



City of Waupun

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"Wild Goose Center of Wisconsin"

Waupun Common Council Minutes of Special Meeting Tuesday, February 27, 2018

The Waupun Common Council met in special session on Tuesday, February 27, 2018 at 5:30pm in the Common Council Chambers of the Waupun City Hall with Acting Mayor Mielke presiding.

City Staff present are City Attorney VandeZande, City Clerk Hull, Fire Chief Demaa, Administrator Schlieve, Public Works Director Daane, Treasurer Oosterhouse, Police Chief Loudon, and Recreation Program Director Kaminski. Absent are Library Director Jaeger and Utility Manager Posthuma.

No audience is present.

No media is present.

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

Members present on roll call are Acting Mayor Mielke, Alderman Matoushek, Alderman Vossekul, Alderman Westphal, Alderman Vanderkin, and Alderman Kaczmariski. Members absent and excused are Mayor Nickel.

New Frontier Land Surveying presents a Certified Survey Map for 201 Fond Du Lac Street, Lot 9 and 10, for consideration. Plan Commission made recommendation to approve, pending set back lines were present on the CSM. The revised map is provided with the set-back lines present.

Motion Kaczmariski, second Matoushek to approve the Certified Survey Map for 201 Fond Du Lac Street, Lot 9 and 10. Motion carried 5-0 on roll call.

The City of Waupun and Waupun Area School District Police Liaison School Officer Agreement is tabled for a future meeting.

Schlieve provides a draft of the organizational structure. This draft provides two additional positions of Accountant and Economic Development Coordinator. Kaczmariski questions why the Mayor position is not listed and Westphal questions the positioning of the Boards and Commissions along-side the Council.

Schlieve provides a job description for Accountant for consideration. Michelle Kast has been providing the duties outlined in this job description but not being recognized for it. Wage studies,

industry data, and labor data from the City of Waupun has provided a salary range for this part-time (1040 hours per year) of \$24,700-\$30,160.

Motion Matoushek, Westphal to approve the job description of Accountant. Motion carried 5-0.

Discussion of the wage rate for Accountant is discussed. It is noted that this position is part-time, 1040 hours per year, not eligible for any paid or accrued benefits.

Motion Matoushek, second Vanderkin to authorize the City Administrator to go into negotiations to establish a wage rate for the Accountant position, with a range of \$24,700-\$30,160. Motion carried 5-0 on roll call.

Schlieve provides a job description for an Economic Development Coordinator for consideration. This position was approved in the 2018 Budget as a part-time, 1040 hours per year. Following approval, Schlieve will post the position.

Motion Westphal, second Vossekul to approve the job description for an Economic Development Coordinator. Motion carried 4-1 with Kaczmarski voting nay.

Schlieve recommends a parallel wage range to the Accountant position of \$24,700-\$30,160 for the Economic Development Coordinator position. The budget provides for \$26,000.

Motion Westphal, second Vanderkin to approve the wage range for the Economic Development Coordinator as \$24,700-\$30,160. Motion carried 4-1 with Kaczmarski voting nay.

Motion Vanderkin, second Matoushek to approve Operator Licenses to Melody Ramirez, Lori Golz, Rohn Bishop, Megan Kelly, Lynda Smet, Renae Braatz, Amy Rohr, Jamie Henson, Cayla Roecker, Catherine VanBuren, Michael Nischke, and Mike Herrmann. Motion carried 5-0.

Motion Matoushek, second Vossekul to authorize payment of the monthly expenses. Motion carried 5-0.

Motion Vanderkin, second Matoushek to call the meeting adjourned at 5:57pm. Motion carried 5-0.

Angela Hull, City Clerk