

## AGENDA

### JEFFERSON COUNTY BOARD MEETING

TUESDAY

February 11, 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](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 JANUARY 14, 2025 MEETING MINUTES**
6. **COMMUNICATIONS**
  - a. Notice of Public Hearing – Planning and Zoning – February 20, 2025 (Page 1)
  - b. 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. **EXECUTIVE COMMITTEE**
  - a. Ordinance – Adopting and enacting a new code for Jefferson County, Wisconsin; providing for the repeal of certain ordinances not included therein; providing a penalty for the violation thereof; providing for the manner of amending such code; and providing when such code and this ordinance shall become effective (Page 4)
10. **FINANCE COMMITTEE**
  - a. Resolution – Raising the asset capitalization threshold from \$5,000 to \$10,000 (Page 5)
  - b. Resolution – Denying Claim for damages by Charter Spectrum (Page 6)
11. **HUMAN RESOURCES COMMITTEE**
  - a. Resolution – Addressing leadership restructuring and staffing adjustments in the Jefferson County Sheriff’s Office (Page 7)
  - b. Resolution – Amending the 2025 budget to transfer Program Assistant position from Economic Development to Human Services Economic Support Division (Page 9)
  - c. Resolution – Creating a full-time Human Services Professional I in the Behavioral Health Division at Human Services (Page 11)

- d. Resolution – Eliminating two filled, Seasonal On-Site Caretaker positions and creating a part-time Building & Grounds Worker role at Jefferson County Fair Park (Page 13)
- 12. **HUMAN SERVICES BOARD**
  - a. Resolution – Accepting bid for a low-step minivan at Jefferson County Human Services and amending the 2025 budget (Page 15)
- 13. **PARKS COMMITTEE**
  - a. Resolution – Authorizing Motorized Recreation Grant Application to fund the Jefferson County Snowmobile Trail Aid Program (Page 17)
- 14. **PLANNING AND ZONING COMMITTEE**
  - a. Report (Page 19)
  - b. Ordinance – Amending Official Zoning Map (Page 20)
- 15. **APPOINTMENT BY COUNTY BOARD CHAIR** (Page 26)
  - a. Joan Fitzgerald, Local State Official, to the Local Emergency Planning Committee (LEPC) for an indeterminate term
- 16. **APPOINTMENT BY COUNTY ADMINISTRATOR** (Page 26)
  - a. John Fox as Director of Facilities Management for an indeterminate term
- 17. **APPOINTMENT BY HUMAN SERVICES BOARD** (Page 26)
  - a. Mary Jo Shackelford to the Nutrition Project Council to fill a term ending November 13, 2027
- 18. **PUBLIC COMMENT** (General)
- 19. **ANNOUNCEMENTS**
- 20. **ADJOURN**

**NEXT COUNTY BOARD MEETINGS**  
**TUESDAY, March 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, February 20, 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: February 20, 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=eHZRbHZXWXhIUnlKdkhtOXhoTmtNz09>  
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, February 20, 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 **February 24, 2025**  
Recommendations by the Committee on Rezones, will be made on **February 24, 2025**  
Final decision will be made by the County Board on **March 11, 2025**

**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

**R4586A-25 – Christopher & Angelique Hebbe:** Rezone from A-1 to A-3 to create an approximate 3-acre lot around the existing home and outbuildings at **W7952 County Road C** in the Town of Oakland, PIN 022-0613-2634-000 (40 ac).

**FROM A-2 AGRICULTURAL AND RURAL BUSINESS TO A-3, AGRICULTURAL/RURAL RESIDENTIAL**  
All are in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance

**R4587A-25 – Bark River Campground & Resort Inc.:** Rezone .14-acres from A-2 to A-3 to be transferred to Lot 1 CSM 5537 from **W2340 Hanson Road** in Town of Sullivan, PIN 026-0616-3024-000 (1.108 ac).

### **CONDITIONAL USE PERMIT APPLICATIONS**

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

**CU2147-25 – Kemmeter’s Properties LLC:** Conditional Use to allow for a 3600 sq. ft. structure to be used as an activity building for the existing bar in A-2 zone at **W5003 US Highway 18** in the Town of Jefferson, PIN 014-0614-1212-001 (4.74 ac), in accordance with Sec. 11.04(f)7 of the zoning ordinance.

**CU2148-25– St Peter’s Evangelical Lutheran Church:** Conditional Use to allow for an approximately 5,380 sq. ft. addition to the west side of the existing church at **N4656 S Helenville Road** in the Town of Jefferson, PIN 014-0615-0232-001 (3.20 ac), in accordance with Sec. 11.04(f)9 of the zoning ordinance.

**CU2149-25 – Michael R Brinkmann:** Conditional Use to allow for a 2000 sq. ft., 25 ft. high extensive on-site storage structure in R-2 zone at **N4209 Pioneer Drive** in the Town of Sullivan, PIN 026-0616-0842-002 (1.60 ac), in accordance with Sec. 11.04(f)2 of the zoning ordinance.

**CU2150-25 – Matthew Barrett:** Conditional Use to allow for a 3024 sq. ft., 16 ft. high extensive on-site storage structure in R-2 zone at **W9326 State Road 106** in the Town of Sumner, PIN 028-0513-1841-001 (3.180 ac), in accordance with Sec. 11.04(f)2 of the zoning ordinance.

**CU2151-25 – Keith Bartholomew:** Conditional Use to allow for a 1020 sq. ft., 12 ft. high extensive on-site storage structure in R-2 zone at **W7394 State Road 106** in the Town of Sumner, PIN 028-0513-0141-004 (.70 ac) in accordance with Sec. 11.04(f)2 of the zoning ordinance.

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 accommodation 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.**

**ORDINANCE NO. 2024-\_\_**

**ADOPTING AND ENACTING A NEW CODE FOR JEFFERSON COUNTY, WISCONSIN; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.**

Executive Summary

Codification is the process of compiling, consolidating, and organizing existing ordinances into a single structured code for easy reference and access by the public. Currently, Jefferson County has over 50 individual general ordinances with distinct formats and numbering systems. With the assistance of CivicPlus, LLC, Jefferson County staff has been working to codify existing Jefferson County ordinances into a single, systematic code to improve efficiency and transparency for the public. This process has involved reviewing all existing ordinances and editing both for internal consistency and consistency with current state law.

The Jefferson County Code of Ordinances is now ready for adoption. By enacting this Code, prior versions of ordinances that are reproduced in the codification will be repealed and replaced. There are certain ordinances which pertain to internal procedures such as our Personnel Ordinance and ordinances which govern a single event or transaction that are not included in the code. Those ordinances will be “saved from repeal” meaning they will remain valid post-codification.

A copy of the Code of Ordinances is available for public inspection in the County Clerk’s office. Following the adoption of the code, it will also be available via an online platform hosted by CivicPlus which will be linked to our website. As new ordinances are passed, the code will be regularly updated with amendments and supplements.

This ordinance adopts the Jefferson County Code of Ordinances as the official set of local laws. The Executive Committee considered this ordinance at its meeting on January 29, 2025, and recommended forwarding it to the County Board for approval.

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**NOW THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF SUPERVISORS:**

Section 1. The Code entitled "Code of Ordinances, Jefferson County, Wisconsin," published by CivicPlus, LLC, consisting of chapters 1 through 22, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before August 12, 2024, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine up to and including the maximum amount permitted or required by state law. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the county board may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the county board to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after August 12, 2024, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.


Section 7. This ordinance shall become effective upon passage and publication as provided by law.

*Fiscal Note: None*

*Strategic Plan reference: None*

Referred By:  
Executive Committee

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

**RESOLUTION NO. 2024-\_\_\_\_\_**

**Raising the asset capitalization threshold from \$5,000 to \$10,000**

Executive Summary

The term capital assets is used to describe assets that are used in operations that have useful lives extending beyond a single year. Accounting standards require governments to allocate the cost of a capital asset over its useful life under the full accrual basis of accounting. The government must select a cost threshold over which these capital assets will be recorded. Jefferson County, like almost all other state and local governments, has historically followed guidance issued by the U.S. Office of Management and Budget (OMB) when selecting its capitalization threshold. On February 10, 1998, Jefferson County approved a resolution that adopted a capitalization threshold of \$5,000 as recommended by the OMB.

Effective October 1, 2024, the OMB recommended capitalization threshold has risen from \$5,000 to \$10,000. The Finance Committee met on February 4, 2025, and voted unanimously to adopt this recommendation effective on January 1, 2026. This allows the County adequate time to communicate this change for the 2026 budget process.

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WHEREAS, Resolution No. 97-89 adopted February 10, 1998, established a fixed asset capitalization level of \$5,000 as recommended by U.S. Office of Management & Budget (OMB) under OMB Circular A-87, and

WHEREAS, effective October 1, 2024, the OMB has revised the guidance on its recommended capitalization threshold from \$5,000 to \$10,000.

NOW, THEREFORE, BE IT RESOLVED that all Jefferson County departments shall use the fixed asset capitalization level of \$10,000 as recommended by the U.S. Office of Management and Budget effective for the 2026 budget year.

*Fiscal Note: Increasing the capitalization threshold will increase the County's operating budget and reduce the capital budget. Traditional methods for funding the capital budget have been tax levy related to net new construction, debt issuance and carryforward funds. These methods would likely be replaced by a combination of property tax levy, revenue growth in other general-purpose revenues such as sales tax or shared revenue, and a reduction of operating expenses. Capital requests funded by general purpose revenue for items with a cost between \$5,000 and \$10,000 were \$34,500 for 2025, \$44,927 for 2024 and \$14,800 for 2023.*

*Strategic Plan Reference: YES*



*Transformative Government: Data driven budgets and policy management*

Referred By:  
Finance Committee

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director 

**RESOLUTION NO. 2024-\_\_\_\_\_**

**Denying Claim for damages by Charter Spectrum**

Executive Summary

A claim has been made against Jefferson County for damages. The claim has been reviewed by the County’s insurance carrier, WMMIC, and was recommended for disallowance based on the finding that the County has no liability for this claim and is not legally responsible for the alleged damages. This resolution formally denies the claim filed against Jefferson County and directs the Corporation Counsel to give the claimant notice of disallowance. The Finance Committee considered this resolution on February 04, 2025, and recommended forwarding to the County Board for approval.

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

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

<u>Claimant</u>	<u>Date of Loss</u>	<u>Claim Filed</u>	<u>Description</u>	<u>Alleged Damages</u>
Charter Spectrum	11/04/2024	01/07/2025	Charter Spectrum alleges damage to one cable pedestal at W1943 Cty Rd CW, Watertown, WI during regular mowing operations by a Jefferson County highway employee.	\$1,008.13

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

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


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

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

*Strategic Plan Reference: None*

Referred By:  
Finance Committee

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 



**Resolution No. 2024-\_\_\_\_\_**

**Addressing Leadership Restructuring and Staffing Adjustments in the Jefferson County Sheriff's Office**

Executive Summary

The Jefferson County Sheriff's Office is undergoing a series of leadership transitions following recent retirements and appointments. This resolution addresses funding and structural adjustments to ensure operational continuity while acknowledging necessary role modifications. Specifically, upon the retirement of the Chief Deputy, the Chief Deputy position will be unfunded, and the Undersheriff position will be funded at 1.0 FTE. Additionally, the Jail Captain position title will be changed to Jail Administrator/Captain to better reflect its responsibilities. To facilitate a smooth transition, there will be an overlap period of up to three months, or until the Chief Deputy retires, whichever is sooner, allowing cross-training among the Chief Deputy, Undersheriff, and the newly hired Jail Administrator/Captain.

The Human Resources Committee considered this resolution at its meeting on January 21, 2025, and the Finance Committee considered this resolution at their meetings on January 7, 2025, and February 4, 2025. Both committees recommended forwarding to the County Board for approval.

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

WHEREAS, the Jefferson County Sheriff's Office has recently experienced significant leadership transitions, including the retirement of former Sheriff Paul Milbrath in August 2024 and the appointment of Patrol Captain Travis Maze as Sheriff, and

WHEREAS, the position of Administrative Captain, previously vacated, has been filled by the Jail Captain, with other responsibilities redistributed among existing staff, and

WHEREAS, an experienced former leader was rehired to the position of Undersheriff, covering both Jail Captain duties and Undersheriff responsibilities, following approval by the Jefferson County Law Enforcement Committee, Human Resources Committee, and Interim County Administrator, and

WHEREAS, upon the retirement of the Chief Deputy, the Chief Deputy position will be unfunded, and the Undersheriff position will be funded at 1.0 FTE, maintaining the existing pay grade unless otherwise approved by the County Board, and

WHEREAS, the Jail Captain position title will be changed to Jail Administrator/Captain to better reflect its expanded role and duties, and

WHEREAS, an overlap period of up to three months, or until the Chief Deputy retires, whichever is sooner, will be implemented to allow for necessary cross-training among the Chief Deputy, Undersheriff, and the newly hired Jail Administrator/Captain.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors authorizes unfunding the Chief Deputy position and the full funding of the Undersheriff position at 1.0 FTE upon the retirement of the current Chief Deputy, that the Jail Captain position title will be changed to Jail Administrator/Captain, and that a maximum of a three-month overlap of positions among the Chief Deputy, Undersheriff, and newly hired Jail Administrator/Captain shall be permitted to allow for necessary cross-training, or until the Chief Deputy retires, whichever occurs sooner.

BE IT FURTHER RESOLVED THAT the Sheriff's Office shall notify the Human Resources and Finance Committees of any changes to the Chief Deputy's retirement timeline and seek additional approval for any necessary structural or pay adjustments, which shall require County Board approval.

*Fiscal Note: The Jail Administrator/Captain position is currently vacant, and funding for this position is being applied to the Undersheriff position. Once the Jail Administrator/Captain position is filled, funding to overlap the Undersheriff and Chief Deputy positions will come from benefits budgeted for unfilled deputy positions, of which there are currently 16. Upon the retirement of the current Chief Deputy, the Chief Deputy position will be unfunded, and the Undersheriff position will be funded at 1.0 FTE within the existing budget. If further adjustments to the funding structure are required, additional approval from the County Board will be sought to ensure alignment with budgetary constraints and operational needs. 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: YES*



*Transformative Government: Attract and retain a talented and committed County workforce and Board of Supervisors*

Referred By:  
Human Resources

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

**Resolution No. 2024-\_\_\_\_\_**

**Amending the 2025 Budget to Transfer Program Assistant Position from Economic Development to Human Services Economic Support Division**

Executive Summary

This resolution proposes amending the 2025 budget to maintain funding for the Program Assistant position within the Economic Development Department while authorizing the transfer of oversight and responsibilities for this position to the Human Services Department under the Economic Support Division. This adjustment aims to align the position’s responsibilities, including HUD counseling and Financial Empowerment Center (FEC) initiatives, with the operational structure of the Economic Support Division. Funding for the position will remain within the Economic Development budget. This resolution was supported by the Human Resources Committee at their meeting on January 21, 2025, and is forwarded to the County Board for consideration and approval.

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

WHEREAS, the Program Assistant position in the Economic Development Department has historically provided critical support for HUD counseling and related initiatives, including the Financial Empowerment Center (FEC), and

WHEREAS, the responsibilities of this position align more closely with the operational objectives of the Human Services Department’s Economic Support Division, and

WHEREAS, transferring the oversight and authorization of this position to the Economic Support Division will enable more effective management and integration of HUD counseling and FEC initiatives with intake and resource management efforts, and

WHEREAS, the funding for this position, totaling \$94,811 for wages and benefits, will remain within the Economic Development Department budget, and

WHEREAS, the Jefferson County Board of Supervisors seeks to ensure efficient use of resources while maintaining essential services provided by this position.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors amends the 2025 budget to maintain funding for the Program Assistant position within the Economic Development Department while authorizing the position and its oversight to transfer to the Human Services Department under the Economic Support Division.

*Fiscal Note: The funding for this position is included in the Economic Development Department’s 2025 budget, totaling \$94,811 for wages and benefits. The funding will remain within the Economic Development budget, while the position’s oversight and responsibilities will transfer to the Human Services Department’s Economic Support Division. No additional funding is required.*

*As 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: YES*



*Diverse Housing Options: Improve access to a diverse housing stock*

Referred By:  
Human Resources

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, enclosed in a blue circular scribble.

**Resolution No. 2024-\_\_\_\_\_**

**Creating a Full-time Human Services Professional I in the Behavioral Health Division at Human Services**

Executive Summary

The Human Services Director recommends the creation of a full-time Human Services Professional I (HSP I) position within the 2025 budget. This position will support re-entry and addiction recovery efforts, aligning with Jefferson County’s behavioral health objectives.

In December 2024, \$80,304 was approved by the County Board of Supervisors for wages and benefits for this role under the opioid funding appropriation. Since the approval, it has been determined that the position requires a higher classification than initially assessed. Any additional costs associated with this adjustment will be covered through the opioid settlement funds, ensuring no impact on the tax levy or future budget constraints. Additionally, delaying the hire date to February 1, 2025, or later will ensure that the \$80,304 allocation sufficiently covers the revised costs.

This resolution establishes this position and incorporates it into the County’s staffing plan. The Human Resources Committee supported this proposal at their meeting on January 21, 2025, and recommended forwarding to the County Board for consideration and approval.

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

WHEREAS, Jefferson County recognizes the critical need to address the impacts of addiction and behavioral health challenges within our community, and

WHEREAS, Jefferson County Human Services has identified a gap in case management and re-entry services for individuals affected by substance use and incarceration, and

WHEREAS, the proposed Human Services Professional I (HSP I) position will provide targeted case management, crisis support, and community-based services to individuals impacted by addiction and re-entry challenges, and

WHEREAS, funding of \$80,304 for the wages and benefits of this position was approved by the Jefferson County Board in December 2024 under the appropriation of opioid settlement funds, and any additional costs due to the classification change will also be covered by the opioid settlement funds, and

WHEREAS, the creation of this position aligns with Jefferson County’s strategic goals for behavioral health, substance use recovery, and re-entry programs.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors hereby authorizes the creation of one full-time Human Services Professional I (HSP I) position to provide essential case management and re-entry services and that the Jefferson County Human Services Department shall incorporate this position into its staffing plan, ensuring the effective implementation of the county's behavioral health and re-entry initiatives.

*Fiscal Note: Funding for the Human Services Professional I position was approved by the County Board of Supervisors on December 10, 2024, under the appropriation of opioid settlement funds. The approved amount of \$80,304 will cover wages and benefits for 2025, with any additional costs due to the higher classification covered through the same settlement funds. No additional funding or tax-levy increase is required. 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

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

**Resolution No. 2024-\_\_\_\_\_**

**Eliminating Two Filled, Seasonal On-Site Caretaker Positions and Creating a Part-Time Building & Grounds Worker Role at Jefferson County Fair Park**

Executive Summary

The Jefferson County Fair Park Director has recommended changes to the staffing structure at the Fair Park. Based on operational needs and staffing efficiencies observed during the 2024 season, the Director proposes eliminating two seasonal on-site caretaker positions and adding a 19-hour-per-week part-time Building & Grounds Worker Maintenance I (Grade 2) position. This change is cost-neutral and aims to enhance operational flexibility, reduce redundancy, and better align staffing resources with the demands of Fair Park's events and operations. The on-site caretaker positions have been filled by two individuals who have returned annually for the past eight years, establishing an expectation of continued employment. Consequently, this change could be considered a layoff.

This resolution eliminates the two seasonal caretaker positions and creates a part-time Building and Grounds Worker I position at the Fair Park. This resolution was supported by the Human Resources Committee at their meeting on January 21, 2025, and the Finance Committee at their meeting on February 4, 2025. Both committees recommended forwarding it to the County Board for consideration and approval.

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

WHEREAS, the Jefferson County Fair Park's on-site caretaker positions have historically provided overnight oversight, grounds maintenance, janitorial support, and event assistance, and

WHEREAS, recent operational experience has demonstrated that the overnight, on-site component of this position is no longer essential, and current staff scheduling has proven effective in meeting the operational needs of the Fair Park, and

WHEREAS, the on-site caretaker positions' redundancy in coverage creates inefficiencies in staff utilization and payroll expenditure, and

WHEREAS, the addition of a part-time 19-hour-per-week Building & Grounds Worker Maintenance I (Grade 2) position would provide greater scheduling flexibility, ensure adequate event coverage, and more efficiently allocate staff resources, and

WHEREAS, the proposed staffing adjustment has been confirmed as cost-neutral, with savings from the elimination of the on-site caretaker position offsetting the cost of the new part-time position, and

WHEREAS, the elimination of the on-site caretaker position may result in a one-time unemployment insurance (UI) cost of up to \$8,000 for the first year, which requires consideration as part of this staffing change, and

WHEREAS, the Fair Park Director recommends eliminating the on-site caretaker position effective March 2025 and hiring a part-time Building & Grounds Worker Maintenance I position by April 2025 to support the upcoming event season.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes the elimination of the two seasonal on-site caretaker positions and the creation of one Building & Grounds Maintenance I position at the Jefferson County Fair Park effective March 2025.

BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors acknowledges the contributions of Christine and Curt Kreklow during their tenure as on-site caretakers and directs the Fair Park Director to formally notify them of this staffing change, ensuring ample notice and support as they transition from this role.

*Fiscal Note: The elimination of the two seasonal, on-site caretaker positions and the creation of a 19-hour-per-week part-time Building & Grounds Worker Maintenance I (Grade 2) position result in a cost-neutral adjustment. However, potential unemployment insurance (UI) costs are estimated at \$4,000 per individual for a total of \$8,000 in the first year. The Fair Park Director believes that the efficiencies of the new part-time position will provide ample savings to cover any potential unemployment expenses. No additional tax increase is required. 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

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 



**RESOLUTION NO. 2024-\_\_\_\_**

**Accepting bid for a low-step minivan at Jefferson County Human Services and amending the 2025 budget**

Executive Summary

Jefferson County Human Services was awarded a grant from the Department of Transportation (DOT) to purchase a low-step minivan for the Human Services Transportation Program, which provides driver/escort services to the elderly and persons with disabilities to get to medical appointments. The DOT grant will fund 80% of the purchase price, and the County will match 20%. Consistent with the Purchasing Ordinance, the County posted a Request for Bid seeking bids for the minivan. Three bids were received for this van. The lowest responsible bid was from Rock County Honda in the amount of \$41,238.

The purchase of this low-step minivan was included in the 2024 budget. However, due to the bidding process the purchase will take place in 2025. In order to complete the purchase, the funds previously approved for the minivan in 2024 will need to be carried over to the 2025 budget.

This resolution accepts the lowest responsible bid, amends the 2025 budget to carry over the funding, and authorizes the purchase of a low-step minivan from Rock County Honda at a price of \$41,238.00. The Finance Committee and The Human Services Board each considered this resolution at their meetings on February 4, 2025, and February 11, 2025, respectively. Both recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County is in need of new vehicles to continue operating its Transportation Program at the Human Services Department, and

WHEREAS, Jefferson County received the following three bids to provide this vehicle in response to an Request for Bids issued in November from:

Rock County Honda	\$41,238.00
Out the Mud Hauling	\$47,493.25
One Nation Distribution, LLC	\$48,989.00

WHEREAS, the Human Services Board recommends awarding the bid to Rock County Honda, as the lowest responsible bidder; and

NOW, THEREFORE, BE IT RESOLVED that the Department of Human Services is authorized to execute a contract with Rock County Honda to provide a low-step minivan for \$41,238.

*Fiscal Note: The costs for the purchase and the grant revenue from the Department of Transportation were approved in the 2024 budget. However, the purchase did not occur in 2024 and the amount has been included in the 2025 Human Services carryover request. This resolution authorizes the carryforward of these funds from the 2024 budget to the 2025 budget. The Finance Director is hereby authorized to make the necessary budget adjustments to enact the resolution. As a budget amendment, this resolution requires twenty (20) of thirty (30) affirmative votes for passage.*

*Strategic Plan Reference: None*

Requested By:  
Human Services Board

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

**RESOLUTION NO. 2024-\_\_\_\_\_**

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

Executive Summary

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

This resolution authorizes Jefferson County to submit a Wisconsin Department of Natural Resources Motorized Recreation grant application seeking funds for snowmobile trail maintenance and development, and to administer the funds according to the grant requirements. The Parks Committee considered this resolution at its January 30, 2025, meeting and recommended forwarding to the County Board for approval.

\_\_\_\_\_

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

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

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

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

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

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

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

*Fiscal Note: The snowmobile trail aid program is expected to cost approximately \$68,820 for winter 2025-2026. One hundred percent (100%) of this cost is funded by the grant and the anticipated grant funds have been included in the adopted budget for 2025. This resolution authorizes the Jefferson County Finance Director to make any necessary budget adjustments for additional miles.*

*Strategic Plan Reference: YES*



*Highly Regarded Quality of Life: Promote Jefferson County's historical, cultural, and natural assets to attract tourists and stimulate local businesses*

Referred By:  
Parks Committee

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, appearing to be 'DHT', enclosed in a blue circular scribble.

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

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the official zoning map of Jefferson County, filed for public hearing held on February 17, 2022, and January 16, 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**

**R4379A-22, R4582A-24, R4583A-24, R4584A-24**

Further support for the Jefferson County Planning & Zoning Committee's recommendations can be found in the Staff Report and individual petition files on record in the Planning & Development office.

**DATED THIS TWENTY-SEVENTH DAY OF JANUARY 2025**

**Blane Poulson, Secretary**

**THE PRIOR MONTH'S AMENDMENTS**

**R4572A-24, R4573A-24, R4574A-24, R4575A-24, R4576A-24,**

**R4577A-24, R4578A-24, R4579A-24, R4580A-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 R4379A-22, R4582A-24, R4583A-24 and R4584A-24 were referred to the Jefferson County Planning and Zoning Committee for public hearing on February 17, 2022, and January 16, 2025, and

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

WHEREAS, as to Petition R4379A-22, the Jefferson County Board of Supervisors concurs with the analysis set forth in the attached Staff Report & Decision of the Jefferson County Planning & Zoning Committee and adopts the findings set forth therein as the findings of the County Board, and

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 from A-1 to A-2 to allow for boat storage business near W1380 County Road B in Town of Concord, PIN 006-0716-1642-000. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. R4379A-22 – Boat House of Concord Real Estate LLC.

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

Rezone 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). Rezoning is conditional upon an extraterritorial plat review. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. R4582A-24 – Michael & Rebecca Yenser. The property is owned by Arlene J. Kropf Trust.

Rezone from A-1 to A-3 to create a 1-acre residential building site at W4510 Ebenezer Drive in the Town of Watertown, PIN 032-0815-2922-000 (27.157 ac). 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 and filing of affidavit of zoning status on remaining lands and the lot redesigned to be only one acre in size that is clustered near

existing proposed area. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. R4584A-24 – Michael & Rebecca Yenser. The property is owned by Arlene J. Kropf Trust.

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

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.). Rezoning is conditional upon receipt of and recording of the plat of survey. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. R4584A-24 – Duane and Anita Bennett

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

*Fiscal Note: This Ordinance has no determinable fiscal impact.*

Referred By:  
Planning and Zoning Committee

02-11-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director



# STAFF REPORT & DECISION OF THE JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

## Zoning Map Amendment

Summary: Rezone from A-1 to A-2

Petition # R4379A-2022 Town: Concord

Site Inspection Date: February 11, 2022 Public Hearing Date: February 17, 2022

Petitioner Name: The Boat House of Lake Country

Property Owner(s): Previous Owner: Donald and Nancy Brunson Trust

Current Owner: Boat House of Concord Real Estate LLC

Property Location: Near W1432 County Road B

PIN: 006-0716-1642-000 – currently 006-0716-1642-001

Rezoning Request: Create 1 vacant A-2 zone lot (7.4+/- acres)

Conditional Use Request: Storage of Boats

Finding of Fact: See finding of fact and maps for parcel information including soil types, farmland preservation plan mapping, etc.

**Town Board Recommendation:** The Town of Concord approved the rezone from A-1 to A-2 Agricultural and Rural Business on a vote of 2-1 on January 10, 2022.

### Analysis of Applicable Zoning Standards:

#### WI Stat. §91.48 Factors:

- **The land is better suited for a use not allowed in the A-1 zoning district.**
  - The property is currently fallow with limited agricultural use and directly adjacent to the Town of Concord rural hamlet and along a County Highway. Additionally, the proposed A-2 zone abuts a property owned by the petitioner and is being used for the same proposed use (boat storage). Due to its proximity to the rural hamlet, similar adjacent uses and location along a county road, the land is better suited for the proposed A-2 use (boat storage), rather than A-1 zoning district.
- **The rezoning is consistent with any applicable comprehensive plan.**
  - The County considers its Comprehensive Plan which incorporates its Agricultural Preservation & Land Use Plan and references the Town's Comprehensive Plan.
  - Consistent the applicable plans, the proposed rezone allows for the orderly growth and development of land such that the form and density of the land use is consistent with the surrounding land.



- All applicable plans allow for the use of A-2 zoning to allow a wide range of agricultural-related uses and other rural businesses that are compatible with predominantly agricultural area within Farmland Preservation Areas.
- The Town of Concord approved this rezone request based upon its interpretation of the Town's Comprehensive Plan. The Town of Concord Comprehensive Plan incorporates the County's A-2 zoning policies and consistent with those policies the Town has previously permitted A-1 to A-2 rezones within Farmland Preservation Areas.
- The rezone is consistent with the County Comprehensive Plan through various goals of the plan:
  - Land Use Goals- 1, 2, 3, & 8
  - Economic Development Goals- 6, 9, & 10
  - Agricultural, Natural & Cultural Resource Goals- 1 & 6
- **The rezoning is substantially consistent with the County certified farmland preservation plan.**
  - The rezone is substantially consistent with the farmland preservation plan as explained below. The rezone request follows the standards and policies of the farmland preservation plan for rezoning from A-1 to A-2. The A-2 zoning district is permitted within the farmland preservation area.
  - The rezone request is substantially consistent with Farmland Preservation Plan A-2 Policies 1, 2 and 3 on page 33 of the plan.
    - *Policy 1: Continue to utilize the A-2 Agricultural and Rural Business zoning district to allow a wide range of agricultural related uses and such other rural businesses that are compatible in a predominately agricultural area. Utilize criteria in Section 91.48, Wis. Stats. and the County's zoning ordinance in evaluating proposals for rezoning land to the A-2 district.*
      - Response: The proposed use is located in a transition area between the 15-year growth area/rural hamlet and the farmland preservation area (located in the farmland preservation area). The proposed use complies with and is a conditional use in the A-2 zoning district.
    - *Policy 2: Consider requiring site plan submittal prior to the establishment or expansion of all agricultural-related uses in the A-2 district (not including agricultural structures), in order to evaluate the proposed building and driveway locations with respect to impact on productive farmland, traffic movement, and the use and enjoyment of adjoining properties.*
      - Response: The application includes a site plan showing the access location and proposed structures. Based on the site plan, the proposed use does not impact productive farmland, traffic movement or adjoining properties.
    - *Policy 3: Encourage compliance with the Rural Commercial, Industrial, and Agribusiness Development Guidelines*
      - The proposed rezone is in compliance with the applicable guidelines.
- **The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.**
  - The rezone does not impair or limit agricultural uses and the rezone does not affect any land currently utilized for agricultural purposes. The parcel to the west and north will

continue to be used for agricultural purposes. The proposed buildings will be similar to agricultural barns/structures and will present an agricultural appearance. The proposed lot includes straight lots lines and will not impart or limit the agricultural use of surrounding properties.

Additional Criteria of Jefferson County Zoning Ordinance Section 11.11(e)6:

- **There will be adequate public facilities to serve the proposed and potential land use changes that would be enabled by the rezoning**
  - The Town Board of Concord approves of the proposed rezone and conditional use permit. No concerns were raised by the Town regarding the adequacy of public facilities to serve this proposed rezone.
  - The County Highway Department reviewed and approved the rezoning request and the proposed access onto the County Road. There are adequate public facilities pre and post creation of this lot.
- **The burdens on local government for providing the needed services to the proposed and potential land use changes that would be enabled by the rezoning are reasonable**
  - No significant burdens on local government will result from the creation of this lot. The proposed use is primarily storage and will result in minimal burden to local governments. Adjacent to the proposed lot is a similar use that has created minimal additional burdens on local governments since its development.
- **The development will not cause unreasonable air or water pollution, soil erosion, or adverse effects on valued natural areas.**
  - The proposed development will not affect any wetlands or sensitive environmental areas. The developer will mitigate any runoff or soil erosion concerns during construction and post construction. Additional pollution is not expected with this development of boat storage buildings.
- **The soil productivity rating has been considered in the location of the area proposed for rezoning.**
  - The proposed lot utilized prime soil, however, approximately one acre of the lot is currently used as a residential yard/lawn, 3 acres is a fallow non-cropped area and only approximately 3 acres is or has been previously used for agricultural purposes.
- **The remaining A-1 parcel shall front on a public road for a minimum distance of at least sixty-six (66) feet. Access to the lot shall be provided within this frontage.**
  - The remaining parcel has access onto a public road for at least 66’.

**Staff Recommendation: APPROVAL For the Following Reasons:**

- This rezoning meets the requirements of the County Zoning Ordinance and aligns with the County’s Comprehensive Plan and Agricultural Preservation & Land Use Plan as set forth above.
- The proposed amendment is located a designated Farmland Preservation Area and complies with the standards and policies of the farmland preservation area:
  - The proposed lot is clustered with a proposed A-3 lot and existing lots lines and development.
  - The proposed lot does not impact the surrounding agricultural land.

- Public concerns were raised regarding screening, lighting and traffic/road access. The petitioner has addressed all concerns with their application and proposed plans. The County has not received any complaints regarding the adjacent property including access or road issues prior to the public hearing comments. The petitioner provided solutions to reducing any traffic back up on the County Highway.

**DECISION OF ZONING & PLANNING COMMITTEE:**

The Jefferson County Planning & Zoning Committee adopts the facts and recommendations set forth in the above Staff Report [as amended or supplemented on the record (if necessary)] as findings of the Committee and APPROVES the proposed zoning map amendment.

Based on the Staff Report, complete application and file, substantial evidence provided, site inspection, public hearing, Jefferson County Zoning Ordinance and the Agricultural Preservation and Land Use Plan, the Planning and Zoning Committee concludes that the proposed Official Zoning Map Amendment complies with the Jefferson County Zoning Ordinance, Comprehensive Plan and Farmland Preservation Plan. The Planning and Zoning Committee further finds this amendment meets the standards of Wisconsin State Statutes 91.48 and Section 11.11(e)6 of the Jefferson County Zoning Ordinance for the reasons set forth above and discussed on the record.

Motion by: Nass                      Seconded by: Poulson

Motion passed by a voice vote, 4-0.

**APPOINTMENTS BY COUNTY BOARD CHAIR**

By virtue of the authority vested in me under Section 3.05(1)(c)-(d) of the County Board Rules, I hereby request confirmation of the following appointments:

- a. Joan Fitzgerald, Local State Official, to the Local Emergency Planning Committee (LEPC) for an indeterminate term.

**APPOINTMENTS BY COUNTY ADMINISTRATOR**

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. John Fox as Director of Facilities Management for an indeterminate term.

**APPOINTMENT BY HUMAN SERVICES BOARD**

By virtue of the authority vested in the Human Services Board under Section 3.05(1)(j) of the County Board Rules, the Human Services Board hereby requests County Board's confirmation of the following appointment:

- a. Mary Jo Shackelford to the Nutrition Project Council to fill a term ending November 13, 2027.

February 11, 2025