

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
MONDAY, DECEMBER 22, 2025**

The Monday, December 22, 2025, meeting of the City of Jefferson Common Council was called to order at 5:00 p.m. by Mayor Oppermann. Members' present were: Ald. Schroeder, Ald. Tully, Ald. Beyer, Ald. Mattke, Ald. Neils, Ald. Stallman, Ald. Obernberger and Ald. Teeter. Absent: None. Also present were: City Administrator Freitag, City Attorney Rogers, Public Works Director Clark, Police Captain Schmidt and City Clerk/Deputy Treasurer Copsey.

PUBLIC PARTICIPATION

None.

MAYORAL APPOINTMENT OF ELECTION WORKERS FOR 2026-2027

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		Amy	Pousson-Noonan	
Becky	Adams		Debra	Ristow	
Andy	Bare		Philip	Ristow	
Mary	Berry		Laura	Rueth	
Carol	Brandel		Sue	Schmidt	
Bonnie	Bull		Lucy	Schultz	
Sandra	Busse		Kay	Wilson	
Ann	Copsey		Sara	Zentz	
Sherry	Dalton		Steve	Adams	
Beth	Eilenfeldt		Lyn	Adams	
Dick	Emmerich		Sheryl	Albrecht	
Lori	Ganser		Gretchen	Bayorgeon	
Judy	Gruennert		Kendal	Busler	
Sandy	Hoffman		Sarah	Dobson	
Kathleen	Huebner		Barb	Endl	
Lana	Jilek		Dawn	Heine	
Sharon	Klimowicz		Francis	Orval	
Marj	Kutsche		Tiffany	Pernat	
Marie	Linse		Sandra	Petersen	
Patti	Lorbecki		Lois	Reindl	
Ellin	Monogue		Chris	Rogers	
Kenneth	Paul		Vicki	Schicker	

Kathy	Piech		Barbara	Stephan	
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Ald. Neils, seconded by Ald. Beyer, moved to appoint the election workers for 2026-2027 election years. On call of the roll, Motion carried unanimously.

AN ORDINANCE TO AMEND SECTION 230-5 OF THE CITY OF JEFFERSON MUNICIPAL CODE RELATED TO THE WASTEWATER RATES FOR THE CITY OF JEFFERSON

(To be introduced for its second reading by Ald. Tully.)

**CITY OF JEFFERSON
PROPOSED ORDINANCE #10-25**

THE COMMON COUNCIL OF THE CITY OF JEFFERSON, WISCONSIN DO ORDAIN AS FOLLOWS:

Section 1. Section 230-5 is hereby amended as it relates to Wastewater Rates for the City of Jefferson.

§ 230-5. Amount of user charges. [Amended 10-18-2005 by Ord. No. 16-05; 10-18-2005 by Ord. No. 17-05; 03-18-2008 by Ord. No. 3-08; 05-18-2010 by Ord. No. 6-10; 11-13-2012 by Ord. No. 14-12; 11-18-14 by Ord. No. 16-14; 01-05-2016 by Ord. No. 16-15; 07-02-2018 by Ord. No. 5-18]

- A. Sewerage service charges. There is hereby levied and assessed upon each lot, parcel of land, building, premises or unit having a connection with the wastewater works a sewerage service charge based upon the quantity of wastewater discharged, pursuant to §66.0821, Wis. Stats., as amended or renumbered from time to time. Such sewerage service charges shall be billed to the person owning, using or occupying the property served. The sewerage service charges shall consist of a fixed monthly and a variable charge as set forth in the following sections.
- B. Fixed charge.
 - 1) The fixed monthly charge shall be a minimum monthly charge for all users based in part upon the number of meters connected to the wastewater works and in part upon the size of such meter or meters. Significant contributors shall have a separately computed fixed charge which will exclude bond depreciation, bond reserve account and new debt retirement (other than I/I) components from the fixed charge shown in the following schedule, such components to be paid for pursuant to §230-3 of this article. Residential customers will be placed into one of three tiers based on average water use as described in Subsection E.
 - 2) Fixed service charges are as follows:

Meter Size (Inches)	Monthly Charges Effective January 1, 2026
5/8	\$18.30
3/4	\$27.45
1	\$45.75
1 ½	\$91.50
2	\$146.40

3 \$274.50

4 \$457.50

6 \$915.00

6 contract \$468.00

Rural customer surcharge: 25%

3) Fixed service charge for residential-class customers are as follows:

Average Monthly Water Usage	Monthly Charges Effective January 1, 2026
(cubic feet)	
0 to 300	\$43.65
301 to 600	\$57.65
601 and up	\$87.85

C. Variable charge.

1) Users will be billed on a monthly basis for the volume and strength of wastewater discharged to the wastewater works.

2) Normal domestic sewage.

a) Effective January 1, 2026: \$11.36 per 1,000 gallons or \$8.50 per 100 cubic feet

3) Sewage of greater than normal strength.

a) Charges to users discharging wastewater of greater than normal strength will be assessed a surcharge based on the amount by which the wastewater exceeds the normal strength of wastewater, which is 275 milligrams per liter BOD5, 320 milligrams per liter SS, 23 milligrams per liter NH3-N and 8 milligrams per liter P. The following rates will be used:

Parameter	Monthly Charges Effective January 1, 2026
BOD5	\$0.647 per lb.
SS	\$0.661 per lb.
N (ammonia)	\$1.700 per lb.

P (phosphorus) \$14.547 per lb.

- b) Charges to users discharging wastewater of greater than normal strength shall be computed in accordance with the formula presented below:

Effective January 1, 2026:

$$C = \$11.36 \times V + .00834 \times V \times [(\$0.647 \times B) + (\$0.661 \times S) + (\$1.700 \times N) + (\$14.547 \times P)]$$

Where:

C = Charge to sewer user for operation, maintenance and replacement costs for treatment works.

V = Wastewater volume in 1,000 gallons.

B = Concentration of BOD from a user above the normal strength of 275mg/l.

S = Concentration of suspended solids from a user above the normal strength of 320 mg/l.

N = Concentration of ammonia nitrogen from a user above the normal strength of 23 mg/l.

P = Concentration of phosphorus from a user above the normal strength of 8 mg/l.

\$11.36 = Charge for that portion of the waste equal to normal strength wastewater. Includes cost for treating 275 mg/l BOD5, 320 mg/l SS, 23 mg/l N and 8 mg/l P.

.00834 = Conversion factor (mg/l to lb.)

- c) Surcharges will be computed by multiplying flow times strength (mg/l) daily and adding the pounds for the month. Total flow for the month will be multiplied by the residential strength and the result compared to the actual pounds discharged. Surcharges will be applied to pounds in excess of residential strength on the basis of the month's results. In no event will a user pay less per 1,000 gallons of flow than the charge for normal strength wastewater, which includes an imputed level of BOD, SS, NH3-N and P.
- 4) Holding tank and septage waste charges to licensed dischargers shall be computed on the following basis:
- a) Holding tank discharges shall include the following:

Charge

Amount

Total volume/strength charge	\$8.49
Surcharge of 25%	\$2.12
Dumping charge	\$5.00

Total charge per thousand gallons \$15.61

b) Septage waste discharges shall include the following:

Charge	Amount
Total volume/strength charge	\$44.31
Surcharge of 25%	\$11.08
Dumping charge	\$7.50

Total charge per thousand gallons \$62.89

D. Special assessments. Not included in the sewerage service charges above are the costs associated with providing local collecting facilities to users, which the City may assess by special assessment, in whole or in part, to the property benefited thereby.

E. Residential fixed charge. Residential sewer customers shall pay a fixed monthly charge, as set forth in Subsection **B(3)** for all months. The following method for calculating the volume shall be used to determine which of three tiers the residential customer falls:

- 1) During the month of May each year, the Water Utility shall calculate the four-month average water usage for each residential customer. The four-month average shall be based on the actual water usage during the preceding four-month period (January through April, inclusive). The calculated average shall be used for each respective residential customer's sewer charge and determine which billing tier the customer will be placed for the next 12 months.
- 2) If a residential customer is establishing new service during the year and no average water usage can be determined, the customer shall be placed into the 301 to 600 cubic feet usage tier.

Section 2. This ordinance shall take effect and be in full force after passage and publication as provided by law.

Ald. Tully, seconded by Ald. Beyer, moved to approve Ordinance No. 10-25. On call of the roll, Motion carried 7-1.

Ald. Obernberger, seconded by Ald. Beyer, moved to amend to have added to the ordinance that the rates will revert back to the current rate structure when the debt on the new wastewater treatment plant is paid off in the future. On call of the roll, motion failed 7-1.

RESOLUTION AUTHORIZING THE ADOPTION OF THE WASTEWATER TREATMENT PLANT FACILITIES PLAN AND AUTHORIZATION TO SUBMIT TO DNR FOR APPROVAL

(To be introduced by Ald. Obernberger.)

**CITY OF JEFFERSON
RESOLUTION NO. 78**

WHEREAS, the wastewater treatment facility for the City of Jefferson requires upgrades to provide adequate capacity and maintain reliable treatment; and

WHEREAS, Town and Country Engineering has prepared a draft Facilities Plan Report, dated November, 2025, that evaluates various alternatives for providing wastewater treatment for the next 20 years; and

WHEREAS, the City has received input from members of the public on the draft Facilities Plan Report evaluations and recommendations; and

WHEREAS, Town and Country Engineering has incorporated that public input into a final Facilities Plan Report, dated December, 2025;

NOW THEREFORE LET IT BE RESOLVED, by the Common Council of the City of Jefferson, Wisconsin, that it hereby adopts the final Wastewater Facilities Plan dated December 2025 and furthermore that Town and Country Engineering is authorized to submit the final report to the Wisconsin Department of Natural Resources for review and approval.

Ald. Obernberger, seconded by Ald. Beyer, moved to approve Resolution No. 78. On call of the roll, Motion carried unanimously.

RESOLUTION AUTHORIZING THE SECTION OF A PURCHASING COOPERATIVE AGENT

(To be introduced by Ald. Neils.)

**CITY OF JEFFERSON
RESOLUTION NO. 79**

WHEREAS, the City of Jefferson frequently has the need to purchase various items from outside vendors in order to supply the services it is required to do; and

WHEREAS, the City is always attempting to purchase said items as economically as possible; and

WHEREAS, the City's purchasing policy allows it to utilize cooperative agencies to realize the most cost savings; and

WHEREAS, the City has negotiated an Interlocal Participation Agreement with the BuyBoard National Purchasing Cooperative to acquire certain necessary items as economically as possible; and

WHEREAS, a copy of said Agreement is attached to this Resolution and made a part thereof.

NOW THEREFORE BE IT RESOLVED the Common Council hereby authorizes the City Administrator to enter into the aforementioned Agreement and serve as the coordinator and authorized representative on behalf of the City.

Ald. Neils, seconded by Ald. Teeter, moved to approve Resolution No. 79. On call of the roll, Motion carried unanimously.

RESOLUTION AUTHORIZING THE PURCHASE OF LIGHT FIXTURES FOR RIVERFRONT PARK DIAMOND 1 THROUGH COOPERATIVE PURCHASING

(To be introduced by Ald. Schroeder.)

**CITY OF JEFFERSON
RESOLUTION NO. 80**

WHEREAS, the City of Jefferson has identified the replacement of light fixtures at Riverfront Park Diamond 1 as a capital project for 2026; and

WHEREAS, Wisconsin Statute 66.0301 authorizes municipalities to participate in cooperative purchasing agreements for the purchase of materials, supplies, and equipment; and

WHEREAS, the use of cooperative purchasing agreements is in line with the City's local purchasing policy; and

WHEREAS, the City of Jefferson is a registered member of the Buyboard cooperative purchasing program; and

WHEREAS, WILL Lighting has been competitively bid and approved as a vendor through the Buyboard cooperative purchasing process; and

WHEREAS, the purchase of light fixtures through this cooperative purchasing arrangement provides cost savings to the City and complies with Wisconsin public bidding requirements; and

WHEREAS, the Parks and Recreation Director has identified WiLL (Wisconsin Lighting Lab) as the appropriate vendor to supply the necessary light fixtures and related supplies for the Riverfront Park Diamond 1 project in an amount not to exceed \$41,000;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Jefferson, Wisconsin, that City staff is hereby authorized to purchase light fixtures from Wisconsin Lighting Lab through the Buyboard cooperative purchasing program for the 2026 capital project to replace light fixtures at Riverfront

Park Diamond 1, with such order and related down payments to be made on or after the start of the new budget year (2026).

Ald. Schroeder, seconded by Ald. Mattke, moved to approve Resolution No. 80. On call of the roll, Motion carried unanimously.

RESOLUTION AUTHORIZING COMPENSATION FOR THE CITY ADMINISTRATOR

(To be introduced by Ald. Stallman.)

**CITY OF JEFFERSON
RESOLUTION NO. 81**

WHEREAS, the City of Jefferson has adopted a Compensation Plan (the Plan) covering many of its non-represented municipal employees; and

WHEREAS, the City Administrator position is not a classified position on the adopted Plan.

WHEREAS, the Personnel Committee requested that Total Rewards Consulting conduct a labor analysis for the Administrator position and subsequently have reviewed the compensation analysis with the Finance Committee; and

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson that it herein sets the 2026 compensation at \$149,278 for the City Administrator position.

Ald. Stallman, seconded by Ald. Mattke, moved to approve Resolution No. 81. On call of the roll, Motion carried unanimously.

Ald. Schroeder, seconded by Ald. Neils moved to amend the amount to 12%, in the amount of \$161,002.15. On call of the roll, motion carried unanimously.

RESOLUTION APPROVING AN OFFER TO PURCHASE, IN LIEU OF CONDEMNATION, FOR THE FOLLOWING PROPERTIES CURRENTLY OWNED BY ARROW, INC: TAX PARCELS 241-0614-1124-013, 241-0614-1124-016, 241-0614-1124-017, 241-0614-1124-028

(To be introduced by Ald. Mattke.)

**CITY OF JEFFERSON
RESOLUTION NO. 82**

WHEREAS, the City of Jefferson, Wisconsin (the City) has received a Commercial Offer to Purchase from Arrow, Inc.; and

WHEREAS, the Offer to Purchase deals with the sale of land located at 739 S. Main Street plus other property all located within the City's legal boundaries; and

WHEREAS, acquiring this property will aid in the City's redevelopment plans and therefore is in the best interests of the City; and

WHEREAS, a copy of the aforementioned Offer to Purchase is attached to this Resolution.

NOW THEREFORE, the Common Council of the City of Jefferson does hereby authorize the City's Administrator to execute said Offer to Purchase thereby binding the City to same.

Ald. Mattke, seconded by Ald. Beyer, moved to approve Resolution No. 82. On call of the roll, Motion carried unanimously.

Ald. Neils, seconded by Ald. Beyer moved to adjourn the Jefferson Common Council Meeting at 5:56 p.m., carried unanimously on a voice vote.