

**MINUTES  
CITY OF JEFFERSON COMMON COUNCIL  
MONDAY, JULY 2, 2018**

The Monday, July 2, 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. Horn, Ald. Brandel, Ald. Tully and Ald. Krause. Absent: Ald. Lares. Also present were: City Administrator Freitag, City Engineer Pinnow, City Attorney Rogers and City Clerk/Deputy Treasurer Kuehl.

**PUBLIC PARTICIPATION**

Phil Ristow, 727 Oakwood Court, spoke to follow up on the materials he presented at the last Council meeting regarding proposed Ordinance #5-18.

**MOMENT OF SILENCE FOR RICHARD FISCHER, FORMER CITY OF JEFFERSON MAYOR**

Council President Brandel and Mayor Oppermann shared fond memories of former Mayor, Richard Fischer. The Council then observed a moment of silence in remembrance.

**TAKE MATTER FROM TABLE – PROPOSED ORDINANCE #5-18**

Ald. Horn, seconded by Ald. Miller moved to take Proposed Ordinance #5-18 from the table. Motion carried unanimously on call of the roll.

**AN ORDINANCE TO AMEND SECTIONS 230-3 AND 230-5 OF THE MUNICIPAL CODE CONCERNING SEWER SERVICE CHARGES**

Ald. Brandel introduced Ordinance #5-18 for its second reading.

**CITY OF JEFFERSON  
ORDINANCE # 5-18**

**AN ORDINANCE TO AMEND SECTIONS 230-3 AND 230-5 OF THE MUNICIPAL CODE  
CONCERNING SEWER SERVICE CHARGES**

The Common Council, of the City of Jefferson, Wisconsin do ordain as follows:

**Section 1:** Section 230-3 of the City of Jefferson Municipal Code Relating to the basis of variable charges is hereby repealed and restated as follows:

**§ 230-3 Basis for variable charges.**

- A. Sewer users served by Water Utility water meters.
- (1) With the exception of Residential class customers, each lot, parcel of land, building or premises having a connection with the wastewater system and being served with water solely by the Water Utility, the quantity of wastewater for billing purposes shall be measured by the Water Utility water meter used upon the premises.
  - (2) If a user feels that a significant amount of water metered does not reach the sanitary sewer due to lawn or garden watering, etc., said user can, at his/her own expense, through the approving

authority, install a second water meter and/or service that would monitor flow of water used for lawn and garden watering, non-contact cooling water or other similar purposes. Charges for sewer use would be made based on the difference between the two meter readings. If a second meter and service are installed, charges for sewer use shall be based on the actual water metered from the service which ultimately discharges into the sanitary sewer system.

- (3) Requests for usage adjustments, or a second meter or service, shall be made in writing to the approving authority. Charges for a second meter or service shall be made in accordance with Subsection B below.
- (4) If the high-volume commercial or industrial user produces evidence satisfactory to the approving authority that more than 20% of the total annual volume of water used for all purposes does not reach the public sewer, then the determination of the water consumption to be used in computing the waste volume discharged into the public sewer may be made a matter of agreement between the approving authority and the user. Satisfactory evidence shall be evidence obtained by approved metering.

B. Sewer users served by private wells. Sewer users served by private wells shall be required to do the following:

- (1) If a person discharging into the public sanitary sewer system procures any part or all of his water sources from other than the Water Utility, all or part of which is discharged into the public sewer system, the person shall be required to have water meters installed for the purpose of determining the volume of water obtained from each of these other sources. Where sewage meters are already installed, the water meters will not be required. The water meters shall be furnished by the Jefferson Utilities and installed under their supervision, all costs being at the expense of the person acquiring the meter.
- (2) The Jefferson Utilities shall charge for each meter a rental charge set by the Utility to compensate for the cost of furnishing and servicing the meter. The rental charge shall be billed at the time the sewer service charge is billed. [1]

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

C. Measurement of flow from high-strength or toxic waste discharges. The volume of flow used for computing the variable charge shall be the metered water consumption of the user as shown in the records of the meter readings maintained by the Water Utility, except as noted in Subsection D below.

D. Metering and sampling of high-strength or toxic wastes. See § 230-11E of this chapter. [2]

[2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

E. Free service. No user shall receive free service or pay a sewerage service charge less than the user's proportional share of all costs as defined in § 230-2 of this article.

F. Outside service. All users within the sewer service area shall be treated equally as to operation, maintenance and replacement sewer use charges regardless of their location with respect to the corporate limits. All users located outside of the corporate limits will be charged 125% of the sewerage service charges. Total service charges may be adjusted to reflect variations in capital costs for outside users.

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**Section 2:** Section 230-5 of the City of Jefferson Municipal Code Relating to the amount of user charges is hereby repealed and restated as follows.

**§ 230-5. Amount of user charges.**

[Amended 10-18-2005 by Ord. No. 16-05; 10-18-2005 by Ord. No. 17-05; 3-18-2008 by Ord. No. 3-08; 5-18-2010 by Ord. No. 6-10; 11-13-2012 by Ord. No. 14-12; 11-18-2014 by Ord. No. 16-14; 1-5-2016 by Ord. No. 16-15]

A. Sewerage service charges. There is hereby levied and assessed upon each lot, parcel of land, building, premises or unit having a connection with the wastewater works a sewerage service charge based upon the quantity of wastewater discharged, pursuant to § 66.0821, Wis. Stats., as amended or renumbered from time to time. Such sewerage service charges shall be billed to the person owning, using or occupying the property served. The sewerage service charges, with the exception of Residential customers, shall consist of a fixed monthly and a variable charge as set forth in the following sections. Residential class sewerage service charges shall consist of a fixed charge only as set forth in the following section.

B. Fixed charge.

(1) With the exception of Residential customers, the fixed monthly charge shall be a minimum monthly charge based, in part, upon the number of meters connected to the wastewater works and, in part, upon the size of such meter or meters. Significant contributors shall have a separately computed fixed charge which will exclude bond depreciation, bond reserve account and new debt retirement (other than I/I) components from the fixed charge shown in the following schedule, such components to be paid for pursuant to § 230-3 of this article. Residential customers will be placed into one of three tiers based on average water use as described in subsection E.

(2) Fixed service charges are as follows:

Meter Size (Inches)	Monthly Charges Effective September 1, 2018
5/8	\$16.30
¾	\$24
1	\$40
1 ½	\$81
2	\$129
3	\$242
4	\$403
6	\$806
6 contract	\$468

Rural customer surcharge: 25%

(3) Fixed service charge for Residential class customers are as follows:

Average Monthly Water Usage	Monthly charges effective September 1, 2018
0-300 cubic ft	\$21.00
301-600 cubic ft	\$30.00
601-up cubic ft	\$43.00

C. Variable charge.

- (1) Users will be billed on a monthly basis for the volume and strength of wastewater discharged to the wastewater works.
- (2) Normal domestic sewage. Effective September 1, 2018: \$4.29 per 1,000 gallons or \$3.20 per 100 cubic feet.
- (3) Sewage of greater than normal strength.
  - (a) Charges to users discharging wastewater of greater than normal strength will be assessed a surcharge based on the amount by which the wastewater exceeds the normal strength of wastewater, which is 275 milligrams per liter BOD5, 320 milligrams per liter SS, 23 milligrams per liter NH3-N and eight milligrams per liter P. The following rates will be used:

Parameter	Monthly Charges Effective September 1, 2018
BOD5	\$0.538 per lb.
SS	\$0.275 per lb.
N (ammonia)	\$1.699 per lb.
P (phosphorus)	\$7.730 per lb.

- (b) Charges to users discharging wastewater of greater than normal strength shall be computed in accordance with the formula presented below:

Effective September 1, 2018:

$$C = \$4.29 \times V + .00834 \times V \times [(\$0.538 \times B) + (\$0.275 \times S) + (\$1.699 \times N) + (\$7.730 \times P)]$$

Where:

- C = Charge to sewer user for operation, maintenance and replacement costs for treatment works.
- V = Wastewater volume in 1,000 gallons.
- B = Concentration of BOD from a user above the normal strength of 275 mg/l.

- S = Concentration of suspended solids from a user above the normal strength of 320 mg/l.
- N = Concentration of ammonia nitrogen from a user above the normal strength of 23 mg/l.
- P = Concentration of phosphorus from a user above the normal strength of 8 mg/l.
- \$4.29 = Charge for that portion of the waste equal to normal strength wastewater. Includes cost for treating 275 mg/l BOD5, 320 mg/l SS, 23 mg/l N and 8 mg/l P.
- 0.00834 = Conversion factor (mg/l to lb.)

(c) Surcharges will be computed by multiplying flow times strength (mg/l) daily and adding the pounds for the month. Total flow for the month will be multiplied by the residential strength and the result compared to the actual pounds discharged. Surcharges will be applied to pounds in excess of residential strength on the basis of the month's results. In no event will a user pay less per 1,000 gallons of flow than the charge for normal strength wastewater, which includes an imputed level of BOD, SS, NH3-N and P.

(4) Holding tank and septage waste charges to licensed dischargers shall be computed on the following basis:

(a) Holding tank discharges shall include the following:

<b>Charge</b>	<b>Amount</b>
Total volume/strength charge	\$8.49
Surcharge of 25%	\$2.12
Dumping charge	\$5
Total charge per thousand gallons	\$15.61

(b) Septage waste discharges shall include the following:

<b>Charge</b>	<b>Amount</b>
Total volume/strength charge	\$44.31
Surcharge of 25%	\$11.08
Dumping charge	\$7.50
Total charge per thousand gallons	\$62.89

D. Special assessments. Not included in the sewerage service charges above are the costs associated with providing local collecting facilities to users, which the City may assess by special assessment, in whole or in part, to the property benefited thereby.

- E. Residential fixed charge. Residential sewer customers shall pay a fixed monthly charge, as set forth in Subsection B(3) for all months. The following method for calculating the volume shall be used to determine which of three tiers the Residential customer falls:
- (1) During the month of May each year, the Water Utility shall calculate the four-month average water usage for each residential customer. The four-month average shall be based on the actual water usage during the preceding four-month period (January through April, inclusive). The calculated average shall be used for each respective residential customer's sewer charge and determine which billing tier the customer will be placed for the next twelve (12) months.
  - (2) If a residential customer is establishing new service during the year and no average water usage can be determined, the customer shall be placed into the 300-700 cubic feet usage tier.

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

Motion was made by Ald. Brandel, seconded by Ald. Krause to amend section E. (2) of Ordinance #5-18 to change 300-700 cubic feet to 301-600 cubic feet. On call of the roll, motion carried unanimously.

Motion was made by Ald. Brandel, seconded by Ald. Horn to approve amended Ordinance #5-18. Motion carried unanimously on call of the roll.

#### **CONSENT AGENDA**

Ald. Tully introduced Resolution No. 34.

#### **CITY OF JEFFERSON RESOLUTION NO. 34**

**BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for July 2, 2018 is hereby adopted.

- A. Vouchers Payable for May, 2018 in the amount of \$119,211.31 and July, 2018 in the amount of \$90,699.37. Payroll Summary for June 22, 2018 in the amount of \$169,079.26.
- B. Council Minutes from the June 19, 2018 Meetings of the Common Council.
- C. Licenses as Approved by the Regulatory Committee.
  1. Operator's Licenses
  2. Special Class B Licenses

Ald. Tully seconded by Ald. Beyer moved to approve Resolution No. 34. On call of the roll, motion carried unanimously.

#### **RESOLUTION AUTHORIZING PRELIMINARY BUDGET FOR REHABILITATION WORK AT THE JOINT USE JEFFERSON POLICE DEPARTMENT AND JEFFERSON UTILITIES BUILDING**

Ald. Peachey introduced Resolution No. 35.

**CITY OF JEFFERSON  
RESOLUTION NO. 35**

**WHEREAS**, the Jefferson Facilities Committee has been working with the Construction Manager to review and determine the scope of work and preliminary budget for the rehabilitation work at the Jefferson Police Department and Jefferson Utilities Facility; and

**WHEREAS**, the Facilities Committee has reviewed the proposed preliminary scope of work and is recommending that the project scope be approved, and further, is recommending that the preliminary budget for the Project be established at \$2,235,000; and

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it hereby authorizes the Project Architect to complete construction drawings and competitive bidding documents per the project scope as recommended by the Construction Manager and Facilities Committee, and further, establishes the preliminary budget for the Project at \$2,235,000.

Anthony Maas with Maas Bros. explained the decisions that were made by the Facilities Committee. Dawn Gunderson with Ehlers explained the impact of the financing for the project.

Ald. Peachey, seconded by Ald. Beyer moved to approve Resolution No. 35. On call of the roll, motion carried by a vote of 6-1, with Ald. Miller casting the dissenting vote.

**RESOLUTION AUTHORIZING THE PAID-TIME-OFF SCHEDULE FOR THE POLICE  
DEPARTMENT ADMINISTRATIVE ASSISTANT**

Ald. Miller introduced Resolution No. 36.

**CITY OF JEFFERSON  
RESOLUTION NO. 36**

**WHEREAS**, the Chief of Police was herein previously approved to rehire retired part-time Administrative Assistant, Joyce Kirkvold, for the City of Jefferson Police Department; and

**WHEARAS**, Joyce Kirkvold had accrued 100 PTO hours (12.5 days) during her previous 14 years of employment with the City of Jefferson prior to her retirement in September of 2017;

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that part-time Police Department Administrative Assistant, Joyce Kirkvold, shall be placed at year 14 on the City of Jefferson Paid-Time-Off schedule and is granted 100 PTO hours (12.5 days) effective her first day of employment.

After discussion, it was clarified that Joyce Kirkvold will begin to accrue PTO at the same rate as when she was previously employed by the City of Jefferson.

Ald. Miller, seconded by Ald. Brandel moved to approve Resolution No. 36. Motion carried unanimously on call of the roll.

Ald. Tully, seconded by Ald. Peachey moved to adjourn the July 2, 2018 meeting of the Common Council at 7:40 p.m. On a voice vote, motion carried unanimously.

The minutes of the July 2, 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.