minutes  
city of jefferson common council

CITY HALL COUNCIL CHAMBERS  
TUESDAY, APRIL 4, 2024

The Tuesday, April 4, 2024 meeting of the City of Jefferson Common Council was called to order at 7:00 p.m. by Mayor Oppermann. Members’ present were: Ald. Mattke, Ald. Schroeder, Ald. Teeter, Ald. Stone, Ald. Beyer, Ald. Lares and Ald. Neils. Absent: Ald. Tully. Also present were: City Administrator Freitag, City Attorney Rogers, Police Chief Richter, and City Clerk/Deputy Treasurer Copsey.

**PUBLIC PARTICIPATION**

None.

**MAYORAL PROCLAMATION: 2024 FAIR HOUSING PROCLAMATION**

A person in a kayak on a river

Description automatically generated

Proclamation

City of Jefferson, Wisconsin

2024 Fair Housing Proclamation

**WHEREAS,** April is traditionally designated as Fair Housing Month; and

**WHEREAS,** it is important to reaffirm the commitment of the City of Jefferson regarding citizens’ right to buy, sell, rent or otherwise secure housing in the City of Jefferson without regard to sex, race, religion, marital status, age, national origin, income or financial status in conformance with Title VIII of the Civil Rights Action of 1968 aka the Federal Fair Housing Law and State Open Housing Law.

**NOW, THEREFORE**, I, Dale Oppermann, Mayor, of the City of Jefferson on behalf of the City of Jefferson and its residents, do hereby proclaim April 2024 as Fair Housing Month and encourage all housing providers to support and affirm their commitment to Fair Housing.

# CONSENT AGENDA

(To be introduced by Ald. Schroeder.)

**CITY OF JEFFERSON**

**RESOLUTION nO. 100**

**BE IT RESOLVED,** by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for April 4, 2024, is hereby adopted.

* 1. Vouchers Payable for April Payables in the amount of $292,061.41. Payroll Summary for March 22, 2024, in the amount of $203,879.10.
  2. Council Minutes from March 12 and March 19, 2024, of the Common Council.
  3. 2024 American Legion Flag Subsidy.
  4. Licenses as Approved by the Regulatory Committee:
     + 1. Operator’s Licenses.
       2. Class B Beer License- Jefferson Blue Devils Baseball.
       3. Temporary Class B License- Madison Classic Spring Car Show.
       4. Temporary Class B License- Madison Classic Fall Car Show.
       5. Closure of ROW- Jefferson Lions Riblicious Rib Cookoff.

Ald. Schroeder, seconded by Ald. Lares moved to approve Resolution No. 100. On call of the roll, Motion carried unanimously.

# RESOLUTION APPROVING THE ADJUSTED URBAN AREA BOUNDARY FOR THE CITY OF JEFFERSON

(To Be introduced by Ald. Neils.)

**CITY OF JEFFERSON  
RESOLUTION nO. 101**

**WHEREAS**, the Wisconsin Department of Transportation every 10 years, following the release of decennial census data, leads a process to adjust Urban Area Boundaries (UABs) across the state of Wisconsin, in conjunction with the Federal Highway Administration of Wisconsin; and

**WHEREAS**, the Federal Highway Administration allows states to adjust the census-defined urban area boundaries for planning and funding purposes; and

**WHEREAS**, the Wisconsin Department of Transportation has submitted an adjusted urban area boundary for the City of Jefferson urban area; and

**WHEREAS**, the adjustments proposed to the City of Jefferson urban area boundary are summarized in the change table, as shown in Exhibit 1 to this Resolution; and

**WHEREAS**, the City of Jefferson Common Council is the officially designated Metropolitan Planning Organization (MPO) for metropolitan transportation planning in the City of Jefferson Metropolitan Planning Area, and

**WHEREAS**, metropolitan transportation planning, including the establishment of adjusted urban area boundaries and metropolitan planning area boundaries, is required of metropolitan planning areas by U.S. Department of Transportation regulations implementing Title 23, United States Code (Federal Aid Highway Acts) and Title 49, United States Code (Federal Transit Act, as amended), and

**WHEREAS**, after review by the City of Jefferson Director of Public Works and staff, the proposed adjusted Urban Area Boundary has been found to be justified.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Jefferson, Jefferson County, Wisconsin that the City of Jefferson informs the Wisconsin Department of Transportation that the Adjusted Urban Area Boundary as outlined in the change table, as shown in Exhibit 1, and reflected in the City of Jefferson map, as shown in Exhibit 2 to this Resolution are approved and adopted on this 21st day of November, 2023.

Ald. Neils, seconded by Ald. Beyer moved to approve Resolution No. 101. On a call of the roll, the motion was carried unanimously.

# RESOLUTION AUTHORIZING THE CONTRACT FOR REPAIRS AT THE JEFFERSON FAMILY AQUATIC CENTER

(To Be introduced by Ald. Beyer.)

**CITY OF JEFFERSON**

**RESOLUTION NO. 102**

**WHEREAS**, the City of Jefferson has inquired a proposal for repairs for the Jefferson Family Aquatic Center and

**WHEREAS**, due to the specialization of this process, the City of Jefferson has been in contact with only one vendor.

**WHEREAS,** the quote was from Sonseeker Pool Masonry, LLC was in the amount of $22,948.00; and

**WHEREAS**, the Finance committee has reviewed and recommended this expense; and

**WHEREAS**, the overall project will be expensed with unused funds forwarded and earmarked from the completion of the Fiscal Year 2023 Audit.

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it herein authorizes the City Administrator to sign the contract to make repairs to the Jefferson Family Aquatic Center with Sonseeker Pool Masonry, LLC at a cost not to exceed $23,000.

Ald. Beyer, seconded by Ald. Teeter moved to approve Resolution No. 102. On a call of the roll, the motion was carried unanimously.

# RESOLUTION AUTHORIZING BUDGET ADJUSTMENTS

(To Be introduced by Ald. Mattke.)

**CITY OF JEFFERSON**

**RESOLUTION NO. 103**

**BE IT RESOLVED** by the Common Council of the City of Jefferson, Wisconsin that the following 2023 budget adjustments are hereby authorized and shall be funded out of the General Fund fund balance:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | **CURRENT** | | **BUDGET** | **REVISED** |
| **BUDGET ITEM** | | **ACCOUNT #** | | **BUDGET** | | **ADJUSTMENT** | **AMOUNT** |
| *Attorney* | |  | |  | |  |  |
| Attorney Fees | | 01-51310-20-213 | | $60,000 | | **$29,750** | $89,750 |
| *Insurance* | |  | |  | |  |  |
| Worker Compensation | | 01-51710-20-287 | | $74,000 | | **$1,275** | $75,275 |
| *Inspection Services* | |  | |  | |  |  |
| Building Inspection Contract | | 01-52410-20-226 | | $70,000 | | **$4,800** | $74,800 |
| *EMS* | |  | |  | |  |  |
| Wages – Part-time | | 01-52550-10-129 | | $271,575 | | **$187,925** | $459,500 |
| *Recreation Department* | |  | |  | |  |  |
| Wages-Regular | | 01-55210-10-113 | | $113,625 | | **$18,625** | $132,250 |
| *Parks Department* | |  | |  | |  |  |
| Materials to Maint Land | | 01-55510-30-353 | | $7,000 | | **$7,850** | $14,850 |
| *Forestry* | |  | |  | |  |  |
| Landscape Materials | | 01-55610-30-371 | | $8,000 | | **$10,000** | $18,000 |
|  | |  | |  | |  |  |
|  | |  | | **CURRENT** | | **BUDGET** | **REVISED** |
| BUDGET ITEM | | **ACCOUNT #** | | BUDGET | | **ADJUSTMENT** | **AMOUNT** |
|  | |  | |  |  |  |
|  | |  | |  |  |  |
| Fund 24 – TIF #8 | | 24-50000-30-310 | | $150 | **$14,925** | $15,075 |
| Fund 25 –TIF #9 | | 25-50000-20-200 | | $0 | **$638,475** | $638,475 |
| Fund 34 – Library Fund | | 34-50000-10-113 | | $300,775 | **$68,250** | $369,025 |
| Fund 43 – Park Development | | 43-50000-40-438 | | $0 | **70,525** | $70,525 |
| Fund 47 – Land Acq Fund | | 47-50000-30-350 | | $0 | **$25,425** | $25,425 |
| Fund 49 – Development Fund | | 49-50000-30-300 | | $0 | **$3,625** | $3,625 |
| Fund 52 -- Cable Fund | | 52-50000-10-129 | | $5,000 | **$1,350** | $6,350 |
| Fund 66 – Cap Project Fund | | 66-50000-40-461 | | $555,000 | **$1,072,022** | $1,627,022 |

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

Ald. Mattke, seconded by Ald. Schroeder moved to approve Resolution No. 103. On a call of the roll, the motion was carried unanimously.

**AUTHORIZING THE PURCHASE OF REMNANT STATE HIGHWAY 26 RIGHT OF WAY PROPERTY OWNED BY THE STATE OF WISCONSIN**

(To Be introduced by Ald. Lares.)

**CITY OF JEFFERSON**  
**RESOLUTION NO. 104**

**WHEREAS**, the City of Jefferson inquired with the State of Wisconsin Department of Transportation (hereinafter, WISDOT) regarding the purchase of remnant State Highway 26 right-of-way property approximately 0.63 acres in size located near the southwestern intersection of State Highway 26 and Puerner Street; and

**WHEREAS,** the sale of this property has been approved by WISDOT at an appraised value of $14,650.00.  As seller, WISDOT has the right and authority to sell and convey by Quit-Claim Deed any surplus lands determined to be excess and no longer required for future highway purposes; and

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it herein approves a Purchase Sales Agreement with WISDOT for the purchase of approximately 0.63 acres of remnant State Highway 26 right-of-way by Quit-Claim Deed for $14,650.00.   The City Administrator, Mayor, and City Clerk are authorized to sign the Purchase Sales Agreement and other documents associated with this transaction on behalf of the City of Jefferson.

Ald. Lares, seconded by Ald. Mattke moved to approve Resolution No. 104. On a call of the roll, the motion was carried unanimously.

Ald. Schroeder, seconded by Ald. Mattke moved to go into closed session. On call of the roll, motion carried unanimously.

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

**RESOLUTION AUTHORIZING THE** **HIRE OF A FULL-TIME PARKS, RECREATION, AND FORESTRY RECREATION SUPERVISOR**(To be introduced by Ald. Teeter.)

**CITY OF JEFFERSON  
RESOLUTION NO. 105**

**WHEREAS**, the Department of Parks, Recreation, and Forestry has been without a Recreation Supervisor since the appointment of Chad Holpfer as the new Director; and

**WHEREAS,** the Park, Recreation, & Forestry Commission (AKA PRF Commission) was directed to conduct and oversee the search for a new Supervisor, and has accordingly noticed and advertised the position opening; and

**WHEREAS,** the PRF Commission selected three finalist candidates for the Position from the pool of candidates submitting credentials for the position, and with the assistance of members of the Park and Recreation Commission, recently conducted interviews with said candidates; and

**WHEREAS**, the PRF Commission is recommending the appointment of Katie Voight as the new Recreation Supervisor of the Department of Parks, Recreation, and Forestry; and

**NOW, THEREFORE BE IT RESOLVED**, by the Common Council of the City of Jefferson, Wisconsin that it herein approves and authorizes the appointment of Katy Voight, as the new Recreation Supervisor of Parks, Recreation, and Forestry subject to the following:

* Ms. Voight is to be placed at Step One, Grade 9 of the Jefferson Compensation Plan;
* Ms. Voight will be placed at 5 years of service on the Jefferson Paid-Time-Off (PTO) Schedule; and
* She will begin her new duties full time as Recreation Supervisor on or before June 5, 2024.

Ald. Teeter, seconded by Ald. Neils moved to approve Resolution No. 105. On a call of the roll, the motion was carried unanimously.

Ald. Lares, seconded by Ald. Mattke moved to adjourn the Jefferson Common Council Meeting at 7:26 p.m., carried unanimously on a voice vote.