

**MINUTES  
CITY OF JEFFERSON COMMON COUNCIL  
CITY HALL COUNCIL CHAMBERS  
TUESDAY, APRIL 19, 2022**

The Tuesday, April 19, 2022 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. Tully, Ald. Neils, Ald. Young, Ald. Miller, Ald. Beyer, Ald. Brandel, Ald. Lares and Ald. Teeter. Absent: None. Also present were: City Attorney Rogers, City Engineer Pinnow, City Clerk/Deputy Treasurer Copsey, and Police Chief Pileggi.

**PUBLIC PARTICIPATION**

None.

**CONSENT AGENDA**

(To be introduced by Ald. Beyer.)

**CITY OF JEFFERSON  
RESOLUTION NO. 116**

**BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for April 19, 2022, is hereby adopted.

- A. Vouchers Payable for April 2022 in the amount of \$279,183.98, March Manual Checks in the amount of \$9,838.72. Payroll Summary for April 8, 2022 in the amount of \$192,267.99.
- B. 2022 Greenwood Cemetery Subsidy.
- C. Council Minutes from April 6, 2022 of the Common Council.
- D. Licenses as Approved by the Regulatory Committee.
  1. Operator's Licenses.
  2. Alcohol License- Blue Devil's Class B Beer License.
  3. Class B Picnic License- Jefferson Masonic Lodge-Jefferson Fairgrounds.

Ald. Beyer, seconded by Ald. Teeter moved to approve Resolution No. 116. On call of the roll, Motion carried unanimously.

**RESOLUTION AUTHORIZING BUDGET ADJUSTMENTS**

(To be introduced by Ald. Tully.)

Below are numerous requested budget adjustments for the 2021 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 2021 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.*

### **GENERAL FUND EXPENSES**

*INSURANCE* – This year the City experienced more retirements than originally anticipated at budget time. Even though a budget adjustment is being requested, this amount was accounted for in fund balance reservations done during the 2020 Audit approval. This adjustment is purely clerical in nature.

*FIRE DEPARTMENT* – This overage is attributable in its entirety to the rebuilding of the engine on the ladder truck. Obviously, this was a problem that occurred during the year and was not budgeted for.

*EMS DEPARTMENT* – **From Fire Chief Wegner...** Please see attachment... Wages for EMS staffing are a direct correlation to the increase in call volume in 2022. In comparison to 2021. JEMS ran 1,360 calls in 2022 compared to 1,190 in 2021. We are not able to rely upon our neighboring communities to provide mutual aid assistance to our coverage area as staffing in the county continues to be at an all time low and will continue to be moving forward in 2022. JEMS is proud to say that we have responded to 100% of our calls for service without the need for mutual aid. Handling this increase in call volume and ensuring we are able to respond to all of our calls for service has required us to be fully staffed at all times of the day with two ambulances.

*STREET DEPARTMENT* – **From City Engineer Pinnow...** This fund had an overage in wages of \$23,400. This overage was due to two retirements and corresponding one time payouts for earned PTO that resulted in October and November. In addition, mid year an employee was promoted to a previously unfilled position of Lead Crewperson due to the retirements listed above.

*AQUATIC CENTER* – **From Park, Recreation and Forestry Director Keller...** we did not anticipate the number of returning staff and the increasing wage for them to work. We also had some additional rentals that helped to offset those wages

*FORESTRY* – **From Park, Recreation and Forestry Director Keller...** we had a record number of stumps that needed to be ground out from removals with both the Forestry and Utility Departments.

Please let me know if you need additional information.

It is anticipated that the adjustments will be funded from existing/reserved fund balance and or surplus from the 2021 operating budget.

### **SPECIAL FUNDS**

**Taxi (#15)** – This fund has an overage of \$47,000. As per earlier communication with the State DOT, the State has received COVID funding that will be used to fill the operational gap in all local taxi programs. While we are requesting this amendment, we do anticipate the receipt of additional operating revenues in 2022 to offset this expenditure.

**Recycling/Refuse (#16)** – This fund has an overage of \$200. From City Engineer Pinnow... This fund had an overage of \$200. While several items including maintenance materials and professional services, one line item that stood out exceeding the budget was wages which was a reflection of the additional staff time budgeted to this line item which is estimated annually. In 2021

more than normal time was spent in this area, most notably due to added maintenance and extended hours in the compost site.

**RLF Loan Fund (#18)** – This is a bookkeeping adjustment only. As you all know the City was required to pay the State back for all of the RLF Funds that were “on loan” to us from the State for the City’s RLF Program. This expenditure was approved in separate Council action and the payment of these funds in turn were returned to us in the form of a CDBG Grant that was used for the reconstruction of Plymouth Street.

**TIF#5 (#19)** – This fund has an overage of \$175,200. From City Engineer Pinnow... This fund had an overage of \$175,500. An expense of \$228,116 was paid “Infrastructure Improvements” for Rock River Landing/Elizabeth Avenue Improvements. This was an improvement budgeted and constructed in 2020 however the City was not billed for this work from Jefferson County until 2021.

**Debt Service (#21)** – This fund requires a bookkeeping transfer of \$11,500. In 2021, the City issued debt. As part of the accounting when funds are received, the City must record the associated “Debt Discount” as an expense. This is only a bookkeeping entry and funds are appropriated thru the issuance to cover this expense.

**TIF#8 (#24)** – This fund has an overage of \$1,721,000. As you are aware, the City purchased and constructed Meadow Spring Estates in 2021. The City also issued debt in 2021 to cover the construction and purchase of this development inside TIF #8. Once again, this entry is only for bookkeeping purposes.

**TIF#9 (#24)** – A \$100 budget amendment is required in this fund to accommodate for some unanticipated costs that were incurred during the year.

**Library (#34)** – A \$64,800 adjustment is requested for the Library Budget. In 2020 library upgrades were planned and budgeted for. A contract was signed for the project, but actual work did not commence until 2021. Therefore, capital project expenses for 2020 and 2021 are recorded in the 2021 budget. While the majority of the overage can be found here, there is also an overage in wages. The overages in 2021 will be funded from the Library Fund fund balance.

**Capital Project Funds (#66)** – This budget requires over a million dollars in adjustment. It is hard to identify just one line item that requires at least a little explanation. However, in 2021 the City completed many projects which spanned over a couple CDBG grants, carryover funds from prior fiscal years and two debt issuances. Notable expenditures were the completion of Plymouth Street reconstruction, ADA Library Improvements, solar panel and interior upgrades at the Fire Department, purchase of citywide compliant communication systems and the purchase of an ambulance...among many other smaller purchases and improvements. If interested, I can provide a dollar by dollar breakdown of the expenditures in this account.

**GIS System (#75)** – This fund has an overage of \$5,700. From City Engineer Pinnow... In May of 2021, the Finance committee approved the purchase of a new Trimble GPS unit for use by City departments to support the systems GIS system. The GIS account does not build a fund balance and this equipment was needed to replace existing equipment which was no longer compatible with the City’s ESRI GIS system.

Pending a Finance Committee recommendation, Council action is requested on Resolution No. 117 approving the following adjustments.

**CITY OF JEFFERSON  
RESOLUTION NO. 117**

**BE IT RESOLVED** by the Common Council of the City of Jefferson, Wisconsin that the following 2020 budget adjustments are hereby authorized and shall be funded out of the General Fund fund balance:

<b>BUDGET ITEM</b>	<b>ACCOUNT #</b>	<b>CURRENT BUDGET</b>	<b>BUDGET ADJUSTMENT</b>	<b>REVISED AMOUNT</b>
<i>Insurance</i>				
Health Ins – Retired Emp	01-51710-15-144	\$24,400	<b>\$3,000</b>	\$27,400
<i>Fire Department</i>				
Materials to Maint. Vehicles	01-52310-30-355	\$10,000	<b>\$16,000</b>	\$26,000
<i>EMS</i>				
Wages – Part Time	01-52550-10-129	\$295,500	<b>\$69,800</b>	\$365,300
<i>Street Department</i>				
Wages	01-54310-10-113	\$265,000	<b>\$23,400</b>	\$288,400
<i>Aquatic Center</i>				
Wages-Lifeguards	01-55230-10-136	\$21,925	<b>\$6,700</b>	\$28,625
<i>Forestry</i>				
Forestry Services	01-55610-20-232	\$11,000	<b>\$4,100</b>	\$15,100

<b>BUDGET ITEM</b>	<b>ACCOUNT #</b>	<b>CURRENT BUDGET</b>	<b>BUDGET ADJUSTMENT</b>	<b>REVISED AMOUNT</b>
Fund 5 – Sewer Fund	05-58000-91-881	\$888,500	<b>\$17,800</b>	\$906,300
Fund 15 – Taxi Fund	15-50000-50-589	\$116,000	<b>\$47,000</b>	\$163,000
Fund 16 – Refuse/Recycling	25-50000-20-237	\$485,000	<b>\$200</b>	\$485,200
Fund 18 – RLF Loan Fund	18-50000-30-310	\$0	<b>\$727,900</b>	\$727,900
Fund 19 – TIF #5	19-50000-40-400	\$0	<b>\$175,200</b>	\$175,200
Fund 21 – Debt Service	21-50000-63-623	\$0	<b>\$11,500</b>	\$11,500
Fund 24 - TIF #8	24-50000-20-200	\$0	<b>\$1,721,000</b>	\$1,721,000
Fund 25 – TIF #9	25-50000-30-310	\$150	<b>\$100</b>	\$250
Fund 34 – Library Fund	34-50000-40-400	\$16,500	<b>\$64,800</b>	\$81,300
Fund 66 – Capital Project Fund	66-50000-40-431	\$0	<b>\$1,204,300</b>	\$1,204,300
Fund 75 – GIS Fund	75-50000-20-217	\$0	<b>\$5,700</b>	\$5,700

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

Ald. Tully, seconded by Ald. Miller moved to approve Resolution No. 117. On call of the roll, Motion carried unanimously.

**RESOLUTION AUTHORIZING THE PURCHASE AND ORDER OF A FIRE DEPARTMENT TENDER VEHICLE**

(To be introduced by Ald. Miller.)

**CITY OF JEFFERSON  
RESOLUTION NO. 118**

**WHEREAS**, the Jefferson Fire Department (JFD) is scheduled to replace a 2001 2,000-gallon Tender Vehicle built by U.S. Tanker Corporation which is no longer in business; and

**WHEREAS**, the JFD seeks to replace this equipment with a Pierce 4,000-gallon Tender on a Freightliner conventional chassis; and

**WHEREAS**, JFD has obtained a quotation for the replacement Pierce Tender Vehicle in the amount of \$465,605. Said amount to be shared by the City of Jefferson and the Townships receiving fire suppression service from the City; and

**WHEREAS**, the City share of the fire apparatus is 15% or \$69,841 of the total cost of the equipment with the Townships responsible for the remaining cost; and

**WHEREAS**, due to supply chain issues the Tender Vehicle will not be ready for delivery for approximately 24 months; and

**WHEREAS**, the Finance Committee has considered the JFD request and is recommending the purchase of the Pierce Tender Vehicle and a local share financial commitment of \$69,841 to the City Council; and

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it hereby approves and authorizes the purchase of a Pierce 4,000 gallon Tender on a Freightliner conventional chassis and a local (City) share financial commitment of \$69,841, payable upon delivery, with the remaining cost of equipment to be shared by the Townships receiving fire suppression service from the City of Jefferson; and

**BE IT FURTHER RESOLVED**, by the Common Council that the City Administrator is herein authorized to execute a contract with Reliant Fire Apparatus, Inc., and the Jefferson Fire Department for the purchase of the Pierce 4,000-gallon Tender Fire Apparatus upon the review and approval of the City Attorney.

Ald. Miller, seconded by Ald. Brandel moved to approve Resolution No. 118. On call of the roll, Motion carried unanimously.

**RESOLUTION AWARDING SANBORN SEWER REHABILITATION PROJECT**

(To be introduced by Ald. Teeter.)

**CITY OF JEFFERSON  
RESOLUTION NO. 119**

**WHEREAS**, the Jefferson Water & Wastewater Utility obtained one bid from contractors for lining and related rehabilitation work of the sanitary sewer on North Sanborn Avenue from Racine Street to Woolcock Street, with Visu-Sewer, Inc. being the low bidder; and

**WHEREAS**, the Sanborn Sewer Rehabilitation Project was bid earlier this year and received no bids; and

**WHEREAS**, the Finance Committee has reviewed the bids and concurs with the recommendation of the Water Wastewater Utility Director and Town & Country Engineering to award the project to Visu-Sewer, Inc. in the amount of \$166,080.00 to be paid from the Capital Additions – Collection System budget 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 awards the Sanborn Sewer Rehabilitation Project to Visu-Sewer, Inc.; 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. Teeter, seconded by Ald. Brandel moved to approve Resolution No. 119. 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 CONSIDER EMPLOYMENT, PROMOTION, COMPENSATION PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHAT THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY TO HIRE A FULL-TIME PARAMEDIC**

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

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

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

(To be introduced by Ald. Neils.)

**CITY OF JEFFERSON  
RESOLUTION NO. 120**

**WHEREAS**, Jefferson Emergency Medical Services (JEMS) has an opening for a Paramedic Specialist created by a recent employee resignation; and

**WHEREAS**, JEMS has posted the position opening internal to the EMS Department and had one current employee apply for the Paramedic Specialist Position; and

**WHEREAS**, Fire Chief Wegner is recommending that Ms. Amy Ross, a part-time JEMS Paramedic, be hired to fill the current vacancy; and

**WHEREAS**, the Personnel Committee has reviewed the qualifications of Ms. Ross and concurs with the recommendation of Fire Chief Wegner and is recommending that Ms. Ross be hired to fill the existing vacancy; and

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it hereby approves the hire of Amy Ross for the Position of Paramedic Specialist subject to the following conditions:

- Ms. Ross shall have an initial wage rate of \$23.85 per hour which is commensurate with Step 4, Grade 7 of the Jefferson Compensation Plan; and
- The employee shall be placed at Year 2 on the Jefferson Paid-Time Off Schedule and credited with 10 days of paid-time off upon the commencement of her employment; and
- The employee will become a certified firefighter (Fire 1 State Certified) within 18 months of the commencement of her employment; and
- The employee will commence her employment with the City of Jefferson no later than May 9, 2022.

Ald. Neils, seconded by Ald. Lares moved to approve Resolution No. 120. On call of the roll, Motion carried unanimously.

Ald. Miller, seconded by Ald. Young moved to adjourn the Jefferson Common Council Meeting at 7:16 p.m., carried unanimously on a voice vote.