

AGENDA

Executive Committee

Videoconference OR

Jefferson County Courthouse
311 S. Center Avenue, Room 202
Jefferson, WI 53549

Wednesday, February 23, 2022

8:30 a.m.

Committee Members

Amy Rinard, Chair; Jim Braughler, Vice Chair; Conor Nelan, Secretary; Steve Nass; Michael Wineke

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/tJEoc-ggpzljGdwRVTFIHeH3ZjOK0zqq4a70>

After registering, you will receive a confirmation email containing information about joining the meeting.

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Review of Agenda
5. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
6. Approval of January 26, 2022 Executive Committee meeting minutes
7. Approval of February 8, 2022 County Board meeting minutes
8. Communications
9. Discussion and possible action for special County Board meeting
10. Discussion and possible action for Design Development of county board room layout
11. Discussion on annual reports
12. Discussion and possible action on 2022-2024 official newspaper publication bids
13. Discussion and possible action on amendments to the County Board of Supervisors Rules of Order and County Board meeting procedures
14. Discussion and possible action on County Board Supervisor Orientation
15. County Administrator's monthly report
16. Discussion and possible action on tentative future meeting schedule and agenda items
17. Adjourn

A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

JEFFERSON COUNTY BOARD MINUTES
TUESDAY, February 08, 2022, 7:00 P.M.

Chair Steven Nass presiding.

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

Supervisors Payne, Nelan, David, and Lund were absent. Payne, having given prior notification, was excused.

District 1.. Richard C. Jones	District 2	Mike Kelly
District 3..... Greg David	District 4	Karl Zarling
District 5 James B. Braugher	District 6	Dan Herbst
District 7. Dwayne C. Morris	District 8	Michael Wineke
District 9..... Amy Rinard	District 10	Lloyd Zastrow
District 11..... Jeff Johns	District 12	Jeff Smith
District 13..... Anita Martin	District 14	Kirk Lund
District 15.... Steven J. Nass	District 16	Laura Payne
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..... Conor Nelan	District 28	Dick Schultz
District 29.. Mary K. Roberts	District 30	Walt Christensen

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

Wehmeier certified compliance with the Open Meetings Law.

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

David present via Zoom at 7:06 p.m.

Rinard, Executive Committee Chair, moved to approve the County Board minutes from January 11, 2022, as presented. Seconded by Morris and passed.

Communications:

County Clerk McGraw presented the following communications:

1. Treasurer's Report.
2. Retirement Recognition
3. 2023 Budget Calendar
4. Notice of Public Hearing from the Jefferson County Planning and Zoning Committee for a hearing to be held on February 17, 2022, at 7:00 p.m.

Lund present via zoom at 7:22 p.m.

Public Comment: None

Annual Reports:

County Board Meeting Fee Reports 2020-2021. The annual report was received, placed on file, but not printed in the

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minutes pursuant to Board Rule 3.03(13).

Resolutions and Ordinances:

Discussion of Proposed 2022-2024 County Board Rules as the 1st reading of the rules. Rinard moved for approval of the proposed 2022-2024 County Board Rules, seconded by Christensen.

Rinard moved to lay over the 2022-2024 County Board Rules to the March 08, 2022, County Board meeting. Seconded by Morris and passed.

Braugher, Human Resources Committee Chair, introduced Resolution No. 2021-51.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for county elected officials under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of the term of office that begins after the date of this resolution:

	Elective Official	2023 Rate	2024 Rate	2025 Rate	2026 Rate
Clerk of Courts	\$85,176.00	\$86,881.60	\$88,628.80	\$90,396.80	
Sheriff	\$117,748.80	\$120,099.20	\$122,491.20	\$124,945.60	

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with state law and the County shall pay only its share of contributions required by law, and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County's health, dental and life insurance programs subject to the terms and conditions of the programs, which may be modified from time to time, under the same terms and conditions for such programs offered to non-represented managerial county employees who are not law enforcement managerial employees.

Fiscal Note:

Fiscal impact from 2022 to 2023:

Clerk of Courts, \$3,244.80; Sheriff, \$17,430.40

Fiscal impact from 2023 to 2024:

Clerk of Courts, \$1,705.60; Sheriff, \$2,350.40.

Fiscal impact from 2024 to 2025:

Clerk of Courts, \$1,747.20; Sheriff, \$2,392.00.

Fiscal impact from 2025 to 2026:

Clerk of Courts, \$1,768.00; Sheriff, \$2,454.40.

The total cumulative fiscal impact for the four-year term, from 2023 to 2026, is: Clerk of Courts, \$23,358.40; Sheriff, \$84,011.20. Total cumulative fiscal impact for the four-year term is \$107,369.60.

Federal Insurance Contributions Act (FICA)tax, Wisconsin Retirement System employer contribution, health and other eligible fringe benefits will be as stated in this resolution and

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will be part of the budget process for each budget year.

Braugler moved for the adoption of Resolution No. 2021-51. Seconded by Morris and passed.

Ayes 27 (Jones, Kelly, David, Zarling, Braugler, Herbst, Morris, Wineke, Rinard, Zastrow, Johns, Smith, Martin, Lund, Nass, Kutz, White, Backlund, Kannard, Poulson, Jaeckel, Lindl, Foelker, Fitzgerald, Schultz, Roberts, Christensen), Noes 0, Abstain 1 (Drayna), Absent 2 (Payne, Nelan).

Braugler, Human Resources Committee Chair, introduced Ordinance No. 2021-17.

This Ordinance amendment continues benefits for County employees on active military duty by amending Personal Ordinance HR0461 to incorporate the substantive elements of Resolution 2004-50, providing insurance coverage for County employees on active military duty and their families, and Resolution 2004-51, providing vacation accrual for County employees on active military duty and to formally rescind Resolution 2004-50 and 2004-51.

Fiscal Note: Family coverage for one active-duty service member on Military Leave for 18 months or more has a fiscal impact of approximately \$27,012 for insurance benefits under the current 2022 rate structure. Based on the average hourly rate of pay for all full-time County employees during 2022, and the average amount of vacation an employee receives annually, the total cost for vacation for one active service-member for 12 months is \$4,201.

Braugler moved for the adoption of Ordinance No. 2021-17. Seconded by Morris and passed.

Johns, Parks Committee Chair, introduced Resolution No. 2021-52.

NOW THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors authorizes the County Administrator to enter into a Memorandum of Agreement with Groundswell Conservancy, Inc. agreeing to the following:

1. The County assuming management responsibilities for the 42-acre parcel of property described herein, including the preparation of a land management plan jointly agreed to by the County and the Conservancy. Such management plan will address creating public access to the Property for the purpose of offering nature-based outdoor recreation activities to the public; and
2. Accepting donation of the property if Conservancy offers to donate the Property to the County to be used as an addition to the Jefferson County Park system and assume the obligations of any grant contracts associated with the grant awards related to property acquisition; and
3. To include the logo of the Conservancy on any informational sign erected on the Property in recognition

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- of the Conservancy's role in acquiring the Property;
and
4. Working cooperatively with the Conservancy to complete the acquisition, the possible donation of the Property to the State of Wisconsin or the County, and/or the completion and approval of the Land Management Plan by December 1, 2022.

Fiscal Note: This resolution grants authority to the County Administrator to negotiate the potential purchase of property for future expansion of public use recreational land. Any agreements negotiated relative to this resolution will be brought back to the Board of Supervisors prior to execution. At this time, this resolution has no fiscal impact.

Johns moved for the adoption of Resolution No. 2021-52. Seconded by Christensen and passed.

Johns, Parks Committee Chair, introduced Resolution No. 2021-53.

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:

- submit an application 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 \$67,320 for winter 2022-2023. 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 2022. The Jefferson County Finance Director may make any necessary budget adjustments for additional miles.

Johns moved for the adoption of Resolution No. 2021-53. Seconded by Christensen and passed. Ayes 28 (Jones, Kelly, David, Zarling, Braughler, Herbst, Morris, Wineke, Rinard, Zastrow, Johns, Smith, Martin, Lund, Nass, Kutz, White, Drayna, Backlund, Kannard, Poulson, Jaeckel, Lindl, Foelker, Fitzgerald, Schultz, Roberts, Christensen), Noes 0, Abstain 0, Absent 2 (Payne, Nelan).

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

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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. 2021-18.

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the official zoning map of Jefferson County, and

WHEREAS, Petition R3963A-17 was referred to the Jefferson County Planning and Zoning Committee for public hearing on April 20, 2017, and Petitions R4374A-22, R4375A-22 and R4376A-22 were referred for public hearing on January 20, 2022, 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:

Jaeckel moved for the adoption of Ordinance No. 2021-18. Seconded by Backlund and passed.

Appointments:

Nass, County Board Chair, introduced the following appointment:

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

Elizabeth Chilsen to the Local Emergency Planning Committee (LEPC) as public health representative for an indeterminate term replacing Gail Scott.

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

Public Comment: (General) None

Announcements:

Supplemental information presented at the February 08, 2022, Jefferson County Board meeting will be available at the County Clerk's office upon request during regular Court-house hours or on the County's website at www.jefferson-countywi.gov.

There being no further business, Schultz moved that the Board adjourn. Seconded by Jaeckel and passed at 8:14 p.m.

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COMMITTEE MINUTES

January 26, 2022

Executive Committee

1. **Call to Order**
Meeting was called to order by Rinard at 8:30 a.m.
2. **Roll Call**
Members present: Jim Braughler, Vice Chair; Steve Nass, Michael Wineke, Amy Rinard, Chair
Excused: Conor Nelan, Secretary
Others Present: Ben Wehmeier, County Administrator; J. Blair Ward, Corporation Counsel; Supervisor Anita Martin; Deb Schroedl, Deputy County Clerk
Others present via ZOOM: Sarana Stolar, Corporation Counsel
3. **Certification of compliance with Open Meeting Law Requirements**
Wehmeier certified compliance with the Open Meetings Law.
4. **Review of Agenda**
No changes.
5. **Public Comment**
None
6. **Approval of December 29, 2021 Executive Committee meeting minutes**
Draft minutes were provided for review.

Motion by Wineke/Braughler to approve the committee meeting minutes from December 29, 2021 as printed. Motion passed 4-0.
7. **Approval of January 11, 2022 County Board meeting minutes**
Draft minutes were provided for review.

Motion by Braughler/Wineke to approve the County Board meeting minutes from January 11, 2022 as printed. Motion passed 4-0.
8. **Communications**
None
9. **Discussion and possible action on 2022-2024 official newspaper bid documents**
Rinard provided examples of minutes using smaller print size. Rinard suggested changing the type size, line size and line width. Corporation Counsel will research the formatting. Staff will look into the possibility of negotiating a price for foreclosures and other county legal notices.

Motion by Nass/Wineke to approve the bid form with changes to the formatting. Motion passed 4-0.
10. **Discussion and possible action on amendments to the county board rules**
Draft minutes were provided for review. The committee reviewed the revised rules. The proposed Board Rules will be introduced to the County Board at the February meeting. The committee directed staff to do further research in certain areas and gave them authority to make these changes as needed.

Motion by Nass/Rinard to approve the revised County Board Rules possible changes. Motion passed 4-0.
11. **Discussion and possible action on county board supervisor orientation**
Wehmeier reviewed his plan for what the county board supervisor orientation would include. He is looking for feedback on topics and format for this meeting. No action taken.

12. **Discussion and possible action on Remote Attendance Policy and Telecommuting Policy in the Board Rules**
No further discussion. No action taken.
13. **Discussion on Social Media Policy**
There was no update on this policy. No action taken.
14. **Discussion and possible action on Comprehensive Plan Implementation process**
Wehmeier highlighted key points from the Comprehensive Plan. Once the final document is available from the consultant it will be sent out to the committee. No action taken.
15. **County Administrator's monthly report**
Wehmeier highlighted the following: end of year financials, vacation requests, broadband, prepping for union meetings, meetings with Discover Wisconsin, fiber relocation projects, building project, opioid litigation settlement, judicial meetings, health department transition. No action taken.
16. **Discussion and possible action on tentative future meeting schedule and agenda items**
Next regular meeting is scheduled for February 23, 2022 and March 30, 2022 at 8:30 a.m.

Agenda Items:
 - Approval of January 26, 2022 Executive Committee minutes
 - Approval of February 8, 2022 County Board minutes
 - Financial Reports
 - County Administrator's Monthly Report
 - Discussion and possible action on 2022-2024 official newspaper bid results
 - Discussion and possible action on changes to the board rules
 - Discussion and possible action on County Board Supervisor Orientation
 - Discussion on Social Media Policy
 - Discussion and possible action on Comprehensive Plan Implementation process

Adjourn

Motion by Nass/Wineke to adjourn at 10:55 a.m. Motion passed 4-0.

OFFICIAL NEWSPAPER BID

A. Publication of Official Board Proceedings:

(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 9 pt. set
Line Size: 9.5 pt. line
Line Width: * 21.75 picas 19.5

There are to be no additional charges for tables, graphs, etc. including formatting or reformatting as directed by the County.

Paid circulation in Jefferson County by zip code:

(53094) Watertown = 1650 (53551) Lake Mills = 215
(53038) Johnson Creek = 350 (53594) Waterloo = 160
(53036) Ixonia = 275

Grand total of paid circulation in Jefferson County: 2650

Cost per line: ^{*19.5} (width ~~21.75~~) \$ 1.04

B. Publication of Official Board Proceedings:

(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 6.5 pt. set
Line Size: 7.0 pt. line
Line Width: 19.5 picas. We would like to have the minutes

printed in two columns in the paper and not 3 columns. (see attachment example: 7/28/2021 Watertown Daily Times B7) Billing is based on 2 columns. The number of columns
There are to be no additional charges for tables, graphs, etc. including formatting or reformatting as 15 directed by the County.

Paid circulation in Jefferson County by zip code: (Same As Above) based on content.

Grand total of paid circulation in Jefferson County: 2650

Cost per line: (width 19.5) \$ 1.179

We would like 3 separate bids for each size listed above.

- 1. Daily Jefferson County Union
- 2. Watertown Daily Times
- 3. Combined Daily Union and Daily Times

See Attached for more rates.

(Minutes must be published in a regularly circulated publication of the successful bidder's newspaper in the manner provided by law not later than 60 days after the adjournment of a County Board meeting.)

COMMENTS: (A) Rates are based on special pricing (per contract)
(B) Rates are base on rates by State of WI

* New paper sizes started January 2019

Newspaper: Watertown Daily Times
By: Missy Feuler
Date: Feb. 16, 2022

State of Wisconsin Legal Rates
(Rates are based on one paper)

2-column (19.5 pica) \$1.179
3-column (29.63 pica) \$1.7913
4-column (39.75 pica) \$2.4033
5-column (49.88 pica) \$3.0156
6-column (60 pica) \$3.6276

OFFICIAL NEWSPAPER BID

A. Publication of Official Board Proceedings:
(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 9 pt. set
Line Size: 9.5 pt. line
Line Width: *19.5 ~~21.75~~ picas

There are to be no additional charges for tables, graphs, etc. including formatting or reformatting as directed by the County.

Paid circulation in Jefferson County by zip code: (53190) Whitewater = 425
(53538) Fort Atkinson = 2150 (53551) Lake Mills = 150
(53549) Jefferson = 1275 (53178) Sullivan = 100
(53523) Cambridge = 150 (53156) Palmyra = 100
Grand total of paid circulation in Jefferson County: 4350

*19.5
Cost per line: (width ~~21.75~~) \$ 1.04

B. Publication of Official Board Proceedings:
(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 6.5 pt. set
Line Size: 7.0 pt. line
Line Width: 19.5 picas. We would like to have the minutes

printed in two columns in the paper and not 3 columns. (see attachment example: 7/28/2021 Watertown Daily Times B7) Billing is based on 2 columns. The number of columns is
There are to be no additional charges for tables, graphs, etc. including formatting or reformatting as directed by the County.

Paid circulation in Jefferson County by zip code: (Same As Above) based on content.

Grand total of paid circulation in Jefferson County: 4350

Cost per line: (width 19.5) \$ 1.179

We would like 3 separate bids for each size listed above.

- 1. Daily Jefferson County Union
- 2. Watertown Daily Times
- 3. Combined Daily Union and Daily Times

See Attached for more rates.

(Minutes must be published in a regularly circulated publication of the successful bidder's newspaper in the manner provided by law not later than 60 days after the adjournment of a County Board meeting.)

COMMENTS: (A) Rates are based on special pricing (per contract)
(B) Rates are based on rates by the State of WI

*New paper sizes started January 2019

Newspaper: Daily Jefferson County Union
By: Mussy Feuler
Date: Feb. 16, 2022

State of Wisconsin Legal Rates
(Rates are based on one paper)

2-column (19.5 pica) \$1.179
3-column (29.63 pica) \$1.7913
4-column (39.75 pica) \$2.4033
5-column (49.88 pica) \$3.0156
6-column (60 pica) \$3.6276

OFFICIAL NEWSPAPER BID

A. Publication of Official Board Proceedings:

(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 9 pt. set
Line Size: 9.5 pt. line
Line Width: * 19.5 ~~21.75~~ picas

There are to be no additional charges for tables, graphs, etc. including formatting or reformatting as directed by the County.

Paid circulation in Jefferson County by zip code: 53094 = 1650
53038 = 350 | 53594 = 160 | 53523 = 150 | 53156 = 100
53036 = 275 | 53538 = 2150 | 53190 = 425
53551 = 365 | 53549 = 1275 | 53178 = 100
Grand total of paid circulation in Jefferson County: 7000

Cost per line: (width ~~21.75~~ * 19.5) \$ 1.24

B. Publication of Official Board Proceedings:

(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 6.5 pt. set
Line Size: 7.0 pt. line
Line Width: 19.5 picas. We would like to have the minutes

printed in two columns in the paper and not 3 columns. (see attachment example: 7/28/2021 Watertown Daily Times B7) Billing is based on 2 columns. The number of columns is
There are to be no additional charges for tables, graphs, etc. including formatting or reformatting as directed by the County.

Paid circulation in Jefferson County by zip code: (Same As Above) based on content.
Grand total of paid circulation in Jefferson County: 7000

Cost per line: (width 19.5) \$ 2.358

We would like 3 separate bids for each size listed above.

- 1. Daily Jefferson County Union
- 2. Watertown Daily Times
- 3. Combined Daily Union and Daily Times

(Minutes must be published in a regularly circulated publication of the successful bidder's newspaper in the manner provided by law not later than 60 days after the adjournment of a County Board meeting.)

COMMENTS: (A) Rates are based on special pricing (per contract)
(B) Rates are based on rates by the State of WI

* New Paper sizes started January 2019

Newspaper: Combined (Daily Union & Daily Times)
By: Missy Fuller
Date: Feb. 16, 2022

State of Wisconsin Legal Rates
(Rates are for both papers)

2-column (19.5 pica) \$2.358
3-column (29.63 pica) \$3.5826
4-column (39.75 pica) \$4.8066
5-column (49.88 pica) \$6.0312
6-column (60 pica) \$7.2552

SPECIFICATIONS AND INSTRUCTIONS

Publication of Official Proceedings

The Jefferson County Board shall award this contract for a period commencing on the third Tuesday in April of 2022 and running until the date immediately preceding the third Tuesday in April of 2024 with the following requirements:

1. To publish the official Jefferson County Board proceedings in a regularly circulated publication of the successful bidder's newspaper in the manner provided by law not later than sixty (60) days after the adjournment of each County Board meeting. An affidavit of publication shall be provided to the County Administrator's Office following publication.

2. The County of Jefferson reserves the right to consider circulation and place of publication in selection of the official newspaper for the next two years commencing April 2022. The County reserves the right to reject any and all bids and to select any qualified newspaper which fulfills the needs of the County.

3. In addition to the circulation figures required above, bids will be evaluated on the basis of cost, distribution of readers and past performance.

4. A copy of the official Jefferson County Board proceedings for each session of the Board will be provided by email to the newspaper to create a draft, not later than 72 hours after the Board adjourns each meeting.

5. The Executive Committee generally meets the last Wednesday of each month. A pdf proof for this meeting is to be submitted via email by the Thursday preceding this meeting to the County Board Reporter. The reporter reviews and forwards draft to the Executive Committee by the Friday prior to the Executive Committee meeting. A payment of \$5.00 per page per day shall be paid to the County for late delivery. (See: attached example)

6. The **corrected/final** pdf proof shall be emailed by the newspaper each month to the County Board Reporter.

Publication of Legal Notices, Etc.:

Materials shall be published as directed by Jefferson County as needed according to applicable legal requirements throughout the term of this contract. An affidavit of publication shall be provided to the County Administrator's Office following publication.

01-28-2022