

JEFFERSON COUNTY BOARD MINUTES
TUESDAY, February 11, 2025, 7:00 P.M.

Chair Steve Nass presiding.

County Clerk Audrey McGraw called the roll, all members being present in person except Jones, Richardson, and Zarling, who were present via Zoom.

Supervisors Backlund and Preuss were absent and both having given prior notice were 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 Groose
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

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

Luckey certified compliance with the Open Meetings Law.

Approval of the Agenda. Poulson moved to approve as drafted. Seconded by Turville-Heitz and passed.

Wineke, Executive Committee Chair, moved to approve the County Board minutes from January 14, 2025, with one correction. Seconded by Poulson 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 February 20, 2025, at 7:00 p.m.
2. Treasurer's Monthly Report.

GENERAL FINANCIAL CONDITION JEFFERSON COUNTY, WISCONSIN
February 01, 2025

Available Cash on Hand	
January 01, 2025	\$ 1,280,759.70
January Receipts	\$ <u>18,297,687.86</u>

February 11, 2025

Total Cash		\$ 19,578,447.56
Disbursements		
General – January 2025	\$ 8,134,586.81	
Payroll – January 2025	<u>\$ 1,988,223.68</u>	
Total Disbursements		<u>\$ 10,122,810.49</u>
		\$ 9,455,637.07
Cash on Hand (in bank) January 01, 2025	\$10,340,854.17	
Less Outstanding Checks	<u>\$ 855,217.10</u>	
Total Available Cash		\$ 9,455,637.07
Local Government Investment Pool – General		\$ 21,942,678.35
DANA Investments		\$ 31,840,857.19
Local Government Investment Pool - Clerk of Courts		\$ 33,044.84
Local Government Investment Pool - Farmland Preservation		\$ 203,494.22
Local Government Investment Pool - Parks/Liddle		\$ 97,829.39
Local Government Investment Pool - County Bond		<u>\$ 607,043.08</u>
		\$ 54,724,947.07
2025 Interest - Super N.O.W. Acct.		\$ 6.36
2025 Interest – Sweep Acct.		\$ 29,511.45
2025 Interest - L.G.I.P. - General Funds		\$ 77,358.81
2025 Interest - DANA Investments		\$ 110,699.30
2025 Interest - L.G.I.P. - Parks/Carol Liddle Fund		\$ 363.17
2025 Interest - L.G.I.P. - Farmland Preservation		\$ 755.42
2025 Interest - L.G.I.P. - Clerk of Courts		\$ 122.67
2025 Interest - L.G.I.P. - County Bond		<u>\$ 2,253.49</u>
Total 2025 Interest		\$ 221,070.67

KELLY M. STADE, JEFFERSON COUNTY TREASURER

3. County Board yearly summary report.

Public Comment:

6 members from the public spoke on item number 14b, rezoning from A-1 to A-2 to allow for boat storage business near W1380 County Road B in Town of Concord, PIN 006-0716-1642-000.

Committee Reports, Resolutions, Proclamations, and Ordinances:

Truax, Broadband Working Group Chair, introduced Resolution No. 2024-80. Endorsing Bug Tussel for BEAD Funding for Broadband Expansion in Jefferson County

Executive Summary

Part of the application process for the Broadband Equity, Access and Deployment (BEAD) Grant available from the federal government through the State of Wisconsin's Public Service Commission is an endorsement by the county and/or tribe where the project is located. A resolution from the county where the project is located, along with a corresponding letter to the Public Service Commission, can grant an ISP seven points out of a 100-point application.

The Jefferson County Board of Supervisors issued three ISP endorsements at their January meeting. The Broadband Working Group issued one final invitation for ISPs to present to them for endorsement consideration. At their meeting on February 7, 2025, the Broadband Working Group voted to endorse Bug Tussel in their application for BEAD funding and recommended advancing this to the full County Board of Supervisors for approval.

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

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WHEREAS, the Jefferson County Board of Supervisors recognizes that broadband connectivity and reliability is critical infrastructure for residents and visitors, and to respond to that need has established a Broadband Working Group, and

WHEREAS, the Wisconsin Public Service Commission has made endorsement by a county board an important piece of the Broadband Equity, Access, and Deployment (BEAD) grant process, and

WHEREAS, Bug Tussel is seeking BEAD funding for Broadband Serviceable Locations (BSLs) in Jefferson County, and

WHEREAS, the Broadband Working Group has reviewed endorsement applications submitted through a Request for Information process and scored them based on criteria that will best benefit Jefferson County, such as speed to deployment, non-promotional pricing, and proposed internet speeds.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors en-dorses Bug Tussel for BEAD funding for all BSLs within Jefferson County.

BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors directs the County Clerk to draft and provide a letter to the Public Service Commission of Wisconsin and Bug Tussel outlining this endorsement, which shall include the minutes from this meeting.

Fiscal Note: This resolution has no fiscal impact.

Truax moved for the adoption of Resolution No. 2024-80. Seconded by Poulson and passed.

Wineke, Executive Committee Chair, introduced Ordinance No. 2024-19. ADOPTING AND ENACTING A NEW CODE FOR JEFFERSON COUNTY, WISCONSIN; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

Executive Summary

Codification is the process of compiling, consolidating, and organizing existing ordinances into a single structured code for easy reference and access by the public. Currently, Jefferson County has over 50 individual general ordinances with distinct formats and numbering systems. With the assistance of CivicPlus, LLC, Jefferson County staff has been working to codify existing Jefferson County ordinances into a single, systematic code to improve efficiency and transparency for the public. This process has involved reviewing all existing ordinances and editing both for internal consistency and consistency with current state law.

The Jefferson County Code of Ordinances is now ready for adoption. By enacting this Code, prior versions of ordinances that are reproduced in the codification will be repealed and replaced. There are certain ordinances which pertain to internal procedures such as our Personnel Ordinance and ordinances which govern a single event or transaction that are not included in the code. Those ordinances will be “saved from repeal” meaning they will remain valid post-codification.

A copy of the Code of Ordinances is available for public inspection in the County Clerk’s office. Following the adoption of the code, it will also be available via an online platform hosted by CivicPlus which will be linked to our website. As new ordinances are passed, the code will be regularly updated with amendments and supplements.

This ordinance adopts the Jefferson County Code of Ordinances as the official set of local laws. The Executive Committee considered this ordinance at its meeting on January 29, 2025, and recommended forwarding it to the County Board for approval.

NOW THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF SUPERVISORS:

Section 1. The Code entitled "Code of Ordinances, Jefferson County, Wisconsin," published by CivicPlus, LLC, consisting of chapters 1 through 22, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before August 12, 2024, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine up to and including the maximum amount permitted or required by state law. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the county board may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the county board to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after August 12, 2024, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective upon passage and publication as provided by law.

Fiscal Note: None

Wineke moved for the adoption of Ordinance No. 2024-19. Seconded by Poulson and passed.

Jones, Finance Committee Chair, introduced Resolution No. 2024-81. Raising the asset capitalization threshold from \$5,000 to \$10,000

Executive Summary

The term capital assets is used to describe assets that are used in operations that have useful lives extending beyond a single year. Accounting standards require governments to allocate the cost of a capital asset over its useful life under the full accrual basis of accounting. The government must select a cost threshold over which these capital assets will be recorded. Jefferson County, like almost all other state and local governments, has historically followed guidance issued by the U.S. Office of Management and Budget (OMB) when selecting its capitalization threshold. On February 10, 1998, Jefferson County approved a resolution that adopted a capitalization threshold of \$5,000 as recommended by the OMB.

Effective October 1, 2024, the OMB recommended capitalization threshold has risen from \$5,000 to \$10,000. The Finance Committee met on February 4, 2025, and voted unanimously to adopt this recommendation effective on January 1, 2026. This allows the County adequate time to communicate this change for the 2026 budget process.

WHEREAS, Resolution No. 97-89 adopted February 10, 1998, established a fixed asset capitalization level of \$5,000 as recommended by U.S. Office of Management & Budget (OMB) under OMB Circular A-87, and

WHEREAS, effective October 1, 2024, the OMB has revised the guidance on its recommended capitalization threshold from \$5,000 to \$10,000.

NOW, THEREFORE, BE IT RESOLVED that all Jefferson County departments shall use the fixed asset capitalization level of \$10,000 as recommended by the U.S. Office of Management and Budget effective for the 2026 budget year.

Fiscal Note: Increasing the capitalization threshold will increase the County's operating budget and reduce the capital budget. Traditional methods for funding the capital budget have been tax levy related to net new construction, debt issuance and carryforward funds. These methods would likely be replaced by a combination of property tax levy, revenue growth in other general-purpose revenues such as sales tax or shared revenue, and a reduction of operating expenses. Capital requests funded by general purpose revenue for items with a cost between \$5,000 and \$10,000 were \$34,500 for 2025, \$44,927 for 2024 and \$14,800 for 2023.

Jones moved for the adoption of Resolution No. 2024-81. Seconded by Jaeckel and passed.

Jones, Finance Committee Chair, introduced Resolution No. 2024-82. Denying Claim for damages by Charter Spectrum

Executive Summary

A claim has been made against Jefferson County for damages. The claim has been reviewed by the County's insurance carrier, WMMIC, and was recommended for disallowance based on the finding that the County has no liability for this claim and is not legally responsible for the alleged damages. This resolution formally denies the claim filed against Jefferson County and directs the Corporation Counsel to give the claimant notice of disallowance. The Finance Committee considered this resolution on February 04, 2025, and recommended forwarding to the County Board for approval.

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

WHEREAS, the following claim was filed against Jefferson County as follows:

<u>Claimant</u>	<u>Date of Loss</u>	<u>Claim Filed</u>	<u>Description</u>	<u>Alleged Damages</u>
Charter Spectrum	11/04/2024	01/07/2025	Charter Spectrum alleges damage to one cable pedestal at W1943 Cty Rd CW, Watertown, WI during regular mowing operations by a Jefferson County highway employee.	\$1,008.13

WHEREAS, said damages are alleged to be the result of negligence of Jefferson County, its agents, officials, officers or employees, and

WHEREAS, Jefferson County's insurance carrier, Wisconsin Municipal Mutual Insurance Company, recommends disallowance of the claim on the basis that the County is not legally responsible for the alleged damages.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby disallows said claim and directs the Corporation Counsel to give the claimant notice of disallowance.

Fiscal Note: This matter has been referred to Wisconsin Municipal Mutual Insurance Company (WMMIC) and will be resolved in accordance with the terms of the County's policy.

Jones moved for the adoption of Resolution No. 2024-82. Seconded by Jaeckel and passed.

Braugher, Human Resources Committee Chair, introduced Resolution No. 2024-83. Addressing Leadership Restructuring and Staffing Adjustments in the Jefferson County Sheriff's Office

Executive Summary

The Jefferson County Sheriff's Office is undergoing a series of leadership transitions following recent retirements and appointments. This resolution addresses funding and structural adjustments to ensure operational continuity while acknowledging necessary role modifications. Specifically, upon the retirement of the Chief Deputy, the Chief Deputy position will be unfunded, and the Undersheriff position will be funded at 1.0 FTE. Additionally, the Jail Captain position title will be changed to Jail Administrator/Captain to better reflect its responsibilities. To facilitate a smooth transition, there will be an overlap period of up to three months, or until the Chief Deputy retires, whichever is sooner, allowing cross-training among the Chief Deputy, Undersheriff, and the newly hired Jail Administrator/Captain.

The Human Resources Committee considered this resolution at its meeting on January 21, 2025, and the Finance Committee considered this resolution at their meetings on January 7, 2025, and February 4, 2025. Both committees recommended forwarding to the County Board for approval.

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

WHEREAS, the Jefferson County Sheriff's Office has recently experienced significant leadership transitions, including the retirement of former Sheriff Paul Milbrath in August 2024 and the appointment of Patrol Captain Travis Maze as Sheriff, and

WHEREAS, the position of Administrative Captain, previously vacated, has been filled by the Jail Captain, with other responsibilities redistributed among existing staff, and

WHEREAS, an experienced former leader was rehired to the position of Undersheriff, covering both Jail Captain duties and Undersheriff responsibilities, following approval by the Jefferson County Law Enforcement Committee, Human Resources Committee, and Interim County Administrator, and

WHEREAS, upon the retirement of the Chief Deputy, the Chief Deputy position will be unfunded, and the Undersheriff position will be funded at 1.0 FTE, maintaining the existing pay grade unless otherwise approved by the County Board, and

WHEREAS, the Jail Captain position title will be changed to Jail Administrator/Captain to better reflect its expanded role and duties, and

WHEREAS, an overlap period of up to three months, or until the Chief Deputy retires, whichever is sooner, will be implemented to allow for necessary cross-training among the Chief Deputy, Undersheriff, and the newly hired Jail Administrator/Captain.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors authorizes unfunding the Chief Deputy position and the full funding of the Undersheriff position at 1.0 FTE upon the retirement of the current Chief Deputy, that the Jail Captain position title will be changed to Jail Administrator/Captain, and that a maximum of a three-month overlap of positions among the Chief Deputy, Undersheriff, and newly hired Jail Administrator/Captain shall be permitted to allow for necessary cross-training, or until the Chief Deputy retires, whichever occurs sooner.

BE IT FURTHER RESOLVED THAT the Sheriff's Office shall notify the Human Resources and Finance Committees of any changes to the Chief Deputy's retirement timeline and seek additional approval for any necessary structural or pay adjustments, which shall require County Board approval.

Fiscal Note: The Jail Administrator/Captain position is currently vacant, and funding for this position is being applied to the Undersheriff position. Once the Jail Administrator/Captain position

is filled, funding to overlap the Undersheriff and Chief Deputy positions will come from benefits budgeted for unfilled deputy positions, of which there are currently 16. Upon the retirement of the current Chief Deputy, the Chief Deputy position will be unfunded, and the Undersheriff position will be funded at 1.0 FTE within the existing budget. If further adjustments to the funding structure are required, additional approval from the County Board will be sought to ensure alignment with budgetary constraints and operational needs. 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).

Braughler moved for the adoption of Resolution No. 2024-83. Seconded by Callan and passed. Ayes 28 (Jones, Richardson, Zarling, Braughler, Herbst, Morris, Wineke, Degner, Goose, Hafften, Tracy, Truax, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Golson, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 2 (Preuss, Backlund), Vacant 0.

Braughler, Human Resources Committee Chair, introduced Resolution No. 2024-84. Amending the 2025 Budget to Transfer Program Assistant Position from Economic Development to Human Services Economic Support Division

Executive Summary

This resolution proposes amending the 2025 budget to maintain funding for the Program Assistant position within the Economic Development Department while authorizing the transfer of oversight and responsibilities for this position to the Human Services Department under the Economic Support Division. This adjustment aims to align the position's responsibilities, including HUD counseling and Financial Empowerment Center (FEC) initiatives, with the operational structure of the Economic Support Division. Funding for the position will remain within the Economic Development budget. This resolution was supported by the Human Resources Committee at their meeting on January 21, 2025, and is forwarded to the County Board for consideration and approval.

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

WHEREAS, the Program Assistant position in the Economic Development Department has historically provided critical support for HUD counseling and related initiatives, including the Financial Empowerment Center (FEC), and

WHEREAS, the responsibilities of this position align more closely with the operational objectives of the Human Services Department's Economic Support Division, and

WHEREAS, transferring the oversight and authorization of this position to the Economic Support Division will enable more effective management and integration of HUD counseling and FEC initiatives with intake and resource management efforts, and

WHEREAS, the funding for this position, totaling \$94,811 for wages and benefits, will remain within the Economic Development Department budget, and

WHEREAS, the Jefferson County Board of Supervisors seeks to ensure efficient use of resources while maintaining essential services provided by this position.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors amends the 2025 budget to maintain funding for the Program Assistant position within the Economic Development Department while authorizing the position and its oversight to transfer to the Human Services Department under the Economic Support Division.

Fiscal Note: The funding for this position is included in the Economic Development Department's 2025 budget, totaling \$94,811 for wages and benefits. The funding will remain within the Economic Development budget, while the position's oversight and responsibilities will transfer to the Human Services Department's Economic Support Division. No additional funding is required.

As 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).

Braugher moved for the adoption of Resolution No. 2024-84. Seconded by Herbst and passed. Ayes 28 (Jones, Richardson, Zarling, Braugher, Herbst, Morris, Wineke, Degner, Groose, Hafften, Tracy, Truax, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Golson, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 2 (Preuss, Backlund), Vacant 0.

**Braugher, Human Resources Committee Chair, introduced Resolution No. 2024-85.
Creating a Full-time Human Services Professional I in the Behavioral Health Division at Human Services**

Executive Summary

The Human Services Director recommends the creation of a full-time Human Services Professional I (HSP I) position within the 2025 budget. This position will support re-entry and addiction recovery efforts, aligning with Jefferson County's behavioral health objectives.

In December 2024, \$80,304 was approved by the County Board of Supervisors for wages and benefits for this role under the opioid funding appropriation. Since the approval, it has been determined that the position requires a higher classification than initially assessed. Any additional costs associated with this adjustment will be covered through the opioid settlement funds, ensuring no impact on the tax levy or future budget constraints. Additionally, delaying the hire date to February 1, 2025, or later will ensure that the \$80,304 allocation sufficiently covers the revised costs.

This resolution establishes this position and incorporates it into the County's staffing plan. The Human Resources Committee supported this proposal at their meeting on January 21, 2025, and recommended forwarding to the County Board for consideration and approval.

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

WHEREAS, Jefferson County recognizes the critical need to address the impacts of addiction and behavioral health challenges within our community, and

WHEREAS, Jefferson County Human Services has identified a gap in case management and re-entry services for individuals affected by substance use and incarceration, and

WHEREAS, the proposed Human Services Professional I (HSP I) position will provide targeted case management, crisis support, and community-based services to individuals impacted by addiction and re-entry challenges, and

WHEREAS, funding of \$80,304 for the wages and benefits of this position was approved by the Jefferson County Board in December 2024 under the appropriation of opioid settlement funds, and any additional costs due to the classification change will also be covered by the opioid settlement funds, and

WHEREAS, the creation of this position aligns with Jefferson County's strategic goals for behavioral health, substance use recovery, and re-entry programs.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors hereby authorizes the creation of one full-time Human Services Professional I (HSP I) position to provide essential case management and re-entry services and that the Jefferson County Human Services Department shall incorporate this position into its staffing plan, ensuring the effective implementation of the county's behavioral health and re-entry initiatives.

Fiscal Note: Funding for the Human Services Professional I position was approved by the County Board of Supervisors on December 10, 2024, under the appropriation of opioid settlement funds. The approved amount of \$80,304 will cover wages and benefits for 2025, with any additional costs

due to the higher classification covered through the same settlement funds. No additional funding or tax-levy increase is required. 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).

Braughler moved for the adoption of Resolution No. 2024-85. Seconded by Poulson and passed. Ayes 28 (Jones, Richardson, Zarling, Braughler, Herbst, Morris, Wineke, Degner, Groose, Hafften, Tracy, Truax, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Golson, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 2 (Preuss, Backlund), Vacant 0.

Braughler, Human Resources Committee Chair, introduced Resolution No. 2024-86. Eliminating Two Filled, Seasonal On-Site Caretaker Positions and Creating a Part-Time Building & Grounds Worker Role at Jefferson County Fair Park

Executive Summary

The Jefferson County Fair Park Director has recommended changes to the staffing structure at the Fair Park. Based on operational needs and staffing efficiencies observed during the 2024 season, the Director proposes eliminating two seasonal on-site caretaker positions and adding a 19-hour-per-week part-time Building & Grounds Worker Maintenance I (Grade 2) position. This change is cost-neutral and aims to enhance operational flexibility, reduce redundancy, and better align staffing resources with the demands of Fair Park's events and operations. The on-site caretaker positions have been filled by two individuals who have returned annually for the past eight years, establishing an expectation of continued employment. Consequently, this change could be considered a layoff.

This resolution eliminates the two seasonal caretaker positions and creates a part-time Building and Grounds Worker I position at the Fair Park. This resolution was supported by the Human Resources Committee at their meeting on January 21, 2025, and the Finance Committee at their meeting on February 4, 2025. Both committees recommended forwarding it to the County Board for consideration and approval.

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

WHEREAS, the Jefferson County Fair Park's on-site caretaker positions have historically provided overnight oversight, grounds maintenance, janitorial support, and event assistance, and

WHEREAS, recent operational experience has demonstrated that the overnight, on-site component of this position is no longer essential, and current staff scheduling has proven effective in meeting the operational needs of the Fair Park, and

WHEREAS, the on-site caretaker positions' redundancy in coverage creates inefficiencies in staff utilization and payroll expenditure, and

WHEREAS, the addition of a part-time 19-hour-per-week Building & Grounds Worker Maintenance I (Grade 2) position would provide greater scheduling flexibility, ensure adequate event coverage, and more efficiently allocate staff resources, and

WHEREAS, the proposed staffing adjustment has been confirmed as cost-neutral, with savings from the elimination of the on-site caretaker position offsetting the cost of the new part-time position, and

WHEREAS, the elimination of the on-site caretaker position may result in a one-time unemployment insurance (UI) cost of up to \$8,000 for the first year, which requires consideration as part of this staffing change, and

WHEREAS, the Fair Park Director recommends eliminating the on-site caretaker position effective March 2025 and hiring a part-time Building & Grounds Worker Maintenance I position by April 2025 to support the upcoming event season.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes the elimination of the two seasonal on-site caretaker positions and the creation of one Building & Grounds Maintenance I position at the Jefferson County Fair Park effective March 2025.

BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors acknowledges the contributions of Christine and Curt Kreklow during their tenure as on-site caretakers and directs the Fair Park Director to formally notify them of this staffing change, ensuring ample notice and support as they transition from this role.

Fiscal Note: The elimination of the two seasonal, on-site caretaker positions and the creation of a 19-hour-per-week part-time Building & Grounds Worker Maintenance I (Grade 2) position result in a cost-neutral adjustment. However, potential unemployment insurance (UI) costs are estimated at \$4,000 per individual for a total of \$8,000 in the first year. The Fair Park Director believes that the efficiencies of the new part-time position will provide ample savings to cover any potential unemployment expenses. No additional tax increase is required. 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).

Braugher moved for the adoption of Resolution No. 2024-86. Seconded by Jaeckel and passed. Ayes 28 (Jones, Richardson, Zarling, Braugher, Herbst, Morris, Wineke, Degner, Goose, Hafften, Tracy, Truax, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Golson, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 2 (Preuss, Backlund), Vacant 0.

Kutz, Human Services Board Vice Chair, introduced Resolution No. 2024-87. Accepting bid for a low-step minivan at Jefferson County Human Services and amending the 2025 budget
Executive Summary

Jefferson County Human Services was awarded a grant from the Department of Transportation (DOT) to purchase a low-step minivan for the Human Services Transportation Program, which provides driver/escort services to the elderly and persons with disabilities to get to medical appointments. The DOT grant will fund 80% of the purchase price, and the County will match 20%. Consistent with the Purchasing Ordinance, the County posted a Request for Bid seeking bids for the minivan. Three bids were received for this van. The lowest responsible bid was from Rock County Honda in the amount of \$41,238.

The purchase of this low-step minivan was included in the 2024 budget. However, due to the bidding process the purchase will take place in 2025. In order to complete the purchase, the funds previously approved for the minivan in 2024 will need to be carried over to the 2025 budget.

This resolution accepts the lowest responsible bid, amends the 2025 budget to carry over the funding, and authorizes the purchase of a low-step minivan from Rock County Honda at a price of \$41,238.00. The Finance Committee and The Human Services Board each considered this resolution at their meetings on February 4, 2025, and February 11, 2025, respectively. Both recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County is in need of new vehicles to continue operating its Transportation Program at the Human Services Department, and

WHEREAS, Jefferson County received the following three bids to provide this vehicle in response to an Request for Bids issued in November from:

Rock County Honda	\$41,238.00
Out the Mud Hauling	\$47,493.25
One Nation Distribution, LLC	\$48,989.00

WHEREAS, the Human Services Board recommends awarding the bid to Rock County Honda, as the lowest responsible bidder; and

NOW, THEREFORE, BE IT RESOLVED that the Department of Human Services is authorized to execute a contract with Rock County Honda to provide a low-step minivan for \$41,238.

Fiscal Note: The costs for the purchase and the grant revenue from the Department of Transportation were approved in the 2024 budget. However, the purchase did not occur in 2024 and the amount has been included in the 2025 Human Services carryover request. This resolution authorizes the carryforward of these funds from the 2024 budget to the 2025 budget. The Finance Director is hereby authorized to make the necessary budget adjustments to enact the resolution. As a budget amendment, this resolution requires twenty (20) of thirty (30) affirmative votes for passage.

Kutz moved for the adoption of Resolution No. 2024-87. Seconded by Morris and passed. Zoom went offline for 3 minutes so 2 people on zoom were not able to vote on this resolution and will be counted as absent.

Ayes 26 (Zarling, Braughler, Herbst, Morris, Wineke, Degner, Goose, Hafften, Tracy, Truax, Lund, Nass, Turville-Heitz, Kutz, White, Drayna, Kannard, Poulson, Jaeckel, Lindl, Foelker, Golson, Callan, Gulig, Roberts, Christensen), Noes 0, Abstain 0, Absent 4 (Preuss, Backlund, Richardson, Jones), Vacant 0.

Christensen, Parks Committee Chair, introduced Resolution No. 2024-88. Authorizing Motorized Recreation Grant Application to Fund the Jefferson County Snowmobile Trail Aid Program

Executive Summary

Jefferson County participates in the Wisconsin Department of Natural Resources Snowmobile Trail Aid Program funded by a Wisconsin Department of Natural Resources Motorized Recreation grant which provides funding for the development and maintenance of approximately 229.4 miles of public snowmobile trails in Jefferson County. Applying for these grant funds requires County Board authorization.

This resolution authorizes Jefferson County to submit a Wisconsin Department of Natural Resources Motorized Recreation grant application seeking funds for snowmobile trail maintenance and development, and to administer the funds according to the grant requirements. The Parks Committee considered this resolution at its January 30, 2025, meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County is interested in continuing to develop and maintain land for public outdoor recreation purposes which includes approximately 229.4 miles of public snowmobile trails in Jefferson County, and

WHEREAS, grant funds are available to Jefferson County to fund the Snowmobile Trail Aid Program and must be applied for annually, and

WHEREAS, Jefferson County includes the anticipated grant funds in the adopted budget each year for this program.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes the Jefferson County Parks Director to act on behalf of Jefferson County to:

- apply to the State of Wisconsin Department of Natural Resources for any financial aid that may be available for the Snowmobile Trail Aid program;
- submit reimbursement claims along with necessary supporting documentation;
- take all other action required to undertake, direct and administer the Snowmobile Trail Aid Program.

BE IT FURTHER RESOLVED that Jefferson County will comply with state and federal laws and rules requiring the program to be open to the general public during reasonable hours and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project sites.

Fiscal Note: The snowmobile trail aid program is expected to cost approximately \$68,820 for winter 2025-2026. One hundred percent (100%) of this cost is funded by the grant and the anticipated grant funds have been included in the adopted budget for 2025. This resolution authorizes the Jefferson County Finance Director to make any necessary budget adjustments for additional miles.

Christensen moved for the adoption of Resolution No. 2024-88. Seconded by Turville-Heitz and passed.

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. 2024-20. 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 R4379A-22, R4582A-24, R4583A-24 and R4584A-24 were referred to the Jefferson County Planning and Zoning Committee for public hearing on February 17, 2022, and January 16, 2025, and

WHEREAS, the proposed amendments have been given due consideration by the Board of Supervisors in open session, and

WHEREAS, as to Petition R4379A-22, the Jefferson County Board of Supervisors concurs with the analysis set forth in the attached Staff Report & Decision of the Jefferson County Planning & Zoning Committee and adopts the findings set forth therein as the findings of the County Board, and

WHEREAS, consistent with the recommendations of the Planning & Zoning Committee, the Board of Supervisors finds, where applicable, the standards set forth in s. 91.48 of the Wisconsin Statutes for rezoning out of an A-1 Exclusive Agricultural zone are met by the proposed rezones.

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-2 Agricultural and Rural Business
Rezone from A-1 to A-2 to allow for boat storage business near W1380 County Road B in Town of Concord, PIN 006-0716-1642-000. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. R4379A-22 – Boat House of Concord Real Estate LLC.

From A-1 Exclusive Agricultural to A-3 Agricultural and Rural Residential

Rezone from A-1 to A-3 to create a 3-acre farm consolidation around the existing buildings at W4510 Ebenezer Drive in the Town of Watertown, PIN 032-0815-2922-000 (27.157 ac). Rezoning is conditional upon an extraterritorial plat review. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. R4582A-24 – Michael & Rebecca Yenser. The property is owned by Arlene J. Kropf Trust.

Rezone from A-1 to A-3 to create a 1-acre residential building site at W4510 Ebenezer Drive in the Town of Watertown, PIN 032-0815-2922-000 (27.157 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map, receipt of suitable soil test, access approval of maintaining authority, extraterritorial plat review and filing of affidavit of zoning status on remaining lands and the lot redesigned to be only one acre in size that is clustered near existing proposed area. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. R4584A-24 – Michael & Rebecca Yenser. The property is owned by Arlene J. Kropf Trust.

From A-3 Agricultural and Rural Residential to A-2 Agricultural and Rural Business

Rezone 1-acre from A-3 to A-2 to allow for landscaping business to store equipment at N9027 County Road Q in Town of Milford, PIN 020-0814-0931-002 (1.0 ac.). Rezoning is conditional upon receipt of and recording of the plat of survey. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. R4584A-24 – Duane and Anita Bennett

The above zoning amendments shall be null and void and have no effect one year from the date of County Board approval unless all applicable conditions have been completed.

Fiscal Note: This Ordinance has no determinable fiscal impact.

Gulig moved to divide the Question to allow for separate consideration of the Petition to rezone, From A-1 Exclusive Agricultural to A-2 Agricultural and Rural Business

Rezone from A-1 to A-2 to allow for boat storage business near W1380 County Road B in Town of Concord, PIN 006-0716-1642-000. This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. R4379A-22 – Boat House of Concord Real Estate LLC. **Seconded by Groose and passed. Question divided.**

Kannard abstained from voting due to potential conflict of interest.

Christensen moved to postpone this decision and send the question back to the Jefferson County Zoning Committee for their consideration after the Concord Town Board meets on this question in April 2025 or at their earliest opportunity thereafter.

Seconded by Lund and motion failed to pass.

Kannard abstained from voting due to potential conflict of interest.

Jaekkel moved to vote on Petition to Rezone from A-1 to A-2 to allow for boat storage business near W1380 County Road B in Town of Concord, PIN 006-0716-1642-000. **Seconded by Foelker and passed.** Lund requested a roll call vote. Ayes 20 (Jones, Richardson, Zarling, Braughler, Herbst, Morris, Wineke, Degner, Tracy, Truax, Nass, Kutz, White, Drayna, Poulson, Jaekkel, Lindl, Foelker, Golson, Roberts), Noes 7 (Groose, Hafften, Lund, Turville-Heitz, Callan, Gulig, Christensen), Abstain 1 (Kannard), Absent 2 (Preuss, Backlund), Vacant 0.

Jaekkel moved to vote on remaining Petitions, excluding the petition to allow for boat storage business near W1380 County Road B in Town of Concord, PIN 006-0716-1642-000. **Seconded by Morris and passed.**

Kannard abstained from voting due to potential conflict of interest.

Appointment by County Board Chair:

By virtue of the authority vested in me under Section 3.05(1)(c)-(d) of the County Board Rules, I hereby request confirmation of the following appointment:

Joan Fitzgerald, Local State Official, to the Local Emergency Planning Committee (LEPC) for an indeterminate term.

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

Appointment 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 following appointment as listed in the agenda:

John Fox as Director of Facilities Management for an indeterminate term.

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

Appointment by Human Services Board:

By virtue of the authority vested in the Human Services Board under Section 3.05(1)(j) of the County Board Rules, the Human Services Board hereby requests County Board's confirmation of the following appointment:

Mary Jo Shackelford to the Nutrition Project Council to fill a term ending November 13, 2027.

Jones moved to confirm the above appointment. Seconded by Lund and passed.

Public Comment: (General) None

Announcements:

Supplemental information presented at the February 11, 2025, 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 Turville-Heitz and passed at 8:10 p.m.