

JEFFERSON COUNTY BOARD MINUTES

TUESDAY, October 22, 2024, 7:00 P.M.

Chair Steven Nass presiding.

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

Supervisors White and Poulson were absent. Poulson, having given prior notification, is excused.

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	Elizabeth Hafften	District 12.....	Matthew Tracy
District 13	Amanda Truax	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.....	Amanda Golson
District 27	Joan Callan	District 28.....	Anthony Gulig
District 29	Mary K. Roberts	District 30.....	Walt Christensen

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

Wehmeier certified compliance with the Open Meetings Law.

Approval of the Agenda. Jeeckel moved to accept the agenda as drafted. Seconded by Backlund and passed.

Communications: None

Public Comment: None

Reports:

1. Net New Construction 2024 given by Wehmeier.
2. 2024 County Apportionment given by Wehmeier.

Public Hearing on the 2025 Recommended Budget:

Jones moved to open the public meeting at 7:03 p.m. Seconded by Jaeckel and passed.

The floor was opened for public comment on the 2025 Recommended Budget. Short discussion followed.

Jones moved to close the public meeting at 7:06 p.m. Seconded by Gulig and passed.

Special Order of Business:

Resolutions and Ordinances:

Wineke, Executive Committee Chair, introduced Resolution No. 2024-56. Authorizing Contract with Executive Search Firm

Executive Summary

The services of an Executive Search Firm are necessary to recruit qualified candidates for the County Administrator position. An executive search firm will develop a candidate profile and recruitment strategy, recruit and screen candidates and assist in candidate selection.

The County posted a Request for Proposals seeking proposals for executive recruitment services and received five responses. Senior staff and the County Board Chair reviewed the proposals and interviewed the top three candidates. Based on that review, they recommend the contract be awarded to CPS HR Consulting. CPS HR Consulting has extensive experience in recruiting executive-level professionals for public agencies nationwide. They have a broad network of public agency contacts and nationwide reach. Additionally, the proposal offered an all-inclusive flat rate pricing model.

This resolution authorizes the County Administrator to enter into a contract with CPS HR Consulting for executive recruitment services for the County Administrator position. The Executive Committee considered this resolution at its meeting on October 22, 2024, and recommended forwarding it to the County Board for approval.

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

WHEREAS, Jefferson County is in need of the services of an Executive Search Firm to assist in recruiting a qualified successor for the County Administrator position, and

WHEREAS, Jefferson County published a Request for Proposals and received responses from five vendors:

CPS HR Consulting	\$30,000 flat fee
Charter Oak Recruitment Services	\$12,300+ optional guarantee
MGT (formerly GovHR)	\$25,000+ travel
Public Administration Associates, LLC	\$23,250
Pracademic Partners	\$25,000

WHEREAS, senior staff and the County Board Chair reviewed the proposals and interviewed the top candidates and recommends awarding the contract to CPS HR Consulting, and

WHEREAS, the Executive Committee finds that CPS HR Consulting provided the most advantageous proposal for Jefferson County.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to negotiate and execute a contract with CPS HR Consulting for executive recruitment services.

Fiscal Note: Funding for executive recruitment services shall be allocated from the contingency fund to the County Board budget. The Finance Committee has authorized this transfer at their October 22, 2024, meeting. No budget adjustment is necessary.

Wineke moved for the adoption of Resolution No. 2024-56. Seconded by Christensen and passed.

Backlund, Fair Park Committee, introduced Resolution No. 2024-57. Authorizing the Purchase & Installation of PA System for Fair Park

Executive Summary

In March of 2021, Jefferson County was awarded an ARPA Tourism Grant from the Wisconsin Department of Administration. One of the needs identified during the application process was a

reliable Public Address (PA) system on the fairgrounds. Jefferson County Fair Park currently does not have a reliable PA system which causes recurring technical challenges and inconveniences for staff and clients. Jefferson County is upgrading the PA system to streamline operations and ensure clear, high-quality audio across the entire fairgrounds. This investment will not only meet the immediate needs of clients but also position the Fair Park as a more attractive and competitive venue for future events. Approximately \$40,000 of funding was awarded for this project.

Jefferson County Fair Park staff solicited proposals from five companies for the proposed PA system upgrade and received three responses. AVI Systems provided the most reasonable proposal which satisfies the current scope of work and meets the future needs of the Fair Park. Additionally, AVI Systems has committed to completing the work by the end of the year which will satisfy the Tourism Grant requirements.

This resolution authorizes the County Administrator to contract with AVI Systems for the purchase and installation of a comprehensive Public Address (PA) system for Jefferson County Fair Park. The Fair Park Committee considered this resolution at its meeting on October 10, 2024, and recommended forwarding it to the County Board for approval.

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

WHEREAS, Jefferson County applied for and received Tourism Grant Funds, and incorporated those funds into its 2024 budget, and

WHEREAS, Jefferson County solicited proposals from five vendors to upgrade the PA system and received responses from three companies:

AVI Systems	\$38,499.32
Wisconsin Audio Video (<i>with components missing</i>)	\$29,542.01
Audio Contractors (<i>with components missing</i>)	\$38,648.18

WHEREAS, the Fair Park Committee recommends the most advantageous proposal for Jefferson County was submitted by AVI Systems.

NOW, THEREFORE, BE IT RESOLVED that County Administrator is authorized to negotiate and execute a contract with AVI Systems for the purchase and installation of a comprehensive Public Address (PA) system for the Jefferson County Fair Park.

Fiscal Note: Grant funds and related expenses for this project are currently appropriated in the 2024 budget. No budget adjustment is necessary.

Backlund moved for the adoption of Resolution No. 2024-57. Seconded by Herbst and passed.

Braugler, Human Resources Committee Chair, introduced Ordinance No. 2024-13.

The Sheriff's Office is currently understaffed and needs to recruit and hire for numerous vacancies. There is a need to revise the recruitment process to enhance efficiency and effectiveness. In an effort to align the recruitment and promotional process with the specific needs of the Jefferson County Sheriff's Office, the following amendments to the Civil Service Ordinance are proposed:

1. Changing the recruitment process for Deputy Sheriff positions so that the Sheriff, rather than the Civil Service Commission, is responsible for screening and hiring candidates.
2. Outlining the duties of the Civil Service Commission as it relates to promotional positions.
3. Clarifying the minimum requirements for positions within the Sheriff's Office.
4. Expanding the candidate pool for promotional positions to include external candidates with the requisite years of experience within a law enforcement agency, rather than limiting it to experience within a Sheriff's Office, at the Sheriff's discretion.

Braugler moved for the adoption of Ordinance No. 2024-13. Seconded by Jaeckel and passed. Ayes 28 (Jones, Richardson, Preuss, Zarling, Braugler, Herbst, Morris, Wineke, Degner, Groose, Hafften, Tracy, Truax, Lund, Nass, Turville-Heitz, Kutz, Drayna, Backlund, Kannard, Jaeckel, Lindl, Foelker, Golson, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 2 (White, Poulson), Vacant 0.

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 following appointment:

Travis Maze, Sheriff's Representative, to the Traffic Safety Commission for an indeterminate term.

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

Public Comment: (General)

1 Member of the public spoke on Real Women's Day on October 10, 2024, and Domestic Violence Awareness Month.

Announcements:

Supplemental information presented at the October 22, 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 Gulig and passed at 7:22 p.m.