

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
CITY HALL MEETING ROOMS
TUESDAY, AUGUST 4, 2020**

The Tuesday, August 4, 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. Neils, Ald. Young, Ald. Miller, Ald. Beyer, Ald. Lares, and Ald. Brandel. Absent: None. Also present were: City Administrator Freitag, City Attorney Rogers, City Clerk/Deputy Treasurer Copsey, Captain Richter, Fire Chief Wegner and City Engineer Pinnow.

PUBLIC PARTICIPATION

None.

CONSENT AGENDA

(To be introduced by Ald. Beyer.)

**CITY OF JEFFERSON
RESOLUTION NO. 21**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for August 4, 2020 is hereby adopted.

- A. Vouchers Payable for July 2020 in the amounts of \$492,098.93, and Payroll Summary for July 17, 2020 in the amount of \$170,174.05 and July 31, 2020 in the amount of \$173,226.77.
- B. Council Minutes from July 21, 2020 of the Common Council.
- C. Licenses as Approved by the Regulatory Committee.
 1. Operator's Licenses
 2. Class B Beer Licenses-
 - a. Jefferson Charitable Golf Foundation, LLC.
 3. Sales of Goods in the ROW- Doyle's Dogs- Goat Fest.
 4. Premise Description Change- R.H. Landmark Saloon

Ald. Beyer, seconded by Ald. Lares moved to approve Resolution No. 21. On call of the roll, Motion carried unanimously.

**RESOLUTION TO AUTHORIZE HIRE OF A PART-TIME FIRE DEPARTMENT
ADMINISTRATIVE ASSISTANT**

(To be introduced by Ald. Krause.)

**CITY OF JEFFERSON
RESOLUTION NO. 22**

**AUTHORIZING HIRE OF A PART-TIME ADMINISTRATIVE ASSISTANT FOR THE FIRE
DEPARTMENT**

WHEREAS, the Fire Department Part-Time Administrative Assistant Position has remained vacant for an extended period. The Position is currently budgeted at 20 hours per week; and

WHEREAS, Fire Chief Wegner has conducted interviews of prospective candidates for the position and is recommending that Nicole Tillmann of Dousman, Wisconsin be hired to fill the position. Ms. Tillmann is a licensed Critical Care Paramedic, and as such, would be available to respond to Jefferson EMS calls for service when needed; and

WHEREAS, the Personnel Committee has reviewed Ms. Tillmann's qualifications and concurs with Chief Wegner's recommendations; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson that it here authorizes the hire of Nicole Tillmann for the Fire Department Part-Time Administrative Assistant Position per the following terms and conditions:

- **Starting Wage Rate: \$18.00 per hour;**
- **Paid-Time-Off: Employee to be credited with two (2) weeks paid time-off leave at commencement of employment;**
- **Employment Conditions: Employee must successfully complete drug/alcohol screening; and**
- **Employment Start Date: Employee to begin work on or before August 10, 2020.**

Ald. Krause, seconded by Ald. Miller moved to approve Resolution No. 22. On call of the roll, Motion carried unanimously.

RESOLUTION TO HIRE BUILDING ENVELOPE, INC. TO DESIGN FIRE STATION REPAIRS PROJECT

(To be introduced by Ald. Tully.)

**CITY OF JEFFERSON
RESOLUTION NO. 23**

AUTHORIZING FIRE STATION REPAIR PROJECT DESIGN SERVICES CONTRACT

WHEREAS, the City of Jefferson intends to undertake improvements and repairs valued at approximately \$390,000 to the Jefferson Fire Station in 2021, including the following:

- Hose Tower repair and re-cladding and parapet wall repairs;
- Interior garage drench drain repairs and outside approach apron concrete slab;
- Exterior building cladding repair and maintenance;
- Front elevation modifications; and

WHEREAS, the Facilities Committee has reviewed the needs of the Fire Department and is recommending approval of this project to the Common Council; and

WHEREAS, the Facilities Committee is also recommending that Building Envelope Professional Group, LLC be retained by the City of Jefferson to design the project and prepare construction specifications for bidding; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Jefferson, Wisconsin that it herein authorizes a contract with Building Envelope Professional Group, LLC for design services in the amount of \$35,178 regarding the above described repairs and improvements to the Jefferson Fire Station. The City of Jefferson plans to finance construction of these improvements with the proceeds of a general obligation bond issue or the proceeds of an alternative loan instruments and intends to reimburse itself for any funds advanced to the project, including design costs from these proceeds.

Ald. Tully, seconded by Ald. Beyer moved to approve Resolution No. 23. On call of the roll, Motion carried unanimously.

RESOLUTION TO HIRE MAAS BROS. CONSTRUCTION COMPANT, INC. TO SERVE AS CONSTRUCTION MANAGER FOR THE FIRE STATION REPAIRS PROJECT

(To be introduced by Ald. Young.)

**CITY OF JEFFERSON
RESOLUTION NO. 24**

AUTHORIZING THE HIRE OF A CONSTRUCTION MANAGER FOR THE FIRE STATION REPAIR PROJECT

WHEREAS, the City of Jefferson intends to undertake certain improvements in 2021 to the Jefferson Fire Station, including hose tower repairs, garage trench drain and outside approach apron concrete slab replacement, exterior cladding repair and maintenance, and front elevation modification at an estimated cost of \$390,000; and

WHEREAS, the Facilities Committee is recommending that Maas Bros. Construction Co., Inc. be retained by the City to serve as Project Construction Manager at a cost equal to 10% of project cost (estimated at \$34,378) and a General Condition Fee, including construction inspection and supervision estimated at \$36,000 (\$12,000/month x 3 month project = \$36,000); and

NOW, THEREFORE BE IT RESOLVED, by the City Council of Jefferson, Wisconsin that it herein authorizes an Agreement with Maas Bros. Construction Co., Inc. to serve as Project Construction Manager at a cost equal to 10% of total project cost plus a general conditions fee of \$36,000. The City of Jefferson plans to finance construction of these improvements with the proceeds of a general obligation bond issue or the proceeds of an alternative loan instrument and intends to reimburse itself for any funds advanced to the project, including construction manager related costs from these proceeds.

Ald. Young, seconded by Ald. Beyer moved to approve Resolution No. 24. On call of the roll, Motion carried unanimously.

RESOLUTION TO HIRE SUNVEST SOLAR, INC. TO DESIGN A SOLAR INSTALLATION PROJECT AT JEFFERSON EMS

(To be introduced by Ald. Lares.)

**CITY OF JEFFERSON
RESOLUTION NO. 25**

**AUTHORIZING DESIGN SERVICES CONTRACT FOR JEFFERSON EMS FACILITY
ROOFTOP SOLAR ELECTRIC SYSTEM PROJECT**

WHEREAS, the Facilities Committee has reviewed and is recommending that a solar electric system be installed on the rooftop of the Jefferson EMS Facility; and

WHEREAS, the Facilities Committee is recommending that SUNVEST Solar, Inc., be retained to design the solar system and prepare bidding specifications for same, including:

- System sizing based on currently available solar modules
- Basic system design
- Recommended price range
- Assistance with Focus on Energy incentive application submittal & follow-up
- WPPI Energy non-profit incentive application & follow-up
- Renew Wisconsin “Solar for Good” application submittal & follow-up; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Jefferson, Wisconsin that it herein authorizes a contract for design services with SUNVEST Solar, Inc., in the amount of \$4,150 to design a solar electric system to be roof-top installed at the Jefferson EMS Facility.

Ald. Lares, seconded by Ald. Brandel moved to approve Resolution No. 25. On call of the roll, Motion carried unanimously.

Ald. Miller, seconded by Ald. Neils moved to go into Closed Session Pursuant to Section 19.85(1)(e) of the Wisconsin State Statutes to Discuss the Acquisition of a Property. On call of the roll, Motion carried unanimously.

Ald. Miller, seconded by Ald. Beyer moved to adjourn the Jefferson Common Council Meeting at 7:36 p.m., carried unanimously on a voice vote.