



COUNTY ADMINISTRATOR

Website: jeffersoncountywi.gov

MICHAEL LUCKEY
County Administrator

TAMMIE JAEGER
Administrative Secretary

MEMORANDUM

*REVISED 03-18-2025



TO: Editors
FROM: Michael Luckey, County Administrator
DATE: March 12, 2025
SUBJECT: JEFFERSON COUNTY Meetings – Week of March 17, 2025

Monday March 17, 2025	No scheduled county meetings		
Tuesday March 18, 2025	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 March 19, 2025	Land and Water Conservation Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, C2063, Jefferson
	Bridges Federated Library Board	4:00 p.m.	Videoconference OR Bridges Library System 741 N, Grand Ave, #210, Waukesha
Thursday March 20, 2025	*HOME Consortium Board (Canceled)		
	Community Action Coalition Administration Committee	12:00 p.m.	Videoconference
Friday March 21, 2025	No scheduled county meetings		
Saturday March 22, 2025	No scheduled county meetings		
Sunday March 23, 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, March 18, 2025
7:30 A.M.

Committee Room
1425 Wisconsin Drive
Jefferson, Wisconsin 53549

[Join Teams Meeting](#)

Meeting ID: 223 512 214 390
Passcode: xF3jp98U

Committee Members: George Jaeckel - Chair, Curtis Backlund, Bruce Degner,
David Drayna, Roger Lindl
Highway Commissioner (Interim): Sean Heaslip

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 February 25, 2025 Highway Committee meeting
7. Communications
8. Old Business
 - a. None
9. New Business
 - a. Review and approve the Local Road Improvement Program asphalt purchase bids for the following projects
County Highway Improvement Program (CHI):
 - CHI: Jefferson County – CTH D (STH 59 - USH 18)*Town Road Improvement Program and Municipal: Street Improvement Program:*
 - TRIP (Tn Farmington) – Marsh Rd (CTH Y – Switzke Rd)
 - TRIP (Tn Palmyra)–Tamarack Rd(Vill. of Palmyra-Pavement Change)
 - MSILT (Vill of Johnson Creek)–Linmar Ln (STH 26 - Old 26 Rd)
 - b. Review and approve seasonal quotes for 2025 asphalt
 - c. Discuss and approve seasonal quotes for 2025 asphalt milling
 - d. Discuss and approve seasonal quotes for 2025 asphalt pulverizing
 - e. Discuss monthly financial account summary
10. Highway Operations Report
11. Review and approve vouchers
12. Set next meeting date (April 29, 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 C2063
311 S Center Avenue
Jefferson, WI 53549
Tuesday, March 18, 2025, at 8:30 a.m.

Virtual TEAMS link:

[Join the meeting now](#)

Meeting ID: 240 309 639 621

Passcode: Rz7uW9Jj

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 March 6, 2025, Minutes
7. Communications
8. Discussion and possible action recommending approval of GovInvest Market Total Compensation Services
9. Discussion and possible action concerning funding for succession planning through Vested Benefit Reserve
10. 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 Supervisors Association
11. Reconvene into open session for possible action on items discussed in closed session
12. Review of February 2025 monthly financial reports for Human Resources and Safety
13. 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
14. Discussion and possible action on tentative future meeting schedule and agenda items.
15. Adjournment

Next scheduled meetings:

Tuesday, April 15, 2025, at 8:30 a.m.

Tuesday, May 20, 2025, at 8:30 a.m.

Tuesday, June 17, 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.

Jefferson County Land & Water Conservation Committee Agenda
“Working Together to Protect & Enhance the Environment”

Jefferson County Courthouse ~ 311 S Center Ave, County Board Room - C2063 ~ Jefferson, WI 53549

Wednesday, March 19, 2025 @ 8:30am

[Join the meeting now](#)

Meeting ID: 289 228 497 56 - Passcode: Rz6ja7JK

Committee Members: Meg Turville-Heitz (Chair), Matt Foelker (Vice-Chair) (UW), Margaret Burlingham (PACE), Walt Christensen, Elizabeth Hafften (UW), Cassie Richardson, and Scott Schultz (Ag)

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. Approval of the February 19, 2025 Meeting Minutes
6. Public Comment (members of the public who wish to address the Committee on specific agenda items must register their request at this time)
7. Communications
 - Department of Agriculture, Trade & Consumer Protection (DATCP) Report
8. Discussion on Departmental Updates
9. Discussion on Watertown Waterways Improvement Program - Maureen McBroom, Stormwater Project Manager, City of Watertown
10. Discussion and Possible Action on the WI Land+Water Advocacy Toolkit and Advocating for State Budget Priorities: <https://wisconsinlandwater.org/members-hub/advocacy-toolkit>
11. Discussion on Groundwater Study Presentation and Educational Events
12. Discussion on Spill from a Manure Storage in the Town of Cold Spring
13. Discussion on Southern Area Association Tour
14. Discussion and Possible Action on Fourth Grade Farm Tour, May 7th at Kutz Dairy
15. Discussion on Producer-Led Groups: Jefferson County Soil Builders & Rock River Regenerative Graziers
16. Discussion and Possible Action on Notices of Noncompliance - Farmland Preservation Program (FPP)
17. Discussion and Possible Action on Cancellation of Notices of Noncompliance - FPP
18. Discussion and Possible Action on Purchase of Agriculture Conservation Easement (PACE) Applications & Baseline Documentation
19. Review of the Monthly Financial Report
20. Discussion on Items for the Next Agenda
 - Next Scheduled Meeting April 16, 2025 @ 8:30am in Room TBD
21. Adjournment

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.



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

P 262.896.8080
W bridgeslibrarysystem.org

Regular Board Meeting

DATE: **Wednesday, March 19, 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/85334773564?pwd=YGV4flbaS0PSh0TqfKUjNFsbq1tZrM.1>

Meeting ID: 853 3477 3564
Passcode: g1n9P4bH

Dial by your location: 1-312-626-6799
Meeting ID: 853 3477 3564
Passcode: 82862355

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.

AGENDA

1. Call to order
2. Introductions
3. Comments from the public
4. Correspondence
5. Approve minutes of February 19, 2025 meeting - Action
6. Approve payment of monthly invoices - Action
7. Review financial reports for December 31, 2024 and February 2025 - Action
8. Reports: Director, Staff, APL, Resource Library, Director Search Committee
9. Bridges Library System 2024 State Annual Report - Action
10. Youth Services Workshop Presenter agreement - Action
11. Family Day Presenter agreement - Action
12. Agreement approval guidelines - Discussion and Possible Action
13. System director 2025 goals status report - Discussion
14. Confirmation of next meeting: Wednesday, April 16, 2025, at 4 p.m., at Karl Junginger Memorial Library in Waterloo
15. Adjournment

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, MARCH 20, 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	<p>Call to Order</p> <ul style="list-style-type: none"> Roll Call Agenda Review <p><i>Materials: 03.20.25 Administration Committee Meeting Agenda</i></p>	Jennifer Andrews
12:05 – 12:10 PM	<p>Approval of Minutes</p> <ul style="list-style-type: none"> 02.20.25 Administration Committee Meeting Minutes (Approval Action Needed) <p><i>Materials: 02.20.25 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:15 PM	<p>Finance Report</p> <ul style="list-style-type: none"> Line of Credit Update – Executive Committee approved 03/10/25 	Meghan Mietchen
12:15 – 12:25 PM	<ul style="list-style-type: none"> Budget Variance and Modification Process – <i>per auditor recommendations</i> 	
12:25 – 12:35 PM	<ul style="list-style-type: none"> Monthly Financial Reports: January & February 2025 (Endorsement Action Needed) <ul style="list-style-type: none"> Organization-Wide R&Es Report (Comparison of Budget to Actual, Per Program) Balance Sheet/Statement of Financial Position <p><i>Materials: Financial Reports – 01.2025, – 02.2025</i></p>	Tim Prodehl
12:35 – 1:00 PM	<p>Personnel Report</p> <ul style="list-style-type: none"> HR Overview: Organizational Chart & Changes Employee Exit Survey Updates <p><i>Materials: HR Overview – 03.2025, 2025 Administration Committee Work Outline</i></p>	Meghan Mietchen
1:00 – 1:30 PM	<p>CLOSED SESSION (Action Needed)</p> <ul style="list-style-type: none"> Approval of Minutes 4-Day/36-Hour Work Week 	Jennifer Andrews
1:30 PM	<p>Announcements & Adjournment</p>	Jennifer Andrews

Agenda Setting – Next Meeting: THURSDAY 03/17/25 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
- Employee Retention & Development Planning
- Donated Funding Discussion

Contact Information:

Chair of Administration

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