



MEMORANDUM

TO: Editors  
FROM: Michael Luckey, Interim County Administrator  
DATE: January 9, 2025  
SUBJECT: JEFFERSON COUNTY Meetings – Week of January 13, 2025



Monday January 13, 2024	UW Extension Education Committee  Drainage Board	8:30 a.m.  9:30 a.m.	Videoconference OR  UW Extension 864 Collins Rd, Rm 12, Jefferson  Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson
Tuesday January 14, 2024	Human Services Board  CJCC Executive and Strategic Planning Committee County Board	8:30 a.m.  12:00 p.m. 7:00 p.m.	Videoconference OR  Workforce Development 874 Collins Rd, Rm 103, Jefferson  Videoconference Webinar, YouTube Livestream OR Jefferson County Courthouse 311 S. Center Ave, C2063, Jefferson
Wednesday January 15, 2025	Board of Health  Bridges Federated Library System Board	1:00 p.m.  4:00 p.m.	Videoconference OR  Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson  Videoconference OR Bridges Library System Office 741 N. Grand Ave, Ste 210, Waukesha
Thursday January 16, 2025	HOME Consortium Board  Traffic Safety Commission  Community Action Coalition County Administrator Search Committee  Planning and Zoning Committee - Public Hearing	9:00 a.m.  1:00 p.m.  12:00 p.m. 2:00 p.m.  7:00 p.m.	Teleconference OR  Waukesha County Admin Center 515 W. Moreland Blvd, Waukesha  Videoconference OR Highway Committee Room 1425 Wisconsin Dr, Jefferson  Videoconference Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson  Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2063, Jefferson
Friday January 17, 2025	No scheduled county meetings		
Saturday January 18, 2025	Lake Ripley Management District	9:00 a.m.	Oakland Town Hall N4450 County Road A, Cambridge
Sunday January 19, 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.



## Extension

UNIVERSITY OF WISCONSIN-MADISON

### **Extension Education Committee Agenda Videoconference (See link at bottom of agenda)**

**OR**

**Jefferson County Extension Office  
864 Collins Road, Jefferson, WI 53549**

**DATE:** Monday, January 13, 2025

**TIME:** 8:30 a.m.

**Committee Members:** Matt Foelker, Elizabeth Hafften, Dan Herbst, John Kannard, Dwayne Morris

1. Call to Order
2. Roll Call (to establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda (for possible rearrangement)
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 University Extension Education Committee Minutes from December 9, 2024
7. Communications
8. Review of 2025 Departmental Budget
9. Discussion of Monthly Educator Reports – Steve Chmielewski (Community Educator), Alison Pfau (Bilingual Regional Dairy Educator), Jerry Wilcenski (4-H), Julie Hill (Horticulture Educator), Lisa Krolow (Bilingual FoodWise Coordinator), Josh Kamps (Regional Crop Educator)
10. Possible Items of Discussion/Agenda Items for Upcoming Meetings
11. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: February 10, March 10, April 14
12. Adjourn

Join Zoom Meeting

<https://us06web.zoom.us/j/89023756316?pwd=dEtDeXYrc1FMeTU0b0R0aG81a1VPdz09>

Meeting ID: 890 2375 6316

Passcode: 162604

Dial by your location: +1 312 626 6799 US (Chicago)

A quorum of any Jefferson County Committee, 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. "Enriching people with knowledge, perspective, skills, and aspirations. "University of Wisconsin, U.S. Department of Agriculture & Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX & ADA.

AGENDA  
JEFFERSON COUNTY DRAINAGE BOARD  
Jefferson County Building  
311 South Center Avenue, Room C1021  
Jefferson, WI 53549  
January 13, 2025  
9:30 a.m.

**This is a Zoom meeting**

<https://us06web.zoom.us/j/86100072040?pwd=PNUMFZR4JPxBbMy1BzyNexeHEI7Zi.1>

Meeting ID: 861 0007 2040    Passcode: 225717    Dial by your location +312 626 6799

1. Call to order
2. Roll call
3. Approval of agenda
4. Certification of compliance with open meetings law
5. Approval of minutes
6. Correspondence
7. Citizens present and/or comments
8. Report of the Drains
  - a. **Drain 36**-Approval of landowner meeting minutes
    - Status of assessment (mail-out)
    - Status of pump replacement (costs)
    - Action by the Drain Board
  - b. **Drain 15**-Report from Engineer Dan Prunuske
    - Drain Board decision on properties to assess
    - Define work to be done
    - Date for landowners' assessment meeting
  - c. **Drain 30**-Need weed cleanout
    - Date for possible assessment
  - d. **Drain 16**-Request for correspondence from Emily Straka
  - e. **Drain Agenda Additions**
9. Finance Report – Final for 2024
10. Previous agenda items needing further discussion
  - Drain 41-Update on landowner response
11. Any other business as allowed by law
12. Approval of invoices
13. Date for next meeting
14. Motion to adjourn

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

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.

**Human Services Board Agenda - Jefferson County**  
**Jefferson County Workforce Development Center 874 Collins Rd, Room 103**  
**Jefferson, WI 53549**

**Date:** Tuesday, January 14, 2025, **Time:** 8:30 a.m.

**Topic:** Human Services Board Meeting

**Join Zoom Meeting**

<https://us06web.zoom.us/j/85198617061?pwd=kTvb0liKTuoc3zQjzfgCi1dvCXLLC.1>

**Meeting ID:** 851 9861 7061

**Passcode:** 135889

+13126266799 US (Chicago)

**Committee Members:**

**Jones, Dick (Chair)**  
**Kutz, Russell (Vice Chair)**  
**Wineke, Michael**  
**Lund, Kirk**

**Racanelli, Gino**  
**Ganser, Steve**  
**Abrahamsen, Pam**

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Review the January 14, 2025, Agenda
5. Public Comment *(Members of the public who wish to address the Board on specific agenda items must register their request at this time.)*
6. Approval of December 10, 2024, Board Minutes
7. Communications
8. Review of the November 2024 Financial Statement
9. Discuss and Approve December 2024 Vouchers
10. Discussion and Possible Action on New 2025 Professional Service Contracts *(CCS Regional Service Array)*
11. Presentation on Jefferson County's Zero Suicide Team
12. Director's Report
13. Adjourn

**Next Scheduled Meetings:**

Tuesday, February 11, 2025, at 8:30 a.m.

Tuesday, March 11, 2025, at 8:30 a.m.

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.

**Special Needs Request** - Individuals requiring special accommodation for attendance at the meeting should contact the County Administrator 24 hours before the meeting at 920-674-7101 so appropriate arrangements can be made.

**County Board Supervisors attending meetings remotely** 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 at 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 the 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.

## Jefferson County CJCC Executive and Strategic Planning Committee

The Executive and Strategic Planning Committee will work collaboratively to support the Jefferson County CJCC by working on goals or topics identified by the CJCC. The committee will also analyze the Jefferson County justice system processes and performances, as needed.

### Members:

- Bennett J. Brantmeier  
[Ben.Brantmeier@wicourts.gov](mailto:Ben.Brantmeier@wicourts.gov)
- RaDonna Clark  
[rclark@jeffersoncountywi.gov](mailto:rclark@jeffersoncountywi.gov)
- Monica Hall  
[Monica.Hall@da.wi.gov](mailto:Monica.Hall@da.wi.gov)
- Jordan Lippert  
[jlippert@jeffersoncountywi.gov](mailto:jlippert@jeffersoncountywi.gov)
- Elizabeth McGeary  
[EMcGeary@jeffersoncountywi.gov](mailto:EMcGeary@jeffersoncountywi.gov)
- Alan Richter  
[arichter@jeffersonpd.com](mailto:arichter@jeffersonpd.com)
- Brent Ruehlw  
[BrentR@jeffersoncountywi.gov](mailto:BrentR@jeffersoncountywi.gov)
- Amber Rumpf  
[rumpfa@opd.wi.gov](mailto:rumpfa@opd.wi.gov)
- Sara Rogge  
[Sarah.Rogge@wisconsin.gov](mailto:Sarah.Rogge@wisconsin.gov)

TUESDAY, January 14, 2025, 12:00PM  
MEETING HELD VIRTUALLY

***\*Please note:** This committee has 9 members designated which places quorum at 5. If we do not have 5 members present, we will not be able to conduct business and will need to recess & reschedule.*

### Zoom Meeting

<https://us06web.zoom.us/j/89067328725>

**Meeting ID: 890 6732 8725**

*No password/ Waiting Room Enabled*

**AGENDA** *\*Note that agenda items may be discussed out of order listed below.*

1. **Call to Order**
2. **Roll Call**
3. **Certification of Compliance with Open Meetings Law**
4. **Review and Approval of Minutes- December 10th, 2024**
5. **Public Comment**
6. **Discussion and possible action on name of this committee**
7. **Discussion and possible action regarding approval of Agenda design and identified members**
8. **Discussion and possible action regarding SIM Pilot Program: (Judge/Clark)**
  - a. 2 Day workshop held on August 20-21<sup>st</sup>, 2025.

**9. Discussion and possible action regarding process for entry to Treatment Courts (Clark)**

**10. Discussion and possible action regarding list of Automatically Excluded Offenses for Treatment Court (Hall/Lippert/Rumpf/Clark)**

**11. Discussion and possible action regarding Electronic Monitoring Standard Operating Procedures and Program Establishment**

- a. Pre-trial- Judge's agreement
  - 1.) Assessment for OWI offenses for Pretrial Risk
  - 2.) Level of Risk determines intensity of supervision
- b. Huber/Electronic Monitoring for mandated confinement time for OWI Offenses
  - 1.) Approved by Sheriff's Office
  - 2.) Not completed through WCS
  - 3.) Calculation of good time
- c. ATC/DTC- Supervision Response- monitored and installed by WCS

**12. Discussion and possible action regarding MOU for Treatment Courts (Clark)**

- a. Two separate MOU's- final changes

**13. Next Virtual Meeting- Set Date/Time**

- a. Proposed: February 11th, 2025 @ 1200P

**14. Related Committee meetings:**

- a. CJCC 01/22/25 @1200P

**15. Adjournment**

## AGENDA

### JEFFERSON COUNTY BOARD MEETING

TUESDAY

January 14, 2025

7:00 p.m.

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

[Livestream on YouTube](#)

Register in advance for this webinar:

[https://zoom.us/webinar/register/WN\\_N2ghwZR3TQenotKF1KEwmQ](https://zoom.us/webinar/register/WN_N2ghwZR3TQenotKF1KEwmQ)

After registering, you will receive a confirmation email containing information about joining the webinar.

1. **CALL TO ORDER**
  - a. Roll Call by County Clerk
2. **PLEDGE OF ALLEGIANCE**
3. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
4. **APPROVAL OF THE AGENDA**
5. **APPROVAL OF DECEMBER 10, 2024 MEETING MINUTES**
6. **COMMUNICATIONS**
  - a. Notice of Public Hearing – Planning and Zoning – January 16, 2025
  - b. Retirement Recognition
  - c. Treasurer’s Monthly Report
7. **PUBLIC COMMENT (agenda items)**  
**COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
8. **BROADBAND WORKING GROUP**
  - a. Resolution(s) – Endorsing Internet Service Provider’s application for Broadband, Equity, Access & Deployment Program (BEAD) funding for Broadband Expansion in Jefferson County (Addendum)
9. **FINANCE COMMITTEE**
  - a. Resolution – Entering into a contract with Government Finance Officers Association for a Fund Balance Reserve Study
10. **HUMAN RESOURCES COMMITTEE**
  - a. Resolution – Eliminating a vacant, full-time Program Assistant position and creating a full-time Zoning/On-Site Waste Management Technician in the Planning and Development Department and amending the 2025 budget
11. **PLANNING AND ZONING COMMITTEE**
  - a. Report
  - b. Ordinance – Amending Official Zoning Map

12. **APPOINTMENT BY COUNTY ADMINISTRATOR**

- a. Nate Salas to the Veterans Service Commission for a three-year term ending December 13, 2027
- b. Interim Highway Commissioner for an indeterminate term

13. **PUBLIC COMMENT** (General)

14. **ANNOUNCEMENTS**

15. **ADJOURN**

**NEXT COUNTY BOARD MEETINGS**

**TUESDAY, FEBRUARY 11, 2025**

**7:00 P.M.**





## Jefferson County Board of Health Agenda

1541 Annex Road, Jefferson, WI 53549

920-674-7275

January 15<sup>th</sup>, 2025

1:00 p.m.

Jefferson County Courthouse

311 S. Center Avenue, Room C1021

Jefferson, WI 53549

### Join Zoom Meeting:

<https://us06web.zoom.us/j/88388950496?pwd=ZlVxajA5Q1hFQTZSRytoWnhZbzFldzO9>

Meeting ID: 883 8895 0496

Passcode: 045109

### Board Members

Samantha LaMuro, R.T, Chair; Meg Turville-Heitz, Vice-Chair; Steve Nass; Jessica Coburn, RN, PhD; Donald Williams, MD

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 Board of Health Meeting Minutes from October 16th, 2024
6. Communications
  - a. Jefferson County Health Department 2024 Quarter 4 Newsletter
  - b. [CDC: 0519-11/18/2024 First Case of Clade/ Mpox Diagnosed in the United States](#)
  - c. [CDC: 0518- 10/12/2024 Disruptions in Availability of Peritoneal Dialysis and Intravenous Solutions from Baxter International Facility in North Carolina](#)
  - d. [Wisconsin DHS Alert #63: Potential Hepatitis A Exposure in Wisconsin](#)
  - e. [Wisconsin DHS Alert #62: Increase in Mycoplasma Pneumoniae Cases in Wisconsin](#)
  - f. [DHS News Releases 2024](#)
7. Public Comment
8. Approval of Health Department Financial Report
9. Discussion and Approval of \$2,175.00 in Restricted Donations from Aurora Summit for the Safe Sleep Program
10. Discussion of Foam Debris Analysis Results
11. Operational Update of the Environmental Public Health Consortium
12. Operational Update of the Public Health Divisions
  - a. New Employee: Program Assistant- DFC
  - b. Divisional Statistics 2024 Quarter 4 Report
  - c. Review of Communicable Disease Cases Reported
  - d. Nitrate Screening Data
13. Operational Update on the Strategic Plan
  - a. Strategic Plan 2024 Quarter 4 Report
14. Future Agenda Items
15. Adjourn

### Next Scheduled Meeting: April 16<sup>th</sup>, 2025

*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 at 920-674-7101 24 hours prior to the meeting so appropriate arrangements can be made.*



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

P 262.896.8080  
W [bridgeslibrarysystem.org](https://bridgeslibrarysystem.org)

## Regular Board Meeting

DATE: **Wednesday, January 15, 2025**  
TIME: **4:00 p.m.**  
PLACE: **Bridges Library System Office**  
**741 N. Grand Avenue, Suite 210**  
**Waukesha, WI 53186**

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/86541163227?pwd=XY7k89VB82apcqauCYMzvXURt2JmbF.1>

Meeting ID: 865 4116 3227

Passcode: ahVM4Hwd

Dial by your location: 312 626 6799

Meeting ID: 865 4116 3227

Passcode: 85161406

*This meeting will be open to the public at the Bridges Library System Office 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](mailto:kkennedy@bridgeslibrarysystem.org).*

## AGENDA

1. Call to Order
2. Introductions
3. Comments from the Public
4. Correspondence
5. Approve Minutes of December 18, 2024 Meeting - Action
6. Approve Payment of Monthly Invoices (Year-end 2024 and January 2025) - Action
7. Reports: Director, Staff, APL, Resource Library, Nominating Committee
8. Election of Officers for 2025 - Action
9. Bader Philanthropies Grant Agreement - Action
10. Bridges Library System Director Search - Discussion
11. Bridges Library System Strategic Plan 2024 Report - Discussion
12. Library Funding Overview - Discussion
13. Preparing for Library Legislative Day 2025 - Discussion
14. Confirmation of Next Meeting: Wednesday, February 19, 2025 at the Bridges Library System Office
15. Adjournment

**Serving the libraries of Waukesha and Jefferson Counties**

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

# Jefferson County Traffic Safety Commission

Jefferson County Highway Committee Room  
1425 Wisconsin Drive  
Jefferson, WI 53549

## *Meeting Agenda*

January 16, 2025

1:00 P.M.

Join Zoom Meeting

<https://us06web.zoom.us/j/6019591468?pwd=RB7byB4mAfL4VhuefGA4blcyOWicmu.1&omn=83703891126>

Meeting ID: 601 959 1468

Passcode: Safety

Dial by your location: 1 312 626 6799

**Committee Members:** Delzer – Udovich, Wells, Maze, Cooper, McGear, Lorenzen, Preuss, Ward, Horn, Heaslip

- 1) Call meeting to Order
- 2) Roll Call
- 3) Certification of compliance with the Open Meetings Law
- 4) Review of the Agenda
- 5) Approval of the October 17, 2024 meeting minutes
- 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) **Old Business**
  - a. Discuss speed concerns on USH 18 near Cambridge
  - b. Discuss speed/ Jake Brake concerns on STH 89 (Fort Atkinson-Lake Mills)
  - c. Discuss Subcommittee outreach efforts
  - d. Discuss CTH B (Lake Mills) Speed concerns
  - e. Discuss USH 18 (St. Coletta) Crosswalk concerns
  - f. Local Law Enforcement/ Legal Involvement
  - g. Emergency Vehicle Preemption
- 9) **New Business**
  - a. Discuss CTH B pedestrian crossing at Immanuel Evangelical Lutheran (Farmington)
  - b. Discuss CTH E speed concerns/crashes ("S" curves)
  - c. Discuss concerns of CTH A/CTH V intersection (Lake Mills)
  - d. Discuss speed concerns/crashes on STH 106 at CTH J
  - e. Discuss possible intersection improvements at USH 18/STH 89 intersection
- 10) Traffic Accident Spot Map/Community Maps Review
- 11) WisDOT – Southwest Region, Madison – Traffic Section
- 12) WisDOT-Bureau of Transportation Safety - Transportation Safety Report & Highway Safety Input
- 13) Wisconsin State Patrol – Report
- 14) Village/City Police Department- Reports
- 15) Date of next meeting (April 17, 2025 at 1:00 p.m.)
- 16) Adjourn

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 at 920-674-7101 24 hours prior to the meeting so appropriate arrangements can be made.

**ADMINISTRATION COMMITTEE MEETING AGENDA**

**THURSDAY, JANUARY 16, 2025**  
**12:00 – 1:30 PM**

**VIRTUAL**

**Jennifer Andrews, Chair of Administration | Samantha Wendt, President | Chara Taylor-Henning, Vice President | Kirk Lund | Jennifer Rowedder | Jodi Hare-Paynter | Mike Wineke | Emily Lessner | Jamie Vogt**

12:00 – 12:05 PM	<b>Call to Order</b> <ul style="list-style-type: none"> <li>Roll Call</li> <li>Agenda Review</li> </ul> <i>Materials: 01.16.25 Administration Committee Meeting Agenda</i>	Jennifer Andrews
12:05 – 12:10 PM	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>12.12.24 Administration Committee Meeting Minutes (<b>Approval Action Needed</b>)</li> </ul> <i>Materials: 12.12.24 Administration Committee Meeting Minutes</i>	Jennifer Andrews
12:10 – 12:20 PM	<b>Finance Report</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports: November 2024 (<b>Endorsement Action Needed</b>) <ul style="list-style-type: none"> <li>Organization-Wide R&amp;Es – Comparison of Budget to Actual</li> <li>Balance Sheet/Statement of Financial Position</li> </ul> </li> </ul> <i>Materials: Financial Reports – 11.2024</i>	Tim Prodel
12:20 – 12:35 PM	<b>Personnel Report</b> <ul style="list-style-type: none"> <li>HR Overview <ul style="list-style-type: none"> <li>Organizational Chart &amp; Changes</li> <li>Position Add/Change Requests (<b>Approval Action Needed</b>)</li> </ul> </li> </ul> <i>Materials: HR Overview – 01.2025</i>	Meghan Mietchen
12:35 – 12:45 PM	<ul style="list-style-type: none"> <li>Personnel Policies &amp; Procedures: CAC-Covered Leave Policy (FMLA)</li> </ul> <i>Materials: 2025 Administration Committee Work Outline, CAC-Covered Leave Policy</i>	
12:45 – 1:30 PM	<b>CLOSED SESSION (<b>Action Needed</b>)</b> <ul style="list-style-type: none"> <li>Approval of Minutes</li> <li>Staff Compensation Analysis</li> </ul>	Jennifer Andrews
1:30 PM	<b>Announcements &amp; Adjournment</b>	Jennifer Andrews

**Agenda Setting – Next Meeting: THURSDAY 02/20/25 12:00 – 1:30 PM**

- Administration Committee Work Outline – Tasks & Timeline
- Updated CAC Personnel Policies Manual ‘Employee Handbook’ (**Action Needed**)
- Updated CAC Financial Policies and Procedures Manual (**Action Needed**)
  - OMB Final Rule (2024)
- The Employer Group: Contract Hours, HR Assessment, Internal Equity Analysis Project
- Board-Level Sage Intacct Reporting Discussion
  - Visual Reporting (charts, graphs, etc.) & Budget Comparison\
  - Revisit ‘How to Read’ Financial Reports
- Line of Credit Policy – Board Oversight of Use/Application
- Employee Retention & Development Planning
- Donated Funding Discussion

Contact Information:

**Chair of Administration**

Jennifer Andrews  
[jandrews@waukesha-wi.gov](mailto:jandrews@waukesha-wi.gov)  
414-659-5288 / 262-524-3753

**CAC Administration Director**

Ashley Pandow  
[ashleyp@cacscw.org](mailto:ashleyp@cacscw.org)  
(608) 712-6674

**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=bzTlChqhbtTtYPVHBjGAs1bmcLlyS4k.1>  
Meeting ID: 886 6419 3542  
Passcode: Meet2024!  
Dial by your location: +1 312 626 6799

**2:00 p.m.**  
**January 16, 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 2, 2024 County Administrator Search Committee minutes
8. Discussion with Wisconsin Counties Association (WCA) Staff regarding competencies for a successful County Administrator, including possible interview questions, evaluation criteria, and best practices
9. Discussion and possible action regarding next steps, timeline for recruitment, and other miscellaneous matters relevant to the recruitment process
10. Tentative Future Agenda Items and Meeting Dates
11. Adjourn

***NOTICE OF PUBLIC HEARING***  
***JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE***  
*George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker; Cassie Richardson*

**SUBJECT:** Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits  
**DATE:** Thursday, January 16, 2025  
**TIME:** 7:00 p.m. (Doors will open at 6:30)  
**PLACE:** **JEFFERSON COUNTY COURTHOUSE, ROOM C2063**  
**311 S. CENTER AVE, JEFFERSON, WI 53549**  
**OR Via Zoom Videoconference**

**PETITIONERS OR MEMBERS OF THE PUBLIC MAY ATTEND THE MEETING VIRTUALLY BY FOLLOWING THESE INSTRUCTIONS IF THEY CHOOSE NOT TO ATTEND IN PERSON:**

You are invited to a Zoom meeting.  
When: January 16, 2025, at 07:00 PM Central Time (US and Canada)  
Meeting ID: 957 3344 0565  
Passcode: Zoning

Register in advance for this meeting:

<https://zoom.us/j/95733440565?pwd=eHZRbHZXWXhlUnlKdkhtOXhoTmtNZz09>

After registering, you will receive a confirmation email containing information about joining the meeting.

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda
5. Public Hearing

**NOTICE IS HEREBY GIVEN** that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, January 16, 2025, in Room C2063 of the Jefferson County Courthouse, Jefferson, Wisconsin. Members of the public will be allowed to be heard regarding any petition under consideration by the Planning and Zoning Committee. **PETITIONERS, OR THEIR REPRESENTATIVES SHALL BE PRESENT EITHER IN PERSON OR VIA ZOOM.** Matters to be heard are petitions to amend the official zoning map and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files, which include staff finding of fact, are available for viewing between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, except holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

Decisions on Conditional Use Permits will be made on **January 27, 2025**  
Recommendations by the Committee on Rezones, will be made on **January 27, 2025**  
Final decision will be made by the County Board on **February 11, 2025**

**FROM A-1 EXCLUSIVE AGRICULTURAL TO A-2, AGRICULTURAL AND RURAL BUSINESS  
WITH CONDITIONAL USE**

All are in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance

**R4581A-24 & CU2142-24 –Alex M. & Courtney Zastrow:** Rezone 2.6-acres from A-1 to A-2 to allow for a boarding, daycare and retail business for dogs and other pets at **N8668 County Road O** in Town of Waterloo, PIN 030-0813-1723-001 (35.17 ac.).

**FROM A-1 EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL**

All are in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance

**R4582A-24 – Michael & Rebecca Yenser:** Rezone to from A-1 to A-3 to create a 3-acre farm consolidation around the existing buildings at **W4510 Ebenezer Drive** in the Town of Watertown, PIN 032-0815-2922-000 (27.157 ac). The property is owned by Arlene J. Kropf Trust.

**R4583A-24 – Michael & Rebecca Yenser:** Rezone from A-1 to A-3 to create a 2-acre residential building site at **W4510 Ebenezer Drive** in the Town of Watertown, PIN 032-0815-2922-000 (27.157 ac). The property is owned by Arlene J. Kropf Trust.

**FROM A-3, AGRICULTURAL/RURAL RESIDENTIAL TO A-2 AGRICULTURAL AND RURAL BUSINESS WITH CONDITIONAL USE**

All are in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance

**R4584A-24 & CU2143-24–Duane & Anita Bennett:** Rezone 1-acre from A-3 to A-2 to allow for landscaping business to store equipment at **N9027 County Road Q** in Town of Milford, PIN 020-0814-0931-002 (1.0 ac.).

**FROM R-2 RESIDENTIAL, UNSEWERED TO B-BUSINESS WITH CONDITIONAL USE**

All are in accordance with Sec. 11.04(f)3 of the Jefferson County Zoning Ordinance

**R4585A-24 – Godfrey Enterprises LLC:** Rezone from R-2 to B to expand an existing business zone north of **W6630 County Road B** in the Town of Aztalan, PIN 002-0714-1713-007 (1.75 ac).

**CU2144-24 – Godfrey Enterprises LLC:** Conditional Use to update an existing conditional use for the expansion of the parking lot and septic for an existing eating and drinking business at **W6630 County Road B** in the Town of Aztalan, PIN 002-0714-1713-007 (1.75 ac).

**CONDITIONAL USE PERMIT APPLICATIONS**

All is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance

**CU2145-24 – Godfrey Enterprises LLC:** Conditional Use to allow for a duplex on Lot 1 (35,555 sq. ft) on an R-2 zoned lot at **N6330 County Road Q** in the Town of Aztalan, PIN 002-0714-1713-006 (1.25 ac).

**CU2146-24 – Godfrey Enterprises LLC:** Conditional Use to allow for a duplex on Lot 2 (30,000 sq. ft) on an R-2 zoned lot at **N6330 County Road Q** in the Town of Aztalan, PIN 002-0714-1713-006 (1.25 ac).

6. Adjourn

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

**A digital recording of the meeting will be available in the Zoning Department upon request.**



**Lake Ripley Management District  
Meeting of the Board of Directors  
January 18<sup>th</sup>, 2025, 9:00 AM  
N4450 County Road A  
Cambridge, Wisconsin, 53523  
Agenda**

- I. Call to Order and Roll Call
- II. Public Comment
- III. Approve Minutes of December 27<sup>th</sup>, 2024, Board meeting
- IV. Treasurer's Report
- V. Town of Oakland Representative Update
- VI. Jefferson County Representative Update
- VII. Lake Manager's Report and Correspondence
- VIII. New Business
- IX. Old Business
- X. Announcements
- XI. Adjournment

Note: Public Comment will be taken at discretion of District Chair

**\*DISCLAIMER: Any item on the agenda can have possible discussion and action.  
Original posted at Hering's Lake Ripley Inn, Lake Ripley Café, Oakland Town Hall on January 13, 2023. Posted to the Jefferson County website ([www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)). Scheduled to be published in Cambridge News newspaper on the day of January 16, 2023.**