

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
TUESDAY, MAY 15, 2018**

The Tuesday, May 15, 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. Peachey, Ald. Miller, Ald. Beyer, Ald. Lares, Ald. Horn and Ald. Brandel. Absent: Ald. Tully and Ald. Krause. Also present were: City Administrator Freitag, City Engineer Pinnow, City Attorney Rogers and City Clerk/Deputy Treasurer Kuehl.

PUBLIC PARTICIPATION

Mayor Oppermann announced upcoming Community events:

Wisconsin Remembers: A Face for Every Name exhibit at the Jefferson Public Library from May 16-25. This exhibit honors those lost or missing in the Vietnam War.

Jefferson County Chiefs & Sheriff Association Law Enforcement Memorial Day on May 17th at 11:00 a.m. at the Jefferson County Courthouse.

Jefferson County Dairy Breakfast on May 19th at the Jefferson County Fair Park.

American Legion Auxiliary Unit 164 Memorial Day Breakfast on Monday, May 28th from 7 a.m. -10 a.m.

RESOLUTION RECOGNIZING JAMES KUEHN FOR HIS SERVICE TO THE FIRE DEPARTMENT

Ald. Miller introduced Resolution No. 14.

**CITY OF JEFFERSON
RESOLUTION NO. 14**

**Be it known that the Citizens of the City of Jefferson, Wisconsin,
Wish to recognize and express their appreciation to**

JAMES KUEHN, No. 5

Upon his retirement following 58 years of service to the Jefferson Volunteer Fire Department.

WHEREAS, James (Jim) Kuehn retired from the Jefferson Fire Department on March 7, 2018 after more than fifty years of outstanding and meritorious service to the City of Jefferson as a volunteer firefighter; and

WHEREAS, Jim joined the Jefferson Volunteer Fire Department as a firefighter on March 7, 1960; and

WHEREAS, as a result of diligent work and demonstrated ability, he advanced to positions of increasing responsibility, serving as hose lieutenant (1969-1982), Head Squad 13 Driver (1989-1992), Head Squad 4 Driver (1990-2006), and Head Squad 6 Driver (2006-2007). Moreover, he served as a Fire Department Trustee from 1985-1988 and again from 2008-2015. During his tenure with the Jefferson Fire Department, Jim established the Annual Fireman's Pancake Breakfast Fundraiser, successfully represented

the Fire Department in numerous water-fighting competitions, and served as an active personnel recruiter for the Department and was instrumental in bringing the first women firefighters into the Department; and

WHEREAS, Jim courageously protected the lives and property of his fellow citizens, never failing to answer the bell, including fighting such notable fires as the Puerner Building, Schweiger Building, Fort Bowling Alley, Hoffman Lumber, J.C. Penny’s, Ladish Malt Plant and Valero Ethanol Facility as well as participating in the heroic Department performance in the Jefferson Marsh hunter rescue of 2006 and the historic floods of 2008 and 2013; and

WHEREAS, Jim is well known and recognized around the community, City offices and in the building community as an outgoing person always promoting the public’s need for fire safety; and

WHEREAS, throughout his many years of service, Jim served under Fire Chiefs Flarey Welter, Les Burrow, Choc Wegner, L. John Powell and Ron Wegner and served the residents and property owners of Jefferson with fairness and dedication, he will be missed by all;

THEREFORE BE IT RESOLVED, that we, the Members of the Common Council of the City of Jefferson, Wisconsin, do hereby extend to James Kuehn our sincere and grateful appreciation for his dedicated service to the community, our congratulations on his well-earned retirement, and our best wishes to him, his wife Bunny and his family, for continued success, happiness, and good health in the years to come.

Ald. Miller, seconded by Ald. Brandel moved to approve Resolution No. 14. On a voice vote, motion carried unanimously.

MAYORAL PROCLAMATION

Mayor Oppermann read a proclamation for the 2018 National Police Week.

APPOINTMENTS BY MAYOR AND CONFIRMED BY COUNCIL

Ald. Brandel, seconded by Ald. Miller moved to approve the following Mayoral appointments:

- Police and Fire Commission..... Laurie Teeter
- Tourism Committee..... Vishal Patel

Motion carried unanimously on call of the roll.

CONSENT AGENDA

Ald. Beyer introduced Resolution No. 15.

**CITY OF JEFFERSON
RESOLUTION NO. 15**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for May 15, 2018 is hereby adopted.

- A. Vouchers Payable for May, 2018 in the amount of \$155,639.69. Payroll Summary for May 11, 2018 in the amount of \$157,241.83.
- B. Council Minutes from the April 17, 2018 Meetings of the Common Council.
- C. 2018 Petition for County Highway Aid.
- D. VFW Lease Agreement – Jefferson Cruise Nights.

- E. Licenses as Approved by the Regulatory Committee
1. Operator's Licenses
 2. Special Class B Licenses
 3. Surrender Class B Combination Liquor License – El Chaparral
 4. Class B Combination Liquor License – Rocha's Mexican Restaurant

Ald. Beyer seconded by Ald. Lares moved to approve Resolution No. 15, with the Class B Combination Liquor License for Rocha's Mexican Restaurant being approved contingent upon passing the fire and building inspections. On call of the roll, motion carried unanimously with Ald. Brandel abstaining from approval of the minutes.

RESOLUTION AUTHORIZING APPLICATION FOR FUNDS TO THE WISCONSIN WATERWAYS COMMISSION

Ald. Peachey introduced Resolution No. 16.

**CITY OF JEFFERSON
RESOLUTION NO. 16**

BE IT RESOLVED by the Common Council of the City of Jefferson, Wisconsin, that the City Administrator is hereby authorized to request assistance for purpose of developing recreational boating facilities;

THEREFORE, BE IT RESOLVED that the City of Jefferson authorizes the City Administrator to act on behalf of the City of Jefferson to:

- Submit an application to the Wisconsin Waterways Commission for financial assistance;
- Sign documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the City of Jefferson will comply with state and federal rules for the programs, may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain approval in writing from the Wisconsin Waterways Commission before any change is made in the use of the project site.

Motion was made by Ald. Peachey, seconded by Ald. Horn to approve Resolution No. 16. Motion carried unanimously on call of the roll.

RESOLUTION AUTHORIZING THE SALE OF GOODS OR SERVICES IN CITY RIGHT-OF-WAY FOR JEFFERSON CRUISE NIGHTS

Ald. Beyer introduced Resolution No. 17.

**CITY OF JEFFERSON
RESOLUTION NO. 17**

BE IT RESOLVED by the Common Council of the City of Jefferson, Wisconsin that, 3-D Sound Company and Ziggy's Popcorn are hereby allowed to sell goods or services at the Jefferson VFW

Recreation Center – 1420 S. Rockwell Ave. for the June 6, July 4, August 1, and September 5, 2018 Jefferson Cruise Nights.

Ald. Beyer, seconded by Ald. Miller moved to approve Resolution No. 17. On call of the roll, motion carried unanimously.

RESOLUTION AUTHORIZING AN APPROPRIATION FOR PRE-DESIGN ASSESSMENT SERVICES AND HVAC IMPROVEMENTS AT THE JEFFERSON POLICE DEPARTMENT AND JEFFERSON UTILITIES BUILDING

Ald. Horn introduced Resolution No. 18.

**CITY OF JEFFERSON
RESOLUTION NO. 18**

WHEREAS, Building Envelope, Professional Group, LLC, (Building Envelope) has completed a substantial portion of their preliminary assessment of the Jefferson Police Department and Jefferson Utilities Facility and is recommending certain HVAC improvements and additional assessment of the facility's flooring areas; and

WHEREAS, the HVAC improvements are required to correct the following current deficiencies:

- The system is creating negative indoor pressure
- The system lacks minimum airflow to provide fresh air and proper interior ventilation
- The system is not operating sufficiently to provide dehumidification
- Improper system control programming is exacerbating these conditions
- The system lacks a hot-water coil circulation pump exposing the system to potential freeze damage and failure; and

WHEREAS, to proceed with final assessment and to begin to develop remediation planning and documentation the Building Envelope recommendations include:

- Removal of all office floor finishes to thoroughly assess the condition of the floor slab. Future remediation techniques will be determined by and rely upon the condition of the slab
- Conducting a camera/scope inspection of all accessible sanitary and storm water piping under the slab in order to determine if any (failed) plumbing may be contributing to the sub-slab moisture found in earlier, but limited investigations; and

WHEREAS, the Facilities Committee has reviewed the Building Envelope recommendations and is recommending their implementation at the following cost thresholds:

- HVAC improvements: \$52,000
- Assessment of flooring areas: \$38,000
- Total cost of both projects: 90,000; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson that it herein appropriates the following financial resources to be shared on a pro-rated basis with Jefferson Utilities for the above referenced projects:

- HVAC improvements: \$52,000 to be shared on a 50%-50% cost basis with Jefferson Utilities
- Assessment of flooring areas: \$38,000 to be shared on a 75% (City)-25% (Jefferson Utilities) basis

The portion of project costs attributed to the City (\$54,500) are to be funded with general fund balance.

BE IT FURTHER RESOLVED, by the Common Council that City staff is directed to take steps necessary to plan for the relocation of City personnel from the building during the project construction phase, including securing temporary trailers to house personnel on a several month basis.

Motion was made by Ald. Horn, seconded by Ald. Brandel to approve Resolution No. 18. On call of the roll, motion carried by a vote of 5 to 1 with Ald. Miller casting the opposing vote.

RESOLUTION AUTHORIZING SALE OF NORTH INDUSTRIAL PARK PROPERTY

Ald. Peachey introduced Resolution No. 19.

**CITY OF JEFFERSON
RESOLUTION NO. 19**

WHEREAS, Stehling’s Taxidermy, LLC (The Purchaser) has submitted an “Offer to Purchase” for approximately 3.8 acres of vacant North Industrial Park Property (Lot 1 of CSM 5435). The physical address for the property is 913 N. Property; and

WHEREAS, the Purchaser intends to relocate its taxidermy operations in a newly constructed approximately 7,000 square foot facility, including production, offices and warehouse space; and

WHEREAS, the Purchaser has been informed and understands that only approximately one (1) acre of the 3.8 acre lot is developable due to the presence of utility easements, sloping elevations, and potential wetlands; and

WHEREAS, the sale of the property to Stehling’s Taxidermy, LLC is contingent and conditioned upon the Purchaser obtaining Covenant Review Approval from the Jefferson Redevelopment Authority and Site Plan Review Approval from the Jefferson Plan Commission; and

WHEREAS, the City of Jefferson retains the right to purchase or re-acquire the property at the original selling price if the Purchaser fails to make visible commencement of construction of the facility within six (6) months of closing on the property; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein approves the “Offer to Purchase” North Industrial Park Property to Stehling’s Taxidermy, LLC and authorizes the City Administrator to execute this and other documents related to the sale and closing of this property on behalf of the City of Jefferson subject to the review and consent of the City Attorney.

Ald. Peachey seconded by Ald. Beyer moved to approve Resolution No. 19. On call of the roll, motion carried unanimously.

RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF PUBLIC RIGHT-OF-WAY FOR IMMANUEL UNITED METHODIST CHURCH

Ald. Lares introduced Resolution No. 20.

**CITY OF JEFFERSON
RESOLUTION NO. 20**

WHEREAS, Immanuel United Methodist Church is looking to close off a section of Center Avenue adjacent to the church for Vacation Bible School. They are requesting that the portion of Center Avenue is closed Monday, June 18 through Thursday, June 21, 2018 from 11:00 a.m. to 5:00 p.m. each day.

WHEREAS, Section 240-8 of the City of Jefferson Municipal Code refers to the City's regulations regarding the temporary closure of public right-of-way.

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the portion of Center Avenue adjacent to Immanuel United Methodist Church is hereby temporarily closed on Monday, June 18 through Thursday, June 21, 2018 from 11:00 a.m. to 5:00 p.m., and

BE IT FURTHER RESOLVED that said right-of-way is hereby leased to Immanuel United Methodist Church in the sum of \$1.00 for said time-frame.

Motion was made by Ald. Lares, seconded by Ald. Brandel to approve Resolution No. 20. Motion carried unanimously on call of the roll.

RESOLUTION AWARDING 2018 SANITARY SEWER LINING & SPOT REHAB PROJECT BID FOR JEFFERSON WASTEWATER UTILITY

Ald. Brandel introduced Resolution No. 21.

**CITY OF JEFFERSON
RESOLUTION NO. 21**

WHEREAS, the Jefferson Wastewater Utility obtained 4 bids for the work required to complete the sewer lining and spot repairs within the City of Jefferson's sanitary sewer collection system; and

WHEREAS, the Jefferson Wastewater Utility allocated funds from the Capital Additions-Collection Fund for the completion of this work; and

WHEREAS, the Finance Committee has reviewed the bids and concurs with the recommendation of the Wastewater Utility Superintendent for the bid award to Terra Engineering & Construction Corporation and recommends the same to the Common Council; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein awards the bid from Terra Engineering & Construction Corporation in the amount of \$42,000 for the sewer lining and spot repairs within the City of Jefferson's sanitary sewer collection system; and

BE IT FURTHER RESOLVED, by the Common Council of the City of Jefferson that the City Administrator is herein authorized and directed to execute any contract or document associated with the above action on behalf of the City of Jefferson following its review by the City Attorney.

Ald. Brandel seconded by Ald. Horn moved to approve Resolution No. 21. On call of the roll, motion carried unanimously.

Administrator Freitag announced that the project at the McDermott Top Shop started today. He also announced that the new tornado siren will be installed within the next week and he stated that the siren will not sound at noon.

Adjourn to Closed Session Pursuant to Section 19.85 (1)(c) of the Wisconsin State Statutes to Consider Hiring a Public Works Crewperson

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

Motion was made by Ald. Brandel, seconded by Ald. Peachey to reconvene to open session. Motion carried unanimously on a voice vote.

RESOLUTION AUTHORIZING THE HIRE OF A DEPARTMENT OF PUBLIC WORKS CREWPERSON

Ald. Miller introduced Resolution No. 22.

**CITY OF JEFFERSON
RESOLUTION NO. 22**

WHEREAS, Public Works Director Pinnow has taken steps to fill a vacant position in the Public Works Department for a Crewperson; and

WHEREAS, the open position was publicly advertised and interviews were conducted with potential candidates; and

WHEREAS, Public Works Director Pinnow is recommending that Dan Au of Jefferson, Wisconsin be hired by the City of Jefferson to fill the vacant position; and

WHEREAS, the Personnel Committee having reviewed the qualifications of Mr. Au and the recommendation of Mr. Pinnow is also recommending the hire of Mr. Au to the Common Council; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein directs and authorizes the City Administrator to hire Dan Au for the vacant position of Crewperson at a starting wage rate of \$22.50 per hour which reflects placement above the control point at Grade 4 on the City of Jefferson Compensation Plan and, further, to place Mr. Au at service year #7 on the City Paid-Time-Off Schedule (19 days).

BE IT FURTHER RESOLVED, by the Common Council that Mr. Au's employment is conditioned upon the successful passage of an employment physical and a drug and alcohol screening. As a further condition, Mr. Au's employment with the City of Jefferson shall commence no later than June 4, 2018.

Motion was made by Ald. Miller, seconded by Ald. Brandel to approve Resolution No. 22. Motion carried unanimously on call of the roll.

**RESOLUTION AUTHORIZING THE HIRE OF A POLICE DEPARTMENT PART-TIME
ADMINISTRATIVE ASSISTANT**

Removed from the agenda.

Mayor Oppermann reminded everyone about the We're Going Outside celebration on June 1-2, 2018.

Ald. Peachey, seconded by Ald. Lares moved to adjourn the May 15, 2018 meeting of the Common Council at 7:48 p.m. On a voice vote, motion carried unanimously.

The minutes of the May 15, 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.