



JEFFERSON COUNTY COUNTY ADMINISTRATOR

Website: jeffersoncountywi.gov

“Jefferson County: Responsible government
advancing quality of life”

MEMORANDUM

*REVISED 12-06-2019

BEN WEHMEIER
County Administrator

TAMMIE JAEGER
Administrative Secretary

TO: Editors

FROM: Ben Wehmeier, County Administrator

DATE: December 4, 2019

SUBJECT: JEFFERSON COUNTY Meetings – Week of December 9, 2019

Monday December 9, 2019	UW Extension Education Committee	8:30 a.m.	UW Extension 864 Collins Rd, Rm 12, Jefferson
	Drainage Board	9:30 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
Tuesday December 10, 2019	Human Services Board	8:30 a.m.	Workforce Development 874 Collins Rd, Rm 103, Jefferson
	Finance Committee	5:00 p.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 112, Jefferson
	County Board	7:00 p.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 205, Jefferson
Wednesday December 11, 2019	Historic Sites Preservation Council	8:30 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
Thursday December 12, 2019	*Community Action Coalition for South Central Wisconsin, Inc.	6:00 p.m.	Bank of Lake Mills 1640 S. Church St, Watertown
Friday December 13, 2019	Planning and Zoning Committee – Site Inspections	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 203, Jefferson
	Drug Free Coalition	8:00 a.m.	UW Extension 864 Collins Rd, Rm 8 & 9, Jefferson
Saturday December 14, 2019	No Scheduled County Meetings		
Sunday December 15, 2019	No Scheduled County Meetings		



Extension

UNIVERSITY OF WISCONSIN-MADISON

**Extension Education Committee Agenda
Jefferson County
864 Collins Road, Room 12
Jefferson WI 53549**

DATE: Monday, December 9, 2019

TIME: 8:30 a.m.

Committee Members: Dan Herbst, Mike Kelly, John Kannard, Mary Roberts, Lloyd Zastrow

1. Call to Order
2. Roll Call (to establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
5. Approval of Agenda (for possible rearrangement)
6. Approval of University Extension Education Committee Minutes from November 11, 2019
7. Communications
8. Review of 2019 Departmental Budget
9. Discussion and Approval of the 2020 Extension Educator Contract
10. Discussion of Monthly Educator Reports – LaVern Georgson (Ag), Kara Loyd (4-H), Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise), Michelle Scarpace (Natural Resources)
11. Adjourn

Next Scheduled Meetings:

Regularly scheduled meetings are held at the Extension, Jefferson County Office in Room 12 on the 2nd Monday of the month at 8:30 a.m. Next scheduled meetings are: January 13 and February 10, 2020.

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 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.

“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
and Landowner Meeting for Drain #44 (10:00 a.m.)
Jefferson County Courthouse
311 S. Center Avenue, Rm 202
Jefferson, WI 53549
DECEMBER 9, 2019
9:30 a.m.

1. Call to order
2. Roll call and approval of agenda
3. Certification of compliance with open meetings law
4. Approval of minutes
5. Correspondence
6. Citizens present and/or comments
7. Adjourn for Landowner Meeting
 - DRAIN #44 LANDOWNER MEETING (10:00 a.m.)
 1. Call to order by Chairman Hughes – states purpose of the meeting
 2. Why assessment is necessary
 3. Cost impact – Attorney Andrew Griggs
 4. Adjourn Landowners' Meeting
8. Call to order and continue with Drain Board meeting
9. Reports of Drains
 - a. Drain #36 – Status of D.O.T. meeting
 - b. Drain #32 –Report of Attorney Griggs concerning assessment notice after January 1, 2020, assessment possibly in February
 - c. Drain #33 – Secretary Magnoni – report of inspection
10. Previous agenda items needing further discussion
 - a. Hubner/Sayre work
 - b. Drain #20 inspection
 - c. Drain #15D - Inspection
 - d. Drain #2 – Current status
11. Any other business as allowed by law
 - a. State Drain Board Association Meeting – December 17 in Portage
12. Approval of invoices
13. Date for next meeting
14. Motion to adjourn

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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 Road, Room 103
Jefferson, WI 53549

Date: Tuesday, December 10, 2019 Time: 8:30 a.m.

Committee Members:

Mode, Jim (Chair)
Jones, Dick (Vice Chair)
Kutz, Russell

Crouse, Cynthia (Secretary)
Schultz, Jim
Tietz, Augie

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the December 10, 2019 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 November 12, 2019, Board Minutes
7. Communications
8. Review of the October 2019 Financial Statement
9. Discuss and Approve November 2019 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging & Disability Resource Center
11. Discussion and Possible Action on Entering into New 2019 Professional Service Contracts (*CCS Service Array*)
12. Discussion and Possible Action on 2020 Professional Service Contracts (*Transportation & CCS Service Array*)
13. Prepare for nominations for the CIT Officer of the Year
14. Discuss Wisconsin Counties Human Services Association
15. Director's Report
16. Adjourn

Next Scheduled Meetings:

Tuesday, January 14, 2020, at 8:30 a.m.
Tuesday, February 11, 2020, at 8:30 a.m.

A Quorum of any Jefferson County Committee, Board, Commission, or other bodies, 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, the meeting at 920-674-7101 so appropriate arrangements can.

Finance Committee Agenda
Jefferson County
Jefferson County Courthouse
311 S. Center Avenue, Room 112
Jefferson, WI 53549

Date: Tuesday, December 10, 2019

Time: 5:00 p.m.

Committee members: Jones, Richard (Chair)
Rinard, Amy
Nelán, Conor

Kutz, Russell (Secretary)
Jaekel, George (Vice Chair)

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 Finance Committee minutes for November 7, 2019
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 Authorization to Enter into a Contract with General Communications to Develop a P25 Digital Radio System Infrastructure in Jefferson County
9. Discussion and possible action on Authorizing Jefferson County to Enter into a Contract for Property Insurance with Chubb through M3 Insurance Brokers
10. Discussion and possible action on Authorization to Accept the Lowest Qualified Bid with Jefferson Glass to Replace All Interior Glass in the County Jail
11. Discussion and possible action on Entering into an Agreement with Rock River Coordinated Health Care Network, Inc. and adjusting the 2020 Budget to Reallocate Funds
12. Discussion on Joint Development Agreement with Badger State Solar LLC
13. Discussion and possible action on contingency transfer for Administration
14. Discussion and possible action on determining disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties and considering offers to purchase on foreclosed properties
15. 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
16. Reconvene in open session for action on closed session items if necessary
17. Review of the financial statements and department update for October 2019-Finance Department
18. Review of the financial statements and department update for October 2019-Treasurer's Office
19. Review of the financial statements and department update for October 2019-Child Support Department
20. Discussion on 2019 projections of budget vs. actual revenues and expenditures
21. Update on contingency fund balance
22. Discussion of funding for projects related to the new highway facilities and sale of old highway facilities
23. Set future meeting schedule, next meeting date, and possible agenda items
24. Review of invoices
25. Adjourn

Next scheduled meetings: Thursday, January 9, 2020
Thursday, February 13, 2020
Thursday, March 12, 2020
Thursday, April 9, 2020

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.

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY December 10, 2019 7:00 p.m.

Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
5. **APPROVAL OF THE AGENDA**
6. **APPROVAL OF NOVEMBER 12, 2019 MEETING MINUTES**
7. **COMMUNICATIONS**
 - a. Zoning Committee – Notice of Public Hearing, December 19, 2019
8. **PUBLIC COMMENT**
9. **SPECIAL ORDER OF BUSINESS**
 - a. Presentation on Countywide Communication Project
 - b. Update on County Board Topics of Interest
 - 2020 Census and Complete Count Committee
 - County Board Rules Update Process
 - Comprehensive Plan & Update on Focus Groups
10. **BUILDING AND GROUNDS COMMITTEE**
 - a. Accepting Bid from Jefferson Glass to Replace All Interior Glass in the County Jail
11. **EXECUTIVE COMMITTEE**
 - a. Resolution – Authorization to enter into a Joint Development Agreement with Badger State Solar to operate a solar photovoltaic electrical generating facility
 - b. Resolution – Entering into an agreement with Rock River Community Clinic, Inc. and adjusting the 2020 Budget to reallocate funds
12. **FINANCE COMMITTEE**
 - a. Resolution - Authorizing Jefferson County to Enter into a Contract for Property Insurance with Chubb through M3 Insurance Brokers (Addendum)
13. **HUMAN SERVICES BOARD**
 - a. Resolution – Recognizing John McKenzie
14. **LAW ENFORCEMENT AND EMERGENCY MANAGEMENT**
 - a. Resolution – Contracting with General Communications to develop a P25 Digital Radio Communications System in Jefferson County

15. **PLANNING AND ZONING COMMITTEE**

- a. Report – Approval of Petitions
- b. Ordinance – Amending Official Zoning Map
- c. Ordinance – Amending Ordinance No. 2019-05 to remove the requirement that rezoning is conditioned on recording a certified survey map
- d. Ordinance - Amending Ordinance No. 2019-03 to remove the requirement that rezoning is conditioned on recording a certified survey map
- e. Resolution – Authorizing Contract with Ayres and Associates Inc. for Orthoimagery of Jefferson County
- f. Resolution – Amending Contract with Ayres and Associates, Inc. for LiDAR Digital Terrain Mapping

16. **APPOINTMENTS BY COUNTY ADMINISTRATOR**

- a. Joan Fitzgerald, Fort Atkinson, WI, to the Bridges Federated Library Systems Board
- b. Joan Fitzgerald, Fort Atkinson, WI to the Jefferson County Library Board
- c. Linda Ager, Jefferson, WI to the Jefferson County Library Board
- d. William Gaugert, Sullivan, WI to the Sheriff's Civil Service Commission

17. **PUBLIC COMMENT** (General)

18. **ANNOUNCEMENTS**

19. **ADJOURN**

NEXT COUNTY BOARD MEETINGS

**January 14, 2019
7:00 P.M. – RM 205**

Historic Sites Preservation Council

Jefferson County Courthouse
311 S. Center Avenue, Room 202
Jefferson, WI 53549

Wednesday, December 11, 2019
8:30 a.m.

Council Members

Ed Morse - Chair, Steve Mode - Vice Chair, Dick - Schultz, Secretary, Robin Untz, Laura Payne

Agenda

1. Call to order
2. Roll call
3. Certification of compliance with open meetings law
4. Review of agenda
5. Public comment (Members of the public who wish to address the Council must register their request at this time)
6. Approval of minutes from the October 9, 2019 meeting
7. Communications
8. Discussion of web site
9. Discussion of outreach to local historical societies
10. Discussion of the Council's landmark sites program
11. Next meeting; October date and location
12. Potential agenda items for Council's next meeting
13. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or any 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.



Community Action Coalition for South Central Wisconsin, Inc.

Board Meeting Agenda
Thursday, December 12, 2019
6:00 pm – 8:00 pm

Bank of Lake Mills

1640 S Church St. Watertown, WI 53094

Please note: a light meal will be provided from 5:30 – 6:00 PM

Conference Call Dial-In: 1-302-202-1108 * Conference Code: 928301

Board Members

David Ahrens | Jennifer Andrews, Treasurer | Carousel Bayrd | Kathleen Busler | Bernie Gonzalez | Betty Groenewold | Misti Hawn | Jill Johnson | Linda Ketcham | Kirk Lund | Larry Nelson, Vice President | Kelsi Schultz, Secretary | Daniel Sims | Chara Taylor | Sabrina Ware | Samantha Wendt, President

Time	Item	Owner
6:00 – 6:10 PM	Call to Order & Introductions	Samantha Wendt
6:10 – 6:15 PM	Approval of 10/24/19 Minutes (Action Needed)	
6:15 – 6:40 PM	Finance Committee Report	Jennifer Andrews
	<ul style="list-style-type: none"> • October Financial Reports (Action Needed) • Acceptance of the 990 (Action Needed) • 2020 Budget (Action Needed) • Fund Development Specialist • End of Year Gift (Action Needed) 	
6:40 – 6:45 PM	Fundraising Committee Report	Samantha Wendt
	<ul style="list-style-type: none"> • Annual Appeal 	
6:45 – 6:55 PM	Personnel Committee Report	Kirk Lund
	<ul style="list-style-type: none"> • Reaffirm Pension Plan Policy (Action Needed) • Org Chart/Staffing Patterns 	
6:55 – 7:15 PM	PP&D Committee Report	Daniel Sims
	<ul style="list-style-type: none"> • CNA Project Plan & Survey Update (Action Needed) 	
7:15 – 7:35 PM	Program Update	David Vobora
	<ul style="list-style-type: none"> • Programs Status Report • Customer Satisfaction Report • CSBG Monitoring visit • Employee Satisfaction Survey • Community Gardens tractor 	
7:35 – 8:00 PM	President's Report	Samantha Wendt
	<ul style="list-style-type: none"> • Adhoc Bylaw Committee Update (Action Needed) • Board Orientation/Training update • Closed Session: Executive Director hiring update (Action Needed) 	
Next Meeting Dates	Adjournment	
	Thursday, January 23, Waukesha Public Library	
	Thursday, March 26, CAC Madison	

Please notify **Samantha Wendt** whether you will be in attendance. She may be reached at **920.390.0844** or by email; samantha@parallelservices.net. If you need an interpreter or other special accommodation, please let her know at least three business days before the meeting.

AGENDA
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
SITE INSPECTION MEETING

Steve Nass, Chair; George Jaeckel, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Lloyd Zastrow

ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:00 A.M. ON FRIDAY, DECEMBER 13, 2019

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 December 19, 2019:**

CU2012-19 – Laura Dexter: Conditional use for up to six dogs in an A-1 zone at **W6044 Gehler Rd**, Town of Aztalan. The site is part of PIN 002-0714-2233-002 (2 Ac) and is zoned A-1. This is in accordance with Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance.

R4198A-19 – Dennis Stair: Create a 1.15-ac building site on **Bakertown Rd** in the Town of Concord from part of PIN 006-0716-3024-000 (24 Acres). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4199A-19 – Dennis Stair: Create a 4.26-ac lot around the home and buildings at **W2336 Bakertown Rd** in the Town of Concord from part of PIN 006-0716-3024-000 (24 Acres). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

CU2013-19 – Torry & Roxanne Butler: Conditional home occupation for a percussion drumstick manufacturing business at **N6367 County Road E**, Town of Concord. The site is on PIN 006-0716-1614-001 (1.44 Ac) and is in a Community zone. This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance.

CU2014-19 – Torry & Roxanne Butler: Conditional use to allow further expansion of the extensive on-site storage structure housing a window washing service and percussion drumstick manufacturing at **N6367 County Road E**, Town of Concord. The site is on PIN 006-0716-1614-001 (1.44 Ac) and is in a Community zone. This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance.

R4201A-19 – Jonathan W Schrock: Rezone to create a 3.969-acre lot around the home and buildings at **W1715 Gopher Hill Rd** in the Town of Ixonia from PIN 012-0816-0841-000 (17.993 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

CU2015-19 – Patrick Baudhuin: Conditional use for an extensive on-site storage structure at **N4768 Indian Point Rd**, Town of Sullivan. The site is on PIN 026-0616-0114-000 (4.304 Ac) and is zoned Residential R-2. This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

R4200A-19 – Shirley Wagi/Lucht-View LLC Property: Rezone to create a 2-acre building site on **Ehlert Rd**, Town of Hebron, from part of PIN 010-0515-1221-000 (36.009 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance.

R4202A-19 – Steve & Leanne Lehmann: Rezone all of PIN 028-0513-1142-004 (1.148 Ac) around the home and buildings at **W7847 High Ridge Rd** in the Town of Sumner. This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

CU2011-19 – Steve and Leanne Lehmann: Conditional use to allow an extensive on-site storage structure in a proposed R-2 zone at **W7847 High Ridge Rd**, Town of Sumner, on PIN 028-0513-1142-004 (1.148 Ac) This is in accordance with Sec. 11.04(f)2 of the Jefferson County Zoning Ordinance.

8. Adjourn

If you have questions regarding the petitions, please contact the Zoning Department at 920-674-7131. Petition files referenced on this agenda may be viewed in Courthouse Room 201 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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Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so that appropriate arrangements can be made.

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



Jefferson County
Drug Free Coalition

Friday, December 13, 2019

Meeting Agenda

Jefferson County Health Department

1541 Annex Rd Jefferson, WI 53549
Phone 920-674-7275

Jefferson County Drug Free Coalition

Leadership Team Members

Troy Barnett
American Lung Association
Tobacco Control Program Manager

Dean Kurtz
Calvary Baptist Church/Newfocus
Pastor

Jude Hartwick
City of Fort Atkinson
Aldersperson

Abbey Kuehn
City of Watertown Public Health
Department
Assistant Director

Traci Wilson
Fort Health Care
Community Health Coordinator

Craig Holler
Jefferson County Administration
Alcohol and Drug Court

Elizabeth Chilsen
Jefferson County Health Department
Public Health Program Manager

Emi Reiner
Jefferson County Health Department
Public Health Nurse

James Small
Village of Palmyra Police
Public Safety Director/Police and Fire
Chief

Tammy Foerster
Watertown Unified School District
Guidance Counselor

- A. Call to Order
- B. Roll Call
- C. Certification of Compliance with the Open Meetings Laws
- D. Public Comment
- E. Introductions
- F. Approval of Minutes from November 8, 2019 meeting
- G. Coalition Report Out: 2019 Year in Review
- H. Guest Presenter: Lyssa Samuel, Peer Support Provider, Dave Gallup Foundation and person in recovery
- I. Coalition Partner Updates and Sharing
- J. Networking Time
- K. Next Meeting Dates: Friday, February 14, 2020
Friday, March 13, 2020
- L. Adjourn