

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY

January 14, 2025

7:00 p.m.

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

[Livestream on YouTube](#)

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_N2ghwZR3TQenotKF1KEwmQ

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

1. **CALL TO ORDER**
 - a. Roll Call by County Clerk
2. **PLEDGE OF ALLEGIANCE**
3. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
4. **APPROVAL OF THE AGENDA**
5. **APPROVAL OF DECEMBER 10, 2024 MEETING MINUTES**
6. **COMMUNICATIONS**
 - a. Notice of Public Hearing – Planning and Zoning – January 16, 2025 (Page 1)
 - b. Retirement Recognition
 - c. Treasurer’s Monthly Report
7. **PUBLIC COMMENT (agenda items)**
COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES
8. **BROADBAND WORKING GROUP**
 - a. Resolution(s) – Endorsing Internet Service Provider’s application for Broadband, Equity, Access & Deployment Program (BEAD) funding for Broadband Expansion in Jefferson County (Addendum)
9. **FINANCE COMMITTEE**
 - a. Resolution – Entering into a contract with Government Finance Officers Association for a Fund Balance Reserve Study (Page 3)
10. **HUMAN RESOURCES COMMITTEE**
 - a. Resolution – Eliminating a vacant, full-time Program Assistant position and creating a full-time Zoning/On-Site Waste Management Technician in the Planning and Development Department and amending the 2025 budget (Page 5)
11. **PLANNING AND ZONING COMMITTEE**
 - a. Report (Page 7)
 - b. Ordinance – Amending Official Zoning Map (Page 8)

12. **APPOINTMENT BY COUNTY ADMINISTRATOR** (Page 9)
 - a. Nate Salas to the Veterans Service Commission for a three-year term ending December 13, 2027
 - b. Interim Highway Commissioner for an indeterminate term
13. **PUBLIC COMMENT** (General)
14. **ANNOUNCEMENTS**
15. **ADJOURN**

NEXT COUNTY BOARD MEETINGS

TUESDAY, FEBRUARY 11, 2025

7:00 P.M.

NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker; Cassie Richardson

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits
DATE: Thursday, January 16, 2025
TIME: 7:00 p.m. (Doors will open at 6:30)
PLACE: **JEFFERSON COUNTY COURTHOUSE, ROOM C2063**
311 S. CENTER AVE, JEFFERSON, WI 53549
OR Via Zoom Videoconference

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

You are invited to a Zoom meeting.
When: January 16, 2025, 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. Public Hearing

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, January 16, 2025, 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 8:00 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 **January 27, 2025**
Recommendations by the Committee on Rezones, will be made on **January 27, 2025**
Final decision will be made by the County Board on **February 11, 2025**

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

All are in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance

R4581A-24 & CU2142-24 –Alex M. & Courtney Zastrow: Rezone 2.6-acres from A-1 to A-2 to allow for a boarding, daycare and retail business for dogs and other pets at **N8668 County Road O** in Town of Waterloo, PIN 030-0813-1723-001 (35.17 ac.).

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

All are in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance

R4582A-24 – Michael & Rebecca Yenser: Rezone to from A-1 to A-3 to create a 3-acre farm consolidation around the existing buildings at **W4510 Ebenezer Drive** in the Town of Watertown, PIN 032-0815-2922-000 (27.157 ac). The property is owned by Arlene J. Kropf Trust.

R4583A-24 – Michael & Rebecca Yenser: Rezone from A-1 to A-3 to create a 2-acre residential building site at **W4510 Ebenezer Drive** in the Town of Watertown, PIN 032-0815-2922-000 (27.157 ac). The property is owned by Arlene J. Kropf Trust.

FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-2 AGRICULTURAL AND RURAL BUSINESS WITH CONDITIONAL USE

All are in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance

R4584A-24 & CU2143-24–Duane & Anita Bennett: Rezone 1-acre from A-3 to A-2 to allow for landscaping business to store equipment at **N9027 County Road Q** in Town of Milford, PIN 020-0814-0931-002 (1.0 ac.).

FROM R-2 RESIDENTIAL, UNSEWERED TO B-BUSINESS WITH CONDITIONAL USE

All are in accordance with Sec. 11.04(f)3 of the Jefferson County Zoning Ordinance

R4585A-24 – Godfrey Enterprises LLC: Rezone from R-2 to B to expand an existing business zone north of **W6630 County Road B** in the Town of Aztalan, PIN 002-0714-1713-007 (1.75 ac).

CU2144-24 – Godfrey Enterprises LLC: Conditional Use to update an existing conditional use for the expansion of the parking lot and septic for an existing eating and drinking business at **W6630 County Road B** in the Town of Aztalan, PIN 002-0714-1713-007 (1.75 ac).

CONDITIONAL USE PERMIT APPLICATIONS

All is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance

CU2145-24 – Godfrey Enterprises LLC: Conditional Use to allow for a duplex on Lot 1 (35,555 sq. ft) on an R-2 zoned lot at **N6330 County Road Q** in the Town of Aztalan, PIN 002-0714-1713-006 (1.25 ac).

CU2146-24 – Godfrey Enterprises LLC: Conditional Use to allow for a duplex on Lot 2 (30,000 sq. ft) on an R-2 zoned lot at **N6330 County Road Q** in the Town of Aztalan, PIN 002-0714-1713-006 (1.25 ac).

6. 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.

RESOLUTION NO. 2024-____

Entering into a contract with Government Finance Officers Association for a Fund Balance Reserve Study

Executive Summary

Fund balance reserves are a tool for weathering unforeseen and often catastrophic events, ensuring stable tax rates and providing a measure of liquidity for normal operations while keeping the County's long-term investments intact. The maintenance of a healthy fund balance reserve is recommended as a best practice by the Government Finance Officers Association.

In 2010, the Jefferson County Board of Supervisors adopted a policy based on the best practices at that time that were established by the Government Finance Officers Association (GFOA). The adopted policy requires that Jefferson County hold two months of budgeted General Fund expenditures in reserve at a minimum, with a goal of holding three months in reserve. Later, this policy was revised to include all operating funds in the reserve calculation, with some exceptions to include capital purchases and one time grant funds.

The Government Finance Officers Association is currently undergoing revisions to its best practices for fund balance reserves that are based on an assessment of the various risks that governments face and the probability of those risks occurring, both individually and concurrently. This assessment also considers factors such as insurance coverage and deductibles and the availability of alternate funding sources that would assist with mitigating risk exposure. This approach requires a study that is tailored to the government's external and internal risk exposures and coverage.

Jefferson County wishes to demonstrate fiscal responsibility and transparency by holding adequate reserves to overcome potential financial challenges while at the same time demonstrating stewardship of its taxpayers' money. Jefferson County desires to embark on a reserve study to determine a responsible approach to holding taxpayer funds in reserve.

The Finance Department has contacted its current and former audit firms as well as GFOA to assess the qualifications of potential service providers. Through these communications, the Finance Department has determined that the Government Finance Officers Association is the most qualified service provider due to its contacts with major insurance companies and relationships with bond rating agencies. A proposal was received from GFOA for these services in the amount of \$50,000. On December 10, 2024, the County Board of Supervisors approved a budget adjustment of \$50,000 for the 2025 budget for this study.

This resolution authorizes the County Administrator to contract with the Government Finance Officers Association for a Fund Balance Reserve Study. The Finance Committee considered this resolution at its December 3, 2024, meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, on December 10, 2024, the County Board of Supervisors approved funding for a fund balance reserve study, and

WHEREAS, the Finance Department has assessed the qualifications of several potential service providers and has determined that the Government Finance Officers Association is the most qualified service provider for this study, and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the County Administrator to execute a contract with the Governmental Finance Officers Association to complete a fund balance reserve study for a cost of \$50,000.

Fiscal Note: Funds for this study were approved by the County Board of Supervisors at its December 10, 2024, meeting. No budget amendment is necessary.

Strategic Plan Reference: YES



Transformative Government: Data driven budgets and policy management

Referred By:
Finance Committee

01-14-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

Resolution No. 2024-_____

Eliminating a Vacant, Full-time Program Assistant Position and Creating a Full-time Zoning/On-site Waste Management Technician in the Planning and Development Department and amending the 2025 budget

Executive Summary

The Planning and Zoning Director has identified a need to restructure staffing to better meet the department's operational demands and improve service delivery. The current full-time, vacant Program Assistant position is proposed to be eliminated and replaced with a full-time Zoning/Onsite Waste Management Technician position. This transition addresses workload shifts, aligns with technological advancements, and enables the department to offer enhanced services, including becoming an Agent of the State for sanitary permit issuance.

This resolution amends the 2025 budget to eliminate a vacant full-time Program Assistant position and create a full-time Zoning/On-site Waste Management Technician in the Planning & Development Department. The Human Resources Committee considered this resolution at its meeting on December 17, 2024, the Planning & Zoning Committee considered this resolution at its meeting on December 30, 2024, and the Finance Committee considered this resolution at its meeting on January 7, 2025. All three committees recommended this resolution be forwarded to the County Board for consideration and approval.

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

WHEREAS, the Planning and Development Department has implemented new technology and processes, resulting in a shift in workload from data entry to permit issuance, violation follow-up, and onsite inspections, and

WHEREAS, the Department has identified additional technician-level duties, including more frequent onsite inspections for sanitary and zoning permits, preparation of in-depth findings of fact for the Planning and Zoning Committee and Board of Adjustment, and specialized roles in variances and Board of Adjustment proceedings, and

WHEREAS, the creation of a full-time Zoning/Onsite Waste Management Technician position would enable the department to conduct thorough inspections for sanitary and zoning permits, administer the three-year septic maintenance program, Act as the primary staff member for variances and Board of Adjustment proceedings, and implement a new program as an Agent of the State to review and issue sanitary permits on behalf of the State, reducing wait times for landowners and plumbers, and

WHEREAS, funding for the approximate \$28,500 increase in cost will be offset by fee adjustments, including a \$300 fee for state review sanitary permits (mound and at-grades), anticipated to generate \$13,500 from 45 permits, an additional \$50 increase for mound and at-

grade permits, generating \$2,250, and an increase in other sanitary permit fees by \$150, anticipated to generate \$12,000 from 80 permits, for a total of \$25,875 in additional revenue, and

WHEREAS, the Human Resources Committee met on December 17, 2024, and approved the elimination of the vacant Program Assistant position and the creation of the Zoning/Onsite Waste Management Technician position, forwarding the resolution to the County Board for final approval. The Planning and Zoning Committee met on December 30, 2024, and approved this resolution and the Finance Committee met on January 7 and approved this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the elimination of one full-time Program Assistant position and the creation of one full-time Zoning/Onsite Waste Management Technician position in the Planning and Development Department, effective January 1, 2025, and that the 2025 budget will reflect the elimination of the Program Assistant position and the creation of the Zoning/Onsite Waste Management Technician position, with revenue adjustments as outlined in the fiscal note.

Fiscal Note: The elimination of the full-time Program Assistant position and the creation of the full-time Zoning/Onsite Waste Management Technician position results in an approximate \$28,500 increase in annual wages and benefit costs. These costs will be funded through adjustments to the Planning and Zoning Department's fee schedule with revenue from 45 state review permits at \$300 each: \$13,500; revenue from mound and at-grade sanitary permit increase of \$50: \$2,250, and revenue from other sanitary permits with a \$150 fee increase (80 permits): \$12,000, for a total additional revenue of \$27,750. The remaining \$750 will be absorbed within the existing departmental budget through operational efficiencies. No additional tax increase is required. This resolution authorizes the 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).

Strategic Plan Reference: None

Referred By:
Human Resources

01-14-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

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

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the official zoning map of Jefferson County, filed for public hearing held on December 19, 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 recommends approval of the following petitions which the Committee finds meet the standards for rezoning set forth in Jefferson County Zoning Ordinance s. 11.11(e) and s. 91.48 of the Wisconsin Statutes (where applicable) :

APPROVAL OF PETITIONS

**R4572A-24, R4573A-24, R4574A-24, R4575A-24, R4576A-24,
R4577A-24, R4578A-24, R4579A-24, R4580A-24**

DATED THIS THIRTIETH DAY OF DECEMBER 2024

Blane Poulson, Secretary

THE PRIOR MONTH'S AMENDMENTS

**R4566A-24, R4567A-24, R4568A-24, R4569A-24, R4570A-24,
R4571A-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 R4576A-24, R4577A-24, R4578A-24, R4579A-24 R4575A-24, R4576A-24, R4577A-24, R4578A-24, R4579A-24 and R4580A-24 were referred to the Jefferson County Planning and Zoning Committee for public hearing on December 19, 2024, and

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

WHEREAS, consistent with the recommendations of the Planning & Zoning Committee, the Board of Supervisors finds, where applicable, the standards set forth in s. 91.48 of the Wisconsin Statutes for rezoning out of an A-1 Exclusive Agricultural zone are met by the proposed rezones,

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

From A-1 Exclusive Agricultural to A-2 Agricultural and Rural Business

Rezone 5-acres from A-1 to A-2 for a 5-acre private religious cemetery (public/semi-public use) with capacity for approximately 4000 gravesites along Tri-County Road in Town of Koshkonong, PIN 016-0514-3643-000 (23.74 ac.) and 016-0514-3643-002 (4.967 ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map, access approval of maintaining authority, and extraterritorial plat review. R4572A-24 – Whitewater Islamic Center Inc.

From A-1 Exclusive Agricultural to A-3 Agricultural and Rural Residential

Rezone to create two 2.0-acre lots at N5118 Bakertown Road in the Town of Concord, PIN 006-0716-3313-001 (14 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map, receipt of suitable soil test, access approval of maintaining authority and extraterritorial plat review. R4573A-24 – Joshua Edwards. The property is owned by Patrick A. & Susan B. Pelikan.

Rezone to create a 2.0-acre lot west of W6116 Star School Road in the Town of Koshkonong, PIN 016-0514-2111-000 (37.671 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map, receipt of suitable soil test, access approval of maintaining authority and extraterritorial plat review. R4574A-24 –Evan & Kate Karow. The property is owned by Dale Karow.

Rezone to create a 1-acre residential lot north of N5190 State Road 134 in the Town of Lake Mills from PIN 018-0713-3121-000 (60.68 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map, receipt of suitable soil test, access approval of maintaining authority, extraterritorial plat review. R4575A-24 – Febock Brothers

From A-3 Agricultural and Rural Residential to A-1 Exclusive Agricultural

Rezone from A-3 to A-1 for non-metallic mining at N9614 Doepke Road in the Town of Waterloo, PIN 030-0813-0321-001 (2.1 ac). This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map (removal or vacation of the existing lot), extraterritorial plat review and removal of the single family house. R4576A-24 – Michels Road & Stone LLC. Property is owned by P&Q Waterloo LLC.

Rezone A-3 to A-1 for non-metallic mining at W8301 Doepke Road in the Town of Waterloo, PIN 030-0813-0331-002 (4 ac). This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map (removal or vacation of the existing lot), extraterritorial plat review and removal of the single family house. R4577A-24 – Michels Road & Stone LLC. Property is owned by P&Q Waterloo LLC.

Rezone A-3 to A-1 for non-metallic mining at W8333 Doepke Road in the Town of Waterloo, PIN 030-0813-0331-001 (7.19 ac). This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map (removal or vacation of the existing lot), extraterritorial plat review and removal of the single family house. R4578A-24 – Michels Road & Stone LLC. Property is owned by P&Q Waterloo LLC.

Rezone A-3 to A-1 for non-metallic mining at W8337 Doepke Road in the Town of Waterloo, PIN 030-0813-0331-003 (4 ac). This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map (removal or vacation of the existing lot), extraterritorial plat review and removal of the single family house. R4579A-24 – Michels Road & Stone LLC. Property is owned by P&Q Waterloo LLC.

From A-3 Agricultural and Rural Residential to A-2 Agricultural and Rural Business

Rezone 1.09-acres from A-3 to A-2 to allow for landscaping and tree service business to store equipment and personal materials at W7778 Conservation Road in Town of Lake Mills, PIN 018-0713-2644-003 (2.3 ac.). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map, extraterritorial plat review and A-2 zoned land cannot be sold separately from the A-3 zoned land. R4580A-24 –Matthew P. Hasel

Petitions R4576A-24, R4577A-24, R4578A-24, R4579A-24 and R4580A-24 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.

Petitions R4576A-24, R4577A-24, R4578A-24 and R4579A-24 shall be null and void and have no effect ten years from the date of the Planning and Zoning Committee approval (December 30, 2024) unless all applicable conditions have been completed.

Fiscal Note: This Ordinance has no determinable fiscal impact.

Referred By:
Planning and Zoning Committee

01-14-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director 

APPOINTMENTS BY COUNTY ADMINISTRATOR

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

- a. Nate Salas, Watertown, WI, to the Veterans Service Commission for a three-year term ending December 13, 2027.

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

- a. Interim Highway Commissioner for an indeterminate term.

January 14, 2025