

**MINUTES  
CITY OF JEFFERSON COMMON COUNCIL  
MONDAY, APRIL 6, 2020**

The Monday, April 6, 2020 meeting of the City of Jefferson Common Council was called to order at 7:00 p.m. by Mayor Oppermann. Members present were: Ald. Krause, Ald. Tully, Ald. Horn, Ald. Peachey, Ald. Miller, Ald. Beyer, Ald. Brandel and Ald. Lares. Absent: None. Also present were: City Administrator Freitag, City Attorney Rogers, and City Engineer Pinnow.

**PUBLIC PARTICIPATION**

None.

**CONSENT AGENDA**

(To be introduced by Ald. Tully.)

**CITY OF JEFFERSON  
RESOLUTION NO. 94**

**BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for April 6, 2020 is hereby adopted.

- A. Vouchers Payable for April 2020 in the amounts of \$467,137.29, Payroll Summary for March 26, 2020 in the amount of \$160,654.79.
- B. Council Minutes from March 17, 2020 of the Common Council.
- C. Licenses as Approved by the Regulatory Committee.
  1. Operator's Licenses
  2. Special Class B Licenses
  3. Alcohol Beverage Licenses

Ald. Tully, seconded by Ald. Beyer moved to approve Resolution No. 94. On call of the roll, Motion carried unanimously with Ald. Brandel and Ald. Beyer abstaining from the minutes.

**RESOLUTION AWARDING BID FOR 2020 RIVERWALK EXTENSION REBID**

(To be introduced by Ald. Krause.)

**CITY OF JEFFERSON  
RESOLUTION NO. 95**

**AWARD OF BID FOR 2020 RIVERWALK EXTENSION RE-BID**

**WHEREAS**, the City of Jefferson received one bid from contractors interested in completing the **2020 RIVERWALK EXTENSION PROJECT**; and

**WHEREAS**, the value of the lowest bidder is Janke General Contractors, Inc. in the amount of \$316,032.25; and

**WHEREAS**, the scope of the work includes the construction of a 220 foot long, 12' wide wooden boardwalk with concrete approaches, extending along the east bank of the Rock River between the Milwaukee Street and Racine Street bridges; and

**WHEREAS**, monies for this project have been allocated from the Stormwater Fund and TID 5; and

**WHEREAS**, Town and Country Engineering and the City Engineer reviewed the project bid results and recommend award of the Base Bid to Janke General Contractors, Inc. as the low qualified bidder in the amount of \$316,032.25;

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it herein approves the Janke General Contractors, Inc. bid for the **2020 RIVERWALK EXTENSION PROJECT** in the amount of \$316,032.25 and further directs and authorizes the City Administrator to execute any contract or document associated with the above action on behalf of the City of Jefferson upon the review and consent of the City Attorney.

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

### **RESOLUTION AUTHORIZING BUDGET ADJUSTMENTS**

(To be introduced by Ald. Peachey.)

Below are several requested budget adjustments for the 2019 budget year. As you are aware, this is an annual “clean up” of the books that we try to do in conjunction with our financial audit. Below you will find an explanation as to why these adjustments are being requested. *(Please note that in most budgets only one line item has been suggested for amendment. This does not mean that the entire adjustment is just for that line item or that other line items are within budgeted constraints.)*

In addition, financial detail for 2019 has been included in your electronic packet.

*If you have any questions regarding these adjustments, or the end of the year report, please contact me prior to Tuesday so I can provide a thorough answer to your question by the time of the Council meeting. If you would like a larger print version of the financials, please let me know that as well!*

### **GENERAL FUND EXPENSES**

*POLICE DEPARTMENT* – Please see attached explanatory pages from **Chief Pileggi**.

*FIRE DEPARTMENT* – **From Chief Wegner**... We were hit particularly hard in 2019 with emergency truck repairs that we didn't anticipate. Several cold weather fire events resulted in substantial truck repairs to Engine 1 and 2 for frozen/broken valves. Cold, water and fire trucks don't like one another and we got hit hard with two major truck repairs as a result that pushed the truck repair line item to just short of double the budgeted amount.

*EMS DEPARTMENT* – **From EMS Director Reinen**... We currently hold two emergency services licenses with the State of Wisconsin, one for \*Paramedic Intercept and one for Ambulance Service.

\*Paramedic (799) Intercept: call volume was not as projected.

\*Usage was down tremendously due to the decline in projected usage by \*Whitewater EMS. Prior to the Intercept Service move to Jefferson, \*Whitewater had requested

intercept service an average of 250+ times/year. After the move to Jefferson Whitewater only requested the intercept 23 times and called us off five of those times.

\*Lake Mills EMS became our biggest user, they however were having difficulties paying us for calls we responded to. After multiple meetings this has been resolved.

\*Jefferson EMS was tied into our contract with Fort Healthcare for two years so we weren't able to cut back on our Paramedic Intercept service until January 1, 2020. Which we have done. The intercept now only responds on an "on available" basis at this time.

\*Ambulance Service: call volume increase over 2018 was 4.66%. Knowing we were going to decrease the Intercept program our ambulance service was upgraded to the paramedic level June 1<sup>st</sup>. This allowed us to continue to support our service area with a higher level of service.

*STREET DEPARTMENT – From City Engineer Pinnow...* The Public Works 2019 budget was exceeded by \$25,600. While most line items were offset with savings, our exceedances occurred mainly in the Streets and Highway Maintenance through overtime paid to staff due to snow and ice removal (\$14,772) and the necessity to buy reserve salt for the first time in many years (\$12,754). The budget overage was also partially offset with the sale of multiple public works equipment items using public auction which generated revenue in the amount of \$22,125.50.

*PARKS DEPARTMENT – From Park/Rec Forestry Director Keller...* Fulltime Wages line item 01-55510-10-113 was over due to two separate payrolls where the Parks staff wages were not split 85/15% with the Forestry fulltime wages.

*FORESTRY DEPARTMENT – From Park/Rec Forestry Director Keller...* Landscape materials 01-55610-30-371 were over as we received revenues in 2017 for trees that were planted in 2019 and also had to replace a several that died.

It is anticipated that the adjustments will be funded from existing/reserved fund balance and or surplus from the 2019 operating budget.

### **SPECIAL FUNDS**

**Taxi (#15)** – This fund has an overage of \$46,000. As you are all aware, the City's taxi van was involved in an accident and was totaled. The City has able to secure grant funding for the purchase of a new van, after grant funds and insurance proceeds were applied, the City contributed \$3,273 of taxi fund balance towards the purchase. In addition, the Taxi program ran a larger than anticipated deficit in 2019. Current figures indicate that a \$23,800 contribution from fund balance will be required for the 2019 operating season. A quick look back thru 2019 shows a large jump in vehicle hours for the months October – December.

**TIF #09 (#25)** – This is the City's newest tax incremental financing district, created in 2019. Funds were budgeted in the Capital Project Fund to start work in the district. These expenses were reclassified to TIF#9 in hopes that we will one day recover these expenditures from the district.

**Civic Promotion (#35)** – As you will recall, the City partnered with Festival Foods for the fireworks this year. So, while expenses are over, our revenues are as well. A positive fund balance trend at year end will help us work towards eliminating the negative fund balance.

**Park Development (#43)** – Funds in this budget were expended for the creation of the new park on the former County Highway Shop site/Rock River Landing and Park. Please see the offsetting grant revenues in the Park Development Fund to offset these expenditures.

**Development Fund (#54)** – The minor adjustment here is for management fees for the fund’s Ameritrade investments. The City has done very well on interest revenues this year...and the interest revenues in this fund are no exception.

**River Improvement Fund (#49)** – The expenditure in this fund is for the boat dock for Goat Island, which was not anticipated at budget time.

**Capital Project Funds (#66)** – As you are all aware, the City authorized debt for the Police Department renovation in 2018. A majority of overage in this fund is for the remodel. Debt was issued for this in 2018 and those funds remained part of the fund balance. In addition, there are a few other line items that are over budget, which are offset with unanticipated revenues found in the revenue portion of the Capital Project funds or received prior approval from Finance Committee and/or the full Council. It is also important to remember a significant amount of expenditures were removed from this fund and reclassified to TIF #9. (numbers below)

<b>BUDGET ITEM</b>	<b>ACCOUNT #</b>	<b>CURRENT BUDGET</b>	<b>BUDGET ADJUSTMENT</b>	<b>REVISED AMOUNT</b>
<i>Police Department</i>				
Wages	01-52110-10-112	\$12,000	<b>\$11,300</b>	\$23,300
<i>Fire Department</i>				
Mtrls to Main Vehicles	01-52310-30-355	\$9,500	<b>\$5,600</b>	\$15,100
<i>EMS</i>				
Wages – Part Time	01-52550-10-129	\$341,800	<b>\$110,300</b>	\$452,100
<i>Street Department</i>				
Wages	01-54310-10-113	\$240,000	<b>\$25,600</b>	\$265,600
<i>Park Department</i>				
Wages	01-55510-10-113	\$121,150	<b>\$1,900</b>	\$123,050
<i>Forestry Department</i>				
Landscape Materials	01-55610-30-371	\$7,600	<b>\$4,800</b>	\$12,400

<b>BUDGET ITEM</b>	<b>ACCOUNT #</b>	<b>CURRENT BUDGET</b>	<b>BUDGET ADJUSTMENT</b>	<b>REVISED AMOUNT</b>
Fund 15 – Taxi Fund	15-50000-50-590	\$0	<b>\$46,150</b>	\$46,150
Fund 22 – TIF #9	25-50000-30-310	\$0	<b>\$687,000</b>	\$687,000
Fund 35 – Civic Promotion	35-50000-30-310	\$13,000	<b>\$8,400</b>	\$21,400
Fund 43 – Park Devlpmnt	43-50000-40-445	\$0	<b>\$48,600</b>	\$48,600
Fund 54 – Development Fund	54-50000-30-300	\$0	<b>\$450</b>	\$450
Fund 50 – River Imprv Fund	50-50000-20-210	\$0	<b>\$2,600</b>	\$2,600
Fund 66 – Cap Prjct Fund	66-50000-40-413	\$0	<b>\$568,600</b>	\$568,600

<b>CURRENT</b>	<b>BUDGET</b>	<b>REVISED</b>
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<b>BUDGET ITEM</b>	<b>ACCOUNT #</b>	<b>BUDGET</b>	<b>ADJUSTMENT</b>	<b>AMOUNT</b>
<i>Police Department</i>				
Wages	01-52110-10-112	\$12,000	<b>\$11,300</b>	\$23,300
<i>Fire Department</i>				
Mtrls to Main Vehicles	01-52310-30-355	\$9,500	<b>\$5,600</b>	\$15,100
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Fund 54 – Development Fund	54-50000-30-300	\$0	<b>\$450</b>	\$450
Fund 50 – River Imprv Fund	50-50000-20-210	\$0	<b>\$2,600</b>	\$2,600
Fund 66 – Cap Prjct Fund	66-50000-40-413	\$0	<b>\$568,600</b>	\$568,600

Pending a Finance Committee recommendation, Council action is requested on Resolution No. 96 approving the following adjustments.

**CITY OF JEFFERSON  
RESOLUTION NO. 96**

**BE IT RESOLVED** by the Common Council of the City of Jefferson, Wisconsin that the following 2019 budget adjustments are hereby authorized and shall be funded out of the General Fund fund balance:

**BE IT FURTHER RESOLVED** that the above budget adjustments are funded out of the respective fund balances.

Ald. Peachey, seconded by Ald. Brandel moved to approve Resolution 96. On call of the roll, Motion carried unanimously.

**RESOLUTION REJECTING BID FOR 2020 SANITARY SEWER INTERCEPTOR PROJECT**

(To be introduced by Ald. Brandel.)

**CITY OF JEFFERSON  
RESOLUTION NO. 97**

**RESOLUTION REJECTING BID FOR 2020 SANITARY SEWER INTERCEPTOR PROJECT**

**WHEREAS**, the City of Jefferson Wastewater Utility advertised for bids for 2020 construction of a sewer interceptor; and

**WHEREAS**, only one bid was received from Fischer Excavating from Freeport, Illinois; and

**WHEREAS**, the bid received was substantially higher than the pre-bid construction estimates and the Finance Committee has reviewed the bid and concurs with the Wastewater Superintendent and Town & Country Engineering, Inc. to reject the bid; and

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it herein rejects the bid for the 2020 Sanitary Sewer Interceptor Project.

Ald. Brandel, seconded by Ald. Horn moved to approve Resolution 97. On call of the roll, Motion carried unanimously.

**RESOLUTION AUTHORIZING THE HIRE OF A FULL-TIME DISPATCHER**

(To be introduced by Ald. Miller.)

**CITY OF JEFFERSON  
RESOLUTION NO. 98**

**WHEREAS**, Police Chief Pileggi has taken steps to fill a vacant position in the Police Department for a full-time dispatcher; and

**WHEREAS**, the open position was publicly advertised and interviews were conducted with five potential candidates of twelve applicants; and

**WHEREAS**, Police Chief Pileggi is recommending that Katie Chapman be hired by the City of Jefferson to fill the vacant position; and

**WHEREAS**, the Personnel Committee having reviewed the qualifications of Ms. Chapman and the recommendation of Chief Pileggi is also recommending the hire of Ms. Chapman to the Common Council; and

**WHEREAS**, the Chief of Police has full-time funds allocated in his 2020 approved operating budget and that this full-time dispatcher position is to fill a recent full-time vacancy in the Police Department dispatching staff.

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it herein authorizes the Police Chief to hire Katie Chapman at a starting wage rate of \$19.74 per hour, Grade 5, Step 1 of the 2019 City of Jefferson Compensation Plan and that she be given 9 days of

PTO, Year 1 of Service on the City of Jefferson Paid-Time Off schedule on the first day of employment. Employment shall commence no later than Monday, April 13<sup>th</sup>, 2020.

Ald. Miller, seconded by Ald. Krause moved to approve Resolution 98. On call of the roll, Motion carried unanimously.

**RESOLUTION AUTHORIZING THE HIRE OF A PART-TIME PATROL OFFICER**

(To be introduced by Ald. Horn.)

**CITY OF JEFFERSON  
RESOLUTION NO. 99**

**WHEREAS**, Police Chief Pileggi has to fill a vacant position in the Police Department for a part-time patrol officer; and

**WHEREAS**, the open part-time patrol officer position was recently vacated by a promotion; and

**WHEREAS**, the open position was publicly advertised and interviews were conducted with five potential candidates of seven applicants; and

**WHEREAS**, Police Chief Pileggi is recommending that Nolan Wendt be hired by the City of Jefferson to fill the vacant position; and

**WHEREAS**, the Personnel Committee having reviewed the qualifications of Nolan Wendt and pursuant to Chief Pileggi recommending the hire of Nolan Wendt as a Part-time Patrol Officer for the City of Jefferson Police Department to the Common Council; and

**WHEREAS**, the Chief of Police has part-time funds allocated in his 2020 approved operating 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 hire Nolan Wendt as a Part-time Patrol Officer, effective Tuesday, April 7<sup>th</sup>, 2020 as a part-time patrol officer for the City of Jefferson Police Department. The initial rate of pay shall be \$20.00 per hour pursuant to the 2020 City of Jefferson non-represented pay resolution.

Ald. Horn, seconded by Ald. Miller moved to approve Resolution 99. On call of the roll, Motion carried unanimously.

**DISCUSSION**

CBDG Closeout and Plymouth Street CBDG Project.

Ald. Peachey, seconded by Ald. Lares moved to adjourn the April 6, 2020 meeting of the Common Council at 7:52 p.m. On a voice vote, motion carried unanimously.