

AGENDA

JEFFERSON COUNTY BOARD MEETING

WEDNESDAY

November 12, 2025

7:00 p.m.

Jefferson County Courthouse
311 S. Center Avenue, Room C2063
Jefferson, WI 53549

[Livestream on YouTube](#)

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_N2ghwZR3TQenotKF1KEwmQ

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

1. **CALL TO ORDER**
 - a. Roll Call by County Clerk
2. **PLEDGE OF ALLEGIANCE**
3. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
4. **APPROVAL OF THE AGENDA**
5. **APPROVAL OF OCTOBER 14, 2025 AND OCTOBER 28, 2025 MEETING MINUTES**
6. **COMMUNICATIONS**
 - a. Notice of Public Hearing – Planning and Zoning – November 20, 2025 (page 1)
 - b. Treasurer’s Monthly Report (addendum)
7. **PUBLIC COMMENT (agenda items)**
8. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation of Fund Balance Reserve Study by Government Finance Officers Association
9. **ANNUAL REPORTS**
 - a. Fair Park – Becky Roberts
 - b. Veterans Service – Yvonne Duesterhoeft
 - c. Planning and Development – Matt Zangl
 - d. Medical Examiner – Nichol Donovan
 - e. Health Department – Elizabeth McGreary
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
10. **EXECUTIVE COMMITTEE**
 - a. Resolution – Amending Supervisory District Boundaries to Reflect Annexations (page 3)
11. **FINANCE COMMITTEE**
 - a. Resolution - Establishing non-countywide levies for health and library services (page 11)
 - b. Resolution – Establishing countywide levy and fees (page 12)
 - c. Ordinance – Amending Chapter 8, Article II of the Jefferson County Code of Ordinances regarding the Fund Balance (page 14)
 - d. Resolution – Denying claim for personal injury of Mary Novak (page 25)
 - e. Resolution – Denying claim for damages by Erie Insurance (page 26)
 - f. Resolution – Authorizing the Sale of County-owned land in the Food & Beverage Innovation Campus (page 27)

- g. Resolution – Authorizing Participation & Financial Commitment for the Pre-Disaster Flood Resilience Assessment Grant Program (page 29)
- 12. **HUMAN RESOURCES COMMITTEE**
 - a. Resolution – Amending the 2025 and 2026 Jefferson County Human Services Budgets and Approving the Elimination of a vacant Part-Time Waterloo Nutrition Site Manager Position and Creating a Part-Time Nutrition Program Administrative Assistant I Position in the Human Services Department (ADRC) (page 31)
- 13. **HUMAN SERVICES BOARD**
 - a. Resolution – Authorizing state human services contracts, consortium agreements, and professional service and care provider contracts (page 33)
- 14. **LAND & WATER CONSERVATION COMMITTEE**
 - a. Resolution – Authorizing the application and implementation of a Wisconsin Department of Natural Resources Aquatic Invasive Species Surface Water Planning Grant (page 47)
- 15. **PARKS COMMITTEE**
 - a. Resolution – Authorizing the Jefferson County Parks Department to Enter into an Agreement with Snyder & Associates to Complete an Update of the Jefferson County Park and Outdoor Recreation Plan (page 50)
- 16. **PLANNING AND ZONING COMMITTEE**
 - a. Report (page 52)
 - b. Ordinance – Amending Official Zoning Map (page 53)
- 17. **APPOINTMENTS BY COUNTY BOARD CHAIR**
 - a. Chad Hilstad to the Historic Sites Preservation Council to fill an unexpired term ending April 21, 2026. (page 55)
- 18. **APPOINTMENTS BY COUNTY ADMINISTRATOR**
 - a. Andrea Turke to the Lake Mills Library Board to fill an unexpired term ending May 1, 2028. (page 55)
- 19. **PUBLIC COMMENT** (General)
- 20. **ANNOUNCEMENTS**
- 21. **ADJOURN**

NEXT COUNTY BOARD MEETING
TUESDAY, DECEMBER 10, 2025
7:00 P.M.

NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE

George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker; Cassie Richardson

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits
DATE: Thursday, November 20, 2025
TIME: 6:00 p.m. (Doors will open at 5:30)
PLACE: **JEFFERSON COUNTY COURTHOUSE, ROOM C2063**
311 S. CENTER AVE, JEFFERSON, WI 53549
OR Via Teams Videoconference

PETITIONERS OR MEMBERS OF THE PUBLIC MAY ATTEND THE MEETING VIRTUALLY BY FOLLOWING THESE INSTRUCTIONS IF THEY CHOOSE NOT TO ATTEND IN PERSON:

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda
5. Public Hearing

<p style="text-align: center;">Teams Meeting Information Link: Join the meeting now Meeting ID: 222 326 323 808 9 Passcode: fy37Vh3D</p>
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NOTICE IS HEREBY GIVEN THAT the Jefferson County Planning and Zoning Committee will conduct a public hearing at 6 p.m. on Thursday, November 20, 2025, in Room C2063 of the Jefferson County Courthouse, Jefferson, Wisconsin. Members of the public will be allowed to be heard regarding any petition under consideration by the Planning and Zoning Committee. **PETITIONERS, OR THEIR REPRESENTATIVES SHALL BE PRESENT EITHER IN PERSON OR VIA TEAMS.** Matters to be heard are petitions to amend the official zoning map and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files, which include staff finding of fact, are available for viewing between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, except holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

Decisions on Conditional Use Permits will be made on **November 24, 2025**
Recommendations by the Committee on Rezones will be made on **November 24, 2025**
Final decision will be made by the County Board on **December 9, 2025**

FROM A-1 EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL
All are in accordance with ss. 22-339 – 22-350 of the Jefferson County Zoning Ordinance

R4648A-25 – Runyard Properties II LLC: Rezone from A-1 to A-3 to create a 1.0-acre residential lot at **W296 County Road CW** in Town of Ixonia, PIN 012-0816-0143-000 (1.477 ac).

R4649A-25 – John & Shelly Roth: Rezone 1.340-acres from A-1 to A-3 from PIN 014-0615-1333-001 (.849 ac) owned by John and Shelly Roth and part of PIN 014-0615-1333-005 (13.50 ac) owned by David D. Robu at **W2890 County Road Y** in Town of Jefferson.

R4650A-25 – Clinton & Angela Lenz Trust: Rezone 3-acres from A-1 to A-3 to create a farm consolidation around the existing house and outbuildings at **N7850 County Road Q** in Town of Milford, PIN 020-0814-2842-001 (14.958 ac). Property is owned by Dean Weichmann Trust.

R4651A-25 – Jon & Amanda Biermeier: Rezone from A-1 to A-3 to create a 4.0-acre residential lot south of **N3127 S Cedar Rd** in Town of Oakland, PIN 022-0613-2931-000 (40.0 ac). Property is owned by Karen Hayes.

FROM A-1 EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCE
All are in accordance with ss. 22-479 – 22-487 of the Jefferson County Zoning Ordinance

R4652A-25 – Joseph & Marissa Rogers: Rezone 2.0- acres from A-1 to N and combine with Lot 1 (CSM 6167) creating a total 5.0-acre parcel at **W2336 Bakertown Drive** in Town of Concord, PIN 006-0716-3024-000

(3.292 ac) and 006-0716-3024-002 (19.556 ac). Property is owned by Dennis B. Stair.

DIVISION OF AN EXISTING A-3, AGRICULTURAL/RURAL RESIDENTIAL LOT

All are in accordance with ss. 22-350(d) of the Jefferson County Zoning Ordinance

R4653A-25 – Jacob Schmidt: Allow the division of an existing 6.5-acre A-3 zoned lot to create a 4.3-acre lot and retain existing home on the remaining 2.2-acre lot at **W3031 State Road 106** in Town of Hebron, PIN 010-0515-0212-006 (6.001).

CONDITIONAL USE PERMIT APPLICATIONS

All are in accordance with ss. 22-581 – 22-587 of the Jefferson County Zoning Ordinance

CU2181-25 – Floyd Plank: Conditional Use to allow for a farm store and roadside stand in A-T zone at **N1341 Old 26 Road** in Town of Koshkonong, PIN 016-0514-1734-000 (6.609 ac).

CU2183-25 – James & Mallory Bohling: Conditional Use to allow for a home occupation for lawncare/snow removal in an A-1 zone at **W5093 Vogel Road** in Town of Jefferson, PIN 014-0614-1312-000 (38.761 ac).

CU2184-25 – Heather Zoellick: Conditional Use to allow for horses on a C-zoned lot located at **N7902 County Road N** in Town of Milford, PIN 020-0814-2524-005 (12.820 ac).

CU2185-25 – OneEnergy Development, LLC – Stone Elephant Solar Project: Conditional Use to allow for a 3-megawatt solar farm in an A-1 zone north of **N300 Tower Road** in Town of Palmyra, PIN 024-0516-3514-000 (32.020 ac). The property is owned by Blane and Kelly Poulson.

CU2186-25 – Rodney Strauss: Conditional Use to allow for a 22' x 30' lean-to addition with 14' walls to an existing 90' x 46' storage building in an A-2 zone north of **W4409 River View Road** in Town of Watertown, PIN 032-0815-1724-017 (.484 ac).

6. 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 accommodation for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

A digital recording of the meeting will be available in the Zoning Department upon request.

RESOLUTION NO. 2025 _____

Amending Supervisory District Boundaries to Reflect Annexations

Executive Summary

On November 9th, 2021, the Jefferson County Board of Supervisors adopted Resolution Number 2021-43 which established 30 supervisory districts for the purpose of electing the Jefferson County Board of Supervisors. Wisconsin statute section 59.10(3)(c) allows the County Board of Supervisors to amend supervisory districts to reflect city and village incorporation, annexation, detachment or consolidation which has occurred since its last adoption or amendment of supervisory districts and to make such adjustments to supervisory district boundaries as may be appropriate for purposes of election administration. It is common practice is for cities and villages to assign the area being annexed to the adjacent ward within their corporate limits and the County Board to amend supervisory district boundaries to match the new corporate limits.

This resolution amends the supervisory district boundaries to reflect the five annexations and one ward renumbering which have occurred since the last County Board review on October 8, 2024. The annexations are described in detail below and the attached maps identify the annexations. The Executive Committee considered this resolution on October 30, 2025, and recommended forwarding to the Jefferson County Board for adoption.

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

WHEREAS, Resolution Number 2021-43 established 30 supervisory districts and their boundaries within Jefferson County, and

WHEREAS, five annexations and one ward renumbering have occurred since the supervisory districts were last amended on October 8, 2025, and

WHEREAS, the table below and attached maps show the current supervisory districts and the proposed amendments to the supervisory districts.

ANNEXATIONS October 2024 to October 2025

From:			To:				
<u>Municipality</u>	<u>Ward</u>	<u>District</u>	<u>Municipality</u>	<u>Ward</u>	<u>District</u>	<u>Population</u>	<u>Document#</u>
Town-Watertown	1	3	C. Watertown	9	4	2	1488424
Town-Koshkonong	5	30	C. Fort Atkinson	1	26	0	1489995
Town-Farmington	1	11	V. Johnson Creek	5	12	0	1497493
Town-Lake Mills	1	15	C. Lake Mills	1	14	0	1498885
Town-Farmington	1	11	V. Johnson Creek	6	12	0	1499361
V. Lac LaBelle	1	9	V. Lac LaBelle	12	9	N/A	N/A

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the Jefferson County Supervisory District Plan is amended as follows:

1. That the Supervisory District Map for District 4 shall be amended to include the annexed territory previously in Supervisory District 3 prior to the annexation above.

2. That the Supervisory District Map for District 26 shall be amended to include the annexed territory previously in Supervisory District 30 prior to the annexation above.

3. That the Supervisory District Map for District 12 shall be amended to include the annexed territory previously in Supervisory District 1 prior to the annexation above.

4. That the Supervisory District Map for District 14 shall be amended to include the annexed territory previously in Supervisory District 15 prior to the annexation above.

5. That the Supervisory District Map for District 12 shall be amended to include the annexed territory previously in Supervisory District 11 prior to the annexation above.

6. That the renumbering of the Wards in the Village of Lac LaBelle due to the Village of Lac LaBelle and Town of Oconomowoc incorporation shall only be a numbering change.

Fiscal Note: This resolution has no determinable fiscal impact.

Strategic Plan Reference: None

Referred By:
Executive Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:





Annexed: 10/4/2024

Document: #1488424

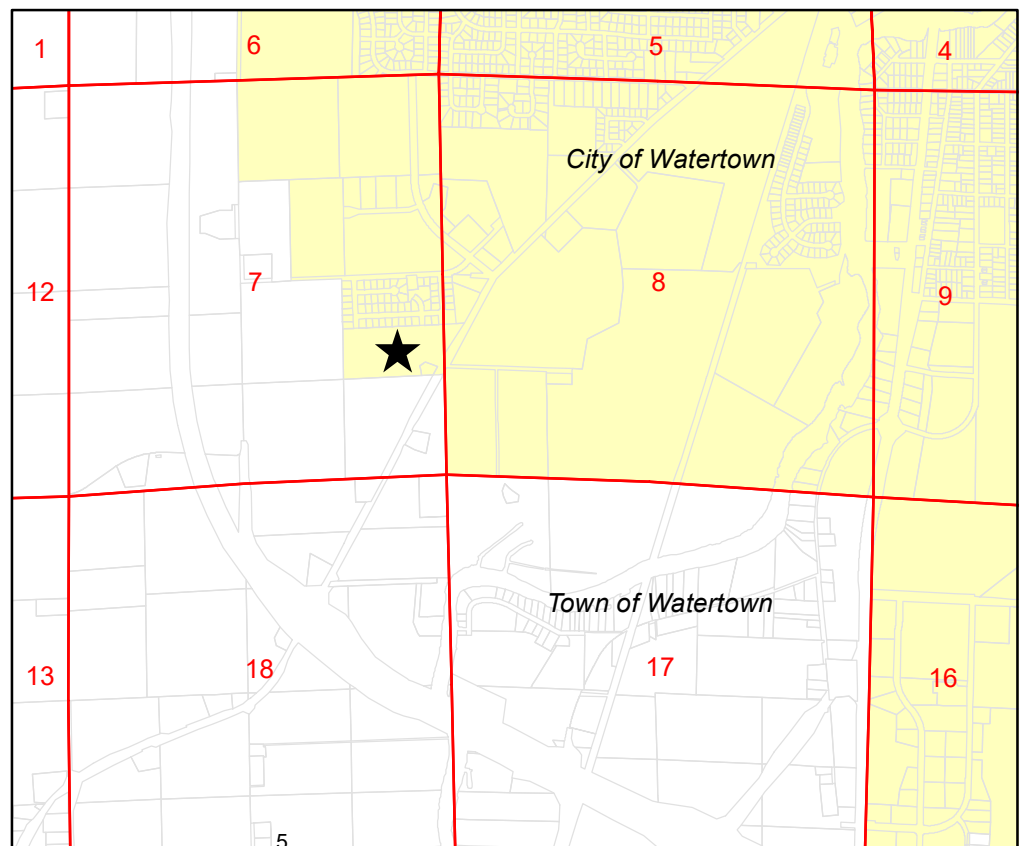
From Mun: T. Watertown

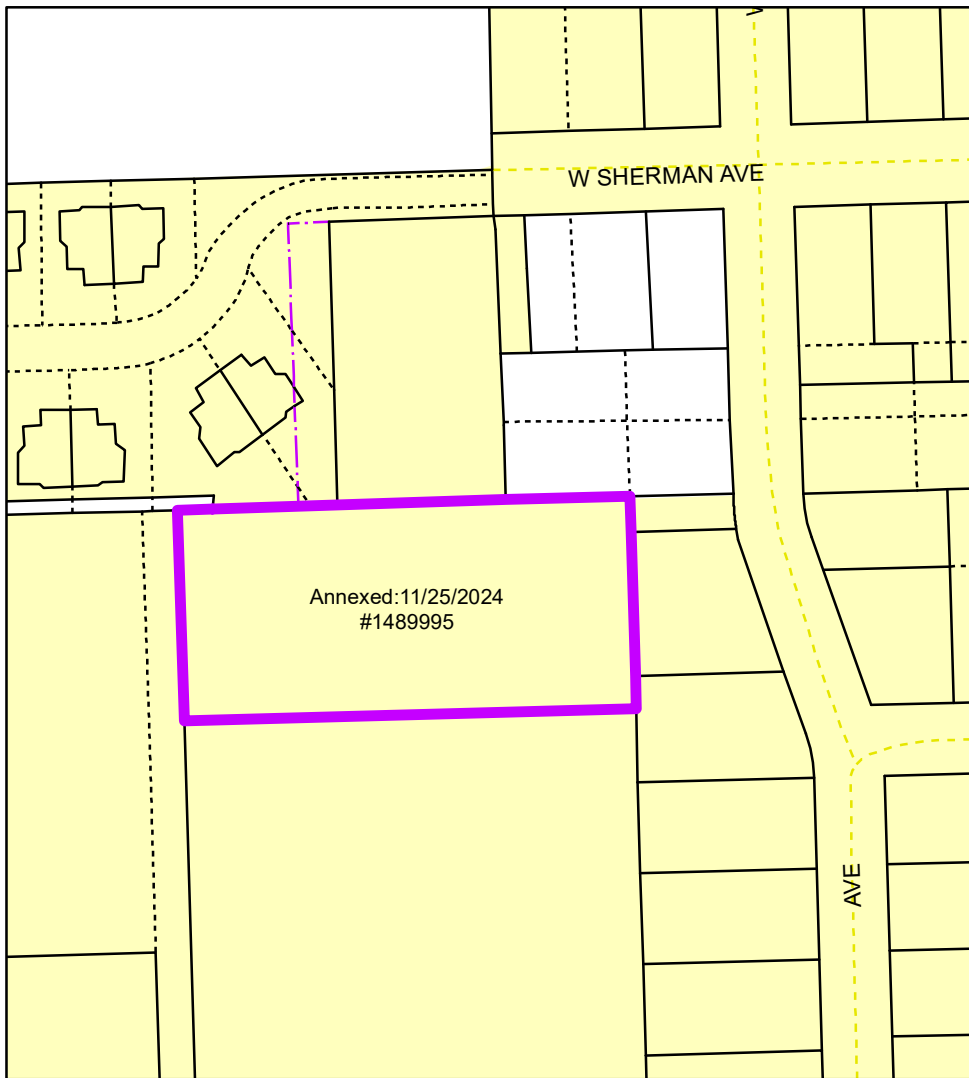
To Mun: C. Watertown

PIN: 291-0815-0741-061

Population: 2

Supervisory District:
From 3 to 4





Annexed: 11/25/2024

Document: #1489995

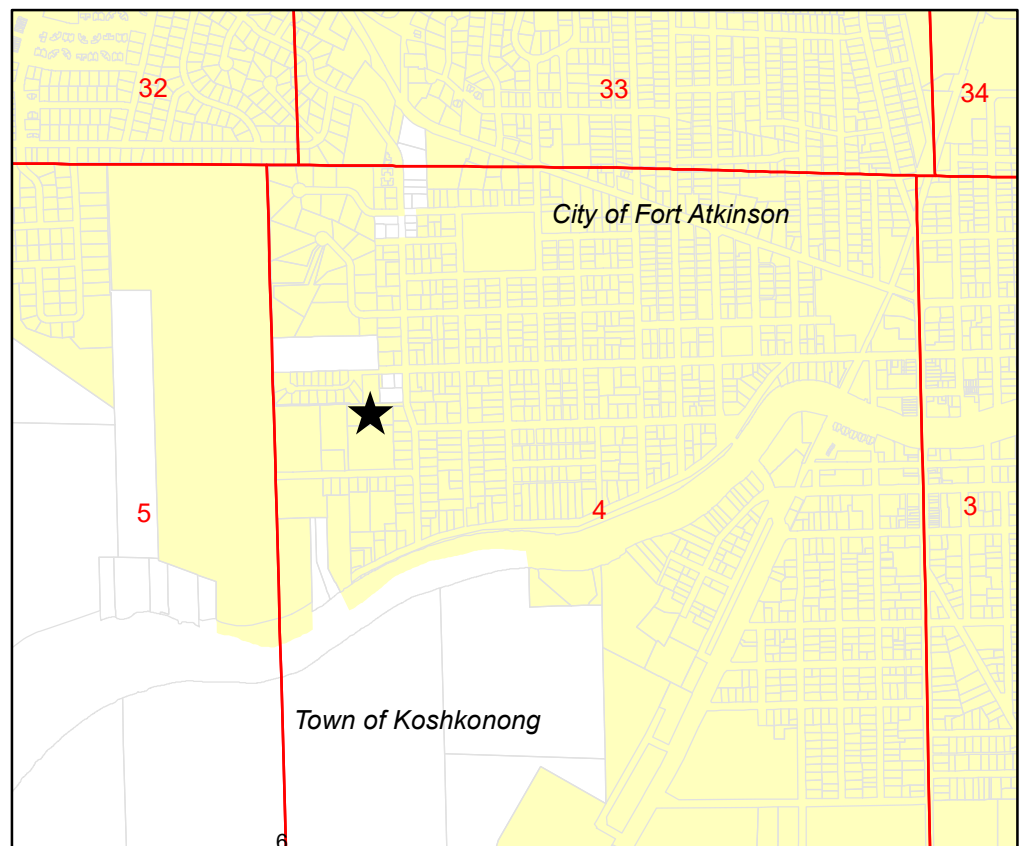
From Mun: T. Koshkonong

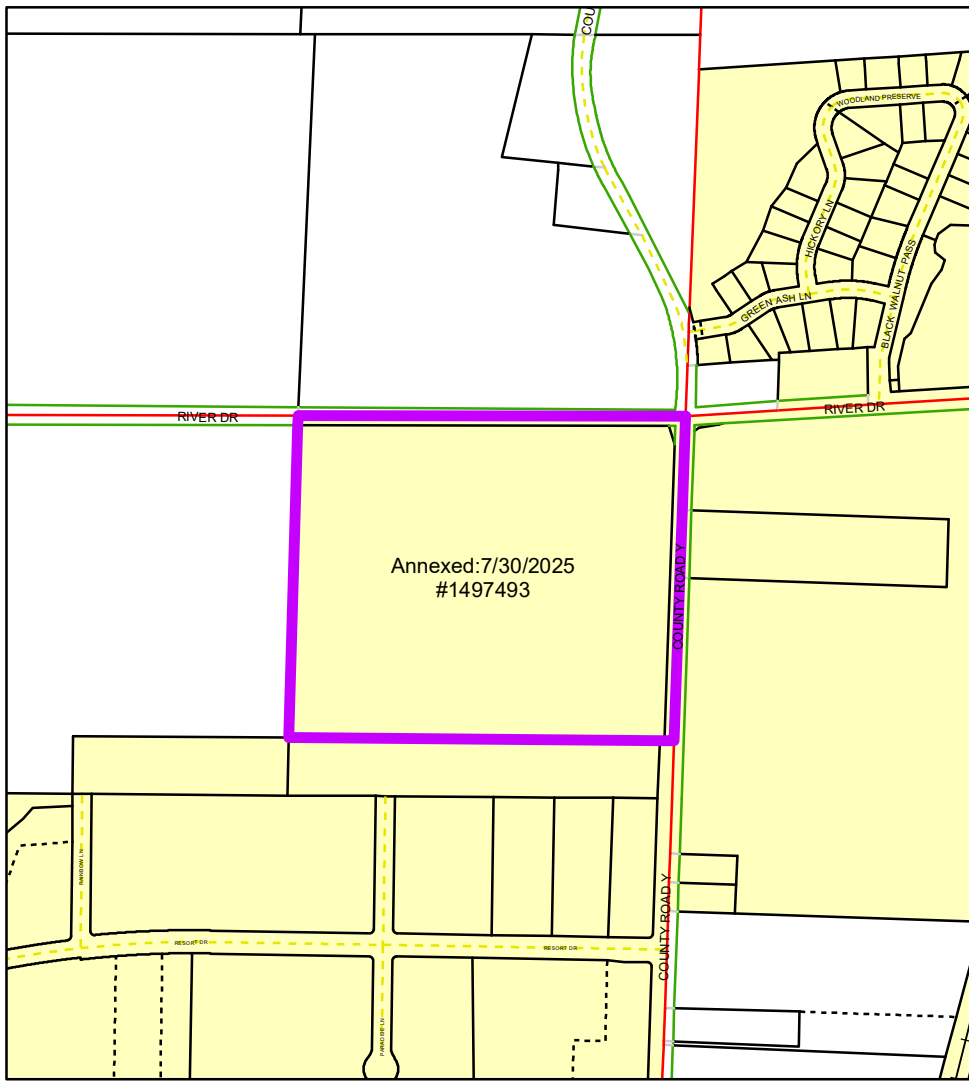
To Mun: C. Fort Atkinson

PIN: 226-0514-0422-115

Population: 0

Supervisory District:
From 30 to 26





Annexed: 7/30/2025

Document: #1497493

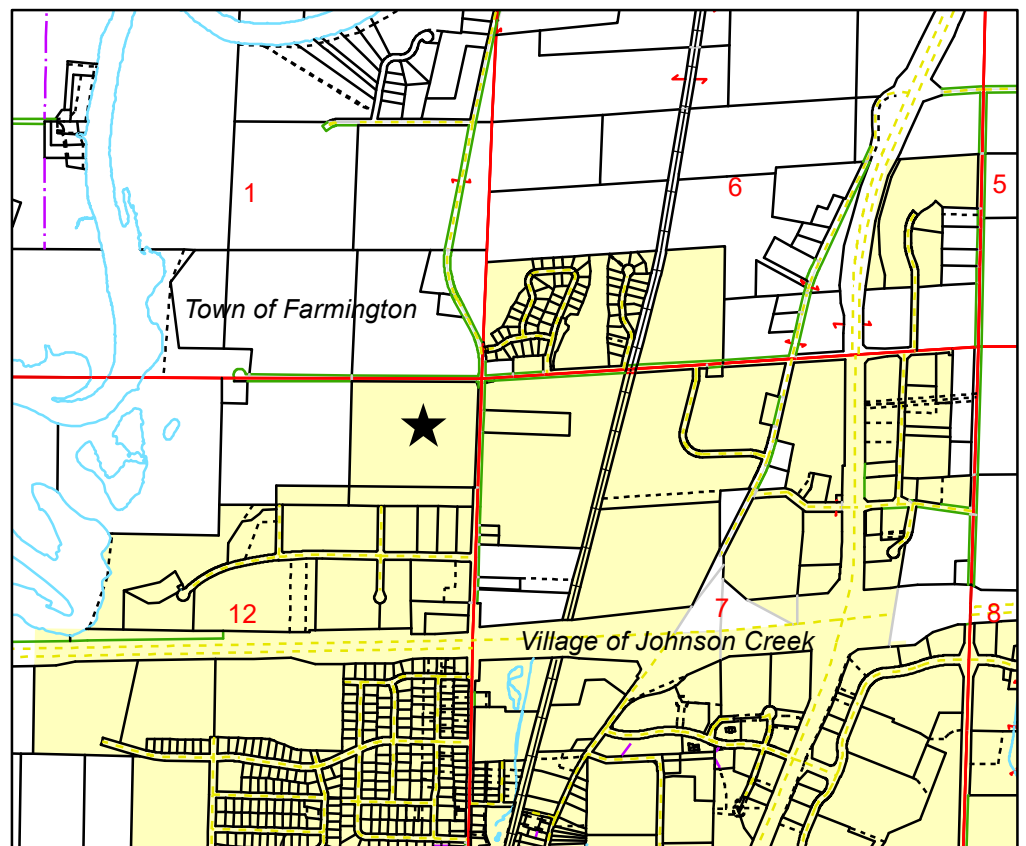
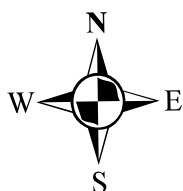
From Mun: T. Farmington

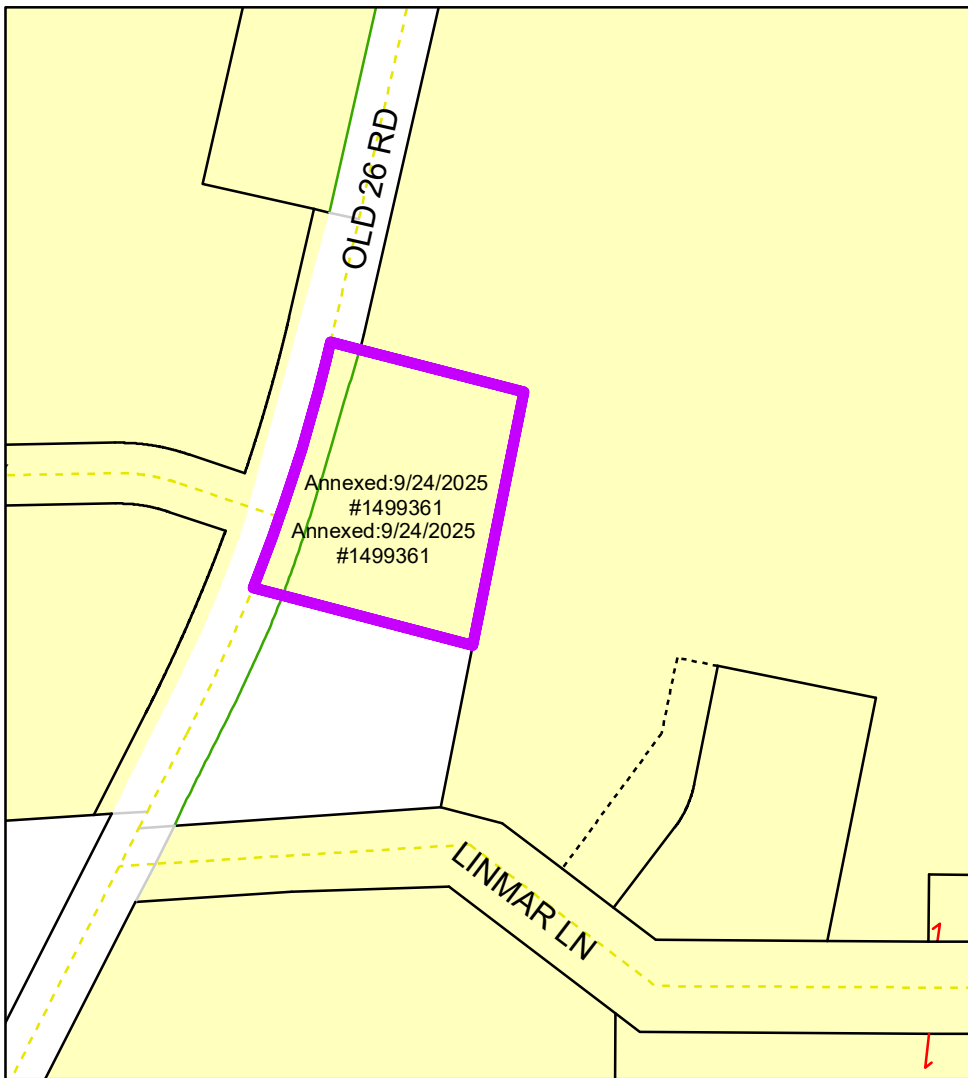
To Mun: V. Johnson Creek

PIN: 141-0714-1211-000

Population: 0

Supervisory District:
From 11 to 12





Annexed: 9/24/2025

Document: #1499361

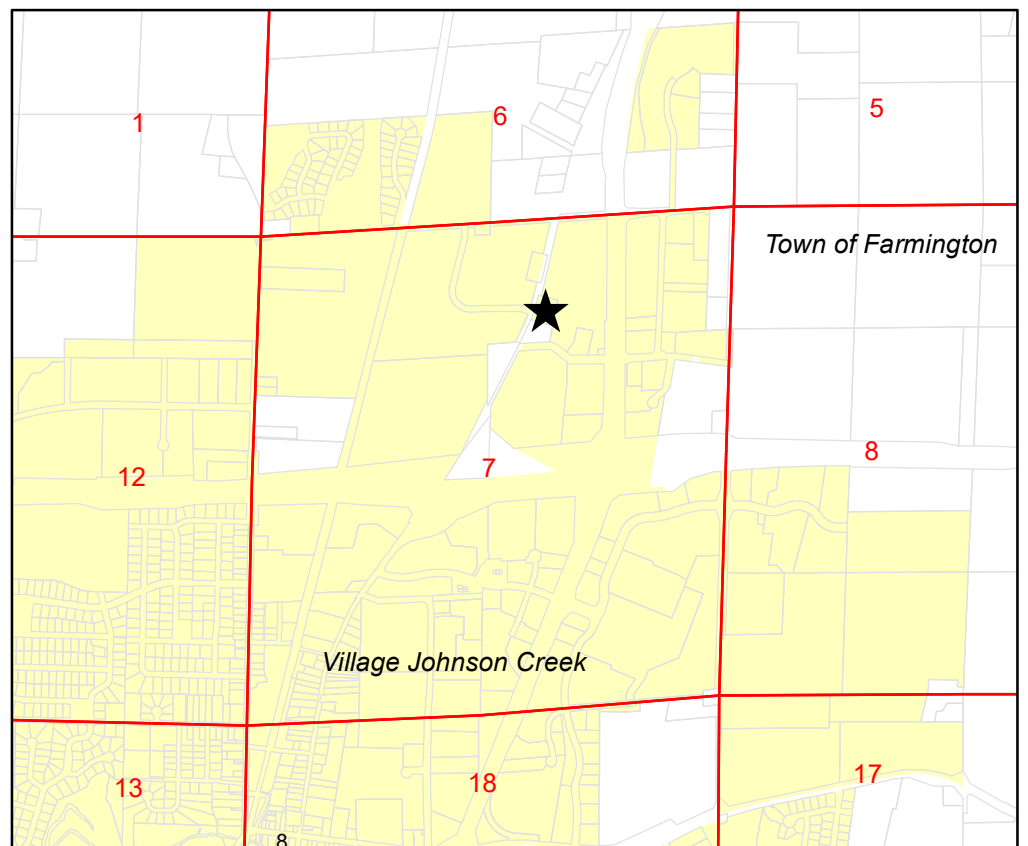
From Mun: T. Farmington

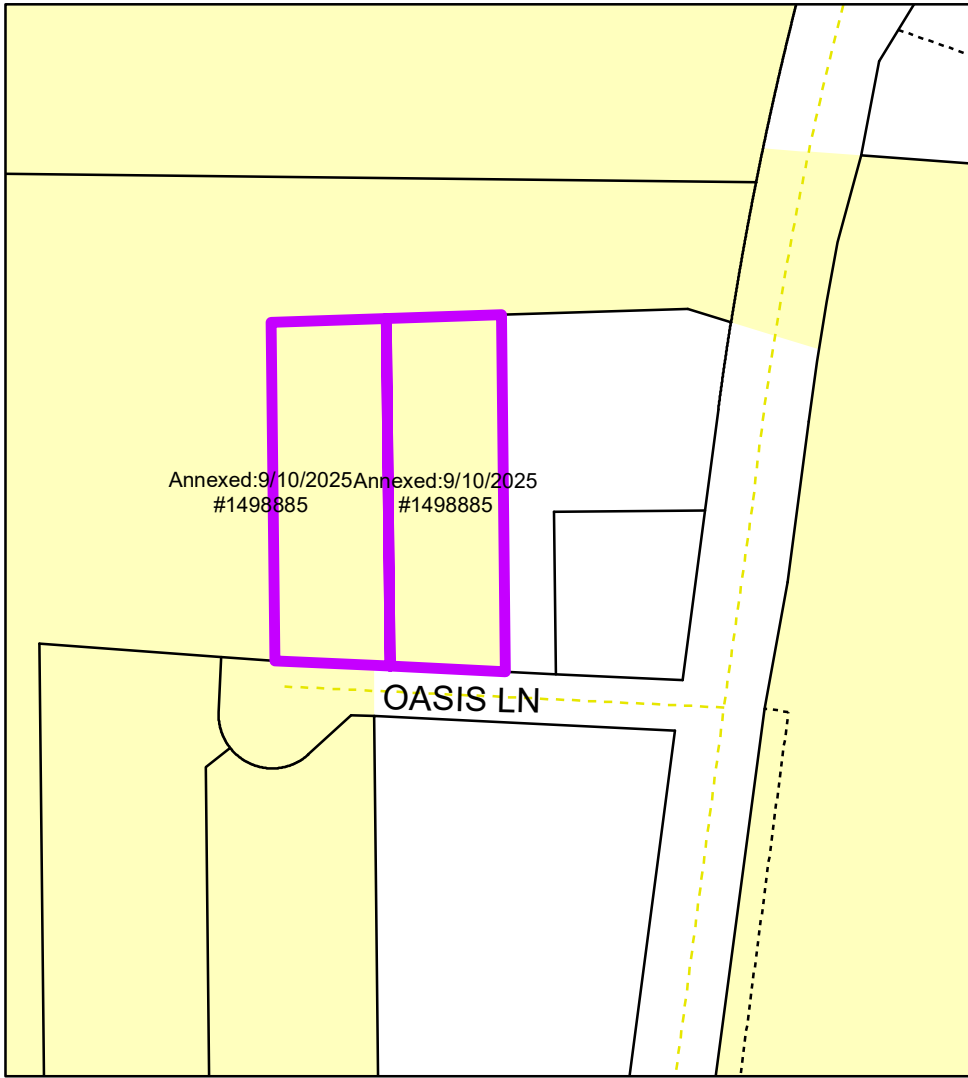
To Mun: V. Johnson Creek

PIN: 141-0715-0712-002

Population: 0

Supervisory District:
From 11 to 12





Annexed: 9/10/2025

Document: #1498885

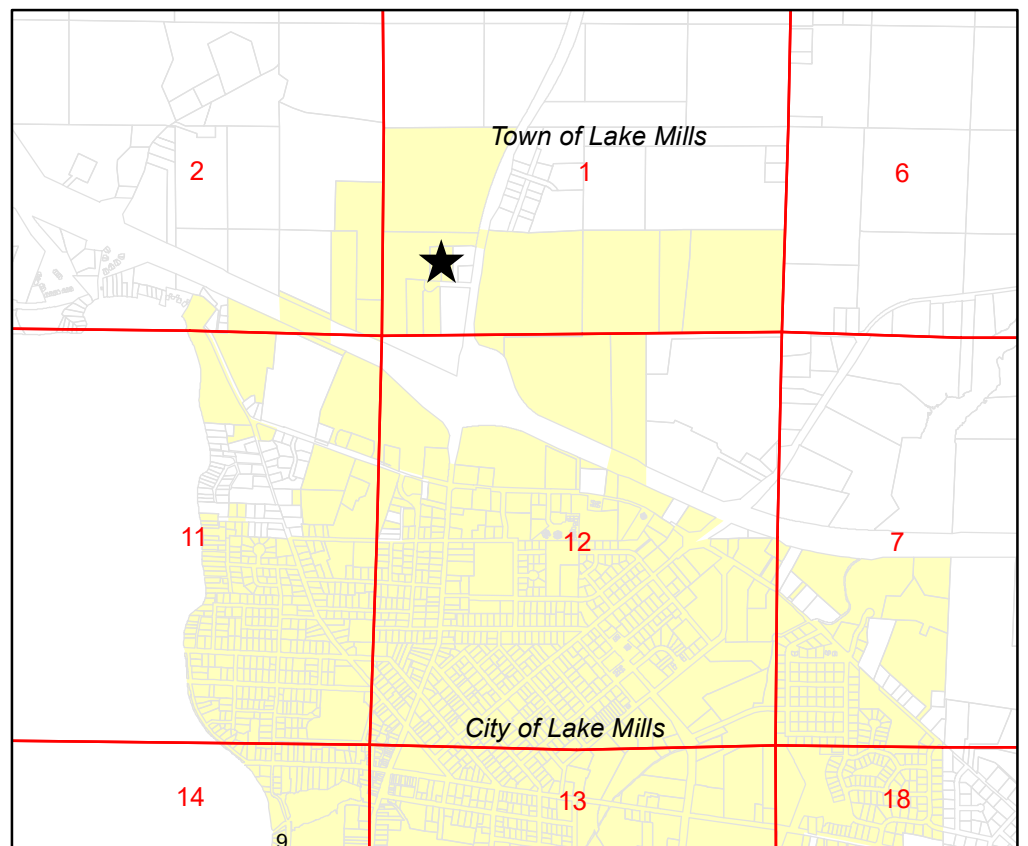
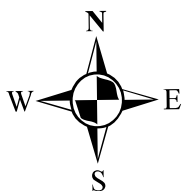
From Mun: T. Lake Mills

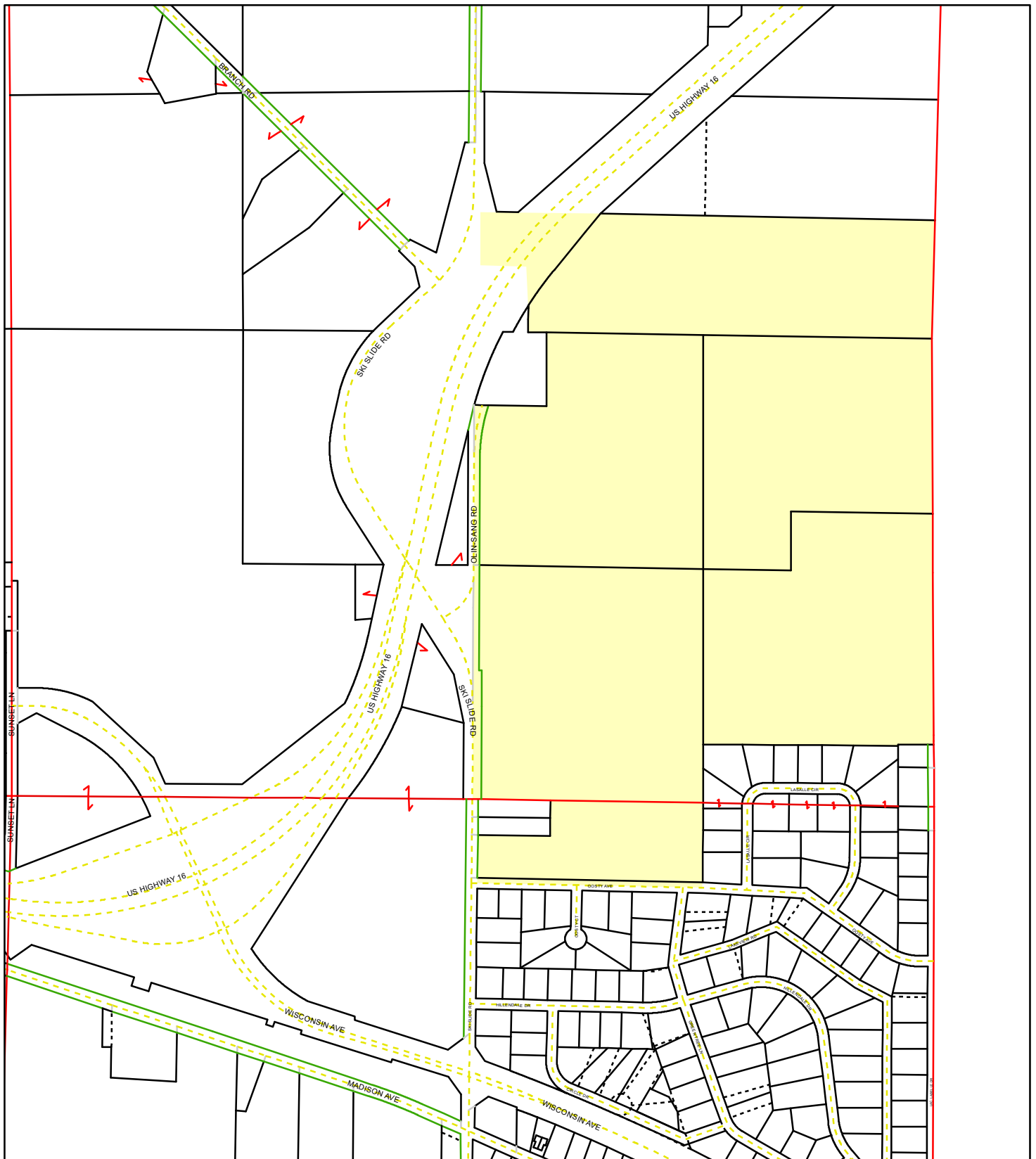
To Mun: C. Lake Mills

PIN: 246-0713-0133-003 &
246-0713-0133-004

Population: 0

Supervisory District:
From 15 to 14





Formerly Ward 2, Village of Lac LaBelle. Renumbered to Ward 12 on January 1, 2025 due to the Town of Oconomowoc merging with the Village of Lac LaBelle. No parcels or municipal boundary changes occurred in Jefferson County.

RESOLUTION NO. 2025-_____

Resolution establishing non-countywide levies for health and library services

WHEREAS, the non-countywide budget for 2026 containing total department appropriations and levies is apportioned to the municipalities benefiting from the services furnished.

NOW, THEREFORE BE IT RESOLVED that the sums listed below be levied upon all property in Jefferson County that is taxable for the purpose listed:

Health Department	\$ 986,766
Library Services	\$ 1,321,622

BE IT FURTHER RESOLVED that the requirement established by Jefferson County's Fund Balance Policy to retain three months of current year budgeted expenditures in the Health Department's Fund Balance is hereby suspended for the 2026 budget year, and that the Health Department's Ending Fund Balance shall exceed an amount greater than three months of the current year's budgeted expenditures; and

BE IT FURTHER RESOLVED that the above amounts be apportioned to equalized values as established by the State Department of Revenue.

Fiscal Note: The Health Department mill rate is \$0.0900; and the Library mill rate is \$0.2101 per \$1,000 of equalized value. In 2025, the Health Department mill rate was \$0.0965 and the Library mill rate was \$0.2242, for decreases of \$0.0064 and \$0.0141 in the Health Department and Library mill rates, respectively.

Strategic Plan Reference: YES



Transformative Government: Data driven budgets and policy management

Referred By:
Finance Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director

RESOLUTION NO. 2025-_____

Resolution establishing countywide levy and fees

WHEREAS, the proposed 2026 County Budget was submitted to the Board by the County Administrator on October 14, 2025, and

WHEREAS, the proposed 2026 County Budget was the subject of a public hearing on October 28, 2025, and

WHEREAS, the Board has considered all amendments,

NOW, THEREFORE, BE IT RESOLVED that the authorized positions, the total appropriation for each governmental function as shown below, Fund Balance application and assignments in the Recommended Budget book, and the levy contained in the countywide portion of the 2026 Budget, be levied as a county tax to be raised on the 2025 tax roll as follows:

	Subject to levy limit	Debt levy	Library levy	Total apportioned levy
Countywide levy	\$ 29,144,115	\$ 5,275,783	\$ -	\$ 34,419,898
Noncountywide levy (previously approved)				
Health	986,766	-	-	986,766
Library	-	-	1,321,622	1,321,622
Total	<u>\$ 29,762,426</u>	<u>\$ 5,275,783</u>	<u>\$ 1,321,622</u>	<u>\$ 36,728,286</u>

BE IT FURTHER RESOLVED that the above amount be apportioned according to equalized values established by the Wisconsin Department of Revenue.

BE IT FURTHER RESOLVED that the fee schedule for various licenses, permits and services used to establish revenue amounts in the budget are hereby approved.

Category	General Fund	Health Dept	Human Services	Economic Development	Debt Service	Capital Projects	Highway Dept	MIS Dept	Fleet Management	Total
Expenditures										
General Government	\$ 14,082,807	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,356,171	\$ 147,864	\$ 16,586,842
Public Safety	20,344,549	-	-	-	-	-	-	-	-	20,344,549
Health and Human Services	1,604,375	1,843,110	39,917,735	-	-	-	-	-	-	43,365,220
Public Works	489,673	-	-	-	-	-	4,311,060	-	-	4,800,733
Culture, Recreation, and Education	5,124,010	-	-	-	-	-	-	-	-	5,124,010
Conservation and Development	2,285,753	-	-	7,304,438	-	-	-	-	-	9,590,191
Capital Items and Projects	333,500	-	-	-	-	2,391,860	7,600,000	326,000	300,000	10,951,360
Debt Service--Principal	-	-	-	-	3,728,661	-	-	-	-	3,728,661
Debt Service--Interest	-	-	-	-	1,547,122	-	-	-	-	1,547,122
Total Expenditures	44,264,667	1,843,110	39,917,735	7,304,438	5,275,783	2,391,860	11,911,060	2,682,171	447,864	116,038,688
Revenues										
Taxes	9,577,679	-	-	-	-	-	-	-	-	9,577,679
Intergovernmental Revenues	7,767,454	791,281	9,647,970	-	-	119,331	2,725,488	-	-	21,051,524
Licenses and Permits	252,670	-	-	-	-	-	8,650	-	-	261,320
Fines and Forfeitures	484,488	-	436,641	-	-	-	-	-	-	921,129
Public Charges for Services	3,924,930	47,063	18,168,642	-	-	-	10,000	800	-	22,151,435
Intergovernmental Charges	1,429,284	3,000	1,671,113	-	-	-	3,369,093	2,681,371	147,864	9,301,725
Miscellaneous Revenues	2,998,814	15,000	305,297	6,460,535	-	254,100	199,440	-	-	10,233,186
Total Revenues	26,435,319	856,344	30,229,663	6,460,535	-	373,431	6,312,671	2,682,171	147,864	73,497,998
Other Financing Sources										
Unassigned Fund Balance Applied	2,312,660	-	-	(105,218)	-	(50,000)	-	-	-	2,157,442
Restricted Funds Applied	1,977,846	-	-	-	-	-	-	-	-	1,977,846
Non-Lapsing (discretionary)										
Funds Applied	482,160	-	-	-	-	-	-	-	-	482,160
Debt Proceeds	-	-	-	-	-	805,769	-	-	-	805,769
Transfers	(2,211,781)	-	89,187	949,121	-	1,262,660	-	-	300,000	389,187
Total Other Financing Sources	2,560,885	-	89,187	843,903	-	2,018,429	-	-	300,000	5,812,404
Tax Levy	\$ 15,268,463	\$ 986,766	\$ 9,598,885	\$ -	\$ 5,275,783	\$ -	\$ 5,598,389	\$ -	\$ -	\$ 36,728,286

Fiscal Note: As presented, the countywide levy is proposed at \$34,419,898 which is a mill rate of \$2.3193 for general operations and \$0.4198 for debt service fund for a total of \$2.7391 per \$1,000 of taxable value. In 2025, the countywide levy was \$32,696,383, with a general operations mill rate of \$2.4688 and debt service mill rate of \$0.3361, for a decrease of \$0.1495 per \$1,000 of taxable value for 2026 general operations and an increase of \$0.0838 per \$1,000 per taxable value for 2026 debt service.


Strategic Plan Reference: YES



Transformative Government: Data driven budgets and policy management

Requested by
Finance Committee

11/12/2025

REVIEWED: Corporation Counsel: DHT ; Finance Director 

ORDINANCE NO. 2025-_____

Amending Chapter 8, Article II of the Jefferson County Code of Ordinances regarding the Fund Balance

Executive Summary

On January 14, 2025 the County Board of Supervisors approved a contract with Government Finance Officers Association (GFOA) to study the nature and severity of risks facing Jefferson County and quantify the potential costs of these risks in an effort to determine the proper amount of financial reserves to hold in order to adequately respond to the identified risks. This process concluded in August with a report to the County that contains suggestions for the County's risk reserve as well as policy changes that reflect the County's desired reserve amounts.

This ordinance amends the County's Fund Balance procedures and requirements. The Finance Committee considered this ordinance at its November 4, 2025. meeting and voted 4-1 to forward to the Jefferson County Board of Supervisors for approval.

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors:


SECTION 1: Chapter 8, Article II of the Code of Ordinances, Jefferson, County, Wisconsin entitled "Fund Balance" shall be amended as set forth in the attached.

SECTION 2: This amended ordinance shall be in full force and effect upon passage and publication as provided by law.

Fiscal Note: The adoption of this ordinance will assist the Finance Committee in managing fund balance to a justifiable level and demonstrate stewardship and accountability to its taxpayers.

Requested by:
Finance Committee

11-12-2025

REVIEWED: Corp. Counsel: DHT ; Finance Director 

ARTICLE II. - FUND BALANCE

Sec. 8-29. - Findings and policy.

The term “Fund Balance” refers to the excess of assets and deferred outflows over liabilities and deferred inflows as defined by Generally Accepted Accounting Principles (GAAP). A responsible Fund Balance Policy should define the expected use of fund balance and establish thresholds for the lower and upper limits of fund balance amounts.

The county finds it essential to maintain an adequate level of fund balance to ~~adapt to revenue shortfalls and unanticipated expenditures~~ hedge against risks, to help ensure stable tax rates, and to provide a measure of liquidity for normal operations, ~~all while keeping the county's long-range investments intact~~ through strategic investments that provide a stable rate of return. The county has, therefore, implemented this article, guided by Best Practice: Fund Balance Guidelines for the General Fund, adopted by the executive board of the Government Finance Officers Association on September 30, 2015.

(Res. No. 2022-XX, intro. ¶, 3-14-2023)

Sec. 8-30. - Scope, standards, and intent; definitions.

(a) The county has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, fund balance reporting and fund balance type definitions. All definitions within this article will be in agreement with GASB Statement No. 54.

(b) GASB Statement No. 54 pertains only to governmental funds. Business-type funds, such as the highway department, shall be assumed to follow GASB Statement No. 54 for the purposes of this policy only.

(c) The county's initial investment into Wisconsin Municipal Mutual Insurance Company (WMMIC) is recorded in nonspendable fund balance but, for the purpose of this policy, shall be recognized as part of the ~~working capital~~ unassigned fund balance.

(d) The county's intent is to hold investments ~~long-term to maturity~~ in order to lessen the impacts of market fluctuation. To more accurately represent ~~fair market~~ the anticipated sale value on investments, ~~the County will eliminate the an~~ the County will eliminate the an adjustment ~~for the to mark its investments to~~ for the to mark its fair market value ~~will be taken out of for~~ will be taken out of for the calculation ~~for of~~ for of unassigned fund balance.

(Res. No. 2022-XX, §§ 1—4, 3-14-2023)

Sec. 8-31. - Maintaining working capital.

(a) The county shall ~~maintain a minimum of two months of budgeted expenditures within the general fund for working capital~~ annually assess its General Fund reserve levels in relation to the risks that it faces. The County shall set upper and lower reserve limits based on this risk assessment as a part of the annual budget process. These limits shall be reviewed by the Finance Committee at the beginning of the annual County budget process. Except for emergency situations described in Section 8-31 (c), in no case shall the annual adopted county budget cause a reduction in the fund balance to a level below 35% of annual general fund revenues, which is the minimum amount required by Moody's rating agency to maintain a bond rating of AAA. This working capital shall be maintained to help cover revenue shortfalls, unanticipated expenditures, stabilize the tax rate, and provide liquidity.

(b) The county shall maintain a minimum of two months and a maximum of three months of budgeted expenditures within the ~~health~~ Health department ~~Department~~ for working capital. This working capital shall be maintained to help cover revenue shortfalls, unanticipated expenditures, and stabilize the tax rate.

~~(c) The finance committee shall strive to maintain three months of budgeted expenditures within the general fund for working capital.~~

~~(1) Should a budget proposed for adoption seek to utilize a portion of this additional month of working capital, the reasoning for the usage of working capital shall be included in the budget document.~~

~~(2c)~~ In the event of an emergency situation and all other means of funding the emergency have been exhausted, the county board may utilize ~~the working capital~~ fund balance reserves as needed.

~~(3)~~ Within three months after the adoption of the proposed budget, or use due to an emergency situation, unless already included in the budget document, the county board shall be informed by the finance committee and/or the county administrator as to ~~either:~~

~~a. A~~ a plan to restore the ~~three months of working capital~~ reserve to the amount approved by the Finance Committee and related timeframe; ~~or,~~

~~b. The rationale for remaining between two and three months' working capital.~~

(Res. No. 2022-XX, §§ 5—7, 3-14-2023)

Sec. 8-32. - Budgeted expenditures.

(a) *General fund.* Budgeted expenditures for the general fund shall be defined as:

(1) Total budgeted expenditures ~~for the entire county in all governmental and business-type funds~~ in the General Fund for the ~~immediate prior year (i.e., most recently adopted budget), less total budgeted expenditures for the health department for the immediate prior year.~~

(2) Total budgeted expenditures shall include operating, ~~debt expenditures,~~ and capital expenditures in the General Fund that typically reoccur annually. Non-reoccurring capital expenditures greater than \$100,000.~~00~~ shall be excluded from budgeted expenditures as defined by this section.

(3) Expenditures related to one-time grants that exceed \$100,000.~~00~~ shall be excluded from budgeted expenditures as defined by this section.

(4) Any budgeted capital or debt expenditures funded through bond proceeds shall be excluded.

(b) *Health department.* Budgeted expenditures for the health department shall be defined as total budgeted expenditures for the ~~immediate prior year (i.e., most recently adopted budget).~~

(c) *Unassigned fund balance.* Any amount above ~~three months of budgeted expenditures~~ reserve limits established by the Finance Committee in Section 8-31 (a) and (b) for both the general fund and health department shall be considered as the fund's unassigned fund balance. During the preparation of the budget for the subsequent year, the finance committee shall recommend to the county board its plan for usage of this unassigned fund balance. This usage shall be incorporated into the annual budget resolution. This usage shall be limited to:

(1) ~~Fund capital outlay, being specific on purpose and timing of said outlay~~ Investments, either in marketable securities allowed by Wisconsin Statutes Section 66.0603, or in community assets or programs that will generate future returns. These investments shall remain intact until they mature or are liquidated by the County. Investment returns will offset potential tax levy and assist with funding ongoing operational costs.

(2) Fund capital outlay, being specific on purpose and timing of said outlay.

(2) Repayment of debt.

(3) Reduction of tax levy.

(4) In no case shall amounts exceeding the reserve limits established annually by the Finance Committee be used for ongoing operational costs for County programs for which there is no financial return.

(d) *Health department's working capital.* The ~~finance-Finance committee-Committee~~ shall determine by vote whether the ~~health-Health department-Department~~ shall retain at least two months of budgeted expenditures but no more than three months of budgeted expenditures as working capital during the budget process. In the event that the ~~health-Health department's-Department's~~ working capital does not meet the minimum required amount of two months of budgeted expenditures, or a maximum amount of three months of budgeted expenditures, as determined by the ~~finance-Finance committee-Committee~~:

(1) The ~~health-Health department's-Department's~~ budget shall be methodically adjusted to bring the working capital to required levels within a maximum of five years.

(2) The budget document shall include a recap of the methodology being used.

(3) The calculation for unassigned funds within the ~~general-General fund-Fund~~ shall be based upon total budgeted expenditures for all funds including the ~~health-Health department-Department~~.

(e) *Departments to transfer remaining balances.* ~~All departments shall transfer all remaining balances unused budget appropriations~~ at year end ~~shall lapse~~ to the ~~general-General fund-Fund~~, unless these balances are requested ~~by County departments~~ and approved ~~by the County Board~~ to be non-lapsing. All funds within the ~~health-Health department-Department~~ shall automatically be retained by the ~~health-Health department-Department~~. All remaining balances relating to the Jefferson County Economic Development Consortium (JCEDC), including provisions for vested benefits relating to employees in the economic development department, shall automatically be retained by the economic development department within the ~~general-General fund-Fund~~.

(Res. No. 2022-XX, §§ 8—12, 3-14-2023)

Sec. 8-33. - Non-lapsing discretionary and non-discretionary requests.

(a) Non-lapsing requests, both discretionary and non-discretionary, are defined below. Examples are included, but it should be noted that these lists are not all inclusive.

(1) Non-discretionary:

a. Non-spendable, because of their form. Examples include:

1. Inventory.

2. Delinquent property taxes.

3. Prepaid expenditures.

- b. Restricted, because of externally enforceable limitations on use. Examples include:

1. Statutory limitations.

2. Specific donor limitations.

3. Signed contracts and/or purchase orders with vendors.

4. Specific state agency limitations.

5. Unspent bond proceeds.

- (2) Discretionary, which are classified as committed under GASB Statement No. 54. Examples include:

- a. Balances that result from funded depreciation, not already affected by signed contracts and/or purchase orders with vendors.

- b. Available departmental surpluses desired to be used for future appropriations.

- c. Special circumstances that shall be considered by the finance committee.

(b) Final written requests for both discretionary and non-discretionary non-lapsing items from all departments are due to the finance department in mid-February of the succeeding year. Thereafter, the finance committee will propose a resolution to the county board with its recommendations concerning carrying over of discretionary items. The resolution will, in the fiscal note, show the various categories.

(Res. No. 2022-XX, §§ 13, 14, 3-14-2023)

ARTICLE II. - FUND BALANCE

Sec. 8-29. - Findings and policy.

The term “Fund Balance” refers to the excess of assets and deferred outflows over liabilities and deferred inflows as defined by Generally Accepted Accounting Principles (GAAP). A responsible Fund Balance Policy should define the expected use of fund balance and establish thresholds for the lower and upper limits of fund balance amounts.

The county finds it essential to maintain an adequate level of fund balance to hedge against risks, to help ensure stable tax rates, and to provide a measure of liquidity for normal operations, through strategic investments that provide a stable rate of return. The county has, therefore, implemented this article, guided by Best Practice: Fund Balance Guidelines for the General Fund, adopted by the executive board of the Government Finance Officers Association on September 30, 2015.

(Res. No. 2022-XX, intro. ¶, 3-14-2023)

Sec. 8-30. - Scope, standards, and intent; definitions.

- (a) The county has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, fund balance reporting and fund balance type definitions. All definitions within this article will be in agreement with GASB Statement No. 54.
- (b) GASB Statement No. 54 pertains only to governmental funds. Business-type funds, such as the highway department, shall be assumed to follow GASB Statement No. 54 for the purposes of this policy only.
- (c) The county's initial investment into Wisconsin Municipal Mutual Insurance Company (WMMIC) is recorded in nonspendable fund balance but, for the purpose of this policy, shall be recognized as part of the unassigned fund balance.
- (d) The county's intent is to hold investments to maturity in order to lessen the impacts of market fluctuation. To more accurately represent the anticipated sale value on investments, the County will eliminate the adjustment to mark its investments to fair market value for the calculation of unassigned fund balance.

(Res. No. 2022-XX, §§ 1—4, 3-14-2023)

Sec. 8-31. - Maintaining working capital.

- (a) The county shall annually assess its General Fund reserve levels in relation to the risks that it faces. The County shall set upper and lower reserve limits based on this risk assessment as a part of the annual budget process. These limits shall be reviewed by the

Finance Committee at the beginning of the annual County budget process. Except for emergency situations described in Section 8-31 (c), in no case shall the annual adopted county budget cause a reduction in the fund balance to a level below 35% of annual general fund revenues, which is the minimum amount required by Moody's rating agency to maintain a bond rating of AAA.

(b) The county shall maintain a minimum of two months and a maximum of three months of budgeted expenditures within the Health Department for working capital. This working capital shall be maintained to help cover revenue shortfalls, unanticipated expenditures, and stabilize the tax rate.

(c) In the event of an emergency situation and all other means of funding the emergency have been exhausted, the county board may utilize fund balance reserves as needed. Within three months after the adoption of the proposed budget, or use due to an emergency situation, unless already included in the budget document, the county board shall be informed by the finance committee and/or the county administrator as to a plan to restore the reserve to the amount approved by the Finance Committee and related timeframe.

(Res. No. 2022-XX, §§ 5—7, 3-14-2023)

Sec. 8-32. - Budgeted expenditures.

(a) *General fund.* Budgeted expenditures for the general fund shall be defined as:

(1) Total budgeted expenditures in the General Fund for the most recently adopted budget.

(2) Total budgeted expenditures shall include operating and capital expenditures in the General Fund that typically reoccur annually. Non-reoccurring capital expenditures greater than \$100,000 shall be excluded from budgeted expenditures as defined by this section.

(3) Expenditures related to one-time grants that exceed \$100,000 shall be excluded from budgeted expenditures as defined by this section.

(4) Any budgeted capital or debt expenditures funded through bond proceeds shall be excluded.

(b) *Health department.* Budgeted expenditures for the health department shall be defined as total budgeted expenditures for the most recently adopted budget.

(c) *Unassigned fund balance.* Any amount above reserve limits established by the Finance Committee in Section 8-31 (a) and (b) for both the general fund and health department

shall be considered as the fund's unassigned fund balance. During the preparation of the budget for the subsequent year, the finance committee shall recommend to the county board its plan for usage of this unassigned fund balance. This usage shall be incorporated into the annual budget resolution. This usage shall be limited to:

- (1) Investments, either in marketable securities allowed by Wisconsin Statutes Section 66.0603, or in community assets or programs that will generate future returns. These investments shall remain intact until they mature or are liquidated by the County. Investment returns will offset potential tax levy and assist with funding ongoing operational costs.

- (2) Fund capital outlay, being specific on purpose and timing of said outlay.

- (2) Repayment of debt.

- (3) Reduction of tax levy.

- (4) In no case shall amounts exceeding the reserve limits established annually by the Finance Committee be used for ongoing operational costs for County programs for which there is no financial return.

(d) *Health department's working capital.* The Finance Committee shall determine by vote whether the Health Department shall retain at least two months of budgeted expenditures but no more than three months of budgeted expenditures as working capital during the budget process. In the event that the Health Department's working capital does not meet the minimum required amount of two months of budgeted expenditures, or a maximum amount of three months of budgeted expenditures, as determined by the Finance Committee:

- (1) The Health Department's budget shall be methodically adjusted to bring the working capital to required levels within a maximum of five years.

- (2) The budget document shall include a recap of the methodology being used.

- (3) The calculation for unassigned funds within the General Fund shall be based upon total budgeted expenditures for all funds including the Health Department.

(e) *Departments to transfer remaining balances.* Unused budget appropriations at year end shall lapse to the General Fund, unless these balances are requested by County departments and approved by the County Board to be non-lapsing. All funds within the Health Department shall automatically be retained by the Health Department. All remaining balances relating to the Jefferson County Economic Development Consortium (JCEDC), including provisions for vested benefits relating to employees in the economic

development department, shall automatically be retained by the economic development department within the General Fund.

(Res. No. 2022-XX, §§ 8—12, 3-14-2023)

Sec. 8-33. - Non-lapsing discretionary and non-discretionary requests.

(a) Non-lapsing requests, both discretionary and non-discretionary, are defined below. Examples are included, but it should be noted that these lists are not all inclusive.

(1) Non-discretionary:

a. Non-spendable, because of their form. Examples include:

1. Inventory.
2. Delinquent property taxes.
3. Prepaid expenditures.

b. Restricted, because of externally enforceable limitations on use. Examples include:

1. Statutory limitations.
2. Specific donor limitations.
3. Signed contracts and/or purchase orders with vendors.
4. Specific state agency limitations.
5. Unspent bond proceeds.

(2) Discretionary, which are classified as committed under GASB Statement No. 54. Examples include:

- a. Balances that result from funded depreciation, not already affected by signed contracts and/or purchase orders with vendors.
- b. Available departmental surpluses desired to be used for future appropriations.
- c. Special circumstances that shall be considered by the finance committee.

(b) Final written requests for both discretionary and non-discretionary non-lapsing items from all departments are due to the finance department in mid-February of the succeeding year. Thereafter, the finance committee will propose a resolution to the county board with its recommendations concerning carrying over of discretionary items. The resolution will, in the fiscal note, show the various categories.

(Res. No. 2022-XX, §§ 13, 14, 3-14-2023)

RESOLUTION NO. 2025-_____

Denying Claim for personal injury of Mary Novak

Executive Summary

A claim has been made against Jefferson County for personal injury. 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 November 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 Injury</u>	<u>Claim Filed</u>	<u>Description</u>	<u>Alleged Damages</u>
Mary Novak	7/30/2025	10/14/2025	Mary Novak alleges injury to her person resulting from a fall at the Jefferson County Courthouse.	Unknown

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.

Strategic Plan Reference: None

Referred By:
Finance Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:



RESOLUTION NO. 2025-_____

Denying Claim for damages by Erie Insurance a/s/o Cory Jones

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 November 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>
Erie Insurance	08/19/2024	10/09/2025	Erie Insurance alleges damages to property owned by a policyholder, Cory Jones. This damage allegedly resulted from a power surge related to a collision between power lines and a County-owned/operated vehicle.	\$3,689.25

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.

Strategic Plan Reference: None

Referred By:
Finance Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director:



RESOLUTION NO. 2025-__

**Authorizing the Sale of County-Owned Land in the Food & Beverage Innovation Campus
to “Project Universe”**

Executive Summary

With the authorization of the County Board, Jefferson County entered into a Letter of Intent on October 15, 2025, to outline the terms and conditions for the sale of approximately 40-acres within the Food & Beverage Innovation Campus, located in the City of Jefferson to Project Universe. The County has received a Purchase and Sale Agreement from Project Universe which is consistent with the terms approved through the Letter of Intent. Per the terms of the Purchase & Sale Agreement, Project Universe would purchase the remaining 40-acres in the Food & Beverage Innovation Campus for a price of \$30,000 per acre, less the cost of wetland remediation on the site. Under the terms of the agreement, there will be twelve-month due diligence period from the date of acceptance of the Purchase & Sale Agreement to allow Project Universe to complete its due diligence and satisfy all contingencies.

This resolution authorizes the County Administrator to negotiate and finalize a Purchase & Sale Agreement with Project Universe, as well as execute all necessary documentation and complete all contingencies related to and furtherance of this sale. The Finance Committee considered this resolution at its meeting on November 4, 2025, and recommended forwarding to the County Board for approval.

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

WHEREAS, the Food and Beverage Innovation Campus is a cooperative effort between Jefferson County and the City of Jefferson to provide a home for industrial activity in the area, and

WHEREAS, the County has been marketing parcels for sale within the Food & Beverage Innovation Campus consistent with the County’s Strategic Plan which has identified food and beverage manufacturing as a targeted industry for growth, and

WHEREAS, “Project Universe” has extended an offer to purchase the remaining 40-acres in the Food & Beverage Innovation Campus for a price of \$30,000 per acre less any costs of wetland remediation on the site, and

WHEREAS, the operations of “Project Universe” align with the County’s strategic goals and are expected to be of benefit to the Food & Beverage Innovation Campus and Jefferson County as a whole.

NOW, THEREFORE, BE IT RESOLVED the Jefferson County Administrator is authorized to negotiate and execute a Purchase & Sale Agreement consistent with the terms of the Letter of Intent and the direction of the Finance Committee, and

BE IT FURTHER RESOLVED, the Jefferson County Administrator is authorized to execute all necessary documentation and complete all contingencies related to and in furtherance of this sale, and

BE IT FURTHER RESOLVED the Jefferson County Clerk is authorized to execute all necessary documents as required for the closure of this land transaction, including but not limited to a warranty deed transferring the property.

Fiscal Note: Proceeds from the sale of County property to Project Universe shall be deposited into the Capital Projects Fund. The use of these proceeds will be considered by the Finance Committee and recommended to the County Board at a future date.


Strategic Plan Reference: YES



Intentional Economic Growth: Support a thriving business community through business retention, expansion, and attraction efforts

Referred By:
Finance Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025-_____

Authorizing Participation and Financial Commitment for the Pre-Disaster Flood Resilience Assessment Grant Program

Executive Summary

Jefferson County Emergency Management seeks to participate in the Pre-Disaster Flood Resilience Assessment Grant Program, administered by Wisconsin Emergency Management (WEM), to enhance local understanding of flood risks and support data-driven resilience planning. The Assessment Grant focuses on identifying flood vulnerabilities, assessing hydrologic and infrastructure conditions, and prioritizing future mitigation and restoration projects to reduce flood risks and damages. This initiative aligns with the County's Hazard Mitigation Plan, Strategic Plan, and resilience goals, as well as statewide objectives to improve watershed health, protect infrastructure, and reduce disaster recovery costs.

This resolution authorizes Jefferson County to participate in the Pre-Disaster Flood Resilience Assessment Grant Program, which includes fulfilling all grant requirements if a grant is ultimately awarded and accepted by Jefferson County. The Finance Committee considered this resolution at its meeting on November 4, 2025, and recommended forwarding it to the County Board for their approval.

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

WHEREAS, the State of Wisconsin, through Wisconsin Emergency Management (WEM), Division of the Department of Military Affairs, administers the Pre-Disaster Flood Resilience Grant Program to assist local governments in identifying flood vulnerabilities, improving flood resilience, and restoring hydrology in flood-prone communities; and

WHEREAS, the Assessment Grant component of this program supports the generation and collection of information on flood vulnerabilities and the identification of flood resilience priorities on a watershed, catchment, or stream-reach scale; and

WHEREAS, projects that address root causes of flooding and evaluate watershed or catchment-scale hydrology will receive priority under this program; and

WHEREAS, Jefferson County recognizes the importance of proactively identifying flood vulnerabilities and implementing strategies to enhance the community's resilience to future flood events; and

WHEREAS, participation in the Pre-Disaster Flood Resilience Assessment Grant Program aligns with the community's hazard mitigation and resilience goals and supports evidence-based decision-making for future infrastructure and environmental projects.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board hereby authorizes participation in the Pre-Disaster Flood Resilience Assessment Grant Program administered by Wisconsin Emergency Management; and

BE IT FURTHER RESOLVED THAT the Director of Emergency Management is hereby authorized to act on behalf of Jefferson County to prepare and submit the application, execute required documents, and administer all aspects of the project as required by the grant; and

BE IT FURTHER RESOLVED THAT the Jefferson County Board, as the body responsible for expending the local governmental unit's funds, commits to provide the required local match and/or in-kind contributions for the project, and further commits to cover any project costs that exceed the estimated budget; and

BE IT FURTHER RESOLVED that Jefferson County, as the applicant, commits to fulfill all program requirements as contained in the state program guidelines, including:

- Submission of all appropriate forms, documentation, and progress reports as required by WEM;
- Ensuring that all project activities meet applicable local codes and standards; and
- Ensuring compliance with all relevant state and federal requirements.

Fiscal Note: *If Jefferson County is awarded funding under the Pre-Disaster Flood Resilience Assessment Grant, a separate resolution accepting the grant award will come before the Board of Supervisors. If the Board accepts the award, there will be a requirement to provide a 25% local match in accordance with the grant's Notice of Funding, and a budget amendment will be necessary to allocate the local share. The local match may be satisfied through a combination of cash contributions, in-kind services, or other eligible local resources as outlined in the grant guidelines. This fiscal impact is contingent upon the County's decision to accept the grant and may vary depending on the final grant award amount and any allowable project modifications.*

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Anticipate and plan for environmental vulnerabilities, to include drought, zoonotic, heavy storms, and other disaster events; Develop a comprehensive flood mitigation plan to evaluate and plan for current and future risk and mitigation strategies

Referred By:
Finance Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT

Finance Director:

A handwritten signature in blue ink, likely belonging to the Finance Director.

Resolution No. 2025-__

Resolution Amending the 2025 and 2026 Jefferson County Human Services Budgets and Approving the Elimination of a vacant Part-Time Waterloo Nutrition Site Manager Position and Creating a Part-Time Nutrition Program Administrative Assistant I Position in the Human Services Department (ADRC)

Executive Summary

The Human Services Director recommends transitioning a vacant Nutrition Site Manager position to a part-time Nutrition Program Administrative Assistant I Position. Following the City of Waterloo's discontinuation of its contracted meal site at the end of 2023, and the subsequent closure of the temporary apartment-based location for congregate dining, Waterloo home-delivered routes are now efficiently operated out of Lake Mills. As a result, an on-site manager in Waterloo is no longer needed.

The new position will centralize paperwork, record-keeping, and required data entry into state systems; coordinate surveys and volunteer paperwork; prepare routine reports and statistics; and organize supply/document flow to nutrition sites. This reallocation allows the Nutrition Supervisor to focus on program development and daily operations. Funding for the Nutrition Programs is a mix of the Greater Wisconsin Agency on Aging Resources (GWAAR) contracts, participant donations, MCO billing, and county levy. This change does not result in additional staff, as it eliminates one position and creates another in its place with no increase to the tax levy.

This resolution eliminates a vacant part-time Nutrition Site Manager position, creates a part-time Nutrition Program Administrative Assistant position, and amends Human Services Department's 2025 and 2026 budgets accordingly. On October 21, 2025, the Human Resources Committee considered this resolution and recommended forwarding to the County Board for consideration and approval.

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

WHEREAS, the County previously contracted with the City of Waterloo to operate nutrition services at the Waterloo Library, but following the City employee's retirement at the end of 2023 the City discontinued the arrangement, and

WHEREAS, the 2024 County budget eliminated the Waterloo contract and created a Waterloo Site Manager position, with services temporarily operated from a local apartment that permitted Home-Delivered Meals only and did not allow congregate dining, and

WHEREAS, participation in Home-Delivered Meals within Waterloo is limited and routes can be efficiently operated out of Lake Mills, eliminating the operational need for an on-site manager in Waterloo, and

WHEREAS, the Nutrition Supervisor's workload includes substantial paperwork, data entry, reporting to state systems, survey administration, volunteer documentation, and routine statistics, and converting the former part-time Site Manager position to a part-time Nutrition Program Administrative Support position will centralize these functions and allow the Supervisor to focus on program development and operations, and

WHEREAS, the Nutrition Programs are funded through a combination of GWAAR contracts, participant donations, MCO billing, and County levy, and the adopted 2026 Nutrition Programs budget totals \$707,318.28 (approximately 37% GWAAR, 1% MCO, 18% donations, and 43% levy), and

WHEREAS, this position conversion reallocates existing resources, does not increase overall staffing levels, and is anticipated to have no increase to the County tax levy.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby amends the 2025 Human Services (ADRC) budget to eliminate the vacant, part-time Nutrition Site Manager position and create a part-time Nutrition Program Administrative Support position in Human Services (ADRC), effective upon adoption.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Jefferson County Board of Supervisors hereby amends the 2026 Human Services (ADRC) budget effective January 1, 2026, to reflect the same position structure and funding alignment described above, confirming the part-time Nutrition Program Administrative Support position in place of the Waterloo Nutrition Site Manager, with all related wage/benefit and account adjustments made within the adopted 2026 budget, without increasing the tax levy.

Fiscal Note: The Nutrition Programs are funded by GWAAR contracts, participant donations, MCO billing, and County levy. The adopted 2026 Nutrition Programs budget totals \$707,318.28 (approximately 37% GWAAR, 1% MCO, 18% donations, 43% levy). The position conversion utilizes existing appropriations and is anticipated to be cost-neutral with no increase to the County tax levy. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).

Strategic Plan Reference: YES



Transformative Government: Conduct a staffing & skills analysis to identify current and future staffing needs for each department

Referred By:
Human Resources Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025-_____

**Authorizing State Human Services Contracts, Consortium Agreements,
and Professional Service and Care Provider Contracts**

Executive Summary

The Jefferson County Human Services Department contracts with state agencies, consortiums and in excess of 200 professional service and care providers to fulfill its statutory duties. Each year contracts are renewed and/or updated with additional providers. State law requires County Board approval of the state contracts set forth in this resolution. The contracts have not been reproduced and attached to this resolution because they total more than 100 pages. The Wisconsin County Human Service Association negotiates the basic agreements on behalf of the counties which are standard state forms and are not subject to negotiation by individual counties. The professional service and care provider contract list for 2026 is attached. These provider contracts are reviewed by the Jefferson County Corporation Counsel to ensure compliance with the County's Purchasing Ordinance, and contain the language and terms set forth by the State of Wisconsin Department of Health Services Purchase of Care Services Guide and section 46.036 of the Wisconsin Statutes.

The Human Services Board considered this resolution at its October 14, 2025, meeting and recommended forwarding to the County Board to approve entering into professional service and care provider contracts with the providers on the attached list and entering into state contracts and consortium agreements as set forth below for 2026.

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

WHEREAS, the Jefferson County Human Services Department contracts with several different state agencies, consortiums, and in excess of 200 professional service providers and care providers to fulfill its statutory duties, usually on an annual basis, as approved by the Human Services Board, and

WHEREAS, the Social Services & Community Programs contracts with the Department of Health Services, and the Department of Children and Families and Youth Aids Program contracts, are statutorily required to be approved by the County Board, and

WHEREAS, the Human Services Board recommends approval of the Social Services & Community Programs, including the Children's Long Term Support program, and State Targeted Response contracts with the Department of Health Services in the anticipated amount of \$3,074,518; the Youth Crisis Stabilization Facility Mental Health Block Grant Award with the Department of Health Services in the amount of \$440,934 for the federal fiscal year of October 1, 2025 to September 30, 2026; the Aging and Disability Resources contract, which includes additional amounts for Medicare Improvements for Patients and Providers, the State Health Insurance Assistance Program, and the State Pharmaceutical Assistance Program in the anticipated amount of \$643,475; the Department of Children and Families State County Child Welfare contract, which includes the Youth Aids Program contract and the Parents Supporting Parents contract, in the anticipated amount of

\$2,657,389; the Older American Programs contract in the anticipated amount of \$413,631; the Department of Transportation contracts pursuant to section 85.21 of the Wisconsin Statutes (county elderly and disabled transportation assistance), and section 49 USC 5310 (transportation services provided to older adults and people with disabilities), in the anticipated amount of \$318,350; the Department of Health Services Division of Long Term Care contract in the anticipated amount of \$625,097; the Intensive Outpatient Program contract with the Department of Corrections in the anticipated amount of \$33,072 per year for the state fiscal year of July 1, 2026, to June 30, 2027; and other contracts from the Department of Children and Families, including the Child Care contract in the anticipated amount of \$141,812, , the Citizen's Review Panel contract for the state fiscal year of July 1, 2026, to June 30, 2027 in the anticipated amount of \$10,000, the Foster Parent Incentives contract for the state fiscal year July 1, 2026, to June 30, 2027 in the anticipated amount of \$5,794, and

WHEREAS, the consortium agreement requires County Board approval for the State and Federal Income Maintenance Programs through Southern Consortium in the anticipated amount of \$1,580,515.

NOW, THEREFORE, BE IT RESOLVED that the Human Services Director or the Administrative Services Division Manager is authorized to execute the state contracts and consortium contract set forth above.

BE IT FURTHER RESOLVED that the Human Services Director or the Administrative Services Manager is authorized to sign addendums or revisions to said contracts during the course of the year as necessary.

BE IT FURTHER RESOLVED that the Human Services Director or Administrative Services Manager is authorized to sign all other contracts with state agencies and consortiums pursuant to section 46.23(6m)(c) of the Wisconsin Statutes, and all professional services and care provider contracts as approved by the Human Services Board in accordance with the Jefferson County Purchasing Ordinance.

Fiscal Note: The costs associated with these state and consortium contracts have been included as an appropriation in the 2026 budget.


Strategic Plan Reference: YES



Transformative Government: Data driven budgets and policy management

Referred By:
Human Services Board

11-12-2025

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

2026 Provider Contracts (9/29/2025)

Contract Number		Provider	Service	Target	2025		2026				Totals
26- 100		4 Season Services A-Z, LLC	Lawn Care/Tree Trimming	Adults & Elderly	60.00	per hour	60.00	per hour	0.0%	5,000	
26- 101		A Life Worth Living Sober Home, LLC	AODA Residential Sober Living	MH	25/700	per month	25/700	per day/month	#DIV/0!	10,000	
26- 102		Abilities, Inc. - Apartments, CBRF & AFH, EMH Crisis Stabilization	Adult Alt Care	CMI	3,540.00	per month	3,540.00	per month	0.0%	300,000	
26- 103		ADL Corporation	SHC, PC, Respite	Adults & Elderly	26.75	per hour	26.75	per hour	0.0%	10,000	
26- 104		Advocates for Healthy Transitional Living, LLC** NOP	Child Alt Care	Child	1800-4000	per month	1800-4000	per month	#DIV/0!	48,000	
26- 105		Allied Counseling Services	Psychological	MH	125.00	per hour	125.00	per hour	0.0%	75,000	
26- 106		American Behavioral Clinics, SC - JRW Region - (Jefferson Not Using)	CCS Regional Service Array	CCS	124.68-200	per hour	124.68-200	per hour	#DIV/0!	n/a	
26- 107		An Amazing Journey Birthing and Family Services, LLC - JRW Region	CCS Regional Service Array	CCS	46.28-102	per hour	46.28-102	per hour	#DIV/0!	10,000	
26- 108		Anesis Center for Marriage and Family Therapy - JRW Region	CCS Regional Service Array	CCS	128.56	per hour	128.56	per hour	0.0%	10,000	
26- 109		Annette Vielleux, Psy.D, LLC - JRW Region (Jefferson not using)	CCS Regional Service Array	CCS	157.88	per hour	157.88	per hour	0.0%	10,000	
26- 110		ANU Family Based Services - BH, Respite** NOP	Respite/FC	Child	140.00	per hour	140.00	per hour	0.0%	45,000	
26- 111		ANU Family Based Services - JRW Region	CCS Regional Service Array	CCS	97.85-154.50	per hour	97.85-154.50	per hour	#DIV/0!	24,000	
26- 112		Arbor Place Inc.	Residential SUD Treatment	MH	101-323	per hour	101-323	per hour	#DIV/0!	40,000	
26- 113		ARC Community Services, Inc.	AODA Residential Trmt	Adult	221.87	per day	221.87	per day	0.0%	76,344	
26- 114		Ascension includes Wheaton	Inpatient Services	MH	1,388.00	per day	1,388.00	per day	0.0%	n/a	
26- 115		Aspire Counseling, LLC -JRW Region (Jefferson Not Using)	CCS Regional Service Array	CCS	120.28	per hour	120.28	per hour	0.0%	n/a	
26- 116		AtlantisValley Food, LLC	Elderly Nutrition Program	Eld	8.50	per meal	8.50	per meal	0.0%	297,500	
26- 117		Aura WI, LLC	PSP Peer Support	Child	37.00	per hour	37.00	per hour	0.0%	44,400	
26- 118		Aurora Health Care, Inc.	Inpatient Services	MH	1,175.00	per day	1,175.00	per day	0.0%	50,000	
26- 119		Bales, Marshall, MD	Psychological	MH	134.21	per hour	134.21	per hour	0.0%	20,000	

2026 Provider Contracts (9/29/2025)									
Contract Number		Provider		Service		Target	2025	2026	Totals
26- 120	Big River Med Transportation, LLC	Transportation	Adults & Elderly	2.00-40.00	per trip	2.00-40.00	per trip	#DIV/0!	5,000
26- 121	Birch Haven Counseling and Consulting	Infant, Early Childhood, Mental Health Consultation (IECMHC).	B-3	31.25	per unit	31.25	per unit	0.0%	12,000
26- 122	Blandine House	AODA Residential	Adult	155.00	per day	160.00	per day	3.2%	46,120
26- 123	Board of Regents of UW System dba UW-Green Bay	Training Program	Staff	12,500.00	per fee	12,500.00	per fee	0.0%	12,500
26- 124	BoyzLife, LLC ** NOP	Child Alt Care	child	299.36	per day	299.36	per day	0.0%	109,266
26- 125	C.E.S.A. 2 (RENT)	Space Charges received	n/a	-1,613.00	per quarter	-1,613.00	per quarter	0.0%	-6,452
26- 126	Carepool Innovations, Inc.	Transportation	Child	1.95-3.00/28	per mile/rate	1.95-3.00/28	per mile/rate	#DIV/0!	11,176
26- 127	Casa Mia Care Center, Inc. - JRW Region - (Jefferson Not Using)	CCS Regional Service Array	CCS	158,70-222.54	per hour	158,70-222.54	per day	#DIV/0!	n/a
26- 128	Catholic Charities Inc. - Diocese of Madison (5 Door Recovery (Hope Haven)	AODA Residential	AODA	370.00	per day	380.00	per day	2.7%	n/a
26- 129	Center for Change - JRW Region	CCS Regional Service Array	CCS	26.64-106.50	per hour	26.64-106.50	per hour	#DIV/0!	10,000
26- 130	CGS, Inc. dba Compass Guardianship Services	Guardianship	Adults & Elderly	125-225	per month	125-225	per month	#DIV/0!	5,000
26- 131	Child and Family Therapeutic Systems - JRW Region	CCS Regional Service Array	CCS	128.58	per hour	128.58	per hour	0.0%	35,000
26- 132	Children's Service Society - JRW Region (Jefferson not using)	CCS Regional Service Array	CCS	93.76	per hour	93.76	per hour	0.0%	n/a
26- 133	Children's Service Society dba Children Hospital of WI Community Services NOP	Child Alt Care	Child	4,010.27	per month	4,010.27	per month	0.0%	50,000
26- 134	Children's Therapy Network, LLC - JRW Region	CCS Regional Service Array	CCS	85.72-128.56	per hour	85.72-128.56	per hour	#DIV/0!	10,000
26- 135	Christian Servants Home Care, LLC	In-Home Supports	Adults & Elderly	\$29-\$36	per hour	\$29-\$36	per hour	#DIV/0!	10,000
26- 136	Christian Servants Home Care, LLC - JRW Region	CCS Regional Service Array	CCS	85.72-128.04	per hour	85.72-128.04	per hour	#DIV/0!	15,000
26- 137	Cinderella Shep's Cleaning and Supply CO., Inc.	Cleaning Services	Adults & Elderly	45.00	per hour	45.00	per hour	0.0%	5,000
26- 138	City of Fort Atkinson	Nutrition Site	Eld	0.00	per month	0.00	per month	#DIV/0!	0

2026 Provider Contracts (9/29/2025)											
Contract Number		Provider	Service	Target	2025		2026				Totals
26- 139	City of Jefferson	Nutrition Rent	Eld	25.00	per	month	25.00	per	month	0.0%	300
26- 140	City of Lake Mills	Nutrition Rent	Eld	50.00	per	month	50.00	per	month	0.0%	600
26- 141	City of Watertown	Nutrition Site Rental	Eld	65.00	per	month	65.00	per	month	0.0%	780
26- 142	CliniCare Corporation ** NOP	Child Alt Care	Child	472.63	per	session	472.63	per	session	0.0%	172,510
26- 143	Clover Family Services - JRW Region (Jefferson Not Using)	CCS Regional Service Array	CCS	19,74-95.08	per	hour	19,74-95.08	per	hour	#DIV/0!	n/a
26- 144	Columbia St. Mary's Hospital Milwaukee, Inc. Need inpatient psych	Inpatient Services	MH	1,100.00	per	month	1,100.00	per	month	0.0%	n/a
26- 145	Comfort Care 4 U NOP	Adult Alt Care	Adult	402.00	per	day	402.00	per	day	0.0%	n/a
26- 146	Comfortably at Home	In-Home Supports	Adults & Elderly	35.00	per	hour	35.00	per	hour	0.0%	10,000
26- 147	Community Care Programs, Inc.	Mental Health	Child	450-1500	per	month	450-1500	per	month	#DIV/0!	250,000
26- 148	Community Care Resources	Child Alt Care	Child	2500-4346	per	month	2500-4346	per	month	#DIV/0!	23,977
26- 149	Community Coordinated Child Care, Inc. - (4-C)	Child Care Certification	Child	Bill	Actual Costs		Bill	Actual Costs		#DIV/0!	8,281
26- 150	Community Service Associates dba Pauquette Center for Psychological Services	Psychological Evaluations, AODA Assessments, 51 Evaluations	MH	\$167.90-\$325	per	hour	\$167.90-\$325	per	hour	#DIV/0!	60,000
26- 151	Community Service Associates dba Pauquette Center for Psychological Services - JRW Region	CCS Regional Service Array	CCS	150.70	per	hour	150.70	per	hour	0.0%	85,000
26- 152	Compassionate Family Services, LLC - JRW Region	CCS Regional Service Array	CCS	\$69.38-\$76.96	per	hour	\$69.38-\$76.96	per	hour	#DIV/0!	150,000
26- 153	Compassionate Peer Support and Training LLC - JRW Region (Jefferson County not using)	CCS Regional Service Array	CCS	50.00	per	hour	50.00	per	hour	0.0%	n/a
26- 154	CORE Treatment Services, Inc.	Medically Monitored Residential Treatment Services	MH	65.00	per	session	65.00	per	session	0.0%	20,000
26- 155	Corporate Business Systems	Printer and Fax	All	1,839.86	per	month	1,839.86	per	month	0.0%	22,078
26- 156	Corporate Guardians, Inc.	Guardianship	various	125-225	per	month	125-225	per	month	#DIV/0!	25,000
26- 157	Creative Community Living Services, Inc. - JRW Region (Jefferson not using)	CCS Regional Service Array	CCS	67.40	per	hour	67.40	per	hour	0.0%	na

2026 Provider Contracts (9/29/2025)

Contract Number		Provider	Service	Target	2025		2026			Totals
26- 158	Crossroads Counseling Center Inc. - JRW Region (Jefferson County not using)		CCS Regional Service Array	CCS	105-175	per hour	105-175	per hour	#DIV/0!	n/a
26- 159		Dane County DHS**	Emerg Detention	MH	175.00	per day	175.00	per day	0.0%	n/a
26- 160		Davis Family Services, LLC	Respite	Child	9.45	per minute	9.45	per minute	0.0%	10,836
26- 161		Daybreak, Inc. - Waupan/Horicon	Adult Alt Care	varies	562.00	per day	562.00	per day	0.0%	64,000
26- 162		Denoon Recovery Services LLC	AODA Residential Sober Living	MH	700.00	per month	700.00	per month	0.0%	20,000
26- 163		Diamond Mental Health, LLC	Counseling	MH	90.16	per hour	90.16	per hour	0.0%	62,000
26- 164		Diamond Mental Health, LLC - JRW Region Only	CCS Regional Service Array	CCS	90.16	per hour	90.16	per hour	0.0%	28,000
26- 165		Dodge County Medical Facilities dba Clearview Behavioral Health NOP	Adult Alt Care	Adult	456.00	per day	456.00	per day	0.0%	166,440
26- 166		Dr. Terrill Bruett	Psychological	MH	200.00	per hour	200.00	per hour	0.0%	20,000
26- 167		Easter Seals of SE(Corp Guardian)	Corp Guardian	various	125-225	per month	125-225	per month	#DIV/0!	10,000
26- 168		Erin Nichols	Guardianship	Adults & Elderly	125-225	per month	125-225	per month	#DIV/0!	4,500
26- 169		Exodus Transitional Care Facility	AODA Residential	MH	125.00, 47.00	per day	125.00, 47.00	per day	#DIV/0!	14,000
26- 170		Family and Children's Center** NOP	Child Alt Care	Child	245.14	per daily	245.14	per daily	0.0%	150,000
26- 171		Family Service Agency of Waukesha County, Inc.	Group Therapy	Child	35.00	per class	35.00	per class	0.0%	2,100
26- 172		Family Works** NOP	Child Alt Care	Child	0.00	per month	0.00	per month	#DIV/0!	48,000
26- 173		Fond du Lac County Human Services	Inpatient Services	MH	1,400.00	per day	1,400.00	per day	0.0%	85,000
26- 174		Forensic Fluids Laboratories, Inc	Test Kits	varies	25.00	per kit	25.00	per kit	0.0%	50,000
26- 175		Fort Atkinson Police Department MOU	Crisis Intervention Partnership	MH	40/hours	per week	40/hours	per week	#DIV/0!	10,000
26- 176		Forward Counseling and Consultation - JRW Region	CCS Regional Service Array	CCS	127.52	per hour	127.52	per hour	0.0%	15,000
26- 177		Foundations Counseling Center, LLC. - JRW Region	CCS Regional Service Array	CCS	70.00	per hour	70.00	per hour	0.0%	30,000

2026 Provider Contracts (9/29/2025)										
Contract Number		Provider	Service	Target	2025		2026			Totals
26- 178	Foundations Health & Wholeness NOP		Child Alt Care	Child	4,000.00	per month	4,000.00	per month	0.0%	48,000
26- 179	Frazier Support Services Peace of Mind NOP		Child Alt Care	Child	250.64	per hour	250.64	per hour	0.0%	91,484
26- 180	Friends of Women in Recovery (Beacon)		Halfway House	AODA	219.25	per day	219.25	per day	0.0%	40,000
26- 181	G & L Advocacy, Inc.		Guardianship	Adults & Elderly	125-225	per month	125-225	per month	#DIV/0!	10,000
26- 182	Greenfield Rehabilitation Agency, Inc. - Rehab Resources, Inc.		B-3 Therapy	DD	varies	per hour	varies	per hour	#DIV/0!	n/a
26- 183	Guided Care Guardianship Inc. NOP		Guardianship	Adults & Elderly	60-125	per month	60-125	per month	#DIV/0!	10,000
26- 184	Haggart, Mel, MD		Staff Doctor	MH	180.00	per hour	180.00	per hour	0.0%	n/a
26- 185	Harmony Counseling and Consultation, LLC - JRW Region (Jefferson County not using)		CCS Regional Service Array	CCS	126.28	per hour	126.28	per hour	0.0%	n/a
26- 186	Healthy Minds, LLC - JRW Region		CCS Regional Service Array	CCS	49.64-115.80	per hour	49.64-115.80	per hour	#DIV/0!	15,000
26- 187	Heartland Farm Sanctuary - JRW Region		CCS Regional Service Array	CCS	95-128.56	per hour	95-128.56	per hour	#DIV/0!	10,000
26- 188	Highways and Hedges Therapeutic Systems, LLC - JRW Region (Jefferson County not using)		CCS Regional Service Array	CCS	32-128	per hour	32-128	per hour	#DIV/0!	n/a
26- 189	Hoffman Matz, LLC c/o Greater Watertown Community Health Foundation, Inc.		Lease	MH	6,901.00	per month	7,108.00	per month	3.0%	85,296
26- 190	Holding Space Therapy, LLC - JRW Region (Jefferson County not using)		CCS Regional Service Array	CCS	115.00	per hour	115.00	per hour	0.0%	n/a
26- 191	Hopeful Haven, Inc. ** NOP		Child Alt Care	Child	2600-4717	per month	2600-4717	per month	#DIV/0!	310,000
26- 192	Inner Journey Consulting, LLC - JRW Region - Jefferson Only		CCS Regional Service Array	CCS	128.56	per hour	128.56	per hour	0.0%	20,000
26- 193	Jefferson County Health Dept		Space Charges	n/a	-57,833.00	per month	-57,833.00	per month	0.0%	-57,833
26- 194	Jefferson County Sheriff's Department MOU (No embedded worker right now)		Crisis Intervention Partnership	MH	40/hours	per week	40/hours	per week	#DIV/0!	10,000
26- 195	Jefferson Memory Care NOP		Adult Alt Care	Eld	4,400.00	per month	4,400.00	per month	0.0%	42,000
26- 196	Jefferson Police Department MOU		Crisis Intervention Partnership	MH	40/hours	per week	40/hours	per week	#DIV/0!	10,000
26- 197	Jensen Therapy, LLC - JRW Region (Jefferson not using)		CCS Regional Service Array	CCS	128.00	per hour	128.00	per hour	0.0%	n/a

2026 Provider Contracts (9/29/2025)

Contract Number		Provider	Service	Target	2025		2026			Totals
26- 198		Johnstone Consulting, LLC	Training Program	Staff	0.00	per hour	0.00	per hour	#DIV/0!	40,000
26- 199		Kennedy's Circle of Wellness - JRW Region	CCS Regional Service Array	CCS	55.36-118.64	per hour	55.36-118.64	per hour	#DIV/0!	10,000
26- 200		Kohlenberg Psychiatry, LLC (Kohlenberg, Cary J MD SC)	Psychiatric	MH	200.00	per hour	200.00	per hour	0.0%	15,000
26- 201		Lad Lake - JRW Region - (Jefferson County not using)	CCS Regional Service Array	CCS	37-110	per hour	37-110	per hour	#DIV/0!	n/a
26- 202		Lad Lake NOP	Child Alt Care	Child	275.00	per day	275.00	per day	0.0%	200,000
26- 203		Lake Geneva Wellness Clinic - JRW Region	CCS Regional Service Array	CCS	109.88	per hour	109.88	per hour	0.0%	10,000
26- 204		Lake Mills Independent Living	Supervised Apt.	CMI	1,500.00	per month	1,500.00	per month	0.0%	17,676
26- 205		Lake Mills Police Department MOU	Crisis Intervention Partnership	MH	40/hours	per week	40/hours	per week	#DIV/0!	10,000
26- 206		LifeCare Transport LLC-Replaces C&W Med Rides	Medical Rides	Adults & Elderly	100.00	per round trip	100.00	per round trip	0.0%	4,000
26- 207		Lindsey Slatter, LLC - JRW Region (Jefferson not using)	CCS Regional Service Array	CCS	77.84	per hour	77.84	per hour	0.0%	na
26- 208		LTDK LLC - Turner, Liz - CCS - JRW Region (Jefferson Only)	CCS Regional Service Array	CCS	53.06	per hour	53.06	per hour	0.0%	90,000
26- 209		Lutheran Social Services	Respite/Aspen/IHSS	various	77.25-237.44	per hour	77.25-237.44	per hour	#DIV/0!	135,000
26- 209		Lutheran Social Services** NOP	Child Alt Care	Child	2259.70-3603	per month	2259.70-3603	per month	#DIV/0!	125,000
26- 210		Lutheran Social Services - JRW Region	CCS Regional Service Array	CCS	125.77	per hour	125.77	per hour	0.0%	10,000
26- 211		Magnolia Therapy and Mentoring, LLC - JRW Region	CCS Regional Service Array	CCS	85.72-128.56	per hour	85.72-128.56	per hour	#DIV/0!	20,000
26- 212		Maid For You	Cleaning (Light & Heavy)	Adults & Elderly	32.50	per hour	32.50	per hour	0.0%	15,000
26- 213		Marcus, Jeffrey A. MD	Psychiatric	various	198.00	per hour	198.00	per hour	0.0%	70,000
26- 214		Margaret Pennewell dba London Lodge, Inc.	Adult Alt Care	MH	75.62	per day	75.62	per day	0.0%	14,670
26- 215		Matt Talbot Recovery Services, Inc. (Horizon Healthcare, Inc. - replaces Genesis 151)	AODA Detox Service	Adult	319.00	per day	319.00	per day	0.0%	n/a
26- 216		Matthew Sager MD	Staff Psychiatrist	MH	225.00	per hour	225.00	per hour	0.0%	99,000

2026 Provider Contracts (9/29/2025)

Contract Number		Provider	Service	Target	2025		2026				Totals
26- 217		Mediation & Collaborative Law Center, LLC	GAL	various	100.00	per hour	100.00	per hour	0.0%	n/a	
26- 218		Men of Men Inc.	Child Alt Care	Child	367.39	per day	367.39	per day	0.0%	134,097	
26- 219		Mental Health On Prairie - JRW Region (Jefferson not using)	CCS Regional Service Array	CCS	125.86	per hour	125.86	per hour	0.0%	na	
26- 220		Mentis Lex Consulting dba Michelle Hume	Psychological	MH	300.00	per hour	300.00	per hour	0.0%	10,000	
26- 221		Meriter Hospital, Inc. (Would not do inpatient contract)	IP Psyc Hosp	MH	U & C	per day	U & C	per day	#DIV/0!	n/a	
26- 222		Meta House, Inc.	AODA Residential	Adult	400.00	per day	405.00	per day	1.3%	30,000	
26- 223		Milwaukee Behavioral Health, LLC dba Granite Hills Hospital	Inpatient Services	MH	1,625.00	per day	1,625.00	per day	0.0%	n/a	
26- 224		Moe's Transitional Living Center, Inc. ** NOP	Child Alt Care	Child	295.23	per day	295.23	per day	0.0%	11,219	
26- 225		Moving On, LLC JRW Region	CCS Regional Service Array	CCS	137.00	per hour	137.00	per hour	0.0%	10,000	
26- 226		Music Speaks, LLC - JRW Region	CCS Regional Service Array	CCS	103.32	per hour	103.32	per hour	0.0%	20,000	
26- 227		National Council for Behavioral Health	Consulting	MH	2,083.33	per month	2,083.33	per month	0.0%	25,000	
26- 228		New Beginnings APFV, Inc.	Intervention	Adult	2,500.00	per month	2,500.00	per month	0.0%	30,000	
26- 229		Norris Inc. ** NOP	Child Alt Care	Child	197.55-378.97	per day	197.55-378.97	per day	#DIV/0!	89,500	
26- 230		North American Mechanical Inc. (NAMI)	Boiler Preventative Maintenance	Maint	10,230.00	per year	10,230.00	per year	0.0%	10,230	
26- 231		North Central Emergency Services, LLC (Don't send paperwork until we get discounted rates/per Brian)	Transportation	MH	150.00	per hour	150.00	per hour	0.0%	50,000	
26- 232		North Central Health Care	Youth Crisis Stabilization	Child	900-2000	per day	900-2000	per day	#DIV/0!	240,000	
26- 233		Northwest Passage ** NOP	Child Alt Care	MH	378.97	per day	378.97	per day	0.0%	20,000	
26- 234		Nova Counseling Services, Inc	AODA Residential	AODA	261.91	per day	261.91	per day	0.0%	50,000	
26- 235		Oakhaven Equine Assisted Therapy - JRW Region - (Jefferson Not Using)	CCS Regional Service Array	CCS	160.72	per hour	160.72	per hour	0.0%	n/a	
26- 236		Ochsman, Inc. dba Home Instead	SHC, Respite, PC & Companionship	Adults & Elderly	37.50	per hour	37.50	per hour	0.0%	9,000	

2026 Provider Contracts (9/29/2025)

Contract Number		Provider	Service	Target	2025		2026			Totals
26- 237		Oconomowoc Dev Trng Cnt - Genesee Lake School NOP	Child Alt Care	Child	235-472.63	per day	235-472.63	per day	#DIV/0!	20,000
26- 238		Opportunities, Inc.	Corp Guardian	various	225.00	per month	225.00	per month	0.0%	80,000
26- 238		Opportunities, Inc.	WDC Space Rent	n/a	-860.00	per month	-890.00	per month	3.5%	-10,680
26- 239		Oregon Mental Health Services, LLC - JRW Region (Jefferson not using)	CCS Regional Service Array	CCS	123.00	per hour	123.00	per hour	0.0%	na
26- 240		Orion Family Services	Counseling	various	85.72	per hour	85.72	per hour	0.0%	230,000
26- 241		Orion Family Services - JRW Region	CCS Regional Service Array	CCS	64.58-87.72	per hour	64.58-87.72	per hour	#DIV/0!	130,000
26- 242		PA Smith, LLC dba Visiting Angels Fort Atkinson, WI	PC & SHC	Adults & Elderly	40-75	per hour	40-75	per hour	#DIV/0!	4,000
26- 243		Pathways To A Better Life, LLC	AODA Residential	AODA	95-600/1800	per day	95-600/1800	per day/month	#DIV/0!	359,250
26- 244		Pecku Anchored Agency, LLC - JRW Region (Jefferson not using)	CCS Regional Service Array	CCS	84.52	per hour	84.52	per hour	0.0%	na
26- 245		PKM Clinical Solutions - JRW Region (Jefferson not using)	CCS Regional Service Array	CCS	158.00	per hour	158.00	per hour	0.0%	n/a
26- 246		Plum, Henry	Legal Assistance	Child	200.00	per hour	200.00	per hour	0.0%	150,800
26- 247		Prentice House ** NOP	Child Alt Care	Child	235.00	per day	235.00	per day	0.0%	85,775
26- 248		Productive Living Systems, Inc.	Adult Alt Care	Adult	267.27	per day	314.00	per day	17.5%	106,792
26- 249		Professional Services Group, Inc.	Mentoring, In-Home Safety, Electronic Monitoring	Parents	50.00	per hour	50.00	per hour	0.0%	256,513
26- 250		Professional Services Group/Community Impact Program-JRW Region	CCS Regional Service Array	CCS	\$18.68 - \$200	per hour	\$18.68 - \$200	per hour	#DIV/0!	2,000,000
26- 251		Propio LS, LLC	Interpreting	varies	0.10-1.95	per minute	0.10-1.95	per minute	#DIV/0!	45,000
26- 252		Purple Communications, Inc.	ASL Interpreter	B-3	86.00	per hour	86.00	per hour	0.0%	10,000
26- 253		R Family Care Services, LLC - JRW Region	CCS Regional Service Array	CCS	51.38-114.58	per hour	51.38-114.58	per hour	#DIV/0!	10,000
26- 254		Rawhide, Inc.** NOP	Child Alt Care	child	472.63	per day	472.63	per day	0.0%	n/a
26- 255		Rawski Forensic Psychiatry, LLC	Psychiatric	MH	180.00	per hour	180.00	per hour	0.0%	30,000

2026 Provider Contracts (9/29/2025)

Contract Number		Provider	Service	Target	2025		2026			Totals
26- 256		Rebecca M. Radue, MD	Staff Psychiatrist	MH	200.00	per hour	200.00	per hour	0.0%	208,000
26- 257		Redi Transports	Transportation	various	2.45	per mile	2.51	per mile	2.4%	25,000
26- 258		Reflections Group Home, LLC	Child Alt Care	Child	288.50	per day	288.50	per day	0.0%	72,991
26- 259		Revive Youth and Family Services** - NOP	Child Alt Care	Child	240.38	per day	240.38	per day	0.0%	45,432
26- 260		Ring of Life CCC, LLC	Clinical Consultation	MH	125.00	per hour	125.00	per hour	0.0%	10,000
26- 261		RISE Wisconsin, Inc. (Dr. Teresa McLaren)	Psychological	MH	150.00	per hour	150.00	per hour	0.0%	20,000
26- 262		Rock County-Harpers Place (not a separate contract)	Crisis Stabilization	MH	350.00	per day	350.00	per day	0.0%	40,000
26- 263		Rock River Therapy, LLC - JRW Region	CCS Regional Service Array	CCS	125.00	per hour	125.00	per hour	0.0%	1,000
26- 264		Rocky Hill Parent Peer Specialists, LLC - JRW Region	CCS Regional Service Array	CCS	82.84	per hour	82.84	per hour	0.0%	5,000
26- 265		Rogers Memorial Hospital**	IP Psyc Hosp	MH	1,892.72	per day	1,892.72	per day	0.0%	n/a
26- 266		Safe Community Coalition of Madison and Dane County	Peer Support & Recovery Coaching	MH	55.88	per hour	55.88	per hour	0.0%	55,000
26- 267		Safe Community Coalition of Madison and Dane County - JRW Region	CCS Regional Service Array	CCS	55.88	per hour	55.88	per hour	0.0%	30,000
26- 268		SBH - Madison LLC, dba Miramont Behavioral Health	Inpatient Services	MH	1,362.60	per day	1,362.60	per day	0.0%	n/a
26- 269		Secured Living, LLC	Adult Alt Care	MH	2,707.08	per month	2,707.08	per month	0.0%	32,485
26- 270		Selick Life Services, LLC - JRW Region - Jefferson Only	CCS Regional Service Array	CCS	79.23	per hour	79.23	per hour	0.0%	75,000
26- 271		Seniors on the GO! Taxi Service Inc.	Transportation	Adults & Elderly	65.00	per trip	65.00	per trip	0.0%	2,000
26- 272		Siemens	Fire Alarm Testing	All	3,090.00	per year	3,260.00	per year	5.5%	39,120
26- 273		Simply Lesia, LLC - NOP	Child Alt Care	Child	274.00	per day	274.00	per day	0.0%	25,000
26- 274		SSM Healthcare of WI (St. Mary's Hospital)	IP Psyc Hosp	MH	0.00	per day	0.00	per day	#DIV/0!	n/a
26- 275		St. Elizabeth	Inpatient Services	various	1,100.00	per day	1,100.00	per day	0.0%	n/a

2026 Provider Contracts (9/29/2025)

Contract Number		Provider	Service	Target	2025		2026				Totals
26- 276		State of Wisconsin-DWD	WDC Space Rent	n/a	-1,870.38	per month	-1,903.00	per month	1.7%	-22,836	
26- 277		Steven J. Braam PhD	Psychological	MH	200.00	per hour	200.00	per hour	0.0%	30,000	
26- 278		Stoughton Hospital -Geriatric Only-Ask Kim	IP Psysc Hosp	MH	U & C	per day	U & C	per day	#DIV/0!	n/a	
26- 279		SWITS	Interpreting	various	45-90	per hour	45-90	per hour	#DIV/0!	n/a	
26- 280		Synapse Solutions - JRW Region	CCS Regional Service Array	CCS	127.68-175	per hour	127.68-175	per hour	#DIV/0!	20,000	
26- 281		Taylor Psychiatric Services-Taylor, Leslie PhD	Psychiatric	MH	200.00	per hour	200.00	per hour	0.0%	20,000	
26- 282		Tellurian, Inc. - Med Detox - ARP	Detoxification	AODA	682.00	per day	682.00	per day	0.0%	15,000	
26- 282		Tellurian, Inc. - Med Detox - Dane	Detoxification	AODA	625.00	per day	625.00	per day	0.0%	80,000	
26- 283		Terri Schanen - Lessons In Harmony - JRW Region	CCS Regional Service Array	CCS	66.19	per hour	66.19	per hour	0.0%	25,000	
26- 284		The Mooring House Inc. - Apricity	AODA Residential	MH	213-250	per day	213-250	per day	#DIV/0!	200,000	
26- 285		The Psychology Center	Psychological Evaluations	child	250.00	per hour	250.00	per hour	0.0%	50,000	
26- 286		The Willows Counseling and EMDR Center - JRW Region	CCS Regional Service Array	CCS	120.84	per hour	120.84	per hour	0.0%	10,000	
26- 287		TK Elevator Corp	Elevator Maintenance	All	2,280.00	per year	2,280.00	per year	0.0%	2,280	
26- 288		TLC Staffing, LLC	SHC	various	\$26-\$27	per hour	\$26-\$27	per hour	#DIV/0!	50,000	
26- 289		Tomorrow's Children, Inc.	Child Alt Care	Child	551.30	per day	551.30	per day	0.0%	97,029	
26- 290		Total Care Group ** - NOP	Adult Alt Care	MH	225.00	per day	225.00	per day	0.0%	82,125	
26- 291		Transitions at Home, Inc.	In-Home Supports	Adults & Elderly	\$22-\$27	per hour	\$22-\$27	per hour	#DIV/0!	10,000	
26- 292		Trempealeau County Health Care Center	Adult Alt Care	MH	242.62-400.00	per day	242.62-400.00	per day	#DIV/0!	140,381	
26- 293		Trinity's Hope - JRW Region	CCS Regional Service Array	CCS	128.00	per hour	128.00	per hour	0.0%	25,000	
26- 294		True Comfort Home Care LLC	SHC, PC, Respite, Transportation	Adults & Elderly	25.00	per hour	25.00	per hour	0.0%	25,000	

2026 Provider Contracts (9/29/2025)

Contract Number		Provider	Service	Target	2025		2026			Totals		
26- 295		University Health Care, Inc.	Inpatient Services	MH	various	per	day	various	per	day	#DIV/0!	n/a
26- 296		Village of Sullivan/Rome/Palmyra	Nutrition Site Rental	Eld	50.00	per	month	50.00	per	month	0.0%	600
26- 297		Vision Forward Association, Inc.	Vision Support	Child	26.50	per	unit	26.50	per	unit	0.0%	8,500
26- 298		Washington Co DSS - Shelter Care**	Non-Secure Det	Child	131.00	per	day	131.00	per	day	0.0%	n/a
26- 299		Washington Co Sheriff - Detention**-send hard copy-do not use DocuSign	Secure Juv Det	Child	225.00	per	day	225.00	per	day	0.0%	n/a
26- 300		Watertown Health Department	In-Home Visits	Child	250.00	per	month	250.00	per	month	0.0%	3,000
26- 301		Watertown Police Department MOU-Still waiting on EMH	Crisis Intervention Partnership	MH	40/hours	per	week	40/hours	per	week	#DIV/0!	10,000
26- 302		Waukesha County, Department of Health and Human Services	Inpatient Services	MH	888.00	per	day	888.00	per	day	0.0%	n/a
26- 303		Waystar	Clearinghouse	billing	varies	per	month	varies	per	month	#DIV/0!	n/a
26- 304		Wellpoint Care Network (Formerly SaintA) NOP	Child Alt Care	CCS	419.86	per	day	419.86	per	day	0.0%	50,000
26- 305		Willow Creek Behavioral Health	Inpatient Services	MH	1,362.60	per	day	1,362.60	per	day	0.0%	n/a
26- 306		Willow Path Mentoring, LLC - JRW Region	CCS Regional Service Array	CCS	55.88-122.84	per	hour	55.88-122.84	per	hour	#DIV/0!	20,000
26- 307		Willow Winds Living LLC NOP	Adult Alt Care	MH	4,556.00	per	month	4,556.00	per	month	0.0%	164,016
26- 308		Wishope Inc.	AODA Residential	MH	90-925	per	month	90-925	per	month	#DIV/0!	73,650
26- 309		YouBloom Counseling, LLC - JRW Region (Jefferson not using)	CCS Regional Service Array	CCS	128.56	per	hour	128.56	per	hour	0.0%	na
26- 310		ZBM Inc.	YCSF and other Cleaning Services	varies	40-60	per	hour/month	40-60	per	hour	#DIV/0!	78,400
		**Rates not established for 2026 yet for all providers										
		Contracts with Jefferson County for Services-No Cost to us.										
		My Choice (Care Wisconsin)	various	Adult	various	per	service	various	per	service	#DIV/0!	n/a
		Inclusa (ContinuUs)	various	Adult	various	per	service	various	per	service	#DIV/0!	n/a

2026 Provider Contracts (9/29/2025)									
Contract Number	Provider		Service	Target	2025			2026	Totals

RESOLUTION NO. 2025-

Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Aquatic Invasive Species Surface Water Planning Grant and amending the 2026 budget in the Land and Water Conservation Department

Executive Summary

The Wisconsin Department of Natural Resources offers an Aquatic Invasive Species Surface Water Planning grant to Wisconsin Counties. The Land and Water Conservation Department will use this grant to implement two surveys on Rock Lake: aquatic plant inventory and near-shore fish survey. These surveys are needed for the future update of the Rock Lake Management Plan which includes the Aquatic Plant Management Plan. Results from the surveys will be shared with the public and lake groups.

This resolution authorizes the application for and implementation of a Wisconsin Department of Natural Resources Aquatic Invasive Species Surface Water Planning Grant and amends the 2026 budget accordingly. The Land and Water Conservation Committee considered this resolution at its meeting on October 15, 2025, and recommended forwarding to the County Board for approval.

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

WHEREAS, the Land and Water Conservation Department is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of performing aquatic plant and fish surveys necessary for updating the Rock Lake Management Plan which includes the Aquatic Plant Management Plan, and

WHEREAS, the Land and Water Conservation Department attests to the validity and veracity of the statements and representations contained in the grant application, and

WHEREAS, a grant agreement/contract is required by the Wisconsin Department of Natural Resources to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Board of Supervisors that the Land and Water Conservation Department will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the Land and Water Conservation Department Director to do the following:

1. Sign and submit a grant application and supporting documents to the Wisconsin Department of Natural Resources for financial assistance
2. Enter into a grant agreement/contract with the Wisconsin Department of Natural Resources
3. Submit required reports to the Wisconsin Department of Natural Resources to satisfy the grant agreement/contract, as appropriate
4. Submit reimbursement request(s) to the Wisconsin Department of Natural Resources per the grant agreement/contract

5. Sign and submit other documentation as necessary to complete the project per the grant agreement/contract.

BE IT FURTHER RESOLVED that the Land and Water Conservation Department will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement/contract.

Fiscal Note: The Department of Natural Resources grant will provide \$3,967 which will cover project expenses including \$657 of staff time. The required grant match will consist of staff time that is included in the 2026 budget. A budget amendment is needed to add the grant income and expenses. As a budget amendment, County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).


Strategic Plan Reference: Yes

Highly Regarded Quality of Life: Maintain funding for surface and groundwater monitoring programs to ensure long-term water quality is maintained.

Transformative Government: Continue to provide education on invasive species management; Continue to provide expertise and data to community natural resource organizations; Continue to expand public outreach efforts and enhance community engagement.

Referred By:
Land and Water Conservation Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT Finance Director: 

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> c. Transfers between departments within a budgetary function of up to \$24,999.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input checked="" type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input checked="" type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12401.421001	State Aid	3,967
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12401.531314	Small Items of Equipment	200
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12401.531312	Office Supplies	110
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12401.521220	Consultant	3,000

Description of Adjustment:

For 2026 budget: A DNR grant (due Nov 15) will cover the cost of expenses related to a aquatic plant inventory and a near-shore fish inventory. The grant will also pay for \$657 of existing staff's time to implement the project.

Department Head Signature

Patricia Ceno

Date 10/3/2025

County Administrator Signature

Date

- 1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.
- 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.
- 3) Any items \$10,000 and above must be capitalized.

RESOLUTION NO. 2025-__

Authorizing the Jefferson County Parks Department to Enter into an Agreement with Snyder & Associates to Update the Jefferson County Park and Outdoor Recreation Plan

Executive Summary

The Jefferson County Parks Department recommends entering into an agreement with Snyder & Associates to update the Jefferson County Park and Outdoor Recreation Plan. Following a competitive Request for Proposals process, two firms submitted proposals—Snyder & Associates at \$47,546 and Ayres Associates at \$54,000. Snyder & Associates was selected as the most qualified and cost-effective option, demonstrating a strong understanding of Jefferson County’s recreational assets and planning needs.

This resolution authorizes Jefferson County to contract with Snyder & Associates to update Jefferson County’s Park and Outdoor Recreation Plan consistent with the terms of the submitted proposal. The Parks Committee reviewed this resolution on October 23, 2025, and unanimously recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County recognizes the importance of maintaining an up-to-date Park and Outdoor Recreation Plan to guide the future development of park facilities, prioritize capital investments, and maintain eligibility for state and federal grant opportunities, and

WHEREAS, the most recent update of the Jefferson County Park and Outdoor Recreation Plan has reached the end of its five-year planning period, making it necessary to complete a new plan to remain current and in compliance with Wisconsin Department of Natural Resources (WDNR) guidelines, and

WHEREAS, the Parks Department issued a Request for Proposals (RFP) to obtain professional planning services to complete this update, with two firms submitting proposals—Snyder & Associates and Ayres Associates, and

WHEREAS, after a comprehensive review, Snyder & Associates was determined to be both capable and cost-effective in its deliverables, submitting a proposal totaling **\$47,546.00**, compared to Ayres Associates’ proposal of **\$54,000.00**, and

WHEREAS, the Jefferson County Parks Committee reviewed the proposals at its meeting on Thursday, October 23, 2025, and unanimously recommended that the County Board authorize the Parks Department to enter into an agreement with Snyder & Associates.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the Jefferson County Parks Department to enter into an agreement with Snyder & Associates in the amount of \$47,546.00 to complete the update of the Jefferson County Park and Outdoor Recreation Plan, and

BE IT FURTHER RESOLVED that the Jefferson County Parks Director and County Administrator are hereby authorized to execute the necessary documents to carry out this agreement.

Fiscal Note: Funds for this project are available in the Jefferson County Parks Department budget.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Continue developing recreational, historical, and cultural resources that build on emerging recreational trends and enhance positive user experiences

Referred By:
Parks Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT

Finance Director:

A handwritten signature in blue ink, appearing to be "J. Van", enclosed within a circular stamp.

REPORT
TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY
BOARD OF SUPERVISORS

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the official zoning map of Jefferson County, filed for public hearing held on August 21, 2025 and October 16, 2025, as required by law pursuant to Wisconsin Statutes, notice thereof having been given, and being duly advised of the wishes of the town boards and persons in the areas affected, hereby makes the following recommendations. The Committee has reviewed and considered the facts presented in the application and received in public hearing and finds that the criteria listed in Wis. Stat. 91.48 and Jefferson County Zoning Ordinance Section 22-56(b) has been met for the below listed petitions. The Committee further finds that the petitions are consistent with the Jefferson County Comprehensive Plan and Farmland Preservation Plan.

Further support for the Committee's recommendations can be found in the Staff Reports and individual petition files on record in the Planning & Development Office.

APPROVAL OF PETITIONS

**R4631A-25, R4640A-25, R4642A-25, R4643A-25, R4645A-25,
R4646A-25 and R4647A-25**

DATED THIS TWELFTH DAY OF NOVEMBER 2025

Blane Poulson, Secretary

THE PRIOR MONTH'S AMENDMENTS

R4634A-25, R4635A-25, R4636A-25, R4637A-25, R4638A-25 and R4639T-25

**ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS.
STATS. 59.69(5)**

ORDINANCE NO. 2025-__

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 R4631A-25, R4640A-25, R4642A-25, R4643A-25, R4645A-25, R4646A-25, R4647A-25, were referred to the Jefferson County Planning and Zoning Committee for public hearing on August 21, 2025, and October 16, 2025, and

WHEREAS, at its meeting on October 27, 2025, the Planning and Zoning Committee considered the request to amend the Official Zoning Map of Jefferson County after conducting a public hearing regarding the requested amendment, and after receiving a recommendation from the affected Town, hereby make the following recommendation to the Board of Supervisors in open session, and

WHEREAS, the Planning and Zoning Committee has found that the criteria and standards set forth in s. 91.48 of the Wisconsin Statutes and ss. 22-56(b) of the Jefferson County Zoning Ordinance for rezoning out of an A-1 Exclusive Agricultural zone have been met and the petitions are consistent with the Jefferson County Comprehensive Plan and Farmland Preservation Plan as identified in the Decision of the Planning and Zoning Committee, 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 and ss. 22-56(b) of the Jefferson County Zoning Ordinance for rezoning out of an A-1 Exclusive Agricultural zone are met by the proposed amendment to the official zoning map, and

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

All are in accordance with ss. 22-304 – 22.310 of the Jefferson County Zoning Ordinance

Rezone 6.3-acres from A-1 to A-2 around existing agricultural structures located at **N8525 County Road E** in the Town of Watertown, PIN 032-0815-2311-000 (29.799 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map, and extraterritorial plat review. This is in accordance with ss.22-304 – 22.310 of the Jefferson County Zoning Ordinance. R4640A-25 Rodney Johnson

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

All are in accordance with ss. 22-339 – 22-350 of the Jefferson County Zoning Ordinance

Rezone A-1 to A-3 to create a 4-acre residential lot located on **Saucer Drive** in the Town of Farmington, PIN 008-0715-0321-002 (41.956 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map, access approval of maintaining authority and receipt of suitable soil test. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4631A-25– Dale W & Jacqueline E Naatz Trust

Rezone 3.14-acres from A-1 to A-3 to create a farm consolidation around existing house and outbuildings located at **W3476 Ranch Road** in the Town of Farmington, PIN 008-0715-0343-001 (18.166 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4642A-25 – Wendt Property Management

Rezone 1-acre from A-1 to A-3 to create a farm consolidation around the existing house at **W3558 Hagedorn Road** in Town of Hebron, PIN 010-0615-2231-000 (39.210 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4643A-25 – Jeffrey J Coleman Trust

Rezone from A-1 to A-3 to create two 2-acre residential lots at **W566 Carlin Trail** in Town of Palmyra, PIN 024-0516-2341-000 (27.390 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 and extraterritorial plat review. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4645A-25 – Charles Schlessinger

Rezone 2.0-acres from A-1 to A-3 from parcel 032-0815-2311-000 (29.799 ac) to be added to parcel 032-0815-2311-001 (1.0 ac) to create a total 3-acre residential lot located at **N8493 County Road E** in the Town of Watertown. Rezoning is conditional upon receipt of and recording of the final certified survey map, extraterritorial plat review and filing of affidavit of zoning status on remaining lands. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4646A-25 – Rodney Johnson

FROM A-T AGRICULTURAL TRANSITION TO I, INDUSTRIAL

All are in accordance with ss. 22-200 – 22-208 of the Jefferson County Zoning Ordinance


Rezone 8-acres from A-T to I with outside storage in the Industrial zone across from **N7886 Woody Lane** in the Town of Ixonia. PIN 012-0816-2732-000 (35.305 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map, access approval of maintaining authority, extraterritorial plat review and a stormwater management plan for the proposed lot. This is in accordance with ss. 22-200 – 22.208 of the Jefferson County Zoning Ordinance. R4647A-25 – Curtis Pernat

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: Passage of this ordinance has no determinable fiscal impact.

Referred By:
Planning and Zoning Committee

11-12-2025

REVIEWED: Corporation Counsel: DHT; Finance Director: 

APPOINTMENTS BY COUNTY BOARD CHAIR

By virtue of the authority vested in me under Ch. 2, Article II, Division II, Subdivision VI of the Jefferson County Code, I respectfully request confirmation of the following appointments:

- a. Chad Hilstad, Town of Koshkonong, WI, to the Historic Sites Preservation Council to fill an unexpired term ending April 21, 2026

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

APPOINTMENTS BY COUNTY ADMINISTRATOR

By virtue of the authority vested in me under Sections 59.18(2)(c) of the Wisconsin Statutes and Chapter 2, Article II, Division II, Subdivision VI of the Jefferson County Code, I respectfully request confirmation of the following appointments:

- a. Andrea Turke, Town of Lake Mills, WI, to the Lake Mills Library Board to fill an unexpired term ending May 01, 2028.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____