



COUNTY ADMINISTRATOR

Website: jeffersoncountywi.gov

*REVISED 07-18-2025

MEMORANDUM

MICHAEL LUCKEY

County Administrator

TAMMIE JAEGER

Administrative Secretary

TO: Editors

FROM: Michael Luckey, County Administrator

DATE: July 17, 2025

SUBJECT: JEFFERSON COUNTY Meetings – Week of July 21, 2025



| | | | |
|----------------------------|--|------------|--|
| Monday July 21, 2025 | No scheduled county meetings | | |
| Tuesday July 22, 2025 | No scheduled county meetings | | |
| Wednesday July 23, 2025 | Community Justice Collaborating Council (CJCC) | 12:00 p.m. | Videoconference |
| | Fair Advisory Board | 7:00 p.m. | Videoconference OR Fair Park Activity Center 503 N. Jackson Ave, Jefferson |
| Thursday July 24, 2025 | JCEDC/ThriveEd Education Session | 8:30 a.m. | Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2063, Jefferson |
| | Drainage Board Landowner’s Meeting | 9:00 a.m. | Videoconference OR Highway Training Room 1425 Wisconsin Ave, Jefferson |
| | Parks Committee | 10:30 a.m. | Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson |
| | Brew With A View | 5:00 p.m. | Korth Park W8390 Korth Ln, Lake Mills |
| | *Community Action Coalition Board of Directors | 5:30 p.m. | Comfort Suites Conference Center 725 Paradise Ln, Johnson Creek |
| Friday July 25, 2025 | Law Enforcement and Emergency Management Committee | 8:30 a.m. | Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson |
| Saturday July 26, 2025 | No scheduled county meetings | | |
| Sunday July 27, 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.

Committee Members

William V. Gruber
Circuit Court Judge

Dwayne Morris
County Board Supervisor

Monica Hall
District Attorney

Travis Maze
Sheriff

Cindy Hamre Incha
Clerk of Circuit Court

Cassi Nelson
Public Defender's Office

Sarah Rogge
Department of Corrections

Michael Luckey
County Administrator

Brent Ruehlow
Human Services Director

Danielle Thompson
Corporation Counsel

Pamela Waters
Literacy Council Director

Alan Richter
Chiefs & Sheriff's Assn. Rep.

Barbara LeDuc
President/CEO -Opportunities, Inc.

Elizabeth McGeary
Health Dept. Director

Thomas Antholine
Child Support Agency Rep.

Jennifer Niesen
*Director of Special Education
and Pupil Services J.S.D.*

AGENDA

JEFFERSON COUNTY

COMMUNITY JUSTICE COLLABORATING COUNCIL

(CJCC)

Via ZOOM Meeting ID: 833 2380 9494
Wednesday, July 23rd, 2025, at 12:00 noon

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from the May 28th, 2025
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. Discussion and possible action on appointment of a successor committee member (in place of Emily McFarland)
7. SCRAM and Remote Breath update Pretrial Bond Supervision. (Sweeney)
8. Policy Recommendation Subcommittee June 10th and July 8th. (Clark)
 - a. Request for CJCC Approval for the ATC/DTC eligibility criteria for offense considerations.
 - b. SIM Workshop Planning
9. Update on Recidivism Council. (Waters)
10. Update on monthly jail data. (Haferman)
11. Future regular CJCC meeting dates:
Confirm: September 24th, 2025
12. Adjourn

Meeting ID: 833 2380 9494

Meeting link: <https://wicourts.zoom.us/j/83323809494>

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Fair Advisory Board AGENDA

Videoconference or
Jefferson County Fair Park – Activity Center
503 N. Jackson Ave
Jefferson WI 53549

Wednesday, July 23, 2025
7:00 p.m.

Fair Advisory Board Members

Kylene Anderson, Lindsay Baneck, Tracy Brandel, Joy Brattlie, Kevin Doherty, Robert Ganzow, Brad Gefvert, LaVern Georgson, Angie Greving, Jessica Hansen, Ryan Isaacsen, Leah Mindemann, Carie Pellmann, Heather Reu, Jim Schroeder, Ashley Sinkula, Kim Turner, Jerry Wilcenski, Dave Zimmerman

- 1) Call to Order
- 2) Roll Call
- 3) Certification of compliance to Open Meetings
- 4) Review and approve minutes of May 28, 2025 meeting
- 5) Public Comment(s)
- 6) Review of June 12 Fair Park Committee Meeting
- 7) Discussion and de-brief on 2025 Fair
- 8) Old Business
- 9) New Business
 - a) FAB Membership & terms review
- 10) Next Meeting – August 27
- 11) Adjourn

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 291 117 071 766

Passcode: Db9mh2BR

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

**JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC)
& THRIVE ED
Education Session**

AGENDA

**Thursday, July 24, 2025
8:30 a.m. – 10:00 am**

**Jefferson County Courthouse, 311 S Center Avenue, Room C2063, Jefferson, WI 53549
*and via Teams***

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 272 655 549 535 9

Passcode: D3gE6Mh3

**Topic for the Session:
State of Jefferson County**

**Speaker:
Jefferson County Administrator – Michael Luckey**

Note: No business will be conducted at this meeting.

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AGENDA
JEFFERSON COUNTY DRAINAGE BOARD
Town of Lake Mills Annexation
and
Landowners' Meeting Drains 15 Main, A, B, C, and D
Highway Department Meeting Room
1425 S. Wisconsin Drive
Jefferson, WI 53549
July 24, 2025
9:30 a.m.

[Join the meeting now](#)
Meeting ID: 291 149 128 838 8
Passcode: sU6QU2EX

Town of Lake Mills Annexation Meeting

1. Call to order: Chairman Hughes
2. Roll call
3. Purpose of meeting: Why assessment and annexation are necessary
4. Introduce Dan Prunuske, Drain Board Engineer
5. Introduce Andrew Griggs, Drain Board Attorney
6. Comments, concerns, opinions
7. Action taken by the Drain Board
8. Adjourn Annexation Meeting

Landowners' Meeting for Drains 15 Main, A, B, C, & D

1. Call to order: Chairman Hughes
2. Roll call
3. Purpose of meeting and why assessment is necessary
4. Cost impact: Attorney Griggs
5. Comments, concerns, opinions
6. Action taken by the Drain Board
7. Adjourn Landowners' Meeting

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Parks Committee Agenda
Jefferson County

Date: Thursday, July 24th, 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 June 26, 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 Community Gardens at Dorothy Carnes Park
9. Discussion and Possible Action on enforcement of Flood Mitigation Property Non-Compliant Uses
10. Discussion and Possible Action on 2026 County Conservation Aid Grant Resolution and Grant Application
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)
 - 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
 - September 6, 2025 – Light Up the Night Bike Ride
15. Adjourn

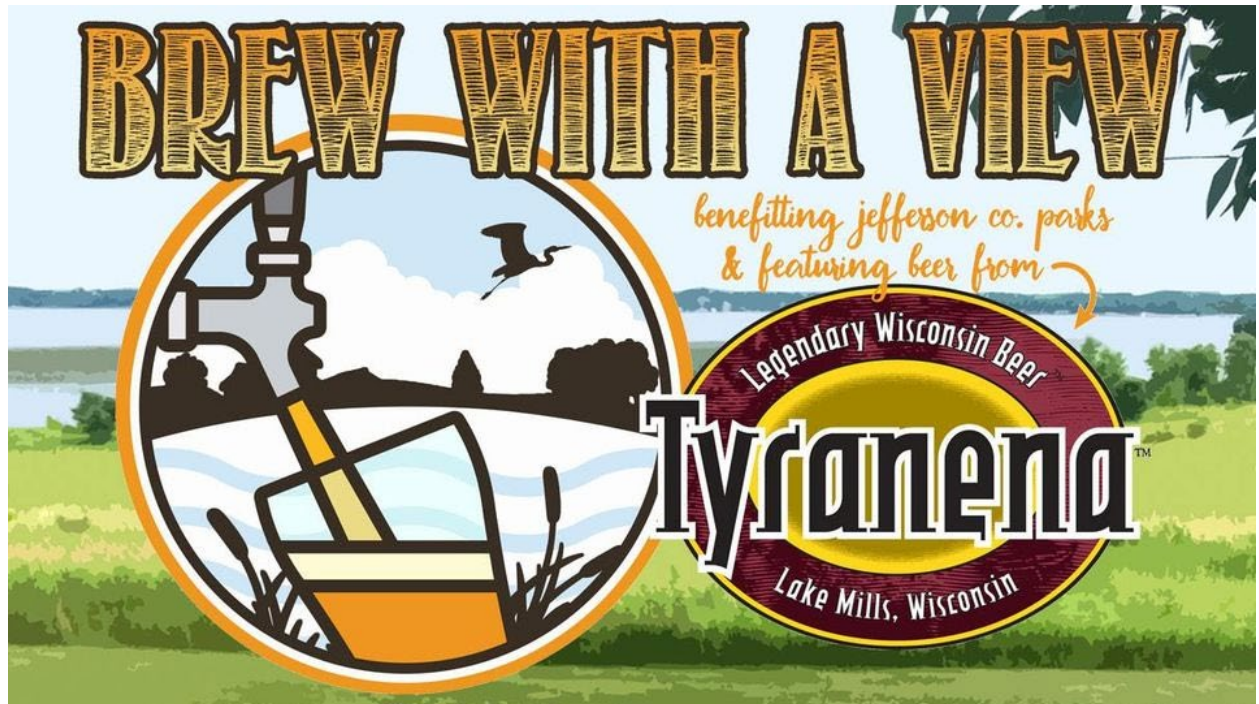
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THURSDAY, JULY 24, 2025 AT 5 PM CDT – 8 PM CDT

Brew With A View

Korth County Park
W8390 KORTH LANE
LAKE MILLS, WI 53551



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No business will be conducted.

FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, JULY 24, 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 | Jamie Vogt, Secretary | Rob McMurrich, Treasurer | Jennifer Andrews, Chair of Administration | Sarah Butz, Chair of Operations | Betty Groenewold | Kirk Lund | Larry Nelson | Sandy Wareing | Jennifer Rowedder | Jodi Hare-Paynter | Emily Lessner | Mike Wineke | Sarah Smith

REMINDERS

- **Informational Materials Available:** CAC Business Cards, CAC 2024 Annual Report, CAC 2025 CNA Report
- **Branded Merchandise Available:** Sweatshirts, Tumblers
- **UPCOMING Invite:** CAC All-Staff Meeting/Cookout – August 20th
- **Strategic Planning Prep Work Assignment – Due 07/24/25**

5:00 PM

--- DINNER & CONNECT ---

CALL TO ORDER

5:30 – 5:35 PM

Call to Order

- Roll Call & Introductions
- Agenda Review

Samantha
Wendt

CLOSED SESSION (Action Needed)

5:35 – 5:55 PM

Closed Session Discussion

- Approval of Minutes

Samantha
Wendt

OPEN SESSION (Action Needed)

5:55 – 6:00 PM

Open Session Transition

Samantha
Wendt

STRATEGIC PLANNING

6:00 – 6:40 PM

Strategic Planning Work

- Facilitator Presentation
- Questions & Discussion

Amy
Schlotthauer

6:40 – 6:45 PM

--- RECESS ---

PRESIDENT REPORT

| | | |
|----------------|--|----------------|
| 6:45 – 6:50 PM | Approval of Minutes <ul style="list-style-type: none"> 05.22.25 Full Board Meeting Minutes (Action Needed) 06.18.25 Full Board Meeting Notes – Strategic Planning | Samantha Wendt |
| 6:50 – 6:55 PM | Membership Review <ul style="list-style-type: none"> Board Roster | Samantha Wendt |

EXECUTIVE COMMITTEE REPORT

| | | |
|----------------|--|----------------|
| 6:55 – 7:00 PM | General Executive Updates <ul style="list-style-type: none"> Added May, June & July 2025 Meetings Held CSBG Funding Opportunity for Milwaukee County – EC approved 06/09/25 CAC-Cinnaire/Amphora Apartments MOU – EC approved 07/14/25 | Samantha Wendt |
| 7:00 – 7:10 PM | Annual Audit (2024) (Action Needed) <ul style="list-style-type: none"> CACSCW 12-31-24 Audit Completed by Wipfli LLP – EC approved 06/09/25 Overview Presentation | Rob McMurrich |

OPERATIONS COMMITTEE REPORT

| | | |
|----------------|---|------------|
| 7:10 – 7:15 PM | General Program, Plans & Development/Fundraising Updates <ul style="list-style-type: none"> June & July 2025 Meetings Held Program & Funding Support Highlights <ul style="list-style-type: none"> Grant Reports – 06.2025, – 07.2025 – OC approved 06/05/25, 07/10/25 Program Reports IMPACT Connect Referral Platform 2025 Fund Development Plan Progress <ul style="list-style-type: none"> Donor Cultivation & Retention Initiatives -- Event Opportunities | Sarah Butz |
|----------------|---|------------|

ADMINISTRATION COMMITTEE REPORT

| | | |
|----------------|--|------------------|
| 7:15 – 7:20 PM | General Finance/Personnel Updates <ul style="list-style-type: none"> June & July 2025 Meetings Held Updated Organizational Chart & Personnel Changes <ul style="list-style-type: none"> Position Reclassification Request – AC approved 06/26/25 2025 Administration Committee Work Outline – Tasks & Timeline <ul style="list-style-type: none"> Employee Exit Survey Check-In Financial P&Ps Manual Review Investment of CAC Donated Funding | Jennifer Andrews |
| 7:20 – 7:25 PM | Approval of Financial Reports <ul style="list-style-type: none"> Monthly Financial Reports: April 2025 (Action Needed) – AC endorsed 06/26/25 Monthly Financial Reports: May 2025 (Action Needed) – AC endorsed 06/26/25 | |
| 7:25 – 7:35 PM | 2025 CAC Agency-Wide Budget: Amendment/Modification Request (Action Needed) – AC endorsed 07/17/25 | |

EXECUTIVE DIRECTOR REPORT

| | | |
|-----------------------|--|-----------------|
| 7:35 – 7:45 PM | State of the Agency Updates <ul style="list-style-type: none"> Customer Satisfaction Data Programmatic Reports: Highlights, Outcomes Analysis & Program Adjustments | Meghan Mietchen |
| 7:45 – 8:00 PM | CAC Trends Presentation | |
| 8:00 PM | Announcements & Adjournment | Samantha Wendt |

AGENDA SETTING

- Upcoming Meetings:**
- Friday, August 8th 9 AM – 1:30 PM – **Strategic Planning Session**
 - Thursday, September 25th 5:30 PM – 8 PM

08/2025

- CSBG Organizational Standards 4.1, 6.5 & 9.3
- Results Oriented Management and Accountability (ROMA)

09/2025

- 2026 CSBG Application / Community Action Plan (Action Needed)
 - CSBG Organizational Standard 4.4
- Updated Financial P&Ps Manual (Action Needed)
- Strategic Planning – Facilitator Presentation
- 2025 Board Giving Report
- Board Meeting Schedule – Polling

10/2025

- Staff Insurance/Benefits Renewals (Action Needed)

11/2025

- Form 990 (2024) & Associated Filings (Action Needed)
- 2026 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)

Ongoing

- 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@cacscw.onmicrosoft.com
(608) 772-3688

CAC Administration Director

Ashley Pandow
ashleyp@cacscw.org
(608) 712-6674

LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

AGENDA

311 S. Center Ave – Room C2003

Jefferson, WI 53549

July 25, 2025 at 8:30 am

[Join the meeting now](#)

Meeting ID: 218 634 143 270 9

Passcode: yR3Hu9Cm

Dwayne Morris, David Drayna, Brandon White, Mary Roberts, Karl Zarling

1. Call to order
2. Roll call
3. Certification of compliance with open meetings law
4. Approval 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. Approval of June 27, 2025 minutes
7. Emergency Management Outreach
 - a. Jefferson County Fair
 - b. Lights N Sirens
 - c. Social Media
8. Spotlight on Emergency Management
 - a. July – Wisconsin Counties Article <https://indd.adobe.com/view/c3ee5b40-1bfe-4f36-b5a6-5d2c3912ac2d>
 - b. Jefferson County Daily News Article on Emergency Management Resolution
9. Update on Off-Site Facility Plans
10. Upcoming Training and Conferences
 - a. Wisconsin Emergency Management Association (WEMA)
 - b. International Association of Emergency Managers
 - c. W-237 Wisconsin Staging Area Manager Concepts and Operations Training requested for first responders
11. Review Emergency Management Budget
12. Update on Director Hameau's trip to Washington D.C. in support of Emergency Management
13. Update on ICS 300 Class held in Jefferson
14. Hazmat Team update
15. Next Meeting date: August 22, 2025 (Sheriff's Office)
16. Adjourn

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