

**MINUTES
CITY OF JEFFERSON COMMON COUNCIL
TUESDAY, DECEMBER 4, 2018**

The Tuesday, December 4, 2018 meeting of the City of Jefferson Common Council was called to order at 7:00 p.m. by Mayor Oppermann. Members present were: Ald. Brandel, Ald. Miller, Ald. Beyer, Ald. Horn, Ald. Tully, Ald. Krause, Ald. Peachey and Ald. Lares. Absent: None. Also present were: City Administrator Freitag, City Engineer Pinnow, City Attorney Thompson and City Clerk/Deputy Treasurer Copsey.

PUBLIC PARTICIPATION

None.

CONSENT AGENDA

Ald. Lares 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 4, 2018 is hereby adopted.

- A. Vouchers Payable for November, 2018 in the amount of \$125,471.77. Payroll Summary for November 23, 2018 in the amount of \$154,275.16.
- B. Council Minutes from the November 20, 2018 and November 28, 2018 Meetings of the Common Council.
- C. Licenses as Approved by the Regulatory Committee.
 - 1. Operator's Licenses
 - 2. Special Class B Licenses

Ald. Lares, seconded by Ald. Miller moved to approve Resolution No. 81. Motion carried unanimously on call of the roll.

PRESENTATION-STATUS REPORT ON JEFFERSON POLICE DEPARTMENT/JEFFERSON UTILITIES RENOVATION PROJECT

Doug Beilke from Maas Bros. gave an overview of the Police Department/Utilities building project, everything is on schedule.

PRESENTATION STATUS UPDATE ON NORTH INDUSTRIAL PARK EXPANSION PROJECT

Administrator Freitag gave an update on the North Industrial Park expansion project.

RESOLUTION AUTHORIZING FY 2019 NON-REPRESENTED EMPLOYEE WAGE AND SALARY RATES

(Ald. Peachey introduced Resolution No. 82.)

**CITY OF JEFFERSON
RESOLUTION NO. 82**

BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the Common Council hereby authorizes a 3% adjustment to the 2019 Non-Union Compensation Plan.

BE IT FURTHER RESOLVED that the following wage and salary adjustments for non-represented (non-union) employees covered by the City Compensation Plan are herein authorized:

- Employees positioned on the Step portion of the Compensation Plan shall be advanced forward to the next Step that provides for a wage or salary increase pending the successful outcome of an annual performance evaluation; and
- Employees that have or will advance out of the Step portion of the Compensation Plan shall receive a one (3) percent base wage or salary increase on their 2018 base wage or salary pending the successful outcome of an annual performance evaluation;

BE IT RESOLVED, by the Common Council that the above referenced Step increases and the base wage and salary increases shall be implemented the first regular pay period of 2019.

BE IT RESOLVED, that employees may be subject to an additional one time merit bonus, based upon above average job performance as documented in their performance evaluation.

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

| Year | Wage |
|-----------------------|-------------|
| Start | \$9.00 |
| 2 nd Year | 9.75 |
| 3 rd Year | 10.50 |
| 4 th Year* | 11.25 |

BE IT RESOLVED, that summer interns in the Public Works / Engineering Department be hired in accordance with the following schedule:

| Year | Wage |
|----------------------|-------------|
| Start | \$9.50 |
| 2 nd Year | \$9.75 |

BE IT RESOLVED, that the following part-time Police Dept. staff be hired in accordance with the following schedule:

| | Year | Wage |
|------------------------------|------------------|-------------|
| Part-time Auxiliary Officers | Start | \$16.50 |
| | Subsequent Years | \$17.00 |
| Part-Time Dispatcher | Start | \$12.97 |

| | | |
|--------------------------|-------|---------|
| Part-Time Clerk | Start | \$12.84 |
| | | |
| Civilian Reserve Officer | Start | \$12.00 |

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

| Year | Wage |
|------------------|---------|
| Start | \$10.00 |
| Subsequent Years | \$10.00 |

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

| | |
|-----------------------|--------|
| Chief Election Worker | \$7.50 |
| Election Worker | \$7.25 |

BE IT RESOLVED, the following cable positions shall be paid in accordance with the following schedule:

| | | |
|---------------------------------------|---------|-----------|
| Station Manager | \$17.00 | 650 hours |
| Asst. Station Manager/Editor | \$12.00 | 325 hours |
| Camera Operator-Experienced | \$15.00 | 150 hours |
| Camera Operator-Entry Level | \$8.35 | 250 hours |
| Part-time Cable Assistants-Start Rate | \$8.00 | -- |
| Broadcasting Announcers | \$25.00 | Per game |

BE IT RESOLVED, the Farmer's Market Coordinator shall be paid in accordance with the following schedule:

| | | |
|-----------------------------|---------|----------|
| Farmer's Market Coordinator | \$3,100 | Per year |
|-----------------------------|---------|----------|

BE IT RESOLVED, that the Fire Chief annual compensation shall be \$12,000. (Paid quarterly)

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

| | | |
|----------------|------------|---------------|
| EMT Basic | \$7.50/hr | On call rate |
| | \$16.00/hr | Run time rate |
| AEMT | \$7.50/hr | On call rate |
| | \$18.00/hr | Run time rate |
| Standby | \$18.00/hr | |
| | | |
| Special Events | \$18.00/hr | |
| | | |

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

WAGE STRUCTURE FOR PART-TIME SEASONAL EMPLOYEES

| | | | | |
|---|----------|----------|----------|----------|
| Adult Sport Umpire/Referee | 1st Year | 2nd Year | 3rd Year | 4th Year |
| Volleyball Official | \$8.00 | \$8.25 | \$8.50 | \$8.75 |
| Kickball Umpire | \$13.00 | \$13.50 | \$14.00 | \$14.50 |
| Adult Softball (1 Umpire System) | \$17.50 | \$18.00 | \$18.50 | \$19.00 |
| | | | | |
| Youth Activity - Instructors & Umpires | 1st Year | 2nd Year | 3rd Year | 4th Year |
| Youth Sports Assistants | \$8.00 | \$8.25 | \$8.75 | \$9.00 |
| Youth Sports Official/Referee | \$9.00 | \$9.25 | \$9.50 | \$9.75 |
| One Day Programs & Day Off Instructors | \$9.00 | \$9.25 | \$9.50 | \$9.75 |
| Baseball & Softball (Infield Only) | \$16.00 | \$16.25 | \$16.50 | \$16.75 |
| Baseball & Softball (Home Plate) | \$18.00 | \$18.50 | \$19.00 | \$19.50 |
| | | | | |
| Scorekeepers & Supervisors | 1st Year | 2nd Year | 3rd Year | 4th Year |
| Scorekeeper - Baseball, Softball, Pony | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| Scorekeeper - Basketball & Volleyball | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| Open Gym Supervisor | \$8.00 | \$8.25 | \$8.50 | \$8.75 |
| Minor League & Riverfront Supervisor | \$9.00 | \$9.25 | \$9.50 | \$10.00 |
| Basketball Supervisor | \$10.00 | \$10.25 | \$10.50 | \$10.75 |
| Tensfeldt - Soccer Supervisor | \$10.50 | \$10.75 | \$11.25 | \$11.50 |
| | | | | |
| Aquatics/Lesson Instructor | 1st Year | 2nd Year | 3rd Year | 4th Year |
| Concession Stand | \$7.25 | \$7.50 | \$7.75 | \$8.00 |
| Water Exercise | \$8.00 | \$8.25 | \$8.50 | \$8.75 |
| Swim Lesson Instructor | \$8.00 | \$8.50 | \$9.00 | \$9.50 |
| Lifeguard | \$8.00 | \$8.25 | \$8.50 | \$8.75 |
| Head Lifeguard | \$8.50 | \$8.75 | \$9.00 | \$9.25 |
| Swim Lesson Coordinator | \$9.00 | \$9.25 | \$9.50 | \$10.00 |
| Aquatics Center Manager | \$10.00 | \$10.50 | \$11.00 | \$11.50 |
| | | | | |

*After the 4th year of employment, the rate of increase will be equal to the percentage of increase as determined by the Common Council for non-union hourly and salaried employees.

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

***If an employee is making minimum wage during the year and the minimum wage changes, the rate will be changed to comply with State and/or Federal regulations. If substantial changes to the schedule above are required, Personnel Committee approval will be requested.

****If an employee switches job responsibilities and the switch causes him/her to move to a different wage category, the individual will be paid at a level equal to, or above their current rate at former category.

Ald. Peachey, seconded by Ald. Brandel moved to approve Resolution No. 82. Motion carried unanimously on call of the roll.

RESOLUTION AUTHORIZING SUBMITTAL OF IDLE INDUSTRIAL SITE GRANT TO WISCONISN ECONOMIC DEVELOPMENT CORPORATION

This resolution was removed from the agenda.

Adjourn to Closed Session Pursuant to Section 19.85(c) of the Wisconsin State Statutes to Consider the Hire of a City Clerk/Deputy Treasurer, Deputy City Clerk/Treasurer, City Hall Administrative Assistant and a Full-time Police Officer.

Ald. Krause seconded by Ald. Miller moved to adjourn to Closed Session. On call of the roll, motion carried unanimously.

Motion was made by Ald. Brandel, seconded by Ald. Lares to reconvene to open session. Motion carried unanimously on a voice vote.

RESOLUTION TO HIRE A FULL-TIME ADMINISTRATIVE ASSISTANT FOR THE CITY HALL ADMINISTRATIVE DEPARTMENT

Ald. Miller 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 Council hereby authorizes the hire of Claire Scholten as Administrative Assistant at an hourly rate of \$15.64, Step Four of Grade One.

BE IT FURTHER RESOLVED that she will be granted 14 days of PTO upon commencement of employment with the City Hall Office.

BE IT FURTHER RESOLVED employment with Claire shall start no later than December 10, 2018.

Ald. Miller moved, seconded by Ald. Brandel moved to approve Resolution No. 84. Motion carried unanimously on call of the roll.

RESOLUTION TO HIRE A PART-TIME PATROL OFFICER

Ald. Krause introduced Resolution No. 85.

**CITY OF JEFFERSON
RESOLUTION NO. 85**

WHEREAS, Police Chief Pileggi has taken steps to fill a vacant position in the Police Department for a part-time patrol officer; and

WHEREAS, the open part-time patrol officer position was recently vacated by a resignation; and

WHEREAS, Police Chief Pileggi is recommending that Reserve Police Officer Jamison Hoff be promoted to the rank of Part-time Patrol Officer by the City of Jefferson to fill the vacated position; and

WHEREAS, the Personnel Committee having reviewed the qualifications of Reserve Police Officer Jamison Hoff and pursuant to Chief Pileggi recommending the promotion of Reserve Police Officer Jamison Hoff to the rank of Part-time Patrol Officer to the Common Council; and

WHEREAS, the Chief of Police has part-time funds allocated in his 2019 approved operating budget and that this part-time patrol officer is to replace a current vacancy in the part-time patrol officer staff;

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Jefferson, Wisconsin that the Chief of Police is authorized to promote Reserve Police Officer Jamison Hoff to the rank of Part-time Patrol Officer, effective Wednesday, January 2nd, 2019 as a part-time patrol officer for the City of Jefferson Police Department. The initial rate of pay shall be \$16.50 per hour pursuant to the 2019 City of Jefferson non-represented pay resolution.

Ald. Krause, seconded by Ald. Lares moved to approve Resolution No. 85. Motion carried unanimously on call of the roll.

Ald. Peachey, seconded by Ald. Lares moved to adjourn the December 4, 2018 meeting of the Common Council at 7:35 p.m. On a voice vote, motion carried unanimously.