

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY

OCTOBER 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://us06web.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 SEPTEMBER 9, 2025 MEETING MINUTES**
6. **COMMUNICATIONS**
 - a. Notice of Public Hearing – Planning and Zoning – October 16, 2025
 - b. Treasurer’s Monthly Report (addendum)
7. **PUBLIC COMMENT (agenda items)**
8. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation of FY2026 Operating and Capital Budget**COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
9. **FAIR PARK COMMITTEE**
 - a. Ordinance – Amending Jefferson County Ordinance No. 2023-17 Regarding the Jefferson County Fair Advisory Board (Page 1)
 - b. Resolution – Adopting Jefferson County Fair Park Sponsorship Policy (Page 4)
10. **FINANCE COMMITTEE**
 - a. Resolution – Amending the 2025 Budget for the Interurban Trail Phase I Bridge Decking Repairs and Mason Log Home Restoration Project (Page 8)
 - b. Resolution – Accepting a Computer Equipment HAZMAT Grant from the Wisconsin Department of Military Affairs and Amending the 2025 Budget in the Emergency Management Budget (Page 11)
 - c. Resolution – Accepting Bids for Epoxy Flooring for Mechanical Room in the Law Enforcement Center (Page 14)
 - d. Resolution – Accepting the PSC Rural Energy Startup Program Grant and Amending the 2025 Central Services Budget (Page 17)
11. **HIGHWAY COMMITTEE**
 - a. Resolution – Authorizing the Purchase of Sign Truck for Highway Department (Page 20)

12. **LAND AND WATER CONSERVATION COMMITTEE**
 - a. Resolution – Authorizing the Purchase of a Perpetual Agricultural Conservation Easement (Page 22)
 - b. Resolution – Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Clean Boars, Clean Waters Grant (Page 24)
 - c. Resolution – Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Lake Monitoring and Protection Network Grant (Page 26)
13. **LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE**
 - a. Proclamation – Proclaiming November 17-21, 2025 as Crash Responder Safety Week (Page 28)
14. **PLANNING AND ZONING COMMITTEE**
 - a. Report (Page 29)
 - b. Ordinance – Amending Official Zoning Map (Page 30)
 - c. Ordinance – Amending the Jefferson County Zoning Ordinance to Regulate Solar Energy Systems (Page 32)
15. **APPOINTMENTS BY COUNTY ADMINISTRATOR**
 - a. Pamela Abrahamsen and Jim Braugler to the Human Services Board for a 3-year term ending November 1, 2028. (Page 46)
16. **PUBLIC COMMENT** (General)
17. **CLOSED SESSION**

Convene in closed session pursuant to section 19.85(1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion regarding the potential sale of County-owned land in the Food & Beverage Innovation Campus

Reconvene in open session for action on matter discussed in closed session, if necessary
18. **ANNOUNCEMENTS**
19. **ADJOURN**

NEXT COUNTY BOARD MEETINGS
PUBLIC HEARING – 2026 BUDGET
TUESDAY, OCTOBER 28, 2025
7:00 P.M.

ORDINANCE NO. 2025-_____

Amending Jefferson County Ordinance No. 2023-17 Regarding the Jefferson County Fair Advisory Board

Executive Summary

The Jefferson County Fair has been a proud local tradition since 1852. The County Fair provides an opportunity for residents to exhibit their accomplishments and promotes education, entertainment, and economic growth in Jefferson County. Following a debriefing of the 2023 County Fair where community members expressed a desire to assist in fair planning, the County Board created the Fair Advisory Board to provide a structured way for community stakeholders to share their opinions and perspectives in November of 2023 via Jefferson County Ordinance 2023-17.

The Fair Advisory Board has created a line of communication between the public and the local officials to provide the County with a broad range of ideas when developing and implementing policies and programs for the County Fair and has been instrumental in Fair operations. Created at a time with low staffing, the function of this board has evolved with stability. This ordinance amendment renames the existing Fair Advisory Board to the “Fair Board” and revises the expectations of the body to meet the current operational needs. A refreshed Fair Board demonstrates this evolution and allows for continued strategic growth and support of the Fair operations. The Fair Board members will be committed not only to offer advice and recommendations but also to actively participate in initiatives, events, and activities that help ensure the success of the Fair. The Fair Park Committee will consider the recommendations of the Fair Board when exercising its decision-making authority.

This ordinance renames and restructures the current Fair Advisory Board to meet current operational needs. The Fair Park Committee considered this ordinance amendment at its meeting on September 11, 2025, and recommended forwarding it to the County Board for approval.

NOW THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors that the Fair Advisory Board Ordinance, No. 2023-17, is amended as follows:

Section 1.

1.01 PURPOSE AND INTENT.

- (1) The Jefferson County Fair Advisory Board is hereby recreated as the Jefferson County Fair Board.
- ~~(2) —The purpose of the Jefferson County Fair Board is to support the execution of the Jefferson County Fair and all that it represents by telling its stories and celebrating the benefits it brings to the greater Jefferson County community. Board members are committed not only to offering advice and~~

~~recommendations but also to rolling up their sleeves and actively participating in initiatives, events, and activities that help ensure the success of the Fair. The purpose of the Jefferson County Fair Advisory Board shall be to preserve and improve the annual Jefferson County Fair by reviewing related policies and making recommendations to the Jefferson County Fair Park Committee to enhance the planning, development and execution of the County Fair.~~

1.02 DEFINITIONS.

- (1) In this section, unless the context clearly requires otherwise:
 - (a) Board means the Jefferson County Fair ~~Advisory~~ Board created under this section.
 - (b) Committee means the Jefferson County Fair Park Committee.

1.03 MEMBERSHIP.

- (1) The Jefferson County Fair ~~Advisory~~ Board shall consist of a minimum of ~~fifteen~~ (15) members but no more than twenty (20) members. A reasonable effort shall be made to appoint Board members who represent a cross-section of local stakeholders, including but not limited to individuals with backgrounds in agriculture, tourism, and event planning/fundraising, local business owners, and those affiliated with local youth organizations.
- (2) The Fair Park Committee shall appoint Board members subject to confirmation by the Jefferson County Board of Supervisors. Except for the initial appointments, the term for each member shall be ~~threetwo~~ (32) years, with terms ending August 31st. To achieve staggered terms, the initial appointments shall commence upon confirmation and expire as follows: one-third of initial members terms shall expire on August 31, 202~~6~~4; one-third of initial members terms shall expire on August 31, 202~~7~~5, and the remaining one-third of initial members terms shall expire on August 31, 202~~8~~6.
- (3) The Board shall elect its chair, vice chair and recording secretary on an annual basis. At the discretion of the Board a non-Board member may be assigned the recording secretary duties. The recording secretary shall keep and preserve the agendas and minutes of meetings which shall be provided to the County Clerk.
- (4) Board members shall not be eligible for meeting fees, mileage or other expense reimbursement, absent approval of the Jefferson County Board of Supervisors.

1.04 DUTIES.

- (1) Role. The Jefferson County Fair ~~Advisory~~ Board serves Jefferson County by and through the Jefferson County Fair Park Committee in an advisory capacity and with active participation for the purpose of planning and executing the Jefferson County Fair. ~~The Fair Park Committee shall direct agenda items for the Board's review and recommendations.~~ Recommendations of the Board shall be forwarded to the Committee for consideration. All final decision-making authority rests with the Committee and Jefferson County Board of Supervisors where applicable.
- (2) Meetings. The Board shall meet at least ~~fourteen~~ (410) times as scheduled by the Board Chair. The Board shall not meet more than ~~fifteen~~ twelve (125) times in a calendar year. A majority of members of the Board shall constitute a quorum. All meetings shall be properly noticed and held in compliance with Wisconsin Open Meetings law.
- (3) Reporting. The Board shall report to the Jefferson County Fair Park Committee. ~~The chair of Board, or his or her designee, shall attend all meetings of the Committee.~~

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

Fiscal Note: As stated in section 1.03 (1)(4) of this Ordinance, the members of this Committee shall not be eligible for meeting fees, mileage or other expense reimbursement. As such, passage of this Ordinance has no immediate fiscal impact.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Continue developing recreational, historical, and cultural resources that build on emerging recreational trends and enhance positive user experiences; Develop tourism-related infrastructure within the county to increase efficiency and maximize impact

Transformative Government: Strengthen internal, intergovernmental, and community partnerships

Referred By:
Fair Park Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director

A handwritten signature in blue ink, appearing to be 'M. A.', is written over the text 'Finance Director'.

RESOLUTION NO. 2025-_____

Adopting Jefferson County Fair Park Sponsorship Policy

Executive Summary

Jefferson County Fair Park has developed a sponsorship program to support its mission of providing high-quality facilities, events, and services that benefit county residents and visitors. Sponsorships provide both monetary and in-kind resources that enhance programs, reduce costs, and expand opportunities for the community.

The Jefferson County Fair Park Sponsorship Policy establishes a framework for recruiting, reviewing, and approving sponsorships in a manner consistent with county values, community standards, and legal requirements. The policy sets clear criteria for review, provides authority for approving and executing agreements, and preserves Jefferson County's sole discretion to accept or deny sponsorships.

The policy also outlines approval levels for different term lengths, establishes review procedures, and ensures agreements are subject to legal review by Corporation Counsel. This structured approach creates transparency, accountability, and consistency in sponsorship decisions while protecting the reputation and best interests of Jefferson County.

This resolution adopts the attached Jefferson County Fair Park Sponsorship Policy. The Fair Park Committee considered this resolution at its meeting on September 11, 2025, and recommended forwarding it to the County Board for approval.

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

WHEREAS, Jefferson County Fair Park seeks sponsorships that advance its mission and align with the values and interests of Jefferson County and its residents, and

WHEREAS, the Jefferson County Fair Park Sponsorship Policy provides a consistent, transparent, and legally compliant process for reviewing, approving, and managing sponsorship agreements, and

WHEREAS, adoption of the Jefferson County Fair Park Sponsorship Policy will ensure that sponsorship decisions protect the integrity of Jefferson County operations, facilities, and community reputation.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Fair Park Sponsorship Policy, as attached, is hereby adopted by the Jefferson County Board of Supervisors.

Fiscal Note: This policy supports the revenue projected in the Fair Park & Fair annual budgets.

Strategic Plan Reference: YES



*Highly Regarded Quality of Life: Attract visitors and future residents to Jefferson County;
Foster Community PrideIntentional Economic Growth: Support a thriving business community
through business retention, expansion, and attraction efforts; Foster partnerships and
collaboration to serve as a catalyst for intentional economic growth for the county and its towns,
cities, and villages.Transformative Government: Create a sustainable financial future;
Strengthen internal, intergovernmental, and community partnerships*

Referred By:
Fair Park Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT; Finance Director:

A handwritten signature in blue ink, appearing to be "DHT", is written over a circular blue stamp.

Jefferson County Fair Park Sponsorship Policy

I. Purpose

Jefferson County Fair Park seeks sponsors that desire to further its mission by providing monetary or in-kind support for county programs or services. Jefferson County Fair Park maintains its sponsorship program as a nonpublic forum and exercises sole discretion over who is eligible to become a sponsor according to the terms of this policy. This policy aims to ensure that all Jefferson County Fair Park sponsorships align with the values and interests of Jefferson County and its residents.

Jefferson County will neither seek nor accept sponsors that manufacture or provide services or products inconsistent with local, state, or federal law or with County policies or positions. The establishment of a sponsorship agreement does not constitute endorsement by Jefferson County of the sponsor's organization, products, or services.

II. Authority

Jefferson County possesses sole and final decision-making authority for determining the appropriateness of a sponsorship relationship.

The Fair Park Director shall have authority to approve offers of sponsorship and execute sponsorship agreements for terms of one (1) year or less, in accordance with the Fair Park Sponsorship Workbook, which shall be annually reviewed by the Jefferson County Fair Park Committee. The County Administrator, or his/her designee, shall have the authority to approve offers for sponsorship and execute sponsorship agreements that are for terms of up to five (5) years. All proposed sponsorship agreements which are for terms more than five (5) years shall require the approval of the County Board of Supervisors.

All sponsorships agreements must be in writing and shall be reviewed by the Corporation Counsel prior to execution.

III. Criteria for Review

The Fair Park Director, in consultation with the County Administrator, will evaluate each proposal based on its potential benefits to the Jefferson County Fair Park and the community, as well as its alignment with the County's values and strategic objectives. Criteria for review may include the following, but are not limited to:

- a) The level of support proposed to be provided by the sponsor
- b) The aesthetic characteristics of the sponsorship message
- c) The proposed sponsors past record of community involvement
- d) The compatibility of the sponsor's products, customers, and promotional goals with the County's values or strategic objectives

IV. Discretion to Deny

The County reserves the absolute right to deny any sponsorship it deems not in the best interest of Jefferson County. Factors that may lead to denial include, but are not limited to:

- a) The proposed sponsor has a history of unethical or illegal business practices.
- b) The proposed sponsorship could potentially harm the public's trust, including the public's perception of the County's fairness and impartiality and the County's reputation.
- c) The proposed sponsorship is unsuitable for the specific audience or contrary to community standards for appropriateness for the facility.
- d) The proposed sponsorship does not align with the County's values or strategic objectives.

V. Review and Amendment

This policy will be reviewed regularly to ensure its continued relevance and effectiveness. The County reserves the right to amend this policy at any time, as necessary, to reflect changes in the County's strategic objectives or legal requirements.

This policy is intended to provide a framework for responsible and effective management of sponsorships and naming rights at the Jefferson County Fair Park. It is not intended to cover every possible situation or scenario, and the County retains the discretion to make decisions outside of this policy as necessary to protect the best interests of Jefferson County.

RESOLUTION NO. 2025-__

Amending the 2025 Budget for the Interurban Trail Phase I Bridge Decking Repairs and Mason Log Home Restoration Project

Executive Summary

The Jefferson County Parks Department has identified two pressing needs requiring budget amendments to the 2025 budget. The first is an unforeseen repair project for the Interurban Trail Phase I bridge decking, where multiple boards have experienced premature deterioration and require replacement. The second is the allocation of previously donated funds for the Mason Log Home into a Capital project account. These funds will be used to repair the historic structure and install period-accurate wood siding to encase the exterior, protecting the log home from further deterioration while maintaining the historic integrity of the project. The estimated cost of this project is \$26,000.

This resolution authorizes amendment of the 2025 Parks Department budget to complete the Interurban Trail Phase I bridge decking repairs and Mason Log Home restoration project. This request was considered by the Parks Committee on September 25, 2025, and the Finance Committee on October 7, 2025, and both unanimously recommended this resolution to be forwarded to the Jefferson County Board for action.

WHEREAS, the Executive Summary is incorporated as if set forth herein, and

WHEREAS, the Parks Department has determined that the Interurban Trail Phase I bridge decking has suffered premature rotting, creating safety concerns for trail users, and

WHEREAS, the original bridge decking carried only a one-year warranty, leaving the County responsible for needed repairs, and

WHEREAS, the Parks Department recommends replacing the decking with higher-grade, ground-contact treated lumber to ensure longer-term durability at an estimated cost of \$11,000, and

WHEREAS, the Jefferson County Parks Department also holds donated funds for the restoration of the historic Mason Log Home, an important cultural resource within the County, and

WHEREAS, the proposed restoration includes repairing the log home and installing historically accurate siding to encase the exterior, thereby protecting the underlying structure from additional damage while retaining the original log finish on the interior, and

WHEREAS, the estimated cost of the Mason Log Home project is \$26,000, to be fully funded by the previously donated funds, and

WHEREAS, it is necessary to amend the County budget to provide funding authority for both projects.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes a budget amendment in the amount of \$11,000 for the Interurban Trail Phase I bridge decking repairs, to be paid for through the use of contingency funds; and

BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors authorizes the transfer of \$26,000 in previously donated funds into a Parks Department operating account for the purpose of completing the Mason Log Home restoration project.

Fiscal Note: Passage of 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: YES



Highly Regarded Quality of Life: Continue developing recreational, historical, and cultural resources that build on emerging recreational trends and enhance positive user experiences; Promote Jefferson County's historical, cultural, and natural assets to attract tourists and stimulate local businesses; Develop tourism-related infrastructure within the county to increase efficiency and maximize impact; Grow the uniqueness and integrity of our community culture through genuine experiences for both visitors and residents

Intentional Economic Growth: Support efforts and pursue improvements to our roadways, bike trails and railways to support residents, workforce, and commerce

Referred By:
Finance Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, appearing to be 'DHT', is written over a circular blue stamp or seal.

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
☐ Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
☐ Level 2	☐ a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	☐ b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
	☐ c. Transfers between departments within a budgetary function of up to \$24,999.	Administrator
☐ Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
☐ Level 4	☐ a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	☒ b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	☐ c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	☐ d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Account #	Account Title	Amount
☒	☐	12801.535360	Repair & Maintenance	11,000.00
☒	☐	12801.411100	Property Tax	11,000.00
☐	☒	11002.599900	Contingency	11,000.00
☐	☒	11002.411100	Property Tax	11,000.00
☐	☒	12805.594950	Operating reserve	26,000.00
☒	☐	12805.535247	Building Repair & Maint.	26,000.00

Description of Adjustment:

Department Head Signature _____ Date _____

County Administrator Signature _____ Date _____

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

RESOLUTION NO. 2025-_____

Accepting a Computer Equipment HAZMAT Grant from the Wisconsin Department of Military Affairs and Amending the 2025 Budget in the Emergency Management Department

Executive Summary

Jefferson County Emergency Management has received a grant to purchase computer equipment and hazardous materials (HAZMAT) response equipment. This funding will ensure the County has the necessary tools to respond safely and effectively to hazardous materials incidents. The grant partially funds the equipment, and a county match of \$2,542.34 is required.

This resolution authorizes acceptance of the grant and a budget amendment to record the grant revenue and associated expenditures in the Emergency Management budget. The Finance Committee considered this resolution at its meeting on October 7, 2025, and unanimously voted to forward it to the County Board for approval on October 14, 2025.

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

WHEREAS, Jefferson County Emergency Management has been awarded a grant to support the purchase of computer equipment and HAZMAT response equipment, and

WHEREAS, Jefferson County has an identified HAZMAT team and has applied for and received the grant to ensure the County has the resources necessary to respond effectively to hazardous materials incidents, and

WHEREAS, acceptance of this grant requires a budget amendment to properly account for the funds and expenditures associated with the grant.

NOW, THEREFORE, BE IT RESOLVED, that the County Administrator is hereby authorized to execute a grant for computer and HAZMAT equipment, and that the 2025/2026 Emergency Management budget is amended for the receipt and expenditure of this grant, along with a County match of \$2,542.34, and

BE IT FURTHER RESOLVED, that the County Administrator or designee is authorized to execute any necessary documents related to the grant and the purchase of the equipment.

Fiscal Note: Passage of 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: YES



Highly Regarded Quality of Life: Anticipate and plan for environmental vulnerabilities, including drought, zoonotic, heavy storms, and other disaster events.

Referred By:
Finance Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, enclosed within a blue circular stamp or seal.

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
☐ Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
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	☒ b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
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Increase	Decrease	Account #	Account Title	Amount
☒	☐	12005.421002	State Aid	7,457.66
☒	☐	12005.531303	Computer Equipment	10,000.00
☒	☐	12005.411100	Property Tax	2,542.34
☐	☒	11002.599900	Contingency	2,542.34
☐	☒	11002.411100	Property Tax	2,542.34
☐	☐			
☐	☐			

Description of Adjustment:

Department Head Signature _____ Date _____

County Administrator Signature _____ Date _____

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

RESOLUTION NO. 2025-__

Accepting Bid for Epoxy Flooring for Mechanical Room in the Law Enforcement Center

Executive Summary

Jefferson County Law Enforcement Center (LEC) mechanical room houses two chillers and several other pieces of mechanical equipment. Typical maintenance at the end of the cooling season requires the interior tubing of the chillers to be cleaned and brushed with large volumes of water and cleaning solutions, amongst other maintenance activities. The mechanical room is directly above the finished office and similar spaces. The excess water on the porous concrete floor above the finished spaces below it raises concerns about water damage to the finished spaces. The Facilities Director recommends the installation of an epoxy flooring as a waterproofing solution to mitigate damage to existing finishes.

On August 13, 2025, the Director of Facilities issued a request for proposals (RFP) to solicit bids for the installation of an epoxy flooring/waterproofing system in the mechanical room. Four proposals were received. Protective Coating Specialists was the lowest responsible bidder with a bid of \$26,408. The Director of Facilities recommends a contingency of \$2,500 for a project total of \$28,908. The Director of Facilities checked references to ensure that this bidder would be able to perform the work as required and received positive responses.

This resolution authorizes the County Administrator to execute a contract with Protective Coating Specialists to install the epoxy flooring as specified in the RFP at an estimated price of \$28,908. On October 7, 2025, the Finance Committee considered this proposal and recommended unanimously to forward it to the County Board for approval.

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

WHEREAS, Jefferson County solicited bids for the installation of epoxy flooring, and

WHEREAS, such bids were received and opened on September 18, 2025, with the following results:

Courthouse epoxy flooring at mechanical rm L1062				
Contractor bid tabulation				
Draft date: 19-Sep-2025				
Revision date:				
	Concrete Specialties Midwest	Crane Engineering	Protective Coating Specialties	Taza Construction
Base bid	32,500	32,875	26,408	80,565
Subtotal	32,500	32,875	26,408	80,565

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with the lowest responsible bidder, Protective Coating Specialties, to furnish and install the epoxy flooring system as specified above.

Fiscal Note: 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).

Strategic Plan Reference: YES



Transformative Government: Data driven budgets and policy management

Referred By:
Finance Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT

Finance Director:

A handwritten signature in blue ink, appearing to be "M. A.", enclosed in a circular stamp.

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
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	☒ b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
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	☐ d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Account #	Account Title	Amount
☒	☐	11201.594822	Capital Improvement Buildi	28,908.00
☒	☐	11201.411100	Property Tax	28,908.00
☐	☒	11002.599900	Contingency	28,908.00
☐	☒	11002.411100	Property Tax	28,908.00
☐	☐			
☐	☐			

Description of Adjustment:

Department Head Signature _____ Date _____

County Administrator Signature _____ Date _____

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

RESOLUTION NO. 2025-__

Accepting the PSC Rural Energy Startup Program Grant and Amending the 2025 Central Services Budget

Executive Summary

In 2024, Jefferson County was awarded a Rural Energy Startup Program (RESP) grant, which was a federally funded grant administered by the Wisconsin Public Service Commission (PSC). The county used \$67,800 from that grant for an energy audit of all facilities conducted by EE Consultants, LLC and reserved \$7,200 for associated recommended upgrades.

The PSC opened a second round of RESP grants on May 30, 2025. Jefferson County, through the Central Services Department, applied for \$125,000 to be used for energy efficiency upgrades recommended in the audit. Central Services applied for the grant to cover most of the cost of replacing 420 interior and exterior lighting fixtures at Fair Park. The average cost to furnish and install these fixtures is estimated at \$325 apiece. Based on the audit, EE Consultants recommendations show 113,304 KWh of energy savings, resulting in \$15,020 in annual cost reductions to the County.

This resolution authorizes the County Administrator to accept the RESP grant and amends the 2025 Central Services Department budget accordingly. Because this work will be done at Fair Park, the Fair Park Committee recommended this resolution at its meeting on September 11, 2025. The Building and Grounds reviewed this resolution at their meeting on October 6th and the Finance Committee voted to forward this resolution to the County Board at their meeting on October 7th.

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

WHEREAS, Jefferson County applied for and received \$125,000 in PSC Rural Energy Startup Program Grant Funds, and

WHEREAS, grant funding is available from and under the terms of the Grant Agreement to be signed with PSC.

NOW, THEREFORE, BE IT RESOLVED that Jefferson County is authorized to accept grant funding in the amount of \$125,000 as reimbursement for eligible expenses, and the 2025 County Budget is amended accordingly.

Fiscal Note: 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).

Strategic Plan Reference: YES



Transformative Government: Ensure compliance with cost-saving measures, such as equipment sharing policies; Achieve a sustainable environmental and energy future; Promote and explore the use of sustainable technologies

Referred By:
Finance Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, enclosed in a blue oval.

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
☐ Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
☐ Level 2	☐ a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	☐ b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
	☐ c. Transfers between departments within a budgetary function of up to \$24,999.	Administrator
☐ Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
☐ Level 4	☐ a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	☒ b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	☐ c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	☐ d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Account #	Account Title	Amount
☒	☐	11201.421001	State Aid	125,000.00
☒	☐	11201.594822	Capital Improvement Buildi	125,000.00
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			

Description of Adjustment:

Department Head Signature _____ Date _____

County Administrator Signature _____ Date _____

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

RESOLUTION NO. 2025-_____

Authorizing the Purchase of Sign Truck for the Highway Department

Executive Summary

The Jefferson County Highway Department is requesting approval to purchase a new Cab-Chassis with a Sign Truck Setup to replace the Department's existing 2014 sign truck, which has reached the end of its service life. The current 2014 International 4400 SBA presents ongoing safety concerns, particularly because of corrosion, and it no longer meets the operational needs of the Department. The replacement sign truck will enhance the Department's ability to safely and efficiently maintain and replace roadway signs.

This purchase aligns with the County's strategic goals of maintaining a safe and effective transportation infrastructure while ensuring the safety of County staff and the public. The procurement of the sign truck followed the County's purchasing ordinance and competitive quote process to ensure fiscal responsibility. Approval of this resolution supports continued investment in reliable, modern equipment necessary for high-quality public service delivery.

This resolution authorizes the purchase of a Cab-Chassis and sign truck setup from the lowest responsible bidder for a total cost of approximately \$414,595.00. The Highway Committee considered this on September 30, 2025, and recommended forwarding it to the County Board for approval.

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

WHEREAS, the Jefferson County Highway Department is updating highway maintenance and construction equipment, and

WHEREAS, bids were solicited for (1) 2026 model Cab-Chassis and (1) sign truck setup with platform booms and an auger attachment, and such bids were received and opened on September 17, 2025, with the following results:

Cab-Chassis Vendors

Company:	Truck Country Freightliner/Western Star
Make & Model:	2026 Freightliner M2106+
Net Bid:	\$111,450.00

Company:	Lakeside International
Make & Model:	2026 MV607
Net Bid:	\$122,643.35

Sign Truck Setup

Company:	Utility Sales & Service
Net Bid:	\$303,145.00

WHEREAS, the Jefferson County Highway Committee has reviewed the bids and accepted the Highway Department staff recommendations based on the review of vehicle bids, specifications, vendor qualifications, serviceability, and maintenance costs.

NOW THEREFORE BE IT RESOLVED, that the Jefferson County Highway Department is authorized to purchase one (1) 2026 Model M2106+ Cab-Chassis from Truck Country Freightliner for \$111,450.00 and the sign truck setup from Utilities Sales & Service for \$303,145.00 for the net cost of \$414,595.00.

Fiscal Note: Funding for this resolution will be provided from the Highway Department Equipment Operations Cost Center 53241. No budget amendment is necessary.

Strategic Plan Reference: YES



Transformative Government: Data driven budgets and policy management

Referred By:
Highway Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, enclosed within a circular blue stamp. The signature appears to be "DHT".

RESOLUTION NO. 2025-____

Authorizing the Purchase of a Perpetual Agricultural Conservation Easement

Executive Summary

The Jefferson County Comprehensive Plan seeks to preserve and enhance the County's rural character including farmland. One way to accomplish this goal is to purchase conservation easements that protect agricultural land from development using grant funds from the Natural Resources Conservation Service and Jefferson County funds restricted for this use. The Natural Resources Conservation Service has approved grant funding for the purchase of an easement described below consisting of 99 acres, with the remaining amount contributed by the landowner and Jefferson County.

This resolution authorizes the Land and Water Conservation Department to enter into a contract to purchase a perpetual agricultural conservation easement from Daniel J. Rollefson in the amount of \$123,750, consisting of 99 acres, and payment of title insurance and closing costs in the amount of \$2,777. The Land and Water Conservation Committee and the Finance Committee considered this resolution at their meetings on September 17, 2025, and October 7, 2025, respectively, and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County has a goal to preserve and enhance the county's rural character by purchasing conservation easements that will protect agricultural land from development, and

WHEREAS, Daniel J. Rollefson has applied for a conservation easement on land in the Town of Concord, Jefferson County, consisting of 99 acres, and

WHEREAS, the total appraisal for the land is \$495,000, and the Natural Resources Conservation Service has approved grant funding in the amount of \$194,000, which will be paid directly to the title company, and

WHEREAS, the landowner has agreed to accept \$177,250 less than the appraised value of the conservation easement, resulting in a 35.8 percent reduction in total cost, and

WHEREAS, Jefferson County's contribution toward the conservation easement will be \$123,750 plus title insurance and closing costs in the amount of \$2,777, for a total cost of \$126,527.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the Land and Water Conservation Department Director to sign the agricultural conservation easement deed, pay Daniel J. Rollefson \$123,750 for an agricultural conservation easement consisting of 99 acres, and pay for title insurance and closing costs in the amount of \$2,777.

Fiscal Note: The total Jefferson County price of the proposed conservation easement, title insurance, and closing costs is \$126,527, which is currently appropriated in the 2025 Land and Water Conservation Department budget.

Strategic Plan Reference: Yes



Highly Regarded Quality of Life: Allocate funding to a long-term fund to be used for park resource expansion and Farmland Preservation programs.

Intentional Economic Growth: Support a thriving business community through business retention, expansion, and attraction efforts; Strengthen support systems for existing businesses, which include farming/agricultural businesses.

Referred By:
Land and Water Conservation Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, appearing to be "DHT", is written over the Finance Director's name.

RESOLUTION NO. 2025-__

Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Clean Boats, Clean Waters Grant

Executive Summary

The Wisconsin Department of Natural Resources has a grant program called Clean Boats, Clean Waters which funds staff to educate boaters about aquatic invasive species laws. In partnership with the Town and City of Lake Mills, the Jefferson County Land and Water Conservation Department will implement this grant program on Rock Lake in 2026. The Town and City of Lake Mills will provide matching funds for the program.

This resolution authorizes the Land & Water Conservation Director to apply for and implement the requirements of the Wisconsin DNR Clean Boats, Clean Waters Grant. The Land and Water Conservation Committee considered this resolution at its meeting on September 17, 2025, and recommended forwarding it to the County Board for approval.

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

WHEREAS, the Land and Water Conservation Department is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources to fund a Clean Boats, Clean Waters program on Rock Lake boat launches, and

WHEREAS, the Land and Water Conservation Department attests to the validity and veracity of the statements and representations contained in the grant application, and

WHEREAS, a grant agreement/contract is required by the Wisconsin Department of Natural Resources to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Board of Supervisors that the Land and Water Conservation Department will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the Land and Water Conservation Department Director to do the following:

1. Sign and submit a grant application and supporting documents to the Wisconsin Department of Natural Resources for financial assistance
2. Enter into a grant agreement/contract with the Wisconsin Department of Natural Resources
3. Submit required reports to the Wisconsin Department of Natural Resources to satisfy the grant agreement/contract, as appropriate
4. Submit reimbursement request(s) to the Wisconsin Department of Natural Resources per the grant agreement/contract
5. Sign and submit other documentation as necessary to complete the project per the grant agreement/contract.

BE IT FURTHER RESOLVED that the Land and Water Conservation Department will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement/contract.

Fiscal Note: The total project cost is \$7,910 with the DNR grant covering \$5,932, and the Town and City of Lake Mills contributing \$1,800. The Land and Water Conservation Department budget will cover the remaining costs of \$178. The grant amount, municipal amount, and corresponding expenses will be included in the 2026 budget. No budget adjustment is necessary.

Strategic Plan Reference: Yes



Transformative Government: Continue to provide education on invasive species management

Referred By:
Land and Water Conservation Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT

Finance Director: 

RESOLUTION NO. 2025-

Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Lake Monitoring and Protection Network Grant

Executive Summary

The Wisconsin Department of Natural Resources provides annual support to counties for lake monitoring and aquatic invasive species prevention and management activities referenced as the Lake Monitoring and Protection Network grant. The amount allocated in 2026 for Jefferson County is approximately \$13,003 and a grant application is required to be submitted to obtain the funds.

This resolution authorizes the Land & Water Conservation Director to apply for and implement the requirements of the Wisconsin DNR Lake Monitoring and Protection Network Grant. The Land and Water Conservation Committee considered this resolution at its meeting on September 17, 2025, and recommended forwarding to the County Board for approval.

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

WHEREAS, the Land and Water Conservation Department is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of lake monitoring and aquatic invasive species prevention and management activities, and

WHEREAS, the Land and Water Conservation Department attests to the validity and veracity of the statements and representations contained in the grant application, and

WHEREAS, a grant agreement/contract is required by the Wisconsin Department of Natural Resources to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Board of Supervisors that the Land and Water Conservation Department will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the Land and Water Conservation Department Director to do the following:

1. Sign and submit a grant application and supporting documents to the Wisconsin Department of Natural Resources for financial assistance
2. Enter into a grant agreement/contract with the Wisconsin Department of Natural Resources
3. Submit required reports to the Wisconsin Department of Natural Resources to satisfy the grant agreement/contract, as appropriate
4. Submit reimbursement request(s) to the Wisconsin Department of Natural Resources per the grant agreement/contract
5. Sign and submit other documentation as necessary to complete the project per the grant agreement/contract.

BE IT FURTHER RESOLVED that the Land and Water Conservation Department will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement/contract.

Fiscal Note: The total 2026 grant award is approximately \$13,003 which will cover the cost of staff time spent implementing the grant deliverables. This grant amount and corresponding expenses will be included in the 2026 budget. No budget adjustment is necessary.

Strategic Plan Reference: Yes



Highly Regarded Quality of Life: Maintain funding for surface and groundwater monitoring programs to ensure long-term water quality is maintained.

Transformative Government: Continue to provide education on invasive species management; Continue to provide expertise and data to community natural resource organizations; Continue to expand public outreach efforts and enhance community engagement.

Referred By:
Land and Water Conservation Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT

Finance Director: 

PROCLAMATION 2025-_____

Proclaiming November 17-21, 2025 as Crash Responder Safety Week

WHEREAS, across Jefferson County and throughout Wisconsin emergency responders work tirelessly to save lives and keep our highways safe, responding to more than 127,000 traffic crashes statewide each year, with 1994 of those crashes occurring in Jefferson County in 2024, and

WHEREAS, each year a week is set aside in November as Crash Responder Safety Week to recognize the lifesaving work of our emergency responders, and

WHEREAS, at every crash scene, emergency responders – representing law enforcement, fire fighters, emergency medical personnel, County highway personnel, and tow operators – are at risk of being struck and injured, or even killed, in a secondary crash, as 19 crash responders across the United States have lost their lives so far this year alone, and

WHEREAS, each driver has a responsibility to drive safely and take every precaution to reduce the risk of secondary crashes, which includes following state of Wisconsin “Slow Down and Move Over” law designed to provide a safety zone for workers on our roadways, and

WHEREAS, the Law Enforcement and Emergency Management Committee considered this Proclamation at its meeting on September 26, 2025, and unanimously recommended forwarding to the County Board for adoption, and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby proclaims the week of November 17-21, 2025, as Crash Responder Safety Week in Jefferson County and joins the Wisconsin Department of Transportation in recognizing the need for greater public awareness of the responsibility we all have in preventing secondary crashes that endanger the lives of our dedicated emergency personnel.

Referred By:
Law Enforcement/ Emergency Management Committee

10-14-2025

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 September 18, 2025, 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. The Committee has reviewed and considered the facts presented in the application and received in public hearing and finds that the criteria listed in Wis. Stat. 91.48 and Jefferson County Zoning Ordinance Section 22-56(b) has been met for the below listed petitions. The Committee further finds that the petitions are consistent with the Jefferson County Comprehensive Plan and Farmland Preservation Plan.

Further support for the Committee's recommendations can be found in the Staff Reports and individual petition files on record in the Planning & Development Office.

APPROVAL OF PETITIONS

R4634A-25, R4635A-25, R4636A-25, R4637A-25, R4638A-25 and R4639T-25

DATED THIS FOURTEENTH DAY OF OCTOBER 2025

Blane Poulson, Secretary

THE PRIOR MONTH'S AMENDMENTS

R4630A-25, R4631A-25, R4632A-25 and R4633A-25

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

ORDINANCE NO. 2025- _____

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 R4634A-25, R4635A-25, R4636A-25, R4637A-25, R4638A-25 and R4639T-25 were referred to the Jefferson County Planning and Zoning Committee for public hearing on September 18, 2025, and

WHEREAS, at its meeting on September 18, 2025, the Planning and Zoning Committee considered the request to amend the Official Zoning Map of Jefferson County after conducting a public hearing regarding the requested amendment, and after receiving a recommendation from the affected Town, hereby make the following recommendation to the Board of Supervisors in open session, and

WHEREAS, the Planning and Zoning Committee has found that the criteria and standards set forth in s. 91.48 of the Wisconsin Statutes and ss. 22-56(b) of the Jefferson County Zoning Ordinance for rezoning out of an A-1 Exclusive Agricultural zone have been met and the petitions are consistent with the Jefferson County Comprehensive Plan and Farmland Preservation Plan as identified in the Decision of the Planning and Zoning Committee, 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 and ss. 22-56(b) of the Jefferson County Zoning Ordinance for rezoning out of an A-1 Exclusive Agricultural zone are met by the proposed amendment to the official zoning map, and

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

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

All are in accordance with ss. 22-339 – 22-350 of the Jefferson County Zoning Ordinance

Rezone from A-1 to A-3 to create a 1-acre lot farm consolidation around the house at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map and extraterritorial plat review. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4634A-25 – Ronald & Adelaide Downing

Rezone from A-1 to A-3 to create a 3.8-acre residential lot at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 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 and extraterritorial plat review. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4635A-25 – Ronald & Adelaide Downing

Rezone from A-1 to A-3 to create a 2-acre residential lot at **W1878 Elder Drive** in the Town of Concord, PIN 006-0716-3243-000 (20.0 ac) and part of 006-0716-3242-000 (34.050 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 and extraterritorial plat review. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4636A-25 – Ronald & Adelaide Downing

Rezone from A-1 to A-3 to create a 2-acre residential lot at **W8806 Advent Road** in the Town of Oakland, PIN 022-0613-3332-000 (22.290 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map, access approval of maintaining authority and receipt of suitable soil test. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4637A-25 – Treva & Rachelle Merson

Rezone 6-acres from A-1 to A-3 to create two 3-acre residential lots at **W1441 Dahlin Lane** in the Town of Palmyra, PIN 024-0516-3342-000 (20.0 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. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4638A-25 – Michael Bird, Sr. & Barbara Bird

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: Passage of this ordinance has no determinable fiscal impact.

Referred By:
Planning and Zoning Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT Finance Director 

ORDINANCE NO. 2025- _____

Amending the Jefferson County Zoning Ordinance to Regulate Solar Energy Systems

Executive Summary

Jefferson County continues to see an interest in solar energy developments throughout the County. To date, the Planning and Zoning Committee has reviewed at least seven solar energy system developments (three projects over 100 MW and four projects under 100 MW) and continues to receive inquiries about future developments. In addition to large scale solar energy systems, accessory solar continues to be a popular addition to residential and commercial properties. The Planning and Zoning Committee reviewed the Jefferson County Zoning Ordinance and recommended an amendment be adopted to set forth the regulations related to solar energy systems. For the past year, the Committee has been reviewing solar energy regulations and compiled a draft ordinance which was provided to the Towns in January of 2025. Ten Towns approved of the proposed zoning ordinance solar energy systems provisions, while three denied the amendment and three did not respond.

A Class 2 notice of public hearing was held on the proposed amendment on September 19, 2025. The Planning and Zoning Committee reviewed the proposed ordinance amendment numerous times over the past year and on September 29, 2025, recommended forwarding this ordinance to the County Board of Supervisors to create local regulations for Solar Energy Systems as set forth in the attached.

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

SECTION 1: Section 22-243, Section 22-279(2), Section 22-280, and Section 22-307 of the Code of Ordinances, Jefferson County, Wisconsin, are amended to include reference to Solar Energy Systems as set forth in the attached.

SECTION 2: Chapter 22, Article XII of the Code of Ordinances, Jefferson County, Wisconsin entitled “Solar Energy Systems” is created to read as set forth in the attached.

SECTION 3: All ordinances or portions of ordinances inconsistent with the attached amendment are repealed and/or replaced.

SECTION 4: This amendment shall be in full force and effect upon its passage and publication as provided by law.

Fiscal Note: Passage of this ordinance has no determinable fiscal impact.

Strategic Plan Reference: YES



Transformative Government: Achieve a sustainable environmental and energy future; Promote and explore the use of sustainable technologies

Referred By:
Planning & Zoning Committee

10-14-2025

REVIEWED: Corporation Counsel: DHT Finance Director: 

Proposed Zoning Ordinance Amendments

Solar Energy Systems

- 1) Amend Section 22-243 of the Jefferson County Code of Ordinances outlining Conditional Uses allowed in an A-T Agricultural Transition District to include the following:
“(23) Small Energy Systems”
- 2) Amend Section 22-279(2) of the Jefferson County Code of Ordinances regarding Permitted Accessory Uses in an A-1 Exclusive Agricultural District to read as follows:
“(2) Accessory residential structure, including accessory solar, to a farm residence listed under subsection (1) of this section.”
- 3) Amend Section 22-280 of the Jefferson County Code of Ordinances outlining Conditional Uses allowed in an A-1 Exclusive Agricultural District to include the following:
“(12) Small Solar Energy Systems”
- 4) Amend Section 22-307 of the Jefferson County Code of Ordinances outlining Conditional Uses allowed in an A-2 Agricultural and Rural Business District to include the following:
“(62) Small Solar Energy Systems”
- 5) Create Article XII of Chapter 22 of the Jefferson County Code of Ordinances, entitled “Solar Energy Systems” to read as set forth below:

Chapter 22, Article XII- Solar Energy Systems

(a) Purpose and Scope.

- (1) The purpose of this section is to adopt and incorporate the requirements of Wis. Stats. § 66.0401 and § 66.0403 as a local ordinance, to regulate Solar Energy Systems (“SES”) for the production of electricity and/or conversion of energy for uses on site as well as those systems which produce electricity for off-site use and distribution. The regulations of this section have been established to ensure SES are sited, constructed, maintained, operated and decommissioned in a manner that maximizes utilization of Jefferson County’s solar energy resources, while also protecting the health and safety of the community.
- (2) All applications regulated by this section may be subject to additional conditions and restrictions consistent with Wis. Stat. §66.0401. All conditions shall be considered and applied on a case-by-case basis and satisfy one of the following:
 - i. Serve to preserve or protect the public health or safety.
 - ii. Does not significantly increase the cost of the system or significantly decrease its efficiency; or
 - iii. Allow for an alternative system of comparable cost and efficiency.
- (3) No Solar Energy System shall be erected, enlarged or extended without conformance to the provisions of this section and other applicable restrictions, as

evidenced by the issuance of a Zoning Permit by the Zoning Administrator and where required, Conditional Use Permit approval by the Planning & Zoning Committee.

- (4) Limitations Upon Authority. Jefferson County's review and action regarding Solar Energy Systems shall be subject to the limitations imposed by Wis. Stat. §66.0401. In the event an applicant believes the County has exceeded its authority in this regard, the applicant shall notify the County. Following notification by the applicant, the permit authority of the County may modify the requirements of this ordinance as applied to that application, on a case-by-case basis if, and only to the extent, such modification is necessary to ensure that applicable laws are followed. This section is intended to allow case-by-case consideration of the standards of Wis. Stat. §66.0401(1m) as needed.

(b) Definitions

- (1) "Accessory Solar Energy System" means, but is not limited to, a photovoltaic energy system that converts solar energy to usable thermal, mechanical, chemical, or electrical energy, where such solar energy system is accessory to the principal use of the land and serves the land or structures on the same parcel (e.g., solar panels providing energy for a dwelling on the same lot). Accessory Solar Energy Systems are not intended for use as a public utility and generate less than 1,000 kilowatts (1 megawatt).
- (2) "Battery Energy Storage System" (BESS) means electrochemical devices that charge or collect energy from the grid or a generation facility, store that energy, and then discharge that energy at a later time to provide electricity or other grid services.
- (3) "Conditional Use Permit" means a discretionary permit for a listed conditional use, granted by the Jefferson County Planning & Zoning Committee, pursuant to the notice and hearing procedures set forth in Chapter 22, Article IV of the Jefferson County Code, upon application by the owner and to which various conditions may be attached and must be adhered to by the applicant.
- (4) "Energy Storage" means any technology that is capable of absorbing electricity, storing the electricity for a period of time, and redelivering the electricity.
- (5) "Kilowatt" means a unit of power equal to one thousand watts.
- (6) "Large Solar Energy Systems" means, but is not limited to, connected arrays of photovoltaic panels, their supporting structures and/or mounting systems, the network of necessary electrical wires and conduit (above and below ground), power poles, inverters, transformers, and supporting substations, or a concentrated mirror thermal energy generating facility and its respective components. These facilities are designed for nominal operation at a nameplate capacity of 100 megawatts or more. A Certificate of Public Convenience and Necessity issued by the Wisconsin Public Service Commission (PSC) is typically associated with these facilities. This includes facilities which directly convert and transfer solar energy into thermal or electrical energy.
- (7) "Megawatt" means a unit of power equal to one million watts, especially as a measure of the output of a power station.
- (8) "Owner" means the owner of the property, applicant or developer.

- (9) “Small Solar Energy System” means but is not limited to, connected arrays of photovoltaic panels, their supporting structures and/or mounting systems, the network of necessary electrical wires and conduit (above and below ground), power poles, inverters, transformers, and supporting substations. These facilities are designed for nominal operation at a nameplate capacity of less than 100 megawatts and do not meet the definition of an “accessory solar energy generating system.” This includes facilities which directly convert and transfer solar energy into thermal or electrical energy.
- (10) “Solar Energy System” means a set of devices or equipment which directly converts and then transfers solar energy into usable forms of thermal or electrical energy, including any Accessory Solar Energy System, Small Solar Energy System and Large Energy Solar Systems.
- (11) “Zoning Permit” means written approval by the Zoning Administrator that is required before commencing any development including any structural addition or alteration or change in use as defined by the Section 22-54 of the Jefferson County Code.
- (c) General Requirements. Unless alternative or less restrictive requirements are specifically granted by the Planning & Zoning Committee after a case specific analysis during the permitting process, the following are requirements of all solar energy systems (SES):
- (1) All SES shall be designed to limit grading, soil compaction and native vegetation removal.
 - (2) No SES or related structure shall be located in the regulated floodplain.
 - (3) No SES or related structure shall be located in a designated wetland.
 - (4) Setbacks: Setbacks are measured from the closest point of an array, transformer, converter, inverter, battery, etc., excluding perimeter fences except where specifically noted.
 - i. All SES and related structures and equipment shall meet the underlying zoning district setbacks and highway setbacks.
 - ii. All SES and related structures and equipment, including perimeter fences, shall meet the applicable shoreland setbacks, except as it relates to any DNR approved waterway crossings.
 - iii. Small and Large SES shall also meet the following setbacks:
 1. 500 feet from non-participating residential homes
 2. 700 feet from non-participating residential homes with an SES on three sides, with additional screening approved by the Planning and Zoning Committee
 - (5) Height: The maximum height for solar collectors or arrays is 18 feet, measured to the highest point.
 - (6) Code Compliance: A SES shall comply with all applicable building codes.
 - (7) Noise: SES shall include Equipment-related sound mitigation measures that keep operational noise generation at property line(s) at a threshold of no greater than the industry standards outlined by the Public Service Commission, possibly including but not limited to:
 - i. Equipment relocation further from receptors;
 - ii. Noise cancellation using quieter equipment;

- iii. Sound shielding technology;
 - iv. Sound filtering technology; and,
 - v. Noise suppression and blocking with building enclosures or barrier walls.
- (8) Agricultural Protection: Small and Large SES located in the A-1 or A-2 zoning district must provide a site and soil assessment that identifies the soil type and classification (prime or non-prime for agricultural purposes) for the project area. The SES shall be designed to protect and preserve prime agricultural soils and utilize 25% or less prime soil of the entire project area. On a case-by-case basis an excess of 25% of prime agricultural soil may be used as part of a Small or Large SES with the approval of the Planning & Zoning Committee if mitigation measures are implemented to preserve the prime soil, which may include the following:
- i. Co-location of agricultural uses (agrivoltaics or other agricultural uses) on the project site.
 - ii. Placing agricultural conservation easements on an equivalent number of prime soil acres adjacent to or surrounding the project site.
 - iii. Other mitigation measures approved by the Planning and Zoning Committee.
- (9) Approval Criteria within the A-1 Zoning District: For Small SES located in the A-1 Zoning District, in order to approve of a small SES the Committee must determine that the proposed use and conditional use permit meets all of the following:
- i. The use and its location in the farmland preservation zoning district are consistent with the purposes of the farmland preservation zoning district.
 - ii. The use and its location in the farmland preservation zoning district are reasonable and appropriate, considering alternative locations, or are specifically approved under state or federal law.
 - iii. The use is reasonably designed to minimize conversion of land, at and around the site of the use, from agricultural use or open space use.
 - iv. The use does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.
- (10) Fire Number: All access locations must obtain a fire number, unless waived by the Director.
- (11) Good Repair: An owner shall construct, operate, repair, maintain and replace SES facilities as needed to keep the SES in good repair and operating condition in a manner that protects the public health and safety of the community.
- (12) Reflectors and Glare: Any owner or installer of an SES shall minimize the amount of glare directed towards surrounding properties and residential homes. The use of reflectors or solar enhancer shall be limited. In cases where reflectors or solar enhancers are required to enhance solar production, the owner shall minimize reflected light from affecting adjacent or nearby properties. Measures to minimize reflected light include selective placement of the system, screening the solar collector, modifying the orientation of the system, reducing use of the reflector system, or other remedies that limit reflected light.
- (13) Decommissioning: A Decommissioning Plan shall be required to ensure that Small and Large SES are properly removed after their useful life. A decommissioning

plan shall include how the project area will be decommissioned and returned to its pre-solar development state. The plan shall include how decommissioning will occur, timeline and method for financial compensation or assurance and how materials will be recycled or disposed of. The plan shall include provisions for removal of all structures and foundations within 4 (four) feet of the ground surface, restoration of soil and vegetation and restoration of the land to a condition reasonably similar to pre-existing conditions, including de-compaction of the entire site (i.e. panel array locations, access roads, etc.). Access roads may remain in place with written approval from the landowner. The Plan shall also include a Decommissioning Cost Analysis and financial assurance in the amount of the difference between decommissioning cost and estimated salvage value. All solar equipment shall be decommissioned and disposed of in accordance with federal, state and local regulations.

- i. Decommissioning of the SES shall commence when the SES has ceased commercial operation for a consecutive period of twelve (12) months and the decommissioning process shall be completed within twelve (12) months of commencement.

- (14) Transfer of Ownership: A Small or Large SES shall provide the Town and County notice of any transfer of ownership or interest in the SES within 5 days of such transfer. All applicable documents, including financial assurances, shall be updated as necessary. Any new owner or interest holder shall be responsible for compliance with the approved permits.

- (15) Reporting Requirements:

- i. Small and Large SES shall provide a yearly report by March 1st of each year to the Planning and Zoning Committee. The report, at minimum, shall include the following for the previous year:
 - 1. Report on power generation
 - 2. Estimated timeline for the SES including, but not limited to, construction commencement dates, operational date and life expectancy dates and any upcoming key dates
 - 3. Planned, proposed or completed construction, maintenance or other updates to the SES
 - 4. Report and update to the Decommissioning Plan including justification for updating the plan and financial assurance. Yearly, the Decommission Plan shall be reviewed and updated based on current conditions including any financial assurances.
 - 5. Any other information requested by the Planning and Zoning Committee or Department

(d) Small Solar Energy Systems (Small SES)

- (1) Permitting Requirements: Small SES require a Conditional Use Permit and a Zoning Permit prior to the start of construction.
- (2) Zoning Districts: Small SES may be located within the A-1 Exclusive Agricultural and A-2 Agricultural and Rural Business zoning district as a conditional use, subject to the requirements of this ordinance. In addition, a small SES may be permitted as a

conditional use, subject to the requirements of this ordinance, within the A-T zoning district with written approval from the closest municipality.

(3) Conditional Use Permit

- i. Application Process. The application for a Conditional Use Permit shall be processed in accordance with the procedures set forth in Chapter 22, Article IV of the Jefferson County Code.
- ii. Application Requirements. The application for a Conditional Use Permit for a small SES shall include the following items as applicable to the project:
 1. Site Plan: A site plan shall be submitted including, but not limited to, the following:
 - a. Existing and proposed improvements
 - b. Existing and proposed structures
 - c. Existing and proposed topography
 - d. Existing and proposed fencing
 - e. Utilities
 - f. All above ground and underground components
 - g. Wetlands as determined by a wetland delineation
 - h. Waterways (navigable and non-navigable), drainage ditches, underground drain tiles, etc.
 - i. Drainage District ditches
 - j. Floodplain
 - k. Public roads, access roads and internal roadways
 - l. Access locations and driveways
 - m. Setbacks shall be shown on the site plan
 - n. Any other information required by the department
 2. Proposed Transportation Routes: A plan identifying the proposed construction transportation routes including the type and quantity of equipment being transported.
 3. Drainage Plan: A plan identifying the existing drainage features and proposed drainage features including the drainage patterns, drain tiles, ditches and any proposed modifications.
 - a. The plan should include how drainage will be maintained and how damage, problems, or complaints will be resolved.
 4. Construction Schedule: A plan documenting the major milestones throughout the construction process including the start and end of construction.
 5. Vegetation Management Plan: A plan documenting the following shall be submitted:
 - a. Existing conditions
 - b. Proposed planting map with native Wisconsin species and densities
 - c. Proposed management of vegetation
 6. Grading Plan: A plan identifying the existing grading, topography and

percent slope and the proposed grading. No grading shall occur on slopes greater than 20% and all slopes greater than 20% shall be protected from development and erosion. A plan identifying the slopes greater than 20% and their protection measures shall be included.

7. Decommissioning Plan in accordance with 3.l.
 8. Lighting Plan: A plan documenting the proposed lighting at the project site. Lighting shall not affect neighboring properties and shall use shielded fixtures.
 9. Erosion Control Plan including all erosion control measures, timing of placement, maintenance and removal
 10. Storm Water Management Plan
 11. Screening plan that identifies the type and extent of screening from roadways and residences. Section 22-677 of the Jefferson County Code shall set the minimum requirements and the Committee may require additional screening or conditions on a case-by-case basis.
 12. Airport Notification: SES located within 5 miles of an airport shall provide notice of the proposed SES to the airport operator and owner. The applicant shall provide an affidavit stating which airports were provided notice and documentation of such notice. If no airports are within 5 miles, the owner shall provide documentation that no airports are within 5 miles.
 13. Fencing Plan: A plan shall be submitted identifying the type of fencing utilized for the project and the proposed setbacks. Perimeter fencing for the site shall use wildlife-friendly fencing standards that include clearance at the bottom.
 14. Agreements, leases or other documentation with affected landowners and/or communities outlining any site-specific terms or conditions of development and assuring maintenance of land to be owned or used for common purposes, including, but not limited to joint development agreements, road maintenance agreements and agreements with the Drainage Board.
 15. Any other documentation as identified by the Director or the Planning and Zoning Committee.
- iii. Conditional Use Permit Review Criteria: In addition to the criteria set forth in Chapter 22, Article IV of the Jefferson County Code, the Planning & Zoning Committee may consider the following:
1. To the extent feasible and practical, plans to use the land for both agriculture and electricity generation, possibly including but not limited to:
 - a. Planting and maintaining pollinator-friendly native plant species and reduced herbicide applications.
 - b. Grazing of livestock

- c. Planting of crops
- d. Other agricultural uses

2. Construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible.
3. The preservation of prime agricultural soils and the use of non-prime agricultural soils
4. Reasonable construction standards, including phasing to limit the area of disturbance; hours of construction to limit disruption to residents; and light pollution mitigation.
5. Maintenance and repair of damage to local roads due to project construction, possibly in the form of a Road Maintenance Agreement
6. Maintenance and repair to local drainage systems
7. Financial assurance during the construction phase in the form of a surety bond, letter of credit, escrow account, reserve fund, parent guarantee or other suitable financial mechanism.
8. Decommissioning plan, as defined in section 3.k., above, which includes provisions for removal of all structures and foundations, restoration of soil and vegetation and financial assurance that funds will be available for project decommissioning costs.
9. Any other factors that the relevant to the proposed SES.

(4) Zoning Permit Requirements

- i. Permit Requirement. The owner must apply for and receive a Zoning Permit from the Department before installing, constructing, or expanding any Small SES.
- ii. Application Process. The application for a Zoning Permit shall be processed in accordance with the procedures set forth in Section 22-14 and 22-54 of the Jefferson County Code.
- iii. Permit Fee. The owner shall pay an application fee at the time the application is filed with the Department.
- iv. Application Requirement. The application for a zoning permit shall include the following items as applicable to the project:
 1. Name and contact information of applicant, owner and installer.
 2. A narrative of the proposed project, including a description of the subject property, address(es), parcel numbers, and any unique circumstances within the project area.
 3. Final design and site plans, which shall include a scalable drawing showing the location of all drives, entrances, easement labels and locations, trails, and signs; panels, inverters, energy storage systems, and any other planned infrastructure; vision clearance triangles; floodplain(s); wetland(s); and shoreland zone boundaries, and setbacks.

4. Documentation of all other permits and approvals.
 5. Other documentation as determined by the Department based on the scope of the individual project.
 6. A Point of Contact throughout the construction process.
- (5) Additional Permitting Requirements. Additional permits and processes may be required under the Jefferson County Zoning Ordinance.
 - (6) Operator Ownership Change. Notice shall be provided to the County for any change in ownership of the Small Solar Energy System on or before the effective date of the change.
 - (7) Other Approvals. A copy of all necessary state and federal permits and approvals shall be submitted to the Department within 30 days of receiving said authorizations.
 - (8) Postconstruction Filing Requirement. Within 90 days of the date a Small SES commencing operation, the owner shall file with the Department an as-built description of the facility, an accurate map of the facility showing the location of all infrastructure, geographic information system (GIS) information showing the location of said infrastructure, and current information identifying the owner(s) and operator(s), including designated contact(s), of the Small SES.
 - (9) Construction Meetings: As a condition of approval, the developer shall hold a preconstruction meeting, post construction meeting and update meetings with the local Town and County Officials as deemed necessary by the Department based on the scope of the project.
- (e) Large Solar Energy Systems (Large SES)
- (1) Zoning Permit Requirements
 - i. Permit Requirement. The owner must apply for and receive a Zoning Permit from the Department before installing, constructing, or expanding any Large SES.
 - ii. Application Process. The application for a Zoning Permit shall be processed in accordance with the procedures set forth in Section 22-54 of the Jefferson County Code.
 - iii. Permit Fee. The owner shall pay an application fee at the time the application is filed with the Department.
 - iv. Standards for Review. The standards for reviewing a permit application for a Large SES are consistent with Wis. Stat. 66.0401 and 66.0403 as well as Wis. Stat. 59.69 and are not more restrictive than the PSC-approved site plan as part of the Certificate of Public Convenience and Necessity.
 - v. Application Requirement. The application for a Zoning Permit shall include the following items, as may be applicable:
 1. Name and contact information of owner, applicant, and installer.
 2. A copy of the PSC authorization and a copy of the final application packet and documentation submitted to the PSC for approval;
 3. A narrative of the proposed project, including a description of the

subject property, address(es), parcel numbers, and any unique circumstances within the project area, as may have been identified during the PSC review;

4. Site Plan: A site plan shall be submitted including, but not limited to, the following:
 - a. Existing and proposed improvements
 - b. Existing and proposed structures
 - c. Existing and proposed topography
 - d. Existing and proposed fencing
 - e. Existing and proposed utilities
 - f. All above ground and underground components
 - g. Wetlands, waterways, ditches, underground drainage systems, etc.
 - h. Floodplain
 - i. Public roads, access roads and internal roadways
 - j. Access locations and driveways
 - k. Setbacks shall be identified in the site plan
 - l. A point of contact throughout the construction process.
- vi. Additional Permitting Requirements. Additional permits and processes may be required under the Jefferson County Zoning Ordinance.
- vii. Operator Ownership Change. Notice shall be provided to the County for any change in ownership of the Small Solar Energy System on or before the effective date of the change. and contact information of the new owner shall be included with the notice.
- viii. Other Approvals. A copy of all necessary state and federal permits and approvals shall be submitted to the Department within 30 days of receiving said authorizations.
- ix. Postconstruction Filing Requirement. Within 90 days of the date a Large SES commences operation, the owner shall file with the Department an as-built description of the facility, an accurate map of the facility showing the location of all infrastructure, geographic information system information (GIS) showing the location of said infrastructure, and current information identifying the owner(s) and operator(s), including designated contact(s), of the Large SES
- x. Construction Meetings: As a condition of approval, the developer shall hold a preconstruction meeting, a post construction meeting, and update meetings with the local Town and County Officials as deemed necessary by the Department based on the scope of the project.

(f) Accessory Solar Energy System (ASES)

- (1) Permit Requirement: The owner must apply for and receive a Zoning Permit from the Department before installing, constructing, or expanding any ASES.

- (2) Accessory Structure Limits: Ground-mounted systems shall not count toward accessory structure limitations in the underlying zoning district.
 - (3) Zoning District: ASES may be permitted in all zoning districts as an accessory structure, except the N and W zones.
 - (4) Height: An ASES must meet the following height requirements:
 - i. Roof mounted ASES shall not exceed the maximum allowed height in the underlying zoning district and shall not extend more than five feet above the surface of the roof.
 - ii. Ground or pole mounted ASES shall not exceed 18 feet in height when oriented at its maximum tilt.
 - (5) Setback(s):
 - i. Roof mounted ASES: In addition to the structure setback from the underlying zoning district, the ASES, including the collector surface and mounting devices, shall not extend more than three feet beyond the exterior perimeter of the building on which the structure is mounted or built.
 - ii. Ground or pole mounted ASES: Ground or pole mounted SES may not extend into the required yard setbacks for the underlying zoning district at any point.
 - (6) Lot Coverage:
 - i. Ground-mount systems total collector area shall not exceed one and a half times the building footprint of the principal structure
 - (7) Grades: The ASES shall utilize existing grades and the area of the ASES shall not be artificially elevated higher than the existing grades of the property.
- (g) Battery Energy Storage Systems (BESS)
- (1) Applicability: The requirements of this section apply to all battery storage system with a rated nameplate capacity of equal to or greater than 1 megawatt.
 - (2) Permitting Requirements:
 - i. BESS are required to obtain a Zoning Permit prior to the start of construction.
 - ii. BESS are subject to the requirements under section (d) above, as well as the standards listed in section (f)-, where applicable.
 - iii. BESS associated with a Large SES are subject to the requirements of section (e)., above.
 - (3) General Requirements: Unless alternative or less restrictive requirements are specifically granted by the Planning & Zoning Committee after a case specific analysis during the permitting process, the following are requirements of all BESS:
 - i. Setbacks:
 - 1. 100 feet from residential, business, municipal, school, or town structures
 - 2. 100 feet from property lines and drinking water systems or sources
 - 3. Other setbacks as required by the underlying zoning district and

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- ii. All BESS shall be designed in compliance with all applicable building, fire, and electrical codes.
- iii. Security & Screening: BESS shall have a perimeter fence of at least 7 feet in height, consistent with the requirements established in National Fire Protection Association (NFPA) 70. BESS shall also comply with specifications established in NFPA 855 relating to barriers and buffering.
- iv. Safety Requirements: BESS shall comply with the latest published version of the National Fire Protection Association (NFPA) 855, *Standard for Installation of Stationary Energy Storage Systems*, as of the date of the submission of permit application, except where this section is more restrictive.
 - 1. Prior to the issuance of a Zoning Permit for a BESS, applicants are required to:
 - a. Submit documentation verifying the proposed design meets NFPA 855 requirements.
 - b. Submit an emergency response plan
 - c. Submit a plan for offering site specific training to the applicable fire service and emergency personnel prior to commencing operation
 - d. Conduct a hazard mitigation analysis if specified by NFPA 855
- v. BESS containers and structures shall be labeled with a date of first usage by a stamped metal nameplate including a serial number. Containers shall be clearly labeled and marked to identify their contents and contact information in case of emergency.
- vi. Decommissioning: A decommissioning plan that ensures the return of all participating properties to a useful condition, including removal of above-surface facilities and infrastructure that have no ongoing purpose, shall be provided by the applicant. The plan shall include a timeline for decommissioning, including anticipated commencement and completion dates.
 - 1. The decommissioning plan shall include, but is not limited to, financial assurance in the form of a bond, a parent company guarantee, or an irrevocable letter of credit, to be determined by applicant. The amount of the financial assurance shall not be less than the estimated cost of decommissioning the energy facility, after deducting salvage or recycling value, as calculated by a third party with expertise in decommissioning, hired by the applicant.

APPOINTMENTS BY COUNTY ADMINISTRATOR

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

- a. Pamela Abrahamsen and Jim Braughler to the Human Services Board for a 3-year term ending November 1, 2028

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____