

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, DECEMBER 19, 2023**

The Tuesday, December 5, 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. Tully, Ald. Lares, Ald. Mattke, Ald. Stone and Ald. Beyer. Absent: Ald. Schroeder and Ald. Teeter. Also present were: City Administrator Freitag, Attorney Rogers, City Director of Public Works Clark, Police Chief Richter, City Deputy Clerk/Treasurer Maahs.

PUBLIC PARTICIPATION

None.

DISCUSSION: REMOVAL OF PARCEL #241-0614-1221-046 FROM TID #7

Administrator Freitag explained the plan to extend Golf Dr, rezone the parcel to DR8 so a developer could build duplexes. For all of this to happen they would like to remove the parcel from TID #7 which will need Plan Commission, Council and Joint Review Boards approvals. Administrator Freitag has already spoken to Mr. Kuehn about covering the cost of the amendment.

MAYORAL APPOINTMENT OF ELECTION WORKERS FOR 2024-2025

According to State Statutes, election workers are to be re-appointed every two years in December of the odd year. Therefore, to comply with State Statutes, I am requesting your approval.

I respectfully request approval of the following individuals:

Cris	Adams		Sandy	Hoffman		Janice	Wegner
Steve	Adams		Lana	Jilek		Sara	Zentz
Lyn	Adams		Marge	Krolikowski		Catherine	Zimmerman
Sheryl	Albrecht		Marj	Kutsche			
Steve	Alexander		John	LaDien			
Marge	Ashburn		Patti	Lorbecki			
Andy	Bare		Sue	Markwardt			
Gretchen	Bayorgeon		Ellin	Monogue			
Mike	Bolger		Carol	Morgan			
Carol	Brandel		Francis	Orval			
Bonnie	Bull		Tiffany	Pernant			
Ann	Copsey		Kathy	Piech			
Sherry	Dalton		Amy	Pousson-Noonan			
Sarah	Dobson		Lois	Reindl			
Karin	Druhn		Debra	Ristow			
Beth	Eilenfeldt		Philip	Ristow			
Dick	Emmerich		Laura	Rueth			

Barb	Endl		Vicki	Schicker			
Janet	Gaugert		Sue	Schmidt			
Maryann	Gleisner		Lucy	Schultz			
Bengamin	Gomez		Jan	Simmons			
Judy	Gruennert		Barbara	Stephan			
Dawn	Heine		Sue	Vogel			

Ald. Neils, seconded by Ald. Beyer moved to approve the Election Worker Appointments. On call of the roll, Motion carried unanimously.

CONSENT AGENDA

(To be introduced by Ald. Beyer.)

**CITY OF JEFFERSON
RESOLUTION NO. 63**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for December 19, 2023, is hereby adopted.

- A. Vouchers Payable for December Payables in the amount of \$897,350.75, November Manuals in the amount of \$770,013.41. Payroll Summary for December 15, 2023, in the amount of \$207,761.08.
- B. Council Minutes from December 5, 2023, of the Common Council.
- C. 2025- 911 Joint Powers Agreement.
- D. Licenses as Approved by the Regulatory Committee:
 - 1. Operator’s Licenses.
 - 2. Temporary Class B Picnic License-Optimist Club Trivia Contest, Jefferson Fairgrounds.

Ald. Beyer, seconded by Ald. Lares moved to approve Resolution No. 63. On call of the roll, Motion carried unanimously.

RESOLUTION AUTHORIZING A PERSONNEL POLICY AND PROCEDURE MANUAL FOR THE JEFFERSON FIRE AND EMS DEPARTMENTS

(To Be introduced by Ald. Tully.)

**CITY OF JEFFERSON
RESOLUTION NO. 64**

WHEREAS, the City of Jefferson will look to consolidate the Jefferson Fire Department and EMS Department into one operating department under a unified command structure during the first quarter of 2024; and

WHEREAS, the purpose of this consolidation is to implement the 2023 Referendum which will provide the financial resources required to begin the process of hiring a limited number of full-time firefighter-emergency medical personnel to augment the City’s volunteer-based fire department; and

WHEREAS, it was determined that to consolidate the operations of the two departments the City should adopt a Personnel Policy and Procedure Manual that would be applicable to Fire Department and EMS Department employees; and

WHEREAS, the Manual has been prepared to inform Fire/EMS Staff of various City policies and to provide for the orderly and efficient operation of the City; and

WHEREAS, the Personnel Committee has reviewed the Manual and is recommending its adoption to the City Council; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Jefferson, Wisconsin that it hereby adopts the City of Jefferson Firefighters and EMS Manual as reviewed and recommended by the Personnel Committee.

BE IT FURTHER RESOLVED by the City Council that the Manual will become effective upon the date of reorganization as determined by the Personnel Committee, but in no event shall this date be later than April 1, 2024.

Ald. Tully, seconded by Ald. Stone moved to approve Resolution No. 64. On a call of the roll, the motion was carried unanimously.

RESOLUTION AUTHORIZING TO PROCURE TAX INCREMENT DISTRICT AND DESIGN ENGINEERING PROFESSIONAL SERVICES

(To Be introduced by Ald. Neils.)

**CITY OF JEFFERSON
RESOLUTION NO. 65**

WHEREAS, the City of Jefferson and Jefferson County have been working cooperatively to plan for the development of a Food and Beverage Innovation Campus on a large tract of land owned by Jefferson County located within the southerly corporate limits of the City of Jefferson; and

WHEREAS, a large company (the Company) has recently expressed an interest in constructing a large manufacturing facility on approximately 100 acres of land located within the proposed Food and Beverage Innovation Campus; and

WHEREAS, the Company and Jefferson County have entered into a “Letter-of-Intent” agreement regarding the purchase of this property and are currently negotiating a “purchase contract” which would transfer ownership of this property to the Company; and

WHEREAS, the timetable for the Company to begin construction of their facility is aggressive with construction to begin in 2024; and

WHEREAS, development of the Food and Beverage Innovation Campus and the infrastructure required to serve the Company will require the installation of significant public improvements, including street and utility extensions, wastewater lift station, and electric power line relocations; and

WHEREAS, the City will be responsible for planning, constructing and funding the installation of public improvements serving the Food and Beverage Innovation Campus and anticipates that a new Tax Increment District will be required to fund this portion of the project; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of Jefferson, Wisconsin that it herein authorizes the City Administrator to begin the process of creating a Tax Increment District to facilitate construction of the public improvements required to serve the Food and Beverage Innovation Campus via contract with Ehlers and Associates and commence work on the design engineering required for the public improvements by contract with Town and Country Engineering; and

BE IT FURTHER RESOLVED, by the City Council that the City Administrator's authorization to proceed is contingent upon the Company and Jefferson County entering in a formal "offer-to-purchase" contract for the sale of property.

Ald. Neils, seconded by Ald. Mattke moved to approve Resolution No. 65. On a call of the roll, the motion was 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 CONSIDER HIRE A PART-TIME PATROL OFFICER

Ald. Lares, seconded by Ald. Mattke moved to go into close session pursuant to section 19.85 (1) (C) On a call of the roll, the motion was carried unanimously.

Ald. Mattke, seconded by Ald. Beyer moved to go into open session. On a call of the roll, the motion was carried unanimously.

RESOLUTION AUTHORIZING THE HIRE OF A PART-TIME PATROL OFFICER

(To be introduced by Ald. Mattke.)

**CITY OF JEFFERSON
RESOLUTION NO. 66**

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

WHEREAS, The part-time patrol officer position requires successful completion of basic law enforcement training; and

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

WHEREAS, Police Chief Richter is recommending that Cameron Reinders be hired by the City of Jefferson to fill the vacant position; and

WHEREAS, the Personnel Committee having reviewed the qualifications of Cameron Reinders and pursuant to Chief Richter recommending the hire of Cameron Reinders 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 2024 approved operating budget and that this part-time patrol officer is to replace vacancies in the part-time patrol officer staffing levels;

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the Chief of Police is authorized to hire Cameron Reinders as a Part-time Patrol Officer, effective upon his successful completion of a 720-hour basic law enforcement recruit academy in May of 2024, as a part-time patrol officer for the City of Jefferson Police Department. The initial rate of pay shall be \$24.46 per hour pursuant to the 2024 City of Jefferson non-represented pay resolution.

Ald. Mattke, seconded by Ald. Tully moved to approve Resolution No. 66. On a call of the roll, the motion was carried unanimously.

Ald. Lares seconded by Ald. Neils moved to adjourn the Jefferson Common Council Meeting at 7:50 p.m., carried unanimously on a voice vote.