



# City of Waupun

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*"Wild Goose Center of Wisconsin"*

## Waupun Common Council Minutes of Meeting Tuesday, March 11, 2014

The Waupun Common Council met on Tuesday, March 11, 2014 at 6:00 PM in the Council Chambers with Mayor Jodi Steger presiding.

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

The Pledge of Allegiance was heard, followed by a moment of silence.

Members present on roll call are Mayor Steger, Alderman Bastian, Alderman Nickel, Alderman Johnson, Alderman Vanderkin, Alderman Mielke, and Alderman Kaczmariski. No members are absent.

City Staff present are Attorney VandeZande, Administrator Clark, City Clerk Hull, Utility Manager Posthuma, Fire Chief Berry, Police Chief Heeringa, Public Works Director Flynn, and Library Director Jaeger.

No audience is present.

Motion Bastian, second Nickel to approve the January 14, 2014 minutes of the regularly scheduled Common Council meeting and the February 3 and 25, 2014 minutes of the special Common Council meeting. Motion carried unanimously.

There is no Public Hearing.

No person's address the Council.

Heeringa informs the Common Council of a staffing change request with the clerical staff. The current clerical staff at the Police Department is one full time (40 hrs./week) Administrative Assistant at \$21.70/hour and one part time (20 hrs./week) Support Staff at \$16.00/hr. The full time Administrative Assistant has requested to decrease her hours to part time effective April 26, 2014. Heeringa met with the two employees and they agreed to change job positions and hours. As both are well qualified to perform each other's duties and of their experience, Heeringa asks the Council to make a pay rate change of \$19.19 for each employee.

Motion Vanderkin, second Nickel to approve the transferring of positions of the Administrative Assistant and the Support Staff and for the hourly pay rate of \$19.19 per each employee. Motion carried on roll call 6-0.

Fire Chief Berry has submitted his retirement resignation effective May 16, 2014. Mayor Steger comments that she spoke with Kathy Navis of the Police and Fire Commission regarding the retirement and the Fire and Police Commission will issue an agenda following the outcome of this Council meeting.

Motion Johnson, second Kaczmarek to accept the retirement resignation of Fire Chief Jeff Berry, with regret, and to recommend to the Fire and Police Commission the replacement proceedings for a Fire Chief begin. Motion carried on roll call 6-0.

Motion Vanderkin, second Johnson to approve the consent agenda. Motion carried unanimously.

The Waupun Area Chamber of Commerce has submitted a request for the 2014 Waupun Farmer's Market to be located at Tanner Park, Waupun, every Thursday from 3:30pm-6:30pm beginning May 22, 2014 and ending October 23, 2014.

Motion Nickel, second Bastian to approve the 2014 designation of the Waupun Farmer's Market to be located at Tanner Park, Waupun. Motion carried on roll call 6-0.

Discussion was heard of the 2014 Street Bids. Bids were received from Forest Landscaping (\$1,107,842.00), Dorner Inc. (\$1,153,668.46), Wood Sewer & Excavating (\$1,278,583.90), and Town & Country (\$1,312,854.20). The City, due to cost made a reduction: South Grove from Lincoln to Argonne will be mill and overlay rather than a total reconstruct with curb, gutter, and sidewalk.

Motion Bastian, second Mielke to award the bid to Forest Landscaping contingent upon the reductions. Motion carried on roll call 6-0.

Clark comments that the Beaver Dam YMCA is interested in working with the City for the Recreation Director position. The Beaver Dam YMCA currently contracts with the City of Horicon for their Recreation Department. They have requested a job description and will submit a quote for their services for consideration. Clark submits a job description which incorporates the duties of the recreation department and senior center for approval.

Motion Kaczmarek, second Johnson to approve the Recreation/Senior Center Director job description. Motion carried on roll call 6-0.

A resolution to adopt the All Hazard Mitigation Plan is provided by Dodge County Emergency Management for re-adoption. Every 5 years, this resolution is required to be updated. The last time the City adopted this resolution was in 2006 and FEMA in 2007.

Motion Vanderkin, second Nickel to adopt the Resolution #03-11-14-01 A Resolution Adopting the Dodge County All Hazards Mitigation Plan. Motion carried on roll call 6-0.

Motion Nickel, second Johnson to authorize the City Clerk to make payment of the monthly expenses. Motion carried on roll call 6-0.

Motion Vanderkin, second Bastian to approve the operator licenses to Kathleen Schwark and Ashley Klitzman as recommended by Police Chief Heeringa. Motion carried unanimously.

Motion Vanderkin, second Nickel to call the meeting adjourned at 6:30pm. Motion carried.

Angela Hull, City Clerk