

**MINUTES  
CITY OF JEFFERSON COMMON COUNCIL  
CITY HALL COUNCIL CHAMBERS  
TUESDAY, APRIL 11, 2023**

The Tuesday, April 11, 2023 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. Schroeder, Ald. Beyer, Ald. Lares, Ald. Mattke and Ald. Brandel. Absent: Ald. Tully and Ald. Teeter. Also present were: City Administrator Freitag, City Attorney Rogers, City Clerk/Deputy Treasurer Copsey and Police Chief Richter.

**PUBLIC PARTICIPATION**

None.

**MAYORAL PROCLAMATION: FAIR HOUSING PROCLAMATION**



*We're going outside.*

**Proclamation**  
*Of The*  
*City of Jefferson*

**WHEREAS**, the Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

**WHEREAS**, the Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

**WHEREAS**, the City of Jefferson is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

**WHEREAS**, our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

**WHEREAS**, more than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

**WHEREAS**, acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

**NOW THEREFORE BE IT RESOLVED**, that the City of Jefferson does hereby

declare the month of April, 2023 as

## **Fair Housing Month**

In the City of Jefferson as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of the City of Jefferson.

### **AN ORDINANCE MODIFYING SECTION 265-19 OF THE MUNICIPAL CODE OF THE CITY OF JEFFERSON THAT WAS ADOPTED ON JANUARY 18, 2022 AND OCTOBER 4, 2022**

(To be introduced by Ald. Lares for a second reading.)

#### **CITY OF JEFFERSON PROPOSED ORDINANCE #2-23**

**WHEREAS**, the City of Jefferson (the City) has previously adopted several ordinances regulating the use and operation of all-terrain vehicles (ATVs) and utility-terrain vehicles (UTVs), the latest version of which was adopted on January 18, 2022 and October 4, 2022; and

**WHEREAS**, the City finds that the use of ATVs and UTVs have not been problematic for the safety and well-being of the citizens of the City and, therefore, the use of these vehicles can be expanded as set forth below.

**NOW THEREFORE**, the Common Council of the City of Jefferson does hereby ordain as follows:

#### Section 4 – ATV/UTV Routes

A. ATV/UTV usage shall be authorized on all City streets except as follows:

1. No usage on Business State Highway 26 North on Main Street from Puerner Street to North Watertown Avenue/Junction Road.

Section 6 – Speed Limits. All ATV/UTV operators shall observe the posted speed limits on City streets.

Section 8(J) – Groups of 25 or more ATV/UTV operators shall notify the Jefferson Police Department before entering the legal boundaries of the City.

Section 12 – Sunset Provision. Ordinance 265-19 as modified herein shall terminate six months at 11:59 PM after adoption unless extended by the Common Council of the City of Jefferson.

Section 14 – Effective Date. This ordinance shall take effect after passage, publication, and attestation as required by law.

Section 15 – Legal Effect. All provisions of the existing 265-19 that are not in conformity herein are hereby

repealed. All other provisions are reaffirmed.

Ald. Lares, seconded by Ald. Mattke moved to approve Ordinance 2-23. On call of the roll, Motion carried unanimously.

### **CONSENT AGENDA**

(To be introduced by Ald. Schroeder.)

#### **CITY OF JEFFERSON RESOLUTION NO. 88**

**BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for April 11, 2023, is hereby adopted.

- A. Vouchers Payable for April Payables in the amount of \$999,449.23. Payroll Summary for March 24, 2023 in the amount of \$177,682.07.
- B. Council Minutes from March 21, 2023 of the Common Council.
- C. Licenses as Approved by the Regulatory Committee:
  1. Operator's Licenses.
  2. Temporary Class B Picnic License- Gemuetlichkeit Days, May Ball- May 13, 2023.
  3. Temporary Class B Picnic License-Rotary Club- Gemuetlichkeit Days-Tractor Pull, Jefferson Fairgrounds- June 3, 2023.
  4. Temporary Class B Picnic License-Rotary Club -Jefferson County Fair, Jefferson Fairgrounds- July 12-16th, 2023.
  5. Temporary Class B Picnic License-Rotary Club-Brat & Burger, Jefferson Fairgrounds- August 7th, 2023.
  6. Temporary Class B Picnic License- Gemuetlichkeit Days, Jefferson Fairgrounds and Rotary Park- September 15-17th, 2023.

Ald. Schroeder, seconded by Ald. Lares moved to approve Resolution No. 88. On call of the roll, Motion carried unanimously.

### **RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY \$900,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2023A**

(To be introduced by Ald. Brandel.)

#### **CITY OF JEFFERSON RESOLUTION NO. 89**

**WHEREAS** the City of Jefferson, Jefferson County, Wisconsin (the "City") is presently in need of approximately \$900,000 for public purposes, including paying the cost of infrastructure projects in Tax Incremental District No. 9, including street, sanitary sewer and water system projects related to North Side Industrial Park projects (collectively, the "Project"); and

**WHEREAS** it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Chapter 67, Wisconsin Statutes.

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

Section 1. Issuance of the Notes. The City shall issue its General Obligation Promissory Notes, Series 2023A in an approximate amount of \$900,000 (the "Notes") for the Project.

Section 2. Sale of the Notes. The Common Council hereby authorizes and directs the officers of the City to take all actions necessary to negotiate the sale of the Notes to Bankers' Bank ("Bankers"). At a subsequent meeting, the Common Council shall take further action to approve the details of the Notes and authorize the sale of the Notes.

Section 3. Official Statement. The City Clerk (in consultation with Ehlers & Associates, Inc. ("Ehlers")) shall also 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.

Section 4. Reimbursement. The Common Council hereby officially declares its intent pursuant to Treasury Regulation Section 1.150-2 to reimburse any expenditures made in connection with the Project with the proceeds of the Notes in an amount not to exceed \$900,000 prior to the issuance of the Notes.

Ald. Brandel, seconded by Ald. Beyer moved to approve Resolution No. 89. On call of the roll, Motion carried unanimously.

**RESOLUTION AUTHORIZING THE PROPOSED APPOINTMENTS OF THE JEFFERSON MAIN STREET OVERSIGHT COMMITTEE**

(To be introduced by Ald. Neils.)

**CITY OF JEFFERSON  
RESOLUTION NO. 90**

**WHEREAS**, the Jefferson Chamber of Commerce has taken the lead in researching community entry into the Wisconsin Main Street Program. The Chamber of Commerce anticipates finalizing an application requesting to join the Main Street Program and intends to submit said application to the Wisconsin Economic Development Corporation by the April 14, 2023 deadline; and

**WHEREAS**, it is proposed that the Jefferson Main Street Program will be managed and administered by an autonomous decision-making board of directors comprised of 11 downtown business-owners, property owners, and residents; and

**WHEREAS**, the committee will be organized as the “Jefferson Main Street Association (JMSA) and will seek to organize as a non-profit LLC in the State of Wisconsin and will further seek 501(c)(3) designation with the IRS; and

**WHEREAS**, a Board of Directors of the JMSA shall establish by-laws, elect officers, and establish procedures for selecting all subsequent board members; and

**WHEREAS**, The slate of proposed initial board members include:

1. Brandon White, Attorney
2. John Radtke, Retail Business and Property Owner
3. Dave Knutson, Retail Business and Property Owner
4. Julia Chady, Service Business and Property Owner
5. Mitch Schuenke, Service Business Owner
6. Scott Obernberger, Retail Business and Property Owner
7. Amy Maresch, Retail Business Owner
8. Peggy Bare, Retail Business and Property Owner
9. Jake Gibson, Service Business and Property Owner
10. Rachel Ovadah, Retail Business and Property Owner
11. Erin Geyer, Service Business and Property Owner

Ex-Officio Members – Chamber of Commerce President

Ex-Officio Member – City of Jefferson Mayor

Ex-Officio Member – City of Jefferson Administrator, and

**WHEREAS**, the City Council is requested to approve the initial Board of Directors to the JMA; and

**NOW, THEREFORE BE IT RESOLVED**, that the Common Council herein approves the members of the Board of Directors of the JMSA, as proposed, effective upon passage of this Resolution. In addition, the Common Council does herein transfer any and all financial assistance previously approved by the City of Jefferson for the Jefferson Chamber of Commerce to the JMSA Board of Directors. Said assistance is to provide financial resources to assist with the administration of JMSA and the initial years of its operation.

Ald. Neils, seconded by Ald. Beyer moved to approve Resolution No. 90. On call of the roll, Motion carried unanimously.

### **RESOLUTION AWARDING THE NORTH INDUSTRIAL EXPANSION PROJECT**

(To be introduced by Ald. Schroeder.)

### **CITY OF JEFFERSON RESOLUTION NO. 91**

**WHEREAS**, the City of Jefferson obtained four bids from contractors for the 2023 North Industrial Park Expansion Project with Wondra Construction of Iron Ridge, WI being the low bidder; and

**WHEREAS**, the Finance Committee has reviewed the bids and concurs with the recommendation of the Director of Public Works and Town & Country Engineering to award the project to Wondra Construction for the base, all alternate bids, and supplemental bid, for a total of \$608,958.03 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 2023 North Industrial Park Expansion Project to Wondra Construction; 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. Schroeder, seconded by Ald. Mattke moved to approve Resolution No. 91. On call of the roll, Motion carried unanimously.

**RESOLUTION AWARDING CONTRACT A FOR THE 2023 STREET AND UTILITY IMPROVEMENTS PROJECT**

(To be introduced by Ald. Lares.)

**CITY OF JEFFERSON  
RESOLUTION NO. 92**

**WHEREAS**, the City of Jefferson obtained three bids from contractors for Contract A for the 2023 Street and Utility Improvements Project with Asphalt Contractors, Inc. of Union Grove, WI being the low bidder; and

**WHEREAS**, the Finance Committee has reviewed the bids and concurs with the recommendation of the Director of Public Works and Town & Country Engineering to award the project to Asphalt Contractors, Inc. for the base and alternate bids, for a total of \$867,772 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 Contract A for the 2023 Street and Utility Improvements Project to Asphalt Contractors, 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. Lares, seconded by Ald. Mattke moved to approve Resolution No. 92. On call of the roll, Motion carried unanimously.

**RESOLUTION AWARDING CONTRACT B FOR THE 2023 STREET AND UTILITY IMPROVEMENTS BRIDGE PROJECT**

(To be introduced by Ald. Mattke.)

**CITY OF JEFFERSON  
RESOLUTION NO. 93**

**WHEREAS**, the City of Jefferson obtained one bid from contractors for Contract B for the 2023 Street and Utility Improvements Project with Visu-Sewer, Inc. of Pewaukee, WI being the low bidder; and

**WHEREAS**, the Finance Committee has reviewed the bids and concurs with the recommendation of the Director of Public Works and Town & Country Engineering to award the project to Visu-Sewer, Inc. for the base and supplemental bids, for a total of \$192,900 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 Contract b for the 2023 Street and Utility Improvements 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. Mattke, seconded by Ald. Brandel moved to approve Resolution No. 93. On call of the roll, Motion carried unanimously.

**RESOLUTION APPROVING THE FUNCTIONAL CLASSIFICATION FOR THE JEFFERSON URBANIZED AREA**

(To be introduced by Ald. Beyer.)

**CITY OF JEFFERSON  
RESOLUTION NO. 94**

**WHEREAS**, the functional classification must be updated every 10 years to coincide with the U.S. Census analysis of urbanized areas; and

**WHEREAS**, functional classification groups highways and streets according to character of the service they are intended to provide, ranging from a high degree of travel mobility to land access functions; and

**WHEREAS**, functional classification is used for general transportation planning and to determine eligibility for the urban surface transportation program; and

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it approves the changes to the functional class for the Jefferson Urbanized Area.

Ald. Beyer, seconded by Ald. Schroeder moved to approve Resolution No. 94. On call of the roll, Motion carried unanimously.

**RESOLUTION AUTHORIZING THE AMENDMENT OF THE CITY OF JEFFERSON PERSONNEL MANUAL**

(To be introduced by Ald. Brandel.)

**CITY OF JEFFERSON  
RESOLUTION NO. 95**

**WHEREAS**, the Personnel Committee has reviewed and is recommending an amendment to the City of Jefferson Personnel Policy and Procedure Manual; and

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it herein approves and authorizes the following Personnel Policy and Procedure Manual amendment:

**CHAPTER 5: ABSENCE FROM WORK**

**HOLIDAYS**

The following days are designated as paid holidays for all regular full-time employees and regular part-time employees:

- |                    |                                 |
|--------------------|---------------------------------|
| 1. New Year's Day  | 7. Veteran's Day                |
| 2. President's Day | 8. Thanksgiving Day             |
| 3. Good Friday     | 9. Day After Thanksgiving       |
| 4. Memorial Day    | 10. December 24th               |
| 5. July 4th        | 11. Christmas Day               |
| 6. Labor Day       | 12. Floating Holiday (Birthday) |

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

**RESOLUTION AUTHORIZING THE HIRE OF ONE FULL-TIME PATROL OFFICER**

(To be introduced by Ald. Neils.)

**CITY OF JEFFERSON  
RESOLUTION NO. 96**

**WHEREAS**, Police Chief Richter must fill one vacant position in the Police Department for a full-time Patrol Officer vacancy; and



**WHEREAS**, the open full-time Patrol Officer position is to be vacated by a resignation the last of which will occur on April 20<sup>th</sup>, 2023; and

**WHEREAS**, the anticipated open position was publicly advertised for certified lateral transfers and interviews were conducted with 1 qualified candidate of 2 total applications; and

**WHEREAS**, interviews with the City of Jefferson Police and Fire Commission were conducted on April 3rd, 2023 and the candidate was approved for hire as a full-time Patrol Officer by the Jefferson Police and Fire Commission; and

**WHEREAS**, Police Chief Richter is recommending that Charles Elftman be hired by the City of Jefferson to fill the vacant Patrol Officer position; and

**WHEREAS**, the Personnel Committee having reviewed the qualifications of Charles Elftman and pursuant to Chief Richter recommending, and the Jefferson Police and Fire Commission approving the hire of Charles Elftman as a full-time Patrol Officer for the City of Jefferson Police Department; to the Common Council; and

**WHEREAS**, the Chief of Police has full-time funds allocated in his 2023 approved operating budget and that this full-time Patrol Officer is to replace current vacancies in the full-time Patrol Officer staff; and

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that the Chief of Police is authorized to hire Charles Elftman as a full-time Patrol Officer, with an effective start day of no later than Monday, April 24th, 2023. The initial rate of pay shall be pursuant to step 5 Patrol Officer pay as identified in the current 2023-2024 City of Jefferson Collective Bargaining Agreement with the Jefferson Professional Police Association.

Ald. Neils, seconded by Ald. Mattke moved to approve Resolution No. 96. On call of the roll, Motion carried unanimously.

City Clerk Copsy Administered the Oath of Office to Charles Elftman.

Ald. Lares, seconded by Ald. Brandel moved to adjourn the Jefferson Common Council Meeting at 7:33 p.m., carried unanimously on a voice vote.