



MINUTES
CITY OF WAUPUN COMMON COUNCIL MEETING
201 E Main Street, Waupun WI 53963
Tuesday, March 10, 2020 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Vossekul, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Chief Loudon, Public Works Director Daane, and Recreation Director Kaminski. Chief Demas absent and excused.

Other City Staff present is Mike Beer, Sarah Van Buren and Michelle Kast.

Members in the audience are Jim Hartung, Sam Kaufman, Kyle Clark and Jodi Mallas.

Media present is Craig Warmbold of WBEV/95X.

PERSONS WISHING TO APPEAR BEFORE COUNCIL

Fond Du Lac County Supervisor Sam Kaufman provides an update to County proceedings: ATV/UTV ordinance will be considered in April; and Department of Recreation Director Sam Tobias will retire April 3, 2020 and Terry Dietzel will assume the role.

CONSENT AGENDA

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

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

No items were removed from the Consent Agenda.

RESOLUTIONS AND ORDINANCES:

19. Ordinance to amend Ch. 9.02(2)(m) entitled Public Nuisances Affecting Health - Service Dog Exclusion

Daane received request for service animals to be allowed at city parks. An ordinance to allow this is before Council for consideration.

Motion Kaczmarski, second Westphal to waive the first reading and adopt Ordinance 20-03 to amend Ch. 9.02(2)(m) entitled Public Nuisances Affecting Health to all service dogs in city parks. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

20. Authorization to Fill Lieutenant and Patrol Officer Vacancy

At the February 11, 2020 Council meeting, the Council approved filling a Patrol Officer vacancy, due to a resignation. Lieutenant Kreitzman has made request to return to Patrol and fill that vacancy, which has been approved. This now leaves a Lieutenant vacancy. Loudon anticipates promoting within the Department, which if filled, will create a Patrol Officer vacancy. Loudon requests authorization to fill the Lieutenant vacancy, and if promoted within the Department, to also fill a Patrol Officer position.

Motion Westphal, second Kaczmariski to authorize the Police Chief to fill the Lieutenant vacancy and, contingent upon an internal promotion, to fill the Patrol Officer vacancy. Motion carried 6-0 on roll call.

21. Recommendation to Revise Vacation Policy in Employee Handbook

In reviewing the employee handbook, and in comparing with other municipalities in the area, Schlieve recommends a modification to the vacation policy as outlined in the employee handbook. The revision adds vacation time based on a prorated number of hours worked for part-time department-head, exempt-level positions. While this affects a very limited number of positions, adding this benefit will make it easier to recruit for and retain talent in executive-level roles when they are less than full-time.

Motion Matoushek, second Vanderkin to approve revisions to the vacation policy in the employee handbook. Motion carried 6-0 on roll call.

22. Approve Finance Director Job Description and Authorization to Fill

Due to a vacancy, the job description for the Finance Director has been updated. As the position is currently a contracted position with Waupun Utilities, request is made to make this a permanent part-time position within the city. A request to accept the job description of Finance Director and to fill the vacancy is before the Council for consideration.

Motion Kaczmariski, second Matoushek to accept the revised job description for Finance Director and provides authorization to fill this vacancy as a part time position, employed by the City of Waupun. Motion carried 6-0 on roll call.

23. Approve Accounting Specialist Job Description and Authorization to Fill

Due to the restructure of a City employed Finance Director, the Council is asked to eliminate the Accountant position and replace with an Accounting Specialist. Schlieve provide a job description and asks to approve the filling of the vacancy.

Motion Kaczmariski, second Westphal to approve the job description for the Accounting Specialist and authorizes filling the vacancy. Motion carried 6-0 on roll call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

24. 2020 Asphalt bids

Mill and overlay bids were received. Kartechner (\$183,733.22), Northeast Asphalt (\$196,043.35), and Tri-County Paving (\$221,929.90). Woodland Drive is a cost sharing with Township (Daane has a signed agreement in place with them) and the Lions are donating toward the Dodge Park basketball court.

Motion Vossekuil, second Vanderkin to award the bid of mill and overlay to Kartechner Brothers LLC. In the amount of \$183,733.22. Motion carried 6-0 on roll call.

CLOSED SESSION

Motion Matoushek, second Westphal to adjourn in closed session under Section 19.85 (1) (c)(e) of the WI Statutes for Promotion, Compensation or Performance Evaluation of City Staff; Negotiation of Property Located at 520 McKinley Street; and Consider Tanager Developer's Agreement in TID 8. Motion carried 6-0.

OPEN SESSION

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

ACTION FROM CLOSED SESSION

No Action

ADJOURNMENT

Motion Vanderkin, second Matoushek to duly call the meeting adjourned at 7:52pm. Motion carried 6-0.