

## AGENDA

### JEFFERSON COUNTY BOARD MEETING

TUESDAY JANUARY 16, 2024 7:00 p.m.

Jefferson County Courthouse  
311 S. Center Avenue, Room C2063  
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 – DECEMBER 12, 2023**
7. **COMMUNICATIONS**
  - a. Notice of Public Hearing – Planning and Zoning – January 18, 2024 (Page 1)
  - b. Treasurer’s Monthly Report
  - c. FY 2025 Budget Calendar (Page 3)
8. **PUBLIC COMMENT (agenda items)**
9. **SPECIAL ORDER OF BUSINESS**
  - a. Presentation by Jefferson County Joint Drug Task Force
  - b. Overview of County Board Rules Proposed Changes (Page 4)

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

10. **EXECUTIVE COMMITTEE**
  - a. Resolution – Authorizing the execution of an intergovernmental Autopsy Agreement with Milwaukee County (Page 29)
11. **FINANCE COMMITTEE**
  - a. Resolution – Approving Increase in Passport Photo Fee and Amending 2024 budget (Page 38)
  - b. Resolution – Accepting the Department of Children and Families Relative Caregiver Support Grant funding at the Human Services Department and amending the 2024 budget (Page 39)
12. **HUMAN RESOURCES COMMITTEE**
  - a. Ordinance - Amending Personnel Ordinance section HR0120 Differences for Sworn, Non-Represented Law Enforcement Employees (Page 41)
  - b. Resolution - Creating a Pool of As-Needed Female Jail Support Officers and a Jail Deputy Intern Position in the Sheriff’s Office (Page 43)
13. **PLANNING AND ZONING COMMITTEE**
  - a. Report (Page 44)
  - b. Ordinance – Amending Official Zoning Map (Page 45)

**14. APPOINTMENTS BY COUNTY ADMINISTRATOR (Page 46)**

- a. Carl Jaeger, Jr. to the Sheriff's Civil Service Commission for a 5-year term ending January 1, 2029

**15. APPOINTMENTS BY COUNTY BOARD CHAIR (Page 46)**

- a. Peter Killoran, to the Jefferson County Historic Sites Preservation Council to fill an unexpired term ending April 23, 2024.

**16. APPOINTMENTS BY FAIR PARK COMMITTEE (Page 46)**

- a. Brad Gefvert, Carie Pellmann, Heather Reu, Kevin Doherty, Kylene Anderson, Ryan Isaacsen, Tom Kohls to the Fair Advisory Board for 3-year terms ending August 31, 2026
- b. Curt Backlund, Jessica Hansen, Joy Brattlie, Kim Turner, LaVern Georgson, Leah Mindemann, Lindsay Baneck to the Fair Advisory Board for 2-year terms ending August 31, 2025
- c. Angie Greving, Gary Skalitzky, Hope Oostdik, Jeremy Chwala, Jim Schroeder, Robert Ganzow to the Fair Advisory Board for 1- year terms ending August 31, 2024

**17. PUBLIC COMMENT (General)**

**18. ANNOUNCEMENTS**

**19. ADJOURN**

**Next County Board Meeting**

Tuesday, February 13, 2024

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, January 18, 2024  
**TIME:** 7:00 p.m. (Doors will open at 6:30)

**PLACE:** **JEFFERSON COUNTY COURTHOUSE, ROOM C2063**  
**311 S. CENTER AVE, 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: January 18, 2024, 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, January 18, 2024 in Room C2063 of the Jefferson County Courthouse, 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 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, except 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 JANUARY 29, 2024**  
**DECISIONS ON THE REZONINGS WILL BE MADE ON FEBRUARY 13, 2024**

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

**R4510A-24 & CU2114-24 – Richard Wenzlick/John & Marian MacDonald Property:** Create a 0.25-ac lot with conditional use for a cemetery on PIN 026-0616-3322-000 (40 ac) in the Town of Sullivan near **W1650 County Rd CI**. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

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

**R4511A-24 – Kenyon Bliss/Bliss & Bjorklund, and KKKK LLC, Owners:** Rezone all of PIN 006-0716-0113-004 (1.22 ac) owned by Kenyon Bliss and Jacquelynn Bjorklund, and 0.146-ac of PIN 006-0716-0113-000 (28.93 ac) owned by KKKK LLC to create a 1.366-ac lot at **W246 Allen Rd**, Town of Concord. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4512A-24 – Land Hunter LLC:** Create a 2-ac farm consolidation lot around the home at **N5724 N Helenville Rd**, Town of Farmington from part of PIN 008-0715-2333-000 (24.464 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4513A-24 – Land Hunter LLC:** Create a new 2-ac building site along **N Helenville Rd**, Town of Farmington from part of PINs 008-0715-2333-000 (24.464 ac) and 008-0715-2622-000 (20 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4514A-24 – Nicholas & Melanie Brock:** Rezone 1.061 ac of PIN 016-0514-1344-002 (10.71 ac) for a new building site on **Carnes Rd** in the Town of Koshkonong. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4515A-24 – Hartwick Brothers LLC:** Create a new 2-ac building site from part of PINs 010-0615-3522-000 (10.284 ac) and 010-0615-3523-001 (20 ac) in the Town of Hebron on **County Rd D**. This will replace one of the lots approved by Petition R3365A-08 and is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

**R4516A-24 – Hartwick Brothers LLC:** Rezone for a farm consolidation lot around the home at **N2768 County Rd D** in the Town of Hebron, on PIN 010-0615-3523-001 (20 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

#### **FROM A-1 TO N, NATURAL RESOURCE**

**R4517A-24 – Hartwick Brothers LLC:** Create a 16.6-ac Natural Resource zone from part of PINs 010-0615-3523-001 (20 ac), 010-0615-3524-000 (40 ac) and 010-0615-3513-001 (10 ac) along **County Rd D** in the Town of Hebron. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

#### **CONDITIONAL USE PERMIT APPLICATIONS**

**CU2115-24 – Mason Steffes/Badgerland Homes LLC, Owner:** Conditional use for a duplex in a Community zone on PIN 012-0816-2513-052 (0.427 ac) on **Madison Ave** in the Town of Ixonia. This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance.

**CU2116-24 – Jeff Ciardo:** Conditional use for a duplex in a Residential R-2 zone on PIN 016-0514-3514-013 (0.475 ac) at the intersection of **Oak Clay Dr and Twinkling Star Rd** in the Town of Koshkonong. 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.**

**JEFFERSON COUNTY  
2025 BUDGET CALENDAR**

Description	Date	Regular Finance	Budget Related
Finance releases 5-year capital requests to departments	Friday, March 1, 2024		x
Employee reclassification letter sent out by Human Resources	Monday, March 11, 2024		x
New Position Request Letter sent to Department Heads by HR	Monday, March 11, 2024		x
Employee reclassification requests due to Department Heads	Friday, March 22, 2024		x
Employee reclassification names due to HR from Departments	Tuesday March 28, 2024		x
New Position requests due from Departments to HR	Friday, March 29, 2024		x
Job Description Questionnaires (JDQs) distributed by HR for reclass requests	Friday, March 29, 2024		x
5-year capital requests due from department heads	Friday, April 5, 2024		x
Regular Finance Meeting	Wednesday, April 10, 2024	x	
Employees turn in completed JDQs to department heads	Thursday, April 11, 2024		x
MIS issues 2023 IT equipment/programming request forms to departments	Friday, April 12, 2024		x
Department Heads turn in reviewed JDQs to Human Resources	Monday, April 15, 2024		x
Dept Heads turn in completed IT equip/Programming request forms to MIS	Monday, May 6, 2024		x
Regular Finance meeting	Wednesday, May 1, 2024	x	
2023 MIS Requested Budget/programming hours reviewed with Administrator	Friday, May 5, 2024		x
MIS reviews departmental IT equipment requests with Administrator	Friday, May 10, 2024		x
Budget town hall meeting with departments and committee chairs	May/June - TBD		x
Preliminary Dept Personnel Budgets available for Courthouse & Sheriff	Friday, June 7, 2024		x
Reclassification requests shared with employees	Friday, June 7, 2024		x
Preliminary dental rates set	Friday, June 7, 2024		x
MIS budget completed	Friday, June 7, 2024		x
Regular Finance meeting	Tuesday, June 11, 2024	x	
Department Head meeting to hand out budget materials/budget guidelines	Wednesday, June 11, 2024		x
May monthly financial reports generated	Tuesday, June 21, 2024		
Final dental rates set	Friday, July 5, 2024		x
Regular Finance meeting	Wednesday, July 3, 2024	x	
June monthly financial reports generated	Thursday, July 22, 2024		x
Budget requests due to Administrator	Friday, August 2, 2024		x
Regular Finance meeting	Wednesday, August 7, 2024	x	
Health insurance rates set and updated in Munis	Friday, August 23, 2024		x
Regular Finance meeting	Wed., September 4, 2024	x	
Budget Hearings	Monday, September 16, 2024		x
Budget Hearings	Tues., September 17, 2024		
Budget Hearings	Wed., September 18, 2024		
Budget hearings, apply fund balance policy, set tax levy (With Regular Finance Meeting)	Thur, September 19, 2024		
WCA Annual Conference	September 22-24, 2024		
Present budget and Amendment Procedure to County Board	Tuesday, October 8, 2024		x
Public hearing on budget	Tuesday, October 22, 2024		x
Supervisor budget amendments due to Administration at noon	Monday, November 4, 2024		x
Regular Finance meeting/Supervisor budget amendments	Wed., November 6, 2024	x	x
Budget Adoption by County Board	Tuesday, November 12, 2024		x
County Apportionment Worksheet due to State	Friday, November 15, 2024		x
County Levy Limit Worksheet due to State	Monday, December 16, 2024		x

ORDINANCE NO. 202~~42~~- 01

- i. Repeal Board of Supervisors Rules of Order 202~~20~~-202~~42~~ and recreate Board of Supervisors Rules of Order 2022-2024**

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

Section 1. Repeal Board of Supervisors Rules of Order 202~~20~~-202~~42~~ and recreate Board of Supervisors Rules of Order 2022-2024:

**CHAPTER III  
BOARD OF SUPERVISORS  
RULES OF ORDER 2022-2024**

**3.01 GENERAL MEETINGS, QUORUM AND ORDER OF BUSINESS, PROCEDURAL RULES**

**1. Definitions.**

**a) Jefferson County Board of Supervisors.** The governing body of Jefferson County shall be known as the Jefferson County Board of Supervisors or the Jefferson County Board, hereafter referred to as the Board and its members as supervisors.

**b) Session.** A session is defined as a single two-year term of the Jefferson County Board of Supervisors. A session commences on the 3<sup>rd</sup> Tuesday of April following the biennial election of the Jefferson County Board Supervisors and terminates on the 3<sup>rd</sup> Tuesday of April following the next biennial election of Jefferson County Board Supervisors.

**1.2. County Board Meeting Schedule.**

**a) Annual Meeting.** All meetings of the Jefferson County Board of Supervisors shall be held and conducted in accordance with the provisions of s. 59.11, Wis. Stats. The Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year for the purpose of transacting business. The Board may establish by rule an earlier date during October or November for the annual meeting. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

**a) Adjournment.** The annual meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the Tuesday after the 2nd Monday of November. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.

**b) i.** If the annual meeting is adjourned to a date later than November 14<sup>th</sup>, the County Board shall convene a regular meeting prior to that date for the purpose of approving the annual county budget for the following year, approving the municipal apportionment to allow municipalities to finalize their annual budgets, and conducting any other business as needed.

**b) Organizational Meeting.** The Board shall meet on the 3<sup>rd</sup> Tuesday of each April to organize and transact business. At this meeting the Board may transact any business permitted at the annual meeting.

~~e)i.~~ Adjournment. The organizational meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the 3<sup>rd</sup> Tuesday of each April. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.

~~d)~~ Regular meetings To the extent practicable, the Board shall regularly convene on the 2<sup>nd</sup> Tuesday of each month for the purpose of transacting business, except in October when the Board shall also convene on the 4<sup>th</sup> Tuesday of the month to allow for a budget hearing. ~~of the Board shall be held on the following dates unless~~ a special elections occurs on a County Board meeting dates, in which case the Board meeting will be held on the Monday preceding the election. Board meetings shall commence at 7:00 p.m., except for the organizational meeting which shall commence at 4:00 p.m. Additionally, the meeting time may by adjusted as needed for special orders of business or educational sessions with consent of County Board chair. The annual County Board meeting schedule shall be posted on Jefferson County's website. [Am. 08/08/06, Ord. 2006-13; 03/11/08, Ord. 2007-34; 3/13/12, Ord. 2011-24];

~~c)~~

~~e)~~ Emergencies. \*Annual or Organizational Meeting (Required by Statute)

~~d)~~

~~—~~[am. 03/09/10, Ord. 2009-24; 03/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. 2016-01, 04/19/16; Ord. No. 2018-01, 04/17/2018; Ord. No. 2018-11, 08/13/2018; Ord. No. 2018-21, 12/11/2018; Ord. No. 2019-10, 11/12/2019]

~~ii.~~ In the event of inclement weather, the Chair may cancel a meeting. Any meeting cancelled by the Chair under this section shall be held on the next succeeding Tuesday unless that Tuesday is an election day, in which case the meeting shall be held on the Monday preceding the election. [cr. 03/11/08, Ord. 2007-34; am. 3/13/12, Ord. 2011-24]

~~i.~~

~~f)ii.~~ In addition to the methods prescribed by Wisconsin Statute Section 59.11, a Board meeting may be convened by the Board Chair in case of a declared emergency. [Cr. 10/14/08, Ord. 2008-21; Ord. 2016-01, 04/19/2016]

~~2.~~ Quorum/Board meetings shall commence at 7:00 p.m., except for the organizational meeting which shall commence at 4:00 p.m., unless by majority vote the Board prescribes a different time for convening. [Am. 02/10/04, Ord. 2003-34; 02/14/06, Ord. 2005-47; Ord. 2013-27, 03/11/2014; Ord. 2017-04, 06/13/2017; Ord. No. 2018-21, 12/11/2018]

### 3-2. Attendance.

a) A majority of all members elected to the Board must be present to constitute a quorum for the transaction of business. In the absence of a quorum, those present may order a call of the house to compel the attendance of absent members, or they may take a recess or fix a time which to adjourn to and adjourn. [am. 08/13/2013, Ord. No. 2013-09]

b) County Board members who cannot attend a Board meeting shall report their absence in advance. Such reports shall be made to the County Clerk, who shall so advise the County Administrator and Board Chair. Members reporting their absence in advance of the meeting to the County Clerk shall be noted as having done so in the minutes where their absence is recorded. [am. 08/13/13, Ord. No. 2013-09; Ord. No. 2018-01, 04/17/2018]

~~b)~~ No member present at a Board meeting shall thereafter fail to attend the balance of a Board meeting without first obtaining permission of the Chair and notifying the Clerk. [Ord. No. 2018-01, 04/17/2018]

c)

**3. Order of Business.**

**4.a)** For the April organizational meeting held in even-numbered years the order of business shall be:

- ~~1.)~~ Call to order.
- ~~0.~~ Administration of oath of office and roll call by County Clerk.
- 1.
- ~~0.~~ Pledge of allegiance.
- 2.
- ~~0.~~ Certification of compliance with Open Meeting Law.
- 3.
- ~~0.~~ Approval of the agenda.
- 4.
- ~~0.~~ Adoption of rules of order.
- 5.
- ~~0.~~ Election of Chair and Vice Chairs.
- 6.
- ~~0.)~~ Follow order of business as established for other meetings, except that no annual reports of department heads will be presented at the organizational meeting.

[Am. 3/12/02, Ord. 2001-29; 02/14/06, Ord. 2005-47; Ord. No. 2013-24, 03/11/2014; Ord. No. 2018-01, 04/17/2018]

**5.b)** The order of business for all other Board meetings shall be as follows:

- ~~1.)~~ Call to order
- i.
- ~~1.)~~ Roll call by County Clerk
- ii.
- ~~1.)~~ Pledge of allegiance
- iii.
- ~~1.)~~ Certification of compliance with Open Meeting Law
- iv.
- ~~1.)~~ Approval of the agenda
- v.
- ~~1.)~~ Approval of minutes ~~of last meeting~~
- vi.
- ~~1.)~~ Written communications provided to Board. [am. 03/09/10, Ord. 2009-24]
- vii.
- ~~1.)~~ Public comment (agenda items)
- viii.
- ~~1.)~~ Annual reports of department heads
- ix.
- ~~1.)~~ Committee reports, resolutions and ordinances
- x.
- ~~1.)~~ Committee and Board appointments
- xi.
- ~~1.)~~ Public comment (general)

xii.

~~—~~Announcements

xiii.

~~n~~xiv. Special Order of Business may be placed anywhere on the agenda at the discretion of the County Board Chair

[Am. 02/14/06, Ord. 2005-47; am. and re-lettered 3/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. No. 2016-24, 03/14/17; Ord. No. 2018-01, 04/17/2018]

**4. Public Comment.** A person wishing to make public comment shall provide their name and address. The Chair may limit the number of persons addressing the Board under “Public comment” Section 3.01(5)(h) to a number determined by the Chair to reasonably represent the views of large groups of persons wishing to address the Board, to prevent repetition. The length of time allocated to any person addressing the Board under “Public comment” Section 3.01(5)(h) shall not exceed 3 minutes unless unique circumstances support the Chair allowing a longer period of time which may be shortened at the discretion of the Chair, with all public comment confined to a maximum of 30 minutes. The County Board may extend public comment beyond 30 minutes by two-thirds majority vote of the County Board members present. [Am. by renumbering in Ord. 2005-47, 02/14/06; am. 04/19/11, Ord. 2011-03; Ord. No. 2018-01, 04/17/2018]

#### **5. Remote Participation.**

- a) Utilization of remote attendance at all County meetings to facilitate the transaction of County business is permitted by County Board Supervisors when serving as a member of the Jefferson County Board of Supervisors or as an appointed member of a Board, Commission, Committee, or other body on behalf of Jefferson County. County Board Supervisors shall have the same rights and privileges when appearing by remote attendance as they would have when appearing in person.
- b) The official meeting shall be noticed as taking place at a physical location on the meeting agenda. Members attending remotely must be able to be heard, and when video is available to the member attending remotely, seen by members and public who are present at the physical location of the meeting. 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. If connectivity is lost at the physical location and there is a quorum of members appearing remotely, the meeting shall be adjourned until connectivity is reestablished with the official meeting location or rescheduled to another date and time in accordance with the Wisconsin Open Meetings Law.
- c) As a courtesy, members planning to attend remotely should provide 24 hours’ notice in advance of a scheduled meeting, when possible, to the County Board Chair or the Committee Chair and the lead staff person. Loss of connectivity will result in the member being considered absent from that portion of the meeting after connectivity is lost.
- d) If the meeting is convened in closed session, any member attending remotely shall inform the Board or committee chair as appropriate, that no other person is present with them and to the best of their knowledge no other person can view or hear any portion of the closed session meeting unless such person is allowed to attend closed session meetings by the County Board rules or expressly authorized to attend the closed session meeting by the committee. [am. 03/09/10, Ord. 2009-24; Ord. No. 2014-06, 05/13/2014; Ord. No. 2018-01, 04/17/2018]

**6. Parliamentary Procedure.** Robert’s Rules of Order Newly Revised, and all subsequent editions thereof, shall govern the proceedings of the County Board of Supervisors in all cases in which they are not inconsistent with these rules or the laws of the State of Wisconsin.

**7. Meeting Agendas.** Agendas shall be created by the County Board Chair or the Committee Chair, respectively with support of staff. The County Board Chair or Committee Chair shall review the agenda. The County Administrator, County Clerk, and Corporation Counsel shall review the written agendas of all County Board or Board committee meetings before distribution and publication.

## 8. Resolutions/Ordinances.

- a) Sponsorship. All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, and sponsored by a County Committee, Board, Commission or Other Body. In circumstances where Committee sponsorship is impossible or impractical, a resolution, ordinances, petition, or report may be introduced by the County Administrator with approval of the County Board Chair.
- b) Alternative Procedure. Resolutions, ordinances, petitions and reports may be sponsored by five (5) County Board members. Any such item shall first be referred to an appropriate Committee by the County Board Chair for consideration. If the committee takes no action on the matter within sixty (60) days of referral of the item to the committee, such item shall then be placed on the next regular County Board agenda subject to any statutory requirements or other limitations.
- c) Timing. All resolutions, ordinances, motions to reconsider and any other business to be considered by the Board must be delivered to the County Administrator not later than noon on the Monday of the week preceding the Board meeting. All pending resolutions, ordinances and amendments shall be carried forward to the next board session.
- d) Form. Each resolution or ordinance submitted for consideration shall have a fiscal note, an executive summary explaining the significant features of the proposed resolution or ordinance, including the contemplated changes, and reference to the applicable portion of the strategic plan furthered by the proposed action. All resolutions and ordinances shall be reviewed by the Corporation Counsel and Finance Director for proper form and legality before being submitted to the County Board. [Am. 06/10/03, Ord. 2003-03; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]

## 9. Manner of Addressing the County Board.

- a) Written communication. Any person desiring to submit written communication to the County Board may present such communication to the Board by delivering the written communication, which should include the author's name and address, to the County Clerk by noon on the day of the County Board meeting. [am. 5/11/10, Ord. 2010-06; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]
- b) Discussion/Conduct.
- i. Upon being recognized, a member shall rise in place, and using the microphone, address the Chair, and shall not be interrupted except by a call to order. If called to order by the Chair, the member shall be seated and shall not proceed without permission of the Chair.
  - ii. No member shall speak more than twice on any question until all members who desire to speak have been heard, and then not without first obtaining leave of the Chair.
  - iii. In speaking, a member shall confine comments to the question under consideration and shall at all times conduct themselves in a respectful manner.
  - iv. There shall be no loud noises or conversations on the floor or in the visitors' section during the meeting.
- c) Non-members.

- i. Orderly administration of Board business does not permit the appearance of non-board members at County Board meetings to debate controversial matters before the Board. Notwithstanding the foregoing, the Chair may recognize a department head or other person with specialized knowledge to speak on a pending matter before the Board. [Am. 11/15/11, Ord. 2011-18; Ord. No. 2018-01, 04/17/2018]
- ii. Any Board member may ask for the privilege of the floor for a non-board member to address the Board and if no supervisor objects the Chair shall grant the privilege to such non-board member. If a member objects, any Board member may move that the privilege of the floor be granted, and any member may second such motion. If the motion is adopted by a majority vote, the Chair shall grant the privilege of the floor to the non-board member. The time allocated to non-board members shall not exceed ten minutes. This procedure shall not apply to non-board members scheduled to appear as part of the regular written agenda. There shall be no disruptions [Ord. No. 2018-01, 04/17/2018]

**10. Voting.**

- a) Voice vote. All questions decided by a voice vote shall be put in this form: Those who are in favor say, "Aye", and those who are opposed say, "No". In doubtful cases the Chair or any member may call for a roll call vote. [Ord. No. 2018-01, 04/17/2018]
- b) Roll call vote. Upon the request of any member of the County Board a roll call vote shall be ordered on any question before the Board. A roll call vote shall be required on all matters involving an **inbudgetary** expenditure of County funds. The adoption of the annual budget shall be by roll call vote and in accordance with s. 65.90(5), Wis. Stats., budget alterations shall require a two-thirds vote of the members-elect of the Board. [Ord. No. 2018-01, 04/17/2018]
  - i. On a roll call vote, every member present shall vote except a member who has abstained in accordance with the conflict of interest procedures set forth below.
  - ii. Members have the right to change their votes up to the time the vote is announced by the Clerk. The Clerk shall give notice before locking in the votes on the tablet. [Ord. No. 2018-01, 04/17/2018]
  - iii. The voting results shall be displayed for those present.

Annual reports will be received by the Board, posted on the County website, and placed on file. Annual reports will not be printed in the minutes unless the Board otherwise directs or required by law. [Am. 06/19/01, Ord. 2001-07; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

**11. Meeting Minutes.** The County Clerk shall keep and record true minutes of all proceedings of the County Board, including all committee meetings, in a format chosen by the County Clerk, either personally or through the County Clerk's appointee pursuant to Wis. Stat. §59.23(2). **Meeting minutes shall be prepared and distributed to members within ten (10) business days of a meeting. All discussion regarding proposed amendments to the minutes shall occur at the next noticed meeting. Minutes shall include the names of members present or absent, time, date and location of meeting, action taken by motions made, and votes recorded in accordance with the Wisconsin Open Meetings law.**

**12. Annual Reports.** Annual reports will be received by the Board, posted on the County website, and placed on file. Annual reports will not be printed in the minutes unless the Board otherwise directs or required by law. [Am. 06/19/01, Ord. 2001-07; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

**6.13. Conflicts of Interest.** A member with a conflict of interest or a potential conflict of interest, shall advise the Board Chair or Committee Chair of the conflict prior to discussion of or voting on the item to which the conflict of interest or potential conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote thereon if doing so would violate any Federal, State, or local law or ordinance. Depending on the extent and type of conflict, it may be appropriate for the member to leave the meeting while the item is being discussed and return to the meeting after the vote has been taken. If requested by the Board member, the Corporation Counsel shall be available for consultation or issue a written legal opinion to assist the member in making a determination of whether a conflict exists. The minutes shall reflect the member's statement and the fact that the member has left the meeting or abstained from discussion and voting on the item in question. [Ord. No. 2018-01, 04/17/2018]

### **3.02 COUNTY BOARD OFFICERS ORGANIZATION.**

**1. Elections of Chair, First Vice Chair, & Second Vice Chair.** 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.

~~1.~~ If no primary is required, 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.

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.

**2. Removal of Officers.** ~~Persons elected in accordance with this paragraph~~ Any supervisor may be ~~may be removed from the position of Chair, First Vice Chair and Second Vice Chair~~ by a majority vote of the Board ~~by majority vote.~~

[Am. 03/12/02, Ord. No. 2001-29; 06/13/06, Ord. 2006-08; 03/11/08, Ord. 2007-35; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

**3. Duties of County Board Chair** ~~The County Board Chair~~

a) The Chair shall ~~shall~~ preside at County Board meetings when present unless required to temporarily vacate the position to engage in debate, or as otherwise required by Roberts Rules of Order.

b) The Chair shall appoint members to committees as set forth in Wis. Stat. §59.13.

c) The Chair, ~~and~~ shall countersign all ordinances of the Board.

d) The Chair shall countersign all county orders, transact all necessary Board business with local and county officers, expedite all measures resolved upon by the Board and shall take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.

e) The County Board Chair shall chair the meeting or designate a temporary Chair for such purpose, who shall preside over both committees, boards, commissions or other bodies when meeting on the subject of mutual interest.

f) For voting purposes, the Board Chair or temporary Chair shall vote as a member of either or both committees, boards, commissions, or other bodies of which the County Board Chair or temporary Chair is a regular member. The County Board Chair also may vote in accordance with Section 3.04. [Ord. No. 2018-01, 04/17/2018]

→ The County Board Chair is authorized and directed to attend meetings and conferences on matters directly related to County government. The County Board Chair may designate member(s) of the County Board to attend such meetings and conferences, either in place of the Chair or along with the Chair. The County Board Chair, the Vice Chairs and such other Board members as may be designated by the Chair, shall be entitled to meeting fees or per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to meeting fees, per diems, mileage and expenses. The County Board Chair shall be entitled to a meeting fee for meeting with the County Administrator. Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, shall notify the County Administrator not less than 72 hours in advance of said meeting or conference in order to permit the County Administrator to give any necessary Open Meeting notices as may be required. No per diems, meeting fees or expenses shall be paid to Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, who have not been authorized to attend by the County Board Chair.

3-g)

4.—**Temporary Absence of County Board Chair.** In case of the absence or disability of the Chair, the First Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]

5.— In case of the absence of the Chair and the First Vice Chair, the Second Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]

6.4. In case of the absence of the Chair and both Vice Chairs for any meeting, the members present shall choose a temporary Chair.

~~7. The County Board Chair is authorized and directed to attend meetings and conferences on matters directly related to County government. The County Board Chair may designate member(s) of the County Board to attend such meetings and conferences, either in place of the Chair or along with the Chair. The County Board Chair, the Vice Chairs and such other Board members as may be designated by the Chair, shall be entitled to meeting fees or per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to meeting fees, per diems, mileage and expenses. The County Board Chair shall be entitled to a meeting fee for meeting with the County Administrator. Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, shall notify the County Administrator not less than 72 hours in advance of said meeting or conference in order to permit the County Administrator to give any necessary Open Meeting notices as may be required. No per diems, meeting fees or expenses shall be paid to Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, who have not been authorized to attend by the County Board Chair.~~ **Vacancy of County Board Chair, First Vice Chair, Second Vice Chair Positions.** Utilization of remote attendance at all County meetings to facilitate the transaction of County business is permitted by County Board Supervisors when serving as a member of the Jefferson County Board of Supervisors or as an appointed member of a Board, Commission, Committee, or other body on behalf of Jefferson County. County Board Supervisors shall have the same rights and privileges when appearing by remote attendance as they would have when appearing in person. The official meeting shall be noticed as taking place at a physical 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. If connectivity is lost and there is a quorum of members appearing remotely, the meeting shall be adjourned until connectivity is reestablished with the official meeting location or rescheduled to another date and time in accordance with the Wisconsin Open Meetings Law. As a courtesy, committee members planning to attend remotely should provide 24 hours' notice in advance of a scheduled meeting to the County Clerk. 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. If the meeting is convened in closed session, any member attending remotely shall inform the board or committee chair as appropriate, that no other person is present with them and to the best of their knowledge no other person can view or hear any portion of the closed session meeting unless such person is allowed to attend closed session meetings by the County Board rules or expressly authorized to attend the closed session meeting by the committee. [am. 03/09/10, Ord. 2009-24; Ord. No. 2014-06, 05/13/2014; Ord. No. 2018-01, 04/17/2018]~~

**8.5.** In the event the position of Chair, First Vice Chair or Second Vice Chair is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position(s) within sixty (60) days of it becoming vacant. Until such vacant position is filled, the First Vice Chair, or the Second Vice Chair if there is no First Vice Chair, shall assume all duties of the Chair and shall be paid meeting fees and the monthly salary to which the Chair would be entitled until such time as the Board elects a successor. The Second Vice Chair shall assume the duties of First Vice Chair when such position is vacant. [cr. 03/11/08, Ord. 2007-36; Ord. 2016-01, 04/19/2016]

**9.6. Vacancy of County Board seat**~~Vacancies.~~ If a vacancy occurs on the Board, the County Board Chair shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy subject to confirmation by majority vote of the County Board of Supervisors. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the Board orders a special election to fill the vacancy, in which case the person appointed shall serve until his or her successor is elected and qualified. A person so elected shall serve for the remainder of the unexpired term. [Ord. No. 2014-31, 12/09/14; Ord. No. 2018-01, 04/17/2018]

### **3.03 BOARD PROCEDURE.**

~~0. Robert's Revised Rules of Order shall govern the proceedings of the County Board of Supervisors in all cases in which they are not inconsistent with these rules or the laws of the State of Wisconsin.~~

~~0. Upon being recognized, a member shall rise in place, and using the microphone, address the Chair, and shall not be interrupted except by a call to order. If called to order by the Chair the member shall be seated and shall not proceed without permission of the Chair.~~

~~0. No member shall speak more than twice on any question until all members who desire to speak have been heard and then not without first obtaining leave of the Chair. In speaking, a member shall confine comments to the question under consideration and shall avoid all personalities.~~

~~0.1. No member present at a Board meeting shall thereafter fail to attend the balance of a Board meeting without first obtaining permission of the Chair and notifying the Clerk. [Ord. No. 2018-01, 04/17/2018]~~

~~0. A member with a conflict of interest or a potential conflict of interest, shall advise the Board Chair or Committee Chair of the conflict prior to discussion of or voting on the item to which the conflict of interest or potential conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote thereon if doing so would violate any Federal, State, or local law or ordinance. Depending on the extent and type of conflict, it may be appropriate for the member to leave the meeting while the item is being discussed and return to the meeting after the vote has been taken. If requested by the Board member, the Corporation Counsel shall be available for consultation or issue a written legal opinion to assist the member in making a determination. The minutes shall reflect the member's statement and the fact that the member has left the meeting or abstained from discussion and voting on the item in question. [Ord. No. 2018-01, 04/17/2018]~~

~~0. All questions decided by a voice vote shall be put in this form: Those who are in favor say, "Aye", and those who are opposed say, "No". In doubtful cases the Chair or any member may call for a roll call vote. [Ord. No. 2018-01, 04/17/2018]~~

~~0. Upon the request of any member of the County Board a roll call vote shall be ordered on any question before the Board. A roll call vote shall be required on all matters involving the expenditure of money and in accordance with s. 65.90(5), Wis. Stats., budget alterations shall require a two thirds vote of the entire membership of the Board. [Ord. No. 2018-01, 04/17/2018]~~

~~0. On a roll call vote every member present shall vote except a member who has abstained in accordance with the procedures set forth above. Members have the right to change their votes up to the time the vote is announced by the Clerk. The Clerk shall give notice before locking in the votes on the voting machine. [Ord. No. 2018-01, 04/17/2018]~~

~~0. All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, sponsored by a County Committee, Board, Commission or Other Body; or upon the written request of five (5) County Board members; or, in circumstances where these methods are impossible or impractical, by the County Administrator with approval from the County Board Chair. Resolutions, ordinances, petitions and reports sponsored by five (5) County Board members shall first be referred to an appropriate Committee by the County Board Chair for consideration. If such committee does not submit to the Board for consideration within sixty (60) days after referral of the item to the committee, such item shall then be placed on the next regular County Board agenda subject to any statutory requirements or other limitations.~~

~~All resolutions, ordinances, motions to reconsider and any other business to be considered by the Board must be delivered to the County Administrator not later than noon on the Monday of the week preceding the Board meeting. Each resolution or ordinance submitted for consideration shall have a fiscal note, an executive summary explaining the significant features of the proposed resolution or ordinance, including the contemplated changes, and have been reviewed by the Corporation Counsel and Finance Director for proper form and legality before being submitted to the County Board. [Am. 06/10/03, Ord. 2003-03; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]~~

~~e) Any person desiring to submit written communication to the County Board may present such communication to the Board by delivering the written communication to the County Clerk by noon on the day of the County Board meeting. [am. 5/11/10, Ord. 2010-06; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]~~

~~0. Orderly administration of Board business does not permit the appearance of non-board members at County Board meetings to debate controversial matters before the Board. Notwithstanding the foregoing, the Chair may recognize a department head or other person with specialized knowledge to speak on a pending matter before the Board. [am. 11/15/11, Ord. 2011-18; Ord. No. 2018-01, 04/17/2018]~~

~~0. Any Board member may ask for the privilege of the floor for a non-board member to address the Board and if no supervisor objects the Chair shall grant the privilege to such non-board member. If a member objects, any Board member may move that the privilege of the floor be granted, and any member may second such motion. If the motion is adopted by a majority vote, the Chair shall grant the privilege of the floor to the non-board member. The time allocated to non-board members shall not exceed ten minutes. This procedure shall not apply to non-board members scheduled to appear as part of the regular written agenda. [Ord. No. 2018-01, 04/17/2018]~~

~~0. Annual reports will be received by the Board, posted on the County website, and placed on file. Annual reports will not be printed in the minutes unless the Board otherwise directs or required by law. [Am. 06/19/01, Ord. 2001-07; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]~~

### **3.183.03 DUTIES OF OFFICIALS.**

~~1. Agendas shall be created by the County Board Chair or the Committee Chair respectively with support of staff. The County Administrator, County Clerk, and Corporation Counsel shall review the written agendas of all County~~

~~Board or Board committee meetings before publication.~~ **County Administrator.** The County Administrator, ~~or his/her designee,~~ shall attend all Board meetings, unless excused by the Chair, shall assist the Board whenever possible and may present matters to the Board for consideration as authorized in section 3.01~~3~~ above. The County Administrator shall have authority to settle claims against the County in amounts up to \$25,000 after consulting with the County's insurance carrier and Corporation Counsel. [Ord. No. 2014-09, 06/10/2014; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]. All settlements shall be reported to the Finance Committee.

2. **County Treasurer.** The County Treasurer shall prepare and present to the County Board a complete monthly financial statement which includes the County's financial condition and the investment of surplus funds. [am. 3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]
3. **County Clerk.** The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chair or Committee Chair. The Clerk shall receive proposed resolutions, ordinances, reports and petitions and provide copies to the County Administrator's Office. ~~Agendas for County Board meetings shall be created by the County Clerk or the Clerk's designee prior to distribution under the direction of the Board Chair or the Committee Chair.~~ The Clerk shall keep and record minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of Board meetings and committee meetings; make regular entries of the Board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1), Wis. Stats.; and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions pursuant to § 59.23, Wis. Stats. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014; Ord. No. 2018-01, 04/17/2018].
4. **Corporation Counsel.** The Corporation Counsel, ~~or his/her~~ designee, shall attend Board meetings and shall serve as parliamentarian and legal advisor to the Board. [renumbered 3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]
5. **County Board Reporter.** The County Board Reporter or other designee of the County Clerk shall attend all County Board meetings and perform the duties as required by s. 59.23, Wis. Stats. [Ord. No. 2018-01, 04/17/2018]

### **3.04~~5~~ STANDING COMMITTEES.**

~~1. Appointment.~~ Standing committees of the Board shall be appointed for two-year terms by the Chair of the Board after his/her election and prior to June 1 in even-numbered years, unless a different date for appointment is specifically prescribed. When necessary for the orderly transaction of business prior to the formal appointment of new committees, the Chair may appoint temporary committees and Committee Chairs to address pending items assigned to a standing committee. The temporary committee may act until the earlier of June 1 or the date the Chair files permanent appointments with the Clerk. The Chair shall file a list of the committee appointments with the County Clerk and the County Administrator. Any mid-term committee appointments by the Chair shall be filed with the Clerk who shall present them to the Board as a communication at the next regular County Board meeting. ~~Committee members who cannot attend a committee meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Administrator, Committee Chair and County Board Chair. If the member is unable to notify the Chair, the member shall notify the applicable department head. Members reporting their absence in advance of the meeting shall be noted as having done so in the minutes where their absence is recorded.~~

1.

**2. Ex Officio Member.** The Chair (or either Vice Chair, or in the absence of the Chair and both Vice Chairs, any member of the Jefferson County Board of Supervisors if so designated by the Chair in advance of any particular meeting) shall be an *ex officio* member of all standing committees, and shall be allowed to vote in order to break a tie, and shall be counted as a member if necessary to create a quorum at the committee's meeting, and shall also be allowed to vote in that case.

**—Committee Assignments.** When an issue arises at a County Board meeting or administratively that is not clearly assigned to a standing committee by the Board Rules or a prior resolution, the Board Chair shall designate the committee to which the issue shall be assigned. [Am. 03/09/04, Ord. 2003-35; 06/08/04, Ord. 2004-10; 12/13/05, Ord. 2005-31; 07/11/06, Ord. 2006-07; 07/10/07, Ord. 2007-16; Ord. No. 2013-10, 07/09/2013; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

**3.**

**3.4.** Standing committees of the Board and duties shall be as follows:

a) **BROADBAND WORKING GROUP** – Five to Seven members appointed by the County Board Chair, consisting of at least one member from the Finance Committee, one member from the Jefferson County Economic Development Consortium, one member from the Planning and Zoning Committee; one member from the Executive Committee; and one member of the public. Any additional members shall be County Board Supervisors selected by the County Board Chair. The Broadband Working group will be responsible for policy oversight of the expansion and improvement of Broadband within Jefferson County. Members will be paid a per diem and mileage for meeting attendance in accordance with County Policy. The Working Group will dissolve at the end of the **2023-2024 County Board term.**

b) **BUILDINGS and GROUNDS COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Buildings and Grounds Committee shall oversee all construction, remodeling and repair of all County buildings and grounds, including fiber network, and shall have authority to implement policy on the use of County buildings by organizations not connected with County government. The Committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee and recommend same to the County Board for final approval.

When the County Board has authorized construction of, additions to or remodeling of a County building, the Committee shall review proposals and make a recommendation to the County Board in accordance with the County Purchasing Policy.

The Committee shall provide policy oversight to the Information Technology Department and the Central Services Department and shall have policy oversight for conservation of resources and sustainability practices in County facilities and operations. [Am. 03/14/06, Ord. 2005-48b; Ord. No. 2007-38, 03/11/2008; 08/12/08, Ord. 2008-17; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

c) **EXECUTIVE COMMITTEE** - Five members consisting of the County Board Chair, First and Second Vice Chair and two other County Board members. If the position of County Board Chair, First Vice Chair or Second Vice Chair becomes vacant, the County Board Chair or Acting County Board Chair shall temporarily appoint members of the County Board to serve on the Executive Committee until the vacant positions are filled on the County Board. This Committee shall supervise the office of the County Administrator and shall handle matters pertaining to said office.

This Committee shall also meet with circuit court judges as called, to discuss common goals and concerns within the Jefferson County Circuit Court system. The Committee shall work with the courts to implement such goals. This Committee shall also provide policy oversight to the Clerk of Courts, County Clerk and Corporation Counsel with regard to matters pertaining to said offices and be responsible for monitoring the future vision of Jefferson County to include implementation of the strategic plan **and Comprehensive Plan.**

**The Committee shall** ~~and~~ serve as a liaison to other local, county and state governments on behalf of Jefferson County. ~~The~~**The** Executive Committee is authorized to review proposed resolutions from the

Wisconsin Counties Association which will be voted on at its annual meeting without authorization by the County Board. **All WCA resolutions shall be distributed to the full County Board for review as soon as practicable.** The Committee Chair or designee shall attend the annual meeting as a delegate of Jefferson County to vote on such resolutions as directed by the Committee. [Am. 03/12/02, Ord. 2001-30; 07/10/07, Ord. 2007-11; 03/11/08, Ord. 2007-37; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018] Matters pertaining to proposed state legislation or other matters of statewide concern, **intergovernmental coordination**, proposed County Board rule amendments and County Board minutes shall be handled by the Committee.

During the last three months of its term, the Committee shall draw specifications, solicit bids, and file a recommendation with the County Board in March of even-numbered years concerning which newspaper in the County shall be the official newspaper for the two-year term of the new County Board. The Committee, on behalf of the Board, shall be authorized to approve the minutes from any meeting when the County Board does not meet in sufficient time to approve the minutes for publication as required by Section 59.14(2), Stats. [cr. 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

The Executive Committee is authorized to petition the Jefferson County Circuit Court for an order dividing a municipality into wards in accordance with applicable law and the County's tentative supervisory district plan upon a municipality's failure to divide or submission of a division which does not comply with the tentative supervisory district plan. [3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]

The Board Chair or designee shall serve as Jefferson County's representative to the Interc-County Coordinating Committee. [Am. 03/14/06, Ord. 2005-48a; 03/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

**d) FAIR PARK COMMITTEE** - Seven members appointed by the County Board Chair consisting of five County Board Supervisors and two citizen members. The Fair Park Committee shall recommend Fair Park policies to the County Board and the Fair Park Committee shall approve and amend the Fair Park Premium Book. The Fair Park Director and Fair Park Committee **shall** approve the entertainment contracts in accordance with the Jefferson County Purchasing Ordinance. All contracts shall be submitted to the Corporation Counsel for approval before execution. The Committee shall recommend fees to the County Administrator as part of the annual County budget for action by the County Board. The Director may set unanticipated fees or deviate from the established fee structure when it is advantageous to the operation of the Park and report such fees to the Committee. All fee deviations shall be done in accordance with the County Budget Amendment/Budget Adjustment Policy. [Am. 04/18/06, Ord. 2006-01; 05/08/07, Ord. 2007-06; 11/13/07, Ord. 2007-23; 01/13/09, Ord. 2008-26; Ord. 2016-10, 10/11/16; Ord. No. 2018-01, 04/17/2018]

**d)** **FAIR ADVISORY BOARD**-A minimum of ten (10) but no more than twenty (20) members appointed by the Fair Park Committee, subject to confirmation by the Jefferson County Board of Supervisors. The Advisory Board shall serve in an advisory capacity for the purpose of planning the Jefferson County Fair. The Fair Park Committee shall direct agenda items for the Advisory Board's review and recommendations. Recommendations of the Board shall be forwarded to the Fair Park Committee for consideration. [Ord. 2023-17]

**e) FINANCE COMMITTEE** — Five members appointed by the County Board Chair consisting of County Board Supervisors.

**i.** This Committee shall receive the proposed County budget from the County Administrator and shall conduct hearings necessary in the review of the proposed budget. The Committee shall make necessary permitted transfers as authorized by the provisions of s. 65.90(5)(b), Wis. Stats. The Committee shall propose utilization of contingency budget and necessary budget transfers and amendments requiring County Board action. [Am.

03/14/06, Ord. 2005-48d; Am. 05/11/04, Ord. 2004-04; 03/09/10, Ord. 2009-24; Ord. No. 2014- 11, 07/08/2014; Ord. No. 2018-01, 04/17/2018]

- ii. The Committee shall recommend to the Board the auditors to be employed, and shall report to the Board the results of such audits. The Finance Committee shall meet each month to audit and approve for payment proper vouchers, expenditures and claims against the County. [Ord. No. 2018-01, 04/17/2018]
- iii. The Committee shall review insurance to be carried and also the insurance carrier to ~~whic~~which such insurance shall be awarded. The Committee shall be authorized to renew insurance contracts without bidding same, when it finds renewal is in the best interest of Jefferson County, select investment advisors/brokers, select vendors for professional services related to financial matters if required by the Jefferson County Purchasing Policy and select P-Card vendors. [Ord. No. 2018-01, 04/17/2018]
- iv. The Committee shall have the authority to resolve claims against the County in amounts over \$25,000 up to the County's self-insured retention (SIR) amount after consulting with the County's insurance carrier, the County Administrator and Corporation Counsel. [Cr. 04/16/02, Ord. 2002-04; Ord. No. 2018-01, 04/17/2018]
- v. The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/13/12, Ord. 2011-24]
- i.vi. **CURRENT LANGUAGE-** The Committee, on a case-by-case basis, shall recommend to the Board of Supervisors the allocation of the proceeds from the sale of county-owned farmland to possibly increase the acreage of farmland permanently protected from development, and to leverage state and federal funds for the acquisition of conservation easements to protect farmland.

**Proposals:**

- 1) Discretion to Finance Committee (with approval of County Board) to determine allocation of proceeds from sale of land formerly known as County farm in accordance with priority-based budgeting
- 2) Mandate allocation of proceeds (all or a portion of?) from the sale of land formerly known as County farm to farmland preservation (PACE program?)

(Resolution No. 2008-15). [Ord. 2016-01, 04/19/2016]

- vii. Unless otherwise provided by statute or ordinance, the Finance Committee shall oversee the sale of county-owned land in addition to land obtained through tax foreclosure and shall present contracts for sale of such land to the Board for approval. [Ord. No. 2007-39, 03/11/2008; Ord. No. 2018-01, 04/17/2018]
- e)viii. -The Committee provides policy oversight of the County Treasurer, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. -[am. 3/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016, Ord. No. 2018- 01, 04/17/2018] [Ord. No. 2002-05, 04/15/2002; Ord. No. 2002-16, 08/13/2002; Ord. No. 2004-04, 05/11/2004; Ord. No. 2005-48d, 03/14/2006; Ord. No. 2009-24, 03/09/2010; Ord. No. 2011-24, 03/13/2012; Ord. No. 2014-11, 07/08/2014; Ord. No. 2016-01, 04/19/2016]

- f) **HIGHWAY COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Highway Committee shall have the powers and duties set forth in s. 83.015(2)(b), Wis. Stats. [Cr. 04/16/02, Ord. 2002-03; Ord. No. 2008-04, 04/15/2008; Ord. No. 2018-01, 04/17/2018]

- g) HUMAN RESOURCES COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Human Resources Committee shall provide policy guidance in the administration of the Safety Program and Personnel Ordinance. The Committee shall hear grievances in accordance with provisions of union contracts, the Jefferson County Civil Service Ordinance, and the Personnel Ordinance. ~~pursuant to s. 59.26(8)(b), Wis. Stats., as the Grievance Committee, or the Personnel Ordinance.~~ The Committee shall recommend to the County Board the creation or removal of positions of the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. The Human Resources Committee shall also have the powers and duties set forth in the Jefferson County Personnel Policy. [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- h) LAND AND WATER CONSERVATION COMMITTEE** ~~—~~ Seven members appointed by the County Board Chair, ~~consisting of not less than three (3) County Board Supervisors, including at least two members of the University Extension Education Committee and at least one person who is engaged in an agricultural use, pursuant to Wis. Stat. 592.06. The Chair of the FSA (Farm Service Agency) (or his/her designee) shall serve on the Land and Water Conservation Committee.~~ The Land and Water Conservation Committee shall have the powers as set forth in Chapter 92, Wisconsin Statutes, provide policy oversight to the Land and Water Conservation Department. This Committee shall also be responsible for acquiring conservation easements, reviewing applications to grant such easements and recommending action thereon to the County Board when appropriate. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018] This Committee shall also manage, supervise and be responsible for County farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Am. 03/14/06, Ord. 2005-53; 03/11/08, Ord. 2007-41; Ord. 2016-01, 04/19/2016]
- i) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE** ~~—~~ Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall provide policy oversight on issues affecting the Jefferson County Sheriff's Office. This Committee shall handle grievances arising under the Sheriff's Office labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining to Emergency Management and in accordance with s. 323.14(1)(a)(3), Wis. Stats., the County Board Chair shall designate a member of the Committee to act as Chair when this Committee is convened as an Emergency Management Committee. [Am. 02/08/05, Ord. 2004-31; 03/14/06, Ord. 2005-48g; 12/14/10, Ord. 2010-20; Ord. No. 2018-01, 04/17/2018]
- This Committee shall provide policy oversight to the District Attorney and Medical Examiner in handling business matters and in solving problems related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 03/11/08, Ord. 2007-37; Ord. No. 2013-24, 03/11/2014; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- j) PARKS COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Committee shall provide policy oversight to the Parks Department in its efforts to meet its agreed upon mission as identified in the Jefferson County Parks, Recreation and Open Space Plan. The Committee shall have oversight of and recommend policy affecting property acquired by the County for flood mitigation purposes and other property leased, managed, acquired or sold as part of the Parks Department duties. The Committee shall also have the powers and duties set forth in the Jefferson County Parks Ordinance and the duties and responsibilities set forth in the Historic Sites Preservation Council Ordinance. [Am. 06/08/04, Ord. 2004-05; 03/14/06, Ord. 2005-48i, 04/18/06; re-lettered 07/10/07, Ord. 2007-11; am. 3/13/12, Ord. 2011-29; Ord. No. 2018-01, 04/17/2018]
- k) PLANNING AND ZONING COMMITTEE** ~~—~~ Five members appointed by the County Board Chair consisting of five County Board Supervisors, at least three of whom reside in unincorporated areas of the County. This Committee shall have the powers and duties set forth in s. 59.69(2) and (3) and s. 59.70(1), s.

285.73, and such powers and duties as may be set forth in the statutes and County ordinances not specifically delegated to the Zoning Board of Adjustment. The Committee shall handle applications for conditional use permits and all proposed amendments to the County Zoning, Shoreland, Subdivision and Private Sewage System Ordinances and shall conduct all public hearings required in connection with such amendments or conditional uses. The Committee shall also be responsible for the preparation of a County Land Use Plan including surveys and studies of land use, population and population density, economy, soil characteristics, forest cover, wetland and floodplain conditions and other human and natural features of the County and shall conduct such hearings as may be required in connection with such County planning. The Committee may adopt such rules and regulations governing its procedure as it considers necessary and advisable all according to the provisions of s. 59.69(2), Wis. Stats. [Am. 03/14/06, Ord. 2005-48l, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

The Planning and Zoning Committee shall provide policy oversight to the Land Information Office, Planning and Zoning Department and Register of Deeds in matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. The Committee shall also have the powers and duties set forth in state statutes. [Am. 03/09/04, Ord. 2003-38; 03/11/08, Ord. 2007-37; Ord. No. 2018-01, 04/17/2018]

- l) **SOLID WASTE COMMITTEE AND AIR QUALITY COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall address the County’s solid waste needs by operating hazardous waste removal programs, overseeing the County’s interest in landfill siting processes, promoting recycling and related waste reduction efforts and engaging in planning and educational efforts for future solid waste needs. In addition, the Committee will maintain awareness and educate the public about air quality concerns in the County. [Am. 07/09/02, Ord. 2002-09; 11/09/04, Ord. 2004-20; 03/14/06, Ord. 2005-48j, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]
- m) **UNIVERSITY EXTENSION EDUCATION COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall have the powers and duties as set forth in Section 59.56(3), Wisconsin Statutes. [Created 03/12/02, Ordinance No. 2001-36; re-lettered 07/10/07, Ord. No. 2007-11; Ord. No. 2018-01, 04/17/2018]

### 3.05 BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.

1. The following Boards, Commissions, Committees and Other Bodies created by the County or to which the County has a right to appoint representatives, shall be elected or appointed in the manner provided by law, ordinance or rule. The Chair or either Vice Chair may attend the meetings of Boards, Commissions, Committees and Other Bodies, but are not to be considered ex-officio members and may not serve to establish a quorum or vote. Members of Boards, Commissions, Committees or other bodies where only one County Board member or other appointed member is serving as a representative of Jefferson County shall, in March of each year, submit to the County Clerk a report to include the number of meetings attended and a brief discussion of the major work of the body. The report shall be distributed to the County Board as a Communication at the April County Board meeting. [Am. 03/14/06, Ord. 2005-49a; Ord. No. 2018-01, 04/17/2018]
  - a) **BLUE SPRING LAKE MANAGEMENT DISTRICT** – [Cr. 03/14/06, Ord. 2005-49b, effective 04/18/06] One member appointed by the County Administrator with confirmation by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator with confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
  - b) **BRIDGES FEDERATED LIBRARY SYSTEM BOARD** – Three members appointed by the County Administrator pursuant to s. 43.19, Wis. Stats., subject to County Board confirmation, with one member appointed from the County Board. The remaining system Board members shall include such representatives of the library Boards governing public libraries of participating municipalities and counties and members of the public from Jefferson County. Members shall serve staggered three-year terms. The County Board member’s appointment shall cease if the County Board member’s term on

the County Board ends. The number of appointments to the Bridges Federated Library System Board shall be based on proportion to population as nearly as practical consistent with State statutory requirements. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07/09/2013; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]

- c) **COMMUNITY ACTION COALITION** – Members appointed by the County Board Chair **consisting of at least one County Board Supervisor, and if possible, under** other members of the public. The Coalition provides a variety of services to individuals in Jefferson County experiencing poverty, including services to obtain or maintain housing to prevent homelessness, and subsidized rental costs to make housing more affordable. It also provides many programs to help meet an individual’s basic needs and to build skills to reach self-sufficiency. [Ord. No. 2018-01, 04/17/2018] [Ord. No. 2003-39, 03/09/2004; Ord. No. 2007-49, 03/11/2008; Ord. No. 2008-01, 04/15/2008; Ord. No. 2011-24, 03/13/2012; Ord. No. 2015-19, 11/10/2015; Ord. No. 2016-01, 04/19/2016]
- d) **COMMUNITY JUSTICE COLLABORATING COUNCIL** – Seventeen members whose membership is determined by the position the member occupies or by appointment of the Council: Chief Judge or Presiding Judge for Jefferson County (Chair), County Administrator, County Board Chair, Sheriff, District Attorney, Clerk of Circuit Court, local government representative, Jefferson County Public Defender, Jefferson County Police Chief and Sheriff’s Association representative, Human Services Director, Jefferson County parole and probation manager, education representative, two members of the public, Corporation Counsel, Health Department Director and Child Support Office representative. The Council shall create by-laws including establishing term lengths for members, meet at least quarterly and make recommendations to the County Board, or member’s respective organization, to facilitate the goals of the Council. Members may appoint a designee as authorized in the Community Justice Collaborating Council Bylaws. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018; Ord. No. 2018-08, 07/10/2018]
- e) **COUNTY BOARD OF HEALTH** – Five members appointed by the County Administrator, subject to County Board confirmation, who shall serve three-year staggered terms. Two members shall be members of the County Board when appointed and their appointment shall cease if not re-elected to the County Board. Non-Board members shall be persons who have a demonstrated interest or competence in public health and a good faith effort shall be made to appoint a physician and a nurse. The County Board of Health shall meet **at least** quarterly as required by Wisconsin Statute 251.04(5) and additionally on the call of the Board of ~~Health~~**Health** Chair. The County Board of Health shall have the powers and duties established in Wis. Stat. 251.04. [Am. 03/14/06, Ord. 2005-49c; 03/09/10, Ord. 2009-24; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- f) **DRAINAGE BOARD** – Three members appointed by the Jefferson County Circuit Court Judges in accordance with section 88.17 Wis. Stats. County staff will provide general administrative support for the Drainage Board under the supervision of the County Administrator as authorized under Chapter 88 Wis. Stats.
- g) **ECONOMIC DEVELOPMENT CONSORTIUM** – Three County Board members, appointed by the County Board Chair and confirmed by the County Board. In lieu of having an Economic Development Committee, any of the three County Board members appointed to the Jefferson County Economic Development Consortium Board in accordance with Resolution No. 2003-28 may present items recommended by the Consortium to the Jefferson County Board for its consideration. [Cr. 03/14/06, Ord. 2005-49d; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- h) **HISTORIC SITES PRESERVATION COUNCIL** – Five members appointed by the County Board Chair subject to confirmation by the Jefferson County Board of Supervisors. One member shall be a Jefferson County Board Supervisor who shall also be a member of the Jefferson County Parks Committee. The remaining

members may be Jefferson County Board Supervisors or members of the public, and insofar as possible, should include experts in historic preservation and Jefferson County history. The Council shall meet no more than 6 times per year. Members shall serve two-year terms. The purpose, intent and criteria of this Council are set forth in Ordinance No. 2016-19. [Ord. No. 2016-20, 02/14/17; Ord. No. 2018-01, 04/17/2018]

- i) **HOME CONSORTIUM BOARD** – The County Board Chair shall appoint three county representatives pursuant to the controlling intergovernmental agreement (Resolution No. 2000-21). [Cr. 03/14/06, Ord. 2005-54; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- j) **HUMAN SERVICES BOARD** – Seven members appointed by the County Administrator and confirmed by the County Board. This is the governing and policymaking Board for the Human Services Department. Four members shall be members of the Board of Supervisors at the time of appointment and throughout their respective terms. Three members shall be consumers of service or citizens at large. No public or private provider of services may be appointed to the Board. Appointees shall serve staggered three-year terms. The Human Services Board shall elect a Chair and Vice Chair who must be selected from the four members who are supervisors. Elections shall be held after the County Board organizational meeting in April of even-numbered years. The Human Services Board shall possess all the powers and duties prescribed by s. 46.23(5m), Wis. Stats. [Ord. No. 2018-01, 04/17/2018]
  - i. **AGING AND DISABILITY RESOURCE CENTER ADVISORY COMMITTEE** – The Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee pursuant to s. 46.23(5m)(a), Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
  - ii. **NUTRITION PROJECT COUNCIL** – The Human Services Board shall appoint a Nutrition Project Council pursuant to s. 46.23(5m)(a), Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
- k) **JEFFERSON COUNTY LIBRARY BOARD** – Seven members, appointed by the County Administrator and confirmed by the County Board, serving staggered three-year terms, including at least one school administrator of a school district located in whole or in part in the County, or that school district administrator’s designee, and one or two County Board Supervisors, representatives of existing library Boards and persons residing in municipalities not served by libraries. A County Board member’s appointment shall cease if the County Board member’s term on the County Board ends. [Am. 05/11/04, Ordinance 2004-06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- l) **LAKE RIPLEY MANAGEMENT DISTRICT** – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. District created by the County Board on December 11, 1990 (Resolution No. 90-57). [Cr. 03/14/06, Ord. 2005-49g, effective 04/18/06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- m) **LAND INFORMATION COUNCIL** – The Council is created pursuant to s. 59.72(3m), Wis. Stats., and shall be comprised of the Register of Deeds, the Treasurer, ~~the Zoning Director~~ Director of Planning & Zoning, the Land and Water Conservation Director, the Information Technology Director, ~~the Land Information Office Director~~ and the Real Property Lister, or their designees, and the following members appointed by the County Administrator and confirmed by the County Board: (1) a member of the Board, (2) a representative of the land information office, (3) a realtor or a member of the Realtors Association employed within the County, (4) a public safety or emergency communications representative employed within the County, (5) the County surveyor or a registered professional land surveyor

employed within the County. [re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2014-10, 06/10/2014; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]

Council members who hold elective office or are employed by Jefferson County shall serve on the Council as long as they hold the office or County position designated for membership. Other council members appointed by the County Administrator shall serve three-year terms. The County staff and salaried elected officials, other than the County Board member, shall not be eligible for meeting fees.

**The Land Information Council shall review the priorities, needs, policies, and expenditures of the land information office established by the Board and advise the County on matters affecting the land information office.** The Land Information Council shall bring forward matters that need to go before the County Board through the Planning and Zoning Committee. [cr. 07/13/10, Ord. 2010-09; Ord. No. 2018-01, 04/17/2018]

- n) **LOCAL EMERGENCY PLANNING COMMITTEE** – A minimum of thirteen members appointed by the County Board Chair and confirmed by the County Board, in accordance with s. 59.54(8), Wis. Stats., and 42 USC 11001~~(e)~~(c). Membership shall include, at a minimum, representatives from each of the following groups or organizations: elected State and local officials; law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of this subchapter. At least one Jefferson County Supervisor shall serve on the Local Emergency Planning Committee. The Board Chair may appoint additional members, confirmed by the County Board, beyond the statutorily required minimum membership including, but not limited to, county board supervisors. [am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015]
- o) **LOWER SPRING LAKE PROTECTION and REHABILITATION DISTRICT** – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. District created by the County Board on August 12, 1980 (Resolution No. 80-51). [Cr. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- p) **MARSH COUNTRY HEALTH ALLIANCE** – One County Board Supervisor appointed by the County Board Chair pursuant to an Intergovernmental Cooperation Agreement. Jefferson County is a member of the Marsh Country Health Alliance Commission to organize and establish a multi-jurisdictional public entity to lease, manage and operate a nursing home and facility for the developmentally disabled known as Clearview Long-Term Care and Rehabilitation. [Ord. No. 2018-01, 04/17/2018]
- q) **SHERIFF'S CIVIL SERVICE COMMISSION** – Five members appointed by the County Administrator and confirmed by the County Board serving staggered terms of five years in accordance with s. 59.26(8), Stats. Members of the County Board shall not be eligible to serve on the Civil Service Commission. The Civil Service Commission shall have the powers and duties set forth in s. 59.26, Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- r) **SOUTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT AREA CONSORTIUM** – Six members consisting of the Chair of the County Board of Supervisors or County Executives or the designees of said officials of the counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk. The purpose of the Consortium is to serve as an oversight entity to fulfill the intent of the Workforce Innovation and Opportunity Act. The responsibilities of the Consortium are (1) to serve as the Workforce Development Area Consortium of Supervisors, (2) to appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act; and (3) to execute an agreement with the Workforce Development Board required for proper operation and functioning of the Board. The Consortium will direct the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the

Consortium and serve as the administrative entity and fiscal agent with the duty to disburse funds at the direction of the local Board. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- s) **TRAFFIC SAFETY COMMISSION** – A minimum of twelve members appointed to indeterminate terms by the County Administrator and confirmed by the County Board in accordance with s. 83.013, Wis. Stats. Membership shall include the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board from each of the disciplines of education, medicine and law and 3 representatives involved in law enforcement, highways and highway safety designated by the secretary of transportation. The Traffic Safety Commission shall meet at least quarterly to review traffic accident data from the county and other traffic safety related matters. Additional persons may be appointed to serve as members of the county Traffic Safety Commission. The Jefferson County Highway Commissioner shall serve on the Traffic Safety Commission as the County Highway Safety Coordinator unless a County Highway Safety Coordinator has otherwise been designated by the County Administrator to serve on the Traffic Safety Commission in that capacity. At least one Jefferson County Supervisor shall serve on the Traffic Safety Commission. The County Administrator may appoint additional members, confirmed by the County Board, beyond the statutorily required minimum membership including, but not limited to, County Board Supervisors. [Cr. 03/14/06, Ord. 2005-54; re-lettered 0/15/08, Ord. 2008-01 and Ord. 2008-02; am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- t) **VETERANS SERVICE COMMISSION** - Five members appointed by the County Administrator and confirmed by the County Board for staggered three-year terms in accordance with s. 45.81, Wis. Stats. If possible, members should include at least one County Board Supervisor. Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. County Board Supervisors may be appointed by the County Administrator and confirmed by the County Board to increase membership to more than five members. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 08/12/08, Ord. 2008-16; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- u) **WISCONSIN COUNTIES UTILITY TAX ASSOCIATION** – The Wisconsin Counties Utility Tax Association is an incorporated nonprofit organized under Chapter 184 of Wis. Stats. One member appointed by the County Board Chair with confirmation of the County Board. The Association’s mission is to represent the interests of Counties to provide for an equitable distribution of utility tax for Wisconsin Counties. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- v) **WISCONSIN RIVER RAIL TRANSIT COMMISSION** – Three members appointed by the County Board Chair to staggered three-year terms ending on April 30 in respective years and one alternate. The Commission was created in 1980 for the purpose of retaining rail service in the member counties which are now Crawford, Dane, Grant, Iowa, Jefferson, Rock, Sauk, Walworth and Waukesha. The Commission’s mission is to further support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson. [Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- w) **ZONING BOARD OF ADJUSTMENT** - Three members appointed by the County Administrator and confirmed by the County Board serving staggered terms of three years in accordance with s. 59.694, Wis. Stats. The Zoning Board of Adjustment shall be comprised of non-County Board members residing in the unincorporated areas of the County. The Board of Adjustment shall have the powers and duties set forth in s. 59.694, Wis. Stats. The Board of Adjustment shall also hear appeals from determinations of noncompliance with Farmland Preservation Plans which have been made by the Land and Water Conservation Committee. Two alternate members of the Board of Adjustment shall be appointed. Annually by July 1, one of the alternate members shall be designated by the County Administrator as

the first alternate and the other as the second alternate. [Am. 03/14/06, Ord. 2005-49h; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

~~v) **JOINT REVIEW BOARD.** Upon the convening of any Joint Review Board pursuant to Wis. Stat. §56.1105(4m)(a) wherein the representative of the County who shall sit on such Joint Review Board shall be the Chair, or the Chairperson's designee. The Chair shall give preference to the County Treasurer or another person with knowledge of local government finance in accordance with Wis. Stat. §56.1105(4m)(ae)2.~~

~~w) **MUNICIPAL LIBRARY BOARDS.** A minimum of one (1) person shall be appointed by the County Administrator, with approval of the County Board, to each library board of a public library of a municipality located in whole or in part in Jefferson County pursuant to Wis. Stat. §43.60(3). The Executive Committee shall periodically review the state library data and recommend to the County Board the appropriate number of County appointees to municipal library boards going forward.~~

### **3.067 RULES OF COUNTY BOARD STANDING COMMITTEES**

[Ordinance No. 2015-01, 04/21/15; Ord. No. 2018-01, 04/17/2018]

#### **1. Committee Chair.**

~~a) The committee shall select its Chair and Vice-Chair by majority vote, except where committee organization is otherwise governed by law, after the County Board organizational meeting in April of even-numbered years. A Chair, or Vice-Chair may be removed by majority vote of the committee.~~

~~b) Limit on Simultaneous Positions. Except when necessary on a temporary basis, supervisors may serve as Chair of only one, of the thirteen standing committees at a time. A supervisor may serve as Chair of one standing committee and one board, commission, committee, or other body as listed in section 3.05, at a time. Serving as Chair of one standing committee does not preclude a supervisor from standing for election for Chair of a second standing committee, however if that supervisor is elected Chair of the second committee he or she must reside the Chairmanship of the first committee before that committee's next meeting. [Am. 03/11/08, Ord. 2007-43; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018].~~

~~c) Term limit. No Supervisor shall be eligible to be nominated, elected or to serve as the Chair of a committee if that person has previously held that same position on the same committee for three or more full consecutive terms, unless one full term or more has elapsed since that person last held such position. Service prior to the 2024-2026 terms shall not count in determining length of service.~~

~~d) Vacancy. If a Committee Chair position is vacant due to removal, resignation or death of the incumbent, the Committee shall hold an election to fill the position as soon as practicable. Until such vacant position is filled, the Vice Chair shall assume all duties of the Chair.~~

#### **2. Attendance/Quorum.**

~~a) Committee members who cannot attend a committee meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Administrator, Committee Chair and County Board Chair. If the member is unable to notify the Chair, the member shall notify the applicable department head. Members reporting their absence in advance of the meeting shall be noted as having done so in the minutes where their absence is recorded.~~

~~a) \_\_\_\_\_~~

~~2-b) A majority of the members of any committee, shall constitute a quorum for the transaction of business. The appointing authority for standing committees under 3.04 may appoint an additional member on a temporary basis upon notice from a member that he/she has vacated his/her seat or~~

will be unable to attend meetings for an extended period. Such temporary appointment shall terminate if/when the original member is once again available for meetings. [Ord. No. 2015-01, 04/21/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

## 2. Meetings.

~~1) The County Clerk shall keep and preserve the agendas and minutes of meetings and attendance in the format determined by the County Clerk. [Am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]~~

a) The County Administrator shall prepare a schedule of regular meeting dates and shall be responsible for the assignment of an appropriate room for meetings and for the posting of proper notices. Each Chair shall give proper notice to the County Administrator of all meetings a minimum of 72 hours prior to the meeting unless it is an emergency. The County Administrator shall give public notice of all meetings as required by s. 19.84(3), Wis. Stats., at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may notice be provided less than two hours in advance of the meeting. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

a)

~~3.1 Members of committees shall be authorized to receive compensation for attending meetings up to 120 days in any year. There shall be no limit on the number of meetings attended by the County Board Chair. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]~~

b) No committee may meet more than 30 times in any calendar year, except the Finance Committee which may not meet more than 40 times per year, exclusive of public hearings ~~and attending 13 conventions~~. Committees may hold additional emergency meetings on call of their Chairs and with prior approval of the County Board Chair. [Am. 02/12/02, Ord. 2001-27; 12/13/05, Ord. 2005-32; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

c) Agendas/Minutes. It shall be the responsibility of Committee members to thoroughly review draft minutes prior to approval. The County Clerk shall keep and preserve the agendas and minutes of meetings and attendance in the format determined by the County Clerk. [Am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

4-d) Public Comment. All agendas of County committees shall have an agenda item designated as "public comment." Public comment shall be administered by the Chair in the same manner as required for County Board meetings. This requirement does not apply to meetings convened for the purpose of deciding an issue on which the public previously had the opportunity to comment. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

## 3. Compensation.

a) Except as provided herein, the members of all County Board standing committees 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. Members of the Fair Advisory Board shall not receive meeting fees, mileage or other expense reimbursement, absent approval of the County Board. [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.

— Members of committees shall be authorized to receive compensation for attending meetings up to 120 days in any year. There shall be no limit on the number of meetings attended by the County Board Chair. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

6.b)

**7.4. Joint Meetings.** Committees meeting with another committee on a particular subject of mutual interest shall retain their independent identity. Each committee shall vote separately and maintain its own minutes. For voting purposes, all committee members shall vote as a member of either or both committees of which they have been appointed or designated to serve on. The County Board Chair shall chair the meeting or designate a temporary Chair for such purpose, who shall preside over both committees when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary Chair shall vote as a member of either or both committees of which the County Board Chair or temporary Chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05. [Cr. 12/13/05, Ord. 2005-33; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

~~8. All agendas of County committees shall have an agenda item designated as "public comment." Public comment shall be administered by the Chair in the same manner as required for County Board meetings in Chapter III, Board of Supervisors Rules of Order 2018—2020, section 3.01(6). This requirement does not apply to meetings convened for the purpose of deciding an issue on which the public previously had the opportunity to comment. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]~~ **Subcommittees.** No committee may create a subcommittee or otherwise subdivide committee responsibilities, unless authorized by the whole County Board, authorized in the organizations bylaws, or mandated by law. Any committee may rely on its members, County staff, or other individuals or organizations to conduct research and provide additional information to the committee for the purpose of fulfilling its responsibilities. Such research or information gathering, when conducted cooperatively without a quorum of the committee shall not be considered a subcommittee or governmental body unless creation of a subcommittee has been previously approved by the County Board.

### **3.078 OPEN MEETINGS.**

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law as specified in s. 19.81 of the Wisconsin Statutes. [Ord. No. 2018-01, 04/17/2018]
2. It is declared to be the policy of the County of Jefferson that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with the conduct of county affairs and the transaction of county business. All meetings of the Board of Supervisors, committees, boards and commissions shall be held in public buildings or any place reasonably accessible to members of the public and shall be "open sessions" as provided by s. 19.83, Wis. Stats., except as hereinafter provided. [Ord. No. 2018-01, 04/17/2018]
3. The Board of Supervisors, or any committee, board or commission, upon motion duly made and carried, may convene in closed session for the reasons provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific statutory exemption under s. 19.85(1) by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

- a) Deliberating after any judicial or quasi-judicial trial or hearing;
- b) Considering dismissal, demotion, licensing or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion;
- c) Considering employment, promotion, compensation or performance valuation data of any county Employee;
- d) Considering strategy for crime detection or prevention;
- e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session;
- f) Considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to;
- g) Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation;
- h) Consideration of requests for confidential written advice from the Ethics Code Administrator.  
[Ord. No. 2018-01, 04/17/2018]

4. Neither the County Board or any committee, board or commission may convene in closed session and, thereafter, reconvene in open session within 12 hours after completion of the closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session. Notices of meetings shall be given as provided by law and, whenever feasible, the County Administrator shall post notices of meetings in the lobby of the Courthouse. [Ord. No. 2018-01, 04/17/2018]
5. The election of County Board Chair and County Board Vice Chairs shall be by secret ballot. No other secret ballot may be utilized to determine any election or other decision of county government. [Ord. No. 2018-01, 04/17/2018]
6. ~~Except as set forth herein, no~~ member of the County Board shall be excluded from any closed session of the County Board or any standing committee of the Board. ~~A County Board Supervisor may be excluded from a meeting of a subunit of the County Board (i.e. committee, commission, Board) that he or she is not an appointed member of, if that Supervisor's attendance at the closed session creates a conflict of interest as determined by the Committee Chair in consultation with the Board Chair and Corporation Counsel. ; however, No~~ person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so.
7. The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, board or commission involved until such time as the purpose necessitating such closed session no longer exists. [Ord. No. 2018-01, 04/17/2018]

### **3.0~~89~~ AMENDMENTS TO RULES.**

Amendments to these rules of order may be made by a two-thirds vote of the members attending the Board meeting. Proposed amendments shall be introduced at a session of the Board and laid over until the next regular session before action is taken. The rules pertaining to amendments may be suspended only upon unanimous consent of the Board members attending such meeting.

Notwithstanding the foregoing, s. 3.01~~(1)~~ and (2) may be amended upon majority vote at any regular meeting without necessity of laying such amendment over until the next regular session or suspension of the rules.

Notwithstanding the foregoing, any section hereof may be amended at the County Board's organizational meeting upon majority vote without necessity of laying such amendment over until the next regular session or suspension of the rules. ~~For purposes of the organizational meeting, prior rules of the Board shall be considered to be in effect, insofar as applicable, for the purposes of conducting the organizational meeting.~~

Referred By:  
Executive Committee

~~04-19-2022~~

REVIEWED: Corporation Counsel: ; Finance Director: 

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

**Authorizing the execution of an intergovernmental Autopsy Agreement  
with Milwaukee County**

Executive Summary

Historically, Milwaukee County has performed autopsy services for Jefferson County by informal agreement. Milwaukee County desires to formalize the terms of the prior arrangement as set forth in the attached Autopsy Agreement. Pursuant to the proposed Autopsy Agreement, Jefferson County will compensate Milwaukee County a total of \$1,800 for each autopsy performed and \$900 for each external examination performed. These fees include all pathologist dissection, routine toxicology, photography, digital radiography, and routine histology services. Milwaukee County will also provide expert testimony when needed at a rate of \$500/hr. Based on research by the Jefferson County Medical Examiner's office, Milwaukee County provides the most cost-effective and comprehensive services in the area at this time. The proposed Autopsy Agreement further outlines expectations regarding transportation, storage, open records, and insurance.

This resolution authorizes the County Administrator to execute the attached intergovernmental agreement with Milwaukee County for autopsy services from January 1, 2024, through December 31, 2024. The Executive Committee considered this resolution at its meeting on December 27, 2023, and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County has a need for autopsy services; and

WHEREAS, Milwaukee County has the ability to provide comprehensive, cost-effective autopsy services to Jefferson County; and

WHEREAS, the Jefferson County Medical Examiner's office has provided for these anticipated autopsy fees in its 2024 budget.

NOW, THEREFORE, BE IT RESOLVED the County Board authorizes the County Administrator to finalize and execute the attached Autopsy Agreement with Milwaukee County for the term of January 1, 2024, to December 31, 2024.

*Fiscal Note: The cost of the autopsies as stated in the Agreement at the rate of \$1,800 per autopsy have been included in the 2024 budget. Therefore, no budget adjustment is necessary.*

Referred By:  
Executive Committee

01-09-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

**AUTOPSY AGREEMENT**  
with  
**Jefferson County**

This **AUTOPSY AGREEMENT** (the “**PSA**” or “**Agreement**”) is dated as of January 1, 2024 (the “**Effective Date**”) and is between **Milwaukee County**, a Wisconsin municipal body corporate represented by its Medical Examiner (the “**County**”) and **Jefferson County**, a Wisconsin municipal body corporate represented by its Medical Examiner with a primary place of business at 104 W. Linden Drive, Jefferson, WI 53549 (the “**Contractor**”) combined to be considered the Parties to this Agreement (“**Parties**”).

**ACCORDINGLY**, intending to be legally bound, the Parties agree as follows:

**1. Scope of Services.**

**1.1 Autopsy Services.**

Milwaukee County shall provide autopsy services to Contractor on location at the Milwaukee County Medical Examiner's Office. Milwaukee County shall provide for storage of bodies at the Milwaukee County Medical Examiner's Office (and no other Medical Examiner/Coroner Offices) for a period not to exceed forty-eight (48) hours following the completion of the autopsy/external examination. After this forty-eight (48) hour period, fees for storage shall be paid by Contractor as outlined in Section “1.7” below. Autopsies shall include all pathologist dissection, routine toxicology performed by Milwaukee County Toxicology Laboratory, photography, digital radiography, and routine histology services. In no event shall this Agreement be construed to obligate Milwaukee County to accept any decedent for autopsy nor shall Contractor be obligated to send any decedent for autopsy to Milwaukee County. Milwaukee County is not responsible for making alternate arrangements for autopsies. If a requested toxicology and/or histology service is not available at the Milwaukee County Medical Examiner's Office or if the sample is not the matrix the Milwaukee County Medical Examiner usually runs, the Milwaukee County Medical Examiner will consult with Contractor and will at Contractor's separate direction send the sample to an appropriate reference laboratory. This entire cost of third-party testing incurred by the Milwaukee County Medical Examiner's Office will be billed back to Contractor in addition to any testing done.

**1.2 Toxicology.**

When possible, Milwaukee County will comply with Contractor's designation of a toxicology laboratory to perform toxicological analysis on Contractor's autopsy cases. Contractor shall specify its choice of a toxicology laboratory at the time it reports the case to the Milwaukee County Medical Examiner's Office. If Contractor selects a toxicology laboratory other than Milwaukee County, Contractor shall ensure that both Contractor and Milwaukee County receive a copy of the toxicology report, and Contractor shall ensure that it is invoiced directly for such toxicology services.

**1.3 Reports and Digital Imagery.**

Milwaukee County shall provide Contractor with a written autopsy protocol (or external examination report) in a timely manner, adhering to the turn-around-times required for accreditation by the National Association of Medical Examiners (NAME). If Contractor selects Milwaukee County as a toxicology laboratory, Milwaukee County shall provide Contractor with the toxicology report in a timely manner, adhering to turn-around times

required for accreditation by NAME. Milwaukee County agrees that provisional examination findings will be provided within twenty-four (24) hours of autopsy/external examination completion. A digital copy of any and all photographs and radiographic images taken during each autopsy/external examination performed shall be provided to the Contractor. The Parties agree that cause of death determinations are not expected in external examinations.

#### **1.4 Courtroom Testimony.**

Milwaukee County shall provide courtroom testimony concerning any autopsy performed by the Milwaukee County Medical Examiner's Office at the rate defined in Section 3, Compensation & Payment.

#### **1.5 Additional Services.**

Any additional services requested by the Contractor of Milwaukee County may be provided by Milwaukee County as agreed by the Parties, at the rate negotiated and/or agreed between the Parties for such services. The Contractor shall pay all costs for additional toxicology, serology/laboratory testing, odontology, anthropology, neuropathology, cardiopathology, genetic testing and/or other services (e.g., expert witness testimony and other consultant fees) that the Contractor requests Milwaukee County to perform.

#### **1.6 Intake Requirements.**

Prior to transporting any decedent to the Milwaukee County facility, the Consultant official authorizing and requesting an autopsy shall contact the Milwaukee County Medical Examiner to ensure that the Medical Examiner is able to receive/store and/or perform the autopsy. The Contractor shall be responsible for the transport of decedents on whom they are requesting examinations to and from the Milwaukee County Medical Examiner's Office and shall be responsible for the logistics, liability and costs related to any such transport.

#### **1.7 Storage of Bodies.**

The County shall provide usual and customary storage for up to forty-eight (48) hours following the completion of autopsy or external examination for bodies received from the Contractor at no charge to the Contractor. Following this forty-eight (48) hour period, the County's regular storage policy and fees shall apply if additional storage is required. The County further shall not accept additional bodies for autopsy from Contractor if bodies are not removed within the forty-eight (48)-hour period. Failure to remove a body or bodies from the Milwaukee County Medical Examiner's facility within forty-eight (48) hours following examination may result in refusal by Milwaukee County to accept additional bodies for autopsy from the Contractor.

#### **1.8 Custodian of Records.**

All records associated with Contractor's cases shall be considered the Contractor's records and the Contractor shall remain identified as the custodian of these records for purposes of public records requests. Reports and records generated by the Milwaukee County Medical Examiner's Office shall be sent to the Contractor as soon as completed. Requests for records of Contractor's cases received by the Milwaukee County Medical Examiner's Office shall be promptly transmitted to the Contractor for response. Milwaukee County may maintain copies of records related to the Contractor's cases to allow Milwaukee County personnel to answer questions while the case is pending, as well as following the completion of the case.



**2. Term and Termination.**

**2.1. Term.**

This Agreement shall commence on the Effective Date and shall continue in full force and effect until **31 December 2024** unless terminated in accordance with this Section (such period, the "Term").

**2.2. Funding Contingency.**

Both Parties to this Agreement understand that the Agreement is subject to funding continuation by their respective elected officials, and if funding for either the Milwaukee County Medical Examiner's Office or Contractor's payment for cases performed by the Milwaukee County Medical Examiner's Office is withdrawn by such party's county board, this agreement may be terminated.

**2.3. Termination.**

Either party further reserves the right to terminate the Agreement at any time for any reason by giving the other party thirty (30) days written notice of such termination.

**2.4. Payment for Services Upon Termination.**

In the event of termination pursuant to this Section 2, Contractor shall pay Milwaukee County for all services on all cases examined up to the date of termination. Fees billed by outside agencies, laboratories and consultants on these cases remain the financial responsibility of the Contractor.

**3. Compensation & Payment.**

**3.1. Compensation.**

Contractor shall compensate Milwaukee County a total of \$1800 for each autopsy performed and \$900 for each external examination performed. These fees include all pathologist dissection, routine toxicology, photography, digital radiography, and routine histology services. Expert court testimony is not included in these fees. Milwaukee County provides expert testimony concerning any autopsy or external examination performed by the County at a rate of \$500 per hour. This fee applies to any conferences, liaison, pretrial conferences, criminal depositions, inquests, exhumations, and related travel time requested of Milwaukee County. All requests for professional services originating from the Contractor's County District Attorney's Office will be billed directly to that office for payment. All costs of disinterments shall be paid by the Contractor.

**3.2. Payment Terms.**

The Contractor will pay all invoices within 30 days of receipt. The County will submit invoices to the following recipient:

<b>Department Name:</b>	
<b>Division Name:</b>	
<b>County Contact Title:</b>	
<b>Department Address:</b>	
<b>Department Email:</b>	

**4. County Rights of Access and Audit.**

The Contractor, Lessee, or other party to the Agreement, its officers, directors, agents, partners and employees shall allow the County Audit Services Division and department contract administrators (collectively referred to as "Designated Personnel") and any other party the Designated Personnel may name, with or without notice, to audit, examine and make copies of any and all records of the Contractor, Lessee, or other party to the Agreement, related to the terms and performance of the Agreement for a period of up to three years following the date of last payment, the end date of this Agreement, or activity under this Agreement, whichever is later. Any subcontractors or other parties performing work on this Agreement will be bound by the same terms and responsibilities as the Contractor. All subcontracts or other agreements for work performed on this Agreement will include written notice that the subcontractors or other parties understand and will comply with the terms and responsibilities. The Contractor, Lessee, or other party to the Agreement, and any subcontractors understand and will abide by the requirements of Section 34.09 (Audit) and Section 34.095 (Investigations Concerning Fraud, Waste, and Abuse) of the Milwaukee County Code of Ordinances ("MCCO").

## **5. Non-Discriminatory Contracts.**

### **5.1. Compliance with MCCO §56.17(1a).**

In the performance of work or execution of this contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, age, sex, sexual orientation, gender identity and gender expression, disability, marital status, family status, lawful source of income, or status as a victim of domestic abuse, sexual assault or stalking, which shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeships. The contractor will post in conspicuous places, available for employment, notices to be provided by the county setting forth the provisions of the nondiscriminatory clause. A violation of this provision shall be sufficient cause for the County to terminate the contract without liability for the uncompleted portion or for any materials or services purchased or paid for by the contractor for use in completing the contract.

### **5.2. Compliance MCCO §56.17(1d).**

The Contractor agrees that it will strive to implement the principles of equal employment opportunities through an effective affirmative action program, and will so certify prior to the award of the contract, which program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment in all divisions of the contractor's workforce, where these groups may have been previously under-utilized and under-represented. The contractor also agrees that in the event of any dispute as to compliance with the aforesaid requirements, it shall be his/her responsibility to show that he/she has met all such requirements.

### **5.3. Violations.**

When a violation of the non-discrimination, equal opportunity or Affirmative Action provisions of this Section has been determined by County, Contractor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

If, after notice of a violation to Contractor, further violations of the Section are committed during the term of the Agreement, County may terminate the Agreement without liability for the uncompleted portion or any materials or services purchased or paid for by the Contractor for use in completing the Agreement, or it may permit Contractor to complete the Agreement, but, in either event, Contractor shall be ineligible to bid on any future contracts let by County.

**6. Indemnity; Limitation of Liability.**

To the fullest extent permitted by law, the Contractor shall indemnify and hold Milwaukee County harmless from and shall defend Milwaukee County against any and all losses, damages, claims, costs, penalties, liabilities, and expenses arising or incurred because of, incident to, or otherwise with respect of or arising from the performance of this Agreement, and the Contractor does hereby agree to indemnify and hold Milwaukee County harmless from any and all damages, loss, or liability of any kind, whatsoever, by reason of injury to any third person occasioned by any negligent act, error, or omission of Milwaukee County, its agents, employees, or other persons from whom Milwaukee County is legally liable, in rendering or failing to render services with regard to the performance of this Agreement. The Contractor will at its cost and expense defend and protect Milwaukee County against any and all such claims and demands. Each Party’s respective liabilities shall be limited by Wisconsin Statutes §345.05(3) for automobile and §893.80(3) for general liability.

**7. Insurance.**

**7.1 County’s Insurance**

Milwaukee County is a municipal body corporate that self-funds for liability under Wis. Stat. §§ 893.80 and 895.461(1), and for automobile liability under Wis. Stat. § 345.05. Milwaukee County is also permissibly self-insured under Wis. Stat. § 102.28(2)(b) for Workers' Compensation. This protection is applicable to Milwaukee County officers, employees and agents while acting within the scope of their employment or agency.

**7.2 Contractor’s Insurance**

The Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor’s employees and agents, shall rest with the Contractor. The Contractor may affect and maintain any insurance coverage, including, but not limited to, Worker’s Compensation, Employers Liability and General Contractual, Profession and Automobile Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker’s Compensation laws or other insurance provisions.

The Contractor shall provide evidence of the following coverages and minimum amounts:

Commercial General Liability Insurance including contractual coverage: The limits of this insurance for bodily injury and property damage combined shall be at least:

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products – Completed Operations Limit	\$2,000,000
Personal and Advertising injury Limit	\$1,000,000

Automobile Liability Insurance:

Should the performance of this Agreement involve the use of automobiles, Contractor shall provide comprehensive automobile insurance covering the ownership, operation and maintenance of all owned, non-owned and hired motor vehicles. Contractor shall maintain limits of at least \$1,000,000 per accident for bodily injury and property damage combined.

Workers' Compensation Insurance:

Such insurance shall provide coverage in amounts not less than the statutory requirements in the state where the work is performed, even if such coverages are elective in that state.

Employers Liability Insurance:

Such insurance shall provide limits of not less than \$100,000 per occurrence for bodily injury; \$100,000 per employee for bodily injury by disease, and \$500,000 policy aggregate.

It is understood and agreed that coverages that apply to the services inherent in this Contract will be extended for two (2) years after completion of all work contemplated in this project if coverage is written on a claims-made basis.

The Contractor shall certify and make available loss information from any Insurer as to any claims filed or pending against any and all professional liability coverages in effect for the past five (5) years, if requested.

The Contractor shall certify to inform the County of any claims filed for errors and omissions that may be covered under professional coverages pursuant to the work within ten (10) days of notice of the occurrence or claim filing, whichever is sooner.

Deviations and waivers may be requested in writing based on market conditions to the County Director of Risk Management. Approval shall be given in writing of any acceptable deviation or waiver to the Contractor prior to the Contractor effecting any change in conditions as contained in this section. Waivers shall not be unduly withheld nor denied without consultation with the Contractor.

It is understood that the Contractor will obtain information on the professional liability coverages of all subcontractors in the same form as specified above for review of the County.

**8. Force Majeure.**

Milwaukee County shall not be liable for failure to perform any duty or obligation where such failure has been occasioned by any act of God, fire, pandemic, war or terrorism, or any cause outside the reasonable control of the County.

**9. Notices.**

All notices with respect to this Agreement shall be in writing. Except as otherwise expressly provided in this Agreement, a notice shall be deemed duly given and received upon delivery, if delivered by hand or via e-mail, or three days after posting via US Mail, to the party addressed as follows:

To Contractor:

To County:



Jefferson County Medical Examiner  
ATTN: Medical Examiner  
Jefferson County Courthouse  
311 S. Center Ave., Room 114  
Jefferson, WI 53549  
ntesch@jeffersoncountywi.gov

Milwaukee County Medical Examiner  
ATTN: Medical Examiner  
933 West Highland Ave.  
Milwaukee, WI 53233  
wieslawa.tlomak@milwaukeecountywi.gov

*With a Copy to:*

Milwaukee County Corporation Counsel  
901 N. 9th Street, Room 303  
Milwaukee, WI 53233  
[Margaret.Daun@milwaukeecountywi.gov](mailto:Margaret.Daun@milwaukeecountywi.gov)

Either party may designate a new address for purposes of this Agreement by written notice to the other party.

#### **10. Public Records.**

The Parties understand that each is bound by the public records law, and as such, all the terms of this Agreement are subject to and conditioned on the provisions of Wis. Stat. § 19.21, et seq. Both Parties hereby agree to be obligated to assist the one another in retaining and timely producing records that are subject to the Wisconsin Public Records Law upon any statutory request having been made, and that any failure to do so shall constitute a material breach of this Agreement, whereupon the breaching Party shall then and in such event be obligated to indemnify, defend and hold the non-breaching Party harmless from liability under the Wisconsin Public Records Law occasioned by such breach. Records that are subject to the Wisconsin Public Records Law shall be maintained for a period of three years following the termination of this Agreement.

#### **11. Independent Contractor.**

Nothing contained in this Agreement shall constitute or be construed to create a partnership or joint venture between County or its successors or assigns and Contractor or its successors or assigns. In entering into this Agreement, and in acting in compliance herewith, County is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

#### **12. Electronic Documents Considered Writing.**

Any document properly transmitted by computer access will be considered a "writing" delivered in connection with this Agreement. Electronic documents will be considered signed by a Party if they contain an agreed-upon electronic identification symbol or code as required by law. Electronic documents will be deemed received by a Party when accessible by the recipient on the computer system.

#### **13. Choice of Law.**

This Agreement shall be governed, interpreted, construed, and enforced in accordance with the internal laws of the State of Wisconsin, without regard to its conflict of laws principles. Any litigation over the enforceability of the provisions herein or to enforce any rights hereunder shall be in state court with venue in Milwaukee County.

**14. Assignment Limitation, Subcontracts.**

This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

**15. Severability.**

If any part of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, it shall not affect the validity or enforceability of the remainder of this Agreement, unless the Agreement so construed fails to meet the essential business purposes of the Parties as manifested herein.

**16. Modification and Waiver.**

This Agreement may not be modified and none of its terms may be waived, except in writing and signed by authorized representatives of both Parties. To the extent that any term in any document, other than a writing signed by both Parties that expressly purports to amend this Agreement, is contrary to, or conflicts with this Agreement, the terms of this Agreement shall control. A waiver by a Party of any default shall not be deemed a waiver of a prior or subsequent default of the same or other provisions of this Agreement. The failure of a Party to enforce, or the delay by a Party in enforcing, any of its rights shall not be deemed a continuing waiver or a modification of this Agreement.

**17. Entire Agreement.**

This Agreement and all properly executed Statements of Work constitute the entire agreement between the Parties relating to the subject matter hereof, and supersede any and all prior agreements and negotiations, whether oral, written, or implied. No change, addition, or amendment shall be made except by written agreement signed by a duly authorized representative of each Party.

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

**Approving Increase in Passport Photo Fee and amending the 2024 budget**

Executive Summary

The Jefferson County Clerk's Office is a passport acceptance agent for the U.S. Department of State. As part of the passport services, the County Clerk's office also takes passport photos. Currently, Jefferson County charges \$12.00 for passport photos. Based upon the County Clerk's market review, Jefferson County's passport photo fees are lower than surrounding counties and businesses that provide this service. Based on the market data, the County Clerk proposes increasing the passport photo fee to \$15.00/photo. This will also help to offset the cost of equipment and staff time for providing this service.

This resolution authorizes the increase in passport photo fees from \$12.00 to \$15.00 in the 2024 Jefferson County Budget. The Finance Committee considered this resolution at its meeting on January 3, 2024, and recommended forwarding it to the County Board for approval.

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

WHEREAS, the Jefferson County Clerk's office currently provides passport photo services at a rate of \$12.00/photo, and

WHEREAS, amending the passport photo fee to \$15.00/photo will align Jefferson County's fee with the surrounding market and offset some of the costs of providing this service.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves the increase in passport photo fees from \$12.00 to \$15.00, and the Jefferson County 2024 budget is hereby amended to reflect the revised fee.

*Fiscal Note: The fiscal impact of this fee increase cannot be determined at this time and no corresponding expenditure accounts are being affected by this resolution. Therefore, amending budget line items is not necessary. However since the fee schedule is included in the County budget, this is a budget amendment and requires a two-thirds vote of the entire County Board of Supervisors (20 of 30 members).*

Referred by: Finance Committee

01-09-2024

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

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

**Accepting the Department of Children and Families Relative Caregiver Support Grant funding at the Human Services Department and amending the 2024 budget**

Executive Summary

Jefferson County Human Services was recently awarded a grant from the Department of Children and Families (DCF) to assist relative caregivers in obtaining benefits and services in 2024.

The County will receive a grant in the amount of \$9,550. This grant will allow the Department to:

- Provide concrete supports such as bus tokens, groceries, or assistance to school related fees; and
- Help caregivers obtain legal guardianship or adoption, create visitation plans, and consult on will and power of attorney questions; and
- Assist relative caregivers by eliminating other barriers by providing support groups, outreach materials, staffing assistance, childcare needs, and other trainings.

This resolution authorizes the acceptance of the grant funding of \$9,550 and amends the 2024 budget accordingly. On January 3, 2024, the Finance Committee reviewed the request from the Human Services Director and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, grant funding is available from the Department of Children and Families to assist relative caregivers in obtaining benefits and services.

NOW, THEREFORE, BE IT RESOLVED that the Department of Human Services is authorized to accept the Department of Children and Families grant funding in the amount of \$9,550 and the 2024 County Budget is amended accordingly.

*Fiscal Note: Please see the attached Budget Adjustment or Amendment Request form for the proposed adjustments to the 2024 budget. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).*

Referred By:  
Finance Committee

01-09-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

**JEFFERSON COUNTY  
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> c. Transfers between departments within a budgetary function of up to \$24,999.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input checked="" type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input checked="" type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Org	Object	Project	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65067000	421001	63113	State Aid	(9,550.00)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65067000	521212	63113	Legal	500.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65067000	555103	63113	Respite	500.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65067000	531355	63113	Client Costs	8,550.00
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

Description of Adjustment:  
Acceptance of Wisconsin Department of Children and Families Relative Caregiver Support Grant by Human Services  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_  
 County Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.  
 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.  
 3) Any items \$5,000 and above must be capitalized.

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

**Amending Personnel Ordinance section HR0120 Differences for Sworn, Non-Represented Law Enforcement Employees**

Executive Summary

This ordinance amendment revises the existing Personnel Ordinance HR0120 concerning sworn, non-represented law enforcement employees. The amendment proposes that all accrual benefits and compensatory time accrual, usage, and method of payment, such as overtime pay for working on holidays, will follow either the union labor contract or the personnel ordinance, depending on which provides a more favorable benefit for the non-represented, sworn employee. The Human Resources Committee considered this ordinance on January 3, 2024, and recommended forwarding to the County Board for approval.

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

WHEREAS, the current Personnel Ordinance HR0120 outlines specific provisions for sworn, non-represented law enforcement employees, and

WHEREAS, it is deemed necessary to amend these provisions to ensure that these employees receive the most beneficial terms regarding benefits and compensatory time accrual and usage.

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors that Section HR0120 of the Personnel Ordinance, Differences for Sworn, Non-represented Law Enforcement Employees be amended as follows:

Section 1:

**HR0120 DIFFERENCES FOR SWORN, NON-REPRESENTED LAW ENFORCEMENT EMPLOYEES**

- A. All sworn, non-represented law enforcement employees will be subject to the policies in the union labor contract as it relates to employee contribution to WRS and health insurance premium contributions.
- B. All sworn, non-represented law enforcement employees will be subject to the policies in the Personnel Ordinance, except where the union labor contract provides more favorable terms regarding the accrual, usage, and calculation of payment for vacation, sick, holiday, shift differentials, field training officer differential, hazardous pay, and uniform allowance. In such cases, the terms of the union labor contract shall apply. In addition, longevity pay and sick leave payout shall be converted into a Health Insurance benefit for retirees and shall be paid by the County to the Administrator of the Health Insurance Benefit Trust, with longevity being paid on the first business day after December 1<sup>st</sup> of each year and the sick leave payout being paid on the first pay period following the employee's retirement date.

- C. Sergeants will be subject to the policies in the labor union contract as it relates to the accrual and usage of compensatory time [am. ord. 2006-35, 2/14/06; am. ord. 2008-24, 11/10/08; am. ord. 2008-33, 01/13/09; 3/13/12, ord. 2011-31; Ord. No. 2018-17, 10/23/18]
- D. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5-hour shifts in 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. [am. ord. 2010-22, 12/14/10; 3/13/12, ord. 2011-31; am. ord 2012-21, 12/11/12]
- E. Notwithstanding any other provision of this ordinance, in the case of the promotion to Sergeant, such employee shall receive the rate of compensation into the next higher step that provides a minimum of a 5% increase above the top step of the Detective position. In no case will a pay adjustment allow an employee's pay to exceed the established range maximum for the Sergeant position. [cr. ord. 2014-25, 11/12/14]

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

*Fiscal Note: Amending this ordinance recognizes that accrued hours are part of the total hours budgeted per position and the fiscal impact will be determined based on manager's discretion to approve/deny requests to use accrued time which may require payment for overtime work due to employees using accruals or result in lost productivity. An increase in the calculation of pay has been included in the 2024 budget.*

Referred By:

Human Resources Committee

01-09-2024

REVIEWED: Corporation. Counsel: DHT ; Finance Director



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

**Creating a Pool of As-Needed Female Jail Support Officers  
and a Jail Deputy Intern Position in the Sheriff's Office**

**Executive Summary**

Jefferson County's Sheriff's Office currently faces challenges in maintaining a 24/7 presence of female deputies, crucial for specific duties required for female inmates. With only seven female deputies, of whom four are regularly assigned to the jail, the need for additional female staff is evident. The creation of a pool of as-needed Female Jail Support Officers and a Jail Deputy Intern position will provide the necessary support for tasks such as verifying urine collection and conducting strip searches, ensuring dignity and security for female inmates. This resolution aims to address this staffing need in the 2024 budget.

The resolution requesting the creation of a pool of As-Needed Female Jail Support Officers and a Jail Deputy Intern Position in the Sheriff's Office was reviewed by both the Finance Committee and the Human Resources Committee on January 3, 2024. Both committees recommended forwarding this resolution to the County Board to create a pool of As-Needed Female Jail Support Officers and a Jail Deputy Intern Position in the Sheriff's Office

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

WHEREAS there is a critical need for female staff in the Sheriff's Office to perform specific duties for female inmates; and

WHEREAS the current staffing of female deputies in the Sheriff's Office is insufficient to ensure 24/7 coverage for these duties.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board approves the recommendation to create a pool of as-needed Female Jail Support Officers and establish a Jail Deputy Intern position in the Sheriff's Office for the 2024 budget.

*Fiscal Note: The exact financial implications for salary and fringe benefits will be determined based on the number of positions hired and their respective salaries. However, it is anticipated that the wages for the new positions will be fully funded by the cost of vacant positions currently existing in the Sheriff's Department, therefore, no additional tax levy is required for these positions with a potential savings in salary and benefits. 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:  
Human Resources Committee

01-09-2024

REVIEWED: Corporation Counsel: DHT ; 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 December 21, 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  
R4506A-23, R4507A-23, AND R4508A-23**

**DATED THIS TWENTY-EIGHTH DAY OF DECEMBER 2023**

**Blane Poulson, Secretary**

**THE PRIOR MONTH'S AMENDMENTS, R4498A-23, R4499A-23, R4500A-23,  
R4501A-23, R4502A-23, R4503A-23, R4504A-23, AND R4505A-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 R4506A-23, R4507A-23 and R4508A-23 were referred to the Jefferson County Planning and Zoning Committee for public hearing on December 21, 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-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL**

Rezone part of PIN 008-0715-0211-001 (11.91 ac) to create a 3.6-ac farm consolidation lot around the home & buildings at **N7262 County Road D**, Town of Farmington. 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 and a septic easement, if necessary. R4506A-23 – R&W Ventures LLC

Rezone 2 ac of PIN 008-0715-3223-000 (40 ac) to create a new building site near **W4466 Hillview Ln** in the Town of Farmington in accordance with Sec 11.04(f)8 of the Jefferson County Zoning Ordinance. The rezoning will use the last available A-3 zone for the property, and therefore 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 on the lot, and approval and recording of a final certified survey map. R4507A-23 – Brandon & Rachel Thom/Paul Lukas & Kerry Furlong Property

Create a 4.522-ac farm consolidation lot at **W6232 US Highway 18**, Town of Jefferson from part of PIN 014-0614-0443-000 (19.49 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. The rezoning is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review, if necessary. R4508A-23 – Richard & Marlene Schroedl Trust:

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

01-09-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director 

**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. Carl Jaeger, Jr. to the Sheriff’s Civil Service Commission for a 5-year term ending January 1, 2029.

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

**APPOINTMENTS 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. Peter Killoran, to the Jefferson County Historical Sites Preservation Council to fill an unexpired term ending April 23, 2024

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

**APPOINTMENTS BY FAIR PARK COMMITTEE**

Pursuant to Jefferson County Ordinance 2023-17, the Jefferson County Fair Park Committee moves for confirmation of following appointments to the Jefferson County Fair Advisory Board:

3-year term (terms expiring on August 31, 2026)

- Brad Gefvert (Town of Oakland)
- Carie Pellmann (Town of Hebron)
- Heather Reu (Town of Cold Spring)
- Kevin Doherty (Town of Watertown)
- Kylene Anderson (Town of Jefferson)
- Ryan Isaacsen (Town of Palmyra)
- Tom Kohls (City of Watertown)

2 -year term (terms expiring on August 31, 2025)

- Curt Backlund (Town of Jefferson)
- Jessica Hansen (City of Fort Atkinson)
- Joy Brattlie (Town of Lake Mills)
- Kim Turner (Town of Aztalan)
- LaVern Georgson (Town of Oakland)
- Leah Mindemann (Town of Farmington)
- Lindsay Baneck (Town of Farmington)

1-year term (terms expiring on August 31, 2024)

- Angie Greving (Town of Sullivan)
- Gary Skalitzky (Town of Waterloo)
- Hope Oostdik (Town of Lake Mills)
- Jeremy Chwala (Town of Aztalan)
- Jim Schroeder (City of Jefferson)
- Robert Ganzow (Town of Jefferson)