



## COUNTY ADMINISTRATOR

Website: [jeffersoncountywi.gov](http://jeffersoncountywi.gov)

\*REVISED 09-19-2025

## MEMORANDUM

**MICHAEL LUCKEY**  
County Administrator

**TAMMIE JAEGER**  
Administrative Secretary



**TO:** Editors  
**FROM:** Michael Luckey, County Administrator  
**DATE:** September 17, 2025  
**SUBJECT:** JEFFERSON COUNTY Meetings – Week of September 22, 2025

<b>Monday</b> <b>September 22, 2025</b>	WI Counties Association Annual Conference	8:00 a.m.	Kalahari Resorts & Convention Center 1305 Kalahari Dr, WI Dells
<b>Tuesday</b> <b>September 23, 2025</b>	WI Counties Association Annual Conference	8:00 a.m.	Kalahari Resorts & Convention Center 1305 Kalahari Dr, WI Dells
<b>Wednesday</b> <b>September 24, 2025</b>	Executive Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2063, Jefferson
	Community Justice Collaborating Council (CJCC)	12:00 p.m.	Videoconference
<b>Thursday</b> <b>September 25, 2025</b>	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
<b>Friday</b> <b>September 26, 2025</b>	Law Enforcement and Emergency Management Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson
<b>Saturday</b> <b>September 27, 2025</b>	No scheduled county meetings		
<b>Sunday</b> <b>September 28, 2025</b>	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.

# Wisconsin Counties Association 2025 ANNUAL CONFERENCE *GAME DAY*

## See you in Sauk County!

**SUIT UP AND GET READY** to join Team WisCo at the 2025 WCA Annual Conference, September 21-23 in Sauk County.

We will team up to bring you state and federal speakers, workshop sessions, and networking opportunities to help you explore the important issues facing Wisconsin county officials.

— **REGISTRATION AND ROOM BLOCKS OPEN JUNE 2** —

### TENTATIVE CONFERENCE AGENDA

#### ► SUNDAY, SEPT. 21

- 11:30 a.m. – 5:30 p.m.\* Registration
- 12:30 – 1 p.m.\* Credentials Pick-up for 2025 WCA Annual Business Meeting
- 1 p.m.\* 2025 WCA Annual Business Meeting
- Evening Dinner on Your Own

*\*Times may change pending Green Bay Packers schedule*

#### ► MONDAY, SEPT. 22

- 7 a.m. – 5 p.m. Registration
- 7 – 8 a.m. WCA Breakfast
- 8 – 9 a.m. Concurrent Workshops
- 9 a.m. – 6 p.m. WCA Exhibit Hall Open
- 10 a.m. – 12 p.m. Opening General Assembly
- 12 – 1 p.m. Exhibitor Luncheon

- 1 – 2 p.m. Concurrent Workshops
- 2 – 3:30 p.m. Exhibit Hall Game Day Challenge
- 3:30 – 4:30 p.m. Concurrent Workshops
- 4:30 – 6 p.m. Exhibitor Reception
- 6 – 7:30 p.m. WCA Dinner

#### ► TUESDAY, SEPT. 23

- 7 – 10:30 a.m. Registration
- 7 – 7:45 a.m. Wisconsin County Mutual Insurance Corporation Breakfast
- 8 – 9 a.m. Concurrent Workshops
- 9 – 9:15 a.m. Break
- 9:15 – 10:15 a.m. Concurrent Workshops
- 10:15 – 10:30 a.m. Break
- 10:30 – 11:30 a.m. Concurrent Workshops
- 11:45 a.m. – 1:15 p.m. Closing General Assembly and Lunch

For the latest up-to-date information on registration, speakers and events, visit [wicounties.org/conference](http://wicounties.org/conference).  
Be sure to stay tuned for new events and details.

# AGENDA

## Executive Committee Meeting

### Videoconference OR

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

September 24, 2025

8:30 a.m.

### Executive Committee

Walt Christensen, Steve Nass, Blane Poulson, Brandon White, Michael Wineke

[Join the TEAMS meeting now](#)

Meeting ID: 245 516 248 780 7

Passcode: fi3ik6WG

1. Call to Order
2. Roll Call
3. Certification of compliance with open meetings law
4. Review of Agenda
5. Communication
6. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
7. Approval of September 9, 2025 County Board meeting minutes
8. Approval of August 27, 2025 Executive Committee minutes
9. EMS Working Group Update
10. Directing the County Administrator to advocate for Courts Funding and Liquefied Natural Gas legislation to the State Assembly, State Senate, and Governor
11. Discussion on safety plans
12. Discussion and possible action on Joint Development Agreement with Whitewater Solar
13. Discussion on Pre-Disaster Flood Mitigation grant
14. Discussion and possible action on Treatment Court Case Management and authorizing 2025 emergency help
15. Financial Reports
  - a. Administration
  - b. Clerk of Courts
  - c. Corporation Counsel
  - d. County Board
  - e. County Clerk
16. County Administrator's monthly report
17. Discussion and possible action on tentative future meeting schedule and agenda items  
The next scheduled meeting date is October 29, 2025 at 8:30 a.m.
18. Adjourn

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**FULL BOARD OF DIRECTORS MEETING AGENDA**

**THURSDAY, SEPTEMBER 25, 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**

- Board Member Testimonials
- Board Effect Update – 9/27
- Winter Glow Volunteer Opportunities – 10/2025
- CAC 2025 Rewind Event – 12/3

**5:00 PM**

**--- DINNER & CONNECT ---**

**CALL TO ORDER**

<b>5:30 – 5:35 PM</b>	<b>Call to Order</b> <ul style="list-style-type: none"> <li>• Roll Call &amp; Introductions</li> <li>• Agenda Review</li> </ul>	Samantha Wendt
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**STRATEGIC PLANNING**

<b>5:35 – 6:05 PM</b>	<b>CAC Strategic Planning Summary</b> <ul style="list-style-type: none"> <li>• Mission &amp; Vision</li> <li>• Strategic Priorities</li> </ul>	Amy Schlotthauer
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**PRESIDENT REPORT**

<b>6:05 – 6:10 PM</b>	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• 07.24.25 Full Board Meeting Minutes (Action Needed)</li> <li>• 08.08.25 Full Board Meeting Minutes – Strategic Planning (Action Needed)</li> </ul>	Samantha Wendt
<b>6:10 – 6:15 PM</b>	<b>Membership Review</b> <ul style="list-style-type: none"> <li>• Board Roster</li> <li>• Upcoming Vacancy: Low-Income Sector, Waukesha County – 10/24/25                             <ul style="list-style-type: none"> <li>○ Thank You to Betty</li> </ul> </li> </ul>	
<b>6:15 – 6:20 PM</b>	<b>2026 Board Meeting Schedule (Action Needed)</b>	

### EXECUTIVE COMMITTEE REPORT

6:20 – 6:25 PM	<b>General Executive Updates</b> <ul style="list-style-type: none"> <li>August &amp; September 2025 Meetings Held</li> <li>Document Review (6) – <a href="#">EC approved 08/11/25, 09/08/25</a></li> </ul>	Samantha Wendt
6:25 – 6:30 PM	<b>Board Contributions</b> <ul style="list-style-type: none"> <li>Targeted Strategy &amp; Reminders on How to Give</li> <li>2025 YTD Board Giving Report</li> </ul>	
6:30 – 6:40 PM	<b>Executive Director Work Plan, Performance Appraisal &amp; Compensation Review</b> <ul style="list-style-type: none"> <li>2025 360° Assessment Tool (<a href="#">Action Needed</a>) – <a href="#">EC endorsed (pending edits) 09/08/25</a></li> </ul>	

### ADMINISTRATION COMMITTEE REPORT

6:40 – 6:45 PM	<b>General Finance/Personnel Updates</b> <ul style="list-style-type: none"> <li>August &amp; September 2025 Meetings Held</li> <li>CAC Organizational Chart</li> <li>Certificate of Deposit Account Registry Service Investment – <a href="#">AC approved 09/18/25</a></li> <li>2025 Administration Committee Work Outline – Tasks &amp; Timeline <ul style="list-style-type: none"> <li>CAC Financial P&amp;Ps Manual</li> <li>CAC Employee Benefits Package</li> </ul> </li> </ul>	Jennifer Andrews
6:45 – 6:55 PM	<b>Approval of Financial Reports</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports: June 2025 (<a href="#">Action Needed</a>) – <a href="#">AC endorsed 08/21/25</a></li> <li>Monthly Financial Reports: July 2025 (<a href="#">Action Needed</a>) – <a href="#">AC endorsed 09/18/25</a></li> <li>Monthly Financial Reports: August 2025 (<a href="#">Action Needed</a>) – <a href="#">AC endorsed 09/18/25</a></li> </ul>	
6:55 – 7:05 PM	<b>Updated CAC Financial P&amp;Ps Manual</b> ( <a href="#">Action Needed</a> ) – <a href="#">AC endorsed 09/18/25</a>	

### OPERATIONS COMMITTEE REPORT

7:05 – 7:10 PM	<b>General Program, Plans &amp; Development/Fundraising Updates</b> <ul style="list-style-type: none"> <li>August &amp; September 2025 Meetings Held</li> <li>Programmatic &amp; Funding Support Reports <ul style="list-style-type: none"> <li>Grant Reports – <a href="#">OC approved 08/07/25, 09/04/25</a></li> <li>Program Reports</li> </ul> </li> <li>2025 Fund Development Plan: Grants, Donations, Events <ul style="list-style-type: none"> <li>Volunteer Cultivation</li> <li>Bridge Program, CRM Software</li> <li>2025 CAC Rewind Event</li> </ul> </li> </ul>	Sarah Butz
7:10 – 7:25 PM	<b>2026 CSBG Application / Community Action Plan</b> ( <a href="#">Action Needed</a> )	Meghan Mietchen

### EXECUTIVE DIRECTOR REPORT

7:25 – 7:35 PM	<b>State of the Agency Updates</b> <ul style="list-style-type: none"> <li>Customer Satisfaction Data</li> <li>Programmatic Reports: Highlights, Outcomes Analysis &amp; Program Adjustments</li> </ul>	Meghan Mietchen
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7:35 – 7:40 PM	--- RECESS ---
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CLOSED SESSION (Action Needed)		
7:40 – 8:00 PM	<b>Closed Session Discussion</b> <ul style="list-style-type: none"> <li>Approval of Minutes</li> </ul>	Samantha Wendt
8:00 PM	<b>Announcements &amp; Adjournment</b>	

AGENDA SETTING	
<b>Upcoming Meetings:</b> <ul style="list-style-type: none"> <li>Thursday, October 22nd 5:30 PM – 6:30 PM – <b>Virtual</b></li> <li>Thursday, November 20th 5:30 PM – 8:00 PM – <b>In-Person</b></li> </ul>	
<b>10/2025</b> <ul style="list-style-type: none"> <li>CAC Employee Insurance Renewals (Action Needed)</li> </ul>	<b>Board President</b> Samantha Wendt <a href="mailto:samantha@parallelservices.net">samantha@parallelservices.net</a> / <a href="mailto:cacsboardpresident@cacsw.onmicrosoft.com">cacsboardpresident@cacsw.onmicrosoft.com</a> (608) 772-3688  <b>CAC Officer Manager</b> Lindsey Karls <a href="mailto:lindseyk@cacsw.org">lindseyk@cacsw.org</a> (608) 220-7758
<b>11/2025</b> <ul style="list-style-type: none"> <li>2025 Board Giving Report</li> <li>Board Gift to Staff (Action Needed)</li> <li>Form 990 (2024) &amp; Associated Filings (Action Needed)</li> <li>2026 CAC Agency-Wide Budget, Staffing Plan, Cost Allocation Plan (Action Needed)</li> <li>2026-2028 Strategic Plan (Action Needed)</li> </ul>	
<b>Ongoing</b> <ul style="list-style-type: none"> <li>Executive Director Work Plan, Performance Appraisal &amp; Compensation Review</li> <li>CAC Succession Planning</li> <li>Staff Compensation Planning</li> <li>Board Training – due 2026</li> <li>Risk Assessment – due 2026</li> <li>CSBG Organizational Standards (4.1, 4.4, 6.5, 9.3 + Others)</li> <li>Results Oriented Management and Accountability (ROMA)</li> </ul>	

### ***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, September 24, 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 28<sup>th</sup>, 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. Discussion and possible action on the 2026 TAD Grant Submission.
8. SCRAM and Remote Breath update Pretrial Bond Supervision. (Sweeney)
9. Discussion of SIM Workshop. (Clark)
10. Policy Recommendation Subcommittee August 12<sup>th</sup>, September 16<sup>th</sup> (Clark)
11. Update on Recidivism Council. (Waters)
12. Update on monthly jail data. (Ritcher)
13. Future regular CJCC meeting dates:  
*Confirm: November 15<sup>th</sup>, 2025*
14. Adjourn

**Meeting ID: 833 2380 9494**

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

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**Parks Committee Agenda**  
Jefferson County

Date: Thursday, September 25<sup>th</sup>, 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 August 28<sup>th</sup> 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 on Flood Mitigation Property Violations
9. Discussion and Possible Action on issuing a special use permit for the Friends of Korth Park Sale and Solicitations
10. Discussion and possible Action on updating the exterior of the Mason Log home at Dorothy Carnes Park East
11. Discussion on Homelessness in County Parks
12. Discussion and Possible Action on Interurban Phase I bridge deck failure
13. Update on Interurban Trail, Phase III
14. Update on Light Up the Night 2025
15. Discussion on Parks 2025 Budget
16. Field Staff Updates
17. Administrative Staff Updates
18. Historic Sites Council Update
19. Discussion on Agenda Items for the Next Meeting
20. Next Scheduled Meetings per the 2025 Proposed Meeting Schedule (4<sup>th</sup> Thursday, Monthly)
  - October 23, 2025
  - November 27<sup>th</sup>, 2025 Canceled
  - December 4<sup>th</sup>, 2025 Rescheduled
21. Adjourn

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including the Jefferson County Board of Supervisors, may be present at this meeting.

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# LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

## AGENDA

Jefferson County Courthouse

311 S. Center Ave, C2003, Jefferson

September 26<sup>th</sup>, 2025 @ 8:30 a.m.

[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 the August 22, 2025, meeting minutes
7. Communications
8. Proclamation of Crash Responder Safety Week— November 17 – 21, 2025
9. Grants – Update of ongoing or new grants
10. Report from the Sheriff
11. Review monthly bills and financial items (July) and Report on the budget
12. Review of monthly jail and patrol activity reports
13. Discussion and possible action on approving jail assessment fund purchases
14. Discussion on potential items for October 24, 2025, meeting agenda (Emergency Management)
15. Adjourn

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