

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 Zarling
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

Zarling 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.

GENERAL FINANCIAL CONDITION JEFFERSON COUNTY, WISCONSIN
April 01, 2023

Available Cash on Hand

March 1, 2023	\$ (356,415.57)	
March Receipts	<u>\$ 16,125,071.50</u>	
Total Cash		\$ 15,768,655.93
Disbursements		
General – March 2023	\$ 13,112,380.56	
Payroll – March 2023	<u>\$ 1,775,707.82</u>	
Total Disbursements		<u>\$ 14,888,088.38</u>
		\$ 880,567.55
Cash on Hand (in bank) April 1, 2023	\$ 1,422,373.50	
Less Outstanding Checks	\$ 541,805.95	
Total Available Cash		\$ 880,567.55
Local Government Investment Pool – General		\$ 38,318,209.93
DANA Investments		\$ 38,040,961.43
EHLERS Investments		\$ 24,933,531.89
Local Government Investment Pool - Clerk of Courts		\$ 30,051.03
Local Government Investment Pool - Farmland Preservation		\$ 185,058.00
Local Government Investment Pool - Parks/Liddle		\$ 88,966.21
Local Government Investment Pool - County Bond		<u>\$ 552,046.02</u>
		\$102,148,824.51
2023 Interest - Super N.O.W. Acct.		\$ 138.87
2023 Interest - L.G.I.P. - General Funds		\$ 368,149.48
2023 Interest - EHLERS 2022A		\$ 90,976.74
2023 Interest - DANA Investments		\$ 257,780.87
2023 Interest - L.G.I.P. - Parks/Carol Liddle Fund		\$ 974.01
2023 Interest - L.G.I.P. - Farmland Preservation		\$ 2,026.02
2023 Interest - L.G.I.P. - Clerk of Courts		\$ 329.00
2023 Interest - L.G.I.P. - County Bond		<u>\$ 35,148.85</u>
Total 2023 Interest		\$ 755,523.84

JOHN E. JENSEN, JEFFERSON COUNTY TREASURER

Public Comment: None

Resolutions and Ordinances:

Wehmeier introduced Proclamation 2023-01, 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

Executive Summary

The Administration Department has budgeted for a full-time Project and Relations Analyst position, which is currently vacant. Since the position was created, Jefferson County updated its Comprehensive Plan to align with its strategic plan, focusing on both long-term and short-term goals as well as priority action steps. These goals include:

- Promote growth in and services by continuing the County’s positive fiscal history

- Create an economic environment resulting in strong income levels and above state average educational goals which will attract and retain residents ensuring safety, public service, and well-being for all residents of Jefferson County
- Foster an educational atmosphere that benefits both our youngest and oldest residents
- Establish a cohesive, efficient, and cost-effective program for protective and public services throughout the County
- Initiate an ongoing marketing plan to inform and attract a qualified workforce, tourists and new business
- Coordinate a system where smart growth and natural resources complement each other
- Institute a transportation plan of conventional and non-conventional means to connect resources and residents
- Develop broadband expansion plans to improve the quality and coverage of digital data throughout the county
- Devise an infrastructure plan to improve our county road system and buildings
- Maintain the key agricultural economic drivers while keeping up with advancing related technology

The County Administrator is recommending reclassifying the current Project and Relations Analyst position to also include duties such as assisting the County Administrator in accomplishing the goals set forth in the current strategic plan and the updated Comprehensive Plan. These include assisting in the formulation of strategic, operational and organizational planning, supervising functions and duties as assigned by the County Administrator, and assisting the County Administrator in the development, implementation, and monitoring of policies and procedures. The request is to reclassify the full-time Project and Relations Analyst position to include the aforementioned duties and retitle the position as Assistant to the County Administrator. A description of this resolution was considered by the Executive Committee on March 29, 2023, and by the Finance Committee on April 12, 2023. The Executive and Finance Committees recommended forwarding this resolution to the County Board to reclassify one full-time, exempt, Project and Relations Analyst position to one full-time, exempt, Assistant to County Administrator position in the Administration Department.

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

WHEREAS, the County Administrator is requesting a re-evaluation of duties in reclassifying the Project and Relations Analyst position to add to the position in the Administration Department the duties of assisting the County Administrator in the formulation of strategic, operational and organizational planning, supervising functions and duties as assigned by the County Administrator and assisting the County Administrator in the development, implementation, and monitoring of policies and procedures, and

WHEREAS, the scope and responsibilities of the position have changed due to additional duties which have been added to better assist the County Administrator and the overall operations of the county, and

WHEREAS, a new job description has been created and evaluated to be classified as an exempt position under Jefferson County's Personnel Ordinance, Section HR0360(A)(3) at grade 13, and

WHEREAS, the Jefferson County Executive Committee has reviewed the County Administrator's request and deems this to be in the best interest of the County.

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
Executive Summary

Jefferson County on an annual basis hosts the Jefferson County Fair to celebrate agriculture and provide a community entertainment event. This event routinely sees attendance from between 35,000 and 40,000 people over a five-day period. There are a variety of events including food and other vendors, grandstand entertainment, daily shows, Fairest of the Fair contest, and for this year, open air painting known as *Plein Air* to recognize this year's Fair theme as the Year of the Arts. Key traditional events of the Fair are the competitive exhibits in over thirty departments from agriculture events to home economics, with a key focus on the junior class which highlights efforts of our youth in working on these projects, with the culminating event being the Animal Auction & Youth Celebration.

To support Jefferson County Fair week operations, the County hires temporary employees as event staff or other staff paid on a per diem basis, as well as unpaid volunteers. The Fair Park Director and Events & Operations Manager continue to look at the best way to staff the County Fair in a changing labor market and to address the transition of 4-H from supporting Fair operations to primarily performing an educational role at the Fair, with County staff taking over the duties formerly performed by the 4-H program. As such, the Fair Park Director is requesting the creation of Coordinator positions to assist in providing logistical and operational support to Fair staff and volunteers with the competitive exhibits. Due to the nature of these roles, they are designated as temporary Fair week staff.

Temporary Fair week staff duties include office support, maintenance, staff vendor support, and Fair finances. This resolution authorizes hiring up to an additional 6 Fair week Coordinators and amending the 2023 budget to fund these positions at a cost of up to \$15,000 as a onetime expenditure.

It is anticipated that the Fair week Coordinators will work 12 hours for each day of the Fair plus an additional 60 hours for Fair preparation totaling 120 hours per Coordinator position, paid at \$15.00 per hour.

The Finance Committee considered this resolution at its meeting on April 12, 2023, and the Fair Park Committee considered this resolution at its meeting on April 13, 2023. Both committees recommended forwarding to the County Board for approval.

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

WHEREAS, the County hosts the annual County Fair to showcase agricultural and youth projects and provide an opportunity for community gathering, and

WHEREAS, the execution of the various competitive exhibits requires support to ensure they are conducted efficiently and safely, and

WHEREAS, Fair Management is recommending to create six Coordinator roles as part of its authorized Fair week staff.

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 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

Executive Summary

The Jefferson County Highway Department obtains funding through the Wisconsin Department of Transportation (WisDOT) Local Road Improvement Program (LRIP) for select projects. For 2023, Jefferson County bid four projects that includes funding from WisDOT in the LRIP Program for asphalt material purchase: Jefferson County (CTH Q, STH 89 – CTH B), Jefferson County (CTH Q, CTH A – STH 19), Town of Waterloo/City of Waterloo (Waterloo Road (Dane County – CTH O), and the Town of Lake Mills (Mud Lake Rd and Korth Highlands Rd). This resolution awards the asphalt bid for the 2023 Local Road Improvement Program (LRIP) projects for Jefferson County on County Highway Q (CHIP_D), Town & Village of Waterloo (Waterloo Road, TRID-MSID) and Town of Lake Mills, Mud Lake Rd (CTH G to Conservation Rd, TRIP) and Korth Highlands Rd (Helena St – Indian Trail, TRIP) to Payne & Dolan, Incorporated.

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

WHEREAS, the Jefferson County Highway Department was authorized to receive bids on pre-mixed asphalt products needed in 2023, and

WHEREAS, such bids were received and opened on March 16, 2023, with the following results:

Bid Prices (PG58-28 Asphalt)

<u>Company</u>	<u>5 LT</u>	<u>4 LT</u>	<u>3 LT</u>
Payne & Dolan, Inc.	\$52.75 per ton	\$44.00 per ton	\$42.50 per ton
<i>**Lowest combined asphalt bid including haul cost for all projects.</i>			
Wolf Paving	\$56.00 per ton	\$54.15 per ton	\$48.75 per ton
Rock Road	\$50.10 per ton	\$46.85 per ton	\$43.85 per ton

WHEREAS, Payne & Dolan is the lowest responsible bidder to provide asphalt for the projects based on asphalt price and haul costs for all four projects: CTH Q (Jefferson County, STH 89 – CTH B and CTH A – STH 19), Waterloo Road (Village of Waterloo/Town of Waterloo), and Korth Highlands Road, Mud Lake Road (Town of Lake Mills),

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

Executive Summary

On March 16, 2023, the Highway Department received bids from area vendors for seal coat emulsions. The contractor provides the emulsions and transportation to the county job sites. Vendors selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project. This resolution authorizes the Jefferson County Highway Department to purchase emulsion products from the vendors listed below at the stated bid prices.

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

WHEREAS, the Jefferson County Highway Department is authorized to receive bids on bituminous asphalt products needed in 2023, and

WHEREAS, such bids were received and opened on March 16, 2023, with the following results:

<u>Company</u>	<u>Type of Asphalt (emulsion)</u>	<u>Bid Price</u>	
Henry G. Meigs, Inc.	CRS-2 (Applied)	\$2.8100 per gallon	
	CRS-2 (Product)	\$2.4500 per gallon	
	CRS-2P (Applied)	\$3.1100 per gallon	
	CRS-2P (Product)	\$2.7500 per gallon	
	HFRS-2 (Applied)	\$2.8100 per gallon	
	HFRS-2 (Product)	\$2.4500 per gallon	
	HFRS-2P (Applied)	\$3.1100 per gallon	
	HFRS-2P (Product)	\$2.7500 per gallon	
	CSS-1 (FOB Ship Pt.)	\$2.2400 per gallon	
	CRS-2PD (Applied)	\$2.3400 per gallon	
	CRS-2PD (Product)	\$1.9800 per gallon	
	Flint Hills/Fahrner Asphalt	CRS-2 (Applied)	\$2.7100 per gallon
		CRS-2 (Product)	\$2.3000 per gallon
HFRS-2 (Applied)		\$2.8100 per gallon	

HFRS-2 (Product)	\$2.4000 per gallon
HFRS-2P (Applied)	\$3.1100 per gallon
HFRS-2P (Product)	\$2.7000 per gallon
CRS-2P (Applied)	\$3.0100 per gallon
CRS-2P (Product)	\$2.6000 per gallon
CSS-1 (FOB Ship Pt.)	\$2.3000 per gallon
CRS-2PD (Applied)	\$3.0111 per gallon
CRS-2PD (Product)	\$2.6000 per gallon

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

Executive Summary

On March 16, 2023, the Highway Department received quotes from all area vendors for pre-mixed asphalt. The Highway Department purchases the asphalt from the vendors and delivers the material to the job site for placement by County crews. The vendor selected by the County will be determined by the location of the project and the plant location to obtain the best price for each project. This resolution authorizes the Jefferson County Highway Department to purchase pre-mixed asphaltic concrete products at the prices listed below from any of the asphalt vendors in 2023.

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

WHEREAS, the Jefferson County Highway Department is authorized to receive quotes on pre-mixed asphalt products needed in 2023, and

WHEREAS, such quotes were received and opened on March 16, 2023, with the following results:

<u>Company</u>	<u>Price (per ton)</u>	<u>Location</u>
Wolf Paving	\$56.00, \$54.15, \$48.75 PG58-28	Delafield. SP
Payne & Dolan	\$47.50, \$45.75, \$40.25 PG58-28	LaGrange
Payne & Dolan	\$52.75, \$44.00, \$42.50 PG58-28	Waterloo
Rock Road	\$50.10, \$46.85, \$43.85, PG58-28	Ft Atkinson

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

Executive Summary

On March 16, 2023, the Highway Department received quotes from area vendors for asphalt pulverizing and milling. The Highway Department schedules all projects to work on-site with the selected vendor. This resolution authorizes the Jefferson County Highway Department to accept the seasonal quotes for 2023 from all vendors listed below utilizing the lowest priced vendor, unless the vendor cannot meet the project schedule of the department, in which case the next lowest priced vendor shall be used.

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

WHEREAS, the Jefferson County Highway Department is authorized to receive quotes on full depth pulverizing and milling needed in 2023, and

WHEREAS, such quotes were received and opened on March 16, 2023, with the following results:

<u>Company</u>	<u>Full Depth Pulverizing</u>
Payne & Dolan	\$0.3500 per sq. yd. (County) \$0.4900 per sq. yd. (Town)
Kartechner Brothers	\$0.3800 per sq. yd. (County) \$0.4300 per sq. yd. (Town)
Tri-County Paving	\$0.4800 per sq. yd. (County) \$0.3400 per sq. yd. (Town)
WK Construction	\$0.6900 per sq. yd. (County) \$0.5800 per sq. yd. (Town)
<u>Company</u>	<u>Milling</u>
Tri-County Paving	\$2.0800 per sq. yd. @ 1 inch depth \$2.0800 per sq. yd. @ 2 inch depth \$2.9100 per sq. yd. @ 3 inch depth \$2.9100 per sq. yd. @ 4 inch depth
Asphalt Contractors	\$0.5500 per sq. yd. @ 1 inch depth \$0.6000 per sq. yd. @ 2 inch depth \$0.6800 per sq. yd. @ 3 inch depth \$0.7500 per sq. yd. @ 4 inch depth
Payne & Dolan	\$1.6500 per sq. yd. @ 1 inch depth \$1.6500 per sq. yd. @ 2 inch depth \$1.6500 per sq. yd. @ 3 inch depth \$1.6500 per sq. yd. @ 4 inch depth
WK Construction	\$3.6900 per sq. yd. @ 1 inch depth \$3.7300 per sq. yd. @ 2 inch depth \$4.9400 per sq. yd. @ 3 inch depth \$5.1200 per sq. yd. @ 4 inch depth
Kartechner Brothers	\$1.5000 per sq. yd. @ 1 inch depth \$1.5500 per sq. yd. @ 2 inch depth \$1.8000 per sq. yd. @ 3 inch depth \$1.9000 per sq. yd. @ 4 inch depth

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Highway Department is authorized to accept the seasonal quotes for 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

Executive Summary

Water quality trading is an approach that is used in Wisconsin as a means for municipalities and industries to be compliant with water quality-based permit limits regulated by the Wisconsin Department of Natural Resources. Trading enables a municipality or industry facing high pollutant reduction costs to compensate another party to implement less costly pollutant reductions. The trade results in overall water quality benefits and the pollutant reductions are typically more than what is required. The City of Watertown has committed to water quality trading to fulfill its phosphorus and total suspended solids (sediment) compliance obligations for the City's Department of Natural Resources' stormwater permit. The City will implement stormwater management practices that will achieve a portion of the required phosphorus and sediment reductions. To meet the permit obligations, additional reductions will be needed in agricultural areas within two watersheds in Jefferson County.

The Jefferson County Land and Water Conservation Department routinely works with agricultural producers on implementing conservation practices that reduce phosphorus and sediment delivery to waterways. As such, the Land and Water Conservation Department can provide its planning and technical expertise to identify and implement practices that will benefit both agricultural landowners and the City of Watertown.

This resolution includes the adoption of the Intergovernmental Agreement and a budget amendment or the 2023 Land and Water Conservation Department budget. The Intergovernmental Agreement covers roles and responsibilities of both the County and the City for the water quality trading program. It also details that the City will compensate the County for the work performed based on time and material costs for implementing the program.

The Land and Water Conservation Committee, the Executive Committee, and the Finance Committee considered this resolution and the draft Intergovernmental Agreement at their meetings on March 15, 2023, March 29, 2023, and April 12, 2023, respectively, and recommended forwarding to the County Board for approval.

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

WHEREAS, the City of Watertown and the Jefferson County Land and Water Conservation Department drafted an Intergovernmental Agreement to detail work on a water quality trading program for the City's stormwater permit with the Department of Natural Resources, and

WHEREAS, the Jefferson County Land and Water Conservation Department will provide conservation practice implementation work and charge the City of Watertown for time and materials during the term of the contract and any extensions, and

WHEREAS, the Jefferson County Land and Water Conservation Department 2023 Budget needs to be amended to account for \$12,000 of income and expenditures related to this project.

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, 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:

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

Create a 1.38-ac building site from part of PINs 016-0514-3134-000 (38 ac) and 016-0514-3133-000 (33.76 ac) near **W7170 County Line Rd**, Town of Koshkonong. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon road access approval by the Town, receipt by Zoning of a suitable soil test and approval and recording of a final certified survey map for the lot. A shared driveway split by the new common lot line would be acceptable. R4458A-23 – Austin Naber/Charles & Cathy Naber Property.

The above zoning amendment 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.

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

The Jefferson County Parks Department is seeking grant funds to purchase and install 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. This resolution authorizes Jefferson County Parks to seek funding for this project through the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program. The Parks Committee considered this resolution at its meeting on April 6, 2023, and recommended forwarding to the County Board for approval.

WHEREAS, the segment of the Bark River from Burnt Village to Fort Atkinson is one of the most popular paddling and fishing locations in the county, and

WHEREAS, Jefferson County is interested in further developing its Burnt Village County Park for public recreation purposes by installing an Americans with Disabilities compliant Suspended Platform Fishing Pier and Kayak Launch, and

WHEREAS, grant funding is required to carry out the project, and

WHEREAS, the Parks Committee recommended applying for grant assistance to supplement the \$15,000 budgeted for these projects which have a total estimated cost of \$30,000, and

WHEREAS, the 2023 Parks Department budget includes the matching funds for the grant, but does not include the grant funds applied for or related expenditures, and

WHEREAS, this resolution is intended to satisfy the grant application requirement establishing that Jefferson County supports this project.

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 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 (Goose), 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

Executive Summary

The Jefferson County Parks Department is seeking grant funds to complete a recreation trail for hiking, biking and cross-country skiing on the right-of-way owned by We Energies and known as the Interurban Trail. The proposed trail is 10.96 miles in length and is located between the City of Watertown and the City of Oconomowoc. This off-road paved trail connection will be built on the former Interurban Rail Line and is located primarily in Jefferson County, 10 miles, and a portion in Waukesha County, 1 mile. This resolution authorizes the Jefferson County Parks Department to seek additional funding for this project to complete phase III of the Interurban Trail through the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program. The Parks Committee considered this resolution at its meeting on April 6, 2023, and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution,

WHEREAS, the Parks Committee has expended significant time and effort towards establishing a multi-use trail from Watertown to Oconomowoc, and

WHEREAS, phase I and phase II of the Interurban Trail are complete and open to the public, and

WHEREAS, construction on Phase III of the Interurban trail is scheduled to commence in May of 2025, with a planned completion date of June of 2026, and

WHEREAS, Waukesha County and the City of Oconomowoc have begun planning, budgeting, and grant writing for the final off-road and on-road portions of this trail which will directly connect with the Lake Country trail in Oconomowoc, and

WHEREAS, the Parks Committee recommends seeking grant funds from the Wisconsin Department of Natural Resources Knowles Nelson Stewardship Grant Program, the Federal Recreational Trails Program, and the Land & Water Conservation Fund to fund up to 50% of project design/engineering/construction of Phase III which is scheduled to begin in 2025, and

WHEREAS, the Parks Committee recommends completion of these multi-purpose trails as part of the County's Bikeway/Pedestrian way Plan, the Jefferson County Comprehensive Plan, and the Glacial Heritage Area Plan, and

WHEREAS, this resolution is intended to satisfy the grant application requirement establishing that Jefferson County supports this project.

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 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

Executive Summary

The Jefferson County Board of Supervisors Rules of Order establish rules and procedures by which proceedings of the County Board of Supervisors, statutory boards, commissions, standing committees and other bodies are governed. The Jefferson County Executive Committee has reviewed section 3.02 of the Board Rules and recommends amending the Board Rule procedure for electing the County Board Chair, Vice Chair, and Second Vice Chair at the organizational meeting. This proposed amendment establishes a more detailed procedure for distributing and collecting ballots, announcing votes, and retaining ballots. Section 3.09 of the County Board Rules requires that this amendment be introduced at one session of the Board and laid over until the next session before action is taken unless the Board waives laying over by unanimous vote. Amending the Board Rules requires a two-thirds vote of County Board members attending the Board meeting when such action is taken. The Executive Committee considered this resolution at its meeting on March 29, 2023, and recommended forwarding to the County Board for adoption.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

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.

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.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

NOTE: Section 3.09 of the County Board rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken, unless the Board waives laying it over by unanimous vote.

Fiscal Note: The amendment of this Ordinance has no fiscal impact.

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

Executive Summary

Jefferson County has a strong history of planning to implement the long-term vision and needs of the county. This has included the recent finished comprehensive plan approved in 2021 and the strategic plan approved in 2017 and amended in 2019.

It was identified with the completion of the comprehensive plan that the strategic plan would need to be updated based on the goals that had been completed in the previous strategic plan and to also serve as an implementation and prioritization tool to help move the comprehensive plan forward. The county had identified funds in previous budgets to hire a consultant to facilitate and develop an updated strategic plan consistent with the county comprehensive plan. These funds were included in the recently approved budget carryover for 2023 as a part of another contingency.

On March 2, 2023, the County Administrator issued a Request for Proposals seeking consulting services to help facilitate the strategic planning process. A total of four responses were submitted to the Administrator's Office and all four consultants were interviewed. Upon completion of the interviews, the Executive Committee was provided information related to the proposals including costs, facilitation process, approach to use of existing plans, interview personality, and the approach to outreach and engagement with various stakeholders. After discussing the various attributes of each consultant, while placing a priority on outreach and engagement, the Executive Committee recommended contracting with SBrand Strategies at a price not to exceed \$67,750.

The scope of work will include

- a) Project kick off,
- b) Research and review of all existing plans to incorporate the value of the previous planning process, specifically the comprehensive plan
- c) Review of demographic and statistical data
- d) Interviews
- e) Focus group meetings

- f) Implementation Planning
- g) Strategic Plan drafting

The schedule has been developed to coincide with preparation for the upcoming Fiscal Year 2024 budget with the goal to have a draft planned for the County Board to review at its August County Board meeting.

The Executive Committee considered this resolution at its meeting on March 29, 2023, and recommended forwarding to the County Board to contract with SBrand Strategies to update the Jefferson County Strategic Plan at a cost not to exceed \$67,750, by a vote of 5-0.

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

WHEREAS, the County had identified the need to update its strategic plan and has reserved sufficient funding toward the project, and

WHEREAS, the County developed a time frame and specific goals and timelines that were considered in the development of an RFP for services, and

WHEREAS, the County received four proposals and all prospective consultants were interviewed, and

WHEREAS, Jefferson County considered a variety of factors to determine the appropriate consultant to meet the desired outcomes of this process.

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, Groose, Smith, Martin, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaekel, 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 located at 683 North Watertown Avenue, Jefferson, Wisconsin

Executive Summary

On September 28, 1998, Jefferson County was granted a right of first refusal to purchase a parcel of real property located at 683 North Watertown Avenue in the City of Jefferson. This property is currently a single-family home on a .43 acre lot which is located directly adjacent to the former county highway facility on the northeast corner. Following completion of the current Jefferson County highway facility, the former highway facility was listed for sale. In its desire to increase the development potential of the former highway facility, the city of Jefferson made a formal offer to purchase the residential property located at 683 North Watertown Avenue on March 21, 2023, from the current owners, subject to Jefferson County waiving its right to purchase.

As part of the on-going process for redevelopment of the former highway facility, Jefferson County has continued to work with the city of Jefferson on the best vision to redevelop this area. Because there is no longer a need by Jefferson County to acquire this property for expansion of its highway facility, there is no reason for Jefferson County to exercise its right of first refusal and purchase this property. To assist with the marketability of the former highway facility following submission

of a letter of intent to purchase by a potential developer, County staff are recommending that the deed restriction be waived so that the city can purchase this residential property and continue its efforts related to the vision and future of the former Jefferson County highway facility.

The Finance Committee considered this resolution on April 12, 2023, and recommended forwarding to the county board for approval by a vote of 5-0.

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

WHEREAS, the County has entered into a Letter of Intent towards the purchase of the former highway facility in Jefferson, with the intention and plan to redevelop said site, and

WHEREAS, the County has worked collaboratively with the City of Jefferson and the developer towards a project that meets the vision and planning of the city and provides an impact to the region, and

WHEREAS, the City of Jefferson has entered into an offer to purchase for 683 N. Watertown Road, Jefferson, WI from the current property owner, and

WHEREAS, Jefferson County has a deed restriction recorded for a right of first refusal on said property, and,

WHEREAS, Jefferson County no longer has a need to exercise the right of first refusal because highway operations are no longer conducted at this location, and

WHEREAS, Jefferson County waiving its right of first refusal will assist with the redevelopment of the former highway facility.

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.

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