

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
TUESDAY, DECEMBER 5, 2017**

The Tuesday, December 5, 2017 meeting of the City of Jefferson Common Council was called to order at 7:07 p.m. by Mayor Oppermann. Members present were: Ald. Peachey, Ald. Horn, Ald. Beyer, Ald. Miller, Ald. Krause, Ald. Brandel and Ald. Lares. Absent: Ald. Tully. Also present were: City Administrator Freitag, City Engineer Pinnow, City Attorney Rogers and City Clerk/Deputy Treasurer Kuehl.

PUBLIC PARTICIPATION

None.

MAYORAL ANNOUNCEMENT-CITIZEN OF THE YEAR PROCESS

Mayor Oppermann announced that nomination forms for the Citizen of the Year are being accepted at City Hall. The deadline to submit forms is January 9, 2018.

**DISCUSSION: RFP REGARDING THE DESIGN SERVICES FOR THE POLICE
DEPT/JEFFERSON UTILITIES BUILDING**

Administrator Freitag explained the timeline for the RFP process for the design services for the Police Department/Jefferson Utilities facility. He indicated the Facilities Committee would meet at the end of December to select the architect.

RESOLUTION NO. 76 – CONSENT AGENDA

Ald. Beyer introduced Resolution No. 76.

**CITY OF JEFFERSON
RESOLUTION NO. 76**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for December 5, 2017 is hereby adopted.

- A. Vouchers Payable for December, 2017 in the amount of \$74,529.07. Payroll Summary for November 24, 2017 in the amount of \$138,872.89.
- B. Council Minutes from the November 21, 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. Lares moved to approve Resolution No. 76. On call of the roll, motion carried unanimously.

**RESOLUTION NO. 77 – ALLOWING INFLATABLES IN CITY PARKS WITH SPECIFIC
GUIDELINES**

Ald. Miller introduced Resolution No. 77.

**CITY OF JEFFERSON
RESOLUTION NO. 77**

WHEREAS, the Parks, Recreation and Forestry Commission is asking that inflatables are allowed in City Parks with specific guidelines.

WHEREAS, the renter must notify the City of Jefferson Parks Department, at the time of reservation, their plan to include inflatable play equipment. Waterless inflatable structures or other similar apparatus are allowed in Jefferson City Parks. It shall be free standing, and weighted. Stakes are not allowed in the parks and equipment may not be tied or tethered to trees, tables or other park amenities; and

WHEREAS, a generator must be provided for electricity with noise level of 62dB or less. The generator provided must have enough power for any extra equipment such as a popcorn popper to be plugged into it; and

WHEREAS, the fee will be \$50 for one (1) piece of equipment, \$25 extra for each additional piece. Accessories such as popcorn or cotton candy machines may be added on to your inflatable play permit for \$25/piece of equipment if space allows. The fees may be adjusted annually on the Schedule of Fees; and

WHEREAS, the renter must submit the Inflatable Company certificate of insurance to the Jefferson Recreation Department at least seven (7) days prior to the event; and

NOW BE IT RESOLVED, by the City of Jefferson, Wisconsin Common Council that this regulation be incorporated into the park rental agreement form and becomes effective on January 1, 2018.

Motion was made by Ald. Miller and seconded by Ald. Brandel to approve Resolution No. 77.

Ald. Beyer seconded by Ald. Lares moved to amend Resolution No. 77 to remove “Accessories such as popcorn or cotton candy machines may be added on to your inflatable play permit for \$25/piece of equipment if space allows.” On call of the roll, motion carried unanimously.

Ald. Horn, seconded by Ald. Krause moved to amend Resolution No. 77 to remove “the fee will be \$50 for one (1) piece of equipment, \$25 extra for each additional piece. The fees may be adjusted annually on the Schedule of Fees.” On call of the roll, motion carried by a vote of 4 to 3, with Ald. Peachey, Ald. Brandel and Ald. Beyer casting the dissenting votes.

Ald. Miller, seconded by Ald. Horn moved to amend Resolution No. 77 to add each City Park shall have a safe location designated for inflatables. Ald. Miller and Ald. Horn withdrew the motion and second.

Ald. Peachey, seconded by Ald. Beyer moved to table Resolution No. 77. On call of the roll, motion carried unanimously.

RESOLUTION NO. 78 – AUTHORIZING NON-REPRESENTED EMPLOYEES WAGE AND SALARY INCREASES FOR FY 2018

Ald. Peachey introduced Resolution No. 78.

RESOLUTION NO. 78

BE IT RESOLVED by the Common Council of the City of Jefferson, Wisconsin that the following wage and salary adjustments for non-represented (non-union) employees covered by the City Compensation Plan are herein authorized:

- Employees positioned on the Step portion of the Compensation Plan shall be advanced forward to the next Step that provides for a wage or salary increase pending the successful outcome of an annual performance evaluation; and
- Employees that have or will advance out of the Step portion of the Compensation Plan shall receive a one (1) percent base wage or salary increase and a one-time payment equal to one (1) percent of their 2017 base wage or salary pending the successful outcome of an annual performance evaluation;

BE IT RESOLVED, by the Common Council that the above referenced Step increases and the base wage and salary increases shall be implemented the first regular pay period of 2018 and the one-time one (1) percent payment shall be paid per a schedule determined by the City Administrator.

BE IT RESOLVED, that summer part-time help in the Public Works, WWTP and Parks Department be hired in accordance with the following schedule:

Year	Without CDL	With CDL	Wage
Start	\$7.25	\$8.25	\$9.00
2 nd Year	8.00	9.00	9.75
3 rd Year	8.75	9.75	10.50
4 th Year*	9.50	10.50	11.25

BE IT RESOLVED, that summer interns in the Public Works / Engineering Department be hired in accordance with the following schedule:

Year	Wage
Start	\$9.50
2 nd Year	\$9.75

BE IT RESOLVED, that the following part-time Police Dept. staff ~~part-time auxiliary officers~~ be hired in accordance with the following schedule:

	Year	Wage
Part-time Auxiliary Officers	Start	\$16.04 \$16.50
	Subsequent Years	\$16.20 \$17.00
Part-Time Dispatcher	Start	\$12.97
Part-Time Clerk	Start	\$12.84
Civilian Reserve Officer	Start	\$12.00

BE IT RESOLVED, that the compost site attendant be hired in accordance with the following schedule:

Year	Wage
Start	\$7.25
2 nd Year	7.50
3 rd Year	7.75
4 th Year*	8.00

BE IT RESOLVED, that the crossing guards be hired in accordance with the following schedule:

Year	Wage
Start	\$10.00
Subsequent Years	\$10.00

BE IT RESOLVED, that election personnel be hired in accordance with the following schedule:

Chief Election Worker	\$7.50
Election Worker	\$7.25

BE IT RESOLVED, the following cable positions shall be paid in accordance with the following schedule:

Station Manager	\$17.00	650 hours
Asst. Station Manager/Editor	\$12.00	325 hours
Camera Operator-Experienced	\$10.00	150 hours
Camera Operator-Entry Level	\$8.35	250 hours
Part-time Cable Assistants-Start Rate	\$8.00	--
Broadcasting Announcers	\$25.00	Per game

BE IT RESOLVED, the Farmer's Market Coordinator shall be paid in accordance with the following schedule:

Farmer's Market Coordinator	\$3,100	Per year
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BE IT RESOLVED, that the Fire Chief annual compensation shall be \$10,000. (Paid quarterly)

BE IT RESOLVED, that the auxiliary emergency medical technicians and drivers be paid in accordance with the following schedule:

EMT Basic	\$3.75/hr	On call rate
	\$10.00 \$10.25/hr	Run time rate
EMT IV Tech	\$3.75/hr	On call rate
	\$12.00 \$12.25/hr	Run time rate
Drivers	\$3.75/hr	On call rate
	\$8.00 \$8.25/hr	Run time rate

Standby	\$8.00/hr	\$8.25/hr	
Holiday	\$12.00/hr	\$7.50/hr	

BE IT FURTHER RESOLVED, that the part-time recreational wages are hereby adopted.

WAGE STRUCTURE FOR PART-TIME SEASONAL EMPLOYEES

	1st Year	2nd Year	3rd Year	4th Year *
Adult Sport Umpire/Referee				
Men/Women Softball (One umpire system)	17.50	18.00	18.50	19.00
Volleyball "A" League **	11.00	11.50	12.00	12.50
Volleyball "B" League- Official **	7.50	8.00	8.50	9.00
Pony League/Umpire **	18.00	18.50	19.00	19.50
Kickball Umpire	13.00	13.50	14.00	14.50
Open Gym Supervisor	8.00	8.25	8.50	8.75
Youth/Adult Activity-Instructor				
Blast Ball/T-Ball/Minor League Assistants	7.50	7.75	8.00	8.25
Minor League Supervisor	8.00	8.50	8.75	9.00
Riverfront Supervisor	9.00	9.25	9.50	10.00
Aquatics/Lessons Instructor				
Water Exercise	7.50	7.75	8.00	8.25
Aquatic Center Manager	10.00	10.50	11.00	11.50
Swim Lesson Coordinator	9.00	9.25	9.50	10.00
Swim Lesson Instructor	8.00	8.50	9.00	9.50
Head Lifeguard	8.40 8.50	8.65 8.75	8.90 9.00	9.15 9.25
Concession	7.25	7.50	7.75	8.00
Lifeguard	7.70 8.00	7.95 8.25	8.20 8.50	8.45 8.75
Youth Sport Umpire/Referee				
Flag Football/Outdoor Soccer	7.50	7.75	8.00	8.25
Youth Sports Officials/Referee	9.00	9.25	9.50	9.75
Youth Baseball - Bases ** Solo	16.00	16.25	16.50	16.75
Youth Softball ** Solo/Volleyball	11.25	12.00	12.75	13.50
Scorekeeper - Adult Volleyball/Adult Softball	7.50	7.75	8.00	8.25
Scorekeeper-Youth Baseball	7.50	7.75	8.00	8.25
Indoor Soccer Youth Sports Assistants	7.50	7.75	8.00	8.25

*After the 4th year of employment, the rate of increase will be equal to the percentage of increase as determined by the Common Council for non-union hourly and salaried employees.

**These activities may be more or less than one hour in duration. The rates reflect game/match amount paid rather than hourly rates.

***If an employee is making minimum wage during the year and the minimum wage changes, the rate will be changed to comply with State and/or Federal regulations. If substantial changes to the schedule above are required, Personnel Committee approval will be requested.

****If an employee switches job responsibilities and the switch causes him/her to move to a different wage category, the individual will be paid at a level equal to, or above their current rate at former category.

Ald. Peachey, seconded by Ald. Brandel moved to approve Resolution No. 78. On call of the roll, motion carried unanimously.

RESOLUTION NO. 79 – APPROVING A HOTEL MARKET ANALYSIS FOR THE CITY OF JEFFERSON

Ald. Brandel introduced Resolution No. 79.

**CITY OF JEFFERSON
RESOLUTION NO. 79**

WHEREAS, Patek Hospitality Consultants, Inc. has completed a study of potential market demand and has prepared a statement of estimated annual operating results for a proposed 50-room midscale limited-service hotel to be located in the City of Jefferson; and

WHEREAS, the study was prepared for use by the City in determining whether a hotel should be pursued in Jefferson. The document is to be used to attract a developer, a franchise or management agreement for construction of a hotel and potentially for financing and investment purposes. The report was summarized by the consultant at a November 21, 2017 Jefferson Committee of the Whole Meeting; and

NOW, THEREFORE BE IT RESOLVED, by the City of Jefferson, Wisconsin Common Council that it herein accepts the findings of the Patek Hospitality Consultants, Inc. study of potential market demand for a limited service hotel in the City of Jefferson.

Motion was made by Ald. Brandel and seconded by Ald. Lares to approve Resolution No. 79. On a voice vote, motion carried unanimously.

Adjourn to Closed Session Pursuant to Section 19.85(1)(f) of the Wisconsin State Statutes Regarding Confidential Employee Medical History.

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

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

Ald. Peachey, seconded by Ald. Miller moved to adjourn the December 5, 2017 meeting of the Common Council at 8:48 p.m. On a voice vote, motion carried unanimously.

The minutes of the December 5, 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.