



COUNTY ADMINISTRATOR

Website: jeffersoncountyiwi.gov

MICHAEL LUCKEY
County Administrator

TAMMIE JAEGER
Administrative Secretary

MEMORANDUM

*REVISED 05-21-2025



TO: Editors
FROM: Michael Luckey, County Administrator
DATE: May 14, 2025
SUBJECT: JEFFERSON COUNTY Meetings – Week of May 19, 2025

Monday May 19, 2025	No scheduled county meetings		
Tuesday May 20, 2025	No scheduled county meetings		
Wednesday May 21, 2025	Land and Water Conservation Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2063, Jefferson
	Local Emergency Planning Commission (LEPC)	1:00 p.m.	Videoconference OR Emergency Operations Center 107 E. Washington St, Jefferson
	Bridges Federated Library System Board	4:00 p.m.	Videoconference OR Pauline Haass Public Library N64 W23820 Main St, Sussex
Thursday May 22, 2025	Parks Committee	10:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson
	*Community Action Coalition Board of Directors (agenda added)	5:30 p.m.	Comfort Suites 725 Paradise Ln, Johnson Creek
Friday May 23, 2025	No scheduled county meetings		
Saturday May 24, 2025	*Blue Spring Lake Management District	9:00 a.m.	Aurelian Springs Village Park W1121 N. Blue Spring Dr, Palmyra
Sunday May 25, 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.

Jefferson County Land & Water Conservation Committee Agenda
"Working Together to Protect & Enhance the Environment"

Jefferson County Courthouse ~ 311 S Center Ave, C2063 ~ Jefferson, WI 53549

Wednesday, May 21, 2025 @ 8:30am

[Join the meeting now](#)

Meeting ID: 235 091 402 643 0

Passcode: sZ7cb6wV

Committee Members: Meg Turville-Heitz (Chair), Matt Foelker (Vice-Chair) (UW), Margaret Burlingham (PACE), Walt Christensen, Elizabeth Hafften (UW), Cassie Richardson, and Scott Schultz (Ag)

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Review of the Agenda
5. Approval of the April 16, 2025 Meeting Minutes
6. Public Comment (members of the public who wish to address the Committee on specific agenda items must register their request at this time)
7. Communications
 - Department of Agriculture, Trade & Consumer Protection (DATCP) Report
8. Discussion on Natural Resources Conservation Service (NRCS) Report
9. Discussion on Departmental Updates
10. Discussion on Southern Area Association Tour
11. Discussion on Fourth Grade Farm Tour
12. Discussion on Gathering Waters' Working Lands Preservation Award
13. Discussion on Producer-Led Groups: Jefferson County Soil Builders & Rock River Regenerative Graziers
14. Discussion and Possible Action on Notices of Noncompliance - Farmland Preservation Program (FPP)
15. Discussion and Possible Action on Cancellation of Notices of Noncompliance - FPP
16. Discussion and Possible Action on Purchase of Agriculture Conservation Easement (PACE) Applications & Baseline Documentation
17. Review of the Monthly Financial Report
18. Discussion and Possible Action on Committee Meeting Location
19. Discussion on Items for the Next Agenda
 - Next Scheduled Meeting June 18, 2025 @ 8:30am in Room TBD
20. Adjournment

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.

JEFFERSON COUNTY

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

COMMITTEE MEMBERS: SHANA BEAL, ALEX BROOKS, SHANE HART, ROBERT DEWOLFE, BRUCE DEGNER (Chair), REP. JOAN FITZGERALD, TRACY HAMEAU (Coordinator of Information), KEITH HROBSKY, CAPTAIN MATT KANTERS, TYLER KUBICEK, SAMANTHA LAMURO (Co-Chair), SHERIFF TRAVIS MAZE, ELIZABETH MCGREARY, TRACY NEUHAUSER, MICHAEL STEPHENS, ANGELA SWINEHART, NICK THOMPSON, , FIRE CHIEF RON WEGNER, MATT ZANGL

May 21, 2025 at 1:00 p.m.

Emergency Management Office
Emergency Operations Center (EOC)
107 E. Washington St
Jefferson WI 53549

[Join the meeting now](#)

Meeting ID: 254 298 219 013

Passcode: Hv3AT7Jb

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with the 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) – Limited to two minutes.
6. Discussion and Approval of February 19, 2025 meeting minutes
7. Communications
8. Spill Report Updates
9. Fire Department updates from Chief Ron Wegner (*President - Division 118*)
10. Status of 2025 Off-Site plans
11. Presentation: EPCRA and LEPC Roles and Responsibilities
12. Review of By-laws
13. Designation of Compliance Inspector
14. Review of the Annual Membership List
15. Newsletter
16. Facility Compliance Letter
17. Letterhead
18. Media Representative Letter
19. Membership updated information
20. Update on Hazmat Team
21. Set Time/Date of next meeting – August 20, 2025, at 1:00 pm

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741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

Regular Board Meeting

DATE: **Wednesday, May 21, 2025**
TIME: **4:00 p.m.**
PLACE: **Pauline Haass Public Library**
N64 W23820 Main Street
Sussex WI 53089

If you require a sign language interpreter, assistive listening devices, or other accommodations to participate in this meeting, please contact the Bridges Library System Office (262-896-8080) at least 72 hours in advance.

Join Zoom Meeting

<https://us02web.zoom.us/j/87597251799?pwd=SNv1zA1NZzA39DgOnXlUJM1Ktam4bc.1>

Meeting ID: 875 9725 1799
Passcode: 7vqGyvvd

Dial by your location: 1-312-626-6799
Meeting ID: 875 9725 1799
Passcode: 36795715

This meeting will be open to the public at the Pauline Haass Public Library as well as virtually via Zoom. Those wishing to attend virtually may do so by using the link provided above, or by dialing in by telephone. If you wish to communicate in written format with the Board, send comments to the System Director at 741 N. Grand Ave., Waukesha, WI 53186 or kkennedy@bridgeslibrarysystem.org.

AGENDA

1. Call to Order
2. Introductions
3. Comments from the Public
4. Correspondence
5. Approve Minutes of April 16, 2025 Meeting - Action
6. Approve Minutes of May 1, 2025 Special Board Meeting - Action
7. Approve Payment of Monthly Invoices - Action
8. Review Financial Reports - Action
9. Reports: Director, Staff, APL, Resource Library
10. Contract No. 2011 Bridges Library System Mobile App Amendment - Action
11. MKE Shuttle Transportation Agreement for Memory Café Collaboration with the Hispanic Health Resource Center - Action
12. Request for Hearing Loop Funding for Irvin L. Young Memorial Library (Whitewater) - Action
13. Confirmation of Next Meeting: Wednesday, June 18, 2025 at 4 p.m., at Watertown Public Library
14. Adjournment

Serving the libraries of Waukesha and Jefferson Counties

OUR MISSION: Improving member libraries through leadership, collaboration, & support

Parks Committee Agenda
Jefferson County

Date: Thursday, May 22, 2025
Time: 10:30 am

Videoconference OR
Jefferson County Courthouse Room C1021
311 South Center Ave.
Jefferson, WI 53549

Committee Members: Joan Callan, Walt Christensen, Anthony Gulig, Cassie Richardson, Meg Turville-Heitz

Microsoft Teams Video Conference link below:

[Join the meeting now](#)

Meeting ID: 292 364 501 969 8

Passcode: s92Ly7Bu

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 Parks Committee Minutes for April 25, 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. Discussion and Possible Action on 2026 Fee Schedule
9. Discussion and Possible Action on Raffle License Renewal for 50/50 Raffle
10. Update on Korth Park 25 Year Celebration Event
11. Update on Dorothy Carnes Park 25 Year Celebration Event
12. Discussion on Parks 2025 Budget
13. Discussion on Agenda Items for the Next Meeting
14. Next Scheduled Meetings per the 2025 Proposed Meeting Schedule (4th Thursday, Monthly)
 - June 5, 2025 - Korth Park 25 Year Celebration
 - June 26, 2025 - Regular Committee Meeting
 - June 26, 2025 - Brew with A View
 - July 24, 2025 - Regular Committee Meeting
 - July 24, 2025 - Brew with A View
 - August 19, 2025 - Dorothy Carnes Park 25 Year Celebration
 - August 21, 2025 - Brew with a View
 - August 28, 2025 - Regular Committee Meeting
15. Parks Tour
 - Park Shop – Parking Lot Re-build
 - Glacial River Bike Trail adjacent to City Water Retention Basin
 - Glacial River Mountain Bike Trails
 - Burnt Village County Park
 - Coldspring Creamery County Park
 - Welcome Travelers County Park
 - Carlin-Weld County Park
 - Rome Pond County Park
 - Hwy E Bark River Access
 - Pohlman County Park
16. Adjourn

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FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, MAY 22, 2025

5:30 – 8:00 PM

DINNER BEGINS AT 5:00 PM

IN-PERSON @ Comfort Suites Johnson Creek Conference Center

725 Paradise Lane, Johnson Creek, WI 53038

Samantha Wendt, President | Chara Taylor-Henning, Vice President | Betty Groenewold, Secretary | Rob McMurrich, Treasurer | Jennifer Andrews, Chair of Administration | Sarah Butz, Chair of Operations | Jodi Hare-Paynter | Larry Nelson | Sandy Wareing | Jennifer Rowedder | Kirk Lund | Emily Lessner | Mike Wineke | Jamie Vogt | Sarah Smith

5:00 PM	<ul style="list-style-type: none"> Dinner will be available at 5:00 PM. Board business & meeting call to order will begin at 5:30 PM.
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5:30 – 5:40 PM	Call to Order <ul style="list-style-type: none"> Roll Call & Introductions Agenda Review 	Samantha Wendt
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Strategic Planning

5:40 – 6:20 PM	Strategic Planning Introduction <ul style="list-style-type: none"> 30-min: Facilitator Presentation 10-min: Questions/Discussion 	Amy Schlotthauer
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6:20 – 6:25 PM	Approval of Minutes <ul style="list-style-type: none"> 03.27.25 Full Board Meeting Minutes (Action Needed) 	Samantha Wendt
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President Report – Annual Meeting

6:25 – 6:30 PM	Membership Review (Feedback Needed) <ul style="list-style-type: none"> Board Roster Meet the CAC Board of Directors Document 	Samantha Wendt
6:30 – 6:40 PM	Required Paperwork (Signatures Needed) <ul style="list-style-type: none"> CAC Board Member Commitment Agreement CAC Board Member Code of Ethics & Conflict of Interest CAC Board Member Acknowledgment & Receipt of Bylaws 	
6:40 – 6:45 PM	2025 CAC Board Elections (Action Needed)	

Executive Committee Report

6:45 – 6:50 PM	General Executive Updates <ul style="list-style-type: none"> April & May 2025 Meetings Held Executive Director Work Plan Check-In Consideration to Purchase Property for Dane County Warehouse Needs 	Samantha Wendt
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Administration Committee Report

6:50 – 6:55 PM	General Finance/Personnel Updates <ul style="list-style-type: none"> April & May 2025 Meetings Held 2025 Administration Committee Work Outline – Tasks & Timeline 	Jennifer Andrews
6:55 – 7:00 PM	Approval of Financial Reports <ul style="list-style-type: none"> Monthly Financial Reports: March 2025 (Action Needed) – AC endorsed 05/15/25 	
7:00 – 7:30 PM	CAC Personnel P&Ps Manual - Employee Handbook (Action Needed) – AC endorsed 05/15/25	

Operations Committee Report

7:30 – 7:35 PM	General Program, Plans & Development/Fundraising Updates <ul style="list-style-type: none"> April & May 2025 Meetings Held Program & Funding Support Highlights <ul style="list-style-type: none"> Grant Reports – 04.2025, – 05.2025 – OC approved 04/03/25, 05/01/25 Program Reports 2024 CAC Agency Annual Report – OC approved 05/01/25 	Samantha Wendt
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Executive Director Report

7:35 – 8:00 PM	State of the Agency Updates <ul style="list-style-type: none"> Customer Satisfaction Data Programmatic Reports: Highlights, Outcomes Analysis & Program Adjustments 	Meghan Mietchen
	Foodshed Partnership Program Overview	

8:00 PM	Announcements & Adjournment	Samantha Wendt
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Agenda Setting:

Next Meeting: 07/24/25

07/2025

- Annual Audit (2024) (Action Needed)
- 2025 CAC Agency-Wide Budget Amendment Request (Action Needed)
- CAC Trends Presentation – SMART Goals
- Strategic Planning – Facilitator Presentation

09/2025

- FY2026 CSBG Application / Community Action Plan (Action Needed)
- Financial P&Ps Manual Revisions (Action Needed)
- Strategic Planning – Facilitator Presentation

10/2025

- Staff Insurance/Benefits Renewals (Action Needed)

11/2025

- Form 990 (2024) & Associated Filings (Action Needed)
- CAC Agency-Wide Budget, Staffing Plan, Cost Allocation Plan (Action Needed)
- Board Meeting Schedule (Action Needed)
- Board Gift to Staff (Action Needed)
- Strategic Plan Adoption (Action Needed)
- 2025 Board Giving Report

Ongoing

- CSBG Organizational Standards Requirements – Revisit 4.4 & 6.5, Address 9.3
- Executive Director Performance Appraisal & Compensation Review
- CAC Succession Planning
- Staff Compensation Planning
- Board Training – due 2026
- Risk Assessment – due 2026

Contact Information:

Meeting Chair – President

Samantha Wendt

samantha@parallelservices.net

/ [cacsboardpresident@](mailto:cacsboardpresident@cacscw.onmicrosoft.com)

[cacscw.onmicrosoft.com](mailto:cacsboardpresident@cacscw.onmicrosoft.com)

(608) 772-3688

CAC Administration Director

Ashley Pandow

ashleyp@cacscw.org

(608) 712-6674

BLUE SPRING LAKE MANAGEMENT DISTRICT
Informational Meeting

May 24, 2025 at 9:00 am

Aurelian Springs Park
W1121 N Blue Spring Lake Drive, Palmyra, WI

AGENDA

Call to Order: Jim Hochman

- Welcome and Introduction of Board Members and Staff
- Open board seat for 2025 annual meeting
- Boating safety and etiquette
- Welcome to new homeowners
- Moment of silence for members who have recently passed: Jim Strenke, Bill Anderson, Bart

Independence Day Festivities

- Saturday July 5, 2025 - Parade at 11:00 am with a 10:15 am check Google doc available for check in
- Ski Show @ 6pm
- Fireworks roughly @ 9pm
- Sunday July 6 rain date for parade and fireworks.

Sewer Report: Greg Twelmeyer

- Update on generator project and installation dates

Dam and Operations Report: Brent Miller and Mark Nicholson

- Update on Dam Grant and Repair Project

Town Report: Rob Martens

- Updates on passing of new ordinance

Treasurer's Report: Bob Soukup

- Financial summary
- Audit report update
- Financial report for dam repair

Ski Club Report: Brent Miller

BSL Social Club: Roger Igielski

Public Comments