



# City of Waupun

201 E. Main Street  
Waupun, WI 53963  
Phone: 920-324-7900  
Fax: 920-324-3980

*"Wild Goose Center of Wisconsin"*

## Waupun Common Council Minutes of Special Meeting- Tuesday, January 31, 2017

The Waupun Common Council met in special session on Tuesday, January 31, 2017 at 5:30pm in the Common Council Chambers of the Waupun City Hall with Mayor Nickel presiding.

City Staff present are City Attorney VandeZande, City Clerk Hull, Administrator Schlieve, Police Chief Heeringa, Public Works Director Daane, Fire Chief DeMaa, Finance Director Oosterhouse, Library Director Jaeger, and Assistant to the Fire Chief Beer. Those absent and excused are Utility Manager Posthuma.

Audience present is Issac Lont and Chuck Willinger.

Mayor Nickel called the meeting to order at 530pm.

Members present on roll call are Alderman Johnson, Alderman Westphal, Alderman Mielke, Alderman Vanderkin, Alderman Matoushek, and Alderman Kaczmarek. No members are absent.

As the City is updating its Comprehensive Plan, on January 18, 2017, the Plan Commission approved Resolution 01-18-17-01 Recommendation to Establish Public Participation Procedures for the City of Waupun 2040 Comprehensive Plan Update. This resolution is a recommendation of the Plan Commission to the Common Council to approve the public participation procedures for the Comprehensive Plan update as required.

Resolution 01-31-17-01 Establishing Public Participation Procedures for the City of Waupun 2040 Comprehensive Plan Update is before the Council for consideration. This Plan requires public participation which gathering the information will be approximately a 12 month process, including a web portal. First meeting is scheduled for March 15, 2017 in accordance with the Plan Commission meeting.

Motion Westphal, second Matoushek to approve Resolution 01-31-17-01 Establishing Public Participation Procedures for the City of Waupun 2040 Comprehensive Plan Update. Motion carried 6-0.

In 2016, the bond sale included the fire department training tower and a fire pumper/tender vehicle. Fire Chief Demaa posted bid proposals for a Fire Department Pumper/Tender which closed January 24, 2017. Bids were sent to directly Pierce Manufacturing and E-One and also advertised in the newspaper. Demaa received one bid in the amount of \$594,800.00 from Pierce Manufacturing with a prepayment discount of \$24,500 that can be taken if the vehicle is paid with the contract. Demaa asks for approval of the Pierce Manufacturing bid, approve to pay within 15 days with the signed contract to receive the discount, and also payment of a performance bond which will protect the City in the instance there are issues with the company or we are not in approval of the workmanship, in the amount of \$1,620.00; thus providing a total pre-payment discount of \$22,880.00.

Kaczmarski asks why E-One didn't submit a bid. Demaa was informed they needed more time than what the bid time frame allowed. Mielke questions if we only received one bid, should we rebid, allowing E-One and others more time to submit. Westphal feels that if they wanted our business they would have bid.

Demaa feels comfortable with Pierce as we have purchased from them and the City has sent our public works employees to train on their equipment in the past. E-One is out of California and has no service station in Wisconsin. Nearest is in the Twin Cities. Pierce Manufacturing is in Appleton, Wisconsin and equipment can be serviced in Markesan, Wisconsin. The bid received (\$594,800 less prepayment discount \$24,500 for a total of \$570,300) does comply with what was budgeted as Demaa anticipated an expense of \$600,000 for the vehicle and revenue of \$50,000 for the sale of the current engine. Payment may be issued by wire or check.

Motion Matoushek, second Vanderkin to award the bid for the Fire Department Pumper/Tender to Pierce Manufacturing of Appleton WI. This award is to consist of the bid amount of \$594,800, to approve the signing of the contract within 15 days in order to receive a discount of \$24,500, and to request a performance bond for \$1,620.00. Motion carried on roll call 5-1 with Mielke voting nay.

As the City is considering the creation/amendment of TIF 7, a public member is needed to be appointed to the Joint Review Board.

Motion Johnson, second Matoushek to appoint Nancy Vanderkin as the public member of the Joint Review Board. Motion carried on roll call 6-0.

The following Job descriptions have been revised and brought before the Council for approval: City Administrator/Economic Development Director, Public Works Director, Public Works Working Foreman, and Public Works Light Equipment Operator.

Motion Vanderkin, Westphal to approve the revised job descriptions for Administrator/Economic Development Director, Public Works Director, Public Works Working Foreman, and Public Works Light Equipment Operator. Motion carried on roll call 6-0.

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

Motion Vanderkin, second Kaczmarski to approve the Operator License to Isabella Caro Rios Wilson. Motion carried 6-0.

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) (g) of the Wisconsin Statutes for consideration of sale of public properties in TIF 4 and TIF 6 and Section 19.85 (1) (g) of the Wisconsin Statutes for consideration of Jonas Property Damage Claim. Motion carried 6-0.

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

No action from closed session.

Motion Westphal, second Matoushek to call the meeting adjourned at 7:17pm.

Angela Hull, Clerk