



COUNTY ADMINISTRATOR

Website: jeffersoncountywi.gov

MICHAEL LUCKEY
Interim
County Administrator

TAMMIE JAEGER
Administrative Secretary

MEMORANDUM

*REVISED 01-17-2025



TO: Editors
FROM: Michael Luckey, Interim County Administrator
DATE: January 16, 2025
SUBJECT: JEFFERSON COUNTY Meetings – Week of January 20, 2025

| | | | |
|---|--|------------|--|
| Monday January 20, 2024 | No scheduled county meetings | | |
| Tuesday January 21, 2024 | Highway Committee | 7:30 a.m. | Videoconference OR Highway Committee Room 1425 Wisconsin Dr, Jefferson |
| | Human Resources Committee | 8:30 a.m. | Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson |
| Wednesday January 22, 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 January 23, 2025 | *Community Action Coalition (agenda added) | 5:30 p.m. | The Collective 672 Johnson St, Watertown |
| Friday January 24, 2025 | Law Enforcement and Emergency Management Committee | 8:30 a.m. | Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2003, Jefferson |
| Saturday January 25, 2025 | No scheduled county meetings | | |
| Sunday January 26, 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 Highway Committee Meeting

Tuesday, January 21, 2025
7:30 A.M.

Committee Room
1425 Wisconsin Drive
Jefferson, Wisconsin 53549

Join Zoom Meeting
<https://us06web.zoom.us/j/85375309135?pwd=50Fd4OMmq7BBtMfAacHuNQJLaRbqWH.1>
Meeting ID: 853 7530 9135
Passcode: 603666

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

Committee Members: George Jaeckel - Chair, Curtis Backlund, Bruce Degner,
David Drayna, Roger Lindl
Highway Commissioner: William T. Kern

AGENDA

1. Call meeting to order
2. Roll Call
3. Certification of compliance with the 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. Approve minutes from December 11, 2024 Highway Committee meeting
7. Communications
8. Old Business
 - a. None
9. New Business
 - a. Discuss future Highway Department Operations and Interim Highway Commissioner placement
 - b. Discuss monthly financial account summary
10. Highway Operations Report
11. Review and approve vouchers
12. Set next meeting date (February 25, 2025 at 7:30am)
13. 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 24 hours prior to the meeting/visit at 920-674-7101 so appropriate arrangements can be made.

Human Resources Committee Agenda
Jefferson County Courthouse, Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549
Tuesday, January 21, 2025, at 8:30 a.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

One tap Mobile: 1-312-626-6799

Committee Members: James Braughler, Chair; Joan Callan, Kirk Lund, Matthew Tracy, and Karl Zaring, Vice Chair

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*)
6. Approval of December 17, 2024, Minutes
7. Communications
8. Discussion and possible action recommending resolution to County Board to amend the 2025 budget to create a full-time Human Services Professional I position in the Human Services Department
9. Discussion and possible action recommending resolution to County Board to amend the 2025 budget to eliminate two returning seasonal caretaker positions and create one part-time Maintenance Worker I position at the Fair Park Department
10. Discussion and possible action recommending resolution to County Board to amend the 2025 budget and restructure the Sheriff's Department, specifically concerning the Chief Deputy and the Undersheriff Positions, effective no later than May 17, 2025
11. Discussion and possible action to recommend resolution to County Board to amend the 2025 budget to maintain the funding for the Program Assistant in the Economic Development Department and authorize the position in the Human Services Department under Economic Support Division
12. Discussion and possible action to recommend ordinance amendment to HR0360, Hours of Work, Overtime, and Compensatory Time, and/or HR0645, Holidays, creating section(s) for holiday pay for specific positions working in a 24/7 positions
13. Update on Telecommuting audit tool(s)
14. Update and discussion and possible action concerning future planning and guidance under the Market Response Compensation policy, specifically addressing benchmark positions
15. Convene into closed session for discussion and possible action pursuant to Wisconsin State Statute section 19.85 (1)(e), "...conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on labor negotiation strategy with the Jefferson County Deputy Sheriff's Association and the Jefferson County Supervisors Association
16. Reconvene into open session for possible action on items discussed in closed session
17. Review of December 2024 monthly financial reports for Human Resources and Safety
 - a. Report from Human Resources Director to include Requests to fill vacant positions, Emergency Help requests, Extra steps and/or benefits for new hires and current positions, Update of Leaves of Absences requests, and Update on Human Resources Department activities
18. Discussion and possible action on tentative future meeting schedule and agenda items.
19. Adjournment

Next scheduled meetings:

Tuesday, February 18, 2025, at 8:30 a.m.

Tuesday, March 18, 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. 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.

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

Emily McFarland
Mayor-City of Watertown

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 Shohoney
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, January 22nd, 2025, at 12:00 noon

1. Call to order.
2. Roll call.
 - a. Recognize Atty Cassi Nelson as the new Local Attorney Manager of the Jefferson County Public Defender Office.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from the November 20th, 2024, meeting.
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. Update on Jefferson County Alcohol Treatment Court (JCATC) & Jefferson County Drug Treatment Court (JCDTC) outcomes. (Clark)
 - a. MOU status- Requesting motion to approve
 - b. Treatment Court Team meeting held on 12/06/2024
 - c. Updates with strategic plans to increase participation
7. SCRAM / Risk Assessment policy implementation status. (Lippert)
**The above items may be considered under item 9.*
8. SCRAM and Remote Breath update Pretrial Bond Supervision. (Sweeney)
9. Executive and Strategic Planning Subcommittee (December 10 and January 12) mtg.). (Clark)
 - a. Efforts to finalize ATC/DTC eligibility criteria
 - b. SIM
 - c. SCRAM monitoring
10. Update on Recidivism Council. (Waters)
 - a. Consortium grant process for jail educational services
11. Update on monthly jail data. (Hunter)

Future regular CJCC meeting dates:

Confirm: March 26th, 2025 Noon

Confirm: May 28th, 2025 Noon
12. Adjourn

Meeting ID: 833 2380 9494

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

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.

Fair Advisory Board AGENDA

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

Wednesday, January 22, 2025
7:00 p.m.

PLEASE NOTE THE NEW LOCATION FOR THE MEETING – FAIR PARK

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 from December 4, 2024 meeting
5. Public Comment
6. Review of January 9 Fair Park Committee Meeting
7. Review and discussion of recent/upcoming Fair-related events
 1. December Beef Weigh-in
 2. Fairest of the Fair event
 3. Dairy Breakfast
 4. Website Build and roll-out plan
 5. Vendor Selection Process
8. Discussion on 2025 Fair planning items
 1. Kidz Zone (Baneck)
 2. Coloring Adventure (Gefvert)
 3. Poster Contest (Greving)
 4. Community Stage
 5. Auction (Pelmann)
 6. Farmer's Olympics (Wilcenski)
 7. Heart of the Park
 8. Ticketing/Gates
 9. Entertainment
 10. Other items
9. Old Business
 1. Judges Update
 2. Ultrasound tech
 3. Community outreach
10. New Business
11. Next Meeting – February 26
12. Adjourn

| |
|--|
| Join Zoom Meeting https://us06web.zoom.us/j/86228591814?pwd=ywhJDYBmGSOdCUbbm5dToeSg7fV3wA.1 Meeting ID: 862 2859 1814 Passcode: FairPark Dial by your location: 1 312 626 6799 |
|--|

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.

FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, JANUARY 23, 2025

5:30 – 8:00 PM

DINNER BEGINS AT 5:00 PM

IN-PERSON @ The Collective – Watertown

672 Johnson Street, Watertown, WI 53094

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

| | |
|---------|---|
| 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. |
|---------|---|

| |
|--|
| <ul style="list-style-type: none"> Board Support for Donor Acknowledgements – Provide Thank You Notes & Envelopes CAC Business Cards – Provide Copies CAC-Branded Merchandise – Pass Out Apparel |
|--|

| | | |
|----------------|---|----------------|
| 5:30 – 5:40 PM | Call to Order <ul style="list-style-type: none"> Roll Call & Introductions Agenda Review | Samantha Wendt |
| 5:40 – 5:45 PM | Approval of Minutes <ul style="list-style-type: none"> 11.19.24 Full Board Meeting Minutes (Action Needed) | |

| | | |
|-------------------------|--|----------------|
| President Report | | |
| 5:45 – 5:55 PM | 2025 Board Meeting Schedule <ul style="list-style-type: none"> March Board Meeting Reschedule (03/27/25 → 03/20/25) (Action Needed) | Samantha Wendt |

| | | |
|-----------------------------------|--|----------------|
| Executive Committee Report | | |
| 5:55 – 6:05 PM | General Executive Updates <ul style="list-style-type: none"> December 2024 & January 2025 Meetings Held Jefferson County Property (164 W. Garland Steet, Jefferson) Sale – EC approved 12/09/24 Updated 2024 CSBG Application / Community Action Plan – EC approved 12/09/24 Agency Insurances Review Executive Director Work Plan | Samantha Wendt |
| 6:05 – 6:10 PM | <ul style="list-style-type: none"> Biannual Elections (May 2025): Solicitation of Nominations | |

| | | |
|--|---|------------------|
| Administration Committee Report | | |
| 6:10 – 6:15 PM | General Finance/Personnel Updates <ul style="list-style-type: none"> December 2024 & January 2025 Meetings Held Organizational Chart: Position Add/Change Requests – AC approved 01/16/25 Personnel P&Ps / Employee Handbook Review <ul style="list-style-type: none"> 2025 Administration Committee Work Outline – Tasks & Timeline | Jennifer Andrews |
| 6:15 – 6:30 PM | Approval of Financial Statements <ul style="list-style-type: none"> Monthly Financial Reports: October 2024 (Action Needed) – AC endorsed 12/12/24 Monthly Financial Reports: November 2024 (Action Needed) – AC endorsed 01/16/25 | |

| Operations Committee Report | | |
|-----------------------------|--|-----------------|
| 6:30 – 6:35 PM | General Program, Plans & Development/Fundraising Updates <ul style="list-style-type: none"> December 2024 & January 2025 Meetings Held Program & Funding Support Highlights <ul style="list-style-type: none"> Grant Report – 01.2025 – OC approved 01/09/25 Program Reports Community Needs Assessment | Samantha Wendt |
| 6:35 – 6:40 PM | <ul style="list-style-type: none"> 2025 Fund Development Plan – OC approved 01/09/25 | |
| 6:40 – 6:55 PM | CAC Strategic Plan Goals & Progress – Updates (CSBG Standard 6.5) | Meghan Mietchen |

| Recommendation of Appointment | | |
|-------------------------------|--|----------------|
| 6:55 – 7:00 PM | <ul style="list-style-type: none"> Sarah Smith – Dane County, Public Sector & Operations Committee (Action Needed) | Samantha Wendt |

| Executive Director Report | | |
|---------------------------|--|-----------------|
| 7:00 – 7:10 PM | State of the Agency Updates <ul style="list-style-type: none"> Customer Satisfaction Data Programmatic Reports: Highlights, Outcomes Analysis & Program Adjustments | Meghan Mietchen |
| 7:10 – 7:20 PM | Case Management Presentation <ul style="list-style-type: none"> Jefferson County Overview Fort Atkinson Housing Assistance Update | Sandy Hahn |

| | | |
|----------------|--------------------------------|--|
| 7:20 – 7:25 PM | --- RECESS (Action Needed) --- | |
|----------------|--------------------------------|--|

| | | |
|----------------|--|----------------|
| 7:25 – 8:00 PM | CLOSED SESSION (Action Needed) <ul style="list-style-type: none"> Employee Garnishment Settlement – EC approved 12/09/24 | Samantha Wendt |
| 8:00 PM | Announcements & Adjournment | |

| Agenda Setting: Next Meeting – March 2025 | |
|--|--|
| <p>03/2025</p> <ul style="list-style-type: none"> Meet the CAC Board of Directors Document CAC Community Action Plan Strategies & Successes – Updates [CSBG Standard 4.4] Community Needs Assessment Report (Action Needed) [CSBG Standard 3.5] 2025 Board Elections – Slate of Candidates Announcement <p>05/2025</p> <ul style="list-style-type: none"> Personnel P&P / EE Handbook Revisions 2025 Annual Meeting & Board Elections Personnel P&P / EE Handbook Revisions <p>Ongoing</p> <ul style="list-style-type: none"> Financial Policies & Procedures Manual Revisions – 09/2025 Strategic Planning – due 2025 Board Training – due 2026 CSBG Organizational Standards Requirements CAC Succession Planning Staff Compensation Planning | <p>Contact Information:</p> <p>Meeting Chair – President Samantha Wendt samantha@parallelservices.net / cacsboardpresident@cacscw.onmicrosoft.com (608) 772-3688</p> <p>CAC Administration Director Ashley Pandow ashleyp@cacscw.org (608) 712-6674</p> |

LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

AGENDA

311 S. Center Ave – Room C2003

Jefferson, WI 53549

January 24, 2025

8:30 a.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/89841482201?pwd=288Vq3uMCDT7la5aDAjWqjDgCaP6yk.1>

Meeting ID: 898 4148 2201

Passcode: Law

Dial by your location: +1 312 626 6799 US

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 November 22, 2024 minutes
7. Update on Hazard Mitigation Plan
8. Training
 - a. Upcoming Governor’s Conference on Homeland Security
 - b. Scholarship opportunities
 - c. Advanced Federal Emergency Management Agency (FEMA) Academy
 - d. Planned training opportunities for January through July 2025
9. Wisconsin Emergency Management (WEM) updates.
 - a. Certification
 - b. Closeout of 2024
10. 2025 Emergency Management Goals.
11. Emergency Management Budget
12. Next Meeting date – February 28, 2025 (Sheriff’s Office)
13. 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 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.