

## AGENDA

\*REVISED 05-08-2023

### JEFFERSON COUNTY BOARD MEETING

TUESDAY MAY 9, 2023 7:00 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](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. **APPROVAL OF MINUTES – APRIL 18, 2023**
7. **COMMUNICATIONS**
  - a. \*Notice of Public Hearing – Planning and Zoning – May 25, 2023, 7:00 p.m. (Page 1)
  - b. Treasurer’s Report (Addendum)
8. **PUBLIC COMMENT**
9. **ANNUAL REPORTS**
  - a. Economic Development Consortium (JCEDC) – Deborah Reinbold
  - b. Land and Water Conservation – Patricia Cicero
  - c. Register of Deeds – Staci Hoffman
  - d. \*Jefferson County Area Tourism Council – Holly Tierney

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

10. **BUILDING AND GROUNDS COMMITTEE**
  - a. Resolution – Entering into a contract with Wisconsin Terrazzo & Tile for Terrazzo Restoration in the County Courthouse (Page 3)
11. **EXECUTIVE COMMITTEE**
  - a. Appointment of Kelly Stade as County Treasurer to fill an unexpired term (Page 5)
12. **LAW ENFORCEMENT AND EMERGENCY MANAGEMENT**
  - a. Ordinance – Amending the Jefferson County Boating Ordinance (Page 7)
13. **PARKS COMMITTEE**
  - a. Resolution - Authorizing grant application to the Wisconsin Department of Natural Resources Recreation Boating Facilities grant program (Page 8)
14. **PLANNING AND ZONING COMMITTEE**
  - a. Report – Approval of Petitions (Page 9)
  - b. Ordinance – Amending Official Zoning Map (Page 10)
15. **PUBLIC COMMENT** (General)
16. **ANNOUNCEMENTS**
17. **ADJOURN**

Next County Board Meeting  
Tuesday, June 13, 2023  
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, May 25, 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: May 25, 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, May 25, 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 conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files, which include staff finding of fact, are available for viewing between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, excepting holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

**FROM A-T, AGRICULTURAL TRANSITION TO A-3, AGRICULTURAL/RURAL RESIDENTIAL**

**R4464A-23 – Lee Allen Rickerman:** Create a 2.711-ac building site on **Riverdale Ln** from part of PIN 032-0815-1814-000 (21.675 ac) in the Town of Watertown. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**FROM A-T, AGRICULTURAL TRANSITION TO A-3, AGRICULTURAL/RURAL RESIDENTIAL AND N,  
NATURAL RESOURCE**

**R4465A-23 – Stephanie Bratz/Karen Kerr Property:** Create a new 1.7-ac building site to be zoned A-3 with an attached 41.6-ac Natural Resource zone; create a 3.7-ac lot around the existing home & buildings at **W4451 River Rd** with a 3.9-ac Natural Resource zone. These are proposed to be created from PINs 032-0815-1721-001 (48.48.9 ac) and 032-0815-1722-000 (42.6 ac), Town of Watertown. This is in accordance with Sec. 11.04(f)8 and 11.04(f)11 of the Jefferson County Zoning Ordinance.

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

**R4466A-23 – Steven Schluter/Schluter Trust Property:** Create both a 1-ac building site and a 1-ac lot around the home & buildings at **W3878 Ranch Rd**, Town of Farmington from part of PIN 008-0715-0443-000 (40 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4467A-23 – Christy Strobel/CDS Investments LLC:** Create a 2.27-ac building site from part of PIN 008-0715-1532-001 (20 ac) near **N6132 Coffee Rd** in the Town of Farmington. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4468A-23 – Daniel Raatz:** Create a 3.07-ac lot around two existing homes at **W9252 and W9258 County Road B**, Town of Lake Mills, on PINs 018-0713-0833-000 (7.768 ac) and 018-0713-0832-001 (15.867 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4469A-23 – Glenn Schultz:** Rezone all of PIN 030-0813-3034-001 (1 ac) and 2.35 ac of PIN 030-0813-3034-000 (39 ac) to create a 3.35-ac lot at **W9596 E Medina Rd** in the Town of Waterloo. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4470A-23 – Helen Weihert:** Create a 5-ac lot around the home and buildings at **W8890 West Rd** in the Town of Watertown from part of PIN 032-0814-1512-000 (39.223 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**CONDITIONAL USE PERMIT APPLICATION**

**CU2088-23 – Pastor William Bartz:** Conditional use to allow a pastor care retreat as a public/semi-public use at **W6783/W6785 Westphal Ln** on PIN 016-0514-0824-002 (2.889 ac), Town of Koshkonong in an A-3, Agricultural/Rural Residential zone. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**CU2089-23 – Donald & Susan Ebbert:** Conditional use to renew the existing conditional use for mineral extraction at **N2795 Ebbert Ln**, Town of Oakland on PIN 022-0613-3513-000 (40 ac). The site is in an A-1 Agricultural zone. This is in accordance with Sec. 11.04(f) 6 of the Jefferson County Zoning Ordinance.

**CU2090-23 – Peter Unke:** Conditional use to allow a kennel for up to 10 dogs in an A-3, Rural Residential zone at **N1785 County Road H**, on PIN 024-0516-1244-001 (2 ac) in the Town of Palmyra. This is in accordance with Sec. 11.04(f)8 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.**

## **RESOLUTION NO. 2023-\_\_\_**

### **Entering into a contract with Wisconsin Terrazzo & Tile for Terrazzo Restoration in the County Courthouse**

#### Executive Summary

The Jefferson County Courthouse main hallway and stairs were built utilizing a terrazzo material. Terrazzo is made from a blend of recycled materials and natural aggregates like quartz, granite, and marble to produce an attractive look with an extremely durable surface and is one of the most eco-friendly flooring options. Replacing the existing terrazzo with like material as part of the courthouse restoration project would be cost prohibitive. Due to the durability of terrazzo, the budget for the courthouse project included an allowance for restoration services for infilling, patching, and installing of new terrazzo as needed, along with polishing of the entire floor to preserve this material for the long term. Due to the nature of the work and the lost art of terrazzo restoration, there are limited contractors to provide this service.

Two companies specializing in terrazzo restoration reviewed this project, one from Rockford, IL and one from La Crosse, WI. Both companies conducted an on-site inspection and scope of review and based their bids on utilizing a 3M Scotch guard finishing system to limit long term maintenance costs. Each company determined the best means and methods to provide the restoration services to achieve the desired outcomes. In addition, the quotes were based on performing the work in coordination with the various construction phases of the project. Total costs were within \$1,400 of each other with Wisconsin Terrazzo & Tile at \$297,650 and Rockford Central Tile at \$296,220, with both bids including the cost of a performance bond.

It is recommended that the contract be awarded to Wisconsin Terrazzo & Tile based on their means and methods for restoration services including greater patching of floor cracks versus epoxy infill, and complete replacement of the terrazzo base versus patching which will lead to a better end product for this long-term investment. \$210,000 was allocated for this work in the courthouse project budget. The additional funding to complete this project will be allocated from project contingency.

The Building and Grounds Committee considered this resolution at its meeting on May 2, 2023, and recommended entering into a contract with Wisconsin Terrazzo & Tile for terrazzo restoration at the County Courthouse at a cost of \$297,650 by a vote of 5-0.

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

WHEREAS, the County had identified terrazzo floor restoration to be within the scope of the courthouse project, and

WHEREAS, the County and Maas Brothers identified two service providers within the region with the capability to perform required terrazzo restoration, and

WHEREAS, both service providers conducted onsite evaluations of the required work and determined the means and methods to facilitate the desired outcomes of restoration and limited long term maintenance costs, and

WHEREAS, it was determined that Wisconsin Terrazzo & Tile's means and methods will lead to a better product.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is hereby authorized to enter into a contract with Wisconsin Terrazzo & Tile for terrazzo restoration services in the Courthouse at a cost not to exceed \$297,650.

*Fiscal Note: There is \$210,000 within the project allowance for terrazzo restoration. The additional funds of \$87,650 will come from project contingency.*

Referred By:  
Buildings and Grounds Committee

05-09-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

## RESOLUTION NO. 2023-\_\_

### **Appointment of Kelly Stade as County Treasurer to fill an unexpired term.**

#### Executive Summary

John Jensen has served Jefferson County as County Treasurer for over thirty-six years. County Treasurer Jensen has provided notice, as required by law, to the County Sheriff Paul Milbrath along with notice to County Board Chair Steve Nass, and County Administrator Benjamin Wehmeier, that he intends to retire effective June 30, 2023, which is 18 months before the end of his elected term. The Constitutional office of County Treasurer serves a vital role for county government and cannot be vacant for 18 months. Wisconsin State law outlines the process on how to fill the unexpired term of County Treasurer:

*Wis. Stat. § 17.21(3) County clerk, treasurer, and surveyor. In the office of county clerk, treasurer, or surveyor, by appointment by the county board for the residue of the unexpired term unless a special election is ordered by the county board, in which case the person appointed shall serve until his or her successor is elected and qualified. The county board may, if a vacancy occurs before June 1 in the year preceding expiration of the term of office, order a special election to fill the vacancy. If the county board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the county board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.*

The Executive Committee considered the options provided under Wisconsin law to fill this unexpired term and ultimately concluded that the County Board should make an appointment to fill the remaining term and to endorse the appointment of Kelly Stade to this role, who currently serves as the Chief Deputy Treasurer in this office.

Factors considered by the Executive Committee in making this recommendation include the following: 1) the earliest an election could be held would be in the spring election of 2024. If this were the desired option, the County Board would still need to appoint an interim County Treasurer. As such, the committee thought it best from an operational continuity perspective to make an appointment to serve the remainder of the term; 2) County Treasurer Jensen made the recommendation to appoint Kelly Stade to complete his term; 3) Ms. Stade has served in this office for nearly 23 years, serving as Chief Deputy since 2007, thereby making her the best qualified candidate to understand the full function of the office; and 4) Ms. Stade has demonstrated her leadership skills by participating in leadership training offered by the county which includes graduating from the Local Government Leadership Academy.

The Executive Committee, at its April 26, 2023, meeting, recommended 5-0 to appoint Kelly Stade to fill the unexpired term of County Treasurer based on her experience serving the Jefferson County Treasurer's Office for nearly 23 years.

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

WHEREAS, County Treasurer John Jensen has provided formal notice of his retirement effective June 30, 2023, causing a vacancy in the office of County Treasurer, and

WHEREAS, the County Board of Supervisors is the appointing authority per state statute § 17.21(3), and

WHEREAS, the County Board considered ordering a special election to fill this role and determined that it is in the best interest of Jefferson County to fill the unexpired term for this office through the appointment process versus holding a special election, and

WHEREAS, County Treasurer John Jensen has recommended his Chief Deputy Kelly Stade to serve the remainder of his unexpired term.

NOW, THEREFORE, BE IT RESOLVED that due to the retirement of County Treasurer John Jensen effective June 30, 2023, the Jefferson County Board of Supervisors hereby appoints Kelly Stade to fill the unexpired term of County Treasurer effective July 1, 2023.

*Fiscal Note: This resolution has no fiscal impact*

Referred By:  
Executive Committee

05-09-2023

REVIEWED: Corporation Counsel: JBW; Finance Director:



**ORDINANCE NO. 2023- \_\_\_\_**

**Amending the Jefferson County Boating Ordinance**

THE JEFFERSON COUNTY BOARD OF SUPERVISORS DOES HEREBY AMEND SECTION 7 OF THE JEFFERSON COUNTY BOATING ORDINANCE, ORDINANCE NO. 96-36, AS FOLLOWS:

This Ordinance amendment authorizes two additional buoys to be placed in the waters of the Rock River designating a Slow-No-Wake area at the coordinates listed in SECTION 7.

**SECTION 7. DESIGNATED SLOW-NO-WAKE AREAS.** No person shall operate a boat and/or watercraft faster than Slow-No-Wake speed in the waters of the Rock River between the following coordinates at any time:

- latitude 42.893815°N, longitude -88.905639°W and latitude 42.895962°N, longitude -88.903109°W
- latitude 42.894193°N, longitude -88.905856°W and latitude 42.896203°N, longitude -88.903582 W

**SECTION 12. EFFECTIVE DATE.** This ordinance amendment shall take effect and be in force from and after its passage and publication as required by Wisconsin law.

Ord. No. 96-36 adopted 03/11/1997; published 03/15/1997

Amended: 11-12-14, 07-9-19.

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

Referred By:

Law Enforcement & Emergency Management Committee

05-09-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 



**RESOLUTION NO. 2023-\_\_\_\_\_**

**Authorizing a grant application to the Wisconsin Department of Natural Resources  
Recreation Boating Facilities grant program**

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 Recreation Boating Facilities grant program. The Parks Committee considered this resolution at its meeting on May 4<sup>th</sup>, 2023, and recommended forwarding to the County Board for approval.

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WHEREAS, the Jefferson County Parks Department is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of installing a canoe/kayak launch improvement at Burnt Village County Park, and

WHEREAS, the designed launch will provide for ADA accessibility and allow recreational access to the Bark River for a greater segment of users, 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, 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 Recreation Boating Facilities grant program for the purchase and installation of a floating 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.

BE IT FURTHER RESOLVED that Jefferson County shall comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share Agreement/Contract.

*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 \$15,000.00 for acceptance of the Recreation Boating Facilities 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

05-09-2023

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 March 16 and April 20, 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  
R4459A-22, R4460A-23, R4461A-23, R4462A-23 and R4463A-23**

**DATED THIS 24th DAY OF APRIL 2023**

**Blane Poulson, Secretary**

**THE PRIOR MONTH'S AMENDMENT, R4458A-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, Petitions R4459A-23 was referred to the Jefferson County Planning and Zoning Committee for public hearing on March 16, 2023 and Petitions R4460A-23, R4461A-23, R4462A-23 and R4463A-23 were referred for public hearing on April 20, 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 R-2, RESIDENTIAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL**

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

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

Create a 1-ac building site from part of PIN 022-0613-1833-001 (35.98 ac) on **Rucks Rd**, Town of Oakland. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. The rezoning utilizes the last available A-3 zone for the property; therefore, it 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. R4459A-23 – Felix & Bonnie Jarczyk

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. The rezoning utilizes the last A-3 lot 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, approval and recording of a final certified survey map including extraterritorial plat review if necessary, and for road dedication, with the plan for road construction agreed upon by the Towns of Farming and Watertown and the property owner. R4461A-23 – Mike Walter/Michael R & Sarah S Walter Trust Property

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. The rezoning utilizes the last A-3 lot for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that


fact. It is further conditioned upon approval and recording of a final certified survey map for the lot. R4462A-23 – Gerald & Pamela Drewek

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. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot. R4463A-23 – Nathan & Leah Holland

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

Referred By:  
Planning and Zoning Committee

05-09-2023

REVIEWED: Corporation Counsel: JBW; Finance Director\_  \_