | Awaiting Stats | |

Complex Investigations

- 24WP02570 Investigation - Delayed disclosure of sexual assault of a child
- WP2201844 Follow Up - Possession of Child Pornography
- WP2400777 Follow Up - Possession of Child Pornography and Sexual Exploitation of a Child
- WP2400756 Follow Up - Felony OWI incident
- WP2400673 Follow Up - Internet Crimes Against Children case, case closed.
- WP2400021 Follow Up - Homicide Investigation
- WP2301169 Follow Up - Drug Overdose Death

Chief of Police

Jeremy Rasch



Waupun Police Department

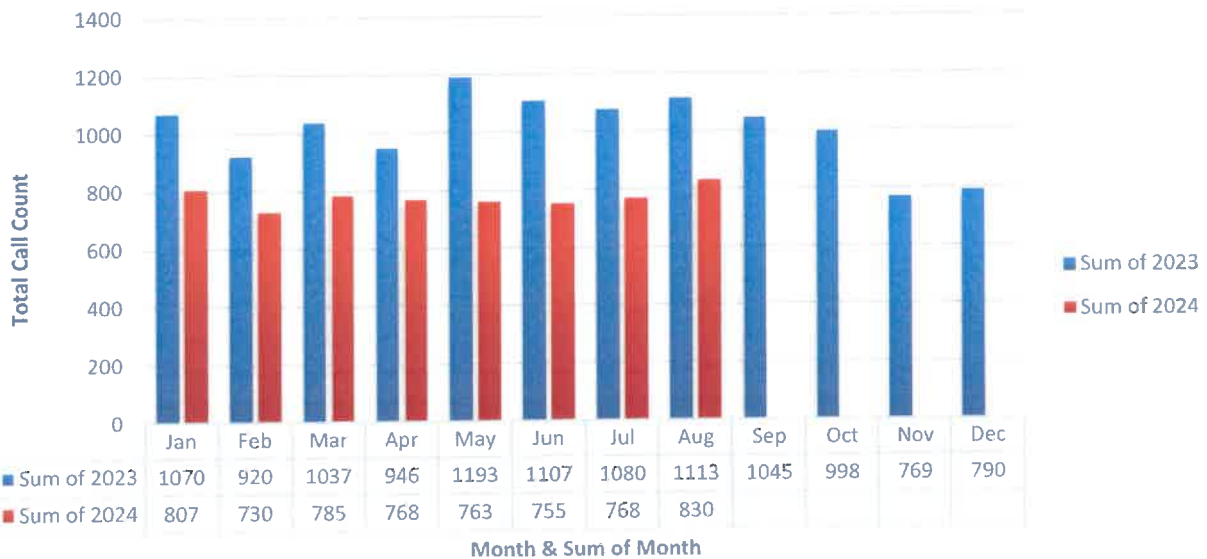
August 2024



Monthly Call Volume Report

| Call Volume Monthly 2023 - 2024 | | | |
|---------------------------------|---------------|--------------|--------------------|
| Month | 2023 | 2024 | Percent Difference |
| January | 1070 | 807 | -24.6% |
| February | 920 | 730 | -20.7% |
| March | 1037 | 785 | -24.3% |
| April | 946 | 768 | -18.8% |
| May | 1193 | 763 | -36.0% |
| June | 1107 | 755 | -31.8% |
| July | 1080 | 768 | -28.9% |
| August | 1113 | 830 | -25.4% |
| September | 1045 | | |
| October | 998 | | |
| November | 769 | | |
| December | 790 | | |
| Grand Total: | 12,068 | 6,206 | |

Monthly Call Volume 2023 - 2024



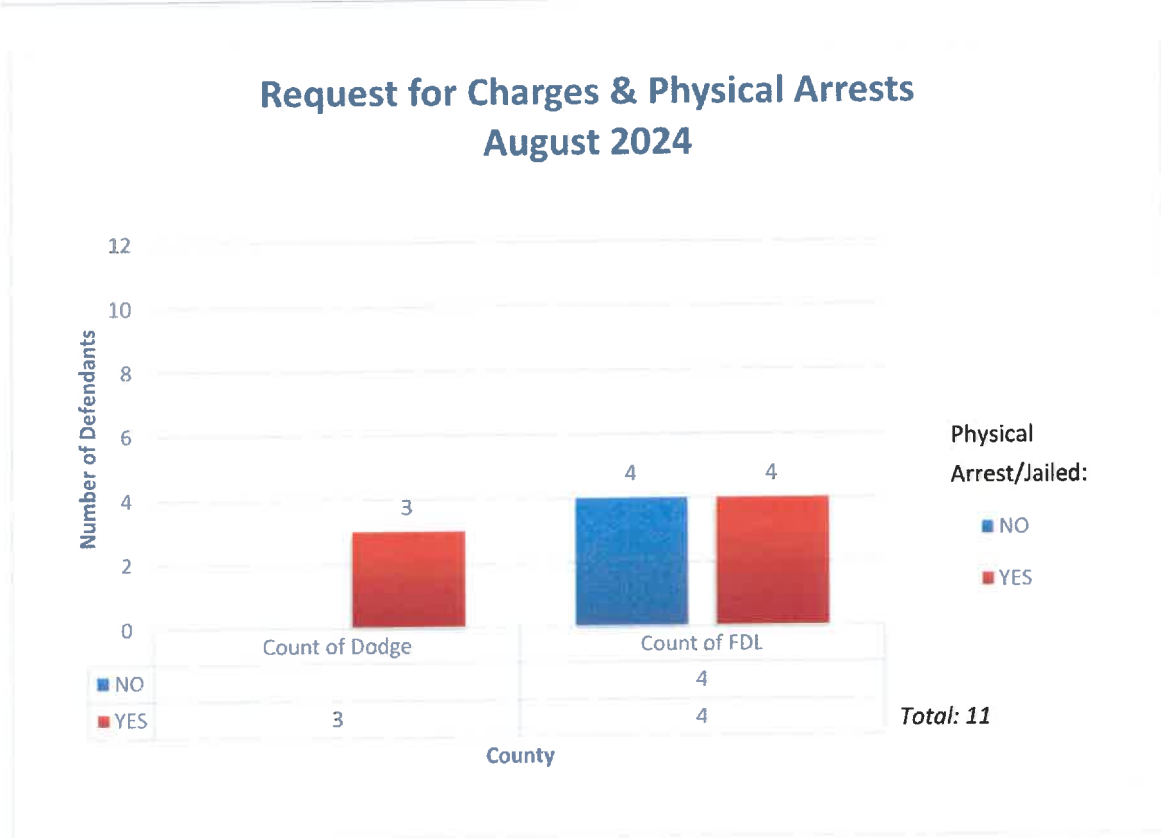


Waupun Police Department

August 2024



Request for Charges & Physical Arrest Report





Waupun Police Department Monthly Council Report



From: August 1, 2024 To: August 31, 2024

| Agency | Incident Type | Total Incidents |
|-------------------------|----------------------|-----------------|
| WP | 911 CHECK | 15 |
| | ABANDONED VEHICLE | 3 |
| | ACCIDENT | 6 |
| | ACCIDENT W/INJURY | 2 |
| | AMBULANCE | 39 |
| | AMBULANCE | 1 |
| | ANIMAL ABUSE | 2 |
| | ANIMAL BITE | 3 |
| | ANIMAL COMPLAINT | 5 |
| | ANNOYING PHONE CALLS | 1 |
| | ASSIST AGENCY | 11 |
| | ASSIST CITIZEN | 33 |
| | ASSIST MOTORIST | 3 |
| | ATTEMPT TO LOCATE | 1 |
| | ATV COMPLAINT | 1 |
| | AUTO THEFT | 1 |
| | BIKE STOP | 1 |
| | BUILDING CHECK | 32 |
| | BURGLARY | 1 |
| | CHAPTER 51 | 2 |
| | CHECK WELFARE | 21 |
| | CHILD CUSTODY | 5 |
| | CIVIL PROBLEM | 8 |
| | DEPARTMENT K9 DOG | 1 |
| | DIRECTED AREA PATROL | 125 |
| | DISABLED VEHICLE | 1 |
| | DISORDERLY CONDUCT | 7 |
| | DOMESTIC | 5 |
| | DRUGS/NARCOTICS | 3 |
| | DUI ALCOHOL OR DRUGS | 1 |
| | ESCORT | 1 |
| | EXTRA PATROL | 35 |
| | FOLLOW UP | 31 |
| | FOOT PATROL | 11 |
| | FOUND ANIMAL | 3 |
| | FOUND PROPERTY | 7 |
| | FRAUD | 3 |
| | FUNERAL ESCORT | 4 |
| | GAS DRIVE OFF | 1 |
| | HARASSMENT | 2 |
| HIT AND RUN | 4 | |
| INFORMATION TO DOCUMENT | 1 | |
| INTOXICATED DRIVER | 4 | |
| INTOXICATED SUBJECT | 4 | |
| INTRUSION ALARM | 5 | |
| JUVENILE PROBLEM | 7 | |
| LITTERING | 1 | |



Waupun Police Department Monthly Council Report



From: August 1, 2024 To: August 31, 2024

| | |
|-----------------------------|------------|
| LOITERING | 1 |
| LOST ANIMAL | 2 |
| NEIGHBOR DISPUTE | 1 |
| NOISE COMPLAINT | 4 |
| OCCUPIED DISABLED | 1 |
| OFFICER STANDBY | 1 |
| OPEN DOOR | 2 |
| ORDINANCE VIOLATION | 33 |
| OVERDOSE | 2 |
| PAPER SERVICE | 3 |
| PARKING ENFORCEMENT | 16 |
| PATROL ASSIST FIRE | 7 |
| RECKLESS DRIVER | 11 |
| RESTRAINING ORDER VIOLATION | 1 |
| RUNAWAY | 1 |
| SCAM COMPLAINT | 4 |
| SEXUAL ASSAULT | 2 |
| SPECIAL ASSIGNMENT | 10 |
| SUBJECT STOP | 6 |
| SUSPICIOUS ACTIVITY | 15 |
| SUSPICIOUS VEHICLE | 5 |
| TAVERN CHECK | 4 |
| THEFT | 4 |
| THREATS COMPLAINT | 4 |
| TRAFFIC COMPLAINT | 2 |
| TRAFFIC ENFORCEMENT | 55 |
| TRAFFIC PROBLEM | 5 |
| TRAFFIC VIOLATION | 154 |
| VANDALISM | 3 |
| VEHICLE LOCKOUT | 1 |
| WARRANT | 4 |
| WARRANT OTHER AGENCY | 1 |
| WRONG WAY DRIVER | 1 |
| Total | 830 |



Date of Incident: August 20, 2024
Incident: Subject in Crisis
Location: 300 Block of S Watertown St
Authority: Lieutenant of Investigations Bobby Williams

On August 20, 2024, at approximately 5:25pm, Waupun Police Department responded to a call for a subject in mental health crisis, threatening self harm. Upon arrival, officers were able to make verbal contact with the male in crisis. It was learned that the male had armed himself with a sword and had several knives within reach. He had also barricaded himself in a bedroom where officers were not able to have visual contact with him. Waupun Officers were able to safely remove all other occupants from the residence, and relocate them to a safe location. Waupun Officers began negotiating with the subject in an attempt to get him to put down the weapons and exit the residence peacefully. During the negotiations, the male subject reported he had ingested an excessive amount of prescription medications and he began throwing knives from the residence towards the Officers. Waupun Police Department requested assistance from Dodge County Sheriff's Office and the Fond du Lac County Sheriff's Office in order to peacefully resolve the incident. A negotiator from the Fond du Lac County Sheriff's Office arrived and began assisting Waupun Officers with negotiations. Numerous Dodge County Sheriff's Office Deputies arrived soon after, also bringing a negotiator. Dodge and Fond du Lac County Sheriff's Office negotiators worked relentlessly over the next few hours, assisted by Waupun Officers who had established a rapport with the male in crisis. The male eventually exited the bedroom and was safely taken into custody by Waupun Officers.

The male was assessed by first responders, and was then transported to a local hospital for evaluation and medical treatment. Medical staff and Police worked together to provide the male subject with the mental health assistance needed, and his family was very much involved with law enforcement during this process. The Waupun Police Department is grateful for the rapid response and professionalism of the Dodge and Fond du Lac County Sheriff's Offices to resolve this peacefully. This was a high stress, but controlled situation by all law enforcement officers, and there was no danger to the public. No officers or citizens were injured during this incident.

Thanks to all of the assisting agencies; Dodge County Sheriff's Office, Fond du Lac County Sheriff's Office, LifeStar EMS, and Waupun Emergency Medical Responders.

Deputy Chief Theodore Sullivan

| LIBRARY | MONTHLY REPORT September 2024 |
|---------------------|---|
| Subject | Summary |
| Statistics | Through the end of August, the library circulated/downloaded/loaned 96,004 items, and 38,278 people walked through our doors. Program attendance is up 5.8%, drive-up service window transactions up 20.4%. |
| Storytimes resuming | Now that schools are in session, our weekly Storytimes have resumed on Wednesdays. |
| Programs | Programs for September include book clubs, craft night, Toddler Tuesday, birdhouse gourds, Lego club, jigsaw puzzle race, and a flower workshop at the end of the month. |
| | |
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RECREATION DEPARTMENT

MONTHLY REPORT TO COMMON COUNCIL – September 10, 2024

| Activity/Project | Status | Notes/Other |
|--|---|--|
| Senior Center Attendance – August | 1,397 participants signed in Average daily attendance - 63 participants | Open 22 days |
| Senior Center Rentals – August | 1 rental | 2 rentals in August 2023 |
| Senior Center Meals – August | Serving Monday - Wednesday, 53 Indoor Dining Meals Serving Monday - Friday, 97 Mobile Meals, FdL Cty | Daily Average – 5 meals Daily Average – 5 meals |
| Senior Center Special Activities/Events | <ul style="list-style-type: none"> • August 21 – National Senior Citizens Day • August 22 – Yoga in the Park • August 26-30 – Rachel Vacation | 57 participants 46 participants Building open with Volunteers and video exercise classes |
| Upcoming Senior Center Special Activities/Events | <ul style="list-style-type: none"> • September 17 - AARP Smart Driver Course • September 19 – Last Yoga in the Park for the year | Starting to pack and prepare to move to new building this month |
| Waupun Family Aquatic Center Update – August | <ul style="list-style-type: none"> • Average Daily Attendance – 112 patrons • Closed 1 day due to weather • Closed early 7 days due to weather/low attendance | August 16 – Pool’s 10 th Birthday Party August 18 – Closed for season |
| Park Program Update | <ul style="list-style-type: none"> • August 1 – Rock Scavenger Hunt (8 participants) • August 9 – Last Day Picnic (65 participants) <p><u>Park Program 2024 Attendance:</u> 196 registered participants Pine Street: 643 attendees, 45.5 days open = 14 kids/day Dodge Park: 1,212 attendees, 45.5 days open = 27 kids/day West End Park: 768 attendees, 47 days open = 16 kids/day</p> | Park Program Parent Survey emailed on 9/6/24 |
| Camp Waupun Update | <ul style="list-style-type: none"> • 12 registered participants for Week 10 (August 5-9) • 10 registered participants for Week 11 (August 12-16) • 9 registered participants for Week 12 (August 19-23) | Plan to relocate to West End Park/Community Center in 2025 |
| Park Shelter Rentals - August | Rentals in 2024 Dodge Park – 1 Harris Mill Park – 4 McCune Park – 1 West End Park – 2 Wilcox Park – 0 | Rentals in 2023 Dodge Park – 1 Harris Mill Park – 1 McCune Park – 2 West End Park – 5 Wilcox Park – 0 |



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: September 9, 2024
SUBJECT: General Manager Report

Staff Update

- WU Customer Service Representative Emily Brown's first day was August 19th. Training is underway and will continue in learning all of the various software applications, processes and protocols. Emily is a pleasant addition to our team. Please introduce yourself and welcome her if you get the chance.
- Staff is working on job description and preparation of job posting for a licensed Wastewater Treatment Operator.

American Public Power Association (APPA) RP3 Renewal Process

- Staff is working to complete the RP3 (Reliable Public Power Provider) renewal application. The RP3 application asks questions in four disciplines – reliability, safety, workforce development and system improvement. This rigorous application process gives you a framework to review your operations and gain assistance from experts to foster best practices. You are required to provide documentation of your utility's practices and procedures to receive feedback.

Community Outreach

- Planning is underway for WU's birthday celebration. This year, our water utility will celebrate 130 years of service and 125 years of service for our electric utility. We will host an open house event to the public in October where attendees can enjoy some lunch, sign up for door prizes, meet our staff and check out some equipment on display.

MEUW Strategy Planning Session

- On August 27th, I participated in a MEUW Strategy Session with the other MEUW Board members. We reviewed and considered changes to MEUW's long-term strategic plan. Along with taking a brief online survey, board members were asked to bring our thoughts about what's trending, what's concerning to us and what we're looking forward to as the electric utility industry and the municipal workforce continues to evolve over the next five years.

WPPI Energy Annual Meeting

- The WPPI annual meeting will be held September 19-20, 2024 in Wisconsin Dells. This year's focus is the people behind public power. Public power employees are dedicated to the success of not only their local utility, but, at a higher level, the communities they serve. When it comes to fostering strong economies, advancing important local causes and implementing the kinds of forward-looking initiatives that make their communities great places, it is the people behind these public power utilities who help make it all happen.
- The annual meeting is a gathering of all the people who are working together through joint action to help make their communities thrive. This event is a great opportunity for WU staff and Commissioners to learn more about the challenges we face in the changing electric industry. Please let myself or Jen know if you are interested in attending the annual meeting.

This concludes my report for September 2024. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor
DATE: September 9, 2024
SUBJECT: Electric Operations Report

Electric Department Update:

Call-Ins

- On Wednesday, August 14th, at approximately 5:30 PM, a roofing contractor called about an overhead service sparking while roofing the home. Two linemen responded and replaced the overhead service due to failing insulation.
- On Sunday, September 1st, at approximately 7:15 AM, a customer called without power on Fern St. There was an electrical failure in the customer's electric panel. The issue caused the transformer fuse to blow. The lineman inspected the service, refused cutout, and re-energized the customer's service.

United Cooperative

- Excavator broke ground the week of 7/15 for the third and final facility. Conduit is already installed for individually fused, dual three-phase primary feeds to proposed building location. Soy facility is projected to have two 3000-amp services. On 8/27 WU met with other utility companies and general contractor to decide on locations for transformer and gas meter pads.

Shaler Dr Truck Wash

- WU is working with owner to install a new three-phase, 1200amp, 120/208v, service to the property. Customer will be responsible for the expenses associated with the primary extension for the new service. Transformer pad is poured and CT cabinet is installed. WU is waiting on excavator to bring up surrounding grade to install URD primary extension.

Level 3 EV Charger

- Conduits and new riser pole have been installed for the EV charger at Homan Chrysler Dodge Jeep Ram. Primary wire is pulled in. Waiting for contractor to install the transformer pad.

Grace/McKinley Backlot Overhead Primary Removal

- As part of the Senior Center project, electric crew took the opportunity to install a URD primary extension on the property to eliminate OH primary between Grace/McKinley/State St. Electric Crew has new pole, URD transformer, and anchor installed on Senior Center lot line. Crew will remove overhead primary in rear lot line in the coming weeks.

Monroe and N Mill St Rebuild

- All of Monroe St, and N Mill St to E Franklin will be rebuilt. All poles are set, wire installed, and customers transferred on Monroe and N Mill to Jackson St. Crew started replacing the remaining three secondary poles on N Mill south of Jackson St. The project provides an opportunity for the crew to have a road project when conditions are not favorable to work on back-lot rebuilds.

Main Sub Relay Upgrade

- Electric department will be working to upgrade relays at the Main Substation. A total of 9 relays will be upgraded. As part of the project WU will be installing new trench-way and conduit connecting relays, regulators, and transformers to the sub house. The upgrade will also include replacing ageing DC circuits to each relay.

300 and 400 Blocks of Grandview and Pleasant

- Electric Crew has all poles set in the 300 and 400 blocks of Grandview and Pleasant. In the coming weeks, crew will install new triplex conductor and transfer customers over to the new line.

2024 Completed Backlot Rebuilds

- Electric Crew has completed the following backlot rebuilds during the 2024 construction season:
 - 500 block of McKinley and Grandview
 - 400 block of McKinley and Grandview
 - 300 block of McKinley and Grandview
 - 500 block of Grandview and Pleasant
 - 700 block of Grace and Visser

Readiness Center-Wisconsin Army National Guard

- Readiness Center is currently single phase, the State of Wisconsin is requesting three phase at the facility. WU will extend a third phase starting at Jackson St going NE down Fond du Lac St for approximately 2400'. All work associated with the extension will be funded by the Wisconsin Army National Guard. Work includes:
 - Make-ready tree trimming
 - Reframing of approximately 20 poles
 - Stringing in additional overhead phase
 - Directional drilling three phase URD under Fond du Lac St
 - Setting new pad mount transformer to serve a 400amp 277/480v three phase service

WPPI GIS Shared Services

- Assistant Electric Operations Supervisor continues to work with WPPI GIS Service. As part of the service, the GIS support specialist is sent away with improvements to be made to electric system map, as well as providing training to WU staff.
 - Current improvements include:
 - Overhead and underground system inspections tied to GIS
 - Plant records transferred from Access to GIS records

This concludes my report for September 2024. Please contact me at 324-7920 or ovandekolk@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: September 3, 2024
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Water quality and operations remain stable this past month.

Wastewater Treatment Facility:

There were two call-ins, both are reoccurring events related to membrane safe modes. These events are critical in nature, as the system has encountered a high trans main pressure across the membranes and stopped permeating. This means flow enters the system, but can not exit, causing the system to back up and recycle flow to the head of the treatment facility. Programmers are looking into this matter.

Staff's main focus has been daily operation and additional laboratory testing relating to ABNR system. The transition has been going well.

Distribution and Collection System:

There was one call-in this past month for a potential watermain break. After investigating, water running down Walker St. to Brown St. was due to the DOC flushing hydrants.

Staff's focus continues to be preventative maintenance of the distribution and collection system over the next month. These tedious tasks are identified below.

- Performing semi-annual inspections of the utility's hydrant assets. By regular testing and checking movement of the pumper caps and operational valve, this will ensure that these vital components will work when they're needed. When these steps are followed, you can ensure that the system will operate properly or that appropriate maintenance can be scheduled to make repairs as needed. If a hydrant needs maintenance, it is tagged with an out of service sign so the fire department is aware during an emergency that the hydrant is inoperable.
- Jetting the entire sanitary sewer basin through end of September. Jetting is the use of a high-pressure jet/vac truck to clean the sanitary sewer system. To clean sanitary sewers, high-pressure water is propelled through a jet nozzle at the end of a specialized hose through the sewer pipeline, breaking through obstructions and blockages.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 920-324-7920 or sschramm@waupunutilities.org.



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: September 9, 2024
SUBJECT: July 2024 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of continued work associated with the United Cooperative project and overhead rebuilds along McKinley/Grandview, Grace and Monroe streets. The electric utility also received transformers totaling \$116,098 for the month. Construction at the WWTP continues with monthly Disbursement Requests processed through the USDA.

Plant additions for the month included \$20,000 for admin building HVAC replacements, \$5,085 for a new office printer and \$5,523 for a map plotter replacement. These additions were split between the three Utilities. The sewer utility also replaced three primary clarifier gear drives totaling \$45,128 and purchased two magnetic flow meters for the ABNR process.

MONTHLY OPERATING RESULTS – July 2024 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **3.0% above** budget & **3.9% higher** than July 2023 on increased sales to Residential & General Service customers.
- YTD kWh sales were **1.3% above** budget & **2.3% higher** than July 2023 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **1.7% above** budget & **2.0% lower** than July 2023 sales on lower sales to Residential customers.
- YTD water sales were **3.6% above** budget & **1.5% higher** than July 2023 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **8.9% above** budget & **8.9% higher** than July 2023 from increased volumes to Public Authority customers.
- YTD sewer sales were **3.0% above** budget & **3.0% higher** than July 2023 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget \$400,000 and \$492,400, respectively, due to overall lower purchased power costs from low market energy prices associated with natural gas commodities.
- Gross margin was \$92,400 **above** budget as a result of lower market energy prices.
- Operating expenses were \$40,900 **above** budget primarily due to higher tree trimming costs than budgeted during the non-construction months.
- Operating income was \$253,200 or \$141,000 **above** budget, largely due to the lower market energy prices.

- Net income was \$708,700 or \$610,500 *above* budget primarily from lower than budgeted purchased power expenses and \$359,900 in non-operating capital contributions received.
- The rolling 12-month Rate of Return was 6.3%.

Water

- Operating revenues were \$22,700 *above* budget due to overall higher consumption for Industrial customers.
- Operating expenses were \$63,500 *above* budget due to the replacement of RO membranes at the water treatment facility in June for \$97,000. These costs were originally budgeted as capital costs vs maintenance cashflows.
- Operating income was \$379,700 or \$14,400 *below* budget due to the replacement RO membranes replacements in June.
- Net income was \$437,400 or \$115,200 *above* budget.
- The rolling 12-month Rate of Return was 5.4%.

Sewer

- Operating revenues were \$329,700 *below* budget as forecasted biomass revenues have not commenced as budgeted.
- Operating expenses were \$157,000 *below* budget due to lower than anticipated “start-up” costs associated with the ABNR process.
- Operating income was \$125,700 or \$193,200 *below* budget due to the lack of biomass revenues.
- Net income was \$457,200 or \$888,300 *below* budget largely due to the lack of biomass revenues and the timing and dollar value of grant contributions compared to budget. Without the grant contributions net income was \$57,500 or \$93,500 *below* budget.
- The rolling 12-month Rate of Return was 3.9%.

Balance Sheets

Electric

- Balance sheet *increased* \$242,400 from June 2024 due to an increase in receivables from the prior month which is typical this time of year as power usage increases and an increase in plant due to transformer purchases.
- Unrestricted cash *decreased* \$32,700 as a result of increased capital purchases.
- Net position *increased* by \$283,800.

Water

- Balance sheet *increased* \$81,800 from June 2024 as a result of routine operating margins during the month.
- Unrestricted cash *increased* \$74,800 from June 2024 as a result of the decreased maintenance expenses experienced during the month.
- Net position *increased* by \$73,700.

Sewer

- Balance sheet *increased* \$120,500 from June 2024 from routine operations.
- Unrestricted cash *decreased* \$66,100 from an increase in capital purchases and operating expenses including monthly transfers of restricted debt payment reserves.
- Net position *increased* \$94,300 from normal operating activity.

Cash and Investments

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

- Total cash and investments *increased* \$137,400 or **(1.2%)** from June 2024 primarily from routine operating activity.
- Received interest and distributions of \$8,300 and recorded unrealized market adjustments of \$16,700, along with (\$600) in management fees, resulting in a net portfolio *gain* of \$24,400 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$36,500 and \$265,400 year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

| | |
|---|----------------------|
| Total Project Budget <i>(As of 4/14/2023):</i> | \$ 37,508,000 |
| Total Project Costs to Date <i>(Thru 6/4/2024):</i> | \$ 35,549,790 |
| Loan Draws – Project to Date <i>(Thru 9/3/2024):</i> | \$ 27,807,000 |
| Grants Provided <i>(Thru 9/3/2024):</i> | \$ 7,607,360 |
| Disburse Request #35 Requested <i>(8/27/24):</i> | \$ 209,221 |
| Disburse Request #34 – Paid <i>(7/28/24):</i> | \$ 77,500 |

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



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/2024

TITLE: FINANCE

AGENDA SECTION: CONSENT-DEPARTMENT REPORTS

PRESENTER: Casey Langenfeld, Finance
Director

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

SUMMARY:

STAFF RECOMMENDATION:

Request action to accept the financials for August 2024.

ATTACHMENTS:

August 2024 Monthly Financials

RECOMMENDED MOTION:

Motion to accept the monthly financials.



MONTHLY FINANCIAL REPORT 2024

January

| Revenues | Expenses |
|----------|----------|
| | |

February

| Revenues | Expenses |
|---|----------|
| \$46,984 Payment for Municipal Services (\$27,984 more than budgeted for) | |
| \$43,510.65 interest income over budget | |

March

| Revenues | Expenses |
|--|----------|
| \$250,000 Donation to Community Center Stone Family Foundation | |

April

| Revenues | Expenses |
|----------|----------|
| | |

May

| Revenues | Expenses |
|-----------------------------------|----------|
| \$50,679 Recycling Grant Received | |

June

| Revenues | Expenses |
|---------------------------------------|----------|
| \$206,503 Interest Income over budget | |

July

| Revenues | Expenses |
|----------|----------|
| | |

August

| Revenues | Expenses |
|--|----------|
| \$276,905.21 Interest Income over budget | |

CITY OF WAUPUN MONTHLY FINANCIAL REPORT

August 31, 2024



| FUND 100 | | | | | % of Year Past |
|--------------------------------------|-----------------------|-------------------|----------------------|---------------------|-----------------------|
| General Operations Fund | | | | | 67% |
| | 8/31/2024 | 8/31/2024 | 8/31/2024 | 8/31/2024 | |
| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | Percent |
| REVENUE | | | | | |
| Taxes | 360,566 | 2,075,035 | 2,279,125 | (204,090) | 91.05 |
| Special Assessments | - | 217 | 100 | 117 | 217.17 |
| Intergovernmental Aids | 1,347 | 1,134,322 | 3,970,768 | (2,836,446) | 28.57 |
| Licenses and Permits | 10,798 | 37,306 | 55,230 | (17,924) | 67.55 |
| Penalties, Forfeitures | 3,473 | 29,423 | 42,500 | (13,077) | 69.23 |
| Public Charges for Service | 34,889 | 253,424 | 299,143 | (45,719) | 84.72 |
| Intergovernmental Charges | - | - | - | - | |
| Miscellaneous Revenue | 7,681 | 354,485 | 62,500 | 291,985 | 567.18 |
| Special Funds Activity | - | - | 190,701 | (190,701) | 0.00 |
| TOTAL REVENUE | 418,754 | 3,884,213 | 6,900,067 | (3,015,854) | |
| EXPENDITURES | | | | | |
| General Government | 80,489 | 809,324 | 1,481,040 | (671,716) | 54.65 |
| Recreation | 101,050 | 368,985 | 802,351 | (433,366) | 45.99 |
| Assessor/Inspector | 3,200 | 25,901 | 40,500 | (14,599) | 63.95 |
| Police | 179,878 | 1,479,581 | 2,540,805 | (1,061,224) | 58.23 |
| Fire | 30,359 | 236,358 | 571,498 | (335,140) | 41.36 |
| Public Works | 106,009 | 991,355 | 1,674,638 | (683,283) | 59.20 |
| Economic Dvlp/Admin | 2,267 | 141,734 | 22,235 | 119,499 | 637.44 |
| TOTAL EXPENDITURES | 503,251 | 4,053,238 | 7,133,067 | (3,079,829) | |
| NET REVENUE OVER EXPENDITURES | (84,497) | (169,025) | (233,000) | | |
| FUND 210 | | | | | |
| Library Fund | | | | | |
| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | Percent |
| REVENUE | | | | | |
| Tax Levy | 105,189 | 553,896 | 553,896 | - | 100.00 |
| Interest/Divid/Grants/Cty Approp | - | 224,606 | 216,625 | 7,981 | 103.68 |
| Fees | 165 | 6,340 | 700 | 5,640 | 905.70 |
| Revenue/Donations | - | 20,899 | 5,000 | 15,899 | 417.98 |
| TOTAL REVENUE | 105,354 | 805,741 | 776,221 | 29,520 | |
| EXPENDITURES | | | | | |
| Library Expenses | 63,624 | 482,507 | 776,221 | (293,714) | 62.16 |
| Transfer Out - Capital Fund | - | - | - | - | 0.00 |
| TOTAL EXPENDITURES | 63,624 | 482,507 | 776,221 | (293,714) | |
| NET REVENUE OVER EXPENDITURES | 41,730 | 323,234 | - | | |

FUND 220**Grants and Donations Fund**

| | 8/31/2024 Month Activity | 8/31/2024 YTD Actual | 8/31/2024 Budget Amount | 8/31/2024 Over/(Under) | Percent |
|--------------------------------------|-----------------------------|-------------------------|----------------------------|---------------------------|---------|
| REVENUE | | | | | |
| Federal Grants | - | 49,976 | - | 49,976 | 0.00 |
| State/Misc Grants & Donations | 2,644 | 326,121 | 6,010 | 320,111 | 5426.30 |
| TOTAL REVENUE | 2,644 | 376,096 | 6,010 | 370,086 | |
| EXPENDITURES | | | | | |
| General Government | - | - | 5,000 | (5,000) | 0.00 |
| Recreational Grants | 33,278 | 75,470 | - | 75,470 | 0.00 |
| Police Grants | 3,125 | 4,791 | - | 4,791 | 0.00 |
| Fire/EMR Grants | - | - | - | - | 0.00 |
| DPW Grants | 32 | 32 | - | 32 | 0.00 |
| Economic Development | - | - | 1,000 | (1,000) | 0.00 |
| TOTAL EXPENDITURES | 36,435 | 80,293 | 6,000 | 74,293 | |
| NET REVENUE OVER EXPENDITURES | (33,791) | 295,803 | 10 | | |

FUND 230**Building Inspection Fund**

| | Month Activity | YTD Actual | Budget Amount | Over/(Under) | Percent |
|--------------------------------------|----------------|----------------|---------------|----------------|---------|
| REVENUE | | | | | |
| Tax Levy | - | - | - | - | 0.00 |
| Building Permits | 26,793 | 89,719 | 75,000 | 14,719 | 119.63 |
| Fees | 9,700 | 27,465 | 9,500 | 17,965 | 289.11 |
| TOTAL REVENUE | 36,493 | 117,184 | 84,500 | 32,684 | |
| EXPENDITURES | | | | | |
| Operating Supplies/Wages | 26,227 | 68,204 | 76,825 | (8,621) | 88.78 |
| TOTAL EXPENDITURES | 26,227 | 68,204 | 76,825 | (8,621) | |
| NET REVENUE OVER EXPENDITURES | 10,265 | 48,981 | 7,675 | | |

FUND 300**Debt Fund**

| | Month Activity | YTD Actual | Budget Amount | Over/(Under) | Percent |
|--------------------------------------|----------------|------------------|------------------|------------------|---------|
| REVENUE | | | | | |
| Paid to Escrow Agent | - | - | - | - | 0.00 |
| General Property Tax | 154,225 | 812,105 | 812,105 | - | 100.00 |
| Funds Applied | 163 | 1,256 | 1,000 | 256 | 125.61 |
| Transfer in Other Funds | - | 820,118 | 1,005,937 | (185,819) | 81.53 |
| TOTAL REVENUE | 154,388 | 1,633,480 | 1,819,042 | (185,563) | |
| EXPENDITURES | | | | | |
| 2021 Street Project P&I | - | 133,900 | 133,900 | - | 100.00 |
| Principal and Interest Payments | - | 1,134,086 | 1,685,142 | (551,056) | 67.30 |
| TOTAL EXPENDITURES | - | 1,267,986 | 1,819,042 | (551,056) | |
| NET REVENUE OVER EXPENDITURES | 154,388 | 365,494 | - | | |

| FUND 400 | | | | | |
|--------------------------------------|-----------------------|--------------------|----------------------|---------------------|----------------|
| Capital Fund | | | | | |
| | 8/31/2024 | 8/31/2024 | 8/31/2024 | 8/31/2024 | |
| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | Percent |
| REVENUE | | | | | |
| Tax Levy | 64,569 | 340,000 | 340,000 | - | 100.00 |
| Sidewalks | - | 609 | - | 609 | 0.00 |
| State Shared Revenue/Exp. Restr. | - | 1,567,976 | 2,561,877 | (993,901) | 61.20 |
| Fees - Recreation Facilities | 15,000 | 15,550 | 15,000 | 550 | 103.67 |
| Co. & Muni. Street & Highways | - | - | - | - | 0.00 |
| Interest and Misc Income | 2,226 | 125,301 | 8,000 | 117,301 | 1566.27 |
| Transfer in Other Funds | - | - | 219,010 | (219,010) | 0.00 |
| TOTAL REVENUE | 81,794 | 2,049,436 | 3,143,887 | (1,094,451) | |
| EXPENDITURES | | | | | |
| City Hall | 122,519 | 122,594 | 86,300 | 36,294 | |
| Recreation | 350,756 | 2,909,211 | 2,786,500 | 122,711 | 104.40 |
| Public Safety | - | - | 50,000 | (50,000) | 0.00 |
| Library and DPW | - | - | - | - | 0.00 |
| Streets | 222 | 30,003 | 256,000 | (225,997) | 11.72 |
| Transfer Out - Other Funds | - | - | - | - | 0.00 |
| TOTAL EXPENDITURES | 473,497 | 3,061,808 | 3,178,800 | (116,992) | |
| NET REVENUE OVER EXPENDITURES | (391,703) | (1,012,372) | (34,913) | | |

| FUND 404 | | | | | |
|--------------------------------------|-----------------------|-------------------|----------------------|---------------------|----------------|
| Business Park Fund | | | | | |
| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | Percent |
| REVENUE | | | | | |
| Tax Increment | - | - | - | - | 0.00 |
| Interest Income | - | - | - | - | 0.00 |
| Leases/Debt Proceeds | - | 405,327 | 10,453 | 394,874 | 3877.62 |
| TOTAL REVENUE | - | 405,327 | 10,453 | 394,874 | |
| EXPENDITURES | | | | | |
| Operating | 316 | 411,874 | 10,000 | 401,874 | 4118.74 |
| TOTAL EXPENDITURES | 316 | 411,874 | 10,000 | 401,874 | |
| NET REVENUE OVER EXPENDITURES | (316) | (6,547) | 453 | | |

FUND 405
TID 3 Fund

| | 8/31/2024 | 8/31/2024 | 8/31/2024 | 8/31/2024 | |
|--------------------------------------|-----------------------|-------------------|----------------------|---------------------|----------------|
| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | Percent |
| REVENUE | | | | | |
| Tax Increment | 38,696 | 192,642 | 192,642 | 0 | 100.00 |
| PILOT | - | 6,023 | 9,000 | (2,977) | 66.92 |
| Grants | - | 34,470 | 50,000 | (15,530) | 0.00 |
| Permits | - | - | - | - | 0.00 |
| Donations | - | - | - | - | 0.00 |
| Proceeds Long Term Debt Issue | - | - | - | - | 0.00 |
| TOTAL REVENUE | 38,696 | 233,136 | 251,642 | (18,506) | |
| EXPENDITURES | | | | | |
| Operating | 4,850 | 177,510 | 206,222 | (28,712) | 86.08 |
| Transfer Out - Other Funds | - | - | - | - | 0.00 |
| TOTAL EXPENDITURES | 4,850 | 177,510 | 206,222 | (28,712) | |
| NET REVENUE OVER EXPENDITURES | 33,845 | 55,626 | 45,420 | | |

FUND 401
TID 5 Fund

| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | Percent |
|--------------------------------------|-----------------------|-------------------|----------------------|---------------------|----------------|
| REVENUE | | | | | |
| Tax Increment | 80,176 | 427,528 | 434,681 | (7,153) | 98.35 |
| Developer Guarantees | - | 32,342 | 24,735 | 7,607 | 0.00 |
| Fees | - | - | - | - | 0.00 |
| Interest Revenue | - | - | - | - | 0.00 |
| Proceeds Long Term Debt Issue | - | - | - | - | 0.00 |
| TOTAL REVENUE | 80,176 | 459,870 | 459,416 | 454 | |
| EXPENDITURES | | | | | |
| Operating | - | 379,133 | 379,200 | (67) | 99.98 |
| TOTAL EXPENDITURES | - | 379,133 | 379,200 | (67) | |
| NET REVENUE OVER EXPENDITURES | 80,176 | 80,737 | 80,216 | | |

FUND 408
TID 6 Fund

| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | Percent |
|--------------------------------------|-----------------------|-------------------|----------------------|---------------------|----------------|
| REVENUE | | | | | |
| Tax Increment | 20,756 | 117,781 | 117,781 | 0 | 100.00 |
| State/Federal Grants | - | - | - | - | 0.00 |
| Permits | - | - | - | - | 0.00 |
| Donations/Transfer In | - | - | - | - | 0.00 |
| TOTAL REVENUE | 20,756 | 117,781 | 117,781 | 0 | |
| EXPENDITURES | | | | | |
| Transfers Out - Other Funds | - | 55,000 | 67,630 | (12,630) | 0.00 |
| Operating | - | 1,083 | 5,240 | (4,157) | 20.67 |
| TOTAL EXPENDITURES | - | 56,083 | 72,870 | (16,787) | |
| NET REVENUE OVER EXPENDITURES | 20,756 | 61,698 | 44,911 | | |

FUND 407**TID 7 Fund**

| | 8/31/2024 | 8/31/2024 | 8/31/2024 | 8/31/2024 | Percent |
|--------------------------------------|----------------|---------------|-----------------|------------------|---------|
| | Month Activity | YTD Actual | Budget Amount | Over/(Under) | |
| REVENUE | | | | | |
| Tax Increment | 10,904 | 57,419 | 57,419 | - | 100.00 |
| Permits | - | - | - | - | 0.00 |
| State Grants | - | - | - | - | 0.00 |
| Permits - Other | - | - | - | - | 0.00 |
| Donations | - | - | - | - | 0.00 |
| TOTAL REVENUE | 10,904 | 57,419 | 57,419 | - | |
| EXPENDITURES | | | | | |
| Int on Adv/Transfer to Debt Fund | - | 27,469 | 154,938 | (127,469) | 17.73 |
| Operating | - | 6,017 | 1,150 | 4,867 | 523.25 |
| TOTAL EXPENDITURES | - | 33,486 | 156,088 | (122,601) | |
| NET REVENUE OVER EXPENDITURES | 10,904 | 23,933 | (98,669) | 122,601 | |

FUND 418**TID 8 Fund**

| | Month Activity | YTD Actual | Budget Amount | Over/(Under) | Percent |
|--------------------------------------|----------------|----------------|----------------|-----------------|---------|
| REVENUE | | | | | |
| Tax Increment | 35,166 | 185,177 | 185,177 | - | 100.00 |
| Permits | - | - | - | - | 0.00 |
| Fees | - | - | - | - | 0.00 |
| Interest Revenue | - | - | - | - | 0.00 |
| Proceeds from Long Term Debt Issue | - | - | - | - | 0.00 |
| TOTAL REVENUE | 35,166 | 185,177 | 185,177 | - | |
| EXPENDITURES | | | | | |
| Transfer Out - Debt Fund | - | 94,152 | 94,152 | - | 0.00 |
| Operating | - | 18,583 | 31,150 | (12,567) | 0.00 |
| TOTAL EXPENDITURES | - | 112,735 | 125,302 | (12,567) | |
| NET REVENUE OVER EXPENDITURES | 35,166 | 72,441 | 59,875 | | |

FUND 419**TID 9 Fund**

| | Month Activity | YTD Actual | Budget Amount | Over/(Under) | Percent |
|--------------------------------------|----------------|------------------|------------------|----------------|---------|
| REVENUE | | | | | |
| Tax Increment | 4,914 | 25,874 | 25,874 | - | 0.00 |
| Interest Revenue | 2,548 | 21,499 | - | 21,499 | 0.00 |
| Proceeds Long Term Debt | - | - | - | - | 0.00 |
| TOTAL REVENUE | 7,461 | 47,373 | 25,874 | 21,499 | |
| EXPENDITURES | | | | | |
| Transfer Out - Other Funds | - | 51,750 | 103,500 | (51,750) | 0.00 |
| Operating | 26 | 186,202 | 27,540 | 158,662 | 676.11 |
| TOTAL EXPENDITURES | 26 | 237,952 | 131,040 | 106,912 | |
| NET REVENUE OVER EXPENDITURES | 7,435 | (190,578) | (105,166) | | |

FUND 410
Equipment Fund

| | 8/31/2024 | 8/31/2024 | 8/31/2024 | 8/31/2024 | Percent |
|--------------------------------------|----------------|----------------|-----------------|------------------|---------|
| | Month Activity | YTD Actual | Budget Amount | Over/(Under) | |
| REVENUE | | | | | |
| Tax Levy | 42,729 | 225,000 | 225,000 | - | 100.00 |
| Grants | - | 8,592 | 5,000 | 3,592 | 0.00 |
| Misc. | 13,792 | 31,139 | 9,000 | 22,139 | 345.99 |
| Transfers In - Other Funds | - | - | - | - | 0.00 |
| TOTAL REVENUE | 56,521 | 264,732 | 239,000 | 25,732 | |
| EXPENDITURES | | | | | |
| Administration | - | 4,245 | 14,000 | (9,755) | 0.00 |
| Recreation | - | 2,208 | 5,000 | (2,792) | 0.00 |
| Police | 11,193 | 37,578 | 131,624 | (94,046) | 0.00 |
| Fire | - | 1,197 | 26,500 | (25,304) | 0.00 |
| Library | - | - | - | - | 0.00 |
| DPW | - | 106,751 | 101,617 | 5,134 | 0.00 |
| TOTAL EXPENDITURES | 11,193 | 151,978 | 278,741 | (126,763) | |
| NET REVENUE OVER EXPENDITURES | 45,329 | 112,754 | (39,741) | | |

FUND 420
Recycling Fund

| | Month Activity | YTD Actual | Budget Amount | Over/(Under) | Percent |
|--------------------------------------|----------------|---------------|----------------|-----------------|---------|
| REVENUE | | | | | |
| Grant | - | 5,000 | 5,000 | - | 0.00 |
| Fees | 12,129 | 84,799 | 154,377 | (69,578) | 54.93 |
| Interest | 514 | 3,965 | 3,500 | 465 | 113.29 |
| TOTAL REVENUE | 12,643 | 93,764 | 162,877 | (69,113) | |
| EXPENDITURES | | | | | |
| Operating | - | 87,753 | 154,604 | (66,852) | 56.76 |
| TOTAL EXPENDITURES | - | 87,753 | 154,604 | (66,852) | |
| NET REVENUE OVER EXPENDITURES | 12,643 | 6,011 | 8,273 | | |

FUND 425
Solid Waste Fund

| | Month Activity | YTD Actual | Budget Amount | Over/(Under) | Percent |
|--------------------------------------|----------------|----------------|----------------|------------------|---------|
| REVENUE | | | | | |
| Fees | 36,386 | 254,397 | 428,259 | (173,863) | 59.40 |
| TOTAL REVENUE | 36,386 | 254,397 | 428,259 | (173,863) | |
| EXPENDITURES | | | | | |
| Operating | 525 | 250,943 | 432,093 | (181,150) | 58.08 |
| TOTAL EXPENDITURES | 525 | 250,943 | 432,093 | (181,150) | |
| NET REVENUE OVER EXPENDITURES | 35,861 | 3,454 | (3,834) | | |

FUND 430**Tourism Fund**

| | 8/31/2024 | 8/31/2024 | 8/31/2024 | 8/31/2024 | |
|--------------------------------------|-----------------------|-------------------|----------------------|---------------------|----------------|
| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | <i>Percent</i> |
| REVENUE | | | | | |
| Local Room Tax | 7,683 | 37,945 | 60,000 | (22,055) | 63.24 |
| Misc. | - | 20,000 | 10,000 | 10,000 | 0.00 |
| TOTAL REVENUE | 7,683 | 57,945 | 70,000 | (12,055) | |
| EXPENDITURES | | | | | |
| Operating | 9,139 | 35,612 | 70,000 | (34,388) | 50.87 |
| TOTAL EXPENDITURES | 9,139 | 35,612 | 70,000 | (34,388) | |
| NET REVENUE OVER EXPENDITURES | (1,457) | 22,333 | - | | |

FUND 501**Taxi Fund**

| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | <i>Percent</i> |
|--------------------------------------|-----------------------|-------------------|----------------------|---------------------|----------------|
| REVENUE | | | | | |
| Tax Levy | 8,546 | 45,000 | 45,000 | - | 0.00 |
| State/Federal Grants | - | 49,352 | 70,000 | (20,648) | 70.50 |
| Sale of Vehicles/Property | - | - | - | - | 0.00 |
| Transfer In - Other Funds | - | - | - | - | 0.00 |
| TOTAL REVENUE | 8,546 | 94,352 | 115,000 | (20,648) | |
| EXPENDITURES | | | | | |
| Operating | 12,417 | 85,459 | 212,916 | (127,457) | 40.14 |
| TOTAL EXPENDITURES | 12,417 | 85,459 | 212,916 | (127,457) | |
| NET REVENUE OVER EXPENDITURES | (3,871) | 8,893 | (97,916) | | |

FUND 509**CDBG Fund**

| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | <i>Percent</i> |
|--------------------------------------|-----------------------|-------------------|----------------------|---------------------|----------------|
| REVENUE | | | | | |
| Interest | 3 | 23 | 20 | 3 | 114.35 |
| TOTAL REVENUE | 3 | 23 | 20 | 3 | |
| EXPENDITURES | | | | | |
| Operating | 2,855 | 10,353 | 73,000 | (62,647) | 0.00 |
| TOTAL EXPENDITURES | 2,855 | 10,353 | 73,000 | (62,647) | |
| NET REVENUE OVER EXPENDITURES | (2,852) | (10,330) | (72,980) | | |

FUND 700**Stormwater Fund**

| | 8/31/2024 | 8/31/2024 | 8/31/2024 | 8/31/2024 | |
|--------------------------------------|-----------------------|-------------------|----------------------|---------------------|----------------|
| | <i>Month Activity</i> | <i>YTD Actual</i> | <i>Budget Amount</i> | <i>Over/(Under)</i> | Percent |
| REVENUE | | | | | |
| Grants | - | - | - | - | 0.00 |
| Fees | - | - | - | - | 0.00 |
| Stormwater Fees | 51,896 | 364,020 | 592,500 | (228,480) | 61.44 |
| Proceeds Long Term Debt Issue | - | - | - | - | 0.00 |
| TOTAL REVENUE | 51,896 | 364,020 | 592,500 | (228,480) | |
| EXPENDITURES | | | | | |
| Operating, Wages, Benefits | 26,953 | 334,141 | - | 334,141 | 0.00 |
| TOTAL EXPENDITURES | 26,953 | 334,141 | - | 334,141 | |
| NET REVENUE OVER EXPENDITURES | 24,943 | 29,878 | 592,500 | | |

| | | |
|--|--------------------|-----------------|
| Conditional Use Permit | \$300.00 | 230-44-4431-000 |
| Administrative Fees | \$9,450.00 | 230-46-4616-000 |
| Zoning/Occupancy | | 230-46-4615-000 |
| Site Plan Review/Annexation/Variance/CSM | \$250.00 | 230-46-4615-000 |
| Special Assessment Letter Fees | \$120.00 | 100-46-4617-000 |
| Grand Total | \$36,612.53 | |

BUILDING PERMIT COMPARISON

| | August 2023: | August 2024: |
|---------------------------------------|---------------------|---------------------|
| Dodge Permits Issued | 29 | 117 |
| Fond Du Lac Permits Issued | 12 | 93 |
| Total estimated cost of construction: | \$ 3,025,808.60 | \$4,434,474.27 |

EIGHT MONTH COMPARISON

| | | |
|-----------------------|--------------------------------|------------------|
| January - August 2021 | estimated cost of construction | \$33,926,331.56 |
| January - August 2022 | estimated cost of construction | \$21,898,724.55 |
| January - August 2023 | estimated cost of construction | \$15,102,094.16 |
| January - August 2024 | estimated cost of construction | \$ 14,760,204.02 |

Administrative Report for August 2024

Prepared by K Schlieve, 9/5/24

PERSONNEL:

- Fire, EMR and Police have open and ongoing recruitment processes to fill vacancies. We are planning on holding a training session mid-October on modern recruitment practices for fire and will include all staff as we look to adapt our recruitment practices city wide to address workforce challenges.
- Job descriptions for new part-time positions at the new community center are being developed and are budgeted for 2025.
- We are working with Cottingham & Butler on a wage assessment project as part of the 2025 budget process.
- Health insurance renewals are in and we have been able to further negotiate rates, gaining an additional one point reduction from preliminary renewal. We are still pending quotes from providers other than Dean to ensure competitiveness of plan. We are working on staff communication and open enrollment renewal process now.
- We currently interviewing candidates for the proposed shared building inspector/zoning administrator position with City of Ripon. If a finalist is identified, we will begin work on an intergovernmental agreement with Ripon and present that to you for approval prior to hire. As a reminder, the goal of this work is to increase hours for inspection and code enforcement in the city. I anticipate that this will be budget neutral if we are able to finalize agreements.

FACILITIES:

- The Museum tuckpoint project was rebid with more favorable results. Bids will be reviewed for approval at the Sept 10 council meeting.
- Senior/Community Center construction remains on schedule. Final details on signage and sponsorship agreements are being worked on. We are planning to move the senior center the week of October 14. **SAVE THE DATE** - Ribbon Cutting is planned for December 3, from 3 to 7 pm.

COMMUNITY/ECONOMIC DEVELOPMENT:

- **SAVE THE DATE** - A ribbon cutting event for the new food truck alley, mural installed in the downtown plaza space and the Waupun Sculpture Tour is planned for Saturday, October 5, from 10 am to 2 pm.
- Staff has researched a new grant program for small business development that is being introduced by WEDC. We are in discussion about a regional collaboration on this grant and I will provide an update at a future meeting for review/approval.

BUDGET/IT/RISK MANAGEMENT:

- Work is underway on next steps for the fire study/staffing project as follows:
 1. Intergovernmental Meeting: Preliminary Meeting scheduled for 9/10/24. Staff have spent a significant amount of time verifying costing in advance of this meeting.
 2. Facility: A group has met with a series of architectural firms and is formulating a recommendation to bring to council to develop a roadmap to address identified facility needs within the study.
 3. Staffing Model: A recruitment committee has been formed and we are working to conduct a training on modern-day recruitment practices mid-October. Work is commencing on strengthening org/command structure and identifying changes to compensation to reduce stress on full-time staff.
 4. Equipment: We have concluded direction on financing of new ladder truck through debt issuance and a group is working on developing bid specifications for the truck.

Administrative Report for August 2024

Prepared by K Schlieve, 9/5/24

- We are preparing for a debt issuance to occur yet this year to support capital items identified during the capital budget process/discussion.
- Final budget workshop is planned for September 24, 2024, COW meeting. We will be requesting that you authorize publication and notice budget hearing for November 12, 2024.