

## AGENDA

### JEFFERSON COUNTY BOARD MEETING

TUESDAY JUNE 13, 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 – MAY 9, 2023**
7. **COMMUNICATIONS**
  - a. Notice of Public Hearing – Planning and Zoning – June 15, 2023, 7:00 p.m. (Page 1)
  - b. Retirement Recognitions
  - c. Treasurer’s Report (Addendum)
8. **PUBLIC COMMENT**
9. **SPECIAL ORDER OF BUSINESS**
  - a. Presentation – 2022 Audit Report - CliftonLarsonAllen
10. **ANNUAL REPORTS**
  - a. Corporation Counsel – J. Blair Ward
  - b. Finance – Marc DeVries
  - c. Human Services – Brent Ruehlow
  - d. UW Extension – Chrissy Wen

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

11. **EXECUTIVE COMMITTEE**
  - a. Ordinance - Amending the Jefferson County Board Supervisors Rules of Order 2022-2024, section 3.07, Rules of County Board Standing Committees, to require that all requests for payment of per diems and expenses be submitted within 30 days (Page 3)
12. **HUMAN RESOURCES COMMITTEE**
  - a. Ordinance – Amending the Civil Service Ordinance for full-time and part-time Deputy Sheriffs, Detectives, Sergeants, Captains and Chief Deputy (Page 5)
13. **PLANNING AND ZONING COMMITTEE**
  - a. Report – Approval of Petitions (Pag 14)
  - b. Ordinance – Amending Official Zoning Map (Page 15)

**14. SOLID WASTE COMMITTEE**

- a. Resolution – Supporting the Jefferson County Clean Sweep, E-Waste Recycling, Tire Recycling, and Drug Take Back Program (Page 17)

**15. APPOINTMENT BY COUNTY BOARD CHAIR (Page 18)**

- a. Mike Stephens, Emergency Response Coordinator to the Local Emergency Planning Committee (LEPC) for an indeterminate term

**16. APPOINTMENT BY COUNTY ADMINISTRATOR (Page 18)**

- a. Dale Weis to the Zoning Board of Adjustment for a three-year term ending July 1, 2026

**17. APPOINTMENT BY HUMAN SERVICES BOARD (Page 18)**

- a. LaRae Schultz to the Aging and Disability Resource Center Advisory Committee (ADRC) for a three-year term ending July 1, 2026
- b. Bonnie Bull to the Nutrition Project Council for a three-year term ending July 11, 2026

**18. PUBLIC COMMENT (General)**

**19. ANNOUNCEMENTS**

**20. ADJOURN**

Next County Board Meeting Tuesday, July 11, 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 and Text Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits  
**DATE:** Thursday, June 15, 2023  
**TIME:** 7:00 p.m. (Doors will open at 6:30)  
  
**PLACE:** **JEFFERSON COUNTY HIGHWAY DEPARTMENT COMMITTEE ROOM, 1425 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: June 15, 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=eHZRbHZXWXhlUnlKdkhtOXhoTmtNz09>

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, June 15, 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, text of the Jefferson County Ordinance 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.

**DECISIONS ON THE CONDITIONAL USES ONLY WILL BE MADE ON JUNE 26**  
**DECISIONS ON THE REZONINGS WILL BE MADE ON JULY 11**

**FROM A-1, EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL BUSINESS R4472A-23 & CU2092-23 – Stock Family Farm/Joseph & Justine Church/James & Steven Mesmer Properties:** Create a 2.6-ac lot from part of PINs 026-0616-2013-000 (35.91 ac) owned by Mesmer and 026-0616-2042-001 (37.728 ac) owned by Church, with conditional use for a farm store **near W1844 Bente Rd**, Town of Sullivan. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

**FROM A-T, AGRICULTURAL TRANSITION AND A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL R4473A-23 – Ryan Koehler/Timothy & Debra Koehler Property:** Rezone parts of PINs 014-0614-1431-000 (51.015 ac) zoned A-T and 014-0614-1434-000 (51.381 ac) zoned A-1 to create a 2-ac building site near **N3865 County Rd K** in the Town of Jefferson. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

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

**R4474A-23 – Dan Higgs/ABC Acres Property:** Rezone 4-ac of PIN 010-0615-2741-000 (20.744 ac) to add it to the existing A-3 zoned property at **N3080 Haas Road**, Town of Hebron. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4475A-23 – Dan Higgs/Thomas & Rene Foelker and ABC Acres, Owners:** Rezone all of PIN 010-0515-1212-001 (1.243 ac) owned by Foelker and part of PIN 010-0515-1212-000 (38.767 ac) owned by ABC Acres to create a 5.2-ac lot at **N2018 Frommader Rd**, Town of Hebron. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4476A-23 – George Golich:** Rezone 2 ac of PIN 016-0614-3632-001 (8.5 ac) for a new building site near **W5250 State Rd 106** in the Town of Koshkonong. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ord.

### **FROM A-1, AGRICULTURAL TO N, NATURAL RESOURCES**

**R4477A-23 – Loren Lindl:** Rezone approximately 9.6 ac of PIN 010-0615-3512-000 (40 ac). The site is on the Bark River near **Hess Ln**, Town of Hebron. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

### **FROM A-3 TO A-2 WITH CONDITIONAL USE**

**R4478A-23 & CU2093-23 – Samuel & Allison Kemp/Nieman Trust, Owner:** Rezone approximately 2.2 ac of PIN 016-0514-2924-000 (13.648 ac) with conditional use for an event venue at **W6770 Pond Rd**, Town of Koshkonong. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

**R4479A-23 – John & Marcia Herr Trust:** Rezone approximately 0.7 ac of PIN 026-0616-2424-001 (19.628 ac) to add it to an adjoining A-2 lot at **W315 Herr Rd** in the Town of Sullivan. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

### **CONDITIONAL USE PERMIT APPLICATIONS**

**CU2091-23 – Christopher Fetzer/Durelle Chopp Trust Property:** Conditional use on PIN 012-0816-2143-002 (8.92 ac) to allow mini-warehousing on **Oak Drive**, Town of Ixonia. This is in accordance with Sec. 11.04(f)3 of the Jefferson County Zoning Ordinance.

**CU2094-23 – Scott & Dana Scherer:** Conditional use for an 1,800 square foot extensive on-site storage structure, 15.5 feet in height in a Residential R-2 zone at **W6021 Friedel Rd**, Town of Koshkonong, on PIN 016-0514-1033-030 (0.795 ac). This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

**CU2095-23 – Mary Kuppe:** Conditional use to allow keeping of four dogs as household pets on a non-commercial basis in a Residential R-1 zone at **N4412 Wolff Rd**, Town of Oakland, on PIN 022-0613-0812-037 (1.571 ac). This is in accordance with Sec. 11.04(f)1 of the Jefferson County Zoning Ordinance.

### **ZONING ORDINANCE TEXT AMENDMENT**

**R4480T-23 – Jefferson County Zoning:** Text amendment to the Jefferson County Zoning Ordinance for changes to shoreland provisions in Sec. 11.10 which will bring the ordinance into compliance with recent DNR updates and will allow for updated mitigation practices on shoreland properties.

## **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.**

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

**Amending the Jefferson County Board Supervisors Rules of Order 2022-2024, section 3.07, Rules of County Board Standing Committees, to require that all requests for payment of per diems and expenses be submitted within 30 days**

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 3.07 of the Board Rules and recommends amending the Board Rule procedure to require that all requests for payment of per diems and expenses be submitted within 30 days of incurring the expense. 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 Ordinance at its meeting on May 31, 2023, and recommended forwarding to the County Board for adoption.

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

Section 1. Section 3.07 RULES OF COUNTY BOARD STANDING COMMITTEES of the Board of Supervisors Rules of Order 2022-2024 governing payment of per diems and expenses is hereby amended as follows:

**3.07 RULES OF COUNTY BOARD STANDING COMMITTEES**

7. Except as provided herein, the members of all County Board standing committees, **or members of other bodies as authorized**, may receive a per diem, meeting fees, mileage, and reimbursed expenses as authorized by the County Board Rules. This shall include members of groups created under Chapter 46 of the Wisconsin Statutes and county representatives on lake district boards, consortiums, committees, boards, commissions or other bodies where appointments are made by the County Administrator, County Board Chair or County Board pursuant to law or intergovernmental agreements. Members of the Traffic Safety Commission who are receiving pay from a governmental entity during such meeting shall not be entitled to a meeting fee or mileage for such Traffic Safety Commission meeting. [Am. 03/09/04, Ord. 2003-40; 06/08/04, Ord. 2004-08; 04/15/08, Ord. 2008-03; 03/09/10, Ord. 2009- 24; Ord. No. 2015-01, 04/21/2015; Ord. No. 2016-20, 02/14/17; Ord. No. 2018-01, 04/17/2018; Ord. No. 2020- 13, 12/08/2020]

**Requests for payment of all per diems, meeting fees, mileage, and authorized expenses must be submitted to the County Clerk within 30 days of the meeting or event for which the payment is authorized by submitting payment requests to the Jefferson County Clerk's Office, unless otherwise approved in writing by the County Board Chair. For example, a member may not receive payment for a meeting attended in March if the request for payment is submitted during the month**

of May. All requests for payment under this section must be submitted using a reimbursement form or other method as directed by the Jefferson County Finance Director. All payments shall be paid by direct deposit unless doing so will create a hardship on the payee as determined by the Jefferson County Finance Director.

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 enactment of this Ordinance has no fiscal impact.*

Referred By:  
Executive Committee

06-13-2023

REVIEWED: Corporation Counsel: JBW; Finance Director:



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

**Amending the Civil Service Ordinance for full-time and part-time Deputy Sheriffs,  
Detectives, Sergeants, Captains and Chief Deputy**

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES  
HEREBY ORDAIN THE FOLLOWING AMENDMENTS TO THE CIVIL SERVICE  
ORDINANCE AS FOLLOWS:

**SECTION 1. PURPOSE.** This ordinance is intended to bring qualified persons into county law enforcement work by a system of competitive examinations and to ensure continuity in county law enforcement work by virtue of a permanent appointment as deputy sheriff under a civil service ordinance as set forth in sec. 59.26(8) and Chapter 63, Wisconsin Statutes.

**SECTION 2. COMMISSION.**

- A. There is hereby established a County Civil Service Commission with the duties, functions and authority set forth in sec. 59.26 and Chapter 63 of the Wisconsin Statutes.
- B. Such Commission shall consist of five (5) members, all of whom shall be legal residents of Jefferson County. Appointments shall be made on the basis of recognized and demonstrated interest in, and knowledge of the problems of civil service. No person holding any elected or appointed public position or office of any sort in Jefferson County government shall be appointed thereon.
- C. The Jefferson County Administrator shall appoint members of the Commission, subject to confirmation by the County Board. The office of a commissioner shall be deemed vacant upon the happening of any of the following events:
  - 1. Death of the incumbent.
  - 2. Resignation of the incumbent in writing.
  - 3. Removal of the incumbent by the County Board.
  - 4. Ceasing to be a resident of Jefferson County.
- D. In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator shall appoint one member of such Commission to hold office for the term of five (5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified. Appointment to vacant positions shall be for the remainder of the original term.
- E. Each member of the Commission shall take and file the official oath.
- F. Each member of the Commission shall receive such compensation as the County Board shall determine.

- G. The Commission shall organize and elect a chairperson whose term of office shall be one (1) year and shall elect a secretary whose term of office shall be one (1) year. Such chairperson and secretary shall serve until election of a successor. The secretary shall cause the minutes of the proceedings of the Commission to be preserved in a proper record book.
- H. Nothing herein shall be construed as to affect the appointment or terms of the present commissioners.

**SECTION 3. DUTIES OF THE COMMISSION.** It shall be the duty of the Commission:

- A. To prepare and publish such rules and regulations to carry out the provisions of this ordinance as may be necessary to secure the best law enforcement service for the County.
- B. To receive applications and conduct examinations of applicants for positions in the Sheriff's Office of Jefferson County with such frequency as may be necessary to maintain an eligibility list sufficient to meet the needs of the Sheriff's Office.

**SECTION 4. RECRUITMENT.**

- A. The following classifications are created within the Jefferson County Sheriff's Office: Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriff.
- B. In addition to requirements under Section 6, Promotions, no person shall be eligible to apply for or be appointed to the positions covered by this ordinance after September 1, 2022, unless:
  - 1. The applicant is a citizen of the United States.
  - 2. It is preferred that the applicant has a minimum of sixty (60) college credits or has three (3) years of experience as a paid full-time law enforcement officer (civilian or military). The Jefferson County Sheriff's Office will utilize the Wisconsin Law Enforcement Standards Board hiring practice which allows applicants to obtain their sixty (60) college credits within five (5) years of employment. Applicants hired with ~~fewer~~ less than sixty (60) college credits must obtain sixty (60) college credits within five (5) years or they will no longer be eligible to serve as a Wisconsin law enforcement officer due to not meeting the minimum requirements of the Wisconsin Law Enforcement Standards Board, and therefore unqualified for continued employment as a Jefferson County Deputy Sheriff. **This provision shall be reviewed by the Law Enforcement and Emergency Management Committee annually starting in July 2023 and every July thereafter.**
  - 3. Persons employed in the classifications subject to this ordinance shall meet the training standards set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board as a Wisconsin Certified Law Enforcement officer within 12 months of employment unless a waiver is granted by the Wisconsin Law Enforcement Standards Training Board.



4. The applicant is at least eighteen (18) years of age.
  5. There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position. In addition, all new hire Deputy Sheriff applicants shall be required to pass the entrance standards for the Wisconsin Physical Readiness Testing. See Addendum A.
  6. The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted.
  7. Have no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.
  8. The applicant must possess a valid Wisconsin driver's license at the time of appointment.
- C. Deputy Sheriff positions. All candidates for the position of Deputy Sheriff shall file a written application with the Jefferson County Human Resources Department. Notice of the date, time and place for conducting written examinations and notice as to the open Deputy Sheriff positions, the necessary qualifications and where applications may be filed shall be published in the County's official newspaper. Such notice may also be given to schools within this state which confer police science degrees as well as law enforcement websites designed for advertising openings/hiring processes for law enforcement personnel, such as the Department of Justice's WILENET website.
- D. Detective At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.
- E. Supervisory positions of Sergeant and Captain At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the supervisory and/or administrative opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.

- F. Chief Deputy Position – In addition to meeting the posting requirements for other Supervisory positions, at least thirty (30) days prior to the commencement of the examination process, the Sheriff shall post a notice of the Chief Deputy vacancy **in an area designated by the Sheriff and known and communicated to all staff which shall identify the Chief Deputy opening, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list. If no eligible candidates within the Sheriff's Office are qualified, at least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall publish a notice of the Chief Deputy vacancy containing the required qualifications of the position. ~~All candidates must have at least ten (10) years of service with a Sheriff's Office and at least five (5) years of supervisory experience with a Sheriff's Office.~~**
- G. Jefferson County is an Equal Opportunity Employer. No person employed by the Jefferson County Sheriff's Office, nor any person seeking admission thereto, shall be discriminated against contrary to the provisions of Ch. 111, Wisconsin Statutes.

#### **SECTION 5. EXAMINATION.**

- A. The Commission shall conduct competitive written and oral examinations. The Commission shall establish passing grades for each phase of examination prior to each phase thereof.
- B. The first stage of the testing procedure will be a written examination, administered and proctored by the Commission or its designee. The test used shall be the current test certified for use by the Commission or its designee. The tests used must be validated and job-related.
- C. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. This will be done by the Sheriff's Office Detective Bureau or other trained sworn personnel for new hire applicants.
- D. The Commission may refuse to examine a candidate or, after examination, to certify a candidate as eligible who (1) is found to lack any of the established requirements for the position for which that person has applied, or (2) has intentionally made a false statement in any material fact, or (3) is addicted to the habitual use of intoxicating beverages, narcotics or dangerous drugs, or (4) has ever been convicted of a felony without a full pardon, or (5) any other sufficient fact which, because of business necessity, would be a detriment to holding the position of Deputy Sheriff.
- E. The Commission shall establish a certified eligibility list of candidates who meet the prerequisites of the position, and who have scored a passing grade on the written and oral examinations. The Commission may invite representatives of other law enforcement agencies to participate in the oral interview process. Invitees' scores will be given to the

Civil Service Commission for discussion and consideration in accordance with the Commission's rules. Invited law enforcement guests are neutral third parties chosen by their respective departments to participate in the process at the request of the Jefferson County Civil Service Commission. Invitees should be individuals that by rank or assignment have a level of expertise that is beneficial in the final scoring process.

- F. Placement on the certified eligibility list for initial appointment shall be by overall score, weighing the scores on the written and oral examinations, 40 percent each, with the remaining 20 percent taken from the applicants file information. For promotional factor weights, see Section 6 (B)(1). Preference points shall be given to veterans of any wars of the United States as provided by sec. 63.08(1)(f) and 230.16 (7), Wisconsin Statutes.
- G. Every candidate on the eligibility list must, prior to appointment, submit to and pass a psychological, physical and drug test to be conducted by such physician or physicians as may be designated by the Commission. Such physician shall submit a statement that the applicant is of sound health and has the physical ability to perform the duties, with or without reasonable accommodation, of the position to which they seek appointment. Cost of such examination shall be borne by Jefferson County. The Commission will also implement a physical readiness test for prospective new hires, who will pass a minimum of the entry standards of the Wisconsin Physical Readiness Testing (PRT). See Addendum A.
- H. The Sheriff, has the discretion, to employ an assessment center process as an additional tool for evaluation of the top candidates for both new and promotional positions as certified by the Commission.

**SECTION 6. PROMOTIONS.** Promotions and divisional reassignment shall be made according to this ordinance:

- A. **Promotion Eligibility.** Those eligible for promotion shall be limited as follows:
  - 1. Chief Deputy. To take the examination for the position of Chief Deputy, Sheriff's Office candidates will not have less than ten (10) years of service with the Jefferson County Sheriff's Office, and not less than five (5) years supervisory experience. The candidate must have a Bachelor's degree or the equivalency of 120 college credits. In lieu of College Credits, graduation from a major Law Enforcement Executive Leadership College will be recognized and accepted. The F.B.I. National Academy, The Southern Police Institute, The Northwestern College of Police and Command Staff of Evanston Illinois or the National Command and Staff College will be accepted. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. By the direction and decision of the Sheriff, the background investigation will be completed by a representative of the Human Resources Department, an outside consultant, another law enforcement agency or a combination thereof.
  - 2. Captain. To take the examination for promotion to Captain, the candidate must have not less than seven (7) years of service with the Jefferson County Sheriff's Office and not less than three (3) years supervisory experience therein.

3. Sergeant. To take the examination for promotion to Sergeant, a candidate must have not less than five (5) years of service with the Jefferson County Sheriff's Office. [Ord. No. 2014-22, 10-14-14]

4. Detective. To take the examination for promotion to Detective, the candidate must have not less than three and one-half (3 ½ ) years of service with the Jefferson County Sheriff's Office.

**B. Education – Experience Credit.**

1. An Associate's degree from an accredited college/university shall be deemed the equivalent of nine (9) months of service.

2. A Bachelor's degree from an accredited college/university shall be deemed the equivalent of 18 months (1-1/2 years) of service.

3. A Master's Degree from an accredited college/university shall be deemed the equivalent of 24 months (2 years) of service.

4. These equivalents may be used for a successful promotion to a position enumerated in Section 6 (A)(1-4). Only one equivalent may be used per promotional process.

**C. Written Examinations.**

1. The process to consider a Sergeant for assignment to a different division or for the promotions to the positions of Captain and Sergeant will be scored as follows: The written test and the oral test shall be given thirty (30) percent weight each. Twenty (20) percent of the final grade shall be based on the job evaluations and other material contained within the employee's personnel file, and another twenty (20) percent of the final score shall be from the "Applicant Profile Questionnaire."

2. Written examinations for the position of Chief Deputy, Captain, and Sergeant will be designed specifically for those levels of supervision, management, and administrative functions. These written exams will be selected by the Sheriff or his/her designee. If an individual already holding the rank of Sergeant desires to be eligible for a Sergeant's position in another division, and their Sergeant written exam score is older than six (6) months, that Sergeant must take the written examination for the Sergeant's vacancy in that division. The number of applicants advancing from the written test to the Civil Service Commission interview is unlimited, as long as a passing score has been received.

3. Written test scores will be valid for a period of 6 months. ~~Written examinations for the position of Detective will be scored as follows: The written test and the oral test shall be given forty (40) percent weight each with the remaining Twenty (20) percent of the final grade being based on the job evaluations and other material contained within the employee's personnel file.~~

3.

4. Written test scores and the scored “Applicant Profile Questionnaire” will not be available to the Commission prior to oral interviews.

## **SECTION 7. APPOINTMENTS.**

- A. Whenever a vacancy is to be filled, the Sheriff shall make appointments to the position from the list of applicants who are certified as eligible by the Commission. The Commission shall certify to the Sheriff the names of all persons with the three highest scores on the eligibility list, from which the Sheriff shall make the selection. If more than one vacancy is to be filled, the Commission may certify the names of all persons at the next highest score if the Commission concludes that the three highest scores do not provide a sufficiently large field of eligible candidates.
- B. Appointments by the Sheriff should be made within twenty (20) days after receipt of the certified list from the Commission.
- C. Deputy Sheriffs appointed according to the provisions of this ordinance shall hold office on good behavior and shall not be dismissed from such office or demoted or suspended except as provided in this ordinance.
- D. All full-time Deputy Sheriffs whose classifications are covered by this ordinance are granted civil service status which shall continue without further examination or appointment, except examination will be required when said Deputy Sheriff seeks a position which constitutes a promotion to a higher classification.
- E. The number of full-time Deputy Sheriffs in the classification covered by this ordinance shall be determined annually by the Jefferson County Board.
- F. Appointments made pursuant to this ordinance shall be probationary for a period of eighteen (18) months and may be terminated by the Sheriff and the Commission acting jointly at any time during such probationary period. [Ord. No. 2014-03, 04-15-2014]

## **SECTION 8. DISCIPLINARY PROVISIONS.**

- A. Any member of the Jefferson County Sheriff's Office covered by this ordinance may be suspended, demoted or discharged in accordance with sec. 59.26(8)(b) Wisconsin Statutes.
- B. The grievance committee required by sec. 59.26(8)(b), Wis. Stats. shall consist of the members of the Human Resources Committee of the Jefferson County Board.

## **SECTION 9. GENERAL PROVISIONS.**

- A. No person holding the position of Deputy Sheriff under this ordinance shall, during duty hours, engage in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office, nor engage in or appear at any political activity, gathering or profit-making function while off duty and in uniform. This provision is not intended to abridge or interfere with the rights of deputies to engage in political activities during off duty hours, but rather is

designed to avoid the appearance of the support of the Jefferson County Sheriff's Office for any political candidate, position or cause.

- B. In the event a Deputy Sheriff is elected Jefferson County Sheriff, the appointment as a Deputy Sheriff shall terminate upon the execution and filing the official bond and official oath as Sheriff, unless requesting prior thereto, in writing from the Commission a leave of absence during the term of office as Sheriff. If such leave of absence is granted, such deputy shall be reinstated in the classification of Deputy Sheriff upon completion of the duties as Sheriff.
- C. Policies, rules, regulations and duties of the personnel in the Office shall be established by the Sheriff and incorporated in the Office policy manual.
- D. The Sheriff shall prepare Office rules for the general administration and efficient operation of the Office. Such rules shall be known as the "Office Rules", and Deputy Sheriffs shall be required to conduct themselves in accordance with such rules. Failure so to do shall be cause for discipline.
- E. The rights of a Deputy Sheriff in military service of the United States government shall be governed by applicable federal and state laws.
- F. Pursuant to sec. 59.26(8)(d), Wisconsin Statutes, the County Board has the power to repeal this ordinance at any time by a vote of three-fourths of the members elect.

**SECTION 10. SEVERABILITY.** The provisions of this ordinance are severable and provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared repealed and the remainder shall not be affected thereby.

**SECTION 11.** All other ordinances in conflict with this ordinance are hereby repealed.

**SECTION 12. EFFECTIVE DATE.** This ordinance shall be effective after passage and publication as provided by law.

Adopted: 06-12-2012

Last amended: 04-15-14; 10-14-14; 08-23-22; 06-13-23

ADDENDUM A

	Vertical Jump	Agility Run	Sit-Ups	300 Meter Run	Push-Ups	1.5 Mile Run
Entrance Standard	11.5 in.	23.4 sec	24	82 sec	18	20:20 (13:23/mile)

Referred By:  
Human Resources Committee

06-13-2023

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 May 25, 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**

**R4464A-23, R4465A-23, R4466A-23, R4467A-23, R4468A-23, R4470A-  
23**

**DATED THIS SECOND DAY OF JUNE, 2023**

**Blane Poulson, Secretary**

**THE PRIOR MONTH'S AMENDMENTS, R4459A-23, R4460A-23, R4461A-23,  
R4462A-23 AND R4463A-23 ARE 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 R4464A-23, R4465A-23, R4466A-23, R4467A-23, R4468A-23 and R4470A-23 were referred to the Jefferson County Planning and Zoning Committee for public hearing on May 25, 2023, and

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

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

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

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. The rezoning utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt by Zoning of a suitable soil test, and approval and recording of a final certified survey map for the lot, including extraterritorial plat review if necessary. R4464A-23 – Lee Allen Rickerman

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

Create a new 1.7-ac building site to be zoned A-3, 41.6-ac Natural Resource zone, 3.7-ac lot around the existing home & buildings at **W4451 River Rd** and 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. This utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt by Zoning of a suitable soil test, and approval and recording of a final certified survey map, including extraterritorial plat review if necessary. R4465A-23 – Stephanie Bratz/Karen Kerr Property

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

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. Rezoning is conditioned upon road access approval and receipt of a suitable soil test for the vacant lot; and approval and recording of a final certified survey map for both lots, including extraterritorial plat review if necessary. R4466A-23 – Steven Schluter/Schluter Trust Property

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. This utilizes the last available A-3 zone for the property; therefore, rezoning is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt of a suitable soil test, and approval and recording of a final certified survey map for the lot. R4467A-23 – Christy Strobel/CDS Investments LLC

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. This utilizes the last available A-3 zone for the lot; therefore, rezoning is conditioned upon recording of an affidavit recording that fact. It is further conditioned upon approval and recording of a final certified survey map for the lot. R4468A-23 – Daniel Raatz

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. Three acres is allowed as a farm consolidation lot, and the additional land will utilize one additional split. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot. R4470A-23 – Helen Weihert

Rezoning on the above petitions shall be null & void & of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date.

Referred By:  
Planning and Zoning Committee

06-13-2023

REVIEWED: Corporation Counsel: JBW; Finance Director 

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

**Supporting the Jefferson County Clean Sweep, E-Waste Recycling, Tire Recycling, and Drug Take Back Program**

**Executive Summary**

For many years, the Clean Sweep program has successfully provided the citizens of Jefferson County an annual opportunity to dispose of unwanted hazardous household and agricultural wastes, as well as unwanted prescription drugs, in a convenient and affordable manner. Without the Clean Sweep program, residents of Jefferson County would have limited means to properly dispose of these items. Providing these services keeps hazardous waste out of the landfills and wastewater treatment facilities, helping to protect the local environment and groundwater from potentially harmful materials. The Jefferson County Planning and Zoning Department holds multiple annual events in Jefferson County to collect hazardous household and agricultural waste, electronics (e-waste), appliances, and tires. The Clean Sweep program also helps to provide assistance to the Jefferson County Sheriff's Office and local police departments for implementing a Drug Take Back program across Jefferson County where over 21,000 pounds of unwanted prescription drugs have been collected since 2008. One of the many factors that promotes successful events is the grant funding opportunities through the Wisconsin Department of Agriculture, Trade and Consumer Protection and Wisconsin Department of Natural Resources. This resolution shows support of grant funding opportunities and the Jefferson County collection programs.

The Solid Waste Committee considered this resolution at its May 10, 2023, meeting and recommended forwarding to the County Board of Supervisors to show support of the Jefferson County Clean Sweep, E-Waste Recycling, Tire Recycling, and Drug Take Back Programs.

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

WHEREAS, the Jefferson County Solid Waste program hosts Clean Sweep events open to all Jefferson County residents to collect and safely dispose of unwanted agricultural and household hazardous wastes and unwanted prescription drugs, and

WHEREAS, the Jefferson County Solid Waste program provides assistance to local police departments throughout the year in the collection of unwanted prescription drugs.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors hereby shows its support for the Jefferson County Clean Sweep, E-Waste Recycling, Tire Recycling, and Drug Take Back program and the related grant funding opportunities to support this program.

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

Referred By:  
Solid Waste Committee

06-13-2023

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. Mike Stephens, Emergency Response Coordinator 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 Sections 59.18(2)(c) of the Wisconsin Statutes, I respectfully request confirmation of the following appointments:

- a. Dale Weis to the Zoning Board of Adjustment for a 3-year term ending July 1, 2026.

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

**APPOINTMENT BY HUMAN SERVICES BOARD**

By virtue of the authority vested in the Human Services Board under Section 3.06(1)(g) of the County Board Rules, the Human Services Board hereby requests County Board’s confirmation of the following appointment:

- a. LaRae Schultz to the Aging and Disability Resource Center Advisory Committee (ADRC) for a three-year term ending July 1, 2026.
- b. Bonnie Bull to the Nutrition Project Council for a three-year term ending July 11, 2026

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