

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY MARCH 12, 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 – FEBRUARY 13, 2024**
7. **COMMUNICATIONS**
 - a. Notice of Public Hearing – Planning and Zoning – March 21, 2024 (Page 1)
 - b. Treasurer’s Monthly Report (addendum)
 - c. 2024 Wisconsin Counties Association District Meetings (Page 3)
 - d. Report WI Counties Utility Tax Association (WCUTA) and Traffic Safety– Supervisor Martin (Page 5)
 - e. Report Lake Ripley Management District– Supervisor Turville-Heitz (Page 6)
 - f. Retirement Recognitions
8. **PUBLIC COMMENT (agenda items)**
9. **SPECIAL ORDER OF BUSINESS**
 - a. Public Hearing – Comprehensive Plan and Farmland Preservation Plan Amendment
 - b. Resolutions - Recognition of Outgoing Supervisors (Page 8)
 - c. Overview of FY 2023 Results and Proposed FY 2024 Budget Amendment Update

COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES

10. **EXECUTIVE COMMITTEE**
 - a. Ordinance – Repeal Board of supervisors Rules of Order 2022-2024 and recreate Board of supervisors Rules of Order 2024-2026 (Page 13)
 - b. Resolution – Designating Official Jefferson County Newspaper for the County Board Minutes (Page 34)
 - c. Resolution – Authorizing the execution of Intergovernmental Agreement with the City of Watertown for Shared Law Enforcement IT Services (Page 36)
11. **FINANCE COMMITTEE**
 - a. Resolution – Authorizing budget amendments to offset fiscal year 2023 departmental deficits (Page 37)
 - b. Resolution – Authorizing year-end requests to carry over budget appropriations from fiscal year 2023 to fiscal year 2024 and amending the 2024 budget (Page 39)
 - c. Resolution - Authorizing the amendment of the State-Local Agreements with Wisconsin Emergency Management for State-Local Hazard Mitigation Program Assistance (Page 46)
 - d. Resolution – Accepting bid for demolition of property acquired through the Flood Mitigation and Acquisition Program (Page 47)

12. HUMAN RESOURCES COMMITTEE

- a. Resolution – Establishing Total Annual Compensation for County Elected Officials of County Clerk, Register of Deeds, and Treasurer for the Fiscal Years of 2025 through 2028, pursuant to Wis. State §59.22 and Jefferson County Ordinance 2019-18, Establishing a Procedure to Set Elected Official Salaries (Page 49)

13. HUMAN SERVICES BOARD

- a. Proclamation – Proclaiming the month of April 2024 as Child Abuse and Neglect Prevention Month (Page 51)

14. PARKS COMMITTEE

- a. Resolution – Authorizing County Administrator to Contract with KL Engineering for Construction Administration and Oversight of the Jefferson County Interurban Trail Recreation Bridge Phase III Project (Page 52)

15. PLANNING AND ZONING COMMITTEE

- a. Ordinance – Amending the Jefferson County Comprehensive Plan and Agricultural Preservation and Land Use Plan (Farmland Preservation Plan) (Page 54)
- b. Ordinance – Amending Section 11.04 (f)8.xiii, A-3 Agricultural and Rural Residential Provisions, of the Jefferson County Zoning Ordinance (Page 58)
- c. Report (Page 60)
- d. Ordinance – Amending Official Zoning Map (Page 61)

16. APPOINTMENTS BY COUNTY ADMINISTRATOR (Page 63)

- a. Steven Ganser, Jefferson, WI, to the Human Services Board to fill an unexpired term ending November 1, 2024
- b. Rebecca Roberts, as Fair Park Director for an indeterminate term.

17. APPOINTMENTS BY HUMAN SERVICES BOARD (Page 63)

- a. John Donohue, Fort Atkinson, WI, to the Aging and Disability Resource Center Advisory Committee (ADRC) to fill an unexpired term ending July 1, 2025.
- b. Todd Wiedenhoeft, Johnson Creek, WI, to the Aging and Disability Resource Center Advisory Committee (ADRC) to fill an unexpired term ending July 1, 2026

18. PUBLIC COMMENT (General)

19. ANNOUNCEMENTS

20. ADJOURN

Next County Board Meeting

Tuesday, April 16, 2024

4:00 p.m.

NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker; Cassie Richardson

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits
DATE: Thursday, March 21, 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: March 21, 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, March 21, 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 MARCH 25, 2024
DECISIONS ON THE REZONINGS WILL BE MADE ON APRIL 16, 2024

**FROM A-1, EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL/RURAL BUSINESS WITH
CONDITIONAL USE**

R4521A-24 & CU2120-24 – Nick Klein/Michael L Klein: Rezone to create a 1.1-ac A-2 zone to allow for storage of business equipment from part of PIN 008-0715-3644-000 (33.411 Ac) located at **N4922 S Farmington Rd** in the Town of Farmington. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

R4522A-24 & CU2121-24 - Rick Jaeger/St Paul's Evangelical Lutheran Church/Lawrence T & Donna Schueler Finley Trust: Rezone part of PIN 012-0816-0824-000 (30.314 Ac) and all of PIN 012-0816-0824-003 (2.741 Ac) and combine with all of PIN 012-0816-0824-001 (3.00 Ac) to create a 7.275-ac A-2 zone to allow for a playground area for the existing school located at **W1956 Gopher Hill Rd** in the Town of Ixonia. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

R4523A-24 & CU2122-24 – Al Genz/Greg & Kristie Melcher: Rezone to create a 5-ac A-2 zone to allow for storage of business equipment and materials with an office from part of PIN 032-0815-2643-001 (15.557 Ac) located off **D Ln** in the Town of Watertown. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance.

FROM A-1, EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL AND TO N, NATURAL RESOURCES

R4524A-24 – Joel K & Robin K Lenz Trust: Rezone to create (2) 1-ac A-3 residential building sites from part of PIN 014-0614-0622-000 (16.122 Ac) located **directly north of N4862 County Road G** in the Town of Jefferson. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4525A-24 – Joel K & Robin K Lenz Trust: Rezone to create a 4-ac A-3 lot around the existing home and buildings from part of PIN 014-0614-0622-000 (16.122 Ac) and all of PIN 022-0613-0111-001 (0.83 Ac) located at **N4862 County Road G** in the Town of Jefferson. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4531A-24 – Joel K & Robin K Lenz Trust: Rezone to create a 1.3-ac A-3 lot around the existing home and buildings from part of PIN 022-0613-0111-000 (36.38 Ac) and all of PIN 014-0614-0622-001 (1.56 Ac) located at **N4881 County Road G** in the Town of Oakland. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4526A-24 – Troy A & Lindsey C Kjendlie: Rezone to create a 2.462-ac A-3 zone around the existing home and buildings from part of PIN 018-0713-3221-000 (5 Ac) and PIN 018-0713-3221-001 (33.732 Ac) located at **W9122 London Rd** in the Town of Lake Mills. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4527A-24 – Mary Seurer/Gertrude A Moss Trust: Rezone to create (2) 1-ac A-3 residential building sites from part of PIN 020-0814-2442-000 (25.236 Ac) located **off Reichart Ln** in the Town of Milford. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4528A-24 – Mary Seurer/Gertrude A Moss Trust: Rezone to create a 6.745-ac Natural Resources lot from part of PIN 020-0814-2424-000 (24.531 Ac) located **off Reichart Ln** in the Town of Milford. This is in accordance with Sec. 11.04(f)12 of the Jefferson County Zoning Ordinance.

R4529A-24 – Mary Seurer/Gertrude A Moss Trust: Rezone to create a 1-ac A-3 residential building site from part of PIN 032-0815-1944-000 (23.785 Ac) located **directly south of N8188 County Road Y** in the Town of Watertown. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4530A-24 – Rosy-Lane Holsteins LLC: Rezone to create a 1.5-ac A-3 zone around the existing home and buildings from part of PIN 032-0815-2114-000 (16.00 Ac) located at **N8369 County Road X** in the Town of Watertown. 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.

MEMORANDUM

TO: County Board Chairs, Executives, and Administrators

FROM: Mark D. O'Connell, President & CEO

DATE: March 1, 2024

SUBJECT: 2024 WCA District Meetings

The Wisconsin Counties Association (WCA) holds District Meetings after the spring general election. WCA uses these District Meetings to elect members to the WCA Board of Directors and the Wisconsin County Mutual Insurance Corporation Board of Directors.

The county board chair or a vice chair is the county's voting delegate for the purpose of these elections. The county board chair may also designate, in writing, the county executive or another county supervisor to serve as the county's voting delegate. Enclosed please find a copy of the district meeting designee form that may be used if the county board chair or a vice chair is unable to attend.

The 2024 WCA District Meetings will be held as follows:

Date	District	Location/Time	Counties
April 24	Northwest	12:00 p.m. – 2:00 p.m. Flat Creek Lodge 10290 Highway 27 South Hayward, WI	Ashland, Bayfield, Burnett, Douglas, Iron, Polk, Price, Rusk, Sawyer, Taylor, and Washburn
April 25	North Central	9:00 a.m. – 11:00 a.m. Fairfield Inn by Marriott 7100 Stone Ridge Drive Weston, WI	Florence, Forest, Langlade, Lincoln, Marathon, Marinette, Menominee, Oconto, Oneida, Portage, Shawano, Vilas, Waupaca, Waushara, and Wood
April 25	East Central	3:00 p.m. – 5:00 p.m. Hilton Appleton Paper Valley 333 West College Avenue Appleton, WI	Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie, Sheboygan, and Winnebago
April 26	Western	12:00 p.m. – 2:00 p.m. Three Bears Resort 701 Yogi Circle Warrens, WI	Adams, Buffalo, Jackson, Juneau, La Crosse, Marquette, Monroe, Trempealeau, and Vernon

WCA District Meetings

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March 1, 2024

April 29	West Central	12:00 p.m. – 2:00 p.m. Holiday Inn Eau Claire South 4751 Owen Ayres Court Eau Claire, WI	Barron, Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce, and St. Croix
May 1	Southeast	9:00 a.m. – 11:00 a.m. The Ingleside Hotel 2810 Golf Road Pewaukee, WI	Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha
May 3	Southern	9:00 a.m. – 11:00 a.m. Glacier Canyon Conference Center 45 Hillman Road Wisconsin Dells, WI	Columbia, Crawford, Dodge, Grant, Green, Green Lake, Iowa, Jefferson, Lafayette, Richland, Rock, and Sauk

The following elections will be held at the District Meetings:

Date	District	Wisconsin Counties Association	County Mutual
April 24	Northwest	2	2
April 25	North Central	2	3 (one is for a two-year term)
April 25	East Central	2	1 (for a two-year term)
April 26	Western	2	0
April 29	West Central	2	2
May 1	Southeast	2 (In addition, Milwaukee and Waukesha counties must notify the executive director of their directors prior to May 21, 2024.)	0
May 3	Southern	3	2

Individuals elected to the WCA Board of Directors at the district meetings should plan on attending the WCA Board of Directors meeting on May 31, 2024 in Madison.

In addition to the elections, the meeting will include brief updates on the Association and its programs and services, as well as a legislative update.

Enclosed please find the agenda for the 2024 WCA District Meetings. Meeting times vary by location. A meal will be served at each meeting.

Please plan on attending your 2024 WCA District Meeting. We look forward to seeing you there.

cc: WCA Board of Directors
Wisconsin County Mutual Board of Directors
County Clerks

2024 Annual Reports as required by 2022-2024 County Board Rules

Submitted by Anita Martin, District 13 Supervisor (Lake Mills) 2/26/24

Wisconsin Counties Utility Tax Association Board (WCUTA Board)

“The Wisconsin Counties Utility Tax Association (WCUTA) is an unincorporated nonprofit organized under Chapter 184 of the Wisconsin Statutes. The purpose is to promote the interests of its members in the equitable formulation of rules and regulations surrounding the distribution of utility aid and the utility tax formula.” (Source: May 2022 Bylaws)

*Attended 4 WCUTA Board meetings since April 18, 2023

*WCUTA Board voted to keep the dues structure the same for counties belonging to the organization.

*Heard guest speakers from Public Service Commission/PSC on Wisconsin Energy Statistics and Strategic Energy Assessment (SEA)-Jennifer Heaton-Amrhein and Stacy Schumacher on January 26, 2024 (PowerPoint is available at

<https://apps.jeffersoncountywi.gov/Handout/2024/01222024/WCUTA%20presentation.pdf>

*As a result of WCUTA's efforts, \$4,100,000 will be added to state utility aid payments in the next 18 months.

Traffic Safety Commission (TSC)

“The Traffic Safety Commission (TSC) operates under the provisions of s. 83.013, Wis. Stats, and meets at least quarterly to review traffic accident data (including fatalities) from the county and other traffic safety related matters.”

*Attended 4 TSC quarterly meetings since April 18, 2023

*Commission activities included:

1. Discussing 4 crashes and 5 fatalities on Jefferson County roads from 4/1/23 to 7/20/23
2. Disseminating survey of area schools and driver education courses regarding teen safety
3. Reviewing results from aforementioned survey
4. Considering resident testimony regarding safety concerns on Highway Q and Cemetery Road
5. Discussing safety concerns regarding Highway Y, Highway D, US 18 and County Y, County B (County F)
6. Discussing possible addition of EVP emergency vehicle pre-emption to traffic signals, per request from Johnson Creek

*Commission formed a **TSC Education Workgroup** as the result of teen driver safety concerns, local fatality statistics, and the interest survey. Several organizational and planning meetings took place in 2023 to create a PowerPoint presentation and plan the upcoming programs. As a volunteer participating in the workgroup, I also attended Impact Teen Drivers Workshop at Kalahari Resort August 28, 2023. Children's Hospital of Wisconsin put on this training in conjunction with a national program.

*As part of the **TSC Education Workgroup**, I voluntarily participated in an educational event at Jefferson High School September 6th and an educational assembly held September 26th, 2023 at Lake Mills High School. The Lake Mills event included a phone app we created for young people to answer questions about their current driving practices (texting, drinking while driving, etc.) and safety as a passenger in a vehicle with another person driving.

2023 Annual Report of the Lake Ripley Management District
By Meg Turville-Heitz, District 16 Supervisor

The Lake Ripley Management District's mission is to protect and enhance Lake Ripley's water quality and overall ecological health, while maintaining public access and use of the lake that is safe, fair and practical. The board is made up of district residents elected during the annual meeting, a town board appointee, and a county board appointee. The district has a full-time Lake District Manager, Lianna Spencer, and several part time and seasonal employees who conduct various tasks in maintaining the Lake District Preserve, monitoring water quality, providing boater education, and operating the weed harvester.

In 2023 the Lake Ripley Management District held 12 Saturday morning meetings including the annual meeting, in every month but November. I was excused from two of these meetings.

The Lake District has faced a number of challenges related to aging equipment and need for space, staffing turnover, and human impacts on the watershed.

- Artificial wake enhancement has been an issue on the lake and a possible contributor to excessive "prop chop," turbidity and shore erosion. The Lake District has urged the town board to pass an ordinance that was pre-approved by the DNR. The town made some changes to the proposed ordinance, which the district does not fully support, that would require re-approval from the DNR. Action has not yet occurred on the ordinance.
- The district is dealing with a number of areas of intense erosion and a heavy rate of sediment entering the lake through the inlet stream. Using cost-share, the district helped fund several ditch projects and a shoreline projects to help manage erosion. They have been supportive of both the town and the county creating erosion control ordinances, especially to help manage erosion that occurs outside of the shoreland/wetland zones, but flows to the lake. There is some special concern for the planned large housing development, Oakland Hills, on the edge of a wetland that feeds the lake.
 - The board expanded the district's cost-share programs for residents to install rain gardens in the ditches along Ripley Road to help absorb the flow of runoff and capture sediment before it enters the lake. Two cost-share projects were approved in 2023.
 - The district received a private grant of \$6,000 to begin monitoring storm water runoff from Ripley Road
 - Four rounds of monitoring suggest high levels of sediment and nutrients flowing through the system during large rain events.
 - Research on rain events funded by a grant helped pinpoint the sources of the highest contributions of sediment to the inlet stream. During rain events, **350 pounds of sediment per second have been measured flowing into the lake at the stream inlet**. Outlet studies show that almost all of the sediment remains in the lake.
- The board approved the purchase of a used dump truck to replace one that had become irreparable. The dump truck is used to haul the weed harvester and collected weeds.
 - The board approved saving to replace its aging pickup truck.
 - **In early November Enbridge donated a 2012 Chevy Silverado to the district!**
- The board continues to seek, and save for, a property to better house the district and its equipment.
- The board approved salary increases for seasonal staff.

- In 2023 modified weed harvesting routes plus a dry year may have reduced some resident complaints, but weeds and prop chop remain an issue.
- The district's Critical Habitat Designation to protect an area of the lake that serves as a spawning and rearing area for fish has been approved and awaits only the publishing of the final map by DNR's legal division.
 - The district received a DNR grant to combat phragmites (an invasive plant species) on the southeast side of Lake Ripley.
 - The board approved several contracts to help with Lake District Nature Preserve burns and invasive species removal including removal of box elder thickets and reed canary grass.
 - At the district's request, the town enacted an ordinance to limit permanent hunting stands from being installed in the preserve.
 - Fish surveys conducted by the district with the DNR have found a good mix of diversity of fish species and insects and shows the lake is in overall good health.
- After district counsel, Danielle Thompson accepted the role of Corporation Counsel for Jefferson County the board agreed to contract new representation by Axley Attorneys.

RESOLUTION NO. 2023-____

WHEREAS, Dan Herbst served as the Jefferson County Board Supervisor for District 6 from April of 2018 to April of 2024, and,

WHEREAS, Supervisor Herbst served on the Land and Water Conservation Committee and UW Extension Education Committee, and,

WHEREAS, Supervisor Herbst was known for his passion in representing the people of Jefferson County and his never ending desire to learn, and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Herbst's public service, foresight, leadership, and thoughtfulness which will be missed.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 12th day of March 2024, does hereby honor Supervisor Dan Herbst and wishes him happiness and good health in the years ahead.

STATE OF WISCONSIN)

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COUNTY OF JEFFERSON)

I, Audrey McGraw, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Resolution No. 2023-____, adopted at the March 12th, 2024 session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 12th day of March 2024

Audrey McGraw
Jefferson County Clerk
Jefferson, Wisconsin

RESOLUTION NO. 2023-____

WHEREAS, Jeff Johns served as the Jefferson County Board Supervisor for District 11 from February of 2019 to December of 2023, and,

WHEREAS, Supervisor Johns served on the Broadband Working Group, Parks Committee, and Solid Waste Committee, and,

WHEREAS, Supervisor Johns was known for his passion in representing the people of Jefferson County and his never ending desire to learn, and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Johns's public service, foresight, leadership, and thoughtfulness which will be missed.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 12th day of March 2024, does hereby honor Supervisor Jeff Johns and wishes him happiness and good health in the years ahead.

STATE OF WISCONSIN)

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COUNTY OF JEFFERSON)

I, Audrey McGraw, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Resolution No. 2023-____, adopted at the March 12th, 2024 session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 12th day of March 2024

Audrey McGraw
Jefferson County Clerk
Jefferson, Wisconsin

RESOLUTION NO. 2023-____

WHEREAS, Jeff “Buck” Smith served as the Jefferson County Board Supervisor for District 12 from April of 2020 to April of 2024, and,

WHEREAS, Supervisor Smith served on the Fair Park Committee, Parks Committee, Solid Waste Committee, HOME Consortium Board, and Wisconsin River Rail Transit Commission, and,

WHEREAS, Supervisor Smith was known for his passion in representing the people of Jefferson County and his never ending desire to learn, and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Smith’s public service, foresight, leadership, and thoughtfulness which will be missed.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 12th day of March 2024, does hereby honor Supervisor Jeff Smith and wishes him happiness and good health in the years ahead.

STATE OF WISCONSIN)

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COUNTY OF JEFFERSON)

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WITNESS MY HAND AND SEAL this 12th day of March 2024

Audrey McGraw
Jefferson County Clerk
Jefferson, Wisconsin

RESOLUTION NO. 2023-_____

WHEREAS, Anita Martin served as the Jefferson County Board Supervisor for District 13 from April of 2020 to April of 2024, and,

WHEREAS, Supervisor Martin served on the HOME Consortium Board, Historic Sites Preservation Council, Solid Waste and Air Quality Committee, Traffic Safety Commission, and Wisconsin Counties Utility Tax Association, and,

WHEREAS, Supervisor Martin was known for her passion in representing the people of Jefferson County and her never ending desire to learn, and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Martin's public service, foresight, leadership, and thoughtfulness which will be missed.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 12th day of March 2024, does hereby honor Supervisor Anita Martin and wishes her happiness and good health in the years ahead.

STATE OF WISCONSIN)

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COUNTY OF JEFFERSON)

I, Audrey McGraw, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Resolution No. 2023-_____, adopted at the March 12th, 2024 session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 12th day of March 2024

Audrey McGraw
Jefferson County Clerk
Jefferson, Wisconsin

RESOLUTION NO. 2023-_____

WHEREAS, Joan Fitzgerald served as the Jefferson County Board Supervisor for District 26 from February of 2019 to April of 2024, and,

WHEREAS, Supervisor Fitzgerald served on the Bridges Federated Library System Board, Broadband Working Group, Human Resources Committee, Jefferson Library Board, and Executive Committee, and,

WHEREAS, Supervisor Fitzgerald was known for her passion in representing the people of Jefferson County and her never ending desire to learn, and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Fitzgerald's public service, foresight, leadership, and thoughtfulness which will be missed.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 12th day of March 2024, does hereby honor Supervisor Joan Fitzgerald and wishes her happiness and good health in the years ahead.

STATE OF WISCONSIN)

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COUNTY OF JEFFERSON)

I, Audrey McGraw, County Clerk of Jefferson County, Jefferson, Wisconsin, do hereby certify that the attached is a true and correct copy of Resolution No. 2023-_____, adopted at the March 12th, 2024 session of the County Board of Supervisors at the County Courthouse in the City of Jefferson.

WITNESS MY HAND AND SEAL this 12th day of March 2024

Audrey McGraw
Jefferson County Clerk
Jefferson, Wisconsin

ORDINANCE NO. 2023- _____

**Repeal Board of Supervisors Rules of Order 2022-2024 and
recreate Board of Supervisors Rules of Order 2024-2026**

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

Section 1. Repeal Board of Supervisors Rules of Order 2022-2024 and recreate Board of
Supervisors Rules of Order 2024-2026:

**CHAPTER III
BOARD OF SUPERVISORS
RULES OF ORDER 2024-2026**

3.01 GENERAL PROCEDURAL RULES

1. Definitions.

- a) *Jefferson County Board of Supervisors.* The governing body of Jefferson County shall be known as the Jefferson County Board of Supervisors or the Jefferson County Board, hereafter referred to as the Board and its members as supervisors.
- b) *Session.* A session is defined as a single two-year term of the Jefferson County Board of Supervisors. A session commences on the 3rd Tuesday of April following the biennial election of the Jefferson County Board Supervisors and terminates on the 3rd Tuesday of April following the next biennial election of Jefferson County Board Supervisors.

2. Meeting Schedule.

- a) *Annual Meeting.* All meetings of the Jefferson County Board of Supervisors shall be held and conducted in accordance with the provisions of s. 59.11, Wis. Stats. The Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year for the purpose of transacting business. The Board may establish by rule an earlier date during October or November for the annual meeting. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.
 - i. *Adjournment.* The annual meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the Tuesday after the 2nd Monday of November. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned. If the annual meeting is adjourned to a date later than November 14th, the County Board shall convene a regular meeting prior to that date for the purpose of approving the annual county budget for the following year, approving the municipal apportionment to allow municipalities to finalize their annual budgets, and conducting any other business as needed.
- b) *Organizational Meeting.* The Board shall meet on the 3rd Tuesday of each April to organize and transact business. At this meeting the Board may transact any business permitted at the annual meeting.

- i. *Adjournment.* The organizational meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the 3rd Tuesday of each April. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.
- c) Regular meetings. To the extent practicable, the Board shall regularly convene on the 2nd Tuesday of each month for the purpose of transacting business, except in October when the Board shall also convene on the 4th Tuesday of the month to allow for a budget hearing. If a special election occurs on a County Board meeting date, the Board meeting will be held on the Monday preceding the election. Board meetings shall commence at 7:00 p.m., except for the organizational meeting which shall commence at 4:00 p.m. Additionally, the meeting time may be adjusted as needed for special orders of business or educational sessions with consent of County Board chair. The County Board meeting schedule shall be posted on Jefferson County's website.
- d) Emergencies.
 - i. In the event of inclement weather, the Chair may cancel a meeting. Any meeting cancelled by the Chair under this section shall be held on the next succeeding Tuesday unless that Tuesday is an election day, in which case the meeting shall be held on the Monday preceding the election. [cr. 03/11/08, Ord. 2007-34; am. 3/13/12, Ord. 2011-24]
 - ii. In addition to the methods prescribed by s. 59.11, Wis. Stats., a Board meeting may be convened by the Board Chair in case of a declared emergency. [Cr. 10/14/08, Ord. 2008-21; Ord. 2016-01, 04/19/2016]

3. Quorum/Attendance.

- a) A majority of all members elected to the Board must be present to constitute a quorum for the transaction of business. In the absence of a quorum, those present may order a call of the house to compel the attendance of absent members, or they may take a recess or fix a time which to adjourn to and adjourn. [am. 08/13/2013, Ord. No. 2013-09]
- b) County Board members who cannot attend a Board meeting shall report their absence in advance. Such reports shall be made to the County Clerk, who shall so advise the County Administrator and Board Chair. Members reporting their absence in advance of the meeting to the County Clerk shall be noted as having done so in the minutes where their absence is recorded. [am. 08/13/13, Ord. No. 2013-09; Ord. No. 2018-01, 04/17/2018]
- c) No member present at a Board meeting shall thereafter fail to attend the balance of a Board meeting without first obtaining permission of the Chair and notifying the Clerk. [Ord. No. 2018-01, 04/17/2018]

4. Order of Business.

- a) For the April organizational meeting held in even-numbered years the order of business shall be:
 1. Call to order. Administration of oath of office and roll call by County Clerk.
 2. Pledge of allegiance.
 3. Certification of compliance with Open Meeting Law.
 4. Approval of the agenda.
 5. Adoption of Rules of Order.
 6. Election of Chair and Vice Chairs.
 7. Follow order of business as established for other meetings, except that no annual reports of department heads will be presented at the organizational meeting.

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

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

- i. Call to order
- ii. Roll call by County Clerk
- iii. Pledge of allegiance
- iv. Certification of compliance with Open Meeting Law
- v. Approval of the agenda
- vi. Approval of minutes
- vii. Written communications provided to Board. [am. 03/09/10, Ord. 2009-24]
- viii. Public comment (agenda items)
- ix. Annual reports of department heads
- x. Committee reports, resolutions and ordinances
- xi. Committee and Board appointments
- xii. Public comment (general)
- xiii. Announcements
- xiv. Special Order of Business may be placed anywhere on the agenda at the discretion of the County Board Chair

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

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

6. Remote Participation.

- a) Utilization of remote attendance at all County meetings to facilitate the transaction of County business is permitted by County Board Supervisors when serving as a member of the Jefferson County Board of Supervisors or as an appointed member of a Board, Commission, Committee, or other body on behalf of Jefferson County. County Board Supervisors shall have the same rights and privileges when appearing by remote attendance as they would have when appearing in person.
- b) The official meeting shall be noticed as taking place at a physical location on the meeting agenda. Members attending remotely must be able to be heard, and when video is available to the member attending remotely, seen by members and public who are present at the physical location of the meeting. If appearing remotely, it is the responsibility of the member to maintain audio and video connectivity with the official meeting site. If connectivity is lost, but the physical location of the meeting maintains a quorum, the meeting may continue in the discretion of the chair. If connectivity is lost at the physical location and there is a quorum of members appearing remotely, the meeting shall be adjourned until connectivity is reestablished with the official meeting location or rescheduled to another date and time in accordance with the Wisconsin Open Meetings Law.

- c) As a courtesy, members planning to attend remotely should provide notice 24 hours in advance of a scheduled meeting, when possible, to the County Board Chair or the Committee Chair and the lead staff person. Loss of connectivity will result in the member being considered absent from that portion of the meeting after connectivity is lost.
 - d) If the meeting is convened in closed session, any member attending remotely shall inform the Board or committee chair as appropriate, that no other person is present with them and to the best of their knowledge no other person can view or hear any portion of the closed session meeting unless such person is allowed to attend closed session meetings by the County Board rules or expressly authorized to attend the closed session meeting by the committee. [am. 03/09/10, Ord. 2009-24; Ord. No. 2014-06, 05/13/2014; Ord. No. 2018-01, 04/17/2018]
- 7. **Parliamentary Procedure.** *Robert's Rules of Order Newly Revised*, and all subsequent editions thereof, shall govern the proceedings of the County Board of Supervisors in all cases in which they are not inconsistent with these rules or the laws of the State of Wisconsin.
- 8. **Agenda Setting.** Agendas shall be created by the County Board Chair or the Committee Chair, respectively with support of staff. If a committee chair receives a written request to place an item on a committee agenda, which is signed by five (5) members of the County Board, the committee chair shall place the item requested on the committee agenda not later than sixty (60) days after the committee chair receives the written request, provided the subject matter falls within the purview of that committee. If there is a dispute as to what committee should address an item, the County Board Chair shall designate the committee to which the issue shall be assigned. The County Administrator, County Clerk, and Corporation Counsel shall review the written agendas of all County Board or Board committee meetings before distribution and publication.
- 9. **Resolutions/Ordinances.**
 - a) *Sponsorship.* Except as otherwise provided for herein, all legislation (i.e. resolutions or ordinances) shall originate from, or be routed through the committee system. In circumstances where Committee sponsorship is impossible or impractical, a resolution, ordinances, petition, or report may be introduced by the County Administrator with approval of the County Board Chair.
 - b) *Committee Bypass Procedure.* Subject to any applicable statutory requirements, legislation may be sponsored by a group of nine (9) County Board Supervisors without the necessity of Committee approval. If after review and consideration by the relevant committee, the committee either takes no action or takes adverse action on an item, a group of nine (9) County Board Supervisors wishing to sponsor the legislation shall submit a signed memorandum outlining their proposal, along with a draft resolution or ordinance, if applicable, to the County Board Chair, with copies to the County Administrator and Corporation Counsel. The County Board Chair shall place the item on the County Board agenda not later than the next County Board meeting with proper notice.
 - c) *Timing.* All resolutions, ordinances, motions to reconsider and any other business to be considered by the Board must be delivered to the County Administrator not later than noon on the Monday of the week preceding the Board meeting. All pending resolutions, ordinances and amendments shall be carried forward to the new board session.
 - d) *Form.* Each resolution or ordinance submitted for consideration shall be in writing, and include a fiscal note, an executive summary explaining the significant features of the proposed resolution or ordinance, including the contemplated changes, and reference to the applicable portion of the strategic plan furthered by the proposed action. All resolutions and ordinances shall be reviewed by the Corporation Counsel and Finance Director for proper form and legality before being submitted to the

County Board. [Am. 06/10/03, Ord. 2003-03; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]

10. Manner of Addressing the County Board.

- a) *Written communication.* Any person desiring to submit written communication to the County Board may present such communication to the Board by delivering the written communication, **which should include the author's name and address**, to the County Clerk by noon on the day of the County Board meeting. [am. 5/11/10, Ord. 2010-06; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]
- b) *Discussion/Conduct.*
 - 1. Upon being recognized, a member shall rise in place, and using the microphone, address the Chair, and shall not be interrupted except by a call to order. If called to order by the Chair, the member shall be seated and shall not proceed without permission of the Chair.
 - 2. No member shall speak more than twice on any question until all members who desire to speak have been heard, and then not without first obtaining leave of the Chair.
 - 3. In speaking, a member shall confine comments to the question under consideration and shall at all times conduct themselves in a respectful manner.
 - 4. **There shall be no loud noises or conversations on the floor or in the visitors' section during the meeting.**
- c) *Non-members.*
 - 1. Orderly administration of Board business does not permit the appearance of non-board members at County Board meetings to debate controversial matters before the Board. Notwithstanding the foregoing, the Chair may recognize a department head or other person with specialized knowledge to speak on a pending matter before the Board. [am. 11/15/11, Ord. 2011-18; Ord. No. 2018-01, 04/17/2018]
 - 2. Any Board member may ask for the privilege of the floor for a non-board member to address the Board and if no supervisor objects the Chair shall grant the privilege to such non-board member. If a member objects, any Board member may move that the privilege of the floor be granted, and any member may second such motion. If the motion is adopted by a majority vote, the Chair shall grant the privilege of the floor to the non-board member. The time allocated to non-board members shall not exceed ten minutes. This procedure shall not apply to non-board members scheduled to appear as part of the regular written agenda. There shall be no disruptions [Ord. No. 2018-01, 04/17/2018]

11. Voting.

- a) *Voice vote.* All questions decided by a voice vote shall be put in this form: Those who are in favor say, "Aye", and those who are opposed say, "No". In doubtful cases the Chair or any member may call for a roll call vote. [Ord. No. 2018-01, 04/17/2018]
- b) *Roll call vote.* Upon the request of any member of the County Board a roll call vote shall be ordered on any question before the Board. A roll call vote shall be required on all matters involving an unbudgeted expenditure of County funds. The adoption of the annual budget shall be by roll call vote and in accordance with s. 65.90(5), Wis. Stats., budget amendments shall require a two-thirds vote of the members-elect of the Board. [Ord. No. 2018-01, 04/17/2018]

1. On a roll call vote, every member present shall vote except a member who has abstained in accordance with the conflict of interest procedures set forth below.
2. Members have the right to change their votes up to the time the vote is announced by the Clerk. The Clerk shall give notice before locking in the votes on the tablet. [Ord. No. 2018-01, 04/17/2018]
3. The voting results shall be displayed for those present.

12. **Meeting Minutes.** The County Clerk shall keep and record true minutes of all proceedings of the County Board, including all committee meetings, in a format chosen by the County Clerk, either personally or through the County Clerk's appointee pursuant to Wis. Stat. §59.23(2). Meeting minutes shall be prepared and distributed to members within ten (10) business days of a meeting. All discussion regarding proposed amendments to the minutes shall occur at the next noticed meeting. Minutes shall include the names of members present or absent, time, date and location of meeting, action taken by motions made, and votes recorded in accordance with the Wisconsin Open Meetings law.
13. **Annual Reports.** Annual reports will be received by the Board, posted on the County website, and placed on file. Annual reports will not be printed in the minutes unless the Board otherwise directs or required by law. [Am. 06/19/01, Ord. 2001-07; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
14. **Conflicts of Interest.** A member with a conflict of interest or a potential conflict of interest, shall advise the Board Chair or Committee Chair of the conflict prior to discussion of or voting on the item to which the conflict of interest or potential conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote thereon if doing so would violate any Federal, State, or local law or ordinance. Depending on the extent and type of conflict, it may be appropriate for the member to leave the meeting while the item is being discussed and return to the meeting after the vote has been taken. If requested by the Board member, the Corporation Counsel shall be available for consultation or issue a written legal opinion to assist the member in making a determination of whether a conflict exists. The minutes shall reflect the member's statement and the fact that the member has left the meeting or abstained from discussion and voting on the item in question. [Ord. No. 2018-01, 04/17/2018]

3.02 COUNTY BOARD OFFICERS.

1. **Elections of Chair, First Vice Chair, & Second Vice Chair.** The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chair, a First Vice Chair and a Second Vice Chair by secret ballot. The Clerk shall preside until the Chair has been elected. Nominations shall be made by written ballot. In the event more than two persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board.

If no primary is required, a person receiving a majority of votes of the entire membership of the County Board on the ballot shall be declared elected. Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position.

All ballots shall be distributed and collected by the County Clerk or Deputy County Clerks. The number of votes cast for Chair, First Vice Chair, and Second Vice Chair candidates at the primary and final elections shall be counted and announced to the entire County Board by the County Clerk or Deputy County Clerk. The names of

all nominees, and the number of votes for all primary and final candidates, shall be recorded in the minutes. The ballots for all nominees, primary candidates, and final candidates shall be retained by the County Clerk until the next County Board meeting following the organizational meeting.

2. **Removal of Officers.** Any supervisor may be removed from the position of Chair, First Vice Chair and Second Vice Chair by a majority vote of the Board.

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

3. **Duties of County Board Chair**

- a) The Chair shall preside at County Board meetings when present unless required to temporarily vacate the position to engage in debate, or as otherwise required by Roberts Rules of Order.
- b) The Chair shall appoint members to committees as set forth in Wis. Stat. §59.13.
- c) The Chair shall countersign all ordinances of the Board.
- d) The Chair shall countersign all county orders, transact all necessary Board business with local and county officers, expedite all measures resolved upon by the Board and shall take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.
- e) The County Board Chair is authorized and directed to attend meetings and conferences on matters directly related to County government. The County Board Chair may designate member(s) of the County Board to attend such meetings and conferences, either in place of the Chair or along with the Chair. The County Board Chair, the Vice Chairs and such other Board members as may be designated by the Chair, shall be entitled to meeting fees or per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to meeting fees, per diems, mileage and expenses. The County Board Chair shall be entitled to a meeting fee for meeting with the County Administrator.

4. **Temporary Absence of County Board Chair.** In case of the absence or disability of the Chair, the First Vice Chair shall perform the duties of the Chair. In case of the absence of the Chair and the First Vice Chair, the Second Vice Chair shall perform the duties of the Chair. In case of the absence of the Chair and both Vice Chairs for any meeting, the members present shall choose a temporary Chair.

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

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

3.03 DUTIES OF OFFICIALS.

1. **County Administrator.** The County Administrator, or his/her designee, shall attend all Board meetings, unless excused by the Chair, shall assist the Board whenever possible and may present matters to the Board for

consideration as authorized in section 3.01 above. The County Administrator shall have authority to settle claims against the County in amounts up to \$25,000 after consulting with the County's insurance carrier and Corporation Counsel. [Ord. No. 2014-09, 06/10/2014; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]. All settlements shall be reported to the Finance Committee.

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

3.04 STANDING COMMITTEES.

1. **Appointment.** Standing committees of the Board shall be appointed for two-year terms by the Chair of the Board after his/her election and prior to June 1 in even-numbered years, unless a different date for appointment is specifically prescribed. When necessary for the orderly transaction of business prior to the formal appointment of new committees, the Chair may appoint temporary committees and Committee Chairs to address pending items assigned to a standing committee. The temporary committee may act until the earlier of June 1 or the date the Chair files permanent appointments with the Clerk. The Chair shall file a list of the committee appointments with the County Clerk and the County Administrator. Any mid-term committee appointments by the Chair shall be filed with the Clerk who shall present them to the Board as a communication at the next regular County Board meeting.
2. **Ex Officio Member.** The Chair (or either Vice Chair, or in the absence of the Chair and both Vice Chairs, any member of the Jefferson County Board of Supervisors if so designated by the Chair in advance of any particular meeting) shall be an *ex officio* member of all standing committees, and shall be allowed to vote in order to break a tie, and shall be counted as a member if necessary to create a quorum at the committee's meeting, and shall also be allowed to vote in that case.
3. **Committee Assignments.** When an issue arises at a County Board meeting or administratively that is not clearly assigned to a standing committee by the Board Rules or a prior resolution, the Board Chair shall designate the committee to which the issue shall be assigned. [Am. 03/09/04, Ord. 2003-35; 06/08/04, Ord. 2004-10; 12/13/05, Ord. 2005-31; 07/11/06, Ord. 2006-07; 07/10/07, Ord. 2007-16; Ord. No. 2013-10, 07/09/2013; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

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

- a) **BROADBAND WORKING GROUP** – Five to Seven members appointed by the County Board Chair, consisting of at least one member from the Finance Committee, one member from the Jefferson County Economic Development Consortium, one member from the Planning and Zoning Committee; one member from the Executive Committee; and one member of the public. Any additional members shall be County Board Supervisors selected by the County Board Chair. The Broadband Working group will be responsible for policy oversight of the expansion and improvement of Broadband within Jefferson County. Members will be paid a per diem and mileage for meeting attendance in accordance with County Policy. The Working Group will dissolve at the end of the 2024-2026 County Board term.
- b) **BUILDINGS and GROUNDS COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Buildings and Grounds Committee shall oversee all construction, remodeling and repair of all County buildings and grounds, including fiber network, and shall have authority to implement policy on the use of County buildings by organizations not connected with County government. The Committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee and recommend same to the County Board for final approval.

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

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

- c) **EXECUTIVE COMMITTEE** - Five members consisting of the County Board Chair, First and Second Vice Chair and two other County Board members. If the position of County Board Chair, First Vice Chair or Second Vice Chair becomes vacant, the County Board Chair or Acting County Board Chair shall temporarily appoint members of the County Board to serve on the Executive Committee until the vacant positions are filled on the County Board.
- i. This Committee shall supervise the office of the County Administrator and shall handle matters pertaining to said office.
 - ii. This Committee shall also meet with circuit court judges as called, to discuss common goals and concerns within the Jefferson County Circuit Court system. The Committee shall work with the courts to implement such goals. This Committee shall also provide policy oversight to the Clerk of Courts, County Clerk and Corporation Counsel with regard to matters pertaining to said offices and be responsible for monitoring the future vision of Jefferson County to include implementation of the strategic plan and Comprehensive Plan. The Committee shall serve as a liaison to other local, county and state governments on behalf of Jefferson County. The Executive Committee is authorized to review proposed resolutions from the Wisconsin Counties Association which will be voted on at its annual meeting without authorization by the County Board. All WCA resolutions shall be distributed to the full County Board for review as soon as practicable. The Committee Chair or designee shall attend the annual meeting as a delegate of Jefferson County to vote on such resolutions as directed by the Committee. [Am. 03/12/02, Ord. 2001-30; 07/10/07, Ord. 2007-11; 03/11/08, Ord. 2007-37; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- iii. Matters pertaining to proposed state legislation or other matters of statewide concern, intergovernmental coordination, proposed County Board rule amendments and County Board minutes shall be handled by the Committee.
 - iv. During the last three months of its term, the Committee shall draw specifications, solicit bids, and file a recommendation with the County Board in March of even-numbered years concerning which newspaper in the County shall be the official newspaper for the two-year term of the new County Board. The Committee, on behalf of the Board, shall be authorized to approve the minutes from any meeting when the County Board does not meet in sufficient time to approve the minutes for publication as required by Section 59.14(2), Stats. [cr. 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]
 - v. The Executive Committee is authorized to petition the Jefferson County Circuit Court for an order dividing a municipality into wards in accordance with applicable law and the County's tentative supervisory district plan upon a municipality's failure to divide or submission of a division which does not comply with the tentative supervisory district plan. [3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018] The Board Chair or designee shall serve as Jefferson County's representative to the Intercounty Coordinating Committee. [Am. 03/14/06, Ord. 2005-48a; 03/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- d) FAIR PARK COMMITTEE** - Seven members appointed by the County Board Chair consisting of five County Board Supervisors and two citizen members. The Fair Park Committee shall recommend Fair Park policies to the County Board and the Fair Park Committee shall approve and amend the Fair Park Premium Book. The Fair Park Director and Fair Park Committee shall approve the entertainment contracts in accordance with the Jefferson County Purchasing Ordinance. All contracts shall be submitted to the Corporation Counsel for approval before execution. The Committee shall recommend fees to the County Administrator as part of the annual County budget for action by the County Board. The Director may set unanticipated fees or deviate from the established fee structure when it is advantageous to the operation of the Park and report such fees to the Committee. All fee deviations shall be done in accordance with the County Budget Amendment/Budget Adjustment Policy. [Am. 04/18/06, Ord. 2006-01; 05/08/07, Ord. 2007-06; 11/13/07, Ord. 2007-23; 01/13/09, Ord. 2008-26; Ord. 2016-10, 10/11/16; Ord. No. 2018-01, 04/17/2018]
- i. **FAIR ADVISORY BOARD**- A minimum of ten (10) but no more than twenty (20) members appointed by the Fair Park Committee, subject to confirmation by the Jefferson County Board of Supervisors. The Advisory Board shall serve in an advisory capacity for the purpose of planning the Jefferson County Fair. The Fair Park Committee shall direct agenda items for the Advisory Board's review and recommendations. Recommendations of the Board shall be forwarded to the Fair Park Committee for consideration. [Ord. 2023-17]
- e) FINANCE COMMITTEE** – Five members appointed by the County Board Chair consisting of County Board Supervisors.
- i. This Committee shall receive the proposed County budget from the County Administrator and shall conduct hearings necessary in the review of the proposed budget. The Committee shall make necessary permitted transfers as authorized by the provisions of s. 65.90(5)(b), Wis. Stats. The Committee shall propose utilization of contingency budget and necessary budget transfers and amendments requiring County Board action. [Am. 03/14/06, Ord. 2005-48d; Am. 05/11/04, Ord. 2004-04; 03/09/10, Ord. 2009-24; Ord. No. 2014- 11, 07/08/2014; Ord. No. 2018-01, 04/17/2018]
 - ii. The Committee shall recommend to the Board the auditors to be employed, and shall report to the Board the results of such audits. The Finance Committee shall meet each month to

audit and approve for payment proper vouchers, expenditures and claims against the County. [Ord. No. 2018-01, 04/17/2018]

- iii. The Committee shall review insurance to be carried and also the insurance carrier to which such insurance shall be awarded. The Committee shall be authorized to renew insurance contracts without bidding same, when it finds renewal is in the best interest of Jefferson County, select investment advisors/brokers, select vendors for professional services related to financial matters if required by the Jefferson County Purchasing Policy and select P-Card vendors. [Ord. No. 2018-01, 04/17/2018]
 - iv. The Committee shall have the authority to resolve claims against the County in amounts over \$25,000 up to the County's self-insured retention (SIR) amount after consulting with the County's insurance carrier, the County Administrator and Corporation Counsel. [Cr. 04/16/02, Ord. 2002-04; Ord. No. 2018-01, 04/17/2018]
 - v. The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/13/12, Ord. 2011-24]
 - vi. Unless otherwise provided by statute or ordinance, the Finance Committee shall oversee the sale of county-owned land in addition to land obtained through tax foreclosure and shall present contracts for sale of such land to the Board for approval. [Ord. No. 2007-39, 03/11/2008; Ord. No. 2018-01, 04/17/2018]
 - vii. The Committee provides policy oversight of the County Treasurer, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 3/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016, Ord. No. 2018- 01, 04/17/2018] [Ord. No. 2002-05, 04/15/2002; Ord. No. 2002-16, 08/13/2002; Ord. No. 2004-04, 05/11/2004; Ord. No. 2005-48d, 03/14/2006; Ord. No. 2009-24, 03/09/2010; Ord. No. 2011-24, 03/13/2012; Ord. No. 2014-11, 07/08/2014; Ord. No. 2016-01, 04/19/2016]
- f) **HIGHWAY COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Highway Committee shall have the powers and duties set forth in s. 83.015(2)(b), Wis. Stats. [Cr. 04/16/02, Ord. 2002-03; Ord. No. 2008-04, 04/15/2008; Ord. No. 2018-01, 04/17/2018]
- g) **HUMAN RESOURCES COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Human Resources Committee shall provide policy guidance in the administration of the Safety Program and Personnel Ordinance. The Committee shall hear grievances in accordance with provisions of union contractsthe Jefferson County Civil Service Ordinance, and the Personnel Ordinance. The Committee shall recommend to the County Board the creation or removal of positions of the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. The Human Resources Committee shall also have the powers and duties set forth in the Jefferson County Personnel Policy. [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- h) **LAND AND WATER CONSERVATION COMMITTEE** – Seven members appointed by the County Board Chair, consisting of not less than five County Board Supervisors, including at least two members of the University Extension Education Committee and at least one person who is engaged in an agricultural use, pursuant to Wis. Stat. §92.06. The Land and Water Conservation Committee shall have the powers as set forth in Chapter 92, Wisconsin Statutes, provide policy oversight to the Land and Water

Conservation Department. This Committee shall also be responsible for acquiring conservation easements, reviewing applications to grant such easements and recommending action thereon to the County Board when appropriate. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018] This Committee shall also manage, supervise and be responsible for County farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Am. 03/14/06, Ord. 2005-53; 03/11/08, Ord. 2007-41; Ord. 2016-01, 04/19/2016]

- i) **LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall provide policy oversight on issues affecting the Jefferson County Sheriff's Office. This Committee shall handle grievances arising under the Sheriff's Office labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining to Emergency Management and in accordance with s. 323.14(1)(a)(3), Wis. Stats., the County Board Chair shall designate a member of the Committee to act as Chair when this Committee is convened as an Emergency Management Committee. [Am. 02/08/05, Ord. 2004-31; 03/14/06, Ord. 2005-48g; 12/14/10, Ord. 2010-20; Ord. No. 2018-01, 04/17/2018]

This Committee shall provide policy oversight to the District Attorney and Medical Examiner in handling business matters and in solving problems related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 03/11/08, Ord. 2007-37; Ord. No. 2013-24, 03/11/2014; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- j) **PARKS COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Committee shall provide policy oversight to the Parks Department in its efforts to meet its agreed upon mission as identified in the Jefferson County Parks, Recreation and Open Space Plan. The Committee shall have oversight of and recommend policy affecting property acquired by the County for flood mitigation purposes and other property leased, managed, acquired or sold as part of the Parks Department duties. The Committee shall also have the powers and duties set forth in the Jefferson County Parks Ordinance and the duties and responsibilities set forth in the Historic Sites Preservation Council Ordinance. [Am. 06/08/04, Ord. 2004-05; 03/14/06, Ord. 2005-48i, 04/18/06; re-lettered 07/10/07, Ord. 2007-11; am. 3/13/12, Ord. 2011-29; Ord. No. 2018-01, 04/17/2018]

- k) **PLANNING AND ZONING COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors, at least three of whom reside in unincorporated areas of the County. This Committee shall have the powers and duties set forth in s. 59.69(2) and (3) and s. 59.70(1), s. 285.73, and such powers and duties as may be set forth in the statutes and County ordinances not specifically delegated to the Zoning Board of Adjustment. The Committee shall handle applications for conditional use permits and all proposed amendments to the County Zoning, Shoreland, Subdivision and Private Sewage System Ordinances and shall conduct all public hearings required in connection with such amendments or conditional uses. The Committee shall also be responsible for the preparation of a County Land Use Plan including surveys and studies of land use, population and population density, economy, soil characteristics, forest cover, wetland and floodplain conditions and other human and natural features of the County and shall conduct such hearings as may be required in connection with such County planning. The Committee may adopt such rules and regulations governing its procedure as it considers necessary and advisable all according to the provisions of s. 59.69(2), Wis. Stats. [Am. 03/14/06, Ord. 2005-48l, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

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

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

3.05 BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.

1. The following Boards, Commissions, Committees and Other Bodies created by the County or to which the County has a right to appoint representatives, shall be elected or appointed in the manner provided by law, ordinance or rule. The Chair or either Vice Chair may attend the meetings of Boards, Commissions, Committees and Other Bodies, but are not to be considered ex-officio members and may not serve to establish a quorum or vote. Members of Boards, Commissions, Committees or other bodies where only one County Board member or other appointed member is serving as a representative of Jefferson County shall, in March of each year, submit to the County Clerk a report to include the number of meetings attended and a brief discussion of the major work of the body. The report shall be distributed to the County Board as a Communication at the April County Board meeting. [Am. 03/14/06, Ord. 2005-49a; Ord. No. 2018-01, 04/17/2018]
 - a) **BLUE SPRING LAKE MANAGEMENT DISTRICT** – [Cr. 03/14/06, Ord. 2005-49b, effective 04/18/06] One member appointed by the County Administrator with confirmation by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator with confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
 - b) **BRIDGES FEDERATED LIBRARY SYSTEM BOARD** – Three members appointed by the County Administrator pursuant to s. 43.19, Wis. Stats., subject to County Board confirmation, with one member appointed from the County Board. The remaining system Board members shall include such representatives of the library Boards governing public libraries of participating municipalities and counties and members of the public from Jefferson County. Members shall serve staggered three-year terms. The County Board member’s appointment shall cease if the County Board member’s term on the County Board ends. The number of appointments to the Bridges Federated Library System Board shall be based on proportion to population as nearly as practical consistent with State statutory requirements. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07/09/2013; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
 - c) **COMMUNITY ACTION COALITION** – Members appointed by the County Board Chair consisting of **at least one** County Board Supervisor, if possible, and other members of the public. The Coalition provides a variety of services to individuals in Jefferson County experiencing poverty, including services to obtain or maintain housing to prevent homelessness, and subsidized rental costs to make housing more affordable. It also provides many programs to help meet an individual’s basic needs and to build skills to reach self-sufficiency. [Ord. No. 2018-01, 04/17/2018] [Ord. No. 2003-39, 03/09/2004; Ord. No. 2007-49, 03/11/2008; Ord. No. 2008-01, 04/15/2008; Ord. No. 2011-24, 03/13/2012; Ord. No. 2015-19, 11/10/2015; Ord. No. 2016-01, 04/19/2016]

- d) **COMMUNITY JUSTICE COLLABORATING COUNCIL** – Seventeen members whose membership is determined by the position the member occupies or by appointment of the Council: Chief Judge or Presiding Judge for Jefferson County (Chair), County Administrator, County Board Chair, Sheriff, District Attorney, Clerk of Circuit Court, local government representative, Jefferson County Public Defender, Jefferson County Police Chief and Sheriff's Association representative, Human Services Director, Jefferson County parole and probation manager, education representative, two members of the public, Corporation Counsel, Health Department Director and Child Support Office representative. The Council shall create by-laws including establishing term lengths for members, meet at least quarterly and make recommendations to the County Board, or member's respective organization, to facilitate the goals of the Council. Members may appoint a designee as authorized in the Community Justice Collaborating Council Bylaws. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018; Ord. No. 2018-08, 07/10/2018]
- e) **COUNTY BOARD OF HEALTH** – Five members appointed by the County Administrator, subject to County Board confirmation, who shall serve three-year staggered terms. Two members shall be members of the County Board when appointed and their appointment shall cease if not re-elected to the County Board. Non-Board members shall be persons who have a demonstrated interest or competence in public health and a good faith effort shall be made to appoint a physician and a nurse. The County Board of Health shall meet **at least** quarterly as required by Wisconsin Statute 251.04(5) and additionally on the call of the Board of Health Chair. The County Board of Health shall have the powers and duties established in Wis. Stat. 251.04. [Am. 03/14/06, Ord. 2005-49c; 03/09/10, Ord. 2009-24; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- f) **DRAINAGE BOARD** – Three members appointed by the Jefferson County Circuit Court Judges in accordance with section 88.17 Wis. Stats. County staff will provide general administrative support for the Drainage Board under the supervision of the County Administrator as authorized under Chapter 88 Wis. Stats.
- g) **ECONOMIC DEVELOPMENT CONSORTIUM** – Three County Board members, appointed by the County Board Chair and confirmed by the County Board. In lieu of having an Economic Development Committee, any of the three County Board members appointed to the Jefferson County Economic Development Consortium Board in accordance with Resolution No. 2003-28 may present items recommended by the Consortium to the Jefferson County Board for its consideration. [Cr. 03/14/06, Ord. 2005-49d; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- h) **HISTORIC SITES PRESERVATION COUNCIL** – Five members appointed by the County Board Chair subject to confirmation by the Jefferson County Board of Supervisors. One member shall be a Jefferson County Board Supervisor who shall also be a member of the Jefferson County Parks Committee. The remaining members may be Jefferson County Board Supervisors or members of the public, and insofar as possible, should include experts in historic preservation and Jefferson County history. The Council shall meet no more than 6 times per year. Members shall serve two-year terms. The purpose, intent and criteria of this Council are set forth in Ordinance No. 2016-19. [Ord. No. 2016-20, 02/14/17; Ord. No. 2018-01, 04/17/2018]
- i) **HOME CONSORTIUM BOARD** – The County Board Chair shall appoint three county representatives pursuant to the controlling intergovernmental agreement (Resolution No. 2000-21). [Cr. 03/14/06, Ord. 2005-54; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- j) **HUMAN SERVICES BOARD** – Seven members appointed by the County Administrator and confirmed by the County Board. This is the governing and policymaking Board for the Human Services Department. Four members shall be members of the Board of Supervisors at the time of appointment and throughout their respective terms. Three members shall be consumers of service or citizens at large.

No public or private provider of services may be appointed to the Board. Appointees shall serve staggered three-year terms. The Human Services Board shall elect a Chair and Vice Chair who must be selected from the four members who are supervisors. Elections shall be held after the County Board organizational meeting in April of even-numbered years. The Human Services Board shall possess all the powers and duties prescribed by s. 46.23(5m), Wis. Stats. [Ord. No. 2018-01, 04/17/2018]

- i. **AGING AND DISABILITY RESOURCE CENTER ADVISORY COMMITTEE** – The Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee pursuant to s. 46.23(5m)(a), Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
- ii. **NUTRITION PROJECT COUNCIL** – The Human Services Board shall appoint a Nutrition Project Council pursuant to s. 46.23(5m)(a), Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
- k) **JEFFERSON COUNTY LIBRARY BOARD** – Seven members, appointed by the County Administrator and confirmed by the County Board, serving staggered three-year terms, including at least one school administrator of a school district located in whole or in part in the County, or that school district administrator's designee, and one or two County Board Supervisors, representatives of existing library Boards and persons residing in municipalities not served by libraries. A County Board member's appointment shall cease if the County Board member's term on the County Board ends. [Am. 05/11/04, Ordinance 2004-06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- l) **LAKE RIPLEY MANAGEMENT DISTRICT** – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. District created by the County Board on December 11, 1990 (Resolution No. 90-57). [Cr. 03/14/06, Ord. 2005-49g, effective 04/18/06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- m) **LAND INFORMATION COUNCIL** – The Council is created pursuant to s. 59.72(3m), Wis. Stats., and shall be comprised of the Register of Deeds, the Treasurer, the Director of Planning & Zoning, the Land and Water Conservation Director, the Information Technology Director, and the Real Property Lister, or their designees, and the following members appointed by the County Administrator and confirmed by the County Board: (1) a member of the Board, (2) a representative of the land information office, (3) a realtor or a member of the Realtors Association employed within the County, (4) a public safety or emergency communications representative employed within the County, (5) the County surveyor or a registered professional land surveyor employed within the County. [re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2014-10, 06/10/2014; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]

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

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

- n) **LOCAL EMERGENCY PLANNING COMMITTEE** – A minimum of thirteen members appointed by the County Board Chair and confirmed by the County Board, in accordance with s. 59.54(8), Wis. Stats., and 42 USC 11001(c). Membership shall include, at a minimum, representatives from each of the following groups or organizations: elected State and local officials; law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of this subchapter. At least one Jefferson County Supervisor shall serve on the Local Emergency Planning Committee. The Board Chair may appoint additional members, confirmed by the County Board, beyond the statutorily required minimum membership including, but not limited to, county board supervisors. [am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015]
- o) **LOWER SPRING LAKE PROTECTION and REHABILITATION DISTRICT** – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. District created by the County Board on August 12, 1980 (Resolution No. 80-51). [Cr. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- p) **MARSH COUNTRY HEALTH ALLIANCE** - One County Board Supervisor appointed by the County Board Chair pursuant to an Intergovernmental Cooperation Agreement. Jefferson County is a member of the Marsh Country Health Alliance Commission to organize and establish a multi-jurisdictional public entity to lease, manage and operate a nursing home and facility for the developmentally disabled known as Clearview Long-Term Care and Rehabilitation. [Ord. No. 2018-01, 04/17/2018]
- q) **SHERIFF'S CIVIL SERVICE COMMISSION** – Five members appointed by the County Administrator and confirmed by the County Board serving staggered terms of five years in accordance with s. 59.26(8), Stats. Members of the County Board shall not be eligible to serve on the Civil Service Commission. The Civil Service Commission shall have the powers and duties set forth in s. 59.26, Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]
- r) **SOUTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT AREA CONSORTIUM** – Six members consisting of the Chair of the County Board of Supervisors or County Executives or the designees of said officials of the counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk. The purpose of the Consortium is to serve as an oversight entity to fulfill the intent of the Workforce Innovation and Opportunity Act. The responsibilities of the Consortium are (1) to serve as the Workforce Development Area Consortium of Supervisors, (2) to appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act; and (3) to execute an agreement with the Workforce Development Board required for proper operation and functioning of the Board. The Consortium will direct the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the Consortium and serve as the administrative entity and fiscal agent with the duty to disburse funds at the direction of the local Board. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- s) **TRAFFIC SAFETY COMMISSION** – A minimum of twelve members appointed to indeterminate terms by the County Administrator and confirmed by the County Board in accordance with s. 83.013, Wis. Stats. Membership shall include the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board from each of the disciplines of education, medicine and law and 3 representatives involved in law enforcement, highways and highway safety designated by the secretary of transportation. The Traffic Safety Commission shall meet at least quarterly to review traffic accident data from the county and other traffic safety related matters. Additional persons may be appointed to serve as members of the county Traffic Safety

Commission. The Jefferson County Highway Commissioner shall serve on the Traffic Safety Commission as the County Highway Safety Coordinator unless a County Highway Safety Coordinator has otherwise been designated by the County Administrator to serve on the Traffic Safety Commission in that capacity. At least one Jefferson County Supervisor shall serve on the Traffic Safety Commission. The County Administrator may appoint additional members, confirmed by the County Board, beyond the statutorily required minimum membership including, but not limited to, County Board Supervisors. [Cr. 03/14/06, Ord. 2005-54; re-lettered 0/15/08, Ord. 2008-01 and Ord. 2008-02; am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- t) **VETERANS SERVICE COMMISSION** - Five members appointed by the County Administrator and confirmed by the County Board for staggered three-year terms in accordance with s. 45.81, Wis. Stats. **If possible, members should include at least one County Board Supervisor.** Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. County Board Supervisors may be appointed by the County Administrator and confirmed by the County Board to increase membership to more than five members. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 08/12/08, Ord. 2008-16; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- u) **WISCONSIN COUNTIES UTILITY TAX ASSOCIATION** – **The Wisconsin Counties Utility Tax Association is an incorporated nonprofit organized under Chapter 184 of Wis. Stats.** One member appointed by the County Board Chair with confirmation of the County Board. The Association's mission is to represent the interests of Counties to provide for an equitable distribution of utility tax for Wisconsin Counties. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- v) **WISCONSIN RIVER RAIL TRANSIT COMMISSION** – Three members appointed by the County Board Chair to staggered three-year terms ending on April 30 in respective years and one alternate. The Commission was created in 1980 for the purpose of retaining rail service in the member counties which are now Crawford, Dane, Grant, Iowa, Jefferson, Rock, Sauk, Walworth and Waukesha. The Commission's mission is to further support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson. [Ord. No. 2013-24, 03/11/2014; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- w) **ZONING BOARD OF ADJUSTMENT** - Three members appointed by the County Administrator and confirmed by the County Board serving staggered terms of three years in accordance with s. 59.694, Wis. Stats. The Zoning Board of Adjustment shall be comprised of non-County Board members residing in the unincorporated areas of the County. The Board of Adjustment shall have the powers and duties set forth in s. 59.694, Wis. Stats. The Board of Adjustment shall also hear appeals from determinations of noncompliance with Farmland Preservation Plans which have been made by the Land and Water Conservation Committee. Two alternate members of the Board of Adjustment shall be appointed. Annually by July 1, one of the alternate members shall be designated by the County Administrator as the first alternate and the other as the second alternate. [Am. 03/14/06, Ord. 2005-49h; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11/10/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- x) **JOINT REVIEW BOARD-** **Upon the convening of any Joint Review Board pursuant to Wis. Stat. §66.1105(4m)(a) wherein the representative of the County who shall sit on such Joint Review Board shall be the Chair, or the Chairperson's designee. The Chair shall give preference to the County Treasurer or another person with knowledge of local government finance in accordance with Wis. Stat. §66.1105(4m)(ae)2.**

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

3.06 RULES OF COUNTY BOARD STANDING COMMITTEES

1. Committee Chair.

- a) The committee shall select its Chair and Vice-Chair by majority vote, except where committee organization is otherwise governed by law, after the County Board organizational meeting in April of even-numbered years. A Chair, or Vice-Chair may be removed by majority vote of the committee.
- b) *Limit on Simultaneous Positions.* Except when necessary on a temporary basis, supervisors may serve as Chair of only 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 reside the Chairmanship of one of the prior committees before that committee's next meeting.
- c) *Vacancy.* If a Committee Chair position is vacant due to removal, resignation or death of the incumbent, the Committee shall hold an election to fill the position as soon as practicable. Until such vacant position is filled, the Vice Chair shall assume all duties of the Chair.

2. Attendance/Quorum.

- a) Committee members who cannot attend a committee meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Administrator, Committee Chair and County Board Chair. If the member is unable to notify the Chair, the member shall notify the applicable department head. Members reporting their absence in advance of the meeting shall be noted as having done so in the minutes where their absence is recorded.
- b) A majority of the members of any committee, shall constitute a quorum for the transaction of business. The appointing authority for standing committees under 3.04 may appoint an additional member on a temporary basis upon notice from a member that he/she has vacated his/her seat or will be unable to attend meetings for an extended period. Such temporary appointment shall terminate if/when the original member is once again available for meetings. [Ord. No. 2015-01, 04/21/2015; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

3. Meetings.

- a) The County Administrator shall prepare a schedule of regular meeting dates and shall be responsible for the assignment of an appropriate room for meetings and for the posting of proper notices. Each Chair shall give proper notice to the County Administrator of all meetings a minimum of 72 hours prior to the meeting unless it is an emergency. The County Administrator shall give public notice of all meetings as required by s. 19.84(3), Wis. Stats., at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may notice be provided less than two hours in advance of the meeting. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
- b) No committee may meet more than 30 times in any calendar year, except the Finance Committee which may not meet more than 40 times per year, exclusive of public hearings. Committees may hold additional emergency meetings on call of their Chairs and with prior approval of the County Board

Chair. [Am. 02/12/02, Ord. 2001-27; 12/13/05, Ord. 2005-32; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

- c) *Agendas/Minutes.* It shall be the responsibility of Committee members to thoroughly review draft minutes prior to approval. The County Clerk shall keep and preserve the agendas and minutes of meetings and attendance in the format determined by the County Clerk. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06/10/2014; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
- d) *Public Comment.* All agendas of County committees shall have an agenda item designated as “public comment.” Public comment shall be administered by the Chair in the same manner as required for County Board meetings. This requirement does not apply to meetings convened for the purpose of deciding an issue on which the public previously had the opportunity to comment. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

4. Compensation.

- a) Except as provided herein, the members of all County Board standing committees may receive a per diem, meeting fees, mileage, and reimbursed expenses as authorized by the County Board Rules. This shall include members of groups created under Chapter 46 of the Wisconsin Statutes and county representatives on lake district boards, consortiums, committees, boards, commissions or other bodies where appointments are made by the County Administrator, County Board Chair or County Board pursuant to law or intergovernmental agreements. Members of the Traffic Safety Commission who are receiving pay from a governmental entity during such meeting shall not be entitled to a meeting fee or mileage for such Traffic Safety Commission meeting. **Members of the Fair Advisory Board shall not receive meeting fees, mileage or other expense reimbursement, absent approval of the County Board.**[Am. 03/09/04, Ord. 2003-40; 06/08/04, Ord. 2004-08; 04/15/08, Ord. 2008-03; 03/09/10, Ord. 2009-24; Ord. No. 2015-01, 04/21/2015; Ord. No. 2016-20, 02/14/17; Ord. No. 2018-01, 04/17/2018; Ord. No. 2020-13, 12/08/2020]
- b) Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, shall notify the County Administrator not less than 72 hours in advance of said meeting or conference in order to permit the County Administrator to give any necessary Open Meeting notices as may be required. No per diems, meeting fees or expenses shall be paid to Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, who have not been authorized to attend by the County Board Chair.
- c) Requests for payment of all per diems, meeting fees, mileage, and authorized expenses must be submitted to the County Clerk within 30 days of the meeting or event for which the payment is authorized by submitting payment requests to the Jefferson County Clerk’s Office, unless otherwise approved in writing by the County Board Chair. For example, a member may not receive payment for a meeting attended in March if the request for payment is submitted during the month of May. All requests for payment under this section must be submitted using a reimbursement form or other method as directed by the Jefferson County Finance Director. All payments shall be paid by direct deposit unless doing so will create a hardship on the payee as determined by the Jefferson County Finance Director.
- d) Members of committees shall be authorized to receive compensation for attending meetings up to 120 days in any year. There shall be no limit on the number of meetings attended by the County Board Chair. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

5. Joint Meetings. Committees meeting with another committee on a particular subject of mutual interest shall retain their independent identity. Each committee shall vote separately and maintain its own minutes. For voting purposes, all committee members shall vote as a member of either or both committees of which they

have been appointed or designated to serve on. The County Board Chair shall chair the meeting or designate a temporary Chair for such purpose, who shall preside over both committees when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary Chair shall vote as a member of either or both committees of which the County Board Chair or temporary Chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05. [Cr. 12/13/05, Ord. 2005-33; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]

- 6. Subcommittees.** No committee may create a subcommittee or otherwise subdivide committee responsibilities, unless authorized by the whole County Board, authorized in the organization's bylaws, or mandated by law. Any committee may rely on its members, County staff, or other individuals or organizations to conduct research and provide additional information to the committee for the purpose of fulfilling its responsibilities. Such research or information gathering, when conducted cooperatively without a quorum of the committee shall not be considered a subcommittee or governmental body unless creation of a subcommittee has been previously approved by the County Board.

3.07 OPEN MEETINGS.

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law as specified in s. 19.81 of the Wisconsin Statutes. [Ord. No. 2018-01, 04/17/2018]
2. It is declared to be the policy of the County of Jefferson that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with the conduct of county affairs and the transaction of county business. All meetings of the Board of Supervisors, committees, boards and commissions shall be held in public buildings or any place reasonably accessible to members of the public and shall be "open sessions" as provided by s. 19.83, Wis. Stats., except as hereinafter provided. [Ord. No. 2018-01, 04/17/2018]
3. The Board of Supervisors, or any committee, board or commission, upon motion duly made and carried, may convene in closed session for the reasons provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific statutory exemption under s. 19.85(1) by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:
 - a) Deliberating after any judicial or quasi-judicial trial or hearing;
 - b) Considering dismissal, demotion, licensing or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion;
 - c) Considering employment, promotion, compensation or performance valuation data of any county Employee;
 - d) Considering strategy for crime detection or prevention;
 - e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session;
 - f) Considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to;
 - g) Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation;

h) Consideration of requests for confidential written advice from the Ethics Code Administrator.
[Ord. No. 2018-01, 04/17/2018]

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

3.08 AMENDMENTS TO RULES.

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

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

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

Referred By:
Executive Committee

3-12-2024

REVIEWED: Corporation Counsel: DHT

Finance Director:



RESOLUTION NO. 2023-_____

Designating Official Jefferson County Newspaper for the County Board Minutes

Executive Summary

Every two years Jefferson County enters into a contract with a local newspaper to serve as the County's official newspaper for the publication of County Board proceedings as required by Wisconsin Statutes. The existing contract with the *Daily Jefferson County Union* as the official Jefferson County newspaper expires on April 15, 2024. The Executive Committee solicited proposals from APG Media of Southern Wisconsin, which owns the *Daily Jefferson County Union* and the *Watertown Daily Times*, and the *Wisconsin State Journal* to be the County's official newspaper for the next two years commencing April 16, 2024, and ending April 20, 2026. APG Media of Southern Wisconsin submitted 3 bids: one bid for publishing in the *Daily Jefferson County Union*; one bid for publishing in the *Watertown Daily Times*, and one bid for publishing in both newspapers. The Wisconsin State Journal submitted one (1) bid for publishing in its paper. All bids include online posting at no additional charge.

After reviewing the bids and considering the costs of publication and circulation of each newspaper, the Executive Committee voted to accept the bid for publication in the *Daily Jefferson County Union* at its meeting on February 28, 2024, and recommended forwarding this resolution on to the County Board for approval. This resolution designates the *Daily Jefferson County Union* as the official Jefferson County newspaper for the 2024-2026 term.

WHEREAS, the Executive Committee has solicited proposals from APG Media of Southern Wisconsin, which owns the *Daily Jefferson County Union* and the *Watertown Daily Times*, to serve as the County's official newspaper for the next two years commencing April 6, 2024, and

WHEREAS, APG Media of Southern Wisconsin, submitted three bids as follows:

Bid #1	Bid #2	Bid #3
Daily Jefferson County Union	Watertown Daily Times	Printed in Both Papers
\$1.04 per published line – 9 pt font	\$1.04 per published line – 9 pt font	\$1.24 per published line – 9 pt font
\$1.179 per published line – 6.5 pt font	\$1.179 per published line – 6.5 pt font	\$2.358 per published line – 6.5 font

WHEREAS, printing in the *Daily Jefferson County Union* will reach 4350 Jefferson County households, and

WHEREAS, printing in the *Watertown Daily Times* will reach 2650 Jefferson County households, and

WHEREAS, printing in both the *Daily Jefferson County Union* and the *Watertown Daily Times* will reach 7,000 Jefferson County households, and

WHEREAS, the Executive Committee has solicited proposals from the Wisconsin State Journal, to serve as the County's official newspaper for the next two years commencing April 16, 2024, and

WHEREAS, the Wisconsin State Journal, submitted a bid as follows:

Bid #1
Wisconsin State Journal
First Insert \$1.331204 per line – 6 pt font
Subsequent Insert \$1.0517 per line – 6 pt font
There is a \$19.95 creative fee for display ads if designs not sent as camera ready.

WHEREAS, printing in the *Wisconsin State Journal* will reach 822 total copies 582 paid home-delivery print subscribers in Jefferson County households, and

WHEREAS, there is no additional cost for posting online as well as on the Wisconsin Public Notices Site (WNA).

NOW, THEREFORE, BE IT RESOLVED that the *Daily Jefferson County Union*, owned by APG Media of Southern Wisconsin, is hereby designated the County's official newspaper for publication of County Board minutes commencing in April 2024 and ending in April 2026.

Fiscal Note: It is anticipated that the fiscal impact of this resolution will remain within the current budgeted amount based on 2022-2024 publication requirements.

Referred By:
Executive Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:



RESOLUTION NO. 2023-__

Authorizing the execution of Intergovernmental Agreement with City of Watertown for Shared Law Enforcement IT Services

Executive Summary

Both Jefferson County and the City of Watertown have a need for Law Enforcement IT services and would benefit from working collaboratively to ensure their systems properly integrate. The County has engaged in discussions with the City of Watertown regarding their respective needs for Law Enforcement IT services. These discussions have culminated in a proposed Intergovernmental Agreement. Per the proposal, Jefferson County intends to hire an IT professional who will dedicate approximately 30% of his or her time to providing services for the Watertown Police Department. In return, the City of Watertown will cover approximately 30% of the costs of the County's employee.

This resolution authorizes the County Administrator to finalize and execute an Intergovernmental Agreement with the City of Watertown for Shared Law Enforcement IT Services. The Executive Committee considered this resolution at its meeting on February 28, 2024, and recommended forwarding to the County Board for approval.

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

WHEREAS, the County's Comprehensive Plan and Strategic Plan have identified intergovernmental cooperation as a goal of the County, and

WHEREAS, the County and the City of Watertown both have a need for Law Enforcement IT services and benefit from systems integration, and


WHEREAS, the County and the City of Watertown have determined that collaboration of Law Enforcement IT services will allow for more efficient and effective services for the community,

NOW THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors authorizes the County Administrator to finalize and execute an Intergovernmental Agreement with the City of Watertown to provide for Shared Law Enforcement IT Services.

Fiscal Note: This position is already budgeted for in the 2024 Sheriff's Department budget. Any revenue generated from providing services to other partners will be collected into the General Fund.

Referred By:
Executive Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT Finance Director: 

RESOLUTION NO. 2023-__

Authorizing budget amendments to offset fiscal year 2023 departmental deficits

Executive Summary

At year end, the County Administrator requests a budget transfer from contingency or general funds to offset department deficits. This resolution will authorize transferring \$235,743.82 from the contingency fund to various county departments due to expenditures in excess of appropriations in fiscal year 2023, and increase budgeted debt proceeds and corresponding principal, interest and capital expenditures in the MIS Department for the initial purchase and financing and subsequent refinancing of the Mitel phone system. The Finance Committee considered this resolution at its March 6, 2024 meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, due to circumstances arising after the 2023 budget was adopted, the following transfers of funds from the contingency appropriation account are necessary as indicated to close the accounting books for 2023:

<u>Department</u>	<u>Org Code</u>	<u>Account Number</u>	<u>Deficit Amount</u>	<u>Source</u>
County Board	11601	599999	\$ 8,899.67	Contingency
Emergency Management	12001	599999	151,146.49	Contingency
Fair Park	12101	599999	56,963.62	Contingency
Medical Examiner	12701	599999	18,734.04	Contingency
MIS	77005	632100	(698,913.88)	Proceeds of Long-Term Notes
MIS	77005	592003	333,796.34	Note Payable Principal and Interest
MIS	77005	594810	365,117.54	Capital Equipment
Total			<u>\$ 235,743.82</u>	

WHEREAS, the Finance Committee recommends that the above expenditures in excess of appropriations be funded by increasing budgeted revenue and expenditures by \$235,743.82; and

WHEREAS, the Finance Committee also recommends increasing the amount for Proceeds of Long-Term Notes for the initial lease financing of the Mitel phone system and subsequent refinancing of the same purchase with a general obligation promissory note, increasing the Notes Payable Principal and Interest budget amount for the payoff of the initial lease financing, and Capital Equipment for the acquisition of the phone system.

NOW, THEREFORE, BE IT RESOLVED that the aforementioned increases in revenues and expenditures and transfers of funds are hereby approved and the 2023 budget is amended to reflect the same.

Fiscal Note:

County Board: County Board per diems exceeded budgeted amounts in 2023, primarily related to increase meetings in development of the Strategic Plan. The budget for per diems has increased for 2024.

Emergency Management: There were cost overruns that exceeded reimbursements in the Flood Mitigation Program. It is planned this round of acquisitions are closed out in 2024.

Fair Park: The main reason expenditures exceeded budget is because of a very successful animal auction, where payouts exceeded anticipated amounts.

Medical Examiner: Autopsy and transportation expenses exceeded budgeted amounts during 2023. The budget for these line items has been increased in 2024.

MIS: The County purchased a new phone system under a lease agreement, then subsequently refinanced the lease with a general obligation promissory note. This amendment recognizes that transaction.

As a budget amendment, this resolution requires twenty 20 out of 30 affirmative votes from the total membership of the County Board for passage.

Requested By:
Finance Committee

3-12-2024

REVIEWED: Corporation Counsel: DHT; Finance Director:



RESOLUTION NO. 2023-_____

Authorizing year-end requests to carry over budget appropriations from fiscal year 2023 to fiscal year 2024 and amending the 2024 budget

Executive Summary

At year end, departments are requested to submit carryover requests for funds that are unspent. If the County Administrator approves the request, it is reviewed by the Finance Committee and acted on by the County Board for approval. The Finance Committee recommends that funds of \$60,140,537.39 be carried over from fiscal year 2023 to fiscal year 2024, the Classification of Authorized Position is amended, adjustment to grade scale classification for identified positions, modification to American Resue Plan Act Allocation and selected fee schedule are amended according to the attachments to this resolution.

Furthermore, the Finance Committee recommends amending the FY 2024 budget by appropriating funds to cover the following projects and plans:

Funding Source/(Programmatic Purpose):	Source	(Use)
Sale of County property - Capital Projects Fund (Nestle)	338,714.00	-
Sale of County property - Capital Projects Fund (Stade)	21,763.00	-
Sale of County property - Capital Projects Fund (Project Dove)	3,000,000.00	-
PACE Program	-	(500,000.00)
Strategic Plan Initiatives	-	(500,000.00)
Live Local Development Fund	-	(1,000,000.00)
Restoration of General Fund Balance	-	(1,000,000.00)
Improvements to Parks Builidng/Project Dove infrastructure	-	(200,000.00)
Closing costs/other studies related to sale of County property	-	(160,477.00)
Opioid settlement funding	200,000.00	-
Response to opioid crisis	-	(200,000.00)
ARPA - Highway projects match	-	(425,000.00)
ARPA - Interurban Trail grant match	-	(325,000.00)
APRA - Broadband project	750,000.00	-
Totals	<u>4,310,477.00</u>	<u>(4,310,477.00)</u>

The Human Resources Committee met on February 28, 2024 to review and recommend adjustments to grade scale for certain position due to market conditions and adjustments to Classification of Authorized Positions. The Finance Committee considered this resolution at its March 6, 2024 meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, at the close of each fiscal year, it may be desirable to carry over funds in some accounts so that they can be used in the next budget year, and

WHEREAS, the Finance Committee has reviewed the collective requests of all departments to carry over the funds designated in the various accounts below, more particularly set forth in the attached schedule, as follows:

Fund Type	Description	Requested	Amount
Governmental funds	Non-spendable	\$ 3,137,140.50	
Governmental funds	Spendable, restricted	4,193,898.93	
Governmental funds	Spendable, committed	<u>24,070,172.54</u>	
Governmental funds	Total	<u>\$ 31,401,211.97</u>	
Proprietary funds	Capital net position	\$ 22,190,633.25	
Proprietary funds	Restricted net position		160,659.39
Proprietary funds	Non-restricted net position	<u>6,388,032.78</u>	
Proprietary funds	Total	<u>\$ 28,739,325.42</u>	

WHEREAS, the Finance Committee recommends certain funds be designated as non-lapsing for fiscal year 2024 in the amounts listed above, and

WHEREAS, the Human Resources Committee has identified twenty positions that are 10% or greater off market, eighteen positions that are 7.5-10% off market and two positions that are 5-7.5% off market, and recommend making appropriate adjustments June 30, 2024, and

WHEREAS, the Human Resources Committee and the County Administrator are recommending changes to the Classification of Authorized Personnel due to changing needs of the county, and

WHEREAS, the Finance Committee also recommends amending certain fees for Fair Park, Medical Examiner and Sheriff Department, and

WHEREAS, the Finance Committee also recommend amending the allocation of American Rescue Plan Act appropriation from the Broadband Project to Highway Projects and the Interurban Trail Project, and

WHEREAS, the Finance Committee also recommends approving additional projects, with funding to be provided the sale of County property and opioid settlement funds.

NOW, THEREFORE, BE IT RESOLVED that the funds in the accounts identified in the Finance Committee minutes of March 6, 2024, and referenced above, totaling \$60,140,537.39, are designated as non-lapsing in the 2023 budget and carried over to the 2024 departmental budgets which are hereby amended in the respective amounts.

BE IT FURTHER RESOLVED the appropriations for operational costs, projects and plans through fund balance, proceeds from sale of County property and opioid settlement funds as

provided in the Executive Summary and the attachment hereto hereby amends the 2024 budget accordingly.

Fiscal Note: This resolution authorizes the Finance Director to make the necessary budget adjustments to enact the resolution. As a budget amendment, this resolution requires twenty (20) of thirty (30) affirmative votes for passage.

Explanation of governmental funds: Non-spendable funds are funds that include prepaid items, deposits, and inventory accounts. Spendable, restricted funds are funds that are legally restricted by statutes, contracts, or funding source. Spendable, committed funds are funds that are spendable at the discretion of the County.

Explanation of proprietary funds (Highway): Capital net position represents items that are depreciated along with land (which is not depreciated). Restricted net position relates to municipal deposits for subsequent year work by the County. Non-restricted net position includes both required items and discretionary items.

Requested By:
Finance Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT; Finance Director:



JEFFERSON COUNTY
CARRYOVER REQUESTS - 2023 TO 2024

Note: When it states "per 2024 budget" this is what is in the 2024 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.								
Department	Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Restricted	Assigned	Total
General Rev and Exp	11001	130*		Long-term receivables and delinquent property taxes	1,536,384.05			
General Rev and Exp	11001	1610*		Inventory	25,830.90			
General Rev and Exp	11001	1620*		Prepaid assets	1,212,369.23			
General Rev and Exp	11001	611104		Resolution 2015-36 Purchase Park Land of of County Hwy A - transfer out to Capital Projects Fund			34,122.00	
General Rev and Exp	11001	611104		Resolution 2016- Purchase Property at 302 & 304 S Center and 201 E Dodge St - transfer out to CPF			9,882.26	
General Rev and Exp	11001	611104		Transfer out to Capital Projects Fund an additional \$2 million for Building project			2,000,000.00	
General Rev and Exp	11002	599908		Organizational projects - FEC			32,250.00	
General Rev and Exp	11102	599908		Market study increases (to be moved to departments at conclusion of study)			66,000.00	
General Rev and Exp	11102	599908		Flood Mitigation closeout costs			100,000.00	
General Rev and Exp	11003	699700		Revolving Loan Fund carryover			516,073.59	5,532,912.03
Administration	11101	532325		Professional Development carryover			11,110.35	
Administration	11101	594818		Website upgrade			80,000.00	
Administration	11101	521219		EMS planning			50,000.00	
Administration	11101	521219		Emergency response			50,000.00	
Administration	11101	521219		Remediation for Highway site			200,000.00	
Administration	11101	594810		Printer/Copier			10,000.00	
Administration	11102	521219		SCRAM/LIFT			70,000.00	471,110.35
Central Services	11201	594822		Replace lighting at Annex building			10,000.00	
Central Services	11201	594822		Replace jail door operator system			202,715.00	212,715.00
Court Support Services	11402	594810		Printer/Copier			10,000.00	
Court Support Services	11404	531301		Supplies not purchased in 2023			2,334.60	
Court Support Services	11405	531301		Supplies not purchased in 2023			350.00	
Court Support Services	11408	531301		Supplies not purchased in 2023			661.93	13,346.53
County Board	11603	699700		Historical Commission restricted funds carried forward from 2022		5,604.86		5,604.86
County Clerk	11705	699700		Adjust beginning carryover to actual amount		(6.50)		
County Clerk	11705	699700		Budgeted carryover for 2022		0.00		(6.50)
Economic Development	11901	699701		JCEDC vested benefit reserve budgeted for 2024		20,386.48		
Economic Development	11901	699701		Adjust beginning vested benefit carryover to actual amount		16,396.79		
Economic Development	11901	699700		Budgeted operating carryover for 2024		338,723.04		
Economic Development	11901	699700		Adjust beginning operating carryover to actual amount		87,190.50		
Economic Development	11902	699701		Homeowner vested benefit reserve budgeted for 2024		0.00		
Economic Development	11902	699701		Adjust beginning vested benefit carryover to actual amount		0.00		
Economic Development	11902	699700		Budgeted carryover for 2024		0.00		
Economic Development	11902	699700		Adjust beginning carryover to actual amount		0.00		462,696.81
Fair Park	12101	521219		Feasibility study			30,000.00	
Fair Park	12101	521219		Capital carryforward			90,000.00	
Fair Park	12101	594810		Printer/Copier			10,000.00	
Fair Park	12103	699800		Adjust beginning carryover to actual amount		35,969.12		
Fair Park	12103	699800		Budgeted carryover for 2023		1,940.00		
Fair Park	12104	421001		Revenue for Tourism Grant		(207,270.89)		
Fair Park	12104	various		Remaining budget for Tourism Grant		207,270.89		167,909.12
Finance Department	12201	521219		Munis Upgrade including Enterprise Asset Management			15,000.00	15,000.00
Human Resources	12301	521219		Assistance with Personnel Ordinance			7,880.00	7,880.00

JEFFERSON COUNTY
CARRYOVER REQUESTS - 2023 TO 2024

Note: When it states "per 2024 budget" this is what is in the 2024 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.								
Department	Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Restricted	Assigned	Total
Land Conservation	12401	424001	22224	ARPA Groundwater Study remaining fund allocation		23,385.26		
Land Conservation	12401	521220	22224	ARPA Groundwater Study remaining fund allocation		(23,385.26)		
Land Conservation	12401	485200	24411	Rock Lake Watershed Project restricted donation		5,000.00		
Land Conservation	12401	various	24411	Rock Lake Watershed Project restricted donation		(5,000.00)		
Land Conservation	12404	699700	24403	Adjust beginning carryover to actual amount		1,125.00		
Land Conservation	12404	699700	24403	Budgeted carryover for 2024		0.00		
Land Conservation	12404	699700	24404	Adjust beginning carryover to actual amount		34,013.92		
Land Conservation	12404	699700	24404	Budgeted carryover for 2024		57,700.00		
Land Conservation	12405	699700	24405	Adjust beginning carryover to actual amount		2,800.00		
Land Conservation	12405	421001	24405	Adjust for new grants		52,344.07		
Land Conservation	12405	various	24405	Expense for 2024		(52,844.07)		
Land Conservation	12407	699700		Adjust beginning carryover to actual amount			19,094.98	
Land Conservation	12407	699800		Farmland Preservation capital per 2024 budget			52,490.19	166,724.09
Land Information	12503	594819		Carryover for Pictometry not spent in 2023		38,982.35		
Land Information	12503	699700		Adjust beginning carryover to actual amount		83,138.23		
Land Information	12503	699700		Budgeted carryover for 2024		284,918.20		368,056.43
Medical Examiner	12701	594810		Printer/Copier			10,000.00	10,000.00
Parks Department	12802	699800		Carol Liddle estate funds, budgeted carryover for 2024		0.00		
Parks Department	12802	699800		Adjust beginning carryover to actual amount		64,526.63		
Parks Department	12803	699700		Carlin Weld funds, budgeted carryover for 2024		4,523.71		
Parks Department	12803	699700		Adjust beginning carryover to actual amount		(193.60)		
Parks Department	12804	594822		Replace Korth Park Shelter Curtains			20,000.00	
Parks Department	12804	594808		Capital land carryforward for Trieloff			100,500.00	
Parks Department	12805	699700		Carnes Park Development funds per 2024 budget			206,944.43	
Parks Department	12805	699700		Adjust beginning carryover to actual amount			(24,651.85)	
Parks Department	12805	699700	28151	Henessy Memorial			5,000.00	
Parks Department	12805	699700	28152	Hovel Memorial			1,050.00	
Parks Department	12805	699700	28153	Carnes East Building Restoration			10,000.00	
Parks Department	12805	699700	28154	Mary Adams future land acquisition/improvements to birding			10,000.00	
Parks Department	12805	699700	28155	Linton Memorial			881.29	
Parks Department	12805	699700	28156	Mason Memorial			22,436.00	
Parks Department	12807	699700		Remaining Garman Nature Preserve, budgeted carryover for 2024		6,831.93		
Parks Department	12807	699700		Adjust beginning carryover to actual amount		17,213.53		
Parks Department	12808	699700		Holtzhueter State Park parking lot resurface			10,000.00	
Parks Department	12808	699700		Holtzhueter State Park GHA improvements		4,762.42		
Parks Department	12810	699700	28102	Jefferson County Community Foundation Donation MTB Trail		7,334.83		
Parks Department	12810	594808		Donations for Trieloff acquisition		26,742.48		
Parks Department	12810	699800	28102	Mountain bike park		3,625.83		
Parks Department	12810	594821	28101	Interurban Trail Phase III seed funds			308,243.43	
Parks Department	12811	699992		Remaining Dog Park funds per 2024 budget			41,513.41	
Parks Department	12811	699992		Adjust beginning carryover to actual amount			(31,448.59)	
Parks Department	12813	521220		Flood Mitigation Property Management Plan			35,000.00	
Parks Department	12816	594821		Burnt Village - ADA launch			15,000.00	865,835.88
Planning/Zoning	12902	699700		Adjust beginning carryover to actual amount		9,544.57		
Planning/Zoning	12902	699700		Solid Waste funds per 2024 budget		326,779.77		336,324.34

JEFFERSON COUNTY
CARRYOVER REQUESTS - 2023 TO 2024

Note: When it states "per 2024 budget" this is what is in the 2024 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.								
Department	Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Restricted	Assigned	Total
Sheriff Department	13101	594818		Tracs software project			7,500.00	
Sheriff Department	13101	594811		Sheriff squads			360,000.00	
Sheriff Department	13103	594810		BDAs for communication project			120,000.00	
Sheriff Department	13103	531303		MABAS - Fire/EMS/Law reserve			40,000.00	
Sheriff Department	13103	531303	90030	Communications upgrade project - ongoing licensing and support			627,550.70	
Sheriff Department	13106	699700	31602	Jail health fund reserve			69,000.00	
Sheriff Department	13108	699700		Jail assessment funds restricted by Wisconsin Statutes per 2024 budget		218,456.28		
Sheriff Department	13108	699700		Adjust beginning carryover to actual amount		(7,648.12)		
Sheriff Department	13109	699700	31901	Remaining restricted donations -- K-9 related per 2024 budget		0.00		
Sheriff Department	13109	699700	31901	Adjust beginning carryover to actual amount		59,376.48		
Sheriff Department	13109	699700	31902	Remaining restricted donations -- Community Program per 2024 budget		0.00		
Sheriff Department	13109	699700	31902	Adjust beginning carryover to actual amount		14,876.09		
Sheriff Department	13109	699700	31904	Remaining restricted donations -- Honor Guard per 2024 budget		0.00		
Sheriff Department	13109	699700	31904	Adjust beginning carryover to actual amount		2,249.50		
Sheriff Department	13109	699700	31906	Remaining restricted donations -- Tactical Air Wing per 2024 budget		94.00		
Sheriff Department	13109	699700	31907	Remaining restricted donations -- Dive Team per 2024 budget		0.00		
Sheriff Department	13109	699700	31907	Adjust beginning carryover to actual amount		3,539.08		
Sheriff Department	13109	699700	31908	Remaining restricted donations -- DTF (included in 2024 budget)		724.19		
Sheriff Department	13110	699700		Funds restricted by source -- Drug Education as per 2024 budget		1,716.89		
Sheriff Department	13110	699700		Adjust beginning carryover to actual amount		137.35		
Sheriff Department	13111	699700		Funds restricted by source -- Drug Restitution as per 2024 budget		3,977.40		
Sheriff Department	13111	699700		Adjust beginning carryover to actual amount		(1,017.91)		
Sheriff Department	13112	699700		Funds restricted by source -- Vehicle Forfeiture per 2024 budget		315.00		
Sheriff Department	13112	699700		Adjust beginning carryover to actual amount		0.00		
Sheriff Department	13113	699700		Funds restricted by source -- Drug Task Force - 2024 budget		4,023.84		
Sheriff Department	13113	699700		Adjust beginning carryover to actual amount		874.26		
Sheriff Department	13114	699700		Funds restricted by source -- Federal Forfeitures per 2024 budget		222,031.80		
Sheriff Department	13114	699700		Adjust beginning carryover to actual amount		(4,269.20)		
Sheriff Department	13115	699700		Funds restricted by source -- CEASE Marijuana per 2024 budget		201.00		
Sheriff Department	13116	699700		Funds restricted by source -- State Forfeitures per 2024 budget		37,026.67		
Sheriff Department	13116	699700		Adjust beginning carryover to actual amount		1,542.60		1,782,277.90
UW Extension	13301	594813		Upgrade technology in Rooms 8 and 9			8,000.00	
UW Extension	13302	699700		UWEX Program per 2024 budget			988.48	
UW Extension	13302	699700		Adjust beginning carryover to actual amount			0.00	
UW Extension	13303	699700		Remaining funds Agricultural program per 2024 budget			6,308.54	
UW Extension	13303	699700		Adjust beginning carryover to actual amount			825.56	
UW Extension	13303780	699700		Remaining funds Master Gardener Program per 2024 budget			2,510.67	
UW Extension	13303780	699700		Adjust beginning carryover to actual amount			246.00	
UW Extension	13303781	699700		Pesticide Programs per 2024 budget			7,202.83	
UW Extension	13303781	699700		Adjust beginning carryover to actual amount			730.00	
UW Extension	13303782	699700		Tractor Safety Program per 2024 budget			4,255.24	
UW Extension	13303782	699700		Adjust beginning carryover to actual amount			0.00	31,067.32
Veterans Services	13401	699992		Computer/docking station not purchased in 2023			1,800.00	
Veterans Services	13401	699700		Unspent grant funds		1,800.00		
Veterans Services	13402	699992		Gift card inventory reserve	750.00			
Veterans Services	13402	699992		Budgeted carryover for 2024			20,829.01	
Veterans Services	13402	699992		Adjust beginning carryover to actual amount			7,226.85	32,405.86
General Fund Totals					2,775,334.18	2,040,101.29	5,705,406.90	10,520,842.37

**JEFFERSON COUNTY
CARRYOVER REQUESTS - 2023 TO 2024**

Note: When it states "per 2024 budget" this is what is in the 2024 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.								
Department	Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Restricted	Assigned	Total
Health Department	24	351300		Prepaid asset reserve (Prepaid Health Ins paid by Employer)	29,736.28			
Health Department	24	354900		Working capital (3 Month Operating Expense)		505,848.00		
Health Department	24	351000		Restricted for Health Department services		274,304.93		
Health Department	4101	699700		Aurora Medical Center in Summit Donation - Budget Amendment (2023) funding not used in full		1,088.76		
Health Department	4101	699700		Greater Watertown Community Health Foundation Donation - Budget Amendment (2023) funding not used in full		510.00		
Health Department	4101	699700		Kwik Trip Donation - Budget Amendment (2023) funding on not used in full		2.69		
Health Department	4122	699700		Drug Free Communities Grant - funding not used in full		59,511.38		
Health Department	4132	699700		Drinking Water Grant - funding not used in full		13,200.00		
Health Department	410706	various		Bioterrorism Preparedness Grant (Carry Over) - funding not used in full		6,076.00		890,278.04
Human Services	25	353100		Prepaid asset reserve	332,070.04			
Human Services	63028011	529299	63007	YCSF reserve		150,000.00		
Human Services	61690987	594950	63001	HS reserve		650,000.00		
Human Services	63027011	553202	65063	CRS long-term placement		240,000.00		
Human Services	65013000	555128	65121	Unfunded COP only children		73,000.00		
Human Services	61169900	594822	65210	Lock system		58,840.00		
Human Services	61169900	594822	65210	Window film		12,536.00		
Human Services	61169900	594822	65210	Front desk BR door		9,150.00		
Human Services	61169900	535360	65200	Doors at WFD		8,822.00		
Human Services	61169900	535360	65200	Back exit door		3,500.00		
Human Services	61169900	535360	65200	Hillside basement door		3,500.00		
Human Services	62081700	594811	65195	DOT Van - Match for new van		14,452.00		
Human Services	61690987	594822	63101	Apartment electrical work		12,330.00		
Human Services	Various			Donations		57,125.88		1,625,325.92
Capital Projects Fund	49001492	various		Building project			18,364,765.64	18,364,765.64
Total Governmental Funds					3,137,140.50	4,193,898.93	24,070,172.54	31,401,211.97
					Capital	Restricted	Non-Restricted	Total
Highway Department	5	361100		Capital net position	22,011,717.59			
Highway Department	5	361200		Contributed capital -- state salt shed/brine equipment	178,915.66			
Highway Department	5	3625xx		Road equity, multiple municipalities		160,659.39		
Highway Department	5	363100		Inventory stabilization			(620,881.43)	
Highway Department	5	363200		Under-recovered fringe benefit pool to be allocated in 2024			(1,714,492.90)	
Highway Department	5	363250		Over-recovered small tools pool to be allocated in 2024			26,375.85	
Highway Department	5	363260		PBM Reserve			214,998.14	
Highway Department	5	363350		Inventory net position			2,221,331.60	
Highway Department	5	363400		Prepaid asset reserve (Prepaid Health Ins paid by Employer)			468,969.23	
Highway Department	53241	699992		Fixed Asset replacement (machinery operations)			3,015,824.21	
Highway Department	53311	531562		General Maintenance - CTH H			716,307.46	
Highway Department	53312	531562		Cty Hwy Construction work CTH K/Z			511,155.31	
Highway Department	53315506	531215		STP - CTH E/F/D - Federal Aid projects			76,192.13	
Highway Department	53111	511110		Administration - staffing and succession plan			99,920.33	
Highway Department	53121	531562		Engineering for future projects			103,998.71	
Highway Department	53313	531562		Winter maintenance balance for future Winter Maintenance expense			1,268,334.14	
Totals					22,190,633.25	160,659.39	6,388,032.78	28,739,325.42
					Total all Funds			60,140,537.39

RESOLUTION NO. 2023-

Authorizing the amendment of the State-Local Agreements with Wisconsin Emergency Management for State-Local Hazard Mitigation Program Assistance

Executive Summary

Jefferson County was the recipient of federal and state grant funding via the Hazard Mitigation Grant Program for the acquisition/demolition of structures located in the floodplain of the Rock River, Bark River, and Lake Koshkonong in Jefferson County. Jefferson County has been working on this flood mitigation project for a few years and is nearing completion. Jefferson County recently requested additional grant funding to reimburse actual costs incurred during the project implementation. FEMA has approved approximately \$77,996 in additional funding conditioned upon the receipt of grant cost amendments.

This resolution authorizes the County Administrator to execute State-Local Hazard Mitigation Grant Program Assistance Amendments to secure additional funding for the costs of the flood mitigation program. The Finance Committee considered this resolution at its meeting on March 6, 2024, and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, additional grant funding is available from Federal Emergency Management Agency (FEMA) to reimburse budget overrun costs for implementation of the flood mitigation project, and

WHEREAS, FEMA has approved additional funding and Wisconsin Emergency Management (WEM) requires the execution of grant cost amendments to receive said funding,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to execute the necessary State-Local Hazard Mitigation Grant Program Assistance Amendments to secure additional grant funding for reimbursement of costs of the County's flood mitigation program.

Fiscal Note: Since this grant amendment reimburses costs that have already been incurred in past years, no budget amendment is necessary.

Referred By:
Finance Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:



RESOLUTION NO. 2023-

Accepting bid for demolition of property acquired through the Flood Mitigation and Acquisition Program.

Executive Summary

Jefferson County has continued to be active in the Flood Mitigation and Acquisition Program to reduce risk for those properties that are impacted due to frequent flooding. Since 2008, the County has received numerous grants to accelerate this program in defined areas. The last flood mitigation property acquired by Jefferson County was recently vacated. That property is located at W7696 Blackhawk Island Road in Fort Atkinson. Pursuant to the Flood Mitigation and Acquisition Program guidelines, after a property is vacated, the County is required to coordinate the demolition of the structures on the property to restore it back to a more natural state.

On January 16, 2024, Jefferson County Emergency Management issued a request for proposals (RFP) to solicit bids for the demolition, asbestos abatement, well capping, septic system abandonment, and grading of the remaining Blackhawk Island property. Based upon the estimated cost of the project, the request for proposals was published on the County website and sent directly to eleven (11) contractors in the industry to solicit bids consistent with the County's Purchasing Ordinance.

The deadline for proposals was February 8, 2024. Only one bid was received. Two contractors responded declining to bid. The lowest qualified bidder was Minocqua Grading, LLC with a total cost of \$44,600.

This resolution authorizes the County Administrator to enter into a contract with Minocqua Grading, LLC for the demolition work as specified in the RFP at a price of \$44,600. On March 6, 2024, the Finance Committee considered the proposal and recommended forwarding it to the County Board for approval.

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

WHEREAS, Jefferson County solicited bids for demolition of the final property acquired through the Flood Mitigation and Acquisition Program, located at W7696 Blackhawk Island Road, Fort Atkinson; and

WHEREAS, the Finance Committee has reviewed the sole bid received and determined Minocqua Grading, LLC, is the lowest responsible bidder for the project.

NOW, THEREFORE, BE IT RESOLVED the County Administrator is authorized to enter into a contract with the lowest responsible bidder, Minocqua Grading, LLC for \$44,600, for the demolition, asbestos abatement, capping of wells, abandonment of septic system, and grading for the property located at W7696 Blackhawk Island Road.

Fiscal Note: \$100,000 is requested to be carried forward from the 2023 budget to 2024 for Flood Mitigation Closeout Costs. This amount is currently budgeted in contingency. This resolution authorizes the Finance Director to transfer \$44,600 from contingency to the Emergency Management Department's budget to cover the cost of this demolition. This is a budget amendment. A two-thirds vote of the entire board is required to pass (20 of the 30-member Board of Supervisors).

Referred By:
Finance Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:



RESOLUTION NO. 2023-_____

Establishing Total Annual Compensation for County Elected Officials of County Clerk, Register of Deeds, and Treasurer for the Fiscal Years of 2025 through 2028, pursuant to Wis. Stat. § 59.22 and Jefferson County Ordinance 2019-18, Establishing a Procedure to Set Elected Official Salaries

Executive Summary

On Thursday, February 28, 2024, the Human Resources Committee reviewed the current market conditions and trends, the internal comparable wages, and salaries from comparable counties for the positions of County Clerk, Register of Deeds, and Treasurer. After analyzing this information, the Human Resources Committee is recommending adjusting the annual compensation based on cumulative cost of living increases applied since 2021 for other non-represented positions for the fiscal year 2025, followed by a 3% increase in each year of the four-year term (2025, 2026, 2027, and 2028) of the elected constitutional officers of County Clerk, Register of Deeds, and Treasurer. The base salary was established in consideration of Ordinance 2019-18, Establishing a Procedure to Set Elected Official Salaries, which provides for determining the base starting salary for the upcoming term by reference to the step that is at closest to, but not less than, the 70th percentile of comparable counties of the appropriate recommended grade placement (Grade 12 for the County Clerk, Register of Deeds, and Treasurer).

WHEREAS, the Executive Summary is incorporated by reference, and

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials, other than County Board Supervisors, prior to April 15, 2024, which is the earliest time for filing nomination papers for county elective offices; and

WHEREAS, the Jefferson County Board of Supervisors recognizes the need to establish fair and competitive compensation for the elected officials of County Clerk, Register of Deeds, and Treasurer to ensure the attraction and retention of qualified personnel for these critical roles; and

WHEREAS, the current salary for these elected officials is \$84,344 per year (\$40.55/hr), which is less than the 70th percentile of comparable counties based on available market data; and

WHEREAS, to catch up with the market when establishing the base salary as of December 31, 2024, the County multiplied the current salary for these elected officials by 6% (calculated based on total compensation increases from 2021-2024 for non-represented employees compared to total compensation increases from 2021 – 2024 for elective officials) to arrive at \$89,404.64/year (or \$42.983/hr); and

WHEREAS, in consideration of the procedure set out in Ordinance 2019-18, the corresponding step in the County's 2024 pay plan closest to, but not less than the 6% increase is Grade 12, Step 5 (or \$43.0251/hr); said rate is also close to, but not less than the 70th percentile of comparable counties; and

WHEREAS, the base annual salary for the year 2024, consistent with Jefferson County Ordinance 2019-18, Establishing a Procedure to Set Elected Official Salaries, is established at \$89,494.21 (\$43.0251/hr) using Grade 12, Step 5 of the County's pay plan; and

WHEREAS, the County has determined that an annual adjustment of 3% to the base salaries (calculated based on the hourly rate and rounded to the nearest hundredth) of these positions is necessary and appropriate to maintain competitiveness and account for the cost-of-living increases; and

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for the positions of County Clerk, Register of Deeds, and Treasurer shall be set as follows:

For the fiscal year 2025, the total annual compensation shall be \$92,185.60.
For the fiscal year 2026, the total annual compensation shall be \$94,952.00.
For the fiscal year 2027, the total annual compensation shall be \$97,801.60.
For the fiscal year 2028, the total annual compensation shall be \$100,734.40.

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with state law and the County shall pay only its share of contributions required by law; and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County's health, dental, and life insurance programs, as well as any voluntary benefits, subject to the terms and conditions of the programs, which may be modified from time to time, under the same terms and conditions for such programs offered to non-represented managerial county employees who are not law enforcement managerial employees.

Fiscal Note:

Fiscal impact from 2024 to 2025: The established salary of \$92,185.60 has a fiscal impact of \$7,841.60 for each position of County Clerk, Register of Deeds, and Treasurer, or \$23,524.80 total.

Fiscal impact from 2025 to 2026: The established salary of \$94,952.00 has a fiscal impact of \$2,766.40 for each position of County Clerk, Register of Deeds, and Treasurer, or \$8,299.20 total.

Fiscal impact from 2026 to 2027: The established salary of \$97,801.60 has a fiscal impact of \$2,849.60 for each position of County Clerk, Register of Deeds, and Treasurer, or \$8,548.80 total.

Fiscal impact from 2027 to 2028: The established salary of \$100,734.40 has a fiscal impact of \$2,932.80 for each position of County Clerk, Register of Deeds, and Treasurer, or \$8,798.40 total.

The total fiscal impact for the four-year term, from 2025 to 2028 for each position of County Clerk, Register of Deeds, and Treasurer, is \$16,390.40, or \$49,171.20 total. The total cumulative fiscal impact for the four-year term is \$48,297.60 for each position of County Clerk, Register of Deeds, and Treasurer, or \$144,892.80 total.

These impacts, along with the corresponding increases in Federal Insurance Contributions Act (FICA) tax, Wisconsin Retirement System employer contribution, health and other eligible fringe benefits will be part of the budget process for each budget year.

Referred By:
Human Resources Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

PROCLAMATION 2023- _____

Proclaiming the month of April 2024 as Child Abuse and Neglect Prevention Month

WHEREAS, child abuse and neglect is a complex and ongoing problem in our society, affecting many children in Jefferson County, and

WHEREAS, every child is entitled to be loved, cared for, nurtured, feel secure and be free from verbal, sexual, emotional and physical abuse, and neglect, and

WHEREAS, it is the responsibility of every adult who comes in contact with a child to protect that child's inalienable right to a safe and nurturing childhood, and

WHEREAS, Jefferson County has many dedicated individuals and organizations who work daily to counter the problem of child maltreatment and to help parents obtain the assistance they need, and

WHEREAS, our communities are stronger when all citizens become aware of child maltreatment prevention and become involved in supporting parents to raise their children in a safe and nurturing environment, and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among families, social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community, and

WHEREAS, the Human Services Board, at its February 13, 2024, meeting, unanimously voted to forward this Proclamation to the County Board of Supervisors for adoption.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby proclaims the month of April 2024 to be Child Abuse and Neglect Prevention Month.

Fiscal Note: Adoption of this proclamation will not have any fiscal impact to the County other than the expenditure of staff time. Promotion materials will be funded by outside private donations.

Requested By:
Human Services Board

03-12-2024

REVIEWED: Corporation Counsel: DHT; Finance Director: 

RESOLUTION NO. 2023-____

Authorizing County Administrator to Contract with KL Engineering for Construction Administration and Oversight of the Jefferson County Interurban Trail Recreation Bridge Phase III Project

Executive Summary

Jefferson County 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.

Two of the three phases of construction have been completed including seven (7) miles of trail and one 3-span, 270 foot recreation bridge. Multiple federal and state grants have been awarded for the third phase of the project totaling \$1,735,665.00. The first part of Phase III includes building and installing a 2-span, 150-foot-long recreation bridge over the Rock River between County Highway F and Rockvale Road in the Town of Ixonia. The bridge incorporates the original Electric Rail Car abutments and piers. Design, engineering, and permitting has been completed.

Due to the complexity of the project and the extensive retrofitting and repair required, the Jefferson County Parks Department requested a proposal from KL Engineering for Construction Administration to commence when the notice to proceed has been issued. The Jefferson County Parks Committee has reviewed the proposal by KL Engineering to provide these services, and feel it would be in the County's best interest to continue to utilize KL Engineering's services through the project's completion.

This resolution authorizes the County Administrator to enter into a contract with KL Engineering for Construction Administration and Oversight related to the completion of a recreation bridge in Phase III of the Interurban Trail project. The Parks Committee considered this resolution at its meeting on March 7, 2024, and recommended forwarding on to the County Board for approval.

WHEREAS, Jefferson County has completed Phases 1 and 2 of the Interurban Trail with the final phase (3) of the project at design, engineering, and permitting stages, with an estimated project completion in 2025, and

WHEREAS, the final phase (3) of the project requires the installation of a recreation bridge over the Rock River between County Highway F and Rockvale Road in the Town of Ixonia, and

WHEREAS, Jefferson County has worked with KL Engineering to design, engineer, and permit a recreation bridge that will meet all State and Federal requirements for bike and pedestrian standards, and

WHEREAS, KL Engineering has been a part of the project exploration, design, and permitting and has integral knowledge of the site and the project needs, and

WHEREAS, the Jefferson County Parks Committee has reviewed the Construction Administration services proposal by KL Engineering for the installation of a 2-span, 150' bridge over the Rock River, and has recommended accepting the Proposal for Construction Administration by said vendor.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the County Administrator to enter into a contract with KL Engineering for the purposes of Construction Administration and Oversight for the installation of a recreation bridge on the Interurban Trail.

Fiscal Note: The Jefferson County Board of Supervisors has authorized \$308,243.43 to be carried forward from the 2023 budget to the 2024 budget for Interurban Trail Phase III seed money. This contract will be paid for by that budgeted carryforward.

Referred By:
Parks Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT____; Finance Director: 

ORDINANCE NO. 2023-_____

Amending the Jefferson County Comprehensive Plan and Agricultural Preservation and Land Use Plan (Farmland Preservation Plan)

WHEREAS, the County Planning and Zoning Committee requests that the Comprehensive Plan and Agricultural Preservation and Land Use Plan (Farmland Preservation Plan) be amended, and

WHEREAS, the amendment allows for the limited redivision of A-3 Agricultural/Rural Residential zoned lots created prior to February 8, 2000, and

WHEREAS, the Planning and Zoning Committee adopted a Public Participation Plan on September 12, 2023, to guide the process of amending the Plans, and

WHEREAS, a duly noticed public hearing for the Planning and Zoning Committee was held on December 21, 2023, and a public hearing of the County Board was held on March 12, 2024, and

WHEREAS, the Planning and Zoning Committee recommended adoption of the text amendment to the Comprehensive Plan and the Agricultural Preservation and Land Use Plan on December 28, 2023.

NOW, THEREFORE, BE IT ORDAINED that pursuant to Wis. Stat. s. 66.1001 and Chapter 91, the Jefferson County Comprehensive Plan and the Jefferson County Agricultural Preservation and Land Use Plan is hereby amended based on the recommendation of the Planning & Zoning Committee as set forth in the attached resolution incorporated by reference.

Fiscal Note: The fiscal impact associated with this ordinance cannot be determined at this time.

Referred By:
Planning & Zoning Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:



**Resolution by the Jefferson County Planning & Zoning Committee
Recommending Amendment of the Jefferson County Comprehensive Plan and Agricultural
Preservation and Land Use Plan (Farmland Preservation Plan)**

WHEREAS, Jefferson County has a comprehensive plan titled the Jefferson County Comprehensive Plan 2021 and a state certified Farmland Preservation Plan titled the Jefferson County Agricultural Preservation and Land Use Plan updated in 2021 (hereinafter “Plans”), and

WHEREAS, pursuant to Wisconsin law, the County Board, the Planning and Zoning Committee, a local government, a property owner or a developer may request the Plans be updated or amended, and

WHEREAS, the Planning and Zoning Committee reviewed the Plans and on July 31, 2023, recommended initiating the process to amend the Plans to allow for the limited division of A-3 Agricultural/Rural Residential zoned properties, and

WHEREAS, the County Board of Supervisors approved a public participation plan for amendment of the Plans on September 12, 2023, which included public hearings and solicitation of feedback from the 16 towns within Jefferson County; and

WHEREAS, the proposed amendment to “Chapter 5: Implementation” of the Agricultural Preservation and Land Use Plan is illustrated in the attached exhibit and is incorporated into this resolution, and

WHEREAS, this proposed text amendment will amend both the Comprehensive Plan and the Agricultural Preservation and Land Use Plan, and

WHEREAS, the Planning and Zoning Committee held a public hearing for the proposed amendment on December 21, 2023, and received feedback from the Towns, and

WHEREAS, all comments received were reviewed by the Planning and Zoning Committee, and on December 28, 2023, the Planning and Zoning Committee unanimously recommended approval of the attached amendment, and

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Planning & Zoning Committee that pursuant to Wis. Stat. § 66.1001 and Chapter 91, the Jefferson County Comprehensive Plan and the Jefferson County Agricultural Preservation and Land Use Plan (Farmland Preservation Plan) is recommended for amendment as proposed.

Fiscal Note: The fiscal impact of this Resolution cannot be determined at this time.

Adopted By:

Resolution was voted on and passed unanimously by the Planning & Zoning Committee on December 28, 2023.

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

AGRICULTURAL PRESERVATION AND LAND USE PLAN

A-3 Agricultural/Rural Residential Zoning District Policies

1. Minimize the conversion of prime farmland for residences and other nonfarm development. Creation of new residential lots on prime farmland will be considered by the Planning and Zoning Committee only if the Committee determines that no available non-prime farmland exists on the parcel of record, or that placement of lots on prime farmland provides better protection of land resources than a non-prime location. In addition, per Section. 91.46(2), Wis. Stats., new development may not:
 - a. Convert prime farmland from agricultural use or convert land previously used as cropland, other than a woodlot, from agricultural use if on the farm there is a reasonable alternative location or size for a nonfarm residential parcel or nonfarm residence.
 - b. Significantly impair or limit the current or future agricultural use of other protected farmland.
2. Allow the development of limited new housing within Farmland Preservation Areas following rezoning of the affected lands to the A-3 Agricultural/Rural Residential zoning district, and otherwise in accordance with the following policies:
 - a. From each "parcel of record" as it existed on February 8, 2000, permit no more than 3 new single-family residences to be built on non-prime farmland, and no more than 2 new single-family residences on prime farmland (on parcels 50 acres or less, no more than 1 new single-family residence on prime farmland), subtracting any previous divisions for residences from the "parent parcel" as it existed on December 13, 1977. Such new residences shall be allowed following the creation of new rural residential lots in conjunction with a rezoning process.
 - b. Treat parcels under common ownership divided only by a road as separate "parcels of record" for the purpose of determining the number of allowable A-3 residential lots.

The total number of allowable lots may be shifted between the two "parcels of record" with approval of the County and affected town.

- c. Encourage the clustering of new residential lots adjacent to one another, and to already-created residential lots and dwellings on the same "parcel of record" and on adjacent and across-the-street lands, unless another non-clustered configuration provides for better protection of land resources and rural character.
- d. Require that each new A-3 lot have a minimum area of 1 acre and a maximum area of 2 acres, except that lots up to 6 acres in area may be created on non-prime farmland provided that the total number of lots is reduced by one for every 2 acres used. For example, a maximum of one 6-acre lot may be created on non-prime farmland, instead of the three 2 acre lots normally allowed.
- e. ~~Following its creation, do not permit any A-3 lot to be subsequently divided further to create one or more additional lots.~~
e. Allow the limited redivision of A-3 zoned lots created prior to February 8, 2000.
- f. Maintain detailed tracking of "parent parcels", "parcels of record" and subsequent A-3 divisions via the County Zoning and Planning Department through its computerized Geographic Information System (GIS) tracking capabilities. The County shall require a recorded affidavit as part of the rezoning and land division process to track and limit those "parent parcels" that no longer have the potential for additional rural residential lots under the policies in this Plan.
- g. Where policies for A-3 Agricultural/Rural Residential lots within the adopted town comprehensive plan are stricter than County policies for lands within a designated Farmland Preservation Area, review the rezoning request. If appropriate, support the town in its denial of rezoning requests, so that the stricter policy based on the town's comprehensive plan may be applied.
- h. When the owner of a pre-existing residence legally established before January 15, 1975 desires to divide the land occupied by such residence and accessory buildings from the "parent parcel", in conjunction with a farm consolidation, require the resulting residential lot to be as small as practical, in consideration of a one acre minimum lot size, the desire to keep accessory buildings with the residence, and the future likelihood that farm animals will be kept on the lot. All future farm consolidations lots should be rezoned to the A-3 district, with such lots not counting against the maximum number of new residences allowed for that "parcel of record" as indicated above.

ORDINANCE NO. 2023- _____

Amending Section 11.04(f)8.xiii., A-3 Agricultural and Rural Residential Provisions of the Jefferson County Zoning Ordinance

Executive Summary

The Jefferson County Planning & Zoning Department has reviewed the Jefferson County Zoning Ordinance and recommends the ordinance be amended to allow the limited redivision of A-3 Agricultural and Rural Residential zoned lots. The proposed amendment would allow A-3 zoned lots created prior to February 8, 2000, to be divided. February 8, 2020, is the date the County adopted the first Comprehensive Plan which included the current A-3 zoning provisions. The full proposed language follows this summary.

The majority of towns subject to County Zoning approve of the proposed language amendment. Of the sixteen (16) Towns, twelve (12) approved the amendment and four (4) did not approve of the amendment (Aztalan, Concord, Ixonia and Lake Mills).

A public hearing was held on this text amendment on December 21, 2023. The Planning & Zoning Committee considered this ordinance amendment on December 28, 2023, and recommended forwarding to the County Board for adoption.

NOW THEREFORE, BE IT ORDAINED, by the Jefferson County Board of Supervisors that Section 11.04(f)8.xiii of the Jefferson County Zoning Ordinance is amended as follows:

11.04(f)8- A-3 Agricultural/Rural Residential

- xiii. **Maximum Number of Lots.** Three (3) non-prime agricultural land A-3 lots or one (1) or two (2) prime agricultural land A-3 lot(s) with clustering recommended. The number of possible prime agricultural land lots is based on the amount and configuration of land owned (see the lot chart below). With less than fifty (50) acres, one (1) prime agricultural land lot is possible. With fifty (50) acres or more, two (2) prime agricultural land lots are possible. The minimum amount of prime agricultural land shall be utilized when approving the prime lot option. If an option is utilized to mix non-prime and prime agricultural land lots, the prime agricultural land maximum lot numbers shall apply. A-3 lots created since the 1977 adoption of the A-3 zoning district shall also be taken into account when determining how many A-3 lots may be available. All parcels of record may propose the maximum number of lots described in this section unless the number of lots has been reduced due to A-3 lots being created from the parent parcel predating the parcel of record. Each parcel of record would have the possibility of at least one A-3 lot upon Committee review and County Board approval. ~~Existing A-3 lots created since 1977 shall not be further redivided so as to create additional lots.~~ A-3 lots proposed for dwellings constructed prior to December 13, 1977, do not count as having utilized an A-3 lot division. [2/8/00, Ord. No. 99-28]

Environmental corridor overlays described in the plan may also impact the maximum number of possible A-3 lots available as described in the following lot chart by utilizing the development density of no greater than one dwelling unit per 10 acres. Clear cutting upland wooded

environmental corridor areas in existence at the time of the enactment of this ordinance provision shall not increase the number of A-3 lots available (see the environmental corridor detailed policies in the Jefferson County Agricultural Preservation and Land Use Plan). Also, A-2 lots for an agricultural residence shall reduce the number of lots available. [2/8/00, Ord. No. 99-28]

Existing A-3 lots created on or after February 8, 2000 shall not be further divided so as to create additional lots. A-3 zoned lots created prior to February 8, 2000 may be further divided to create a maximum of two (2) additional lots. The Planning and Zoning Committee shall review and make a decision on the proposed A-3 division. Application for the redivision of an existing A-3 zoned lot shall be made to the Zoning Administrator who shall refer it to the Committee. The Committee shall request an opinion and recommendation from the Town prior to scheduling a public hearing on the application. The Committee shall also request an opinion from the road maintenance authority relating to driveway and access considerations. The Committee shall schedule a public hearing on the application, publish a Class 2 Notice according to Chapter 985, Wisconsin Statutes, and notify, by certified mail, the clerk of the town for which the proposed A-3 division is located and all persons listed in the Jefferson County Land Information Office as owning property within 500 feet of the exterior boundary of the proposed A-3 division at least ten (10) days prior to the hearing date. The Committee shall review the application, site, public hearing testimony, effect on farmland and prime agricultural soil, section 11.11(e)6 of this ordinance, and consistency with the Jefferson County Comprehensive Plan and Agricultural Preservation and Land Use Plan before making a decision.

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

Fiscal Note: The fiscal impact of this Ordinance cannot be determined at this time.

Referred By:
Planning and Zoning Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:



**REPORT
TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY
BOARD OF SUPERVISORS**

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the official zoning map of Jefferson County, filed for public hearing held on February 15, 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
R4513A-23, R4518A-24, R4519A-24 and R4520A-24**

DATED THIS TWENTY-NINTH DAY OF FEBRUARY 2024

Blane Poulson, Secretary

**THE PRIOR MONTH'S AMENDMENTS, R4510A-24, R4511A-24, R4512A-24,
R4515A-24, R4516A-24, and R4517A-24
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 R4513A-23, R4518A-24, R4519A-24 and R4520A-24 were referred to the Jefferson County Planning and Zoning Committee for public hearing on February 15, 2024, and

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

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

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

Rezone part of PINs 008-0715-2333-000 (24.464 ac) and 008-0715-2622-000 (20 ac) to create a new 2-ac building site along 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 access approval by the maintaining authority, receipt of a suitable soil test, recording of the final certified survey map, 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. R4513A-24 – Land Hunter LLC

Rezone part of PIN 022-0613-1434-000 (50.711 ac) to create a new 1 acre building site located off of Ehrke Road in the Town of Oakland. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon access approval by the maintaining authority, receipt of a suitable soil test, 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. R4518A-24 – Willaim S Ehrke Trust

Rezone part of PIN 024-0516-3532-002 (32.44 ac) to create a new 2.3 acre building site located near N231/N299 Tamarack Road in the Town of Palmyra. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon access approval by the maintaining authority, receipt of a suitable soil test, recording of the final certified survey map, 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. R4519A-24 – Adam I Adsit

Rezone part of PIN 024-0516-3342-001 (18.46 ac) to create (1) 1.1-ac and (2) 1.5-ac building sites located near 252/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. Rezoning is conditioned upon access approval by the maintaining authority, receipt of a suitable soil test, recording of the final certified survey map, 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. R4520A-24 – John K and Michelle Mehring

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.

Fiscal Note: This Ordinance has no fiscal impact.

Referred By:
Planning and Zoning Committee

03-12-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director 

APPOINTMENTS BY COUNTY ADMINISTRATOR

By virtue of the authority vested in me under Sections 59.18(2)(c) of the Wisconsin Statutes, I respectfully request confirmation of the following appointments:

- a. Steven Ganser, Jefferson, WI, to the Human Services Board to fill an unexpired term ending November 1, 2024.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

By virtue of the authority vested in me under Sections 59.18 (2)(b) of the Wisconsin Statutes, I respectfully request confirmation of the following appointment:

- a. Rebecca Roberts, as Fair Park Director for an indeterminate term.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

APPOINTMENT BY HUMAN SERVICES BOARD

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

- a. John Donohue, Fort Atkinson, WI, to the Aging and Disability Resource Center Advisory Committee (ADRC) to fill an unexpired term ending July 1, 2025.
- b. Todd Wiedenhoeft, Johnson Creek, WI, to the Aging and Disability Resource Center Advisory Committee (ADRC) to fill an unexpired term ending July 1, 2026.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

03-12-2024