

**JEFFERSON COUNTY BOARD MINUTES  
TUESDAY, April 18, 2023, 4:00 P.M.**

Chair Steven Nass presiding.

County Clerk Audrey McGraw called the roll, all members being present in person except Turville-Heitz and Roberts, who were present via Zoom.

Supervisors Herbst, Morris, Johns, Lund, Backlund, Fitzgerald were absent. Fitzgerald, Backlund, and Lund, having given prior notice, were excused. Lund planned on being late to the meeting.

District 1.....	Richard C. Jones	District 2..	Cassie B. Richardson
District 3.....	Robert Preuss	District 4 .....	Karl Zaring
District 5.....	James B. Braugher	District 6 .....	Dan Herbst
District 7.....	Dwayne C. Morris	District 8 .....	Michael Wineke
District 9.....	Bruce Degner	District 10 .....	Mark Goose
District 11 .....	Jeff Johns	District 12 .....	Jeff Smith
District 13.....	Anita Martin	District 14 .....	Kirk Lund
District 15.....	Steven J. Nass	District 16 .....	Meg Turville-Heitz
District 17.....	Russell Kutz	District 18 .....	Brandon White
District 19.....	Dave Drayna	District 20 .....	Curtis Backlund
District 21.....	John C. Kannard	District 22 .....	Blane Poulson
District 23.....	George Jaeckel	District 24 .....	Roger Lindl
District 25.....	Matthew Foelker	District 26 .....	Joan Fitzgerald
District 27.....	Joan Callan	District 28 .....	Anthony Gulig
District 29.....	Mary K. Roberts	District 30 .....	Walt Christensen

Zaring led the Pledge of Allegiance. A moment of silence was observed.

Wehmeier certified compliance with the Open Meetings Law.

Approval of the Agenda. Nass moved to move all budget amendment and other resolutions and ordinances be brought before the board first. Seconded by Braugher and passed.

**Communications:**

**County Clerk McGraw presented the following communications:**

1. Notice of Public Hearing from the Jefferson County Planning and Zoning Committee for a hearing to be held on April 20, 2023, at 7:00 p.m.
2. Annual Report: Traffic Safety Commission provided by Supervisor Anita Martin.
3. Annual Report: Wisconsin Counties Utility Tax Association (WCUTA) provided by Supervisor Anita Martin.
4. Treasurer's Report.

**Public Comment:** None

**Resolutions and Ordinances:**

**Wehmeier introduced Proclamation 2023-01,**

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Proclaiming May 15-21, 2023, as National Police Week in Jefferson County

**Kannard moved for the adoption of the Proclamation 2023-01**, Seconded by Poulson and passed.

**Wineke, Executive Committee Chair, introduced Resolution No. 2023-01. Reclassifying a full-time Project and Relations Analyst position to a full-time Assistant to County Administrator position in the Administration Department**

NOW, THEREFORE, BE IT RESOLVED that one full-time, exempt Project and Relations Analyst position in the Administration Department is hereby reclassified to one full-time Assistant to County Administrator position (exempt) at Grade 13, and the 2023 County Budget setting forth positions in the Administration Department is hereby amended to reflect the reclassification of the position to become effective upon passage of this resolution.

*Fiscal Note: The reclassification of the full-time Project and Relations Analyst position to a full-time Assistant to County Administrator position in the Administration Department has a potential annual cost of \$5,941 in 2024. There is an approximate savings in 2023 of \$27,611 (assuming a hire date of May 1, 2023). Therefore, no new tax levy is required for this position. 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).*

**Wineke moved for the adoption of Resolution No. 2023-01**. Seconded by Braughler and passed. Ayes 24 (Jones, Richardson, Preuss, Zarling, Braughler, Wineke, Degner, Groose, Smith, Martin, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 6 (Herbst, Morris, Johns, Lund, Backlund, Fitzgerald), Vacant 0.

**Lund present via zoom at 4:17 p.m.**

**Poulson, Fair Park Committee Chair, introduced Resolution No. 2023-02. Increasing funding for temporary Fair Park staff during Fair Week and amending the Fair Park 2023 budget**

NOW, THEREFORE, BE IT RESOLVED that the Fair Park Budget is hereby amended to increase the Classification of Authorized Positions for Fair week staff by up to six and authorize a Fair Park budget increase of \$15,000, with budgeted funds coming from the County's general contingency line.

BE IT FURTHER RESOLVED, that any further appropriations for this purpose will be determined following review of 2023 Fair Park operations and

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expenditures by the Finance Committee and County Board.

*Fiscal Note: The cost of this resolution will not exceed \$15,000. The County will transfer \$15,000 from its general contingency line to fund this action. As a budget amendment, this resolution requires twenty 20 out of 30 affirmative votes from the total membership of the County Board for passage.*

**Poulson moved for the adoption of Resolution No. 2023-02.** Seconded by Jaeckel and passed. Ayes 25 (Jones, Richardson, Preuss, Zarling, Braughler, Wineke, Degner, Groose, Smith, Martin, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 5 (Herbst, Morris, Johns, Backlund, Fitzgerald), Vacant 0.

**Jaeckel, Highway Committee Chair, introduced Resolution No. 2023-03. Approving 2023 Local Road Improvement Program asphalt bids**

NOW, THEREFORE, BE IT RESOLVED the asphalt bids for the Local Road Improvement Program (LRIP) projects for Jefferson County, Village of Waterloo/Town of Waterloo, and the Town of Lake Mills, be awarded to Payne & Dolan, Incorporated.

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

**Jaeckel moved for the adoption of Resolution No. 2023-03.** Seconded by Lindl and passed.

**Jaeckel, Highway Committee Chair, introduced Resolution No. 2023-04. Approving 2023 seal coat oil vendor bids**

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase emulsion products from the vendors listed at the stated bid prices in 2023.

*Fiscal Note: The funds to come from the Highway Maintenance Account 53311 and the Highway Construction Account 53312.*

**Jaeckel moved for the adoption of Resolution No. 2023-04.** Seconded by Poulson and passed.

**Jaeckel, Highway Committee Chair, introduced Resolution No. 2023-05. Approving 2023 pre-mixed hot mix asphalt vendor quotes**

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to purchase pre-mixed asphalt products at the listed prices

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from any of the asphalt vendors in 2023.

*Fiscal Note: The Highway Department will determine the best price for each project (asphalt price plus trucking) when selecting a plant location. The department will also consider plant schedule, availability, and production rates. Funds have been allocated in 2023 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.*

**Jaeckel moved for the adoption of Resolution No. 2023-05.** Seconded by Poulson and passed.

**Jaeckel, Highway Committee Chair, introduced Resolution No. 2023-06. Approving 2023 asphalt pulverizing and milling quotes**

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to accept the seasonal quotes for 2023 from all vendors utilizing the vendor that provides the best value for the county based on unit price and production unless the vendor cannot meet the project schedule of the department, in which case the next lowest priced vendor shall be used based on unit price and production.

*Fiscal Note: Funds have been allocated in 2023 Highway Maintenance Account No. 53311 and Highway Construction Account No. 53312.*

**Jaeckel moved for the adoption of Resolution No. 2023-06.** Seconded by Poulson and passed.

**Foelker, Land and Water Conservation Committee Chair, introduced Resolution No. 2023-07. Entering into an Intergovernmental Agreement with the City of Watertown for Water Quality Trading Technical Services**

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the County Administrator to enter into an Intergovernmental Agreement with the City of Watertown for water quality trading technical services.

BE IT FURTHER RESOLVED, that the Jefferson County Board of Supervisors hereby approves the amendment of the 2023 Land and Water Conservation Department budget to include \$12,000 for the implementation of the water quality trading program.

*Fiscal Note: This is a budget amendment that increases revenue by \$12,000 and will offset existing staff time and expenses. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).*

**Foelker moved for the adoption of Resolution No. 2023-07.** Seconded by Richardson and passed. Ayes 25 (Jones, Richardson, Preuss, Zarling, Braughler, Wineke,

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Degner, Groose, Smith, Martin, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 5 (Herbst, Morris, Johns, Backlund, Fitzgerald), Vacant 0.

**Jaeckel, Planning and Zoning Committee Chair, introduced the following report:**

REPORT TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY BOARD OF SUPERVISORS by the Jefferson County Planning and Zoning Committee recommending approval of petitions to amend the official zoning map of Jefferson County.

**Jaeckel, Planning and Zoning Committee Chair, introduced Ordinance No. 2023-01. 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, Petition R4458A-23 was referred to the Jefferson County Planning and Zoning Committee for public hearing on March 16, 2023, and

WHEREAS, the proposed amendment has been given due consideration by the Board of Supervisors in open session,

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

**Jaeckel moved for the adoption of Ordinance No. 2023-01.** Seconded by Poulson and passed. Kannard abstained from voting due to potential conflict of interest.

**Appointments by County Administrator:**

**By virtue of the authority vested in me under Section 59.18(2)(b) of the Wisconsin Statutes, I respectfully request confirmation of the appointment.**

Bill Kern as Highway Commissioner for a two-year term ending May 31, 2025.

**Jaeckel moved to confirm the above appointment.** Seconded by Braughler and passed.

**Christensen, Parks Committee Chair, introduced Resolution No. 2023-08. Authorizing a grant application to the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trails Program, and the Land & Water Conservation Fund and Amending the 2023 Budget for the Parks Department to purchase and install a suspended platform fishing pier and kayak launch at Burnt Village County Park**

NOW, THEREFORE, BE IT RESOLVED that the  
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Parks Department is authorized to seek funding from the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trail Program, and the Land & Water Conservation Fund for the purchase and installation of a suspended Platform Fishing Pier and Kayak Launch at Burnt Village County Park which will be constructed to meet the standards required by the Americans with Disabilities Act, and if grant funding is awarded, the County Administrator is authorized to accept said grant funds, sign the grant contracts, submit reimbursement claims along with necessary supporting documentation within six months of project completion date, and perform all other duties necessary to comply with and fulfill the grant provisions.

*Fiscal Note: \$15,000.00 is included in the 2023 Parks Department budget for the project. Total estimated cost for the project would be \$30,000.00 with a 50% matching grant from Wisconsin DNR. This resolution increases the Parks Department budgeted revenue and expenditures by \$15,000 for acceptance of the Stewardship Grant and authorizes the Finance Director to make the necessary budget adjustments to enact this resolution. As a budget amendment, County board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).*

**Christensen moved for the adoption of Resolution No. 2023-08.** Seconded by Gulig and passed. Ayes 24 (Jones, Richardson, Preuss, Zarling, Braughler, Wineke, Degner, Smith, Martin, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Callan, Gulig, Roberts, Christensen), Noes 1 (Groose), Abstain 0, Absent 5 (Herbst, Morris, Johns, Backlund, Fitzgerald), Vacant 0.

**Christensen, Parks Committee Chair, introduced Resolution No. 2023-09. Authorizing a grant application to the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trails Program, and the Land & Water Conservation Fund to complete phase III of the Interurban Trail**

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to seek funding from the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trail Program, and the Land & Water Conservation Fund for this multi-use recreational trail from Watertown to Oconomowoc, and if grant funding is awarded, the County Administrator is authorized to accept said grant funds, sign the grant contracts, submit

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reimbursement claims along with necessary supporting documentation within six months of the project completion date, and perform all other duties necessary to comply with and fulfill the grant provisions.

*Fiscal Note: This grant could provide up to \$249,999.00 towards the construction of structures and the trail on Phase III of the Jefferson Interurban Trail Project. At this time, it is not anticipated that these funds will be expended in 2023, therefore no budget amendment is necessary. If the County is awarded this grant, the funds will be budgeted in 2024 or beyond.*

**Christensen moved for the adoption of Resolution No. 2023-09.** Seconded by Callan and passed.

**Wineke, Executive Committee Chair, introduced Ordinance No. 2023-02. Amending the Board of Supervisors Rules of Order 2022-2024 governing the procedure for election of County Board Chair, Vice Chair, and Second Vice Chair at the Organizational Meeting**

Section 1. Section 3.02 ORGANIZATION of the Board of Supervisors Rules of Order 2022-2024 governing the election of officers at the County Board Organizational meeting is hereby amended as follows:

**3.02 ORGANIZATION.**

1. The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chair, a First Vice Chair and a Second Vice Chair by secret ballot. The Clerk shall preside until the Chair has been elected. Nominations shall be made by written ballot. In the event more than two persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board. A person receiving a majority of votes of the entire membership of the County Board on the primary ballot shall be declared elected. Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position. Persons elected in accordance with this paragraph may be removed by the Board by majority vote.

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All ballots shall be distributed and collected by the County Clerk or Deputy County Clerks. The number of votes cast for Chair, First Vice Chair, and Second Vice Chair candidates at the primary and final elections shall be counted and announced to the entire County Board by the County Clerk or Deputy County Clerk. The names of all nominees, and the number of votes for all primary and final candidates, shall be recorded in the minutes. The ballots for all nominees, primary candidates, and final candidates shall be retained by the County Clerk until the next County Board meeting following the organizational meeting.

**Nass moved to have a unanimous consent to vote tonight on this ordinance amendment and this passed unanimously.**

**Wineke moved for the adoption of Ordinance No. 2023-02.** Seconded by Poulson and passed. Ayes 19 (Jones, Richardson, Preuss, Zarling, Goose, Smith, Martin, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Lindl, Foelker, Callan, Gulig, Roberts, Christensen), Noes 6 (Braughler, Wineke, Degner, Kannard, Poulson, Jaeckel), Abstain 0, Absent 5 (Herbst, Morris, Johns, Backlund, Fitzgerald), Vacant 0.

**Wineke, Executive Committee Chair, introduced Resolution No. 2023-10. Authorizing a contract with SBrand Strategies to Update the Jefferson County Strategic Plan and amending the 2023 budget for the Administration Department**

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is authorized to execute a contract with SBrand Solutions at a price not to exceed \$67,750 to update the Jefferson County strategic plan.

*Fiscal Note: On March 8, 2023, the Board of Supervisors approved \$100,000 in other contingency for organizational projects. This action requires a transfer of \$67,750 from other contingency to the Administration Department's budget.*

**Wineke moved for the adoption of Resolution No. 2023-10.** Seconded by Poulson and passed. Ayes 25 (Jones, Richardson, Preuss, Zarling, Braughler, Wineke, Degner, Goose, Smith, Martin, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 5 (Herbst, Morris, Johns, Backlund, Fitzgerald), Vacant 0.

**Jones, Finance Committee Chair, introduced Resolution No. 2023-11. Waiving right of first Refusal to purchase a residential parcel of property**

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**located at 683 North Watertown Avenue, Jefferson, Wisconsin**

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Clerk and County Administrator are authorized to execute any required documents as determined by the Corporation Counsel for purposes of waiving its Right of First Refusal to purchase real property located at 683 North Watertown Road in Jefferson, Wisconsin.

*Fiscal Note: Waiving Jefferson County's right of first refusal will have no fiscal impact.*

**Jones moved for the adoption of Resolution No. 2023-11.** Seconded by Christensen and passed.

White abstained from voting due to potential conflict of interest.

**Appointments by County Board Chair:**

By virtue of the authority vested in me under Section 59.54(8) I hereby request confirmation of the following appointments:

Travis Teesch, Emergency Response Agency/Fire to the Local Emergency Planning Committee (LEPC) for an indeterminate term.

**Nass moved to confirm the above appointment.** Seconded by Degner and passed.

**Public Comment: (General) – None**

**Announcements:**

Supplemental information presented at the April 18, 2023, Jefferson County Board meeting will be available at the County Clerk's office upon request during regular Courthouse hours or on the County's website at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).

**There being no further business, Jaeckel moved that the Board adjourn.** Seconded by Poulson and passed at 4:56 p.m.

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