



COUNTY ADMINISTRATOR

Website: jeffersoncountywi.gov

"Jefferson County: Responsible government advancing quality of life."

MEMORANDUM

BEN WEHMEIER
County Administrator

MICHAEL LUCKEY
Assistant to the County
Administrator

TAMMIE JAEGER
Administrative Secretary



TO: Editors
FROM: Ben Wehmeier, County Administrator
DATE: December 27, 2023
SUBJECT: JEFFERSON COUNTY Meetings – Week of January 1, 2024

Monday January 1, 2024	Holiday – County Offices are Closed		
Tuesday January 2, 2024	Building and Grounds Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson
Wednesday January 3, 2024	Finance Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson
	Human Resources Committee	3:00 p.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson
Thursday January 4, 2024	Parks Committee	9:00 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson
Friday January 5, 2024	No Scheduled County Meetings		
Saturday January 6, 2024	No Scheduled County Meetings		
Sunday January 7, 2024	No Scheduled County Meetings		

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.

County Board Supervisors attending meetings remotely shall have the same rights and privileges as they would have when appearing in person. The official meeting will be convened at the location on the meeting agenda. If appearing remotely, it is the responsibility of the member to maintain audio and video connectivity with the official meeting site. If connectivity is lost, but the physical location of the meeting maintains a quorum, the meeting may continue in the discretion of the chair. Members attending remotely must be able to be heard, and when video is available to the member attending remotely, seen by Committee members and public who are present at the physical location of the meeting. Loss of connectivity will result in the member being considered absent from that portion of the meeting after connectivity is lost.

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.

Building and Grounds Committee AGENDA

Videoconference or

Jefferson County Courthouse
311 S. Center Ave, C2003, Jefferson
Jefferson, WI 53549

Tuesday, January 2, 2024
8:30 a.m.

Building and Grounds Committee Members

Curtis Backlund, Jim Braugher, Roger Lindl, Robert Preuss, Mary Roberts

1. Call to order
2. Roll call
3. Certification of compliance with Open Meetings Law
4. Review of the Agenda
5. Public Comment
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Communications
7. Approval of December 5, 2023 Building and Grounds Committee Minutes
8. Update on courthouse/sheriff/jail project
9. Updates on projects and contingency
10. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
11. Discussion and possible action on future meeting dates and agenda items
Next meeting scheduled for Tuesday, February 6, 2024 at 8:30 a.m.
12. Adjourn

Join Zoom Meeting

<https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

Dial by your location: 1 312 626 6799

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 the meeting should contact the County Administrator 24 hours prior to the meeting/visit at 920-674-7101 so appropriate arrangements can be made.

Finance Committee Agenda
Jefferson County
Jefferson County Courthouse, Room C1021
311 S. Center Ave.
Jefferson, WI 53549

Date: Wednesday, January 3, 2024

Time: 8:30 a.m.

Committee members: Jones, Richard (Chair); Kutz, Russell; Jaeckel, George (Vice-Chair); Christensen, Walt; Drayna, David

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of minutes for Finance Committee for December 6, 2023
6. Communications
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and possible action on amending the 2024 budget to increase the fee on passport photos in the County Clerk's office
9. Discussion and possible action on accepting the Department of Children and Families Relative Caregiver Support funding and amending the 2024 budget
10. Discussion and possible action on amending the 2024 budget for the Emergency Management department
11. Discussion and possible action on creating new positions and amending the 2024 budget for the Sheriff's department
12. Discussion and possible action on Purchase of Agricultural Conservation Easement (PACE) program
13. Discussion and possible action on review of 2024 insurance coverages and rates
14. Discussion and possible action on approval of 2025 budget calendar
15. Discussion and possible action on status of Courthouse/Sheriff/Jail improvement project and 2021A and 2022A bond funds
16. Discussion and possible action on update on American Rescue Plan Act funding
17. Discussion and possible action on determining the disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties, and considering offers to purchase on foreclosed properties
18. Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the sale of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically for the purpose of discussion and possible action regarding the proposed sale of approximately 100 acres of county owned property to Project Dove, LLC.
19. Reconvene in open session for action on closed session items if necessary
20. Discussion and possible action on 2023 projections of budget vs. actual revenues and expenditures
21. Review of the financial statements and department update for November 2023-Finance Department
22. Review of the financial statements and department update for November 2023-Treasurer's Office
23. Review of the financial statements and department update for November 2023-Child Support
24. Update on contingency fund balance
25. Discussion of funding for projects related to the new highway facilities and sale of old highway facilities
26. Set future meeting schedule, next meeting date, and possible agenda items
27. Review of invoices
28. Adjourn

Next scheduled meetings: Wednesday, February 7, 2024 (Regular meeting)
 Wednesday, March 6, 2024 (Regular meeting)
 Wednesday, April 10, 2024 (Regular meeting)
 Wednesday, May 1, 2024 (Organizational/Regular meeting)

Join Zoom Meeting

<https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

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

Human Resources Committee Agenda
Jefferson County Courthouse
Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549

Wednesday, January 3, 2024, at 3:00 p.m.

Join Zoom Meeting: https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09	
Meeting ID: 876 9775 4337	Passcode: Meet2022
One tap Mobile: 1-312-626-6799	

Committee Members: James Braughler, Chair; Joan Fitzgerald, Vice-Chair; Meg Turville-Heitz; Michael Wineke; Karl Zarling

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of October 24, 2023, Minutes
7. Communications
 - a. Quarterly retirement recognitions
8. Discussion and possible action amending Personnel Ordinance HR0120, Differences for Sworn, Non-represented Law Enforcement Employees, to define the applicability of the Personnel Ordinance versus the provisions in the Sworn, Represented Contract for Sworn, Non-represented Law Enforcement Employees
9. Discussion and possible action to recommend the creation of a pool of as needed, Female Jail Support Officers, and the creation of a Jail Deputy Intern position in the Sheriff's Office in the 2024 budget
10. Discussion and possible action to recommend the creation of paid summer Intern positions to implement the Clean Boats, Clean Water grant in the Land and Water Conservation Department
11. Discussion and possible action to establish salaries for the constitutional elected officers for the County Clerk, Register of Deeds, and Treasurer for 2025, 2026, 2027, and 2028
12. Review of November 2023 monthly financial reports for Human Resources and Safety
13. Report from Human Resources Director
 - a. Requests to fill vacant positions
 - b. Emergency Help requests
 - c. Extra steps and/or benefits for new hires and current positions
 - d. Approvals of Leaves of Absences
 - e. Update on Human Resources Department activities
14. Set next meeting date and agenda items
15. Adjournment

Next scheduled meetings:
Tuesday, January 16, 2024, at 8:30 a.m.
Tuesday, February 20, 2024, at 8:30 a.m.
Tuesday, March 19, 2024, at 8:30 a.m.

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Parks Committee Agenda
Jefferson County

Date: Thursday, January 4, 2024

Time: 9:00 a.m.

Room: Courthouse C1021

Committee Members: Joan Callan, Walt Christensen, Anthony Gulig, Cassie Richardson

Videoconference OR

Jefferson County Courthouse Room C1021

311 South Center Ave.

Jefferson, WI 53549

Join Zoom Meeting

<https://us06web.zoom.us/j/81764690750?pwd=TG9nUERZcnNRRVRoeHp5eHVZMVV1dz09>

Meeting ID: 817 6469 0750

Dial by your location

Passcode: 369458

+1 312 626 6799 US (Chicago)

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Parks Committee Minutes for November 2, 2023
6. Communications
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion on Memorandum of Understanding (MOU) Between Jefferson County and Groundswell Conservancy, Inc.
9. Discussion and Update on Interurban Trail Project
10. Discussion and Update on Jefferson County Parks Memorial Gift Policy and Fee Schedule
11. Discussion and Update on Oxbow Bend Flood Mitigation Property Violation
12. Admin Staff Update – Truman
13. Field Staff Update – Klement
14. Natural Resources and Forestry Update - Toro
15. Historic Sites: Update
16. Discussion on Parks November 2023 Budget
17. Discussion on Agenda Items for the Next Meeting
18. Next Scheduled Meetings per the 2023 Proposed Meeting Schedule
 - February 8, 2024 (First Thursday is WPRA Annual Conference)
 - March 7, 2024
 - April 4, 2024
19. Adjourn

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