



## COUNTY ADMINISTRATOR

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

**MICHAEL LUCKEY**  
County Administrator

**TAMMIE JAEGER**  
Administrative Secretary

## MEMORANDUM

**TO:** Editors

**FROM:** Michael Luckey, County Administrator

**DATE:** October 30, 2025

**SUBJECT:** JEFFERSON COUNTY Meetings – Week of November 3, 2025



<b>Monday November 3, 2025</b>	Building and Grounds Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson
	Blue Spring Lake Management District	6:00 p.m.	Videoconference OR Palmyra-Eagle Middle/High School Community Room 123 Burr Oak St, Palmyra
<b>Tuesday November 4, 2025</b>	Finance Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson
	Aging & Disability Resource Center Advisory Committee (ADRC)	1:00 p.m.	Videoconference OR Human Services 1541 Annex Rd, Jefferson
	Fair Board	7:00 p.m.	Videoconference or Jefferson County Fair Park – Activity Center, 503 N. Jackson Ave, Jefferson
<b>Wednesday November 5, 2025</b>	No scheduled county meetings		
<b>Thursday November 6, 2025</b>	Jefferson County Library Board	5:00 p.m.	Videoconference or Dwight Foster Public Library 209 Merchants Ave, Fort Atkinson
<b>Friday November 7, 2025</b>	WI River Rail Transit Commission (WRRTC)	10:00 a.m.	Hill Farms State Office Building 4822 Madison Yards Way, Madison
<b>Saturday November 8, 2025</b>	No scheduled county meetings		
<b>Sunday November 9, 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.

# **Building and Grounds Committee AGENDA**

Videoconference or  
Jefferson County Courthouse  
311 S Center Ave, C2003  
Jefferson, WI 53549

Monday, November 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. Approval of October 6, 2025 Building and Grounds Committee Minutes
8. Update on courthouse completion open house event
9. Updates on other projects
  - a. Courthouse projects: epoxy flooring, video surveillance enhancements, access control door alarms
  - b. Fair Park: fire alarm modernization, site lighting, interior lighting grant project, ridge vent repairs
  - c. Human Services: concrete sidewalk & railing repairs, repurpose Birth to Three space, security/access controls at UWC suite entrance
  - d. Highway: new controls software
  - e. Community Grant Application (submitted October 31<sup>st</sup>)
10. IT Project Update
11. Financial Reports (YTD)
  - a. Central Services
  - b. Management Information Systems (MIS)
12. Discussion and possible action on future meeting dates and agenda items  
Next meeting scheduled for Monday, November 3, 2025 at 8:30 a.m.
13. Adjourn

[Join the meeting now](#)

Meeting ID: 276 419 923 913 5  
Passcode: Sf6xj3He

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.

**BLUE SPRING LAKE MANAGEMENT DISTRICT**  
**Board of Commissioners Meeting**  
**November 3, 2025, 6:00 pm**  
**Palmyra-Eagle Middle/High School Community Room**  
**123 Burr Oak Street, Palmyra**

[Join Zoom Meeting](#)  
**Meeting ID: 846 643 9148**  
**Passcode: 969285**

**Agenda**

Call to Order– Roll Call

**\*Please be advised per Wisconsin State. Statute. 19.84(2), information will be received from the public.**

**\*Please state your name and lot # or address when addressing the public.**

Secretary's Report – Emilia Twelmeyer

- a. Agenda- Approval of agenda for November 3, 2025 Board Meeting
- b. Minutes- Approval of minutes from September 15, 2025 Board Meeting

Current Business: Paul Cannestra

- a. Village Proposal On Hwy H Force Main - Brian Randall
- b. Boat and Commercial Barge Launch Fees - Bob Soukup
- c. Dam DNR Open Directives - Brent Miller
- d. Clean Boats Clean Waters Grant Program - Brian Randall
- e. Past Due Sewer Bills Policy Review - Paul Cannestra
- f. Past Due Sewer Bill update on delinquent accounts - Staci Griffiths
- g. CMOM document for Sanitary System - Mark Nicholson

Reports:

- a. Treasurer's Report; Third Qrt. Financials- Bob Soukup
- b. Operations- Mark Nicholson
- c. Town Report - Rob Martens
- d. County Report - John Kannard

Public Comments:

**\*Please be advised per Wisconsin State. Statute. 19.84(2), information will be received from the public.\*Please state your name and lot # or address when addressing the public.**

Wrap Up- Paul Cannestra

CLOSED SESSION ITEMS if any

Adjourn

Pursuant to Wisconsin Statute 19.85 (1) (c), the Board may enter closed session to consider employment, promotion, compensation or performance evaluation data of employees.

This agenda is subject to modification prior to said meeting pursuant to the Wisconsin Open Meetings Law. Please be advised that the agenda items may be taken in an order other than which appears here.

Members of the Palmyra Town Board may attend the above noticed meeting in order to gather information about a subject over which they have decision-making responsibilities.

**Finance Committee Agenda**  
**Jefferson County**  
Jefferson County Courthouse, Room C1021  
311 S. Center Ave.  
Jefferson, WI 53549

Date: Tuesday, November 4, 2025

Time: 8:30 a.m.

Committee members: Jones, Richard (Chair); Zarling, Karl; 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 October 7, 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 authorizing Jefferson County to apply for a Flood Mitigation Grant
9. Discussion and possible action on policy for economic development/infrastructure
10. Discussion and possible action on 2026 supervisor budget amendment requests
11. Discussion and possible action on 2026 budget
12. Discussion and possible action on amending the Fund Balance Policy
13. Discussion and possible action on claim for damages by Erie Insurance
14. Discussion and possible action on claim for damages by Mary Novak
15. 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
16. Consider a motion to convene in closed session pursuant to Wis. Stat. §19.85(1)(e) which allows for closed session whenever competitive or bargaining reasons require it to deliberate or negotiate the purchase of public properties or conduct other specified public business, for discussion and possible action on the following:
  - a. A proposed amendment to the Purchase & Sale Agreement with Virtus Development, LLC for the sale of the former highway property
  - b. The terms and conditions of a potential sale of County-owned farmland located within the Food & Beverage Innovation Campus
17. Reconvene in open session for action on closed session items, if necessary
18. Discussion and possible action on 2025 projections of budget vs. actual revenues and expenditures
19. Review of the financial statements and department update for September 2025-Finance Department
20. Review of the financial statements and department update for September 2025-Treasurer's Office
21. Review of the financial statements and department update for September 2025-Child Support
22. Update on contingency fund balance
23. Discussion of funding for projects related to the new highway facilities and sale of old highway facilities
24. Set future meeting schedule, next meeting date, and possible agenda items
25. Review of invoices
26. Adjourn Finance Committee

Next scheduled meetings: Tuesday, December 2, 2025 (Regular meeting)  
Tuesday, January 6, 2026 (Regular meeting)  
Tuesday, February 3, 2025 (Regular meeting)

[Join the meeting now](#)

Meeting ID: 270 161 347 776 3

Passcode: WK3zS9Gf

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.



**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, November 4th, 2025

Time: 1:00 p.m.

**Committee Members:** John Donohue, Chair; Frankie Fuller Vice-Chair; LaRae Schultz, Carol O'Neil, Lou Klein, Mary Roberts, Michael Wineke, Todd Wiedenhoef, 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 October 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 and Aging program Budget Updates
10. ADRC & Aging Program 2025 Key Outcome Indicator updates – ReBecca Schmidt
11. Program Updates
  - a. ADRC – Erika Holmes
  - b. Nutrition – ReBecca Schmidt
  - c. Transportation – Mike Hansen
  - d. Dementia Care Specialist – Tonya Runyard
14. Items for next meetings
15. Remarks
16. Adjournment

Next scheduled meetings:

December 2<sup>nd</sup>, 2025

January 6<sup>th</sup>, 2026

February 3<sup>rd</sup>, 2026

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 at 920-674-7101 so appropriate arrangements can be made.

# **Fair Board AGENDA**

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

Tuesday, November 4, 2025  
7:00 p.m.

## **Fair Board Members**

Kylene Anderson, Lindsay Baneck, Tracy Brandel, Joy Brattlie, Kevin Doherty, Robert Ganzow, Brad Gefvert, Angie Greving, Ryan Isaacsen, Carie Pellmann, Heather Reu, Ashley Sinkula, Jerry Wilcenski, Dave Zimmerman

- 1) Call to Order
- 2) Roll Call
- 3) Certification of compliance to Open Meetings
- 4) Review and approve minutes of August 27, 2025 meeting
- 5) Public Comment(s)
- 6) Review of October Fair Park October Committee Meeting
- 7) Share and discussion of new Fair Board membership
  - a) Term review
  - b) Recruitment efforts and progress
  - c) Other
- 8) Discussion and action on county residency with Fair Youth Organizations
- 9) Organizational Reports
  - a) Auction
  - b) Entertainment
  - c) Ticketing & Gates
  - d) Fairest of the Fair
  - e) Sponsorship
  - f) Marketing
  - g) Other
- 10) Old Business
- 11) New Business
- 12) Next Meeting – January TBD
- 13) Adjourn

[Join the meeting now](#)

Meeting ID: 232 277 163 923

Passcode: ZE9ts23U

*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 Library Service

Mailing Address: Dwight Foster Public Library  
209 Merchants Avenue  
Fort Atkinson, WI 53538  
(920) 563-7790

---

## Jefferson County Library Board Meeting

**Date and Time:** November 6, 2025 at 5 p.m.

**Location:** Dwight Foster Public Library or via Zoom

<https://us02web.zoom.us/j/85290072062?pwd=Ij3kRqllbfRdN5iwrs1YTudv29Wenb.1>

Meeting ID: 852 9007 2062

Passcode: JvBm7PyM

## Agenda

1. Call to order
2. Approval of minutes of the July 2025 meeting - **Action**
3. Comments from the public
4. Correspondence
5. Administrator's report – Minetta Lippert
6. Report from Library System Representative – Art Biermeier
7. Report from Library System Director – Brittany Larson
8. Unfinished Business
  - A. Report on 2026 Jefferson County budget (Discussion)
9. New Business
  - A. Review Jefferson County Library Service guidelines (Discussion)
  - B. Discuss web accessibility requirements and the Jefferson County Library Service website (Discussion)
10. Reports from County libraries
11. Adjournment

## Link to Per Diem for this meeting

*If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7790 at least three (3) days prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.*

# Wisconsin River Rail Transit Commission

Hill Farms State Office Building  
4822 Madison Yards Way, Madison, WI  
Room 149 South

Meeting – Friday, November 7, 2025 @ 10 AM

## AGENDA

1. 10:00 AM *10 minutes estimated | Action Items*  
**Call to Order** – Marty Krueger, Chair
2. Roll Call. **Establishment of Quorum** – Admin.
3. Action Item. **Certification of Meeting's Public Notice** – Noticed by Admin.
4. Action Item. **Approval of Agenda** – Prepared by Admin.
5. Action Item. **Approval of draft October 10, 2025 Meeting Minutes** – Prepared by Admin.
6. Updates. **Public Comment** – Time for public comment may be limited by the Chair
7. Updates. **Announcements by Commissioners** – No Discussion Permitted

## REPORTS & COMMISSION BUSINESS

8. *10 minutes estimated | Update and Action Items*  
**WRRTC Financial Report** – Treasurer
  - Treasurer's Report
  - 09/31/2025 Monthly Financial Statements (Cash Flow, Balance Sheet, and Revenue & Expense Statement)
9. *10 minutes estimated | Update*  
**Wisconsin & Southern Railroad's Report on Operations** – WSOR
  - Operations and Maintenance Update
10. *10 minutes estimated | Update*  
**WisDOT Report** – WisDOT
11. *30 minutes estimated | Discussion*  
**Discussion and Possible Action to amend the Market Street Offers to Use** – Chair
12. *15 minutes estimated | Action*  
**Discussion and Possible Action on a Temporary Access Permit for Buckthorn Removal at 135 Village View Ct, Oregon**
13. *5 minutes estimated | Discussion*  
**Presentation and discussion on the 2026 WRRTC meeting calendar** – Administrator
14. *5 minutes estimated | Action*  
**Permits/Licenses (if any)** – Administrator
15. *1 minute estimated | Action*  
**Adjournment**