



COUNTY ADMINISTRATOR

Website: jeffersoncountywi.gov

MICHAEL LUCKEY
County Administrator

TAMMIE JAEGER
Administrative Secretary

MEMORANDUM

TO: Editors
FROM: Michael Luckey, County Administrator
DATE: May 1, 2025
SUBJECT: JEFFERSON COUNTY Meetings – Week of May 5, 2025



Monday May 5, 2025	Building and Grounds Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, Rm 2063, Jefferson
Tuesday May 6, 2025	Finance Committee	8:30 a.m.	Videoconference OR Jefferson County Courthouse 311 S. Center Ave, Rm 2063, Jefferson
	Aging and Disability Resource Center Advisory Committee (ADRC)	1:00 p.m.	Videoconference OR Human Services 1541 Annex Rd, Jefferson
Wednesday May 7, 2025	Regional Housing Forum	8:00 a.m.	The Ingleside Hotel 2810 Golf Rd, Pewaukee
Thursday May 8, 2025	Fair Park Committee	8:30 a.m.	Videoconference OR Fair Park Committee 503 N. Jackson Ave, Jefferson
	Zoning Board of Adjustment – Site Inspections	10:45 a.m.	Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson
	Zoning Board of Adjustment – Public Hearing	1:00 p.m.	Jefferson County Courthouse 311 S. Center Ave, C1021, Jefferson
Friday May 9, 2025	Planning and Zoning Committee – Site Inspections	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, C1049, Jefferson
	WI River Rail Transit Commission (WRRTC)	10:00 a.m.	Hill Farms State Building 4822 Madison Yards Way, Madison
Saturday May 10, 2025	Solid Waste and Air Quality Committee Electronics & Appliance Recycling Event	8:00 a.m.	Fair Park 503 N. Jackson Ave, Jefferson
Sunday May 11, 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.

Building and Grounds Committee AGENDA

Videoconference or

Jefferson County Courthouse
311 S. Center Ave, C2063, Jefferson
Jefferson, WI 53549

Monday, May 5, 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 April 7, 2025 Building and Grounds Committee Minutes
8. Update on courthouse/sheriff/jail project
9. Updates on projects and contingency
10. Discussion and possible action on 2026 capital budget requests and 2025 capital needs
11. IT Project Update
12. Central Services Project Update
13. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
14. Discussion and possible action on future meeting dates and agenda items
Next meeting scheduled for Monday, June 2, 2025 at 8:30 a.m.
15. Adjourn

[Join the Teams meeting now](#)

Meeting ID: 237 913 659 935

Passcode: ty6hz3M8

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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.

Finance Committee Agenda
Jefferson County
Jefferson County Courthouse, Room C2063
311 S. Center Ave.
Jefferson, WI 53549

Date: Tuesday May 6, 2025

Time: 8:30 a.m.

Committee members: Jones, Richard (Chair); Zaring, 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 April 9, 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 purchase of Jail Administration software for the Sheriff's Department and amending the 2025 budget
9. Discussion and possible action on accepting \$24,500 in Wisconsin State Opioid Response Funding on behalf of the Jefferson County Drug Free Coalition and amending the 2025 budget
10. Discussion and possible action on amending the Environmental Health Fee Schedule in the Jefferson County Health Department and amending the 2025 budget
11. Discussion and possible action on amending the 2025 budget and fee schedule in the Health Department for CPR training
12. Discussion and possible action creating a full-time Administrative Specialist position in the Administrative Division and amending the 2025 budget in the Human Services Department
13. Discussion and possible action on accepting a grant from the Cities for Financial Empowerment Fund, Inc. and authorizing agreements with them and Community Action Coalition of South Central Wisconsin and amending the 2025 budget in the Human Services Department
14. Discussion and possible action on 2026 capital budget requests and 2025 capital needs
15. Discussion and possible action on status of Courthouse/Sheriff/Jail improvement project and 2021A and 2022A bond funds
16. 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
17. Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on setting minimum bids, selling and considering offers to purchase on tax foreclosed properties and other county owned properties and pursuant to section 19.85 (1)(g) Wis. Stats. to confer with legal counsel concerning strategy to be adopted by Jefferson County with respect to litigation in which it is or is likely to become involved for the purpose of discussion and possible action on claims against Jefferson County
18. Reconvene in open session for action on closed session items if necessary
19. Discussion and possible action on 2025 projections of budget vs. actual revenues and expenditures
20. Review of the financial statements and department update for March 2025-Finance Department
21. Review of the financial statements and department update for March 2025-Treasurer's Office
22. Review of the financial statements and department update for March 2025-Child Support
23. Update on contingency fund balance
24. Discussion of funding for projects related to the new highway facilities and sale of old highway facilities
25. Set future meeting schedule, next meeting date, and possible agenda items
26. Review of invoices
27. Adjourn Finance Committee

Next scheduled meetings: Tuesday, June 10, 2025 (Regular meeting)
Monday, July 7, 2025 (Regular meeting)
Tuesday, August 5, 2025 (Regular meeting)

Join Teams Meeting

[Join the meeting now](#)

Meeting ID: 245 033 717 907 3

Passcode: VU9QV2c7

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, May 6th, 2025

Time: 1:00 p.m.

Committee Members: John Donohue, Chair; Frankie Fuller Vice-Chair; LaRae Schultz, Carol O'Neil, Janet Sayre Hoeft, Mary Roberts, Michael Wineke, Todd Wiedenhoeft, 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 April 1st, 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 & Aging Program 2025 Key Outcome Indicator updates – Dominic W.
10. Program Updates
 - a. ADRC – Dominic Wondolkowski
 - b. Nutrition – Tatiana March
 - c. Transportation – Mike Hansen
 - d. Dementia Care Specialist – Dominic W.
11. Transportation and Nutrition Program Waivers
12. Items for next meetings
13. Adjournment

Next scheduled meetings:

June 3rd, 2025

July 3rd, 2025

August 5th, 2025

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Regional Housing Forum

The Ingleside Hotel
2810 Golf Road
Pewaukee WI 53073

Wednesday, May 7, 2025
8:00 a.m. – 10:00 a.m.

Join us for a regional housing program where leaders from **Jefferson, Kenosha, Sheboygan, Washington, and Waukesha** will discuss innovative strategies to address housing challenges in their communities. Panelists will outline creative solutions being utilized in their respective communities, employer and community partnerships, and policies aimed at increasing housing affordability and accessibility across the region. Be part of the conversation shaping the future of housing in Wisconsin. Registration Required.



PAUL FARROW
County Executive
Waukesha County



JOSH SCHOEMANN
County Executive
Washington County



TIM CASEY
City of Kenosha



DEB REINBOLD
ThriveED / Jefferson County
Economic Development



BRIAN DOUDNA
Sheboygan County Economic
Development Corporation



JEFF HOFFMAN
Cushman & Wakefield | Boerke
Moderator

A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this event. No business will be conducted.

Fair Park Committee Agenda
Jefferson County Fair Park
Activity Center
503 N. Jackson Avenue
Jefferson, WI 53549

Date: Thursday, May 8, 2025
Time: 8:30 am

Committee members: Backlund, Curt; Goose, Mark; Hafften, Libby; Poulson, Blane; White, Brandon; Skalitzky, Gary; McWilliam, Georgia

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Review of Agenda
5. Public Comment (*Members of the public who wish to address the committee on specific agenda items must register at this time*)
6. Approval of April 10, 2025 committee meeting minutes
7. Communications
8. Discussion/update of Fair 2025 planning notes
9. Discussion and possible action on auction/market animal processors for Fair 2025
10. Discussion of Fair Park operations updates
11. Review and discussion on Deferred Maintenance/Capital Planning Review and Report
12. Discussion and possible action on property and building acquisition opportunities
13. Discussion and possible action on tentative future meeting schedule and agenda items
14. Adjourn

Next scheduled meetings to be held at the Fair Park Activity Center at 8:30 a.m.:

- June 12, 2025
- July 9, 10, 11, 12 & 13, 2025
- August 14, 2025

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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.

[Join the TEAMS meeting now](#)

Meeting ID: 227 136 846 874 4

Passcode: v6UR9eE6

JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Dale Weis, Chair; Joann Larson; Steven Masche

THE BOARD OF ADJUSTMENT WILL MEET ON THURSDAY, May 8, 2025, AT 10:45 A.M. Members of the public may attend at the Jefferson County Courthouse, 311 S Center Ave, Jefferson, WI, Room C1021.

THE BOARD OF ADJUSTMENT WILL LEAVE FOR SITE INSPECTIONS AT APPROXIMATELY 11:00 A.M.

PETITIONERS OR THEIR REPRESENTATIVES MUST BE IN ATTENDANCE FOR THE PUBLIC HEARING AT 1:00 P.M. Petitioners and other members of the public may attend the meeting virtually by following these instructions if they choose not to attend in person:

Register in advance for this meeting:

[Join the meeting now](#)

Meeting ID: 210 303 362 695

Passcode: Uq9w6H8y

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

1. Call to Order – 10:45 a.m. Room C1021 of the Jefferson County Courthouse
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of the Agenda
5. Approval of April 10, 2025, Meeting Minutes
6. Communications
7. Public Comments
8. Site Inspection:

V1767-25 – Michael Prado, W611 State Road 59, Town of Palmyra – PIN 024-0516-2312-002

V1766-25 – Todd Conforti, W1376 N Blue Spring Lake Drive, Town of Palmyra – PIN 024-0516-2841-009

9. Public Hearing Beginning at 1:00 p.m., Jefferson County Courthouse Room C1021
10. Explanation of Process by Committee Chair

NOTICE OF PUBLIC HEARING

JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

NOTICE IS HEREBY GIVEN that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, May 8, 2025, at the Jefferson County Courthouse Room C1021, Jefferson, Wisconsin. Matters to be heard are applications for variance from the terms of the Jefferson County Zoning Ordinance. An AREA VARIANCE is a modification to a dimensional, physical, locational requirement such as the setback, frontage, height, bulk, or density restriction for a structure that is granted by the board of adjustment. A USE VARIANCE is an authorization by the board of adjustment to allow the use of land for a purpose that is otherwise not allowed or is prohibited by the applicable zoning ordinance. No variance may be granted which would have the effect of allowing the use of land or property which would violate state laws or administrative rules. Subject to the above limitations, a petitioner for an AREA VARIANCE bears the burden of proving “unnecessary hardship,” by demonstrating that 1) strict compliance with the zoning ordinance would unreasonably prevent the petitioner from using the property for a permitted purpose, or 2) would render conformity with the zoning ordinance unnecessarily burdensome. A petitioner for a USE VARIANCE bears the burden of proving that 3) strict compliance

with the zoning ordinance would leave the property owner with no reasonable use of the property in the absence of a variance. Variances may be granted to allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be site inspections prior to public hearing which any interested parties may attend; discussion and possible action may occur after public hearing on the following:

V1766-25 Todd Conforti: Variance from Sec. 22-18(2) of the Jefferson County Zoning Ordinance to allow for an accessory structure without the principal structure at W1376 N Blue Spring Lake Drive on parcel 024-0516-2841-009, Town of Palmyra.

V1767-25 Michael Prado: Variance from Sec. 22-16(1) of the Jefferson County Zoning Ordinance to allow for the creation of a new lot without access to a public road. Access onto State Road 59 is proposed by use of easement for a 1-acre residential lot at W611 State Road 59 on parcel 024-0516-2312-002, Town of Palmyra.

11. Discussion and Possible Action on Above Petitions

12. Adjourn

JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

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

AGENDA
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
SITE INSPECTIONS

George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Cassie Richardson

SUBJECT: Planning and Zoning Committee Site Inspections
DATE: May 9, 2025
TIME: 8:00 a.m.
PLACE: Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI in Room C1049

1. **Call to Order**
2. **Roll Call (Establish a Quorum)**
3. **Certification of Compliance with Open Meetings Law**
4. **Approval of the Agenda**
5. **Public Comment (Not to exceed 15 minutes and not to include petitions slated for decision. Members of the public who wish to address the Committee on specific agenda items must register their request at this time)**
6. **Communications**
7. **Site Inspections for Petitions to be Presented in Public Hearing on May 15, 2025:**

R4589A-25 – B&B Trust: Rezone from A-1 to A-3 to create a 1-acre lot farm consolidation around the house at **W1281 Sunnyside Drive** in the Town of Concord, PIN 006-0716-2733-000 (45.802 ac).

R4599A-25 & CU2163-25 – Jon Helt: Rezone A-1 to A-2 the 3-acre lot to allow for an engineering/fabrication business at **N6484 County Road S** in the Town of Lake Mills, PIN 018-0713-1611-002 (3.0 ac).

CU2167-25 – Courtney Zastrow: Conditional Use to allow for a kennel in A-1 zone for personal dogs at residence located at **N8668 County Road O** in the Town of Waterloo, PIN 030-0813-1723-001 (35.170 ac).

R4600A-25 – Jedidiah Draeger: Rezone A-1 to A-3 .41-acres from parcel 016-0514-0131-005 (22.661 ac) and transfer to parcel 016-0514-0131-003 (1.159 ac) (Lot 1 CSM 4539) near **W5125 & W5115 Bark River Road** in the Town of Koshkonong.

R4603A-25 – Joe Vultaggio: Rezone 10.54 acres from A-1 to N from PIN 004-0515-2533-000 (32.628 ac) and 004-0515-2532-000 (20.0 ac) located north of **W2862 State Road 59** in the Town of Cold Spring. Property is owned by Robert J Wagner Trust.

CU2165-25 – Todd Conforti: Conditional Use to allow for an extensive onsite storage structure in an R-1 zone at **W1376 N Blue Spring Lake Drive** in the Town of Palmyra, PIN 024-0516-2841-009 (.766 ac). Property is owned by Ann T Conforti Trust.

R4601A-25 – Michael Prado: Rezone from A-1 to A-3 to create a 1-acre residential lot at **W611 State Road 59** in the Town of Palmyra, PIN 024-0516-2312-002 (22.0 ac). Property owned by Michael Prado, Clarisse Schowalter, Maria E Prado-Olson & Maria Paz Prado.

CU2166-25 – Paul Goeglein: Conditional Use to allow for a 30' x 40' addition onto existing shed for personal storage in an R-1 zone at **N4001 Jefferson Street** in the Town of Sullivan, PIN 026-0616-1724-014 (.40 ac).

R4602A-25 – Phyllis Jean Medeiros Trust: Rezone from A-1 to A-3 to create a 1.4-acre farm consolidation at **W2344 Rome Road** in the Town of Sullivan, PIN 026-0616-0721-001 (16.0 ac).

R4604A-25 & CU2164-25 –Greg Harrom: Rezone from A-T to A-3 for 1.0-acres and A-T to A-2 for .9-acres for a total of 1.9-acre lot to allow for a graphic design and fabrication business at **N4870 County Road D** in the Town of Jefferson, PIN 014-0615-0212-000 (29.9 ac). Property is owned by Yvonne R Dueterhoeft Trust.

CU2147-25 – Kemmeter’s Properties LLC: Conditional Use to allow for a 3600 sq. ft. structure to be used as an activity building for the existing bar in A-2 zone at **W5003 US Highway 18** in the Town of Jefferson, PIN 014-0614-1212-001 (4.74 ac).

8. Adjourn

If you have questions regarding the petitions, please contact the Planning & Development Department at 920-674-7131. Petition files referenced on this agenda may be viewed in Courthouse Room C1040 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. Materials covering other agenda items can be found at www.jeffersoncountywi.gov.

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Wisconsin River Rail Transit Commission

Hill Farms State Office Building

4822 Madison Yards Way, Madison, WI

Room 149 South

Meeting – Friday, May 9, 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 April 4, 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
 - 03/31/2025 Monthly Financial Statements (Cash Flow, Balance Sheet, and Revenue & Expense Statement)
 - Payment of Bills (Operational & Capital), if any
 - Review of draft budget
9. *5 minutes estimated | Discussion & Possible Action*
2026 Staff Services Agreement with Southwestern Wisconsin Regional Planning Commission (SWWRPC) – Admin
10. *20 minutes estimated | Update*
Wisconsin & Southern Railroad’s Report on Operations – WSOR
 - Operations and Maintenance Update
 - Private Crossings Update
11. *5 minutes estimated | Update*
WisDOT Report – WisDOT
 - Update on Bridges – Merrimac, Janesville
12. *5 minutes estimated | Action*
Permits/Licenses (if any) – Administrator
13. *5 minutes estimated | Update*
Review status of Walking Iron Trail, Dane County. – Huttenburg / Bolitho

Wisconsin River Rail Transit Commission

Meeting – Friday, May 9, 2025 @ 10 AM

AGENDA, Cont.

15 minutes estimated | Update

14. **Discussion and Possible Action on a Proposal to Update the 2014 Rail Economic Impact Study: Steven C. Chmielewski, UW-Extension Community Development Educator/Waukesha and Jefferson Counties. - Chair**

1 minute estimated | Action

15. **Adjournment**

Posted 05/01/2025

Jefferson County Solid Waste & Air Quality Committee

Jefferson County Fair Park
503 N Jackson Ave
Jefferson WI 53549

Agenda

Saturday, May 10, 2025, 8:00 – 11:00 A.M.

1. Jefferson County Electronic & Appliance Recycling Event
 - A. Items: Electronics & Appliance Recycling

For more information, visit our website at: www.jeffersoncountywi.gov/cleansweep

Please call the Clean Sweep/Sustainable Waste Programs Coordinator Kim Buchholz at (920) 674-7430 with questions or to register for the event.

This is a Solid Waste Committee event; no business will be conducted!

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