

## **AGENDA**

### **Courthouse Tours**

**Jefferson County Courthouse  
311 S. Center Avenue  
Jefferson, WI 53549**

**5:00 p.m.**

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### **JEFFERSON COUNTY BOARD MEETING**

**TUESDAY FEBRUARY 14, 2023 7:00 p.m.**

**Jefferson County Highway Training Room  
1425 Wisconsin Drive, North Entrance  
Jefferson, WI 53549**

[Livestream on YouTube](#)

**Register in advance for this webinar:**

[https://us06web.zoom.us/webinar/register/WN\\_N2ghwZR3TQenotKF1KEwmQ](https://us06web.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. APPROVAL OF MINUTES – JANUARY 10, 2023**
- 7. COMMUNICATIONS**
  - a. Notice of Public Hearing – Planning and Zoning – February 16, 2023, 7:00 p.m. (Page 1)
  - b. Appointment by County Board Chair – Mary Roberts to the WI River rail transit Commission (WRRTC) for a 3-year term ending April 30, 2026 (Page 3)
  - c. County Board Meeting Fee Report 2022 (Page 4)
  - d. Budget Calendar (Page 14)
  - e. Treasurer’s Monthly Report
- 8. PUBLIC COMMENT**
- 9. SPECIAL ORDER OF BUSINESS**
  - a. Presentation of Youth Crisis Stabilization Facility – Tina Crave, Brent Ruehlow, Ben Wehmeier

## **COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**

### **10. BOARD OF HEALTH**

- a. Ordinance – Repealing and Replacing the Jefferson County Environmental Sanitation Ordinance (Page 16)

### **11. FINANCE COMMITTEE**

- a. Resolution – Amending the Environmental Health Fee Schedule for the Jefferson County Health Department (Page 22)
- b. Resolution – Authorizing the Redemption of the County’s General Obligation County Buildings Bonds, Series 2013A, Dated December 30, 2013 (Page 29)

### **12. HUMAN RESOURCES COMMITTEE**

- a. Resolution – Funding a limited-term position intern position in the Planning and Zoning Department (Page 32)

### **13. HUMAN SERVICES BOARD**

- a. Proclamation – Proclaiming the month of April 2023 as Child Abuse and Neglect Prevention Month (Page 34)

### **14. PARKS COMMITTEE**

- a. Resolution – Authorizing Motorized Recreation Grant Application to Fund the Jefferson County Snowmobile Trail Aid Program (Page 35)

### **15. PLANNING AND ZONING COMMITTEE**

- a. Zoning Report – Approval of Petitions (Page 36)
- b. Ordinance – Amending Official Zoning Map (Page 37)

## **PUBLIC COMMENT** (General)

### **16. APPOINTMENTS BY COUNTY BOARD CHAIR** (Page 38)

- a. Mark Groose, Ixonia, WI, to the Jefferson County Economic Development Consortium (JCEDC) for a 3-year term ending April 30, 2026.

### **17. APPOINTMENT BY COUNTY ADMINISTRATOR** (Page 38)

- a. Joanne Larson, Fort Atkinson, WI, to the Zoning Board of Adjustment for an unexpired term ending July 1, 2025

### **17. CONVENE IN CLOSED SESSION** pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on sale of former Jefferson County highway facility, and pursuant to section 19.85 (1)(g) Wis. Stats. to confer with legal counsel concerning strategy to be adopted by Jefferson County with respect to litigation in which it is or is likely to become involved for the purpose of discussion and possible action on claims against Jefferson County

### **18. RECONVENE IN OPEN SESSION** for action on closed session items if necessary:

- a. Resolution – Authorizing the Jefferson County Administrator to enter into a Purchase and Sale Agreement with Virtus Development, LLC for the sale of the former County Highway site in the City of Jefferson (Addendum)

### **19. ANNOUNCEMENTS**

### **20. ADJOURN**

**NEXT COUNTY BOARD MEETINGS**

**MARCH 14, 2023**

**County Board Meeting – 7:00 P.M.**

**NOTICE OF PUBLIC HEARING**  
**JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE**

*George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Cassie Richardson*

**SUBJECT:** Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits

**DATE:** Thursday, February 16, 2023

**TIME:** 7:00 p.m. (Doors will open at 6:30)

**PLACE:** **JEFFERSON COUNTY HIGHWAY DEPARTMENT COMMITTEE ROOM, 1425 SOUTH WISCONSIN DRIVE, JEFFERSON, WI 53549**  
**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: February 16, 2023 at 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=eHZRbHZXWXhlUnlKdkhtOXhoTmtNZz09>

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 at 7 p.m. on Thursday, February 16, 2023, in the **JEFFERSON COUNTY HIGHWAY DEPARTMENT COMMITTEE ROOM, 1425 SOUTH WISCONSIN DRIVE**, 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 a conditional use permit. 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.

Final action on only the rezoning amendments will be made by the County Board of Supervisors on March 14, 2023.

Final decisions on only the conditional uses will be made by the Planning and Zoning Committee on February 27, 2023.

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

**R54457A-23 – Sea & Sea Barge and Rental LLC/JART Midwest LLC Property:** Rezone 5.5 acres of PIN 026-0616-3413-003 (16.294 ac) to create both a new 5-acre A-2 lot and a 0.5-acre access strip to be added to the adjoining A-2 zone at **N2815 County Road E** on PIN 026-0616-3412-002 (22 ac). Both properties are owned by JART Midwest LLC and are in the Town of Sullivan. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

## **CONDITIONAL USE PERMIT APPLICATIONS**

**CU2077-23 – Sea & Sea Barge and Rental LLC/JART Midwest LLC Property:** Conditional use in a proposed A-2 zone for storage of contractor's equipment and materials/repair shop on PIN 026-0616-3413-003 (16.294 ac) immediately south of **N2815 County Road E**, Town of Sullivan. This is in accordance with Section 11.04(f)7 of the Jefferson County Zoning Ordinance.

**CU2078-23 – Cody & Kathryn Stead:** Allow farm-type animals in a Residential R-2 zone at **W6585 County Road B**, Town of Aztalan, on PIN 002-0714-1741-004 (2.4 ac). This is in accordance with Sec. 11.04(f) of the Jefferson County Zoning Ordinance.

**CU2079-22 – James & Darcie Jo Wilson:** Convert a single-family home to a duplex at **N6424 S Farmington Rd** on PIN 008-0715-1321-007 (0.617 ac), Town of Farmington in a Community zone. This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance.

## **7. Adjourn**

**A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.**

**Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

**A digital recording of the meeting will be available in the Zoning Department upon request.**



## JEFFERSON COUNTY BOARD

Jefferson County Courthouse  
311 S. Center Avenue  
Jefferson, WI 53549  
Telephone (920) 674-7101

**STEVEN NASS**  
County Board Chair

### **Board Rule 3.05(1)\* Appointment to Standing Committee**

I, Steven Nass, Chairman of the County Board of Supervisors, Jefferson County, Wisconsin, as the appointing authority for standing committees, hereby appoint Mary Roberts to the WI River Rail Transit Commission (WRRTC) for a 3-year term ending April 30, 2026.

Effective:

Dated this 25 day of Jan., 2023.

  
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Steven Nass

# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
<b>BACKLUND, CURTIS</b>					
2 Broadband Working Group		120.00	10.88	130.88	
8 Building and Grounds Committee		480.00	32.90	512.90	
13 County Board	1,100.00	775.00	46.54	1,921.54	
1 Education Session		65.00		65.00	
3 Highway Committee		195.00	7.96	202.96	
1 Joint Meeting		65.00	5.62	70.62	
1 Joint Meeting Finance & Broadband		55.00	5.26	60.26	
1 Joint Meeting Finance & Building and Grounds Committee		55.00		55.00	
					3,019.16
<b>BRAUGHLER, JAMES</b>					
4 Building and Grounds Committee		260.00	78.72	338.72	
11 County Board	1,100.00	665.00	192.32	1,957.32	
2 Education Session		120.00	115.35	235.35	
2 Executive Committee		110.00	37.44	147.44	
9 Human Resources Committee		535.00	133.60	668.60	
1 Joint Committee Chair & Department Head		65.00	18.72	83.72	
1 Joint Meeting		65.00		65.00	
1 Joint Meeting Finance and Executive Committees		55.00	18.72	73.72	
7 PACE		435.00	18.72	453.72	
2 Seminar / Convention		130.00	74.38	204.38	
					4,227.97
<b>CALLAN, JOAN</b>					
11 County Board	907.50	695.00	73.06	1,675.56	
1 Education Session		65.00	7.50	72.50	
4 Historic Sites Preservation Council		260.00	18.74	278.74	
1 Joint Meeting		65.00	7.50	72.50	
7 Parks Committee		455.00	40.76	495.76	
1 Seminar / Convention		65.00	7.50	72.50	
3 Solid Waste Committee		195.00	13.12	208.12	
					2,875.68
<b>CHRISTENSEN, WALTER</b>					
1 Blue Spring Lake Management District		55.00		55.00	
15 County Board	1,100.00	915.00	196.06	2,211.06	
11 Finance Committee		715.00	169.82	884.82	
1 Joint Committee Chair & Department Head		65.00		65.00	
2 Joint Meeting		130.00		130.00	
3 Lake Ripley Management District		165.00	44.45	209.45	
10 Land & Water Conservation Committee		630.00	75.10	705.10	
1 Lower Spring Lake Protection & Rehabilitation District		55.00	11.11	66.11	
9 Parks Committee		565.00	136.58	701.58	
					5,028.12
<b>DAVID, GREGORY</b>					
0 County Board	192.50			192.50	
					192.50

# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
<b>DEGNER, BRUCE</b>					
11 County Board	907.50	695.00	288.76	1,891.26	
6 Economic Development Consortium		390.00	157.82	547.82	
1 Education Session		65.00	26.88	91.88	
7 Highway Committee		455.00	184.70	639.70	
6 Local Emergency Planning Committee (LEPC)		390.00	174.94	564.94	
					3,735.60
<b>DRAYNA, DAVID</b>					
13 County Board	1,100.00	785.00		1,885.00	
3 Economic Development Consortium		165.00		165.00	
1 Education Session		65.00		65.00	
15 Fair Park Committee		945.00		945.00	
11 Finance Committee		715.00		715.00	
1 Joint Meeting		65.00		65.00	
8 Law Enforcement/ Emergency Management Committee		500.00		500.00	
					4,340.00
<b>FITZGERALD, JOAN</b>					
4 Bridges Federated Library System Board		220.00		220.00	
3 Broadband Working Group		175.00	19.36	194.36	
15 County Board	1,100.00	915.00	128.00	2,143.00	
7 Executive Committee		455.00	62.44	517.44	
9 Human Resources Committee		545.00	86.16	631.16	
1 Jefferson County Library Board		55.00		55.00	
1 Joint Meeting		65.00	10.00	75.00	
4 Seminar / Convention		260.00	92.50	352.50	
					4,188.46
<b>FOELKER, MATTHEW</b>					
2 Broadband Working Group		120.00	24.20	144.20	
15 County Board	1,100.00	905.00	180.30	2,185.30	
1 Joint Meeting		65.00		65.00	
1 Joint Meeting Finance & Broadband		55.00	11.70	66.70	
10 Land & Water Conservation Committee		630.00	121.80	751.80	
30 Planning & Zoning Committee		1,860.00	363.80	2,223.80	
7 University Extension Education Committee		455.00	85.90	540.90	
					5,977.70
<b>GROOSE, MARK</b>					
11 County Board	907.50	695.00	255.17	1,857.67	
4 Economic Development Consortium		260.00	117.23	377.23	
1 Education Session		65.00	23.75	88.75	
13 Fair Park Committee		845.00	305.71	1,150.71	
7 Highway Committee		455.00	163.21	618.21	
1 Joint Meeting		65.00	23.75	88.75	
3 Solid Waste Committee		195.00	69.73	264.73	
					4,446.05

# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
<b>GULIG, ANTHONY</b>					
5 Bridges Federated Library System Board		325.00	11.25	336.25	
10 County Board	907.50	630.00	98.08	1,635.58	
1 Historic Sites Preservation Council		65.00		65.00	
1 Jefferson County Library Board		65.00		65.00	
6 Parks Committee		390.00	58.72	448.72	
5 University Extension Education Committee		325.00	28.72	353.72	
					2,904.27
<b>HERBST, DANIEL</b>					
11 County Board	1,100.00	685.00	129.72	1,914.72	
1 Education Session		65.00	15.62	80.62	
8 Land & Water Conservation Committee		510.00	59.48	569.48	
9 University Extension Education Committee		565.00	133.47	698.47	
					3,263.29
<b>JAECKEL, GEORGE</b>					
15 County Board	1,100.00	915.00	81.42	2,096.42	
15 Finance Committee		935.00	76.88	1,011.88	
10 Highway Committee		620.00	54.41	674.41	
1 Joint Committee Chair & Department Head		65.00	5.26	70.26	
2 Joint Meeting		130.00	11.24	141.24	
1 Joint Meeting Finance & Broadband		55.00		55.00	
1 Joint Meeting Finance & Building and Grounds Committee		55.00		55.00	
1 Joint Meeting Finance and Executive Committees		55.00	5.26	60.26	
35 Planning & Zoning Committee		2,155.00	190.22	2,345.22	
					6,509.69
<b>JOHNS, JEFFREY</b>					
2 Broadband Working Group		120.00	14.52	134.52	
14 County Board	1,100.00	860.00	101.64	2,061.64	
1 Joint Committee Chair & Department Head		65.00	7.02	72.02	
1 Joint Meeting Finance & Broadband		55.00	7.02	62.02	
9 Parks Committee		555.00	65.10	620.10	
6 Solid Waste Committee		350.00	42.60	392.60	
					3,342.90
<b>JONES, RICHARD</b>					
2 Broadband Working Group		120.00		120.00	
15 County Board	1,100.00	915.00	290.40	2,305.40	
1 Education Session		65.00	25.00	90.00	
15 Finance Committee		935.00	270.20	1,205.20	
12 Human Services Board		740.00	218.60	958.60	
1 Joint Meeting		65.00	25.00	90.00	
1 Joint Meeting Finance & Broadband		55.00		55.00	
1 Joint Meeting Finance & Building and Grounds Committee		55.00	23.40	78.40	
1 Joint Meeting Finance and Executive Committees		55.00		55.00	
					4,957.60



# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
<b>KANNARD, JOHN</b>					
3 Blue Spring Lake Management District		195.00	3.75	198.75	
14 County Board	1,100.00	860.00	251.04	2,211.04	
14 Home Consortium Board		860.00		860.00	
1 Joint Committee Chair & Department Head		65.00	18.72	83.72	
2 Land & Water Conservation Committee		110.00	37.44	147.44	
1 Lower Spring Lake Protection & Rehabilitation District		65.00	3.75	68.75	
13 University Extension Education Committee		795.00	251.04	1,046.04	
11 Wisconsin River Rail Transit Commission		685.00	690.92	1,375.92	
					5,991.66
<b>KELLY, MICHAEL</b>					
2 County Board	192.50	110.00	23.40	325.90	
1 Highway Committee		55.00	11.70	66.70	
1 Land & Water Conservation Committee		55.00	11.70	66.70	
1 Parks Committee		55.00	11.70	66.70	
					526.00
<b>KUTZ, RUSSELL</b>					
15 County Board	1,100.00	915.00	18.68	2,033.68	
15 Finance Committee		935.00	18.42	953.42	
11 Home Consortium Board		675.00		675.00	
12 Human Services Board		740.00	9.16	749.16	
1 Joint Meeting		65.00	1.88	66.88	
1 Joint Meeting Finance & Broadband		55.00		55.00	
1 Joint Meeting Finance & Building and Grounds Committee		55.00	1.76	56.76	
1 Joint Meeting Finance and Executive Committees		55.00		55.00	
2 Marsh Country Health Alliance Commission Board		130.00	40.62	170.62	
					4,815.52
<b>LINDL, ROGER</b>					
11 Building and Grounds Committee		675.00	166.82	841.82	
14 County Board	1,100.00	850.00	210.68	2,160.68	
17 Fair Park Committee		1,065.00	259.54	1,324.54	
7 Highway Committee		455.00	107.34	562.34	
1 Joint Meeting Finance & Building and Grounds Committee		55.00	14.62	69.62	
					4,959.00
<b>LUND, KIRK</b>					
1 Board of Health		55.00		55.00	
9 Community Action Coalition for South Central WI		535.00	83.75	618.75	
10 County Board	1,100.00	620.00	56.25	1,776.25	
7 Human Services Board		435.00	45.00	480.00	
1 Joint Meeting		65.00		65.00	
3 Law Enforcement/ Emergency Management Committee		165.00		165.00	
					3,160.00
<b>MARTIN, ANITA</b>					
1 County Board	1,100.00	55.00	9.36	1,164.36	
1 Historic Sites Preservation Council		55.00	9.36	64.36	
					1,228.72

# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
<b>MIELKE, TIMOTHY</b>					
5 County Board	797.50	305.00	88.95	1,191.45	
3 Human Resources Committee		195.00	17.55	212.55	
2 Law Enforcement/ Emergency Management Committee		130.00	17.55	147.55	
					1,551.55
<b>MORRIS, DWAYNE</b>					
3 Community Justice Collaborating Council (CJCC)		185.00	20.00	205.00	
12 County Board	1,100.00	730.00	232.32	2,062.32	
1 Joint Committee Chair & Department Head		65.00		65.00	
2 Law Enforcement/ Emergency Management Committee		130.00	38.72	168.72	
6 University Extension Education Committee		370.00	116.16	486.16	
					2,987.20
<b>NASS, STEVEN</b>					
3 Board of Health		195.00	30.00	225.00	
13 County Board	6,600.00	795.00	189.24	7,584.24	
11 Executive Committee		685.00	159.24	844.24	
6 Intercounty Coordinating Committee (ICC)		370.00	423.14	793.14	
1 Joint Committee Chair & Department Head		65.00	14.04	79.04	
1 Joint Meeting		65.00	15.00	80.00	
1 Joint Meeting Finance & Building and Grounds Committee		55.00	14.04	69.04	
1 Joint Meeting Finance and Executive Committees		55.00	14.04	69.04	
1 Land Information Council		65.00	15.00	80.00	
1 Madison Area Technical College		55.00		55.00	
30 Planning & Zoning Committee		1,820.00	433.68	2,253.68	
2 Waukesha County Technical College		120.00	97.42	217.42	
					12,349.84
<b>NELAN, CONOR</b>					
0 County Board	192.50			192.50	
					192.50
<b>PAYNE, LAURA</b>					
0 County Board	192.50			192.50	
					192.50
<b>POULSON, BLANE</b>					
12 County Board	1,100.00	730.00	246.84	2,076.84	
5 Executive Committee		325.00	105.87	430.87	
16 Fair Park Committee		1,010.00	333.20	1,343.20	
33 Planning & Zoning Committee		2,045.00	677.79	2,722.79	
3 Seminar / Convention		195.00	128.75	323.75	
1 WI Counties Association		65.00	120.51	185.51	
					7,082.96
<b>PREUSS, ROBERT</b>					
1 Broadband Working Group		65.00	23.13	88.13	
6 Building and Grounds Committee		390.00	115.61	505.61	
9 County Board	907.50	565.00	202.21	1,674.71	
2 Joint Meeting		130.00	46.24	176.24	
1 Seminar / Convention		65.00	23.12	88.12	
3 Solid Waste Committee		195.00	67.90	262.90	
					2,795.71

# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
<b>RICHARDSON, CASSANDRA</b>					
9 County Board	907.50	565.00	135.52	1,608.02	
1 Joint Meeting		65.00		65.00	
7 Land & Water Conservation Committee		455.00	85.26	540.26	
6 Parks Committee		390.00	67.76	457.76	
19 Planning & Zoning Committee		1,235.00	255.78	1,490.78	
					4,161.82
<b>RINARD, AMY</b>					
1 Broadband Working Group		55.00		55.00	
4 County Board	192.50	220.00	84.24	496.74	
2 Economic Development Consortium		110.00		110.00	
3 Executive Committee		165.00	84.24	249.24	
4 Finance Committee		220.00	28.08	248.08	
1 Joint Meeting Finance & Broadband		55.00		55.00	
1 Joint Meeting Finance & Building and Grounds Committee		55.00	28.08	83.08	
1 Joint Meeting Finance and Executive Committees		55.00	28.08	83.08	
					1,380.22
<b>ROBERTS, MARY</b>					
4 Aging & Disability Resource Center Advisory Committee		260.00	55.00	315.00	
5 Building and Grounds Committee		315.00	60.61	375.61	
10 County Board	1,100.00	590.00	48.08	1,738.08	
1 Joint Meeting		65.00	10.00	75.00	
5 Law Enforcement/ Emergency Management Committee		305.00	19.36	324.36	
1 Nutrition Project Council		65.00	13.75	78.75	
3 University Extension Education Committee		165.00	18.72	183.72	
7 Wisconsin River Rail Transit Commission		445.00		445.00	
					3,535.52
<b>SCHULTZ, RICHARD</b>					
1 Board of Health		55.00	8.19	63.19	
4 County Board	192.50	220.00	32.76	445.26	
2 Highway Committee		110.00	16.38	126.38	
3 Historic Sites Preservation Council		165.00	24.57	189.57	
1 Solid Waste Committee		55.00	8.19	63.19	
					887.59
<b>SMITH, JEFFERY</b>					
15 County Board	1,100.00	915.00	86.72	2,101.72	
1 Education Session		65.00		65.00	
4 Fair Park Committee		220.00	7.60	227.60	
3 Home Consortium Board		195.00		195.00	
3 Parks Committee		165.00	15.20	180.20	
2 Solid Waste Committee		110.00	7.60	117.60	
2 Wisconsin River Rail Transit Commission		130.00	25.00	155.00	
					3,042.12

# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
<b>TURVILLE-HEITZ, MARGARET</b>					
3 Board of Health		195.00	33.76	228.76	
11 County Board	907.50	695.00	181.32	1,783.82	
1 Education Session		65.00		65.00	
5 Human Resources Committee		325.00	65.34	390.34	
1 Joint Meeting		65.00	16.88	81.88	
6 Lake Ripley Management District		390.00	49.37	439.37	
6 Land & Water Conservation Committee		390.00	82.22	472.22	
7 Seminar / Convention		455.00	278.75	733.75	
					4,195.14
<b>WHITE, BRANDON</b>					
15 County Board	1,100.00	915.00	36.22	2,051.22	
6 Executive Committee		390.00	14.52	404.52	
15 Fair Park Committee		935.00	36.54	971.54	
4 Human Resources Committee		220.00	9.36	229.36	
1 Joint Meeting		65.00	2.50	67.50	
8 Law Enforcement/ Emergency Management Committee		500.00	19.36	519.36	
					4,243.50
<b>WINEKE, MICHAEL</b>					
11 Aging & Disability Resource Center Advisory Committee		675.00	204.67	879.67	
15 County Board	1,100.00	915.00	277.27	2,292.27	
9 Executive Committee		555.00	164.05	719.05	
9 Human Resources Committee		535.00	125.25	660.25	
12 Human Services Board		740.00	221.55	961.55	
1 Joint Committee Chair & Department Head		65.00	17.55	82.55	
4 Joint Meeting		260.00	76.25	336.25	
1 Joint Meeting Finance and Executive Committees		55.00	17.55	72.55	
2 Planning & Zoning Committee		110.00	35.10	145.10	
					6,149.24
<b>ZARLING, KARL</b>					
6 County Board	632.50	380.00	118.72	1,131.22	
3 Economic Development Consortium		195.00	20.00	215.00	
1 Home Consortium Board		55.00		55.00	
1 Human Resources Committee		65.00	20.00	85.00	
1 Law Enforcement/ Emergency Management Committee		65.00	20.00	85.00	
					1,571.22
<b>ZASTROW, LLOYD</b>					
4 County Board	220.00	192.50	84.24	496.74	
3 Highway Committee		165.00	63.18	228.18	
8 Planning & Zoning Committee		440.00	168.48	608.48	
4 University Extension Education Committee		220.00	84.24	304.24	
					1,637.64
<b>Board Members' Totals:</b>	<b>1,327</b>	<b>38,857.50</b>	<b>81,967.50</b>	<b>16,821.16</b>	<b>137,646.16</b>
<b>BAHNER, KATHLEEN</b>					
7 Wisconsin River Rail Transit Commission		425.00	377.82	802.82	
					802.82

# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
BATTENBERG, CAROL					
1 Nutrition Project Council		55.00		55.00	
					55.00
BEAVER, BARBARA					
2 Jefferson County Library Board		130.00	16.87	146.87	
					146.87
BIERMEIER, ART					
3 Jefferson County Library Board		185.00	58.15	243.15	
					243.15
BURLINGHAM, MARGARET					
1 Joint Meeting		65.00		65.00	
9 Land & Water Conservation Committee		575.00	203.65	778.65	
					843.65
COOPER, RUSSELL					
1 Traffic Safety Commission		55.00	2.34	57.34	
					57.34
DABEL, MARIA					
1 Board of Health		55.00	5.26	60.26	
					60.26
DELZER, DONALD					
4 Traffic Safety Commission		240.00	36.30	276.30	
					276.30
DIESTELMANN, CYNTHIA					
2 Board of Canvass		130.00	27.50	157.50	
					157.50
DIXON, MARY					
11 Aging & Disability Resource Center Advisory Committee		675.00		675.00	
					675.00
EMERICK, MARY					
5 Board of Canvass		315.00	5.19	320.19	
					320.19
FULLER, FRANKIE					
2 Aging & Disability Resource Center Advisory Committee		130.00	10.00	140.00	
					140.00
GAUGERT, WILLIAM					
12 Sheriff's Civil Service Commission		750.00	204.40	954.40	
					954.40
GUERRA, BONNIE					
2 Board of Canvass		110.00	2.34	112.34	
					112.34
HALL-KIND, DEBRA					
5 Fair Park Committee		315.00	29.52	344.52	
					344.52
JAEGER, CARL					
8 Sheriff's Civil Service Commission		500.00	226.32	726.32	
					726.32

# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
<b>JURCEK, KIRSTEN</b>					
1 Land & Water Conservation Committee		55.00	14.04	69.04	
					69.04
<b>MIRK, ALICE</b>					
9 Human Services Board		545.00	50.00	595.00	
					595.00
<b>NSIBIRWA, SIRA</b>					
4 Aging & Disability Resource Center Advisory Committee		240.00		240.00	
7 Human Services Board		415.00		415.00	
					655.00
<b>O'NEIL, CAROL</b>					
9 Aging & Disability Resource Center Advisory Committee		565.00	48.80	613.80	
4 Nutrition Project Council		240.00	12.50	252.50	
					866.30
<b>PURCELL, KEVIN</b>					
3 Sheriff's Civil Service Commission		185.00	21.54	206.54	
					206.54
<b>RABAY, PATRICIA</b>					
1 Nutrition Project Council		55.00		55.00	
					55.00
<b>RACANELLI, EUGENIO</b>					
12 Human Services Board		740.00		740.00	
					740.00
<b>ROBERTS, AARI</b>					
4 Zoning Board of Adjustment		240.00	62.92	302.92	
					302.92
<b>SAWYERS, ELLEN</b>					
5 Aging & Disability Resource Center Advisory Committee		285.00		285.00	
					285.00
<b>SAYRE-HOEFT, JANET</b>					
10 Aging & Disability Resource Center Advisory Committee		620.00	72.60	692.60	
5 Zoning Board of Adjustment		305.00	36.06	341.06	
					1,033.66
<b>SCHMITT, BARBARA</b>					
3 Nutrition Project Council		175.00		175.00	
					175.00
<b>SCHULZ, LARAE</b>					
9 Aging & Disability Resource Center Advisory Committee		545.00		545.00	
					545.00
<b>SEMO, TIMOTHY</b>					
1 Jefferson County Library Board		65.00	9.38	74.38	
					74.38
<b>SPANGLER, CHRISTINE</b>					
6 Sheriff's Civil Service Commission		370.00	52.01	422.01	
					422.01

# Yearly Summary Report

01/19/2023

Name	Salary	Per Diem	Mileage	Total	Grand Total
STEINDORF, KATHLEEN					
3 Fair Park Committee		165.00	7.60	172.60	
					172.60
TYLER, JEANNE					
4 Aging & Disability Resource Center Advisory Committee		230.00	9.94	239.94	
					239.94
UNTZ, ROBIN					
4 Historic Sites Preservation Council		240.00	24.94	264.94	
					264.94
WEIS, DALE					
1 Zoning Board of Adjustment		55.00	5.85	60.85	
					60.85
WILLIAMS, DONALD					
1 Board of Health		55.00	4.68	59.68	
					59.68
<b>Non Board Members' Totals:</b>	<b>182</b>	<b>11,100.00</b>	<b>1,638.52</b>	<b>12,738.52</b>	
<b>Total of Totals:</b>	<b>1,509</b>	<b>38,857.50</b>	<b>93,067.50</b>	<b>18,459.68</b>	<b>150,384.68</b>

# 2024 Budget Calendar

Description	Date	Regular Finance	Budget Related
Finance releases 5-year capital requests to departments	Friday, March 3, 2023		x
Employee reclassification letter sent out by Human Resources	Monday, March 13, 2023		x
New Position Request Letter sent to Department Heads by HR	Monday, March 13, 2023		x
Employee reclassification requests due to Department Heads	Friday, March 24, 2023		x
Employee reclassification names due to HR from Departments	Tuesday March 28, 2023		x
New Position requests due from Departments to HR	Friday, March 31, 2023		x
Job Description Questionnaires (JDQs) distributed by HR for reclass requests	Friday, March 31, 2023		x
5-year capital requests due from department heads	Friday, April 7, 2023		x
Regular Finance Meeting	Wednesday, April 12, 2023	x	
Employees turn in completed JDQs to department heads	Tuesday, April 11, 2023		x
MIS issues 2023 IT equipment/programming request forms to departments	Friday, April 14, 2023		x
Department Heads turn in reviewed JDQs to Human Resources	Friday, April 14, 2023		x
Dept Heads turn in completed IT equip/Programming request forms to MIS	Monday, May 1, 2023		x
Regular Finance meeting	Wednesday, May 3, 2023	x	
2023 MIS Requested Budget/programming hours reviewed with Administrator	Friday, May 5, 2023		x
MIS reviews departmental IT equipment requests with Administrator	Friday, May 12, 2023		x
Budget town hall meeting with departments and committee chairs	May/June - TBD		x
Preliminary Dept Personnel Budgets available for Courthouse & Sheriff	Friday, June 2, 2023		x
Reclassification requests shared with employees	Friday, June 2, 2023		x
Preliminary dental rates set	Friday, June 2, 2023		x
MIS budget completed	Friday, June 2, 2023		x
Regular Finance meeting	Tuesday, June 13, 2023	x	
Department Head meeting to hand out budget materials/budget guidelines	Wednesday, June 14, 2023		x
May monthly financial reports generated	Wednesday, June 21, 2023		
Final dental rates set	Friday, July 7, 2023		x
Regular Finance meeting	Friday, July 7, 2023	x	
June monthly financial reports generated	Thursday, July 22, 2023		x
Budget requests due to Administrator	Monday, July 31, 2023		x
Regular Finance meeting	Wednesday, August 2, 2023	x	
Regular Finance meeting	Wed., September 6, 2023	x	
Health insurance rates set and updated in Munis	Friday, September 8, 2023		x
Budget Hearings	Monday, September 11, 2023		x
Budget Hearings	Wed., September 13, 2023		
Budget Hearings	Thurs., September 14, 2023		
WCA Annual Conference	September 18-19, 2023		



<b>Description</b>	<b>Date</b>	<b>Regular Finance</b>	<b>Budget Related</b>
Budget hearings, apply fund balance policy, set tax levy (With Regular Finance Meeting)	Wednesday, October 4, 2023		x
Present budget and Amendment Procedure to County Board	Tuesday, October 10, 2023		x
Public hearing on budget	Tuesday, October 24, 2023		x
Supervisor budget amendments due to Administration at noon	Monday, November 6, 2023		x
Regular Finance meeting/Supervisor budget amendments	Wed., November 8, 2023	x	x
Budget Adoption by County Board	Tuesday, November 14, 2023		x
County Apportionment Worksheet due to State	Wed., November 15, 2023		x
County Levy Limit Worksheet due to State	Friday, December 15, 2023		x

## **ORDINANCE NO. 2022-\_\_\_\_\_**

### **Repealing and Replacing the Jefferson County Environmental Sanitation Ordinance**

#### **ENVIRONMENTAL SANITATION ORDINANCE**

##### **Administration.**

This ordinance shall be administered by the Jefferson County Health Department and shall be in effect in all parts of the County except the City of Watertown.

##### **Enforcement.**

A. The Health Officer or the Health Officer's duly authorized representative shall enforce the regulations of this chapter and may issue orders to effect correction of violations and may issue citations pursuant to Ordinance No. 84-10. All enforcement actions shall minimally be analogous to Wis. Stat. Ch. 97.

B. The Jefferson County Corporation Counsel may, in their discretion, commence legal action and may proceed pursuant to the provisions outlined in Wis. Stats. §§ 66.0119 and 66.0114, or pursuant to the issuance of a summons and complaint.

C. The County of Jefferson adopts by reference the following chapters of the Wisconsin Administrative Code: ATCP Chs. 72, 73, 74, 75, 76, 78, 79 and SPS Chs 221 and 390, and all other state and federally referenced rules and memorandums of understanding therein.

D. The County of Jefferson recognizes and adopts the same exemptions for inspections and licensure as contained in the aforementioned state statutes, administrative codes and the State of Wisconsin Department of Safety and Professional Services (DSPS) and Department of Agriculture, Trade and Consumer Protection (DATCP) policies.

E. The County of Jefferson is an agent for the Wisconsin Department of Agriculture, Trade and Consumer Protection under the provisions as set forth in Wis. Stat. § 97.41 and Wis. Admin. Code Ch. ATCP 74.

F. The County of Jefferson is an agent for the Wisconsin Department of Safety and Professional Services under the provisions as set forth in Wis. Admin. Code Ch. SPS 221.

##### **Definitions.**

As used in this Ordinance, the following terms shall have the meanings indicated:

DEPARTMENT — The Jefferson County Health Department.

HEALTH OFFICER — The Health Officer or their authorized agent.

LICENSE — The granting of permission in a written/certificate form from the appropriate authority to carry on an activity. In this article, it is synonymous with "permit.

PERSON — An individual, partnership, association, firm, company, corporation, organization, municipality, county, town or state agency, including the tenant, owner, lessee, licensee, agent, heir or assignee thereof.

**License application.**

License application shall be made to the Department on forms supplied by the Department, accompanied by the appropriate license fee and pre-inspection fee. Licenses hereunder shall not be granted or issued by the Department unless and until the Health Officer determines and certifies compliance of the premises to be licensed with all the applicable terms and conditions of all Wisconsin Administrative Codes under contract. Applications for licenses required in this article shall be made in writing to the Department on forms provided by the Department and shall contain, but not be limited to, the following information:

- A. The name and billing/mailing address of the entity requesting the privilege of operating said business/conducting the activity.
- B. The establishment name and address.
- C. The signature of legal licensee or agent to confirm that all information on the application is correct and to acknowledge that any change in the information on the application shall be reported to the Health Officer within 14 days of the change.

**License issuance.**

- A. The Health Officer shall issue a license to the applicant only after compliance with the requirements of this article and upon payment to the Department of all required fees. The Department's decision to grant or withhold a license shall not exceed 30 calendar days. The decision to withhold shall accompany written inspection or documentation of justification or cause.
- B. No license may be issued until all applicable fees have been paid.

**License period.**

The license period for licenses issued per the DSPS and DATCP contract shall be from July 1 through the following June 30. Those licenses initially issued during the period beginning on April 1 and ending on June 30 expire on June 30 of the following year. Licenses are not transferable between persons, entities, or any combination thereof.

**Fees.**

In addition to the permit fees, the licensee shall pay any DSPS and DATCP administrative fee, the amount of which is on file with the Department.

- A. Fees. The fees for the inspections and licenses issued pursuant to this section shall be as set by the Jefferson County Board of Health and the Jefferson County Board and provided under a separate fee schedule.
- B. Non-proration of fees. Permit fees and other applicable fees are not prorated for the fiscal year and must be paid in full at the time of permit issuance or fee assessment.
- C. Pre-inspections and their associated fees. Pre-inspections are required to be conducted for establishments within the scope of Wis. Stat. Ch. 97 and Wis. Admin. Code Ch. SPS 221.

D. Late fees. Late fees are assessed to establishment licensees for payment after July 1, as provided in the fee schedule.

E. Re-inspection fees. In the event that the Department observes violations during the course of its inspections, the Department shall charge the party in violation a fee as set forth for each re-inspection necessary to confirm that the original violations have been remedied, as determined by DATCP Re-inspection Criteria Policy.

F. No certified food protection manager fee. If facility owners do not obtain a certified food protection manager certificate within 90 days, facility owners will be assessed a charge of \$150.

**Display of license.**

All licensees shall post their license in plain public view on the premises for which the license is issued. It shall be posted for the duration that the license is in effect.

**Inspection.**

Authorized employees of the Department, upon presenting proper identification, shall have the authority and duty to enter any licensed premises during regular business hours to inspect the same, with respect to a business open at least 40 hours per week. In the absence of regular business hours, inspections shall be made at any reasonable hour. In the event of an emergency, an inspection may be made at any time.

**Denial, suspension or revocation of license.**

The Health Officer may deny any license application or suspend or revoke any license issued under this article for noncompliance with this article or any other state or county law. The following procedure shall be followed in the denial, suspension or revocation of any license issued under this article:

A. A decision by the Health Officer to deny, suspend or revoke a license shall be in writing and shall state, with specificity, the reasons for the Health Officer's decision and shall state any and all applicable statutes, ordinances, rules, regulations, or orders which may have been violated. The Health Officer shall send to the licensee a copy of the written decision by mail or by personal service. Said notice shall inform the licensee or applicant of the right to have this decision reviewed and the procedure for such review.

B. A licensee or applicant aggrieved by a decision of the Health Officer to deny, suspend or revoke a license must send a written request for review and reconsideration to the Health Officer within 10 working days of receipt of the notice of the Health Officer's decision. The request for review and reconsideration shall state the grounds upon which the person aggrieved contends that the decision should be reversed or modified.

C. Within 10 working days of receipt of the request for review and reconsideration, the Health Officer shall review their initial determination. The Health Officer may affirm, reverse, or modify the initial determination. The Health Officer shall mail or deliver to the licensee or applicant a copy of the Officer's decision on review and shall state the reasons for such decision. The decision shall advise the licensee or applicant of the right to appeal the decision, the time within which appeal shall be taken, and the office or person with whom notice of appeal shall be filed.

D. A licensee or applicant who wishes to appeal a decision made by the Health Officer on review must file a notice of appeal within 10 days of receipt of the Health Officer's decision on review. The notice of appeal shall be filed or mailed to the Health Officer. The Health Officer shall immediately file said notice with the Jefferson County Board of Health.

E. A licensee or applicant shall be provided a hearing on appeal within 30 days of receipt of the notice of appeal. The Health Officer shall serve the licensee or applicant with notice of hearing by mail or personal service at least five days before the hearing.

F. The hearing shall be conducted before the Jefferson County Board of Health and shall be conducted in accordance with the procedures outlined in § 68.11(2) and (3), Wis. Stats.

G. Within 15 days of the hearing, the Jefferson County Board of Health shall mail or deliver to the applicant its written determination, stating the reasons therefor.

H. Operating without a license. Any person who shall operate without a license as required above shall be subject to a forfeiture in the amount of \$500. Ongoing violations of operating without a license may be subject to forfeitures in the amount of \$500 for each day in which the person continues to operate without a license.

I. Voided permit for failure to pay fees. If an applicant or owner fails to pay all applicable fees, late fees and processing charges within 15 days after the applicant or owner receives notice of an insufficiency or within 45 days after the expiration of the permit, whichever occurs first, the permit is void. An owner whose permit is voided under this subsection may appeal the decision.

#### **Temporary orders.**

Whenever, as a result of an inspection conducted pursuant to this article, the Health Officer has reasonable cause to believe that any examined food constitutes, or that any construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates an immediate danger to the health of the public, the Health Officer may proceed as stated in Wis. Stats. § 66.0417 or § 97.65 to issue a temporary order to prohibit the sale or movement of food for any purpose, prohibit the continued operation or method of operation of equipment, or require the premises to cease any other operation or method of operation which creates an immediate danger to public health. Wis. Stat. § 66.0417, is incorporated herein by reference and made a part of this article as if fully set forth herein.

#### **Construction or alteration of licensable food service establishments.**

A. Except as provided in subsection B, no person shall erect, construct, enlarge or alter a food establishment without first submitting to the Health Officer plans (drawings) which clearly show and describe the amount and character of the work proposed and without first receiving Department approval of the submitted plans. Such plans shall include expected menu, floor plan, equipment plan and specifications, plumbing layout, wall, floor and ceiling finishes, and plans and specifications for food service kitchen ventilation. Submitted plans shall give all information necessary to show compliance with applicable health codes. Submitted plans shall be retained by the Department. Plan submittal to the Health Officer is in addition to any plan submittal requirement of the County Zoning Department or required building inspection.

B. At the option of the Health Officer, plans need not be submitted to execute minor

alterations. Minor alterations include, but are not limited to, the replacement of existing equipment, the replacement of existing floor, wall, or ceiling coverings or other cosmetic or decorating activity.

C. Any plans approved by the Department shall not be changed or modified unless the Health Officer has reviewed and approved the modifications or changes. Final approved plans will be kept in perpetuity as part of the legal file for the establishment.

D. A pre-inspection fee shall be charged for any remodeling projects that exceed the definition of "minor alterations" set forth in Subsection B, examples of which shall include, but shall not be limited to, circumstances in which the entire facility is closed for remodeling, circumstances in which a section of the facility is closed for significant remodeling, and circumstances in which new additions are added to the facility even though the original facility remains open for business.

### **Alcohol beverages.**

No applicant may obtain a "Class B" license or permit or a "Class C" license or permit under Wis. Stat. § 125.68(5), unless the premises complies with the rules promulgated by the Department of Agriculture, Trade and Consumer Protection governing sanitation in restaurants.

### **Retail food establishment – serving meals**

A. No person, party, firm or corporation shall operate a retail food establishment serving meals or operating a transient or mobile retail food establishment serving meals, as defined in Wis. Admin. Code Ch. ATPC 75, without first obtaining a license therefor from the Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATPC 75 and Wis. Stat. Ch. 97 provisions which are incorporated herein by reference and made part of this article as if fully set forth herein.

### **Bed-and-breakfast establishments.**

A. No person, party, firm or corporation shall operate a bed- and- breakfast establishment as defined in Wis. Admin Code. Ch. ATPC 73 for more than 10 nights in a year without first obtaining an annual license from the Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATPC 73 and Wis. Stat. Ch. 97 provisions which are incorporated herein by reference and made a part of this article as if fully set forth herein.

### **Hotels, motels and tourist rooming houses.**

A. No person, party, firm or corporation shall operate a hotel, motel or tourist rooming house, as defined in Wis. Admin. Code Ch. ATPC 72 without first obtaining an annual license therefor from the Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATPC 72 and Wis. Stat. Ch. 97 provisions which are incorporated herein by reference and made a part of this article as if fully set forth herein.

### **Campgrounds; recreational and education camps.**

A. No person, party, firm or corporation shall operate a campground, recreational camp or

educational camp, as defined in Wis. Admin. Code Ch. ATCP 78 or ATCP 79 without first obtaining an annual license therefore from the Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATCP 78 or ATCP 79 and Wis. Stat. Ch. 97 provisions which are incorporated herein by reference and made a part of this article as fully set forth herein.

**Public swimming pool.**

A. No person, party, firm or corporation shall operate a public swimming pool, as defined in Wis. Admin. Code Ch. ATCP 76 or SPS 390 without first obtaining an annual license therefor from the Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATCP 76 or SPS 390 and Wis. Stat. Ch. 97 provisions which are incorporated herein by reference and made a part of this article as fully set forth herein.

**School inspections.**

A. All schools participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) shall, at least twice during each school year, obtain a food safety inspection conducted by a state or local governmental agency responsible for food safety inspection.

**Retail food establishments – not serving meals.**

A. No person, party, firm or corporation shall operate a retail food establishment – not serving meals or transient or mobile retail food establishment – not serving meals as defined in Wis. Admin. Code Ch. ATCP 75 and Wis. Stat. § 97.30, Wis. Stats., without first obtaining an annual license therefor from the Department, nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this article or Wis. Admin. Code Ch. ATCP 75 and Wis. Stat. Ch. 97 provisions which are incorporated herein by reference and made a part of this article as if fully set forth herein.

**Tattoo and body piercing licenses.**

A. Adoption of code. The Tattooing and Body Piercing Code as promulgated by the Wisconsin Department of Safety and Professional Services and codified in the Wis. Admin. Code Ch. SPS 221, is adopted by reference and made a part of this article as far as it is applicable to the regulation of tattooing and body piercing. A violation of Wis. Admin. Code Ch. SPS 221, Wis. Adm. Code, shall be a violation of this article.

B. Local license required. No person, firm or entity shall engage in tattooing or body piercing, as defined as Wis. Admin. Code Ch. SPS 221, without being licensed as required in this article or Wis. Admin. Code Ch. SPS 221.

Referred By:  
Board of Health

02-14-2023  
REVIEWED: Corporation Counsel: JBW : Finance Director

**RESOLUTION NO. 2022-\_\_\_\_\_**

**Amending the Environmental Health Fee Schedule  
for the Jefferson County Health Department**

Executive Summary

The Jefferson County Health Department desires to incorporate and adjust fees in its Environmental Health Fee Schedule to include those fees in the Wisconsin Food Code Fee Schedule established by the Department of Agriculture, Trade and Consumer Protection to align license categories with those of the Department of Agriculture, Trade and Consumer Protection. The Jefferson County Health Department is an agent of the Department of Agriculture, Trade and Consumer Protection and by contract is required to have licensing tiers set forth by the Wisconsin Food Code. This fee schedule will update the existing Jefferson County fee schedule by adding additional fee categories to reflect the accurate license levels that match those established by the State of Wisconsin. This resolution amends the existing fee schedule adopted by the Jefferson County Board of Supervisors in the 2023 budget. The Finance Committee considered this resolution on February 1, 2023, and recommended forwarding to the Jefferson County Board of Supervisors for adoption by a vote of 5-0.

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WHEREAS, the executive summary is incorporated in this resolution, and

WHEREAS, the Jefferson County Health Department is an agent of the Department of Agriculture, Trade and Consumer Protection and by contract is required to have licensing tiers set forth by the Wisconsin Food Code, and


WHEREAS, amending the Fee Schedule as proposed in this resolution will align Jefferson County's fee schedule to that of the State of Wisconsin.

NOW, THEREFORE, BE IT RESOLVED that the amendments in the attached fee schedule are hereby adopted and the Jefferson County 2023 budget is hereby amended to reflect such amendments.

*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)*

Referred By:  
Finance Committee

02-14-2023

REVIEWED: Corporation. Counsel: JBW ; Finance Director: 



### Environmental Health Fee Schedule

Wording in red font are updates to names of categories or additional categories found in the Wisconsin Food Code

Fees highlighted in yellow indicate proposed change

Type	Current 2020	2020 + 10%	2020 + 12%	Proposed Per DATCP Changes
<b>1. Retail Food Establishments - Serving Meals (includes mobile retail food establishment - serving meals)</b>				
<b>(a) Retail Food Serving Meals - Prepackaged TCS</b>				
1. License Fee	\$110.00	\$121.00	\$123.20	\$124.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$134.00			
Pre-Inspection Fee for Change of Owner	\$100.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$175.00			
5. Late Fee	\$85.00			\$21.00
<b>(b) Retail Food Serving Meals - Low Simple</b>				
1. License Fee	\$240.00	\$264.00	\$268.80	\$269.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$332.00			
Pre-Inspection Fee for Change of Owner	\$249.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$326.00			
5. Late Fee	\$85.00			\$46.00
<b>(c) Retail Food Serving Meals - Moderate</b>				
1. License Fee	\$345.00	\$379.00	\$386.40	\$387.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$488.00			
Pre-Inspection Fee for Change of Owner	\$366.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$479.00			
5. Late Fee	\$85.00			\$66.00
<b>(d) Retail Food Serving Meals - Complex</b>				
1. License Fee	\$564.00	\$620.00	\$631.68	\$632.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$798.00			
Pre-Inspection Fee for Change of Owner	\$598.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$785.00			
5. Late Fee	\$85.00			\$108.00
<b>(e) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities</b>				
1. License Fee	\$45.00	\$49.50	\$50.40	\$51.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00			
Pre-inspection Fee for Change of Owner	\$0.00			
3. Re-inspection Fee	\$45.00			
4. Re-inspection 2 Fee	\$45.00			
5. Late Fee	\$85.00			\$9.00
<b>(f) Transient Retail Food - TCS</b>				
1. License Fee	\$178.00	\$195.00	\$199.36	\$200.00
<b>(g) Transient Retail Food - Non-TCS</b>				
1. License Fee	\$70.00	\$80.00	\$78.40	\$80.00
<b>(h) Transient Retail Food - Prepackaged TCS</b>				

Type	Current	2020	Proposed Per	
	2020	+ 10%	2020 + 12%	DATCP Changes
1. License Fee	\$45.00	\$50.00	\$50.40	\$50.00
<b>2. Bed and Breakfast</b>				
1. License Fee	\$115.00	\$126.00	\$128.80	\$129.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00			
Pre-inspection Fee for Change of Owner	\$229.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$200.00			
5. Late Fee	\$85.00			
<b>3. Hotel/Motel/Tourist Rooming House</b>				
<b>(a) Hotel/Motel 05-30 Sleeping Rooms</b>				
1. License Fee	\$215.00	\$236.00	\$240.80	\$241.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$489.00			
Pre-inspection Fee for Change of Owner	\$366.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$295.00			
5. Late Fee	\$85.00			
<b>(b) Hotel/Motel 31-99 Sleeping Rooms</b>				
1. License Fee	\$293.00	\$322.00	\$328.16	\$329.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$678.00			
Pre-inspection Fee for Change of Owner	\$508.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$408.00			
5. Late Fee	\$85.00			
<b>(c) Hotel/Motel 100 – 199 Sleeping Rooms</b>				
1. License Fee	\$372.00	\$409.00	\$416.64	\$417.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$810.00			
Pre-inspection Fee for Change of Owner	\$607.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$515.00			
5. Late Fee	\$85.00			
<b>(d) Hotel/Motel 200 or more Sleeping Rooms</b>				
1. License Fee	\$512.00	\$563.00	\$573.44	\$574.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,208.00			
Pre-inspection Fee for Change of Owner	\$906.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$714.00			
5. Late Fee	\$85.00			
<b>(e) Tourist Rooming House (1-4 rooms)</b>				
1. License Fee	\$115.00	\$126.00	\$128.80	\$129.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00			
Pre-inspection Fee for Change of Owner	\$229.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$200.00			
5. Late Fee	\$85.00			
<b>5. Campground</b>				

<u>Type</u>	<u>Current 2020</u>	<u>2020 + 10%</u>	<u>2020 + 12%</u>	<u>Proposed Per DATCP Changes</u>
<b>(a) Campgrounds (1-25 sites)</b>				
1. License Fee	\$183.00	\$201.00	\$204.96	\$205.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$387.00			
Pre-inspection Fee for Change of Owner	\$290.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$244.00			
5. Late Fee	\$85.00			
<b>(b) Campground (26-50 sites)</b>				
1. License Fee	\$262.00	\$288.00	\$293.44	\$294.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$576.00			
Pre-inspection Fee for Change of Owner	\$432.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$357.00			
5. Late Fee	\$85.00			
<b>(c) Campground (51-100 sites)</b>				
1. License Fee	\$319.00	\$350.00	\$357.28	\$358.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$714.00			
Pre-inspection Fee for Change of Owner	\$535.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$433.00			
5. Late Fee	\$85.00			
<b>(d) Campground (101 - 199 sites)</b>				
1. License Fee	\$372.00	\$409.00	\$416.64	\$417.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$846.00			
Pre-inspection Fee for Change of Owner	\$634.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$510.00			
5. Late Fee	\$85.00			
<b>(e) Campground (200 or more sites)</b>				
1. License Fee	\$429.00	\$471.00	\$480.48	\$481.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$984.00			
Pre-inspection Fee for Change of Owner	\$738.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$591.00			
5. Late Fee	\$85.00			
<b>(f) Recreational/Educational Camps</b>				
1. License Fee	\$528.00	\$580.00	\$591.36	\$592.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,224.00			
Pre-inspection Fee for Change of Owner	\$918.00			
3. Re-inspection Fee	\$200.00			
4. Re-inspection 2 Fee	\$734.00			
5. Late Fee	\$85.00			
<b>6. School Inspections (no state reimbursement, not a license)</b>				
(a) Full Service Kitchen	\$460.00	\$460.00		
(b) Full Service Pre-Inspection Fee				
(c) Satellite Kitchen	\$157.00	\$157.00		
(d) Satellite Kitchen pre-Inspection				

Type	Current 2020	2020 + 10%	2020 + 12%	Proposed Per DATCP Changes
<b>7. Retail Food Establishments - Not Serving Meals (includes mobile retail food establishment - not serving meals)</b>				
<b>(a) Retail Food Not Serving Meal - Complex</b>				
1. License Fee	\$1,003.00	\$1,103.00	\$1,123.36	\$1,124.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00			
Pre-inspection Fee for Change of Owner	\$765.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$459.00			
5. Late Fee	\$85.00			\$137.00
<b>(b) Retail Food Not Serving Meals - Moderate</b>				
1. License Fee	\$388.00	\$426.00	\$434.56	\$435.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00			
Pre-inspection Fee for Change of Owner	\$306.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$193.00			
5. Late Fee	\$85.00			\$53.00
<b>(c) Retail Food Not Serving Meals - Simple-TCS</b>				
1. License Fee	\$278.00	\$305.00	\$311.36	\$312.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00			
Pre-inspection Fee for Change of Owner	\$229.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$193.00			
5. Late Fee	\$85.00			\$38.00
<b>(d) Retail Food Not Serving Meals - Simple - Non-TCS</b>				
1. License Fee	\$88.00	\$96.00	\$98.56	\$99.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$91.00			
Pre-inspection Fee for Change of Owner	\$68.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$175.00			
5. Late Fee	\$85.00			\$12.00
<b>(e) Retail Food Not Serving Meals - Prepackaged TCS</b>				
1. License Fee	\$47.00	\$51.00	\$52.64	\$53.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00			
Pre-inspection Fee for Change of Owner	\$0.00			
3. Re-inspection Fee	\$175.00			
4. Re-inspection 2 Fee	\$175.00			
5. Late Fee	\$85.00			\$9.00
<b>(f) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities</b>				
1. License Fee	\$45.00	\$49.50	\$50.40	\$51.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$0.00			
Pre-Inspection Fee for Change of Owner	\$0.00			
3. Re-Inspection Fee	\$45.00			
4. Re-Inspection 2 Fee	\$45.00			
5. Late Fee	\$85.00			\$9.00
<b>(g) Micro Markets - Single Location</b>				
1. License Fee	\$40.00	\$44.00	\$44.80	\$45.00
2. Late Fee	\$85.00			\$8.00

Type	Current 2020	2020 + 10%	2020 + 12%	Proposed Per DATCP Changes
<b>(h) Micro Markets - Multiple Locations (on the same premises)</b>				
1. License Fee	\$60.00	\$66.00	\$67.92	\$68.00
2. Late Fee	\$85.00			\$12.00
<b>(i) Inspection fee for mobile retail food stands (no state reimbursement, not a license)</b>				
	\$50.00	\$50.00		\$20.00
<b>8. Tattoo and Body-Piercing</b>				
<b>(a) Tattoo or body-piercing establishment</b>				
1. License Fee	\$141.00	\$155.00	\$157.92	\$158.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$260.00			
Pre-inspection Fee for Change of Owner	\$195.00			
3. Re-inspection Fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			
<b>(b) Combined tattoo and body-piercing establishment</b>				
1. License Fee	\$230.00	\$253.00	\$257.60	\$258.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00			
Pre-inspection Fee for Change of Owner	\$306.00			
3. Re-inspection Fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			
(c) Temporary License	\$105.00	\$115.00		\$115.00
<b>9. Recreational Water</b>				
<b>(a) Public Swimming Pools</b>				
1. License Fee	\$308.00	\$338.00	\$344.96	\$345.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$156.00			
Pre-inspection Fee for Change of Owner	\$117.00			
3. Re-inspection fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			\$75.00
<b>(b) Swimming pools with Water Attraction</b>				
1. License Fee	\$308.00	\$338.00	\$344.96	\$345.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$182.00			
Pre-inspection Fee for Change of Owner	\$136.00			
3. Re-inspection fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			\$75.00
<b>(c) Swimming pools with Water Attraction with up to 2 slides</b>				
1. License Fee	\$180.00	\$198.00	\$201.60	\$202.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$260.00			
Pre-inspection Fee for Change of Owner	\$195.00			
3. Re-inspection fee	\$100.00			
4. Re-inspection 2 Fee	\$100.00			
5. Late Fee	\$85.00			\$75.00
<b>(d) Swimming Pools with Additional Poolslides</b>				

<u>Type</u>	<u>Current</u> <u>2020</u>	<u>2020</u> <u>+ 10%</u>	<u>2020 + 12%</u>	<u>Proposed Per</u> <u>DATCP Changes</u>
<b>1. License Fee</b>	\$170.00	\$187.00	\$190.40	\$191.00
<b>2. Pre-inspection Fee For New Buildings or Change of Use</b>	\$150.00			
<b>Pre-inspection Fee for Change of Owner</b>	\$112.00			
<b>3. Re-inspection fee</b>	\$100.00			
<b>4. Re-inspection 2 Fee</b>	\$100.00			
<b>5. Late Fee</b>	\$85.00			\$75.00
<b>(e) Swimming Pools with Additional Waterslides</b>				
<b>1. License Fee</b>	\$170.00	\$187.00	\$190.40	\$191.00
<b>2. Pre-inspection Fee For New Buildings or Change of Use</b>	\$150.00			
<b>Pre-inspection Fee for Change of Owner</b>	\$112.00			
<b>3. Re-inspection fee</b>	\$100.00			
<b>4. Re-inspection 2 Fee</b>	\$100.00			
<b>5. Late Fee</b>	\$85.00			\$75.00

**RESOLUTION NO. 2022- \_\_\_\_**

**AUTHORIZING THE REDEMPTION OF  
THE COUNTY'S GENERAL OBLIGATION COUNTY BUILDING BONDS,  
SERIES 2013A, DATED DECEMBER 30, 2013**

Executive Summary

Jefferson County issues debt to finance large capital projects, when necessary. In 2013, the County issued the first of a three-part financing package for the construction of its Highway facility and two new highway satellite facilities located along I-94.

As part of the ongoing oversight of Jefferson County's finances, the county works routinely with Ehlers, its financial consultant, to manage its debt. Because the County does not issue debt often, there have been limited abilities to redeem a debt early. In reviewing the year end results from fiscal years 2021 and 2022, it was identified that that Series 2013A Bonds would be callable on April 1, 2023, and further, the structure of this debt has higher interest rates in the last 10 years of its amortization schedule versus other debt the county currently has outstanding. As part of this review, the County Administrator and Finance Director determined there were sufficient accumulated surpluses to redeem the remainder of the 2013A debt in full while ensuring that funding needs for other aspects of the County's operations are met. On March 8, 2022, the County Board approved Res. No 2021-58 which amended the 2022 budget through its carryover process and reserved \$2,090,000 for the early redemption of the Series 2013A debt in April of 2023. After the action in March of 2022, this appropriation was approved again as part of the 2023 budget by the County Board on November 15, 2022.

County Staff has subsequently worked with Ehlers and bond counsel to work through the redemption process. To redeem a bond before full maturity, a thirty-day notice must be provided to current bond holders. County staff reviewed the current fiscal position of the county and are continuing to recommend the early redemption of this debt. This resolution was presented to the Finance Committee on February 1, 2023 and was recommended to move forward to the full county board on 5-0 vote. This action will save the County approximately \$475,175 in interest cost over the next 10 years.

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WHEREAS, Jefferson County, Wisconsin (the "County") has issued its General Obligation County Building Bonds, Series 2013A, dated December 30, 2013 (the "2013A Bonds"); and

WHEREAS, the 2013A Bonds are callable on April 1, 2023; and

WHEREAS, the County Board of Supervisors has determined that it is necessary and desirable to apply funds on hand to redeem the outstanding 2013A Bonds on April 1, 2023.

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

Section 1. Call of the 2013A Bonds. The 2025 through 2033 maturities of the 2013A Bonds shall be called for redemption on April 1, 2023, at the price of par plus accrued interest to the date of redemption. The County shall provide sufficient funds for such redemption to Bond Trust Services Corporation, the fiscal agent of the County with respect to the 2013A Bonds (the "Fiscal Agent"), prior to April 1, 2023.

Section 2. Call Notice to Depository. The County Clerk, in conjunction with Ehlers & Associates, Inc. ("Ehlers"), shall direct the Fiscal Agent to cause timely notice of the call of the 2013A Bonds to be given by providing notice thereof, in substantially the form attached hereto as Exhibit A, by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission, or in any other manner required by CEDE & Co. the registered owner of the 2013A Bonds, at least thirty (30) days but not more than sixty (60) days prior to April 1, 2023.

Section 3. Additional Notice. In addition to the official notice of redemption provided for in Section 2, the Fiscal Agent shall cause further notice of the redemption of the 2013A Bonds to be provided to the Municipal Securities Rulemaking Board through its Electronic Municipal Market Access System.

*Fiscal Note: Funds for the early redemption of the 2013A general obligation bonds have been appropriated in the 2023 budget as a transfer out of the General Fund to the Debt Service Fund in the amount of \$2,090,000, therefore no budget adjustment is necessary to execute this resolution. Passage of this resolution authorizes the use of existing accumulated surpluses to redeem the remaining principal obligations of this bond, eliminating the need to levy property tax for this principal and also saves the taxpayers of Jefferson County \$475,175 of interest cost over the next ten years.*

Referred By:  
Finance Committee

02-14-2023

REVIEWED: Corporation. Counsel: JBW ; Finance Director: 



EXHIBIT A

NOTICE OF FULL CALL\*

JEFFERSON COUNTY, WISCONSIN  
GENERAL OBLIGATION COUNTY BUILDING BONDS, SERIES 2013A,  
DATED DECEMBER 30, 2013

NOTICE IS HEREBY GIVEN that the Bonds of the above referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called for prior payment on April 1, 2023 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
04/01/2025	\$355,000	3.00%	473682ED0
04/01/2027	380,000	3.50	473682EF5
04/01/2029	420,000	4.00	473682EH1
04/01/2031	450,000	4.00	473682EK4
04/01/2033	485,000	4.00	473682EM0

Upon presentation and surrender of said Bonds to Bond Trust Services Corporation, Roseville, Minnesota, the registrar and fiscal agent for said Bonds, the registered owners thereof will be paid the principal amount of the Bonds plus accrued interest to the date of prepayment.

Said Bonds will cease to bear interest on April 1, 2023.

By Order of the  
County Board of Supervisors  
Jefferson County  
County Clerk

Dated \_\_\_\_\_  
\_\_\_\_\_

\* To be provided to Bond Trust Services Corporation at least thirty-five (35) days prior to April 1, 2023. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to April 1, 2023 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org)

**RESOLUTION NO. 2022-\_\_\_\_\_**

**Funding a limited-term Intern position in the Planning and Zoning Department**

Executive Summary

The Wisconsin Department of Military Affairs Office of Emergency Communications accepted applications to provide a Fiscal Year 2023 NextGen9-1-1 Geographic Information Systems (GIS) grant program funding opportunity. The NG9-1-1 GIS grant program is intended to provide funding to county land information offices for data creation, preparation, and remediation activities necessary for enabling NG9-1-1.

The NG9-1-1 grant will fund a currently unfunded intern position in the Land Information Office within the Planning and Zoning Department on a limited-term basis not to extend beyond December 31, 2023. The intern will work with the County's GIS data to align the County's current addressing and road data with the State's NG9-1-1 data standards that were recently published. The intern position will perform data clean up, quality control, and data conversion while under supervision of the County GIS Specialist III. This will be a multi-step process which will begin with converting the County's data into the NG9-1-1 data format and transition to data entry, maintenance, and implementation. The GIS data maintained by the Land Information Office is then provided to and used by the Sheriff's Office dispatching system.

This resolution requesting the funding of an intern position in the Land Information Office of the Planning and Zoning and Planning Department, on a limited term basis, was reviewed by the Human Resources Committee on January 17, 2023. The Human Resources Committee recommended forwarding this resolution to the County Board to accept the funding from the NG9-1-1 GIS Grant Program to fund a currently unfunded student intern position in the Planning and Zoning Department on a limited term basis.

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WHEREAS, the executive summary is incorporated into this resolution, and

WHEREAS, the Planning and Zoning Department has been approved for the NG9-1-1 grant for the Land Information Office, and

WHEREAS, the NG9-1-1 grant requires a 20% cash match which is currently budgeted in the Planning and Zoning Department budget, and

WHEREAS, the grant funding will fund an unfunded student intern position in the Planning and Zoning Department to complete the objectives of the grant.


NOW, THEREFORE, BE IT RESOLVED that the 2023 County Budget is amended to accept the NG9-1-1 GIS Grant Program funding through the Wisconsin Department of Military Affairs Office of Emergency Communications.

BE IT FURTHER RESOLVED that the 2023 County Budget is amended to fund an unfunded student intern position for the Land Information Office in the Planning and Zoning Department to become effective upon passage of this resolution.

*Fiscal Note: The Planning and Zoning Department has currently budgeted \$5,000 to be applied to the 20% cash match required for this NG9-1-1 grant, allowing the acceptance of up to \$25,000. This will fund up to two semesters for a student intern, necessary technology, and equipment. No additional tax levy is required for this position. Because this is a position change, this resolution 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).*

Referred By:  
Human Resources Committee

02-14-2023

REVIEWED: Corporation Counsel: JBW ; Finance Director 

**PROCLAMATION 2022-\_\_\_\_\_**

**Proclaiming the month of April 2023 as Child Abuse and Neglect Prevention Month**

WHEREAS, child abuse and neglect is a complex and ongoing problem in our society, affecting many children in Jefferson County, and

WHEREAS, every child is entitled to be loved, cared for, nurtured, feel secure and be free from verbal, sexual, emotional and physical abuse, and neglect, and

WHEREAS, it is the responsibility of every adult who comes in contact with a child to protect that child's inalienable right to a safe and nurturing childhood, and

WHEREAS, Jefferson County has many dedicated individuals and organizations who work daily to counter the problem of child maltreatment and to help parents obtain the assistance they need, and

WHEREAS, our communities are stronger when all citizens become aware of child maltreatment prevention and become involved in supporting parents to raise their children in a safe and nurturing environment, and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among families, social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community, and

WHEREAS, the Human Services Board, at its February 14, 2023, meeting, unanimously voted to forward this Proclamation to the County Board of Supervisors for adoption.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby proclaims the month of April 2023 to be Child Abuse and Neglect Prevention Month.

*Fiscal Note: Adoption of this proclamation will not have any fiscal impact to the County other than the expenditure of staff time. Promotion materials will be funded by outside private donations.*

Referred By:  
Human Services Board

02-14-2023

REVIEWED: Corporation Counsel: JBW ; Finance Director



**RESOLUTION NO. 2022- \_\_\_\_\_**

**Authorizing Motorized Recreation Grant Application to Fund the Jefferson County  
Snowmobile Trail Aid Program**

Executive Summary

Jefferson County participates in the Wisconsin Department of Natural Resources Snowmobile Trail Aid Program funded by a Wisconsin Department of Natural Resources Motorized Recreation grant which provides funding for the development and maintenance of approximately 224 miles of public snowmobile trails in Jefferson County. Applying for these grant funds requires County Board authorization. This resolution authorizes the Jefferson County Administrator to submit a Wisconsin Department of Natural Resources Motorized Recreation grant application seeking funds for snowmobile trail maintenance and development, and to administer the funds according to the grant requirements. The Parks Committee considered this resolution at its February 9, 2023 meeting and recommended forwarding to the County Board for approval.

WHEREAS, the executive summary is incorporated into this resolution, and

WHEREAS, Jefferson County is interested in continuing to develop and maintain land for public outdoor recreation purposes which includes approximately 224 miles of public snowmobile trails in Jefferson County, and

WHEREAS, grant funds are available to Jefferson County to fund the Snowmobile Trail Aid program and must be applied for annually, and

WHEREAS, Jefferson County includes the anticipated grant funds in the adopted budget each year for this program.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes the Jefferson County Parks Director to act on behalf of Jefferson County to:


- apply to the State of Wisconsin Department of Natural Resources for any financial aid that may be available for the Snowmobile Trail Aid program;
- submit reimbursement claims along with necessary supporting documentation;
- take all other action required to undertake, direct and administer the snowmobile trail aid program.

BE IT FURTHER RESOLVED that Jefferson County will comply with state and federal laws and rules requiring the program to be open to the general public during reasonable hours and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project sites.

*Fiscal Note: The snowmobile trail aid program is expected to cost approximately \$67,320 for winter 2023-2024. One hundred percent (100%) of this cost is funded by the grant and the anticipated grant funds and related expenditures have been included in the adopted budget for 2023. The Jefferson County Finance Director may make any necessary budget adjustments for funds received for additional miles granted by the Wisconsin Department of Natural Resources beyond the anticipated grant amount..*

Referred By:  
Parks Committee

02-14-2023

REVIEWED: 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 January 19, 2023, 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  
R4453A-23, R4454A-23, R4455A-23, AND R4456A-23**

**DATED THIS 30TH DAY OF JANUARY 2023**

**Blane Poulson, Secretary**

**THE PRIOR MONTH'S AMENDMENTS, R4448A-22, R4449A-22, R4450A-22,  
R4451A-22, AND R4452A-22 ARE EFFECTIVE UPON PASSAGE BY COUNTY  
BOARD, SUBJECT TO WIS. STATS. 59.69(5)**

**ORDINANCE NO. 2022- \_\_\_\_\_**

**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 R4453A-23, R4454A-23, R4455A-23 and R4456A-23 were referred to the Jefferson County Planning and Zoning Committee for public hearing on January 19 2023, 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, AG TRANSITIONAL TO RESIDENTIAL R-1**

Rezone a part of PIN 028-0513-1943-057 (4.005 Ac) to create two, 0.46 acre residential lots on **Olson Rd**, Town of Sumner. This is in accordance with Sec. 11.04(f)5 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval for each of the lots, and approval and recording of a final certified survey map. R4453A-23 – C Blair & Tracy Kransberger/BKTK Properties LLC, Owner

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

Rezone 1.54 ac of PIN 006-0716-0141-000 (35.934) to create a lot around the home at **N7055 Morgan Rd**, Town of Concord. 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, including extraterritorial plat review if necessary. R4454A-23 – Douglas Lunde

Create a 1.17-ac new building site from part of PIN 016-0514-3641-001 (40.455 ac) along **Old Hwy 12**, Town of Koshkonong. 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 a suitable soil test, and approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R4455A-23 – Scott M Kowalski

Create a 5-ac lot around the home and farm buildings at **W2290 State Road 106**, Town of Sullivan, from PIN 026-0616-3143-000 (23.99 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 for the lot. R4456A-23 – Megan Plucinski/James & Lori Christensen Property

Referred By:  
Planning and Zoning Committee

02-14-2023

REVIEWED: Corporation Counsel: JBW ; Finance Director 

**APPOINTMENT BY COUNTY BOARD CHAIR**

By virtue of the authority vested in me under Section 59.54(8) I hereby request confirmation of the following appointments:

- a. Mark Groose, Ixonia , WI, to the Jefferson County Economic Development Consortium (JCEDC) for a 3-year term ending April 30, 2026.

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

**APPOINTMENTS BY COUNTY ADMINISTRATOR**

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

- a. Joanne Larson, Fort Atkinson, WI, to the Zoning Board of Adjustment to fill an unexpired term ending July 1, 2025.

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