

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
TUESDAY, NOVEMBER 21, 2017**

The Tuesday, November 21, 2017 meeting of the City of Jefferson Common Council was called to order at 7:03 p.m. by Mayor Oppermann. Members present were: Ald. Peachey, Ald. Horn, Ald. Beyer, Ald. Miller, Ald. Krause, Ald. Brandel and Ald. Tully. Absent: Ald. Lares. Also present were: City Engineer Pinnow, City Attorney Rogers and City Clerk/Deputy Treasurer Kuehl.

PUBLIC PARTICIPATION

Heidi Tetzlaff from Madison, WI read a Facebook post and spoke about the Harry Potter Festival.

HARRY POTTER FESTIVAL REPORT

Administrator Freitag, Chamber of Commerce Director Price, Police Captain Lutz, Public Works Director Pinnow and Parks, Recreation and Forestry Director Keller gave a summary of the Harry Potter Festival and the City's Departments roles in the Festival. Administrator Freitag also spoke about the lessons learned from this year's festival. He encouraged the Alderpersons to reach out to Scott Cramer with the Harry Potter Festival. Mayor Oppermann asked the Council members if they are interested in pursuing an agreement for a festival in 2018. It was the consensus of the Alderpersons to encourage Administrator Freitag to engage with Scott Cramer for a 2018 Harry Potter Festival agreement.

PUBLIC HEARING AND ACTION ON AN ORDINANCE TO REPEAL AND REPLACE SECTION 68-2(A) OF THE MUNICIPAL CODE CONCERNING THE ELECTION AND TERM OF THE MAYOR AND ALDERPERSONS

Mayor Oppermann called the public hearing to order, City Administrator Freitag read the Notice of Public Hearing and City Attorney Rogers gave an explanation of the Code. Mayor Oppermann then announced that if any citizen wished to address the Common Council on this issue, they could stand and give their name and address and address the Council at this time. Marge Krolikowski, 418 N. Wilson Avenue, spoke about the change to all At-Large Alderpersons. Hearing from no one else, Mayor Oppermann closed the public hearing.

ORDINANCE #14-17 - AN ORDINANCE TO REPEAL AND REPLACE SECTION 68-2(A) OF THE MUNICIPAL CODE CONCERNING THE ELECTION AND TERM OF THE MAYOR AND ALDERPERSONS

Ald. Horn introduced Ordinance #14-17 its second reading.

**CITY OF JEFFERSON
ORDINANCE #14-17**

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

Section 1. § 68-2 (A) in hereby repealed in its entirety.

Section 2. § 68-2 (A) Election and Term shall be replaced as follows:

The Mayor shall be elected in even-numbered years for a term of two (2) years. A total of eight alderpersons shall be elected for terms of two (2) years each. Four alderpersons

shall be elected in even-numbered years. Four alderpersons shall be elected in odd-numbered years. Once the terms for alderpersons elected from aldermanic districts has expired, all alderpersons shall be elected at large. The term of all alderpersons shall commence as provided by law.

Section 3. § 68-2 (B) The annual salary paid to the Mayor shall be \$7,200 per year. The Mayor shall also submit his/her out-of-pocket monthly expenses which shall be paid after the Finance Committee's review and approval. The annual salary paid to the alderpersons shall be \$3,000 per year.
[Amended 10-18-2005 by Ord. No. 17-05; 1-7-2014 by Ord. No. 11-13]

Section 4. This ordinance shall take effect after passage, publication, and attestation as required by law.

Motion was made by Ald. Horn and seconded by Ald. Brandel to approve Proposed Ordinance #14-17. On call of the roll, motion carried unanimously.

PUBLIC HEARING ON THE 2018 GENERAL, SPECIAL FUNDS, STORM SEWER UTILITY AND WASTEWATER UTILITY BUDGETS AND ADOPTION OF THE 2017 GENERAL, SPECIAL FUNDS, STORM SEWER AND WASTEWATER UTILITY LEVY

Mayor Oppermann called the public hearing to order, City Administrator Freitag read the Notice of Public Hearing and City Administrator Freitag and Finance Director/Treasurer Stewart gave an explanation of the 2018 Budget and 2017 Tax (Rate) Levy. Mayor Oppermann then announced that if any citizen wished to address the Common Council on this issue, they could stand and give their name and address and address the Council at this time. Phil Ristow, 727 Oakwood Court, spoke about the budget and the Fund Balance amount. Hearing from no one else, Mayor Oppermann closed the public hearing.

RESOLUTION NO. 67 – APPROVING THE 2018 BUDGETS FOR SPECIAL FUNDS, PUBLIC LIBRARY, RECYCLING/REFUSE, CAPITAL PROJECT AND EQUIPMENT, STORM SEWER UTILITY AND THE WASTEWATER TREATMENT UTILITY

Ald. Peachey introduced Resolution No. 67.

**CITY OF JEFFERSON
RESOLUTION NO. 67**

BE IT RESOLVED by the Common Council of the City of Jefferson that the 2018 General Fund Budget attached hereto and the 2018 budgets for Special Funds, Public Library, Recycling/Refuse, Capital Project and Equipment, Storm Sewer Utility and the Wastewater Treatment Utility are hereby adopted, and

BE IT FURTHER RESOLVED that any budgetary figures stipulated in the Municipal Code shall be amended to reflect changes authorized in the Municipal budget.

Ald. Peachey, seconded by Ald. Krause moved to approve Resolution No. 67. On call of the roll, motion carried unanimously.

RESOLUTION NO. 68 – APPROVING 2017 TAX RATE AND 2018 LEVY

Ald. Krause introduced Resolution No. 68.

**CITY OF JEFFERSON
RESOLUTION NO. 68**

BE IT RESOLVED by the Common Council of the City of Jefferson that the 2017 General Fund Property Tax Levy for Municipal Services in 2018 in the amount of \$3,215,150, the 2017 Public Library Fund Levy for 2018 Service in the amount of \$435,125 and the 2017 Capital Project and Equipment Fund Levy for 2018 in the amount of \$695,000 is hereby approved; and

BE IT FURTHER RESOLVED that the following tax rate is hereby adopted:

CITY OF JEFFERSON \$9.025336481

Motion was made by Ald. Krause and seconded by Ald. Brandel to approve Resolution No. 68. On call of the roll, motion carried unanimously.

Administrator Freitag left the meeting at this time.

RESOLUTION NO. 69 – CONSENT AGENDA

Ald. Beyer introduced Resolution No. 69.

**CITY OF JEFFERSON
RESOLUTION NO. 69**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for November 21, 2017 is hereby adopted.

- A. Vouchers Payable for November, 2017 in the amount of \$254,343.31. Payroll Summary for November 10, 2017 in the amount of \$140,996.53.
- B. Council Minutes from the November 7, 2017 Meetings of the Common Council.
- C. Licenses as Approved by the Regulatory Committee
 - 1. Operator's Licenses
 - 2. Special Class B Licenses

Ald. Beyer, seconded by Ald. Tully moved to approve Resolution No. 69. On call of the roll, motion carried unanimously with Ald. Tully abstaining from the minutes.

RESOLUTION NO. 70 – AUTHORIZING THE HIRE OF A PART-TIME PATROL OFFICER

Ald. Miller introduced Resolution No. 70.

**CITY OF JEFFERSON
RESOLUTION NO. 70**

WHEREAS, by the Common Council of the City of Jefferson, Wisconsin that the Chief of Police is herein authorized to hire James Jelinek, effective December 1st, 2017, as a part-time patrol officer for the City of Jefferson Police Department. The initial rate of pay shall be \$16.04 per hour.

WHEREAS, by the Common Council of the City of Jefferson, Wisconsin that the Chief of Police has part-time funds allocated in his 2017 approved budget and that this part-time patrol officer is to replace a current vacancy in the part-time patrol officer staff.

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 hiring of James Jelinek as a part-time patrol officer on the starting date outlined above for the City of Jefferson Police Department. The initial rate of pay shall be \$16.04 per hour.

Captain Lutz indicated that they would like to amend the Resolution to have Mr. Jelinek start on November 24, 2017.

Ald. Horn, seconded by Ald. Brandel moved to amend Resolution No. 70, changing the hire date of Mr. James Jelinek to November 24, 2017. On call of the roll, motion carried unanimously.

Motion was made by Ald. Miller and seconded by Ald. Brandel to approve amended Resolution No. 70. On call of the roll, motion carried unanimously.

RESOLUTION NO. 71 – APPROVING THE RECOMMENDATIONS SET FORTH IN THE BAKER TILLY UTILITIES CONSOLIDATION STUDY

Ald. Brandel introduced Resolution No. 71.

**CITY OF JEFFERSON
RESOLUTION NO. 71**

WHEREAS, the City of Jefferson is served by the Waste Water Utility which is a department governed ultimately by the City’s Common Council; and

WHEREAS, Jefferson Utilities includes the Water and Electric Utilities which is now governed by the Jefferson Utilities Commissions; and

WHEREAS, the Common Council has commissioned Baker Tilly Virchow Krause, LLP (“Baker Tilly”) to conduct a comprehensive study to determine if changes should be made to Jefferson Utilities; and

WHEREAS, Baker Tilly has now completed said study, a copy of which is attached hereto and incorporated herein, and

WHEREAS, said study concluded, inter alia, that the Waste Water Utility should be combined with the Electric and Water Utilities governed ultimately by the City’s Common Council, and

WHEREAS, said study predicts that the implementation of its recommendations will make the operation of said Utilities more efficient, generating savings up to \$350,000 per year; and

WHEREAS, the Jefferson Utility Oversight Committee has approved implementation of all recommendations set forth in the Baker Tilly study;

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson that it herein approves the recommendations set forth in the Baker Tilly study, and directs that City

staff develop a plan to implement said recommendations, and bring such plan back to the Common Council for its review and approval.

Ald. Brandel, seconded by Ald. Miller moved to table Resolution No. 71. On call of the roll, motion carried unanimously.

RESOLUTION NO. 72 – AUTHORIZING AN AMENDMENT TO THE CITY OF JEFFERSON COMPENSATION PLAN REGARDING THE PLACEMENT OF A PARAMEDIC POSITION ON THE PLAN

Ald. Tully introduced Resolution No. 72.

**CITY OF JEFFERSON
RESOLUTION NO. 72**

WHEREAS, Carlson Dettmann Consulting, Inc., has been requested to evaluate the job description for the a paramedic position classification to be added to the City’s Compensation Plan as the City phases in a new level of service; and

WHEREAS, this classification requires a license from the State of Wisconsin as a Paramedic and two years related experience; and

WHEREAS, Carlson Dettmann Consulting, Inc., is recommending that the Paramedic Position be allocated to Grade 7 of the City Compensation Plan which is one classification higher than the current Emergency Medical Technician Position; and

WHEREAS, the Personnel Committee has reviewed the matter and is recommending implementation of the Carlson Dettmann Consulting recommendation; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein adopts the recommendation of Carlson Dettmann Consulting adding the Paramedic Position at Grade 7 of the City of Jefferson Compensation Plan.

Motion was made by Ald. Tully and seconded by Ald. Miller to approve Resolution No. 72. On call of the roll, motion carried unanimously.

RESOLUTION NO. 73 – AUTHORIZING THE SALE OF THREE IMPOUNDED VEHICLES BY POLICE DEPARTMENT

Ald. Horn introduced Resolution No. 73.

**CITY OF JEFFERSON
RESOLUTION NO. 73**

WHEREAS, during Operation Clean Sweep staff of the Jefferson Police Department did locate numerous abandoned/unregistered vehicles of which three (3) vehicle owners failed to comply after receiving notices pursuant to Jefferson City Ordinance 219.6-A to bring said vehicles into compliance with City Ordinance;

WHEREAS, after legally required notifications pursuant to Jefferson City Ordinance 219 said three (3) vehicles were not brought into compliance with City Ordinance 219, and as such were

removed and impounded by staff of the Jefferson Police Department, pursuant to City of Jefferson Ordinance 219.6-B, stored at the secure lot behind the Police/Utilities Building at 425 Collins Road;

WHEREAS, after attempting to notify the owners of said vehicles of their right to reclaim said vehicles, pursuant to Wisconsin Statute 342.20, said owners failed to retrieve said vehicles, who were notified to retrieve these vehicles and that failing to do so would be treated as their waiver of all right, title, and ownership of said vehicle(s), within the ten (10) days required from the date of the notice;

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein declares said three (3) motor vehicles surplus property and authorizes the Chief of Police to sell same through Wisconsin Surplus Auction Services.

Ald. Horn, seconded by Ald. Krause moved to approve Resolution No. 73. On call of the roll, motion carried unanimously.

RESOLUTION NO. 74 – AUTHORIZING THE TEMPORARY CLOSURE OF OLD FIREHOUSE ALLEY

Ald. Beyer introduced Resolution No. 74.

**CITY OF JEFFERSON
RESOLUTION NO. 74**

WHEREAS, The City of Jefferson is requesting the closure of Old Firehouse Alley for the Jefferson Winter Market on Saturday, December 2, 2017 between the hours of 12:00 p.m. and 10:00 p.m. and on Sunday, December 3, 2017 between the hours of 8:00 a.m. and 6:00 p.m.;

WHEREAS, Old Firehouse Alley will be closed to vehicular traffic during the above stated times with the exception of residents living adjacent to the alley;

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that Old Firehouse Alley is hereby temporarily closed on Saturday, December 2, 2017 between the hours of 12:00 p.m. and 10:00 p.m. and on Sunday, December 3, 2017 between the hours of 8:00 a.m. and 6:00 p.m., with the exception of residents living adjacent to the alley.

Motion was made by Ald. Beyer and seconded by Ald. Tully to approve Resolution No. 74. On a voice vote, motion carried unanimously.

RESOLUTION NO. 75 – DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING

Ald. Brandel introduced Resolution No. 75.

**CITY OF JEFFERSON
RESOLUTION NO. 75**

WHEREAS, the City of Jefferson, Jefferson County, Wisconsin (the “Issuer”) plans to undertake a building envelope replacement at the joint use Jefferson Police Department – Jefferson Utilities Facility. It is anticipated that the building envelope will be removed and reconstructed in a manner that

allows for the proper function of the building's three (3) envelope (thermal, water, and vapor). The Project will include the removal and abatement of mold; and

WHEREAS, the Issuer expects to finance the Project on a long-term basis by issuing tax-exempt bonds or other tax-exempt obligations (collectively the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to commencement of the Project, the Issuer must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the Jefferson City Council deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that:

- Section 1.** Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.
- Section 2.** Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$3,500,000.
- Section 3.** Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.
- Section 4.** Public Availability of Official Intent Resolution. The Resolution shall be made available for public inspection at the office of Issuer's Clerk within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.
- Section 5.** Effective Date. This Resolution shall be effective upon its adoption and approval.

Ald. Brandel, seconded by Ald. Krause moved to approve Resolution No. 75. On call of the roll, motion carried unanimously.

Ald. Peachey, seconded by Ald. Krause moved to adjourn the November 21, 2017 meeting of the Common Council at 8:53 p.m. On a voice vote, motion carried unanimously.

The minutes of the November 21, 2017 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.