

## AGENDA

### JEFFERSON COUNTY BOARD MEETING

September 14, 2021

7:00 p.m.

Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549

Webinar OR [YouTube Livestream](#)

Register in advance for the County Board Meeting webinar:

[https://zoom.us/webinar/register/WN\\_N2ghwZR3TQenotKF1KEwmQ](https://zoom.us/webinar/register/WN_N2ghwZR3TQenotKF1KEwmQ)

After registering, you will receive a confirmation email containing information about joining the webinar.

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
5. **APPROVAL OF THE AGENDA**
6. **SPECIAL ORDER OF BUSINESS**
7. a. Public Hearing on Jefferson County Board Supervisor Tentative Redistricting Plan
8. **APPROVAL OF MINUTES FROM AUGUST 10, 2021**
9. **COMMUNICATIONS**
  - a. Notice of Planning and Zoning Public Hearing – September 16, 2021 (Page 1)
  - b. Treasurer's Report (Addendum)
10. **PUBLIC COMMENT**
11. **ANNUAL REPORTS**
  - a. County Clerk– Audrey McGraw
  - b. Emergency Management – Donna Haugom
  - c. Fair Park – Amy Listle
12. **BUILDING AND GROUNDS COMMITTEE**
  - a. Resolution – Entering into a contract with Maas Brothers Construction to provide construction management services for County building projects (Page 3)
13. **COUNTY ADMINISTRATOR**
  - a. Resolution – Granting an easement to Bertram Communications, LLC for the purpose of constructing and accessing a communications tower and equipment at the Sheriff's Office Annex (Page 5)
14. **EXECUTIVE COMMITTEE**
  - a. Resolution – Adopting the Jefferson County Board Supervisor Tentative Redistricting Plan (Page 7)
15. **FINANCE COMMITTEE**
  - a. Resolution – Issuing General obligation Promissory Notes, Series 2021-A in an amount not to exceed \$8,000,000 for County building projects (Page 14)

- b. Resolution – Amending the 2021 Human Services Department Budget to include American Rescue Plan Act Funds (Page 16)
- c. Resolution – Considering claim for personal injury of Mary Mess (Page 17)
- d. Resolution – Considering the revised Jefferson County Library Funding Formula for non-county wide library services (Page 18)
- 16. **HUMAN SERVICES BOARD**
  - a. Resolution – Creating one full-time exempt Advanced Prescriber position at Human Services (Page 21)
- 17. **PARKS COMMITTEE**
  - a. Resolution – Authorizing County Conservation Aids Grant Application (Page 24)
- 18. **LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE**
  - a. Resolution – Accepting bids for demolition of properties acquired through the Flood Mitigation and Acquisition Program (Page 26)
- 19. **PLANNING AND ZONING COMMITTEE**
  - a. Report – Approval & Denial of Petitions (Page 28)
  - b. Ordinance – Amending Official Zoning Map (Page 29)
  - c. Resolution – Denying Petition to Amend Official Zoning Map (Page 30)
- PUBLIC COMMENT** (General)
- 20. **APPOINTMENTS BY COUNTY ADMINISTRATOR** (Page 32)
  - a. Brian Henning, Waterloo, WI, to the Jefferson County Library Board to fill an unexpired term ending December 31, 2022
  - b. Alice Mirk, Watertown, WI, to the Human Services Board for a 3-year term ending November 1, 2024
- 21. **ANNOUNCEMENTS**
- 22. **ADJOURN**

Next County Board Meetings Tuesday, October 12, 2021 Tuesday, October 26, 2021 7:00 p.m.
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**NOTICE OF PUBLIC HEARING**  
**JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE**  
*George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker and Lloyd Zastrow*

**SUBJECT:** Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits  
**DATE:** Thursday, September 16, 2021  
**TIME:** 7:00 p.m. (*Courthouse doors will open at 6:30*)  
**PLACE:** Room 205, Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI  
**OR Via Zoom Videoconference**

**PETITIONERS OR MEMBERS OF THE PUBLIC MAY ATTEND THE MEETING VIRTUALLY BY  
FOLLOWING THESE INSTRUCTIONS IF THEY CHOOSE NOT TO ATTEND IN PERSON:**

You are invited to a Zoom meeting.  
When: September 16, 2021, 07:00 PM Central Time (US and Canada)  
Meeting ID: 957 3344 0565  
Passcode: Zoning

Register in advance for this meeting:

<https://zoom.us/j/95733440565?pwd=eHZRbHZXWXhUbnlKdkhtOXhoTmtNZz09>

After registering, you will receive a confirmation email containing information about joining the meeting.

1. **Call to Order**
2. **Roll Call**
3. **Certification of Compliance with Open Meetings Law**
4. **Approval of Agenda**
5. **Explanation of Public Hearing Process by Committee Chair**
6. **Public Hearing**

**NOTICE IS HEREBY GIVEN** that the Jefferson County Planning and Zoning Committee will conduct a public hearing on Thursday, September 16, 2021 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. Members of the public will be allowed to be heard regarding any petition under consideration by the Planning and Zoning Committee. **PETITIONERS, OR THEIR REPRESENTATIVES SHALL BE PRESENT EITHER IN PERSON OR VIA ZOOM.** Matters to be heard are petitions to amend the official zoning map of Jefferson County and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files, which include staff finding of fact, are available for viewing between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

**FROM AGRICULTURAL A-1 TO A-2, AGRICULTURAL & RURAL BUSINESS**

**R4322A-21 – Donald Popp/Hickory Wood Ranch LLC Property:** Rezone 0.482 ac of PIN 006-0716-1644-000 (36.95 Ac) to enlarge an existing A-2 zone at **N6189 County Rd F**, Town of Concord. This is in accordance with Sec 11.04(f)7 of the Jefferson County Zoning Ordinance.

**CONDITIONAL USE PERMIT APPLICATION**

**CU2075-21 – Donald Popp/Hickory Wood Ranch LLC Property:** Conditional use for storage of non-farm equipment in a proposed A-2 zone at **N6189 County Rd F**, Town of Concord. This is in accordance with Sec 11.04(f)7 of the Jefferson County Zoning Ordinance.

**FROM A-3, AG/RURAL RESIDENTIAL TO A-2, AGRICULTURAL & RURAL BUSINESS**

**R4348A-21 – Scott Jilek:** Rezone 0.421 ac of PIN 016-0514-1513-004 (35 Ac) at **N1538 County Rd K** in the Town of Koshkonong. This is in accordance with Sec 11.04(f)7 of the Jefferson County Zoning Ordinance.

**CONDITIONAL USE PERMIT APPLICATION**

**CU2085-21 – Scott Jilek & Amanda Collins:** Conditional use for a concrete contractor business in a proposed A-2 zone at **N1538 County Rd K**, Town of Koshkonong. This is in accordance with Sec 11.04(f)7 of the Jefferson County Zoning Ordinance.

**FROM A-3, AG/RURAL RESIDENTIAL TO A-2, AGRICULTURAL & RURAL BUSINESS**

**R4349A-21 – Ryan Rittenhouse:** Rezone a 1-ac A-3 lot adjacent to **W8743 Danielson Rd** to A-2. The site is in the Town of Sumner, on PIN 028-0513-0921-002 (1 Ac). This is in accordance with Sec 11.4(f)7 of the Jefferson County Zoning Ordinance.

**CONDITIONAL USE PERMIT APPLICATION**

**CU2086-21 – Ryan Rittenhouse:** Conditional use for a plumbing/sewer and drain company business storage and shop near **W8743 Danielson Rd** in the Town of Sumner on PIN 028-0513-0921-001 (1 Ac). This is in accordance with Sec 11.04(f)7 of the Jefferson County Zoning Ordinance.

**FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL**

**R4350A-21 – Kimberly & Richard Heine:** Create a 1-ac lot at the intersection of **Bakertown and North Helenville Rd** in the Town of Farmington from part of PIN 008-0715-3522-000 (40 Ac). This is in accordance with Sec 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4351A-21 – Katzman Farm Inc:** Create a 3-ac farm consolidation lot at **N3021 Schmidt Rd**, and 2.5-ac and 3.5-ac building sites adjoining from part of PINs 010-0615-2823-000 (17 ac) and 010-0615-2914-000 (40 Ac) in the Town of Hebron. This is in accordance with Sec 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4352A-21 – Garry Schmidt/Schmidt Family Ag Farm LLC:** Create a 1.03-ac lot on **State Rd 106** in the Town of Hebron from part of PIN 010-0615-3544-000 (33.288 Ac). This is in accordance with Sec 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4353A-21 – Tim Otterstatter/Jean A Rupnow Trust Property:** Create a 1.61-ac farm consolidation lot around the home at **N8658 River Valley Rd**, Town of Ixonia from part of PIN 012-0816-1541-000 (40 Ac). This is in accordance with Sec 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4354A-21 – Tim Otterstatter/Jean A Rupnow Trust Property:** Create a 1.36-ac new building site on **River Valley Rd** from part of PIN 012-0816-1541-000 (40 Ac) in the Town of Ixonia. This is in accordance with Sec 11.04(f)8 of the Jefferson County Zoning Ordinance.

#### **FROM A-1, EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCE**

**R4355A-21 – Tim Otterstatter/Jean A Rupnow Trust Property:** Rezone 8.64 ac of PIN 012-0816-1541-000 (40 Ac) on **River Valley Rd** in the Town of Ixonia. This is in accordance with Sec 11.04(f)12 of the Jefferson County Zoning Ordinance.

#### **FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL**

**R4356A-21 – Randy & Nancy Vail/Steven & Barbara Bendall Trust Property:** Create a 1-ac building site near **N8041 County Rd Y**, Town of Watertown, from part of PIN 032-0815-3012-000 (64.543 Ac.) This is in accordance with Sec 11.04(f)8 of the Jefferson County Zoning Ordinance.

#### **CONDITIONAL USE PERMIT APPLICATIONS**

**CU2087-21 – Jessica & Brian Heinz:** Conditional use to allow storage of contractor's equipment for tree removal/trimming in an existing A-2 zone at **N2311 Frommader Rd**, Town of Hebron. A 2,560 square foot shop is being proposed on PIN 010-0515-0124-003 (35.341 Ac). This is in accordance with Sec 11.04(f)7 of the Jefferson County Zoning Ordinance.

**CU2088-21 – Old World Investments LLC:** Conditional use for an extensive on-site storage structure in a Community zone, Town of Ixonia, on PIN 012-0816-2513-011 (1.59 Ac). This is in accordance with Sec 11.04(f)9 of the Jefferson County Zoning Ordinance.

**CU2089-21 – Old World Investments LLC:** Conditional use for a 4-unit multiple dwelling unit structure with 2 commercial tenant spaces at **N7970 Ski Slide Rd** in a Community zone. The site is in the Town of Ixonia on PIN 012-0816-2513-011 (1.59 Ac). This is in accordance with Sec 11.04(f)9 of the Jefferson County Zoning Ordinance.

**CU2091-21 – David P Witte:** Conditional use for an extensive on-site storage structure, 1,536 sq ft and 20' 8" in height at **N853 Long Dr** in the Town of Koshkonong. The site is on PIN 016-0513-2511-021 (1.958 Ac) in a Residential R-2 zone. This is in accordance with Sec 11.04(f)2 of the Jefferson County Zoning Ordinance.

**CU2092 -21 – Israel & Sarah Ocegüera:** Conditional use for a third dog in a Residential R-1 zone at **N3909 Jefferson St** in the Town of Sullivan on PIN 026-0616-1724-008 (0.875 Ac). This is in accordance with Sec 11.04(f)1 of the Jefferson County Zoning Ordinance.

**CU2090-21 – Rock Road Companies Inc/Charles & Cathy Naber Property:** Conditional use for extension of a mineral extraction CUP and to include blasting and processing of limestone at **W7201 Vickerman Rd** in the Town of Koshkonong. The site is part of PIN 016-0514-3121-000 (45 Ac) in an A-1 Agricultural zone. This is in accordance with Sec 11.04(f)6 of the Jefferson County Zoning Ordinance. A permit has previously been issued for the mineral extraction; this is under consideration for an update to that permit.

A Reclamation Plan and permit was renewed on February 16, 2021 which meets the criteria of NR 135 and Jefferson County Ordinance and reviewed by the Jefferson County Land & Water Conservation Department. This Conditional Use Permit request will require an update to the currently approved Reclamation Plan and Permit.

Wisconsin Administrative Code Chapter NR 135.20 and Jefferson County Ordinance allows for a public informational hearing regarding the reclamation plan. All reclamation related public testimony shall be considered upon final review of the plan. The plan is available for public viewing in the Land & Water Conservation Department, Room 113 of the Jefferson County Courthouse. Please call the Land & Water Conservation Department at 920-674-7110 or 920-674-7117 to set up an appointment for viewing the plan.

#### **FROM R-2, RESIDENTIAL (UNSEWERED); A-T, AG TRANSITION AND A-1, EXCLUSIVE AG TO R-1, RESIDENTIAL (SEWERED) AND N, NATURAL RESOURCE**

**R4346A-21, R4347A-21 & CU2084-21 – John & Ann Didion:** Create an R-1 zone from PINs 022-0613-0433-000 (33.29 Ac), 022-0613-0434-000 (8.69 Ac) and part of 022-0613-0544-000 (26.718 Ac) that will include a planned unit development. Create an N zone from part of 022-0613-0544-000. The site is in the Town of Oakland near the intersection of **County Rd A and US Hwy 18**. This is in accordance with Sec 11.04(f)1 and 11.04(f)12 of the Jefferson County Zoning Ordinance.

## **RESOLUTION NO. 2021-\_\_\_\_\_**

### **Entering into a Contract with Maas Brothers Construction to Provide Construction Management Services for County Building Projects**

#### Executive Summary

Jefferson County has been working since the beginning of 2020 on the best course of action to renovate the county's main facility complex that includes the Courthouse, Sheriff's Office and Jail. As part of this process, Jefferson County engaged with Potter Lawson to assist with design planning. To help with budget estimation and the general construction process, Jefferson County also contracted with Maas Brothers Construction.

On June 8, 2021, the County Board approved the Courthouse facility renovation project and directed the County Administrator to start the next phase of design services, procure construction management services, procure owner's representation services, and develop a more defined financial model for this project. At its meeting on July 7, 2021, the Building and Grounds Committee considered whether or not to engage the services of a general contractor or a construction manager and determined that using a construction manager was the better option. The Committee then recommended that Mass Brothers Construction serve as the construction manager.

The Committee first considered the traditional methodology of design, bid, and build using a general contractor or a construction manager. Based on the County's experience using a construction manager for the recent highway shop project along with the complexity of this renovation project, it was determined that the better option was to retain the services of a construction manager. The scope of these services will include developing requests for proposals, reviewing bids, administering contracts, and coordinating project execution to include onsite supervision and quality control projects. All public works related to this project will follow the sealed bid process which the County Board will approve in accordance with State law and the County's Purchasing Policy.

The Committee then considered who would be the construction manager and determined it was in the best interest of the county to contract directly with Maas Brothers Construction based on the quality of previous services provided to Jefferson County which were provided at a competitive cost. On July 7, 2021, the Building and Grounds Committee voted unanimously to direct the County Administrator to prepare a resolution for Maas Brothers Construction to provide these services for consideration at its meeting in August. The cost for these services has been included in the total project estimate presented to the County Board.

The Building and Grounds Committee reviewed the proposal at its Aug 4, 2021, meeting and recommended entering into a contract with Maas Brothers Construction to provide construction manager services to Jefferson County for the County building projects described above. The Committee subsequently affirmed this recommendation at its meeting on Sept 1, 2021.

The Finance Committee considered this resolution, on September 2, 2021 and recommended forwarding to the County Board to approve entering into a contract with Maas Brothers Construction to provide construction manager services to Jefferson County.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, a proposal was obtained from Maas Brothers Construction to serve as Construction Manager for the County building projects described in this resolution, and

WHEREAS, the proposal from Maas Brothers Construction provided the following rates:

**Pre-Construction Phase – Compensation Proposal**

Pre-construction services including, but not limited to, preliminary plan review, budgeting, bid package preparation, and meeting attendance would be billed at the rate of **\$110.00/hour**.

Personnel subject to this rate include Maas Brothers' preconstruction manager and project manager.

**Construction Phase – Compensation Proposal**

**Project Cost Fee**

3% of total project cost.

**Supervision**

**Project Role Monthly Rate**

Project Superintendent \$18,000

Project Manager \$13,500

WHEREAS, the Building and Grounds Committee considered the above proposal from Maas Brothers Construction and determined that the fees are fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to negotiate and enter into a contract with Maas Brothers Construction to provide Construction Management services for the County building projects described herein.

*Fiscal Note: Funding for these services will be through existing and future bond proceeds approved by the County Board.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Building and Grounds Committee

09-14-2021

REVIEWED: County Administrator: BPW; Corporation Counsel: JBW; Finance Director:  \_\_\_\_\_

## RESOLUTION NO. 2021-\_\_

### **Granting an Easement to Bertram Communications LLC for the purpose of constructing and accessing a communications tower and equipment at the Sheriff's Office Annex**

#### Executive Summary

Jefferson County has continued to work on efforts related to expansion of Broadband. As the County prepared to submit a broadband grant application in 2019, the County focused on areas unserved or underserved by broadband and considered opportunities to align this project with the County's emergency communications project. The intent and the authority to develop partnerships was approved by the County Board through Resolution No. 2019-48.

Although the County was not initially successful in receiving the first round of grant funds from the Public Service Commission, the County was offered the opportunity due to scoring on the initial application, to apply for a second round of grant funds made available in fall of 2020 for a portion of the original project. The County was subsequently awarded \$1.118 million in CARES dollars. The locations where grant funding was allocated included sites in Cambridge, Concord, Palmyra, and the Sheriff Annex.

The County has been working with Bertram Communications, LLC (Bertram) to finalize various agreements related to the joint use of towers at these locations. This includes Jefferson County allowing Bertram to construct and access a communications tower and equipment at the Sheriff's Office Annex. This tower was constructed by Bertram on property owned by Jefferson County and is a 195' self-supporting class 3 tower with a footprint of approximately 50' x 50'. In addition to the foundation, this area will house communications facilities to protect Bertram's equipment.

This resolution will grant Bertram a conditional easement and in exchange the County will have the right to install its communications equipment on this tower at no cost. This resolution is being brought forward by the County Administrator based on the direction and authorization placed on him in Resolution No. 2019-48.

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WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County has considered opportunities to align its needs of expanding broadband and the needs of the county's emergency communications project, and,

WHEREAS, the County was successful with Bertram in receiving grant funds related to the installation of several towers to meet these goals to include the Sheriff's Office Annex site.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Clerk is authorized to execute an easement from Jefferson County to Bertram Communications, LLC for the purpose of constructing and accessing a communications tower and equipment at the Sheriff's Office Annex

*Fiscal Note: There is no fiscal impact to the County for this easement. The County will be receiving access to this tower site for its communications project at no cost.*

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_ Vacant: \_\_\_\_\_

Referred By:  
County Administrator

09-14-2021

REVIEWED: County Administrator: BPW\_\_ Corporation Counsel: JBW; Finance Director: 



## **RESOLUTION NO. 2021-\_\_\_\_\_**

### **Adopting the Jefferson County Board Supervisor Tentative Redistricting Plan**

#### Executive Summary

Following the release of census data every ten years, each level of government has the requirement to utilize data to review its population changes and adjust boundaries of representative districts. In Wisconsin, there are specific statutory requirements on how this process is implemented with Counties having a significant role in the process. This includes the following: development of a tentative plan followed by a public hearing and approval by the County Board; notice to municipalities (cities, villages, and towns) of the tentative plan for adjusting municipal boundaries where applicable; and issuance of a final plan followed by a public hearing and approval by the County Board.

The Executive Committee has been designated by the Jefferson County Board of Supervisors as the County Redistricting Committee for purposes of providing policy guidance and oversight for the county's redistricting process for 2021. Staff involved in this process include the County Clerk, County Administrator, Corporation Counsel, Planning & Zoning Director, and Land Information Office. This resolution formally adopts the Jefferson County Board of Supervisors tentative supervisory district plan which will be reviewed by municipalities in Jefferson County to provide comments for approving the final plan. The Executive Committee considered this resolution at its meeting on September 7, 2021, and recommended forwarding to the County Board to formally adopt the Jefferson County Board of Supervisors tentative supervisory district plan.

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WHEREAS, every ten years, the United States Census Bureau conducts a census of the population and provides population counts to the State of Wisconsin and local municipalities for the purpose of reapportioning electoral districts, and

WHEREAS, Section 59.10(3)(b), Wis. Stats., sets forth the procedures for reapportioning county board supervisory districts, which require the County Board to submit a tentative supervisory district plan and written statement to the various municipalities in the County setting forth the proposed ward divisions necessary in each municipality and their approximate location and population as necessary to accommodate the County's tentative plan, and

WHEREAS, census data was released to the Counties on August 16, 2021, which officially started the redistricting process, and

WHEREAS, a public hearing was held on the proposed tentative plan on September 14, 2021, and

WHEREAS, municipal clerks were encouraged to attend a redistricting planning workshop sponsored by the County Clerk and the Land Information Office, on August 3, 2021, at which information was shared with municipal clerks concerning the tentative plan and possible redistricting issues affecting each municipality. Weekly correspondence was sent to municipal clerks and leaders updating them on the County's redistricting progress, and

WHEREAS, the Executive Committee has reviewed the tentative plan and recommends adoption.

NOW, THEREFORE, BE IT RESOLVED the following is the tentative supervisory redistricting plan for the County Board supervisor election in 2022:

1. The County Board shall consist of thirty (30) supervisory districts each represented by a single county supervisor.
2. District boundary lines shall be as set forth on the proposed map dated September 2, 2021, which is included as a part hereof by reference.
3. Tentative districts are substantially equal in population with an ideal district population of 2830.
4. Whenever possible, whole contiguous municipalities or contiguous parts of the same municipality have been placed in the same district.
5. Whenever possible, natural boundaries such as roads and rivers were used as dividers of a proposed district and contiguous subdivisions and neighborhoods were included within the same district.
6. The following documents are incorporated herein by reference:
  - 2010 to 2020 population change map
  - Population Change from 2010-2020 table
  - Current and tentative supervisory comparison map
  - Tentative supervisory district populations

These documents coupled with the map and block information shall constitute the County's statement that will be provided to each municipal clerk with the County's request for division into wards based on the tentative plan.

BE IT FURTHER RESOLVED that following adoption of this tentative supervisory district plan by the County Board of Supervisors, the plan will be sent to local clerks for municipality review and adjustment of wards to align with supervisory districts and the County will offer technical workshops for municipal clerks and leaders to attend to assist with the realignment of ward boundaries.

*Fiscal Note: This resolution has no fiscal impact.*

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_ Vacant: 0

Referred By:  
Executive Committee

09-14-2021

REVIEWED: County Administrator: BPW; Corporation Counsel: JBW; Finance Director



# Population Change from 2010-2020

## Comparison by Current Supervisory Districts and Municipality Wards

2010 - Target population 2,780

2020 - Target population 2,830 (Utilizing Current Supervisory District Boundaries)

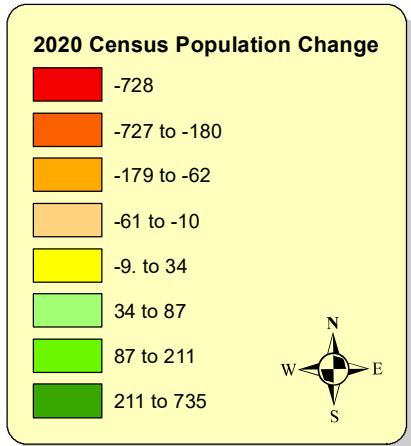
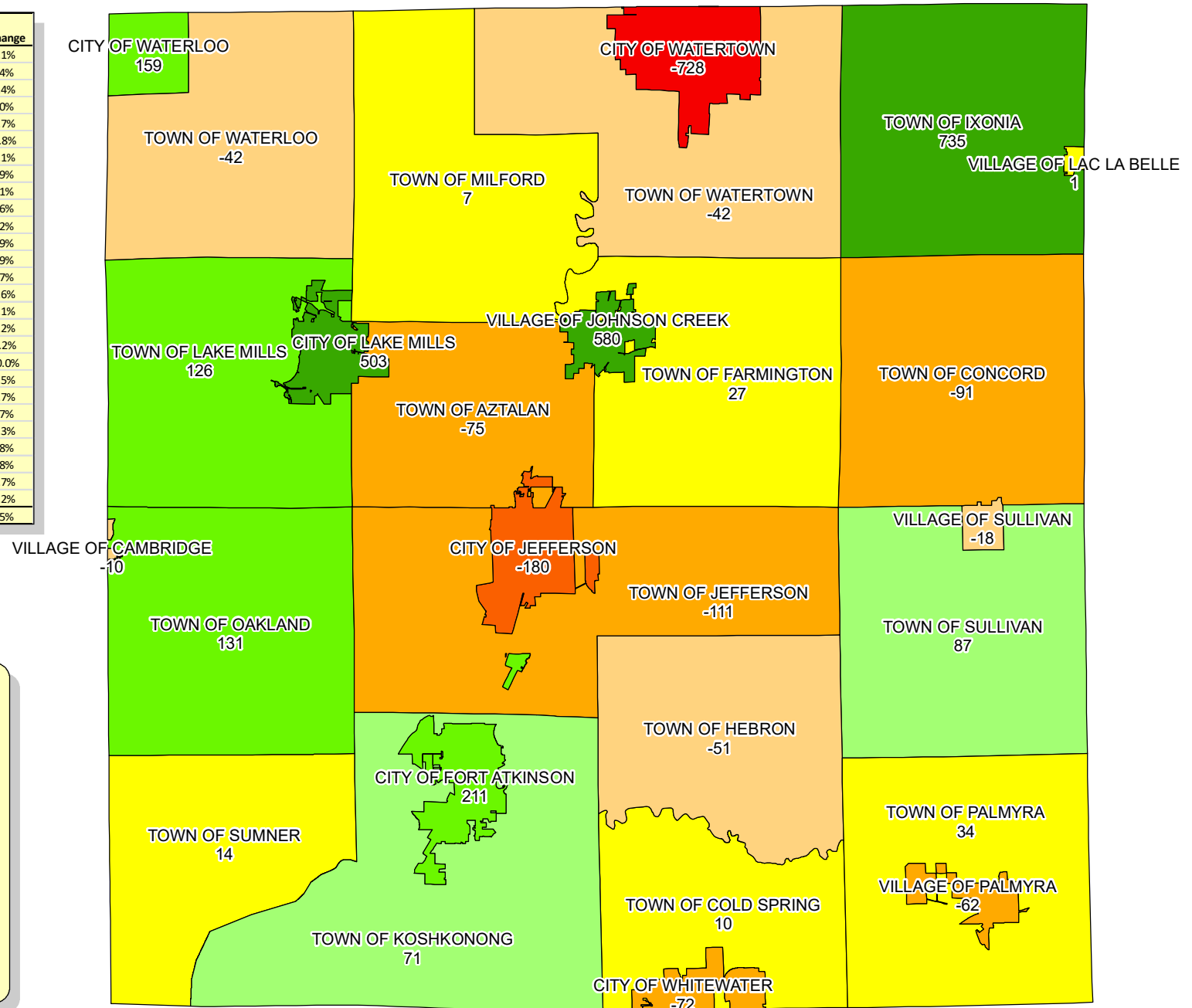
District #	Municipality	Wards	Population	District Population	2011 Deviation	District #	Municipality	Wards	Population	District Population	Difference		2021 Deviation without any district changes
											Ward	District	
1	City of Waterloo	Ward 1	826			1	City of Waterloo	Ward 1	884		58		
		Ward 2	811					Ward 2	870		59		
		Ward 3	803					Ward 3	794		-9		
		Ward 4	233					Ward 4	239		6		
				2,673	-3.85%					2787		114	-1.52%
2	Town of Milford	Ward 1	627			2	Town of Milford	Ward 1	599		-28		
		Ward 2	472					Ward 2	507		35		
		Ward 1	909					Ward 1	867		-42		
		Ward 5	660					Ward 5	705		45		
				2,668	-4.03%					2678		10	-5.37%
3	Town of Watertown	Ward 1	1000			3	Town of Watertown	Ward 1	917		-83		
		Ward 2	975					Ward 2	1016		41		
		Ward 8	950					Ward 8	984		34		
				2,925	5.22%					2917		-8	3.07%
4	City of Watertown	Ward 9	1,202			4	City of Watertown	Ward 9	821		-381		
		Ward 10	1,717					Ward 10	1896		179		
				2,919	5.00%					2717		-202	-3.99%
5	City of Watertown	Ward 11	888			5	City of Watertown	Ward 11	870		-18		
		Ward 12	2,016					Ward 12	2057		41		
				2,904	4.46%					2927		23	3.43%
6	City of Watertown	Ward 15	1,211			6	City of Watertown	Ward 15	1179		-32		
		Ward 16	1,679					Ward 16	1321		-358		
				2,890	3.96%					2500		-390	-11.66%
7	City of Watertown	Ward 13	1,680			7	City of Watertown	Ward 13	1559		-121		
		Ward 14	1,158					Ward 14	1146		-12		
				2,838	2.09%					2705		-133	-4.42%
8	City of Watertown	Ward 17	885			8	City of Watertown	Ward 17	790		-95		
		Ward 18	2,016					Ward 18	2051		35		
				2,901	4.35%					2841		-60	0.39%
9	Town of Ixonia	Ward 1	755			9	Town of Ixonia	Ward 1	780		25		
		Ward 2	773					Ward 2	788		15		
		Ward 5	625					Ward 5	908		283		
		Ward 6	688					Ward 6	618		-70		
		Ward 2	1					Ward 2	2		1		
				2,842	2.23%					3096		254	9.40%
10	Town of Concord	Ward 1	565			10	Town of Concord	Ward 1	546		-19		
		Ward 3	587					Ward 3	534		-53		
		Ward 3	889					Ward 3	835		-54		
		Ward 4	655					Ward 4	1191		536		
				2,696	-3.02%					3106		410	9.75%
11	Town of Aztalan	Ward 2	600			11	Town of Aztalan	Ward 2	531		-69		
		Ward 2	920					Ward 2	901		-19		
		Ward 1	732					Ward 1	817		85		
		Ward 2	648					Ward 2	590		-58		
				2,900	4.32%					2839		-61	0.32%
12	Village of Johnson Creek	Ward 1	908			12	Village of Johnson Creek	Ward 1	1043		135		
		Ward 2	910					Ward 2	975		65		
		Ward 3	920					Ward 3	1300		380		
				2,738	-1.51%					3318		580	17.24%
13	City of Lake Mills	Ward 2	537			13	City of Lake Mills	Ward 2	671		134		
		Ward 4	889					Ward 4	1044		155		
		Ward 6	907					Ward 6	968		61		
		Ward 7	534					Ward 7	673		139		
				2,867	3.13%					3356		489	18.59%
14	City of Lake Mills	Ward 1	987			14	City of Lake Mills	Ward 1	1006		19		
		Ward 3	918					Ward 3	969		51		
		Ward 5	503					Ward 5	456		-47		
		Ward 8	433					Ward 8	424		-9		
				2,841	2.19%					2855		14	0.88%
15	Town of Aztalan	Ward 1	857			15	Town of Aztalan	Ward 1	851		-6		
		Ward 1	829					Ward 1	929		100		
		Ward 2	608					Ward 2	651		43		
		Ward 3	633					Ward 3	616		-17		
				2,927	5.29%					3047		120	7.67%
16	Town of Oakland	Ward 1	878			16	Town of Oakland	Ward 1	887		9		
		Ward 2	891					Ward 2	1012		121		
		Ward 3	776					Ward 3	770		-6		
		Ward 1	109					Ward 1	99		-10		
				2,654	-4.53%					2768		114	-2.19%
17	City of Jefferson	Ward 6	437			17	City of Jefferson	Ward 6	432		-5		
		Ward 7	881					Ward 7	743		-138		
		Ward 8	966					Ward 8	947		-19		
		Ward 9	374					Ward 9	340		-34		
				2,658	-4.39%					2462		-196	-13.00%
18	City of Jefferson	Ward 3	996			18	City of Jefferson	Ward 3	932		-64		
		Ward 4	961					Ward 4	1028		67		
		Ward 5	708					Ward 5	675		-33		
				2,665	-4.14%					2635		-30	-6.89%
19	City of Jefferson	Ward 1	985			19	City of Jefferson	Ward 1	1130		145		
		Ward 2	992					Ward 2	897		-95		
		Ward 10	673					Ward 10	669		-4		
				2,650	-4.68%					2696		46	-4.73%
20	Town of Jefferson	Ward 1	691			20	Town of Jefferson	Ward 1	613		-78		
		Ward 2	767					Ward 2	738		-29		
		Ward 3	720					Ward 3	716		-4		
		Ward 4	555					Ward 4	562		7		
				2,733	-1.69%					2629		-104	-7.10%
21	Town of Sullivan	Ward 1	960			21	Town of Sullivan	Ward 1	1054		94		
		Ward 2	946					Ward 2	946		0		
		Ward 3	302					Ward 3	295		-7		
		Ward 1	669					Ward 1	651		-18		
				2,877	3.49%					2946		69	4.10%
22	Town of Palmyra	Ward 1	1144			22	Town of Palmyra	Ward 1	1192		48		
		Ward 1	990					Ward 1	957		-33		
		Ward 2	793					Ward 2	762		-31		
				2927	5.29%					2911		-16	2.86%

23	Town of Koshkonong	Ward 1	380	23	Town of Koshkonong	Ward 1	330	2804	-50	-47	-0.92%	
	City of Fort Atkinson	Ward 2	790		City of Fort Atkinson	Ward 2	816					26
		Ward 8	1,681			Ward 8	1658					
			2,851				2665					
			2.55%				-119					
24	City of Whitewater	Ward 11	948	24	City of Whitewater	Ward 11	1010	2665	62	-119	-5.83%	
	Ward 12	1,836	Ward 12		1655	-181						
			2,784				2665					
			0.14%				-119					
25	Town of Cold Spring	Ward 1	727	25	Town of Cold Spring	Ward 1	737	2823	10	21	-0.25%	
	Town of Hebron	Ward 1	531		Town of Hebron	Ward 1	526					-5
		Ward 2	563			Ward 2	517					
	Town of Koshkonong	Ward 3	485		Town of Koshkonong	Ward 3	512					27
	Town of Palmyra	Ward 2	40		Town of Palmyra	Ward 2	28					-12
	City of Whitewater	Ward 10	456		City of Whitewater	Ward 10	503					47
			2,802				2823					
			0.79%				21					
26	City of Fort Atkinson	Ward 1	1,179	26	City of Fort Atkinson	Ward 1	1248	2924	69	272	3.32%	
	Ward 2	1,473	Ward 2		1676	203						
			2,652				2924					
			-4.60%				272					
27	City of Fort Atkinson	Ward 3	1,278	27	City of Fort Atkinson	Ward 3	1273	2645	-5	-20	-6.54%	
	Ward 4	1,387	Ward 4		1372	-15						
			2,665				2645					
			-4.14%				-20					
28	City of Fort Atkinson	Ward 7	1,380	28	City of Fort Atkinson	Ward 7	1429	2700	49	14	-4.59%	
	Ward 9	1,306	Ward 9		1271	-35						
			2,686				2700					
			-3.38%				14					
29	City of Fort Atkinson	Ward 5	1,432	29	City of Fort Atkinson	Ward 5	1443	2652	11	-58	-6.29%	
	Ward 6	1,278	Ward 6		1209	-69						
			2,710				2652					
			-2.52%				-58					
30	Town of Koshkonong	Ward 4	997	30	Town of Koshkonong	Ward 4	1056	2951	59	108	4.28%	
	Ward 5	698	Ward 5		956	258						
		Ward 6			316		Ward 6					93
	Town of Sumner	Ward 1	832		Town of Sumner	Ward 1	846					14
			2,843				2951					
			2.27%				108					
County Total			83686	County Total			84900	1,214				

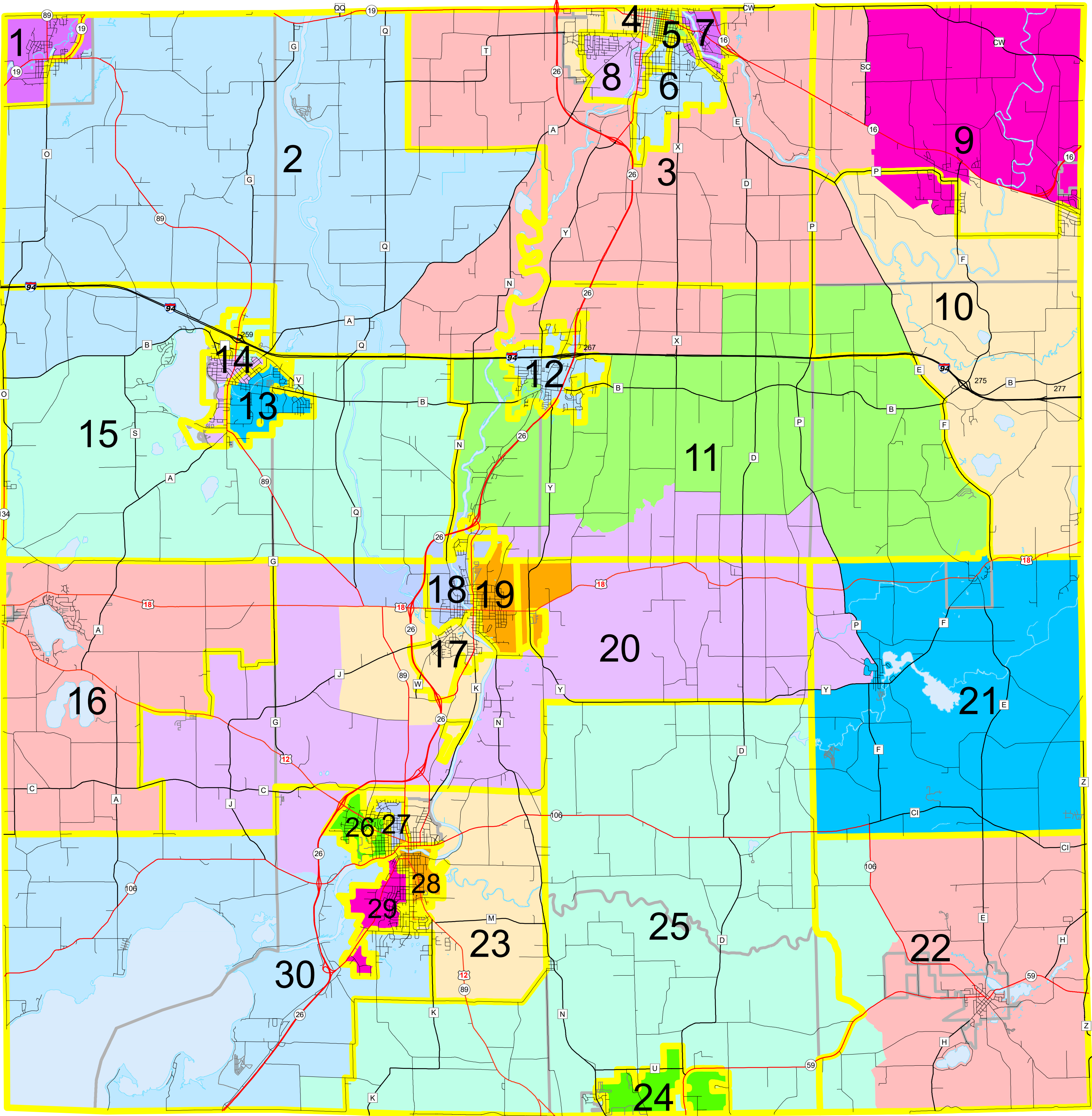
# Jefferson County

## Population Change from 2010 to 2020 Census

Municipality Name	Census 2010	Census 2020	Population Change	% Change
T Aztalan	1457	1382	-75	-5.1%
T Cold Spring	727	737	10	1.4%
T Concord	2072	1981	-91	-4.4%
T Farmington	1380	1407	27	2.0%
T Hebron	1094	1043	-51	-4.7%
T Ixonia	4385	5120	735	16.8%
T Jefferson	2178	2067	-111	-5.1%
T Koshkonong	3692	3763	71	1.9%
T Lake Mills	2070	2196	126	6.1%
T Milford	1099	1106	7	0.6%
T Oakland	3100	3231	131	4.2%
T Palmyra	1186	1220	34	2.9%
T Sullivan	2208	2295	87	3.9%
T Sumner	832	846	14	1.7%
T Waterloo	909	867	-42	-4.6%
T Watertown	1975	1933	-42	-2.1%
V Cambridge	109	99	-10	-9.2%
V Johnson Creek	2738	3318	580	21.2%
V Lac La Belle	1	2	1	100.0%
V Palmyra	1781	1719	-62	-3.5%
V Sullivan	669	651	-18	-2.7%
C Fort Atkinson	12368	12579	211	1.7%
C Jefferson	7973	7793	-180	-2.3%
C Lake Mills	5708	6211	503	8.8%
C Waterloo	3333	3492	159	4.8%
C Watertown	15402	14674	-728	-4.7%
C Whitewater	3240	3168	-72	-2.2%
<b>Total</b>	<b>83686</b>	<b>84900</b>	<b>1214</b>	<b>1.5%</b>



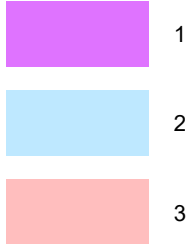
# Comparison of the 2010 Supervisory Districts to the tentative draft of 2020 Supervisory Districts



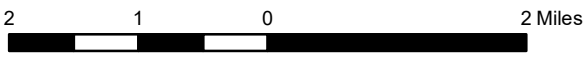
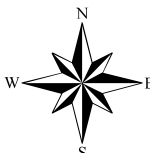
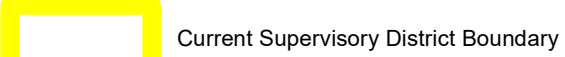
## Legend

Draft #3 Supervisory District Plan 2020

DISTRICT



Current Supervisory District Boundary



# Tentative Supervisory Districts

Ideal Population - 2,830

<u>District</u>	<u>Population</u>	<u>Deviation</u>	<u>Percent Deviation</u>
1	2921	91	3.22%
2	2875	45	1.59%
3	2879	49	1.73%
4	2928	98	3.46%
5	2942	112	3.96%
6	2934	104	3.67%
7	2942	112	3.96%
8	2928	98	3.46%
9	2836	6	0.21%
10	2789	-41	-1.45%
11	2769	-61	-2.16%
12	2898	68	2.40%
13	2912	82	2.90%
14	2904	74	2.61%
15	2841	11	0.39%
16	2768	-62	-2.19%
17	2773	-57	-2.01%
18	2793	-37	-1.31%
19	2780	-50	-1.77%
20	2757	-73	-2.58%
21	2729	-101	-3.57%
22	2799	-31	-1.10%
23	2804	-26	-0.92%
24	2889	59	2.08%
25	2740	-90	-3.18%
26	2722	-108	-3.82%
27	2736	-94	-3.32%
28	2736	-94	-3.32%
29	2727	-103	-3.64%
30	2849	19	0.67%

\* Ideal Population per district is 2830

## **RESOLUTION NO. 2021-\_\_\_\_**

### **Issuing General Obligation Promissory Notes, Series 2021-A, in an amount not to exceed \$8,000,000 for County Building Projects**

#### Executive Summary

On August 10, 2021, the Jefferson County Board of Supervisors adopted resolution number 2021-21 issuing general obligation promissory notes, Series 2021-A, in an amount not to exceed \$5,830,000 for County building projects. This resolution was preceded by an initial resolution authorizing debt issuance of up to \$36,000,000. On September 2, 2021, the Finance Committee considered resolution number 2021-21 and recommended increasing the issuance of general obligation promissory notes, Series 2021-A, to an amount not to exceed \$8,000,000. This resolution repeals and replaces resolution number 2021-21 and authorizes the issuance of general obligation promissory notes, Series 2021-A, in an amount not to exceed \$8,000,000 for county building projects.

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WHEREAS, the County Board of Supervisors of Jefferson County, Wisconsin (the "County") has adopted an initial resolution (the "Initial Resolution") authorizing the issuance of general obligation bonds or promissory notes in an amount not to exceed \$36,000,000 for the public purpose of paying the cost of County building projects, consisting of the construction of additions to and renovation of the Courthouse, Sheriff's Office and Jail facilities, construction of related improvements and acquisition of furnishings and equipment (collectively, the "Projects"), and

WHEREAS, the County Board of Supervisors hereby finds and determines that the Projects described in the Initial Resolution are within the County's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes, and

WHEREAS, on August 10, 2021, the County Board of Supervisors adopted a resolution providing that \$5,830,000 of general obligation promissory notes authorized by the Initial Resolution be offered for sale, and

WHEREAS, the County Board of Supervisors of the County has now determined that it is in the best interest of the County to issue general obligation bonds rather than general obligation promissory notes and to increase the amount of the general obligation bonds offered for sale at this time to \$8,000,000.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Issuance of the Bonds. The County shall issue general obligation bonds in an amount not to exceed \$8,000,000 pursuant to the Initial Resolution, which bonds shall be designated "General Obligation County Building Bonds, Series 2021A" (the "Bonds").



Section 2. Sale of the Bonds. The County Board of Supervisors hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The County Clerk (in consultation with the County's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the County Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

*Fiscal Note: The debt authorized by this resolution will be issued by the county through the sale of general obligation promissory notes in an amount not to exceed \$8,000,000. Because an initial resolution authorizing debt issuance was previously adopted by the County Board, this resolution requires County Board approval by a majority of County Board members present.*

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_ Vacant: 0

Referred By:  
Finance Committee

09-14-2021

REVIEWED: County Administrator: BPW; Corporation Counsel: JBW; Finance Director: OB



**RESOLUTION NO. 2021-\_\_\_\_\_**

**Amending the 2021 Human Services Department Budget to include  
American Rescue Plan Act Funds**

Executive Summary

The American Rescue Plan Act of 2021 was signed into law in the 1<sup>st</sup> quarter of 2021 as an additional round of stimulus to assist in the economic recovery from COVID-19 and its related impacts. This Act provides local governments with funds to assist in their recovery efforts both as an organization and within their communities. Jefferson County will receive a direct allocation from the federal government of approximately \$16.4 million. Four broad categories for use of these funds were established in the Act which include recovery, assistance for essential personnel, revenue preservation, and infrastructure. Staff have determined that these funds are appropriately allocated to purchase technology for remote work by the Jefferson County Human Services Department staff. Using these funds for this purpose requires a budget amendment. This resolution amends the 2021 Jefferson County Human Services Department Budget to incorporate \$158,000 of American Rescue Plan Act funds to purchase technology for remote work. The Finance Committee considered this resolution on September 7, 2021, and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the American Rescue Plan Act of 2021 provides for an allocation to local governments to assist in the recovery of local communities, and

WHEREAS, Jefferson County will receive approximately \$16.4 million, paid in two equal installments in 2021 and 2022, with funds needing to be utilized by the end of 2024, and

WHEREAS, it is necessary to amend the 2021 budget to incorporate these funds into the 2021 Jefferson County Human Services Department budget.

NOW, THEREFORE, BE IT RESOLVED that the 2021 Jefferson County Human Services Department Budget is hereby amended to incorporate \$158,000 of American Recovery Plan Act funds for the purpose of purchasing technology to support remote work in response to the COVID-19 pandemic.

*Fiscal Note: This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).*

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_ Vacant: 0 .

Referred By:  
Finance Committee

09-14-2021

REVIEWED: County Administrator: BPW; Corporation Counsel: JBW \_\_\_\_\_; Finance Director:  .

**RESOLUTION NO. 2021-\_\_\_\_\_**

**Considering Claim for personal injury of Mary Mess**

Executive Summary

A personal injury claim has been made against Jefferson County by Mary Mess. The claim has been reviewed by the County's insurance carrier, WMMIC, and was recommended for disallowance based on the finding that the County has no liability for this claim and is not legally responsible for the alleged damages. This resolution formally denies the claim filed against Jefferson County and directs the Corporation Counsel to give the claimant notice of disallowance. The Finance Committee considered this resolution on September 02, 2021, and recommended forwarding to the County Board to deny the personal injury claim of Mary Mess.

\_\_\_\_\_

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the following claim was filed against Jefferson County as follows:

<u>Claimant</u>	<u>Date of Loss</u>	<u>Claim Filed</u>	<u>Description</u>	<u>Alleged Damages</u>
Mary Mess	7/11/21	8/30/21	Mary Mess alleges injury to her person Resulting from a fall at the Jefferson County Fairgrounds.	\$ 1,134.00

WHEREAS, said damages are alleged to be the result of negligence of Jefferson County, its agents, officials, officers or employees, and

WHEREAS, Jefferson County's insurance carrier, Wisconsin Municipal Mutual Insurance Company, recommends disallowance of the claim on the basis that the County is not legally responsible for the alleged damages.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby disallows said claim and directs the Corporation Counsel to give the claimant notice of disallowance.

*Fiscal Note: This matter has been referred to Wisconsin Municipal Mutual Insurance Company (WMMIC) and will be resolved in accordance with the terms of the County's policy.*

Ayes: \_\_\_\_ Noes: \_\_\_\_ Abstain: \_\_\_\_ Absent: \_\_\_\_ Vacant: \_\_\_\_.

Referred By:  
Finance Committee

09-14-2021

REVIEWED: County Administrator: BPW; Corporation Counsel: JBW; Finance Director:  .

**RESOLUTION NO. 2021-\_\_\_\_**

**Considering the revised Jefferson County Library Funding Formula  
for non-county wide library services**

Executive Summary

Beginning in 2008, the annual county library budget funding was determined by a formula that multiplied the number of each library's rural circulations by the average countywide cost per circulation during that year. The countywide cost per circulation average was then used to reimburse each county library based on its rural circulations. Each library was guaranteed by state law a reimbursement rate of at least 70% of its costs. The goal was that Jefferson County would tax at a rate of 100% of the aggregate costs per circulation so that the "fair share" partnership between the county and the municipalities was maintained. In 2021, the Jefferson County library service board began reviewing its funding formula as a part of revising its five-year plan for library services. The board considered maintaining an equitable means to compensate libraries that continued to circulate materials to citizens who lived in a municipality, town, or village without a library. On September 8, 2021, following a public hearing, the Jefferson County Library Board adopted its *Plan for Jefferson County Library Services 2022-2024*, which included a revised funding formula more particularly described in attached Exhibit A. This revised funding formula includes a new provision which incorporates costs associated with providing electronic library services to the public, and the results of this revision will be included in the 2022 proposed Jefferson County annual budget. The Jefferson County Finance Committee reviewed and discussed this revised funding formula on May 6 and August 5, 2021, and voted 5-0 to recommend integrating the updated funding formula into the 2022 budget process. This resolution recognizes that the revised funding formula will be considered as a basis to determine the non-county wide tax levy for library services in the 2022 Jefferson County annual budget, with formal action by the County Board when the budget is presented for adoption.

\_\_\_\_\_  
WHEREAS, the difference between the current library funding formula and the proposed formula is that the proposed funding formula includes funding for electronic circulations, and

WHEREAS, the Finance Committee discussed that this inclusion was overdue and is a more accurate reflection of the true cost of administering the library system in Jefferson County, especially after the impacts of the pandemic.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Board of Supervisors recognizes that the revised funding formula will be considered as a basis to determine the non-county wide tax levy for library services in the 2022 Jefferson County annual budget, with formal action by the County Board when the budget is presented for adoption.

*Fiscal Note: The fiscal impact of this resolution will be determined by the total physical and electronic circulations that occur in the year preceding the adoption of the budget and will vary depending on this activity.*

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_ Vacant: 0

Referred By:  
Jefferson County Finance Committee  
and Library Board

09-14-2021

REVIEWED: County Administrator: BPW; Corporation Counsel: JBW; Finance Director: 

## Exhibit A

### Jefferson County Library Funding Formula Description

#### **Formula to Determine County Library Budget Request Amount – Collection Formula:**

**Step 1:** Calculate the previous year's percentage of circulations to residents who live in municipalities without libraries. These residents are referred to as True Non-Residents (TNR). Calculations will include the circulation of physical materials and Overdrive e-content if Overdrive e-content is offered to Jefferson County TNR. This is done by dividing the total number of circulations made at county libraries to residents who live in municipalities without libraries (TNR) by the total number of circulations made at the county libraries. PERCENTAGE CIRCULATION ATTRIBUTED TO TNR (TNR %).

**Step 2:** Sum the county libraries' operating expenditures as reported on the previous year's state required, filed annual report. OPERATING EXPENDITURES (OE)

**Step 3:** Multiply the percentage of circulation made by residents who live in municipalities without libraries (TNR) by the total operating expenditures to determine the base allocation. BASE ALLOCATION (BASE)

**Step 4:** Add in adjacent county library requests made by July 1. ADJACENT COUNTY LIBRARY REQUESTS (ADJCO)

**Step 5:** Add in county library board administrative costs (ADMIN)  $TNR\% \times OE = BASE + ADJCO + ADMIN = \text{Total Collection Formula Amount to use for budget request}$

#### **Formula to Determine County Library Payments - Distribution Formula:**

**Step 1:** Determine minimum amount of funding for each library, incorporating Overdrive e-content circulation if offered to Jefferson County TNR, required under statute (as a result of WI Act 150) for each library. ACT 150 AMOUNT

**Step 2:** Examine each library's prior year county allocation. Calculate either a 5% or \$5,000 reduction from this amount—whichever has the lesser impact on the library. HOLD HARMLESS AMOUNT.

**Step 3:** Determine the rural compensation amount for each library, including Overdrive e-content if offered to Jefferson County TNR, by multiplying the number of circulations to people who live in municipalities without libraries by the prior-year actual countywide dollar rate per-item-borrowed (also known as the county-wide cost per circulation), using data from the libraries' previous year's state annual report. RURAL COMPENSATION AMOUNT.

**Step 4:** Compare each library's RURAL COMPENSATION AMOUNT (step 3) with their ACT 150 AMOUNT (step 1) and the HOLD HARMLESS AMOUNT (step 2). Libraries with either a higher ACT 150 AMOUNT or a higher HOLD HARMLESS AMOUNT than their RURAL COMPENSATION AMOUNT receive the highest amount calculated. This caps the loss for these libraries, but also makes them ineligible to receive additional funds in a SECONDARY ALLOCATION.

**Step 5:** If a library's RURAL COMPENSATION AMOUNT is more than their HOLD HARMLESS AMOUNT and their ACT 150 AMOUNT, the library is eligible for a SECONDARY ALLOCATION. The amount of funding remaining for the SECONDARY ALLOCATION amount is determined by subtracting the total for all libraries in step 4 of the distribution formula from the total appropriation for in-county libraries as determined by the Library Collection Formula.

**Step 6:** After removing libraries not eligible for the SECONDARY ALLOCATION, the remaining libraries' RURAL COMPENSATION AMOUNTS are apportioned by share to reflect each libraries proportional percentage of circulation to citizens who live in municipalities without libraries.

**Step 7:** The final distribution payment for each library is the highest of their ACT 150 AMOUNT, HOLD HARMLESS AMOUNT, or proportional allocation amount calculated in Step 6.

## **RESOLUTION NO. 2021-\_\_\_\_\_**

### **Creating one full-time exempt Advanced Prescriber position at Human Services**

#### Executive Summary

Wisconsin ranks fourth nationally in prevalence of mental illness. Nearly 1.45 million people in the state live with a mental or behavioral health issue, ranging from anxiety and depression to schizophrenia, addiction, and substance abuse. Forty-nine percent of Wisconsin residents with a mental illness do not receive care, which is also occurring in Jefferson County. Lack of access to mental health services strains not only the individual, but also his or her family, coworkers, caretakers, and the community. It is estimated that costs associated with mental illness have a \$9 billion impact on Wisconsin's economy due to lost productivity, public assistance, and crime.

Jefferson County can have a greater positive impact on the mental health crisis, but additional staff are needed to assess and prescribe psychiatric medications and reduce the waiting time to see a client who is in distress. Currently, clients are waiting at least three months for an appointment with Jefferson County's one psychiatrist, and as mentioned above, the costs associated with the lack of proper care are enormous. The Jefferson County Human Services Director is recommending the creation of one full-time Advanced Prescriber position to assist with this overwhelming dilemma. An Advanced Prescriber can be either an Advanced Practice Nurse Prescriber or a Physician Assistant, who does not replace the psychiatrist in the provision of services, but rather supplements existing psychiatry time available. This position will provide assessment, diagnosis, and treatment of mental illness and substance abuse disorders, including prescribing medications.

On August 17, 2021, the Human Resources Committee was provided information regarding the need for an Advanced Prescriber position and supported the County Administrator to move forward with the creation of this position but did not take formal action. The Human Services Board considered this resolution at its meeting on September 14, 2021, and recommended forwarding to the Jefferson County Board of Supervisors to approve the creation of one full-time, exempt, Advanced Prescriber position at the Human Services Department, funded with revenue from commercial insurance, Medicaid and Medicare billing, and tax-levy.

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WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, the need for mental health treatment including, but not limited to, substance abuse, stress, anxiety, and depression, is significantly increasing in Jefferson County, and

WHEREAS, there is a nationwide, statewide, and countywide shortage of psychiatry services to provide much needed mental health treatment, and

WHEREAS, to mitigate the ongoing and increasing need to address mental health issues in Jefferson County and shorten the waiting time for citizens to receive treatment, the Human

Services Board recommends creating one full-time, exempt, Advanced Prescriber position at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2021 County Budget setting forth position allocations and funding at the Human Services Department and is hereby amended to create one full-time, exempt, Advanced Prescriber position at the Human Services Department, to become effective upon passage.

*Fiscal Note: Salary and fringe benefits for one full-time, exempt, Advanced Prescriber position for the remainder of 2021 is \$21,230.00 and \$2,453.50 in overhead expenses, for a total of \$23,683.50. The full-time, exempt, Advanced Practitioner position is funded 47% with Commercial insurance, Medicare, and Medicaid billing and 53% with tax levy. The overhead expenses would be offset with a decrease in overhead expenses in other programs. Please see the attached Budget Adjustment or Amendment Request form for the proposed adjustment to the 2021 budget. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).*

Ayes\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_ Vacant\_\_\_\_\_

Requested by  
Human Services Board

09-14-2021

REVIEWED: County Administrator \_BPW\_\_\_; Corporation. Counsel JBW; Finance Director





**JEFFERSON COUNTY  
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> c. Transfers between departments within a budgetary function of up to \$24,999.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input checked="" type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Account #	Account Title	Amount
		Org      Object      Project		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63022011    511210    65000	Wages	15,841.60
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63022011    512141    65000	FICA	1,198.37
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63022011    512144    65000	Health Insurance	2,766.99
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63022011    512173    65000	Dental Insurance	184.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63022011    512151    65000	H.S.A Contribution	208.33
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63022011    512145    65000	Life Insurance	2.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63022011    512142    65000	WRS Contributions	1,029.70
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63023011    455401    65000	Insurance Revenue	9,978.57
<input type="checkbox"/>	<input checked="" type="checkbox"/>	25    699999	Fund Balance	11,252.43
<input type="checkbox"/>	<input type="checkbox"/>			

Description of Adjustment:

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Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

County Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

- 1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.
- 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.
- 3) Any items \$5,000 and above must be capitalized.

## **RESOLUTION NO. 2021-\_\_\_\_\_**

### **Authorizing County Conservation Aids Grant Application**

#### Executive Summary

The Wisconsin Department of Natural Resources Fish and Wildlife Management Grant Program was created to assist counties in the improvement of fish and wildlife resources. The program was established by the Wisconsin Legislature in 1965 and provides matching funds for a growing list of county sponsored fish and wildlife habitat projects.

The Jefferson County Parks Department has applied for financial assistance through this program to remove invasive plants from the property including, but not limited to, buckthorn, honeysuckle, garlic mustard, and thistles at Dorothy Carnes County Park in the town of Jefferson, Wisconsin. Project goals include a combination of prescribed burning, mechanical mowing, hand cutting, and herbicide application across the site on approximately 20 acres. The overarching goal of the project is to maintain diverse grasslands and prairie ecosystem and prevent the encroachment of trees and other woody invaders.

The total cost of the project is estimated at \$5,000.. This grant application requests up to 50% of the total project cost to be used toward the project (\$2,500) which will be matched by both volunteer hours and Parks Staff Labor. Any additional costs above and beyond those provided by the grant will be funded through donations held by Jefferson County for the benefit of Dorothy Carnes County Park. The Parks Committee considered this resolution at its meeting on August 30, 2021, and recommended forwarding to the County Board to ratify submission of the grant application and accept grant funds of up to \$2,500 with a \$2,500 matching allocation through donations, county staff labor, and volunteer labor.

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WHEREAS, the State of Wisconsin enacted legislation providing for allocation of funds to the respective counties on an acreage basis for county fish and game projects on the condition that the counties match the state allocation, and

WHEREAS, Jefferson County desires to participate in county fish and game projects pursuant to the provisions of s. 23.09(12) of the Wisconsin Statutes, and

WHEREAS, this resolution ratifies the grant application submitted by the Jefferson County Parks Department and authorizes accepting grant funding in the amount of up to \$2,500 to be used for the maintenance and improvement of Dorothy Carnes County Park.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the application submitted by the Jefferson County Parks Department to the Wisconsin Department of Natural Resources for grant funds in the amount of up to \$2,500 to be used for the maintenance and improvement of Dorothy Carnes County Park is hereby ratified, and accepting grant funds of up to \$2500 for this purpose is hereby authorized.

BE IT FURTHER RESOLVED that the Jefferson County Parks Department is authorized to act on behalf of Jefferson County to sign documents, and take necessary action to undertake, direct, and complete this project.

*Fiscal Note: The total cost of this project is estimated at \$5,000 which will be funded through the CCA grant in the amount of up to \$2,500, with the balance funded through donations held by Jefferson County for the benefit of Dorothy Carnes County Park and staff and volunteer labor. The County Board of Supervisors authorizes the Finance Director to make the necessary budget adjustments to enact this resolution. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

Ayes\_\_\_\_Noes\_\_\_\_Abstain\_\_\_\_Absent\_\_\_\_Vacant\_\_\_\_\_.

Referred By:  
Parks Committee

09-14-2021

REVIEWED: County Administrator:BPW; Corporation Counsel: JBW\_; Finance Director 

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## RESOLUTION NO. 2021-\_\_

### **Accepting bids for demolition of properties acquired through the Flood Mitigation and Acquisition Program.**

#### Executive Summary

Jefferson County has continued to be active in the Flood Mitigation and Acquisition Program to reduce risk for those properties that are impacted due to frequent flooding. Since 2008, the County has received numerous grants to accelerate this program in defined areas. Jefferson County recently has been awarded nearly \$3,000,000 in grants through state and federal programs with a \$300,000 match by the county that has been included in the budget. Part of the County's responsibility is to coordinate the demolition of the structures on the properties acquired to restore them back to a more natural state.

On July 14, 2021, The Jefferson County Emergency Management Director issued a request for proposals (RFP) to solicit bids for the demolition of all structures on acquired properties, capping of wells, and the abandonment of septic systems on twenty-three properties, with each property receiving an individual bid. A total of eleven proposals were received by the August 4, 2021, deadline. The lowest qualified bidder was Robinson Brothers with a total cost of \$305,500. The Emergency Management Director checked references to ensure that this bidder would be able to perform the work as required and received positive responses.

On August 27, 2021, the Law Enforcement and Emergency Management Committee considered the proposal and recommended 5-0 to move forward with Robinson Brothers to conduct the demolition work as specified in the RFP at a price of \$305,500 for all twenty- three properties.

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WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County solicited bids for demolition of twenty three properties proposed to be acquired through the Flood Mitigation and Acquisition Program, and

WHEREAS, such bids were received and opened on August 4, 2021, with the following results:

<b>Contractor</b>	<b>Total Bid</b>
Robinson Brothers	305,500
Valia Excavating & Septic Services	314,825
HM Brand LLC	338,008
Eagel Enterprise Excavating Inc	391,351
Snyder's Excavation LLC	427,091
The MRD Group	434,115

Viet Specialty Contracting and Waste Management	465,731
K&S Construction	565,628
Minocqua Grading LLC	589,300
Oneida Mission Support Services	592,890
Bills Bobcat Service	1,005,441

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with the lowest responsible bidder, Robinson Brothers for \$305,500, for the demolition, capping of wells, and abandonment of septic systems for twenty- three properties.

*Fiscal Note: The Flood Mitigation and Acquisition Program is included in the Emergency Management budget to include the work related to this resolution. No budget adjustment is necessary.*

Ayes:\_\_\_\_\_ Noes:\_\_\_\_\_ Abstain:\_\_\_\_\_ Absent:\_\_\_\_\_ Vacant:\_\_\_\_\_

Referred By:  
Law Enforcement and Emergency Management Committee

09-14-2021

REVIEWED: County Administrator: BPW\_\_ Corporation Counsel: JBW\_\_; Finance Director: 

**REPORT**  
**TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY**  
**BOARD OF SUPERVISORS**

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the official zoning map of Jefferson County, filed for public hearing held on December 17, 2020 and August 19, 2021 as required by law pursuant to Wisconsin Statutes, notice thereof having been given, and being duly advised of the wishes of the town boards and persons in the areas affected, hereby makes the following recommendations:

**APPROVAL OF PETITIONS R4335A-21, R4339A-21, R4342A-21 AND**  
**R4345A-21**  
**&**  
**DENIAL OF PETITION R4288A-20**

Petition R4288A-20 was filed by Dianne Owens and Paul Elliot to create a 2.002 acre A-2, Agricultural and Rural Business Zone at N7040 Saucer Drive in the Town of Farmington to allow for an Agricultural Tourism use and public hearings were held on December 17, 2020 and August 19, 2021. The petition is recommended for denial because the Committee felt the proposal of a wedding and event facility did not fit into the zoning ordinance as agricultural tourism because it is not an agriculturally related use. The Committee noted that a wedding and event facility may be permitted with the utilization of a pre-1970 agricultural barn, however, this proposal does not utilize such a structure. The proposed use is not compatible with the surrounding residential uses, would be located on small property and is too close to neighbors. Furthermore, opposition to the rezoning was heard from nearby property owners, while those in favor were from people who did not reside in the immediate neighborhood.

**DATED THIS 30<sup>th</sup> DAY OF AUGUST, 2021**

**Blane Poulson, Secretary**

**THE PRIOR MONTH'S AMENDMENTS, R4330A-21, R4331A-21, R4332A-21, R4333A-21 AND R4334A-21 ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5)**

**ORDINANCE NO. 2021-\_\_\_\_**

**Amending Official Zoning Map**

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the official zoning map of Jefferson County, and

WHEREAS, Petitions R4335A-21, R4339A-21, R4342A-21 and R4345A-21 were referred to the Jefferson County Planning and Zoning Committee for public hearing on August 19, 2021, and

WHEREAS, the proposed amendments have been given due consideration by the Board of Supervisors in open session,

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does amend the official zoning map of Jefferson County as follows:

**FROM A-T, AGRICULTURAL TRANSITION TO RESIDENTIAL R-1**

Create two 0.46-ac building sites (Lots 1 & 2) and a 2.3-ac building site (Lot 3) from part of PIN 028-0513-1942-000 (10.34 Ac) near **N1108 Olson Rd**, Town of Sumner. This is in accordance with Sec.11.04(f)1 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval; receipt of suitable soil tests if sewer is not available; and approval and recording of a final certified survey map, with confirmation of sewer availability prior to recording. R4335A-21 – Mark & Tammy Reinecke

**FROM A-1, EXCLUSIVE AGRICULTURAL AND A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-3**

Create a 1.2-ac lot (Lot 1) around the buildings at **W6815 Reamer Ln**, a 1.14-ac building site (Lot 2) and a 1.12-building site (Lot 3) adjoining, from part of PINs 020-0814-0822-001 (8.847 Ac) and 020-0814-0822-002 (1.153 Ac) in the Town of Milford. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. This utilizes the last available A-3 zone for the property; therefore rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt by Zoning of suitable soil tests and approval and recording of a final certified survey map for the lots. R4339A-21 – Karen Weihert

**FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL**

Create a 2.17-ac building site (Lot 1), a 1.85-ac building site (Lot 2) and a 2.2-ac building site (Lot 3) on **Springer Rd** in the Town of Waterloo from part of PIN 030-0813-2612-001 (9 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. This utilizes the last available A-3 zone for the property; therefore rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access

approval, receipt by Zoning of suitable soil tests and approval and recording of a final certified survey map for the lots. R4342A-21 – Daniel & Erin McMahon

Create a 1.1-ac lot around the home at **N8728 River Rd** in the Town of Watertown from part of PINs 032-0815-1324-000 (40.025 Ac) and 032-0815-1334-000 (38 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon approval and recording of a final certified survey map showing the septic location, including extraterritorial plat review if necessary. R4345A-21 – Richard Gimler

The above zoning amendments shall be null and void and have no effect one year from the date of County Board approval unless all applicable conditions have been completed.

AYES: \_\_\_ NOES: \_\_\_ ABSTAIN: \_\_\_ ABSENT: \_\_\_ VACANT: 0.

Referred By:  
Planning and Zoning Committee

09-14-2021

REVIEWED: County Administrator\_BPW\_\_\_\_\_ Corporation Counsel: JBW Finance Director\_  \_



**RESOLUTION NO. 2021-\_\_\_\_\_**

**Denying Petition to Amend Official Zoning Map**

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the official zoning map of Jefferson County to create an Agricultural and Rural Business zone for agricultural tourism on Saucer Road in the Town of Farmington, and

WHEREAS, Petition R4288A-20 was referred to the Jefferson County Planning and Zoning Committee for public hearing, and

WHEREAS, the proposed amendment has been given due consideration by the Jefferson County Planning and Zoning Committee after public hearing held on December 17, 2020 and August 19, 2021 as required by law, and the Committee, after being duly advised of the wishes of the Town Board and persons in the areas affected, made a recommendation to DENY Petition R4288A-20.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that Petition R4288A-20 submitted by Dianne Owens and Paul Elliott to rezone 2.002 acres from A-3 to A-2 of PIN 008-0715-0232-001 for an Agricultural and Rural Business zone on Saucer Road in the Town of Farmington is hereby DENIED for the reasons stated more particularly in the Planning and Zoning Committee Report to the County Board dated August 30, 2021, and the minutes and official record of the public hearings of December 17, 2020, and August 19, 2021.

*Fiscal Note: This resolution has no fiscal impact.*

Ayes:\_\_\_\_\_ Noes:\_\_\_\_\_ Abstain:\_\_\_\_\_ Absent:\_\_\_\_\_ Vacant: 0.

Referred By:  
Planning and Zoning Committee

09-14-2021

REVIEWED: County Administrator BPW Corporation Counsel JBW Finance Director 

TO THE JEFFERSON COUNTY BOARD OF SUPERVISORS:

**APPOINTMENTS BY COUNTY ADMINISTRATOR**

By virtue of the authority vested in me under Sections 59.18(2)(b) of the Wisconsin Statutes, I respectfully request confirmation of the following appointments:

- a. Brian Henning, Waterloo, WI, to the Jefferson County Library Board to fill an unexpired term ending December 31, 2022.

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

- b. Alice Mirk, Watertown, WI, to the Human Services Board for a 3-year term ending November 1, 2024.

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

09-14-2021