

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
TUESDAY, FEBRUARY 6, 2007**

The Tuesday, February 6, 2007 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. Stewart, Ald. Endl and Ald. McGrath. Absent was: Ald. Havill. Also present were: City Engineer Ludwig, City Attorney Brantmeier and City Clerk/Treasurer Stewart.

PUBLIC PARTICIPATION

None.

EMS PLAQUE PRESENTATION

Due to weather conditions this presentation will be postponed until February 20, 2007.

CONSENT AGENDA

Ald. Wagner introduced Resolution No. 104.

**CITY OF JEFFERSON
RESOLUTION NO. 104**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the consent agenda for February 6, 2007 is hereby adopted.

The consent agenda for tonight includes:

- ◆ Vouchers Payable December 2006 and February 2007 in the amounts of \$39,923.61 and \$139,477.07 and Payroll Summary for January 19, 2007 in the amount of \$118,677.49.
- ◆ Council Minutes from the Regular and Closed Sessions of the January 16, 2007 Common Council Meetings.
- ◆ Licenses as Approved by the Regulatory Committee.
 - ◆ Operator's Licenses
 - ◆ Special Class B Licenses

Ald. Wagner, seconded by Ald. McGrath moved to recommend Resolution No. 104. On call of the roll, motion carried unanimously.

**RESOLUTION REGARDING THE NEED FOR ANNUAL PERFORMANCE
APPRAISALS OF CITY EMPLOYEES**

Ald. Wagner introduced Resolution No. 105.

**CITY OF JEFFERSON
RESOLUTION NO. 105**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the City Council hereby requires that all staff be given annual performance appraisals by their department head.

BE IT FURTHER RESOLVED, that the City Administrator shall conduct annual performance appraisals on the City Engineer, City Park, Recreation and Forestry Director, City Clerk/Treasurer and EMS Director.

BE IT FURTHER RESOLVED, that the Common Council acknowledges that the Police and Fire Commission shall be responsible for the reviews of the Fire Chief and Police Chief.

BE IT FURTHER RESOLVED, that the Common Council acknowledges that the Library Board shall be responsible for the reviews of the Library Director.

BE IT FURTHER RESOLVED, that the Common Council shall review the performance of the City Administrator on an annual basis or as required by contract.

BE IT FURTHER RESOLVED, that the Common Council hereby reinforces the performance appraisal process as set forth in Section 1.8 of the City of Jefferson Wisconsin Personnel Policy Manual which states...

1.8 – PERFORMANCE APPARASAL

Each employee will have an annual performance appraisal performed by their immediate supervisor. The primary reason for performance reviews is to identify an employee's strengths and weaknesses in order to reinforce good habits and develop ways to improve weaker areas. The review will also serve to document how job performance compares to the job description and expectations of the job.

Ald. Tully stated that approval of Resolution No. 105 was unanimous at Personnel Committee.

Ald. Endl asked if the evals were done on anniversary dates. City Clerk/Treasurer Stewart stated that most evaluations were done during the April timeframe when the work flow for many departments is slower.

Ald. Wagner, seconded by Ald. Tully moved to recommend Resolution No. 105. On call of the roll, motion carried unanimously.

RESOLUTION AUTHORIZING A QUOTATION FOR STORM SEWER REPLACEMENT BENEATH THE UP RAILROAD TRACKS ON NORTH STREET

Ald. McGrath introduced Resolution No. 106.

**CITY OF JEFFERSON
RESOLUTION NO. 106**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the City Council hereby authorizes Bore Master, Inc. of Pewaukee, WI to replace the storm sewer beneath the Union Pacific railroad tracks on North Street in an amount not to exceed \$13,200.

City Engineer Ludwig then provided an explanation of the proposal for the Council and public.

Ald. Peachey indicated that Resolution No. 106 was unanimously approved at Finance Committee.

Ald. Wagner asked if this would help the drainage problem that occurs on Candise Street by the railroad tracks. City Engineer Ludwig indicated that it may have some positive effect, but the actual project is not specifically addressing that issue.

Ald. McGrath, seconded by Ald. Endl moved to recommend Resolution No. 106. On call of the roll, motion carried unanimously.

RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT FOR CITY ADMINISTRATOR RECRUITMENT EXPENSES

Ald. Peachey introduced Resolution No. 107.

**CITY OF JEFFERSON
RESOLUTION NO. 107**

BE IT RESOLVED by the Common Council of the City of Jefferson, Wisconsin that the Common Council authorizes the following budget adjustment for City Administrator Recruitment expenses:

BUDGET ITEM	ACCOUNT #	CURRENT BUDGET	BUDGET ADJUSTMNT	REVISED AMOUNT
Recruitment Expenses	01-51410-30-315	\$0.00	\$1,250.00	\$1,250.00

Mayor Myers then provided the Council with some background on this request. He indicated that it is possible that the City may need to pay for airfare for some of the candidates and therefore, the dollar amount may be more or less than the requested \$1,250.

Ald. Wagner questioned if the City would be requiring a Master's degree. The Mayor indicated that it was not required, but the ad stated that it was preferred.

Ald. Peachey, seconded by Ald. Endl moved to recommend Resolution No. 107. On call of the roll, motion carried unanimously.

**RESOLUTION ESTABLISHING PUBLIC PARTICIPATION PROCEDURES
FOR THE CITY OF JEFFERSON COMPREHENSIVE PLAN**

Ald. Beyer introduced Resolution No. 108.

**CITY OF JEFFERSON
RESOLUTION NO. 108**

**ESTABLISHING PUBLIC PARTICIPATION PROCUDURES FOR
COMPREHENSIVE PLAN**

WHEREAS, the City of Jefferson has decided to prepare a comprehensive plan under the authority of and procedures established by SS66.1001(4), Wisconsin Statutes; and

WHEREAS, SS66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of comprehensive plan preparation, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Jefferson believes that regular, meaningful public involvement in the comprehensive plan process is important to assure that the resulting plan meets the wishes and expectations of the public; and

WHEREAS, the “Public Participation Plan: City of Jefferson Comprehensive Plan” includes written procedures to foster public participation, ensure wide distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Jefferson hereby adopts the written procedures included in the “Public Participation Plan: City of Jefferson Comprehensive Plan” as its public participation procedures meeting the requirements of SS66.1001(4)(a), Wisconsin Statutes.

Ald. Beyer indicated that she was in strong support of this agenda item and noted how key public input and participation is in developing the City’s Master Plan.

City Engineer Ludwig then drew the Council’s attention to the actual “Plan”. He stated that this structure was being recommended, but that the City could add additional opportunities for participation throughout the process.

Ald. Beyer, seconded by Ald. Peachey moved to recommend Resolution No. 108. On call of the roll, motion carried unanimously.

RESOLUTION SETTING STAFFING LEVELS FOR FUTURE ELECTIONS

Ald. Stewart introduced Resolution No. 109.

**CITY OF JEFFERSON
RESOLUTION NO. 109**

**A RESOLUTION AUTHORIZING THE CITY
CLERK TO DETERMINE THE NUMBER OF ELECTION
OFFICIALS AT ALL ELECTIONS IN THE CITY OF JEFFERSON**

WHEREAS, the City of Jefferson is responsible for the process and integrity of all elections held in the City of Jefferson and the expense thereof; and

WHEREAS, the City of Jefferson is responsible for the selection of Election Officials and the expense thereof; and

WHEREAS, Wisconsin State Statute 7.30(1) states “There shall be 7 inspectors for each polling place at each election”; and

WHEREAS, Wisconsin State Statute 7.32(1) states “Notwithstanding s. 7.30 (1), the governing body or board of election commissioners of any municipality may, by resolution, reduce the number of election officials and modify or rescind any similar previous action. No such action may reduce the number of officials at a polling place to less than three (3).

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Jefferson, Jefferson County, Wisconsin, that the City Clerk is authorized to determine the number of election officials at all elections in the City of Jefferson, but in no situation, may the number of officials at a polling place be less than three.

Ald. Stewart, seconded by Ald. McGrath moved to recommend Resolution No. 109. On call of the roll, motion carried unanimously.

Ald. Wagner, seconded by Ald. McGrath moved to adjourn to Closed Session Pursuant to Section 19.85(1) (e) of the Wisconsin State Statutes To Discuss the Potential Negotiating of a Property Purchase at 116 West Washington Street (aka Old Schweiger Building). On call of the roll, motion carried unanimously.

Ald. McGrath, seconded by Ald. Peachey moved to reconvene to open session. On call of the roll, motion carried unanimously.

Ald. Wagner, seconded by Ald. McGrath moved to adjourn the Tuesday, February 6, 2007 meeting of the Common Council. On call of the roll, motion carried unanimously.

The minutes of the Tuesday, February 6, 2007, 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