

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY APRIL 18, 2023 4:00 p.m.

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

Webinar OR [Livestream on YouTube](#)

Register in advance for this webinar:

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. **COMMUNICATIONS**

- a. Notice of Public Hearing – Planning and Zoning – April 20, 2023, 7:00 p.m. (Page 1)
- b. Annual Report: Traffic Safety Commission – Supervisor Anita Martin (Page 3)
- c. Annual Report: Wisconsin Counties Utility Tax Association (WCUTA) - Supervisor Anita Martin (Page 4)
- d. Treasurer’s Report (Addendum)

7. **PUBLIC COMMENT**

COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES

8. **COUNTY ADMINISTRATOR**

- a. Proclamation – Proclaiming May 15 through May 21, 2023, as National Police Week in Jefferson County (Page 5)

9. **EXECUTIVE COMMITTEE**

- a. Ordinance – Amending the Board of Supervisors Rules of Order 2022-2024 governing the procedure for election of County Board Chair, Vice Chair, and Second Vice Chair at the Organizational Meeting (Page 6)
- b. Resolution – Authorizing a contract with SBrand Strategies to Update the Jefferson County Strategic Plan and amending the 2023 budget for the Administration Department (Page 8)
- c. Resolution – Reclassifying a full-time Project and Relations Analyst position to a full-time Assistant to County Administrator position in the Administration Department (Page 10)

10. **FAIR PARK COMMITTEE**

- a. Resolution – Increasing funding for temporary Fair Park staff during Fair Week and amending the Fair Park 2023 budget (Page 12)

11. **FINANCE COMMITTEE**

- a. Resolution – Waiving right of first refusal to purchase a residential parcel of property located at 683 North Watertown Avenue, Jefferson, Wisconsin (Page 14)

12. **HIGHWAY COMMITTEE**

- a. Resolution – Approving 2023 Local Road Improvement Program asphalt bids (Page 16)
- b. Resolution – Approving 2023 seal coat oil vendor bids (Page 17)
- c. Resolution – Approving 2023 pre-mixed hot mix asphalt vendor quotes (Page 19)

d. Resolution – Approving 2023 asphalt pulverizing and milling quotes (Page 20)

13. LAND AND WATER CONSERVATION COMMITTEE

a. Resolution - Entering into an Intergovernmental Agreement with the City of Watertown for Water Quality Trading Technical Services (Page 22)

14. PARKS COMMITTEE

a. Resolution – Authorizing a grant application to the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trails Program, and the Land & Water Conservation Fund and Amending the 2023 Budget for the Parks Department to purchase and install a suspended platform fishing pier and kayak launch at Burnt Village County Park (Page 29)

b. Resolution - Authorizing a grant application to the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trails Program, and the Land & Water Conservation Fund to complete phase III of the Interurban Trail (Page 31)

15. PLANNING AND ZONING COMMITTEE

a. Report – Approval of Petitions (Page 33)

b. Ordinance – Amending Official Zoning Map (Page 34)

16. APPOINTMENTS BY COUNTY BOARD CHAIR

a. Travis Teesch, Emergency Response Agency/Fire, to the Local Emergency Planning Committee (LEPC) for an indeterminate term (Page 35)

17. APPOINTMENTS BY COUNTY ADMINISTRATOR

a. Bill Kern as Highway Commissioner for a two-year term ending May 31, 2025 (Page 35)

18. PUBLIC COMMENT (General)

19. ANNOUNCEMENTS

20. ADJOURN

Next County Board Meeting Tuesday, May 9, 2023 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; Cassie Richardson

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

DATE: Thursday, April 20, 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: April 20, 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, April 20, 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 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.

Final action on **only the rezoning amendments** will be made by the County Board of Supervisors on May 9, 2023.

Final decisions on **only the conditional uses** will be made by the Planning and Zoning Committee on April 24, 2023.

FROM R-2, RESIDENTIAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL WITH CONDITIONAL USE

R4460A-23 & CU2081-23 – Jeffrey & Debra Boos: Rezone all of PIN 010-0615-3123-002 (4.743 ac) with conditional use to allow for a lawn care business at **W4842 State Road 106**, Town of Hebron. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

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

R4461A-23 – Mike Walter/Michael R & Sarah S Walter Trust Property: Create a 2.161-ac building site at the west end of **Spruce Drive** from PIN 008-0715-0612-000 (44.16 ac), Town of Farmington. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4462A-23 – Gerald & Pamela Drewek: Rezone PIN 010-0615-2213-000 (1.722 ac) at **N3573 Haas Road**, Town of Hebron to combine it with the adjoining existing A-3 zone at N3577 Haas Road. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4463A-23 – Nathan & Leah Holland: Create a 4-ac lot around the home at **N4753 Paradise Road**, Town of Jefferson from part of PIN 014-0615-0413-000 (38.55 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATIONS

CU2082-23 – Michael & Heidi Roehl: Allow an addition to an existing detached garage resulting in an extensive on-site storage structure at **N5031 Aztalan Ct**, Town of Aztalan on PIN 002-0714-3531-037 (0.721 ac) in a Residential R-2 zone. This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

CU2083-23 – Russell R Walton: Allow renewal of CU1681-11 and CU1719-12, conditional uses for non-metallic mining and crushing of concrete and asphalt at **W3978 County Rd U**, Town of Cold Spring. The site is on PIN 004-0515-2834-000 (35.84 ac) and is zoned A-1, Exclusive Agricultural. This is in accordance with Sec. 11.04(f)6 and 11.05(c) of the Jefferson County Zoning Ordinance.

CU2084-23 – Jaeckel Land LLC & JGB Land Inc: Allow renewal of CU1730-13, a conditional use for non-metallic mining at **W4414 Lower Hebron Rd**, Town of Hebron. The site is on PINs 010-0515-0531-000 (20 ac) owned by Jaeckel Land LLC and 010-0515-0532-000 (16.68 ac) owned by JGB Land Inc, both zoned A-1, Exclusive Agricultural. This is in accordance with Sec. 11.04(f)6 and 11.05(c) of the Jefferson County Zoning Ordinance.

CU2085-23 – Joseph Topel: Allow revision of CU1506-08 to add a new building for the tree service business at **W6631 County Road A**, Town of Milford. The site is part of PIN 020-0714-0543-001 (1.751 ac) and is zoned A-2, Agricultural and Rural Business. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

CU2086-23 – Steven M Sterwald/SJS Sand & Gravel LLC Property: Allow renewal of CU1728-13, a conditional use for non-metallic mining at **W8399 Lenius Ln**, Town of Waterloo. The site is on PIN 030-0813-2234-000 (40.103 ac) zoned A-1 Exclusive Agricultural. This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance.

CU2087-23 – Benjamin & Maureen Lawrenz: Allow an extensive on-site storage structure, 1,320 square feet in area and 18.5 feet in height in a Residential R-2 zone at **N9659 Pleasant Heights Circle**. The site is on PIN 032-0815-0212-023 (1.569 ac) in the Town of Watertown. This is in accordance with Sec. 11.04(f)2 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.

Annual 2022-2023 Co. Board Report—Jefferson Co. Traffic Safety Commission by Anita Martin, District 13 Supervisor

The Traffic Safety Commission (TSC) operates under the provisions of s. 83.013, Wis. Stats, and meets at least quarterly to review traffic accident data (including fatalities) from the county and other traffic safety related matters.

Over the past year, the commission met in April, July, and October 2022, and most recently, on January 19, 2023. As the Jefferson County Board representative serving on the Traffic Safety Commission, I attended all four meetings, as well as a quarterly Community Maps training offered last month to TSC members and others throughout the state.

Discussions have included the ATV/UTV Ordinance, speed zones of concern in Jefferson County, Wisconsin State Patrol reports, WisDOT Bureau of Transportation Safety reports and highway safety input, village/city police department reports, and the driver's education template offered to high schools in the area.

During the 2022-2023 Jefferson County Board year, the highest speed clocked by an officer pursued a vehicle along Highway 26 and exiting the highway was in excess of 140 miles per hour. This speeding incident involved a driver under the age of 18.

Commission members raised the idea of hosting a community education and awareness program for young drivers, featuring testimonies from folks who've lost friends/peers and/or been seriously injured themselves due to speeding, inattentive driving, driving impaired, etc. This suggestion will be discussed at an upcoming meeting, after exploring the possibility of partnering with other local groups that address similar or related issues in Jefferson County.

WCUTA Board, 2022-2023 Summary by County Supervisor Anita Martin, District 13 –

“The Wisconsin Counties Utility Tax Association (WCUTA) is an unincorporated nonprofit organized under Chapter 184 of the Wisconsin Statutes. The purpose is to promote the interests of its members in the equitable formulation of rules and regulations surrounding the distribution of utility aid and the utility tax formula.” (Source: May 2022 Bylaws)

The Wisconsin Counties Utility Tax Association (WCUTA) Board of Directors met five times since April 2022. The May, July, and October 2022 meetings were held in the Wisconsin Counties Association office, located at 222 E. Mifflin Street, Suite 900 in Madison, Wisconsin, whereas the December 16, 2022 and March 10, 2023 WCUTA Board meetings took place virtually. As the Jefferson County Supervisor assigned to this board, I attended all five meetings.

At the start of the 2022-2023 County Board year, the WCUTA Board was in a transition period with the election of new officers and the group’s newly hired lobbyist, Mr. George Klaetsch.

State Senator Joan Ballweg and Representative Loren Oldenburg appeared by Zoom at the May meeting. Senator Ballweg provided details about decommissioning power plants and how the stepdown payment plan should work. Representative Oldenburg informed the Board about the Genoa Power plant deciding to shut down early and potentially losing a million dollars a year in shared revenue, instead of a five-year step down.

On July 14, 2022, guests Al Runde and Noga Ardon from the Legislative Fiscal Bureau discussed changes in prices due to inflation, as well as how the fiscal landscape could change after the November elections. During their presentation, they explained utility aid formula calculation, 9 mill payment, capacity payment, and incentive payments, and decommissioning aid. (PowerPoint presentation link:

<https://apps.jeffersoncountywi.gov/Handout/2022/07112022/WCUTA%20Handout.pdf>)

In October, David Specht appeared on behalf of Senator Ballweg and Al Runde attended virtually. Mr. Runde told the Board about how the payments have gone up over the last five years. Mr. Runde also talked about the change in payments with the solar farms going up, and said the payments from solar farms will likely increase due to the reduction in coal plants. The board also voted to use the same formula for calculating annual association dues in 2023 as was used for 2022 dues. About half of the 72 counties in Wisconsin currently belong to WCUTA.

Kevin Dospoy, research assistant with Forward Analytics, addressed the WCUTA Board at the December 16, 2022 meeting regarding the impact of inflation on County budgets and emphasized how the annual consumer price index does not capture the full impact to counties.

In December, the WCUTA Board considered three options for proposed legislative changes to the Utility Aid formula, voting to support Legislative Priority Option C (Update/Revise “Incentive Portion Aid” of Utility Aid Payments.)

<https://apps.jeffersoncountywi.gov/Supplemental/2022/12122022/WCUTA%20Packet.pdf>

Prior to voting on behalf of Jefferson County on the above issue, I attended the November 30, 2022 Jefferson County Executive Committee meeting and the December 7, 2022 County Finance Committee meeting, to seek direction from committee members on Utility Tax Policy in preparation for the December 16, 2022 decision. (For more information, see Pages 16-19)

<https://apps.jeffersoncountywi.gov/Supplemental/2022/12052022/Finance%20Committee%20Packet.pdf>

PROCLAMATION NO. 2023- ____

**Proclaiming May 15 through May 21, 2023, as National Police Week
in Jefferson County**

WHEREAS, in 1962, President John F. Kennedy and the United States Congress designated May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week; and

WHEREAS, Peace Officer Memorial Day has been set aside to honor the fallen men and women of Law Enforcement, who selflessly and valiantly sacrificed their own lives to ensure the safety of others; and

WHEREAS, members of the Jefferson County Sheriff's Office fulfill an essential role in protecting the freedoms and rights of the citizens and visitors of Jefferson County Wisconsin; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their Sheriff's Office, and that members of the Jefferson County Sheriff's Office recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, members of the Jefferson County Sheriff's Office unwaveringly accept their duty and answer this solemn calling each and every day.

NOW, THEREFORE, BE IT PROCLAIMED by the Jefferson County Board of Supervisors that May 15th through May 21st, 2023 is hereby recognized as National Police Week in Jefferson County and all government officials, parents, teachers, school administrators, caregivers, businesses leaders, non-profit organizations, and the people of Jefferson County are called upon to observe this week with appropriate ceremonies and observances in which everyone may join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to our community and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Fiscal Note: Adoption of this Proclamation will have no fiscal impact.

Referred By:
County Administrator

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

ORDINANCE NO. 2023-_____

Amending the Board of Supervisors Rules of Order 2022-2024 governing the procedure for election of County Board Chair, Vice Chair, and Second Vice Chair at the Organizational Meeting

Executive Summary

The Jefferson County Board of Supervisors Rules of Order establish rules and procedures by which proceedings of the County Board of Supervisors, statutory boards, commissions, standing committees and other bodies are governed. The Jefferson County Executive Committee has reviewed section 3.02 of the Board Rules and recommends amending the Board Rule procedure for electing the County Board Chair, Vice Chair, and Second Vice Chair at the organizational meeting. This proposed amendment establishes a more detailed procedure for distributing and collecting ballots, announcing votes, and retaining ballots. Section 3.09 of the County Board Rules requires that this amendment be introduced at one session of the Board and laid over until the next session before action is taken unless the Board waives laying over by unanimous vote. Amending the Board Rules requires a two-thirds vote of County Board members attending the Board meeting when such action is taken. The Executive Committee considered this resolution at its meeting on March 29, 2023, and recommended forwarding to the County Board for adoption.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section 3.02 ORGANIZATION of the Board of Supervisors Rules of Order 2022-2024 governing the election of officers at the County Board Organizational meeting is hereby amended as follows:

3.02 ORGANIZATION.

1. The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chair, a First Vice Chair and a Second Vice Chair by secret ballot. The Clerk shall preside until the Chair has been elected. Nominations shall be made by written ballot. In the event more than two persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board. A person receiving a majority of votes of the entire membership of the County Board on the primary ballot shall be declared elected.

Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position. Persons elected in accordance with this paragraph may be removed by the Board by majority vote.

All ballots shall be distributed and collected by the County Clerk or Deputy County Clerks. The number of votes cast for Chair, First Vice Chair, and Second Vice Chair candidates at the primary and final elections shall be counted and announced to the entire County Board by the County Clerk or Deputy County Clerk. The names of all nominees, and the number of votes for all primary and final candidates, shall be recorded in the minutes. The ballots for all nominees, primary candidates, and final candidates shall be retained by the County Clerk until the next County Board meeting following the organizational meeting.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

NOTE: Section 3.09 of the County Board rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken, unless the Board waives laying it over by unanimous vote.

Fiscal Note: The amendment of this Ordinance has no fiscal impact.

Referred By:
Executive Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director:



RESOLUTION NO. 2023-____

Authorizing a contract with SBrand Strategies to Update the Jefferson County Strategic Plan and amending the 2023 budget for the Administration Department

Executive Summary

Jefferson County has a strong history of planning to implement the long-term vision and needs of the county. This has included the recent finished comprehensive plan approved in 2021 and the strategic plan approved in 2017 and amended in 2019.

It was identified with the completion of the comprehensive plan that the strategic plan would need to be updated based on the goals that had been completed in the previous strategic plan and to also serve as an implementation and prioritization tool to help move the comprehensive plan forward. The county had identified funds in previous budgets to hire a consultant to facilitate and develop an updated strategic plan consistent with the county comprehensive plan. These funds were included in the recently approved budget carryover for 2023 as a part of another contingency.

On March 2, 2023, the County Administrator issued a Request for Proposals seeking consulting services to help facilitate the strategic planning process. A total of four responses were submitted to the Administrator's Office and all four consultants were interviewed. Upon completion of the interviews, the Executive Committee was provided information related to the proposals including costs, facilitation process, approach to use of existing plans, interview personality, and the approach to outreach and engagement with various stakeholders. After discussing the various attributes of each consultant, while placing a priority on outreach and engagement, the Executive Committee recommended contracting with SBrand Strategies at a price not to exceed \$67,750.

The scope of work will include

- a) Project kick off,
- b) Research and review of all existing plans to incorporate the value of the previous planning process, specifically the comprehensive plan
- c) Review of demographic and statistical data
- d) Interviews
- e) Focus group meetings
- f) Implementation Planning
- g) Strategic Plan drafting

The schedule has been developed to coincide with preparation for the upcoming Fiscal Year 2024 budget with the goal to have a draft planned for the County Board to review at its August County Board meeting.

The Executive Committee considered this resolution at its meeting on March 29, 2023, and recommended forwarding to the County Board to contract with SBrand Strategies to update the Jefferson County Strategic Plan at a cost not to exceed \$67,750, by a vote of 5-0.

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

WHEREAS, the County had identified the need to update its strategic plan and has reserved sufficient funding toward the project, and

WHEREAS, the County developed a time frame and specific goals and timelines that were considered in the development of an RFP for services, and

WHEREAS, the County received four proposals and all prospective consultants were interviewed, and

WHEREAS, Jefferson County considered a variety of factors to determine the appropriate consultant to meet the desired outcomes of this process.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is authorized to execute a contract with SBrand Solutions at a price not to exceed \$67,750 to update the Jefferson County strategic plan.

Fiscal Note: On March 8, 2023, the Board of Supervisors approved \$100,000 in other contingency for organizational projects. This action requires a transfer of \$67,750 from other contingency to the Administration Department's budget.

Referred By:
Executive Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

RESOLUTION NO. 2023-_____

Reclassifying a full-time Project and Relations Analyst position to a full-time Assistant to County Administrator position in the Administration Department

Executive Summary

The Administration Department has budgeted for a full-time Project and Relations Analyst position, which is currently vacant. Since the position was created, Jefferson County updated its Comprehensive Plan to align with its strategic plan, focusing on both long-term and short-term goals as well as priority action steps. These goals include:

- Promote a culture of growth and services by continuing the County’s positive fiscal history
- Create an economic environment resulting in strong income levels and above state average educational goals which will attract and retain residents ensuring safety, public service, and well-being for all residents of Jefferson County
- Foster an educational atmosphere that benefits both our youngest and oldest residents
- Establish a cohesive, efficient, and cost-effective program for protective and public services throughout the County
- Initiate an ongoing marketing plan to inform and attract a qualified workforce, tourists and new business
- Coordinate a system where smart growth and natural resources complement each other
- Institute a transportation plan of conventional and non-conventional means to connect resources and residents
- Develop broadband expansion plans to improve the quality and coverage of digital data throughout the county
- Devise an infrastructure plan to improve our county road system and buildings
- Maintain the key agricultural economic drivers while keeping up with advancing related technology

The County Administrator is recommending reclassifying the current Project and Relations Analyst position to also include duties such as assisting the County Administrator in accomplishing the goals set forth in the current strategic plan and the updated Comprehensive Plan. These include assisting in the formulation of strategic, operational and organizational planning, supervising functions and duties as assigned by the County Administrator, and assisting the County Administrator in the development, implementation, and monitoring of policies and procedures. The request is to reclassify the full-time Project and Relations Analyst position to include the aforementioned duties and retitle the position as Assistant to the County Administrator. This resolution was reviewed by the Executive Committee on March 29, 2023, and by the Finance Committee on April 12, 2023. The Executive and Finance Committees recommended forwarding this resolution to the County Board to reclassify one full-time, exempt, Project and Relations Analyst position to one full-time, exempt, Assistant to County Administrator position in the Administration Department.

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

WHEREAS, the County Administrator is requesting a re-evaluation of duties in reclassifying the Project and Relations Analyst position to add to the position in the Administration Department the duties of assisting the County Administrator in the formulation of strategic, operational and organizational planning, supervising functions and duties as assigned by the County Administrator and assisting the County Administrator in the development, implementation, and monitoring of policies and procedures, and

WHEREAS, the scope and responsibilities of the position have changed due to additional duties which have been added to better assist the County Administrator and the overall operations of the county, and

WHEREAS, a new job description has been created and evaluated to be classified as an exempt position under Jefferson County's Personnel Ordinance, Section HR0360(A)(3) at grade 13, and

WHEREAS, the Jefferson County Executive Committee has reviewed the County Administrator's request and deems this to be in the best interest of the County.

NOW, THEREFORE, BE IT RESOLVED that one full-time, exempt Project and Relations Analyst position in the Administration Department is hereby reclassified to one full-time Assistant to County Administrator position (exempt) at Grade 13, and the 2023 County Budget setting forth positions in the Administration Department is hereby amended to reflect the reclassification of the position to become effective upon passage of this resolution.

Fiscal Note: The reclassification of the full-time Project and Relations Analyst position to a full-time Assistant to County Administrator position in the Administration Department has a potential annual cost of \$5,941 in 2024. There is an approximate savings in 2023 of \$27,611 (assuming a hire date of May 1, 2023). Therefore, no new tax levy is required for this position. 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:
Executive Committee and
Finance Committee

04-18-2023

REVIEWED: Corporation Counsel JBW; Finance Director 

RESOLUTION NO. 2023-____

Increasing funding for temporary Fair Park staff during Fair Week and amending the Fair Park 2023 budget

Executive Summary

Jefferson County on an annual basis hosts the Jefferson County Fair to celebrate agriculture and provide a community entertainment event. This event routinely sees attendance from between 35,000 and 40,000 people over a five-day period. There are a variety of events including food and other vendors, grandstand entertainment, daily shows, Fairest of the Fair contest, and for this year, open air painting known as *Plein Air* to recognize this year's Fair theme as the Year of the Arts. Key traditional events of the Fair are the competitive exhibits in over thirty departments from agriculture events to home economics, with a key focus on the junior class which highlights efforts of our youth in working on these projects, with the culminating event being the Animal Auction & Youth Celebration.

To support Jefferson County Fair week operations, the County hires temporary employees as event staff or other staff paid on a per diem basis, as well as unpaid volunteers. The Fair Park Director and Events & Operations Manager continue to look at the best way to staff the County Fair in a changing labor market and to address the transition of 4-H from supporting Fair operations to primarily performing an educational role at the Fair, with County staff taking over the duties formerly performed by the 4-H program. As such, the Fair Park Director is requesting the creation of Coordinator positions to assist in providing logistical and operational support to Fair staff and volunteers with the competitive exhibits. Due to the nature of these roles, they are designated as temporary Fair week staff.

Temporary Fair week staff duties include office support, maintenance, staff vendor support, and Fair finances. This resolution authorizes hiring up to an additional 6 Fair week Coordinators and amending the 2023 budget to fund these positions at a cost of up to \$15,000 as a onetime expenditure.

It is anticipated that the Fair week Coordinators will work 12 hours for each day of the Fair plus an additional 60 hours for Fair preparation totaling 120 hours per Coordinator position, paid at \$15.00 per hour.

The Finance Committee considered this resolution at its meeting on April 12, 2023, and the Fair Park Committee considered this resolution at its meeting on April 13, 2023. Both committees recommended forwarding to the County Board for approval.

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

WHEREAS, the County hosts the annual County Fair to showcase agricultural and youth projects and provide an opportunity for community gathering, and

WHEREAS, the execution of the various competitive exhibits requires support to ensure they are conducted efficiently and safely, and

WHEREAS, Fair Management is recommending to create six Coordinator roles as part of its authorized Fair week staff.

NOW, THEREFORE, BE IT RESOLVED that the Fair Park Budget is hereby amended to increase the Classification of Authorized Positions for Fair week staff by up to six and authorize a Fair Park budget increase of \$15,000, with budgeted funds coming from the County's general contingency line.

BE IT FURTHER RESOLVED, that any further appropriations for this purpose will be determined following review of 2023 Fair Park operations and expenditures by the Finance Committee and County Board.

Fiscal Note: The cost of this resolution will not exceed \$15,000. The County will transfer \$15,000 from its general contingency line to fund this action. As a budget amendment, this resolution requires twenty 20 out of 30 affirmative votes from the total membership of the County Board for passage.

Referred By:
Finance Committee and
Fair Park Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

RESOLUTION NO. 2023-__

Waiving right of first Refusal to purchase a residential parcel of property located at 683 North Watertown Avenue, Jefferson, Wisconsin

Executive Summary

On September 28, 1998, Jefferson County was granted a right of first refusal to purchase a parcel of real property located at 683 North Watertown Avenue in the City of Jefferson. This property is currently a single-family home on a .43 acre lot which is located directly adjacent to the former county highway facility on the northeast corner. Following completion of the current Jefferson County highway facility, the former highway facility was listed for sale. In its desire to increase the development potential of the former highway facility, the city of Jefferson made a formal offer to purchase the residential property located at 683 North Watertown Avenue on March 21, 2023, from the current owners, subject to Jefferson County waiving its right to purchase.

As part of the on-going process for redevelopment of the former highway facility, Jefferson County has continued to work with the city of Jefferson on the best vision to redevelop this area. Because there is no longer a need by Jefferson County to acquire this property for expansion of its highway facility, there is no reason for Jefferson County to exercise its right of first refusal and purchase this property. To assist with the marketability of the former highway facility following submission of a letter of intent to purchase by a potential developer, County staff are recommending that the deed restriction be waived so that the city can purchase this residential property and continue its efforts related to the vision and future of the former Jefferson County highway facility.

The Finance Committee considered this resolution on April 12, 2023, and recommended forwarding to the county board for approval by a vote of 5-0.

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

WHEREAS, the County has entered into a Letter of Intent towards the purchase of the former highway facility in Jefferson, with the intention and plan to redevelop said site, and

WHEREAS, the County has worked collaboratively with the City of Jefferson and the developer towards a project that meets the vision and planning of the city and provides an impact to the region, and

WHEREAS, the City of Jefferson has entered into an offer to purchase for 683 N. Watertown Road, Jefferson, WI from the current property owner, and

WHEREAS, Jefferson County has a deed restriction recorded for a right of first refusal on said property, and,

WHEREAS, Jefferson County no longer has a need to exercise the right of first refusal because highway operations are no longer conducted at this location, and

WHEREAS, Jefferson County waiving its right of first refusal will assist with the redevelopment of the former highway facility.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Clerk and County Administrator are authorized to execute any required documents as determined by the Corporation Counsel for purposes of waiving its Right of First Refusal to purchase real property located at 683 North Watertown Road in Jefferson, Wisconsin.

Fiscal Note: Waiving Jefferson County's right of first refusal will have no fiscal impact.

Referred By:
Finance Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: MAD

RESOLUTION NO. 2023-_____

Approving 2023 Local Road Improvement Program asphalt bids

Executive Summary

The Jefferson County Highway Department obtains funding through the Wisconsin Department of Transportation (WisDOT) Local Road Improvement Program (LRIP) for select projects. For 2023, Jefferson County bid four projects that includes funding from WisDOT in the LRIP Program for asphalt material purchase: Jefferson County (CTH Q, STH 89 – CTH B), Jefferson County (CTH Q, CTH A – STH 19), Town of Waterloo/City of Waterloo (Waterloo Road (Dane County – CTH O), and the Town of Lake Mills (Mud Lake Rd and Korth Highlands Rd). This resolution awards the asphalt bid for the 2023 Local Road Improvement Program (LRIP) projects for Jefferson County on County Highway Q (CHIP_D), Town & Village of Waterloo (Waterloo Road, TRID-MSID) and Town of Lake Mills, Mud Lake Rd (CTH G to Conservation Rd, TRIP) and Korth Highlands Rd (Helena St – Indian Trail, TRIP) to Payne & Dolan, Incorporated.

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

WHEREAS, the Jefferson County Highway Department was authorized to receive bids on pre-mixed asphalt products needed in 2023, and

WHEREAS, such bids were received and opened on March 16, 2023, with the following results:

<u>Company</u>	<u>Bid Prices (PG58-28 Asphalt)</u>		
	<u>5 LT</u>	<u>4 LT</u>	<u>3 LT</u>
Payne & Dolan, Inc.	\$52.75 per ton	\$44.00 per ton	\$42.50 per ton
<i>**Lowest combined asphalt bid including haul cost for all projects.</i>			
Wolf Paving	\$56.00 per ton	\$54.15 per ton	\$48.75 per ton
Rock Road	\$50.10 per ton	\$46.85 per ton	\$43.85 per ton

WHEREAS, Payne & Dolan is the lowest responsible bidder to provide asphalt for the projects based on asphalt price and haul costs for all four projects: CTH Q (Jefferson County, STH 89 – CTH B and CTH A – STH 19), Waterloo Road (Village of Waterloo/Town of Waterloo), and Korth Highlands Road, Mud Lake Road (Town of Lake Mills),

NOW, THEREFORE, BE IT RESOLVED the asphalt bids for the Local Road Improvement Program (LRIP) projects for Jefferson County, Village of Waterloo/Town of Waterloo, and the Town of Lake Mills, be awarded to Payne & Dolan, Incorporated.

Fiscal Note: The Wisconsin Department of Transportation requires asphalt purchase projects through the Local Road Improvement Program (LRIP) be awarded to a paving contractor. The funds for asphalt purchases will come from the WisDOT Local Road Improvement Program.

Referred By:
Highway Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

RESOLUTION NO. 2023-_____

Approving 2023 seal coat oil vendor bids

Executive Summary

On March 16, 2023, the Highway Department received bids from area vendors for seal coat emulsions. The contractor provides the emulsions and transportation to the county job sites. Vendors selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project. This resolution authorizes the Jefferson County Highway Department to purchase emulsion products from the vendors listed below at the stated bid prices.

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

WHEREAS, the Jefferson County Highway Department is authorized to receive bids on bituminous asphalt products needed in 2023, and

WHEREAS, such bids were received and opened on March 16, 2023, with the following results:

<u>Company</u>	<u>Type of Asphalt (emulsion)</u>	<u>Bid Price</u>
Henry G. Meigs, Inc.	CRS-2 (Applied)	\$2.8100 per gallon
	CRS-2 (Product)	\$2.4500 per gallon
	CRS-2P (Applied)	\$3.1100 per gallon
	CRS-2P (Product)	\$2.7500 per gallon
	HFRS-2 (Applied)	\$2.8100 per gallon
	HFRS-2 (Product)	\$2.4500 per gallon
	HFRS-2P (Applied)	\$3.1100 per gallon
	HFRS-2P (Product)	\$2.7500 per gallon
	CSS-1 (FOB Ship Pt.)	\$2.2400 per gallon
	CRS-2PD (Applied)	\$2.3400 per gallon
	CRS-2PD (Product)	\$1.9800 per gallon
Flint Hills/Fahrner Asphalt	CRS-2 (Applied)	\$2.7100 per gallon
	CRS-2 (Product)	\$2.3000 per gallon
	HFRS-2 (Applied)	\$2.8100 per gallon
	HFRS-2 (Product)	\$2.4000 per gallon
	HFRS-2P (Applied)	\$3.1100 per gallon
	HFRS-2P (Product)	\$2.7000 per gallon
	CRS-2P (Applied)	\$3.0100 per gallon
	CRS-2P (Product)	\$2.6000 per gallon
	CSS-1 (FOB Ship Pt.)	\$2.3000 per gallon
	CRS-2PD (Applied)	\$3.0111 per gallon
CRS-2PD (Product)	\$2.6000 per gallon	

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase emulsion products from the vendors listed at the stated bid prices in 2023.

Fiscal Note: The funds to come from the Highway Maintenance Account 53311 and the Highway Construction Account 53312.

Referred By:
Highway Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

RESOLUTION NO. 2023-____

Approving 2023 pre-mixed hot mix asphalt vendor quotes

Executive Summary

On March 16, 2023, the Highway Department received quotes from all area vendors for pre-mixed asphalt. The Highway Department purchases the asphalt from the vendors and delivers the material to the job site for placement by County crews. The vendor selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project. This resolution authorizes the Jefferson County Highway Department to purchase pre-mixed asphaltic concrete products at the prices listed below from any of the asphalt vendors in 2023.

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

WHEREAS, the Jefferson County Highway Department is authorized to receive quotes on pre-mixed asphalt products needed in 2023, and

WHEREAS, such quotes were received and opened on March 16, 2023, with the following results:

<u>Company</u>	<u>Price (per ton)</u>	<u>Location</u>
Wolf Paving	\$56.00, \$54.15, \$48.75 PG58-28	Delafield. SP
Payne & Dolan	\$47.50, \$45.75, \$40.25 PG58-28	LaGrange
Payne & Dolan	\$52.75, \$44.00, \$42.50 PG58-28	Waterloo
Rock Road	\$50.10, \$46.85, \$43.85, PG58-28	Ft Atkinson

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase pre-mixed asphalt products at the listed prices from any of the asphalt vendors in 2023.

Fiscal Note: The Highway Department will determine the best price for each project (asphalt price plus trucking) when selecting a plant location. The department will also consider plant schedule, availability, and production rates. Funds have been allocated in 2023 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.

Referred By:
Highway Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

RESOLUTION NO. 2023-_____

Approving 2023 asphalt pulverizing and milling quotes

Executive Summary

On March 16, 2023, the Highway Department received quotes from area vendors for asphalt pulverizing and milling. The Highway Department schedules all projects to work on-site with the selected vendor. This resolution authorizes the Jefferson County Highway Department to accept the seasonal quotes for 2023 from all vendors listed below utilizing the lowest priced vendor, unless the vendor cannot meet the project schedule of the department, in which case the next lowest priced vendor shall be used.

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

WHEREAS, the Jefferson County Highway Department is authorized to receive quotes on full depth pulverizing and milling needed in 2023, and

WHEREAS, such quotes were received and opened on March 16, 2023, with the following results:

<u>Company</u>	<u>Full Depth Pulverizing</u>
Payne & Dolan	\$0.3500 per sq. yd. (County) \$0.4900 per sq. yd. (Town)
Kartechner Brothers	\$0.3800 per sq. yd. (County) \$0.4300 per sq. yd. (Town)
Tri-County Paving	\$0.4800 per sq. yd. (County) \$0.3400 per sq. yd. (Town)
WK Construction	\$0.6900 per sq. yd. (County) \$0.5800 per sq. yd. (Town)
	<u>Milling</u>
Tri-County Paving	\$2.0800 per sq. yd. @ 1 inch depth \$2.0800 per sq. yd. @ 2 inch depth \$2.9100 per sq. yd. @ 3 inch depth \$2.9100 per sq. yd. @ 4 inch depth
Asphalt Contractors	\$0.5500 per sq. yd. @ 1 inch depth \$0.6000 per sq. yd. @ 2 inch depth \$0.6800 per sq. yd. @ 3 inch depth \$0.7500 per sq. yd. @ 4 inch depth

Payne & Dolan	\$1.6500 per sq. yd. @ 1 inch depth
	\$1.6500 per sq. yd. @ 2 inch depth
	\$1.6500 per sq. yd. @ 3 inch depth
	\$1.6500 per sq. yd. @ 4 inch depth
WK Construction	\$3.6900 per sq. yd. @ 1 inch depth
	\$3.7300 per sq. yd. @ 2 inch depth
	\$4.9400 per sq. yd. @ 3 inch depth
	\$5.1200 per sq. yd. @ 4 inch depth
Kartechner Brothers	\$1.5000 per sq. yd. @ 1 inch depth
	\$1.5500 per sq. yd. @ 2 inch depth
	\$1.8000 per sq. yd. @ 3 inch depth
	\$1.9000 per sq. yd. @ 4 inch depth

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to accept the seasonal quotes for 2023 from all vendors utilizing the vendor that provides the best value for the county based on unit price and production unless the vendor cannot meet the project schedule of the department, in which case the next lowest priced vendor shall be used based on unit price and production.

Fiscal Note: Funds have been allocated in 2023 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.

Referred By:
Highway Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

RESOLUTION NO. 2023-___

Entering into an Intergovernmental Agreement with the City of Watertown for Water Quality Trading Technical Services

Executive Summary

Water quality trading is an approach that is used in Wisconsin as a means for municipalities and industries to be compliant with water quality-based permit limits regulated by the Wisconsin Department of Natural Resources. Trading enables a municipality or industry facing high pollutant reduction costs to compensate another party to implement less costly pollutant reductions. The trade results in overall water quality benefits and the pollutant reductions are typically more than what is required. The City of Watertown has committed to water quality trading to fulfill its phosphorus and total suspended solids (sediment) compliance obligations for the City's Department of Natural Resources' stormwater permit. The City will implement stormwater management practices that will achieve a portion of the required phosphorus and sediment reductions. To meet the permit obligations, additional reductions will be needed in agricultural areas within two watersheds in Jefferson County.

The Jefferson County Land and Water Conservation Department routinely works with agricultural producers on implementing conservation practices that reduce phosphorus and sediment delivery to waterways. As such, the Land and Water Conservation Department can provide its planning and technical expertise to identify and implement practices that will benefit both agricultural landowners and the City of Watertown.

This resolution includes the adoption of the Intergovernmental Agreement and a budget amendment to the 2023 Land and Water Conservation Department budget. The Intergovernmental Agreement covers roles and responsibilities of both the County and the City for the water quality trading program. It also details that the City will compensate the County for the work performed based on time and material costs for implementing the program.

The Land and Water Conservation Committee, the Executive Committee, and the Finance Committee considered this resolution and the draft Intergovernmental Agreement at their meetings on March 15, 2023, March 29, 2023, and April 12, 2023, respectively, and recommended forwarding to the County Board for approval.

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

WHEREAS, the City of Watertown and the Jefferson County Land and Water Conservation Department drafted an Intergovernmental Agreement to detail work on a water quality trading program for the City's stormwater permit with the Department of Natural Resources, and

WHEREAS, the Jefferson County Land and Water Conservation Department will provide conservation practice implementation work and charge the City of Watertown for time and materials during the term of the contract and any extensions, and

WHEREAS, the Jefferson County Land and Water Conservation Department 2023 Budget needs to be amended to account for \$12,000 of income and expenditures related to this project.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the County Administrator to enter into an Intergovernmental Agreement with the City of Watertown for water quality trading technical services.

BE IT FURTHER RESOLVED, that the Jefferson County Board of Supervisors hereby approves the amendment of the 2023 Land and Water Conservation Department budget to include \$12,000 for the implementation of the water quality trading program.

Fiscal Note: This is a budget amendment that increases revenue by \$12,000 and will offset existing staff time and expenses. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).

Referred By:
Land and Water Conservation Committee
Executive Committee
Finance Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

**INTERGOVERNMENTAL AGREEMENT BETWEEN JEFFERSON COUNTY AND
THE CITY OF WATERTOWN REGARDING TECHNICAL SERVICES FOR WATER QUALITY TRADING**

This Agreement is made and entered into as of the 18th day of April, 2023, by and between the County of Jefferson, Wisconsin, (the County) and the City of Watertown, Wisconsin, (the City), to establish terms and conditions related to technical services assistance for water quality trading.

RECITALS

WHEREAS, The City has committed to Water Quality Trading to fulfill its Phosphorus and Total Suspended Solids compliance obligations under its Wisconsin Pollution Discharge Elimination System (“WPDES”) Municipal Separate Storm Sewer System (MS4) permit and the Rock River Total Maximum Daily Load study; and

WHEREAS, The County provides planning and technical assistance to municipalities such as the City, agricultural landowners and producers for the implementation of conservation practices that reduce sediment and nutrients (including phosphorous) from entering waterways as well as distributing financial payments to agricultural landowners for the implementation of conservation practices; and

WHEREAS, The City desires to obtain assistance from the County to implement Water Quality Trading projects.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the City and the County (hereinafter referred to collectively as “Parties”) do hereby covenant and agree as follows:

1. **Authority.** This Agreement is entered into pursuant to § 66.0301, Wis. Stats., regarding intergovernmental cooperation and, therefore, should be liberally construed to accomplish its intended purposes. In addition, the undersigned representatives of the City and the County represent that they have been duly authorized by their respective governing bodies to execute this Agreement.
2. **Definitions.**
 - A. “HUC 12” shall mean the 12-digit Hydrologic Unit Code subbasin.
 - B. “Project Sites” shall mean locations where conservation practices or engineered solutions can be implemented to achieve Phosphorus and TSS reductions within the Department of Natural Resources (DNR) approved TMDL subwatershed.
 - C. “Projects” shall mean conservation practices or engineered solutions that are implemented at Project Sites to achieve Phosphorus and TSS reductions within the DNR approved TMDL subwatershed.

- D. "MS4 Permit" shall mean the Municipal Separate Storm Sewer System Permit received by the City of Watertown with the most recent effective date of May 1, 2019 and as that permit may be renewed or amended to comply with the requirements of the Wisconsin Department of Natural Resources ("DNR").
 - E. "Practice Plans" shall mean plans approved by the DNR that explain how a Project will be implemented and maintained by landowners to reduce Phosphorus and TSS at the identified Project Site.
 - F. "TMDL" shall mean the Rock River Total Maximum Daily Load study approved September 28, 2011 by United States Environmental Protection Agency.
 - G. "TSS" shall mean Total Suspended Solids.
- 3. Phosphorus Reduction Goal.** The goal of the Agreement is to identify and install Projects in the Rock River Total Maximum Daily Load Subwatersheds 28 and 29 within Jefferson County that result in Phosphorus and Total Suspended Solids (TSS) reductions, as calculated using SNAP Plus or other models agreed to by the City, the County and DNR, by an amount approved by the City of Watertown Public Work's Commission to comply with the City's MS4 Permit. The City reserves the right to adjust the 5-year goal amount to focus on and ensure compliance with Phosphorus discharge limits in the City's MS4 permit.
- 4. Roles and Responsibilities of the County.** The County will provide the following services:
- A. Identify Project Sites that will enable achievement of the Phosphorus and TSS Reduction Goal and provide a list of such Project Sites to the City for evaluation for water quality trading for MS4 permit compliance.
 - B. Work with landowners to develop Practice Plans and submit such Practice Plans to the City for review and approval.
 - C. Draft agreements between the City and landowners for the Projects approved by the City to be installed and maintained. These agreements shall state the Phosphorus and TSS reductions generated by each Project and the number of credits available for use by the City to comply with its WPDES permit.
 - D. Attend agreement signing between the City and landowners in order to answer any questions related to the practice, installation, and maintenance.
 - E. Provide technical assistance and oversight on installation and maintenance of approved Projects.
 - F. Complete final inspection of installed projects. Complete Management Practice Registration form based on final inspection and submit to the City within 15 days of completion of inspection.

- G. Calculate modeled Phosphorus and TSS reductions for Projects based on SNAP Plus or other agreed upon models.
- H. Verify the status of installed Projects by conducting annual visits at Project Sites for the life of the Project and documenting such visits, including through photographic evidence of the Project where practicable. Communicate any maintenance needs to landowner and City.
- I. Provide an annual report to the City by February 15 of each year throughout the term of this Agreement summarizing activities conducted in the previous year, including the locations of installed Projects, the type of practices installed at each Project Site, inspections, site visits, any required or completed maintenance and other relevant information necessary for Project verification.

5. Roles and Responsibilities of the City. The City will:

- A. Review Project Sites identified by the County and determine whether to pursue identified Projects for WPDES permit compliance.
- B. Submit Management Practice Registration to DNR for final approval.
- C. Sign agreements with landowners. The agreements shall be recorded in accordance with Section 4(B) to ensure maintenance of the practices for the duration of the agreement. Written documentation of these agreements shall be submitted to the DNR as part of the Management Practice Registration.
- D. Record trade agreements between the City and landowners as a deed restriction. The agreements will be recorded with the Jefferson County Register of Deeds. Each trade agreement shall be for a term of at least 5 years and no more than 15 years.
- E. Compensate landowners for the Projects that have approved trade agreements according to the terms of each trade agreement.
- F. Compensate the County for the services identified in Section 4 according to the terms in Section 6 of this agreement.

6. Compensation for Projects, Staff Support and Related Expenses. The City shall compensate the County for services performed under this Agreement. Compensation under this Agreement shall be calculated on a time and materials basis. The County shall submit an invoice to the City quarterly.

The preliminary fee to be paid to Jefferson County is estimated not to exceed \$12,000 in the first year of the program. Future program costs will be estimated based on project work and past expenses. Actual fee will be determined by final Project costs.

7. **Performance.** Unless otherwise agreed to in writing, the County shall furnish all services, supplies, tools, and equipment to accomplish the services established in Section 4 in a professional manner.
8. **Permits, Laws, Regulations, and Public Ordinances.** The County shall obtain and comply with all federal, state, and local statutes, rules, regulations, and ordinances related to the County's performance of its services under Section 4 of this Agreement. The landowners will be required to obtain any necessary permits for installation, implementation, and maintenance of Projects in accordance with the terms of their trade agreements.
9. **Severability.** The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other provision of this Agreement. Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision deemed to be void. The parties agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of essence to this Agreement be deemed void.
10. **Challenge to Agreement.** In the event of cause of action by a third party challenging the validity or enforceability of this Agreement or any of its provisions, the County and the City shall cooperate fully to vigorously defend the Agreement. No settlement of any such action shall be permitted without the written approval of both parties. This Agreement is for the exclusive benefit of the parties and their successors and shall not be deemed to give any legal or equitable right, remedy, or claim to any other person or entity. The enforceability of this Agreement shall not be affected by changes in elected officials.
11. **Assignment.** No party shall assign any rights or responsibilities under this Agreement to a third party without the prior written consent of the other party.
12. **Termination Notice.** Either party may initiate termination of this agreement by providing notice to the other party on or before June 1 of a given year. Within 30 days of June 1 after a termination notice has been provided, the County will provide a status of all pending applications that have not resulted in a Recorded Practice Plan to the City. The County's obligations contained in Section 4 will cease upon the City's receipt of the Status update.
13. **Term.** This Agreement shall remain in effect from the date of execution until the last annual inspection has been completed for a trade agreement that was developed under the term of this Agreement.
14. **Giving Notice.** Whenever any provision of this Agreement requires the giving of written notice, it shall be deemed to have been validly given if delivered in person to or if delivered at or sent by registered or certified mail postage prepaid to:

For the City: Stormwater Project Manager, City of Watertown, 106 Jones St., P.O. Box 477, Watertown, Wisconsin 53094-0477.

For Jefferson County: Director, Jefferson County Land and Water Conservation Department, 311 S. Center Ave., Jefferson, Wisconsin 53549.

15. Complete Agreement and Future Amendments. This document is a complete and final Agreement and supersedes any oral agreements or other negotiations which may conflict with the terms of this Agreement. Either party may request a modification of this Agreement at any time. Any modification of the terms of this Agreement shall be in writing in the form of an Addendum to this Agreement and approved by both the City and the County.

IN WITNESS WHEREOF, the Parties have caused their properly authorized representatives to execute and seal this Agreement on the date as set forth above.

CITY OF WATERTOWN

COUNTY OF JEFFERSON

By: _____
Emily McFarland, Mayor

By: _____
Benjamin Wehmeier, County Administrator

ATTEST:

By: _____
Megan Dunneisen, City Clerk

APPROVED AS TO FORM:

By: _____
Steven T. Chesebro, City Attorney

I hereby certify that there are sufficient funds available to pay the liability incurred by the City of Watertown pursuant to this agreement.

By: _____
Mark Stevens, City Treasurer

RESOLUTION NO. 2023-_____

Authorizing a grant application to the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trails Program, and the Land & Water Conservation Fund and Amending the 2023 Budget for the Parks Department to purchase and install a suspended platform fishing pier and kayak launch at Burnt Village County Park

The Jefferson County Parks Department is seeking grant funds to purchase and install a Suspended Platform Fishing Pier and Kayak Launch at Burnt Village County Park which will be constructed to meet the standards required by the Americans with Disabilities Act. This resolution authorizes Jefferson County Parks to seek funding for this project through the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program. The Parks Committee considered this resolution at its meeting on April 6, 2023, and recommended forwarding to the County Board for approval.

WHEREAS, the segment of the Bark River from Burnt Village to Fort Atkinson is one of the most popular paddling and fishing locations in the county, and

WHEREAS, Jefferson County is interested in further developing its Burnt Village County Park for public recreation purposes by installing an Americans with Disabilities compliant Suspended Platform Fishing Pier and Kayak Launch, and

WHEREAS, grant funding is required to carry out the project, and

WHEREAS, the Parks Committee recommended applying for grant assistance to supplement the \$15,000 budgeted for these projects which have a total estimated cost of \$30,000, and

WHEREAS, the 2023 Parks Department budget includes the matching funds for the grant, but does not include the grant funds applied for or related expenditures, and

WHEREAS, this resolution is intended to satisfy the grant application requirement establishing that Jefferson County supports this project.

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to seek funding from the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trail Program, and the Land & Water Conservation Fund for the purchase and installation of a suspended Platform Fishing Pier and Kayak Launch at Burnt Village County Park which will be constructed to meet the standards required by the Americans with Disabilities Act, and if grant funding is awarded, the County Administrator is authorized to accept said grant funds, sign the grant contracts, submit reimbursement claims along with necessary supporting documentation within six months of project completion date, and perform all other duties necessary to comply with and fulfill the grant provisions.

Fiscal Note: \$15,000.00 is included in the 2023 Parks Department budget for the project. Total estimated cost for the project would be \$30,000.00 with a 50% matching grant from Wisconsin DNR. This resolution increases the Parks Department budgeted revenue and expenditures by \$15,000 for acceptance of the Stewardship Grant and authorizes the Finance Director to make the necessary budget adjustments to enact this resolution. As a budget amendment, County board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).

Referred By:
Parks Committee

04-18-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: MAD

RESOLUTION NO. 2023-__

Authorizing a grant application to the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trails Program, and the Land & Water Conservation Fund to complete phase III of the Interurban Trail

Executive Summary

The Jefferson County Parks Department is seeking grant funds to complete a recreation trail for hiking, biking and cross-country skiing on the right-of-way owned by We Energies and known as the Interurban Trail. The proposed trail is 10.96 miles in length and is located between the City of Watertown and the City of Oconomowoc. This off-road paved trail connection will be built on the former Interurban Rail Line and is located primarily in Jefferson County, 10 miles, and a portion in Waukesha County, 1 mile. This resolution authorizes the Jefferson County Parks Department to seek additional funding for this project to complete phase III of the Interurban Trail through the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program. The Parks Committee considered this resolution at its meeting on April 6, 2023, and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution,

WHEREAS, the Parks Committee has expended significant time and effort towards establishing a multi-use trail from Watertown to Oconomowoc, and

WHEREAS, phase I and phase II of the Interurban Trail are complete and open to the public, and

WHEREAS, construction on Phase III of the Interurban trail is scheduled to commence in May of 2025, with a planned completion date of June of 2026, and

WHEREAS, Waukesha County and the City of Oconomowoc have begun planning, budgeting, and grant writing for the final off-road and on-road portions of this trail which will directly connect with the Lake Country trail in Oconomowoc, and

WHEREAS, the Parks Committee recommends seeking grant funds from the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trails Program, and the Land & Water Conservation Fund to fund up to 50% of project design/engineering/construction of Phase III which is scheduled to begin in 2025, and

WHEREAS, the Parks Committee recommends completion of these multi-purpose trails as part of the County's Bikeway/Pedestrian way Plan, the Jefferson County Comprehensive Plan, and the Glacial Heritage Area Plan, and

WHEREAS, this resolution is intended to satisfy the grant application requirement establishing that Jefferson County supports this project.

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to seek funding from the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trail Program, and the Land & Water Conservation Fund for this multi-use recreational trail from Watertown to Oconomowoc, and if grant funding is awarded, the County Administrator is authorized to accept said grant funds, sign the grant contracts, submit reimbursement claims along with necessary supporting documentation within six months of the project completion date, and perform all other duties necessary to comply with and fulfill the grant provisions.

Fiscal Note: This grant could provide up to \$249,999.00 towards the construction of structures and the trail on Phase III of the Jefferson Interurban Trail Project. At this time, it is not anticipated that these funds will be expended in 2023, therefore no budget amendment is necessary. If the County is awarded this grant, the funds will be budgeted in 2024 or beyond.

Referred By:
Parks Committee

04-18-2023

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 a petition to amend the official zoning map of Jefferson County, filed for public hearing held on March 16, 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 PETITION
R4458A-23

DATED THIS 27th DAY OF MARCH, 2023

Blane Poulson, Secretary

THE PRIOR MONTH'S AMENDMENT, R4457A-23, IS EFFECTIVE UPON
PASSAGE BY COUNTY BOARD, SUBJECT TO WIS. STATS. 59.69(5)

ORDINANCE NO. 2023-_____

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, Petition R4458A-23 was referred to the Jefferson County Planning and Zoning Committee for public hearing on March 16, 2023, and

WHEREAS, the proposed amendment has 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-1, EXCLUSIVE AG TO A-3, AGRICULTURAL/RURAL
RESIDENTIAL**

Create a 1.38-ac building site from part of PINs 016-0514-3134-000 (38 ac) and 016-0514-3133-000 (33.76 ac) near **W7170 County Line Rd**, Town of Koshkonong. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval by the Town, receipt by Zoning of a suitable soil test and approval and recording of a final certified survey map for the lot. A shared driveway split by the new common lot line would be acceptable. R4458A-23 – Austin Naber/Charles & Cathy Naber Property

The above zoning amendment 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.

Referred By:
Planning and Zoning Committee

04-18-2023

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. Travis Teesch, Emergency Response Agency/Fire to the Local Emergency Planning Committee (LEPC) for an indeterminate term.

AYES___NOES____ABSTAIN___ABSENT ___

APPOINTMENTS BY COUNTY ADMINISTRATOR

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

- a. Bill Kern as Highway Commissioner for a two-year term ending May 31, 2025.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

04-18-2023