

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY

March 10, 2026

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 February 10, 2026 MEETING MINUTES**
6. **COMMUNICATIONS**
 - a. Notice of Public Hearing – Planning and Zoning – March 26, 2026, 6:00 p.m. (pg. 3-4)
 - b. Treasurer’s Monthly Report
7. **PUBLIC COMMENT (agenda items)**
8. **SPECIAL ORDER OF BUSINESS**
 - a. Employee Retirement Recognitions
 - b. Resolutions - County Board Retirements
Richard Jones (pg. 5)
Cassie Richardson (pg. 6)
Karl Zarling (pg. 7)
Dan Herbst (pg. 8)
Amanda Truax (pg. 9)
Mary Roberts (pg. 10)
 - c. Proclamation- Proclaiming April 12-18, 2026, as National 911 Telecommunicator Week (pg. 11)
 - d. Presentation on 2025 Year End Financial Results
9. **EXECUTIVE COMMITTEE**
 - a. Proclamation- Proclaiming April 5-11, 2026, as Fair Housing Week (pg. 12)
10. **FINANCE**
 - a. Resolution- Denying Claim for damages by Gabriel Alwin (pg. 13)
 - b. Resolution- Denying Claim for damages by Donna J. Martin (pg. 14)
 - c. Resolution - Authorizing year-end requests to carry over budget appropriations from fiscal year 2025 to fiscal year 2026 and amending the 2026 budget (pg. 15-21)
 - d. Resolution - Authorizing budget amendments to offset fiscal year 2025 departmental deficits (pg. 22-23)
 - e. Authorizing the County Administrator to Enter into an Agreement for Soil Sampling with The Sigma Group, Inc. (pg. 24-25)
11. **PARKS COMMITTEE**

- a. Resolution- Authorizing the Sale of Fermented Malt Beverages in Korth Park (pg. 26-27)
 - b. Resolution- Authorizing a Three-Year Professional Services Agreement for Ecological Restoration Services (pg. 28-29)
 - c. Resolution- Recognizing the contributions of Doosan Bobcat North America to the Upper Rock Lake Mountain Bike Trail System (pg. 30)
 - d. Resolution- Recognizing the Friends of Rose Lake for Twenty-Five (25) Years of dedicated service to Dorothy Carnes County Park and Rose Lake State Natural Area (pg. 31-32)
 - e. Resolution- Authorizing Motorized Recreation Grant Application to Fund the Jefferson County Snowmobile Trail Aid Program (pg. 33-34)
 - f. Resolution- Authorizing Acceptance of Bid on County Parks Agricultural Three-Year Lease (pg. 35)
12. **HUMAN RESOURCES COMMITTEE**
- a. Resolution- Establishing Total Annual Compensation for County Elected Officials of Clerk of Courts and Sheriff for the Fiscal Years of 2027 through 2030, pursuant to Wis. Stat. § 59.22 (pg. 36-37)
 - b. Resolution- Creating Medical Director Position in the Human Services Department (pg. 38-39)
13. **LAW ENFORCEMENT & EMERGENCY MANAGEMENT COMMITTEE**
- a. Proclamation- Proclaiming May 10-16, 2026, as National Police Week (pg. 40)
14. **HUMAN SERVICES BOARD**
- a. Proclamation- Proclaiming the month of April 2026 as Child Abuse and Neglect Prevention Month (pg. 41)
15. **PLANNING & ZONING COMMITTEE**
- a. Report (pg. 42)
 - b. Ordinance – Amending Official Zoning Map (pg. 43)
 - c. Ordinance – Amending the Jefferson County Zoning Ordinance to Regulate Solar Energy Systems (pg. 44-56)
 - d. Ordinance – Amending the Jefferson County Zoning Ordinance to Incorporate Accessory Dwelling Unit Regulations (pg. 57-63)
 - e. Ordinance – Amending the Jefferson County Private Onsite Wastewater Treatment System (POWTS) Ordinance (pg. 64-66)
16. **APPOINTMENTS BY COUNTY ADMINISTRATOR**
- a. Erin O’Neill from the City of Watertown to the Jefferson County Library Board to fill the term expiring 12/31/2026 open due to resignation of Greg Haasch (pg. 67)
17. **PUBLIC COMMENT** (General)
18. **ANNOUNCEMENTS**
19. **ADJOURN**

NEXT COUNTY BOARD MEETING
TUESDAY, April 21, 2026
4:00 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, March 26, 2026
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:

Teams Meeting Information
Link: [Join the meeting now](#)
Meeting ID: 222 326 323 808 9
Passcode: fy37Vh3D

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

NOTICE IS HEREBY GIVEN THAT the Jefferson County Planning and Zoning Committee will conduct a public hearing at 6 p.m. on Thursday, March 26, 2026, 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 **March 30, 2026**
Recommendations by the Committee on Rezones will be made on **March 30, 2026**
Final decision will be made by the County Board on **April 14, 2026**

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

R4667A-26 – Cynthia Pitzner Trust: Rezone A-1 to A-3 to create a 4.1-acre farm consolidation around the existing house and outbuildings at **N5566 County Road N** in Town of Aztalan, PIN 002-0714-2624-000 (32.50 ac).

R4668A-26 – David & Karen Christian Family Farms LLC: Rezone A-1 to A-3 to create a 2.265-acre residential lot across from **N7288 Ceasar Road** in Town of Farmington, PIN 008-0715-0121-001 (49.712 ac).

R4669A-26 – Rodney L Koeppel Trust: Rezone A-1 to A-3 to create a 1.960-acre farm consolidation around the existing house and buildings at **N5366 S Farmington Road** in Town of Farmington, PIN 008-0715-2534-000 (40.0 ac).

R4670A-26 – Gary G & Mary Anne Kunz Trust: Rezone A-1 to A-3 to create a 5.0-acre farm consolidation around the existing house and buildings at **N2888 Kunz Road** in Town of Koshkonong, PIN 016-0514-0632-000 (22.0 ac) and in Town of Sumner, PIN 028-0513-0141-006 (3.0 ac).

R4671A-26 – Charles N Jacobson: Rezone A-1 to A-3 to create a 1.0-acre residential lot across from **W8843 State Road 106** in Town of Sumner, PIN 028-0513-1622-003 (32.284 ac).

R4672A-26 – Martin Hutchins: Rezone A-1 to A-3 to create a 2.0-acre residential lot at **N8498 County Road Y** in Town of Watertown, PIN 032-0815-2021-000 (33.790 ac). Property is owned by Beerbohm Trust.

**FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-2, AGRICULTURAL & RURAL
BUSINESS WITH CONDITIONAL USE**

All are in accordance with ss. 22-304 – 22-310 of the Jefferson County Zoning Ordinance

R4673A-26 & CU2194-26 – Joshua Davis: Rezone 1.20-acres from A-3 to A-2 to allow for contractor's equipment and materials at **W7877 Kowski Lane** in Town of Waterloo, PIN 030-0813-1412-001 (3.272 ac).

CONDITIONAL USE PERMIT APPLICATIONS

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

CU2195-26 – Dean's Eggs Inc dba Nature Link Farms LLC: Conditional Use for an ATCP regulated livestock facility in an A-1 Agricultural zone at **N5358 State Road 89** in Town of Aztalan, on PIN 002-0714-3043-000 (15.0 ac) and numerous surrounding parcels for a total of approximately 425 acres. The proposal includes A-1 zoned parcels at **W6178 County Road B** owned by Don Hermann Trust, PINs 002-0714-1614-000 (38.480 ac) and 002-0714-1611-000 (40.0 ac) along with an increase to 9,225 animal units and the construction of four new livestock housing facilities and a manure storage structure. This is in accordance with Sec 22-584 of the Jefferson County Zoning Ordinance and Wi. Stat. Chapter ATCP 51.

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- ____

WHEREAS, Richard Jones served as the Jefferson County Board Supervisor for District 1 from April of 2006 to April of 2026; and

WHEREAS, Supervisor Jones served on the Finance Committee (Chair), Human Services Board (Chair), Aging and Disability Resource Center Advisory Committee, Broadband Working Group (Vice-Chair), County Administrator Search Committee, Community Options Long-Term Support Committee, Comprehensive Plan Steering Committee, Jefferson County Economic Development Consortium, Infrastructure Committee (Vice-Chair), Library Board, Mid-Wisconsin Federated Library Board, Planning and Zoning Committee, Strategic Plan Committee, Strategic Planning Steering Committee, Sustainability Task Force, and University Extension Education Committee; and

WHEREAS, The People of Jefferson County should be proud of Richard Jones and his service as their elected representative to the County Board of Supervisors; and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Jones for his public service, foresight, leadership, and thoughtfulness.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10th day of March 2026, does hereby honor Supervisor Richard Jones and wishes him happiness and good health in the years ahead.

Referred By:
County Administrator

03-10-2026

REVIEWED BY: Corporation Counsel: DHT :Finance Director: 

RESOLUTION NO. 2025- ____

WHEREAS, Cassie Richardson served as the Jefferson County Board Supervisor for District 2 from April of 2022 to April of 2026; and

WHEREAS, Supervisor Richardson served on the Planning and Zoning Committee, Parks Committee, and Land and Water Conservation Committee; and

WHEREAS, The People of Jefferson County should be proud of Cassie Richardson and her service as their elected representative to the County Board of Supervisors; and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Richardson for her public service, foresight, leadership, and thoughtfulness.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10th day of March 2026, does hereby honor Supervisor Cassie Richardson and wishes her happiness and good health in the years ahead.

Referred By:
County Administrator

03-10-2026

REVIEWED BY: Corporation Counsel: DHT :Finance Director: 

RESOLUTION NO. 2025- ____

WHEREAS, Karl Zarling served as the Jefferson County Board Supervisor for District 4 from May of 2021 to April of 2026; and

WHEREAS, Supervisor Zarling served on the Human Resources Committee (Vice-Chair), Finance Committee, HOME Consortium, Economic Development Consortium, and WI River Rail Transit Commission; and

WHEREAS, The People of Jefferson County should be proud of Karl Zarling and his service as their elected representative to the County Board of Supervisors; and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Zarling for his public service, foresight, leadership, and thoughtfulness.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10th day of March 2026, does hereby honor Supervisor Karl Zarling and wishes him happiness and good health in the years ahead.

Referred By:
County Administrator

03-10-2026

REVIEWED BY: Corporation Counsel: DHT :Finance Director: 

RESOLUTION NO. 2025- ____

WHEREAS, Dan Herbst served as the Jefferson County Board Supervisor for District 6 from April of 2018 to April of 2026; and

WHEREAS, Supervisor Herbst served on the Land and Water Conservation Committee, UW Extension Education Committee, Solid Waste Committee, and WI River Rail Transit Commission; and

WHEREAS, The People of Jefferson County should be proud of Dan Herbst and his service as their elected representative to the County Board of Supervisors; and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Herbst for his public service, foresight, leadership, and thoughtfulness.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10th day of March 2026, does hereby honor Supervisor Dan Herbst and wishes him happiness and good health in the years ahead.

Referred By:
County Administrator

03-10-2026

REVIEWED BY: Corporation Counsel: DHT :Finance Director: 

RESOLUTION NO. 2025- ____

WHEREAS, Amanda Truax served as the Jefferson County Board Supervisor for District 13 from April of 2024 to April of 2026; and

WHEREAS, Supervisor Truax served on the Broadband Working Group (Vice-Chair), Economic Development Consortium, and Wisconsin Counties Utility Tax Association; and

WHEREAS, The People of Jefferson County should be proud of Amanda Truax and her service as their elected representative to the County Board of Supervisors; and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Truax for her public service, foresight, leadership, and thoughtfulness.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10th day of March 2026, does hereby honor Supervisor Amanda Truax and wishes her happiness and good health in the years ahead.

Referred By:
County Administrator

03-10-2026

REVIEWED BY: Corporation Counsel: DHT :Finance Director: 

RESOLUTION NO. 2025- ____

WHEREAS, Mary Roberts served as the Jefferson County Board Supervisor for District 29 from April of 2017 to April of 2026; and

WHEREAS, Supervisor Roberts served on the Wisconsin River Rail Transit Commission, University Extension Education Committee, Building and Grounds Committee, and Law Enforcement and Emergency Management Committee; and

WHEREAS, The People of Jefferson County should be proud of Richard Roberts and her service as their elected representative to the County Board of Supervisors; and

WHEREAS, the Jefferson County Board of Supervisors recognizes Supervisor Roberts for her public service, foresight, leadership, and thoughtfulness.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, meeting this 10th day of March 2026, does hereby honor Supervisor Mary Roberts and wishes her happiness and good health in the years ahead.

Referred By:
County Administrator

03-10-2026

REVIEWED BY: Corporation Counsel: DHT :Finance Director: 

PROCLAMATION 2025- ____

Proclaiming April 12th – 18th, 2026, as National 9-1-1 Telecommunicator Week

WHEREAS, 9-1-1 is nationally recognized as the number to call in an emergency to receive immediate help from police, fire, emergency medical services, or other appropriate emergency response entities, and

WHEREAS, the Jefferson County Sheriff’s Office 911 Communication Operators are the first line of communication, and the most critical point of contact Jefferson County residents and visitors have with emergency services, and

WHEREAS, 9-1-1 Communication Operators are responsible for the safety of our police officers, firefighters, and EMS who are dependent upon the quality and accuracy of the information obtained from individuals who contact communications centers, and

WHEREAS, Jefferson County Sheriff’s Office 911 Communication Operators serve as the most important link of service between our police, firefighters, and EMS by monitoring their activities by radio and computer, providing them information and ensuring their safety, and

WHEREAS, Jefferson County Sheriff’s Office 911 Communication Operators have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients through their commitment and dedication to public safety, and

WHEREAS, Jefferson County Sheriff’s Office 911 Communication Operators have exhibited compassion, understanding, professionalism and the ability to work under extreme pressure during the performance of their duties.

NOW, THEREFORE, BE IT PROCLAIMED by the Jefferson County Board of Supervisors that April 12th – 18th, 2026 is hereby recognized as National 9-1-1 Public Safety Telecommunicators Week and all government officials, parents, teachers, school administrators, caregivers, business leaders, non-profit organizations, and the people of Jefferson County are called upon to observe this week with training, events, and activities to educate the public on 9-1-1 and its services.

Referred By:
County Administrator

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

PROCLAMATION 2025- ____

Proclaiming April 5 – 11, 2026 as Fair Housing Week

WHEREAS, it is important to reaffirm the commitment of Jefferson County regarding citizens' right to buy, sell, rent or otherwise secure housing in Jefferson County without regard to sex, race, religion, marital status, age, national origin, income or financial status in conformance with Title VIII of the Civil Rights Action of 1968 a/k/a the Federal Fair Housing Law and State Open Housing Law; and

WHEREAS, fair housing occurs when people have a wide range of housing choices based on their income and needs regardless of the characteristics listed above,

NOW, THEREFORE, BE IT PROCLAIMED by the Jefferson County Board of Supervisors that April 5th – 11th, 2026 is hereby recognized as Fair Housing Week in Jefferson County, and that the Board of Supervisors, assembled this 10th day of March 2026, commends all those who have been involved with the struggle for fair housing, wishing continued success in breaking the barriers that limit the realization of equal housing opportunity for everyone.

Referred By:
Executive Committee

03-10-2026

REVIEWED BY: Corporation Counsel: DHT :Finance Director: 

RESOLUTION NO. 2025-_____

Denying Claim for damages by Gabriel Alwin

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 March 3, 2026, 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>
Gabriel Alwin	06/01/2023	01/27/2026	Gabriel Alwin alleges unlawful seizure/arrest and detention, unlawful search and seizure of property, and due-process violations.	\$750,000.00

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

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025-_____

Denying Claim for damages by Donna J. Martin

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 March 3, 2026, 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:
on 10/19/2025, by Donna Martin in an amount of \$7,191.49 for alleged damages to a shed caused by tree limbs falling onto it,

<u>Claimant</u>	<u>Date of Loss</u>	<u>Claim Filed</u>	<u>Description</u>	<u>Alleged Damages</u>
Donna J. Martin	8/09/2025	10/19/2025	Donna Martin alleges damages to a shed caused by tree limbs falling onto it.	\$7,191.49

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

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director:



RESOLUTION NO. 2025-_____

Authorizing year-end requests to carry over budget appropriations from fiscal year 2025 to fiscal year 2026 and amending the 2026 budget

Executive Summary

At year end, departments are requested to submit carryover requests for funds that are unspent. If the County Administrator approves the request, it is reviewed by the Finance Committee and acted on by the County Board for approval. There is a total of \$44,761,228.16 proposed to be carried over from fiscal year 2025 to fiscal year 2026, and of this amount, \$21,019,819.50 requires County Board approval. The Finance Committee recommends that funds of \$21,019,819.50 be carried over from fiscal year 2025 to fiscal year 2026.

This resolution authorizes the carryover of funds and amends the 2026 budget accordingly. The Finance Committee considered this resolution at its March 3, 2026, meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, at the close of each fiscal year, it may be desirable to carry over funds in some accounts so that they can be used in the next budget year, and

WHEREAS, the Finance Committee has reviewed the collective requests of all departments to carry over the funds designated in the various accounts below, more particularly set forth in the attached schedule, as follows:

<u>Fund</u>	<u>Requested</u>	<u>Amount</u>
Governmental funds	Non-spendable	\$ 3,198,826.85
Governmental funds	Spendable, restricted	3,552,121.84
Governmental funds	Spendable, committed	<u>5,768,369.10</u>
Governmental funds	Total	<u>\$ 12,519,317.79</u>
Proprietary funds	Capital net position	\$ 20,542,581.81
Proprietary funds	Restricted net position	0.00
Proprietary funds	Non-restricted net position	<u>11,699,328.56</u>
Proprietary funds	Total	<u>\$ 32,241,910.37</u>

WHEREAS, the Finance Committee recommends certain funds be designated as non-lapsing for fiscal year 2025 in the amounts listed above.

NOW, THEREFORE, BE IT RESOLVED that the funds in the accounts identified in the Finance Committee minutes of March 3, 2026, and referenced above, totaling \$44,761,228.16, are designated as non-lapsing in the 2025 budget and carried over to the 2026 departmental budgets which are hereby amended in the respective amounts.

BE IT FURTHER RESOLVED the appropriations for operational costs, projects and plans through fund balance, as provided in the Executive Summary and the attachment hereto hereby amends the 2026 budget accordingly.

Fiscal Note: The committed, restricted, and non-restricted amounts disclosed above require Board approval to be carried forward into the 2026 budget. This resolution authorizes the Finance Director to make the necessary budget adjustments to enact the resolution. As a budget amendment, this resolution requires twenty (20) of thirty (30) affirmative votes for passage.

Explanation of governmental funds: Non-spendable funds are funds that include prepaid items, deposits, and inventory accounts. Spendable, restricted funds are funds that are legally restricted by statutes, contracts, or funding source. Spendable, committed funds are funds that are spendable at the discretion of the County Board.

Explanation of proprietary funds (Highway): Capital net position represents items that are depreciated along with land (which is not depreciated). Restricted net position relates to municipal deposits for subsequent year work by the County. Non-restricted net position includes both required items and discretionary items.

Strategic Plan Reference: YES



Transformative Government: Data driven budgets and policy management.

Referred By:
Finance Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT; Finance Director: 

**JEFFERSON COUNTY
CARRYOVER REQUESTS - 2025 TO 2026**

Note: When it states "as for 2026 budget" this is what is in the 2026 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.							
Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Restricted	Assigned	Total
11001	123*		Delinquent property taxes	1,048,452.55			
11001	13*		RLF receivable	263,237.00			
11001	1610*		Inventory	34,542.11			
11001	1620*		Prepaid assets	1,401,482.19			
11001	611104		Transfer out to Fleet			300,000.00	
11002	599908		Strategic Plan Initiatives			490,163.10	
11003	699700		Revolving Loan Fund carryover			666,634.65	4,204,511.60
11101	521219		Extend Karl James contract for one year			68,268.00	
11101	521219		Wisconsin Policy Forum study			3,500.00	
11101	532325		Conference registration			1,125.00	
11101	532334		Travel for conferences			297.33	
11101	532336		Lodging for conferences			1,000.00	
11101	521219		EMS planning			50,000.00	
11101	521219		Remediation for Highway site			394,000.00	
11101	521219		Emergency response			13,664.52	
11101	521219		County farmland master plan			70,000.00	
11101	521219		South Campus space study			70,000.00	
11102	531303		Printer for Treatment Courts			3,244.00	
11102	521219		Restructure ATC/DTC			62,016.16	737,115.01
11201	535247		Shades at security screening entrance			2,308.00	
11201	535247		Shades at conference room C2003			4,623.00	
11201	535247		Building directory at entrance to Courthouse			4,977.00	
11201	535247		Alarm system at Courthouse			7,500.00	19,408.00
11301	699999		National conference not attended in 2025			2,750.00	
11301	various		National conference not attended in 2025			(2,750.00)	0.00
11603	699700		Historical Commission restricted funds carried forward from 2025		5,806.10		5,806.10
11705	699700		Adjust beginning carryover to actual amount		(6.50)		
11705	699700		Budgeted carryover for 2026		0.00		(6.50)
11901	699701		JCEDC vested benefit reserve budgeted for 2026		20,386.48		
11901	699701		Adjust beginning vested benefit carryover to actual amount		9,948.82		
11901	699700		Budgeted operating carryover for 2026		313,524.25		
11901	699700		Adjust beginning operating carryover to actual amount		(127,042.41)		216,817.14
12001	521219		Hazmat Agreement with Dodge County			5,000.00	5,000.00
12103	699800		Adjust beginning carryover to actual amount		35,409.56		
12103	699800		Budgeted carryover for 2026		0.00		35,409.56
12301	various		Staffing changes			10,000.00	
12301	521288		Labor negotiations			30,000.00	40,000.00
12401	485200	24411	Rock Lake Watershed Project restricted donation		5,698.56		
12401	529299	24411	Rock Lake Watershed Project restricted donation		(5,698.56)		
12402	421001		Wildlife Crop Damage grant		3,800.00		
12402	529299		Wildlife Crop Damage grant		(3,800.00)		
12404	699700	24403	Adjust beginning carryover to actual amount		1,225.00		
12404	699700	24403	Budgeted carryover for 2026		700.00		

**JEFFERSON COUNTY
CARRYOVER REQUESTS - 2025 TO 2026**

Note: When it states "as for 2026 budget" this is what is in the 2026 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.							
Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Restricted	Assigned	Total
12404	511210	24403	Additional wages for 2026		(700.00)		
12404	699700	24404	Adjust beginning carryover to actual amount		11,603.33		
12404	699700	24404	Budgeted carryover for 2026		136,662.00		
12405	421004		Manure storage closure		29,500.00		
12405	various		Manure storage closure		(29,500.00)		
12405	various	24405	Soil Builders grant		37,038.08		
12405	various	24405	Soil Builders grant		(37,038.08)		
12405	699700	24405	Adjust beginning carryover to actual amount		2,800.00		
12407	424001		Federal grant for PACE program		194,000.00		
12407	594816		Payout for PACE program 2026		(320,607.00)		
12407	699800		Adjust beginning carryover to actual amount			137,536.50	
12407	699800		Farmland Preservation capital per 2026 budget			467,595.52	630,815.35
12503	594819		GIS Enterprise upgrade		9,900.00		
12503	699700		Adjust beginning carryover to actual amount		18,278.46		
12503	699700		Budgeted carryover for 2026		394,177.22		422,355.68
12801	699700	28115	Light Up the Night ride carryover		2,483.27		
12801	699700	28116	Brew with a View carryover		11,737.32		
12801	699700	28157	Memorial donation - benches		1,493.46		
12801	699700	28121	Friends of Rose Lake donation		2,750.00		
12801	699700		Park and Outdoor Recreation Plan		48,719.87		
12802	699800		Carol Liddle estate funds, budgeted carryover for 2026		0.00		
12802	699800		Adjust beginning carryover to actual amount		4,585.60		
12803	699700		Carlin Weld funds, budgeted carryover for 2026		0.00		
12803	699700		Adjust beginning carryover to actual amount		5,092.06		
12804	699700		Korth Park, budgeted carryover for 2026		0.00		
12804	699700		Adjust beginning carryover to actual amount		29,124.21		
12804	699700	28120	Capital land carryforward for Triefoff			31,577.71	
12804	699700	28122	Korth Park Trail Improvements		33,997.00		
12805	699700		Carnes Park Development funds per 2026 budget			173,049.18	
12805	699700		Adjust beginning carryover to actual amount			(147.15)	
12805	699700	28151	Henessy Memorial			5,000.00	
12805	699700	28153	Carnes East Building Restoration			10,000.00	
12805	699700	28154	Mary Adams future land acquisition/improvements to birding			10,000.00	
12805	699700	28155	Linton Memorial			881.29	
12805	699700	28156	Mason Memorial			42,436.00	
12806	699700		Improvements to Parks building			45,417.81	
12807	699700		Remaining Garman Nature Preserve, budgeted carryover for 2026		0.00		
12807	699700		Adjust beginning carryover to actual amount		53,579.62		
12808	699700		Glacial Heritage Trail, budgeted carryover for 2026			0.00	
12808	699700		Adjust beginning carryover to actual amount		14,762.42		
12810	699800	28102	Mountain bike park		10,515.92		
12810	594821	28111	Interurban Trail Phase III seed funds			379,222.66	
12811	699700		Remaining Dog Park funds per 2026 budget			14,563.91	
12811	699700		Adjust beginning carryover to actual amount			3,177.63	
12813	699700		Flood Mitigation Property Management Plan			35,000.00	
12827	699700		Boat launch fees restricted for boat launch maintenance/improvements			5,978.69	907,814.56
12901	699700		Reserve for Comprehensive Plan/Farmland Preservation Plan			99,624.00	
12902	699700		Adjust beginning carryover to actual amount		11,739.96		
12902	699700		Solid Waste funds per 2026 budget		330,204.13		341,944.09

**JEFFERSON COUNTY
CARRYOVER REQUESTS - 2025 TO 2026**

Note: When it states "as for 2026 budget" this is what is in the 2026 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.							
Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Restricted	Assigned	Total
13101	594811		Sheriff squads not utilized in 2025			20,733.23	
13101	594811		Rifles and less lethal for squads, from 2025 BDA carryover not anticipated to be used			20,000.00	
13103	531303		MABAS - Fire/EMS/Law reserve			22,182.11	
13103	421001	31910	PSAP Grant - DMA 2 Round 2		33,124.01		
13103	594810	31910	PSAP Grant - DMA 2 Round 2		(36,804.46)		
13103	421001	31911	PSAP Grant - DMA 2		127,236.98		
13103	531303	31911	PSAP Grant - DMA 2		(135,472.42)		
13103	532325	31911	PSAP Grant - DMA 2		(5,902.00)		
13103	531303	90030	Communications upgrade project - ongoing licensing and support			467,550.70	
13106	699700	31602	Jail health fund reserve			69,000.00	
13108	699700		Jail assessment funds restricted by Wisconsin Statutes per 2026 budget		124,879.00		
13108	699700		Adjust beginning carryover to actual amount		105,201.43		
13109	699700	31901	Remaining restricted donations -- K-9 related per 2026 budget		66,735.87		
13109	699700	31901	Adjust beginning carryover to actual amount		7,431.20		
13109	699700	31902	Remaining restricted donations -- Community Program per 2026 budget		11,238.86		
13109	699700	31902	Adjust beginning carryover to actual amount		(3,494.97)		
13109	699700	31904	Remaining restricted donations -- Honor Guard per 2026 budget		1,948.50		
13109	699700	31904	Adjust beginning carryover to actual amount		(777.96)		
13109	699700	31906	Remaining restricted donations -- Tactical Air Wing per 2026 budget		94.00		
13109	699700	31907	Remaining restricted donations -- Dive Team per 2026 budget		3,539.08		
13109	699700	31907	Adjust beginning carryover to actual amount		0.00		
13109	699700	31908	Remaining restricted donations -- DTF (included in 2026 budget)		724.00		
13109	699700	31908	Adjust beginning carryover to actual amount		0.19		
13110	699700		Funds restricted by source -- Drug Education as per 2026 budget		854.24		
13110	699700		Adjust beginning carryover to actual amount		1,184.02		
13111	699700		Funds restricted by source -- Drug Restitution as per 2026 budget		0.00		
13111	699700		Adjust beginning carryover to actual amount		6,112.62		
13112	699700		Funds restricted by source -- Vehicle Forfeiture per 2026 budget		315.00		
13112	699700		Adjust beginning carryover to actual amount		0.00		
13113	699700		Funds restricted by source -- Drug Task Force - 2026 budget		0.00		
13113	699700		Adjust beginning carryover to actual amount		6,017.07		
13114	699700		Funds restricted by source -- Federal Forfeitures per 2026 budget		234,103.02		
13114	699700		Adjust beginning carryover to actual amount		(13,747.05)		
13115	699700		Funds restricted by source -- CEASE Marijuana per 2026 budget		0.00		
13113	699700		Adjust beginning carryover to actual amount		201.00		
13116	699700		Funds restricted by source -- State Forfeitures per 2026 budget		24,229.46		
13116	699700		Adjust beginning carryover to actual amount		3,303.39		1,161,740.12
13301	594813		Door security system at UWX			8,000.00	
13302	699700		UWEX Program per 2026 budget			(166.03)	
13302	699700		Adjust beginning carryover to actual amount			482.59	
13303	699700		Remaining funds Agricultural program per 2026 budget			265.74	
13303	699700		Adjust beginning carryover to actual amount			3,710.31	
13401	699999		Funds for emergency help			16,000.00	
13402	699992		Gift card inventory reserve	1,000.00			
13402	699992		Budgeted carryover for 2026			1,731.98	
13402	699992		Adjust beginning carryover to actual amount			37,903.45	56,635.43
				2,748,713.85	1,829,124.23	4,386,628.59	8,964,466.67

**JEFFERSON COUNTY
CARRYOVER REQUESTS - 2025 TO 2026**

Note: When it states "as for 2026 budget" this is what is in the 2026 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.							
Bus Unit	Acct #	Proj	Explanation	Non-Spendable	Restricted	Assigned	Total
24	351300		Prepaid asset reserve (Prepaid Health Ins paid by Employer)	22,950.00			
24	354900		Working capital (3 Month Operating Expense)		460,778.00		
24	351000		Restricted for Health Department services		490,022.37		
4101	699700		Restricted donations for Community Baby Shower		914.48		
4101	531349		Restricted donations for Community Baby Shower		(914.48)		
4105	699700		Immunization Community Engagement Grant		18,283.04		
4105	various		Immunization Community Engagement Grant		(18,283.04)		
4122	699700		Drug Free Communities Grant - funding not used in full		14,092.11		
4122	521219		Drug Free Communities Grant - funding not used in full		(14,092.11)		
4128	699700		ARPA funding carried forward to 2026		34,663.00		
4128	various		Close out ARPA		(34,663.00)		
4133	699700		EH Data grant		10,000.00		
4133	various		EH Data grant		(10,000.00)		973,750.37
25	353100		Prepaid asset reserve	427,163.00			
61690987	594950	63001	HS reserve		650,000.00		
61169900	535360	65200	Railing project		8,488.03		
61169900	594822	65210	Hillside basement repairs		55,000.00		
63020911	531344	66001	Donations - MH Recovery		6,016.32		
63020911	531344	66002	Donations - Zero Suicide		4,501.66		
65060900	531344	66009	Donations - Child and Family		429.00		
65060900	531344	66011	Donations - Child Abuse		17,258.82		
65060900	531344	66012	Donations - Child and Family		1,889.60		
65060900	531344	66015	Donations - Homeless		500.00		
65060900	531344	66016	Donations - Foster Parents		7,359.31		
65060900	531344	66017	Donations - Foster Parent Recruiting		6,038.02		
65050900	531344	66018	Donations - Youth Justice		1,859.65		
65070900	531344	66019	Donations - Pack the Parlor		2,757.05		
65070900	531344	66022	Donations - B3 Books		271.23		
63020911	531344	66027	Donations - CCS		1,709.32		
65070900	531344	66028	Donations - Pillar Grant		317.05		
65070900	531344	66030	Donations - Truancy Project		1,972.88		
65070900	531344	66033	Donations - Safe Space		3,302.55		
62690948	531344	66151	Donations - Home Delivered Meals		2,526.75		
65013000	421001	65040	CLTS Manager		132,284.00		
65013000	various	65040	CLTS Manager		(132,284.00)		1,199,360.24
4	699700	90015	Closing costs/other studies related to sale of County property Resolution 2023-81			125,065.87	
4	521219	90010	Sigma contract for soil boring			25,000.00	
4	699700	90080	Funding for 2026 capital projects			805,769.00	
4	699700		Funds for future capital projects (lift station/Highway site remediation)			425,905.64	1,381,740.51
				3,198,826.85	3,552,121.84	5,768,369.10	12,519,317.79

**JEFFERSON COUNTY
CARRYOVER REQUESTS - 2025 TO 2026**

Note: When it states "as for 2026 budget" this is what is in the 2026 budget that was estimated as carryover, there may be another line item to adjust that amount to actual.							
Bus Unit	Acct #	Proj	Explanation	Non-Spendable Capital	Restricted Restricted	Assigned Non-Restricted	Total Total
5	361100		Capital net position	20,454,205.84			
5	361200		Contributed capital -- state salt shed/brine equipment	88,375.97			
5	3625xx		Road equity, multiple municipalities		0.00		
5	363100		Inventory stabilization			(451,607.26)	
5	363200		Under-recovered fringe benefit pool to be allocated in 2026			(459,789.06)	
5	363250		Under-recovered small tools pool to be allocated in 2026			(19,437.66)	
5	363300		Under-recovered brine pool to be allocated in 2026			(5,508.54)	
5	363260		PBM Reserve			0.00	
5	363350		Inventory net position			2,052,057.43	
5	363400		Prepaid asset reserve (Prepaid Health Ins paid by Employer)			671,050.47	
53241	699992		Fixed Asset replacement (machinery operations) - trucks/trailer			1,661,500.00	
53241	699992		Fixed Asset replacement (machinery operations) - Roller/Quad axels			4,562,093.26	
53311	531562		General Maintenance - CTH G			571,637.95	
53312	531562		Cty Hwy Construction work CTH D/P/V			2,422,940.73	
53111	511110		Administration			40,000.00	
53121	531562		Engineering for future projects			40,000.00	
53191	531562		Supervision staffing change			20,000.00	
53313	531562		Winter maintenance balance for future Winter Maintenance expense			594,391.24	
				20,542,581.81	0.00	11,699,328.56	32,241,910.37
				Total all Funds			44,761,228.16

RESOLUTION NO. 2025-__

Authorizing budget amendments to offset fiscal year 2025 departmental deficits

Executive Summary

At year end, the County Administrator requests a budget transfer from contingency or general funds to offset department deficits. This resolution will authorize transferring \$1,407.53 from the contingency fund, \$1,085,511.26 from operating reserves, and \$258,671.97 from increased revenue to various county departments due to expenditures in excess of appropriations in fiscal year 2025. The Finance Committee considered this resolution at its March 3, 2026, meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, due to circumstances arising after the 2025 budget was adopted, the following transfers of funds from the contingency appropriation account are necessary as indicated to close the accounting books for 2025:

<u>Department</u>	<u>Org Code</u>	<u>Account Number</u>	<u>Deficit Amount</u>	<u>Source</u>
County Clerk	11701	599999	(1,286.13)	Contingency
Library	12601	599999	(121.40)	Contingency
Total contingency			<u>\$ (1,407.53)</u>	

<u>Department</u>	<u>Org Code</u>	<u>Account Number</u>	<u>Deficit Amount</u>	<u>Source</u>
Highway	5	699999	(1,085,511.26)	Operating reserve
Total operating reserve			<u>\$ (1,085,511.26)</u>	

<u>Department</u>	<u>Org Code</u>	<u>Account Number</u>	<u>Deficit Amount</u>	<u>Source</u>
Live Local Development	26001902	592008	(232,796.00)	Operating revenue
Emergency Management	12001	599999	(25,875.97)	Grant revenue
Total revenue			<u>\$ (258,671.97)</u>	

WHEREAS, the Finance Committee recommends that the above expenditures in excess of appropriations be funded by increasing budgeted revenue and expenditures by \$1,407.53 from contingency, \$1,085,511.26 from operating reserves, and \$258,671.97 from revenue.

NOW, THEREFORE, BE IT RESOLVED that the aforementioned increases in revenues and expenditures and transfers of funds are hereby approved and the 2025 budget is amended to reflect the same.

Fiscal Note:

Jefferson County ended the 2025 fiscal year with \$395,807.66 in unallocated contingency funds. This resolution reduces the unallocated contingency budget to \$394,400.13.

County Clerk: Costs related to ballot layout and printing were higher than expected.

Library: Mileage and per diem expenses slightly exceeded estimates.

Highway: Higher than expected asphalt bids, winter maintenance costs, and unexpected costs related to the CTH D bridge project all contributed to a deficit position in 2025.

Live Local Development Fund: A pass-through contribution of \$232,796.00 from the Greater Watertown Foundation was not included in the original 2025 budget for this fund.

Emergency Management: Costs related to the closeout of the Flood Mitigation Grant and Hazard Mitigation Plan update were higher than expected. These costs are reimbursed by grants.

As a budget amendment, this resolution requires twenty 20 out of 30 affirmative votes from the total membership of the County Board for passage.

Strategic Plan Reference: None

Referred By:
Finance Committee

3-10-2026

REVIEWED: Corporation Counsel: DHT; Finance Director: 

Resolution No. 2025-_____

**Authorizing the County Administrator to Enter into an Agreement for Soil Sampling with
The Sigma Group, Inc.**

Executive Summary

The Sigma Group, Inc. has been performing various consulting and engineering projects related to the sale of the old highway site and the necessary environmental remediation under the terms of the Purchase and Sale Agreement between Jefferson County and Virtus Development LLC (now City North Development LLC).

Virtus Development engaged a civil engineer to determine the overall cut and fill of soils based on their project design. This was shared with the County and with the Sigma Group, who further analyzed the plans and provided cost estimates for the environmental remediation. These estimates can be further refined through the required NR 718 soil sampling.

The Finance Committee reviewed the cost estimates provided by the Sigma Group and at their March 3, 2026 meeting recommended authorizing the County Administrator to enter into a contract for \$38,800 for geoprobe environmental sampling.

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

WHEREAS, areas within parcels three through seven of the proposed redevelopment have been indicated by the DNR of being possibly environmentally impacted, and

WHEREAS, the engineering plans for the buildings upon parcels three through seven lead to 36,100 cubic yards of net excess, which would require off-site disposal at a landfill unless sampling proves otherwise, and

WHEREAS, reusing contaminated soil on-site during redevelopment will save money on landfill disposal costs, up to hundreds of thousands of dollars, and

WHEREAS, to reuse the 5,300 cubic yards of contaminated soil on-site as fill during construction (assuming it is structurally suitable to reuse) requires 1 sample per 100 cubic yards up to 600 cubic yards, and 1 sample per 300 cubic yards thereafter, to be in compliance with NR 718 sampling requirements, and

WHEREAS, the full remaining 36,100 cubic yards of net excess would require 120 additional soil samples per NR 718, but the Sigma Group is instead proposing an additional 22 samples of deeper soil before recommending that larger volume of samples, and

WHEREAS, the samples would be submitted for laboratory analysis looking for contaminants of concern including volatile organic compounds (VOCs), polycyclic aromatic hydrocarbons (PAHs), Resource Conservation and Recovery Act metals, and additional analyses for landfill disposal profiling, and

WHEREAS, the cost estimate for such work of \$38,800 can be broken down as follows: \$9,500 for coordination, labor, equipment, and expenses, \$18,700 for laboratory analytical fees, \$7,600 for drilling subcontractor, and \$3,000 for results analysis, and

WHEREAS, the County Administrator as Purchasing Agent has determined that these professional services meet the exemption granted under Section 6(4)(e) of the Purchasing Ordinance, and

WHEREAS, a timely contract between Jefferson County and the Sigma Group, Inc. will allow for redevelopment of this project that has been underway for multiple years.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the County Administrator to enter into an agreement for soil sampling with the Sigma Group, Inc.

Fiscal Note: Funds for this contract are budgeted in the Capital Projects Fund.

Strategic Plan Reference: None

Referred By:
Finance Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025-_____

Authorizing the Sale of Fermented Malt Beverages in Korth Park

Executive Summary

The Jefferson County Parks Department is continuously looking at methods of fundraising for the maintenance and improvement of County parks using non-tax levy funds. A fundraising event in Korth Park, named Brew With a View, which is open to the public and involves live music and the sale of fermented malt beverages and food. Brew With a View has been an on-going event since 2015 and has been a very successful fundraiser for the Parks Department. The event involves the sale of fermented malt beverages provided at cost to Jefferson County by Tyranena Brewing Company. All proceeds raised from the event are used for the maintenance and improvement of Jefferson County Parks. Wisconsin State Statute section 125.06(6) exempts counties from the requirement to obtain a license or permit to sell fermented malt beverages in any public park operated by a county and instead requires a county to enact an ordinance, resolution, rule or regulation allowing such sales. A report is given to the Parks Committee following this event for consideration of future events of this type and discussion of opportunities to partner with other local businesses in fund raising events.

This resolution authorizes the sale of fermented malt beverages in Korth Park for Brew With A View events. The Parks Committee considered this resolution at its meeting on February 26, 2026, and recommended forwarding it to the County Board for approval.

WHEREAS, the Jefferson County Parks Department is seeking to raise funds for the maintenance and improvement of county parks using non-tax levy funds, and

WHEREAS, holding fundraising events in Korth Park which involves the sale of fermented malt beverages has proven successful in raising funds for Jefferson County Parks, and

WHEREAS, Tyranena Brewing Company of Lake Mills has offered to provide fermented malt beverages to Jefferson County at cost for this fundraising event with the proceeds from all sales being used for the maintenance and improvement of Jefferson County Parks, and

WHEREAS, this event will be open to the public during the 2026 summer months at Korth Park in Jefferson County between the hours of 5:00 p.m. and 9:00 p.m., and

WHEREAS, Jefferson County's insurance liability carrier, Wisconsin Municipal Mutual Insurance Company, has confirmed that there is liability coverage for this type of event under the existing liability policy for the County, and

WHEREAS, Wisconsin State Statute section 125.06(6) exempts counties from the requirement to obtain a license or permit to sell fermented malt beverages in any public park

operated by a county, and instead requires a county to enact an ordinance, resolution, rule or regulation allowing such sales.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Parks Department is hereby authorized to hold fundraising events during the 2026 Summer Season involving the sale of fermented malt beverages, food and live music at Korth Park which will be open to the public between the hours of 5:00 p.m. and 9:00 p.m.

Fiscal Note: This event will have no cost to the County. The proceeds from the event are designated for parks maintenance and improvements.

Strategic Plan Reference: None

Referred By:
Parks Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025-___

**Authorizing a Three-Year Professional Services Agreement
for Ecological Restoration Services**

Executive Summary

The Parks Department published a Request for Qualifications seeking firms to enter into a contract for professional native habitat restoration services across the Jefferson County Park System. The Parks Department received responses from five firms. After review of the submissions, the Parks Committee determined Tallgrass Restoration's proposal was the most advantageous to the County taking into consideration past performance, cost, and availability. Tallgrass Restoration LLC has demonstrated the capacity to deliver the required restoration, invasive plant control, and prescribed fire services on an as-needed basis, at the lowest overall cost, and in accordance with the highest professional and ecological standards.

This resolution authorizes the Jefferson County Parks Department to enter into a three-year, as-needed, professional services agreement with Tall Grass Restoration LLC for ecological restoration, invasive species management, and prescribed fire services. This resolution further designates the Jefferson County Parks Director as the authorized agent to procure and secure these services. The Parks Committee considered this resolution at its meeting on February 26, 2026, and recommended forwarding it on to the County Board for approval.

WHEREAS, the Jefferson County Parks Department is responsible for the stewardship, restoration, and long-term ecological health of county-owned parks and natural areas; and

WHEREAS, ongoing restoration efforts in many of the county's parks require specialized services including native habitat restoration, seeding, forestry work, invasive plant control, and prescribed fire management; and

WHEREAS, Tall Grass Restoration LLC has demonstrated professional qualifications, experience, capacity, and low costs to meet the Department's restoration needs on an as-needed basis; and

WHEREAS, entering into a multi-year agreement will provide operational flexibility and continuity for time-sensitive ecological management activities.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Parks Department is hereby authorized to enter into a three-year professional services agreement with Tall Grass Restoration LLC for restoration services, invasive plant control, and prescribed fire activities, to be provided on an as-needed basis; and

BE IT FURTHER RESOLVED, that the Jefferson County Parks Director is hereby designated as the authorized agent to execute the agreement and approve the purchase and procurement of services consistent with this resolution.

Fiscal Note: Funding for these services is included in the 2026 Parks budget. No budget amendment is necessary.

Strategic Plan Reference: None

Referred By:
Parks Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director:



RESOLUTION NO. 2025-___

Recognizing the contributions of Doosan Bobcat North America to the Upper Rock Lake Mountain Bike Trail System

Executive Summary

Doosan Bobcat North America has played a critical role in building and expanding the mountain bike trail system at Upper Rock Lake County Park. Through five corporate volunteer events, more than 400 hours of donated labor, and the use of company equipment, Doosan Bobcat's support has enabled park and trail improvements that would not have been possible otherwise. This resolution recognizes Doosan Bobcat North America, and the leadership of Josh Klein, for their continued partnership and commitment to Jefferson County Parks.

WHEREAS, Jefferson County Parks benefit greatly from partnerships with local businesses that provide volunteer labor, expertise, and equipment to support park improvements; and

WHEREAS, Doosan Bobcat North America, under the direction of Josh Klein, Manufacturing Engineer and mountain bike advocate, has sponsored five (5) corporate volunteer events at Upper Rock Lake County Park, contributing more than four hundred (400) hours of volunteer labor and the use of company equipment; and

WHEREAS, these contributions have directly supported the construction and improvement of the mountain bike trail system and park infrastructure, and such projects would not have been completed without the commitment and generosity of Doosan Bobcat North America and its employees.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors hereby recognizes and commends Doosan Bobcat North America for its outstanding contributions to Upper Rock Lake County Park and the County's mountain bike trail system; and

BE IT FURTHER RESOLVED, that the Jefferson County Board of Supervisors expresses its sincere appreciation to Josh Klein and the employees of Doosan Bobcat North America for their leadership, volunteer service, and partnership.

Fiscal Note: The passage of this resolution has no fiscal impact.

Strategic Plan Reference: YES



Strengthen internal, intergovernmental, and community partnerships

Referred By:
Parks Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT

Finance Director: 

RESOLUTION NO. 2025-__

Recognizing the Friends of Rose Lake for Twenty-Five (25) Years of Dedicated Service to Dorothy Carnes County Park and Rose Lake State Natural Area

Executive Summary

For twenty-five years, the Friends of Rose Lake have been a steadfast partner in the stewardship of Dorothy Carnes County Park and the Rose Lake State Natural Area. Through sustained volunteer service, financial contributions, educational programming, and resource monitoring, the Friends of Rose Lake have enhanced park operations and protected natural resources. This resolution recognizes their long-standing commitment and the vital role volunteers play in the success of the Jefferson County Parks Department.

WHEREAS, Dorothy Carnes County Park and the Rose Lake State Natural Area are valued public resources that provide recreational, educational, and ecological benefits to Jefferson County residents and visitors; and

WHEREAS, the Friends of Rose Lake have supported and stewarded these resources for twenty-five (25) years through consistent volunteer service, financial contributions, education, and on-the-ground stewardship; and

WHEREAS, members of the Friends of Rose Lake have dedicated significant time and expertise to wildlife inventory and monitoring, including bird life and other natural resources, supporting informed park management and conservation efforts; and

WHEREAS, at a time when many volunteer organizations fluctuate, the Friends of Rose Lake have remained a reliable and engaged presence, demonstrating exceptional long-term commitment; and

WHEREAS, volunteers and friends groups are essential to the operation and success of the Jefferson County Parks Department, providing services, expertise, and community stewardship that extend the County's capacity.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors hereby recognizes and commends the Friends of Rose Lake for twenty-five (25) years of dedicated service to Dorothy Carnes County Park, the Rose Lake State Natural Area, and the resources therein; and

BE IT FURTHER RESOLVED, that the Jefferson County Board of Supervisors expresses its sincere appreciation for the Friends of Rose Lake's volunteer service, financial support, educational efforts, and resource stewardship.

Fiscal Note: The passage of this resolution has no fiscal impact.

Strategic Plan Reference: YES



Strengthen internal, intergovernmental, and community partnerships.

Referred By:
Parks Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT

Finance Director:

A handwritten signature in blue ink, appearing to be 'M. Van' or similar, enclosed in a circular scribble.

RESOLUTION NO. 2025-_____

Authorizing Motorized Recreation Grant Application to Fund the Jefferson County Snowmobile Trail Aid Program

Executive Summary

Jefferson County participates in the Wisconsin Department of Natural Resources Snowmobile Trail Aid Program funded by a Wisconsin Department of Natural Resources Motorized Recreation grant which provides funding for the development and maintenance of approximately 234.8 miles of public snowmobile trails in Jefferson County. Applying for these grant funds requires County Board authorization.

This resolution authorizes the Jefferson County Parks Director to submit a Wisconsin Department of Natural Resources Motorized Recreation grant application seeking funds for snowmobile trail maintenance and development, and to administer the funds according to the grant requirements. The Parks Committee considered this resolution at its February 26, 2026, meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County is interested in continuing to develop and maintain land for public outdoor recreation purposes which includes approximately 234.8 miles of public snowmobile trails in Jefferson County, and

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

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

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

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

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

Fiscal Note: The snowmobile trail aid program is expected to cost approximately \$70,440.00 for winter 2026-2027. One hundred percent (100%) of this cost is funded by the grant and the anticipated grant funds have been included in the adopted budget for 2026. This resolution authorizes the Jefferson County Finance Director to make any necessary budget adjustments for additional miles.

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

03-10-2026

REVIEWED: Corporation Counsel: DHT Finance Director: 

RESOLUTION NO. 2025-__

Authorizing acceptance of Bid on County Parks Agricultural Three-Year Lease

Executive Summary

The Jefferson County Parks Department has accepted bids for a three-year lease for rental of approximately 55 acres along Keisling Road at Dorothy Carnes Park North. One bid was submitted by W.D. Hoard & Sons Co. offering to pay \$310.00 per acre. This resolution accepts the bid of \$310.00 per acre and authorizes the County Administrator to enter into a three-year lease. The Jefferson County Parks Committee considered this resolution at its meeting on February 26, 2026, and recommended forwarding it to the County Board for approval.

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

WHEREAS, the Jefferson County Parks Department has solicited bids for a new three-year lease term commencing- March 1, 2026, running through February 28, 2029, and

WHEREAS, W.D. Hoard & Sons Co. was the only bidder, having submitted a bid of \$310.00 per acre, and

WHEREAS, it is recommended by the Jefferson County Parks Committee that the total 55 acres be leased to W.D. Hoard & Sons Co.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a three-year lease with W.D. Hoard & Sons Co. for approximately 55 acres for a total rent of \$17,050 per year.

Fiscal Note: Total rent payable to Jefferson County on an annual basis is \$17,050 which is \$51,150 for the three-year term. Funding for this lease is included in the 2026 budget. No budget adjustment is necessary.

Strategic Plan Reference: None

Referred By:
Parks Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025-_____

Establishing Total Annual Compensation for County Elected Officials of Clerk of Courts and Sheriff for the Fiscal Years of 2027 through 2030, pursuant to Wis. Stat. § 59.22

Executive Summary

On March 20, 2020, the Jefferson County Board of Supervisors adopted Ordinance 2019-18 which establishes a procedure for setting the salaries of elected officials. That Board determined that in order to maintain elected officials at the 60th percentile throughout their four-year term the base salary for the upcoming term should be established by utilizing the step of the respective paygrade that places them closest to, but not less than, the 70th percentile of the comparable markets for the year preceding the four-year term, with predetermined annual adjustments during the four-year term.

The Sheriff and Clerk of Court positions are up for election in November 2026. Pursuant to Wis. Stat. §59.22(1), the salaries for all four-years of the upcoming term must be established by April 15, 2026, the earliest time for filing nomination papers for the elective offices. On Tuesday, February 17, 2026, the Human Resources Committee discussed the current market conditions and trends, the internal comparable wages and Jefferson County's comparable counties' salaries of the Clerk of Courts and Sheriff. After analyzing this information, the Human Resources Committee is recommending an 11% increase in year one, 4% increase in years two and three and a 3.5% increase in year four of the four-year term (2027, 2028, 2029, and 2030) of the Sheriff and an 8% increase in year one, 3% increase in years two and three, and an 3.5% increase in year four of the four-year term (2027, 2028, 2029, 2030) of the Clerk of Courts. The base salary was established in consideration of Ordinance 2019-18, Establishing a Procedure to Set Elected Official Salaries, which provides for determining the base starting salary for the upcoming term by reference to the step that is as close to, but not less than, the 70th percentile of comparable counties of the appropriate recommended grade placement (Grade 12 for the Clerk of Courts, and Grade 16 for the Sheriff).

The Human Resources Committee met on February 17, 2026, and voted 3-1 to approve this resolution.

WHEREAS, the Executive Summary is incorporated by reference, and

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials, other than County Board Supervisors, prior to April 15, 2026, which is the earliest time for filing nomination papers for county elective offices, and

WHEREAS, the Jefferson County Board of Supervisors recognizes the need to establish fair and competitive compensation for the elected officials of Clerk of Courts and Sheriff to ensure the attraction and retention of qualified personnel for these critical roles; and

WHEREAS, the Human Resources Committee has reviewed salaries for elected officials in comparable counties, as well as compensation practices among non-represented, non-law enforcement managerial positions; and

WHEREAS, the current salary for these elected officials is less than the 70th percentile of comparable counties based on available market data.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for the positions of Clerk of Courts and Sheriff shall be set as follows:

Elected Official	2027 Rate	2028 Rate	2029 Rate	2030 Rate
Clerk of Courts	\$97,628.54	\$100,557.40	\$103,574.12	\$107,199.22
Sheriff	\$138,689.62	\$144,237.20	\$150,006.69	\$155,256.93

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

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

Fiscal Note:

Fiscal impact from 2026 to 2027: Clerk of Courts, \$8,305.65; Sheriff, \$15,784.89

Fiscal impact from 2027 to 2028: Clerk of Courts, \$3,363.80; Sheriff, \$6,371.40

Fiscal impact from 2028 to 2029: Clerk of Courts, \$3,464.70; Sheriff, \$6,626.26

Fiscal impact from 2029 to 2030: Clerk of Courts, \$4,163.43; Sheriff, \$6,029.90

The total cumulative fiscal impact for the four-year term, from 2027 to 2030 is: Clerk of Courts, \$19,297.58; Sheriff, \$34,812.45. Total cumulative fiscal impact for the four -year term is \$54,110.03 including Federal Insurance Contributions Act (FICA) tax and Wisconsin Retirement System employer contribution at 2026 rates.

Strategic Plan Reference: None

Referred By:
Human Resources Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025-_____

Creating a Full-Time Medical Director Position for the Human Services Department

Executive Summary

The Human Services Director recommends the creation of one full-time equivalent (FTE) Medical Director position as a random hour, exempt employee to be added to the Classification Listing in the 2026 Adopted Budget. This position will be considered unclassified service as the market rate for this position will fall outside of the County's classification plan. A separate employment contract will be negotiated with the successful applicant outlining the employee's wages, benefits, and terms of employment. Traditionally, the Human Services Medical Director role has been filled via an independent contractor for over 30 years. Due to the retirement of the contracted Medical Director, this newly created position will allow for a transition to a full-time employee, providing medical leadership across Human Services. A full-time employee provides continuity in clinical oversight, strengthens regulatory compliance, supports timely decision-making, enhances coordination of behavioral health, and allows for greater engagement in departmental quality assurance, policy development, and emergency preparedness.

This resolution creates a full-time Medical Director position and amends the Human Services Department's 2026 budget accordingly. On March 10, 2026, the Human Resources Committee considered this resolution and recommended forwarding to the County Board for Consideration and approval.

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

WHEREAS, the County previously contracted a Medical Director for Human Services, but following the retirement of the independent contractor currently providing Medical Director services in February 2026, the County discontinued this arrangement, and

WHEREAS, the creation of a Medical Director position will strengthen Human Services and improve continuity of care, support prescribing oversight where applicable, enhance emergency preparedness, and promote whole-person care, and

WHEREAS, the Human Services Department provides services under Wisconsin Statutes Ch 51 board, CCS license (DHS 36), CSP license (DHS 63), Emergency Mental Health Services (Ch 34) Outpatient clinic (DHS 75) and provides supervision and oversight to our CBRF, Lueder House for all admissions and discharges and all clinical treatment services that require medical oversight, and

WHEREAS, the County Board recognizes the importance of medical leadership to ensure compliance with state and federal regulations governing CCS, CSP, Crisis Services, and other clinical programming, and

WHEREAS, the Medical Director is funded through a combination of the State Department of Health Services (DHS) Mental Health allocation contract (37%), billing to participant insurance (19%), the Wisconsin Medicaid Cost Reimbursement (WIMCR) settlement (16%), and tax levy (27%), and

WHEREAS, this creation of a new position reallocates existing resources 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 2026 Human Services budget to create a full-time, unclassified Medical Director position in Human Services, with all related wage/benefit and account adjustments made within the adopted 2026 budget, without increasing the tax levy, effective upon adoption.

BE IT FURTHER RESOLVED, the County Administrator is authorized to negotiate and execute an employment contract with the successful applicant outlining the wages, benefits, and terms of employment for this position.

Fiscal Note: The Medical Director is funded by DHS, participant insurance, WIMCR settlement and County levy. The position 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: None

Referred By:
Human Resources Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

PROCLAMATION 2025- ____

Proclaiming May 10 – 16, 2026 as National Police Week

WHEREAS, in 1962, President John F. Kennedy and the United States Congress Designated May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week; and

WHEREAS, Peace Officer Memorial Day has been set aside to honor the fallen men and women of Law Enforcement, who selflessly and valiantly sacrificed their own lives to ensure the safety of others; and

WHEREAS, members of the Jefferson County Sheriff's Office fulfill an essential role in protecting the freedoms and rights of the citizens and visitors of Jefferson County, Wisconsin; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their Sheriff's Office, and that members of the Jefferson County Sheriff's Office recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, members of the Jefferson County Sheriff's Office unwaveringly accept their duty and answer this solemn calling each and every day.

NOW, THEREFORE, BE IT PROCLAIMED by the Jefferson County Board of Supervisors that May 10th – 16th, 2026 is hereby recognized as National Police Week and all government officials, parents, teachers, school administrators, caregivers, business leaders, non-profit organizations, and the people of Jefferson County are called upon to observe this week with appropriate ceremonies and observances in which everyone may join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to our community and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Referred By:
Law Enforcement and Emergency Management Committee

03-10-2026

REVIEWED BY: Corporation Counsel: DHT :Finance Director: 

PROCLAMATION 2025- ____

Proclaiming the month of April 2026 as Child Abuse and Neglect Prevention Month

WHEREAS, child abuse and neglect is a complex and ongoing problem in our society, affecting many children in Jefferson County, and

WHEREAS, every child is entitled to be loved, cared for, nurtured, feel secure and be free from verbal, sexual, emotional and physical abuse, and neglect, and

WHEREAS, it is the responsibility of every adult who comes in contact with a child to protect that child's inalienable right to a safe and nurturing childhood, and

WHEREAS, Jefferson County has many dedicated individuals and organizations who work daily to counter the problem of child maltreatment and to help parents obtain the assistance they need, and

WHEREAS, our communities are stronger when all citizens become aware of child maltreatment prevention and become involved in supporting parents to raise their children in a safe and nurturing environment, and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among families, social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community, and

WHEREAS, the Human Services Board, at its February 10, 2026, meeting, unanimously voted to forward this Proclamation to the County Board of Supervisors for adoption.

NOW, THEREFORE, BE IT PROCLAIMED by the Jefferson County Board of Supervisors that the month of April 2026 is hereby recognized as Child Abuse and Neglect Prevention Month.

Referred By:
Human Services Board

03-10-2026

REVIEWED BY: Corporation Counsel: DHT :Finance Director:



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 and proposed text amendments to the zoning ordinance of Jefferson County, filed for public hearing held on September 18, 2025 and February 19, 2026, 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

R4665A-26, R4639T-25, R4666T-26 and R4674T-26

DATED THIS TENTH DAY OF MARCH 2026

Blane Poulson, Secretary

THE PRIOR MONTH'S AMENDMENTS

**R4655A-26, R4656A-26, R4657A-26, R4658A-26, R4659A-26,
R4660A-26 and R4661A-26**

**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, Petition R4665A-26 was referred to the Jefferson County Planning and Zoning Committee for public hearing on February 19, 2026, and

WHEREAS, at its meeting on February 19, 2026, 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 petition is 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, 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.

NOW, THEREFORE, BE IT ORDAINED THAT the Jefferson County Board of Supervisors does amend the official zoning map of Jefferson County as follows:

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

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

Rezone 2.8-acre lot from A-1 to A-3 as a farm consolidation (Lot 2) around existing house and outbuildings at **N3468 Hardscrabble Road** in Town of Sullivan, PIN 026-0616-2442-000 (19.980 ac). Property is owned by Janet F Foltz. 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. R4665A-26 – Marty Foltz.

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

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director 

ORDINANCE NO. 2025- _____

Amending the Jefferson County Zoning Ordinance to Regulate Solar Energy Systems

Executive Summary

Jefferson County continues to see an interest in solar energy developments throughout the County. To date, the Planning and Zoning Committee has reviewed at least seven solar energy system developments (three projects over 100 MW and four projects under 100 MW) and continues to receive inquiries about future developments. In addition to large scale solar energy systems, accessory solar continues to be a popular addition to residential and commercial properties. The Planning and Zoning Committee reviewed the Jefferson County Zoning Ordinance and recommended an amendment be adopted to set forth the regulations related to solar energy systems. For the past year, the Committee has been reviewing solar energy regulations and compiled a draft ordinance which was provided to the Towns in January of 2025. Ten Towns approved of the proposed zoning ordinance solar energy systems provisions, while three denied the amendment and three did not respond.

A Class 2 noticed public hearing was held on the proposed amendment on September 19, 2025. The Planning and Zoning Committee reviewed the proposed ordinance amendment numerous times over the past year and on September 29, 2025, recommended forwarding this ordinance to the County Board of Supervisors. On October 14, 2025, the County Board voted to refer the ordinance back to the Planning & Zoning Committee for further consideration. On February 23, 2026, the Planning and Zoning Committee again reviewed the proposed ordinance and recommended forwarding to the County Board of Supervisors to create local regulations for Solar Energy Systems as set forth in the attached.

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

SECTION 1: Section 22-243, Section 22-279(2), Section 22-280, and Section 22-307 of the Code of Ordinances, Jefferson County, Wisconsin are amended to include reference to Solar Energy Systems as set forth in the attached.

SECTION 2: Chapter 22, Article XII of the Code of Ordinances, Jefferson County, Wisconsin entitled "Solar Energy Systems" is created to read as set forth in the attached.

SECTION 3: All ordinances or portions of ordinances inconsistent with the attached amendment are repealed and/or replaced.

SECTION 4: This amendment shall be in full force and effect upon its passage and publication as provided by law.

Fiscal Note: Passage of this ordinance has no determinable fiscal impact.

Strategic Plan Reference: YES



Transformative Government: Achieve a sustainable environmental and energy future; Promote and explore the use of sustainable technologies.

Referred By:

Planning & Zoning Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

Proposed Zoning Ordinance Amendments

Solar Energy Systems

- 1) Amend Section 22-243 of the Jefferson County Code of Ordinances outlining Conditional Uses allowed in an A-T Agricultural Transition District to include the following:

“(23) Small Energy Systems”
- 2) Amend Section 22-279(2) of the Jefferson County Code of Ordinances regarding Permitted Accessory Uses in an A-1 Exclusive Agricultural District to read as follows:

“(2) Accessory residential structure, including accessory solar, to a farm residence listed under subsection (1) of this section.”
- 3) Amend Section 22-280 of the Jefferson County Code of Ordinances outlining Conditional Uses allowed in an A-1 Exclusive Agricultural District to include the following:

“(12) Small Solar Energy Systems”
- 4) Amend Section 22-307 of the Jefferson County Code of Ordinances outlining Conditional Uses allowed in an A-2 Agricultural and Rural Business District to include the following:

“(62) Small Solar Energy Systems”
- 5) Create Article XII of Chapter 22 of the Jefferson County Code of Ordinances, entitled “Solar Energy Systems” to read as set forth below:

Chapter 22, Article XII- Solar Energy Systems

(a) Purpose and Scope.

- (1) The purpose of this section is to adopt and incorporate the requirements of Wis. Stats. § 66.0401 and § 66.0403 as a local ordinance, to regulate Solar Energy Systems (“SES”) for the production of electricity and/or conversion of energy for uses on site as well as those systems which produce electricity for off-site use and distribution. The regulations of this section have been established to ensure SES are sited, constructed, maintained, operated and decommissioned in a manner that maximizes utilization of Jefferson County’s solar energy resources, while also protecting the health and safety of the community.
- (2) All applications regulated by this section may be subject to additional conditions and restrictions consistent with Wis. Stat. §66.0401. All conditions shall be considered and applied on a case-by-case basis and satisfy one of the following:
 - i. Serve to preserve or protect the public health or safety.
 - ii. Does not significantly increase the cost of the system or significantly decrease its efficiency; or
 - iii. Allow for an alternative system of comparable cost and efficiency.
- (3) No Solar Energy System shall be erected, enlarged or extended without conformance to the provisions of this section and other applicable restrictions, as

evidenced by the issuance of a Zoning Permit by the Zoning Administrator and where required, Conditional Use Permit approval by the Planning & Zoning Committee.

- (4) Limitations Upon Authority. Jefferson County’s review and action regarding Solar Energy Systems shall be subject to the limitations imposed by Wis. Stat. §66.0401. In the event an applicant believes the County has exceeded its authority in this regard, the applicant shall notify the County. Following notification by the applicant, the permit authority of the County may modify the requirements of this ordinance as applied to that application, on a case-by-case basis if, and only to the extent, such modification is necessary to ensure that applicable laws are followed. This section is intended to allow case-by-case consideration of the standards of Wis. Stat. §66.0401(1m) as needed.

(b) Definitions

- (1) “Accessory Solar Energy System” means, but is not limited to, a photovoltaic energy system that converts solar energy to usable thermal, mechanical, chemical, or electrical energy, where such solar energy system is accessory to the principal use of the land and serves the land or structures on the same parcel (e.g., solar panels providing energy for a dwelling on the same lot). Accessory Solar Energy Systems are not intended for use as a public utility and generate less than 1,000 kilowatts (1 megawatt).
- (2) "Battery Energy Storage System" (BESS) means electrochemical devices that charge or collect energy from the grid or a generation facility, store that energy, and then discharge that energy at a later time to provide electricity or other grid services.
- (3) “Conditional Use Permit” means a discretionary permit for a listed conditional use, granted by the Jefferson County Planning & Zoning Committee, pursuant to the notice and hearing procedures set forth in Chapter 22, Article IV of the Jefferson County Code, upon application by the owner and to which various conditions may be attached and must be adhered to by the applicant.
- (4) “Energy Storage” means any technology that is capable of absorbing electricity, storing the electricity for a period of time, and redelivering the electricity.
- (5) “Kilowatt” means a unit of power equal to one thousand watts.
- (6) “Large Solar Energy Systems” means, but is not limited to, connected arrays of photovoltaic panels, their supporting structures and/or mounting systems, the network of necessary electrical wires and conduit (above and below ground), power poles, inverters, transformers, and supporting substations, or a concentrated mirror thermal energy generating facility and its respective components. These facilities are designed for nominal operation at a nameplate capacity of 100 megawatts or more. A Certificate of Public Convenience and Necessity issued by the Wisconsin Public Service Commission (PSC) is typically associated with these facilities. This includes facilities which directly convert and transfer solar energy into thermal or electrical energy.
- (7) “Megawatt” means a unit of power equal to one million watts, especially as a measure of the output of a power station.
- (8) “Owner” means the owner of the property, applicant or developer.

- (9) “Small Solar Energy System” means but is not limited to, connected arrays of photovoltaic panels, their supporting structures and/or mounting systems, the network of necessary electrical wires and conduit (above and below ground), power poles, inverters, transformers, and supporting substations. These facilities are designed for nominal operation at a nameplate capacity of less than 100 megawatts and do not meet the definition of an “accessory solar energy generating system.” This includes facilities which directly convert and transfer solar energy into thermal or electrical energy.
- (10) “Solar Energy System” means a set of devices or equipment which directly converts and then transfers solar energy into usable forms of thermal or electrical energy, including any Accessory Solar Energy System, Small Solar Energy System and Large Energy Solar Systems.
- (11) “Zoning Permit” means written approval by the Zoning Administrator that is required before commencing any development including any structural addition or alteration or change in use as defined by the Section 22-54 of the Jefferson County Code.
- (c) General Requirements. Unless alternative or less restrictive requirements are specifically granted by the Planning & Zoning Committee after a case specific analysis during the permitting process, the following are requirements of all solar energy systems (SES):
- (1) All SES shall be designed to limit grading, soil compaction and native vegetation removal.
 - (2) No SES or related structure shall be located in the regulated floodplain.
 - (3) No SES or related structure shall be located in a designated wetland.
 - (4) Setbacks: Setbacks are measured from the closest point of an array, transformer, converter, inverter, battery, etc., excluding perimeter fences except where specifically noted.
 - i. All SES and related structures and equipment shall meet the underlying zoning district setbacks and highway setbacks.
 - ii. All SES and related structures and equipment, including perimeter fences, shall meet the applicable shoreland setbacks, except as it relates to any DNR approved waterway crossings.
 - iii. Small and Large SES shall also meet the following setbacks:
 1. 500 feet from non-participating residential homes
 2. 700 feet from non-participating residential homes with an SES on three sides, with additional screening approved by the Planning and Zoning Committee
 - (5) Height: The maximum height for solar collectors or arrays is 18 feet, measured to the highest point.
 - (6) Code Compliance: A SES shall comply with all applicable building codes.
 - (7) Noise: SES shall include Equipment-related sound mitigation measures that keep operational noise generation at property line(s) at a threshold of no greater than the industry standards outlined by the Public Service Commission, possibly including but not limited to:
 - i. Equipment relocation further from receptors;
 - ii. Noise cancellation using quieter equipment;

- iii. Sound shielding technology;
 - iv. Sound filtering technology; and,
 - v. Noise suppression and blocking with building enclosures or barrier walls.
- (8) **Agricultural Protection: Small and Large SES located in the A-1 or A-2 zoning district** must provide a site and soil assessment that identifies the soil type and classification (prime or non-prime for agricultural purposes) for the project area. The SES shall be designed to protect and preserve prime agricultural soils and utilize 25% or less prime soil of the entire project area. On a case-by-case basis an excess of 25% of prime agricultural soil may be used as part of a Small or Large SES with the approval of the Planning & Zoning Committee if mitigation measures are implemented to preserve the prime soil, which may include the following:
- i. Co-location of agricultural uses (agrivoltaics or other agricultural uses) on the project site.
 - ii. Placing agricultural conservation easements on an equivalent number of prime soil acres adjacent to or surrounding the project site.
 - iii. Other mitigation measures approved by the Planning and Zoning Committee.
- (9) **Approval Criteria within the A-1 Zoning District: For Small SES located in the A-1 Zoning District, in order to approve of a small SES the Committee must determine that the proposed use and conditional use permit meets all of the following:**
- i. The use and its location in the farmland preservation zoning district are consistent with the purposes of the farmland preservation zoning district.
 - ii. The use and its location in the farmland preservation zoning district are reasonable and appropriate, considering alternative locations, or are specifically approved under state or federal law.
 - iii. The use is reasonably designed to minimize conversion of land, at and around the site of the use, from agricultural use or open space use.
 - iv. The use does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.
- (10) **Fire Number: All access locations must obtain a fire number, unless waived by the Director.**
- (11) **Good Repair: An owner shall construct, operate, repair, maintain and replace SES facilities as needed to keep the SES in good repair and operating condition in a manner that protects the public health and safety of the community.**
- (12) **Reflectors and Glare: Any owner or installer of an SES shall minimize the amount of glare directed towards surrounding properties and residential homes. The use of reflectors or solar enhancer shall be limited. In cases where reflectors or solar enhancers are required to enhance solar production, the owner shall minimize reflected light from affecting adjacent or nearby properties. Measures to minimize reflected light include selective placement of the system, screening the solar collector, modifying the orientation of the system, reducing use of the reflector system, or other remedies that limit reflected light.**
- (13) **Decommissioning: A Decommissioning Plan shall be required to ensure that Small and Large SES are properly removed after their useful life. A decommissioning**

plan shall include how the project area will be decommissioned and returned to its pre-solar development state. The plan shall include how decommissioning will occur, timeline and method for financial compensation or assurance and how materials will be recycled or disposed of. The plan shall include provisions for removal of all structures and foundations within 4 (four) feet of the ground surface, restoration of soil and vegetation and restoration of the land to a condition reasonably similar to pre-existing conditions, including de-compaction of the entire site (i.e. panel array locations, access roads, etc.). Access roads may remain in place with written approval from the landowner. The Plan shall also include a Decommissioning Cost Analysis and financial assurance in the amount of the difference between decommissioning cost and estimated salvage value. All solar equipment shall be decommissioned and disposed of in accordance with federal, state and local regulations.

- i. Decommissioning of the SES shall commence when the SES has ceased commercial operation for a consecutive period of twelve (12) months and the decommissioning process shall be completed within twelve (12) months of commencement.

- (14) **Transfer of Ownership:** A Small or Large SES shall provide the Town and County notice of any transfer of ownership or interest in the SES within 5 days of such transfer. All applicable documents, including financial assurances, shall be updated as necessary. Any new owner or interest holder shall be responsible for compliance with the approved permits.

- (15) **Reporting Requirements:**

- i. Small and Large SES shall provide a yearly report by March 1st of each year to the Planning and Zoning Committee. The report, at minimum, shall include the following for the previous year:
 1. Report on power generation
 2. Estimated timeline for the SES including, but not limited to, construction commencement dates, operational date and life expectancy dates and any upcoming key dates
 3. Planned, proposed or completed construction, maintenance or other updates to the SES
 4. Report and update to the Decommissioning Plan including justification for updating the plan and financial assurance. Yearly, the Decommission Plan shall be reviewed and updated based on current conditions including any financial assurances.
 5. Any other information requested by the Planning and Zoning Committee or Department

(d) **Small Solar Energy Systems (Small SES)**

- (1) **Permitting Requirements:** Small SES require a Conditional Use Permit and a Zoning Permit prior to the start of construction.
- (2) **Zoning Districts:** Small SES may be located within the A-1 Exclusive Agricultural and A-2 Agricultural and Rural Business zoning district as a conditional use, subject to the requirements of this ordinance. In addition, a small SES may be permitted as a

conditional use, subject to the requirements of this ordinance, within the A-T zoning district with written approval from the closest municipality.

(3) Conditional Use Permit

- i. Application Process. The application for a Conditional Use Permit shall be processed in accordance with the procedures set forth in Chapter 22, Article IV of the Jefferson County Code.
- ii. Application Requirements. The application for a Conditional Use Permit for a small SES shall include the following items as applicable to the project:
 1. Site Plan: A site plan shall be submitted including, but not limited to, the following:
 - a. Existing and proposed improvements
 - b. Existing and proposed structures
 - c. Existing and proposed topography
 - d. Existing and proposed fencing
 - e. Utilities
 - f. All above ground and underground components
 - g. Wetlands as determined by a wetland delineation
 - h. Waterways (navigable and non-navigable), drainage ditches, underground drain tiles, etc.
 - i. Drainage District ditches
 - j. Floodplain
 - k. Public roads, access roads and internal roadways
 - l. Access locations and driveways
 - m. Setbacks shall be shown on the site plan
 - n. Any other information required by the department
 2. Proposed Transportation Routes: A plan identifying the proposed construction transportation routes including the type and quantity of equipment being transported.
 3. Drainage Plan: A plan identifying the existing drainage features and proposed drainage features including the drainage patterns, drain tiles, ditches and any proposed modifications.
 - a. The plan should include how drainage will be maintained and how damage, problems, or complaints will be resolved.
 4. Construction Schedule: A plan documenting the major milestones throughout the construction process including the start and end of construction.
 5. Vegetation Management Plan: A plan documenting the following shall be submitted:
 - a. Existing conditions
 - b. Proposed planting map with native Wisconsin species and densities
 - c. Proposed management of vegetation
 6. Grading Plan: A plan identifying the existing grading, topography and

percent slope and the proposed grading. No grading shall occur on slopes greater than 20% and all slopes greater than 20% shall be protected from development and erosion. A plan identifying the slopes greater than 20% and their protection measures shall be included.

7. Decommissioning Plan in accordance with 3.l.
 8. Lighting Plan: A plan documenting the proposed lighting at the project site. Lighting shall not affect neighboring properties and shall use shielded fixtures.
 9. Erosion Control Plan including all erosion control measures, timing of placement, maintenance and removal
 10. Storm Water Management Plan
 11. Screening plan that identifies the type and extent of screening from roadways and residences. Section 22-677 of the Jefferson County Code shall set the minimum requirements and the Committee may require additional screening or conditions on a case-by-case basis.
 12. Airport Notification: SES located within 5 miles of an airport shall provide notice of the proposed SES to the airport operator and owner. The applicant shall provide an affidavit stating which airports were provided notice and documentation of such notice. If no airports are within 5 miles, the owner shall provide documentation that no airports are within 5 miles.
 13. Fencing Plan: A plan shall be submitted identifying the type of fencing utilized for the project and the proposed setbacks. Perimeter fencing for the site shall use wildlife-friendly fencing standards that include clearance at the bottom.
 14. Agreements, leases or other documentation with affected landowners and/or communities outlining any site-specific terms or conditions of development and assuring maintenance of land to be owned or used for common purposes, including, but not limited to joint development agreements, road maintenance agreements and agreements with the Drainage Board.
 15. Any other documentation as identified by the Director or the Planning and Zoning Committee.
- iii. Conditional Use Permit Review Criteria: In addition to the criteria set forth in Chapter 22, Article IV of the Jefferson County Code, the Planning & Zoning Committee may consider the following:
1. To the extent feasible and practical, plans to use the land for both agriculture and electricity generation, possibly including but not limited to:
 - a. Planting and maintaining pollinator-friendly native plant species and reduced herbicide applications.
 - b. Grazing of livestock

- c. Planting of crops
- d. Other agricultural uses

2. Construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible.
3. The preservation of prime agricultural soils and the use of non-prime agricultural soils
4. Reasonable construction standards, including phasing to limit the area of disturbance; hours of construction to limit disruption to residents; and light pollution mitigation.
5. Maintenance and repair of damage to local roads due to project construction, possibly in the form of a Road Maintenance Agreement
6. Maintenance and repair to local drainage systems
7. Financial assurance during the construction phase in the form of a surety bond, letter of credit, escrow account, reserve fund, parent guarantee or other suitable financial mechanism.
8. Decommissioning plan, as defined in section 3.k., above, which includes provisions for removal of all structures and foundations, restoration of soil and vegetation and financial assurance that funds will be available for project decommissioning costs.
9. Any other factors that the relevant to the proposed SES.

(4) Zoning Permit Requirements

- i. Permit Requirement. The owner must apply for and receive a Zoning Permit from the Department before installing, constructing, or expanding any Small SES.
- ii. Application Process. The application for a Zoning Permit shall be processed in accordance with the procedures set forth in Section 22-14 and 22-54 of the Jefferson County Code.
- iii. Permit Fee. The owner shall pay an application fee at the time the application is filed with the Department.
- iv. Application Requirement. The application for a zoning permit shall include the following items as applicable to the project:
 1. Name and contact information of applicant, owner and installer.
 2. A narrative of the proposed project, including a description of the subject property, address(es), parcel numbers, and any unique circumstances within the project area.
 3. Final design and site plans, which shall include a scalable drawing showing the location of all drives, entrances, easement labels and locations, trails, and signs; panels, inverters, energy storage systems, and any other planned infrastructure; vision clearance triangles; floodplain(s); wetland(s); and shoreland zone boundaries, and setbacks.

4. Documentation of all other permits and approvals.
 5. Other documentation as determined by the Department based on the scope of the individual project.
 6. A Point of Contact throughout the construction process.
- (5) Additional Permitting Requirements. Additional permits and processes may be required under the Jefferson County Zoning Ordinance.
- (6) Operator Ownership Change. Notice shall be provided to the County for any change in ownership of the Small Solar Energy System on or before the effective date of the change.
- (7) Other Approvals. A copy of all necessary state and federal permits and approvals shall be submitted to the Department within 30 days of receiving said authorizations.
- (8) Postconstruction Filing Requirement. Within 90 days of the date a Small SES commencing operation, the owner shall file with the Department an as-built description of the facility, an accurate map of the facility showing the location of all infrastructure, geographic information system (GIS) information showing the location of said infrastructure, and current information identifying the owner(s) and operator(s), including designated contact(s), of the Small SES.
- (9) Construction Meetings: As a condition of approval, the developer shall hold a preconstruction meeting, post construction meeting and update meetings with the local Town and County Officials as deemed necessary by the Department based on the scope of the project.
- (e) Large Solar Energy Systems (Large SES)
- (1) Zoning Permit Requirements
 - i. Permit Requirement. The owner must apply for and receive a Zoning Permit from the Department before installing, constructing, or expanding any Large SES.
 - ii. Application Process. The application for a Zoning Permit shall be processed in accordance with the procedures set forth in Section 22-54 of the Jefferson County Code.
 - iii. Permit Fee. The owner shall pay an application fee at the time the application is filed with the Department.
 - iv. Standards for Review. The standards for reviewing a permit application for a Large SES are consistent with Wis. Stat. 66.0401 and 66.0403 as well as Wis. Stat. 59.69 and are not more restrictive than the PSC-approved site plan as part of the Certificate of Public Convenience and Necessity.
 - v. Application Requirement. The application for a Zoning Permit shall include the following items, as may be applicable:
 1. Name and contact information of owner, applicant, and installer.
 2. A copy of the PSC authorization and a copy of the final application packet and documentation submitted to the PSC for approval;
 3. A narrative of the proposed project, including a description of the

subject property, address(es), parcel numbers, and any unique circumstances within the project area, as may have been identified during the PSC review;

4. Site Plan: A site plan shall be submitted including, but not limited to, the following:
 - a. Existing and proposed improvements
 - b. Existing and proposed structures
 - c. Existing and proposed topography
 - d. Existing and proposed fencing
 - e. Existing and proposed utilities
 - f. All above ground and underground components
 - g. Wetlands, waterways, ditches, underground drainage systems, etc.
 - h. Floodplain
 - i. Public roads, access roads and internal roadways
 - j. Access locations and driveways
 - k. Setbacks shall be identified in the site plan
 - l. A point of contact throughout the construction process.
- vi. Additional Permitting Requirements. Additional permits and processes may be required under the Jefferson County Zoning Ordinance.
- vii. Operator Ownership Change. Notice shall be provided to the County for any change in ownership of the Large Solar Energy System on or before the effective date of the change. and contact information of the new owner shall be included with the notice.
- viii. Other Approvals. A copy of all necessary state and federal permits and approvals shall be submitted to the Department within 30 days of receiving said authorizations.
- ix. Postconstruction Filing Requirement. Within 90 days of the date a Large SES commences operation, the owner shall file with the Department an as-built description of the facility, an accurate map of the facility showing the location of all infrastructure, geographic information system information (GIS) showing the location of said infrastructure, and current information identifying the owner(s) and operator(s), including designated contact(s), of the Large SES
- x. Construction Meetings: As a condition of approval, the developer shall hold a preconstruction meeting, a post construction meeting, and update meetings with the local Town and County Officials as deemed necessary by the Department based on the scope of the project.

(f) Accessory Solar Energy System (ASES)

- (1) Permit Requirement: The owner must apply for and receive a Zoning Permit from the Department before installing, constructing, or expanding any ASES.

- (2) Accessory Structure Limits: Ground-mounted systems shall not count toward accessory structure limitations in the underlying zoning district.
 - (3) Zoning District: ASES may be permitted in all zoning districts as an accessory structure, except the N and W zones.
 - (4) Height: An ASES must meet the following height requirements:
 - i. Roof mounted ASES shall not exceed the maximum allowed height in the underlying zoning district and shall not extend more than five feet above the surface of the roof.
 - ii. Ground or pole mounted ASES shall not exceed 18 feet in height when oriented at its maximum tilt.
 - (5) Setback(s):
 - i. Roof mounted ASES: In addition to the structure setback from the underlying zoning district, the ASES, including the collector surface and mounting devices, shall not extend more than three feet beyond the exterior perimeter of the building on which the structure is mounted or built.
 - ii. Ground or pole mounted ASES: Ground or pole mounted SES may not extend into the required yard setbacks for the underlying zoning district at any point.
 - (6) Lot Coverage:
 - i. Ground-mount systems total collector area shall not exceed one and a half times the building footprint of the principal structure
 - (7) Grades: The ASES shall utilize existing grades and the area of the ASES shall not be artificially elevated higher than the existing grades of the property.
- (g) Battery Energy Storage Systems (BESS)
- (1) Applicability: The requirements of this section apply to all battery storage system with a rated nameplate capacity of equal to or greater than 1 megawatt.
 - (2) Permitting Requirements:
 - i. BESS are required to obtain a Zoning Permit prior to the start of construction.
 - ii. BESS are subject to the requirements under section (d) above, as well as the standards listed in section (f), where applicable.
 - iii. BESS associated with a Large SES are subject to the requirements of section (e)., above.
 - (3) General Requirements: Unless alternative or less restrictive requirements are specifically granted by the Planning & Zoning Committee after a case specific analysis during the permitting process, the following are requirements of all BESS:
 - i. Setbacks:
 - 1. 100 feet from residential, business, municipal, school, or town structures
 - 2. 100 feet from property lines and drinking water systems or sources
 - 3. Other setbacks as required by the underlying zoning district and

Planning and Zoning Committee

- ii. All BESS shall be designed in compliance with all applicable building, fire, and electrical codes.
- iii. Security & Screening: BESS shall have a perimeter fence of at least 7 feet in height, consistent with the requirements established in National Fire Protection Association (NFPA) 70. BESS shall also comply with specifications established in NFPA 855 relating to barriers and buffering.
- iv. Safety Requirements: BESS shall comply with the latest published version of the National Fire Protection Association (NFPA) 855, *Standard for Installation of Stationary Energy Storage Systems*, as of the date of the submission of permit application, except where this section is more restrictive.
 - 1. Prior to the issuance of a Zoning Permit for a BESS, applicants are required to:
 - a. Submit documentation verifying the proposed design meets NFPA 855 requirements.
 - b. Submit an emergency response plan
 - c. Submit a plan for offering site specific training to the applicable fire service and emergency personnel prior to commencing operation
 - d. Conduct a hazard mitigation analysis if specified by NFPA 855
- v. BESS containers and structures shall be labeled with a date of first usage by a stamped metal nameplate including a serial number. Containers shall be clearly labeled and marked to identify their contents and contact information in case of emergency.
- vi. Decommissioning: A decommissioning plan that ensures the return of all participating properties to a useful condition, including removal of above-surface facilities and infrastructure that have no ongoing purpose, shall be provided by the applicant. The plan shall include a timeline for decommissioning, including anticipated commencement and completion dates.
 - 1. The decommissioning plan shall include, but is not limited to, financial assurance in the form of a bond, a parent company guarantee, or an irrevocable letter of credit, to be determined by applicant. The amount of the financial assurance shall not be less than the estimated cost of decommissioning the energy facility, after deducting salvage or recycling value, as calculated by a third party with expertise in decommissioning, hired by the applicant.

ORDINANCE NO. 2025- _____

Amending the Jefferson County Zoning Ordinance to Incorporate Accessory Dwelling Unit Regulations

Executive Summary

The Planning and Zoning Committee recently reviewed the County Zoning Ordinance for potential amendments. The Committee identified accessory dwelling units (ADU), or commonly known as mother-in-law suites, as an area to explore for incorporation into the zoning ordinance. Staff researched the topic and surveyed the Towns for their initial input on the matter. Following review of that input, the Committee decided to proceed with a text amendment to allow for ADUs with certain regulations and limitations in specific zoning districts. Incorporation of ADU regulations into the zoning ordinance supports diverse housing opportunities by enabling the addition of new housing units that broaden the variety, size, and cost of local housing options. They enable intentional economic growth by adding housing units on developed land, with no impact on farmland or undeveloped spaces. The Committee also included language to help limit the use of ADUs as short term rentals and along sensitive areas such as areas surrounding lakes and rivers. A draft of the ordinance amendment was provided to the Towns on October 8, 2025. Thirteen (13) of the 16 towns approved, one town denied and two towns did not respond to the proposed ordinance amendment.

A Class 2 noticed public hearing was held on the proposed amendment on February 19, 2026. The Planning and Zoning Committee reviewed the proposed ordinance amendment numerous times over the past year and on February 23, 2026, recommended forwarding this ordinance to the County Board of Supervisors to create incorporate regulations to allow for accessory dwelling as set forth in the attached.

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

SECTION 1: Section 22-125, Section 22-149, Section 22-243, and Section 22-280, Section 22-342, Section 22-377, and Section 22-516 of the Code of Ordinances, Jefferson County, Wisconsin are amended to include reference to Accessory Dwelling Units as set forth in the attached.

SECTION 2: Chapter 22, Article IV, Section 22-588 of the Code of Ordinances, Jefferson County, Wisconsin entitled “Accessory Dwelling Units” is created to read as set forth in the attached.

SECTION 3: Section 22-642 Parking Requirements of the Code of Ordinances, Jefferson County, Wisconsin is repealed and recreated as set forth in the attached.

SECTION 4: All ordinances or portions of ordinances inconsistent with the attached amendment are repealed and/or replaced.

SECTION 5: This amendment shall be in full force and effect upon its passage and publication as provided by law.

Fiscal Note: Passage of this ordinance has no determinable fiscal impact.

Strategic Plan Reference: YES



Diverse Housing Opportunities: Revise existing housing policies and adopt new policies that are flexible, inviting, and open to attract housing; Review and revise existing county policies, ordinances and plans for housing outside of cities and villages; Support innovative housing design that attracts investments and businesses; Increase attainable housing options and all price points; Improve access to a diverse housing stock

Referred By:
Planning & Zoning Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT Finance Director: 

Proposed Zoning Ordinance Text Amendment

Accessory Dwelling Units

Draft February 23, 2026

1. Amend Sec. 22-7 Definitions of the Jefferson County Code of Ordinances to include the following:
 - “Accessory dwelling unit” (ADU) means an additional single-family dwelling unit that is subordinate in size to a single-family dwelling and located on the same parcel as a single-family dwelling. It provides independent living facilities for one or more persons.
 - “Attached accessory dwelling unit” means an ADU that is physically connected to the principal single-family dwelling, sharing at least one common wall and being structurally interdependent.
 - “Detached accessory dwelling unit” means a standalone residential unit located on the same parcel or lot but separate from the principal single-family dwelling, serving as an accessory structure to the primary dwelling.
2. Amend Sec. 22-125 of the Jefferson County Code of Ordinances outlining Conditional Uses Allowed in an R-1 Residential Sewered District to include the following:
 - “(14) Accessory Dwelling Unit”
3. Amend Sec. 22-149 of the Jefferson County Code of Ordinances outlining Conditional Uses Allowed in an R-2 Residential Unsewered District to include the following:
 - “(16) Accessory Dwelling Unit”
4. Amend Sec. 22-243 of the Jefferson County Code of Ordinances outlining Conditional Uses Allowed in an A-T Agricultural Transition District to include the following:
 - “(23) Accessory Dwelling Unit” (or subsequent number)
5. Amend Sec. 22-280 of the Jefferson County Code of Ordinances outlining Conditional Uses Allowed in an A-1 Exclusive Agricultural District to include the following:
 - “(12) Accessory Dwelling Unit” (or subsequent number)
6. Amend Sec. 22-342 of the Jefferson County Code of Ordinances outlining Conditional Uses Allowed in an A-3 Agricultural and Rural Residential District to include the following:
 - “(9) Accessory Dwelling Unit”
7. Amend Sec. 22-377 of the Jefferson County Code of Ordinances outlining Conditional Uses Allowed in an C Community District to include the following:
 - “(47) Accessory Dwelling Unit”
8. Amend Sec. 22-516 of the Jefferson County Code of Ordinances outlining Conditional Uses Allowed in an R/R Residential/Recreational District to include the following:
 - “(12) Accessory Dwelling Unit”

Create Chapter 22, Article IV, Section 22-588 of the Code of Ordinances, Jefferson County, Wisconsin entitled “Accessory Dwelling Units (ADU)”

- (a) *Permit Required.* All accessory dwelling units shall require a conditional use permit as identified in Article III, Division 2 “Zoning Controls”
- (b) *General Standards and Criteria applicable to all Accessory Dwelling Units:*
 - 1. The principal structure for the underlying district shall be present and constructed prior to an accessory dwelling unit.
 - 2. No more than one (1) accessory dwelling unit may be permitted on any lot.
 - 3. Accessory dwelling units cannot have more than two (2) bedrooms and may not exceed 1,000 sq. ft. in size.
 - 4. Accessory dwelling units may be permitted either attached to the principal residence or in a detached structure.
 - i. Attached accessory dwelling units must have their own entrance and cannot share a main entrance with the principal residence.
 - ii. Detached accessory dwelling units may be created through new construction or constructed within an existing accessory structure, such as an ADU over or in a detached garage.
 - 5. Accessory dwelling units shall only be permitted on lots meeting the minimum size requirements of the zoning district, applicable principal structure setbacks and lot coverage requirements. Accessory dwelling units shall not be permitted on non-conforming lots, substandard lots or within non-conforming structures.
 - 6. Accessory dwelling units must meet all residential building and sanitary regulations.
 - 7. The lot must have adequate off-street parking for the residents of both the principal residence/dwelling unit and the accessory dwelling unit in accordance with sec. 22-642.
 - 8. The orientation of the proposed accessory dwelling unit shall, to the maximum extent practical, maintain the privacy of residents in adjoining dwellings. The committee may, as necessary, require screening between a property containing an ADU and adjacent properties.
 - 9. Accessory dwelling units cannot be sold separately or transferred from the principal residence on the lot, nor from the lot on which the ADU sits.
 - 10. The property owner must occupy either the principal structure or the accessory dwelling unit as their primary residence.
 - 11. Each accessory dwelling unit shall have a separate fire number.
 - 12. Sanitary Permitting
 - i. Private Onsite Wastewater Treatment Systems (POWTS): The principal structure and ADU shall be served by a code compliant POWTS sized for the total number of bedrooms present on the property.

- ii. Sanitary Sewer System: A permit or written approval from the applicable Sanitary Sewer District shall be obtained prior to issuance of a zoning permit for an ADU.
 - 13. Prior to the issuance of a permit for the construction of the accessory dwelling unit, the owner(s) shall file a deed restriction with the Register of Deeds Office stating that:
 - i. The independent sale of the accessory dwelling unit is prohibited; and
 - ii. An owner of the property must occupy either the principal dwelling unit or the accessory dwelling unit as their primary residence.
- (c) *Additional Standards and Criteria for Specific Zoning Districts:*
- 1. Agricultural Zoning Districts (A-1, A-2, A-3, A-T)
 - i. Minimum lot size: 1 acre
 - ii. Shall be located within 500 feet of the principal residential structure.
 - iii. In the A-1 Exclusive Agricultural Zone, be subject to the above i-iii, and:
 - 1. The ratio of nonfarm residential acreage to farm acreage on the parcel of record on which the residence is or will be located will not be greater than 1 to 20 after the residence is constructed or converted to a nonfarm residence, and
 - 2. There will not be more than 4 dwelling units in nonfarm residences, nor, for a new nonfarm residence, more than 5 dwelling units in residences of any kind, on the parcel of record after the residence is constructed or converted to a nonfarm residence, and
 - 3. The location and size of the proposed nonfarm residential parcel, and, for a new nonfarm residence, the location of the nonfarm residence on that nonfarm residential parcel, will not do any of the following:
 - a. Convert prime farmland from agricultural use or convert land previously used as cropland, other than a woodlot, from agricultural use if on the farm there is a reasonable alternative location or size for a nonfarm residential parcel or nonfarm residence.
 - b. Significantly impair or limit the current or future agricultural use of other protected farmland.
 - 2. Residential Zoning Districts (R-1, R-2, C, R/R)
 - i. Minimum lot size: as determined by the zoning district.
 - ii. Number of Accessory Structures: An accessory structure solely used as an ADU shall continue to be counted towards the total number of accessory structures on a lot. If any portion of the structure is used for accessory residential storage, the building shall count towards the total number of accessory structures.

Repeal and Recreate Section 22-642 – Parking Requirements of the Code of Ordinances, Jefferson County, Wisconsin

Sec. 22-642. - Parking requirements.

In all districts and in connection with every use, there shall be provided at the time any use or building is erected, enlarged, extended, or increased, off-street parking stalls for all vehicles in accordance with the following:

- (1) Adequate access to a public street shall be provided for each parking space, and driveways shall be at least ten feet wide for residential uses and a minimum of 24 feet for all other uses.
- (2) Size of each parking space shall be not less than 200 square feet exclusive of the space required for ingress and egress. A single stall garage or one stall in a multiple-stall garage may replace a single required parking space.

(3) Location:

For residential uses, the parking location shall be on the same lot as the principal use.

For non-residential uses, the parking may be on the same lot as the principal use or not over 400 feet from the principal use.

- (4) No parking stall or driveway except in residential, community, or waterfront districts shall be closer than 25 feet from the residential, community, or waterfront district lot line or a street line opposite such a district.
- (4) Surfacing. All off-street parking areas shall be graded and surfaced so as to be dust-free and properly drained. Any parking area for more than five vehicles shall have the aisles and spaces clearly marked.
- (5) Curbs or barriers shall be installed so as to prevent the parked vehicles from extending over any lot lines.

(6)a. Number of parking stalls required is shown in the following table:

<i>Use</i>	<i>Minimum Parking Required</i>
Single-family dwellings, mobile homes and accessory dwelling units	2 stalls for each dwelling unit
Multifamily dwellings	1.5 stalls for each dwelling unit
Hotels, motels	1 stall for each guest room, plus 1 stall for each 3 employees
Hospitals, clubs, lodges, dormitories, lodging and boardinghouses	1 stall for each 2 beds, plus 1 stall for each 3 employees
Sanitarium institutions, rest and nursing homes	1 stall for each 5 beds, plus 1 stall for each 3 employees
Medical and dental clinics	3 stalls for each doctor
Churches, theaters, auditoriums, community centers, vocational and night schools and other places of public assembly	1 stall for each 5 seats
Colleges, secondary and elementary schools	1 stall for each 2 employees, plus 1 stall for each 10 students of 16 years of age or more

Restaurants, bars and places of entertainment	1 stall for each 50 square feet of floor area used by patrons
Repair shops, retail and service stores	1 stall for each 150 square feet of floor area
Manufacturing and processing plants, laboratories, and warehouses	1 stall for each 2 employees
Financial institutions, business, government and professional offices	1 stall for each 300 square feet of floor area
Funeral homes	1 stall for each 4 seats
Bowling alleys	5 stalls for each alley

b. Uses not listed. In the case of structures or uses not mentioned, the provision for a use which is similar shall apply.

c. Combinations of any of the above uses shall provide the total of the number of stalls required for each individual use.

ORDINANCE NO. 2025-_____

**Amending the Jefferson County
Private Onsite Wastewater Treatment System (POWTS) Ordinance**

Executive Summary

The Planning and Zoning Committee recently reviewed the Private Onsite Wastewater Treatment System (POWTS) Ordinance for any updates or amendments. It was determined that the requirement of a maintenance agreement was no longer necessary for the permitting process and recommends removing the requirement of a maintenance agreement from the ordinance. In addition, the Committee recommends amending the enforcement language found in the ordinance based on previous enforcement challenges. On February 23, 2026, the Planning and Zoning Committee reviewed the proposed changes and recommends forwarding the proposed ordinance amendment to the County Board of Supervisors.

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

SECTION 1: Chapter 16, Article V of the Code of Ordinances, Jefferson County, entitled “Private On-Site Wastewater Treatment Systems,” is amended as set forth below. Items to be removed are indicated with a strikethrough and provisions that are underlined are additions to the ordinance.

Sec. 16-128. Compliance.

- (a) All structures or premises in the county intended for permanent or intermittent occupancy which are not served by a public sewer shall have a system for holding or treatment and dispersal of sewage and wastewater which complies with the provisions of this article.
- (b) The POWTS for newly constructed structures or existing structures shall be installed, inspected and approved by a person licensed by the state as a master plumber or master plumber restricted service, and also inspected and approved by the planning and zoning department before the structure may be occupied.
- (c) No person shall install, move, reconstruct, extend, enlarge, convert, substantially alter, or change the use of any private sewage system or any part thereof without a sanitary permit and without being in full compliance with all provisions of all applicable county and state regulations. The owner of the property on which the system is located and the person or entity performing the work to the system are both responsible for compliance with this article.

Sec. 16-131. Limitations

- (a)
.....
- (h) Installation of a temporary holding tank may be approved by the county in cases where an approved POWTS may not be fully installed due to weather or other circumstances. The system shall be fully installed within one year of the approval of the temporary holding tank. The county may grant an extension on a case-by-case basis. Upon approval, the plumber and/or property owner shall submit the following:
 - (1) Holding tank maintenance agreement.

- ~~(2) Holding tank servicing contract.~~
- (3) Applicable fees required by the county.
- (4) Permit application.

Sec 16-135. Sanitary Permit application requirements.

(a)

....

- (7) ~~Maintenance agreement,~~ Holding tank agreement, ~~holding tank servicing contract~~ or ATU agreement in recordable form as furnished by the county describing maintenance for the system consistent with Wis. Admin. Code ch. SPS 383.

....

Sec 16-140 POWTS maintenance and management.

(a)

....

- (3) The property owner shall submit a ~~maintenance agreement and/or servicing contract or holding tank or ATU~~ agreement as prescribed by the county to the county as part of the sanitary permit for holding tanks or ATUs. The agreement or contract shall be recorded with the register of deeds. It is the responsibility of the owner to provide written notice of the maintenance program to a buyer. ~~A revised agreement shall be submitted by the owner whenever there is a change to such document.~~

....

Sec 16-141. Holding tank maintenance program

(a) The owner of the holding tank shall enter into a holding tank agreement with the county authorizing the county to enter upon the property and service the holding tank if the owner fails to have the holding tank properly serviced in response to orders issued by the county. The ~~maintenance~~ agreement shall be filed with the register of deeds and be recorded in a manner identifying the property on which the holding tank exists and to which the agreement applies.

(b) A holding tank shall be serviced in accordance with Wis. Admin. Code § SPS 383.54(3)(c) and the management plan ~~and service agreement~~. The tank shall be serviced when the wastewater in the tank reaches a level of one foot below the inlet invert of the tank.

....

Sec 16-145 Enforcement.

(a) ...

(b) *Penalties; injunctive remedies.* Any person who shall violate any provision of this chapter or any regulation, rule or order made hereunder shall be subject to forfeiture of not less than \$100 nor more than \$500, for each offense, together with applicable court costs, statutory surcharges and costs of prosecution. The County may elect to use the citation method of enforcement a penalty as set forth in section 1-14 and/or pursue other appropriate legal action in court, including seeking injunctive relief. Issuance of a citation and payment of the required forfeiture does not negate the requirement of compliance with this article. Injunctive remedies may also be ordered by the court. Each day of violation shall be a separate offense.

SECTION 2: All references to Wis. Stat. §145.245 (including all subsections) in Chapter 16, Article V are replaced with reference to Wis. Stat. §145.01(4m).

SECTION 3: All provisions of Chapter 16, Article V not specifically modified herein remain in full force and effect.

SECTION 4: This amendment shall be in full force and effect upon its passage and publication as provided by law.

Fiscal note: Passage of this ordinance has no determinable fiscal impact.

Strategic Plan Reference: None

Referred By:
Planning & Zoning Committee

03-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

APPOINTMENTS BY COUNTY ADMINISTRATOR

By virtue of the authority vested in me under Sections 59.18(2)(c) of the Wisconsin Statutes, I respectfully request confirmation of the following appointments:

- a. Erin O’Neill, from the City of Watertown, to the Jefferson County Library Board to fill the term expiring 12/31/2026 open due to resignation of Greg Haasch.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____