



A G E N D A
CITY OF WAUPUN SPECIAL COMMON COUNCIL -
REORGANIZATIONAL MEETING
City Hall 201 E Main Street, Waupun
Tuesday, April 19, 2022 at 5:30 PM

The Waupun Common Council will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/86162510372?pwd=amh3LzBDdWhDeC9KbjBYMUdOTUVMdz09>
Dial by your location: 312 626 6799

Meeting ID: 861 6251 0372
Passcode: 776266

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

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

CONSIDERATION - ACTION

- [2.](#) Job Description and Hiring of Director of Finance/Assistant City Administrator
- [3.](#) Job Description and Hiring of Management Analyst Position

ADJOURNMENT

There will be a brief moment to allow the newly elected Council to be seated

CITY CLERK CALLS MEETING TO ORDER

CITY CLERK PROVIDES THE OATH OF OFFICE TO THE NEWLY ELECTED MAYOR AND ALDERMAN

PLEDGE OF ALLEGIANCE

INVOCATION OFFERED BY REV. JESSICA OOSTERHOUSE

MAYORAL RECOGNITION

- [4.](#) Proclamation Honoring Julie Nickel for Years of Service

NOMINATION AND ELECTION OF COMMON COUNCIL PRESIDENT

SELECTION OF DAY OF MONTH AND TIME OF MEETING OF THE BODY OF THE COMMON COUNCIL

RESOLUTIONS

- [5.](#) Resolution Designating Public Depositories and Authorizing Withdrawal of City Monies
- [6.](#) Consideration for Resolution 4-13-21-02 Suspending Waupun Common Council Standing Committee Rules Through April 15, 2022

DESIGNATION OF OFFICAL CITY NEWSPAPER

[7.](#) Fond Du Lac Reporter Request for Consideration

[8.](#) Capital Newspapers

MAYORAL APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

CONSIDERATION OF ALDERMANIC DISTRICT 5 SEAT

ADJOURN

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



AGENDA SUMMARY SHEET

MEETING DATE: 4-19-22

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

Future meetings/gatherings of the Common Council, consideration of licenses/permits, payment of expenses.

Future Meetings/Gatherings of the Body of the Common Council (*All meetings begin at 6:00pm unless otherwise noticed*)

Wednesday, April 27, 2022	Committee of the Whole	6:00pm
Tuesday, May 10, 2022	Common Council	6:00pm
Tuesday, May 31, 2022	Committee of the Whole	6:00pm
Tuesday, June 14, 2022	Common Council	6:00pm
Tuesday, June 28, 2022	Committee of the Whole	6:00pm
Tuesday, July 12, 2022	Common Council	6:00pm
Tuesday, July 26, 2022	Committee of the Whole	6:00pm

License and Permit Applications

OPERATOR LICENSE:

Haley Rourk

TEMPORARY OPERATOR LICENSE:

Stephanie Starker, Gary Dejager, Bobbi Kunz, Michelle Kulczewski, Krista Bishop, Melanie Williams, Marcia Perdsock, Janelle Kartechner, Janimae Maly, Ellexis Tenpas, Cassandra Verhage, Benjamin Ruch

TEMPORARY CLASS B Fermented Malt Beverage License

REACH April 30, 2022 Craft and Sip Night located at 201 E Jefferson St., Waupun

Waupun Downtown Promotions May 6, 2022 Downtown Waupun Wine Walk

Waupun Festival for Celebrate Waupun June 24-26, 2022 located at 503 E Spring Street, Waupun

Waupun Fine Arts July 7, 14, 21, and 28, 2022 Concerts in the Park located at West End Park 200 Beaver Dam Street, Waupun

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION: Motion to approve the Consent Agenda. (<i>Roll Call</i>)
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Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
04/14/2022	103679	AMAZON CAPITAL SERVICES	2,042.78
04/14/2022	103680	APPLIED CONCEPTS INC	2,272.00
04/14/2022	103681	ARMGA, BARB	346.36
04/14/2022	103682	ARMGA, RANDY	124.95
04/14/2022	103683	BODA, SUSAN	144.55
04/14/2022	103684	BOERSON, ANN C.	137.20
04/14/2022	103685	BOUWKAMP, DARLENE	315.44
04/14/2022	103686	BROOKS SHOE & REPAIR	297.70
04/14/2022	103687	CAREW CONCRETE & SUPPLY INC	81.20
04/14/2022	103688	CASPERS TRUCK EQUIPMENT	344.52
04/14/2022	103689	CEDAR CORPORATION	1,412.32
04/14/2022	103690	CHARTER COMMUNICATIONS	842.30
04/14/2022	103691	COBAN TECHNOLOGIES INC	4,730.00
04/14/2022	103692	CODA, DEB	56.35
04/14/2022	103693	EMMONS BUSINESS INTERIORS	3,100.65
04/14/2022	103694	CONSULTANTS LABORATORY-FDL	120.00
04/14/2022	103695	DAANE, BETTY G	68.60
04/14/2022	103696	DEBOER, DANYELLE	10.33
04/14/2022	103697	DILLE, KAROL	120.05
04/14/2022	103698	FASTENAL CO.	217.80
04/14/2022	103699	FIX, WAYNE	71.05
04/14/2022	103700	GRAND VALLEY INSPECTION SERVIC	8,907.60
04/14/2022	103701	GREENFIELD, DAWN	8.53
04/14/2022	103702	HANDSHY, ARLENE	144.55
04/14/2022	103703	HOLZ, GERALD	134.75
04/14/2022	103704	LARSON TRUCKING INC	465.93
04/14/2022	103705	MESA, FRANK	147.00
04/14/2022	103706	MULDER, GEORGENE	134.75
04/14/2022	103707	OSHKOSH OFFICE SYSTEMS	252.81
04/14/2022	103708	PATROUILLE, LORNA MAE	144.55
04/14/2022	103709	PETERSEN, CLAIRE	107.80
04/14/2022	103710	PINES BACH LLP	526.50
04/14/2022	103711	PITNEY BOWES INC	56.52
04/14/2022	103712	PLUIM, JOAN	144.55
04/14/2022	103713	PURCHASE POWER	500.00
04/14/2022	103714	SAFETY KLEEN	440.00
04/14/2022	103715	SAN-A-CARE, INC	281.01
04/14/2022	103716	SULLIVAN, TED	34.79
04/14/2022	103717	VAN HIERDEN, KATIE L.	147.00
04/14/2022	103718	WAUPUN UTILITIES	25,841.07
04/14/2022	103719	WI DEPT OF JUSTICE	49.00
04/14/2022	103720	WM CORPORATE SERVICES INC	46,702.36
04/14/2022	103721	INSIGHT FS	5,000.70
04/14/2022	103722	BOS, LOIS	137.20
04/14/2022	103723	PEACHEY, MARGE	151.90
04/14/2022	103724	TOP PACK DEFENSE LLC	89.99
04/14/2022	103725	MARCO TECHNOLOGIES LLC	160.91
04/14/2022	103726	SMITS, MARILYN	112.70

Check Issue Date	Check Number	Payee	Amount
Grand Totals:			107,680.62

Report Criteria:

Report type: Summary

Report Criteria:

[Report]. Invoice Date = 04/14/2022

Invoice	Description	Invoice Date	Total Cost	GL Account
48 AMAZON CAPITAL SERVICES				
1JFT-QJ64-JPDP	stand up desks/seat cushion	04/14/2022	1,976.30	100-13850
1WQY-1376-VWLH	stand up desk reorder - Jeff	04/14/2022	249.99	100-13850
1P4L-7W66-11K1	credit - stand up desk - Jeff	04/14/2022	249.99-	100-13850
11MJ-TNRF-7F3J	epoxy anchoring adhesive - repair beams DPW garage	04/14/2022	66.48	400-70-5412-8-00
Total 48 AMAZON CAPITAL SERVICES:			2,042.78	
1459 APPLIED CONCEPTS INC				
399782	New Squad Radar Unit	04/14/2022	2,272.00	410-40-5211-4-00
Total 1459 APPLIED CONCEPTS INC:			2,272.00	
1565 ARMGA, BARB				
4-14-22	4-5-22 election	04/14/2022	346.36	100-10-5142-1-10
Total 1565 ARMGA, BARB:			346.36	
1566 ARMGA, RANDY				
4-14-22	4-5-22 election	04/14/2022	124.95	100-10-5142-1-10
Total 1566 ARMGA, RANDY:			124.95	
5640 BODA, SUSAN				
4-14-22	4-5-22 election	04/14/2022	144.55	100-10-5142-1-10
Total 5640 BODA, SUSAN:			144.55	
5645 BOERSON, ANN C.				
4-14-22	4-5-22 election	04/14/2022	137.20	100-10-5142-1-10
Total 5645 BOERSON, ANN C.:			137.20	
5875 BOUWKAMP, DARLENE				
4-14-22	4-5-22 election	04/14/2022	315.44	100-10-5142-1-10
Total 5875 BOUWKAMP, DARLENE:			315.44	
6162 BROOKS SHOE & REPAIR				
41143	boot allowance - Schlieve, N	04/14/2022	150.00	100-70-5412-3-38
41122	boot allowance - Sullivan	04/14/2022	147.70	100-70-5412-3-38
Total 6162 BROOKS SHOE & REPAIR:			297.70	
7065 CAREW CONCRETE & SUPPLY INC				
1232465	rebar	04/14/2022	81.20	400-70-5412-8-00
Total 7065 CAREW CONCRETE & SUPPLY INC:			81.20	
7070 CASPERS TRUCK EQUIPMENT				
0052639-IN	tie rods -sweeper replace main broom turn buckles	04/14/2022	344.52	700-10-5192-3-36
Total 7070 CASPERS TRUCK EQUIPMENT:			344.52	

Invoice	Description	Invoice Date	Total Cost	GL Account
8046 CEDAR CORPORATION				
110819	Professional Services - City Shop Column Evaluations &	04/14/2022	1,412.32	400-70-5412-8-00
Total 8046 CEDAR CORPORATION:			1,412.32	
10048 CHARTER COMMUNICATIONS				
16011-APRIL22	senior center - tv, internet	04/14/2022	154.71	100-20-5513-3-38
54053-APRIL22	aquatic center	04/14/2022	114.97	100-20-5523-3-38
18615-APRIL22	PD - tv	04/14/2022	82.62	100-40-5211-3-38
3194-APRIL22	ethernet intrastate MBPS	04/14/2022	490.00	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			842.30	
10354 COBAN TECHNOLOGIES INC				
46316	Body cameras	04/14/2022	3,920.00	410-40-5211-4-00
46465	Body cameras - access point	04/14/2022	810.00	410-40-5211-4-00
Total 10354 COBAN TECHNOLOGIES INC:			4,730.00	
10358 CODA, DEB				
4-14-22	4-5-22 election	04/14/2022	56.35	100-10-5142-1-10
Total 10358 CODA, DEB:			56.35	
10433 EMMONS BUSINESS INTERIORS				
210915	Office Chairs - overage	04/14/2022	76.95	100-10-5141-3-38
210915	Office Chairs - CVMIC grant	04/14/2022	3,023.70	100-13850
Total 10433 EMMONS BUSINESS INTERIORS:			3,100.65	
10468 CONSULTANTS LABORATORY-FDL				
3028737	legal blood draws - Mar 2022	04/14/2022	120.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			120.00	
10892 DAANE, BETTY G				
4-14-22	4-5-22 election	04/14/2022	68.60	100-10-5142-1-10
Total 10892 DAANE, BETTY G:			68.60	
11046 DEBOER, DANYELLE				
4-14-22	Meal reimbursment - SSRS Training - Advanced	04/14/2022	10.33	100-40-5211-3-37
Total 11046 DEBOER, DANYELLE:			10.33	
11299 DILLE, KAROL				
4-14-22	4-5-22 election	04/14/2022	120.05	100-10-5142-1-10
Total 11299 DILLE, KAROL:			120.05	
12760 FASTENAL CO.				
WIBEA120349	beam repair at city garage	04/14/2022	217.80	400-70-5412-8-00
Total 12760 FASTENAL CO.:			217.80	
13276 FIX, WAYNE				
4-14-22	4-5-22 election	04/14/2022	71.05	100-10-5142-1-10

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 13276 FIX, WAYNE:			71.05	
14698 GRAND VALLEY INSPECTION SERVICES				
2022-58	Building Insp/Zoning Admin for Mar 2022	04/14/2022	8,907.60	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			8,907.60	
14781 GREENFIELD, DAWN				
4-14-22	Reimburse meal/SSRS Training advanced	04/14/2022	8.53	100-40-5211-3-37
Total 14781 GREENFIELD, DAWN:			8.53	
15460 HANDSHY, ARLENE				
4-14-22	4-5-22 election	04/14/2022	144.55	100-10-5142-1-10
Total 15460 HANDSHY, ARLENE:			144.55	
15940 HOLZ, GERALD				
4-14-22	4-5-22 election	04/14/2022	134.75	100-10-5142-1-10
Total 15940 HOLZ, GERALD:			134.75	
17303 LARSON TRUCKING INC				
8535	Hauled gravel for inlet & curb repair	04/14/2022	465.93	700-10-5192-3-36
Total 17303 LARSON TRUCKING INC:			465.93	
18969 MESA, FRANK				
4-14-22	4-5-22 election	04/14/2022	147.00	100-10-5142-1-10
Total 18969 MESA, FRANK:			147.00	
19672 MULDER, GEORGENE				
4-14-22	4-5-22 election	04/14/2022	134.75	100-10-5142-1-10
Total 19672 MULDER, GEORGENE:			134.75	
20900 OSHKOSH OFFICE SYSTEMS				
AR74421	copier toner - Jen's copier	04/14/2022	252.81	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			252.81	
21168 PATROUILLE, LORNA MAE				
4-14-22	4-5-22 election	04/14/2022	144.55	100-10-5142-1-10
Total 21168 PATROUILLE, LORNA MAE:			144.55	
21356 PETERSEN, CLAIRE				
4-14-22	4-5-22 election	04/14/2022	107.80	100-10-5142-1-10
Total 21356 PETERSEN, CLAIRE:			107.80	
21689 PINES BACH LLP				
219662	Development Agreement	04/14/2022	526.50	404-10-5711-3-38
Total 21689 PINES BACH LLP:			526.50	

Invoice	Description	Invoice Date	Total Cost	GL Account
21801 PITNEY BOWES INC				
1020442678	tape sheets	04/14/2022	56.52	100-40-5211-3-33
Total 21801 PITNEY BOWES INC:			56.52	
21896 PLUIM, JOAN				
4-14-22	4-5-22 election	04/14/2022	144.55	100-10-5142-1-10
Total 21896 PLUIM, JOAN:			144.55	
22324 PURCHASE POWER				
4-14-22	refill postage machine	04/14/2022	500.00	100-16210
Total 22324 PURCHASE POWER:			500.00	
23188 SAFETY KLEEN				
88635310	USED OIL Fee	04/14/2022	440.00	100-70-5411-3-36
Total 23188 SAFETY KLEEN:			440.00	
23224 SAN-A-CARE, INC				
568646	Air Fresheners	04/14/2022	281.01	100-70-5410-3-38
Total 23224 SAN-A-CARE, INC:			281.01	
24523 SULLIVAN, TED				
4-14-22	office supplies	04/14/2022	34.79	100-40-5211-3-30
Total 24523 SULLIVAN, TED:			34.79	
26149 VAN HIERDEN, KATIE L.				
4-14-22	4-5-22 election	04/14/2022	147.00	100-10-5142-1-10
Total 26149 VAN HIERDEN, KATIE L.:			147.00	
27450 WAUPUN UTILITIES				
5484	WPPI support - Mar 2022	04/14/2022	373.50	100-10-5197-3-38
MAR2022	Monthly utility charges	04/14/2022	99.77	100-20-5512-3-32
MAR2022	Monthly utility charges	04/14/2022	651.65	100-20-5513-3-32
MAR2022	Monthly utility charges	04/14/2022	889.34	100-20-5523-3-32
MAR2022	Monthly utility charges	04/14/2022	2,459.00	100-20-5525-3-32
MAR2022	Monthly utility charges	04/14/2022	799.43	100-40-5211-3-32
MAR2022	Monthly utility charges	04/14/2022	449.68	100-50-5231-3-32
MAR2022	Monthly utility charges	04/14/2022	16.00	100-50-5251-3-32
MAR2022	Monthly utility charges	04/14/2022	5,971.33	100-70-5410-3-32
MAR2022	Monthly utility charges	04/14/2022	1,088.45	100-70-5412-3-32
MAR2022	Monthly utility charges	04/14/2022	232.42	100-70-5441-3-32
MAR2022	Monthly utility charges	04/14/2022	10,350.86	100-70-5442-3-32
MAR2022	Monthly utility charges	04/14/2022	1,450.74	210-60-5511-3-32
MAR2022	Monthly utility charges - McKinley Property	04/14/2022	84.98	408-70-5436-3-32
MAR2022	Monthly utility charges	04/14/2022	51.42	700-10-5192-3-32
5483	Stormwater Billing & Collection Fees - Mar 2022	04/14/2022	872.50	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			25,841.07	
28600 WI DEPT OF JUSTICE				
G3369-MAR22	G3369 - background checks - Mar 2022	04/14/2022	49.00	100-40-5213-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 28600 WI DEPT OF JUSTICE:			49.00	
29749 WM CORPORATE SERVICES INC				
0022118-2321-2-APR22	Residential Recycling - April 2022	04/14/2022	9,649.26	420-70-5436-3-38
0022118-2321-2-APR22	Residential Trash - April 2022	04/14/2022	37,053.10	425-70-5476-3-38
Total 29749 WM CORPORATE SERVICES INC:			46,702.36	
300032 INSIGHT FS				
220005185	Turface Pro League	04/14/2022	486.00	100-20-5525-3-36
220005185	Turface Mound Clay Red	04/14/2022	735.20	100-20-5525-3-36
220005185	30-00-05 50% SCU 2% FE	04/14/2022	1,292.50	100-20-5525-3-36
220005185	21-00-05 50% SCU 2 20% mallet	04/14/2022	988.75	100-20-5525-3-36
220005185	Greenyard Deluxe 50LB	04/14/2022	239.00	100-70-5410-3-36
220005185	triplet SF	04/14/2022	397.50	100-70-5613-3-38
220005185	bullzeye	04/14/2022	484.50	100-70-5613-3-38
220005185	Esplanade	04/14/2022	377.25	100-70-5613-3-38
Total 300032 INSIGHT FS:			5,000.70	
300085 BOS, LOIS				
4-14-22	4-5-22 election	04/14/2022	137.20	100-10-5142-1-10
Total 300085 BOS, LOIS:			137.20	
300086 PEACHEY, MARGE				
4-14-22	4-5-22 election	04/14/2022	151.90	100-10-5142-1-10
Total 300086 PEACHEY, MARGE:			151.90	
300187 TOP PACK DEFENSE LLC				
7989	clothing allowance - Kearns	04/14/2022	89.99	100-12634
Total 300187 TOP PACK DEFENSE LLC:			89.99	
300188 MARCO TECHNOLOGIES LLC				
469630271	KONICA MINOLTA C3001 Copier - Contract	04/14/2022	160.91	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			160.91	
300192 SMITS, MARILYN				
4-14-22	4-5-22 election	04/14/2022	112.70	100-10-5142-1-10
Total 300192 SMITS, MARILYN:			112.70	
Grand Totals:			107,680.62	

Report GL Period Summary

GL Period	Amount
04/22	107,680.62
Grand Totals:	107,680.62

Vendor number hash: 2514389

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Vendor number hash - split:	5011645		
Total number of invoices:	58		
Total number of transactions:	80		

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	107,680.62	.00	107,680.62
Grand Totals:	107,680.62	.00	107,680.62

Report Criteria:

[Report].Invoice Date = 04/14/2022

AGENDA SUMMARY SHEET

MEETING DATE: 4-19-22

TITLE: Approve job description and hiring of Director of Finance/Assistant City Administrator

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Administrator Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Combined recommendation impact of \$15K (estimated) additional payroll plus any changes in health insurance premiums (candidate dependent)	

ISSUE SUMMARY:

With the resignation of Sarah Van Buren, we have evaluated staffing and organizational needs and are recommending changes to our organizational structure that helps us better meet our needs moving forward as our needs continue to evolve. One of the primary drivers of recommendation that follows is that we have a growing list of projects that requires financial and analysis that are going undone due to lack of capacity. Additionally, we have been evaluating our succession needs and have identified gaps that exist specific to a number of positions that we are seeking to address with this change. As such, we are recommending:

- Elimination of the full-time Economic and Community Development Coordinator position.
- Addition a full-time Director of Finance/Assistant City Administrator position with oversight of the finance area and an emphasis on project management and continuous improvement. (1 FTE)
- Phase out part-time Director of Finance role (.6 FTE).
- Phase in a part-time Management Analyst role at a .5 FTE with primary responsibilities for budget and audit preparation and special project support to the new Director of Finance/Assistant City Administrator position.

Overall this will result in a .1 FTE reduction. This recommendation supports long-term goals to address succession planning needs and provides additional project resources and expertise to advance the goals of the city. Positions have been evaluated according to compensation policy to assign to our approved compensation matrix. It is anticipated that the budget impact of this shift will be \$15,000 (estimated) long-term, plus any changes to health insurance plans, which would be candidate dependent. If approved, this will be a gradual transition, over an anticipated 4 to 6-month period. Positions will be posted internally and current staff are encouraged to apply. Once internal placement is determined, we will post positions externally. Depending on the outcome of this process, we may be recommending the hiring of a recruitment firm to help ensure a quality applicant pool for the Director-level position.

STAFF RECOMMENDATION:

Approve job descriptions and hiring of recommended position as presented

ATTACHMENTS:

DRAFT of Director of Finance/Assistant City Administrator Job Description

MOTIONS FOR CONSIDERATION:

Motion to approve the Director of Finance/Assistant City Administrator job description as presented and authorize the City Administrator to proceed with the hiring process.

**City of Waupun
Position Description**

JOB TITLE	Director of Finance/Assistant City Administrator
REPORTS TO	City Administrator
DEPARTMENT	Finance/Administration
TYPE	Non-Represented
FLSA (overtime status)	Exempt
Approved	
Salary Range	R

GENERAL PURPOSE:

This is a highly responsible administrative position that performs financial management and administrative work for the activities and operations of the City of Waupun. The main purpose of this position is to oversee and direct city accounting and financial services, collections, accounts payable, purchasing, accounting, and reporting; monitor city investments; prepare financial reports. Additionally, the position assists in the day-to-day operations of the city and helps manage special projects and initiatives with the City Administrator. The Director of Finance / Assistant City Administrator reports to the City Administrator and works collaboratively with other city department heads on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise daily accounting operations and staff by developing appropriate fiscal policies and procedures; providing oversight for all financial functions including: preparation of bi-weekly payroll, maintenance of the general ledger, management of inventory, management of accounts receivable, payment of accounts payable and disbursement of payment for accounts payable ensuring that Generally Accepted Accounting Principles (GAAP) are followed; provide guidance to staff as needed and perform first line supervisory responsibilities such as recruitment and performance evaluation.
2. Perform the statutory duties of the Comptroller with oversight responsibility of the following functions of the City Treasury as outlined in Sections 62.09a-cof the WI Statutes: tax collection, keeping detailed accounts, reporting on monies received and disbursed, and the condition of the treasury.
3. Ensure fiscal stability of the City by developing short and long range fiscal plans with oversight of the development of operational and capital expenditure budgets; managing City investments and debt obligations; monitoring revenues, expenditures and budget adherence; participating in contract negotiation, insurance and risk management,

disbursement of payment and approval for contracted services; overseeing annual financial audits.

4. Provides financial information to stakeholders as requested by presenting financial analysis and recommendations; preparing financial statements; accumulating and analyzing annual report data and statistics; supervising the management of cash flow; overseeing the preparation of year end payroll and tax reports.
5. Maintains internal control by analyzing variances; overseeing reconciliation of accounts receivable and general ledger accounts monthly to supporting detail including cash, investments, inter-funds, accounts payable, taxes, debt, and others; providing bank deposit oversight; and providing technical support to finance department staff.
6. Manage information technology and communications systems by managing external partner relationships and overseeing purchase, installation and maintenance of computer hardware and software as well as telephone systems and copiers.
7. Conduct complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
8. Leads projects with a strong focus on continuous improvement strategies on a variety of topics to eliminate waste, create operational efficiencies, and support the overall goals of the organization.
9. Supports the communication efforts of the city to ensure transparency through timely and information communication in adherence with city communication standards; supports strong public engagement through a variety of media channels.
10. Contributes to team effort by providing support to all City departments; serving as a member of the City management team and accomplishing related results and performing other required duties as needed.

ESSENTIAL KNOWLEDGE, ABILITY AND QUALIFICATIONS:

A Bachelor's degree in Business administration, accounting, financial management or public administration is required, as well as three to five (3-5) years' supervisory experience,

preferably related to financial/accounting operations, or any equivalent combination of training and experience which provides the necessary knowledge, ability and skills. Advanced degree preferred.

Significant knowledge of generally accepted accounting principles and financial management practices, including the ability to analyze and solve a variety of accounting and fiscal issues from both long-term and daily operational perspectives.

Considerable knowledge of computer hardware and software, and computerized office management applications including experience with automated accounting and financial systems. Specific experience in Microsoft office applications (Word, Excel, PowerPoint, Outlook) preferred.

Considerable knowledge of supervisory and human resource principles and practices.

Understanding of effective customer service principles and techniques. Ability to communicate effectively both verbally and in written form.

Working knowledge of project management and continuous improvement principles.

Must possess and maintain a valid State of Wisconsin Driver's license.

PHYSICAL REQUIREMENTS:

Work is normally performed in a climate-controlled office environment with minimal physical exertion. Activities include frequent written and verbal communication with city staff, council members, and consultants. Requires ability to present financial information in a formal setting to council members and public. Extensive use of computer to enter and analyze financial data, produce reports and verify figures. Uses the telephone and computer technology extensively to communicate with numerous parties to address concerns and issues. Requires the ability to occasionally lift and move paper or other office supplies weighing 25 lbs. or more.

EQUAL OPPORTUNITY EMPLOYER:

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



AGENDA SUMMARY SHEET

MEETING DATE: 4-19-22

TITLE: Job Description and Hiring of Management Analyst Position

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Administrator Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Combined recommendation impact of \$15K (estimated) additional payroll plus any changes in health insurance premiums (candidate dependent)	

ISSUE SUMMARY:

With the resignation of Sarah Van Buren, we have evaluated staffing and organizational needs and are recommending changes to our organizational structure that helps us better meet our needs moving forward as our needs continue to evolve. One of the primary drivers of recommendation that follows is that we have a growing list of projects that requires financial and analysis that are going undone due to lack of capacity. Additionally, we have been evaluating our succession needs and have identified gaps that exist specific to a number of positions that we are seeking to address with this change. As such, we are recommending:

- Elimination of the full-time Economic and Community Development Coordinator position.
- Addition a full-time Director of Finance/Assistant City Administrator position with oversight of the finance area and an emphasis on project management and continuous improvement. (1 FTE)
- Phase out part-time Director of Finance role (.6 FTE).
- Phase in a part-time Management Analyst role at a .5 FTE with primary responsibilities for budget and audit preparation and special project support to the new Director of Finance/Assistant City Administrator position.

Overall this will result in a .1 FTE reduction. This recommendation supports long-term goals to address succession planning needs and provides additional project resources and expertise to advance the goals of the city. Positions have been evaluated according to compensation policy to assign to our approved compensation matrix. It is anticipated that the budget impact of this shift will be an estimated \$15,000, plus any changes to health insurance plans, which would be candidate dependent. If approved, this will be a gradual transition, over an anticipated 4 to 6-month period. Positions will be posted internally and current staff are encouraged to apply. Once internal placement is determined, we will post positions externally. Depending on the outcome of this process, we may be recommending the hiring of a recruitment firm to help ensure a quality applicant pool for the Director-level position.

STAFF RECOMMENDATION:

Approve job descriptions and hiring of recommended position as presented

ATTACHMENTS:

DRAFT of Management Analyst Job Description

MOTIONS FOR CONSIDERATION:

Motion to approve the Management Analyst job description as presented and authorize the City Administrator to proceed with the hiring process.

**City of Waupun
Position Description**

JOB TITLE	Management Analyst - DRAFT
REPORTS TO	Director of Finance/Assistant City Administrator
DEPARTMENT	Finance
TYPE	Non-Represented
FLSA (overtime status)	Non-Exempt
Approved	
Salary Range	K

GENERAL PURPOSE:

This is a part-time (.5 FTE), mid-level professional position located in the Finance Department with primary responsibilities that include assisting the Finance Director/Assistant City Administrator in the operations of the Finance Department. Specific tasks may include the development, preparation and administration of the annual operating and capital budgets, as well as performing duties involved in the annual financial audit or special project administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Analyze Operating Budgets and Assist with Budget Development (50%): Assist in distribution, compilation, review and preparation of annual budget process. Analyze historical operating budget usage by account and assist in developing annual capital and operating budgets. Assist in annual budget presentations to City Administrator and Finance Director/Assistant City Administrator.
2. Annual Audits (25%): Assist in preparing for annual financial audit and single audit.
3. Special Project Analysis (25%): Work independently to compile and analyze data relating to assigned projects. Provide recommendations for implementation to improve departmental functions related to the assigned projects. By way of example, projects may include: rate analysis and setting, cost allocation preparation, adherence to developer agreement terms, online payment expansion, grant management, and implementation of software upgrades.
4. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, ABILITY AND QUALIFICATIONS:

A Bachelor's degree in Business Administration, Accounting or Financial Management is required, or any equivalent combination of training and experience which provides the necessary knowledge, ability and skills.

Establish and maintain effective working relationships and collaborate with city employees and the public through both oral and written communications.

Gather and analyze data, present recommendations to leaders and implement related strategies.

Serve a substantive role in coordinating, facilitating and managing priority projects that require the involvement of multiple departments with special emphasis on budgeting and audit preparation.

Possess a high level of familiarity with governmental finance and an understanding of the operations of municipal government.

Possess the ability to maintain confidentiality.

Possess excellent interpersonal skills, be team oriented and be able to establish and maintain effective working relationships with co-workers, other city employees and the public.

Meet deadlines, manage multiple priorities and effectively resolve challenging interpersonal relations.

Bring fresh perspective to the organization regarding public administration and public policy, and offer unique outside perspectives and experiences to the organization.

Provide enthusiasm and focused energy to important high priority projects.

Must possess and maintain a valid State of Wisconsin Driver's license.

PHYSICAL REQUIREMENTS:

Work is normally performed in a climate-controlled office or virtual environment with minimal physical exertion. Activities include frequent written and verbal communication with city staff, council members, and consultants. Requires ability to present financial information in a formal setting to department staff, council members and public. Extensive use of computer to enter and analyze financial data, produce reports and verify figures. Uses the telephone or computer technology extensively to communicate with numerous parties to address concerns and issues. Requires the ability to occasionally lift and move paper or other office supplies weighing 25 lbs. or more.

EQUAL OPPORTUNITY EMPLOYER:

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**PROCLAMATION
HONORING JULIE J. NICKEL
FOR YEARS OF SERVICE TO THE CITY OF WAUPUN**

WHEREAS, Julie J. Nickel has a long-standing history serving City of Waupun residents, having been elected to the Waupun Common Council in 2011 and appointed by that same body as Mayor on August 16, 2016; and

WHEREAS, Julie J. Nickel served an additional two terms as Mayor until April of 2022; and

WHEREAS, Julie J. Nickel informed the Waupun Common Council and the residents of Waupun that she intended to not seek reelection in 2022; and

WHEREAS, Julie J. Nickel initiated and/or had significant involvement in many aspects of Waupun's positive progress over the past decade, including: the creation of a dog park, the creation of the Waupun Municipal Court, investments in parks and recreation assets to enhance quality of life for community residents, expansion of Heritage Ridge to extend infrastructure along the US151 corridor, the creation of the Waupun Aging Coalition and pursuit of a new Waupun Senior Center, and the expansion of affordable housing options within the community; and

WHEREAS, Julie J. Nickel has supported public health and safety for residents, including the creation of an Emergency Medical Responder (EMR) program; the addition of police technology and body cameras, and support of new police recruitment and retention tools to ensure Waupun sustains a safest city designation, and investments in community health facilities and partnerships; and

WHEREAS, Julie J. Nickel lead the City through the COVID-19 pandemic and worked to ensure continuity of essential services during this unprecedented time; and

WHEREAS, Julie J. Nickel stands today as an example of Waupun's dedicated and most honorable elected officials serving City residents.

NOW THEREFORE BE IT RESOLVED that I, Mayor Rohn W. Bishop, on behalf of the Waupun Common Council, do hereby honor and recognize Julie J. Nickel for her dedicated and distinguished service to the City of Waupun as a Council member and former Mayor.

Signed this 19th day of April, 2022

Rohn W. Bishop, Mayor of Waupun

ATTEST:

Angela J. Hull, City Clerk/Treasurer

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

RESOLUTION DESIGNATING PUBLIC DEPOSITORIES
AND AUTHORIZING WITHDRAWAL OF CITY MONIES

RESOLVED, that the following being qualified public depositories under Chapter 34 of the Wisconsin Statutes shall be and are hereby designated as public depositories for all public moneys coming into the hands of the City Treasurer of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin.

National Exchange Bank and Trust
Wells Fargo Bank
Marine Credit Union
Fox Valley Savings Bank
Horicon Bank
Huntington National Bank
BMO Harris Bank
TD Ameritrade Institutional (Custodian)
Local Government Investment Pool

That the withdrawal or disbursement from any one of the above named depositories shall be made in accordance with Section 66.0607 of the Wisconsin Statutes; with all order checks signed by the following persons: Michelle M. Kast, Finance Director and Angela J. Hull, City Clerk/Treasurer.

It is further resolved, that in lieu of their personal signatures, a facsimile signature may be affixed on such order checks.

In addition, the Common Council authorizes the investment of public moneys, within the terms established by law acting to the best of his ability to ensure the safety of these funds.

FURTHER RESOLVED, that a copy of this resolution shall be provided to the above named depositories and Treasurer, State of Wisconsin.

Dated this 19th day of April, 2022.

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, Clerk/Treasurer

This is to certify that the foregoing resolution was adopted by the Common Council of the City of Waupun, Wisconsin at a meeting held on the 19th day of April, 2022.

RESOLUTION NO. 04-13-21-02

**RESOLUTION SUSPENDING WAUPUN COMMON COUNCIL
STANDING COMMITTEE RULES THROUGH APRIL 15, 2022**

WHEREAS, City of Waupun Ordinance 2.04 outlines standing committees of the Common Council that ensure citizen engagement in local government, and

WHEREAS, the Common Council of the City of Waupun has since elected to operate by a Committee of the Whole structure whereby the whole membership of the legislative body acts as a committee, sitting in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting legislative action, and

WHEREAS, the Committee of the Whole is responsible for issues that are not specifically delegated to other standing committees.

NOW, THEREFORE, BE IT RESOLVED that the Waupun Common Council Rules as outlined in City of Waupun Ordinance 2.04 are hereby suspended until April 15, 2022.

BE IT FURTHER RESOLVED that prior to April 15, 2022 the Waupun Common Council will deliberate and adopt a revision to City of Waupun Ordinance 2.04 (1) that includes rules for standing committee structure with the City of Waupun that reflect current operating practices while ensuring strong citizen engagement.

BE IT FURTHER RESOLVED that during the period of this suspension, the Waupun Common Council hereby authorizes the following committee structure and mayoral appointments:

1. Committee of the Whole responsible for finance and personnel, judicial committee responsibilities and property and persons committee responsibilities as they pertain to risk management and strategy on public facilities.
2. City Affairs and Promotion Committee is eliminated with responsibilities assumed by Economic Development Committee.
3. Board of Public Works is renamed to Public Works and Facilities Committee with responsibilities for park and public facility upgrades, including ADA and general maintenance and repair.
4. Board of Review remains unchanged as a standing committee.
5. Board of Zoning Appeals remains unchanged as a standing committee.
6. Public Utility Commission remains unchanged as a standing committee.
7. Recreation Board is eliminated. Park and recreation facility matters are the responsibility of the Public Works & Facilities Committee and programming is the responsibility of the Recreation & Wellness Advisory Board.
8. Planning commission remains unchanged as a standing committee.
9. Fire and Police Commission remains unchanged in accordance with §62.13, Wis. Stats.
10. Board of Health responsibilities are fulfilled by County Public Health with local matters referred to the Committee of the Whole.
11. Library Board remains unchanged as a standing committee in accordance with §43.54, Wis. Stats.
12. Committee on Human Rights is renamed Recreation & Wellness Advisory Board.

13. Economic Development Committee remains unchanged as a standing committee.

In addition, Mayoral appointments remain unchanged for the following standing committees as required by city operating plans and/or other statutory obligations:

14. Business Improvement District (BID)

15. Community Development Authority (CDA) with the exception of CDA housing subcommittee, which is eliminated with responsibilities, assigned to CDA in accordance with current practice.

16. Transit Committee

17. Joint Review Board (JRB)

18. ADA committee is eliminated with responsibilities directed to Public Works & Facilities

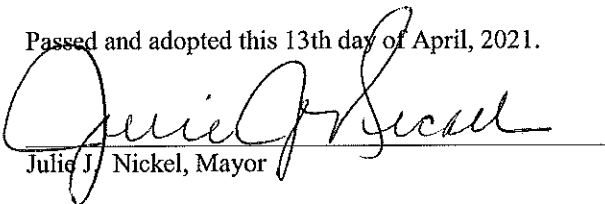
In accordance with City of Waupun Ordinance 2.04 (2) Mayoral appointments and procedures remain unchanged and the Mayor remains as an ex officio, nonvoting member of each committee. Language referring to the inclusion of a member of the Board of Directors of the Waupun Industrial Development Corporation inclusion on the Economic Development committee is eliminated.

In accordance with City of Waupun Ordinance 2.04 (3) Committees shall meet on the call of the chairperson. The chairperson shall call a committee meeting at the request of the Mayor or any two committee members.

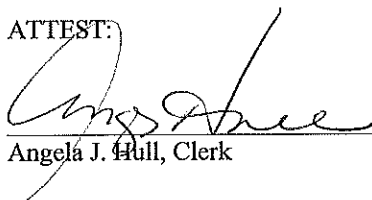
In accordance with City of Waupun Ordinance 2.04 (4) Committee Reports. Each committee shall, at least by the next regular meeting, submit a written report of all matters referred to it. Such report shall recommend a definite action on each item and be signed by the Chairperson or acting chairperson of each committee. Any committee may require any City officer to confer with it and supply information in connection with any matter pending before it.

FISCAL NOTE: This resolution does not require an appropriation from the city general fund.

Passed and adopted this 13th day of April, 2021.


Julie J. Nickel, Mayor

ATTEST:


Angela J. Hull, Clerk





N6637 Rolling Meadows Drive • Fond du Lac, WI 54937 • (920) 922-4600

April 11, 2022

City of Waupun
201 E. Main St
Waupun, WI 53963

Angie Hull

Invitation to be named Official Newspaper

Please accept the below information in response to the request to be named the official newspaper for the City of Waupun

Name of Type: , Arial Classified
Type size: 6

Classified 6 Column Per Line charge –
Arial 6-point Font:

Number of Columns	Column Width (Picas)	First Insertion	Subsequent Insertion(s)
1	9.18	\$.6973	\$.5509
2	19.36	\$1.4708	\$1.1619
3	29.54	\$2.2442	\$1.7729
4	39.73	\$3.0177	\$2.3839
5	49.91	\$3.7911	\$2.9949
6	60.09	\$4.5646	\$3.6060

Newspapers to be circulated in this geographic area: 3,866
Affidavit Cost: \$1.00

Payment terms: Net 30

Sincerely,

Tara Hamm
Director- Public Notices
Fond du Lac Reporter USA Today Network

GANNETT
Wisconsin Media
Delivering Customers. Driving Results.



April 18, 2022

Re: Official City Newspaper

To whom it may concern:

The Daily Citizen/Capital Newspapers would like to again be selected as the Official City Newspaper of Waupun. We will continue to cover events in Waupun and remain a strong part of the business community.

Please let us know if you have questions or need additional information.

Sincerely,

Logan Wroge

Regional Editor

Ken Thomas

Senior Reporter

Scott Zeinemann

Director of Local Retail Advertising