

JEFFERSON COUNTY BOARD MINUTES

TUESDAY, January 16, 2024, 7:00 P.M.

The County Board meeting originally scheduled for January 9, 2024, was rescheduled to January 16, 2024, due to inclement weather.

Vice Chair Michael Wineke presiding.

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

Supervisors Lund, Fitzgerald, Gulig, Nass, Backlund, and Richardson were absent. All but Richardson having given prior notification, were excused.

District 1	Richard C. Jones	District 2.....	Cassie B. Richardson
District 3	Robert Preuss	District 4.....	Karl Zarling
District 5	James B. Braughler	District 6.....	Dan Herbst
District 7	Dwayne C. Morris	District 8.....	Michael Wineke
District 9	Bruce Degner	District 10.....	Mark Groose
District 11	Vacant	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

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

Wehmeier certified compliance with the Open Meetings Law.

Approval of the Agenda. Wineke requested that the Special order of Business items be rearranged. Poulson moved to accept this change and otherwise approve as drafted. Seconded by Jaeckel and passed.

Poulson, Executive Committee Vice Chair, moved to approve the County Board minutes from December 12, 2023. Seconded by Foelker 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 January 18, 2024, at 7:00 p.m.
2. Treasurer’s Report.

**GENERAL FINANCIAL CONDITION JEFFERSON COUNTY, WISCONSIN
January 01, 2024**

Available Cash on Hand		
December 01, 2023	\$ (796,744.28)	
December Receipts	\$ <u>14,581,549.94</u>	
Total Cash		\$13,784,805.66
Disbursements		
General – December 2023	\$ 10,849,943.80	
Payroll – December 2023	\$ <u>2,138,533.44</u>	
Total Disbursements		\$ <u>12,988,477.24</u>
		\$ 796,328.42
Cash on Hand (in bank) November 01, 2023	\$ 1,973,361.44	
Less Outstanding Checks	\$ 1,177,033.02	
Total Available Cash		\$ 796,328.42
Local Government Investment Pool – General		\$ 13,394,761.50
DANA Investments		\$ 36,538,346.20
EHLERS Investments		\$ 7,145,799.69
Local Government Investment Pool - Clerk of Courts		\$ 31,250.56
Local Government Investment Pool - Farmland Preservation		\$ 192,444.91
Local Government Investment Pool - Parks/Liddle		\$ 92,517.45
Local Government Investment Pool - County Bond		\$ <u>574,081.89</u>
		\$ 57,969,202.20
2023 Interest - Super N.O.W. Acct.		\$ 624.50
2023 Interest – Sweep Acct.		\$ 9,347.17
2023 Interest - L.G.I.P. - General Funds		\$ 1,586,329.29
2023 Interest - EHLERS 2022A		\$ 291,201.94
2023 Interest - DANA Investments		\$ 1,073,147.98
2023 Interest - L.G.I.P. - Parks/Carol Liddle Fund		\$ 4,525.25
2023 Interest - L.G.I.P. - Farmland Preservation		\$ 9,412.93
2023 Interest - L.G.I.P. - Clerk of Courts		\$ 1,528.53
2023 Interest - L.G.I.P. - County Bond		\$ <u>57,184.72</u>
Total 2023 Interest		\$ 3,033,302.31

KELLY M. STADE, JEFFERSON COUNTY TREASURER

3. Fiscal Year 2025 Budget Calendar.

Public Comment: None

Special Order of Business:

1. Overview of County Board Rules Proposed Changes given by Corporation Counsel Danielle Thompson.
2. Presentation by Detective Sergeant Dan Horvatin from the Jefferson County Joint Drug Task Force.

Committee Reports, Resolutions, Proclamations, and Ordinances:

Poulson, Executive Committee Vice Chair, introduced Resolution No. 2023-63. Authorizing the execution of an intergovernmental Autopsy Agreement with Milwaukee County

Executive Summary

Historically, Milwaukee County has performed autopsy services for Jefferson County by informal agreement. Milwaukee County desires to formalize the terms of the prior arrangement as set forth in the attached Autopsy Agreement. Pursuant to the proposed Autopsy Agreement, Jefferson County

will compensate Milwaukee County a total of \$1,800 for each autopsy performed and \$900 for each external examination performed. These fees include all pathologist dissection, routine toxicology, photography, digital radiography, and routine histology services. Milwaukee County will also provide expert testimony when needed at a rate of \$500/hr. Based on research by the Jefferson County Medical Examiner's office, Milwaukee County provides the most cost-effective and comprehensive services in the area at this time. The proposed Autopsy Agreement further outlines expectations regarding transportation, storage, open records, and insurance.

This resolution authorizes the County Administrator to execute the attached intergovernmental agreement with Milwaukee County for autopsy services from January 1, 2024, through December 31, 2024. The Executive Committee considered this resolution at its meeting on December 27, 2023, and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County has a need for autopsy services; and

WHEREAS, Milwaukee County has the ability to provide comprehensive, cost-effective autopsy services to Jefferson County; and

WHEREAS, the Jefferson County Medical Examiner's office has provided for these anticipated autopsy fees in its 2024 budget.

NOW, THEREFORE, BE IT RESOLVED the County Board authorizes the County Administrator to finalize and execute the attached Autopsy Agreement with Milwaukee County for the term of January 1, 2024, to December 31, 2024.

Fiscal Note: The cost of the autopsies as stated in the Agreement at the rate of \$1,800 per autopsy have been included in the 2024 budget. Therefore, no budget adjustment is necessary.

Poulson moved for the adoption of Resolution No. 2023-63. Seconded by Jaeckel and passed.

Jones, Finance Committee Chair, introduced Resolution No. 2023-64. Approving Increase in Passport Photo Fee and amending the 2024 budget

Executive Summary

The Jefferson County Clerk's Office is a passport acceptance agent for the U.S. Department of State. As part of the passport services, the County Clerk's office also takes passport photos. Currently, Jefferson County charges \$12.00 for passport photos. Based upon the County Clerk's market review, Jefferson County's passport photo fees are lower than surrounding counties and businesses that provide this service. Based on the market data, the County Clerk proposes increasing the passport photo fee to \$15.00/photo. This will also help to offset the cost of equipment and staff time for providing this service.

This resolution authorizes the increase in passport photo fees from \$12.00 to \$15.00 in the 2024 Jefferson County Budget. The Finance Committee considered this resolution at its meeting on January 3, 2024, and recommended forwarding it to the County Board for approval.

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

WHEREAS, the Jefferson County Clerk's office currently provides passport photo services at a rate of \$12.00/photo, and

WHEREAS, amending the passport photo fee to \$15.00/photo will align Jefferson County's fee with the surrounding market and offset some of the costs of providing this service.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves the increase in passport photo fees from \$12.00 to \$15.00, and the Jefferson County 2024 budget is hereby amended to reflect the revised fee.

Fiscal Note: The fiscal impact of this fee increase cannot be determined at this time and no corresponding expenditure accounts are being affected by this resolution. Therefore, amending budget line items is not necessary. However since the fee schedule is included in the County

budget, this is a budget amendment and requires a two-thirds vote of the entire County Board of Supervisors (20 of 30 members).

Jones moved for the adoption of Resolution No. 2023-64. Seconded by Jaeckel and passed. Ayes 23 (Jones, Preuss, Zarling, Braughler, Herbst, Morris, Wineke, Degner, Groose, Smith, Martin, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Callan, Roberts, Christensen), Noes 0, Abstain 0, Absent 6 (Richardson, Lund, Nass, Backlund, Fitzgerald, Gulig,), Vacant 1.

Jones, Finance Committee Chair, introduced Resolution No. 2023-65. Accepting the Department of Children and Families Relative Caregiver Support Grant funding at the Human Services Department and amending the 2024 budget

Executive Summary

Jefferson County Human Services was recently awarded a grant from the Department of Children and Families (DCF) to assist relative caregivers in obtaining benefits and services in 2024.

The County will receive a grant in the amount of \$9,550. This grant will allow the Department to:

- Provide concrete supports such as bus tokens, groceries, or assistance to school related fees; and
- Help caregivers obtain legal guardianship or adoption, create visitation plans, and consult on will and power of attorney questions; and
- Assist relative caregivers by eliminating other barriers by providing support groups, outreach materials, staffing assistance, childcare needs, and other trainings.

This resolution authorizes the acceptance of the grant funding of \$9,550 and amends the 2024 budget accordingly. On January 3, 2024, the Finance Committee reviewed the request from the Human Services Director and recommended forwarding this resolution to the County Board for approval.

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

WHEREAS, grant funding is available from the Department of Children and Families to assist relative caregivers in obtaining benefits and services.

NOW, THEREFORE, BE IT RESOLVED that the Department of Human Services is authorized to accept the Department of Children and Families grant funding in the amount of \$9,550 and the 2024 County Budget is amended accordingly.

Fiscal Note: Please see the attached Budget Adjustment or Amendment Request form for the proposed adjustments to the 2024 budget. 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).

Jones moved for the adoption of Resolution No. 2023-65. Seconded by Kutz and passed. Ayes 23 (Jones, Preuss, Zarling, Braughler, Herbst, Morris, Wineke, Degner, Groose, Smith, Martin, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Callan, Roberts, Christensen), Noes 0, Abstain 0, Absent 6 (Richardson, Lund, Nass, Backlund, Fitzgerald, Gulig,), Vacant 1.

Braughler, Human Resources Committee Chair, introduced Ordinance No. 2023-20. Amending Personnel Ordinance section HR0120 Differences for Sworn, Non-Represented Law Enforcement Employees

Executive Summary

This ordinance amendment revises the existing Personnel Ordinance HR0120 concerning sworn, non-represented law enforcement employees. The amendment proposes that all accrual benefits and compensatory time accrual, usage, and method of payment, such as overtime pay for working

on holidays, will follow either the union labor contract or the personnel ordinance, depending on which provides a more favorable benefit for the non-represented, sworn employee. The Human Resources Committee considered this ordinance on January 3, 2024, and recommended forwarding to the County Board for approval.

WHEREAS, the executive summary is incorporated into this ordinance, and

WHEREAS, the current Personnel Ordinance HR0120 outlines specific provisions for sworn, non-represented law enforcement employees, and

WHEREAS, it is deemed necessary to amend these provisions to ensure that these employees receive the most beneficial terms regarding benefits and compensatory time accrual and usage.

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors that Section HR0120 of the Personnel Ordinance, Differences for Sworn, Non-represented Law Enforcement Employees be amended.

Section 1:

HR0120 DIFFERENCES FOR SWORN, NON-REPRESENTED LAW ENFORCEMENT EMPLOYEES

- A. All sworn, non-represented law enforcement employees will be subject to the policies in the union labor contract as it relates to employee contribution to WRS and health insurance premium contributions.
- B. All sworn, non-represented law enforcement employees will be subject to the policies in the Personnel Ordinance, except where the union labor contract provides more favorable terms regarding the accrual, usage, and calculation of payment for vacation, sick, holiday, shift differentials, field training officer differential, hazardous pay, and uniform allowance. In such cases, the terms of the union labor contract shall apply. In addition, longevity pay and sick leave payout shall be converted into a Health Insurance benefit for retirees and shall be paid by the County to the Administrator of the Health Insurance Benefit Trust, with longevity being paid on the first business day after December 1st of each year and the sick leave payout being paid on the first pay period following the employee's retirement date.
- C. Sergeants will be subject to the policies in the labor union contract as it relates to the accrual and usage of compensatory time [am. ord. 2006-35, 2/14/06; am. ord. 2008-24, 11/10/08; am. ord. 2008-33, 01/13/09; 3/13/12, ord. 2011-31; Ord. No. 2018-17, 10/23/18]
- D. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5-hour shifts in 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. [am. ord. 2010-22, 12/14/10; 3/13/12, ord. 2011-31; am. ord 2012-21, 12/11/12]
- E. Notwithstanding any other provision of this ordinance, in the case of the promotion to Sergeant, such employee shall receive the rate of compensation into the next higher step that provides a minimum of a 5% increase above the top step of the Detective position. In no case will a pay adjustment allow an employee's pay to exceed the established range maximum for the Sergeant position. [cr. ord. 2014-25, 11/12/14]

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

Fiscal Note: Amending this ordinance recognizes that accrued hours are part of the total hours budgeted per position and the fiscal impact will be determined based on manager's discretion to approve/deny requests to use accrued time which may require payment for overtime work due to employees using accruals or result in lost productivity. An increase in the calculation of pay has been included in the 2024 budget.

Braugler moved for the adoption of Ordinance No. 2023-20. Seconded by Turville-Heitz and passed.

Braugler, Human Resources Committee Chair, introduced Resolution No. 2023-66. Creating a Pool of As-Needed Female Jail Support Officers and a Jail Deputy Intern Position in the Sheriff's Office

Executive Summary

Jefferson County's Sheriff's Office currently faces challenges in maintaining a 24/7 presence of female deputies, crucial for specific duties required for female inmates. With only seven female deputies, of whom four are regularly assigned to the jail, the need for additional female staff is evident. The creation of a pool of as-needed Female Jail Support Officers and a Jail Deputy Intern position will provide the necessary support for tasks such as verifying urine collection and conducting strip searches, ensuring dignity and security for female inmates. This resolution aims to address this staffing need in the 2024 budget.

The resolution requesting the creation of a pool of As-Needed Female Jail Support Officers and a Jail Deputy Intern Position in the Sheriff's Office was reviewed by both the Finance Committee and the Human Resources Committee on January 3, 2024. Both committees recommended forwarding this resolution to the County Board to create a pool of As-Needed Female Jail Support Officers and a Jail Deputy Intern Position in the Sheriff's Office

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

WHEREAS there is a critical need for female staff in the Sheriff's Office to perform specific duties for female inmates; and

WHEREAS the current staffing of female deputies in the Sheriff's Office is insufficient to ensure 24/7 coverage for these duties.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board approves the recommendation to create a pool of as-needed Female Jail Support Officers and establish a Jail Deputy Intern position in the Sheriff's Office for the 2024 budget.

Fiscal Note: The exact financial implications for salary and fringe benefits will be determined based on the number of positions hired and their respective salaries. However, it is anticipated that the wages for the new positions will be fully funded by the cost of vacant positions currently existing in the Sheriff's Department, therefore, no additional tax levy is required for these positions with a potential savings in salary and benefits. 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).

Braugler moved for the adoption of Resolution No. 2023-66. Seconded by Morris and passed. Ayes 23 (Jones, Preuss, Zarling, Braugler, Herbst, Morris, Wineke, Degner, Goose, Smith, Martin, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Callan, Roberts, Christensen), Noes 0, Abstain 0, Absent 6 (Richardson, Lund, Nass, Backlund, Fitzgerald, Gulig.), Vacant 1.

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. 2023-21. 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 R4506A-23, R4507A-23 and R4508A-23 were referred to the Jefferson County Planning and Zoning Committee for public hearing on December 21, 2023, and

WHEREAS, the proposed amendments have 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 AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

Rezone part of PIN 008-0715-0211-001 (11.91 ac) to create a 3.6-ac farm consolidation lot around the home & buildings at **N7262 County Road D**, Town of Farmington. This is in accordance with Sec 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditioned upon approval and recording of a final certified survey map for the lot and a septic easement, if necessary. R4506A-23 – R&W Ventures LLC

Rezone 2 ac of PIN 008-0715-3223-000 (40 ac) to create a new building site near **W4466 Hillview Ln** in the Town of Farmington in accordance with Sec 11.04(f)8 of the Jefferson County Zoning Ordinance. The rezoning will use the last available A-3 zone for the property, and therefore is conditioned upon recording of an affidavit acknowledging that fact. It is further conditioned upon road access approval, receipt by Zoning of a suitable soil test on the lot, and approval and recording of a final certified survey map. R4507A-23 – Brandon & Rachel Thom/Paul Lukas & Kerry Furlong Property

Create a 4.522-ac farm consolidation lot at **W6232 US Highway 18**, Town of Jefferson from part of PIN 014-0614-0443-000 (19.49 ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. The rezoning is conditioned upon approval and recording of a final certified survey map for the lot, including extraterritorial plat review, if necessary. R4508A-23 – Richard & Marlene Schroedl Trust:

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.

Jaeckel moved for the adoption of Ordinance No. 2023-21. Seconded by Poulson and passed. Kannard abstained from voting due to a potential conflict of interest.

Appointment by County Administrator:

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

Carl Jaeger, Jr. to the Sheriff's Civil Service Commission for a 5-year term ending January 01, 2029.

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

Appointment by County Board Chair:

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

Peter Killoran, to the Jefferson County Historical Sites Preservation Council to fill an unexpired term ending April 23, 2024.

Wineke moved to confirm the above appointment. Seconded by Morris and passed.

Appointments by Fair Park Committee:

Pursuant to Jefferson County Ordinance 2023-17, the Jefferson County Fair Park Committee moves for confirmation of following appointments to the Jefferson County Fair Advisory Board:

3-year term (terms expiring on August 31, 2026)

Brad Gefvert (Town of Oakland)

Carie Pellmann (Town of Hebron)

Heather Reu (Town of Cold Spring)

Kevin Doherty (Town of Watertown)
Kylene Anderson (Town of Jefferson)
Ryan Isaacsen (Town of Palmyra)
Tom Kohls (City of Watertown)

2 -year term (terms expiring on August 31, 2025)

Curt Backlund (Town of Jefferson)
Jessica Hansen (City of Fort Atkinson)
Joy Brattlie (Town of Lake Mills)
Kim Turner (Town of Aztalan)
LaVern Georgson (Town of Oakland)
Leah Mindemann (Town of Farmington)
Lindsay Baneck (Town of Farmington)

1-year term (terms expiring on August 31, 2024)

Angie Greving (Town of Sullivan)
Gary Skalitzky (Town of Waterloo)
Hope Oostdik (Town of Lake Mills)
Jeremy Chwala (Town of Aztalan)
Jim Schroeder (City of Jefferson)
Robert Ganzow (Town of Jefferson)

Poulson moved to confirm the above appointment. Seconded by Lindl and passed.

Public Comment: (General) None

Announcements:

Supplemental information presented at the January 16, 2024, 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 Kannard and passed at 8:34 p.m.