

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY APRIL 16, 2024 4:00 p.m.

Jefferson County Courthouse
311 S. Center Avenue, Room C2063
Jefferson, WI 53549

Webinar OR [Livestream on YouTube](#)

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1. **CALL TO ORDER**
2. **ADMINISTRATION OF OATH OF OFFICE** - Judiciary
3. **ROLL CALL BY COUNTY CLERK**
4. **PLEDGE OF ALLEGIANCE**
5. **INTRODUCTION OF NEW MEMBERS**
6. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
7. **APPROVAL OF THE AGENDA**
8. **ADOPTION OF RULES OF ORDER**
 - a. Ordinance – Repeal Board of Supervisors Rules of Order 2022-2024 and recreate Board of Supervisors Rules of Order 2024-2026 (Page 1)
 - b. Proposed amendments to Board of Supervisors Rules of Order 2024-2026
 - c. Adopt County Board Rules, as amended, if necessary
9. **ELECTION OF COUNTY BOARD CHAIR**

Note: Nominations are made by written ballot – The Clerk will call on nominees in order of supervisory district number to give a brief statement up to three minutes in length.
10. **ELECTION OF 1ST VICE CHAIR BY SAME PROCEDURE** (See item 9 Note)
11. **ELECTION OF 2ND VICE CHAIR BY SAME PROCEDURE** (See item 9 Note)
12. **COMMITTEE ELECTIONS** – If called for by the rules
13. **COMMUNICATIONS**
 - a. Notice of Public Hearing – Planning and Zoning – April 18, 2024 (Page 21)
 - b. Treasurer’s Monthly Report (Page 23)
 - c. Report - Marsh Country Health Alliance– Supervisor Russell Kutz (Page 24)
 - d. Report – Blue Spring Lake Management District | Lower Spring Lake Protection and Rehabilitation District – Supervisor John Kannard (Page 25)
14. **PUBLIC COMMENT (agenda items)**

COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES

15. **COUNTY ADMINISTRATOR**
 - a. Proclamation – Proclaiming May 20-26, 2024, as Fair Housing Week (Page 26)
16. **FINANCE COMMITTEE**
 - a. Resolution – Amending the Tourism Grant budget for the Jefferson County Fair Park (Page 27)

17. HIGHWAY COMMITTEE

- a. Resolution – Approving 2024 Local Road Improvement Program asphalt bids (Page 28)
- b. Resolution – Approving 2024 asphalt pulverizing and milling quotes (Page 30)
- c. Resolution – Approving 2024 pre-mixed hot mix asphalt vendor quotes (Page 32)
- d. Resolution – Approving 2024 seal coat oil vendor quotes (Page 33)

18. LAND AND WATER CONSERVATION COMMITTEE

- a. Ordinance – Prohibiting trespass on county-owned farmland (Page 35)

19. LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

- a. Proclamation – Proclaiming April 14-20, 2024, as National 9-1-1 Telecommunicator Week (Page 37)
- b. Proclamation – Proclaiming May 13-19, 2024, as National Police Week (Page 38)

20. PLANNING AND ZONING COMMITTEE

- a. Report (Page 39)
- b. Ordinance – Amending Official Zoning Map (Page 40)

21. PUBLIC COMMENT (General)

22. ANNOUNCEMENTS

23. ADJOURN

Next County Board Meeting

Tuesday, May 14, 2024

7:00 p.m.

**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 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 contracts, the 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. 2005-48j, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]
- m) UNIVERSITY EXTENSION EDUCATION COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall have the powers and duties as set forth in Section 59.56(3), Wisconsin Statutes. [Created 03/12/02, Ordinance No. 2001-36; re-lettered 07/10/07, Ord. No. 2007-11; Ord. No. 2018-01, 04/17/2018]

3.05 BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.

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

representatives of the library Boards governing public libraries of participating municipalities and counties and members of the public from Jefferson County. Members shall serve staggered three-year terms. The County Board member's appointment shall cease if the County Board member's term on the County Board ends. The number of appointments to the Bridges Federated Library System Board shall be based on proportion to population as nearly as practical consistent with State statutory requirements. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07/09/2013; Ord. No. 2015-19, 11/10/2015; Ord. No. 2018-01, 04/17/2018]

- c) **COMMUNITY ACTION COALITION** – Members appointed by the County Board Chair consisting of at least one County Board Supervisor, 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.

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

Referred By:
Executive Committee

04-16-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

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

PLACE: **JEFFERSON COUNTY COURTHOUSE, ROOM C2063**
311 S. CENTER AVE, JEFFERSON, WI 53549
OR Via Zoom Videoconference

PETITIONERS OR MEMBERS OF THE PUBLIC MAY ATTEND THE MEETING VIRTUALLY BY FOLLOWING THESE INSTRUCTIONS IF THEY CHOOSE NOT TO ATTEND IN PERSON:

You are invited to a Zoom meeting.
When: April 18, 2024, at 07:00 PM Central Time (US and Canada)
Meeting ID: 957 3344 0565
Passcode: Zoning
Register in advance for this meeting:
<https://zoom.us/j/95733440565?pwd=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, April 18, 2024, in Room C2063 of the Jefferson County Courthouse, Jefferson, Wisconsin. Members of the public will be allowed to be heard regarding any petition under consideration by the Planning and Zoning Committee. **PETITIONERS, OR THEIR REPRESENTATIVES SHALL BE PRESENT EITHER IN PERSON OR VIA ZOOM.** Matters to be heard are petitions to amend the official zoning map and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files, which include staff finding of fact, are available for viewing between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, except holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

Decisions on Conditional Use Permits will be made on **April 29, 2024**
Recommendations by the Committee on rezones, will be made on **April 29** and the final decision will be made by the County Board on **May 14, 2024**

FROM A-2, AGRICULTURAL AND RURAL BUSINESS TO A-T AGRICULTURAL TRANSITION AND FROM A-T TO A-2

R4531A-24 Chris Sukow (Kemmeter’s Properties LLC): Rezone from A-2 to A-T and from A-T to A-2 to create a 4.9-acre A-2 lot located at **W5003 US Highway 18** from part of PIN 014-0614-1212-002 (36.636 Ac) in the Town of Jefferson. This is in accordance with Sec.11.04(f)5 and 11.04(f)7 of the Jefferson County Zoning Ordinance.

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

R4532A-24 – Charlie K Oestreich Trust: Rezone to create a 1-acre lot around the existing home located at **N5870 Popp Road** from part of PIN 002-0714-2142-000 (40 Ac) in the Town of Aztalan. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4533A-24 – Eric & Lindsay Baneck: Rezone to create a 1-acre lot around the existing home located at **N5323 County Road D** and to create a 1-acre lot around the existing home at **N5325 County Road D** from part of PIN 008-0715-2634-000 (40 Ac) in the Town of Farmington. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

CONDITIONAL USE PERMIT APPLICATIONS

CU2123-24 – Erik & Sarah Hoffman: Request to allow for an extensive onsite storage structure in an R-2, Residential-Unsewered zone at **N435 Oxbow Bend** on PIN 016-0513-3412-017 (0.78 Ac) in the Town of Koshkonong. This is in accordance with Sec. 1104(f)2 of the Jefferson County Zoning Ordinance.

7. Adjourn

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

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

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

**GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
April 1, 2024**

Available Cash on Hand		
March 1, 2024	\$	10,768,819.78
March Receipts	\$	<u>4,878,336.63</u>
Total Cash	\$	15,647,156.41
Disbursements		
General - March 2024	\$	11,571,690.53
Payroll - March 2024	\$	<u>1,916,109.62</u>
Total Disbursements	\$	<u>13,487,800.15</u>
	\$	2,159,356.26
Cash on Hand (in bank) April 1, 2024	\$	3,869,443.60
Less Outstanding Checks	\$	<u>1,710,087.34</u>
Total Available Cash	\$	2,159,356.26
Local Government Investment Pool - General	\$	30,623,885.65
Dana Investments	\$	32,472,599.83
Ehlers Investments	\$	7,220,662.32
Local Government Investment Pool -Clerk of Courts	\$	31,671.31
Local Government Investment Pool -Farmland Preservation	\$	195,035.93
Local Government Investment Pool -Parks/Liddle	\$	93,336.54
Local Government Investment Pool -County Bond	\$	<u>581,811.14</u>
	\$	71,219,002.72
2024 Interest - Super N.O.W. Account	\$	11.12
2024 Interest- Sweep Account	\$	138,706.61
2024 Interest - L.G.I.P. - General Funds	\$	255,885.15
2024 Inerest - Ehlers 2022A	\$	27,382.24
2024 Interest - DANA Investments	\$	354,393.21
2024 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	1,245.63
2024 Interest - L.G.I.P. - Farmland Preservation	\$	2,591.02
2024 Interest - L.G.I.P. - Clerk of Courts	\$	420.75
2024 Interest - L.G.I.P. - County Bond	\$	<u>7,729.25</u>
Total 2024 Interest	\$	788,364.98

Kelly M Stade
JEFFERSON COUNTY TREASURER

Marsh Country Health Alliance

Annual Report for 2023-2024 to the Jefferson County Board of Supervisors

By Russell Kutz, District 17 Supervisor

In 2009, Dodge County had a number of individuals residing at their skilled nursing and intermediate care facility, Clearview Long-Term Care and Rehabilitation, who were originally residents from other counties. Counties had found it difficult to find nursing home placements for their residents that have specialized physical and mental health needs, especially if there is a court ordered protective placement or commitment. Medical Assistance payments for these individuals did not cover the full cost of their services. Dodge County began discussions with the other counties to find a solution to cover the difference. Since Medical Assistance rules do not allow for the billing of this difference directly, the Wisconsin Counties Association provided guidance that allowed a way to provide funds from the other counties so Dodge County would continue services to these individuals with no interruptions or potential relocations.

Wis. Stat. 49.49 (7) authorizes the creation of a commission by and among counties that allows for the sharing of costs associated with the commission's operation of a nursing home or intermediate care facility. An Intergovernmental Cooperation Agreement established the Marsh Country Health Alliance Commission for the purpose of leasing, managing, and operating a nursing home and intermediate care facility within a portion of Clearview Long-Term Care and Rehabilitation owned by Dodge County. The member counties are Adams, Columbia, Dodge, Grant, Green, Iowa, Jefferson, Ozaukee, Rock, Sauk, Washington, Waukesha and Winnebago. Each county has one representative who must be a current county board supervisor. The Chair of the Commission is the Dodge County representative, with the offices of Vice-Chair and Secretary elected from the remaining member counties. Meetings of only the officers are called a couple times during the year as needed. An assessment for each county is calculated using the loss from the latest Medical Assistance Cost Report and allocated as a percentage of each county's census days utilized over the past several years.

On December 12, 2023, Resolution No. 2023-62. Amending the Marsh Country Intergovernmental Cooperation Agreement for Jefferson County Human Services was adopted. Per the terms of the amendment, members will not be required to attend the annual meeting for the budget or rate setting proposal to become effective. If no objections are received by the time of the annual meeting, the budget and assessment rate shall be set as recommended by Dodge County at the annual meeting in August.

The 2024 assessment for Jefferson County, based on the utilization of 0.66% of the 2018 – 2022 census days, is \$909. Over 85% of the utilization is from Dodge and Waukesha counties. Past assessments for Jefferson County were: 2020 \$1643 , 2021 \$1246 , 2022 \$1246 , and 2023 \$594.

I currently serve as Secretary and attended the following meetings: May 22, 2023 the officers met to review census data and receive a financial update through the end of the first quarter. August 28, 2023 informational meeting covering Final 2022 results, financial update through the end of the second quarter, 2024 Preliminary Budget & Long-Range Capital Plans and 2024 Assessment Rate Setting Calculations. February 26, 2024 the officers met to review census data and receive a financial update through the end of 2023.

2023 Annual Report for Blue Spring Lake Management District
By John Kannard, Supervisor District 21

I have attended 4 meetings.

Major work of the body as follows:

- A) Dam repairs
- B) Aquatic plant management
- C) Sanitary District agreement with the Village of Palmyra

2023 Annual Report for Lower Spring Lake Management District
By John Kannard, Supervisor District 21

I have attended 5 meetings.

Major work of the body as follows:

- A) Aquatic plant management
- B) Water level
- C) Winter drawdown

Respectfully Submitted,
John Kannard

PROCLAMATION 2024-____

Proclaiming May 20-26, 2024 as Fair Housing Week

WHEREAS, it is important to reaffirm the commitment of Jefferson County regarding citizens' right to buy, sell, rent or otherwise secure housing in Jefferson County without regard to sex, race, religion, marital status, age, national origin, income or financial status in conformance with Title VIII of the Civil Rights Action of 1968 a/k/a the Federal Fair Housing Law and State Open Housing Law; and

WHEREAS, fair housing occurs when people have a wide range of housing choices based on their income and needs regardless of race, color, sex, sexual orientation, religion, national origin, ancestry, age marital status, lawful source of income, disability, family status or status as a victim of domestic abuse, sexual abuse or stalking.

NOW THEREFORE BE IT PROCLAIMED by the Jefferson County Board of Supervisors that May 20, 2024, through May 26, 2024, is hereby recognized as Fair Housing Week in Jefferson County. The Jefferson County Board of Supervisors commends all those who have been involved with the struggle for fair housing and wish continued success in breaking the barriers that limit the realization of equal housing opportunity for everyone.

Fiscal Note: This Proclamation has no fiscal impact.

Referred By:
County Administrator

04-16-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director 

RESOLUTION NO. 2024-_____

Amending the Tourism Grant budget for the Jefferson County Fair Park

Executive Summary

In 2022, Jefferson County was awarded a Tourism Grant in the amount of \$242,000 from the Wisconsin Department of Administration. The grant is funded by federal American Rescue Plan Act (ARPA) dollars and originally included funding for new windows and doors in the Activity Center, upgrades to audio/visual equipment, electric and sewer upgrades to the camping areas, a curtain/partition for the Activity Center, and broadband fiber expansion to the north and south of the fairgrounds. These projects were due to be completed by December of 2023.

Because of limited capacity at the Fair Park, only the Activity Center doors and window replacement project was completed by the end of 2023. The Fair Park staff and Administration have re-assessed the needs at the Fair Park and now seeks to amend the budget for this grant to exclude the curtain/partition project, include the purchase of new animal pens, increase the budget for broadband fiber extension and extend the deadline for completion for all these projects to December of 2024.

On April 10, 2024, the Finance Committee reviewed the request from the County Administration and recommended forwarding this resolution to the County Board to amend the Tourism Grant budget and extend the deadline for completion of projects to December 31, 2024.

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

WHEREAS, Jefferson County has reassessed capital project priorities at its Fair Park grounds, and

WHEREAS, grant funding is available from the State of Wisconsin to assist Jefferson County with the cost of new windows and doors in the Activity Center, upgrades to audio/visual equipment, electric and sewer upgrades to the camping areas, new animal pens, and broadband fiber expansion to the north and south of the fairgrounds, and

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to amend the budget for the State of Wisconsin Department of Administration Tourism Grant according to the attached Amendment Request Form and extend the deadline for completion of these projects to December 31, 2024.

Fiscal Note: The passage of this resolution authorizes the County Finance Director to make the necessary budget adjustments to enact this resolution. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).

Referred By:
Finance Committee

04-16-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2024-__

Approving 2024 Local Road Improvement Program asphalt bids

Executive Summary

The Jefferson County Highway Department obtains funding through the Wisconsin Department of Transportation (WisDOT) Local Road Improvement Program (LRIP) for select projects. For 2024, Jefferson County solicited bids for seven projects that include funding from WisDOT in the LRIP Program for asphalt material purchase: Jefferson County (CTH K, CTH KK – US 12), Jefferson County (CTH K, B26 – Collins Rd), Town of Concord (Pioneer Road, Elder Dr – Bakertown Dr), Town of Jefferson (Airport Rd, Rita Ln – CTH K), Town of Koshkonong (Oxbow Bend, Oxbow Bend – Termini), and Village of Palmyra (Northwest St, Maple St – 1st St and Eighth Street, Main St – West St). Payne & Dolan, Inc. was the lowest responsible bidder to supply asphalt for these projects based on asphalt price and haul costs.

This resolution awards the asphalt bid for the 2024 Local Road Improvement Program (LRIP) projects listed above to Payne & Dolan, Inc. The Highway Committee considered this resolution at its meeting on March 26, 2024, and recommended forwarding to the County Board for approval.

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

WHEREAS, the Jefferson County Highway Department was authorized to receive bids on pre-mixed asphalt products needed in 2024, and

WHEREAS, such bids were received and opened on March 20, 2024, with the following results:

<u>Company</u>	<u>Bid Prices (PG58-28 Asphalt)</u>		
	<u>5 LT</u>	<u>4 LT</u>	<u>3 LT</u>
Payne & Dolan, Inc. <i>**Lowest combined asphalt bid including haul cost for all projects.</i>	\$43.93 per ton	\$44.29 per ton	\$39.83 per ton
Wolf Paving	\$56.00 per ton	\$54.15 per ton	\$48.75 per ton
Rock Road	\$50.10 per ton	\$46.85 per ton	\$43.85 per ton
Kattechner Brothers	\$52.15 per ton	\$49.20 per ton	\$44.85 per ton

WHEREAS, Payne & Dolan is the lowest responsible bidder to provide asphalt for the projects based on asphalt price and haul costs for all seven projects listed below:

- County Highway K (CTH KK – US 12): County Highway Improvement (CHI)
- County Highway K (B26 – Collins Rd): County Highway Improvement – Supplemental (CHIS)

Pioneer Road (Elder Dr – Bakertown Dr) – Town of Concord (Town Road Improvement (TRI))
Airport Road (Rita Ln – CTH K) – Town of Jefferson (Town Road Improvement (TRI))
Oxbow Bend (Oxbo Bend – Termini) – Town of Koshkonong (Town Road Improvement (TRI))
Northwest Street (Maple St – 1st St) – Village of Palmyra (Municipal Street Improvement (MSI))
Eighth Street (Main St – West St) – Village of Palmyra (Municipal Street Improvement (MSI))

NOW, THEREFORE, BE IT RESOLVED the asphalt bids for the Local Road Improvement Program (LRIP) projects for Jefferson County, Town of Concord, Town of Jefferson, Town of Koshkonong, and the Village of Palmyra be awarded to Payne & Dolan, Inc. after all state and municipal agreements are signed.

Fiscal Note: The Wisconsin Department of Transportation requires asphalt purchase projects through the Local Road Improvement Program (LRIP) be awarded to a paving contractor. The funds for asphalt purchases will come from the WisDOT Local Road Improvement Program and are currently provided for in the Highway Department budget.

Referred By:
Highway Committee

04-16-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2024-__

Approving 2024 asphalt pulverizing and milling quotes

Executive Summary

On March 20, 2024, the Highway Department received quotes from area vendors for asphalt pulverizing and milling for the 2024 season. The Highway Department schedules all projects to work on-site with the selected vendor. This resolution authorizes the Jefferson County Highway Department to accept the seasonal quotes for 2024 from all vendors listed below utilizing the lowest-priced vendor, unless the vendor cannot meet the project schedule of the department, in which case the next lowest-priced vendor shall be used. The Highway Committee considered this resolution at its meeting on March 26, 2024, and recommended forwarding to the County Board for approval.

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

WHEREAS, the Jefferson County Highway Department is authorized to receive quotes on full depth pulverizing and milling needed in 2024, and

WHEREAS, such quotes were received and opened on March 20, 2024, with the following results:

<u>Company</u>	<u>Full Depth Pulverizing</u>
Payne & Dolan	\$0.3200 per sq. yd. (County) \$0.4000 per sq. yd. (Town)
Kartechner Brothers	\$0.3700 per sq. yd. (County) \$0.3700 per sq. yd. (Town)
Tri-County Paving	\$0.5200 per sq. yd. (County) \$0.5200 per sq. yd. (Town)
WK Construction	\$0.6200 per sq. yd. (County) \$0.6900 per sq. yd. (Town)

<u>Company</u>	<u>Milling</u>
Tri-County Paving	\$0.6200 per sq. yd. @ 1 inch depth \$0.8500 per sq. yd. @ 2 inch depth \$1.0900 per sq. yd. @ 3 inch depth \$1.3500 per sq. yd. @ 4 inch depth
Payne & Dolan	\$1.0300 per sq. yd. @ 1 inch depth \$1.0300 per sq. yd. @ 2 inch depth \$1.0300 per sq. yd. @ 3 inch depth \$1.0300 per sq. yd. @ 4 inch depth


WK Construction	\$0.4900 per sq. yd. @ 1 inch depth
	\$0.5300 per sq. yd. @ 2 inch depth
	\$0.6700 per sq. yd. @ 3 inch depth
	\$0.8800 per sq. yd. @ 4 inch depth
Kartechner Brothers	\$1.5500 per sq. yd. @ 1 inch depth
	\$1.5500 per sq. yd. @ 2 inch depth
	\$1.7500 per sq. yd. @ 3 inch depth
	\$1.9500 per sq. yd. @ 4 inch depth

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to accept the seasonal quotes for 2024 from all vendors utilizing the vendor that provides the best value for the county based on unit price and production unless the vendor cannot meet the project schedule of the department, in which case the next lowest priced vendor shall be used based on unit price and production.

Fiscal Note: Funds for these purchases have been allocated in 2024 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.

Referred By:
Highway Committee

04-16-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2024-__

Approving 2024 pre-mixed hot mix asphalt vendor quotes

Executive Summary

On March 20, 2024, the Highway Department received quotes from all area vendors for pre-mixed asphalt for the 2024 season. The Highway Department purchases the asphalt from the vendors and delivers the material to the job site for placement by County crews. The vendor selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project.

This resolution authorizes the Jefferson County Highway Department to purchase pre-mixed asphaltic concrete products at the prices listed below from any of the asphalt vendors in 2024. The Highway Committee considered this resolution at its meeting on March 26, 2024, and recommended forwarding to the County Board for approval.

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

WHEREAS, the Jefferson County Highway Department is authorized to receive quotes on pre-mixed asphalt products needed in 2024, and

WHEREAS, such quotes were received and opened on March 20, 2024, with the following results:


<u>Company</u>	<u>Price (per ton)</u>			<u>Location</u>
	<u>5LT</u>	<u>4LT</u>	<u>3LT</u> (Mix Design)	
Wolf Paving	\$56.00,	\$54.15,	\$48.75 PG58-28	Delafield. SP
Payne & Dolan	\$43.93,	\$44.29,	\$39.83 PG58-28	LaGrange
Rock Road	\$50.10,	\$46.85,	\$43.85, PG58-28	Beloit
Kartechner Brothers	\$52.15,	\$49.20,	\$44.85, PG58-28	Reeseville

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase pre-mixed asphalt products at the listed prices from any of the asphalt vendors in 2024.

Fiscal Note: The Highway Department will determine the best price for each project (asphalt price plus trucking) when selecting a plant location. The department will also consider plant schedule, availability, and production rates. Funds for these purchases have been allocated in 2024 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.

Referred By:
Highway Committee

04-16-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2024-___

Approving 2024 seal coat oil vendor quotes

Executive Summary

On March 20, 2024, the Highway Department received quotes from area vendors for seal coat emulsions for the 2024 season. The contractor provides the emulsions and transportation to the county job sites. Vendors selected by the County will be determined by the location of the project and the schedule for each project.

This resolution authorizes the Jefferson County Highway Department to purchase emulsion products from the vendors listed below at the stated quotes. The Highway Committee considered this resolution at its meeting on March 26, 2024, and recommended forwarding to the County Board for approval.

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

WHEREAS, the Jefferson County Highway Department is authorized to receive quotes on bituminous asphalt products needed in 2024, and

WHEREAS, such quotes were received and opened on March 20, 2024, with the following results:


<u>Company</u>	<u>Type of Asphalt (emulsion)</u>	<u>Bid Price</u>
Henry G. Meigs, Inc.	CRS-2 (Applied)	\$2.4500 per gallon
	CRS-2 (Product)	\$2.1500 per gallon
	CRS-2P (Applied)	\$2.7500 per gallon
	CRS-2P (Product)	\$2.4500 per gallon
	HFRS-2 (Applied)	\$2.4500 per gallon
	HFRS-2 (Product)	\$2.1500 per gallon
	HFRS-2P (Applied)	\$2.7500 per gallon
	HFRS-2P (Product)	\$2.4500 per gallon
	CSS-1 (FOB Ship Pt.)	\$2.1200 per gallon
	CRS-2PD (Applied)	\$2.0000 per gallon
	CRS-2PD (Product)	\$1.7000 per gallon
	Flint Hills/Fahrner Asphalt	CRS-2 (Applied)
CRS-2 (Product)		\$0.4000 per gallon
HFRS-2 (Product)		\$0.4000 per gallon
HFRS-2P (Applied)		\$2.5400 per gallon
HFRS-2P (Product)		\$0.4000 per gallon
CRS-2P (Applied)		\$2.5400 per gallon
CRS-2P (Product)		\$0.4000 per gallon
CSS-1 (FOB Ship Pt.)		\$2.2400 per gallon
CRS-2PD (Applied)		\$1.8000 per gallon
CRS-2PD (Product)	\$0.4000 per gallon	

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase emulsion products at the listed price from any of the vendors listed above in 2024.

Fiscal Note: The funds for these purchases are budgeted in the Highway Maintenance Account 53311 and the Highway Construction Account 53312.

Referred By:
Highway Committee

04-16-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

ORDINANCE NO. 2024-____

Prohibiting Trespass on County-owned Farmland

Executive Summary

The Jefferson County Land and Water Conservation Department and Committee are responsible for County-owned farmland that is not held for future parks development. This land is in the Town of Jefferson and the City of Jefferson. The Land and Water Conservation Department has had reports of citizens entering the farmland, including those who are hunting. To ensure that the public is safe and that the land and crops are not damaged, the Land and Water Conservation Committee decided that a trespass ordinance was necessary. The Land and Water Conservation Committee considered this ordinance at its meeting on March 20, 2024, and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County is committed to ensuring the safety, security, and well-being of all residents and visitors, as well as the protection of County-owned farmland; and

WHEREAS, unauthorized access to County-owned farmland poses potential risks to public safety, property integrity, and environmental sustainability; and

WHEREAS, it is necessary and appropriate to establish regulations that prohibit unauthorized access to County-owned farmland to prevent potential harm and damage;

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors as follows:

Section 1.

1.02 DEFINITIONS.

- (1) In this section, unless the context clearly requires otherwise:
 - (a) “County-owned farmland” includes the open land owned by Jefferson County located south of County Highway J and Collins Road, east of State Highway 89, west of Business 26, and north of Business 26 in Jefferson, Wisconsin. A map of the subject property is available at the Jefferson County Land and Water Conservation Department.
 - (b) “Trespass” refers to entering or remaining on County-owned farmland without the express written permission of Jefferson County. For purposes of this ordinance, “trespass” does not include accessing Potter’s Field via the walking trail or utilizing the adjacent bike trails.

1.03 PROHIBITION OF TRESPASS ON COUNTY-OWNED FARMLAND.

- (1) No person shall trespass on any County-owned farmland.
- (2) The Director of the Jefferson County Land and Water Conservation Department and/or the County Administrator are authorized to grant permission to access County-owned farmland to any person upon request.
- (3) This ordinance does not prohibit County staff from accessing County-owned farmland for official County business provided advance notice is given to the Director of Jefferson County Land and Water Conservation Department so the current tenant can be consulted.

1.04 PENALTIES.

- (1) Any person found to be in violation of this ordinance shall be subject to a forfeiture of not less than \$50 nor more than \$500, plus any applicable penalty assessments and costs of prosecution.
- (2) Each day that a violation continues shall be deemed a separate offense.

Section 2. This ordinance shall be effective after passage and publication.

Fiscal Note: This Ordinance has no immediate fiscal impact.

Referred By:
Land and Water Conservation Committee

04-16-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

PROCLAMATION 2024- _____

**Proclaiming April 14 – 20, 2024 as
National 9-1-1 Telecommunicator Week**

WHEREAS, 9-1-1 is nationally recognized as the number to call in an emergency to receive immediate help from police, fire, emergency medical services, or other appropriate emergency response entities; and

WHEREAS, The Jefferson County Sheriff’s Office 911 Communication Operators are the first line of communication, and the most critical point of contact Jefferson County residents and visitors have with emergency services; and

WHEREAS, 9-1-1 Communication Operators are responsible for the safety of our police officers, firefighters, and EMS who are dependent upon the quality and accuracy of the information obtained from individuals who contact communications centers; and

WHEREAS, Jefferson County Sheriff’s Office 911 Communication Operators serve as the most important link of service between our police, firefighters, and EMS by monitoring their activities by radio and computer, providing them information and ensuring their safety; and

WHEREAS, Jefferson County Sheriff’s Office 911 Communication Operators have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients through their commitment and dedication to public safety; and


WHEREAS, Jefferson County Sheriff’s Office 911 Communication Operators have exhibited compassion, understanding, professionalism and the ability to work under extreme pressure during the performance of their duties; and

NOW, THEREFORE, BE IT PROCLAIMED by the Jefferson County Board of Supervisors that April 14th – 20th, 2024 is hereby recognized as National 9-1-1 Public Safety Telecommunicators Week and all government officials, parents, teachers, school administrators, caregivers, business leaders, non-profit organizations, and the people of Jefferson County to observe this week with training, events, and activities to educate the public on 9-1-1 and its services.

Fiscal Note: This Proclamation has no fiscal impact.

Referred By:
Law Enforcement & Emergency Management Committee

04-16-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

PROCLAMATION 2024- ____

**Proclaiming May 13 – 19, 2024 as
National Police Week**

WHEREAS, in 1962, President John F. Kennedy and the United States Congress designated May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week; and

WHEREAS, Peace Officer Memorial Day has been set aside to honor the fallen men and women of Law Enforcement, who selflessly and valiantly sacrificed their own lives to ensure the safety of others; and

WHEREAS, members of the Jefferson County Sheriff's Office fulfill an essential role in protecting the freedoms and rights of the citizens and visitors of Jefferson County, Wisconsin; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their Sheriff's Office, and that members of the Jefferson County Sheriff's Office recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, members of the Jefferson County Sheriff's Office unwaveringly accept their duty and answer this solemn calling each and every day;

NOW, THEREFORE, BE IT PROCLAIMED by the Jefferson County Board of Supervisors that May 13th – 19th, 2024 is hereby recognized as National Police Week and all government officials, parents, teachers, school administrators, caregivers, business leaders, non-profit organizations, and the people of Jefferson County are called upon to observe this week with appropriate ceremonies and observances in which everyone may join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to our community and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Fiscal Note: This Proclamation has no fiscal impact.

Referred By:
Law Enforcement & Emergency Management Committee

4-16-2024

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 March 21, 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

**R4514A-24, 4522A-24, R4523A-24, R4524A-24, R4525A-24, R4531A-24,
R4526A-24, R4527A-24, R4528A-24, R4529A-24 AND R4530A-24**

DATED THIS TWENTY-FIFTH DAY OF MARCH 2024

Blane Poulson, Secretary

**THE PRIOR MONTH'S AMENDMENTS, R4513A-23, R4518A-24,
R4519A-24 and R4520A-24**

**ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS.
STATS. 59.69(5)**

ORDINANCE NO. 2024-_____

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 R4514A-24, R4522A-24, R4523A-24, R4524A-24, R4525A-24, R4531A-24, R4526A-24, R4527A-24, R4528A-24, R4529A-24 AND R4530A-24 were referred to the to the Jefferson County Planning and Zoning Committee for public hearing on March 21, 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:

Rezone from A-1 to A-3 to create a 1-acre building site from PIN 016-0514-1344-002 along Carnes Road. Rezoning is conditional upon access approval by the maintaining authority, receipt of suitable soil test, receipt of recording of the final certified survey map, extraterritorial plat review, filing of affidavit of zoning status on remaining lands and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4514A-24 – Nicholas & Melanie Brock 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.

Rezoning is conditional upon receipt of and recording of the final certified survey map, extraterritorial plat review and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4522A-24 – Finley Trust

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. Rezoning is conditional upon receipt of suitable soil test, receipt of and recording of the final certified survey map, extraterritorial plat review and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4523A-24 – Greg & Kristine Melcher

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. Rezoning is conditional upon receipt of access approval by maintaining authority, receipt of suitable soil test, receipt of and recording of the final certified survey map, filing affidavit of zoning status on remaining lands, confirmation of solar development access, and the fact that rezoning shall be null

& void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4524A-24 – 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. Rezoning is conditional upon receipt of recording of the final certified survey map, and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4525A-24 – 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. Rezoning is conditional upon receipt of recording of the final certified survey map, and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4531A-24 – Lenz Trust

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. Rezoning is conditional upon receipt of recording of the final certified survey map, and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4526A-24 – Troy A & Lindsey C Kjendlie

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. Rezoning is conditional upon access approval by the maintaining authority, receipt of suitable soil test, receipt of recording of the final certified survey map, extraterritorial plat review, filing of affidavit of zoning status on remaining land for both parcels of record, and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4527A-24 – Gertrude 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. Rezoning is conditional upon receipt of and recording of the final certified survey map, extraterritorial plat review and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4528A-24 – Gertrude 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. Rezoning is conditional upon access approval by the maintaining authority, receipt of suitable soil test, receipt of recording of the final certified survey map, extraterritorial plat review, filing of affidavit of zoning status on remaining lands and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4529A-24 – Gertrude Moss Trust

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. Rezoning is conditional upon receipt of and recording of the final certified survey map, extraterritorial plat review and the fact that rezoning shall be null & void & of no effect one year from the date of county board approval unless all applicable conditions have been completed by that date. R4530A-24 – Rosy-Lane Holsteins LLC

The above zoning amendments shall be null and void and have no effect one year from the date of County Board approval unless all applicable conditions have been completed.

Referred By:
Planning and Zoning Committee

04-16-2024

REVIEWED: Corporation Counsel: DHT ;Finance Director_ 