

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
TUESDAY, DECEMBER 5, 2006**

The Tuesday, December 5, 2006 meeting of the City of Jefferson Common Council was called to order at 7:30 p.m. by Mayor Myers. Members present were: Ald. Wagner, Ald. Tully, Ald. Beyer, Ald. Peachey, Ald. Endl, Ald. Stewart and Ald. McGrath. Absent was: Ald. Havill. Also present were: City Administrator Bierma, City Engineer Ludwig, City Attorney Brantmeier and City Clerk/Treasurer Stewart.

PUBLIC PARTICIPATION

Nancy Haberman, 640 Masonic Boulevard, addressed the Council regarding the televising of the Common Council meetings. Haberman reiterated the praise for the channels and also commented that the sound quality is the only drawback to the broadcast. She asked that everyone speak into the microphones so that the public can hear the meetings proceedings. (*City Administrator Bierma indicated that this issue is being addressed.*)

AN ORDINANCE TO RECREATE A PORTION OF SECTION 1-4 C. (1) OF THE CITY OF JEFFERSON MUNICIPAL CODE TO AMEND THE DEPOSITS AND COSTS FOR PARKING VIOLATIONS

Ald. McGrath introduced Proposed Ordinance #19-06 for its first reading.

**CITY OF JEFFERSON
PROPOSED ORDINANCE #19-06**

An Ordinance to Recreate a Portion of Section 1-4 C. (1) of the City of Jefferson Municipal Code to Amend the Deposits and Costs for Parking Violations:

The Common Council of the City of Jefferson, do ordain as follows:

Section 1. The following portion of Section 1-4 C. (1) is hereby recreated:

265-4	Parking restrictions	\$40 \$20
265-4B(3)(a)	Two-hour parking, 9:00 a.m. to 5:00 p.m.	\$2- \$10
265-4B(3)(b)	Two-hour parking, 8:00 a.m. to 5:00 p.m.	\$2- \$10

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

Ald. Wagner asked that this ordinance be sent thru the Regulatory Committee at the next meeting.

This was a first reading.

TABLED RESOLUTION AUTHORIZING THE HIRE OF A RECRUITMENT FIRM FOR THE HIRE OF A NEW ADMINISTRATOR AND THE CORRESPONDING BUDGET ADJUSTMENT

Ald. Tully introduced Tabled Resolution No. 77.

**CITY OF JEFFERSON
TABLED RESOLUTION NO. 77**

BE IT RESOLVED by the Common Council of the City of Jefferson, Wisconsin that the Common Council authorizes a contract with Public Administration Associates, LLC out of Oshkosh, Wisconsin for the recruitment of a City Administrator, in an amount not to exceed \$6,800.

BE IT FURTHER RESOLVED, that the following corresponding budget adjustment is hereby adopted.

BUDGET ITEM	ACCOUNT #	CURRENT BUDGET	BUDGET ADJUSTMENT	REVISED AMOUNT
Recruitment Expenses	01-51410-30-315	\$0.00	\$6,800.00	\$6,800.00
Contingencies	01-51910-75-789	\$17,929.89	-\$6,800.00	\$11,129.89

Ald. McGrath asked if anyone has submitted a list of names to PAA.

Mayor Myers stated that PAA will advertise and then receives resumes on behalf of the City.

Ald. Wagner asked if a Masters Degree would be a requirement for the position. They Mayor said it would be preferred, but not required. Ald. Wagner stated that he would like to see that left open and that a previous administrator had not had a Masters degree either.

Ald. Tully, seconded by Ald. Beyer moved to recommend Tabled Resolution No. 77. On call of the roll, motion carried unanimously.

CONSENT AGENDA

Ald. Wagner introduced Resolution No. 81.

**CITY OF JEFFERSON
RESOLUTION NO. 81**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for December 5, 2006 is hereby adopted.

The consent agenda for tonight includes:

- ◆ Vouchers Payable for December 2006 in the amount of \$153,073.93 and Payroll Summary for November 24, 2006 in the amount of \$110,787.21
- ◆ Council Minutes from the Regular and Closed Sessions of the November 21, 2006 Common Council.
- ◆ Licenses as Approved by the Regulatory Committee.
 - ◆ Operator's Licenses
 - ◆ Special Class B Licenses

Ald. Wagner, seconded by Ald. McGrath moved Resolution No. 81. On call of the roll, motion carried unanimously.

PUBLIC HEARING ON THE 2007 GENERAL, SPECIAL FUNDS AND WASTEWATER UTILITY BUDGETS AND ADOPTION OF THE 2005 GENERAL, SPECIAL FUNDS AND WASTEWATER UTILITY BUDGETS

Mayor Myers called the public hearing to order.

City Administrator Bruce Bierma read the Notice of Public Hearing.

City Administrator Bierma gave an explanation of the proposed budget and his recommendations and observations for the future.

Mayor Myers then announced that if any citizen wished to address the Common Council on this issue, they could stand and give their name and address and address the Council at this time.

Hearing from no one, Mayor Myers closed the public hearing.

Ald. Peachey introduced Resolution No. 82.

**CITY OF JEFFERSON
RESOLUTION NO. 82**

BE IT RESOLVED by the Common Council of the City of Jefferson that the 2007 General Fund Budget attached hereto and the 2007 budgets for Special Funds and the Wastewater Treatment Utility are hereby adopted, and

BE IT FURTHER RESOLVED that any budgetary figures stipulated in the Municipal Code shall be amended to reflect changes authorized in the Municipal budget.

Ald. Peachey, seconded by Ald. McGrath moved to recommend Resolution No. 82 for discussion. On call of the roll, motion carried on a vote of 6 to 1. Ald. McGrath cast the dissenting vote.

RESOLUTION APPROVING 2006 TAX LEVY

Ald. Peachey introduced Resolution No. 83.

**CITY OF JEFFERSON
RESOLUTION NO. 83**

BE IT RESOLVED by the Common Council of the City of Jefferson that the 2006 General Fund Property Tax Levy for Municipal Services in 2007 in the amount of \$3,067,234 is hereby approved; and

BE IT FURTHER RESOLVED that the following tax rate is hereby adopted:

CITY OF JEFFERSON \$6.691339940

Ald. Peachey, seconded by Ald. Endl moved to recommend Resolution No. 83. On call of the roll, motion carried unanimously.

RESOLUTION AUTHORIZING THE INCREASE OF DOG & CAT LICENSE FEES

Ald. Stewart introduced Resolution No. 84.

**CITY OF JEFFERSON
RESOLUTION NO. 84**

BE IT RESOLVED by the Common Council of the City of Jefferson, Wisconsin that the Common Council hereby increases the unaltered dog/cat license fee to \$16 and the altered dog/cat license fee to \$11.

Ald. Stewart, seconded by Ald. McGrath moved to recommend Resolution No. 84. On call of the roll, motion carried unanimously.

RESOLUTION AUTHORIZING THE PURCHASE OF A 2007 HORTON AMBULANCE FROM 5 ALARM FIRE

Ald. Endl introduced Resolution No. 85.

**CITY OF JEFFERSON
RESOLUTION NO. 85**

BE IT RESOLVED by the Common Council of the City of Jefferson, Wisconsin that the Common Council authorizes the purchase of a 2007 Horton Ambulance from 5 Alarm Fire, Fort Atkinson, WI in an amount not to exceed \$132,552.

Ald. Beyer indicated that approval was unanimous at Ambulance Committee. She stated that she would like to thank Captain Drew for his hard work.

Ald. McGrath questioned what we were purchasing for this price...all the contents as well?

Interim EMS Director Drew stated that the contents of the EMS were not included, but that those costs should not exceed \$20,000.

Ald. Endl, seconded by Ald. Beyer moved to recommend Resolution No. 85. On call of the roll, motion carried unanimously.

RESOLUTION AUTHORIZING THE LEASE OF A 2007 JACOBSEN TURFCAT MOWER AND EQUIPMENT

Ald. Beyer introduced Resolution No. 86.

**CITY OF JEFFERSON
RESOLUTION NO. 86**

BE IT RESOLVED by the Common Council of the City of Jefferson, Wisconsin that the Common Council hereby authorizes the interim City Administrator to enter into a lease for a 2007 Demo Jacobsen Turfcats 628 D 4WD with cab and broom from Wisconsin Turf and Equipment Corp, Janesville, WI.

BE IT FURTHER RESOLVED that the Common Council accepts the following lease terms:

Term:	60 months
# of Payments:	Five
Payment Amount:	\$6,251.58
Total Purchase Price:	\$27,965.00
Delivery:	December 31, 2006
First Payment Date:	30 Days after Delivery

Ald. McGrath questioned if this was really a lease or a payment program.

Park, Recreation Forestry Director Keller indicated that it was actually a purchase program that is considered a lease. Basically, after six years of payment the piece of equipment is ours.

City Attorney Brantmeier indicated that he would like to consent to the contract prior to execution.

Keller indicated that the Council was being approached at this time because there is a 6 to 8 week lead time after ordering. It is the department's desire to get the piece of equipment in operation for this snow season.

Ald. Endl stated that he appreciated that the City was purchasing a demo unit to save money.

Ald. Beyer, seconded by Ald. Peachey moved to recommend Resolution No. 86. On call of the roll, motion carried

RESOLUTION AUTHORIZING 2007 NON-UNION COMPENSATION PLAN AND 2007 COST OF LIVING INCREASE

Ald. **Endl** introduced Resolution No. 87.

**CITY OF JEFFERSON
RESOLUTION NO. 87**

BE IT RESOLVED by the Common Council of the City of Jefferson that the 2007 Non-union Compensation Plan be adopted and that the non-union salaries and hourly rates for 2007, not specifically delineated below, be given a cost of living increase of three and one quarter percent. *(Complete detail on file in the office of the City Clerk)*

BE IT RESOLVED, that summer part-time help in the Public Works and Parks Department be hired in accordance with the following schedule:

Year	Without CDL	With CDL
Start	\$7.25	\$8.25
2 nd Year	8.00	9.00
3 rd Year	8.75	9.75
4 th Year*	9.50	10.50

BE IT RESOLVED, that the compost site attendant be hired in accordance with the following schedule:

Year	Wage
Start	\$7.00
2 nd Year	7.25
3 rd Year	7.50
4 th Year*	7.75

BE IT RESOLVED, that the crossing guards be hired in accordance with the following schedule:

Year	Wage
Start	\$8.00
2 nd Year	8.25
3 rd Year	8.50
4 th Year*	8.75

BE IT RESOLVED, that election personnel be hired in accordance with the following schedule:

Year	Wage
Election Wrkr	\$6.50

BE IT FURTHER RESOLVED, that the auxiliary emergency medical technicians and drivers be paid in accordance with the following schedule:

EMT Basic \$2.00/hr on call rate
 \$10.00/hr run time rate

EMT IV Tech \$2.00/hr on call rate

\$12.00/hr run time rate

Drivers: \$2.00/hr on call rate
\$8.00/hr run time rate

BE IT FURTHER RESOLVED, that the part-time recreational wages are hereby adopted.

**CITY OF JEFFERSON
WAGE STRUCTURE FOR PART-TIME SEASONAL EMPLOYEES**

	1st Year	2nd Year	3rd Year	4th Year *
Adult Sport Umpire/Referee				
Men/Women Softball one umpire system	17.50	18.00	18.50	19.00
Volleyball "A" League **	11.00	11.50	12.00	12.50
Volleyball "B" League **	7.50	8.00	8.50	9.00
Pony League/Umpire **	25.00	27.50	30.00	32.50
KickBall Umpire	13.00	13.50	14.00	14.50
Youth/Adult Activity-Instructor				
T-Ball/Scorekeeper Coordinator	8.00	8.25	8.50	8.75
Minor League Supervisor	7.00	8.00	9.00	10.00
Aquatics/Lessons Instructor				
Water Exercise	6.90	7.15	7.40	7.65
Senior Water Exercise	6.90	7.15	7.4	7.65
Aquatic Center Manager	8.65	9.15	9.65	10.15
Swim Lesson Coordinator	8.15	8.40	8.65	8.90
Swim Lesson Instructor	7.40	7.90	8.40	8.90
Head Lifeguard	7.65	7.90	8.15	8.40
Concession	5.90	6.15	6.40	6.65
Lifeguard	6.75	7.00	7.25	7.50
Youth Sport Umpire/Referee				
Flag Football	6.35	6.60	6.85	7.10
Outdoor Soccer	6.35	6.60	6.85	7.10
Youth Baseball - Bases ** Solo	15.00	15.25	15.50	15.75
Youth Softball ** Solo/Volleyball	11.00	11.75	12.50	13.25
Open Gym Supervisor	7.00	7.25	7.50	7.75
Skating Rink Supervisor	6.35	6.60	6.85	7.10
Scorekeeper - Adult Volleyball	7.00	7.25	7.50	7.75

Scorekeeper - Men's Basketball	7.00	7.25	7.50	7.75
Scorekeeper - Adult Softball	6.85	7.10	7.35	7.60
Youth Activity Helper - T-Ball/Mnr Lge	6.35	6.60	6.85	7.10
Scorekeeper-Youth Baseball	6.60	6.85	7.10	7.35
Indoor Soccer	6.35	6.60	6.85	7.10

*After the 4th year of employment, the rate of increase will only be the cost of living percentage determined by the Common Council.

**These activities may be more or less than one hour in duration. The rates reflect game/match amount paid rather than hourly rates.

(Please see the June 6, 2006 Personnel Committee Minutes for information regarding fourth year returning Aquatic Center staff concession employees that may change employment status from concession to lifeguard.)

Employee contribution to health insurance premium shall be 10% of the premium per month.

Ald. Endl, seconded by Ald. McGrath moved to recommend Resolution No. 87.

Ald. Wagner, seconded by Ald. McGrath stated that he would like to make an amendment to the third page of the non union compensation plan. He noted that he would like to amend the 6 and 18month increases to a maximum of 2.5%.

City Clerk/Treasurer Stewart stated that the City has deviated from the schedule in the last couple of years.

Ald. Beyer clarified for the Council that the plan states that this is the maximum percentage of increase that a new hire could receive.

Ald. Endl stated that he felt we should leave the schedule the same and exercise the Council's authority to deviate from the schedule if they so desire (on a case by case basis).

Atty. Brantmeier indicated that it is within the Council's power to delineate different terms when they deem necessary.

Roll on the amendment was then called, the amendment failed by a three to four vote. Ald. Tully, Ald. Beyer, Ald. Peachey and Ald. Endl voted against the amendment.

Ald. Tully stated that he feels that this is a good system and that compensation can be dealt with on a case by case basis. He stated that in some instances, a 5% increase may be warranted.

Ald. Beyer then clarified with City Clerk/Treasurer Stewart that the auditor's have requested clarification of pay rates. Stewart responded affirmatively.

Ald. Peachey asked when the last time the policy was reviewed. City Clerk/Treasurer Stewart stated that the policy was drafted in 2000 and the wage ranges have not been looked at since. She added that the ranges should really be reviewed to make sure that they accurately reflect the geographic area and the market.

On call of the roll for the original un-amended motion, motion carried by a vote of 6 to 1. Ald. McGrath cast the dissenting vote.

Ald. Wagner seconded by Ald. Tully moved to adjourn to Closed Session Pursuant to Section 19.85(1)(c) and 19.85(1)(e) of the Wisconsin State Statutes To Consider Employment and Compensation as it Relates to the Hire of an EMS Director and the Compensation of the Interim City Administrator and Concerning the Jefferson Ceramic Tile Purchase and Corresponding Land Swap. On call of the roll, motion carried unanimously.

RESOLUTION AUTHORIZING THE HIRE AN EMS COORDINATOR

This resolution was tabled in closed session until December 19, 2006.

RESOLUTION AUTHORIZING COMPENSATION FOR THE INTERIM CITY ADMINISTRATOR

Ald. Tully introduced Resolution No. 89.

**CITY OF JEFFERSON
RESOLUTION NO. 89**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the Common Council hereby authorizes the payment of interim compensation of \$2,000 per month effective November 2006, for compensation to Tanya Stewart for the additional administrator duties performed. The monthly dollar amount will continue until the first day of the first month following the hire of a new City Administrator.

Ald. Tully, seconded by Ald. Beyer moved to recommend Resolution No. 89. On call of the roll, motion carried unanimously.

Ald. Wagner, seconded by Ald. Tully moved to adjourn the Tuesday, December 5, 2006 meeting of the Common Council. On call of the roll, motion carried unanimously.

The minutes of the Tuesday, December 5, 2006, meeting of the Common Council are uncorrected. Any corrections made thereto will be noted in the proceedings at which time the minutes are approved.

Please Publish: ASAP

Need an affidavit

Not in the legal section