

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, JUNE 15, 2021**

The Tuesday, June 15, 2021 meeting of the City of Jefferson Common Council was called to order at 7:00 p.m. by Mayor Oppermann. Member's present were: Ald. Neils, Ald. Beyer, Ald. Teeter, Ald. Brandel, Ald. Neils, Ald. Young and Ald. Tully. Absent: Ald. Miller and Ald. Lares. Also present were: City Administrator Freitag, Attorney Rogers, City Engineer Pinnow, City Clerk/Deputy Treasurer, and Chief Pileggi.

PUBLIC PARTICIPATION

None.

DISCUSSION: JULY 3RD FIREWORKS

Administrator Freitag gave an update on fireworks for July 3rd Event. The Golf Course would like the city to move the fireworks from the Golf Course. The Golf Course is worried about the damage it causes to the greens of the Golf Course. The city will be moving the fireworks to the Jefferson County Fairpark on July 3, 2021.

PRESENTATION: 2020 CMAR

Wastewater/Water Superintendent Clark went over the 2020 CMAR report from the DNR.

CONSENT AGENDA

(To be introduced by Ald. Beyer.)

**CITY OF JEFFERSON
RESOLUTION NO. 17**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for June 15, 2021 is hereby adopted.

- A. Vouchers Payable for June 2021 in the amount of \$155,708.78. Payroll Summary for June 4, 2021 in the amount of \$162,660.89.
- B. Council Minutes from June 1, 2021 of the Common Council.
- C. Licenses as Approved by the Regulatory Committee.
 1. Operator's Licenses.
 2. Alcohol Beverage Licenses.
 3. Cigarette Licenses.
 4. Class B Picnic License- Jefferson County Fair-Jefferson Rotary Club.

Ald. Beyer, seconded by Ald. Young moved to approve Resolution No. 17. On call of the roll, Motion carried unanimously.

RESOLUTION ACKNOWLEDGING THE REVIEW OF THE 2020 CMAR

(To be introduced by Ald. Neils.)

**CITY OF JEFFERSON
RESOLUTION NO. 18**

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources, for the City of Jefferson to file a Compliance Maintenance Annual Report (CMAR) by June 30th annually for its wastewater treatment system under Wisconsin Administrative Code NR 208;

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the 2020 Compliance Maintenance Annual Report (CMAR);

BE IT THEREFORE RESOLVED by the Common Council of the City of Jefferson, Wisconsin that the Common Council hereby informs the Department of Natural Resources that said Council has reviewed the Compliance Maintenance Annual Report for the calendar year 2020.

Ald. Neils, seconded by Ald. Brandel moved to approve Resolution No. 18. On call of the roll, Motion carried unanimously.

**RESOLUTION AUTHORIZING AMENDMENT OF THE CITY OF JEFFERSON
COMPENSATION PLAN**

(To be introduced by Ald. Tully.)

**CITY OF JEFFERSON
RESOLUTION NO. 19**

WHEREAS, the City of Jefferson recently consolidated its Water Utility System Operations with its Wastewater Utility System Operations and placed responsibility for both Utility Systems under the direction of a Wastewater and Water Utilities Superintendent; and

WHEREAS, the consolidation of these Utilities will change the job content of the Plant Operator, Chief Plant Operator, and Superintendent Positions requiring that these Positions be reevaluated for placement on the City's Compensation Plan; and

WHEREAS, the City retained Carlson Dettman Consulting Services to analyze and reevaluate these Position in light of the consolidation and submit recommendations for their placement on the City's Compensation Plan; and

WHEREAS, the Personnel Committee reviewed the recommendation of Carlson Dettman and is recommending its implementation to the Common Council; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein approves the following amendment of the City Compensation Plan as regarding these Positions and the hourly wage and salaries for the employees serving in said Positions:

- Plant Operator Position: Advanced One Grade – from Grade 6 to Grade 7
 - Ted Kraus - \$29.52 per hour (no change)
 - Tom Kutz - \$28.26 per hour

- Mike Meske - \$27.43 per hour
- Lead Plant Operator Position: Advanced Two Grades – from Grade 7 to Grade 9
 - Curt Hebbe - \$33.43 per hour (no change)
 - Mike Albert - \$30.89 per hour
- Superintendent: Advanced One Grade- from Grade 15 to Grade 16
 - Todd Clark - \$41.90 per hour (salaried position)

BE IT FURTHER RESOLVED, that that amendment to the Compensation Plan and resulting wage/salary adjustments become effective at the beginning of the first full payroll period following adoption by the Common Council.

Ald. Tully, seconded by Ald. Young moved to approve Resolution No. 19. On call of the roll, Motion carried unanimously.

RESOLUTION UNIFYING THE JEFFERSON EMS AND THE JEFFERSON FIRE DEPARTMENT INTO ONE DEPARTMENT

(To be introduced by Ald. Brandel.)

**CITY OF JEFFERSON
RESOLUTION NO. 20**

WHEREAS, the City of Jefferson (the City) presently has an EMS and Fire Department which are now independent entities; and

WHEREAS, the head official of the City’s EMS is taking a well-deserved retirement; and

WHEREAS, the Common Council believes that this presents an opportunity to consolidate the aforementioned entities into one department in order to realize cost-savings and other benefits.

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

- 1) The City’s EMS and Fire Department shall, as of July 1, 2021, be consolidated into one department
- 2) The City’s Fire Chief shall be the head official of the newly consolidated department, which shall be known as the “Jefferson Fire and EMS Department.”
- 3) The Fire Chief shall continue to have the same duties and powers presently granted to the Fire Chief pursuant to Chapter 40 of the City’s Code of Ordinances. Additionally, the Fire Chief shall have such duties and powers necessary to operate the EMS in a proper, legal, and efficient manner.
- 4) For budgeting purposes only, the Fire Chief shall annually submit a request to the City Administrator and Common Council for approval; separate budgets for the Fire Department and the EMS.

Ald. Brandel, seconded by Ald. Beyer moved to approve Resolution No. 20. On call of the roll, Motion carried unanimously.

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY \$735,000 SEWERAGE, WATER AND ELECTRIC SYSTEM REVENUE BONDS, SERIES 2021B

(To be introduced by Ald. Young.)

**CITY OF JEFFERSON
RESOLUTION NO. 21**

WHEREAS the City of Jefferson, Jefferson County, Wisconsin, is presently in need of approximately \$735,000 for the public purpose of paying the cost of additions, improvements and extensions to the City's Sewerage System; specifically, the Northside Interceptor Upgrade project; and

WHEREAS it is desirable to borrow said funds through the issuance of sewerage, water and electric system revenue bonds pursuant to Section 66.0621, Wis. Stats;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The Bonds. The City shall issue its Sewerage, Water and Electric System Revenue Bonds, Series 2021B in an approximate amount of \$735,000 (the "Bonds") for the purpose above specified.

Section 2. Sale of Bonds. The sale of the Bonds shall be negotiated with Bankers' Bank, and the terms of the Bonds, including the dating, interest rate(s), maturity schedule and other details with respect to the Bonds, shall be subject to approval by subsequent resolution of the Common Council.

Section 3. Official Statement. The City Clerk (in consultation with Ehlers & Associates, Inc.) shall cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

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

RESOLUTION AUTHORIZING CHANGE ORDER FOR WELL 4 REHABILITATION PROJECT

(To be introduced by Ald. Neils.)

**CITY OF JEFFERSON
RESOLUTION NO. 22**

WHEREAS, the Jefferson Water & Wastewater Utility has a rehabilitation project for Well 4 currently underway with Municipal Well & Pump; and

WHEREAS, the current work has revealed that the well liner needs to be replaced and the Wisconsin DNR has authorized Municipal Well & Pump to perform the specialized work; and

WHEREAS, the Finance Committee has reviewed the change order and concurs with the recommendation of the Water Wastewater Utility Director to authorize the change order for the installation of the well liner and recommends the same to the Common Council; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein authorized the change order to be performed by Municipal Well & Pump; and

BE IT FURTHER RESOLVED, by the Common Council of the City of Jefferson that the City Administrator is herein authorized and directed to execute any contract or document associated with the above action on behalf of the City of Jefferson following its review by the City Attorney.

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

RESOLUTION AUTHORIZING AWARD OF CONTRACT A FOR THE CONSERVANCY PLACE SUBDIVISION CONSTRUCTION

(To be introduced by Ald. Tully.)

**CITY OF JEFFERSON
RESOLUTION NO. 23**

WHEREAS, the City of Jefferson received one bid from contractors interested in completing the construction for **Contract A for the CONSERVANCY PLACE SUBDIVISION IMPROVEMENTS project**; and

WHEREAS, the value of the lowest bidder is included in the following table:

Company	Base Bid	Alternate 1 (Overlay Existing Path)
Wolf Paving	\$71,900	\$5,150

WHEREAS, Town & Country Engineering and City staff reviewed the project bid results and recommends award of the Base bid for Contract A of Conservancy Place subdivision; and

WHEREAS, the overall bid scope of work included finished grading and paving of an approximate 1 mile long bi-modal trail through the property; and

WHEREAS, the overall project and alternates total \$77,050; and

WHEREAS, funds for this project have been allocated in the City's Capital Improvement Fund;

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein approves the Wolf Paving bid for **Contract A of the CONSERVANCY PLACE SUBDIVISION** in the amount of \$77,050;

BE IT FURTHER RESOLVED, by the Common Council that the City Administrator is herein authorized and directed 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. Tully, seconded by Ald. Neils moved to approve Resolution No. 23. On call of the roll, Motion carried unanimously.

RESOLUTION ESTABLISHING PROCEDURES AND POLICIES RELATED TO THE CITY OF JEFFERSON'S ALLOCATION OF AMERICAN RESCUE PLAN ACT OF 2021 FUNDS.

(To Be introduced by Ald. Brandel.)

**CITY OF JEFFERSON
RESOLUTION NO. 24**

Executive Summary

The American Rescue Plan Act of 2021 was signed into law in the 1st quarter of 2021 as an additional round of stimulus to assist in the economic recovery from COVID-19 and its numerous impacts. This Act provides local governments with funds to assist in their recovery efforts both as an organization and within their communities. The City of Jefferson anticipates receiving an allocation from the State of Wisconsin of approximately \$790,000. Jefferson County will receive a direct allocation from the federal government of approximately \$16.4 million. Cities, villages, and towns located in Jefferson County will also receive funds under this Act. The City's payment will be disbursed in two installments in 2021 and 2022 with funds needing to be utilized by the end of 2024. Four broad categories for use of these funds were established in the Act which include recovery, assistance for essential personnel, revenue preservation, and infrastructure. The Department of Treasury has been tasked with developing regulatory guidance to further define the use of these funds.

With this generational infusion of dollars, it is important to establish procedures and policies for use of these funds to help ensure comprehensive and efficient planning efforts combined with established fiscal and budgetary practices and policies.

WHEREAS, the Executive Summary is incorporated into this resolution; and

WHEREAS, the American Rescue Plan Act of 2021 provides for an allocation to local governments to assist in the recovery of local communities; and

WHEREAS, the City of Jefferson will receive approximately \$790,000 from the State of Wisconsin, paid in two installments in 2021 and 2022, with the funds needing to be expended by December 31, 2024; and

WHEREAS, it is necessary to develop policies, procedures, and oversight to ensure the appropriate utilization of these funds; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that it herein adopts the following procedures and policies in the utilization of American Rescue Plan Act funds:

- Funds will be utilized in a manner consistent with the guidance issued by the U.S. Department of the Treasury for Coronavirus State and Local Recovery Funds; the recently adopted City of Jefferson Comprehensive Plan; the Jefferson Economic Recovery Plan; the Downtown Redevelopment Plan; and the City of Jefferson Park and Open Space Plan.
- Spending will be focused on programs and projects that are one-time investments which will either have a defined duration or developed to be sustainable after the expiration of American Rescue Plan Act funds.
- The Finance Committee will create a plan that meets the following criteria;
 - a). Develop strategies and structures to implement priority goals established in the above referenced planning documents, working with staff and consultants to accelerate goals aligned with the American Rescue Plan Act.
 - b). Identify internal needs that align with the legislative intent and Treasury Guidelines for the expenditure of American Rescue Plan Act funds. Reach out to local governments, non-profit organizations, and other stakeholders to identify collaborative efforts and projects in the expenditure of American Rescue Plan Act funds.
 - c). Develop administrative controls and staffing assistance to monitor and maintain compliance with the American Rescue Plan Act requirements to include the use of consultants as needed.
 - d). Monitor opportunities from other entities at the state and federal levels to maximize opportunities for the City of Jefferson while limiting duplication of programs where practical.
 - e). Limit the use of American Rescue Plan Act funds if other state or federal funding sources are available for the purpose or project.

BE IT FURTHER RESOLVED that the Finance Committee is empowered to provide policy oversight and guidance on the expenditure of American Rescue Plan Act funds, with formal approval for such expenditures by the Jefferson City Council through the annual budget process or as a budget adjustment.

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

ADJOURN TO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(C) OF THE WISCONSIN STATE STATUTES TO DISCUSS THE HIRE OF A CITY HALL ADMINISTRATIVE ASSISTANT AND TWO FULL-TIME POLICE OFFICERS.

Ald. Brandel, seconded by Ald. Tully moved to go into Closed Session. On call of the roll, motion carried unanimously.

Ald. Tully, seconded by Ald. Teeter moved to go into Open Session. On call of the roll, motion carried unanimously.

RESOLUTION AUTHORIZING THE HIRE OF A CITY HALL ADMINISTRATIVE ASSISTANT

(To be introduced by Ald. Tully.)

**CITY OF JEFFERSON
RESOLUTION NO. 25**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the Council hereby authorizes the hire of Sara Miller as Administrative Assistant at an hourly rate of \$20.27, Step Six of Grade Three.

BE IT FURTHER RESOLVED that she will be granted 14 days of PTO upon commencement of employment with the City Hall Office.

BE IT FURTHER RESOLVED employment with Sara shall start no later than July 6, 2021.

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

RESOLUTION AUTHORIZING THE HIRE OF TWO FULL-TIME POLICE OFFICERS.

(To be introduced by Ald. Teeter.)

**CITY OF JEFFERSON
RESOLUTION NO. 26**

WHEREAS, Police Chief Pileggi has to fill two vacant positions in the Police Department for two full-time Patrol Officer vacancies; and

WHEREAS, the open full-time Patrol Officer positions were recently vacated by a current resignation and a retirement which is occurring on July 7th, 2021; and

WHEREAS, the open positions were publicly advertised and interviews were conducted with five potentially qualified candidates of twenty seven applicants; and

WHEREAS, interviews with the City of Jefferson Police and Fire Commission were conducted on June 7th, 2021 and both candidates were approved for hire as full-time Patrol Officers by the Jefferson Police and Fire Commission;

WHEREAS, Police Chief Pileggi is recommending that Dylan Firkus-Pinkerton and Makala Wollmuth be hired by the City of Jefferson to fill the vacant Patrol Officer positions; and

WHEREAS, the Personnel Committee having reviewed the qualifications of Dylan Firkus-Pinkerton and Mikala Wollmuth and pursuant to Chief Pileggi recommending, and the Jefferson Police and Fire Commission approving the hire of Dylan Firkus-Pinkerton and Mikala Wollmuth as full-time Patrol Officers for the City of Jefferson Police Department to the Common Council; and

WHEREAS, the Chief of Police has full-time funds allocated in his 2021 approved operating budget and that these full-time Patrol Officers are to replace current vacancies in the full-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 Dylan Firkus-Pinkerton and Mikala Wollmuth as full-time Patrol Officers, with an effective start day of no later than Friday, July 23rd, 2021 as full-time Patrol Officers for the City of Jefferson Police Department. The initial rate of pay shall be pursuant to the entry level pay as identified in the current 2021-2022 City of Jefferson Collective Bargaining Agreement with the Jefferson Professional Police Association.

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

Ald. Neils, seconded by Ald. Beyer moved to adjourn the Jefferson Common Council Meeting at 7:51 p.m., carried unanimously on a voice vote.