

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY FEBRUARY 13, 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

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 – JANUARY 16, 2024**
7. **COMMUNICATIONS**
 - a. Notice of Public Hearing – Planning and Zoning – February 15, 2024 (Page 1)
 - b. Treasurer’s Monthly Report
 - c. Retirement Recognitions
8. **PUBLIC COMMENT (agenda items)**
9. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation of Level III Health Department Designation
 - b. Strategic Plan Update
 - c. Budget Amendment Update
10. **ANNUAL REPORTS**
 - a. County Board Meeting Fee Report 2022-2023 (Page 3)

Next County Board Meeting

Tuesday, March 12, 2024
7:00 p.m.

COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES

11. **EXECUTIVE COMMITTEE**
 - a. Memo: County Board Rules Update & Suspension of Board Rules for guidance votes (Page 11)
12. **FINANCE COMMITTEE**
 - a. Resolution – Denying Claim for damages by Peggy Kirk (Page 13)
 - b. Resolution – Amending the 2024 budget for the Emergency Management Department (Page 14)
13. **HUMAN RESOURCES COMMITTEE**
 - a. Ordinance – Amending Ordinance 2012-06, the Civil Service Ordinance, to change the promotional process used for promotions to Detective, Sergeant, Captain and Chief Deputy (Page 16)
 - b. Resolution – Creating a Pool of Seasonal, Limited Term Employment (LTE) Positions for Watercraft Inspection in the Land and Water Conservation Department (Page 28)

14. PARKS COMMITTEE

- a. Ordinance – Amending the Jefferson County Parks Ordinance Regarding Park & Trail Hours (Page 30)
- b. Resolution – Authorizing Motorized Recreation Grant Application to Fund the Jefferson County Snowmobile Trail Aid Program (Page 31)
- c. Resolution – Accepting bid for the Construction and Installation of a Recreation Bridge on Interurban Trail Phase III (Page 32)
- d. Resolution – Authorizing Amended and Restated Memorandum of Agreement between Jefferson County and Groundswell Conservancy, Inc. and amending the 2024 Parks Department Budget (Page 34)

PLANNING AND ZONING COMMITTEE

- a. Report (Page 41)
- b. Ordinance – Amending Official Zoning Map (Page 42)

14. APPOINTMENTS BY COUNTY BOARD CHAIR

- a. Kim McDarison, Media Representative, to the to the Local Emergency Planning Committee (LEPC) for an indeterminate term (Page 44)

15. PUBLIC COMMENT (General)

16. ANNOUNCEMENTS

17. ADJOURN

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, February 15, 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: February 15, 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=eHZRbHZXWXhlUnlKdkhtOXhoTmtNZz09>

After registering, you will receive a confirmation email containing information about joining the meeting.

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda
5. Explanation of Public Hearing Process by Committee Chair
6. Public Hearing

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, February 15, 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 FEBRUARY 26, 2024
DECISIONS ON THE REZONINGS WILL BE MADE ON MARCH 12, 2024

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

R4518A-24 – William S Ehrke Trust: Create a 1-ac A-3 residential building site from part of PIN 022-0613-1434-000 (50.711 Ac) located off **Ehrke Road** in the Town of Oakland. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4519A-24 – Adam I Adsit: Create an approximate 2.3-ac A-3 residential building site from part of PIN 024-0516-3532-002 (32.44 Ac) located at **N231/N299 Tamarack Rd** in the Town of Palmyra. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

FROM I TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

R4520A-24 – John K & M Michelle Mehring: Create (1) 1.1-ac and (2) 1.5-ac A-3 residential building sites from part of PIN 024-0516-3342-001 (18.46 Ac) located at **N252/N254 County Road H** in the Town of Palmyra. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATIONS

CU2117-24 – Keegan T/Sarah M Wedl: Conditional use for storage of contractor's equipment in an A-2 zone on PIN 002-0714-3311-002 (1.314 Ac) located at **N5201 Popp Rd** in the Town of Aztalan. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

CU2118-24 – KF Pellatt LLC: Conditional use to allow for a construction contracting business in a Business zone on PIN 016-0514-1043-026 located at **N1806 US Highway 12** in the Town of Koshkonong. This is in accordance with Sec. 11.04(f)3 of the Jefferson County Zoning Ordinance.

CU2119-24 – Teresa Peterson: Conditional use for a conditional home occupation for the sale of plants in an A-3 zone on PIN 030-0813-2823-002 (4.00 Ac) located at **W8889 Stoney Brook Rd** in the Town of Waterloo. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

7. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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

A digital recording of the meeting will be available in the Zoning Department upon request.

Yearly Summary Report

02/07/2024

Name	Salary	Per Diem	Other Expenses	Total	Grand Total
BACKLUND, CURTIS					
6 Broadband Working Group		390.00	6.56	396.56	
10 Building and Grounds Committee		650.00	37.38	687.38	
9 County Board	1,320.00	585.00	40.00	1,945.00	
10 Highway Committee		650.00	34.76	684.76	
1 Joint Committee Chair & Department Head		65.00		65.00	
					<u>3,778.70</u>
BRAUGHLER, JAMES					
10 Building and Grounds Committee		650.00	209.60	859.60	
13 County Board	1,320.00	845.00	272.48	2,437.48	
7 Education Session		455.00		455.00	
9 Human Resources Committee		585.00	146.72	731.72	
1 Joint Committee Chair & Department Head		65.00		65.00	
3 Joint Meeting		195.00	62.88	257.88	
10 PACE		650.00		650.00	
2 Seminar / Convention		130.00	96.29	226.29	
					<u>5,682.97</u>
CALLAN, JOAN					
13 County Board	1,320.00	845.00	78.64	2,243.64	
6 Historic Sites Preservation Council		390.00	37.36	427.36	
1 Joint Meeting		65.00	5.90	70.90	
11 Parks Committee		715.00	60.96	775.96	
4 Seminar / Convention		260.00	60.92	320.92	
6 Solid Waste Committee		390.00	37.36	427.36	
					<u>4,266.14</u>
CHRISTENSEN, WALTER					
13 County Board	1,320.00	845.00	196.56	2,361.56	
15 Finance Committee		975.00	212.94	1,187.94	
1 Joint Committee Chair & Department Head		65.00	16.38	81.38	
2 Joint Meeting		130.00	32.76	162.76	
11 Land & Water Conservation Committee		715.00	131.04	846.04	
11 Parks Committee		715.00	180.18	895.18	
2 Seminar / Convention		130.00		130.00	
					<u>5,664.86</u>
DEGNER, BRUCE					
12 County Board	1,320.00	780.00	338.04	2,438.04	
2 Economic Development Consortium		130.00	56.34	186.34	
10 Highway Committee		650.00	281.70	931.70	
4 Local Emergency Planning Committee (LEPC)		260.00	112.68	372.68	
4 Seminar / Convention		260.00	43.89	303.89	
					<u>4,232.65</u>

Yearly Summary Report

02/07/2024

Name	Salary	Per Diem	Other Expenses	Total	Grand Total
DRAYNA, DAVID					
13 County Board	1,320.00	845.00		2,165.00	
16 Fair Park Committee		1,040.00		1,040.00	
16 Finance Committee		1,040.00		1,040.00	
1 Joint Meeting		65.00		65.00	
9 Law Enforcement/ Emergency Management Committee		585.00		585.00	
3 Seminar / Convention		195.00		195.00	
					5,090.00
FITZGERALD, JOAN					
4 Broadband Working Group		260.00	36.04	296.04	
12 County Board	1,320.00	780.00	82.56	2,182.56	
11 Executive Committee		715.00	97.64	812.64	
8 Human Resources Committee		520.00	70.12	590.12	
3 Joint Meeting		195.00	17.04	212.04	
6 Seminar / Convention		390.00	158.52	548.52	
					4,641.92
FOELKER, MATTHEW					
5 Broadband Working Group		325.00	65.50	390.50	
11 County Board	1,320.00	715.00	144.10	2,179.10	
4 Erosion Control and Stormwater Management Work Group		260.00	52.40	312.40	
11 Land & Water Conservation Committee		715.00	144.10	859.10	
31 Planning & Zoning Committee		2,015.00	406.10	2,421.10	
11 University Extension Education Committee		715.00	144.10	859.10	
					7,021.30
GROOSE, MARK					
13 County Board	1,320.00	845.00	323.57	2,488.57	
4 Economic Development Consortium		260.00	99.56	359.56	
18 Fair Park Committee		1,170.00	448.02	1,618.02	
10 Highway Committee		650.00	248.90	898.90	
5 Joint Meeting		325.00	99.56	424.56	
3 Solid Waste Committee		195.00	74.67	269.67	
					6,059.28
GULIG, ANTHONY					
8 Bridges Federated Library System Board		520.00		520.00	
12 County Board	1,320.00	780.00	125.76	2,225.76	
5 Historic Sites Preservation Council		325.00	10.48	335.48	
2 Jefferson County Library Board		130.00	0.66	130.66	
11 Parks Committee		715.00	104.80	819.80	
					4,031.70
HERBST, DANIEL					
12 County Board	1,320.00	780.00	208.29	2,308.29	
11 Land & Water Conservation Committee		715.00	167.68	882.68	
11 University Extension Education Committee		715.00	146.72	861.72	
					4,052.69

Yearly Summary Report

02/07/2024

Name	Salary	Per Diem	Other Expenses	Total	Grand Total
JAECKEL, GEORGE					
12 County Board	1,320.00	780.00	100.26	2,200.26	
2 Erosion Control and Stormwater Management Work Group		130.00	9.83	139.83	
15 Finance Committee		975.00	129.10	1,104.10	
11 Highway Committee		715.00	96.34	811.34	
1 Joint Committee Chair & Department Head		65.00	5.90	70.90	
4 Joint Meeting		260.00	9.83	269.83	
32 Planning & Zoning Committee		2,080.00	267.37	2,347.37	
1 Seminar / Convention		65.00		65.00	
					7,008.63
JOHNS, JEFFREY					
6 Broadband Working Group		390.00	47.16	437.16	
10 County Board	1,320.00	650.00	78.60	2,048.60	
10 Parks Committee		650.00	78.60	728.60	
2 Seminar / Convention		130.00	15.72	145.72	
6 Solid Waste Committee		390.00	86.46	476.46	
					3,836.54
JONES, RICHARD					
3 Broadband Working Group		195.00	78.60	273.60	
13 County Board	1,320.00	845.00	183.40	2,348.40	
4 Education Session		260.00	91.70	351.70	
16 Finance Committee		1,040.00	366.80	1,406.80	
13 Human Services Board		845.00	281.65	1,126.65	
1 Joint Committee Chair & Department Head		65.00	26.20	91.20	
1 Joint Meeting		65.00	26.20	91.20	
2 LLDF		130.00	52.40	182.40	
5 Seminar / Convention		325.00	117.90	442.90	
					6,314.85
KANNARD, JOHN					
4 Blue Spring Lake Management District		260.00	7.20	267.20	
13 County Board	1,320.00	845.00	272.48	2,437.48	
7 Home Consortium Board		455.00	41.26	496.26	
5 Lower Spring Lake Protection & Rehabilitation District		325.00	34.06	359.06	
12 University Extension Education Committee		780.00	230.56	1,010.56	
12 Wisconsin River Rail Transit Commission		780.00	724.60	1,504.60	
					6,075.16
KUTZ, RUSSELL					
13 County Board	1,320.00	845.00	13.12	2,178.12	
15 Finance Committee		975.00	11.08	986.08	
8 Home Consortium Board		520.00		520.00	
13 Human Services Board		845.00	20.96	865.96	
1 Joint Meeting		65.00		65.00	
3 Marsh Country Health Alliance Commission Board		195.00	42.58	237.58	
5 Seminar / Convention		325.00	43.82	368.82	
					5,221.56

Yearly Summary Report

02/07/2024

Name	Salary	Per Diem	Other Expenses	Total	Grand Total
LINDL, ROGER					
10 Building and Grounds Committee		650.00	163.80	813.80	
11 County Board	1,320.00	715.00	180.18	2,215.18	
13 Fair Park Committee		845.00	212.94	1,057.94	
11 Highway Committee		715.00	180.18	895.18	
3 Seminar / Convention		195.00	16.38	211.38	
					5,193.48
LUND, KIRK					
14 Community Action Coalition for South Central WI		910.00	68.76	978.76	
13 County Board	1,320.00	845.00	129.69	2,294.69	
13 Human Services Board		845.00	146.72	991.72	
2 Joint Meeting		130.00	18.34	148.34	
1 Seminar / Convention		65.00	18.34	83.34	
					4,496.85
MARTIN, ANITA					
13 County Board	1,320.00	845.00	136.24	2,301.24	
6 Historic Sites Preservation Council		390.00	62.88	452.88	
1 Joint Meeting		65.00	10.48	75.48	
3 Seminar / Convention		195.00	31.44	226.44	
5 Solid Waste Committee		325.00	52.40	377.40	
4 Traffic Safety Commission		260.00	41.92	301.92	
3 Wisconsin Counties Utility Tax Association		195.00	10.48	205.48	
					3,940.84
MORRIS, DWAYNE					
4 Community Justice Collaborating Council (CJCC)		260.00	20.96	280.96	
9 County Board	1,320.00	585.00	188.64	2,093.64	
1 Joint Meeting		65.00		65.00	
8 Law Enforcement/ Emergency Management Committee		520.00	146.72	666.72	
10 University Extension Education Committee		650.00	188.64	838.64	
					3,944.96
NASS, STEVEN					
4 Board of Health		260.00	62.88	322.88	
13 County Board	6,600.00	845.00	204.36	7,649.36	
1 Education Session		65.00	14.41	79.41	
13 Executive Committee		845.00	172.92	1,017.92	
6 Intercounty Coordinating Committee (ICC)		390.00	677.27	1,067.27	
1 Joint Committee Chair & Department Head		65.00	15.72	80.72	
4 Joint Meeting		260.00	15.72	275.72	
1 Madison Area Technical College		65.00	36.06	101.06	
33 Planning & Zoning Committee		2,145.00	518.76	2,663.76	
1 Waukesha County Technical College		65.00	53.71	118.71	
1 Zoning Board of Adjustment		65.00	15.72	80.72	
					13,457.53

Yearly Summary Report

02/07/2024

Name	Salary	Per Diem	Other Expenses	Total	Grand Total
POULSON, BLANE					
13 County Board	1,320.00	845.00	289.51	2,454.51	
1 Education Session		65.00	22.27	87.27	
1 Erosion Control and Stormwater Management Work Group		65.00	22.27	87.27	
10 Executive Committee		650.00	222.70	872.70	
18 Fair Park Committee		1,170.00	378.59	1,548.59	
4 Joint Meeting		260.00	66.81	326.81	
28 Planning & Zoning Committee		1,820.00	623.56	2,443.56	
4 Seminar / Convention		260.00	134.93	394.93	
					8,215.64
PREUSS, ROBERT					
6 Broadband Working Group		390.00	121.20	511.20	
10 Building and Grounds Committee		650.00	242.40	892.40	
13 County Board	1,320.00	845.00	290.88	2,455.88	
1 Joint Meeting		65.00	24.24	89.24	
3 Seminar / Convention		195.00	30.79	225.79	
6 Solid Waste Committee		390.00	145.44	535.44	
					4,709.95
RICHARDSON, CASSANDRA					
13 County Board	1,320.00	845.00	128.38	2,293.38	
3 Erosion Control and Stormwater Management Work Group		195.00	55.02	250.02	
1 Joint Meeting		65.00		65.00	
10 Land & Water Conservation Committee		650.00	91.70	741.70	
9 Parks Committee		585.00	91.70	676.70	
28 Planning & Zoning Committee		1,820.00	458.50	2,278.50	
					6,305.30
ROBERTS, MARY					
9 Aging & Disability Resource Center Advisory Committee		585.00	57.64	642.64	
10 Building and Grounds Committee		650.00	72.05	722.05	
11 County Board	1,320.00	715.00	86.46	2,121.46	
6 Law Enforcement/ Emergency Management Committee		390.00	43.23	433.23	
2 Nutrition Project Council		130.00	28.82	158.82	
11 University Extension Education Committee		715.00	43.23	758.23	
3 Wisconsin River Rail Transit Commission		195.00	61.68	256.68	
					5,093.11
SMITH, JEFFERY					
13 County Board	1,320.00	845.00	124.50	2,289.50	
7 Home Consortium Board		455.00		455.00	
5 Seminar / Convention		325.00	31.45	356.45	
12 Wisconsin River Rail Transit Commission		780.00	632.08	1,412.08	
					4,513.03

Yearly Summary Report

02/07/2024

Name	Salary	Per Diem	Other Expenses	Total	Grand Total
TURVILLE-HEITZ, MARGARET					
4 Board of Health		260.00	17.69	277.69	
12 County Board	1,320.00	780.00	123.83	2,223.83	
7 Human Resources Committee		455.00	53.07	508.07	
2 Joint Meeting		130.00	36.68	166.68	
7 Lake Ripley Management District		455.00	59.64	514.64	
10 Land & Water Conservation Committee		650.00	53.07	703.07	
4 Seminar / Convention		260.00	148.69	408.69	
					4,802.67
WHITE, BRANDON					
12 County Board	1,320.00	780.00	31.44	2,131.44	
10 Executive Committee		650.00	26.20	676.20	
12 Fair Park Committee		780.00	31.44	811.44	
6 Joint Meeting		390.00	13.10	403.10	
7 Law Enforcement/ Emergency Management Committee		455.00	18.34	473.34	
1 Veterans Service Commission		65.00	2.62	67.62	
					4,563.14
WINEKE, MICHAEL					
12 Aging & Disability Resource Center Advisory Committee		780.00	251.52	1,031.52	
13 County Board	1,320.00	845.00	246.28	2,411.28	
1 Education Session		65.00		65.00	
11 Executive Committee		715.00	226.63	941.63	
7 Human Resources Committee		455.00	125.76	580.76	
13 Human Services Board		845.00	251.52	1,096.52	
1 Joint Committee Chair & Department Head		65.00		65.00	
18 Joint Meeting		1,170.00	61.57	1,231.57	
4 Seminar / Convention		260.00	102.18	362.18	
					7,785.46
ZARLING, KARL					
13 County Board	1,320.00	845.00	272.48	2,437.48	
9 Economic Development Consortium		585.00	200.43	785.43	
1 Education Session		65.00		65.00	
10 Human Resources Committee		650.00	125.76	775.76	
1 Joint Meeting		65.00	20.96	85.96	
8 Law Enforcement/ Emergency Management Committee		520.00	167.68	687.68	
2 Seminar / Convention		130.00	41.92	171.92	
					5,009.23
Board Members' Totals:					
	1,525	44,880.00	99,125.00	21,005.14	165,010.14
BAHNER, KATHLEEN					
6 Wisconsin River Rail Transit Commission		390.00	356.08	746.08	
					746.08
BEAVER, BARBARA					
1 Jefferson County Library Board		65.00	11.79	76.79	
					76.79
BIERMEIER, ART					
2 Jefferson County Library Board		130.00	45.85	175.85	
					175.85

Yearly Summary Report

02/07/2024

Name	Salary	Per Diem	Other Expenses	Total	Grand Total
BULL, BONNIE					
1 Nutrition Project Council		65.00		65.00	
					65.00
BURLINGHAM, MARGARET					
3 Erosion Control and Stormwater Management Work Group		195.00	72.72	267.72	
1 Joint Meeting		65.00		65.00	
11 Land & Water Conservation Committee		715.00	242.40	957.40	
					1,290.12
DELZER, DONALD					
4 Traffic Safety Commission		260.00	39.32	299.32	
					299.32
DIESTELMANN, CYNTHIA					
3 Board of Canvass		195.00	43.23	238.23	
					238.23
DIXON, MARY					
12 Aging & Disability Resource Center Advisory Committee		780.00		780.00	
					780.00
FULLER, FRANKIE					
6 Aging & Disability Resource Center Advisory Committee		390.00		390.00	
2 Nutrition Project Council		130.00		130.00	
					520.00
GAUGERT, WILLIAM					
4 Sheriff's Civil Service Commission		260.00	73.36	333.36	
					333.36
HAFERMAN, JERRY					
4 Fair Park Committee		260.00	113.96	373.96	
					373.96
HALL-KIND, DEBRA					
17 Fair Park Committee		1,105.00	254.79	1,359.79	
					1,359.79
JAECKEL, DANIEL					
1 Zoning Board of Adjustment		65.00	7.86	72.86	
					72.86
JAEGER, CARL					
7 Sheriff's Civil Service Commission		455.00	210.91	665.91	
					665.91
LARSON, JOANNE					
1 Seminar / Convention		65.00	185.06	250.06	
9 Zoning Board of Adjustment		585.00	148.64	733.64	
					983.70
MIRK, ALICE					
8 Human Services Board		520.00	117.90	637.90	
					637.90

Yearly Summary Report

02/07/2024

Name	Salary	Per Diem	Other Expenses	Total	Grand Total
O'NEIL, CAROL					
10 Aging & Disability Resource Center Advisory Committee		650.00	52.40	702.40	
2 Nutrition Project Council		130.00	13.10	143.10	
					845.50
PURCELL, KEVIN					
6 Sheriff's Civil Service Commission		390.00	47.16	437.16	
					437.16
RACANELLI, EUGENIO					
11 Human Services Board		715.00		715.00	
1 Seminar / Convention		65.00	52.29	117.29	
					832.29
SAYRE-HOEFT, JANET					
12 Aging & Disability Resource Center Advisory Committee		780.00	57.68	837.68	
11 Zoning Board of Adjustment		715.00	119.88	834.88	
					1,672.56
SCHMITT, BARBARA					
4 Nutrition Project Council		260.00	47.16	307.16	
					307.16
SCHULZ, LARAE					
9 Aging & Disability Resource Center Advisory Committee		585.00		585.00	
					585.00
SPANGLER, CHRISTINE					
8 Sheriff's Civil Service Commission		520.00	73.36	593.36	
					593.36
UNTZ, ROBIN					
5 Historic Sites Preservation Council		325.00	73.36	398.36	
					398.36
WEIS, DALE					
10 Zoning Board of Adjustment		650.00	161.02	811.02	
					811.02
WILLIAMS, DONALD					
2 Board of Health		130.00	5.24	135.24	
1 Joint Meeting		65.00	2.62	67.62	
					202.86
Non Board Members' Totals:					
	195	12,675.00	2,629.14	15,304.14	
Total of Totals:					
	1,720	44,880.00	111,800.00	23,634.28	180,314.28

MEMORANDUM

TO: Jefferson County Board of Supervisors
FROM: Executive Committee
RE: County Board Rules
DATE: February 7, 2023

The Executive Committee again discussed the proposed changes to the County Board Rules at its meeting on January 31, 2024. This memo serves as an update on the status of those discussions.

At the January 31, 2024 meeting, the Executive Committee unanimously voted to recommend striking the language in the Finance Committee section regarding the allocation of proceeds from the sale of county farmland from the County Board Rules entirely. Instead of including the language in the County Board Rules, the Executive Committee referred the farmland preservation/PACE program funding issue to the Land and Water Conservation Committee and the Finance Committee to have a substantive policy discussion and create a standalone joint resolution. Once drafted, that resolution will be referred to the Executive Committee for review and approval before coming before the full County Board for action.

As such, the proposed County Board Rules which will be brought before the Board at its March meeting will no longer contain following 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 from the acquisition of conservation easements to protect farmland.”

Several other proposed amendments continue to be discussed at the Executive Committee level. Because the County Board Rules govern the whole body and impact day-to-day operations, the Executive Committee would like to conduct a straw poll of the Board on a few of the outstanding issues. A straw poll is an informal, non-binding vote used to gauge the temperature of the Board on a particular issue in an effort to draft policy which represents the will of the majority.

At the February 13, 2024, County Board meeting, the Executive Committee will move to suspend the rules to allow for informal, straw polling of all County Board Supervisors on the following issues:

- 1) Do you support including the following language in the County Board Rules:

Limit on Simultaneous Positions. Except when necessary on a temporary basis, supervisors may serve as Chair of only two of the thirteen standing committees at a time. Serving as Chair of two standing committees does not preclude a supervisor from standing for election for Chair of a third standing committee, however if that supervisor is elected Chair of the third committee he or she must resign the Chairmanship of one of the prior committees before that committee’s next meeting.

The Executive Committee voted in support of this provision at its last meeting.

- 2) Do you support including the following language in the County Board Rules:

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.

The Executive Committee did not take any action on this provision at its last meeting.

- 3) A Supervisor has proposed amending the County Board Rules to require audio and/or video recording of committee meetings. Prior to staff expending time and resources researching the logistics and legal retention requirements of this proposal, please answer the following:

- a) Do you support an amendment to the County Board Rules which requires committee meetings to be audio and/or video recorded?
- b) If audio and/or video recording is required, should recording be limited to Finance and Executive Committee meetings at this time?

The Executive Committee did not take any action on this matter at its last meeting.

- 4) Generally, matters come before the County Board following a recommendation from one or more of the various committees. The current rules contain an alternate procedure which allows five (5) supervisors to sponsor action. However, the logistics of that process are unclear. The Executive Committee recommends clarifying an alternative procedure for placing matters on committee and County Board agendas.

- a) Do you support adding a provision that allows a group of five (5) County Board Supervisors to refer an item to the County Board Chair for committee assignment if the respective Committee Chair is unwilling to place the item on the Committee's agenda?
- b) Do you support adding a provision that allows a group of ten (10) County Board Supervisors to co-sponsor action to bring it before the County Board if the relevant committee takes no action or takes adverse action on the matter?

It is important to note that the results of the straw polling are not binding on the Executive Committee. Similarly, they do not bind the individual Supervisors to a particular position when this matter comes before the Board for action.

It is anticipated that the Executive Committee will consider the results of this straw polling when it discusses and approves recommended proposed County Board Rules at its meeting on February 28, 2024. The Executive Committee's recommendations will come before the County Board at its March meeting for discussion and action.

RESOLUTION NO. 2023-_____

Denying Claim for damages by Peggy Kirk

Executive Summary

A claim has been made against Jefferson County for damages. The claim has been reviewed by the County's insurance carrier, WMMIC, and was recommended for disallowance based on the finding that the County has no liability for this claim and is not legally responsible for the alleged damages. This resolution formally denies the claim filed against Jefferson County and directs the Corporation Counsel to give the claimant notice of disallowance. The Finance Committee considered this resolution on February 7, 2024, and recommended forwarding to the County Board for approval.

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

WHEREAS, the following claim was filed against Jefferson County as follows:

<u>Claimant</u>	<u>Date of Loss</u>	<u>Claim Filed</u>	<u>Description</u>	<u>Alleged Damages</u>
Peggy Kirk	01/16/2024	01/17/2024	Peggy Kirk alleges damages to the windshield of her vehicle when it was allegedly struck by an ice chunk that fell from an overpass on Highway X where a Jefferson County plow was plowing.	\$1,128.85

WHEREAS, said damages are alleged to be the result of negligence of Jefferson County, its agents, officials, officers or employees, and

WHEREAS, Jefferson County's insurance carrier, Wisconsin Municipal Mutual Insurance Company, recommends disallowance of the claim on the basis that the County is not legally responsible for the alleged damages.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby disallows said claim and directs the Corporation Counsel to give the claimant notice of disallowance.

Fiscal Note: This matter has been referred to Wisconsin Municipal Mutual Insurance Company (WMMIC) and will be resolved in accordance with the terms of the County's policy.

Referred By:
Finance Committee

02-13-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:



RESOLUTION NO. 2023-_____

Amending the 2024 budget for the Emergency Management Department

Executive Summary

In order for Jefferson County and its municipalities to receive grants for emergency management, Jefferson County must submit a Natural Hazards Mitigation Plan to the State of Wisconsin every five years. The County contracts with Civi Tek Consulting to complete its plan at a cost of \$28,000. Jefferson County receives \$21,000 of Emergency Management Planning Grant dollars for this service.

The Emergency Management Department currently has \$4,000 budgeted for this study in 2024. The department is seeking approval for acceptance of these grant dollars in the amount of \$21,000 and wishes to increase the 2024 budgeted expenditures by \$21,000 and reclassify \$3,000 of other expenses previously budgeted to accommodate the cost of this study.

On January 3, 2024, the Finance Committee reviewed the request from the Interim Emergency Management Director and recommended forwarding this resolution to the County Board to accept the grant funding of \$21,000 and reclassification of other expenses as detailed on the attached Budget Amendment Form and create a budget amendment for 2024.

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

WHEREAS, Jefferson County must submit an updated Natural Hazards Mitigation Plan to the State of Wisconsin in 2024, and

WHEREAS, grant funding is available from the State of Wisconsin to assist Jefferson County with the cost of an updated Natural Hazards Mitigation Plan, and

NOW, THEREFORE, BE IT RESOLVED that the Emergency Management Department is authorized to accept grant funding in the amount of \$21,000 and the 2024 County Budget is amended according to the attached Budget Amendment Form.

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

02-13-2024

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 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	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12001.421001	State Aid	21,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12001.521219	Other professional services	24,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12001.531312	Office supplies	100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12001.531348	Educational	150
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12001.532355	Meals	300
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12001.532350	Training materials	1,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12001.533237	Cable	450
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12001.535349	Other supplies	1,000

Description of Adjustment:

Through EMPG we must submit a Natural Hazards Mitigation Plan. The plan is required for municipalities or the county to apply for grants. The plan is updated every 5 years. The update is done through CiviTek and the cost is \$28,000. The State will reimburse EM \$21,000. EM has \$4,000 in the 2024 budget for the grant, and we propose to make up the difference by reducing our fair and supplies budget since we did acquire some supplies stored offsite. These supplies along with our EPCRA budget will get us through 2024. We also eliminated one cable bill at UW Extension so I reduced the EMPG portion by 1/2. We will not request reimbursement for meals that exceed the EPCRA budget.

Department Head Signature Tracy Neuhauser Date 12/21/2023

County Administrator Signature _____ Date _____

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

ORDINANCE NO. 2023-_____

Amending Ordinance 2012-06, the Civil Service Ordinance, to change the promotional process used for promotions to Detective, Sergeant, Captain and Chief Deputy

Executive Summary

The Sheriff's Office has been utilizing a commercial written exam, since 2021, through Stanard & Associates, Inc., for the promotional processes for the positions of Detective, Sergeant, Captain and Chief Deputy. All of the exam questions are created through approximately 2000+ pages of source materials. Much of this material is theoretical and in the case of the Sergeant and Captain exams, not specific to any job duties. The material is also not specific to Jefferson County Sheriff's Office or Wisconsin. In an effort to align the promotional process with the specific needs of the Jefferson County Sheriff's Department, the following amendments to the Civil Service Ordinance are proposed:

1. Changing the initial step of the promotional process from the written examination to an oral examination conducted by four to five person Law Enforcement Supervisory Panel.
2. Adjusting the weights of the steps in the promotional process on the scoring matrix to account for the Law Enforcement Supervisory Panel oral examination and Chief Deputy and/or Sheriff interviews.
3. Opening candidate selection for the Captain promotional process to individuals outside of Jefferson County Sheriff's Office personnel in the event that no eligible candidates within the Sheriff's Office are qualified.
4. Adding the requirement for candidates to have a high school diploma or its equivalent.

On February 8, 2024, the Civil Service Commission and the Human Resources Committee reviewed the proposed amendments to the Civil Service Ordinance and both recommended forwarding to the County Board for approval. Pursuant to Wis. Stat. §59.26(8)(d), amendments to the Civil Service Ordinance require an affirmative vote of three-fourths of the members-elect of the County Board.

NOW THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors that the Civil Service Ordinance, is amended as follows:

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

SECTION 2. COMMISSION.

- A. There is hereby established a County Civil Service Commission with the duties, functions and authority set forth in sec. 59.26 and Chapter 63 of the Wisconsin Statutes.
- B. Such Commission shall consist of five (5) members, all of whom shall be legal residents of Jefferson County. Appointments shall be made on the basis of recognized and demonstrated interest in, and knowledge of the problems of civil service. No person holding any elected or appointed public position or office of any sort in Jefferson County government shall be appointed thereon.
- C. The Jefferson County Administrator shall appoint members of the Commission, subject to confirmation by the County Board. The office of a commissioner shall be deemed vacant upon the happening of any of the following events:
 - 1. Death of the incumbent.
 - 2. Resignation of the incumbent in writing.
 - 3. Removal of the incumbent by the County Board.
 - 4. Ceasing to be a resident of Jefferson County.
- D. In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator shall appoint one member of such Commission to hold office for the term of five (5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified. Appointment to vacant positions shall be for the remainder of the original term.
- E. Each member of the Commission shall take and file the official oath.
- F. Each member of the Commission shall receive such compensation as the County Board shall determine.
- G. The Commission shall organize and elect a chairperson whose term of office shall be one (1) year and shall elect a secretary whose term of office shall be one (1) year. Such chairperson and secretary shall serve until election of a successor. The secretary shall cause the minutes of the proceedings of the Commission to be preserved in a proper record book.
- H. Nothing herein shall be construed as to affect the appointment or terms of the present commissioners.

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

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

SECTION 4. RECRUITMENT.

- A. The following classifications are created within the Jefferson County Sheriff's Office: Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriffs, which include Patrol Deputy and Jail Deputy.
- B. In addition to requirements under Section 6, Promotions, with the exception of Jail Deputy, no person shall be eligible to apply for or be appointed to the positions covered by this ordinance, unless:
 - 1. The applicant is a citizen of the United States.
 - 2. Applicant must have a high school diploma or its equivalent. It is preferred that the applicant has a minimum of sixty (60) college credits or has three (3) years of experience as a paid full-time law enforcement officer (civilian or military). The Jefferson County Sheriff's Office will utilize the Wisconsin Law Enforcement Standards Board hiring practice which allows applicants to obtain their sixty (60) college credits within five (5) years of employment. Applicants hired with fewer than sixty (60) college credits must obtain sixty (60) college credits within five (5) years, or they will no longer be eligible to serve as a Wisconsin law enforcement officer due to not meeting the minimum requirements of the Wisconsin Law Enforcement Standards Board, and therefore unqualified for continued employment as a Jefferson County Deputy Sheriff.
 - 3. Persons employed in the classifications subject to this ordinance shall meet the training standards set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board as a Wisconsin Certified Law Enforcement officer within 12 months of employment unless a waiver is granted by the Wisconsin Law Enforcement Standards Training Board.
 - 4. The applicant is at least eighteen (18) years of age.
 - 5. There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position. In addition, all new hire Patrol Deputy Sheriff applicants shall be required to pass the entrance standards for the Wisconsin Physical Readiness Testing. See Addendum A.
 - 6. The applicant shall not have been convicted at any time or any place of a felony,

unless the judgment or conviction has been reversed or a complete pardon has been granted.

7. Have no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.

8. Have no substantiated allegations of sexual abuse in a confinement facility; have no convictions of engaging or attempting to engage in nonconsensual sexual activity in the community; and have not been civilly or administratively adjudicated to have engaged in activity described above as per 28 C.F.R § Part 115.17 of the Prison Rape Elimination Act of 2003 in 42 U.S.C.A. §15601

C. The applicant must possess a valid Wisconsin driver's license at the time of appointment of Deputy Sheriff positions. All candidates for the position of Deputy Sheriff shall file a written application with the Jefferson County Human Resources Department. Notice of the date, time and place for conducting written examinations and notice as to the open Deputy Sheriff positions, the necessary qualifications and where applications may be filed shall be published in the County's official newspaper. Such notice may also be given to schools within this state which confer police science degrees as well as law enforcement websites designed for advertising openings/hiring processes for law enforcement personnel, such as the Department of Justice's WILENET website.

D. **Detective:** At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible for the promotional process to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.

E. ~~Supervisory positions of Sergeant and Captain:~~ At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the supervisory ~~and/or administrative~~ opening ~~and classification~~, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible ~~for the promotional process to write the examination~~. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.

E.F. **Captain:-** At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the

Sheriff and known and communicated to all staff, which notice shall identify the administrative opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible for the promotional process. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list. If no eligible candidates within the Sheriff's Office are qualified, the Sheriff shall publish a notice of the Captain vacancy containing the required qualifications of the position. All candidates must have at least seven (7) years of service with a Sheriff's Office and at least three (3) years of supervisory experience with a Sheriff's Office.

F.G. Chief Deputy Position: In addition to meeting the posting requirements for other Supervisory positions, at least thirty (30) days prior to the commencement of the examination process, the Sheriff shall post a notice of the Chief Deputy vacancy in an area designated by the Sheriff and known and communicated to all staff which shall identify the Chief Deputy opening, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible ~~for the promotional process to write the examination.~~ Eligible sworn staff intending to participate in the examination process shall so indicate in writing to the Sheriff or designee. If no eligible candidates within the Sheriff's Office are qualified, the Sheriff shall publish a notice of the Chief Deputy vacancy containing the required qualifications of the position. All candidates must have at least ten (10) years of service with a Sheriff's Office and at least five (5) years of supervisory experience with a Sheriff's Office.

G.H. Jefferson County is an Equal Opportunity Employer. No person employed by the Jefferson County Sheriff's Office, nor any person seeking admission thereto, shall be discriminated against contrary to the provisions of Ch. 111, Wisconsin Statutes.

SECTION 4.1 RECRUITMENT OF JAIL DEPUTIES.

A. In addition to requirements under Section 6, Promotions, no person shall be eligible to apply for or be appointed to a Jail Deputy position covered by this ordinance, unless:

1. The applicant is a citizen of the United States.

2. The applicant is at least eighteen (18) years of age.

2.3. The applicant must have a high school diploma or its equivalent.

3.4. There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position.

4.5. The applicant shall not have been convicted at any time or any place of a felony,

unless the judgment or conviction has been reversed or a complete pardon has been granted

~~5.6.~~ Have no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.

~~6.7.~~ Have no substantiated allegations of sexual abuse in a confinement facility; have no convictions of engaging or attempting to engage in nonconsensual sexual activity in the community; and have not been civilly or administratively adjudicated to have engaged in activity described above as per 28 C.F.R § Part 115.17 of the Prison Rape Elimination Act of 2003 in 42 U.S.C.A. §15601

SECTION 5. EXAMINATION.

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

should be individuals that by rank or assignment have a level of expertise that is beneficial in the final scoring process.

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

SECTION 6. PROMOTIONS.

With the exception of Captain and Sergeant promotions within the Jail Division, promotional candidates shall be a current certified Law Enforcement Officer as set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board. Promotions and divisional reassignment shall be made according to this ordinance:

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

2. **Captain.** To take the examination for promotion to Captain, the candidate must have not less than seven (7) years of service with the Jefferson County Sheriff's Office and not less than three (3) years supervisory experience therein.

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

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

B. Education – Experience Credit.

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

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

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

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

C. ~~Promotion~~Written Examinations.

1. Examinations for the position of Chief Deputy, Captain, and Sergeant will be designed specifically for those levels of supervision, management, and administrative functions. These oral examinations will be selected by the Sheriff or his/her designee. The number of applicants advancing from the law enforcement oral examination panel to the Civil Service Commission interview is unlimited.

2. The examination process to fill an open Sergeant position in another division or for the promotions to positions of Captain, Sergeant, and Detective will be the following:

a. A law enforcement supervisory oral examination, consisting of a panel of a minimum of four (4) law enforcement supervisors, including a minimum of two (2) Jefferson County supervisors and two (2) supervisors from outside law enforcement agencies. The oral examination used shall be the current oral examination certified for use by the Commission or its designee and must be job-related;

b. A Civil Service oral interview and file examination scoring;

c. Profile questionnaire scoring; and

d. Chief Deputy and/or Sheriff oral interview scoring.

~~1. The process to consider a Sergeant for assignment to a different division or for~~
~~3. the promotions to the positions of Captain and Sergeant will be scored as follows: the law enforcement oral examination panel shall be given thirty (30) percent weight, the Civil Service oral interview shall be given twenty (20) percent weight, the file score (including job evaluations and other material contained within the employee's personnel file) shall be given twenty (20) percent weight, the profile questionnaire shall be given fifteen (15) percent weight and the Chief Deputy and/or Sheriff interview shall be given fifteen (15) percent weight. The written test and the oral test shall be given thirty (30) percent weight each. Twenty (20) percent of the final grade shall be based on the job evaluations and other material contained within the employee's personnel file, and another twenty (20) percent of the final score shall be from the "Applicant Profile Questionnaire."~~

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

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

~~4. Written test scores will be valid for a period of 6 months.~~

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

5. All candidates who have not been mathematically eliminated based on the scoring matrix prior to the Chief Deputy and/or Sheriff oral interview will participate in the Chief Deputy and/or Sheriff oral interview.

SECTION 7. APPOINTMENTS.

- A. Whenever a vacancy is to be filled, the Sheriff shall make appointments to the position from the list of applicants who are certified as eligible by the Commission. The Commission shall certify to the Sheriff the names of all persons with the three highest scores on the eligibility list, from which the Sheriff shall make the selection. If more than one vacancy is to be filled, the Commission may certify the names of all persons at the next highest score if the Commission concludes that the three highest scores do not provide a sufficiently large field of eligible candidates.

- B. Appointments by the Sheriff should be made within twenty (20) days after receipt of the certified list from the Commission.
- C. Deputy Sheriffs appointed according to the provisions of this ordinance shall hold office on good behavior and shall not be dismissed from such office or demoted or suspended except as provided in this ordinance.
- D. All full-time Deputy Sheriffs whose classifications are covered by this ordinance are granted civil service status which shall continue without further examination or appointment, except examination will be required when said Deputy Sheriff seeks a position which constitutes a promotion to a higher classification or a Sergeant seeks to fill an open Sergeant position in another division.
- E. The number of full-time Deputy Sheriffs in the classification covered by this ordinance shall be determined annually by the Jefferson County Board.
- F. Appointments made pursuant to this ordinance shall be probationary for a period of eighteen (18) months and may be terminated by the Sheriff and the Commission acting jointly at any time during such probationary period. [Ord. No. 2014-03, 04-15-2014]
- G. LATERAL TRANSFERS
 - 1. The Civil Service Commission recognizes the benefit of being able to appoint new Deputy Sheriffs who are already certified by the Wisconsin Law Enforcement Standards Board as a Law Enforcement (LESB) Officer or as a Jail Officer, and who have Law Enforcement and/or Correctional Officer experience with a Law Enforcement Agency or Correctional Facility.
 - 2. The Civil Service Commission agrees to waive the requirements of a written examination and oral examination, by the Civil Service Commission, for candidates who are fully certified Law Enforcement Officers or fully certified Jail Officers, with two (2) years or more of experience with a Law Enforcement Agency or Correctional Facility.
 - 3. The Civil Service Commission agrees to waive the requirements of needing to meet the entrance standards of the Wisconsin Physical Readiness Test (PRT). In lieu of the PRT, candidate's height and weight shall be in proportion and shall be considered by the physician conducting the medical screening, in determining the applicant's physical fitness for the position, with the final determination made by the Sheriff.
 - a. If a Patrol Deputy candidate's certification by the Wisconsin Law Enforcement Standard Board has lapsed and they are required to re-attend the Law Enforcement Academy, then the candidate will need to meet the PRT requirements listed in Section 5.G

SECTION 8. DISCIPLINARY PROVISIONS.

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

SECTION 9. GENERAL PROVISIONS.

- A. No person holding the position of Deputy Sheriff under this ordinance shall, during duty hours, engage in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office, nor engage in or appear at any political activity, gathering or profit-making function while off duty and in uniform. This provision is not intended to abridge or interfere with the rights of deputies to engage in political activities during off duty hours, but rather is designed to avoid the appearance of the support of the Jefferson County Sheriff's Office for any political candidate, position or cause.
- B. In the event a Deputy Sheriff is elected Jefferson County Sheriff, the appointment as a Deputy Sheriff shall terminate upon the execution and filing the official bond and official oath as Sheriff, unless requesting prior thereto, in writing from the Commission a leave of absence during the term of office as Sheriff. If such leave of absence is granted, such deputy shall be reinstated in their former classification of Patrol Deputy or Jail Deputy upon completion of the duties as Sheriff.
- C. Policies, rules, regulations and duties of the personnel in the Office shall be established by the Sheriff and incorporated in the Office policy manual.
- D. The Sheriff shall prepare Office rules for the general administration and efficient operation of the Office. Such rules shall be known as the "Office Rules", and Deputy Sheriffs shall be required to conduct themselves in accordance with such rules. Failure so to do shall be cause for discipline.
- E. The rights of a Deputy Sheriff in military service of the United States government shall be governed by applicable federal and state laws.
- F. Pursuant to sec. 59.26(8)(d), Wisconsin Statutes, the County Board has the power to repeal this ordinance at any time by a vote of three-fourths of the members elect.

SECTION 10. SEVERABILITY.

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

SECTION 11.

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

BE IT FURTHER ORDAINED, this ordinance amendment shall be effective after passage and publication as provided by law.

Fiscal Note:

Referred by:
Human Resources Committee

02-13-2024

REVIEWED: Corporation Counsel: DHT

; Finance Director: 

ADDENDUM A

	Vertical Jump	Agility Run	Sit-Ups	300 Meter Run	Push-Ups	1.5 Mile Run
Entrance Standard	11.5 in	23.4 sec	24	82 sec	18	20:20 (13.23/mile)

RESOLUTION NO. 2023-_____

Creating a Pool of Seasonal, Limited Term Employment (LTE) Positions for Watercraft Inspection in the Land and Water Conservation Department

Executive Summary

This resolution proposes the establishment of a pool of Limited Term Employment (LTE) positions for Watercraft Inspectors in Jefferson County, Wisconsin. These positions are intended to support the ongoing efforts to prevent the spread of aquatic invasive species in local water bodies. Preferably, the positions will be filled by interns or students studying in relevant fields, offering them practical experience while contributing to environmental conservation efforts.

The resolution requesting the creation of a pool of Limited Term Employment (LTE) positions for Watercraft Inspectors in the Land and Water Conservation Department was reviewed by the Human Resources Committee on January 3, 2024. The Human Resources Committee recommended forwarding this resolution to the County Board to create a pool of Limited Term Employment (LTE) positions for Watercraft Inspectors in the Land and Water Conservation Department.

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

WHEREAS, Jefferson County is committed to protecting its water bodies from the threat of aquatic invasive species; and

WHEREAS, the County has been awarded a grant as per Resolution 2023- 37, which supports initiatives aimed at preventing the spread of these invasive species; and

WHEREAS, there is a need for dedicated personnel to conduct inspections at boat landings to educate the public and prevent the introduction and spread of aquatic invasive species; and

WHEREAS, offering these positions to interns or students will foster education and provide practical experience in environmental conservation; and

WHEREAS, the establishment of these positions is in alignment with the County's strategic goals of environmental stewardship and community engagement.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board hereby creates a pool of Seasonal, Limited Term Employment positions for the role of Watercraft Inspector, preferably filled by interns or students in relevant fields, in the Land and Water Conservation Department's 2024 budget.

Fiscal Note: The creation of the seasonal, LTE Watercraft Inspector positions will be primarily funded through the grant as specified in Resolution 2023 37. Additional costs, if any, will be accommodated within the county's existing budget for environmental initiatives; therefore, no additional tax levy is required for these positions.

Referred by
Human Resources Committee

02-13-2024

REVIEWED: Corporation Counsel DHTFinance Director



Watercraft Inspector for the Town of Lake Mills

Position Description:

The Town of Lake Mills is seeking an enthusiastic individual to serve as a Watercraft Inspector to achieve aquatic invasive species prevention and education on Rock Lake for the 2023 summer season. The main duties of a Watercraft Inspector are to increase awareness of aquatic invasive species by sharing information about regulations and prevention steps with boaters, anglers, and other visitors at boat landings and to help these individuals check their watercraft and equipment for aquatic plants and animals before they enter or leave the water. During these checks, inspectors collect valuable data on boater behaviors and knowledge, and regularly report the data to an online database.

Rate/Duration/Hours:

- Hourly rate is \$15/hr
- The desired time frame is May through September, but a shortened timeframe can be arranged for college students.
- Time commitment is 10-20 hours per week, including weekends. We are looking to hire 1-2 inspectors depending on the applicants desired amount of hours per week.
- The work will be at the North End and Ferry Park boat landings on Rock Lake.

Primary Responsibilities:

- Successfully complete a Clean Boats, Clean Waters training session (provided).
- Provide information to boat landing visitors and the general public on aquatic invasive species prevention.
- Provide information to boat landing visitors and the public on compliance with WI laws prohibiting launching or transporting boats and related equipment with aquatic plants, animals, or water on board.
- Show boaters how to inspect boats, trailers, tow vehicles and related equipment for the presence/absence of aquatic plants, animals or water.
- Collect and record data in accordance with the Clean Boats, Clean Waters program interview protocol.
- Coordinate efforts with other local watercraft inspectors and AIS Coordinator.
- Enter collected data to a State database on a regular basis.
- Maintain good communication through the summer to ensure target number of hours and people contacted are achieved.

Secondary Responsibilities:

- Attend any special events (such as fishing tournaments, sailing regattas, and local lake events) to educate citizens on prevention steps and how to properly clean boats, trailers, and equipment.
- Assist boaters in determining if parking is available before they launch at the North End.

Eligibility:

- Must have a valid driver's license and transportation to the work sites.
- Be able and willing to work early mornings, evenings, weekends, and holidays, including July 4th and Labor Day weekends to match peak use of public boat landings.
- Be willing and able to approach, engage, and educate citizens.
- Be well organized, self-motivated, able to multi-task, and able to work both independently and as part of a team.
- Access to a cellular phone while at work is preferred, but not mandatory.

ORDINANCE NO. 2023-____

Amending the Jefferson County Parks Ordinance Regarding Park & Trail Hours

Executive Summary

Jefferson County parks, bike paths and park trails are invaluable assets to Jefferson County and provide recreational opportunities for users of all levels. The safety of park visitors and the safety of our park neighbors is a priority. The Jefferson County Parks Department recognizes a need to have uniform, year-round hours of operation for the safe and equitable use of Jefferson County parks, bike paths and trails. This amendment to the Jefferson County Parks Ordinance changes park and trail closed hours from one-half hour after sunset until one-half hour before sunrise to 10:00 p.m. until 5:00 a.m., with the exception of Rock River County Park, Cappies Landing, Highway 16 Wayside County Park, and Burnt Village County Park which allow access to the boat launches during closed hours for egress purposes.

The County Board previously considered and approved these proposed amendments at its meeting on September 12, 2023, via Resolution 2023-32. This ordinance ratifies the accepted changes and allows for timely publication as required by law. The Parks Committee considered this ordinance amendment at its meeting on February 8, 2024, and recommended forwarding to the County Board for approval.

NOW THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors that Section 8.13 of the Jefferson County Parks Ordinance be amended as follows:

SECTION 8.13. PARK AND TRAIL HOURS.

- 1) All parks, park roads, park trails, bike paths, and parking areas shall be closed to the public and vehicular traffic, except police and emergency vehicles, from 10:00 p.m. until 5:00 a.m. and no person shall remain in parks during said hours, unless authorized by the issuance of a permit therefore by the Parks Director.
- 2) Any person launching a boat at Rock River County Park, Cappies Landing, Highway 16 Wayside County Park, or Burnt Village County Park during normal operating hours may utilize the park boat launches at any time outside of normal operating hours for egress purposes.
- 3) The Parks Director may grant permits to groups for park usage outside of normal park hours for events consistent with the mission of the Parks Department and shall report issuance of any such permit promptly to the Parks Committee. [am. 06/13/06, Ord. 2006-09; 09-13-11, Ord. 2011-13; 02/14/12, Ord. 2011-26; Ord. No. 2016-22, 02-14-17; Ord. No. 2020-12, 10-12-2021; Ord. No. 2022-17, 01-10-2023]

BE IT FURTHER ORDAINED, this amendment shall take effect upon passage and publication as required by law.

Fiscal Note: There is no fiscal impact to this amendment to the Jefferson County Parks Ordinance.

Referred By:

Parks Committee

02-13-2024

REVIEWED: Corporation Counsel: DHT

; Finance Director:



RESOLUTION NO. 2023- _____

**Authorizing Motorized Recreation Grant Application to Fund the Jefferson County
Snowmobile Trail Aid Program**

Executive Summary

Jefferson County participates in the Wisconsin Department of Natural Resources Snowmobile Trail Aid Program funded by a Wisconsin Department of Natural Resources Motorized Recreation grant which provides funding for the development and maintenance of approximately 229.4 miles of public snowmobile trails in Jefferson County. Applying for these grant funds requires County Board authorization.

This resolution authorizes the Jefferson County Administrator to submit a Wisconsin Department of Natural Resources Motorized Recreation grant application seeking funds for snowmobile trail maintenance and development, and to administer the funds according to the grant requirements. The Parks Committee considered this resolution at its February 8, 2024, meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County is interested in continuing to develop and maintain land for public outdoor recreation purposes which includes approximately 229.4 miles of public snowmobile trails in Jefferson County, and

WHEREAS, grant funds are available to Jefferson County to fund the Snowmobile Trail Aid Program and must be applied for annually, and

WHEREAS, Jefferson County includes the anticipated grant funds in the adopted budget each year for this program.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes the Jefferson County Parks Director to act on behalf of Jefferson County to:

- apply to the State of Wisconsin Department of Natural Resources for any financial aid that may be available for the Snowmobile Trail Aid program;
- submit reimbursement claims along with necessary supporting documentation;
- take all other action required to undertake, direct and administer the Snowmobile Trail Aid Program.

BE IT FURTHER RESOLVED that Jefferson County will comply with state and federal laws and rules requiring the program to be open to the general public during reasonable hours and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project sites.

Fiscal Note: The snowmobile trail aid program is expected to cost approximately \$68,820 for winter 2024-2025. One hundred percent (100%) of this cost is funded by the grant and the anticipated grant funds have been included in the adopted budget for 2024. The Jefferson County Finance Director may make any necessary budget adjustments for additional miles.

Referred By:

Parks Committee

02-13-2024

REVIEWED: Corporation Counsel: DHT

Finance Director: 

RESOLUTION NO. 2023-_____

Accepting bid for the Construction and Installation of a Recreation Bridge on Interurban Trail Phase III

Executive Summary

The Jefferson County Parks Department is continuing construction of a multi-use recreation trail on utility right-of-way owned by WE Energies. The proposed trail is 10.96 miles and is located on the former interurban rail line between the City of Watertown and the City of Oconomowoc. The path cross-section will consist of a 10-foot-wide asphalt surface with 2-foot-wide aggregate shoulders. The project includes 10 miles of trail within Jefferson County and 1 mile of trail in Waukesha County. The City of Watertown and the City of Oconomowoc are the project boundaries. The trail will act as an extension of the Lake Country Trail and eventually connect to the City of Pewaukee.

This project has completed 2 of 3 phases of construction consisting of 7 miles of trail. Multiple Federal and State grants have been awarded for the third phase of the project totaling \$1,735,665.00. A part of Phase 3 of this project is to build and install a 150-foot-long, two-span recreation bridge over the Rock River on the corridor between County Highway F and Rockvale Road in the Town of Ixonia. The bridge incorporates the original Electric Rail Car abutments and pier. Design, engineering, and permitting have been completed.

Jefferson County Parks bid out the construction and installation of a recreation bridge for Phase 3 of the Interurban Trail and received bids on Monday, February 5th, 2024, at 10:00 am. The Parks Committee reviewed the submitted bids at its meeting on February 8th, 2024, and recommended forwarding this resolution to the Jefferson County Board of Supervisors to accept the bid of Janke General Contractors as the lowest responsible bidder to complete this project.

WHEREAS, Jefferson County has completed phases 1 and 2 of the Interurban Trail project with the final phase 3 of the project moving through the design, engineering, and permitting process, with estimated project completion in 2025, and

WHEREAS, the final phase of the project requires the installation of a recreation bridge on the trail between County Highway F and Rockvale Road in the Town of Ixonia, and

WHEREAS, Jefferson County worked with KL Engineering to design, engineer, and permit a recreation bridge that would meet all state and federal requirements for bike and pedestrian standards, and

WHEREAS, bids were solicited and received for the construction and installation of a two-span, 150-foot-long steel truss recreation bridge with a ten-ton weight limit, treated wood decking, and refinishing of the existing concrete abutments, wingwalls, and piers, and

WHEREAS, the following bids were received:

Zenith Tech	\$ 862,720.00
Kraemer North America	\$ 647,722.00
Janke General Contractors	\$ 556,439.00

NOW, THEREFORE, BE IT RESOLVED that Janke General Contractors is selected as the lowest responsible bidder to install a new recreation bridge over the Rock River as part of the Interurban Trail Project Phase 3, and the County Administrator is authorized to enter into a contract with Janke General Contractors at a cost not to exceed \$556,439.00.

BE IT FURTHER RESOLVED that the County Administrator is authorized to approve any change orders within 10% of the bid cost using project contingency funds of \$55,643.90.

Fiscal Note: This project was included in the 2024 Jefferson County Parks Department budget 12810.594821.28101 for \$782,064.00. There will be an additional 10% contingency requested with this project (\$55,643.90), as well as a construction oversight contract provided by KL Engineering for \$52,775.00. Total estimated project cost to completion \$664,854.90. Total Donations and grants for this project –(\$294,499.00). On March 8, 2023, the County Board approved carryover funds in the amount of \$513,182 for Phase III of this project. Total carryover applied to this portion of the project is \$370,356.90.

Grants and donations for Phase III to date:

Knowles-Nelson Stewardship Grant (State of Wisconsin) \$249,999.00
Oconomowoc Rotary \$17,000.00
Quirk Foundation \$20,000.00
Misc. Project Donations \$7,500
Total of \$294,499.00

Referred By:
Parks Committee

02-13-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2023-____

Authorizing Amended and restated Memorandum of Agreement between Jefferson County and Groundswell Conservancy, Inc. and amending the 2024 Parks Department budget

Executive Summary

The Jefferson County Parks Department has been working with Groundswell Conservancy Inc., and the Wisconsin Department of Natural Resources for over 5 years to acquire a parcel of property along Highway A, in the Town of Lake Mills, known as the Trieloff Property. This 42-acre parcel is located along the edge of Marsh Lake as indicated in the attached map. The parcel is part of the Lake Mills Wildlife Area Project Boundary and provides an opportunity for both public conservation and public access to Marsh Lake and Rock Lake for a variety of nature-based outdoor recreation activities.

In February of 2022, the County Board of Supervisors passed a resolution authorizing Jefferson County to work cooperatively with Groundswell Conservancy for the acquisition, management, and future development of the Trieloff Property. Since that time, Groundswell Conservancy, with the assistance of Jefferson County, has negotiated a purchase agreement with the Trieloff Property owner and secured grant funding to cover the purchase price. As part of the process, a Phase 1 Environmental Site Assessment was completed which disclosed soil contamination requiring remediation. Jefferson County and Groundswell have obtained cost estimates and determined that remediation of the soil contamination can be completed for a total estimated cost of \$78,792.

To assist Groundswell in its efforts to acquire the property, Groundswell and Jefferson County have negotiated the attached Amended & Restated Memorandum of Agreement which obligates Jefferson County to secure the estimated funds necessary to complete the remediation process and obtain a Case Closure letter from the Wisconsin Department of Natural Resources. Jefferson County has solicited donations from community partners and engaged in fundraising to satisfy this obligation.

This resolution authorizes the County Administrator to enter into the attached Amended & Restated Memorandum of Agreement between Jefferson County and Groundswell Conservancy, Inc. The Jefferson County Parks Committee considered this resolution at its meeting on February 8, 2024, and recommended forwarding to the County Board for approval.

WHEREAS, Groundswell Conservancy, Inc., is a Wisconsin non-stock corporation with one of its missions being to manage natural areas to care for wildlife and connect communities to the land, and

WHEREAS, the Lake Mills Wildlife Area is comprised of a diverse variety of wildlife habitat types covering approximately 3,300 acres. The habitat types include open water marsh, large areas of wet prairie, lowland hardwoods with tamarack, and oak savanna uplands, and

WHEREAS, Groundswell Conservancy has offered to purchase a 42-acre parcel of property which is located within the project boundary of the Lake Mills Wildlife Area in Jefferson County and has the potential to provide public conservation land along the east side of the Wildlife Area and serve as a point of access to Marsh Lake and Rock Lake providing many opportunities to the public for nature-based outdoor recreation, and

WHEREAS, the Trieloff Property owner has expressed a willingness to sell this property to the Groundswell Conservancy for conservation purposes, and

WHEREAS, additional funding is needed to complete the remediation of soil contamination necessary to complete this transaction, and

WHEREAS, Jefferson County Parks Department has funding available to assist in the remediation efforts through a combination of fundraising in the amount of \$26,742.48 and budget carryovers in the amount of \$112,500 specifically designated for Trieloff Acquisition, and

WHEREAS, additional donations have been made by partner agencies including \$10,000 from the Wisconservation Club, \$10,000 from Lake Mills Community Foundation, \$6,000 from Delta Waterfowl, and \$5,000 from Rock Lake Improvement Association that will go directly to Groundswell from these donors.


NOW THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors authorizes the County Administrator to enter into the attached Amended & Restated Memorandum of Agreement with Groundswell Conservancy, Inc.

BE IT FURTHER RESOLVED, that the 2024 Parks Department budget is amended to increase restricted beginning fund balance and expenses by \$26,742.48, and reclassify \$112,500 from restricted ending fund balance to expenses.

Fiscal Note: This resolution increases beginning restricted fund balance and expenses in the Parks Department budget by \$26,742.48 and reclassifies funds in the amount of \$112,500 that were previously carried forward for the Trieloff acquisition from ending restricted fund balance to expense. This resolution authorizes the Finance Director to make the necessary budget adjustment as described herein to enact this resolution. This is a budget amendment. Passage of this resolution requires a two-thirds vote (20 of 30 members of the full Board of Supervisors).

Referred By:
Parks Committee

02-13-2024

REVIEWED: Corporation Counsel: DHT Finance Director: 

**AMENDED AND RESTATED MEMORANDUM OF AGREEMENT
BETWEEN JEFFERSON COUNTY AND
GROUNDSWELL CONSERVANCY, INC.**

This Amended and Restated Memorandum of Agreement is made by and between Jefferson County (hereinafter known as the “County”) and Groundswell Conservancy, Inc., (a Wisconsin non-stock corporation hereinafter known as the “Conservancy”) and is effective upon the date that all parties have signed hereunder.

WHEREAS, the Trieloff Property, more particularly described in Exhibit A, (hereinafter known as the “Property” and generally depicted on the attached Exhibit A) is located within the project boundary of the Lake Mills Wildlife Area in Jefferson County and has the potential to provide public conservation land along the east side of the Wildlife Area and a point of access to Rock Lake for boaters and fishers; and

WHEREAS, the Lake Mills Wildlife Area comprises a diverse variety of wildlife habitat types covering approximately 3,300 acres. The habitat types include open water marsh, large areas of wet prairie, lowland hardwoods with tamarack, and oak savanna uplands. The Wildlife Area offers many opportunities for nature-based outdoor recreation; and

WHEREAS, the Conservancy and the Property owner entered into a Purchase Agreement dated December 3, 2021 and Amended January 12, 2023, pursuant to which the Conservancy undertook a Phase 1 Environmental Site Assessment of the Property prepared by Terracon Consultants, Inc. and dated February 1, 2022 which disclosed “the potential for fluid leaks from on-site repair work over the years in conjunction with the apparent small engine crane/arm;” (the “Phase 1”); and

WHEREAS, the Conservancy undertook further investigation into the Recognized Environmental Concern identified by the Phase 1. A Limited Site Investigation, with a report dated March 30, 2022, (the “LSI”) and two Supplemental Site Investigations, one with a report dated May 31, 2022 and the other with site work performed July 28, 2023 and a report pending, (each, a “SSI”) were conducted by Terracon Consultants, Inc. to evaluate the extent of the subsurface contamination related to the identified soil contaminants found on the site during the LSI. The Phase 1, LSI, and SSIs are collectively referred to as the “Environmental Assessment”;

WHEREAS, the County and the Conservancy previously entered into a Memorandum of Agreement dated February 11, 2023, regarding acquiring and managing the Property for conservation purposes; and

WHEREAS, the County and the Conservancy have obtained cost estimates and determined that remediation of the soil contamination disclosed in the Environmental Assessment can be completed and a Case Closure letter obtained from the Wisconsin Department of Natural Resources (WDNR) (the “Remediation Project”) for a total estimated cost of \$78,792 (which includes the cost of the SSI report and additional sampling/mapping already incurred and paid); and

WHEREAS, the Conservancy and the Property owner have negotiated and anticipate entering into a new Purchase Agreement whereby the Property owner would agree to authorize the Conservancy to undertake and complete the Remediation Project and to sell the Property to the Conservancy for a purchase price of \$185,000 following completion of the Remediation Project; and

WHEREAS, the County and Conservancy desire and intend to set forth the more specific terms under which they propose to further work cooperatively to complete the Remediation Project and acquisition of the Property.

NOW THEREFORE, the County and Conservancy agree as follows:

GENERAL AGREEMENT

1. The Conservancy agrees to use commercially reasonable efforts to enter into an agreement to purchase the Property for \$185,000, subject to terms and conditions that include: (1) providing access to the Conservancy and its contractors to perform the Remediation Project prior to closing and (2) the Seller's agreement to reimburse the Conservancy for: (i) the reasonable and necessary costs of the Remediation Project exceeding \$78,792 or (ii) all of the actual, reasonable and necessary costs of the Remediation Project in the event the Seller fails to convey legal title to the Property in the form required by the purchase agreement for any reason except for a failure of the Conservancy to fulfill its obligations under the Purchase Agreement.

2. The Conservancy agrees to attempt to secure acquisition funds to purchase the Property from the Knowles-Nelson Stewardship Program, North American Wetland Conservation Act Funds (Ducks Unlimited) and other public and private sources as necessary. The County and Conservancy acknowledge that some of the grant programs, if awarded, provide reimbursements for certain transaction costs, including environmental hazards assessments, recording of documents, and a title insurance policy. The Conservancy, as applicant to these grant programs, would be eligible to receive these reimbursements for the purpose of covering some of its real estate transaction costs. The County agrees to endeavor to obtain resolutions in support of these grants from its governing bodies.

3. The County agrees to assist the Conservancy in its efforts to acquire the Property by securing the estimated funds (\$78,792) necessary to complete the Remediation Project and transferring any funds remaining due to the Conservancy within 30 days following its delivery of the executed Purchase Agreement containing the terms and conditions set forth in paragraph 1 above to the County Parks Department. A portion of the \$78,792 obligation will be satisfied by donations solicited from community partners and sent directly to Groundswell, with the remainder of the obligation coming from Jefferson County. Following its receipt of these funds, the Conservancy shall promptly contract with a qualified contractor to undertake and complete the Remediation Project and to supervise that work in consultation with the County. The County further agrees to assist the Conservancy as necessary during the course of the Remediation Project.

4. If the Remediation Project is completed but the Seller fails to transfer title to the Conservancy in the form required by the purchase agreement, the Conservancy shall assign its rights to be reimbursed for the costs incurred in the Remediation Project to the County and reasonably cooperate in any effort undertaken by the County to collect such funds.

5. The County acknowledges that upon acquisition, the Property will be encumbered by deed restrictions required by grant programs such as the Knowles-Nelson Stewardship Program. The purpose of these deed restrictions is to ensure that the Property is used only for conservation and nature-based recreation purposes.

6. The County acknowledges that the Conservancy does not intend to assume the long-term ownership or management of the Property and that the Conservancy will offer to donate the Property to the WDNR as an addition to the Lake Mills Wildlife Area. If the WDNR declines this offer, the Conservancy agrees to offer to transfer the Property to the County as an addition to its park system.

7. If neither the WDNR nor the County agrees to accept the donation of the Property, the County agrees to assume management responsibilities for the Property, including the preparation of a land management plan jointly agreed to by the County and the Conservancy ("Land Management Plan"). Such Land Management Plan will address creating public access to the Property. The County acknowledges that the Conservancy does not intend to be an active manager of the Property and may elect to file for exemption from property taxes under Wis. Stats 70.11. In the event the parties are unable to reach agreement for the County to manage the Property, the Conservancy may transfer title to any person for any purpose as it deems appropriate.

8. Should the County accept the donation of the Property from the Conservancy, the County agrees to include the logo of the Conservancy on any informational sign erected on the Property in recognition of the Conservancy's role in acquiring the Property.

9. The County and Conservancy agree to endeavor to complete the acquisition and either (a) the donation of the Property to the State of Wisconsin or the County or (b) the completion and approval of the Land Management Plan by December 20, 2024, or within 45 days following completion of the Remediation Project.

10. This Memorandum of Agreement may be amended at any time by the agreement of both parties.

Dated this ____ day of _____, 2024.

COUNTY OF JEFFERSON

By: _____

Its: _____

GROUNDSWELL CONSERVANCY

By: _____
Angela West Blank

Its: Executive Director

EXHIBIT A

Legal Description:

That part of the N.W. 1/4 S.E. 1/4 of Section 23, T7N, R13E, lying North and West of the Lake Mills-Cambridge Highway, running through Section 23. Also, that part of the E. 1/4 S.W. 1/4 of Section 23, T7N, R13E, lying North and West of the Lake Mills-Cambridge Highway, running through Section 23.

Parcel Number: 018-0713-2331-000

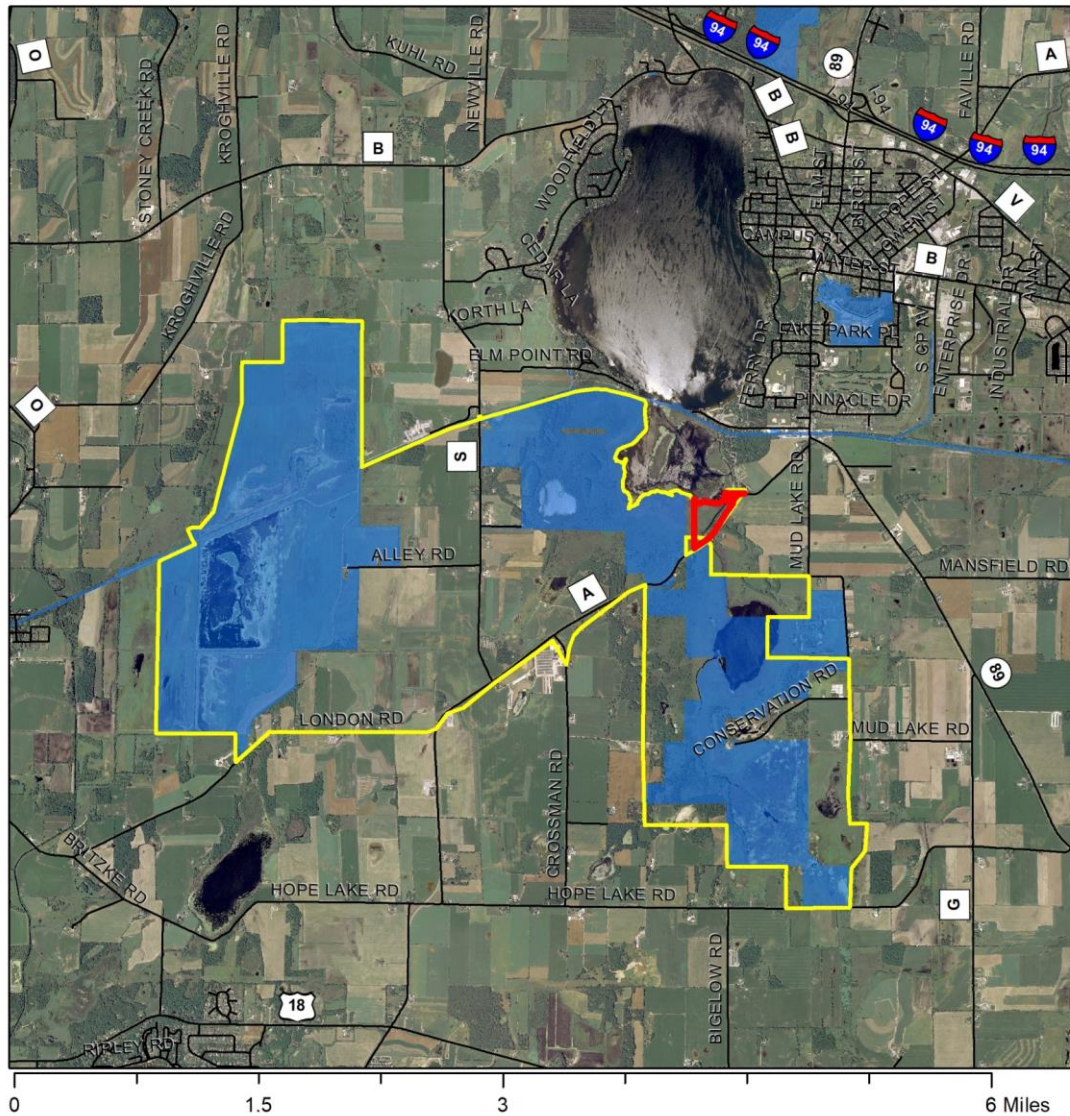


Exhibit A. Trieloff Property at Lake Mills Wildlife Area

- Trieloff Property
- Lake Mills Wildlife Area
- State Property



MOA Exhibit A

**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 January 18, 2024, 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
R4510A-24, R4511A-24, R4512A-24, R4515A-24, R4516A-24, and
R4517A-24**

DATED THIS TWENTY-NINTH DAY OF JANUARY 2024

Blane Poulson, Secretary

**THE PRIOR MONTH'S AMENDMENTS, R4506A-23. R4507A-23, AND
R4508A-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-2, AGRICULTURAL & RURAL
RESIDENTIAL**

Rezone part of PIN 026-0616-3322-000 (40 ac) to create a 0.25-ac lot with conditional use for a cemetery near **W1650 County Rd CI**, Town of Sullivan. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon receipt and recording of a plat of survey and the fact that rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. R4510A-24 – Richard Wenzlick/John & Marian MacDonald Property

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

Rezone all of PIN 006-0716-0113-004 (1.22 ac) and 0.146-ac of PIN 006-0716-0113-000 (28.93 ac) 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. Rezoning is conditioned upon receipt and recording of the final certified survey map, extraterritorial plat review, and the fact that rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. R4511A-24 – Kenyon Bliss/Bliss & Bjorklund, and KKKK LLC, Owners

Rezone part of PIN 008-0715-2333-000 (24.464 ac) to create a 2-ac farm consolidation lot around the home at **N5724 N Helenville Rd**, Town of Farmington. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon receipt and recording of the final certified survey map and the fact that rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. R4512A-24 – Land Hunter LLC

Rezone part of PINs 010-0615-3522-000 (10.284 ac) and 010-0615-3523-001 (20 ac) to create a new 2-ac building site off **County Road D**, Town of Hebron. 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. Rezoning is conditioned upon access approval by maintaining authority, receipt of suitable soil test, receipt and recording of the final certified survey map, previous approved rezone R3365A-08 for 1-ac is now null and void, filing of affidavit of zoning status on remaining lands, and the fact that rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. R4515A-24 – Hartwick Brothers LLC

Rezone part of PIN 010-0615-3523-001 (20 ac) to create a 3-ac farm consolidation lot around the home at **N2768 County Rd D**, Town of Hebron. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon receipt and recording of the final certified survey map and the fact that rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. R4516A-24 – Hartwick Brothers LLC

FROM A-1, EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCE

Rezone part of PINs 010-0615-3523-001 (20 ac), 010-0615-3524-000 (40 ac) and 010-0615-3513-001 (10 ac) to create a 16.6-ac Natural Resource zone along **County Rd D**, Town of Hebron. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon receipt and recording of the final certified survey map, recording of an easement for access or determination of applicable road frontage for access, and the fact that rezoning shall be null and void and of no effect one year from the date of County Board approval unless all applicable conditions have been completed by that date. R4517A-24 – Hartwick Brothers LLC

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

02-13-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:



APPOINTMENT BY COUNTY BOARD CHAIR

By virtue of the authority vested in me under Section 59.54(8) I hereby request confirmation of the following appointments:

- a. Kim McDarison, Media Representative, to the Local Emergency Planning Committee (LEPC) for an indeterminate term.

AYES ____ NOES ____ ABSTAIN ____ ABSENT ____

02-13-2024