

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, JANUARY 20, 2026**

The Tuesday, January 20, 2026, meeting of the City of Jefferson Common Council was called to order at 7:00 p.m. by Mayor Oppermann. Members' present were: Ald. Schroeder, Ald. Tully, Ald. Beyer, Ald. Mattke, Ald. Stallman, and Ald. Obernberger. Absent: Ald. Teeter and Ald. Neils. Also present were: City Administrator Freitag, City Attorney Rogers, Public Works Director Clark, Police Chief Richter and City Clerk/Deputy Treasurer Copsy.

PUBLIC PARTICIPATION

Jason Marin, N4750 Popp Road, Jefferson, had suggestions to the Right-of-Ways closure ordinance.

Amy Mearsch, 34 South Sioux Max Drive, Janesville, had suggestions for the Right-of-Ways closure ordinance.

DISCUSSION- FOOD AND BEVERAGE PARK PHASE 2 IMPROVEMENTS

Administrator Freitag went over the Food and Beverage Park Phase II Improvements.

AN ORDINANCE TO REPEAL AND REPLACE § 240-8 OF THE MUNICIPAL CODE OF THE CITY OF JEFFERSON CONCERNING THE TEMPORARY CLOSURE OF PUBLIC RIGHT OF WAYS IN THE CITY

(To be introduced for first reading by Ald. Schroeder.)

**CITY OF JEFFERSON
ORDINANCE NO. 1-26**

WHEREAS, the City of Jefferson (the City) has adopted an ordinance (namely 240-8) regulating the temporary closure of public rights-of-way within the City; and

WHEREAS, the City has recently experienced an increase in applications to close public rights-of-way compelling the City to clarify the procedure for processing these applications.

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

- 1) §240-8 of the Municipal Code is hereby repealed in its entirety.
- 2) §240-8 shall be replaced as set forth below.

A. The Common Council may temporarily close a public right-of-way for celebrations or short-term commercial use upon the following conditions:

1) Definitions. As used herein the following terms shall have the meanings indicated below.

a) **APPLICANT.** The person or authorized representative of the event organizer who signs the application for temporary closure of a public right-of-way located within the City and who will be liable under the permit, if issued, for ensuring that the Special Event will be conducted in accordance with the provisions of this ordinance.

b) **CITY PROPERTY.** All municipal buildings, parks, athletic fields, streets, and any other right-of-way owned, leased or controlled by the City of Jefferson.

c) **EXTRAORDINARY SERVICES.** Reasonable and necessary services provided by the City which result from the Special Event. Examples of extraordinary services may include but are not limited to: Police protection/security, traffic control, DPW signage/deployment, Fire and EMS services, Parks department Services, or other services provided by the City of Jefferson to ensure the protection of participants and citizens and proper functioning of city services.

d) **SPECIAL EVENT.** A temporary planned occurrence on public or private property which necessitates the temporary closure of a City right-of-way.

e) **ARTERIAL ROADWAYS.** Serve major activity centers, are the highest traffic volume corridors, carry the high proportion of total urban travel on minimum of mileage, serve demand for intra-area travel between the central business district and outlying residential areas, to include Business Highway 26 and US Highway 18.

f) **SPECIAL EVENT PERMIT.** The written authorization that allows for the temporary closure of a City right-of-way. The permit will be signed by the City clerk once authorized by the Common Council. The permit will be in a form designated by the City and issued to the Applicant.

B. Permit Required.

1) The Applicant shall execute an agreement with the city holding the city harmless for accidents or injuries occurring as a result of the closure of the public right-of-way. The applicant shall specify the party responsible for the closure of the public right-of-way who shall be liable to the city for any loss sustained.

2) The application shall be accompanied by written consent of the residents or commercial tenants and properties with frontage on the affected right-of way and furnish proof of comprehensive general liability insurance in a minimum amount of \$500,000 for bodily injury or death and \$100,000 for property damage.

3) The Applicant shall pay a fee as set by the Common Council. Non-profit entities shall be exempt from a right of way closure fee as established by the Common Council beginning January 1, 2005. In lieu of the closure fee, all nonprofit entities shall be required to make an application fee payment of \$1 and comply with all other provision of this section.

4) The Applicant (s) may be required to pay 50% of the estimated extraordinary services prior to the special event. Failure to pay 50% of the estimated extraordinary services voids the applicant's special event permit. Final cost incurred for extraordinary services, less the amount of services already paid may be invoiced to the Applicant with net thirty-day terms. Failure to pay the final invoice will result in future right-of-way closure applications being denied.

C. Approval or denial of application. Applications for special event permits will be processed in the order of their receipt.

1) Upon receiving an application for closure of right-of-way, the City Clerk will forward the application to the City departments for review. The City departments may schedule a meeting or meetings involving the applicant and any of the other affected City departments.

2) As soon as practical after the closure of right-of way application is submitted, the City Clerk Will present the application, estimated extraordinary fees and supporting documents to the Regulatory Committee for review. After reviewing, the Regulatory Committee will move to approve, conditionally approve or deny the application.

3) To the extent permitted by law, the Regulatory Committee may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper permitting or licensing, or has violated the terms of a prior permit issued to or on behalf the applicant.

D. Right-of-way closure cancellation

1) Arterial roadways in the City of Jefferson shall not be closed, unless specifically approved by the City of Jefferson for a city sponsored parade. Costs incurred by the City for traordinary services will be waived for the G-Days parade and Holiday Parade of Lights.

2) Closures are at all times subject to cancellation or modification due to emergencies, at the City's sole discretion. Closures and all activities and participants within closed areas, are always subject to direction and orders of police. Organizers and participants shall comply with the direction of police officers controlling traffic and security.

3) A path of at least 15 feet in width, having no obstacles within it, must be maintained through closed areas to allow for passage of emergency vehicles.

4) Permits may be revoked if the applicant fails to comply with any conditions placed on the permit, the requirements of this section, or any other applicable laws.

E. Consumption of alcoholic beverages in the closure of right-of-way. A person holding a Class "B" or "Class B" license for an adjacent premises may sell alcohol in designated areas according to the terms set forth above. During such time, § [160-16](#) of the Code shall be inapplicable to the right-of-way closure. Upon approval of the permit as set forth above, the applicant's license shall be deemed to be amended for the term of the right-of-way closure of the original license.

1) Penalties. Any person who violates any provision of this ordinance or who violates any condition of a Special Event Permit will be subject to a forfeiture of not less than \$500 nor more than \$1,000. Each day of violation will be considered a separate offense. In addition, the City may enforce violations by way of injunctive relief and all other remedies available at law or in equity.

2) This ordinance shall be effective on the date after its enactment and publications as required by law.

Ald. Schroeder, seconded by Ald. Tully, moved to approve Ordinance No. 1-26.

Ald. Obernberger, seconded by Ald. Beyer moved to table Ordinance No. 1-26. On call of the roll, motion carried 4-2.

CONSENT AGENDA

(To be introduced by Ald. Beyer.)

**CITY OF JEFFERSON
RESOLUTION NO. 86**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for January 20, 2026, is hereby adopted.

- A. Vouchers Payable for December Payables in the amount of \$242,434.37, January Payables in the amount of \$483,433.07, December 2025 Manuals in the amount of \$130,374.55. Payroll Summary for January 9, 2026, amount of \$221,162.09.
- B. Council Minutes from January 6, 2026, of the Common Council.
- C. Licenses as Approved by the Regulatory Committee:
 - 1. Operator's Licenses.

Ald. Beyer, seconded by Ald. Obernberger, moved to approve Resolution No. 86. On call of the roll, Motion carried unanimously.

RESOLUTION AUTHORIZING AMENDMENT OF THE JEFFERSON FIRE DEPARTMENT AND EMS MANUAL

(To be introduced by Ald. Tully.)

**CITY OF JEFFERSON
RESOLUTION NO. 87**

WHEREAS, the City of Jefferson City Council last updated the Jefferson Fire Department and EMS Manual July 1, 2025, to account for the accrual of paid-time off benefits for full-time firefighter-paramedics working a regular 24-hour shift schedule; and

WHEREAS, the amendment inadvertently did not include full-time paramedic only personnel working a regular 24-shift schedule; and

WHEREAS, the Personnel Committee has reviewed the matter and recommends that full-time paramedic only employees working a regular 24-hour shift accrue paid-time-off benefits at a rate consistent with full-time firefighter-paramedics, and is recommending that said change be incorporated into the Jefferson Fire Department and EMS Manual; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of Jefferson, Wisconsin that it herein authorizes amendment of the Jefferson Fire Department and EMS Manual and that said amendment be retroactive to July 1, 2025.

Ald. Tully, seconded by Ald. Schroeder, moved to approve Resolution No. 87. On call of the roll, Motion carried unanimously.

Ald. Stallman, seconded by Ald. Mattke moved to adjourn the Jefferson Common Council Meeting at 7:53 p.m., carried unanimously on a voice vote.