



COUNTY ADMINISTRATOR

Website: jeffersoncountywi.gov

MICHAEL LUCKEY
Interim
County Administrator

TAMMIE JAEGER
Administrative Secretary

MEMORANDUM

****REVISED 02-03-2025



TO: Editors
FROM: Michael Luckey, Interim County Administrator
DATE: January 31, 2025
SUBJECT: JEFFERSON COUNTY Meetings – Week of February 3, 2025

Monday February 3, 2025	Building and Grounds Committee County Administrator Search Committee	8:30 a.m. 11:00 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson
Tuesday February 4, 2025	Finance Committee (agenda revised) Solid Waste & Air Quality Committee *** Sheriff's Civil Service Commission Aging & Disability Resource Center Advisory Committee (ADRC) Fair Park Committee Fair Advisory Board	8:30 a.m. 8:30 a.m. 8:30 a.m. 1:00 p.m. 6:30 p.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson Sheriff's Office Conference Room 411 S. Center Ave, Jefferson Videoconference OR Human Services 1541 Annex Rd, Jefferson Videoconference OR Jefferson County Fair Park 503 N. Jackson Ave, Jefferson
Wednesday February 5, 2025	****HOME Consortium Executive Committee	2:00 p.m.	Teleconference
Thursday February 6, 2025	No scheduled county meetings		
Friday February 7, 2025	**Broadband Working Group	10:00 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson
Saturday February 8, 2025	Lower Spring Lake Protection & Rehabilitation District	10:00 a.m.	Village Hall 100 W. Taft St, Palmyra
Sunday February 9, 2025	No scheduled county meetings		

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.

County Board Supervisors attending meetings remotely shall have the same rights and privileges as they would have when appearing in person. The official meeting will be convened at the location on the meeting agenda. If appearing remotely, it is the responsibility of the member to maintain audio and video connectivity with the official meeting site. If connectivity is lost, but the physical location of the meeting maintains a quorum, the meeting may continue in the discretion of the chair. Members attending remotely must be able to be heard, and when video is available to the member attending remotely, seen by Committee members and public who are present at the physical location of the meeting. Loss of connectivity will result in the member being considered absent from that portion of the meeting after connectivity is lost.

Individuals requiring special accommodations 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.

Building and Grounds Committee AGENDA

Videoconference or

Jefferson County Courthouse
311 S. Center Ave, C2003, Jefferson
Jefferson, WI 53549

Monday, February 3, 2025
8:30 a.m.

Building and Grounds Committee Members

Curtis Backlund, Jim Braugher, Roger Lindl, Robert Preuss, Mary Roberts

1. Call to order
2. Roll Call
3. Certification of compliance with Open Meetings Law
4. Review of the Agenda
5. Public Comment
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Communications
7. Introduction of John Fox – Director of Facilities Management pending County Board approval
8. Approval of December 2, 2024 Building and Grounds Committee Minutes
9. Update on courthouse/sheriff/jail project
10. Updates on projects and contingency
11. IT Project Update
12. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
13. Discussion and possible action on future meeting dates and agenda items
Next meeting scheduled for Monday, March 3, 2025 at 8:30 a.m.
14. Adjourn

TEAMS Meeting

[Join the meeting now](#)

Meeting ID: 246 640 862 818

Passcode: XZ7B7Lj7

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

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

AGENDA
County Administrator Search Committee

Jefferson County Courthouse
311 S. Center Ave, C1021
Jefferson WI 53549

Join Zoom Meeting
<https://us06web.zoom.us/j/88664193542?pwd=bzTlChqhbTtYPVHBjGAs1bmcLlyS4k.1>

Meeting ID: 886 6419 3542

Passcode: Meet2024!

Dial by your location: +1 312 626 6799

11:00 a.m.

February 3, 2025

Steve Nass, Michael Wineke, Blane Poulson, Dick Jones, Jim Braughler, Staci Hoffman, Terri Palm, Bill Kern, Deb Reinbold, Danielle Thompson, Kathi Cauley, Paul Milbrath, Jim Schroeder

1. Call to Order
2. Roll Call
3. Certification of compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment
6. Communications
7. Approval of December 2nd, December 4th, 2024 and January 16, 2025 County Administrator Search Committee minutes
8. Convene in closed session pursuant to Wis. Stat. s. 19.85(1)(c) for discussion and possible action regarding applications for the position of County Administrator, as the nature of the discussion requires confidentiality in evaluating the qualifications of potential candidates.
9. Reconvene in open session for action on closed session items if necessary
10. Discussion and possible action regarding establishing the interview process
11. Discussion and possible action regarding next steps, timeline for recruitment, and other miscellaneous matters relevant to the recruitment process
12. Tentative Future Agenda Items and Meeting Dates
13. Adjourn

Finance Committee Agenda

Jefferson County

Jefferson County Courthouse, Room C1021

311 S. Center Ave.

Jefferson, WI 53549

***REVISED 01-30-2025**

Date: Tuesday February 4, 2025

Time: 8:30 a.m.

Committee members: Jones, Richard (Chair); Kutz, Russell; Jaeckel, George (Vice-Chair); Christensen, Walt; Drayna, David

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of minutes for Finance Committee for January 7, 2024
6. Communications
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and possible action on County response to pause in federal grant funding
9. Discussion and possible action on eliminating two filled, seasonal on-site caretaker positions and creating a part-time Building and Grounds Worker role at Jefferson County Fair Park and amending the 2025 budget
10. Discussion and possible action on update on position restructuring in the Sheriff's Department
11. ***Discussion and possible action on accepting bids for a low step minivan at Jefferson County Human Services**
12. Discussion and possible action on raising the asset capitalization threshold from \$5,000 to \$10,000
13. Discussion and possible action on claim for damages by Charter Spectrum
14. Discussion and possible action on update on American Rescue Plan Act funding and reclassifying ARPA funding
15. Discussion and possible action on status of Courthouse/Sheriff/Jail improvement project and 2021A and 2022A bond funds
16. Discussion and possible action on determining the disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties, and considering offers to purchase on foreclosed properties
17. Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on setting minimum bids, selling and considering offers to purchase on tax foreclosed properties and other county owned properties and pursuant to section 19.85 (1)(g) Wis. Stats. to confer with legal counsel concerning strategy to be adopted by Jefferson County with respect to litigation in which it is or is likely to become involved for the purpose of discussion and possible action on claims against Jefferson County
18. Reconvene in open session for action on closed session items if necessary
19. Discussion and possible action on review of 2024 projections of budget vs. actual revenues and expenditures
20. Review of the financial statements and department update for December 2024-Finance Department
21. Review of the financial statements and department update for December 2024-Treasurer's Office
22. Review of the financial statements and department update for December 2024-Child Support
23. Update on contingency fund balance
24. Discussion of funding for projects related to the new highway facilities and sale of old highway facilities
25. Set future meeting schedule, next meeting date, and possible agenda items
26. Review of invoices
27. Adjourn

Next scheduled meetings: Tuesday, March 4, 2025 (Regular meeting)
Tuesday, April 8, 2025 (Regular meeting)
Tuesday, May 6, 2025 (Regular meeting)
Tuesday, June 10, 2025 (Regular meeting)

[Join the meeting in Microsoft TEAMS](#)

Meeting ID: 276 735 360 911

Passcode: xb6gU3gW

Dial by your location: 1 312 626 6799

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

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

Jefferson County Solid Waste & Air Quality Committee

Jefferson County Courthouse
311 S. Center Ave., Room C2003
Jefferson, WI 53549
Agenda

February 4, 2025 – 8:30 A.M.

Members: Joan Callan, Robert Preuss, Mark Groose, Dan Herbst, Matthew Tracy
Place: Room C2003, Jefferson County Courthouse OR Via Zoom Videoconference

Register and Join Meeting via Zoom:

<https://zoom.us/meeting/register/tJUqcO2qqDMjE9QtCa6J2E56uD7KNYKfUDUV>

Meeting ID: 917 7426 8990

Passcode: Waste

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the Agenda
5. Public Comment *(Not to exceed 15 minutes – Members of the public who wish to address the Committee on specific agenda items must register their request at this time)*
6. Approval of Minutes – December 3, 2024 Solid Waste Committee Meeting
7. Communications
8. Departmental Update
9. Discussion on Solid Waste Departmental 2024 Financial Report
10. Discussion on Solid Waste Departmental 2025 Financial Report
11. Update from Waste Collection Partners
12. Discussion and Possible Action on Reimbursements to Towns for the Disposal of Tires
13. Discussion and Possible Action on 2025 Electronic and Appliance Recycler Contractor
14. Discussion and Possible Action on 2025 Fees for Clean Sweep Events
15. Discussion and Possible Action on future Meeting Dates and Possible Agenda Items
16. Next Solid Waste Committee Meeting is scheduled for Tuesdays – April 1; June 3; August 5; October 7; December 2, 2025, at 8:30 A.M.
17. Adjourn

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Office of the Sheriff - Jefferson County

411 S. Center Avenue, Jefferson, WI 53549



Travis W. Maze, Sheriff

Jerry A. Haferman

Donald C. Hunter

Undersheriff

Chief Deputy

VACANT
JAIL CAPTAIN



MATTHEW KANTERS
PATROL CAPTAIN



MARGARETA GRAY
ADMINISTRATIVE CAPTAIN



AGENDA

SHERIFF'S CIVIL SERVICE COMMISSION

Jefferson County Sheriff's Office Conference Room

411 S. Center Avenue

Jefferson, WI 53549

Tuesday February 4th @ 8:30 A.M.

CHRISTINE SPANGLER, WILLIAM GAUGERT, CARL JAEGER, KEVIN PURCELL, LYLE WUESTENBERG

1. Call to order
2. Roll call
3. Certification of compliance with open meetings law
4. Approval of agenda
5. Public Comment – Members of the public who wish to address the committee on specific agenda items must register their request at this time.
6. Closed session pursuant Wisconsin State Statute 19.85 (1)(c) regarding considering employment or promotion of public employees.
 - a. Briefing on Candidate
 - b. Interview of Candidate
 - c. Scoring of Candidate
7. Reconvene in open session for action on closed session if necessary.
8. Adjourn

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ADRC Advisory Committee Agenda
Jefferson County Human Services Department
1541 Annex Road, Jefferson, WI 53549
Human Services Conference Room

Or

Join Zoom Meeting

<https://us06web.zoom.us/j/83897094401>

Date: Tuesday, February 4th, 2025

Time: 1:00 p.m.

Committee Members: John Donohue, Chair; Frankie Fuller Vice-Chair; LaRae Schultz, Carol O'Neil, Janet Sayre Hoeft, Mary Roberts, Michael Wineke, Todd Wiedenhoeft, and Katie Dixon

1. Call to order
2. Roll call (establishment of a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of the ADRC Advisory Committee minutes from January 7th, 2025.
6. Communications
7. Public comment (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
8. Announcements:
9. ADRC & Aging Program 2025 Key Outcome Indicator updates – ReBecca Schmidt
10. Share Advisory Committee Orientation Manual for review – ReBecca Schmidt
11. Program Updates
 - a. ADRC – Dominic Wondolkowski
 - b. Nutrition – Tatiana March
 - c. Transportation – Mike Hansen
 - d. Dementia Care Specialist – Tonya Runyard
13. Transportation and Nutrition Program Waivers
14. Items for next meetings
15. Adjournment

Next scheduled meetings:

March 4th, 2025

April 1st, 2025

May 6th, 2025

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JEFFERSON COUNTY
WISCONSIN

Explore. Thrive. Belong.

JEFFERSON COUNTY

FAIR PARK

503 N. Jackson Avenue
Jefferson, WI 53549

920-674-7148

JCFairPark.com

info@jcfairpark.com



BECKY ROBERTS
FAIR PARK DIRECTOR

Fair Preview Meeting

Agenda

Jefferson County Fair Park Activity Center

503 N. Jackson Avenue
Jefferson, WI 53549

Date: Tuesday, February 4, 2025

Time: 6:30 pm

Invited: Fair Park Committee members, Fair Advisory Board Members, Fair Park Staff, Fair Superintendents, other internal and external Fair stakeholders

1. Call to Order
2. Certification of Compliance with Open Meetings Law
3. Review of Agenda
4. Public Comment (*Members of the public who wish to address the committee on specific agenda items must register at this time*)
5. Review of 2025 Fair Plans
 - Grounds (parking, staging, etc.)
 - Vendors – placement and intention
 - Kidz Zone – location, contents
 - Community Stage – New programming
 - Entertainment Line-up
 - Youth Organizations – connections and involvement
 - Marketing Plans
 - Other items
6. Discussion of other Fair related items for Fair Park Team
7. Adjourn

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Join Zoom Meeting

<https://us06web.zoom.us/j/81845870145?pwd=0jNAwRWhGsEU3ixscREZNbhsa4E1kw.1>

Meeting ID: 818 4587 0145

Passcode: Fair2025

Dial by your location: +1 312 626 6799



C/o Waukesha County CDBG Program
515 W. Moreland Blvd.
Waukesha, WI 53188
1.262.896.3370 (direct)
1.262.896.8510 (fax)

**The HOME Consortium
Executive Committee Meeting
Wednesday, February 5, 2024
2:00 PM**

This meeting will be held via the Microsoft Teams application and will be open to the public. Interested members of the public are encouraged to participate in the meeting via telephone.

To join the meeting:

Dial 414-435-2078

Enter the Access Code: 517 983 205#

1. Call to Order
2. Approval of the Minutes from the December 12, 2024 Executive Committee meeting.
3. Cherryfaithproperties, LLC, Cherry on Palmer Project Application
4. Adjournment

All agenda items are potentially actionable

In accordance with the Americans with Disabilities Act, persons requiring any means of handicap accessibility for this meeting must contact Kristin Silva at 896-3370 (FAX 896-8510) at least 24 hours prior to meeting.

AGENDA

Broadband Working Group
Videoconference OR
Jefferson County Courthouse
311 S. Center Ave, Room C2003
Jefferson, WI 53549

Friday, February 7 2025

10:00 a.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

Dial by your location: 1 312 626 6799

Committee Members

Matthew Foelker, Richard Jones, Amy Rinard, Amanda Truax, Michael Wineke

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the open meetings law
4. Communications
5. **Public Comment** (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of Minutes from January 10, 2025 Broadband Working Group
7. Approval of the agenda
8. Presentations from ISPs seeking BEAD endorsement
9. Discussion and possible action on BEAD endorsement
10. Update from Public Service Commission
11. Update on Internet Service Providers (ISP) build progress
12. Discussion and possible action on future meeting dates and agenda items
13. Adjourn

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LOWER SPRING LAKE PROTECTION & REHABILITATION DISTRICT

1st Quarterly Meeting

**Village Hall
100 W. Taft Street
Palmyra, WI**

February 8, 2025 10:00 A.M.

Board Members: Carol Dixon, Chairperson; Jody Deichl, Secretary; Debby Bartolerio, Treasurer; Kathy Weiss, Village Board Representative; John Kannard, County Board Representative

- Call to order (Carol)
- Reading of Minutes for August 17, 2024 (Jon)
- Treasurer's Report (Debby)
- 2025 Chemical Treatment Proposal (Kristi)
- Drawdown Committee Report (Dave)
- Weed Harvesting Update (Carol)
- Open Forum
- Next Meeting Date – Saturday, April 5th
- Adjournment