

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
TUESDAY, JANUARY 16, 2018**

The Tuesday, January 16, 2018 meeting of the City of Jefferson Common Council was called to order at 7:00 p.m. by Mayor Oppermann. Members present were: Ald. Brandel, Ald. Peachey, Ald. Horn, Ald. Miller, Ald. Tully, Ald. Krause, Ald. Beyer and Ald. Lares. Also present were: City Administrator Freitag, City Engineer Pinnow and City Attorney Rogers.

PUBLIC PARTICIPATION

None.

POLICE DEPT/JEFFERSON UTILITIES BUILDING PROJECT UPDATE

Administrator Freitag gave a status report on the Police Department/Jefferson Utilities building project.

PARAMEDIC INTERCEPT PROGRAM ANNOUNCEMENT

Administrator Freitag announced that there will be a transition of 799 Intercept services gathering at Jefferson EMS, 351 E. Racine St. on Thursday, January 25th from 5:30 – 7:30 p.m.

PRESENTATION – ST. COLETTA CAMPUS SALE

Mark Schiller introduced himself and explained the plans to restore the St. Coletta Campus.

MAYORAL PROCLAMATION-ADULT SCHOOL CROSSING GUARDS

**CITY OF JEFFERSON PROCLAMATION
ADULT SHOOOL CROSSING GUARD RECOGNITION WEEK**

WHEREAS, Wisconsin's adult school crossing guards provide an invaluable service in helping to ensure the safe passage of our youngest, most vulnerable pedestrians, children walking between home and school; and

WHEREAS, adult school crossing guards typically serve with a dedication that discounts the rigors of harsh weather, split shifts, and heavy traffic; and

WHEREAS, for more than five decades, adult school crossing guards have served communities across Wisconsin; and that service has helped to drive down the rates of young pedestrian deaths and injuries, despite increases in traffic volume; and

WHEREAS, adult school crossing guards add to the effectiveness of the student safety patrol members with whom they often serve and whose activity they help direct; and

WHEREAS, adult school crossing guards help reinforce in the minds of the young people they assist the importance of traffic-hazard identification and safe street-crossing behavior;

THEREFORE, BE IT RESOLVED THAT January 22nd-26th, 2018 be declared Adult School Crossing Guard Recognition Week in the State of Wisconsin and City of Jefferson this 16th day of January, 2018.

PROPOSED ORDINANCE #1-18 – AN ORDINANCE TO REPEAL AND REPLACE SECTION 277-4 A. (3) (c) OF THE MUNICIPAL CODE CONCERNING THE REPLACEMENT OF PRIVATE LEAD WATER SERVICE

Ald. Lares introduced Proposed Ordinance #1-18 for its second reading.

**CITY OF JEFFERSON
PROPOSED ORDINANCE # 1-18**

The Common Council of the City of Jefferson, Wisconsin hereby ordains as follows:

Section 1: § 277-4 A. (3) (c) is hereby repealed in its entirety.

Section 2: § 277-4 A. (3) (c) shall be replaced as follows:

Qualified owners may be able to seek reimbursement through the Jefferson Utility contingent upon funds being available from the Wisconsin Department of Natural Resources Lead Service Line Replacement Funding Program, or other similar program, that can provide funds for private utility improvements. The amount of any grant shall be at the discretion of Jefferson Utility, but shall not exceed the reasonable cost of the improvements.

Section 3: This ordinance shall take effect after passage, publication, and attestation as required by law.

Ald. Lares, seconded by Ald. Beyer moved to approve Proposed Ordinance #1-18. On call of the roll, motion carried unanimously.

PROPOSED ORDINANCE #2-18 - AN ORDINANCE TO AMEND PORTIONS OF SECTION 25-11 B. (2) (a) (b) AND (c) OF THE MUNICIPAL CODE CONCERNING THE PURCHASE OF GOODS, LABOR, SERVICES, AND THE LETTING OF PUBLIC CONSTRUCTION CONTRACTS

Ald. Peachey introduced Proposed Ordinance #2-18 for its second reading.

**CITY OF JEFFERSON
PROPOSED ORDINANCE # 2-18**

The Common Council of the City of Jefferson, Wisconsin hereby ordains as follows:

Section 1: § 25-11 B. (2) and § 25-11 B. (2) (a) and (b) are hereby repealed in their entirety, and shall be replaced as follows.

Finance Committee. In addition to duties assigned elsewhere, the Finance Committee shall have charge, under supervision of the Common Council, of all purchases of labor, services, supplies and materials required by the City. Such purchases shall be made pursuant to the City's Purchasing Policy in its present form, and as same may be amended in the future.

Section 2: § 25-11 B. (2) (c) is hereby repealed in its entirety and shall be replaced as follows:

All Public Construction shall be subject to the direction and control of the Committee of the Whole and/or the Common Council as provided in §62.15, Wis. Stats., and as same may be amended in the future.

Section 3: This ordinance shall take effect after passage, publication, and attestation as required by law.

Motion was made by Ald. Peachey and seconded by Ald. Brandel to approve Proposed Ordinance #2-18. On call of the roll, motion carried unanimously.

RESOLUTION NO. 92 – CONSENT AGENDA

Ald. Beyer introduced Resolution No. 92.

**CITY OF JEFFERSON
RESOLUTION NO. 92**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for January 16, 2018 is hereby adopted.

- A. Vouchers Payable for December, 2017 in the amounts of \$205,319.23 and \$142,504.39 and January 2018 in the amount of \$109,337.02. Payroll Summary for January 5, 2018 in the amount of \$144,871.33.
- B. Council Minutes from the January 2, 2018 Meetings of the Common Council.
- C. Licenses as Approved by the Regulatory Committee
 - 1. Operator's Licenses
 - 2. Special Class B Licenses
 - 3. Class A Beer and Cider License – Casey's General Store
 - 4. Cigarette License – Casey's General Store
 - 5. Taxi Cab License – Brown Cab
 - 6. Taxi Driver's Licenses

Ald. Beyer, seconded by Ald. Lares moved to approve Resolution No. 92, with the licenses for Casey's General Store to be approved contingent upon the transfer of the property. On call of the roll, motion carried unanimously with Ald. Krause and Ald. Beyer abstaining from the minutes.

RESOLUTION NO. 93 – A RESOLUTION TO WRITE OFF DELINQUENT PERSONAL PROPERTY BILLS

Removed from the Agenda.

RESOLUTION NO. 94 – A RESOLUTION AUTHORIZING THE PURCHASE OF A BASKET BOOM TRUCK

Removed from the agenda.

Adjourn to Closed Session Pursuant to Section 19.85 (1)(c) of the Wisconsin State Statutes to Discuss the Hire of a Part-time Police Department Administrative Assistant and Appointing a Limited Term Part-time Fire Department Administrative Assistant.

Ald. Peachey, seconded by Ald. Lares moved to adjourn to Closed Session. On call of the roll, motion carried unanimously.

Motion was made by Ald. Brandel, seconded by Ald. Miller to reconvene to open session. Motion carried unanimously on call of the roll.

RESOLUTION NO. 95 – AUTHORIZING THE HIRE OF A PART-TIME ADMINISTRATIVE ASSISTANT FOR THE POLICE DEPARTMENT

Ald. Tully introduced Resolution No. 95.

**CITY OF JEFFERSON
RESOLUTION NO. 95**

WHEREAS, by the Common Council of the City of Jefferson, Wisconsin that the Chief of Police is herein authorized to hire a part-time Administrative Assistant for the City of Jefferson Police Department. The initial rate of pay shall be as outlined in the Wage Scale Structure, Classification #1 step #1 at \$14.40 per hour. This position is a replacement for a recent retirement and is a 50% Part-Time Employee position with limited benefits, allowing for a maximum of 1,040 hours yearly, after testing and interviews staff selected Jen Pinnow for this position;

WHEREAS, by the Common Council of the City of Jefferson, Wisconsin that the Chief of Police has part-time funds allocated in his 2018 budget for this part-time Administrative Assistant;

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the Chief of Police is authorized to proceed with the hiring of a part-time Administrative Assistant for the City of Jefferson Police Department. The initial rate of pay shall be as outlined in the Wage Scale Table, Classification #1 step #1 at \$14.40 per hour. This position is a replacement for a recent retirement and is a 50% Part-Time Employee position with limited benefits, allowing for a maximum of 1,040 hours yearly. After testing and interviews staff selected Jen Pinnow for this position. This position shall have an effective start date of Monday, January 29th, 2018.

Ald. Tully, seconded by Ald. Krause moved to approve Resolution No. 95. On call of the roll, motion carried unanimously.

RESOLUTION NO. 96 – AUTHORIZING THE LIMITED TERM APPOINTMENT OF A JEFFERSON FIRE DEPARTMENT PART-TIME ADMINISTRATIVE ASSISTANT

Ald. Miller introduced Resolution No. 96.

**CITY OF JEFFERSON
RESOLUTION NO. 96**

WHEREAS, the Jefferson Fire Department Administrative Assistant retired in 2017 following many years of dedicated service to the City of Jefferson; and

WHEREAS, the Fire Department administrative staff has not been able to find a permanent qualified candidate to fill the Administrative Assistant Position which is budgeted to work

approximately 20 hours each week; and

WHEREAS, current Fire Fighter and Emergency Medical Technician Ms. Alexa Wegner has been temporarily filling the Administrative Assistant duties to provide a continuity of service; and

WHEREAS, the Personnel Committee is recommending that Ms. Wegner be approved to fill the Administrative Assistant Position as a Limited Term Employee with a term that runs until no later than December 31, 2018 or the Position is permanently filled, whichever would occur sooner; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein designates Ms. Alexa Wegner a limited term employee and approves her appointment as Fire Department Administrative Assistant until December 31, 2018 or the position is permanently filled, whichever occurs sooner. Be it further resolved that the rate of pay for the term of the appointment shall be \$15.64 per hour.

Ald. Miller, seconded by Ald. Brandel moved to approve Resolution No. 96. On call of the roll, motion carried unanimously.

Ald. Peachey, seconded by Ald. Lares moved to adjourn the January 16, 2018 meeting of the Common Council at 7:35 p.m. On a voice vote, motion carried unanimously.

The minutes of the January 16, 2018 meeting of the Common Council are uncorrected. Any corrections made thereto will be noted in the proceedings at which time the minutes are approved and referenced above.